

Contract

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
AND
SOMERSET COUNTY VOCATIONAL-TECHNICAL EDUCATION ASSOCIATION

For School Years: 2018/19, 2019/20 and 2020/21

Date: May 18th, 2020

Prepared by:
Somerset County Vocational-Technical Education Association

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PREAMBLE

This Agreement is entered into this 23rd day of March 2020 by and between the Board of Education of the Somerset County Vocational & Technical Schools, hereinafter called the "Board" and the Somerset County Vocational-Technical Education Association, representing the teachers, secretaries and maintenance employees as recognized by this Contract, of the Somerset County Vocational and Technical School District, hereinafter called the "Association."

ARTICLE I – RECOGNITION

- A. Pursuant to N.J.S.A. 34:13A-5.3, the Board recognizes the Association as the exclusive representative for the purpose of collective negotiations concerning the terms and conditions of employment for the following designated full-time and part-time personnel actively employed by the Board or on leave:

“Teachers and other professional staff”

Cooperative Education Coordinator
Educational Media Specialist/Grant Writer
School Counselor
Learning Disabilities Teacher/Consultant
School Psychologist
Nurse
Social Worker
Teacher
Teacher of Physical Education/Athletic Coordinator
Non-Supervisory Coordinator of Student Discipline & Activities
Academic/CTE Teacher/Staff Development Leader

“Support Staff-secretaries, specialists, and instructional aides”

Administrative Secretary - School Based
Administrative Secretary to High School Principal
Alternative Education Child Advocate
Bus Driver
Communications Assistant
Creative Arts Coordinator
Curriculum and Instruction Coordinator
Help Desk Support Technician
Instructional Aide
Secretarial/Clerical Employees
Data Analyst
Data Processing Specialist
CTE and Workforce Development Coordinator
Production Lighting Design/Technical Theater Coordinator

“Maintenance and security employees”

Maintenance Employees
Security Employees

1. Items specific to Teachers and other professional staff are contained herein. Unless otherwise indicated expressly or by implication, the term "teachers" when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the negotiating unit as above defined. In various places, a teacher may be referred to as an "employee".
2. Items specific to support staff-secretaries, specialists and instructional aides are contained herein. Unless otherwise indicated expressly or by implication, the term "secretaries" when used hereinafter in this Agreement shall refer to all specialists, secretarial, instructional aides and clerical employees referred to in Section A above.
3. Items specific to maintenance and security employees are contained herein. Unless otherwise indicated expressly or by implication, the term "maintenance employees" shall refer to all maintenance and security employees referred to in Section A above.

ARTICLE II - DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2018, and shall continue in effect through June 30, 21. 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.

ARTICLE - III - GRIEVANCE PROCEDURES

A. Definitions:

A.1. "Grievance" shall mean a claim in writing by an employee or group of employees that there has been to him or them representation, misapplication, or a violation of any of the provisions of the Agreement. A grievance to be considered under this procedure must be initiated by the employee (or an Association official, if employee is incapacitated) within ten (10) school days of the time that the employee (or an Association official, if employee is incapacitated) knows or should know of its occurrence; otherwise, the same shall be deemed to have been abandoned. The term "Grievance" shall not include the following:

A.1.a. Any matter for which a method of review is provided for or is cognizable by law or by any rule or regulation of the State Commissioner of Education or State Board of Education.

A.1.b. Any matter for which a method of review is provided for or is cognizable by the Public Employment Relations Commission.

A.1.c. Matters which according to law are beyond the scope of Board authority.

A.1.d. Any rule or regulation dealing with the internal matters of the Somerset County Vocational Schools Board of Education or the State Commissioner of Education.

A.1.e. Any matter the determination of which would require an act by the Board of Education which it is without legal authority to do.

A.1.f. A complaint of a non-tenure employee which arises by reason of their not being re-employed.

A.1.g. A complaint by an employee occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position for which tenure is either not possible or not required.

A.1.h. Any matter for which review by arbitration is prohibited by law.

A.2.A "party" is a person or persons claiming the grievance and any person who might be required to take action or against whom action might be taken in order to resolve the grievance.

A.3. School days when used in this Article refer to days when school is in session.

B. Procedures:

B.1. It is agreed by both parties that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

B.2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

B.3. It is understood employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

B.4. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. All time periods contained in the grievance procedure may be extended or accelerated by mutual agreement of the parties in writing.

B.5. Any grievant may be accompanied at all stages of the grievance procedure by one person that is a member of the Association. (A "member of the Association" includes a NJEA representative).

B.6. The grievant shall identify the specific Article and Section of this Contract and describe specifically how the grievant claims the Contract has been violated on the grievance submission form. Also included within the grievance submission form shall be the following items: date of incident in question, name of person or persons initiating the grievance, the assignment of the employee initiating the grievance, statement of the grievance, the date the grievance is filed and the resolution sought.

C. Levels of Grievance Appeal:

C.1. **Level One** Any employee that has a grievance shall discuss it first with the employee's immediate supervisor in an attempt to resolve the matter informally at that level.

C.2. **Level Two** If, as a result of the aforesaid discussion, the matter is not resolved to the satisfaction of the employee, they shall set forth their grievance, in writing, to their immediate supervisor on the grievance forms provided within ten (10) school days from the date of the aforesaid discussion. The employee's immediate supervisor shall communicate their decision to the employee in writing, with reasons, within ten

(10) school days of receipt of the written grievance.

C.3. Level Three The employee, no later than five (5) school days after receipt of their immediate supervisor's decision, if same is not satisfactory, shall appeal the same to the Superintendent of Schools. The appeal to the Superintendent must be made in writing with a copy to the employee's immediate supervisor setting forth the matter submitted to the employee's immediate supervisor as specified above and the reasons for their dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve that matter as quickly as possible but within a period not to exceed ten (10) school days. The Superintendent shall communicate their decision in writing to the employee and the employee's immediate supervisor as referred to above.

C.4. Level Four If the grievance is not resolved to the employee's satisfaction, they, no later than five (5) school days after receipt of the Superintendent's decision, may request a review and hearing by the Board of Education. The request shall be submitted in writing, with complete documentation to the Board, care of the Board Secretary, with a copy to the Superintendent. The Board shall conduct a de novo hearing to consider the appeal. The hearing shall be held within twenty-one (21) calendar days of receipt of the grievance appeal by the Board or the next Board meeting, whichever is later. The Board shall make a determination by or before its second regularly scheduled Board meeting, unless the grievance is filed ten (10) school days before the next regular Board meeting. The decision shall be in writing and shall be delivered to the aggrieved and their representative. The employee who has filed the grievance or at least one employee from a group of employees filing a grievance, (if an individual or individuals are involved in the grievance) will be required to appear before the Board of Education for the said hearing.

C.5. Level Five

C.5.a. In the event any party is dissatisfied with the disposition of the grievance at Level Four, they may, within ten (10) school days after such written notice, submit the issue to arbitration. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

C.5.b. The rules and procedures of the American Arbitration Association shall be followed by the arbitrator. The decision of the arbitrator shall be in writing and shall set forth their findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by or violative of any law (including the School Laws as embodied in N.J.S. 18A), or which is violative of the terms of this Agreement; and they shall have no power to add or subtract from or modify any of the terms of the Agreement, nor shall they in any case have power to rule on any issue or dispute excepted from the definition of a grievance under this Article II or excepted from this grievance procedure by any other provision of this Agreement. The decision of the arbitrator shall be final and binding on all of the parties.

D. Miscellaneous Grievance Items:

D.1. Forms pertaining to the filing and processing of grievances shall be prepared by the Superintendent or designee after consultation with the Association and shall be given appropriate distribution.

D.2. All hearings under this grievance procedure shall be conducted in private and shall be confidential.

D.3. Each party shall bear the total cost incurred by itself.

D.4. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personal file of any of the parties.

ARTICLE - IV - HEALTH INSURANCE

- A.** The Board agrees to provide and make available to each eligible employee, spouse and unmarried dependent child(ren), the program of hospital, medical and surgical insurance. The Board agrees to pay the full premium for Direct 8. The Board will continue to offer Direct 10 and Traditional in accordance with the contract.

The Board agrees to pay the full health insurance premium for each employee, spouse and dependent child(ren) as provided in the above paragraph less the mandatory employee contribution as required by statute.

The Board agrees to add health plan options which will be at a lower cost option to the staff.

- B.** The Board agrees to provide dental insurance for up to full family coverage. The employee provided this dental insurance coverage will pay a contribution according to statute to the Board, in equal installments, each year of this Contract. Dental insurance benefits shall be offered to staff receiving pension or health benefits elsewhere pursuant to Chapter 78.
- C.** The Board agrees to provide a vision care plan which covers eye examinations every twelve (12) months, eyeglass lenses every twelve (12) months and eyeglass frames every twenty-four (24) months in accordance with the provisions and reimbursements schedule of Vision Service Plan B. The plan will be nondeductible. The Board shall have the option to substitute another plan which equals the benefits described above. The Board will assume all costs less the statutory employee contribution which shall be paid to the Board in equal installments. Vision insurance benefits shall be offered to staff receiving pension or health benefits elsewhere pursuant to Chapter 78.
- D.** The Board may substitute other insurance carriers so long as the insurance coverages provided above are similar to or better than those now being provided.
- E.** The Board will provide an employee assistance program for all employees covered by this Agreement of a type at least equal to that provided by the County of Somerset for its employees.
- F.** Upon an employee electing to completely opt out of medical insurance coverage when the employee previously had family, husband and wife, parent and child or single coverage, the Board will pay that employee the following sums:
1. \$4,000.00 if the employee is deleting "family" coverage for each full year such election is maintained.
 2. \$3,000.00 if the employee is deleting "husband and wife" coverage for each full year such election is maintained.
 3. \$2,000.00 if the employee is deleting "parent and child" coverage for each full year such election is maintained.
 4. \$1,000.00 if the employee is deleting "single" coverage for each full year such election is maintained.

The aforesaid payments are to be made to the employee prorated on a per pay basis and the execution of a contract to reimburse the board if the employee is re-enrolled in single, family, husband and wife or parent and child coverage before the expiration of the elected year.

The Board shall have the right to terminate this Section at its will. This section shall be operable provided that there is no tax consequence to those employees not electing this option.

