

AGREEMENT

Between the

BOARD OF EDUCATION
OF THE BOROUGH OF ROSELLE
IN THE COUNTY OF UNION

And the

ROSELLE EDUCATION ASSOCIATION
As Majority Representative
Of Certain Public Employees
In Accordance with N.J.S.A. 34:13A-1
(L. 1968, Ch. 303)
As Amended

JULY 1, 2008 through JUNE 30, 2010

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PREAMBLE

THIS AGREEMENT is entered into this 4th day of May, 2009, by and between the BOARD OF EDUCATION OF THE BOROUGH OF ROSELLE (hereafter the Board"), and the ROSELLE EDUCATION ASSOCIATION (hereafter the "Association").

WITNESSETH:

WHEREAS, the Board has an obligation, pursuant to the New Jersey Employer-Employee Relations Act, to negotiate with the Association as the representative of employees hereafter designated with respect to their terms and conditions of employment; and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement; be it

RESOLVED, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I
RECOGNITION

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all personnel, whether under contract or on leave, employed by the Board, including:

1. Attendance Officers
2. AV Technicians
3. Clerks
4. Coaches
5. Custodians
6. Educational Secretaries
7. Instructional Aides
8. Learning Consultants
9. Maintenance Personnel
10. Media Specialists
11. Nurses
12. Part-Time Teaching Staff (less than 20 hours per week)
13. Psychologists
14. ROTC Instructors
15. School Social Workers
16. Security Guards
17. Speech Therapists
18. Teachers

but excluding:

1. Assistants to the Principal, and personnel on a per diem basis, or hourly basis, or any other employee whose duties, all or in part, are of an administrative and/or supervisory nature, except when such employees function in a dual capacity such that their service also falls into one of the categories included in the unit description. In such instances of dual service, the Association is recognized as the exclusive sole representative for collective negotiations concerning the terms and conditions of employment of such employees to the extent that they are members of the defined unit but not as related to their services in an administrative and/or supervisory capacity.
2. Business Office Payroll Secretary
3. Executive Secretary (Secretary to the Superintendent, Secretary to the Board Secretary)
4. Confidential Personnel Secretary
5. District Directors
6. District Supervisors
7. Facility Manager
8. Principals
9. SBA/Board Secretary
10. Superintendent
11. Vice Principals
12. Subject supervisors and/or Department chairpersons that evaluate staff discipline staff or effectuate recommend.
13. And all other positions in existence as of July 1, 1984 that are not specifically stated as being included above.

B. All certificated personnel represented herein by the Association shall, unless otherwise indicated, hereafter be referred to as "teachers," and reference to male teachers shall include female teachers.

C. All personnel represented herein by the Association shall hereafter be referred to as "employees," and reference to male employees shall include female employees.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. The parties agree to enter into collective negotiation 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 the terms and conditions of employment. The Association agrees to present a complete proposal, including requests for salary and working conditions, in accordance with the time schedule promulgated by the New Jersey Public Employment Relations Commission and in no case later than December 15th of the calendar year preceding the calendar year in which this Agreement expires. The Board will submit its proposal to the Association no later than thirty (30) days thereafter. This deadline may be extended by mutual consent of the parties.

B. Any agreement so negotiated and ratified by the parties shall apply to all employees in the unit as specified in Article I, shall be reduced to writing, shall be signed and approved by the Association, and shall be signed and adopted by the Board.

C. 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 by an employee or the Association based upon the interpretation, application, or violation of this Agreement, policies, or administrative decisions affecting an employee or a group of employees.

2. An "aggrieved person" is the person or persons 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.

4. Pursuant to Chapter 269, P.L. 1989, if applicable, all disciplinary grievances shall terminate in binding arbitration.

B. Purpose

1. The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to grievances which may from time to time arise from claimed violations of this Agreement. Both parties agree that these proceedings shall 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 rights of any teacher having a grievance or complaint to discuss the matter informally with any appropriate member of the administration and having the grievance or complaint adjusted without intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. Procedure

1. Any employee who has a complaint shall within twenty (20) school days of the occurrence of the act or knowledge of the condition which is the subject of the complaint, discuss it first with his immediate superior (vice principal or principal) in an attempt to resolve the matter informally at that level.

2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee, he may set forth his complaint in writing to the principal or other immediate superior. The principal shall communicate his decision to the employee in writing within five (5) school days of the written complaint.

3. If, following the determination of the principal, the matter is not resolved to the satisfaction of the employee, he may set forth his complaint in writing, including the specific contract provision alleged to be violated and the specific relief sought, to the Superintendent or designee within five (5) school days of the determination by the principal.

4. The Superintendent or designee shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the written complaint from the employee following step three (3) listed above. The Superintendent or designee shall communicate his decision in writing to the employee, to the Association, and to the principal or other immediate superior.

5. Any complaint not resolved to the satisfaction of the employee after review by the Superintendent or designee may, at the discretion of the employee, be submitted for a review by the Board. The complaint shall be in writing, including the specific contract provision alleged to be violated and the specific relief sought, and shall be submitted within five (5) school days after receipt of the Superintendent or designee's decision.

6. The Board, or a committee thereof, may review the grievance and shall, at the option of the Board, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within thirty (30) calendar days of the next Board meeting if during the summer after receipt of the appeal or, if a hearing is granted, within twenty (20) calendar days of the date of the hearing.

7. Notwithstanding any provision of this Agreement, the following shall not be considered grievances under this procedure beyond the level of the Board:

- a. The failure to retain a non-tenure teacher,
- b. Matters where a specific method of review is prescribed by law, or by any rule or regulation of the State Commissioner of Education or the State Board of Education; and
- c. The adoption, revision, amendment, or revocation of, Board policies, other than those policies or matters affecting the terms and conditions of employment, shall be within the sole province of the Board. Those matters concerning the terms and conditions of employment are grievable and not included in this exception.

8. If the matter is not settled after action by the Board, it may be referred to the Professional Rights and Responsibilities Committee (hereafter the PRRC) of the Association for consideration. The Committee shall make a determination within five (5) school days, notifying the employee, in writing, of that determination.

- a. If the PRRC of the Association determines that the complaint has or may have merit, it may recommend that the same be submitted to arbitration, notifying the employee and the Board, in writing, of that determination.

- b. If the PRRC of the Association determines that the complaint is without merit, it will so advise the employee, in writing, and a copy of its findings shall be sent to the Board.

9. If the PRRC determines that the grievance is meritorious, it may submit the grievance to arbitration within twenty (20) school days after receipt of the decision of the Board.

- a. Within ten (10) school days after such written notice of submission to arbitration, the Board and the PRRC shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator, or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the Public Employment Relations Commission by either party. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission in the selection of an arbitrator.
- b. The arbitrator so selected shall confer with the representatives of the Board and the PRRC and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his 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 which is 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 advisory, except that it shall be binding in those cases where the grievance involves an alleged contractual violation only.

- c. The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room, shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.
- d. The parties direct the Arbitrator to decide, as a preliminary questions whether he has jurisdiction to hear and decide the matter in dispute. The arbitrator shall have no authority to add to or subtract from the Agreement. The Arbitrator shall be bound by the applicable laws of the State of New Jersey and the laws of the United States and decisions of the courts of the State of New Jersey and the courts of the United States. The arbitrator must address only the issue submitted to arbitration and shall not have the authority to determine any other issues not so submitted, nor shall the Arbitrator render observations or declare opinions which are not essential in reaching a determination.
- e. Each grievance shall proceed separately through the process to arbitration unless mutually agreed to by the parties.

10. In the event a grievance is not processed to the next step within the agreed upon time limits as set forth in the contract, then the grievance shall be deemed to have been resolved at the previous step; in the event the Board of Education fails to respond to any grievance at any step within the agreed upon time limits, the grievance shall be deemed to have been denied and the Association has a right to proceed to the next step in the grievance procedure. Timelines may be extended by mutual agreement in writing.

11. All steps in the grievance procedure shall require the Association to include the entire documentation submitted at each and every step below, both the submission or submissions by the Association and response or responses from the Board representatives. Failure to produce such documentation shall not be grounds for denial of the grievance by itself.

D. Rights of Employees to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself or, at his option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the Association shall 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 or by any member of the administration against any party in interest, any representative, any member of the PRRC, or the Association, or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. Pending determination of a grievance or in any dispute between employees and the Board, the grievant and all employees shall continue to perform their duties under the direction of the Superintendent or designee until the grievance is settled and/or decided.

2. All documents, communication, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

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

4. In the event a grievance cannot be resolved by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure maybe exhausted prior to the end of the school year, or as soon thereafter as is feasible.

5. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievances in writing, using the procedure in C.3, to the Superintendent or designee, or Principal, as appropriate, directly, and the processing of such grievance shall be commenced at that level.

6. All grievances of aides shall end at the Board level, except those pursuant to Chapter 269, P.L. 1989, if applicable.

ARTICLE IV
EMPLOYEE RIGHTS

A. Pursuant to Chapter 303, 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, or to refrain from any of these activities. 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 teacher in the enjoyment of any rights conferred by Chapter 303 or other laws of New Jersey and the United States; that it shall not discriminate against any teacher or other employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his 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 teacher or employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be in addition to those provided elsewhere.

C. No employee or teacher shall be disciplined, reprimanded, or reduced in compensation without stating the reasons therefore. Any such action asserted by the Board, or an agent or representative thereof, shall be subject to the grievance procedure herein set forth except for those cases that must proceed before the Public Employment Relations Commission or the Commissioner.

D. Whenever any employee or teacher is required to appear before the Superintendent or designee, Board or any committee, member representative or agent thereof, concerning any matter which could adversely affect the continuation of that employee in his office, position, or employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview, and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.

E. After three (3) years of uninterrupted, continuous service, each custodial employee who is to be reappointed shall be appointed for an unfixed term so as to provide the tenure protection available to such employees under the provisions of Chapter 137, Public Laws of 1960 (N.J.S.A. 18A:17-3 and N.J.S.A. 18A:17-4).

F. Anyone, other than central administration and the building principal or director, requesting to see an employee's personnel file shall be required to affix his signature and date to the front of said file.

G. An employee shall receive a copy of any letters of warning and reprimand, evaluation and observation, correspondence and reports, and letters of complaint from the public which result in a recommendation which may adversely affect the individual's employment status.

