COLLECTIVE BARGAINING AGREEMENT

between the

BOARD OF EDUCATION OF THE TOWNSHIP OF UNION

and the

UNION TOWNSHIP EDUCATION ASSOCIATION

For the period

September 1, 2025 through August 31, 2029

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PREAMBLE

Agreement entered into April 30, 2026 by and between the Union Township Board of Education, hereinafter called the "Board," and the Union Township Education Association, hereinafter called the "Association."

ARTICLE 1 - RECOGNITION

1.01 The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning terms and conditions of employment for the following personnel under contract or on official Board approved leave including: teachers, nurses, secretaries, clerks, paraprofessionals, bookkeepers, behavior technicians, board certified assistant behavior analysts, board certified behavior analysts, informational technology support staff, mental health clinicians, and all security officers who are under the supervision of the Superintendent but excluding: Supervisory Personnel, Superintendent, Deputy Superintendent, Assistant Superintendent, School Business Administrator, Assistant School Business Administrator, Principals, Vice Principals, Directors, Assistant Directors, Supervisors, Secretary to the Superintendent, Secretary to the Deputy and Assistant Superintendents, Secretary to the Board Secretary, Secretary to the School Business Administrator, the Head Payroll Clerk, Assistant Payroll Clerk, Consulting Personnel, temporary hourly personnel, substitutes for all bargaining unit membership.

1.02 The phrase "written contract" means a contract approved by the Board of Education on the form annexed in the exhibits. No other form of writing or employment may be deemed to be a written contract.

1.02.1 Unless otherwise specifically indicated, the term "employees," when used hereinafter in this Agreement, shall refer to all persons in the unit represented by the Association as defined in this Article I - (Recognition), paragraph 1.01.

1.02.2 Specific Articles or parts of Articles in this Agreement exclude "teachers", "secretaries clerks paraprofessionals" and "security monitors" as stated in said articles.

1.02.3 The term "teacher", in Article 1.01 above includes ROTC Instructors and non-classroom teachers.

1.02.4 Non Classroom Teachers consist of the following personnel:

School Counselor
Nurse
Athletic Trainer
Student Assistance Counselor (SAC)
Librarian/Media Specialist
Child Study Team members:

- Occupational Therapists
- Physical Therapist
- Speech and Language Specialists
- School Psychologists
- Social Workers
- Learning Disabilities Teacher-Consultants

- Transition Coordinator
- District Behaviorist

Attendance Officer
Instructional Coach
Mental Health Clinicians

ARTICLE 2 - NEGOTIATIONS OF SUCCESSOR AGREEMENT

2.01 The Board and the Association agree to enter into collective negotiations over a Successor Agreement in accordance with Chapter 123, Public Laws 1974, as supplemented and amended, in a good faith effort to reach an agreement on terms and conditions of employment for employees in the unit as described in Article 1 - (Recognition), paragraph 1.01. Such negotiations shall begin in accordance with the time specifications of the Public Employment Relations Commission. (P.E.R.C.)

2.02 The language of this Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

2.02.1 In the event the Board opts to change health benefits providers, the replacement shall be equal to or better than the existing benefits as of August 31, 2020.

2.03 The Board and Association agree that notwithstanding any change in law, neither party will seek to renegotiate the terms of this Agreement or any additional terms that may become negotiable as a result of a change in law at any time during the term of this Agreement except that in the event that any law changes the subject matters of negotiability, the parties agree that such matters may be discussed for a Successor Agreement.

ARTICLE 3 - GRIEVANCE PROCEDURE

3.01 A "grievance" is a claim by an employee or a group of employees in the unit or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting an employee or a group of employees. It is understood that the following shall not be within the definition of grievance:

3.01.1 Any failure of the Board to act where it is without authority to act.

3.01.2 Any matter involving the failure of the Board to reappoint, reemploy, or rehire an employee including the question of placing an employee on tenure.

3.01.3 Any matter where the Board is required by law to act unless its action is discriminatory or violates the terms of this Agreement.

3.01.4 The assignment or transfer of any employee.

3.01.5 Any matter in this Agreement, schedules annexed to it, or any supplements or modifications to it, where the parties agree that the Board has discretion to act.

3.02 The purpose of this procedure is to secure, at the lowest possible level, solutions to grievances 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 privileged as may be appropriate at any level of the procedure.

3.02.1 All meetings and hearings under this procedure shall not be conducted in public and shall only include such parties in interest and their designated or selected representatives.

3.03 A "grievant" is the Association or an employee making the claim.

3.03.1 The grievant will carry out all duties, assignments and directives of the Board and the Superintendent while any grievance is being processed.

3.03.2 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every effort shall be made to expedite the process. The time limits specified may, however, be extended by written agreement of the parties.

3.04 All grievances shall be initiated within fifteen (15) school days of the date of the occurrence of the action or decision on which the complaint is based. All grievances shall be initiated, in writing, at the level where the action or decision on which the complaint is based was made.

3.04.1 If in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent or School Business Administrator directly and the processing of such grievance shall commence at Level Two. The Association may process such a grievance through all applicable levels of this procedure even though the grievant does not wish to do so.

3.04.2 The written grievance shall include a statement of the grievance and the remedy sought.

3.04.3 All grievance decisions shall be in writing set forth the determination and the reasons therefore. Such decisions shall be transmitted to all parties in interest.

GRIEVANCE LEVEL ONE-PRINCIPAL/SUPERVISOR

3.05 If the grievance concerns an action or decision of the Principal and/or immediate Supervisor, the grievant or the Association shall submit the grievance in writing, and shall discuss it, either directly or through the Association's designated representative, with the Principal or immediate Supervisor. The Principal or immediate Supervisor shall have seven (7) school days after receipt of the written grievance to render a written decision.

LEVEL TWO - SUPERINTENDENT

3.06 If the grievance concerns an action or decision of the Superintendent or School Business Administrator or if no satisfactory decision or no decision was rendered at Level One or if the grievance affects a group or class of employees, the grievant or the Association shall submit the grievance, in writing, and discuss it with the Superintendent. Grievances that are appealed from Level One shall be submitted at Level Two within five (5) school days after receipt of the decision at Level One or twelve (12) school days after the grievance was submitted at Level One, whichever is sooner. The Superintendent shall have seven (7) school days after receipt of the written grievance to render a written decision.

LEVEL THREE-BOARD

3.07 If the grievance concerns an action or decision of the Board or if no satisfactory decision or no decision was rendered at Level Two, the grievant or the Association shall submit the grievance, in writing, and discuss it with the Board. Grievances that are appealed from Level Two shall be submitted at Level Three within five (5) school days after receipt of the decision at Level Two or twelve (12) school days after the grievance was submitted at Level Two, whichever is sooner. The Board shall have twenty-one (21) school days after receipt of the written grievance to render a written decision.

LEVEL FOUR ARBITRATION

3.08 If no satisfactory decision or no decision was rendered at Level Three and if the grievance is based upon the interpretation, application, or violation of the language of this Agreement, the Association may submit the grievance to arbitration by sending a "Request for Submission of a Panel of Arbitrators" to the Public Employment Relations Commission and the Board. Such request shall be sent within ten (10) school days after receipt of the decision at Level Three or thirty-one (31) school days after the grievance was submitted at Level Three, whichever is sooner.

3.08.1 The Arbitrator shall have thirty (30) calendar days from the close of the hearing to render a decision. The decision of the Arbitrator shall be in writing and shall set forth findings of fact, reasoning and conclusions on the issues submitted. The decision of the Arbitrator shall be submitted to the Board and the Association and shall be binding on the parties.

3.08.2 Each party shall bear its own cost of arbitration. The costs for the services of the Arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the parties.