ARTICLE V - REIMBURSEMENTS

A. Travel

Any Association member on official authorized business (with the prior approval of the Superintendent or designee) will be reimbursed for travel, meals and incidentals in accordance with statute, code and board policy.

B. Professional Development

Any association member granted approved Professional Development reimbursement in the excess of \$500, the member shall repay on demand to the Board of Education, the full amount received if the member leaves the employ of the district within a minimum of 6 subsequent months from the professional development date. Excluding extenuating circumstances such as, but not limited to, RIF, non-renewal, or there is a death of spouse or domestic partner.

ARTICLE VI - LEAVES OF ABSENCE

A. Death in the Immediate Family

- A.1. In case of a death in the immediate family, the employee shall be entitled to a maximum of seven (7) consecutive calendar days of absence (which includes holiday, weekends, school closing days and any other day school is closed). The immediate family is defined as employee's or employee's spouse's (domestic partner/civil union) mother, father, sister, brother, child, stepchild, grandparents, grandchild, spouse, brother-in-law and sister-in-law.
- A.2. In the case of a death of an aunt, uncle, niece, nephew, or first cousin, the employee shall be entitled to one (1) day of absence.
- A.3. The temporary leave days provided herein are for the sole purpose of arranging for and attending funeral services and for providing for a reasonable mourning period in connection therewith.

B. Court, Jury or Military Orders

There shall be no loss of pay due to absence caused by compliance with a court subpoena or selective service or military directive when compliance is mandatory and must be carried out during school hours. This does not include induction into military service or the meeting of military training requirements as these matters are covered by State Law. An employee required to perform jury duty shall not suffer a loss of pay during that service provided that the employee gives the Superintendent two (2) weeks prior written notice of the same. The Board reserves the right to obtain a waiver of the employee's jury duty obligation and the employee will cooperate in obtaining such waiver.

C. Convention Days (Teachers Only)

When the school calendar calls for the high school to be closed for two days at the time of the NJEA Convention, attendance on the part of the affected instructional personnel at the said Convention is expected unless excused by the Superintendent. Attendance at the said NJEA convention is only applicable to high school teachers and one maintenance worker. Attendance at other conventions, without loss of pay, may be requested in advance under the provisions of Section D below.

D. Other Excused Absences (Personal Days)

- D.1. In addition to the absences permitted under Sections A and B (Secretaries and Maintenance Workers) and Sections A through C (Teachers) above, each employee may request to be excused without loss of pay for not more than a total of three (3) days for 12-month staff or five (5) days for 10-month staff, per school year for the following reasons and under the following conditions:
 - D.1.a. Obligatory religious holidays requiring abstinence from work, or performance of religious ceremonies and obligations during regular school hours.
 - D.1.b. Illness of other members of the family.
 - D.1.c. Attendance at a funeral, other than immediate family.
 - D.1.d. Personal business which cannot be handled outside of school hours.
 - D.1.e. Wedding or birth in the immediate family.
 - D.1.f. Unforeseeable emergencies which result in absence allowed at the discretion of the Superintendent.
- D.2. It is intended that these days be available as a reserve for genuine emergencies and professional purposes only and unused days are converted to accumulated sick days, provided that the fifteen (15) day accumulation limitation set forth in N.J.S.A. 18A:30-7 is not exceeded.
- D.3. Requests for absences are to be made in writing as far in advance as possible. No personal days shall be taken the day before or the day after a school holiday unless prior approval was obtained from the Superintendent. In an emergency, the request must be made to the party designated by the Superintendent by telephone or other means of communication. The request, or in an emergency, a report will be forwarded to the Superintendent in writing with the principal's or supervisor's recommendation.
- D.4. The Superintendent, in their discretion, based on the reason given by the employee as per D.1. above requesting use of these days, shall approve or disapprove the request and notify the employee of their decision through the employee's immediate supervisor.
- D.5. The Board shall grant maternity/paternity leave without pay to any employee in accordance with Board policy and the law.
- D.6. If prior authorization is obtained from the Superintendent or designee, attendance at a professional meeting or participation in a professional activity which would be of direct benefit to the school system.

ARTICLE VII - ASSOCIATION RIGHTS

- A.** The Association President shall be relieved of 80 minutes per week of non-instructional time for the purpose of attending to Association business directly involving the Association at the Somerset County Vocational & Technical Schools, provided that the Board incurs no costs for substitutes or any other item. However, if the President is a shop teacher or a member of the support staff, he/she must designate another member to represent him/her during the said eighty (80) minute time frame.
- B.** The Board agrees to furnish to the Association, in response to reasonable requests, all available information concerning the educational program and contractual matters as they relate to collective negotiations.
- C.** The Association shall have the right to use school buildings at all reasonable hours for meetings, provided the meeting does not interfere with the conduct of school, school connected activities or other meetings already scheduled involving the use of school buildings and further not interfere with the work day of the employees involved. The Principal of the building and the School Business Administrator/Board Secretary shall be notified in advance, in writing, of the time and place of all such meetings and they shall approve the same, provided the meeting does not conflict with other scheduled events
- D.** The Association shall have the reasonable right to use school equipment during regular business hours when such equipment is not otherwise in use. The Association shall pay the Board the sum of \$325.00 annually for each year of this Agreement, such payments to be made on September 1st of each year for the materials and supplies incident to such use and for any repairs necessitated as a result thereof. Any repairs caused by the negligence of the Association or its members will be the Association's responsibility and will be paid for separately from the above charge.
- E.** The Association shall have in each school building the exclusive use of a bulletin board in each faculty lounge. Copies of Association materials to be posted on such bulletin boards shall be given to the building administrator if practicable.
- F.** One secretary and one maintenance employee will be released from their duties for 45 minutes (or a lesser period if the meeting terminates sooner) to attend official Association meetings to a maximum of once per month unless extenuating circumstances require additional meetings.
- G.** The Association shall have the right to reasonable use of the inter-school mail facilities and school mailboxes with the understanding that the Board has no responsibility or liability for delivery or misdelivery or any material. Further, said mailboxes shall not be used to distribute any material which can be construed as campaign material reflecting issues relating to political campaigns or activities in connection therewith, or in connection with any activity which is intended to or which would disrupt normal school operations. All material distributed shall bear the name of the Association.

ARTICLE VIII- GENERAL MISCELLANEOUS

- A. In the event employee desires to undergo a stress cardiogram test and that the employee's physician recommends that the same be completed, the Board will pay for the cost of such stress cardiogram and all follow-up cardiogram tests if deemed necessary by the employee's physician only to the extent that the same are not covered by the employee's medical insurance. The time required for testing will not be charged to the employee.
- B. This Agreement represents and incorporates the complete and final settlement by the parties of all issues which were or could have been the subject of negotiations. During the term of this Agreement neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not in the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.
- C. This Agreement shall not be modified in whole or in part by the parties except by instrument in writing duly executed by both parties.
- D. If any provision or part thereof of this Agreement is held to be contrary to law, then such provision or part thereof shall not be further enforced except to the extent permitted by law, provided, however, all other provisions shall continue in full force and effect.
- E. A medical examination, in accordance with the requirements of N.J.S.A. 18A:16-2 and any regulations published pursuant thereto, is required of every employee on a staggered basis every three (3) years. In the event the examination is during school hours and the employee is a teacher, another teacher will cover any classes or duties of the teacher having the examination. Any other employee is expected to schedule the appointment during non school hours.
- F. An employee retiring during any school year must notify the Superintendent by November 30th of the prior school year of their intention in writing. If no such notification is made, the employee can still retire, but the benefits which should have been paid at retirement will be accrued and paid during the second year of the employee's retirement.
- G. Except as this Agreement shall otherwise provide, all terms and conditions of employment in effect on the effective date of this Agreement, as established by the administrative procedures, practices, rules and regulations 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 or to eliminate, reduce or otherwise detract from any Board benefit existing prior to its effective date.
- H. Up to two (2) Association members may be designated by the Association to attend funeral services for a deceased present school employee for up to four (4) hours.
- I. Administration/Association Liaison Committee
 1. The parties agree to establish an Administration/Association Liaison Committee. The purpose of this committee is to meet and discuss matters of mutual concern including, but not limited to, educational programs of the District, and administration of the Agreement.
 2. The committee shall be composed of the Superintendent or designee and one additional administrator and two teachers appointed by the Association. The Committee shall meet at such times as it deems appropriate and necessary, in order to adequately carry out its function.

ARTICLE IX - BOARD RIGHTS

- A.** The Board of Education, subject only to the express written provisions of this Agreement, reserves to itself all rights and responsibilities of management of the School District and full jurisdiction and authority to make and revise policy, rules, regulations and practices in furtherance thereof.
- B.** The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the specific and express terms of this Agreement and then only to the extent such specific and express terms thereof are in conformance with the Constitution and Laws of the State of New Jersey and the Constitution and Laws of the United States.
- C.** By way of illustration and not by way of limitation of the rights and responsibilities reserved to the Board, are the rights to execute management and administrative control of the school system and its properties and facilities of its employees; to hire, assign, promote, transfer, and retain employees covered by this Agreement within the School District, or for cause to suspend, demote, discharge, or take other disciplinary action against employees; to relieve employees from duties because of lack of work or for other legitimate reasons; to decide upon the means and methods of instruction (for teachers), and the duties, responsibilities and assignments of teachers and other employees with respect thereto, and with respect to administrative and nonteaching activities, and the terms and conditions of employment; to maintain the thoroughness and efficiency of the School District operations entrusted to it; to introduce new or improved methods and facilities; and to take whatever actions as may be necessary to accomplish the mission of the School District in any situation.

ARTICLE X- NEGOTIATION OF SUCCESSOR AGREEMENT

- A.** The parties agree to enter into collective negotiations over a successor agreement in accordance with N.J.S.A. 34:13A-1, et seq. in a good faith effort to reach agreement on matters concerning the terms and conditions of teachers', secretaries' and maintenance workers' employment. Such negotiations shall begin not later than October 1st of the calendar year preceding the calendar year in which this Agreement expires. Any agreement so negotiated shall apply to all recognized personnel under Article I hereof and it shall be reduced to writing and approved and signed by the Association, and, if approved by the Board, signed by the Board.
- B.** The first meeting shall be limited to the establishment of ground rules, presentation of the Association's proposal, if any, and setting the date for presentation of the Board's proposal, if any. It is agreed by the parties to use their best efforts to conclude negotiations, including mediation and fact-finding, if necessary, prior to the conclusion of the school year in which this Agreement expires.