H. No later than September 30 of each contract year, the Board shall provide each employee with an accounting of the employee's available sick leave days, the terms of the insurance coverage and the names of the insurance carriers.

ARTICLE V
RIGHTS AND PRIVILEGES

A. Association Rights and Privileges

1. The Board agrees to furnish to the Association, in response to reasonable requests from time to time, all available public information concerning the financial resources of the district, together with information which may be necessary for the Association to process any grievance or complaint.

2. The Association and its representatives may request the use of school buildings at reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and the place of all such meetings.

3. The Association may request the use of school equipment and facilities, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use and for any repairs necessitated as a result thereof.

4. The Association shall have, in each school building, the use of a bulletin board in each faculty lounge and teachers' dining room. Any material posted on the bulletin board shall be initialed by an Association Representative, a member of the Executive Committee or Association President. Copies of all materials to be posted on such bulletin boards shall be given to the building principal.

5. The Association may request the use of school mail boxes.

6. The Board shall, with the knowledge and approval of the building principal concerned, allow up to ten (10) days per year of release time to the President and/or First Vice President of the Association. Such release time, if granted, shall be used only for

Association business. Before any such time is authorized, the President of the Association shall give at least five (5) days' notice to the building principal.

B. Board Rights and Privileges

1. The Association recognizes that the Board retains all rights, privileges, and responsibilities conferred upon it by the laws of the State of New Jersey and the United States and under the Constitutions of New Jersey and the United States, including the right to manage the schools. The Association further recognizes that the Board may not by agreement delegate authority and responsibility which, by law, are imposed upon and lodged with the Board exclusively nor be bound by this Agreement in matters that are non-negotiable and impermissibly intrude into areas of the managerial prerogative.

2. The Board retains the right to hire, assign, promote, and direct employees covered by this Agreement and to take disciplinary action against said employees (up to and including discharge); and furthermore, to direct school operations, to determine educational policy, and to do all filings necessary and proper to accomplish the mission of the school district.

3. This Agreement represents the full and complete understanding on all matters which were or could have been the subject of negotiations. Neither party, during the term of this Agreement, shall be required to negotiate with respect to any item that was or could have been the subject of negotiations.

ARTICLE VI

EMPLOYEE WORK YEAR

A. The work year for teachers shall contain a maximum of one hundred eighty-six (186) days. The Board reserves the right to add one pupil contact (1) day so long as the work year does not exceed 186 days which shall include:

One Hundred Eighty-Two (182) student days;

One (1) day prior to the opening day for students;

One (1) day (approximately mid year) for in-service workshop to be mutually planned by a Committee of the Association and Central Office Administration.

One (1) day end of year (which shall be a one-half (1/2) session day provided all of the teacher's work is completed).

B. Extended Work Year Teachers:

1. An extended year teacher shall work an additional thirty (30) days to the regular work year.
2. An extended year teacher's salary shall be determined by dividing their appropriate step on the salary guide by 200 and multiplied by 30 and the result is to be added to their regular salary for pension purposes.
3. Extended year teachers will be paid on the 15th and 30th of each month.
4. Extended year teachers may utilize sick and personal days during the additional thirty (30) days.

C. Two (2) full days and two (2) one-half (1/2) days for a minimum of fifteen (15) hours of State approved continuing professional development and/or in-service shall be implemented by the District's Professional Development Committee and approved by the County Professional Development Board. On full days, the program will begin at 8:30 a.m. and end at 3:15 p.m. with a 45 minute lunch period. On the one-half (1/2) day, the program will begin at 1:30 p.m. and end at 3:00 p.m.

D. Aides shall work one hundred eighty-five (185) days per year for the life of the contract. If the last work day is the same day as the last work day for the teachers, the aides shall be able to leave when the teachers leave, provided the aides' work is completed.

E. Once the employee calendar for any year is adopted by the Board, changes shall be made only after prior written notification is given to the Association concerning said proposed change, except in cases of emergency.

ARTICLE VII
EMPLOYEE HOURS AND WORKING LOAD

A. Teachers

1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities but they shall not be required to "clock-in or clock-out" by hours and minutes. Teachers shall indicate their presence for duty by signing their initials in the appropriate column of the faculty "sign-in" roster.

2. Teachers and aides shall have a daily duty-free lunch period of at least thirty (30) minutes. Teachers shall give prior notification to the office before leaving the building during lunch.

3. Any faculty member of instrumental music departments who is required or requested to participate in an official capacity in any activity other than the regular football session with the marching band shall receive monetary compensation at the rate of \$59.13. Prior approval is required from the Board.

4. Any teacher, other than athletic coaches, whose presence is required for student eligibility, on a non-school day, in a regional or state competition shall be compensated at the rate of \$59.13. Prior approval is required from the Board.

5. Any vocal or instrumental music teacher in the Pre-K, Elementary, Middle and Junior High School whose presence is required to conduct students during evening or weekend performances shall be compensated at the rate of forty-nine dollars and ninety two cents (\$49.92) per activity for the duration of this Agreement with prior approval of the principal.

6. There shall be two (2) evening conferences “system-wide” with parents for student progress reports (in addition to presently scheduled "open house(s)") from 7:00 to 9:00 p.m. Said two (2) evening conference days shall be one-half (1/2) days for staff.

7. Staff shall not leave the building during a preparation period without permission of an administrator.

8. Teachers assigned to the High School shall work a seven (7) hour and five (5) minute day including lunch.

9. Pre-K, Elementary, Middle and Junior High School teachers shall work a six (6) hour and forty (40) minute work day including lunch.

10. Teacher preparation time is defined as time for a teacher to plan or prepare for instructional classes and/or related tasks to student learning. This includes, but is not limited to, grading papers, preparing report cards, parent conferences, and any meetings relevant to student performance. Staff shall not leave the building during a preparation period without permission from an administrator and may leave only for school related business or an emergency.

11. Teachers at the high school assigned a sixth period shall be compensated 1/1200 of their annual salary per day for the duration of the assignment.

B. Educational Secretaries

1. The regular work day shall begin at 8:00 a.m. and shall end at 4:00 p.m. on all days when school is in session. During July and August, the workday shall be one hour less.

2. a. Overtime shall be paid at the rate of straight time after thirty-five (35) hours up to forty (40) hours and at the rate of time-and-a-half (1½) for more than forty (40) hours. Overtime shall be first

approved by the Building Principal or Immediate Supervisor and confirmed by Central Office Administration.

- b. All hours worked on Sundays and/or National Holidays shall be authorized by the Board and/or the Superintendent or Assistant Superintendent and shall be paid at the rate of double time.

3. Any Pre-K, Elementary, Middle and Junior High School secretary who is required to keep one (1) or more official New Jersey School Registers shall be compensated in accordance with Schedule I. Said work is to be done in school, but outside of regular school hours.

4. Each secretary employed before July 1, 1978, and covered by this Agreement, shall be entitled to the following vacation with pay at the annual rate of pay such secretary is receiving at the time such vacation is actually taken:

a.	<u>Length of Uninterrupted Service to July 1</u>	<u>Vacation Time</u>
	Less than six (6) months	One Day for Each Full Month Worked
	Six (6) months or more, but less than one (1) year	Three (3) Weeks
	More than one (1) year	Four (4) Weeks
	Over twenty (20) years	Twenty-two (22) Work Days

- b. Each secretary employed on or subsequent to July 1, 1978, and covered by this Agreement, shall be entitled to a vacation with pay at the annual rate of pay such secretary is receiving at the time such vacation is actually taken, in accordance with Article VII C.4.a.

- c. During the school year, all educational secretaries shall follow the school calendar in the same manner as the teaching staff.
- d. Secretaries upon leaving the employ of the Board shall not receive compensation for unused vacation days unless specifically directed in writing, by the Board and/or Superintendent or Board Secretary, to forego the use of vacation time and receive compensation in the best interests of the district.
- e. Any ten (10) month clerk who becomes a twelve (12) month secretary shall receive vacation time in accordance with that person's years of service in the district as set forth in Article VII, (B)(4)(a) and (b) and (C)(4)(a). Vacations shall be prorated the first year, if a full year is not worked.

5. During the Christmas and Spring recesses, the Superintendent shall have the privilege of designating one (1) secretary, employed regularly at the Board's central administration building. In making such designation, the Superintendent shall first designate the least senior secretary and, thereafter, shall make designations in reverse order of seniority, on a rotating basis.

6. In the discretion of the Superintendent, those secretaries may be designated to work during such recess periods in exchange for time off on other days.

C. Custodians

1. a. The regular work week shall be forty (40) hours. All hours worked over forty (40) hours in any week shall be authorized by the Board and/or the Superintendent or School Business Administrator or paid at the rate of time and one-half pursuant to the Fair Labor Standards Act. During the months of July and August, the workday shall be from 7:00 a.m. to 3:30 p.m., which shall include a thirty (30) minute lunch.
- b. All hours worked on Sundays and/or National Holidays shall be authorized by the Board and/or the Superintendent or School Business Administrator and shall be paid at the rate of double time.

2. All overtime shall be allocated on a rotating basis within the building custodial staff by the Board and/or Superintendent or Assistant Superintendent, subject to skills required for the particular job to be done and, if it is not practical to utilize the staff, then said work shall be allocated to other Board custodial employees on a fair and equitable distribution basis throughout the system.

3. There shall be an additional pay differential paid to night workers - those working the 3:00 p.m. to 11:00 p.m. shift receive six hundred dollars (\$600) per year and those working the 1:00 p.m. to 9:00 p.m. shift receive three hundred ninety dollars (\$390) per year.

