

**MILLBURN TOWNSHIP SCHOOLS
AGREEMENT BETWEEN THE
MILLBURN TOWNSHIP BOARD OF EDUCATION
AND THE
MILLBURN EDUCATION ASSOCIATION
FOR THE SCHOOL YEARS
BEGINNING JULY 1, 2014
AND
ENDING JUNE 30, 2017**

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WITNESSETH:

WHEREAS,

The Millburn Township Board of Education, Employer, and the Millburn Education Association, as the representative of the employees hereinafter designated, did meet pursuant, to NJ.S.A. 34:13 A, to negotiate with respect to terms and conditions of employment, and

WHEREAS,

The Parties have reached certain understandings which they desire to confirm in this Agreement, be it therefore

RESOLVED,

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

ARTICLE I - RECOGNITION AND DEFINITIONS

A. UNIT

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment of the following certificated personnel:

Regular Education Teachers

Computer Teachers

Librarians

Nurses

Special Education Teachers

Learning Disability Teacher Consultants (LDTCs)

Psychologists

Social Workers

Transition Coordinators

Behaviorists (both certified and non-certified)

Speech and Language Specialists

Occupational Therapists (including COTAs)

Physical Therapists

Athletic Trainers

Teacher Trainers

Student Assistance Coordinators (SACs)

The following contractual paraprofessional employees:

All instructional paraprofessionals (incl. special education, ABA, one-on-one and 504) and the following full time contractual employees:

Secretary to Principal - Secondary Schools

Secretary to Vice Principal - Secondary Schools

Secretary to Athletic Director

Bookkeepers (incl. all non-confidential Central Office bookkeepers)

Transportation Secretary

Secretaries to Elementary Principals

Other non-confidential 10-month Secretaries and clerical support positions

Other non-confidential 12-month Secretaries and clerical support positions

Computer Technicians A/V Specialists

The Association does not represent long-term substitutes (i.e. anybody who has a contract to work less than one (1) full year), per diem, part-time employees, and all other certified or non-certified personnel not specifically listed in this Article as being represented.

B. DEFINITION OF EMPLOYEES

Unless otherwise indicated, the term "teacher," when used hereinafter in this Agreement, shall refer to all certificated employees represented by the Association in the negotiating unit as above defined. The term "paraprofessional," "secretary" and "computer technician" shall refer to contractual unit employees in non-certificated positions defined above and represented by the Association.

ARTICLE II - NEGOTIATION OF SUCCESSOR AGREEMENT

A. MEETING DATES

The Parties agree to enter into collective negotiation over a successor agreement in accordance with N.J.S.A. 34:13A, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment of teachers, secretaries and paraprofessionals. On or before December 1 the year prior to the termination of this Agreement, the Board shall provide the Association with a salary guide scatter gram for all employees, an insurance cost analysis and a copy of the most recent audit of the current district budget. Negotiations shall commence on or about January 1 of the year in which this agreement terminates.

B. INFORMATION

Upon reasonable request by the Association, the Board will furnish information in the public domain relative to negotiations.

C. NEGOTIATION PROCEDURES

Neither Party shall control the selection of the negotiating representatives of the other Party. The Parties mutually pledge that their representatives shall have authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations. Any agreement arrived at by the negotiating representatives will be submitted to the Board of Education and the Membership of the Millburn Education Association for ratification. Any agreements of the Parties in negotiation will be reduced to writing and will become binding for the period of the Agreement upon ratification.

D. BOARD POLICY

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

E. MODIFICATION

This Agreement shall not be modified during its terms in whole or in part by the Parties except by mutual agreement and joint negotiation. The Parties agree that in accordance with the provisions of N.J.S.A. 34:13 A, modification of existing terms and conditions of employment will be negotiated. Any agreement so reached will be reduced to writing, duly signed by the Parties and shall be appended to and become a part of this Agreement.

F. SEPARABILITY

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

ARTICLE III - GRIEVANCE PROCEDURE

A. DEFINITION

1. A "grievance" shall mean a complaint by the Association, any employee or employees that there has been a violation, misinterpretation, or inequitable application of any of the provisions of this Agreement between the Board and the Association, written Administrative decisions or Board of Education Policies.

B. REPRESENTATION

1. SELECTION BY GRIEVANT

An employee shall have the right to present his/her own appeal or designate another person or representative of his/her own choosing to appear with him/her at any step in his/her appeal.

2. ASSOCIATION

The Association shall have the right to file and process grievances.

C. GROUP APPEAL

An appeal of a group of employees concerning a single grievance when all are affected by such alleged grievance may be processed by the Association representing the group.

D. GRIEVANCE OF ASSOCIATION RIGHTS

Grievances pertaining to Association rights may be initiated by a representative of the Association.

E. LIMITATIONS

Administrative decisions specifically pertaining to curriculum matters, instructional materials or equipment and facilities may not be appealed.

F. PURPOSE

The purpose of this procedure is to secure at the lowest possible level, equitable solutions to the problems which may, from time to time, arise affecting the terms and conditions of employment of employees. Both Parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. The Parties agree that nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the appropriate member of the Administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

G. PROCEDURE

1. Level One - Informal Action

An employee submitting an appeal in accordance with this procedure shall, within ten (10) school days of the alleged grievance, or within ten (10) school days of his/her knowledge of the alleged grievance, first discuss the matter being grieved informally with his/her Immediate Supervisor or school Principal as may be appropriate.

2. Level Two - Principal or Immediate Supervisor

Should the employee not be satisfied with the decision of his/her Immediate Supervisor or Principal as a result of action taken in accordance with Step 1 above, the Association may submit an appeal in writing within ten (10) school days of discussion of said grievance at Step 1 to the Immediate Supervisor or Principal as may be appropriate, using the Grievance Form provided for this purpose, thereby initiating formal grievance action. The decision of the Immediate Supervisor or Principal is to be provided in writing to the Association within ten (10) school days of the time the Immediate Supervisor or Principal received the written grievance.

3. Level Three - Superintendent

Should the grievance remain unresolved as a result of action taken at Step 2 above, the Association may appeal in writing to the Superintendent of Schools within ten (10) school days of receipt of the written Step 2 decision. The Superintendent of Schools shall arrange a meeting with the Association to hear the case within ten (10) school days of the receipt of the request and shall render a decision in writing within ten (10) school days of the close of the hearing.

4. Level Four - Board of Education

a. Request for Hearing

Should the grievance remain unresolved as a result of action taken at Step 3 above, the Association may, within ten (10) school days of receipt of the Superintendent's written decision, request the Board of Education for a hearing. Such request shall be submitted in writing through the Association to the Superintendent of Schools and shall include a statement of the nature of the appeal and a detailed account of all facts upon which the appeal is based.

b. Board Hearing

The Board or a designated committee thereof, shall meet with the Association within ten (10) school days of receipt of the Superintendent's receipt of the Association's request.

c. Board Decision

When the case is heard by the Board of Education or a committee designated by the Board, an opportunity shall be given to present any relevant and material evidence and full discussion shall take place. A written Board response will be forwarded through the Superintendent of Schools to the Association within ten (10) school days following the hearing.

5. ARBITRATION

- a.** In cases in which a grievance pertains to a matter of specific terms and conditions of employment in the written Agreement between the Board and the Association and if all prior steps of the Grievance Procedure as contained in this Article have been strictly followed and if the decision of the Board does not resolve the grievance to the satisfaction of the Association and further, if the Association determines that the

grievance is meritorious, the Association may submit a written request for arbitration to the Board through the Superintendent within fifteen (15) school days after receipt by the employee of the Board's decision. However, the Board's decision shall be final and binding in all cases as follows:

1. Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education, or
2. A complaint of a no tenured teacher which arises by reason of his/her not being reemployed, or
3. Any matter which according to law is either beyond the scope of Board authority or limited to unilateral action by the Board alone.
4. Any controversy or dispute arising between the Parties pertaining to the following Articles contained in the Agreement between the Board and the Association.

Article IX Personal and Academic Freedom

Article XIV Professional Improvement

(All except Paragraph A.2 Continuity of Service and Paragraph A.3 Salary)

Article XXV Miscellaneous Items

(All except Paragraph B Compliance of Teacher Contracts)

b. Arbitration Procedure

Within ten (10) school days after the written notice of submission to arbitration, the Board and the Association shall select a mutually acceptable arbitrator and obtain a commitment from said arbitrator to serve. If the Parties are unable to agree upon an arbitrator or to obtain such commitment within the specified period, a request for a list of arbitrators may be made to the New Jersey Public Employment Relations Commission by either party. The Parties shall then be bound by the rules and procedures of the New Jersey Public Employment Relations Commission in the selection of an arbitrator.

1. The Arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his/her decision not later than twenty (20) days from the closing date of the hearings.
2. The function of the impartial arbitrator shall be of a judicial rather than a legislative nature, his/her decision shall not go beyond the interpretation and application of this locally negotiated Agreement and his/her authority shall be limited to a determination as to whether or not the contractual rights of any employee have been violated by the Board. He/she must confine himself/herself strictly to the terms of any submission properly before him/her with respect to both his/her decision and his/her reasoning, not delving into areas beyond the scope of the submission, even if such areas would otherwise be arbitral under this Agreement. The Arbitrator shall have no authority, directly or indirectly, to change, modify, or supplement any of the provisions of this Agreement, and specifically, shall not treat the issue of arbitrability. No right of the Board shall in any manner be taken away, limited, or modified in any respect by the decision of the Arbitrator, excepting only to the extent that this Agreement clearly and explicitly expresses an intent and agreement to divest the Board of such right. The decision of the Arbitrator shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions and, subject to the above conditions, shall be final and binding upon the Parties for certificated staff and advisory for all other employees.
3. The costs for the services of the Arbitrator shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the Party incurring same.

H. MISCELLANEOUS

1. Reprisals

No reprisals of any kind shall be taken by the Board or Administration or the Association or any employee against any party in interest or any other participant in the grievance procedure by reason of such participation.

2. Separate Grievance Files

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

3. Forms

All necessary forms pertinent to the grievance procedure shall be prepared jointly by the Superintendent of Schools and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

4. Meetings and Hearings.

All meetings and hearings under this procedure up through the Board of Education hearing shall be conducted in private and shall include only such parties in interest and their designated or selected representatives.

5. Time Limits

a. Extension

The number of days may be extended by mutual agreement. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant 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 a waiver of further appeal of the decision.

b. Reduction

The time limits set forth herein may be reduced by mutual agreement of the Parties to expedite hearing of grievances filed at such times that normal processing of them would extend beyond the end of the school year.

c. Year End Grievances

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year could result in harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

6. Continuation of Assignments

Any and all teacher grievants 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 duly determined.

ARTICLE IV - EMPLOYEE RIGHTS

A. RIGHTS AND PROTECTION IN REPRESENTATION

Pursuant to N.J.S.A. 34:13A, public employees included in the negotiating unit defined in this Agreement shall have the right to freely organize, join, and support the Association for the purpose of engaging in collective negotiations and other lawful concerted activities for mutual aid and protection.

As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher, paraprofessional or secretary in the enjoyment of any rights conferred by N.J.S.A. 34:13A, or other laws of New Jersey or the Constitution of New Jersey or the United States, that it shall not discriminate against, interfere with, restrain or coerce any teacher, paraprofessional or secretary with respect to wages, hours, or any terms and conditions of employment by reason of membership in the Association, participation in any lawful activities of the Association, collective negotiations with the Board, or institution of a grievance complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. REQUIRED MEETINGS OR HEARINGS

Whenever any teacher, paraprofessional or secretary is required to appear before the Board of Education or any committee or member thereof concerning any matter which could adversely affect the continuation of that staff member in his/her office, position or employment, or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of his/her own choosing present to advise and represent him/her during such meeting or interview.

Said employee will be advised by the applicable administrator of his/her entitlement to have a representative present before any discussion with that administrator on any matter which may adversely affect his/her employment.

C. COMPLAINT PROCEDURE

1. Any signed written complaint regarding an employee made to any member of the administration by any parent, student, or other person, shall be shared with that employee. The complainant shall be advised that the complaint and its source (e.g., parent, student or other person, without a name attached) will be shared with the employee. The complainant shall also be asked if it is permissible to share their name with the employee (if it is, then the name shall be shared, otherwise, it shall not be shared). It shall also be understood that the complainant has the privilege of withdrawing his/her complaint.
2. When any administrator receives a complaint regarding an employee the nature of which may require the recording thereof in the employee's personnel record, then because of the serious nature of the complaint, such administrator must share such complaint with the employee and must provide the name of the source. Prior to any further administrative action in connection thereto, the administrator will try to resolve such complaint with the employee informally.
3. Employees advised of such complaints shall not retaliate against student regarding whom the complaint has been made.