ARTICLE XI - DEDUCTION FROM SALARY

- A.** The Board agrees to deduct local and affiliated Association dues from the salaries of employees upon the written request of the employee, in compliance with applicable State and Administrative Rules and Regulations pertaining thereto.
- B.** Upon written request of the employee, the Board agrees to deduct from the employee's salary monies for savings accounts with and for loan repayment to the County Educator's Federal Credit Union. Upon written request of the employee, the said deductions will be terminated consistent with administrative procedure.
- C.** The Board and Association agree that there will be a representation fee for employees who do not become members of the Association. The Association agrees to save harmless the Board for any improper deductions based upon information given to the Board by the Association. This said representation fee shall be as advised by the Association up to the level set by statute.

ARTICLE XII - ITEMS SPECIFIC TO TEACHERS

A. Salaries

A.1. Purpose

- A.1.a. The 2018/2019, 2019/2020 and 2020/2021 Teachers Salary Guides have been prepared in order to enable the Board of Education to obtain and retain the services of teachers who are competent and well-prepared and to encourage teachers in service to continue to work for professional improvement.

A.2. Salary Guide

- A.2.a. The salaries of all teachers covered by this Agreement are set forth in the salary guide which is attached hereto. The salary guide structure does not represent the years of employment in the school district or the original placement on the guide. Hereafter, all individuals shall move on a yearly basis from the point negotiated on the salary guide. The Association and the Board agree that no individual covered by the salary guide shall have the right to utilize the grievance procedure if they disagree with their salary guide placement.

A.3. Operation of Salary Guide

- A.3.a. In determining a new teacher's proper salary step the following procedure shall be used except that in no case shall the teacher be paid a salary less than provided for under Sections N.J.S.A. 18A:29-9,11,13,14,15,16 of the New Jersey Statutes:
 - A.3.a.1) Salary step credit may be allowed for approved and appropriate full-time teaching elsewhere.
 - A.3.a.2) Salary step credit for shop teachers may be allowed for approved and appropriate full years of full-time occupational experience over and beyond six years of occupational experience on the basis of two years of such experience for one salary step.
 - A.3.a.3) Salary step credit may be allowed for approved and appropriate full years or half years of full-time military experience except that such service shall not be credited towards more than four salary steps.
 - A.3.a.4) In the event that a teacher is hired above Step 1 on the Salary Guide after April 1st of any year, that teacher will not be advanced on the Salary Guide the following September. The teacher's first advance will be the second September after hiring.
 - A.3.a.5) Salary step credit for experience shall be granted only when satisfactory evidence of such experience is provided as required by the Superintendent.
 - A.3.a.6) In order to receive credit for advanced professional preparation, official transcripts and records must be presented to the Superintendent for approval and evaluation. All educational degrees must be from an institution which has New Jersey State Department of Education approval.
- A.3.b. Promotional increases that are a result of increased academic preparation shall be made twice a year, in September and February, after official transcripts or records of courses are presented to the Superintendent for approval.
- A.3.c. Any teacher directed to use their assigned preparation period to serve as a covering teacher shall be paid at the rate of ...
 - \$32.00 for the school year 2018/19
 - \$32.00 for the school year 2019/20
 - \$32.00 for the school year 2020/21pro-rated for the time actually worked for the instructional period above the contractual limit (high school) in which the teacher's services are utilized as such covering teacher. (Example: 1-20 minutes = ½ hour pay; 21-40 minutes = 1 hour pay). Payment for such covering service shall be treated as part of the covering teacher payroll and shall not be deemed a part of the teacher's salary. In the event that a teacher is directed to use their assigned preparation period to substitute teach a subject which teacher is permanently assigned to teach, that teacher shall be paid their hourly per diem rate.

- A.3.d. The regular annual salary for a teacher is to be considered full remuneration for a 'normal load'. This is defined as:
 - A.3.d.1) A full time teaching assignment with the many non-classroom obligations normally associated with such an assignment
 - A.3.d.2) Sponsorship of one major extra-curricular activity and/or special duties as assigned by the principal; notwithstanding entitlement to extra-curricular compensations under the section hereof entitled "Extra-curricular Compensation", if so provided for
 - A.3.d.3) "Normal load" shall include maintaining an up-to-date course of study outline and proficiencies
 - A.3.d.4) Teachers will be expected to attend all faculty meetings. There will be a maximum of eight (8) faculty meetings per year. The length of the meetings shall not exceed forty (40) minutes. Attendance is included within the normal workload of the teacher without additional compensation.
- A.3.e. Teachers who are not under tenure shall be rated at least three times a year under an established rating system. When an unsatisfactory rating is made, the final status of the teacher shall be determined by the Superintendent through conference with the principal and/or supervisor, and teacher.
- A.3.f. Whenever necessary to calculate a daily rate for teachers the following procedure shall be followed:
 - A.3.f.1) For teachers serving on a ten (10) month basis, the daily rate shall be 1/200th of the annual base salary.
 - A.3.f.2) For teachers serving on a twelve (12) month basis, the daily rate shall be 1/245th of the annual base salary.
 - A.3.f.3) For teachers serving on an eleven (11) month basis, the daily rate shall be 1/225th of the annual base salary.
- A.3.g. The most important factor in the success of an educational program is the competence and devotion to duty of the teaching staff.
 - A.3.g.1) Therefore, all full-time day school instructional personnel are to be available for work or special assignment from September 1st through June 30th unless excused by the Superintendent; Saturdays, Sundays, and Board approved holidays excepted.
 - A.3.g.2) Part-time instructional personnel shall work such hours as assigned by the supervisor in charge.
- A.3.h. Passing from one salary level to the next higher shall take place on July 1st for twelve month teachers and September 1st for ten month teachers.
- A.3.i. Longevity shall be paid per the attached Longevity Addendum.
- A.3.j. The superintendent shall authorize any shop teacher who is required to "set up" for any program including but not limited to; RVCC classes, Skills USA, Twilight, Community Groups, etc., to receive \$8.00 per each class set up. i.e. 6 setups = \$48.00 payable at the end of each semester. A semester is considered Fall, Spring, or Summer. "Set-up" is defined to be:
 - A.3.j.1) A log for communication between primary shop instructor and night instructor may be required at the discretion of the supervisor.
 - A.3.j.2) Order and receive all material as necessary for the operation of non-district programs.
 - A.3.j.3) Reporting of conflicts or concerns will be reported directly to the supervisor or designee.
 - A.3.j.4) All shop materials, equipment and tools shall be accessible to the evening programs.
 - A.3.j.5) The servicing and repair of all shop equipment and tools shall be the responsibility of the shop instructor (night or primary) utilizing the equipment. Repairs that cannot be made by an instructor and the periodic maintenance of the equipment shall be the responsibility of the primary shop instructor.
- A.3.k. Home Bound instruction shall be paid at the rate of ...
 - \$41.00 for the school year 2018/19
 - \$41.00 for the school year 2019/20
 - \$41.00 for the school year 2020/21
 Mileage to the assignment from the school and returning to the school shall be paid in accordance with the use of car reimbursement section of this contract. All assignments will be made to the most qualified on a seniority basis.
- A.3.l. Nonstudent contact activities such as curriculum work and special projects shall be paid at the rate of ...
 - \$35.00 for the school year 2018/19
 - \$35.00 for the school year 2019/20
 - \$35.00 for the school year 2020/21

- A.4. Teachers covered by this Agreement shall be paid on the 15th and 30th days of each month. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last school day prior to the holiday, vacation or weekend. Each teacher shall receive their final check on their last working day in June provided they have fulfilled and completed all assignments and responsibilities of their position.
- A.5. Each teacher employed on a ten-month basis shall have the option to receive their yearly pay over a 10 or 12-month period. If a 12-month period is selected, the teacher's 10-month yearly pay will be spread evenly over the 12-month period. All tax, pension or other deductions will be made according to law.
- A.6. A teacher shall have the option of earning credits by either the type set forth in the section of this contract entitled "Course Reimbursement" or from courses provided through the school as approved by the Board of Education. The "in-school" courses will be allowed credits as per the above section of this contract, but no monetary payment, as provided for in the above section of this contract will be made to the teacher completing the same, but the teacher will have credit awarded towards salary lateral movement. All "in-school" courses will be only offered after school hours. The requirements herein are in addition to any emergency certification requirements.
- A.7. Teachers Salary Guides follow:
 - A.7.a. The increase is as follows:
 - 2018/19 2.75%
 - 2019/20 2.85%
 - 2020/21 2.9%

B. Course Reimbursement

- B.1. The Board agrees to contribute toward the cost of approved college credit courses for professional improvement under the following conditions: Any new teacher hired after July 1, 2016; during the first year of employment is not eligible for tuition reimbursement, and in the second year of employment is restricted to half of the credit limit as defined in Article XII.B. In the third year of employment, and thereafter, full benefits will be provided.
 - B.1.a. 100 percent of tuition for 12 credits (Fiscal Year)
 - B.1.b. Credit cost reimbursement to be up to the current cost at Rutgers-The State University. Any charges above that credit cost will be borne by the teacher (except for registration fees which are reimbursable).
 - B.1.c. Reimbursement will be made upon presentation of a transcript showing a grade of C or higher or "P" in a pass-fail course and a paid bill.
 - B.1.d. All courses must be taken at an accredited college or university, as recognized by the New Jersey Department of Education.
 - B.1.e. In order to receive reimbursement, the applicant must be in the employ of the District at the time the reimbursement is to be made and must present proof of payment from the college or university, together with an official transcript and claim form. An applicant who wishes to be reimbursed for post-certification credits taken during the spring or summer term of any given year must have been granted and accepted an employment contract for the following year.
 - B.1.f. This policy does not apply during the term of any sabbatical leave granted to the teacher.
 - B.1.g. Applications and requests are to be submitted to the Superintendent for recommendation to the Board and be approved before enrolling for course work. The following application deadlines dates apply:
 - B.1.g.1) June 30th for summer school courses
 - B.1.g.2) September 30th for fall semester courses
 - B.1.g.3) January 30th for spring semester courses
 - B.1.h. See Article XII.A.6. for additional information as to this section.
 - B.1.i. Payment for courses completed in the fall semester will be paid in February and courses completed in the spring semester will be paid in September.
 - B.1.j. Approval for reimbursement for courses taken shall not be withheld except for pre-certification credits (emergency certificated teachers), credits from nonaccredited institutions and for credits that are more than two years old.
 - B.1.k. The Board agrees to reimbursement for pre-approved, by Superintendent or designee, professional improvement courses which will enhance the quality of instruction, but are not college accredited. These courses will not affect the placement of a teacher on the salary guide.