4. Each custodian covered by this Agreement shall be entitled to the following vacation with pay, at the time such vacation is actually taken:

a.	<u>Length of Uninterrupted Service to July 1</u>	<u>Vacation time</u>
	Six (6) months or more, but less than one (1) year	One Week

One (1) year or more, but less than two (2) years	Two Weeks
Two (2) years or more, but less than (3) years	Two Weeks, One Day
Three (3) years or more, but less than four (4) years	Two Weeks, Two Days
Four (4) years or more, but less than five (5) years	Two Weeks, Three Days
Five (5) years ore more, but less than six (6) years	Three Weeks
Six (6) years or more, but less than seven (7) years	Three Weeks, One Day
Seven (7) years or more, but less than eight (8) years	Three Weeks, Two Days
Eight (8) years or more, but less than nine (9) years	Three Weeks, Three Days
Nine (9) years or more, but less than ten (10) years	Three Weeks, Four Days
Ten (10) years or more	Four Weeks
Twenty (20) years or more	Five Weeks

- b. All custodial employees shall be entitled to fifteen (15) paid holidays to be determined by the School Business Administrator of the Board after discussion with the representative of the custodial employees, which holidays may include, in addition to the usual holidays, Christmas Eve Day and New Year's Eve Day.
- c. No custodian upon leaving the employ of the Board shall be entitled to receive any compensation for unused vacation days unless that custodian had been specifically directed in writing by

the Board and/or Superintendent or Board Secretary to forego the use and taking of those unused vacation days.

5. The Board shall supply to each custodian each year three (3) new uniforms and one (1) pair of work shoes. Short sleeve shirts with collars (golf shirt) are to be included in the "set" of uniform. One set of outside gear (spring jacket, winter coat, rain suit, and rubber boots) shall be supplied, as needed, by the Board.

6. Custodians who are required to perform the duties of a head custodian because of the absence of the head custodian shall be paid at the rate of the head custodian after three (3) consecutive days of performing such duties retroactive to the first day. This rate shall not apply when the head custodian is taking normal vacation time.

7. If the position is filled, the head custodian at Abraham Clark High School shall receive a stipend of five hundred and twenty dollars (\$520) per school year.

8. Custodians who must return to work when not on a shift, or contiguous to a shift, shall be guaranteed two hours minimum call-back time. At the Board's direction, the Board may retain the employee for the duration of the minimum guarantee.

9. Custodial employees who hold New Jersey trade licenses - electricians and plumbers - shall receive a stipend of five hundred and twenty dollars (\$520) for each license held, if the license is used in the district.

10. If the Board considers subcontracting of custodial or maintenance positions which results in loss of employment for a unit member, the Association shall have the right to make a presentation to the Board concerning alternatives to subcontracting.

D. Security Guards

1. The regular work day shall be seven (7) hours, exclusive of the lunch period. The Board may implement a daily staggered work shift not to exceed seven (7) hours per day. In the absence of volunteers and for those security guards hired after July 1, 1991, seniority will determine who will be assigned to a staggered work shift. Those assigned to this shift shall be paid a differential of \$190.00.

2. Security guards will be given a duty-free thirty (30) minute lunch period daily, between the hours of 11:00 a.m. and 1:00 p.m. If a duty assignment reduces the thirty (30) minute lunch period, same shall be compensated pursuant to Section 4 herein.

3. The normal work year for security guards shall be one hundred eighty three (183) days. These days shall coincide with and be scheduled during the teachers' calendar. The first work day shall be the day prior to the opening day for students. If students have early dismissal, security guards shall remain for their seven (7) hour day if teachers remain for in-service training. Up to three (3) additional days may be scheduled within the said calendar. Payment for additional days shall be at the employee's per diem rate. Security guards shall receive one fifteen (15) minute break during which they must remain in the school building.

4. a. All overtime shall be authorized by the Board and/or the Superintendent or Assistant Superintendent. Hours worked over thirty-five (35) shall be paid on a prorated hourly basis. Hours worked over forty (40) shall be paid at time and one-half (1½) on a prorated hourly basis.

b. All hours worked on Sundays and/or National Holidays shall be authorized by the Board and/or the Superintendent or Assistant Superintendent, and shall be paid at the rate of double time.

5. The Board shall supply the following to each security guard per year, as well as replacements as needed:

- 5 pants
- 5 shirts
- 2 sweaters
- 1 blazer
- 1 outer jacket as needed

6. Security guards employed July 1, 1986 and thereafter shall, after completing a probationary period of three (3) years and one (1) day, not lose their position for other than just cause. Security guards currently employed who complete a probationary period of two (2) years and one (1) day commencing July 1, 1986 shall not lose their position for other than just cause.

7. In the event of a Reduction in Force (RIF), seniority will be considered as a factor if the security guard(s) evaluations are satisfactory.

E. Audio Visual Technicians

1. Audio Visual Technicians shall be required to work from 8:00 AM to 4:00 PM on any day that school is in session. During July and August, the work day shall be one hour less.

2. Overtime shall be at a straight time rate after thirty-five (35) hours up to forty (40) hours and at the rate of time and one-half (1½) for all hours beyond forty. All overtime shall be authorized by the Board and/or Superintendent or the Business Administrator.

3. All Audio Visual technicians covered by this Agreement shall be entitled to vacation with pay at the annual rate of pay such Audio Visual Technician is receiving at the time such vacation is actually taken:

<u>Length of Uninterrupted Service to July 1</u>	<u>Vacation Time</u>
Six (6) months or more, but less than one (1) year	One week
One (1) year or more, but less than two (2) years	Two weeks
Two (2) years or more, but less than three (3) years	Two weeks, one day
Three (3) years or more, but less than four (4) years	Two weeks, two days
Four (4) years or more, but less than five (5) years	Two weeks, three days
Five (5) years or more, but less than six (6) years	Three weeks
Six (6) years or more, but less than seven (7) years	Three weeks, one day
Seven (7) years or more, but less than eight (8) years	Three weeks, two days
Eight (8) years or more, but less than nine (9) years	Three weeks, three days
Nine (9) years or more, but less than ten (10) years	Three weeks, four days
Ten (10) years or more	Four weeks
Twenty (20) years or more	Five weeks

ARTICLE VIII

PROHIBITED DUTIES

A. Non-Teaching Duties

1. The Board and Association acknowledge that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to this end. Therefore, they agree as follows:

- a. No teacher shall be required to drive students to activities which take place away from the school building.
- b. No teacher shall be required to lift, pack, unpack, or transfer books or equipment not pertaining to his class or activities. In the event of a change of classroom, no teacher will be required to lift or move equipment, packaged, or bulky materials.
- c. No teacher shall be required to assist in the preparation or serving of food.

B. Non-Secretarial Duties

1. No secretary shall be required to lift, unpack, or distribute school supplies, books, or equipment without adequate assistance.

2. No secretary shall be required to assist in the preparation or serving of food or monitoring of any school lunch program which might be instituted in her school.

3. No secretary shall be obligated or expected to be the sole and only individual on duty in any school building at any time.

ARTICLE IX

SALARIES

A. The parties agree that at the conclusion of the 2008-2010 agreement, salary increments for the 2010-2011 school year shall not be automatically awarded. Increments for the 2010-2011 school year will be provided only after the parties have entered into a successor agreement and in accordance therewith.

B. The teachers and nurses salary guide (Schedule A), which is made a part hereof and is attached hereto, shall be in full force and effect.

1. Each teacher shall be placed on his proper step of the salary schedule when employed in accordance with Section 2 below.

2. The Board and/or Superintendent reserves to itself discretion for credit upon initial employment to be given employees on the salary schedule. Additional full credit, not to exceed four (4) years for military service or alternative civilian service required by the selective service system, shall be given.

3. The BA+30 Guide shall be abolished and no employee shall be eligible for placement on the BA+30 Guide except for those employees presently on said guide prior to July 1, 1989, and those employees who complete course work for the BA+30 Guide by September 1, 1989.

C. The educational secretaries salary guide (Schedule B), which is made a part hereof and is attached hereto, shall be in full force and effect.

D. The custodial salary guide (Schedule C), which is made a part hereof and is attached hereto, shall be in full force and effect.

1. Custodians hired by the Board after July 1, 1979 shall acquire a Black Seal license within one year of the date of employment unless given a written extension or exemption

by the School Business Administrator. During this time, the custodian shall be paid on Column "A" of time salary guide. Upon acquisition of the Black Seal license and notification to the Business Office, the custodian shall be moved to Column "B" of the salary guide, effective the first day of the following month, at the same step he had been on in Column "A," unless due an increment, in which case the increment will be received on Column "B."

2. Part-time custodians shall be paid on their appropriate column of the salary guide, prorated to the number of hours worked. All salary guides are to be attached hereto, including the security guards and aides, and AV Technicians salary guides.

E. Pay Schedules

1. Employees paid on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.

2. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.

3. Ten-month employees may individually elect to have ten percent (10.0%) of their monthly salary deducted from their pay. These funds shall be paid to the employee or his estate on the final day in June, or upon death or termination of employment, if earlier.

4. When a pay day falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.

5. Ten-month employees shall receive their final checks and the pay schedule for the following year on the last working day in June.

6. Stipends listed as "Miscellaneous Stipends" are to be paid per person, per year.

7. The Board shall make available a summer payment plan in accordance with N.J.S.A. 18A:29-3 under procedures developed by the Business Office.

8. The Board shall make available the direct deposit of any employee's paycheck into any account authorized by the employee under procedures developed by the Business Office.

F. Withholding of Increments

The Board reserves the right to withhold any salary increase from any member of the negotiating unit upon recommendation from the Superintendent and with the approval of the Board. This provision shall be subject to the grievance procedure, up through advisory arbitration.

G. Teachers of Special Education classes employed prior to July 1, 1978 shall continue to receive their salaries plus a stipend of \$263.12 which shall be part of their base pay. Special Education teachers employed after July 1, 1978 shall receive a two hundred twenty **four** dollars and sixty four cents (\$224.64) stipend which shall be part of their base pay only if they are required to be in attendance with their students during the lunch period.

H. The security guards salary guide (Schedule D), which is made a part hereof and is attached hereto, shall be in full force and effect.

I. The aides salary guide (Schedule E), which is made a part hereof and is attached hereto, shall be in full force and effect.

J. The AV Technicians salary guide (Schedule K), which is made a part hereof and is attached hereto, shall be in full force and effect.

K. The hourly rate for all present hourly stipends is \$32.24.

L. An ROTC instructor who has not obtained a Bachelor's degree and who does not hold a certificate issued by the NJ State Board of Examiners shall be paid \$3,000.00 less than the step or maximum level on the BA Column of the Teacher's Salary Guide commensurate with his credited years of experience in teaching and up to four (4) years of military service credit.

ARTICLE X

EMPLOYEE ASSIGNMENT

A. All certificated employees shall be given written notice of their salary, building and room assignments, tentative class schedules, and/or subject assignments for the forthcoming year, not later than the last day of school, whenever feasible, and subject to reasonable change as determined by the needs of this system. This section is not applicable to aides.