D. EVALUATION OF STUDENTS

Teachers shall determine grades and make other evaluations of students within the grading policies of the Millburn Township School District based upon the teacher's professional judgment of all available criteria pertinent to any given subject area or activity for which the teacher is responsible. Changes of grades may be made by appropriate administrative personnel only after consultation with the teacher involved. If a student's grade is changed, the administrator making

said change shall notify the teacher in writing.

E. RIGHT OF APPEAL

Pursuant to N.J.S.A. 34:13A-22 et seq. all employees are entitled to appeal the imposition of discipline, assignment to extracurricular positions, transfers for disciplinary reasons and increment withholdings for disciplinary reasons.

ARTICLE V - ASSOCIATION RIGHTS

A. INFORMATION

The Board agrees to furnish to the Association, in response to reasonable requests from time to time, available information in the public domain concerning the educational program and the financial resources of the District.

B. RELEASE TIME FOR MEETINGS

No representative of the Association or any teacher mutually scheduled by the Parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, shall suffer any loss of pay for said activities.

C. USE OF SCHOOL BUILDINGS

The Association and its representatives shall have the right to use school buildings at all reasonable hours for membership meetings provided approval from the Superintendent of Schools (or designee) has been obtained in advance.

D. USE OF SCHOOL EQUIPMENT

The Association shall have the right to use school equipment at reasonable times as may be approved by the Superintendent of Schools (or designee). The Association shall pay for the reasonable cost of all materials, repairs, and supplies incident to such use.

E. BULLETIN BOARDS

The Association shall have in each school building the use of a bulletin board in each faculty lounge and/or staff dining room for official communications. The Association may use interschool mail facilities and school mail boxes for distribution of official Association communications.

ARTICLE VI - BOARD RIGHTS

The Association recognizes that the Board in its own behalf and on behalf of the electors of the Township of Millburn, New Jersey, retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by law and that nothing contained in this Agreement shall be construed to diminish or remove from the Board the authority vested in it by New Jersey Statutes Title 18 A.

The Board specifically reserves the following rights, as they affect members of the bargaining unit: The right to direct employees of the school district to maintain efficiency of the school district operations entrusted them; to hire, promote, transfer, assign and retain employees in positions in the school district; and to suspend, demote, discharge or take other disciplinary action in accordance with law.

ARTICLE VII - NON-TEACHING DUTIES AND TEACHER ASSIGNMENTS

A. INTENT

The Board and the Association acknowledge that a teacher's primary responsibility is to teach and that his/her energies should, to the extent possible, be utilized to this end.

B. TRANSPORTING STUDENTS

Teachers shall not be required to drive students to activities taking place away from the school building. A teacher may do so voluntarily, however, with the advance approval of the Principal or Immediate Supervisor in which case the teacher shall be compensated at the State or Federal allowable mileage reimbursement rate, whichever is applicable, for the use of a personal automobile.

C. LIABILITY INSURANCE

The Board shall provide excess auto liability insurance to cover a teacher during authorized use of a personal automobile in the performance of authorized school duties for the term of this Agreement and consistent with the availability of this insurance to the Board.

When an employee is involved in an automobile accident while conducting school district business and the employee is required to pay the deductible portion of the cost of the repair covered by a standard insurance policy, he/she shall be reimbursed the deductible portion of the repair cost upon receipt of proof of payment and appropriate insurance documentation. An employee shall also be reimbursed for malicious damage done to his/her passenger vehicle during the time the employee is on school business and/or attending a school-sponsored or school-related function or activity held at the school or at another location in such instances as field trips, extra-curricular activities, etc. Upon presentation of a claim and appropriate validation of such claim by an employee to the Board of Education, the Board will reimburse to the employee the deductible amount paid by the employee under the employee's personal insurance carrier.

An employee shall be reimbursed by the Board's insurance company or by the Board for the reasonable cost of any clothing or other personal property damaged or destroyed as a result of an assault suffered by an employee while the employee was acting in the discharge of his/her duties within the scope of his/her employment. Each item for which compensation is requested must be reported to the Building Principal or immediate Supervisor within three (3) days of the incident. This time limit must be met unless the employee is incapable of filing such report as a result of the assault.

D. LUNCH DUTY, BUS DUTY, AND COLLECTION OF MONEY

1. Current practice with regard to lunch duty, bus duty, and the collection of monies by teachers shall be maintained for the term of this Agreement.
2. Every teacher at the High School or Middle School will be assigned one of the following duties:

- Hall Duty
- Bus Duty
- Lunch
- Study Hall
- Detention/In School suspension

The following staff members are exempted from the above duties:

- * High School Teachers (all disciplines) teaching a 6th period
- * Librarian
- * Itinerant teachers (teachers who teach at more than one school per day)
- * CST members
- * SAC

- * Nurse
- * Part-time teachers
- * Science Teachers with extra Lab, beyond the regular school day
- * Behaviorists
- * Transition Internship Coordinator and/or Teacher
- * Special Education Teachers with Dynamic Learning Maps

3. Procedures for filling all extracurricular (coaching and Schedule C) positions:

- a. All vacancies in extracurricular positions shall be adequately publicized by the Office of Human Resources in the same manner as promotional opportunities are publicized in Article XX.
- b. All qualified employees shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered. Due consideration shall be given to the professional background, attainments and other relevant factors of all applicants. All internal candidates shall be guaranteed an interview.
- c. If after having made every effort, the Board is unable to identify a qualified applicant in accordance with the procedures set forth herein, the Board may assign a qualified employee from within the district. Employees shall not be involuntarily assigned to extracurricular positions for more than one (1) season/academic year within a five (5) year period.

ARTICLE VIII - TEACHER ASSIGNMENTS

A. TRAVELING TEACHERS

1. **SCHEDULES**

Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of inter-school travel.

2. **EXPENSE REIMBURSEMENT**

Teachers authorized to use their own automobiles in the performance of their duties and teachers who are assigned to more than one school per day shall be reimbursed at the State or Federal allowable mileage reimbursement rate, whichever is applicable, for all assigned driving between the first location at the beginning of their work day and the close of said day.

B. NOTIFICATION

1. **PRE-TENURE TEACHERS**

All pre-tenure teachers shall be given written notice of their contract and salary status for the forthcoming year in accordance with the statutory notification date.

2. **ASSIGNMENTS AND SCHEDULES**

All teachers shall be given notice of tentative assignment by June 1. Teachers shall be given notification of changes during the summer and a written schedule by September 1.

C. ADVANCED PLACEMENT COURSES

Teachers of Advanced Placement courses shall teach five (5) classes. The Superintendent may

authorize a reduction of class load, as may be deemed appropriate by the Superintendent, for a teacher in a first-time assignment of an Advanced Placement course for the purpose of course development and preparation.

Teachers of Advanced Placement courses shall receive a summer payment stipend of \$500 in exchange for summer assignments for students that require teacher supervision. Teachers shall be required to submit logs outlining work done during the summer prior to payment.

ARTICLE IX - TEACHER PERSONAL AND ACADEMIC FREEDOM

The Board states that it will agree with and follow the law with respect to the protection of individuals and the pursuit of academic freedom by teachers.

ARTICLE X - PERSONAL ABSENCE

TEACHERS

As of the beginning of the school year, teachers shall be entitled to up to five (5) days (non-cumulative) absence for personal, legal, business, household or family obligations which cannot be performed at times other than school hours. Such absence will be allowed with pay provided the absence is approved in advance, except in cases of emergency, by the teacher's Principal/Immediate Supervisor and the Superintendent of Schools. Personal days which are sought the day before or after holidays, or vacations, must be approved in advance by the building principal/immediate supervisor except in cases of emergency. Personal days are generally not available on district professional (inservice) days unless a unique situation arises.

Personal absence taken in accordance with this policy shall be in addition to any sick leave to which the teacher is entitled. Any unused personal leave days shall be converted to sick leave days at the end of the school year.

SECRETARIES

- A. Absence of up to five (5) days per year, non-cumulative, for personal, legal, household, or family obligations which cannot be performed at times other than working hours will be allowed with pay provided the absence is approved in advance, except in cases of emergency, by the Supervising Administrator and the Business Administrator. Any unused days shall be converted to sick leave days at the end of the school year. Personal days which are sought the day before or after holidays, or vacations, must be approved in advance by the supervising administrator except in cases of emergency.
- B. In requesting approval for personal absences, secretaries must submit the prescribed form for that purpose. The disapproval of a personal absence request shall not be grievable.
- C. One day per year of the personal absence time may be for personal reasons which need be disclosed only to the Immediate Administrative Supervisor and, subject to the approval of the Immediate Administrative Supervisor, shall be accepted by the Business Administrator as sufficient reason for approving the absence.
- D. One day per year of the personal absence time may be taken by each secretary on the day of that person's birth date. Should a person's birthday occur on a day when offices are closed or when that person is not otherwise required to be present, an alternate personal day may be mutually agreed upon by the secretary and the Supervising Administrator.
- E. All secretaries are expected to recognize their primary obligation to students and the operation of the schools. In the event, however, a secretary is obliged to serve as a juror, the Board of Education provides as follows:
 1. Any secretary who is required by law to serve on a jury in a court of record, upon presentation of court notification to the Personnel Office one working day after receipt and upon presentation of satisfactory proof of such service rendered, shall earn full pay

for and during the time the secretary is required to be in attendance in court.

2. Any jury pay, including reimbursement by the court for travel or meal allowance, shall belong to the secretary.

PARAPROFESSIONALS

- A. Absences of up to five 5 days per year, non-cumulative, for personal, legal, household, or family obligations which cannot be performed at times other than working hours will be allowed with pay provided the absence is approved in advance, except in cases of emergency, by the Supervising Administrator and the Business Administrator. Any unused days shall be converted to sick leave days at the end of the school year in accordance with the guidelines adopted herein. Personal days which are sought the day before or after holidays, or vacations, must be approved in advance by the supervising administrator except in cases of emergency.
- B. In requesting approval for personal absences, paraprofessionals must submit the prescribed form for that purpose. The disapproval of a personal absence request shall not be grievable.
- C. One day per year of the personal absence time may be for personal reasons which need be disclosed only to the Immediate Administrative Supervisor and, subject to the approval of the Immediate Administrative Supervisor, shall be accepted by the Business Administrator as sufficient reason for approving the absence.
- D. One day per year of the personal absence time may be taken by each paraprofessional on the day of that person's birth date. Should a person's birthday occur on a day when offices are closed or when that person is not otherwise required to be present, an alternate personal day may be mutually agreed upon by the paraprofessional and the Supervising Administrator.
- E. All paraprofessionals are expected to recognize their primary obligation to students and the operation of the schools. In the event, however, a paraprofessional is obliged to serve as a juror, the Board of Education provides as follows:
 1. Any paraprofessional who is required by law to serve on a jury in a court of record, upon presentation of court notification to the Personnel Office one working day after receipt and upon presentation of satisfactory proof of such service rendered, shall earn full pay for and during the time the paraprofessional is required to be in attendance in Court.
 2. Any jury pay, including reimbursement by the court for travel or meal allowance, shall belong to the paraprofessional.

ALL UNIT MEMBERS/BEREAVEMENT LEAVE

Each unit member is entitled to up to three (3) days per occurrence without loss of pay for the death of immediate family members. Immediate family includes: spouse, domestic partner, child, step-child, grandchild, step-grandchild, any member of the immediate household, parent, grandparent, parent-in-law, sibling and significant other. Each unit member is entitled to up to one (1) day per occurrence without loss of pay for the death of any other relative.

In the event of the death of an employee or student in the district, the Building Principal or immediate Supervisor shall make every reasonable effort to grant an appropriate number of employees sufficient time off, without loss of pay, to attend the funeral as long as the school or department can remain adequately staffed.

ARTICLE XI - TEACHER HEALTH OR HARDSHIP LEAVES

A. HEALTH OR HARDSHIP

Upon the recommendation of the Superintendent, the Board of Education may permit teachers to take leaves of up to one year for restoration of health or the alleviation of hardship involving themselves or their immediate families. In such cases, the following regulations shall apply:

1. The teacher shall have acquired tenure in the Millburn School District, however, non-tenured teachers shall be eligible for family leave.
2. A physician shall certify that the leave is necessary for the restoration of health, or a physician, minister, or other, responsible person shall certify that the leave is necessary for the alleviation of hardship.
3. No salary shall be paid during the term of the leave.
4. A physician, designated by the Board of Education, shall examine an employee on health leave sixty (60) calendar days prior to the termination of the leave. The physician's recommendations will be considered before the employee is returned to his/her assignment.
5. Leaves will be granted so that a teacher will return to teaching duties at the beginning of a semester. The teacher is required to notify the Board of intent to return on or before April 1 prior to the September of return and at least sixty (60) days prior to commencement of the spring semester for leaves terminating at that time.
6. The leave shall not count as experience credit toward a higher step on the salary guide.