C. Sick Leave

C.1. Definition of Sick Leave

- C.1.a. Sick leave is hereby defined to mean the absence from their post of duty, of any person because of personal disability due to illness or injury, or because they have been excluded from school by the district's medical authorities on account of a contagious disease or of being quarantined for such a disease in their immediate household.
- C.1.b. Teachers may use sick leave days in the event of illness of a spouse or child that resides in the teacher's household.

C.2. Sick Leave Allowable

- C.2.a. All teachers who are contractually employed by the Board shall be allowed sick leave with full pay for ten (10) school days in any school year. Teachers on 12 month contracts will be allowed sick leave with full pay for fifteen (15) school days in any school year. Sick days shall not be allowed the day before a school holiday or the day after a school holiday unless a doctor's note is provided. Any unused sick leave shall be permitted to accumulate, provided that the fifteen (15) day accumulation limitation set forth in N.J.S.A. 18A:30-7 is not exceeded.

C.3. Accumulated Sick Leave

- C.3.a. If a teacher requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years. Teachers shall be given a written accounting of accumulated sick leave days no later than September 30th of each year.
- C.3.b. **This paragraph is eliminated for this contract only.** All employees shall receive a perfect attendance bonus of \$400.00 for each year of perfect attendance, \$300.00 for one absence and \$200.00 for two absences. A year's perfect attendance shall be defined as an employee attending work all days within a contract year that the employee would normally be scheduled to work (only vacation and personal days to be accepted).

C.4. Prolonged Absence Beyond Sick Leave Period

- C.4.a. If a teacher uses all required and accumulated sick leave, they may, at the Board's sole discretion, receive the difference between their pay and that of the current daily amount that the Board pays for a substitute teacher, for a period of 60 school days, or until the end of the school year, whichever comes first. The decision to employ a substitute has no bearing on this salary reduction and the reduction will be made whether a substitute is hired or not.

C.5. Physician's Certificate Required for Sick Leave

- C.5.a. The Superintendent may, at their discretion, require a teacher to furnish a physician's certificate of illness or injury.

C.6. Disposition of Accumulated, Unused Sick Days

- C.6.a. Upon retirement from the District and after ten (10) continuous years therein, teachers hired prior to July 1, 1986 shall receive payment for accumulated unused sick days on the basis of one (1) sick day for every two (2) sick days accumulated up to a maximum of ninety (90) days of compensation at the teacher's per diem rate. Retirement from the District shall mean that the teacher shall be terminating their full time employment. Moneys are payable under this Section to a teacher who meets the years of service and age requirements to retire under TPAF. Unused Personal Days will be counted as Accumulated Unused Sick Days.
- C.6.b. Upon retirement from the District and after ten (10) continuous years therein, teachers hired after July 1, 1986 shall receive payment for accumulated unused sick days on the basis of one (1) sick day for every two (2) sick days accumulated, at the rate of \$100.00 per day, up to a maximum of 150 days of compensation but not to exceed \$15,000.00. Retirement from the District shall mean that the teacher shall be terminating their full time employment. Moneys are payable under this Section to a teacher who meets the years of service and age requirements to retire under TPAF. Unused Personal Days will be counted as Accumulated Unused Sick Days.
- C.6.c. Upon the reduction in force or death of a teacher, if teacher commenced service before May 21, 2010, the teacher or teacher's estate shall receive payment for accumulated unused sick days on the basis of one day for every two sick days accumulated up to a maximum of ninety (90) days of compensation, which compensation will not exceed \$15,000.00. The said \$15,000.00 limitation shall not be applicable to teachers hired prior to July 1, 1995.
- C.6.d. Payment of the above monies may be made over a three (3) year period if the Board and the teacher mutually agree to that payment plan.

D. Transfers and Reassignments

D.1. Voluntary

- D.1.a. Teachers who desire a change in teaching assignment may file a written request with the Superintendent not later than February 1st. Such request shall include the subject area and grade, and shall detail the teacher's qualifications for the position desired.
- D.1.b. In the consideration of request for voluntary reassignment, the transfer may be made if:
 - D.1.b.1) A vacancy is foreseen,
 - D.1.b.2) The teacher's principal or administrator approves,
 - D.1.b.3) The Superintendent approves.
- D.1.c. In the determination of requests for voluntary reassignments and/or transfer the wishes of the individual teacher may be honored to the extent that the voluntary reassignment or transfer does not conflict with the instructional requirements and best interest of the school system.

D.2. Involuntary

- D.2.a. If the Superintendent is considering an involuntary transfer, they shall notify faculty and Association no later than April 15th.
- D.2.b. Any teacher may volunteer for the considered transfer no later than May 1st.
- D.2.c. If, in the opinion of the administration, there is no acceptable volunteer available, the Superintendent will, in their discretion, make the assignment after consideration of all relevant factors, such as, but not limited to, length of service, teaching certificate held, major and minor fields of study, education or experience in other areas, class size, effect on programs of study.
- D.2.d. Notice of involuntary transfer shall be given to the teacher involved no later than May 15th unless unforeseen circumstances preclude such notification. If notification is given later than August 1st, then the affected teacher will be paid per diem on an hourly basis to a maximum of five (5) days as determined by the Superintendent or designee.

D.3. Review

- D.3.a. The decision of the Superintendent on transfers and reassignments shall be final and not subject to the grievance procedure set forth herein.
- D.3.b. However, if the transferred is dissatisfied with the decision of the Superintendent, the transferred may request, within thirty (30) days, a hearing with the Board. Upon such request, the Board shall conduct a hearing and shall render a decision in writing. Said decision shall be final and binding.

E. Extra-Curricular Compensation

- E.1. Extra-curricular compensation shall be paid to teachers who are given duties enumerated below.
 - E.1.a. Each compensable assignment shall be described by a job description, including duties and responsibilities, term of assignment, and supervision.
 - E.1.b. Teachers receiving supplemental pay for extra-curricular assignments which run for the full year shall be paid the same in three equal payments to be added to the said teacher's first pay in the months of November, February and June. In the event the extra-curricular assignment shall run for less than a full year, the payment to the teacher shall be upon completion of the assignment.
 - E.1.c. Extra-curricular assignments will be posted, if possible, thirty (30) calendar days before the final date of application, but such assignments shall be made at the discretion of the principal and may be revoked for unsatisfactory performance, upon approval of the Superintendent.
 - E.1.d. No assignment for one school year shall apply to the next year unless the principal recommends it.
 - E.1.e. Teachers with paid assignments shall carry normal teaching loads.
 - E.1.f. Contracts for paid additional assignments shall be issued by May 30th if feasible.
 - E.1.g. Extra-curricular positions will be remunerated in accordance with the attached schedule.
 - E.1.h. Creation, elimination or suspension of any activity or position or the decision of whether or not to fill any position is at the discretion of the Board.

E.2. The Co-Curricular Activities:

- E.2.a. **9th Grade Class Advisor** - \$2,476
- E.2.b. **10th Grade Class Advisor** - \$2,476
- E.2.c. **11th Grade Class Advisor** - \$2,722
- E.2.d. **12th Grade Class Advisor** - \$2,722
 - E.2.d.1) All of our Class Advisors are responsible for promoting, organizing and supervising multiple on and offsite activities for students from their assigned grade level or class. Maintain notes or records of meetings with students. Organize or assist with a Community Service Project. Organize and conduct fundraising activities and deposit funds into the General Student Activities Account. Organize and run social activities, dances and trips for members of their assigned class. Organize distribution, collection and inventory for related supplies, uniforms and materials for class activities. Complete and submit an Activity Report Form at the end of the school year.
- E.2.e. **Drama Coaches** - \$3,298 (each) The Drama Coach is responsible for managing all school productions for the school year. Approximately five (5). This includes organizing sets, designing lighting and working with the student crew and actors.
- E.2.f. **First Robotics Club Advisor** - \$2,494 The Robotics Club Advisor works directly with selected students and the engineers from area or distant companies or major corporations on the design and construction of a working robot. They are also responsible for supervising the daily work sessions and overall supervision of students during daytime and overnight competitions.
- E.2.g. **Future Business Leaders of America Club Advisor** - \$2,611 FBLA Advisors are responsible for supervising students participating in the local student leadership organization. Promoting and organizing community service activities for the students participating in this activity. Maintain notes and records for meetings. Participate and supervise students registered for local, state and national FBLA events during the school year. Conduct fundraising activities and deposit monies into the General Student Activities Account.
- E.2.h. **Future Farmers of America Club Advisor** - \$2,611 FFA Advisors are responsible for supervising students participating in the local student leadership organization. Promoting and organizing community service activities for the students participating in this activity. Maintain notes and records for meetings. Participate and supervise students registered for local, state and national FBLA events during the school year. Conduct fundraising activities and deposit monies into the General Student Activities Account.
- E.2.i. **Yearbook Advisor** - \$5,439 The yearbook advisor is responsible for the development and production of an annual yearbook for the student body. This includes setting up or taking pictures. Promotion and sales for the yearbook are also the advisor's responsibility. Fundraising, collection of all monies and depositing it in the General Student Activities account is also included.
- E.2.j. **Newspaper Advisor** - \$2,476 Organize and supervise students participating in the newspaper club. Schedule and conduct regular meetings with students. Organize or assist with community service projects. Create and distribute a minimum of four (4) publications of the school newspaper per year.
- E.2.k. **American Welding Society Club Advisor** - \$2,476 Responsible for the overall supervision of welding students participating in the AWN local chapter. Promote the values and goals of the organization, attend offsite meetings and supervise students participating in competitive events for the organization. Participate in/or organize a community service project.
- E.2.l. **Health Occupations Students of America Advisor** - \$2,476 This advisor will provide the overall supervision of students participating in this organization. The advisor will also organize, promote and conduct community service projects with the students linked to the local chapter. Participate and supervise students registered for local, state and national HOSA events during the school year.
- E.2.m. **National Technical Honor Society Advisor** - \$1,485 Supervise the members of the organization during community service and social events. Organize and conduct society selection meetings. Conduct a formal induction ceremony.
- E.2.n. **National Honor Society Advisor** - \$1,485 Supervise the members of the organization during community service and social events. Organize and conduct society selection meetings. Conduct a formal induction ceremony.
- E.2.o. **Skills USA Advisor** - \$3,200 each. All Skills USA Advisors are responsible for organizing and supervising multiple on and off-site activities for the students registered in the leadership organization. Advisors must also conduct periodic meetings and maintain notes/records. Fundraising is also included in the advisor's role for this club. Organize and conduct an on and off-site social activity for

students. Supervise registered students participating in local, state and national competitions or meetings. Deposit all related monies/fees in the General Student Activities Account for safekeeping and disbursement.