B. In the event that changes in such schedules, class and/or subject assignments, or room assignments, are proposed after the last day of school, any employees affected shall be notified in writing. This section is not applicable to aides.

C. Employees who may be required to use their own automobiles in the performance of their duties or in fulfilling the requirement to attend out-of-system training sessions or workshops, and employees who are assigned to more than one school per day, shall be reimbursed for all such travel at the I.R.S. rate as of the January 1st preceding the start of the school year, per mile, for all driving done between arrival at the first location at the beginning of their work day, and their last assignment that day, and proper supporting documentation shall be submitted to the Board office. No reimbursement shall be allowed for driving from school to a place to have lunch or to go home.

D. When a regular substitute is not available for a classroom, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a regular teacher may be assigned to serve as a substitute. Volunteers and assigned teachers shall be paid at \$26.26.

1. Payment shall be made upon the fifth coverage and every subsequent coverage during the school year.

2. Teachers who are required to cover a class, when their class is scheduled to be under the direction of the computer teacher, will qualify for the class coverage reimbursement, as set forth above, for as long as the program exists.

E. Any certificated employee required to supervise students during a lunch period shall be paid at a rate of twenty-two dollars and eighty-eight cents (\$22.88) per period for each lunch period, or fraction thereof, supervised. Employees with prior experience in lunch period supervision who volunteer will be granted preference in assignment. Non-certificated employees required to supervise students during lunch periods shall be paid a rate of one-half (1/2) of certificated rate per period for each lunch period or fraction thereof supervised.

ARTICLE XI

VOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Whenever a position becomes available, the vacancy shall be posted in all school buildings ten (10) school days after the Superintendent receives notice from the employee, unless the Board decides to abolish or not fill the position or after the Board has approved the creation of a new or additional position.

B. Employees who desire a change in position, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent, not later than March 1st. In the event that a position becomes available after March 1st, employees wishing to transfer shall notify the Superintendent in writing of the desire to transfer. If school is in session, such notice to the Superintendent shall be in writing within five (5) working days of the posting. If school is not in session, such notice to the Superintendent shall be in writing within ten (10) calendar days of the posting. In an emergency, these notification periods shall not interfere with the Board's right to fill the vacancy.

C. After the closing of the school year until the commencement of the succeeding school year, the District shall provide to the Association President copies of all job postings via e-mail or copies shall be available to the Association President at the Board Offices.

D. This article does not apply to aides.

ARTICLE XII

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Notice of an involuntary transfer or reassignment shall be given to the employee thirty (30) days prior to the transfer, except in cases of emergency or unavoidable change in circumstance. This provision is not applicable to aides.

B. An involuntary transfer or reassignment of an employee shall be made only after a meeting between the employee involved and the administrator, at which time the employee shall be notified of the reason therefore. The employee may, at his option, have an Association representative present at such a meeting.

ARTICLE XIII

EDUCATIONAL IMPROVEMENT

A. The Association agrees that its teacher-members will cooperate and participate in a reasonable number of after school activities as demonstrated by past practice, such as PTA and PTO meetings and student dances. Additionally, the Association agrees that its teacher-members will cooperate and participate in scheduling needed conferences with parents who are unable to be present for such conferences in the course of the normal school day.

B. The Association agrees that its teacher-members will make themselves available for a meeting outside of normal school hours, in the second half of the school year, for the purpose of such parental conferences as noted above, such meetings to be scheduled and arranged on an individual school basis by mutual agreement between the individual building principal and his staff.

C. The Association agrees that all its teacher members will attend two (2) after school meetings per month. Teacher-members further agree to participate in curriculum development as required.

1. Such meetings shall begin no later than ten (10) minutes after last student dismissal and shall run for no more than sixty (60) minutes.

2. An Association representative may speak after any regular staff meeting.

D. The Association agrees that its teacher-members will attend a reasonable number of in-service programs of reasonable duration as scheduled by the Superintendent of Schools. Secretary-members shall participate in at least one in-service program of their own as scheduled by the Superintendent of Schools.

E. When teachers are requested to supervise students at a night function, the number of teachers in attendance should be in ratio of one (1) teacher for every thirty (30) students in attendance. This supervision shall be requested on a rotational basis.

F. For staff, the Board agrees to pay the cost of tuition at the New Jersey State College resident rate for up to-twelve (12) credits per year in accordance with the following.

1. That courses are relevant to assignment; or
2. That courses are for an additional certification; or
3. That courses are in a matriculated Masters, Doctorate, or other degree program.

4. That reimbursement for tuition will start at the beginning of the fourth year of employment.

5. That the Board shall cap tuition reimbursement at \$72,800 in 2008-2009 and \$75,712 in 2009-2010.

6. The course work must receive prior approval from the Superintendent of Schools. Course approval must be obtained fifteen (15) days prior to the beginning of the course. If the approved course is cancelled, an equivalent course may be substituted upon the approval of the Superintendent prior to the commencement of the substituted course. A grade of "B" or better must be attained in order to qualify for such reimbursement. Course work approved and taken for which traditional grades are not given shall be evaluated to the extent practicable on the same basis. Payment will be made when official transcripts of completed course work are presented to the Superintendent of Schools.

- a. The following documents must be submitted before payment can be made.

1. Completed signed purchase order that indicates the course number and title, period taken, number of credits and the actual cost of tuition.
2. Signed Voucher
3. Copy of receipt for tuition payment
4. Copy of signed course approval form, previously approved by the Superintendent
5. Official transcript of **complete** coursework

b. Switching Courses- If the approved course is cancelled, an equivalent course or within the matriculated area may be submitted upon obtaining the approval of the Superintendent within 5 days of the substituted course.

7. For non-teachers, the course work must relate to a particular skill and trade for which the employee is currently employed or must relate to another position in the district as well as the requirements specified in Section 6 above.

G. The Board agrees to provide a pool (cap) of up to two thousand **eighty** dollars (\$2080.00) per year for aides for courses/workshops that are approved by the Superintendent or designee.

H. To be placed on the MA or MA+30 tracks, a teacher must notify the Superintendent in writing by February 15th of the preceding fiscal year that he plans to complete work to entitle him to be moved in the coming year. Reclassification and salary adjustments shall take effect in either September or February following the successful completion of courses and receipt of official transcripts to the Superintendent's office. Prior approval by the Superintendent of graduate courses in other than a degree program relating to one's professional employment is

required as a condition to be eligible for placement on the MA level. Eligibility for the MA+30 placement requires an earned Masters degree plus thirty (30) credits previously approved for such use by the Superintendent, as above.

I. In accordance with N.J.A.C. 6:11-13 (d) the Board shall establish a Professional Development Committee.

J. All vacancies for mentoring positions shall be posted as the District is aware of its needs. The posting shall include the qualifications for the position.

K. The District shall attempt to schedule a common planning period for the novice and the mentor.

ARTICLE XIV

SICK LEAVE

A. All persons holding any full-time office, position, or employment with the Roselle Public Schools who are under contract to the Board prior to January 1, 1985 shall be allowed sick leave with full pay for fifteen (15) school days in any school year. Any unused sick leave days of the first twelve (12) sick days may be accumulated to be used for additional sick leave as needed in subsequent years. Any person holding any full-time office, position, or employment with the Roselle Public Schools whose contract effective date is on or after January 1, 1985 shall be allowed sick leave with full pay for twelve (12) school days in any school year. Any unused sick leave for these persons shall also be accumulated to be used for additional sick leave as needed in subsequent years. All aides shall receive twelve (12) sick days per year.

B. Any employee who has exhausted his accumulated sick leave may apply to the Board for additional sick leave based on his salary, less the cost of a substitute's per diem, for each day of leave. (See N.J.S.A. 18A:30-6)

C. In any unusual case of sick leave, the Board may require a physician's certificate to be filed with the Superintendent. This includes sick leave caused by illness, injury, or quarantine.

D. Up to three (3) days of the sick leave referred to in this Article may be used for family illness; these three (3) days to come from the first twelve (12). Family illness is defined as illness in the immediate family that is spouse, children, father, mother, parents-in-law, and any other member of the immediate household.

E. When absence exceeds the annual and/or accumulated sick leave, a deduction will be made on the basis of a day's salary for each sick day. A day's salary is defined at 1/200th of

the annual salary for a ten (10) month employee, and 1/250th of the annual salary for a twelve (12) month employee.

F. When an absence is found to be contrary to the provisions of the leave policy, the deduction of pay shall be based on the formula above. Three (3) days absence without notification of the school authorities constitutes a breach of contract. Any person so charged with breach of contract shall have the right to show evidence of a lack of ability to notify proper authorities. Such evidence, if substantiated, may result in the waiver of the breach of contract and reinstatement immediately, or as soon as is convenient. In the event of such absences caused by illness as defined above, annual and accumulated sick leave may be credited towards such absence.

G. Upon retirement for service and age from a State administered Pension Fund, an employee will receive one (1) day's pay for each four (4) days of accumulated sick leave. The amount that teaching staff members may receive shall not exceed \$9,256 for the 2008-2009 school year and \$9,626.24 for the 2009-2010 school year.

The amount that secretarial/clerical employees, custodial/maintenance employees and security guards may receive may not exceed \$7,488.00 for the 2008-2009 school year and \$7,787.52 for the 2009-2010 school year.

The amount that aides may receive shall not exceed \$3,744.00 for the 2008-2009 school year and \$3,893.76 for the 2009-2010 school year. Deferred retirement vesting is not retirement under this provision.

H. Security guards, aides, and AV Technicians shall be allowed sick leave with full pay for twelve (12) school days in any school year. Any unused sick leave may be accumulated to be used for additional sick leave as needed in subsequent years.

ARTICLE XV

TEMPORARY LEAVES OF ABSENCE

A. The Board will approve temporary leaves of absence with pay for all employees under the following circumstances:

1. Three (3) days per year may be utilized for personal business, provided notification is made to the Superintendent through the appropriate building principal at least five (5) days in advance, except in cases of emergency. Employees shall provide documentation for the taking of emergency personal leave within three (3) days of returning from the emergency personal leave. In the event the day requested is contiguous to a holiday, weekend, vacation, or other recess period, the Superintendent may require a valid reason, in writing, for his approval. Aides shall receive two (2) personal business days per year.