B. OTHER LEAVES

1. Other leaves of absence with or without pay may be granted by the Board for good reason.
2. Health and prescription plan and dental benefits for all employees on leave shall be provided in accordance with law.

C. MAINTENANCE OF BENEFITS

All benefits to which a teacher was entitled at the time leave commenced, including unused accumulated sick leave, shall be restored upon return.

D. EXTENSIONS AND RENEWALS

All leaves and extensions or renewals thereof shall be applied for and granted in writing.

ARTICLE XII - SICK LEAVE TEACHERS

A. ENTITLEMENT

Absences with pay will be allowed for personal illness in accordance with Title 18A:30-2 of the New Jersey Statutes Annotated, which allow a minimum often (10) school days in any school year accumulative from year to year.

B. EXTRA ENTITLEMENT

1. BOARD POLICY

Extra sick days may be granted by the Board on a case-by-case basis involving extended illness where all accumulative sick leave has been used. In these instances the following policy shall apply:

- a. Sick day allowance is to be calculated on the basis of five (5) school days for each year of employment counted from a teacher's first year of employment in the District. However, entitlement of this allowance commences only at the beginning of the teacher's fifth year of employment.
- b. One hundred (100) school days for the first twenty (20) years of employment in Millburn, plus ten (10) days for each of the next ten (10) years of employment.

- c. Two hundred (200) school days (one year) for teachers with thirty-one (31) years or more of employment in Millburn.

2. BOARD EXTENSION OF POLICY

The Board of Education may exceed these amounts depending upon the circumstances in a specific case.

3. LIMITATION OF ACCUMULATION

Extra sick days granted by the Board are not accumulative in the sense described in Titles 18A:30-2 and 18A:30-3 New Jersey Statutes, and will be granted only when the teacher's regular sick days have been depleted.

C. NOTIFICATION OF ACCUMULATION

Each teacher will be given an accounting of unused sick days on September 30th of each year.

PARAPROFESSIONALS

ENTITLEMENT

Absence with pay shall be allowed for personal illness for ten (10) days, accumulative, in any school year for full-time contractual employees.

For part-time contractual employees, entitlement of personal illness absence benefits shall be determined on basis of proration of ten (10) days allowable for full-time employees. Any unused entitlement shall be accumulated annually.

SECRETARIES

A. ENTITLEMENT

1. Absence with pay for personal illness will be allowed for ten (10) days per fiscal year for ten (10) month employees and twelve (12) days per fiscal year for twelve (12) month employees, accumulative from year to year. A "Personal" illness is defined as an illness of the employee. A "fiscal" year is defined as the period between July 1 and June 30.
2. An employee who is continuously absent under the provisions of this sick leave policy for a period of ten (10) days or more must, if requested by the Business Administrator, provide a written statement from a properly licensed physician attesting to the duration of the illness.
3. In the event an employee exhausts all available sick leave, a salary deduction shall be made for all days not worked at the rate of 1/20th of the employee's monthly salary.

B. BOARD EXTENSION POLICY

Extra sick leave may be granted by the Board on a case-by-case basis for those employees who have exhausted their earned sick leave entitlement and who suffer an illness of extended duration. In considering each case, it shall be the intent of the Board to recognize, among other factors, the employee's years of service in the Millburn School District.

C. NOTIFICATION OF ACCUMULATION

As of September 30 of each year, each employee shall be notified in writing as to the number of sick days he/she has accumulated.

COMPUTER TECHNICIANS

Absence with pay shall be allowed for personal illness for twelve (12) days in any school year accumulative from year to year.

ALL EMPLOYEES

The Board retains the right to request a medical certificate for any absence. It will pay for the school physician to perform the examination. If the employee chooses to see his/her own doctor for this medical examination, the employee shall bear the cost.

ARTICLE XIII - DISABILITY AND/OR CHILD REARING LEAVE

A. CHILD REARING LEAVE

It shall be the policy of the Board of Education to grant female or male employees a leave of absence without pay for reasons of parenthood (natural born or adoption) according to the following provisions:

1. In the case of disability due to pregnancy, an employee may use sick days accumulated as provided in Article XII. The Board retains the right to require proof of disability.
2. For leaves commencing between September 1 and January 31, the employee shall return the following September 1 unless an extension of leave is requested and granted. For leaves commencing between February 1 and June 30, the employee shall return at the beginning of the new school year or (for tenured employees only) September 1 of the following year. The employee shall notify the Superintendent by April 30 which option the employee intends to use.
3. An extension of such leave for the next succeeding full school year may be granted to tenured employees only upon written request of the employee and approval of the Board of Education.
4. The exact dates of the leave shall be arranged, if possible, between the employee and the Human Resources Coordinator, and these dates shall be considered in light of what is best for the students.
5. It shall be the responsibility of the employee to notify his/her Immediate Supervisor of his/her parenthood.
6. The Human Resources Coordinator shall provide the employee with a copy of the policy and administrative procedures governing this type of leave following notification by the teacher.
7. An employee applying for disability and/or child rearing leave shall give three (3) months prior notice except that if the leave is to commence prior to January 1, such notice must be given by August 15 or ninety (90) days before the day such leave is to commence, whichever would provide the longer period of notification.
8. If both mother and father are employees of the District, only one parent at a time shall be granted leave under the provisions of this Article.

B. DISABILITY LEAVE (not related to child rearing)

An extended leave of absence without pay may be granted by the Board upon application for reasons of disability.

C. RETURN

In the event of a miscarriage, stillbirth, or other unfortunate event, the employee shall have the right to return to work. If the teacher on leave has been replaced by a person under contract, sixty (60) calendar days notice must be given to the Board of Education.

D. MAINTENANCE OF BENEFITS

The Board of Education shall, at its expense, provide medical (including prescription coverage)

and dental plan benefits for employees on leave for reasons of child rearing consistent with law.

Any employee on a leave of absence and completing five (5) months of employment in any school year shall receive credit for advancement on the salary guide the succeeding year.

E. COMPLIANCE WITH LAW

Nothing contained herein shall be construed as obliging the Board to grant leave of absence or extensions of leaves of absence to non-tenured teachers except as may be required by law.

The Board and the Association agree to modify the provisions of this Article during the term of this Agreement as may be required by judicial decisions of the United States or New Jersey Supreme Courts which relate to Disability or Child Rearing Leave.

ARTICLE XIV - PROFESSIONAL IMPROVEMENT

TEACHERS

A. LEAVE OF ABSENCE

To foster the continued professional growth of teachers of the Millburn Township Public Schools, it shall be the policy of the Board of Education to grant leaves of absence for the purpose of professional improvement through formal study upon the recommendation of the Superintendent. Such leaves of absence will not be considered as a reward for work already performed but rather as an opportunity to prepare for improved service to the youth of Millburn.

1. APPLICATION PROCEDURE

The leave shall be for one semester or a full year, and the application shall be submitted prior to December 1st preceding the school year in which the applicant wishes to take the leave. Application shall indicate the program of study to be followed during the period of the leave and the anticipated professional benefits. Application shall be submitted to the Superintendent through the Building Principal or applicant's Supervisor. The Superintendent shall notify each applicant of the Board's decision on or before February 15 of the school year preceding the year in which the leave would be effective. The Superintendent shall notify the Association of the successful applicants within a reasonable time thereafter.

2. CONTINUITY OF SERVICE

A teacher granted professional improvement leave of absence as provided by this Article shall be considered as in the employ of the Board of Education of Millburn Township, and the time thus spent shall count as regular service toward retirement and for consideration in regard to salary adjustments.

3. SALARY

Salary payments shall be made in accordance with the general time schedule for payment of salaries in the school system. Regular deductions for Teachers' Pension Fund shall be continued and other benefits to which the teacher is entitled as a term and condition of employment shall be provided.

4. ADDITIONAL COMPENSATION

A teacher granted professional improvement leave of absence may not associate for compensation with any person, persons or organization during the school year, unless the Board of Education and Superintendent approve such association as beneficial to this school system and only then upon the conditions prescribed.

5. REQUIREMENT TO RETURN

Prior to the granting of professional improvement leave of absence, the applicant shall enter into a contract to continue in the service of the Millburn Township Public Schools for a period of at least two (2) years after the expiration of the leave of absence. Failing to so continue in service, the employee shall repay to the Board of Education of Millburn a sum bearing the same ratio to the amount of salary received while on leave that the unfilled portion of the two subsequent years of service bears to the full two years, unless the teacher is incapacitated or has been discharged.

6. **REPORT**

Employees on such leave shall make written reports to the Superintendent as he/she may require.

B. GRADUATE COURSE REIMBURSEMENT

To foster the educational improvement of teachers through continuing formal graduate level study, the Board shall provide tuition reimbursement for courses of study approved by the Superintendent in accordance with the following provisions:

1. Credits applicable for the MA/MS Salary Guide are to be earned in a matriculated graduate program at an accredited college or university leading to the Master's Degree.
2. Credits applicable for MA+30 Salary Guide placement are to be earned subsequent to attainment of the Master's Degree for which Salary Guide MA/MS placement is granted and must be in graduate level courses which would be applicable for advanced degree credit.
3. The matriculated graduate program of courses must have the prior approval of the Superintendent.

4. **COURSE ELIGIBILITY**

The Board agrees to provide tuition reimbursement to full-time teachers for graduate courses taken at approved institutions as defined by New Jersey Statute N.J.S.A. 18A:3-15.3. The course of study must be directly related to the teacher's assigned instructional area or otherwise meet the needs of the District.

5. **REIMBURSEMENT REQUIREMENTS**

- a. To be eligible for reimbursement, teachers must obtain the Superintendent's approval of all courses.
- b. Reimbursement will be made on the basis of the required documents being submitted to the Superintendent. Reimbursement shall be made only for tuition. Fees, books and other costs shall be the responsibility of the teacher.
- c. The Board agrees to reimburse up to a maximum of six (6) credits per school year (July 1 – June 30). Courses completed with a grade of "B" or better (or pass if taken pass/fail) from approved institutions as defined by N.J.S.A. 18A:3-15.3, shall be eligible for reimbursement of up to 80% of the Rutgers University Spring tuition rate for the preceding academic year.
- d. Teachers new to the district with less than one year of fully state certificated teaching experience are not eligible for tuition reimbursement in that year.
- e. Teachers hired on or after July 1, 2014 shall be eligible for tuition reimbursement after obtaining tenure.

6. **DISTRICT EXPENDITURE LIABILITY**

For the term of the contract, the annual tuition reimbursement allotment shall be \$105,000.

7. The Board shall pay 100% of all costs for courses required of an employee by the Superintendent of Schools.

GUIDELINES FOR TUITION REIMBURSEMENT:

1. APPLICATION PROCEDURE

- a. Any eligible member of the teaching staff may make an application in writing to the Superintendent of Schools or designee for approval of a course or courses to be taken during any school semester including summer sessions.
- b. Such written request shall be submitted before the beginning of the course through five (5) calendar days following the first meeting of the course.
- c. The Superintendent of Schools or designee shall acknowledge, in writing, receipt of the application.
- d. Should the Superintendent of Schools or designee deny an application for course approval, said denial shall be in writing, sent to the applicant by intra-school mail, and shall state the reason(s) for denial. Said denial shall be sent not later than ten (10) working days from receipt of the application by the Superintendent of Schools or designee.

2. MONETARY REIMBURSEMENT:

- a. For the term of the contract, the \$105,000 annual tuition reimbursement allotment shall be divided into three shares as follows:

Summer Semester -	\$35,000
Fall Semester -	\$35,000
Spring Semester -	\$35,000
- b. Required documentation shall be submitted as per the following schedule:

Summer Semester	September 30
Fall Semester	January 31
Spring Semester	June 30
- c. Tuition reimbursement payment shall be made no later than thirty (30) days from the aforementioned deadlines.
- d. An employee's failure to submit the documentation in Reimbursement Procedure 3a., b1-3 (below) as per the aforementioned deadlines shall result in forfeiture of tuition reimbursement for that trimester.

3. If the total cost of tuition reimbursement for any semester is equal to or less than the total amount of funds available, the maximum tuition reimbursement for each credit shall be at reimbursement of 80% of the actual tuition per course, to a maximum of 80% of the Rutgers University Spring tuition rate for the preceding academic year.
4. If the total cost of tuition reimbursement for any semester exceeds the amount allotted for that semester, then employees shall receive an amount that shall be prorated according to the following formula: the employee's entitlement under the immediately preceding paragraph 3 multiplied by the fraction whose numerator is the amount of money available in total for that semester and the denominator is the full amount that would be paid out for all approved and completed courses for that semester if there were no dollar cap for the semester.
5. If the total amount of funds used in any trimester is less than the trimester allotment, then, the excess funds will be carried over into the next semester.