- E.2.p. **Rotary Interact Club Advisor** - \$1,485 Promote, organize and supervise students participating in the club. Conduct community service projects and fundraising activities. Deposit all donations and fundraising monies in the General Student Activities Account. Participate in offsite Rotarian meetings.
- E.2.q. **Safety Committee Chairperson** - \$1,456 Responsible for the management of student safety committee and the district safety report and inspections.

E.3. The Athletic Activities

Specific athletic activities shall be designated by the Board of Education. For each athletic activity or sport the following positions and compensation levels shall apply

- E.3.a. **Head Coach** - \$6,000/season
This person is responsible for the coaching and oversight of a specific athletic activity or sport in which interscholastic competition is an integral part of the activity
- E.3.b. **Assistant Coach** - \$4,000/season
This person is responsible for assisting the head coach for a specific athletic activity or sport. An assistant coach shall not be named in the absence of a head coach.
- E.3.c. **Club Advisor** - \$4,000/year
This person is responsible for meeting with students, organizing activities and chaperoning daytime and overnight trips for activities that do not include interscholastic competition
- E.3.d. **Club Advisor** - \$1,900/season

F. Appointments and Promotions

- F.1. Promotional positions are defined as follows: Positions paying a salary differential and/or positions of administrator-supervisory levels of responsibility, including but not limited to such positions as principal, specialists, and department heads. All vacancies including shop teachers, academic teachers, specialists and/or special project teachers, pupil personnel workers and positions in programs funded by the federal government shall be adequately publicized by the Superintendent in accordance with the following procedure:
- F.1.a. When school is in session, a notice 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 apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications.
- F.1.b. Teachers who desire to apply for a promotional position which may be filled during the summer when school is not regularly in session shall submit their names to the Superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall notify such teachers of any vacancy in any position for which they desire to apply. Such notice shall be sent as far in advance as practicable. In addition, the Superintendent will furnish a copy of said notice to the Association.
- F.2. In both situations set forth in the above section, all positions so posted will have a job description attached thereto.
- F.3. All qualified teachers shall be given the opportunity to make application for such positions and no positions shall be filled until all properly submitted applications have been considered. The Board agrees to give due weight to the professional background and attainments of all applicants and other factors.
- F.4. Announcements of appointments shall be made by posting a list in the office of the central administration and in each school office, and a list shall be given to the Association indicating which positions have been filled and by whom.
- F.5. Interview procedures for all applicants shall be consistent, insofar as possible.

G. Teacher Work Year

- G.1. The detailed school calendar shall be formulated by the Administration. A copy of the proposed calendar will be sent to the Association for its consideration two (2) weeks prior to the Board's approval.
- G.2. Twelve month teachers covered by this Agreement shall be permitted to take an uninterrupted vacation period, if desired, provided such scheduling does not conflict with their regular assignment and bears the approval of the Superintendent.
- G.3. Teachers will be required to attend graduation and open house activities and eighth grade orientation, not to exceed four (4) times per school year, during evening hours and will receive compensatory time off for such activities at times designated by the Superintendent. In the event more than four (4) times are required, the teacher will be reimbursed at the rate set forth in Article XII, A.3.c.
- G.4. The normal working days for each school year are shown in the official calendar approved by the Board. The calendar is subject to change at the discretion of the Board. For example, as recommended by the Superintendent, the Board may authorize the closing of schools and/or offices in case of emergencies and may authorize the opening of schools and/or offices to make up such lost days. In any event, there shall be 180 student contact days (or the actual statutory number fixed by the State of New Jersey for minimum student contact days) plus a maximum of one (1) full additional day and four half days of up to four (4) hours each, excluding lunch.
- G.4.a. All teachers will be at school unless the same is closed by the Superintendent or designee. If a teacher is not at school when the same is open, then that teacher will be designated as "absent". In the event a teacher is "absent" and school remains officially open for only one-half day, that teacher will be charged with only one-half of a day's absence.
- G.4.b. 12 month certified positions will follow the 12-month employee calendar. Twelve (12) month certified positions will be paid 18 (eighteen) holidays per year. Twelve (12) month certified positions are eligible for 20 paid vacation days per year. Twelve (12) month certified positions have the right to carry over one year's vacation entitlement. Upon resignation or retirement from the District, an employee shall receive payment for vacation days not taken up to a maximum of one (1) year's vacation entitlement computed at employee's full per diem.
- G.4.c. School Counselors, LDT/C, School Psychologist-hired under certificated teaching staff. In addition to their regular 10-month teaching work calendar, will be required to work 5 days in the summer, to be determined by each employee in conjunction with their supervisor. Counselors will be paid at a per diem rate, which will be factored into their pensionable salary.
- G.5. Two (2) non-instructional days shall be added to the school calendar for professional development.

H. Sabbatical Leave

- H.1. A sabbatical leave may be granted by the Board of Education to any teacher who has completed seven (7) or more years of continuous service in the Somerset County Vocational & Technical Schools, upon recommendations of the Superintendent, for study in their area of instruction, to update their trade experience, or for other reasons of value to the school system subject to the following conditions:
- H.1.a. Request for sabbatical leave must be received by the Superintendent in writing no later than December 1st, previous to the year for which the absence is requested. Action must be taken on all such requests no later than April 15th of the school year preceding the school year in which the sabbatical is requested.
- H.1.b. Not more than one (1) teacher from the high school shall be granted a sabbatical leave for the same year.
- H.1.c. The salary granted for up to one (1) year's sabbatical leave shall be one-half (½) of the salary the teacher would be entitled to if not on leave. Such salary shall be paid monthly and deducted there from, shall be the regular deductions for the teacher's pension fund and other deductions authorized by the teacher. Seniority rights shall be without prejudice. Salary payments shall be made in accordance with the schedule for payment of salaries in the school system.
- H.1.d. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which they would have achieved had they remained actively employed in the system during the period of their absence. The teacher shall retain all benefits accrued previous to the commencement of the leave.
- H.1.e. As a condition of the granting of a sabbatical leave, the teacher shall have agreed to continue in the service of Somerset County Vocational & Technical Schools for a period of at least three (3) years after the expiration of the leave of absence. Failing to so continue in service, the teacher shall repay on demand to the Board of Education, the full salary received while on leave unless such teacher is incapacitated, has been discharged or has been released for good and sufficient reasons by the Board of Education from this obligation. Incapacitated is defined as being unable to perform the duties required of

the individual pursuant to their employment with the Board. A contract between the Board of Education and the teacher shall be executed before the sabbatical leave is granted formalizing the above agreement.

- H.1.f. Applicants for a sabbatical shall agree to abide by all written conditions of policy set by the Board of Education to govern such leaves of absence.
- H.1.g. Teachers on such leaves may not associate, for more than twenty (20) hours per week, for compensation with any person, persons, or organization during the leave, except when the Board of Education approves such association as beneficial to this school system and upon conditions prescribed by them.
- H.1.h. The teacher shall be required to submit written reports and/or evaluations to the Superintendent after the completion of their course of study or work project.

I. Work Hours and Work Load (Teachers and Educational Support Staff)

- I.1. The in-school workday of teachers in the high school will be seven (7) hours based on a full-time assignment (teaching and duty). Full time assignments are defined as: 1,200 minutes per week.
- I.2. The work week of all educational support staff employees in the high school will be 7 hours per day.
- I.3. Teachers shall be assigned no more than 30 classroom teaching and/or duty periods of 40 minutes or its equivalent per week. The assignment of the 6th period teaching load will be rotated from year to year to different teachers by the Superintendent if, in their opinion, the same can be accomplished without detriment to the education process.
- I.4. Teachers may be assigned student supervision duties within the teacher's assigned building. Supervision duties not relating to any building, for example, cafeteria, or courtyard will be assigned without regard to any teacher's building of assignment on a staggered basis. Teachers shall not be assigned parking lot supervision. The foregoing does not relieve any teacher from controlling or reporting infractions occurring in the school either in the teacher's presence or to the teacher's knowledge.
- I.5. Taking of school-wide attendance as to tardiness and absence will not be the responsibility of teachers. The foregoing is not intended to relieve teachers from the duty of taking attendance as to tardiness and absence in their own classroom.
- I.6. The Board will notify teachers by May 30th of their class schedules for the following school year, if practicable and in any event not later than August 1st
- I.7. Absences on state holidays when school is open must be made up prior to June 30th of that school year. If the day chosen for makeup is not, in fact, made up, the teacher shall have the following options:
 - I.7.a. Submit the absence as personal leave
 - I.7.b. Have one day's pay subtracted from the teacher's pay

I.8. Extra Assignment

- I.8.a. In the event that an extra scheduled period is required in a particular content area, the teaching staff member(s) will be remunerated 14.28% based on their current base salary. This amount will be added to their base salary annually.
- I.8.b. The assignment of an extra period will not be assigned to the teaching staff member without being mutually agreed upon between the teacher and SCVTS administration. Scheduling will be completed in a timely manner as previously agreed upon in the contract under Article XII, I.6.

I.9. Academic Teacher/Staff Development Leader

- I.9.a. The Academic Teacher/Staff Development Leader(s) shall be assigned no more than 25 classroom teaching and/or duty periods of 40 minutes or its equivalent per week. The position will be afforded one period per day for requisite Staff Development Leader responsibilities.
- I.9.b. The Academic Teacher/Staff Development Leader(s) will use the equivalent of 10 periods per week for requisite Staff Development Leader responsibilities.
- I.9.c. Compensation for requisite Staff Development Leader responsibilities will be calculated at 28.56% and added to annual base salary.