RIGHTS OF THE GRIEVANT, THE ASSOCIATION AND THE BOARD

3.09 Any grievant may be represented during all levels of this procedure either in person and/or by an Association representative or any member of the unit while participating in the processing of any grievance.

3.09.1 No reprisals of any kind shall be taken by the Board or any of its agents against any party in interest, any Association representative or any member of the unit for participating in the processing of any grievance.

3.09.2 No reprisals of any kind shall be taken by any member of the unit, the Association or its agent, representatives against any Supervisor, Administrator, Board member or its authorized representatives for participating in the processing of any grievance.

3.09.3 All items agreed to between the Board and the Association, under the conditions of this Agreement shall be binding upon both parties and shall be subject to the grievance procedure in accordance with the definition of a "grievance."

ARTICLE 4 - EMPLOYEE RIGHTS AND RESPONSIBILITIES

4.01 In the administration of all matters not specifically covered by the Agreement, employees are governed by the provisions of any existing or future laws and regulations inducing policies set forth in the Board Policy manual and other Board Administrative regulations, which may be

applicable. The Agreement shall, at all times, be applied subject to such laws, regulations and policies, subject to the provisions of Chapter 303 as supplemented and amended.

4.02 Nothing contained herein shall be construed to deny or restrict to any employee such rights as he or she may have under New Jersey law or other applicable laws and regulations, nor shall anything herein be construed to deny to the Board such rights as it may have under New Jersey School Law or any other applicable laws and regulations. The rights granted to employees covered under the terms of this Agreement shall be deemed to be in addition to those provided elsewhere by law.

4.03 An employee shall have the right, upon reasonable request, to review the contents of his/her personnel file once during each school year. However, if the employee has a grievance or other proceeding of any type pending, the employee shall have the right to review his/her file more than once annually. An employee shall be entitled to have a representative of the Association present during such review. Any time an employee reviews or examines his or her own personnel file, the Board shall have the right to have a representative present. Not more than once every year, an employee shall have the right to indicate those documents and/or materials in the file regarded by the employee as obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his/her designee and if, in fact, they are deemed obsolete or otherwise inappropriate to retain, they shall be destroyed. Initial copies of those items included in the file requested by the employee shall be at the expense of the Board. The cost of additional copies shall be paid by the party requesting the copies.

4.03.1 Although the Board agrees to make reasonable efforts to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection.

4.03.2 The Association agrees that consistent with the law, the Board may make or authorize such rules and regulations to carry out its legal obligations and responsibilities not inconsistent with the terms of this Agreement.

4.04 No employee shall be discharged, disciplined, reprimanded or reduced in compensation without just cause. This provision shall not be applicable for the non-renewal of non-tenured secretarial/clerical employees and non-tenured teachers.

4.05 The teacher shall maintain the exclusive right and responsibility to determine grades within the grading policy of the Board based upon a professional Judgment of all available criteria pertinent to a given subject area or activity for which the teacher is responsible. Grades converted to the symbolic language of Board policy communicated to parents and students may not be reconverted, altered or otherwise changed in the process of averaging or other clerical operation by any party to this Agreement. Further, a teacher is responsible for proper student evaluation and must have sufficient evidence to warrant the grades given. Supportive data and information for all grades must be available to the Administration upon reasonable request.

4.06 No material derogatory to an employee's conduct, service, character or personality shall be placed in the personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that the copy to be filed has been read by signing it with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material

within twenty (20) school days after receipt of such material and any such answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy.

4.07 Any reduction in force of tenured secretaries or educational clerks, other than by resignation, retirement, or other voluntary termination shall be on a seniority basis within each classification of secretarial or clerical employment as shown on the Salary Schedules for clerks and secretaries that are a part of this Agreement. The most senior person in each classification shall have seniority in such classification so long as seniority rights are exercised within five (5) days of notice of the reduction in force and the person exercising seniority rights is capable of performing the position remaining. The Board shall have discretion in the determination of the ability of the person exercising seniority rights to perform the duties of the position. Any denial of seniority rights may be the subject of a grievance.

4.07.1 Non-tenured educational clerks and secretaries shall not have seniority rights.

4.07.2 The seniority of a tenured secretary or clerk will be considered broken, all rights forfeited, and there will be no obligation to rehire for any one of the following reasons:

1. If the person voluntarily quits or resigns.
2. If the person is properly discharged.
3. If the person does not work for the Board for a period of eighteen (18) months for any reason other than injury or illness.

4.07.3 A laid off staff member being called back will be notified by certified letter at their last known address as well as last known email address. In the event after the lay off a secretarial or clerical position opens up, laid off staff shall be eligible for recall to said position assuming the staff member is qualified, has the most seniority, and can return to work within ten (10) working days. The first working day following the forwarding of the notification shall be considered the first day of such ten (10) working day period. Upon notification by the Board, the person not returning to work within the time limit provided herein shall lose their seniority rights.

4.07.4 If any employee is alleged to have been improperly laid off, the remedy, if any, may include reinstatement with or without back pay, or with partial back pay or may consist of pay or partial pay without reinstatement or any other redress appropriate to the circumstances.

4.08 Any reduction in force of paraprofessionals with three (3) years of service or more, other than by resignation, retirement, or other voluntary termination shall be on a seniority basis. The most senior person shall have seniority so long as those rights are exercised within five (5) working days of notice of the reduction in force and the person exercising seniority rights is capable of performing the duties of the position remaining. The Board shall have discretion in the determination of the ability of the person exercising seniority rights to perform the duties of the position. Any denial of seniority rights may be the subject of a grievance. Paraprofessionals with less than three (3) years of service shall not have seniority rights.

4.08.1 The seniority of a paraprofessional will be considered broken, all rights forfeited, and there will be no obligation to rehire for any one of the following reasons:

1. If the person voluntarily quits or resigns.
2. If the person is properly discharged.

4.08.2 In increasing working forces applicable to paraprofessionals according to seniority, a laid off person will be notified in writing by the Board at his/her last known address, and will be given seventy-two (72) hours from the date of service to the last known address in which to return to work. Upon notification by the Board, the person not returning to work within the time limit provided herein shall be moved to the bottom of the seniority list.

ARTICLE 5 - BOARD AND ASSOCIATION RIGHTS

5.01 The Association shall have access to the same public documents of the Board as are usually available to the public at reasonable request, at the expense of the Association. However, three (3) copies of the minutes of all public meetings where the Board takes official action shall be given to the Association after they are adopted, without charge. The Board will make available to the Association, a list of all personnel employed by the Board that are part of the unit as described in paragraph 1.01 of Article I.

5.02 All reasonable efforts shall be made to handle negotiations, proceedings, grievances, and related conferences involving employees in the unit and the Board outside of school working hours, but when necessary to do these matters during school hours no such involved employee shall suffer any loss of pay for the time involved.

5.03 The Association shall have in each school building exclusive use of a bulletin board of reasonable size in each faculty lounge and employee dining room. Copies of all materials to be posted on such bulletin boards shall be given to the building Principal prior to posting. The Association shall be responsible for the reasonable maintenance of said bulletin boards.

5.04 The Association shall have the use of the interschool mail facilities and mailboxes for association business with the prior approval of the Superintendent or designee, which approval shall not be unreasonably withheld, where general membership distribution is involved. The distribution of materials into these facilities shall be done by the Association at its expense by its members.

5.05 An authorized representative of the Association may speak to the teachers following any meeting consisting exclusively of the professional staff called by the Superintendent or designee. Other members of this unit may also join the group at the close of their workday to hear the Association's authorized representative address them.

5.06 The Association shall have permission to use school equipment, excluding computer equipment, in its place of location that is used for clerical purposes at reasonable times when such equipment is not otherwise in use. The Association shall be responsible for costs, materials and damages for all supplies and such equipment used by it and incident to its use.

5.07 The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Jersey, and of the United States, except as limited specifically and expressly in terms of this Agreement.