6. No excess funds shall be carried over into the next fiscal year.

3. REIMBURSEMENT PROCEDURE

- a. Under the provisions of the tuition reimbursement procedure, eligible staff members are required to pay for courses taken upon registration for the course(s). Eligible staff members will be reimbursed for tuition costs upon successful completion of the course(s) in accordance with the guidelines adopted herein.
- b. Reimbursement for said course(s) shall be in the manner set forth below:
 1. In order for an applicant to receive reimbursement, the applicant shall submit to the Superintendent of Schools or designee copies of the following:
 - a. a college statement of costs (bill)
 - b. itemized receipt, cash voucher, or copy of the cancelled check (front and back)
 - c. official proof of successful completion of the course(s) for which reimbursement is sought in the form of an official school transcript
 - d. a copy of the district's approval form.
 2. All documents substantiating claims for tuition reimbursement shall be submitted to the Superintendent of Schools or designee as one package after completion of the course(s).
 3. Reimbursement for courses taken in the summer shall be paid provided the staff member returns to the District as an appointed employee.
- c. Association Notification: The Association shall receive tuition reimbursement reports for the summer, fall and spring semesters as applicable. The report shall be in the same format as prepared for the Superintendent of Schools or his designee.

C. INSTRUCTIONAL GRANTS INITIATIVE FUND

To promote creative instructional initiatives and increased grant funding for instructional programs, the Board shall provide an "Institutional Grants Initiative Fund." This fund shall be disbursed by the Superintendent equitably among the schools. Each teacher who submits an approved complete grant application to a foundation or external funding organization shall receive a \$150 submission stipend, with a maximum of \$300 per grant application if prepared by more than one teacher. Upon award of any such grant to the District, an additional 10% of the award shall be paid to such teacher or group of teachers as an "Initiative Stipend" up to an aggregate maximum of \$2,000 per grant award. The Institutional Grants Initiative Fund shall be funded \$20,000 per year.

Time spent working on such a grant shall be eligible for credit towards the 100 hour professional development requirement provided it is permitted in accordance with the rules adopted by the State Professional Teaching Standard Board (PTSB).

D. PROFESSIONAL DEVELOPMENT

Purpose

The Millburn Board of Education recognizes that it shares with its professional staff the responsibility for maintaining and improving teacher knowledge and methodology. The Board and the Association support the principles of continuing professional development of teachers and the enhancement of instruction. The parties further agree that each teacher should fulfill the obligation for professional development in ways that best serve her/his own and the district's challenges, functions, interests, and needs.

Definition

Professional development includes district and individual professional development experiences, and other opportunities offered by a registered New Jersey provider. Goals and activities may be modified throughout the calendar year to meet emerging needs of the staff member and the district.

Local Professional Development Committee (LPDC)

Role of the Committee

The LPDC shall assess all district in-service needs and current professional development opportunities. All district in-service programs shall be under the direction of the LPDC and be eligible for the 100 hour requirement.

The LPDC shall establish its own rules and procedures in line with the Professional Teaching Standards Board (PTSB) Norms and Code of Ethics.

The LPDC will develop the appropriate forms needed to conduct its business and meet its responsibilities as set forth by the Regulations/Standard established by the PTSB. Said forms will include, but not be limited to, pre-approval, payment request/reimbursement, and program evaluation forms.

In-service workshops, conferences, programs

In any given year, the Board will provide in-service professional development experiences that will assist the teacher in attaining the required 100 hours of continuing education.

In-service programs shall be conducted during the teacher workday and work year when teacher attendance is required or after school or during the summer on a voluntary basis.

Attendance at other programs

All programs conducted by the district outside the teacher workday, work year, or during the summer, shall be voluntary, with the exception of new teacher orientation.

Teachers shall have the right to attend Professional Development activities other than those included in the district in-service program in order to meet the 100-hour requirement, as required by the PIP. Attendance at such programs requires pre-approval by the immediate supervisor.

Professional studies

The Board agrees to appropriate reimbursement for activities that serve the district, including but not limited to curriculum writing and development, writing of training modules, and teaching a course or workshop. Participants shall be compensated for time beyond the workday or work year according to the applicable rate set forth in this contract.

Professional Development Plans

The development of the employee's individual Professional Development Plan shall be governed by statute, regulations, related case law, and the Standards and Guidelines set forth by the Professional Teaching Standards Board.

The Professional Development Plan shall be recorded on the form provided for this purpose by the school district. A copy of this form shall be kept in the employee's personnel file.

The employee shall have the right to modify the plans, goals, and activities listed throughout the calendar year to meet his/her emerging needs, subject to the consent of the applicable administrator/supervisor.

Mentors

No employee shall be assigned to serve as a mentor if there are qualified volunteers available. If an employee is involuntarily assigned to a mentoring position, said employee shall not be involuntarily assigned again until all other qualified employees have been assigned.

No teacher shall serve as a mentor to more than one (1) provisional/alternate route teacher simultaneously.

The Board will forward whatever state funds are provided to it by the state to the mentor teacher. If state funding is not fully provided to the district, the remainder shall be paid by the mentee.

Non-Tenured Professional Development

1. Professional development for non-tenured teachers shall include the following provisions.
 - a. First year teachers shall attend the Summer Institute for five (5) days plus fifteen (15) hours of after-school workshops during the school year.
 - b. Second, Third and Fourth year teachers shall attend the Summer Institute for two (2) days plus ten (10) hours of after school workshops during the school year.
2. The required hours of after school workshops shall commence as soon as practical after the close of the school day.
3. All hours of participation in the aforementioned professional development shall count toward the State of New Jersey's 100 hour professional development requirement.

SECRETARIES AND PARAPROFESSIONALS

The Board shall establish a \$7,500 total tuition pool for secretaries and paraprofessionals for each year of the current contract.

ARTICLE XV - WORK DAY/WORK YEAR TEACHERS

A. LENGTH OF DAY

The normal in-school day for teachers shall consist of not more than seven (7) hours and forty (40) minutes. However, it is clearly understood that, as professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities.

B. IN-SCHOOL WORK YEAR

The in-school year for teachers shall consist of not more than 186 working days.

C. FACULTY MEETINGS

1. After-school faculty meetings shall be limited to two per month except under unusual circumstances. The after school faculty meetings shall end at 4:00 p.m. in the elementary schools and 3:30 p.m. in the middle and high schools.
2. Behaviorists shall attend no more than two (2) staff meetings in any one month based upon the Monday building assignment and whether or not the building has a staff meeting.

D. LUNCH PERIOD

Each teacher shall have a duty-free lunch period.

E. INCLEMENT WEATHER

When students are dismissed early due to inclement weather, the teachers shall be dismissed fifteen (15) minutes after students are dismissed.

F. PARENT CONFERENCES

1. There shall be three (3) scheduled extended single session days including one (1) evening in the Fall and again in the Spring for purposes of parent meetings at the Elementary level.
2. Teachers will make every effort to be available for evening conferences at a parent's request.

3. Behaviorists shall be exempt from scheduling parent conferences.

G. ELEMENTARY PREPARATION TIME

Regular elementary classroom teachers shall be scheduled for preparation time as follows:

Pre-Kindergarten, Grades Kindergarten through Five teachers and specialists* shall have two hundred (200) minutes per week.

- These teachers and specialists are defined as regular education teachers, special education teachers, Art, Music, Media, Physical Education, and Technology Teachers, Physical Therapist, Occupational Therapists, Speech Therapists, Language Therapists, English Language Learner Teachers, Strategy Intervention (BSI) Teachers, and Instrumental Music Teachers.

These scheduled preparation times may be lost due to the scheduling of half-days or assemblies or due to staff absenteeism requiring pupil coverage.

Whenever an elementary teacher is assigned by an administrator to supervise his/her own students or the students of another teacher during his/her preparation time, the teacher shall be compensated at a rate of:

Annual Prep Periods Lost	Stipend
1 to 3 prep periods	No payment
4 to 10 prep periods	\$30
11+ prep periods	\$35

provided that the teacher has not been granted the contractually guaranteed minutes of prep time within a full week.

H. BACK TO SCHOOL NIGHT

1. All teachers shall be required to attend one back to school night each year.
2. All behaviorists shall be exempt from scheduling/attending Back To School Night.

I. SECONDARY EVENING ACTIVITIES

In addition to back to school night, each teacher at the high school and middle school shall be responsible to provide supervision one time per year for an evening event. Such supervision will not be in lieu of the participation of an administrator. The administration at both the high school and middle school will arrange for an opportunity to select a preferred evening supervision subject to the administration's need to assign supervision in order to ensure that all evening events are properly supervised. Those teachers of senior homerooms who attend the graduation ceremony shall be credited with providing supervision at one evening event should they attend the graduation ceremony. The Directors of Band, Chorus, and Orchestra at the Middle and High School levels are exempt from evening supervision duties due to their required attendance at all evening band, chorus, and orchestra functions.

SECRETARIES

- A. Secretarial personnel are paid the regular contractual rate for a thirty-five (35) hour work week from Monday through Friday. Regular work days shall be seven (7) hours exclusive of a regularly scheduled duty free lunch period. The work year for ten month secretaries shall consist of not more than 186 working days (i.e., every day that students are in school plus the three scheduled inservice days). Any day that a ten month secretary shall work beyond 186 in a given year shall be compensated at his/her per diem rate. The work year for 12 month secretaries shall be established annually by the Board of Education and shall not be longer than the work year for non-unit 12

month secretaries in the district.

- B. "Overtime Work" is defined as work performed in excess of the normal thirty-five (35) hour work week. No overtime work is to be undertaken without the prior approval of the School Principal or the appropriate Education Center Administrator.
- C. Time worked over thirty-five (35) hours but not more than forty (40) hours in a given work week, shall be paid at the regular contractual rate of pay. Time worked over forty (40) hours in any given work week shall be paid at the rate of 1-1/2 times the regular contractual rate of pay. Work performed on Sundays and on designated Holidays when schools and offices are closed shall be paid at the rate of 1-1/2 times the regular contractual rate of pay.
- D. When the Superintendent closes schools due to inclement weather all offices will be closed and no secretary need report to work.
- E. In the event the number of school closings due to inclement weather requires the Board to schedule extra days for instruction, secretaries will be required to comply with calendar changes without extra compensation.
- F. When schools are open, if conditions make reporting to work impossible, the employee is to inform his/her Immediate Supervisor of this fact as soon as possible. Such absence may be charged against the employee's personal absence time subject to the Principal's or Supervisor's recommendations and the approval of the Business Administrator.
- G. Procedure for early dismissal of employees for reasons of inclement weather shall be the same as those above. The Superintendent shall designate the time when secretaries may leave.
- H. Ten (10) month employees required to report to work prior to September 1 will be entitled to the benefits provided by this Agreement as if they had been required to report on September 1 or thereafter.

PARAPROFESSIONALS

A. LENGTH OF DAY

Effective with the 2012-13 school year, the normal work day for full-time paraprofessionals shall be six (6) hours and fifty (50) minutes excluding lunch. Elementary & Middle School full-time paraprofessionals shall receive a minimum of 30 minutes of duty-free lunch each day. Full-time High School paraprofessionals shall receive a minimum of 22 minutes of duty-free lunch each day. The normal workday for part-time paraprofessionals shall be determined by position assignment. Should a Building Principal require the service of a paraprofessional for a longer period of time on any given day, the Principal may adjust time requirements during that week so as not to exceed required time for the week. Paraprofessionals assigned to bus duty/carline duty or field trips shall be paid for time beyond the normal workday for a minimum of fifteen (15) minutes each event at their normal hourly rate.

During staff orientation prior to the start of the school year, and at the discretion of the Superintendent and/or designee, paraprofessionals shall report for duty at the same time as the teachers and shall be compensated at their daily rate.

B. INCLEMENT WEATHER AND EMERGENCY CLOSINGS

In the event of a District-wide closing, paraprofessionals normally scheduled to work on those days shall be excused. In the event, however, that not all schools are closed, the affected employee may be temporarily assigned to another location or to perform other work. When schools are closed for the afternoon and professional staff members are excused, paraprofessionals previously scheduled to work the full day shall be excused for the remainder of the day. Payment for times when paraprofessionals are excused from work is set forth in Article XXIII - Salaries.

C. IN-SCHOOL WORK YEAR

The in-school year for paraprofessionals shall consist of not more than 183 working days (i.e., every day that students are in school). Any day that a paraprofessional shall work beyond 183 in a given year shall be compensated at his/her per diem rate.

COMPUTER TECHNICIANS

- A. Each Computer Technicians shall work an eight (8) hour day inclusive of a sixty (60) minute duty free/travel free lunch.
- B. The Computer Technicians' work week shall be Monday - Friday and the work year shall be twelve (12) months. The work year shall be established annually by the Board of Education and shall be the same as the work year for 12 month secretaries.

BEHAVIORISTS

Behaviorists shall work a seven (7) hour day inclusive of a fifty minute duty free/travel free lunch.