I.10. Academic Teacher/Athletic Coordinator

- I.10.a. The Academic Teacher/Athletic Coordinator shall be assigned no more than 25 classroom teaching and/or duty periods of 40 minutes or its equivalent per week. The position will be afforded one period per day at the end of each day for requisite Athletic Coordinator responsibilities.
- I.10.b. In addition, the administration will consider the nature of the responsibilities, preferred timing and needs of the district when scheduling. Special consideration will be afforded to this position so that duties and prep time will also be scheduled late in the day whenever possible.

J. Notification of Status

- J.1. As per N.J.S.A. 18A:27-10, the Board shall give to each nontenure teacher continuously employed since the preceding September 30th either:
- J.1.a. A written offer of a contract for employment for the next succeeding year providing for usual termination clause on notice, but with such increases in salary and benefits as may be required by law or agreement between the Board and the Association; or
 - J.1.b. A written notice that such employment shall not be offered.
 - J.1.c. If the nontenured teacher desires to accept such employment, they shall notify the Board of such acceptance in writing within ten (10) days after receipt of such offer.
- J.2. Any nontenure teacher who receives a notice of nonemployment may within fifteen (15) working days thereafter, in writing, request a statement of reasons for such nonemployment from the Superintendent, which statements shall be given to the teacher in writing within thirty (30) working days after receipt of such request.
- J.3. Any nontenure teacher who has received such notice of nonemployment and statement of reasons shall be entitled to request, in writing, a conference meeting with the Board, which request must be made within ten (10) working days after receipt by the teacher of the statement of reasons. The Board shall schedule said conference within thirty (30) days from the receipt of the Board's statement of reasons. If the Board grants such request, it shall so notify the teacher who shall have the right to be accompanied to the conference by one (1) representative of the Association. The Board shall notify the teacher of its decision within three (3) working days after such conference.

K. Miscellaneous Provisions Applicable to Teachers Only

- K.1. As professional people, teachers, in the best interests of the school system and the students whom they serve, may wish to perform beyond the minimal requirements of their employment agreement. The Association agrees to encourage such voluntary performance and not to interfere with or discourage such performance by any teacher or group of teachers.
- K.2. The Board agrees to provide an amount not to exceed \$200.00 for the purchase of uniforms and work shoes for CTE teachers and a lab coat for science teachers provided a single requisition per year per employee is submitted to the business office by April 1st of the current school year. In the event a teacher accepts the payment for uniforms hereunder, the teacher must wear the uniform to school each day.
- K.3. Teachers will be given five calendar days following the end of the marking period to complete quarterly grades and provide the same to the designated supervising personnel.
- K.4. No teacher shall be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. Teachers and supervising personnel will not exhibit professionally unacceptable behavior on the school premises or at school functions. Any such actions asserted by the Board, or any agent or representative thereof, or the Association, or any agent, representative or member thereof, shall be subject to the grievance procedure herein set forth.
- K.5. Copies of letters of commendation given to teachers at the end of a quarter will also be filed in each recipient's permanent file in the Superintendent's office with a copy to the teacher.
- K.6. Teachers shall perform 2 (two) professional learning community periods (PLC) each week, which shall be the equivalent of 80 minutes (2-40 minute periods), of collaborative planning time in pursuance of district goals.
- K.7. CTE teachers shall be paid for attending up to two advisory meetings at the special projects rate.

ARTICLE XIII - ITEMS SPECIFIC TO SECRETARIES, MAINTENANCE EMPLOYEES, SECURITY EMPLOYEES, SPECIALISTS AND INSTRUCTIONAL AIDES (ALL RECOGNIZED EMPLOYEES NOT DEFINED HEREIN AS “TEACHERS”)

A. Sick Leave

A.1. Definition of Sick Leave

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

A.2. Sick Leave Allowable

A new employee earns one sick day at the end of each full month of service during the remainder of their first school year. At the beginning of each subsequent school year, a 12-month employee will be credited with 15 sick days and a 10-month employee with 10 sick days. Sick days shall not be allowed the first school day before a school holiday or the first school day after a school holiday, unless a doctor's note is provided.

A.3. Accumulated Sick Leave

If an employee requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years. Employees shall be given a written accounting of accumulated sick leave days no later than September 30th of each year.

A.4. Prolonged Absence Beyond Sick Leave Period

If an employee uses accumulated sick leave, they may, at the Board's discretion, receive the difference between their pay and that of a substitute, for a period of 60 school days, or until the end of the school year, whichever comes first. The decision to employ a substitute has no bearing on this salary reduction. For the purpose of this paragraph, the "substitute rate of pay" shall be \$55.00 daily for each year of this Agreement, whether a substitute is hired or not.

A.5. Physician's Certificate Required for Sick Leave

The Superintendent may, at their discretion, require an employee to furnish a physician's certificate of illness or injury.

A.6. Disposition of Accumulated Unused Sick Days

- A.6.a. Upon Resignation from the District or death of employee whose service commenced prior to May 21, 2010, after ten (10) continuous years of service therein, the employee or employee's estate shall receive payment for accumulated, unused sick days on the basis of one day for every two (2) sick days accumulated up to a maximum of sixty (60) days of compensation. Any employee hired after July 1, 1989 shall have each day of compensation paid pursuant hereto limited to Sixty (\$60.00) dollars per day as a maximum
- A.6.b. Upon Retirement from the District and active employment after ten (10) continuous years of service therein, the employee shall receive payment for accumulated, unused sick days on the basis of one day for every two sick days accumulated up to a maximum of ninety (90) days of compensation. Any employee hired after July 1, 1989 shall have each day of compensation paid pursuant hereto limited to Sixty (\$60.00) dollars per day as a maximum. Retirement from the District shall mean that the employee shall be terminating their full-time employment. Monies are payable under this Section to an employee who meets the years of service and/or age requirements to retire under P.E.R.S.
- A.6.c. Any employee, whose service commenced prior to May 21, 2010, covered by this Article XIII, that is removed from their position with the Board and not offered another position with the Board due to the elimination of their position will be compensated for all accrued sick days and personal days as per the financial terms of 6a above.
- A.6.d. Payment of the above moneys may be made over a three (3) year period if the Board and the employee mutually agree to that plan.

B. Vacation

B.1. Twelve (12) month employees are eligible for paid vacation benefits as set forth below.

B.2. A newly-hired employee must complete at least six (6) months of service before being eligible for vacation.

During the first school year in which an employee is hired, the employee will earn one (1) vacation day for each full month of employment.

B.3. After completion of the school year (ending June 30th) in which an employee is hired, he/she will receive vacation based upon the number of years of continuous service in the District as of July 1st as follows, but in no event shall an employee be eligible for vacation prior to completing six months of service and in no event shall an employee be entitled to take a number of vacation days in excess of the number of full months of employment the employee has completed in the District:

<u>Number of Complete Years of Continuous Service</u>	<u>Number of Vacation Days</u>
2 years or less	12 per year
3 to 7 years	14 per year
8 to 15 years	17 per year
16 to 25 years	22 per year
over 25 years	27 per year

B.4. Vacation schedules of all employees must be submitted at least four (4) days in advance to the Supervisor and must be approved by same before being effective. The Supervisor will notify the employee of their approval or disapproval within two (2) days of submission and is subject to final approval and/or appeal to the Superintendent.

B.5. Upon resignation or retirement from the District, an employee shall receive payment for vacation days not taken up to a maximum of one (1) year's vacation entitlement computed at employee's full per diem.

B.6.

B.6.a. When an employee, covered by this Article XIII, retires from the District (meets the years of service and age requirements to retire under PERS), the employee shall be paid one-half of the employee's present year vacation entitlement if an employee retires between July 1st and December 31st of the school year and all of the employee's present year vacation entitlement if the employee retires between January 1st and June 30th of the school year. In the event that the employee has utilized any of the employee's present year vacation entitlement, the used portion of the same will be deducted from the above payment. Retirement from the District shall mean that the employee shall be terminating their full time employment.

B.6.b. Employees shall have the right to carry over one (1) year's vacation entitlement.

C. Miscellaneous Provisions

C.1. All employees will not exhibit inappropriate behavior on the school grounds or at school functions and shall always conform to all rules, regulations and policies of the Board or the Board representatives.

C.2. All vacancies or new positions will be posted by notice, at least seven (7) calendar days before closing of application acceptance, in the high school office, business office, maintenance/buildings and grounds office and sent to the Association president or designee. All applicants will be given a fair and equitable review of their credentials.

C.3. All employees must wear the approved uniform.

D. Secretaries' and Specialist's Salaries

D.1. Secretaries' and Specialists' Salary Guides follow: The increase is as follows:

2018/19	2.75%
2019/20	2.85%
2020/21	2.9%

D.2. Support Staff who hold or obtain professional certifications or academic degrees above and beyond those required by their job description shall be given a yearly stipend equal to \$500.00. The criteria for approval of a stipend shall be that the credential requires an examination in a controlled environment, is earned from an academically accredited institution, and contributes to the employee's ability to add value to the district's operations.

E. Secretaries' Work Day/Week/Year

- E.1. All secretaries shall work a seven (7) hour day. Each secretary shall be entitled to one (1) unpaid hour off for lunch.
- E.2. The actual hours worked will be set at the discretion of the Superintendent or designee.
- E.3. Each secretary working a seven (7) hour day shall be entitled to a morning and afternoon break of fifteen (15) minutes each at a time established by the Superintendent.
- E.4. All secretaries will work a thirty-five (35) hour week, unless special arrangements at a reduced salary are approved by the Superintendent.
- E.5. Any secretary not working a twelve (12) month year will work either eleven (11) entire calendar months or ten (10) entire calendar months, as established by the Superintendent, not necessarily consecutive.

F. Secretaries' Overtime

- F.1. Overtime will be paid at the rate of one and one-half (1½) times a secretary's regular hourly pay rate for all hours over thirty-five (35) worked in a work week. Holidays and vacation days will be included within the said thirty-five (35) hours, but sick and personal days will not.
- F.2. A secretary will be required to work overtime if given twenty-four (24) hours advance notice of the requirement.