2. Any unused personal business days may be accumulated to be used for additional sick leave as needed in subsequent years.

3. For a death in the immediate family during the individual's work year, up to five (5) school days will be granted as leave with pay. Immediate family is defined as mother, father, sister, brother, children, son-in-law, daughter-in-law, spouse, grandparents, and parents-in-law. In the event of the death of a teacher or student in the Roselle School District, the principal of said teacher or student may grant to an appropriate number of teachers sufficient time off to attend the funeral. Up to three (3) school days will be granted as leave with pay in the case of a death during the individual's work year of brother-in-law, sister-in-law, grandchildren or any other member of the immediate household. These aforementioned days shall be used consecutively within the school year except in extenuating circumstances. In such case, a written request stating the reasons for the extenuating circumstances must be submitted by the employee to-the Superintendent for approval.

4. Other leaves of absence with pay may be granted by the Board for good reason, including legal proceedings.

B. Leaves taken pursuant to Section A above may be in addition to any sick leave to which the employee is entitled.

C. Paid leave will run concurrently with NJFLA and/or FMLA leave.

ARTICLE XVI

EXTENDED LEAVES OF ABSENCE

A. The Board will approve extended leaves of absence without pay under the following circumstances:

1. Except where payment is required by law, military leaves required by involuntary assignments due to duty with the Armed Forces, including National Guard and Reserve units during the school year, will be granted, provided other arrangements cannot be made for such temporary service during school vacation.

B. Maternity Leave

1. The Board shall grant sick leave for the period of actual disability associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absence for illness or medical disability. The pregnant employee will be entitled to her annual and accumulated sick leave, with pay, during the period of absence due to her actual disability concurrent with New Jersey Family Leave Act or Federal Family Medical Leave Act.

2. Any pregnant employee who does not elect to take a child-rearing leave may continue to perform her duties as long as physically able to do so and will be entitled to return to her duties when she is physically able.

3. The Board may require an employee during her pregnancy to produce a certificate from her physician stating that she may continue working effectively at the duty to which an administrator has assigned her.

4. In the event of any question as to the condition of the pregnant employee, a conference shall be arranged between the Board's physician and the attending physician.

5. No employee shall be required to neither leave work because of pregnancy at any specific time prior to expected childbirth nor be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse of specific duration between childbirth and the desired date of return.

6. The pregnant employee shall be treated as any other employee.

7. The Board has the right to remove any pregnant employee from her daily duties on the following criterion:

a. Her physical condition or capacity renders her incapable of performing her assigned duties which shall be deemed to exist if, (1) the pregnant employee fails to produce a physician's certificate that she is medically able to continue working; or (2) the Board's physician concludes she is unable to continue in the role of an employee.

C. Child Rearing

The Board of Education shall grant child-rearing leave without pay in accordance with the following procedure:

1. All initial applications, and applications for extensions or reductions of child-rearing leave, shall be made in writing to the Superintendent.

2. Any employee intending to apply for child-rearing leave shall advise the superintendent of the fact of her pregnancy and/or of his prospective plans for taking child-rearing leave and the best estimate of when the child-rearing leave will commence and terminate. The employee shall request child-rearing leave of the Superintendent of Schools in writing at least sixty (60) days prior to the date the leave is to commence.

3. The request for child-rearing leave shall specify the date when the employee wishes to leave to commence and terminate.

4. Child-rearing leave shall be granted for a period of up to the end of the academic school year in which the child-rearing leave commenced. The Board shall grant an additional year of leave upon the request of an eligible employee provided such request is made in writing to the superintendent by June 1st. If the procedure is not followed the Board will retain the sole discretion to deny the extension. An eligible employee is an employee who is under tenure or who has received a tenure contract. An eligible employee on child-rearing leave shall notify the Board in writing of the intention to return to the District by May 1st of the school year preceding the school year in which the employee wishes to return to the District.

5. An employee returning on the first day of the school year in September from child-rearing leave shall be placed in his previously held position if available and administratively feasible.

6. Any employee who has applied for and received child-rearing leave may reapply for permission to return to employment during any academic school year for which such leave was granted, and such leave may thereupon be terminated by the Board, at its sole discretion.

7. No employee on child-rearing leave shall, on the basis of said leave, be denied the opportunity to substitute in the school district in the area of his competence.

8. Time spent on child-rearing leave of absence shall not count towards salary guide placement, experience, seniority, sick leave accumulation, etc.

9. Any ten (10) month employee who accepts child-rearing leave after January 31st in any given year is given credit on the salary guide for a full year upon returning to

the district. Any twelve (12) month employee who accepts child-rearing leave after January 1st in any given year is given credit on the salary guide for a full year upon returning to the district.

10. Adoption: Any employee adopting a child of pre-school age shall receive a leave similar to child-rearing leave which shall commence upon receiving de facto custody of said child, or earlier if necessary to fulfill the requirements of the adoption.

11. The child-rearing leave period shall not be counted for tenure purposes or seniority purposes, except in accordance with law or state regulation.

12. Aides shall only be entitled to the provisions of the Family Leave Act, twelve (12) weeks leave within a twenty-four (24) month period.

D. Other leaves of absence without pay may be granted by the Board for good reason.

E. All extensions or renewal of leaves shall be applied for in writing and answered within five (5) days of the Board meeting following the receipt of the request.

ARTICLE XVII

SABBATICAL LEAVES

A. A sabbatical leave may be granted to a teacher by the Board, for study in the teacher's area of educational certification or for other reasons of value to the school system, subject to the following conditions:

1. Request for sabbatical leave must be received by the Superintendent in writing, in such form as may be mutually agreed upon by the Association and the Superintendent no later than February 1st, and action must be taken on all such requests no later than April 15th of the school year preceding the school year for which the sabbatical leave is requested.

2. Sabbatical leave for study: The following criteria shall be satisfied in order to be eligible for said leave:

- a. Possess a teaching certificate;
- b. Employed satisfactorily for a minimum of seven (7) years in the district; and
- c. Submit a planned program of study.

3. Any leave granted under this Article shall be with compensation for a period of not to be less than six (6) months nor more than one (1) year. Compensation for sabbaticals shall be one-half (1/2) of the scheduled salary which the teacher would have received, had such leave not been granted.

4. The grantee of such leave shall be required to contract to serve the system for three (3) years after the expiration or termination of the sabbatical leave and shall be paid the scheduled salary that he would have received had he not had a sabbatical leave. This salary placement, however, is to be granted only after a statement of the work pursued by the grantee at college has been submitted to and approved by the Superintendent of Schools.

5. The following activities will be considered appropriate:
 - a. Formal Graduate Study: A minimum of sixteen (16) points or credits per semester in the individual's own field of work or closely related field; and
 - b. Writing of a Doctoral Thesis.

6. A maximum of two people of the professional staff may be on sabbatical leave at any one time. First consideration will be given to those sabbatical leave plans which involve the greatest benefit to the school system. A secondary consideration will be the seniority of the staff members applying for leaves. The Board shall approve all sabbatical leaves.

ARTICLE XVIII

PROTECTION OF EMPLOYEES, STUDENTS, AND PROPERTY

A. In the event of any disorder or disruption in the regular school program, the Association may request to meet with the Board and/or administrators immediately to develop mutually acceptable programs to guarantee the safety of students, board employees, and property.

B. 1. The Board shall give full support, including limited legal and other assistance for any unprovoked assault upon the employee while on school property, or engaged in authorized school business.

2. When absence arises out of or from such assault or injury, the employee shall be entitled to full salary and other benefits as provided by law (N.J.S.A. 18A:30-2.1) for the period of such absence, but shall not forfeit any sick leave or personal leave.

3. The Board shall reimburse any employee for the reasonable cost of medical, surgical, or hospital services incurred as time result of any injury sustained as the direct result of an assault by a student while in the course of his employment, and provided such costs exceed the coverage afforded by any plan or insurance offered by the Board to its employee, including hospital, surgical and medical insurance and workers' compensation coverage. Should such a situation exist, the Board shall be notified immediately by said employee, and shall refrain from entering any course of treatment, except in an emergency, without Board approval. Payments to be made under this section shall not take effect until it is shown to the Board's satisfaction that recovery cannot be made by the employee injured from the student perpetrating the assault.

C. 1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior.

2. Such notification shall be immediately forwarded to the Superintendent, who may comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and may act in appropriate ways as liaison between the teacher, the police, and the courts.

D. The Board shall reimburse employees for the reasonable cost of any clothing or other personal property damaged or destroyed while the employee was acting in the discharge of his duties within the scope of his employment.

E. Any employee of the Board shall be protected against civil and/or criminal action by all pertinent statutes as stated in N.J.S.A. 18A:16-6.1 and N.J.S.A. 18A:16-6.

ARTICLE XIX

INSURANCE PROTECTION

A. The Board agrees that it will provide individual and full family health-care insurance coverage for all employees of the Board whose regular assignments exceed twenty (20) hours per week, through the current coverage in effect at the time of the adoption of the current collective bargaining agreement.

B. The Dental Plan premium shall be capped at the rate in effect on June 30, 1996.

C. The Board shall request the carrier to provide to each employee a description of the health-care insurance coverage provided under this Article, no later than the beginning of each school year, which shall include a clear description of conditions and limits of coverage, as listed above.

D. The insurance referred to in this Article shall be available to all employees, where applicable, who are represented by the Association, except teachers on leave of absence without pay. All eligibility for insurance shall be in accordance with the terms of the policies issued and responsibility of the Board shall be no greater than the terms of such policies of insurance as issued or applied. For the period of time covered by this Agreement, the Board shall not take steps to reduce the coverage provided by the above referred to insurance program.

E. The Board reserves the right to change insurance carriers, provided that such insurance coverage is equal to or better than that provided by the above insurance coverage. The Board will furnish the Association with reasonable notification of the change and information relative to the coverage under the new insurance carrier.

F. The Board agrees to provide each employee with a family prescription plan with a co-pay as follows:

	<u>2008-2009</u>
	<u>2009-2010</u>
Mail Order 90 day supply	\$15 generic, \$25 brand name
Generic	\$15.00 per prescription
Brand Name	\$25.00 per prescription

G. All employees hired after August 15, 1996 shall be entitled to DPP family coverage at Board expense for the first three (3) years. Thereafter, these employees will be entitled to family coverage in DPP or traditional at Board cost.