ARTICLE XVI - SECRETARY AND COMPUTER TECHNICIAN VACATIONS

SECRETARIES

- A. Each twelve (12) month secretary who has been continuously employed for less than five (5) years shall receive one day of vacation for each month of continuous employment between July 1 and June 30 of any fiscal year provided that the total number of vacation days in any year shall not exceed ten.
- B. Each twelve (12) month secretary who has been continuously employed for five (5) or more years shall receive fifteen (15) days' vacation each year between July 1 and June 30.
- C. Each twelve (12) month secretary who has been continuously employed by the Board for ten (10) or more years shall receive twenty (20) days' vacation each year between July 1 and June 30 of the year following that in which said vacation entitlement was earned.
- D. Earned vacation time as outlined in A, B and C shall be used by no later than June 30 of the year immediately following the year in which such vacation time was earned. Vacation days are not accumulative from year to year. Except for terminating employees, no financial reimbursement will be made for unused vacation days.
- E. An employee resigning his/her position shall give ten (10) working days' notice. Earned vacation shall be paid according to the proportion of full months worked to the total Contract year, unless proper notice has not been given.
- F. The selection of vacation time requires the prior approval of the Immediate Supervisor, subject to the requirements of the employee's work load. In the event of conflicting requests which would not permit the normal continuation of the work function, employment seniority of the employee will be considered.
- G. All 12 month secretaries shall also receive as non-working days the December recess period.

COMPUTER TECHNICIANS

- A. Each computer technician who has been continuously employed for less than five (5) years shall receive ten (10) vacation days between July 1 and June 30 as well as the December recess period.
- B. Each computer technician who has been continuously employed for five (5) or more years shall receive fifteen (15) vacation days between July 1 and June 30 as well as the December recess period.
- C. Each computer technician who has been continuously employed for ten (10) or more years shall receive twenty (20) vacation days between July 1 and June 30 as well as the December recess

period.

ARTICLE XVII - INSURANCE PROTECTION

The Board shall provide annually contracted full-time employees and their dependents with the following insurance protection benefits. Full-time employment shall be twenty-five (25) or more hours per week. All Paraprofessionals currently (as of June 30, 1999) working less than twenty-five (25) hours per week and receiving benefits shall continue to receive them.

A. Health Insurance

1. **Effective April 1, 2012, the Board of Education shall provide one hundred percent (100%) of the cost of health benefits through the School Employees' Health Benefits Program (SEHBP), subject to any contributions required by law. The health benefits program through SEHBP shall also provide and Employee Prescription Drug Plan with the lowest co-pays available.**
2. **Health Insurance Waiver**
The maximum amount an employee can be reimbursed if he/she waives health insurance coverage is 25% or \$5,000, whichever is less, of the amount saved by the employer because of those employees waiving their insurance premium.
3. **Should the Board of Education leave the School Employees' Health Benefits Program in the future, the actual benefits shall be materially equal to the School Employees' Health Benefits Programs then utilized by the employees as of the day before any carrier change implemented by the Board.**

B. Dental Insurance

- 1.a. **The Board of Education shall continue to provide one hundred percent (100%) of the cost of the dental benefits indemnity plan or PPO plan, as applicable, on an employee and covered dependent basis for all employees on the payroll on or before June 30, 1996.**
- b. **If in any year of this contract an employee who was in the indemnity plan on or before June 30, 1996 switches to a managed care plan said employee shall receive a one-time cash payment of one-third of the difference in cost between the two plans.**
2. **Employees on the payroll on or after July 1, 1996 shall be entitled to coverage under a managed care dental insurance program offered by the Board with one hundred percent (100%) of the cost of the plan paid by the Board. If the employee chooses to be covered by the indemnity plan he/she shall pay one hundred percent (100%) of the cost difference of the indemnity and managed care plans through payroll deduction.**

C. Employee Assistance Program

The Board shall provide an employee assistance program at a cost not to exceed \$35 per employee per year.

D. Health and Dental Plan benefits for employees on leave of absence without pay are to be applied consistent with regulations established by the applicable insurance carriers.

E. Comparable Coverage

For secretaries and paraprofessionals, nothing stated herein shall prevent the Board of Education from securing comparable coverage, at its expense or saving, from other insurance agencies or companies.

F. Flexible Spending Account for Health/Dependent Care

The Board of Education shall establish a flexible spending account for health and dependent care in accordance with the provisions of Section 1 and 25 of the Internal Revenue Service Code.

ARTICLE XVIII - VOLUNTARY TRANSFERS AND ASSIGNMENTS TEACHERS

A. Filing Requests

Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with their Immediate Supervisor with a copy to the Superintendent of Schools at any time preceding the school year in which change is to be effective. Such statement shall include the grade and/or subject to which the teacher wishes to be assigned and the school or schools to which transfer is requested, in order of preference.

B. Consideration for Transfer

In the determination of how to resolve the request for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system. No such request shall be denied arbitrarily, capriciously, or without basis in fact. A request for transfer, if denied, may be resubmitted in the following school year.

SECRETARIES

TRANSFERS

An employee desiring a transfer to another assignment shall make such request in writing to the Human Resources Coordinator. The Human Resources Coordinator shall review the request and endeavor to place the employee in another position, if possible.

PARAPROFESSIONAL

TRANSFERS

An employee desiring a transfer to another assignment shall make such request in writing to the Human Resources Coordinator. The Human Resources Coordinator shall review the request and endeavor to place the employee in another position, if possible.

ARTICLE XIX - INVOLUNTARY TRANSFERS AND ASSIGNMENTS

TEACHERS

A. NOTIFICATION

Notification of an involuntary transfer or reassignment shall be given to teachers as soon as practicable, and except in cases of emergency, not later than June 15. Whenever an involuntary transfer or reassignment is made, the principal shall meet with the teacher involved, at which time the teacher shall be notified of the reason for such transfer or assignment.

B. CONSIDERATION FOR TRANSFER

When an involuntary transfer or reassignment is necessary, the wishes of a teacher shall be considered. However, all such transfers and reassignments shall be made at the sole discretion of the Board.

SECRETARIES

TRANSFERS

Involuntary transfers shall be made only when and if the best interest of the school system is served in the judgment of the Administration. The Human Resources Coordinator shall discuss the transfer with the employee and the Immediate Supervisor and shall make the final assignment in writing.

PARAPROFESSIONALS

TRANSFERS

Involuntary transfers shall be made only when and if the best interest of the school system is served in the judgment of the Administration. The Human Resources Coordinator shall discuss the transfer with the employee and the Immediate Supervisor and shall make the final assignment in writing.

ARTICLE XX - PROMOTION POLICY TEACHERS

A. DEFINITION

A promotional position is one that requires a certificate higher than the one required by an individual's present position and pays a higher salary. The only exception to this rule shall be Head Coach.

B. PROCEDURES

All vacancies in promotional positions will be publicized as follows:

1. ANNOUNCEMENT

- a. The staff shall be notified by posting of any promotional positions before or simultaneously with any advertisement in professional search agencies. A copy of the posting shall be emailed to the Association President when it is posted.
- b. When school is in session a notice of vacancy will be given at least ten (10) calendar days before the final date for receiving applications. If a vacancy occurs during the summer, a notice will be emailed to all staff members (as well as posted on the district website) and a twenty (20) calendar day time limit will prevail. Also, during the summer, the district's automated phone alert system shall be used to notify staff members that there is a vacancy.
- c. A notice will include the title of the vacancy, the qualifications desired of applicants, and the required certification. If any of these items is changed, the staff will be duly notified in accordance with the above procedure. If a change is made, ten (10) additional calendar days will be granted for filing applications with the Human Resources Office.
- d. Other vacancies not subject to this promotional policy will also be announced.

2. NOTIFICATION

- a. The receipt of applications by the Human Resources Office will be acknowledged promptly in writing.
- b. All applications from qualified staff members will be given full consideration. In the event that two or more candidates appear to be equally qualified, preference will be given to those candidates presently employed by the Board of Education.
- c. During the school year, all in-district applicants will be notified by email, sent within ten (10) business days following official Board action, concerning the appointment that has been made. During the summer months, all in-district applicants will be notified by mail within ten (10) business days following official Board action, concerning the appointment which has been made.

SECRETARIES

JOB POSTING

1. The Board of Education will endeavor to give its permanent employees every opportunity and consideration to aspire to ten (10) or twelve (12) month positions as may be created,

or become vacated from time to time. Such positions shall be posted on the district website to afford all interested personnel an opportunity to apply. If a vacancy occurs during the summer, a notice will be provided via the district's automated phone alert system to all staff members (as well as posted on the district website) and a twenty (20) calendar day time limit will prevail.

2. The vacancy will not be permanently filled for a period of five (5) working days after the date of publication, or in the event of posting, the notice of vacancy shall be posted for a period of five (5) working days before the final date when applications must be submitted. A copy of posting, shall be emailed to the President of the Association at the time of posting. Employees who desire to apply for such vacancies shall submit their applications in writing to the Human Resources Coordinator within the time limit specified in the notice.
3. A ten (10) month employee wishing to be notified of any vacancies occurring during July and August may indicate that desire by June 15, in writing, to the Human Resources Coordinator who will mail a notice of any such vacancies to the interested employee. The notice will state the final date when applications must be submitted which will be no less than fifteen (15) days from the date of mailing.
4. A ten-month secretary promoted to a twelve-month position shall receive vacation entitlement as set forth in Article XVI with entitlement amount based on the time of continuous employment with the District inclusive of time in ten-month secretarial position.

ARTICLE XXI - EVALUATION

TEACHERS

A. PROCEDURE

Employees are to receive periodic evaluation of performance in accordance with the procedure for evaluation as authorized by district policies, New Jersey Statute and New Jersey Administrative Code.

B. CHANGE OF PROCEDURE

When changes of evaluation procedure are contemplated, that are not otherwise addresses by New Jersey Statutes or the New Jersey Administrative Code, the Superintendent and the President of the Association will create a Joint Administration Association Committee to make recommendations to the Board of Education.

SECRETARIES AND PARAPROFESSIONALS

A. At least once annually, each secretary and paraprofessional will be evaluated by the Principal/Immediate Supervisor.

1. The annual evaluation will be formalized in an annual conference. The conference will consist of the Principal's/Immediate Supervisor's evaluation of work performance of the employee and any other matters which may be appropriate.
2. Following the conference, an annual evaluation report shall be forwarded to Human Resources Coordinator. This report shall include the evaluation by the Principal/Immediate Supervisor and any other pertinent information resulting from the conference. Before the report is forwarded, it shall be signed by both the Principal/Immediate Supervisor and the employee. Signatures will mean only that a conference was held and that the items included were discussed. The employee shall receive a copy.
3. If the employee desires to submit additional material concerning the annual evaluation,

he/she shall submit a copy to the Principal/Immediate Supervisor and to the Human Resources Coordinator for attachment to the evaluation report within ten (10) working days of the annual evaluation conference. A working day is any day the Human Resources Office is open.

- B. A secretary or paraprofessional shall have the right to reply in writing to any adverse non-confidential material in his/her personnel file, which reply shall be attached to the adverse material. Should said secretary or paraprofessional desire a copy of the non confidential material he/she may copy said material by hand or the same may be made available at cost by the Human Resources Office. A secretary's or paraprofessional's personnel file shall be made available for inspection during business hours by the secretary or paraprofessional only after a request is made to the office of the Human Resources Coordinator. Said request and inspection shall be made within a reasonable amount of time. There shall not be more than two such inspections in any one year. Notwithstanding the foregoing, no confidential material shall be made available at any inspection.

ARTICLE XXII - REDUCTION IN FORCE AND REEMPLOYMENT

TEACHERS

A. COVERAGE

1. BOARD RIGHTS

The Parties confirm that the Board of Education has and retains the right to make reductions in force pursuant to N.J.S.A. 18A:28-9 et seq. and N.J.A.C. 6A:32-5.1. The provisions of this article apply to tenured certificated teachers as set forth in Article I of this Agreement.

2. TEACHER ENTITLEMENT

Teachers have and retain their tenure and seniority rights pursuant to N.J.S.A. 18A:28.5 et seq. and . N.J.A.C. 6A:32-5.1.

B. SENIORITY

To the extent not inconsistent with N.J.S.A. 18A:28-9 et. seq. and N.J.A.C. 6A:32-5.1 and the regulations of the Commissioner of Education, the Parties agree that, for the purposes of this Agreement, "Seniority" shall mean the period of consecutive employment by the teacher in the District, including experience in District in the position from which the teacher was dismissed by reason of the reduction in force. Not more than one (1) year of employment may be counted toward seniority in any one (1) academic or calendar year. Whenever a teacher shall hold employment simultaneously in two or more categories, seniority shall be counted in the category in which the teacher spends the greatest percentage of time. If the percentage of time spent in two or more categories shall be equal, the teacher shall be permitted to elect in which category seniority shall be counted.