5.08 In the event of any reduction in force of tenured teachers, (other than by attrition*) the Association shall be notified prior to public notice.

*Attrition is defined as retirement and/or any other voluntary termination of employment.

5.09 The rights and privileges of the Association and its representatives as set forth in the Agreement shall be granted only to the Association as the exclusive representative, and to no other organizations. This shall not be construed to limit the rights of any employee under the laws and constitutions of the State of New Jersey and of the United States.

5.10 The President of the Association or designee may receive up to three (3) days leave on a half or whole day basis for Association business, with pay, provided notice of absence is given to the Superintendent by 3:00 pm. of the preceding school day, except for emergency, not to include those days referred to in Article 5, section 5.02. In addition, the President of the Association may receive up to two (2) days leave on a half or whole day basis for Association business, on the same terms as above, except that the Association shall reimburse the Board (for a full days absence), 1/200th of the President's or his/her designee's annual salary.

The President of the Association may also request approval from the Superintendent for two additional leave days, in cases of emergency, for conducting Association business. Such approval will not be arbitrarily withheld.

5.10.1 The New Jersey Education Association shall reimburse to the Board 50% of the salary of the Full Time Release Union Township Education Association President. The New Jersey Education Association shall reimburse the Board for its share of the salary on February 1 and June 30 of each year.

5.11 The Board shall release up to three (3) secretarial Association representatives, a maximum of two (2) times per month, on the condition that the building in which a secretary is employed has secretarial coverage during the regular time. The purpose of such release time is to attend Association meetings, and for no other purpose.

5.12 In any emergency situation or circumstance the Board may take such actions, as it deems appropriate.

ARTICLE 6 - EMPLOYEE HOURS

6.01 Each employee shall record daily arrival and departure in the appropriate column for each employee's sign-in, sign-out roster unless otherwise authorized. Any employee arriving late shall record the actual time of his/her arrival on the sign-in roster.

6.01.1 Employees may leave the building during their scheduled duty-free lunch periods, on the condition they give notice of their intention to do so, noting by signature, departure and re-entering times on forms prepared and supplied by the Board.

TEACHER HOURS

6.02 The in-school workday shall consist of not more than seven (7) hours and fifteen (15) minutes, including a duty free lunch period. Elementary teachers shall be prepared to begin their prescribed duties twenty (20) minutes before the opening of the morning session and shall not leave the building until fifteen (15) minutes after the closing hour of school, except by permission of the Principal. Middle school teachers shall be prepared to begin their prescribed duties ten (10) minutes before the opening of the morning session and shall not leave the building until fourteen (14) minutes after the closing hour of school, except by permission of the Principal. High School teachers shall be prepared to begin their prescribed duties ten (10) minutes before the opening of the morning session and shall not leave the building until five (5)

minutes after the close of school, except by permission of the Principal. The Board shall have the right to change the schedule based on the educational needs of the district within the parameters of the in-school workday as set forth in this Article.

6.02.1 Teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty or other professional meetings every Wednesday of the school year, plus sixteen (16) pre-designated Thursday sessions (emergencies excepted), tentatively scheduled by the Superintendent or his designee, on a monthly basis and supplied to the Association. Such meetings shall be limited to no more than twelve (12) teachers who will not be required to attend more than eight (8) of the sixteen (16) designated Thursdays per school year. All instructional staff will attend one building based back to school night annually, scheduled by the building Principal.

6.02.2 A maximum of six (6) academic periods will be assigned per day in the high school and middle schools. It is specifically understood and agreed that, teaching staff members required and assigned by the Superintendent to teach six (6) periods at these levels shall be compensated in accordance with Article 21.01.1. However, if there is an emergency, which requires a teacher to teach seven (7) periods in the high school or middle schools, the teacher shall receive one-seventh (1/7) of their base salary, on a prorated basis, for the extended assignment. Such additional salary shall be pension eligible.

6.02.3 Elementary teachers shall be guaranteed, by schedule, five (5) prep periods per week. When coverage is required, payment shall be made in accordance with Article 21.07.1. In any event no teaching staff members shall be assigned more than two (2) preparation periods per day.

6.02.4 Effective September 1, 2000, the middle school teachers' in-school day shall include an arrival time of ten (10) minutes prior to the student arrival time, not more than two hundred sixty-four (264) minutes of teaching and/or duty time, a duty-free lunch period equal in duration to an academic period but in no case less than thirty (30) minutes, a preparation period equal to an academic period and an ending time of fourteen (14) minutes after the end of the students instructional day.

6.02.5 The high school teacher's in-school workday shall include an arrival time of ten (10) minutes prior to the student arrival time, a duty-free lunch period equal in duration to an academic period, a preparation period equal to an academic period, and an ending time of five (5) minutes after the end of the students' instructional day. However, in the event the district adopts a schedule in which lunch is incorporated into an academic period, then the lunch period will be less than the academic period, but at least thirty (30) minutes in duration.

6.02.6 The Board agrees that the maximum teacher load, excluding Physical Education and Music teachers, shall not exceed one hundred and forty-five (145) students per day.

6.02.7 The Board shall have the right to implement a flexible schedule program. The Board shall seek volunteers to fill the vacant flex schedule position(s). The most senior qualified volunteer shall be assigned to the vacant flex schedule position(s). If there are no volunteers the Board shall assign the least senior qualified staff member. In the event an employee is involuntarily assigned, the employee's preference to teach a.m. or p.m. will be a consideration. Flex scheduled members will begin and/or end their schedule no more than one class period earlier or later than the start or end of the school day. Flex scheduled members will not be required to attend mandatory after school meetings with the understanding that they must follow up with

their individual supervisors and be responsible for the information shared therein. Participation in and implementation of flex scheduling will in no way prevent or deprive any member from being eligible for a sixth period stipend where available. On days where inclement weather closes schools early, anyone on flex schedule will end their day at the same time as all other members without penalty.

6.02.8 Conferences: Effective 9/1/2026 Certificated elementary staff shall attend three (3) parent-teacher conferences each school year, one such conference shall be scheduled on an evening and two conferences shall be scheduled during working hours.

Conferences will be scheduled during the month of November. No conferences shall be scheduled during the week of Thanksgiving or the NJEA Convention.

Teachers will not be compensated for these conferences.

The above-mentioned days will be half days for students. Daytime conferences will begin at the end of the lunch and conclude at the end of a normal workday. Evening conferences will be held between 6:00 - 8:00pm and teacher will follow a normal half day schedule and return to school by 5:45pm. All certificated staff shall attend parent teacher conferences and shall sign in and sign out to document their attendance for the full duration.

6.03 Non-classroom teachers shall work seven (7) hours and fifteen (15) minutes a day including a duty free lunch period according to the schedule of the other professionals in the building in which the non-classroom teacher is assigned.

6.03.1 In order to minimize disruption to student services the Child Study Team personnel shall only be included in the regular assignment duty periods when all other staffing options have been exhausted (i.e., lunch coverage, recess coverage, bus duty, hallway duty, bathroom monitoring, and homeroom duty, test proctoring or administration). The administration shall put forth a best effort to avoid assigning them duties within the district school setting and/or instructional periods. Under no circumstances shall a grievance be filed beyond the Superintendent level for this provision.

6.03.2 In order to provide time for documenting and fulfilling state reporting requirements, Child Study Team personnel who are also “service providers” and are required to have direct student contact (as required via IEP) shall be assigned five (5) preparation periods per week. Under no circumstances shall a grievance be filed beyond the Superintendent level for this provision.

6.03.3 In order to minimize disruption to student services, Child Study Team personnel shall not be utilized for “coverage” of other personnel outside of their respective employment category, unless all other staffing options have been utilized. Under no circumstances shall a grievance be filed beyond the Superintendent level for this provision.