H. Effective July 1, 2006 the deductible for single coverage will be \$200.00 for single employee and \$400.00 for family.

I. Auto Insurance Deductible

1. Any employee required to use their own vehicle to transport tools, equipment supplies from the building to building or between job sites or bank deposits as directed by the administrator, that has their vehicle damaged in an accident not due to willful negligence will have their insurance deductible paid by the Board up to \$500.00 per occurrence.

2. No employee shall be required to transport a student from one location to another unless another employee is present in the same vehicle and has been authorized to do so by the school administrator.

ARTICLE XX

DEDUCTION FROM SALARY

A. 1. The Board agrees to deduct from the salaries of its teachers, dues for the Roselle Education Association, a unified association with its affiliates as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 N.J.S.A. 52:14-15.9(e) and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Roselle Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.

2. The Board agrees to deduct from the salaries of its non-certificated employees, dues for the Roselle Education Association, solely as a local, or associate member dues in the NJEA or the NEA, or any one or any combination of such associations as said non-certificated employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (N.J.S.A. 52:16-J5(9)(e)) and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Roselle Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.

3. Each of the associates named above shall certify at least annually to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

4. The Board shall make available to interested employees a tax-sheltered Annuity Plan which provides the Federal Income Tax treatments prescribed by Section 403(b) of the U.S. Internal Revenue Code of 1954 as amended by Public Law 87-370. Said plan shall be designated by the Association and be consistent with the controlling New Jersey statute.

5. The Board agrees to deduct from the salaries of employees covered by this Agreement (Article I - Recognition) who choose not to become Association members, a representative fee equal to eighty-five percent (85%) of regular membership dues, fees, and assessments. The procedures to be used in administering the collection of the representative fee shall be in conformance with N.J.S.A. 34:13A-5.5, et seq. (Chapter 477 of the Laws of 1979). The Association agrees to save harmless the Board from any liability resulting from improper deductions based on information provided to the Board by the Association.

ARTICLE XXI

MISCELLANEOUS PROVISIONS

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

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

C. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement, as established by the rules, regulations, and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any employee benefit existing prior to its effective date.

D. If any provision of this Agreement, or any application of this Agreement to any employee or group of employees, is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

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

F. After a format has been agreed to by both parties hereto, this Agreement shall be printed within ninety (90) days after the Agreement is signed. The expense of time printing of this Agreement shall be shared equally by the parties hereto. A copy of the Agreement shall be presented to all employees now employed or hereafter employed by the Board.

G. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement either party shall do so by telegram or registered letter at the following addresses:

1. If by the Association, to the Board at:

710 Locust Street
Roselle, NJ 07203

2. If by the Board, to the Association at:

Current President's home address

H. The Board recognizes that the employee has a right to his own personal mode of lifestyle, and such shall not be a concern of the Board unless it affects or influences the proper performance of duties or the operation of the school district, except as otherwise provided in this Agreement by law.

ARTICLE XXII
EXTRA-CURRICULAR

A. Definition

Extra-curricular activities include those activities which are beyond the scope of the teacher's assignment and not specified as part of the teaching and duty assignments scheduled in the regular work day, work week, or work year as defined in this Agreement. Said extracurricular activities and the compensation for same are set forth and attached hereto.

B. Newly Created Position

The Association shall be notified of the creation of any new positions and the compensation shall be negotiated.

C. Procedures

1. All vacancies in extra-curricular positions shall be posted in each school as far in advance as practicable. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their application in writing to the appropriate administrator within the time limit specified in the notice, and the appropriate administrator shall acknowledge promptly in writing the receipt of all such applications.

2. The qualifications for the position, its duties, and the rate of compensation, if known, shall be clearly set forth.

3. All qualified teachers shall be given adequate opportunity to make application and all such applications shall be considered. Each teacher applicant shall be notified as to the filling of said position.

4. If the procedure set forth above fails to produce a qualified applicant from within the district, the Board shall make every effort to employ a qualified applicant outside of the district who is the holder of an appropriate New Jersey Teaching Certificate.

5. If, after having made every effort, the Board is unable to employ a qualified person in accordance with the procedures set forth in Sections C.1 and C.4 above, the Board may assign a qualified teaching staff member from within the district.

ARTICLE XXIII

EVALUATION PROCEDURE

A. All formal observation of the work performance of an employee, for the purpose of the annual evaluation process, shall be conducted openly and with full knowledge of the employee by properly certified and authorized personnel.

B. A post conference and a written evaluation shall be given within ten (10) working days following the formal observation.

C. If there is a disagreement with the evaluation, the employee shall then have five (5) working days to submit a rebuttal to the observation report. An additional two (2) days shall be granted to the employee by the supervisor for extenuating circumstances.

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

E. All finalized evaluation reports must be signed by the employee. Said signature does not necessarily convey agreement with the report, only that the employee has seen and reviewed the report.

ARTICLE XXIV

PART-TIME TEACHER EMPLOYEES

A. Each part-time employee shall receive as sick leave time, two (2) times the total number of hours employed during a normal work week. Any unused sick leave time shall be cumulative.

B. Each part-time, employee shall receive two (2) times the total number of hours employed during a normal work week divided by four (4) as personal leave hours. Any unused personal leave hours shall accumulate as sick leave in subsequent years.

C. Part-time teachers shall advance on the salary guide up to the fourth step on the BA guide. (Place Steps 1-4 on Schedule F).

ARTICLE XXV

DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1, 2008 and shall continue in effect until June 30, 2010, subject to the Association's right to negotiate over 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 it is extended in writing.

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

ROSELLE EDUCATION ASSOCIATION

**BOARD OF EDUCATION
OF THE BOROUGH OF ROSELLE
IN THE COUNTY OF UNION**

By: _____
President

By: _____
President

ATTEST:

ATTEST:

By: _____
Secretary

By: _____
Secretary

**SCHEDULE A
ROSELLE TEACHERS
SALARY GUIDE FOR 2008-2010
BACHELORS**

Step	2008-2009	Step	2009-2010
1	\$45,651	1	\$47,085
2	\$46,051	2	\$47,585
3	\$46,488	3	\$48,085
4	\$47,003	4	\$48,585
5	\$47,549	5	\$49,085
6	\$48,173	6	\$49,655
7	\$48,939	7	\$50,308
8	\$49,882	8	\$51,107
9	\$50,836	9	\$52,092
10	\$51,810	10	\$53,088
11	\$52,814	11	\$54,105
12	\$53,851	12	\$55,154
13	\$54,930	13	\$56,237
14	\$56,098	14	\$57,364
15	\$57,339	15	\$58,583
16	\$58,679	16	\$59,879
		S	\$61,026
R	\$60,053	R	\$62,014
Q	\$60,354	Q	\$62,860
P	\$61,581	P	\$64,051
O	\$62,737	O	\$65,173
N	\$64,010	N	\$66,409
M	\$65,250	M	\$67,613
L	\$66,395	L	\$68,725
K	\$67,715	K	\$70,006
J	\$69,353	J	\$71,597
I	\$71,727	I	\$73,960
H	\$74,084	H	\$76,306
G	\$76,529	G	\$78,825
F	\$79,116	F	\$81,490
E	\$80,044	E	\$82,446
D	\$80,884	D	\$83,310
C	\$81,787	C	\$84,241
B	\$85,088	B	\$87,641
A	\$87,602	A	\$90,230

**SCHEDULE A
ROSELLE TEACHERS
SALARY GUIDE FOR 2008-2010
BACHELORS +30**

Step	2008-2009	Step	2009-2010
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	
		S	
R		R	
Q		Q	
P		P	
O		O	
N		N	
M		M	
L		L	
K		K	
J		J	
I	\$74,402	I	\$76,634
H	\$76,653	H	\$79,159
G	\$79,390	G	\$81,772
F	\$82,077	F	\$84,539
E	\$83,040	E	\$85,531
D	\$83,902	D	\$86,419
C	\$84,842	C	\$87,387
B	\$88,826	B	\$91,491
A	\$91,320	A	\$94,059

**SCHEDULE A
ROSELLE TEACHERS
SALARY GUIDE FOR 2008-2010**

MASTERS

Step	2008-2009	Step	2009-2010
1	\$49,229	1	\$50,847
2	\$49,621	2	\$51,347
3	\$50,058	3	\$51,847
4	\$50,572	4	\$52,347
5	\$51,167	5	\$52,847
6	\$51,791	6	\$53,470
7	\$52,669	7	\$54,122
8	\$53,638	8	\$55,039
9	\$54,606	9	\$56,051
10	\$55,593	10	\$57,064
11	\$56,605	11	\$58,095
12	\$57,658	12	\$59,152
13	\$58,745	13	\$60,252
14	\$59,919	14	\$61,388
15	\$61,184	15	\$62,616
16	\$62,782	16	\$63,937
		S	\$65,293
R	\$64,099	R	\$66,022
Q	\$64,499	Q	\$66,824
P	\$65,593	P	\$67,986
O	\$66,717	O	\$69,144
N	\$67,952	N	\$70,416
M	\$69,153	M	\$71,653
L	\$70,260	L	\$72,792
K	\$71,490	K	\$74,060
J	\$72,784	J	\$75,392
I	\$75,030	I	\$77,706
H	\$77,499	H	\$80,249
G	\$80,064	G	\$82,466
F	\$82,772	F	\$85,255
E	\$83,743	E	\$86,255
D	\$84,623	D	\$87,161
C	\$85,561	C	\$88,128
B	\$88,930	B	\$91,598
A	\$91,397	A	\$94,139