C. RECALL

A teacher dismissed by reason of reduction in force shall be entitled to be placed and to remain upon a preferred eligibility list in order of seniority for reemployment whenever a vacancy occurs in the position from which such teacher was dismissed. Such teacher shall be reemployed by the Board if and when such vacancy occurs.

D. NOTICE OF RECALL

Notice of Recall to teachers to which this Article is applicable shall be given to those teachers on the preferred eligibility list by letter to last known address in order of seniority within a reasonable time after such vacancy occurs, and such teacher shall have a reasonable period of time in which to give the Board notice of intent to return to the position.

E. RESPONSE TO RECALL

In the event such teacher shall fail to respond to the notice from the Board, or if the teacher gives notice of not desiring to return to the position, all seniority rights shall be forfeited.

F. SENIORITY UPON REEMPLOYMENT

Seniority shall not be accumulated during the period following dismissal by reason of reduction in force, but, upon reemployment pursuant to the terms of this Article, such teacher shall have accumulated seniority to the date of such dismissal.

G. ABOLISHMENT OF POSITION

Whenever a teacher to which this Article is applicable is notified that teacher's particular employment shall be abolished in a category, the teacher shall be given that employment in the same category to which the teacher is entitled by seniority. If the teacher shall have insufficient seniority for employment in the same category, the teacher shall revert to the category in which the teacher held employment prior to employment in the same category, and shall be placed and remain upon the preferred eligible list of the category from which the teacher reverted until a vacancy shall occur in such category as entitled by seniority.

H. INSUFFICIENT SENIORITY

If a teacher to which this Article is applicable has insufficient seniority in the category to which that teacher shall revert, the teacher shall, in like manner, revert to the next category in which employment was held immediately prior to employment in the category to which the teacher shall have reverted, and shall be placed and remain upon the preferred eligibility list of the next preceding category, and so forth, until the teacher shall have been employed or placed upon all the preferred eligibility lists of the categories in which the teacher formerly held employment in the school District.

SECRETARIES

A. SEVERANCE PAY

A secretary with ten (10) or fewer years of service as a secretary in the Millburn School District whose employment is terminated as a result of a reduction in force shall receive four (4) weeks of pay at the time of termination as severance pay. For service in excess of ten years, the severed employee shall receive one (1) additional week of pay for each full year in excess of ten years to a maximum of twenty-six (26) weeks.

B. SENIORITY

Seniority shall be defined as continuous service in the school district without regard to time spent in a bargaining unit. A seniority list shall be provided to the Association at the time of a contemplated reduction in force (RIF). During a RIF, employees shall exercise their total employment seniority to replace a less senior employee in the same job category. If there is no less senior employee in the job category, they shall replace a less senior employee in a similar job within the unit. The above seniority provisions shall only apply to employees who have twelve or more years of service in the district.

PARAPROFESSIONALS

Seniority shall be defined as continuous service in the school district without regard to time spent in a bargaining unit. A seniority list shall be provided to the Association at the time of a contemplated reduction in force (RIF). During a RIF, employees shall exercise their total employment seniority to replace a less senior employee in the same job category. If there is no less senior employee in the job category, they shall replace a less senior employee in a similar job within the unit. The above seniority provisions shall only apply to employees who have twelve or more years of service in the district.

ARTICLE XXIII - SALARIES

TEACHERS

A. SALARY SCHEDULE

The salary of each teacher covered by this Agreement is set forth in Schedule A which is attached hereto and made a part hereof. This Salary Guide is an Agreement between the Board and the Association; it may not be changed without mutual agreement between the Board and the Association.

B. APPOINTMENT OF NEW MEMBERS TO STAFF

Full salary guide credit may be granted teachers for prior experience as determined by the Superintendent. Experience credit may be given for other than teaching experience. Full credit may be given for military experience. When an ex-teacher is appointed, full credit may be allowed for previous teaching in the Millburn District. The above provisions shall not be retroactive in relation to persons presently employed. Full credit on the current teacher salary guides may be given to all new teachers for all verified, contracted previously satisfactory, fully state certificated teaching experience in a duly accredited public and/or private elementary or secondary school, if such experience is in the same certification for which the teacher is being hired.

C. SALARY INCREASES

The steps of the Salary Guide are designed to reward a teacher for performing effectively in teaching and other professional assignments. While each teacher is expected to meet this requirement, an increase is not granted automatically. It is dependent upon a favorable performance report, the Superintendent's recommendation, and the Board of Education's approval.

Teachers shall be notified in writing on their contract salary status in accordance with law.

D. ELIGIBILITY FOR ADVANCEMENT

1. COLUMN POSITION

In order to be eligible for advancement to Columns MA/MS, MA+30 and PhD/EdD, a teacher must submit credits which have been earned in a recognized institution of higher learning in a post-baccalaureate degree program of study. A Master's Degree is required for advancement to Column MA/MS, and a Master's Degree plus 30 credits are required for advancement to Column MA+30. An earned Doctorate is required for the advancement to Column PhD/EdD. All programs and/or courses taken after initial appointment must be approved in advance by the Superintendent of Schools if they are to be submitted for credit toward advancement to a higher professional training category.

2. Credits applicable for the MA/MS Salary Guides are to be earned in a matriculated graduate program at an accredited college or university leading to the Master's Degree related to the employee's current or future job responsibilities.

3. The matriculated graduate program of course must have the prior approval of the superintendent.

E. TEACHER NOTIFICATION OF EARNED CREDITS

Degree or credits earned prior to September 1 or February 1 and submitted to the Superintendent prior to October 15 and March 15 respectively, of any given school year, shall be effective in determining the salary for the school year or part thereof within which such dates fall.

F. COACHES AND EXTRACURRICULAR POSITIONS

1. SALARIES

The added compensation under the Coaching Salary Guide and the Salary Guide of Extra Pay for Extra Services is set forth in Schedules B and C, respectively, attached hereto. Such salaries shall not be part of the teacher's contract salary.

2. CREDIT FOR COACHING EXPERIENCE

When an assistant coach becomes a head coach in any sport, credit will be given for coaching experience and payment will be based on the Head Coach's Salary Guide. A coach may be granted experience credit for prior experience in coaching.

3. APPOINTMENT OF ASSISTANT COACHES

The Board may increase or decrease the number of assistant coaches in any sport but the salary agreement will not be changed.

G. PAY DATES

Teachers and paraprofessionals are to be paid twice monthly during the school year on the 15th and 30th of each month. Should any pay date fall on a weekend or holiday, teachers will be paid on the last school day preceding.

H. SUMMER PAYMENT PLAN

1. PROCEDURE

Teachers and paraprofessionals employed for an academic year may indicate in writing their desire to participate for a full year in the summer payment plan, i.e. from September 1 through June 30; for those participating, ten (10) percent of each semi-monthly or monthly check will be withheld and will be deposited in a Board designated bank.

2. WITHDRAWAL

A teacher enrolled in the plan for a full year will be continued for the next full year unless indication in writing of intent to withdraw is given. Such requests must be received by the Business Administrator by August 1.

I. PAYROLL DEDUCTIONS

Teachers, paraprofessionals and secretaries may request, upon application on forms provided by the Board of Education, payroll deductions for the following: MEA and Affiliate Dues, N.J. Supplemental Annuity Plan, Summer Payment Plan, Essex County Teachers Federal Credit Union, Prudential Insurance, and Tax Sheltered Annuity Plans through Lincoln Investment Planning, Inc., The Prudential Asset Management Company, The Variable Annuity Life Insurance Company (VALIC) and AXA Equitable Life Assurance Company. Upon written request from the Millburn Education Association, tax sheltered annuity plans sponsored by companies other than those listed above may be considered for substitution for the listed companies, provided that not more than four (4) such plans shall be authorized at any one time for payroll deductions.

J. SUMMER SCHOOL

Child Study Team members, Behaviorists, and Speech and Language Specialists who work during the summer and teachers who work in the extended school year program, or teachers who work in the reading academies, shall be paid at their individual per diem rates that apply in the fiscal year in which the work is being done.

K. HOME INSTRUCTION

The hourly rate for home instruction will be \$65 for the term of the contract.

L. CURRICULUM WRITING/ARTICULATION

Assigned duties for curriculum writing during the summer or on days when school is not in session shall be paid at the rate of \$58 for the term of the contract.

M. TERMINAL LEAVE PLAN (TEACHER)

At the time of retirement the Board will pay the retiring teacher for unused accumulated sick day leave. Payment is to be made upon retirement under TPAF with pension payments to begin effective upon separation from the District. Deferred retirement is not eligible. For teachers eligible to retire who die prior to such retirement, payment of the entitlement at time of death shall be made to estate of deceased. In the event of termination due to reduction in force, a teacher involuntarily terminated shall be eligible for terminal leave payment under this Article. A teacher who resigns after completion of twenty (20) years of service shall also be eligible for terminal leave payment under this Article.

Payment for accumulated sick days shall be \$58 per day for all accumulated sick days.

A teacher, to be eligible for terminal leave payment under the provisions of this Paragraph, must retire either at the end of the school year in June or at the end of the first semester and must provide three months notice in writing to the Superintendent of intention to retire. This requirement may be waived by the Superintendent in cases where retirement is due to disability or hardship.

N. AUTOMATIC PAYROLL DEPOSITS

The Board shall provide automatic payroll deposits for employees upon request on forms provided by the Board. It is understood by the Parties that the Board shall provide this service only if no cost is incurred by the Board as a result.

O. IN-SERVICE INSTRUCTION

Teachers shall be paid \$68 per hour for all hours of in-service instruction. Preparation for instruction at the same rate shall be paid with preparation hours not to exceed each hour of non-repeated instruction.

P. LONGEVITY

1. Longevity shall be paid as follows:

Years of Experience in Millburn	Payment
After teaching 14 years	\$ 750 above salary guide
After teaching 20 years	\$ 1,700 above salary guide
After teaching 25 years	\$2,300 above salary guide

2. Only employees on the payroll as of June 30, 1996 shall be eligible to receive longevity.

3. Unpaid leaves of absence do not count toward longevity.

Q. Full-day workshops will run for 5 hours at a rate of \$100 per day (6 hours with an hour lunch). Half-day workshops will run for 2.5 hours at a rate of \$50 per day.

PARAPROFESSIONALS

A. The salaries of paraprofessionals covered by this Agreement are as follows:

Full-time

2014-15: \$148.75

2015-16: \$151.72

2016-17: \$154.75

Part-time.

2014-15: \$27.59 per hour

2015-16: \$28.14 per hour

2016-17: \$28.70 per hour.

Paraprofessionals who have attained and provide evidence of a bachelor's degree shall receive an additional pensionable \$500 annual stipend.

Paraprofessionals who hold a minimum of a substitute's certificate and are utilized by the district as a substitute teacher shall receive one half-of the substitute's daily pay rate for each instance in addition to their per diem rate.

- B. After seven (7) years of employment in the Millburn School District, paraprofessional employees shall receive an annual longevity payment of \$600.
- C. Unpaid leaves of absence do not count toward longevity.
- D. **TERMINAL LEAVE PLAN (PARAPROFESSIONAL)**

At the time of retirement the Board will pay the retiring paraprofessional for unused accumulated sick day leave. Payment is to be made upon retirement under PERS with pension payments to begin effective upon separation from the District. Deferred retirement is not eligible. For paraprofessionals eligible to retire who die prior to such retirement, payment of the entitlement at time of death shall be made to estate of deceased. In the event of termination due to reduction in force, a paraprofessional involuntarily terminated shall be eligible for terminal leave payment under this Article. A paraprofessional who resigns after completion of twenty (20) years of service shall also be eligible for terminal leave payment under this Article.

Payment for accumulated sick days shall be \$18 per day for all accumulated sick days.

A paraprofessional, to be eligible for terminal leave payment under the provisions of this Paragraph, must retire either at the end of the school year in June or at the end of the first semester and must provide three months' notice in writing to the Superintendent of intention to retire. This requirement may be waived by the Superintendent in cases where retirement is due to disability or hardship.

SECRETARIES

- A. The salaries of all secretaries covered by this Agreement are set forth in the Secretary Schedule D which is hereto attached and made a part hereof.

All new employees shall be placed on the proper step of the guide according to the following formula: One step for every one (1) year of clerical/secretarial job related experience not to exceed Step 5.

- B. Twelve (12) month employees shall be paid in twenty-four (24) equal semi-monthly installments and ten (10) month employees shall be paid in twenty (20) equal semimonthly installments.
 - 1. When pay day falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day.
 - 2. Ten (10) month employees may individually elect to have ten percent (10%) of their monthly salary deducted from their pay which shall be placed in an interest bearing

savings account in the employee's name in a summer payment plan.

3. Secretaries hired prior to January 1 of any Contract year shall be eligible for a salary increment step in the following year.