6.04 Teachers shall have a duty-free lunch period of the following minimum lengths:

Elementary School - Thirty (30) minutes
Middle School - Thirty (30) minutes
High School - Thirty (30) minutes

6.05 Elementary teachers shall not be required to remain in the classroom when a certified staff member teaches therein, except in a co-teaching environment.

SECRETARY/CLERKS HOURS

6.06 The workday for all secretaries/clerks shall consist of eight (8) hours including a sixty (60) minute lunch period and daily break periods of ten (10) minutes each morning and afternoon scheduled by the Principal or designee.

6.07 In emergencies, the Superintendent or designee may require overtime work (beyond a normal workday) with appropriate compensation where applicable.

6.08 Lunch and break periods of secretaries/clerks will be arranged where feasible to provide for coverage of the office at all times.

PARAPROFESSIONALS

6.09 The in-school workday for paraprofessionals shall be in accordance with schedules established by the Superintendent and approved by the Board.

6.09.1 Paraprofessionals' in-school day shall be assigned as required and the salary schedule(s) for paraprofessionals incorporated in this Agreement shall be paid in accordance with said schedule(s), which are calculated on a six and one half (6 1/2) hour day. Lesser or greater assignments shall be prorated accordingly. (Schedule C)

6.09.2 Full-time paraprofessionals who work six and one half (6 1/2) hours per day shall be entitled to two (2) daily break periods, one in the a.m. and one in the p.m. totaling twenty-five (25) minutes. These break periods shall be arranged by the building Principal.

6.09.3 All paraprofessionals who work four (4) hours or more per day shall be entitled to a thirty (30) minute unpaid lunch period arranged by their immediate supervisor, except where the assignment requires paraprofessionals to lunch with students. In such cases this will be a paid lunch period.

6.10 Paraprofessionals may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending departmental meetings on Wednesdays of the school year. Additionally, they may be required to attend emergency meetings on other occasions as determined by the Superintendent or designee.

6.11 In emergencies, the Superintendent or designee may require Paraprofessionals overtime work (beyond a normal workday) with appropriate compensation where applicable.

SECURITY

6.12 The regular workday for security officers at the High School, Middle School, Jefferson School, and elementary schools shall be eight hours and thirty minutes inclusive of a lunch period and two fifteen minute breaks. The workday shall begin no later than 7:30 a.m. with start times determined by the Superintendent or their designee, Director of Security, and the Building Principal. The part time security officer workday shall be determined by the Superintendent or their designee, Director of Security, and the Building Principal. District shall be permitted to make new hires for the safety and security of the students after hours.

6.13 All security officers shall receive overtime compensation at one and one-half times their hourly rate after forty hours of work in a work week.

Overtime contiguous to a work shift shall be district wide, on a rotating seniority system. If a security officer accepts/rejects an offered overtime assignment he/she will not be eligible for another contiguous overtime assignment until the rotation is completed through the district list.

Overtime noncontiguous to a work shift will be offered on a district wide basis on a rotating seniority system. If a security officer accepts/rejects an offered overtime assignment he/she will not be eligible for another noncontiguous overtime assignment until the rotation is completed through the district list.

6.14 All security officers shall receive five pairs of uniforms each year which will include shirts and pants.

ARTICLE 7 - WORK YEAR

TEACHER WORK YEAR

7.01 The school year for teachers employed on a ten (10) month basis shall be from September 1st to June 30th. The number of actual working days in the school year shall not be more than one hundred eighty-five (185) days, except as provided elsewhere in the Agreement in any specific cases. Three (3) days of the work year shall be devoted to professional development. As long as N.J.A.C. 6:11-13, et seq. remains in effect, these professional days shall satisfy the requirements of N.J.A.C. 6:11-13 et sec in order to permit staff to earn credit for attendance at these in-service programs.

SECRETARIAL/CLERICAL WORK YEAR

7.02 The calendar for ten (10) month secretarial employees, except educational clerks, will begin September 1st and end June 30th for each year of this Agreement, and will have all holidays reflected in the School Calendar as established by the Board. The number of actual working days shall not be more than four (4) days more than the teachers' work year, except as provided in paragraph 7.03. Ten (10) month employees required to work during July or August shall receive additional compensation equal to straight pay or compensatory time to be arranged by the employee's supervisor.

7.03 The calendar for educational clerks shall be the same as teachers, except it shall not include the three (3) days for State-approved Continuing Professional Development. The work year shall not exceed one hundred eighty-four (184) days.

7.03.1 In the event educational clerks are required to work more than the teacher work year, they shall receive additional compensation equal to straight pay or compensatory time to be arranged by the employee's supervisor.

7.04 The Superintendent may require secretarial employees to work partial days between September 1st and June 30th so as to assure full work schedules required at peak periods of the year when other secretaries are not on duty. In any case the total work year shall be more than four (4) days more than the teachers' work year.

7.04.1 Twelve (12) month secretaries shall receive an annual vacation in accordance with the following schedule:

A. A twelve (12) month secretary having worked for the Board for a continuous period of no more than one (1) year, as of June 30th of any school year, shall receive a vacation with pay at the regular rate: one (1) working day for each month of continuous service, exclusive of the first two (2) months of service.
B. One (1) year, less than six (6) years — Ten (10) working days.
C. Six (6) years less than thirteen (13) years — Fifteen (15) working days.
D. Thirteen (13) years, less than twenty-five years (25) — Twenty (20) working days
E. Twenty-five (25) years or more — Twenty-five (25) working days.

7.04.2 Twelve (12) month secretaries may select vacation time for which they are eligible on a seniority basis. The Superintendent or Secretary of the Board shall have final approval of any vacation schedule for secretaries in this category. Up to five (5) vacation days may be rolled over each year.

7.04.3 When a secretary/clerical employee changes from a full time ten (10) month secretarial position with the Board to a full time twelve (12) month secretarial position with the Board, the number of full working years as a ten (10) month employee with the Board shall be included to compute the total length of service to qualify for vacations under paragraph 7.04.1.

7.05 On days when schools are closed because of inclement weather, secretaries/clerks shall not be required to work.

7.06 The work year for paraprofessionals shall be for the period September 1st to June 30th. The number of actual working days shall be one hundred and eighty-two (182). Paraprofessionals who work beyond their normal work year at the request of the administration shall be compensated at 1/182 of their annual salary per day.

TWELVE MONTH SECRETARY HOLIDAYS

7.07 Twelve (12) month secretaries shall enjoy as holidays those days identified in their calendar as days on which schools and the administrative offices are closed or other legal holidays as established by the Board as holidays, In addition to the holidays, twelve (12) month secretaries shall also be allowed up to five (5) additional days as holidays, with advance notice and prior approval from the appropriate administrator, provided, however, that the total of holidays and additional days shall be seventeen (17) days in any year commencing July 1st and ending June 30th. Such additional days shall not be taken on the day before or on the day after a school holiday.

ARTICLE 8 - EMPLOYEE ASSIGNMENTS

8.01 All teachers and secretaries/clerks shall be given written notice of their salary schedules, class and/or subject assignments and building assignments for the forthcoming year two (2) weeks before the close of school in June. An employee whose class and/or subject assignment or building assignment is changed after such notice shall be notified as soon as possible in writing of the change.

8.01.1 All paraprofessionals shall be notified of their assignment and work location for the forthcoming year two (2) weeks before the close of school in June, where feasible.

8.02 The Superintendent shall assign all newly appointed personnel to their specific positions within that subject area and/or grade level for which the Board has appointed them. The Superintendent shall give notice of assignments to new teachers and secretaries/clerks as soon as practicable, and except in cases of emergency, not later than September 1st, or within thirty (30) days of their employment.

8.03 Schedules of teachers and secretaries/clerks who are assigned to more than one school shall be arranged so far as practicable so that no such employee may be required to engage in an unreasonable amount of inter-school travel. Such employees shall be notified of any changes in their schedules as soon as practicable.