**SCHEDULE A
ROSELLE TEACHERS
SALARY GUIDE FOR 2008-2010**

MASTERS +30

Step	2008-2009	Step	2009-2010
1	\$52,679	1	\$54,454
2	\$53,071	2	\$54,954
3	\$53,508	3	\$55,454
4	\$54,021	4	\$55,954
5	\$54,548	5	\$56,454
6	\$55,171	6	\$57,003
7	\$56,107	7	\$57,653
8	\$57,070	8	\$58,632
9	\$58,159	9	\$59,638
10	\$59,165	10	\$60,777
11	\$60,174	11	\$61,827
12	\$61,228	12	\$62,882
13	\$62,311	13	\$63,983
14	\$63,499	14	\$65,115
15	\$64,632	15	\$66,357
16	\$66,254	16	\$67,541
		S	\$68,904
R	\$67,547	R	\$69,573
Q	\$67,821	Q	\$69,856
P	\$68,880	P	\$71,047
O	\$69,973	O	\$72,172
N	\$71,178	N	\$73,413
M	\$72,351	M	\$74,622
L	\$73,421	L	\$75,724
K	\$74,687	K	\$77,028
J	\$75,952	J	\$78,331
I	\$77,293	I	\$79,712
H	\$79,841	H	\$82,337
G	\$82,490	G	\$84,964
F	\$85,280	F	\$87,838
E	\$86,275	E	\$88,863
D	\$87,179	D	\$89,795
C	\$88,156	C	\$90,800
B	\$92,118	B	\$94,882
A	\$97,130	A	\$100,044

**SCHEDULE B
ROSELLE SECRETARIES
SALARY GUIDES**

Step	2008-2009	2009-2010
0	\$31,658	\$32,883
1	\$32,008	\$33,233
2	\$32,374	\$33,599
3	\$32,757	\$33,981
4	\$33,156	\$34,381
5	\$33,609	\$34,798
6	\$34,011	\$35,271
7	\$34,410	\$35,692
8	\$35,599	\$36,108
9	\$36,834	\$37,351
10	\$38,112	\$38,642
11	\$39,434	\$39,977
12	\$40,801	\$41,358
13	\$42,213	\$42,787
14	\$43,678	\$44,263
15	\$45,402	\$45,794
16	\$46,874	\$47,595
17	\$47,688	\$49,133
Q		\$49,650
P	\$48,188	\$49,785
O	\$48,519	\$50,126
N	\$49,129	\$50,756
M	\$49,649	\$51,292
L	\$50,114	\$51,773
K	\$50,587	\$52,260
J	\$50,898	\$52,582
I	\$51,396	\$53,095
H	\$51,899	\$53,615
G	\$52,388	\$54,119
F	\$53,371	\$55,134
E	\$54,358	\$56,152
D	\$56,160	\$58,012
C	\$57,961	\$59,871

**SCHEDULE B
ROSELLE SECRETARIES
SALARY GUIDES
10 MONTH CLERKS**

Step	2008-2009	2009-2010
0	\$25,580	\$26,506
1	\$25,930	\$26,856
2	\$26,295	\$27,222
3	\$26,677	\$27,604
4	\$27,075	\$28,002
5	\$27,590	\$28,418
6	\$28,100	\$28,957
7	\$28,800	\$29,490
8	\$29,677	\$30,221
9	\$30,576	\$31,138
10	\$31,510	\$32,077
11	\$32,468	\$33,053
12	\$33,461	\$34,054
13	\$34,485	\$35,092
14	\$35,548	\$36,162
15	\$36,795	\$37,273
16	\$37,608	\$38,575
17	\$38,269	\$39,425
Q		\$39,846
P	\$38,716	\$40,001
O	\$39,014	\$40,309
N	\$39,557	\$40,869
M	\$39,988	\$41,314
L	\$40,369	\$41,707
K	\$40,761	\$42,112
J	\$41,041	\$42,400
I	\$41,440	\$42,813
H	\$41,851	\$43,236
G	\$42,256	\$43,654
F	\$43,058	\$44,481
E	\$43,867	\$45,316
D	\$44,663	\$46,139
C	\$45,444	\$46,944

**SCHEDULE B
ROSELLE SECRETARIES
SALARY GUIDES
12 MONTH CLERKS**

Step	2008-2009	2009-2010
0	\$30,281	\$31,443
1	\$30,631	\$31,793
2	\$30,996	\$32,159
3	\$31,379	\$32,541
4	\$31,779	\$32,941
5	\$32,278	\$33,359
6	\$32,874	\$33,880
7	\$33,617	\$34,504
8	\$34,674	\$35,280
9	\$35,763	\$36,384
10	\$36,884	\$37,522
11	\$38,051	\$38,694
12	\$39,248	\$39,914
13	\$40,493	\$41,164
14	\$41,777	\$42,466
15	\$43,283	\$43,807
16	\$44,233	\$45,380
17	\$45,051	\$46,374
Q		\$46,908
P	\$45,555	\$47,068
O	\$45,797	\$47,318
N	\$46,183	\$47,716
M	\$46,716	\$48,266
L	\$47,188	\$48,753
K	\$47,669	\$49,250
J	\$48,006	\$49,597
I	\$48,500	\$50,107
H	\$49,006	\$50,629
G	\$49,499	\$51,138
F	\$50,460	\$52,129
E	\$51,307	\$53,004
D	\$51,620	\$53,327
C	\$53,390	\$55,153

**SCHEDULE C
ROSELLE CUSTODIAN/MAINTENANCE "A"
SALARY GUIDE**

Step	2008-2009	2009-2010
0	\$31,519	\$32,588
1	\$31,869	\$32,938
2	\$32,235	\$33,303
3	\$32,618	\$33,686
4	\$33,019	\$34,085
5	\$33,487	\$34,505
6	\$33,976	\$34,994
7	\$34,714	\$35,505
8	\$35,433	\$36,276
9	\$36,166	\$37,027
10	\$37,344	\$37,794
11	\$38,888	\$39,025
12	\$40,406	\$40,638
13	\$41,981	\$42,224
14	\$43,572	\$43,870
15	\$45,196	\$45,533
16	\$46,411	\$47,230
17	\$47,399	\$48,499
Q		\$49,532
P	\$48,302	\$49,848
O	\$48,478	\$50,030
N	\$49,027	\$50,596
M	\$49,704	\$51,295
L	\$49,984	\$51,583
K	\$50,251	\$51,859
J	\$50,700	\$52,322
I	\$51,124	\$52,760
H	\$51,293	\$52,935
G	\$51,688	\$53,342
F	\$52,586	\$54,268
E	\$53,652	\$55,368
D	\$54,721	\$56,472
C	\$54,964	\$56,723
B	\$55,626	\$57,406

**SCHEDULE C
ROSELLE CUSTODIAN/MAINTENANCE "B"
SALARY GUIDE**

Step	2008-2009	2009-2010
0	\$32,947	\$34,079
1	\$33,297	\$34,429
2	\$33,663	\$34,795
3	\$34,045	\$35,177
4	\$34,446	\$35,577
5	\$34,861	\$35,996
6	\$35,280	\$36,430
7	\$35,786	\$36,868
8	\$37,311	\$37,396
9	\$39,062	\$38,990
10	\$40,809	\$40,820
11	\$42,404	\$42,646
12	\$44,056	\$44,312
13	\$45,725	\$46,039
14	\$47,417	\$47,783
15	\$48,957	\$49,551
16	\$50,481	\$51,160
17	\$51,280	\$52,752
Q		\$53,588
P	\$51,985	\$53,649
O	\$51,913	\$53,574
N	\$52,247	\$53,919
M	\$52,923	\$54,617
L	\$53,170	\$54,871
K	\$53,400	\$55,109
J	\$53,822	\$55,544
I	\$54,226	\$55,962
H	\$54,362	\$56,101
G	\$54,747	\$56,498
F	\$55,822	\$57,608
E	\$56,903	\$58,724
D	\$57,979	\$59,834
C	\$58,232	\$60,095
B	\$58,933	\$60,819

**SCHEDULE C
ROSELLE CUSTODIAN/MAINTENANCE "C"
SALARY GUIDE**

Step	2008-2009	2009-2010
0	\$36,122	\$37,397
1	\$36,472	\$37,747
2	\$36,837	\$38,113
3	\$37,220	\$38,495
4	\$37,620	\$38,895
5	\$38,068	\$39,313
6	\$38,568	\$39,781
7	\$39,196	\$40,303
8	\$39,880	\$40,960
9	\$40,582	\$41,675
10	\$41,297	\$42,408
11	\$43,149	\$43,156
12	\$44,832	\$45,091
13	\$46,532	\$46,849
14	\$48,342	\$48,626
15	\$49,976	\$50,517
16	\$51,358	\$52,225
17	\$52,370	\$53,669
Q		\$54,727
P	\$53,274	\$54,979
O	\$53,522	\$55,234
N	\$54,890	\$56,646
M	\$55,096	\$56,860
L	\$55,225	\$56,993
K	\$55,340	\$57,111
J	\$55,558	\$57,336
I	\$55,957	\$57,748
H	\$56,074	\$57,868
G	\$57,118	\$58,946
F	\$58,706	\$60,585
E	\$60,292	\$62,221
D	\$61,883	\$63,863
C	\$62,152	\$64,141
B	\$62,900	\$64,913

**SCHEDULE C
ROSELLE CUSTODIAN/MAINTENANCE "D"
SALARY GUIDE**

Step	2008-2009	2009-2010
0	\$37,515	\$38,853
1	\$37,865	\$39,203
2	\$38,230	\$39,568
3	\$38,613	\$39,951
4	\$39,014	\$40,350
5	\$39,471	\$40,770
6	\$39,971	\$41,247
7	\$40,613	\$41,770
8	\$41,314	\$42,440
9	\$42,034	\$43,173
10	\$42,769	\$43,926
11	\$44,139	\$44,693
12	\$45,853	\$46,125
13	\$47,591	\$47,916
14	\$49,444	\$49,733
15	\$51,203	\$51,669
16	\$52,970	\$53,507
17	\$53,981	\$55,354
Q		\$56,410
P	\$54,887	\$56,643
O	\$55,050	\$56,812
N	\$56,453	\$58,260
M	\$56,777	\$58,593
L	\$56,793	\$58,610
K	\$56,849	\$58,668
J	\$57,097	\$58,925
I	\$57,476	\$59,315
H	\$57,573	\$59,416
G	\$58,604	\$60,480
F	\$60,193	\$62,120
E	\$61,782	\$63,759
D	\$63,363	\$65,390
C	\$63,640	\$65,677
B	\$64,407	\$66,468