C. **Secretary Classifications**

The following positions are classified as Group II:

- Secretary to the High School Principal (12 month position)
- Secretary to the Athletic Director (12 month position)
- Secretary to the Middle School Principal (12 month position)
- All central office secretarial, clerical and bookkeeper positions (both 10 and 12 month positions)
- Secretaries to the Elementary School Principals (10 month position)
- Secretary to the High School Vice Principal (10 month position)
- Attendance Secretary at the High School (10 month position)

All other secretarial positions in the District fall into Group III, either 10 month or 12 month. Should a secretary be involuntarily transferred from a Group II position to a Group III position, he/she shall continue to be paid at the higher (Group 2) rate while in the Group III position.

D. **EXPENSE REIMBURSEMENT**

Secretaries authorized to use their own automobiles in the performance of their duties and secretaries who are assigned to more than one school per day shall be reimbursed at the Internal Revenue Service or Office of Management and Budget, whichever is applicable at the allowable mileage reimbursement rate for all assigned driving between the first location at the beginning of their work day and the close of said day.

E. **TERMINAL LEAVE PLAN (SECRETARY)**

At the time of retirement, the Board will pay the retiring secretary for unused accumulated sick day leave. Payment is to be made upon retirement under the provisions of the pension plan with pension payments to begin effective upon separation from the District.

Early retirement prior to age fifty-five (55) or a deferred retirement is not eligible; however, a secretary who resigns, takes early retirement prior to age fifty-five (55) or takes a deferred retirement and has completed twenty (20) years of service in Millburn School District shall be eligible for payment under this Article. For secretaries eligible to retire who die prior to such retirement, payment of the entitlement at time of death shall be made to estate of deceased. In the event of termination due to reduction in force, a secretary involuntarily terminated shall be eligible for terminal leave payment under this Article.

Payment for accumulated sick days shall be \$58 per day for all accumulated sick days.

A secretary, to be eligible for terminal leave payment under the provisions of this paragraph, must provide three (3) months notice in writing to the Superintendent of intention to retire. This requirement may be waived by the Superintendent in cases where retirement is due to disability or hardship.

F. **Longevity shall be paid as follows:**

<u>Years of Experience in Millburn</u>	<u>Payment</u>
After working 11 years	\$ 700 above salary guide

After working 20 years \$1,400 above salary guide

After working 25 years \$2,100 above salary guide

Unpaid leaves of absence do not count toward longevity.

COMPUTER TECHNICIANS

- A. **SALARIES:** All computer technicians and A.V. specialists shall have their salaries improved 2% over the previous year for each year of the contract.
- B. Computer technicians shall receive an additional \$500 per year for EACH of the following certificates earned and maintained current:
 1. Apple Certified Technician (ACT)
 2. Microsoft Certified Systems Engineers (MCSEs)
 3. Microsoft Certified Desktop Support Technicians (MCDSTs)
 4. A+ certification
 5. A+ Network+, along with A+®
- C. The Board shall provide reimbursement to the computer technicians for any classes required to obtain or maintain the certificates outlined in this Article by up to \$1,500 per computer technician for the term of the contract provided that the courses receive the prior approval of the Superintendent or his/her designee.
- D. **Use of Personal Vehicle**
 1. Any computer technician who uses his/her personal vehicle for any school related business will be reimbursed by the Board at the State or Federal allowable mileage rate per mile, whichever is applicable.
 2. The District shall arrange to transport equipment and materials which could reasonably be considered to potentially damage an employee's personal vehicle. Should an employee voluntarily choose to use his/her personal vehicle to transport such materials, the District shall not be responsible for damage to the employee's vehicle.

BEHAVIORISTS

All behaviorists shall have their salaries improved by 2% over the previous year for each year of the contract if they are not on a salary guide.

CERTIFIED OCCUPATIONAL THERAPIST ASSISTANTS (COTAs)

All Certified Occupational Therapist Assistants (COTAs) shall have their salaries improved by 2% over the previous year for each year of the contract if they are not on a salary guide.

ARTICLE XXIV - DUES AND REPRESENTATION FEES

- A. Professional or organizational dues will be deducted from the regular pay checks for each employee of the Bargaining Unit who requests in writing, on the proper form for that purpose, that his/her dues be deducted. Such written requests for deductions starting in September are to be submitted to the Human Resources Office by July 1. One-tenth (1/10) of the annual total of dues will be deducted for each of the ten (10) months, September-June. Late requests for dues deductions will be honored up to October 31. The collection of dues from enrollments after October 31 will be the responsibility of the Association. Late requests for dues deduction that are too late for September checks will have two months deducted from the October check, or three (3) months from the November check, or four months from the December check, depending on which becomes the first possible month for deduction of dues. An employee will be continued on dues

deduction from year to year unless he/she requests in writing to the Human Resources Office, prior to July 1 that he/she be dropped from payroll dues deduction.

- B. In the event an employee leaves the employment of the Board of Education prior to the end of the fiscal year, dues payments will terminate as of the last month of employment.
- C. A Representative Fee of 85% has been agreed to by the Parties. The Association will provide a listing of Bargaining Unit members who are non-Association members to the Board within a reasonable period of time after the commencement of the school year.

The Board will transmit in timely fashion, in accordance with the present procedure for payroll deductions, monies due the Association under this Article.

The Association will indemnify the Board against all costs and expenses, including attorney's fees, incurred in any employee claim, litigation or action against the Board arising from implementation of this Article. Legal counsel representing the Board shall be with the approval of the Association and the Association reserves the right to select the legal counsel to defend the Board.

The Association shall provide the Board with a copy of its demand and return system.

ARTICLE XXV - MISCELLANEOUS ITEMS

A. NON-DISCRIMINATION

The Board and the Association agree that there shall be no discrimination in the hiring, assignment, promotion or transfer of employees, or in their full participation in the Association or in the application or administration of this Agreement on the basis of race, creed, color, national origin, ancestry, age, sex, affection or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, or nationality as provided in the New Jersey Law Against Discrimination.

B. COMPLIANCE OF CONTRACTS

Any individual employment contract between the Board and an individual employee shall not contain provisions in violation of this Agreement.

C. CREATING POSITIONS

When the Board creates a new bargaining unit position, the salary for that position is to be negotiated.

D. PRINTING CONTRACT

The Board and the Association agree to a 50/50 sharing of the cost of a mutually agreed upon format contract.

- E. Nothing contained in these provisions shall be construed as interfering with, impeding, or diminishing either any employee, Association, or Board right as guaranteed by law, administrative regulation, and state/federal Constitutions.

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2014, and shall continue in effect until June 30, 2017, subject to the Association's right to negotiate a successor agreement in accordance with Article II herein. This Agreement shall not be extended by oral or written agreement, and it is expressly understood that it shall expire on the date indicated.

In witness whereof, the Parties hereto have caused this Agreement to be signed by their duly authorized officers on

DATE: _____

FOR THE Board

FOR THE Association

PRESIDENT

PRESIDENT

MILLBURN TEACHER SALARY GUIDE

2014-15

Step	BA/BS	MA/MS	MA+30	EdD
A	\$51,868	\$60,468	\$70,050	\$72,890
B	\$52,368	\$60,968	\$70,550	\$73,390
1	\$52,868	\$61,468	\$71,050	\$73,890
2	\$53,368	\$61,968	\$71,550	\$74,390
3	\$53,868	\$62,468	\$72,050	\$74,890
4	\$54,368	\$62,968	\$72,550	\$75,390
5	\$54,868	\$63,468	\$73,050	\$75,890
6	\$56,368	\$64,968	\$74,550	\$77,390
7	\$58,368	\$66,968	\$76,550	\$79,390
8	\$60,868	\$69,468	\$79,050	\$81,890
9	\$64,368	\$72,968	\$82,550	\$85,390
10	\$67,868	\$76,468	\$86,050	\$88,890
11	\$71,368	\$79,968	\$89,550	\$92,390
12	\$75,868	\$84,468	\$94,050	\$96,890
13	\$79,868	\$88,468	\$98,050	\$100,890
14	\$83,868	\$92,468	\$102,050	\$104,909

MILLBURN TEACHER SALARY GUIDE

2015-16
















































Step	BA/BS	MA/MS	MA+30	Edd
A	\$51,868	\$60,468	\$70,050	\$72,890
B	\$52,368	\$60,968	\$70,550	\$73,390
1	\$52,868	\$61,468	\$71,050	\$73,890
2	\$53,168	\$61,768	\$71,350	\$74,190
3	\$53,468	\$62,068	\$71,650	\$74,490
4	\$53,968	\$62,568	\$72,150	\$74,990
5	\$54,468	\$63,068	\$72,650	\$75,490
6	\$55,968	\$64,568	\$74,150	\$76,990
7	\$56,868	\$65,468	\$75,050	\$77,890
8	\$59,618	\$68,218	\$77,800	\$80,640
9	\$63,118	\$71,718	\$81,300	\$84,140
10	\$67,368	\$75,968	\$85,550	\$88,390
11	\$71,618	\$80,218	\$89,800	\$92,640
12	\$75,868	\$84,468	\$94,050	\$96,890
13	\$79,868	\$88,468	\$98,050	\$100,890
14	\$83,868	\$92,468	\$102,050	\$104,909
15	\$84,868	\$93,468	\$103,050	\$105,909

MILLBURN TEACHER SALARY GUIDE

2016-17

Step	BA/BS	MA/MS	MA+30	EdD
A	\$51,868	\$61,468	\$71,050	\$73,890
B	\$52,368	\$61,968	\$71,550	\$74,390
1	\$53,868	\$62,468	\$72,050	\$74,890
2	\$54,368	\$62,968	\$72,550	\$75,390
3	\$54,868	\$63,468	\$73,050	\$75,890
4	\$55,368	\$63,968	\$73,550	\$76,390
5	\$55,868	\$64,468	\$74,050	\$76,890
6	\$56,868	\$65,468	\$75,050	\$77,890
7	\$57,868	\$66,468	\$76,050	\$78,890
8	\$59,868	\$68,468	\$78,050	\$80,890
9	\$63,118	\$71,718	\$81,300	\$84,140
10	\$66,368	\$74,968	\$84,550	\$87,390
11	\$69,868	\$78,468	\$88,050	\$90,890
12	\$73,868	\$82,468	\$92,050	\$94,890
13	\$77,868	\$86,468	\$96,050	\$98,890
14	\$81,868	\$90,468	\$100,050	\$102,909
15	\$85,868	\$94,468	\$104,050	\$106,909

MILLBURN TEACHER SALARY GUIDE MOVEMENT

Old	New		2014-15		2015-16		2016-17
			A		A		A
			B		B		B
1	1		1		1		1
2	2		2		2		2
3	3		3		3		3
4	4		4		4		4
5	5		5		5		5
6	6		6		6		6
7	7		7		7		7
8	8		8		8		8
9	9		9		9		9
10	10		10		10		10
11	11		11		11		11
11A	12		12		12		12
12	13		13		13		13
			14		14		14
					15		15

MILLBURN SECRETARIAL SALARY GUIDE

2014-15

Step	II-10	II-12	III-10	III-12
1	\$37,935	\$44,437	\$32,865	\$38,501
2	\$38,540	\$45,146	\$33,522	\$39,271
3	\$39,768	\$46,584	\$34,214	\$40,081
4	\$40,996	\$48,022	\$34,907	\$40,891
5	\$42,224	\$49,459	\$35,599	\$41,702
6	\$43,452	\$50,897	\$36,291	\$42,512
7	\$44,678	\$52,334	\$36,983	\$43,323
8	\$45,906	\$53,772	\$37,675	\$44,133
9	\$47,134	\$55,209	\$38,368	\$44,944
10	\$47,748	\$55,928	\$41,285	\$48,359
11	\$48,506	\$56,791	\$44,346	\$51,920

MILLBURN SECRETARIAL SALARY GUIDE

2015-16

Step	II-10	II-12	III-10	III-12
1	\$38,980	\$45,678	\$33,249	\$38,968
2	\$39,585	\$46,387	\$33,906	\$39,737
3	\$40,190	\$47,096	\$34,563	\$40,507
4	\$41,434	\$48,553	\$35,265	\$41,328
5	\$42,679	\$50,009	\$35,967	\$42,150
6	\$43,923	\$51,465	\$36,668	\$42,970
7	\$45,165	\$52,921	\$37,369	\$43,792
8	\$46,409	\$54,378	\$38,070	\$44,613
9	\$47,653	\$55,834	\$38,772	\$45,434
10	\$48,275	\$56,562	\$41,727	\$48,894
11	\$49,176	\$57,570	\$44,961	\$52,635


































MILLBURN SECRETARIAL SALARY GUIDE

2016-17

Step	II-10	II-12	III-10	III-12
1	\$40,123	\$47,034	\$33,708	\$39,522
2	\$40,728	\$47,743	\$34,365	\$40,292
3	\$41,333	\$48,452	\$35,022	\$41,061
4	\$41,938	\$49,161	\$35,679	\$41,831
5	\$43,201	\$50,638	\$36,391	\$42,665
6	\$44,463	\$52,115	\$37,103	\$43,497
7	\$45,724	\$53,593	\$37,814	\$44,331
8	\$46,986	\$55,071	\$38,525	\$45,164
9	\$48,248	\$56,548	\$39,237	\$45,996
10	\$48,879	\$57,287	\$42,235	\$49,507
11	\$49,926	\$58,442	\$45,650	\$53,435

MILLBURN SECRETARIAL SALARY GUIDE MOVEMENT

Millburn Secretary Guide Movement Chart

2013-14		2014-15		2015-16		2016-17
1		1		1		1
2		2		2		2
3		3		3		3
4		4		4		4
5		5		5		5
6		6		6		6
7		7		7		7
8		8		8		8
9		9		9		9
10		10		10		10
		11		11		11

COACHING STIPENDS

CATEGORY A	CATEGORY B	CATEGORY C	Category D
Basketball	Baseball	Fencing	Bowling
Football	Cross Country	Ice Hockey	Golf
Wrestling	Field Hockey	Swimming	
Athletic Trainer	Lacrosse	Winter Track	
	Soccer		
	Softball		
	Tennis		
	Track		
	Volleyball		

Head Football Coach Pre-Practice Stipend

The head football coach shall receive a stipend of \$255 for each week (maximum of \$510) for pre-practice organization time with prior approval of the Athletic Director based on the submission of a pre-practice plan detailing activities planned with dates and time to be expended.