8.03.1 Every effort will be made to ensure that Child Study Team personnel will be assigned to no more than two district schools in the course of any school year. Under no circumstances shall a grievance be filed beyond the Superintendent level for this provision.

8.04 Effective September 1, 2022, all currently uncompensated co-curricular assignments identified at the time of this Agreement shall be paid in accordance with stipends agreed to by the parties as determined in Schedules F-1 and F-2.

8.04.1 No bargaining unit member will be mandated to work a club or other cocurricular assignment without compensation agreed to by the parties.

8.04.2 The Board shall determine whether a mandated club shall exist. Bargaining unit members have the right to volunteer for non-mandated clubs.

8.04.3 All clubs need a minimum of ten (10) students to hold the club for that school year. If less than ten (10) students, the building administrator needs approval from the Superintendent or their designee.

8.04.4 The Association and District Administration will meet annually in May to revise, but not expand, the list of clubs to be effective in the following September.

8.05 An involuntary transfer or assignment shall be made only after a meeting between the employee involved and the immediate supervisor(s) at which time the employee shall be notified of the reason therefore.

8.05.1 All transfers shall be determined by the Board upon recommendation of the Superintendent, to be in the best interest of the school system before transfers are implemented.

8.05.2 Employees desiring transfers shall forward their request in writing to the Superintendent on or before March 1st. Each request, if determined to be in the best interest of the school system, will be implemented as soon as practical.

8.06 It is agreed between the parties hereto that the final approval of all transfers is at the discretion of the Board, and its decision shall not be the subject of a grievance.

8.07 All vacancies for the mentoring positions shall be posted as early as the district is aware of its needs. The postings shall include the qualifications for the position.

8.07.1 Where possible, no teacher shall serve as a mentor to more than one (1) traditional/alternate route teacher simultaneously.

8.07.2 The Board shall provide training for all teachers who serve as mentors as soon as possible. Whenever possible, such training shall be scheduled during the regular workday. The initial training session shall be conducted during the regular workday. If training is scheduled for hours outside the regular workday, the training will be on a Wednesday afternoon and the mentor will be excused from his/her regularly scheduled faculty/departmental meeting.

8.07.3 Staff members who perform mentoring duties have the voluntary option of two (2) per year in class visits of the teacher being mentored. These visits will occur, whenever possible, during the mentor teacher's prep period with the approval of the building administrator and will be compensated at the class coverage rate.

8.07.4 Mentors shall receive one thousand ($1,000) dollars alternate route and five hundred fifty ($550) dollars for all new traditional and new special education teachers.

ARTICLE 9 - EVALUATIONS

TEACHERS SECRETARIES/CLERKS AND PARAPROFESSIONALS

9.01 All monitoring or observation of the work performance of a teacher, secretary, clerk or paraprofessional shall be conducted openly and with full knowledge of the employee. The basic purpose of supervision is to improve the instructional program or level of secretarial or clerical services.

9.02 Teachers shall be evaluated only by persons certificated by the State Department of Education to supervise instruction including but not limited to the Superintendent, Deputy Superintendent, Assistant Superintendent, Principals, Vice Principals, Directors, and other Supervisors. Secretaries may be evaluated by an immediate supervisor and any supervisor to whom the immediate supervisor is responsible.

Paraprofessionals may be evaluated by persons authorized by the Superintendent or designee, including but not limited to the Assistant Superintendent, Deputy Superintendent, Principals, Vice Principals, Directors, Supervisors, or any other person(s) assigned that responsibility, excluding teachers.

9.02.1 An optional pre-conference is permitted prior to the writing of the evaluation following an observation if requested by the staff member and agreed to by the evaluator. The failure of the evaluator to agree to a pre-conference shall not be the subject of a grievance, and the failure to have a pre-conference meeting shall not be referred to in any way in any grievance proceeding.

9.03 A teacher, secretary, clerk or paraprofessional, as the case may be, shall be given a copy of any observation or evaluation report prepared by an evaluator at least one (l) day before a conference to discuss it. The teacher, secretary, clerk or paraprofessional shall acknowledge receipt of the report on a separate form prepared for this purpose. Such conference shall be held within fifteen (15) school days of the observation or evaluation. If no conference is requested, the teacher, secretary, clerk or paraprofessional shall sign/acknowledge the observation or evaluation within three (3) work days after receipt of it. If a conference is requested, the teacher, secretary, clerk or paraprofessional shall sign/acknowledge the observation or evaluation report within three (3) work days after the conference. Such signature

only indicates receipt of a copy of the report and, if there was a conference, that a conference to discuss the report was held. The signature shall not be construed as agreement or disagreement with the contents of the report. Within ten (10) school days following the conference, the teacher, secretary, clerk or paraprofessional has the right to submit his/her disclaimer of the observation or evaluation report which disclaimer shall be attached to all copies of the report. A teacher, secretary, clerk or paraprofessional as the case may be, shall be supplied with a copy of any observation or evaluation placed in the personnel file of the teacher, secretary, clerk or paraprofessional. Every tenured teacher, secretary or clerk shall sign any observation or evaluation report. If the tenured teacher, secretary or clerk chooses not to sign, a notation to that effect shall be made on the report and signed by the observer or evaluator. No actions may be taken on any observation or evaluation report until the time for the teacher, secretary, clerk or paraprofessional to file a written disclaimer has expired. The time limits set forth may be modified because of absence or illness of the teacher, secretary, clerk, paraprofessional or supervisor.

9.04 Teachers shall be evaluated at least as many times per school year as required by law. Secretaries and paraprofessionals shall be evaluated at least annually. Individual teachers, secretaries, clerks or paraprofessionals, may, at the Board's discretion, be evaluated more times than required.

9.05 The Association agrees that the content or subject matter of evaluation or observation reports are subject to the grievance procedure contained in Article 3, up to the Board level and not subject to binding arbitration.

ARTICLE 10 - SABBATICAL LEAVE FOR TEACHERS

10.01 Sabbatical Leave for a teacher may only be granted by a recorded roll call vote of the Board of Education at a public meeting. Sabbatical Leaves may be granted for the following purposes:

10.01.1 Study

10.01.2 Health

10.02 The maximum percent of base salary allowed during Sabbatical Leave for each category shall be as follows:

10.02.1 Study - Seventy Percent (70%) of contracted annual salary.

10.02.2 Health - Sixty Percent (60%) of contracted annual salary.

10.03 Sabbatical Leave is normally to be granted for a minimum of one (1) year. Such leave may be granted for one-half (1/2) year when feasible. Request for leave must be made not later than January 1st, prior to the school year of leave.

10.04 The number of teachers to be granted Sabbatical Leave in anyone school year shall not exceed one (1) percent of the total number of teachers.

10.05 No Sabbatical Leave may commence until a teacher has been twelve (12) years in the employ of the Union Township Board of Education except that if the Sabbatical Leave is for the purpose of study, it may commence after seven (7) years of employment with the Board. A second leave may be granted after twelve (12) additional years of service. Teachers having completed

twenty-five (25) years of service in Union, and never having been granted a Sabbatical Leave may, upon completion of their first leave, be granted a second leave but a five (5) year interval must occur between Sabbatical Leaves. Example: A teacher granted a Sabbatical Leave after twenty-five (25) years of service would be eligible for a second Sabbatical Leave after his/her thirtieth (30th) year of service exclusive of the first sabbatical year.

10.06 The following restrictions will govern Sabbatical Leaves:

10.06.1 Preference will be given to seniority based on service with the Board.

10.06.2 Assurance is given that the teacher will be returned by the Board to a comparable position at the conclusion of the leave. Provisions of Article 8 will apply to teachers on Sabbatical Leave.