**SCHEDULE D
ROSELLE SECURITY
SALARY GUIDE FOR 2008-2010**

Step	2008-2009	2009-2010
1	\$19,370	\$20,032
2	\$19,620	\$20,282
3	\$19,880	\$20,544
4	\$20,151	\$20,815
5	\$20,462	\$21,099
6	\$20,792	\$21,424
7	\$21,163	\$21,768
8	\$21,561	\$22,156
9	\$22,186	\$22,573
10	\$22,832	\$23,226
Q		\$23,860
P	\$23,484	\$24,236
O	\$24,126	\$24,898
N	\$25,412	\$26,226
M	\$26,906	\$27,767
L	\$28,552	\$29,465
K	\$29,747	\$30,699
J	\$31,084	\$32,079
I	\$31,667	\$32,681
H	\$32,769	\$33,817
G	\$33,773	\$34,853
F	\$35,615	\$36,754
E	\$37,983	\$39,199
D	\$39,769	\$41,041
C	\$41,295	\$42,616
B	\$43,732	\$45,132

SCHEDULE E
ROSELLE AIDES SALARY GUIDE (PER DAY)

Aides with 60 College Credits

Step	2008-2009	2009-2010
1	\$152.38	\$158.48
2	\$154.98	\$161.18
3	\$157.59	\$163.89

Aides without College Credits

Step	2008-2009	2009-2010
1	\$109.34	\$113.71
2	\$111.95	\$116.42
3	\$114.55	\$119.13

Legend:

- Step 1: Entry through 6th year of employment
- Step 2: Upon entering 7th year of employment
- Step 3: Upon entering 13th year of employment

SCHEDULE F

ROSELLE PART-TIME TEACHER EMPLOYEES

2008-2009

Step	P/T TEACHERS	Full-time	Part-time	Part-time
		Daily	Daily	Hourly
1	\$45,651	\$228.26	\$130.11	\$34.24
2	\$46,051	\$230.26	\$131.25	\$34.54
3	\$46,488	\$232.44	\$132.49	\$34.87
4	\$47,003	\$235.02	\$133.96	\$35.25

2009-2010

Step	P/T TEACHERS	Full-time	Part-time	Part-time
		Daily	Daily	Hourly
1	\$47,085	\$235.43	\$134.19	\$35.31
2	\$47,585	\$237.93	\$135.62	\$35.69
3	\$48,085	\$240.43	\$137.04	\$36.06
4	\$48,585	\$242.93	\$138.47	\$36.44

SCHEDULE G

STIPEND FOR ATHLETIC COACHES

Football Head Coach	2008-2009	2009-2010
Step 0	\$8,089	\$8,413
Step 1	\$8,930	\$9,288
Step 2	\$10,204	\$10,613
Step 3	\$10,551	\$10,973
Assistant Head Coach	\$243	\$253
Assistant Coach	2008-2009	2009-2010
Step 0	\$5,750	\$5,980
Step 1	\$6,146	\$6,392
Step 2	\$6,390	\$6,645
Step 3	\$6,620	\$6,884
8th Grade Head Coach	2008-2009	2009-2010
Step 0	\$3,466	\$3,605
Step 1	\$3,733	\$3,882
Step 2	\$4,106	\$4,270
Step 3	\$4,344	\$4,518
Assistant 8th Grade Coach	2008-2009	2009-2010
Step 0	\$3,061	\$3,183
Step 1	\$3,305	\$3,437
Step 2	\$3,911	\$4,068
Step 3	\$4,129	\$4,294
Basketball Head Coach	2008-2009	2009-2010
Step 0	\$8,555	\$8,897
Step 1	\$8,818	\$9,171
Step 2	\$9,565	\$9,947
Step 3	\$9,944	\$10,342
Assistant Coach	2008-2009	2009-2010
Step 0	\$5,333	\$5,546
Step 1	\$5,620	\$5,845
Step 2	\$5,742	\$5,972
Step 3	\$6,508	\$6,769

8th Grade Head Coach	2008-2009	2009-2010
Step 0	\$3,751	\$3,901
Step 1	\$4,037	\$4,199
Step 2	\$4,392	\$4,568
Step 3	\$4,630	\$4,815
Baseball/Softball Spring Track	2008-2009	2009-2010
Step 0	\$6,536	\$6,798
Step 1	\$6,949	\$7,227
Step 2	\$7,375	\$7,670
Step 3	\$7,517	\$7,818
Assistant Coach	2008-2009	2009-2010
Step 0	\$5,169	\$5,376
Step 1	\$5,389	\$5,605
Step 2	\$5,467	\$5,686
Step 3	\$5,983	\$6,212
8th Grade Head Coach	2008-2009	2009-2010
Step 0	\$3,431	\$3,568
Step 1	\$3,699	\$3,847
Step 2	\$4,179	\$4,346
Step 3	\$4,412	\$4,588
Soccer Head Coach	2008-2009	2009-2010
Step 0	\$6,291	\$6,543
Step 1	\$6,524	\$6,785
Step 2	\$6,899	\$7,175
Step 3	\$7,079	\$7,362
Assistant Coach	2008-2009	2009-2010
Step 0	\$4,360	\$4,534
Step 1	\$4,999	\$5,199
Step 2	\$5,301	\$5,513
Step 3	\$5,597	\$5,821
8th Grade Coach	2008-2009	2009-2010
Step 0	\$3,113	\$3,237
Step 1	\$3,292	\$3,423
Step 2	\$3,593	\$3,737
Step 3	\$3,790	\$3,941

Cross Country/Tennis/Winter Track/ Bowling/Volleyball/Golf Head Coach	2008-2009	2009-2010
Step 0	\$4,233	\$4,402
Step 1	\$4,786	\$4,978
Step 2	\$5,354	\$5,568
Step 3	\$5,536	\$5,757
 Assistant Coach	 2008-2009	 2009-2010
Step 0	\$3,356	\$3,490
Step 1	\$3,508	\$3,648
Step 2	\$4,018	\$4,178
Step 3	\$4,085	\$4,249
 8th Grade Coach	 2008-2009	 2009-2010
Step 0	\$1,762	\$1,832
Step 1	\$2,101	\$2,185
Step 2	\$2,349	\$2,443
Step 3	\$2,534	\$2,636

**SCHEDULE H
STIPENDS FOR NON-ATHLETIC COACHES**

Marching Band	2008-2009	2009-2010
Step 0	\$6,186	\$6,433
Step 1	\$6,818	\$7,091
Marching Band Assistant	2008-2009	2009-2010
Step 0	\$2,349	\$2,443
Step 1	\$2,669	\$2,775
Color Guard	2008-2009	2009-2010
Step 0	\$5,119	\$5,324
Step 1	\$5,555	\$5,777
Cheerleaders (per season)	2008-2009	2009-2010
Step 0	\$2,485	\$2,584
Step 1	\$2,661	\$2,768
Athletic Trainer (per season)	2008-2009	2009-2010
Step 1	\$6,240	\$6,490

**SCHEDULE I
MISCELLANEOUS STIPENDS**

Teacher/Coor. G&T	2008-2009	2009-2010
Step 1	\$8,141	\$8,467
Faculty Manager	2008-2009	2009-2010
Step 0	\$1,932	\$2,010
Step 1	\$2,124	\$2,209
Treasurer of School Accounts	2008-2009	2009-2010
Step 0	\$1,932	\$2,010
Step 1	\$2,124	\$2,209
Newspaper Advisor	2008-2009	2009-2010
Step 0	\$1,643	\$1,709
Step 1	\$1,762	\$1,832
Yearbook Advisor	2008-2009	2009-2010
Step 0	\$2,349	\$2,443
Step 1	\$3,254	\$3,384
High School Class Advisor	2008-2009	2009-2010
Step 0	\$641	\$666
Step 1	\$749	\$779
Middle School Student Council	2008-2009	2009-2010
Step 1	\$660	\$687
M.S. National Junior Honor Society	2008-2009	2009-2010
Step 1	\$660	\$687
Lunch Room Duty Coor.	2008-2009	2009-2010
Step 0	\$1,932	\$2,010
Step 1	\$2,124	\$2,209
Concert (Vocal/Instrumental)	2008-2009	2009-2010
Step 1	\$3,199	\$3,327
Elem/ M.S./J.H. Registers	2008-2009	2009-2010
Step 1	\$2,822	\$2,934
Manager of Business Accounts	2008-2009	2009-2010
Step 1	\$5,567	\$5,790

District Maintenance Foreman Step 1	2008-2009 \$8,982	2009-2010 \$9,342
District Custodial Foreman Step 1	2008-2009 \$9,873	2009-2010 \$10,268
Head Teachers Step 1	2008-2009 \$2,822	2009-2010 \$2,934
High School Office Manager Step 1	2008-2009 \$5,567	2009-2010 \$5,790
Theater Arts Advisor Step 1	2008-2009 \$463	2009-2010 \$481
Teen Arts Advisor Step 1	2008-2009 \$463	2009-2010 \$481
National Honor Society Step 1	2008-2009 \$661	2009-2010 \$688
Grade Level Cluster Chair Step 1	2008-2009 \$544	2009-2010 \$566
M.S. Yearbook Advisor Step 1	2008-2009 \$660	2009-2010 \$687
Public Relations Step 1	2008-2009 \$740	2009-2010 \$770
Literary Magazine Step 1	2008-2009 \$1,386	2009-2010 \$1,442
Security Team Leader Step 1	2008-2009 \$1,982	2009-2010 \$2,062
District Website Data Entry Step 1	2008-2009 \$2,378	2009-2010 \$2,474
Substitute Teacher Caller Step 1	2008-2009 \$2,442	2009-2010 \$2,540
ITV Teacher/Coor. Step 1	2008-2009 \$2,905	2009-2010 \$3,021

Student Systems Info. Manager Step 1	2008-2009 \$6,607	2009-2010 \$6,871
Medicaid Coordinator Step 1	2008-2009 \$6,607	2009-2010 \$6,871
BSI Coordinator Step1	2008-2009 \$8,787	2009-2010 \$9,138
H.S. Student Council Step 1	2008-2009 \$660	2009-2010 \$687
Elem./M.S./J.H. Vocal/Instrumental Step 1	2008-2009 \$1,171	2009-2010 \$1,218
Coordinator for CST Step 1	2008-2009 \$1,171	2009-2010 \$1,218

SCHEDULE J

ATTENDANCE OFFICER

Attendance Officer	2008-2009	2009-2010
Step 1	\$63,766	\$66,317

**SCHEDULE K
AV TECHNICIANS**

Position	2008-2009	2009-2010
AV Technician	\$45,036	\$46,838
Lead AV/Network Technician	\$82,565	\$85,867