COACHING STIPENDS

2014-15, 2015-15 & 2016-17

Category		Step 1	Step 2	Step 3	Step 4	Step 5
A	Head	\$7,205	\$8,405	\$9,605	\$10,805	\$12,007
	Assistant	\$5,403	\$6,303	\$7,205	\$8,104	\$9,004
B	Head	\$6,483	\$7,564	\$8,644	\$9,725	\$10,805
	Assistant	\$4,862	\$5,672	\$6,483	\$7,294	\$8,104
C	Head	\$5,763	\$6,724	\$7,684	\$8,644	\$9,605
	Assistant	\$4,322	\$5,043	\$5,763	\$6,483	\$7,205
D	Head	\$5,043	\$5,883	\$6,723	\$7,564	\$8,404
	Assistant	\$3,782	\$4,413	\$5,043	\$5,672	\$6,304

NOTE: Hourly rate of pay for athletics-related activities such as supervising the weight room or open gym shall be \$33.50 in 2011-12, \$34.00 in 2012-13 and \$34.50 in 2013-14.

LONGEVITY (years coaching in district)

In 6 th year in Millburn District	\$175
In 8 th year in Millburn District	\$300
In 10 th year in Millburn District.	\$425

SCHEDULE C - EXTRACURRICULAR STIPENDS

HIGH SCHOOL

HIGH SCHOOL ADVISORS	2014-15	2015-16	2016-17
Academic Journal: Cellar Door	\$2,060	\$2,060	\$2,060
Academic Quiz Bowl Team	\$6,795	\$6,795	\$6,795
Academic Quiz Bowl Team (Asst.)	\$2,038	\$2,038	\$2,038
Activities Coordinator: Calendar	\$1,372	\$1,372	\$1,372
African American	\$1,372	\$1,372	\$1,372
Art Club (2)	\$1,372	\$1,372	\$1,372
Art History	\$1,372	\$1,372	\$1,372
Astronomy (1/2 year)	\$687	\$687	\$687
Bibliophiles (1/2 year)	\$687	\$687	\$687
Celtic History Club (1/2 year)	\$687	\$687	\$687
Cheerleading, Head (fall & winter)	\$4,117	\$4,117	\$4,117
Cheerleading, Asst. (fall only)	\$2,779	\$2,779	\$2,779
Chess Club	\$1,372	\$1,372	\$1,372
Computer Club	\$1,372	\$1,372	\$1,372
Creative Writing Club	\$1,372	\$1,372	\$1,372
Dance Club	\$1,372	\$1,372	\$1,372
Debate Team	\$6,795	\$6,795	\$6,795
Debate Team (Asst.)	\$2,038	\$2,038	\$2,038
DECA (Business Matters)	\$1,372	\$1,372	\$1,372
Drama Club	\$1,372	\$1,372	\$1,372
Environment Club	\$1,372	\$1,372	\$1,372
Far East Asian Club	\$1,372	\$1,372	\$1,372
French Club	\$1,372	\$1,372	\$1,372
French Magazine	\$1,372	\$1,372	\$1,372
Future Physicians & Nurses	\$1,372	\$1,372	\$1,372
Gay/Straight Alliance	\$1,372	\$1,372	\$1,372
Greenhouse Club (1/2 year)	\$687	\$687	\$687
Ice Skating Club	\$1,372	\$1,372	\$1,372

SCHEDULE C - EXTRACURRICULAR STIPENDS

HIGH SCHOOL

HIGH SCHOOL ADVISORS	2014-15	2015-16	2016-17
Cellar Door Club	\$3,227	\$3,227	\$3,227
International Club (ELL)	\$1,372	\$1,372	\$1,372
Italian Club	\$1,372	\$1,372	\$1,372
Jewish Culture Club (1/2 year)	\$687	\$687	\$687
Key Club	\$1,372	\$1,372	\$1,372
Key Club Asst. (Finances)	\$687	\$687	\$687
Latin Club	\$1,372	\$1,372	\$1,372
Literary Magazine	\$3,227	\$3,227	\$3,227
Lunch Buddies	\$1,372	\$1,372	\$1,372
Make a Wish	\$1,372	\$1,372	\$1,372
Math Club	\$1,372	\$1,372	\$1,372
Media Arts (Movie) Club	\$1,372	\$1,372	\$1,372
Mock Trial	\$1,372	\$1,372	\$1,372
Model UN (Boston/Washington)	\$1,372	\$1,372	\$1,372
Model UN (Princeton/NY)	\$687	\$687	\$687
Modern Issues Club	\$1,372	\$1,372	\$1,372
Newspaper	\$7,243	\$7,243	\$7,243
Opportunity Project	\$1,372	\$1,372	\$1,372
P.A.I.R.S. Club (1/2 year)	\$687	\$687	\$687
Peer Leaders	\$1,372	\$1,372	\$1,372
Princeton Model Congress	\$1,372	\$1,372	\$1,372
Red Cross Club	\$1,372	\$1,372	\$1,372
S.A.D.D.	\$1,372	\$1,372	\$1,372
Science Activities	\$1,372	\$1,372	\$1,372
Science & Technology Club	\$1,372	\$1,372	\$1,372
Senior Projects (# varies by year)	\$1,372	\$1,372	\$1,372
Shakespeare Club	\$1,372	\$1,372	\$1,372
Social Studies Activities	\$1,372	\$1,372	\$1,372
S.O.S.	\$1,372	\$1,372	\$1,372

HIGH SCHOOL

HIGH SCHOOL ADVISORS	2014-15	2015-16	2016-17
Squash	\$1,372	\$1,372	\$1,372
Spanish Club	\$1,372	\$1,372	\$1,372
Spanish Foreign Exchange	\$1,372	\$1,372	\$1,372
Spanish Magazine	\$1,372	\$1,372	\$1,372
Student Government	\$2,060	\$2,060	\$2,060
Teen Mentoring	\$1,372	\$1,372	\$1,372
Varsity Club	\$1,372	\$1,372	\$1,372
Wildlife Conservation (P.A.W.)	\$1,372	\$1,372	\$1,372
Woodworking Club	\$1,372	\$1,372	\$1,372
Word Club	\$3,227	\$3,227	\$3,227
Yearbook	\$7,243	\$7,243	\$7,243

SCHEDULE C - EXTRACURRICULAR STIPENDS

HIGH SCHOOL-OTHERS	2014-105	2015-16	2016-17
Class Advisor (4)	\$2,744	\$2,744	\$2,744
Band Activities	\$7,547	\$7,547	\$7,547
Band Activities (Associate)	\$5,660	\$5,660	\$5,660
Band Activities (Asst.)	\$2,744	\$2,744	\$2,744
Drama Director	\$5,492	\$5,492	\$5,492
Drama Director (Asst.)	\$1,648	\$1,648	\$1,648
Lead Teacher-Art (9-12)	\$1,592	\$1,592	\$1,592 \$3,184
Lead Teacher-PE (9-12)	\$3,184	\$3,184	\$3,184
Lead Teacher-Technology (K-12)	\$3,184	\$3,184	\$3,184
Musical Choreographer	\$3,053	\$3,053	\$3,053
Musical Director	\$5,492	\$5,492	\$5,492
Musical Orchestra Conductor	\$3,524	\$3,524	\$3,524
Musical Producer	\$4,092	\$4,092	\$4,092
Musical Vocal Director	\$5,013	\$5,013	\$5,013
Stage Manager	\$1,642/month	\$1,642/month	\$1,642/month

SCHEDULE C - EXTRACURRICULAR STIPENDS

MIDDLE SCHOOL	2014-15	2015-16	2016-17
AV Coordinator	\$2,744	\$2,744	\$2,744
Jazz Ensemble	\$3,663	\$3,663	\$3,663
Literary Magazine	\$2,444	\$2,444	\$2,444
Math Counts	\$1,372	\$1,372	\$1,372
Mathematics Enrichment	\$2,060	\$2,060	\$2,060
Musical Director	\$6,177	\$6,177	\$6,177
Musical Director (Asst.)	\$3,629	\$3,629	\$3,629
Musical Vocal Director	\$3,456	\$3,456	\$3,456
Peer Leadership Coordinator (2)	\$2,179	\$2,179	\$2,179
Peer Leadership Advisor (# varies)	\$1,372	\$1,372	\$1,372
Stage Production	\$1,642/month	\$1,642/month	\$1,642/month
Stage Technicians	\$2,444	\$2,444	\$2,444
Team Leader	\$746	\$746	\$746
Web-Based Instruction Advisor	\$1,372	\$1,372	\$1,372
Yearbook	\$4,119	\$4,119	\$4,119

ELEMENTARY SCHOOL	2014-15	2015-16	2016-17
Enrichment	\$2,370	\$2,370	\$2,370
Elementary Club Activity I	\$1,372	\$1,372	\$1,372
Elementary Club Activity II	\$1,372	\$1,372	\$1,372
Elementary Club Activity III	\$1,372	\$1,372	\$1,372
Elementary Club Activity IV	\$1,372	\$1,372	\$1,372
Elementary Club Activity V	\$1,372	\$1,372	\$1,372
Safety Patrol	\$2,060	\$2,060	\$2,060
Student Council	\$2,060	\$2,060	\$2,060
Lead Teacher (math, SS, LA & science)	\$1,592	\$1,592	\$1,592
Family Math	\$65/hour	\$65/hour	\$65/hour
Family Science	\$65/hour	\$65/hour	\$65/hour
Academic Support	\$65/hour	\$65/hour	\$65/hour
Parent Training	\$65/hour	\$65/hour	\$65/hour
Reading Academy	\$65/hour	\$65/hour	\$65/hour

Six of the first eight (8) extracurricular stipends ¹ listed under Elementary Schools may be filled for each school year.

If more than one employee performs a Single Schedule C position, each employee shall be paid his/her proportionate share of the stipend.

CURRICULUM AND INSTRUCTION STIPENDS	2014-15	2015-16	2016-17
Lead Teacher – Art (K-8)	\$1,592	\$1,592	\$1,592
Content Area Resource Teacher (Middle School)	\$2,179	\$2,179	\$2,179

SCHEDULE D – CURRICULUM ARTICULATION, REVISIONS AND WORKSHOPS

Curriculum articulation: discussions that include grade level/building, content area, or dept. representatives who discuss topics such as, but not limited to: standards alignment, structural changes/rearrangement of units, additional resources, deletions, and suggested projects, activities to add to Stage 3 in order to make recommendations for changes to be made to the district curricula and/or procedures and processes. Paid at a rate of \$35 per hour.

Curriculum writing: once the curriculum articulation and/or program review has been completed, there are two or more teachers who will then memorialize the recommendations into the revisions to the curriculum through a curriculum revision agreement. Based on the scope of the revisions, there are a set number of hours given to each curriculum revision that is shared by the teachers completing the revision. Paid at a rate of \$58 per hour.

Text review: this process is usually done with an administrator in charge of the content area during contractual hours (i.e. dept. meeting, off-line curricular project). If completed after hours, paid at a rate of \$35 per hour.

Program review: this process involves a committee of teachers representing the content area or grade level who come together to do an analysis of the current program against the latest research and best practice in order to make programmatic recommendations. These meetings may be during contractual and after hour meetings. Paid at a rate of \$35 per hour.