10.06.3 No teacher on Sabbatical Leave shall be gainfully employed during the leave without the previous consent of the Board of Education.

10.06.4 Teachers securing leave will agree to return to the employ of the Union Township Board of Education at the expiration of the leave. Upon expiration of the leave, the teacher must return to the Board for full employment for at least two (2) years. Failure to do so will make it necessary to return to the Board the total salary paid during the period of leave. If a serious illness arises to the teacher while on Sabbatical Leave or upon return to the school system, the requirement of return to the employ of the Union Township Board of Education at the expiration of the leave for a minimum of two (2) years shall be waived as well as the requirement for refund of salary paid while on Sabbatical Leave after the serious illness has been confirmed by a committee of three (3) physicians two (2) school and one (l) personal. When the same committee of three (3) physicians determines that the teacher has sufficiently recovered, the teacher shall then return to duty.

10.06.5 Persons on Sabbatical Leave shall not be eligible for tuition reimbursement provided for in this Agreement during the time such person is on Sabbatical Leave.

10.07 The following are the agreed definitions of "study" and "health" for the purposes of this Sabbatical Leave Article.

10.07.1 Study - The teacher must be in an educational institution engaged in a program of study which is constituted of a minimum of twelve (12) graduate credit hours for a one-half (1/2) year Sabbatical Leave or a minimum of twenty-four (24) graduate credit hours for a one (1) year Sabbatical Leave. Such credit hours shall be in education or related to education, in an accredited college or university, which program of study is in furtherance of the teacher's professional education.

10.07.2 Health - A teacher may be granted a leave for health only upon medical proof that the teacher is in need of such leave for health reasons. Prior to granting the leave, the Board shall have the opportunity to have the applicant examined by physicians chosen by the Board at the Boards expense. The Board shall rely upon all medical evidence available in making a determination whether to grant such a leave. The time limit in 10.03 of this Article may be waived in an emergency.

10.07.3 When a teacher is granted a Sabbatical Leave by the Board, the teacher will enter into a formal written agreement with the Board. The agreement shall state the beginning and ending dates of the leave, the reasons for the leave, and that the teacher will return to full employment with the

Board for a period of at least two (2) years immediately upon the expiration of the leave, The agreement shall further state that in the event the teacher fails to immediately return to employment and continue such employment for at least two (2) years, then the teacher shall reimburse to the Board the total salary and other benefits, if any, paid by the Board for the period of leave.

ARTICLE 11 - ABSENCES FROM DUTY: SICKNESS

11.01 Effective September l, 1997, ten (10) month full time bargaining unit members shall be eligible for ten (10) sick leave days per year, and twelve (12) month full time members shall be eligible for twelve (12) sick days per year. All unused sick leave days shall accumulate without limit. Sick days may be used for illness of family members, as defined by the NJ Family Leave Act. “Family member” means your child, spouse, domestic partner, civil union partner, or parent. “Child” means your: biological, adopted, or foster child; stepchild, or legal ward, or domestic partner’s or civil union partner’s child.

11.01.1 Employees, as defined in paragraph 1.01 who are contracted for less than a full year or less than a full day shall earn prorated sick leave.

11.01.2 Employees are allowed to use a half sick day as defined as 3.5 hours after the start of the school day (AM) or 3.5 hours before the end of the school day (PM). Half sick days can only be used on full school days. If the employee uses a sick day before or after a school closure, the employee must provide a note from a licensed medical provider within 5 school days.

11.02 Sick leave is hereby defined to mean the absence from his or her post of duty of any such person because of personal disability due to illness or injury or because he or she has been excluded from school by the school districts medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.

11.02.1 Absence because of contagious disease (as defined in N.J.S.A. 18A:30-1) contracted through a school source related to employment in the district shall not be charged against accumulated sick days.

11.02.2 If the teacher, secretary/clerk or paraprofessional remains on the job four (4) hours after the start of the school day, then leaves because of illness, credit for a full days attendance will be given. Conversely, if the teacher, secretary, clerk or paraprofessional leaves before such time, credit for attendance is not given for that day. The time reference applies to all teachers, secretaries, clerks and paraprofessionals in the district.

11.02.3 If a security officer leaves during the workday because of illness, he/she will suffer a reduction in accumulated sick leave equal to the hours not worked, if available, and if none are available, a deduction in pay for the time not worked, equal to the hours not worked.

11.03 Teachers, secretaries, clerks or paraprofessionals absent for personal illness for more days than they have earned under this Article shall be subject to a deduction of a full day's pay for each day's absence. A full day's pay is defined as 1/200th of the annual base salary for ten (10) month employees. For twelve (12) month employees, a full day's pay is defined as 1/240th of the annual base salary. (N.J.S.A. 18A:30-6)

EXTENDED SICK LEAVE

11.04 Any employee who becomes temporarily disabled may apply to the Board of Education for a leave of absence and shall be granted that leave at a mutually agreed upon time continuing to a specific date. A disabled employee may be relieved from duties if his or her performance has noticeably declined or he or she cannot produce a certification from his or her physician that he or she is medically able to continue teaching or performing normal secretarial/clerical duties.

11.05 For the period of disability related to the temporary disability, the employee may elect to use accumulated sick leave and return to employment after the period of disability ends.

11.06 In order to receive sick leave pay, the employee seeking same must submit a medical certificate that is in accordance with N.J.S. 18A:30-4, which certificate must specifically attest the condition as “disabling”, and specifically state when the disability began and ended.

11.06.1 In the event that there is any dispute as to whether (a) there is a disabling medical condition; (b) the time such condition began or ended, then the Board shall have the right to require a medical examination and evaluation to determine whether there is or was a disabling condition and when it began and ended. Such examination will be conducted by a physician selected by the employee from a panel of at least three (3) physicians named by the Board. The cost, if any, of any examination required by the Board shall be at the Board’s expense.

11.06.2 In the event of a disagreement as to either (a) the existence of a medical disability, or (b) the time it began or ended, then the Board and the employee shall agree upon a third doctor, who shall examine and evaluate the employee to determine whether there was a disability and time it began and ended. The opinion of the third physician shall be binding on the parties.

11.06.3 In the event the parties cannot agree who the independent physician should be, the selection of an independent physician shall be made by reference to arbitration.

11.07 The date of return may be extended for an additional reasonable period of time at the employee’s request for reasons associated with the disability or for other proper cause, with at least thirty (30) calendar days’ notice if feasible, but the Board need not extend the leave of absence of a nontenured employee beyond the end of the contract school year in which the leave was granted. An employee may not be barred from returning except for lack of sufficient medical evidence of capability or because of failure to specify a date of return.

11.08 The Board and the Association agree to establish a Sick Leave Bank for members of the Association in accordance with N.J.S.A. 18A:30-10 and 11.

The Board and the Association will establish a Sick Leave Bank Committee, comprising of three (3) members selected by the Board of Education and three (3) members selected by the Association. The Sick Leave Bank Committee will then establish standards, procedures, and forms that it deems appropriate for the operation of the Sick Leave Bank. The Sick Leave Bank Committee will have the sole authority to approve or deny requests to withdraw days from the Sick Leave Bank.

ARTICLE 12 – PERSONAL LEAVE WITH OR WITHOUT PAY

12.01 The term immediate family shall be construed to mean wife, husband, domestic partners, civil unions, children, parents, brothers, aunts, uncles sisters, nieces, nephews, grandparents, grandchildren, and all equivalent in-laws.

12.02 Effective September l, 1997, teachers, ten (10) month secretaries/clerks, security monitors, and paraprofessionals may be absent up to a total of five (5) personal days in any one school year, twelve (12) month secretaries, six (6) personal days, without loss of salary.

12.02.1 Employees are allowed to use a half day personal day as defined as 3.5 hours after the start of the school day (AM) or 3.5 hours before the end of the school day (PM). Half personal days can only be used on full school days.