G. Secretaries' Paid Holidays

- G.1. All twelve (12) month secretaries will be entitled to eighteen (18) paid holidays each year. To be eligible to be paid for such holidays, the secretary must work the first school day before the holiday and the first school day after the holiday, unless the secretary obtains a doctor's note or is on vacation or there is a death in the secretary's family or the secretary is on school business. The same will be designated by the Superintendent separately for each year. Any holidays which fall during the period that ten (10) and eleven (11) month secretaries are not working will not be allowed or paid to those secretaries.

H. Maintenance Employees' and Security Personnel Salaries

- H.1. The base salaries for maintenance employees employed by the Board as of the date of this contract shall be increased for the school years as follows...

2018/19	2.75%
2019/20	2.85%
2020/21	2.9%

I. Early School Closure

- I.1. In the event school is dismissed early due to inclement weather or other emergency, the secretarial staff, specialists and instructional aides will be allowed to leave the building fifteen (15) minutes after the students are dismissed.

J. Maintenance Employees' and Security Personnel Work Day/Year

- J.1. Maintenance Employees working the 7:30 a.m. to 4:00 p.m. shift shall work an eight and one-half (8½) hour day. Maintenance Employees working the 4:00 p.m. to midnight shift shall work an eight (8) hour day. Maintenance Employees working the 11:00 p.m. to 7:00 a.m. shift shall work an eight (8) hour day. All shifts, except day shift, will have a one-half (½) hour paid lunch or dinner period.
- J.2. The actual hours worked will be set at the discretion of the Director of Buildings and Grounds.
- J.3. Each maintenance employee working an eight (8) hour day shall be entitled to a morning and afternoon break of fifteen (15) minutes each at a time established by the Director of Buildings and Grounds
- J.4. All maintenance employees will work a forty (40) hour week, unless special arrangements at a reduced salary are approved by the Superintendent.
- J.5. All maintenance employees will work a twelve (12) month year.
- J.6. For employees hired after July 1, 1997, the Board can require Saturdays to be included in the employee's regular work week with no premium added.
- J.7. Any maintenance employee who is on call will receive \$50.00 per weekend for "On Call Duty" and \$25.00 per day of a holiday.

K. Maintenance Employees' and Security Personnel Overtime

- K.1. Regular overtime will be paid at the rate of one and one-half (1½) times a maintenance employee's regular hourly pay rate for all hours over forty (40) worked in a work week. The overtime rate for Sundays and the legal holidays recognized by the Somerset County Vocational & Technical Schools shall be two (2) times a maintenance employee's regular hourly pay rate. Holidays and vacation days will be included within the said forty (40) hours, but sick and personal days will not. All overtime will be assigned on a rotating basis except emergency call-ins shall be exempt from rotation. Emergency call-ins will be at the discretion of the Director of Buildings and Grounds.
- K.2. A maintenance employee will be required to work overtime at the request of the Director of Building and Grounds.
- K.3. Any maintenance employee called in during their normal "off time" will be paid a minimum of 2 hours straight time pay.
- K.4. When school is closed for inclement weather or other emergency, maintenance employees are required to report for work and will be paid for a full day of work even if a full day is not worked. If the maintenance employee works more than a full day, the employee will be paid at the over time rate for the extra hours worked. In the event a maintenance employee does not report for work on an inclement weather or emergency day (when school is closed), the worker will not be paid for that day.

L. Maintenance Employees' and Security Personnel Paid Holidays

All twelve (12) month maintenance employees will be entitled to eighteen (18) paid holidays each year. To be eligible to be paid for such holidays, the maintenance employee must work the first school day before the holiday and the first school day after the holiday unless the maintenance employee obtains a doctor's note or is on vacation, or there is a death in the maintenance employee's family or maintenance employee is on school business. The same will be designated by the Superintendent separately for each year. In the event there are maintenance employees working less than twelve (12) months, any holiday which falls during the period that a less-than-twelve (12)-month Maintenance Employee is not working will not be allowed or paid to that maintenance employee.

M. Maintenance Employees and Security Personnel Uniforms

- M.1. Each maintenance employee and security employee will be allotted an annual uniform allowance of up to \$200.00 once they have completed ninety (90) days of employment. The district will choose the uniform vendor and employees will only be allowed to use that vendor to purchase items designated by the district. All purchase items will be coordinated and consolidated through the director of Buildings and Grounds into one requisition submitted to the business office by April 1st of the current school year. Security personnel are allowed to wear business shorts as part of their uniform; shorts to be chosen by the District.
- M.2. All uniforms will be worn only to and from the school and while working at the school.
- M.3. All maintenance employees and security personnel will be reimbursed the sum of \$100.00 towards the purchase of required safety work shoes provided requisitions are submitted to the Business office by April 1st of the current school year.

N. Pay Periods

- N.1. The general provisions as to pay periods shall prevail.
- N.2. The second June check will be released to ten and eleven month employees when the checks are released to the teachers.

O. Summer Hours

- O.1. All maintenance employees and secretaries will work one-half (½) hour less for each of the forty-three (43) work days during the summer. The specific days and hours to be determined by the appropriate supervisor.

P. Federal and New Jersey Licenses and Certifications for Maintenance Workers:

- P.1. Black Seal/Boiler License - \$800.00 This is a requirement for continued employment and must be obtained by employees within 12 months from date of hire. The said sum will be paid at the gross rate equally over 24 pay period.
- P.2. One employee, based upon seniority, will be paid for a Carbon Monoxide and Combustion Analyst Certificate - \$300.00. The said sum will be paid at the gross rate equally over 24 pay periods.
- P.3. One employee, based upon seniority, will be paid for a Technician Type Universal ARI Certificate -\$300.00. The said sum will be paid at the gross rate equally over 24 pay periods.
- P.4. One employee, based upon seniority, will be paid for a Commercial Driver’s License Class B and all applicable endorsements to operate all passenger school buses owned by school - \$300.00. The said sum will be paid at the gross rate equally over 24 pay periods.
- P.5. One employee, based upon seniority, will be paid for an Electrical License - \$550.00. The said sum will be paid at the gross rate equally over 24 pay periods.
- P.6. One employee, based upon seniority, will be paid for a Plumbing License –\$550.00. The said sum will be paid at the gross rate equally over 24 pay periods.

Q. Probation

- Q.1. All newly hired employees, other than teachers, shall be subject to a six (6) month probationary period. The purpose of the probationary period is to enable the Board to evaluate the employee's work performance and conduct in order to determine whether the employee merits permanent employment status. The Board shall have the right to terminate any employee on probationary status, and such decision to terminate a probationary employee shall not be subject to the grievance procedure or otherwise challenged by the Association.
- Q.2. In the event an employee is promoted, they will be subject to a thirty (30) day probationary period in the new job. The above outlined procedures will apply except that instead of “termination”, the employee will be returned to employee’s prior job.

R. Maintenance Employees Categories and Salary Ranges

	CATEGORY	2018-2019		2019-2020		2020-2021	
Lead Utility Worker	I	\$51,138	- \$68,502	\$52,595	- \$70,455	\$54,120	- \$72,498
Utility Worker	II	\$47,414	- \$66,996	\$48,765	- \$68,905	\$50,179	- \$70,904
Bus Driver Driver/Clerk Security Guard Entry Level Maintenance Worker	III	\$41,389	- \$51,933	\$42,568	- \$53,413	\$43,803	- \$54,962

S. Instructional Aides and Salary Ranges

	2018-2019	2019-2020	2020-2021
Instructional Aides	\$41,166 - \$42,865	\$42,339 - \$44,087	\$43,567 - \$45,365

The base salaries for instructional aides employed by the Board as of the date of this contract shall be increased for the school years as follows:

- 2018/19 2.75%
- 2019/20 2.85%
- 2020/21 2.9%

SCVTEA Secretary/Support Staff Salary Guide - 2018-19

Step	A	B	C	D
1	38,375	40,475	42,575	50,560
2	38,876	40,976	43,076	51,061
3	39,430	41,530	43,630	51,615
4	39,985	42,085	44,185	52,170
5	40,540	42,640	44,740	52,725
6	41,095	43,195	45,295	53,280
7	41,925	44,025	46,125	55,420
8	42,940	45,040	47,140	57,715
9	44,030	46,130	48,230	60,010
10	45,145	47,245	49,345	62,305
11	46,285	48,385	50,485	64,600
12	47,450	49,550	51,650	66,895
13	48,660	50,760	52,860	69,190
14	49,925	52,025	54,125	71,440
15	51,230	53,330	55,430	73,690
16	52,575	54,675	57,025	75,940

Secretary/Support Staff Categories

Category	Job Title
D	CTE and Workforce Development Coordinator
D	Coordinator of Creative Arts
D	Data Processing Specialist
D	Communication Assistant
D	Administrative Secretary to the HS Principal
D	Data Analyst
D	Production/Lighting Design/Technical Theater Coordinator
C	Administrative Secretary
C	Administrative Secretary – School Based Programs
C	Alternative Education Child Advocate
C	Help Desk Support Technician
B	Secretary
A	Clerk

SCVTEA Secretary/Support Staff Salary Guide - 2019-20

Step	A	B	C	D
1	38,495	40,695	42,995	51,040
2	38,995	41,195	43,495	51,540
3	39,496	41,696	43,996	52,041
4	40,050	42,250	44,550	52,595
5	40,605	42,805	45,105	53,150
6	41,160	43,360	45,660	53,705
7	41,970	44,170	46,470	55,420
8	42,985	45,185	47,485	57,715
9	44,075	46,275	48,575	60,010
10	45,190	47,390	49,690	62,305
11	46,330	48,530	50,830	64,600
12	47,495	49,695	51,995	66,895
13	48,780	50,980	53,280	69,190
14	50,105	52,305	54,605	71,440
15	51,470	53,670	55,970	73,690
16	52,875	55,075	57,775	75,940

Secretary/Support Staff Categories

Category	Job Title
D	CTE and Workforce Development Coordinator
D	Coordinator of Creative Arts
D	Data Processing Specialist
D	Communication Assistant
D	Administrative Secretary to the HS Principal
D	Data Analyst
D	Production/Lighting Design/Technical Theater Coordinator
C	Administrative Secretary
C	Administrative Secretary – School Based Programs
C	Alternative Education Child Advocate
C	Help Desk Support Technician
B	Secretary
A	Clerk