12.03 Personal days shall not be taken on the day either before or after a paid holiday.

12.03.1 No more than two (2) consecutive personal days may be used unless approved by the Superintendent or his/her designee.

12.03.2 Absences referenced in this article shall be in addition to the days granted for sick leave. Any unused personal days shall be added to the previously accumulated sick leave of the employee for the following year.

12.03.3 In the event that any employee subject to the terms of this Agreement receives a questionnaire for jury duty, the employee shall advise the Jury Commissioners that he/she is employed by the Union Board of Education and requests to serve jury duty at the time that school is not in session. In the event that the employee is not given the choice to serve on jury duty when schools are not in session, he/she shall receive their regular compensation and deliver over to the Board any compensation received as a juror. In the event that the employees can serve jury duty when school is not in session, he/she must serve jury duty when school is not in session or he/she shall not be compensated.

12.03.4 When any employee is required to appear in court on behalf of the school district they shall suffer no loss of pay and will be compensated for parking expenses and mileage reimbursement.

BEREAVEMENT DAYS

12.04 In each school year, an employee shall be granted, upon request, up to five (5) days absence within seven (7) consecutive calendar days for each death in the immediate family, including pregnancy loss, which must be initiated by the staff member with medical documentation. The bereavement time frame may be modified with approval from the Superintendent if requested within seven (7) days of the death; however, the modification does not increase the total approved days. These days shall not be accumulated from year to year.

UNPAID PERSONAL LEAVE-CHILD REARING

12.05 An employee may request leave for child rearing purposes for the balance of the school year (ending June 30th) in which the employee or spouse of such employee gives birth to, uses a surrogate for, or adopts a child.

12.05.1 Such leave must be requested, in writing, addressed to the Superintendent, at least six (6) weeks before the anticipated birth of the child.

12.05.2 If granted, the child rearing leave may commence on the day after the birth of the child and continue to the end of the school year (June 30th) during which the child was born or adopted.

12.05.3 A request for extension of the child rearing leave may be made and if made, must be in writing, addressed to the Superintendent, for the school year (September 1st through June 30th) next succeeding the birth or adoption of the child, by the teacher, secretary or clerk if such person was under tenure at the time the leave originally began. Such request must be made no later than April 1st proceeding the year for which the extension is requested.

12.05.4 A second consecutive full school year extension may be requested for child rearing beyond that described above if the total child rearing leave requested would not exceed two and one-half (2 ½) academic years. The request for the second consecutive full school year extension must be made in writing no later than April 1st proceeding the school year for which the second extension of the leave is requested.

12.05.5 All requests for child rearing leaves described above in this Article shall be made in writing and are subject to the recommendations of the Superintendent and approval of the Board.

12.05.6 A non-tenured employee shall not be granted child-rearing leave beyond the end of the school year in which the child is born or adopted.

12.05.7 If granted, the child rearing leave shall be without compensation of any type.

12.06 An employee adopting a child under five (5) years of age may apply for a child rearing leave commencing upon receiving physical custody of the child.

12.06.1 Such leave must be requested, in writing, addressed to the Superintendent with as much advance notice as the employee can supply with reasonable certainty, as to when physical custody of the child will be received.

12.06.2 If granted, the child rearing leave shall commence on the day the employee receives physical custody of the child and continue to the end of the school year (June 30th) during which physical custody of the child was received.

12.06.3 Tenured employees may request up to two (2) extensions of the same leave in accordance with the procedure in paragraphs 12.05.3 and 12.05.4 of the Article.

12.06.4 Non-tenured employees shall not be granted child-rearing leave beyond the end of the school year in which the physical custody of the child is received.

12.06.5 If granted, the child rearing leave shall be without compensation of any type.

12.07 An employee desiring to request an extension, or who is given notice to return to employment with the Board, shall give written notes of intention to do so at least five (5) months prior to September 1st of the next school year. Failure to provide such written notice to the Board shall constitute a resignation and abandonment of position.

UNPAID PERSONAL LEAVE-OTHER

12.08 A leave of absence without pay of up to three (3) years may be granted to any tenured teacher or secretary/clerk who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full time participant in any of such programs, or accepts a Fulbright Scholarship.

12.08.01 A request for such a leave must be made no later than January 1st prior the school year for which the leave is sought.

12.09 While on any unpaid leave, no seniority or longevity rights shall accrue.

ARTICLE 13 - PROTECTION OF EMPLOYEES

13.01 All employees shall be entitled to receive all insurance benefits for medical, surgical, or hospital services incurred as the result of any injury sustained in the course of employment for which the Board has secured insurance coverage in accordance with the terms of such insurance policies.

13.02 Whenever any employee is absent from his/her post of duty as a result of a personal injury caused by an accident arising out of, and in the course of his/her employment he/she shall be paid the full salary or wages for the period of such absence for up to one (1) calendar year without having such absence charged to the annual sick leave or the accumulated sick leave. Salary or wage payments provided in this section shall be made for absence during the waiting period and during the period the employee received or was eligible to receive a temporary disability benefit under Worker's Compensation. Any amount of salary or wages paid or payable to the employee pursuant to this section shall be reduced by the amount of workers compensation award made for temporary disability.

13.03 The Board shall reimburse bargaining unit members for the reasonable value of any clothing or personal property damaged or destroyed as a result of an assault upon an employee while the employee was acting in the discharge of duties within the scope of employment.

13.04 Employees shall immediately file written reports of assaults suffered by them in the course of their employment to their Principal or other immediate supervisor, and to the school nurse.

13.05 The Board agrees to use reasonable efforts to keep its school buildings and grounds reasonably safe. The Board further agrees to use reasonable efforts to attempt to maintain order in its school buildings, on school grounds and on other properties used by the Board.

ARTICLE 14 - PROGRAM DEVELOPMENT

TEACHERS SECRETARIES AND CLERKS

14.01 The Board agrees to consult with the Association in arranging in-service courses, workshops, conferences, and programs designed to improve the quality of instruction.

14.02 Effective the date of ratification, the Board agrees to reimburse teachers at fifty percent of the Kean University rate per approved graduate or undergraduate credit which they elect to attend up to nine (9) credits per contract year for courses taken at accredited colleges that are in accordance with the criteria cited in numbers 1- 4 below, and in order to be eligible for tuition reimbursement, the courses may not be those that are part of a program of study leading to a supervisory or administrative certification. Additionally, to be eligible for reimbursement an employee must have completed three (3) years of service in the district.. All credits for which teachers seek reimbursement must be related to current or future job responsibilities, pursuant to N.J.S.A. 18A:6-8.5.

1. a program of study which is constituted of a minimum of twenty-four (24) graduate credit hours in education or related to an educational program of study which is in furtherance of the teacher's professional education; or

2. for those teachers possessing an earned Master's degree, for courses in education or related to education in furtherance of the teacher's professional education, or

3. for teachers possessing an earned Master's degree, for courses in a program of study which is designed to result in an earned doctoral degree in education or related to education, in furtherance of the teacher's professional education; or

4. for teachers possessing a bachelor's degree, for courses intended to result in additional teacher certification(s) in subject matters specifically approved by the Superintendent.

For any new teacher hired after the ratification of the 2002-05 Agreement, the number of reimbursed credits during their career in the district shall be limited to forty-two (42).

14.01 All reimbursement is subject to prior approval of the Superintendent or designee. Applications for reimbursement must be submitted for approval, in writing, no later than one (l) month prior to commencement of the course. The application shall have attached with it a copy of the catalog description of the course and such other information, as the applicant deems reasonable to describe the course. Under normal circumstances, the applicant will be advised of approval or rejection no later than ten (10) days after submitting the application. However, if more time is required to investigate the application, the applicant will be so advised. The Superintendent may develop a standardized form for use in applications for tuition reimbursement. The form shall be subject to review and approval by the Association. All applications shall be submitted on such form.