SCVTEA Secretary/Support Staff Salary Guide - 2020-21

Step	A	B	C	D
1	38,830	41,130	43,430	53,505
2	39,330	41,630	43,930	54,005
3	39,830	42,130	44,430	54,505
4	40,330	42,630	44,930	55,005
5	40,830	43,130	45,430	55,505
6	41,385	43,685	45,985	56,060
7	42,200	44,500	46,800	56,875
8	43,215	45,515	47,815	57,890
9	44,295	46,595	48,895	60,010
10	45,410	47,710	50,010	62,305
11	46,550	48,850	51,150	64,600
12	47,715	50,015	52,315	66,895
13	49,020	51,320	53,620	69,190
14	50,365	52,665	54,965	71,440
15	51,750	54,050	56,350	73,690
16	53,175	55,475	58,525	75,940

Secretary/Support Staff Categories

Category	Job Title
D	CTE and Workforce Development Coordinator
D	Coordinator of Creative Arts
D	Data Processing Specialist
D	Communication Assistant
D	Administrative Secretary to the HS Principal
D	Data Analyst
D	Production/Lighting Design/Technical Theater Coordinator
C	Administrative Secretary
C	Administrative Secretary – School Based Programs
C	Alternative Education Child Advocate
C	Help Desk Support Technician
B	Secretary
A	Clerk

SCVTEA Teacher Salary Guide – 2018-19

Step	A	B	C	D
1-2	56,035	59,595	61,375	63,155
3-4	56,285	59,845	61,625	63,405
5-6	56,570	60,130	61,910	63,690
7-8	57,270	60,830	62,610	64,390
9-10	58,435	61,995	63,775	65,555
11-12	60,190	63,750	65,530	67,310
13-14	61,970	65,530	67,310	69,090
15-16	63,750	67,310	69,090	70,870
17-18	65,530	69,090	70,870	72,650
19	67,310	70,870	72,650	74,430
20	69,090	72,650	74,430	76,210
21	70,870	74,430	76,210	77,990
22	72,410	75,970	77,750	79,530
23	74,010	77,570	79,350	81,130
24	75,770	79,330	81,110	82,890
25	77,795	81,355	83,135	84,915
26	79,845	83,405	85,185	86,965
27	81,895	85,455	87,235	89,015
28-29	83,945	87,505	89,285	91,065
30	85,995	89,555	91,335	93,115
31	88,045	91,605	93,385	95,165
32	90,095	93,655	95,435	97,215
33	92,145	95,705	97,485	99,265

The accompanying teacher salary schedule indicates the salaries which shall be paid at the various salary steps. The revised salary guide will not negatively impact any present employees in accordance with the Hold Harmless rule. Each employee employed on the date this agreement is signed will be placed in the equivalent or above column. This provision shall not apply to those employees hired after the date this agreement is signed. It is the intent and purpose of the Board to encourage and recognize the appropriate professional improvement and preparation beyond the minimum requirements for certification.

Column A provides for salaries and is based on the minimum requirements for permanent certification for shop teachers, CE coordinator, and academic subject teachers.

Column B provides for salaries for shop teachers and CE coordinator with 60 college credits, and for academic teachers with a B.A. degree plus 30 post graduate credits (with at least 21 credits being in the teacher's area of teaching certification or certifications and/or courses which will enhance instruction in the following areas: curriculum, classroom management, read and discipline specific courses.

Column C provides for salaries for shop teachers and CE coordinator with Bachelor's degrees and academic teachers with Master's degrees plus 15 post graduate college credits.

Column D provides for salaries for shop teachers and CE coordinator with Master's degrees or Bachelor's degrees plus 15 credits, and academic teachers with a Doctorate degree or a Master's degree plus 60 post graduate credits.

Academic teachers with a Master's degree will have \$725 added to the amount set forth on these salary guides.

SCVTEA Teacher Salary Guide – 2019-20

Step	A	B	C	D
1	57,005	60,565	62,345	64,125
2-3	57,255	60,815	62,595	64,375
4-5	57,505	61,065	62,845	64,625
6-7	58,305	61,865	63,645	65,425
8-9	59,390	62,950	64,730	66,510
10-11	61,040	64,600	66,380	68,160
12-13	62,690	66,250	68,030	69,810
14-15	64,340	67,900	69,680	71,460
16-17	65,990	69,550	71,330	73,110
18-19	67,640	71,200	72,980	74,760
20	69,290	72,850	74,630	76,410
21	70,940	74,500	76,280	78,060
22	72,590	76,150	77,930	79,710
23	74,290	77,850	79,630	81,410
24	75,990	79,550	81,330	83,110
25	77,990	81,550	83,330	85,110
26	79,995	83,555	85,335	87,115
27	82,020	85,580	87,360	89,140
28	84,045	87,605	89,385	91,165
29-30	86,070	89,630	91,410	93,190
31	88,095	91,655	93,435	95,215
32	90,120	93,680	95,460	97,240
33	92,145	95,705	97,485	99,265

The accompanying teacher salary schedule indicates the salaries which shall be paid at the various salary steps. The revised salary guide will not negatively impact any present employees in accordance with the Hold Harmless rule. Each employee employed on the date this agreement is signed will be placed in the equivalent or above column. This provision shall not apply to those employees hired after the date this agreement is signed. It is the intent and purpose of the Board to encourage and recognize the appropriate professional improvement and preparation beyond the minimum requirements for certification.

Column A provides for salaries and is based on the minimum requirements for permanent certification for shop teachers, CE coordinator, and academic subject teachers.

Column B provides for salaries for shop teachers and CE coordinator with 60 college credits, and for academic teachers with a B.A. degree plus 30 post graduate credits (with at least 21 credits being in the teacher's area of teaching certification or certifications and/or courses which will enhance instruction in the following areas: curriculum, classroom management, read and discipline specific courses.

Column C provides for salaries for shop teachers and CE coordinator with Bachelor's degrees and academic teachers with Master's degrees plus 15 post graduate college credits.

Column D provides for salaries for shop teachers and CE coordinator with Master's degrees or Bachelor's degrees plus 15 credits, and academic teachers with a Doctorate degree or a Master's degree plus 60 post graduate credits.

Academic teachers with a Master's degree will have \$725 added to the amount set forth on these salary guides.

SCVTEA Teacher Salary Guide – 2020-21

Step	A	B	C	D
1-2	58,100	61,660	63,440	65,220
3-4	58,350	61,910	63,690	65,470
5-6	58,850	62,410	64,190	65,970
7-8	59,995	63,555	65,335	67,115
9-10	61,595	65,155	66,935	68,715
11-12	63,245	66,805	68,585	70,365
13-14	64,895	68,455	70,235	72,015
15-16	66,545	70,105	71,885	73,665
17-18	68,195	71,755	73,535	75,315
19-20	69,845	73,405	75,185	76,965
21	71,495	75,055	76,835	78,615
22	73,145	76,705	78,485	80,265
23	74,795	78,355	80,135	81,915
24	76,445	80,005	81,785	83,565
25	78,445	82,005	83,785	85,565
26	80,445	84,005	85,785	87,565
27	82,470	86,030	87,810	89,590
28	84,495	88,055	89,835	91,615
29	86,520	90,080	91,860	93,640
30-31	88,545	92,105	93,885	95,665
32	90,570	94,130	95,910	97,690
33	92,595	96,155	97,935	99,715

The accompanying teacher salary schedule indicates the salaries which shall be paid at the various salary steps. The revised salary guide will not negatively impact any present employees in accordance with the Hold Harmless rule. Each employee employed on the date this agreement is signed will be placed in the equivalent or above column. This provision shall not apply to those employees hired after the date this agreement is signed. It is the intent and purpose of the Board to encourage and recognize the appropriate professional improvement and preparation beyond the minimum requirements for certification.

Column A provides for salaries and is based on the minimum requirements for permanent certification for shop teachers, CE coordinator, and academic subject teachers.

Column B provides for salaries for shop teachers and CE coordinator with 60 college credits, and for academic teachers with a B.A. degree plus 30 post graduate credits (with at least 21 credits being in the teacher's area of teaching certification or certifications and/or courses which will enhance instruction in the following areas: curriculum, classroom management, read and discipline specific courses).

Column C provides for salaries for shop teachers and CE coordinator with Bachelor's degrees and academic teachers with Master's degrees plus 15 post graduate college credits.

Column D provides for salaries for shop teachers and CE coordinator with Master's degrees or Bachelor's degrees plus 15 credits, and academic teachers with a Doctorate degree or a Master's degree plus 60 post graduate credits.

Academic teachers with a Master's degree will have \$725 added to the amount set forth on these salary guides.

Longevity

Employee Number	date of hire	Longevity payment			
		14-15 Actual Paid	15-16	16-17	17-18
4111	9/7/1982	\$1,650	\$1,650	\$1,650	\$1,650
4013	9/1989	\$1,300	\$1,650	\$1,650	\$1,650
4190	9/1/1993	\$1,300	\$1,300	\$1,300	\$1,650
4062	9/1/1993	\$1,300	\$1,300	\$1,300	\$1,650

Opt Out

The Somerset County Vocational Board of Education and the Somerset County Vocational Technical Education Association agree to grandfathering the following employees electing to completely opt out of medical insurance coverage when the employee previously had family, husband and wife, parent and child or single coverage, the Board will pay that employee as follows:

EMPLOYEE NUMBER	HEALTH COVERAGE	OPT-OUT AMOUNT
4206	Family	\$4,000.00
4296	Single	\$1,000.00

The aforesaid payments are to be made to the employee prorated on a per pay basis and the execution of a contract to reimburse the board if the employee is re-enrolled in single, family, husband and wife or parent and child coverage before the expiration of the elected year.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Agreement to be signed by their respective Presidents, attested and sealed by their respective Secretaries, all on the day and year first above written.

SOMERSET COUNTY VOCATIONAL-
TECHNICAL EDUCATION ASSOCIATION

THE BOARD OF EDUCATION OF THE SOMERSET
COUNTY VOCATIONAL SCHOOLS

BY: Andrew Coslit 7/7/20
Association President, Andrew Coslit

BY: William J. Hyncik, Jr. 6/23/2020
Board President, William J. Hyncik, Jr.

ATTEST:

BY: Johanna Scholl 6/25/2020
Negotiations Member, Johanna Scholl

BY: Raelene Sipple 6/25/20
Board Secretary, Raelene Sipple