14.02.2 Reimbursement shall be paid in a reasonable time after the applicant has submitted to the Superintendent a paid receipt for the cost of the credits and satisfactory proof of a passing grade for the credits.

14.02.3 Teachers on leave, with or without salary shall not be eligible for tuition reimbursement for courses taken while on leave.

14.03 Secretaries and clerks may request reimbursement for the cost of attending conferences and workshops that are directly related to the duties of the secretary or clerk making the request, Approval is subject to the sole discretion of the Superintendent/Board Secretary in accordance with existing administrative guidelines.

14.03.1 The Board agrees to reimburse secretaries and clerks at the tuition rate for secretarial/clerical related courses, provided said courses are pre-approved, by the Superintendent or Board Secretary, as applicable.

PARAPROFESSIONALS

14.04 Each paraprofessional shall receive a paraprofessional employment contract containing the annual salary of appropriate hourly rate and termination clause upon thirty (30) days' notice.

14.04.1 The Board agrees to reimburse paraprofessionals who have completed thirty college credits as of August 2, 2012 for tuition reimbursement for courses leading to a degree in education in

accordance with the terms of 14.02. Otherwise paraprofessionals must have completed sixty college credits to be eligible for the terms of 14.02.

14.04.2 All courses are subject to prior approval by the Superintendent and shall be specifically in education or the equivalent thereof.

14.04.3 In order to be eligible for tuition reimbursement, a paraprofessional must submit, in writing, a request to the Superintendent for approval to take a course. The form must include the name of the college to be attended and a copy of course description as published by the college.

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT PURPOSE

14.05 The Board recognizes that it shares with its professional staff the responsibility for the upgrading and updating of teacher performance and methodology. The Board and the Association support the principle of continuing training of teachers and the improvement of instruction.

The Board agrees to implement the following commencing with the 2000-01 school year:

14.05.1 Professional Development Committee:

In accordance with N.J.AC. 6:11-13.3 (d), the Board shall establish a Professional Development Committee.

14.05.2 Conduct of Committee Business:

If the Superintendent approves of the Committee meeting during the workday, the teacher members shall be given released time to attend such meetings.

14.05.3 a. Programs:

The Board agrees to provide, within the district, three (3) days of State-approved continuing professional development and/or in-service for a minimum of fifteen (15) clock hours per school year. The district's programs shall be conducted during the in-school teacher workday and work year.

b. Professional Day:

A teacher may request to be absent without loss of salary to attend State-approved continuing education activities outside of the district, subject to Superintendent or his/her designee's approval. Whenever possible, the teacher will give the district at least thirty (30) days advance notice of the professional day being requested.

Secretaries, Clerks, Paraprofessionals and Security Officers will be able to request a paid professional day to attend workshops or conferences out of the district that enhance their job skills. Such professional day is subject to the approval of the Superintendent.

c. Record Keeping:

The district shall maintain a record of the number of clock hours of State-approved continuing professional development and/or in-service for each teacher and provide each teacher with an accounting of his/her accumulated hours each September. Any teacher attending State-approved continuing professional development outside of the district shall be requested to submit the

appropriate documentation to the Superintendent. Any discrepancies between the district and teacher's records should be noted and corrected within thirty (30) days of receipt of the Board's records.

ARTICLE 15 - INSURANCE

15.01 The Board shall provide the expense of health benefits insurance as provided by the New Jersey Health Benefits Plan, as administered by the New Jersey Division of Pensions, as amended. The applicable insurance (single, parent-child, member-spouse, family) referred to in this paragraph, shall be available to all employees, where applicable, who are represented by the Association except employees on leaves of absences without pay, who may continue such coverage at their own expense.

15.01.1 Benefit levels for medical and dental shall remain equal to or better than the existing plan(s), with an anchor date of August 31, 2020, if and when the Board changes carriers.

15.02 All insurance provided shall be in accordance with the terms of such insurance policies. All eligibility for insurance shall be in accordance with the terms of the policies issued and the responsibility of the Board shall be no greater than the terms of such policies of insurance, as issued or applied.

15.03 For the period of time covered by this Agreement, the Board shall not take any steps to reduce the coverages provided by the above referred to insurance programs.

15.04 Notwithstanding the provisions of paragraph 15.01, the Board and the Association agree that in the event that the Board or the Association desires to replace the health benefits or dental insurance described in paragraph 15.01 and 15.02, the Board may do so upon the following conditions, the Association agreeing that such conditions shall apply:

15.04.1 Under no circumstances may the health or dental benefits insurance be reduced in any way below the coverage presently provided.

15.04.2 There may be no break or discontinuance in present benefits.

15.05 Prior agreements and resolutions of disputes reached between the Association or its agents and the Board or its agents shall remain in effect.

15.06 The provisions of this Article constitute the complete changes in the health insurance plan between the Association and the Board. Provisions of the existing plan or negotiated agreement not itemized herein remain unchanged and in full force and effect.

ARTICLE 16 - SALARY CLASS CHANGE PROCEDURES FOR TEACHERS CLASS III TO CLASS IV (BACHELOR TO MASTERS)

16.01 Master's Degree in education or thirty-four (34) credits in education above a bachelor’s degree as defined in 16.01.1, 16.01.2, 16.01.3, excluding credits for training in another profession unless directly related to the education profession.

16.01.1 A minimum of twenty-two (22) graduate credits shall be in an approved area of graduate study in education or related to the education profession.

16.01.2 A maximum of twelve (12) undergraduate credits in education or related to the education profession may be substituted for graduate credits with the prior approval of the Superintendent.

16.02 Any teacher submitting the appropriate transcripts by August 1st shall be approved for a change in classification effective as of September 1st of the same school year. In addition any teacher submitting the appropriate transcripts by January 1st shall be approved for a change in classification as of February 1st of that same school year.

CLASS IV TO CLASS V (MASTER'S TO SIXTH YEAR)

16.03 An earned Master's Degree in education or related to the education profession and thirty-two (32) credits in education as defined in 16.03.1 and 16.03.2, excluding credits for training in another profession unless directly related to the education profession.

16.03.1 A minimum of twenty (20) graduate credits shall be in an approved area of graduate study in education or related to the education profession.

16.03.2 A maximum of twelve (12) undergraduate college credits in education or related to education may be substituted for graduate credits with the prior approval of the Superintendent prior to the teacher taking each course.

UNDERGRADUATE PROGRAM FOR TEACHERS

16.04 Undergraduate Credits: Each undergraduate course must be in the subject field of a secondary or special area teacher, and in the case of elementary teachers, each course must relate directly to specific teaching needs of elementary teachers.

ARTICLE 17 - JOB VACANCIES

17.01 All openings for positions shall be publicized by the Superintendent in accordance with the following procedure for publicizing vacancies.

17.02 Publicizing of vacancies shall be accomplished by posting notice of the opening, and such other publicity of the position, as the Board may desire to utilize. Postings shall be emailed to the Association President and an email blast to all bargaining unit members on the current distribution list.

17.02.1 The posting shall set forth the title of the position, the qualifications required as a minimum for purposes of applying for the position, the duties, and the rate of compensation, if available.

17.02.2 In the event that it is necessary for a vacancy to be filled to assure the continuing educational process and time is of the essence, no posting shall be required.

17.03 The Superintendent shall distribute, at the regular Administrative Advisory meeting, a list of the resignations, appointments, and retirements and other long-term leaves. A copy of this list shall be sent to the President of the Association.

17.04 Notice of appointments, resignations, and retirements and long-terms leaves will be supplied to the Association monthly.

ARTICLE 18 - EMPLOYEE FACILITIES

18.01 The Board and the Association agree that during the term of this Contract, the following facilities shall be provided, with the understanding that the Board shall have the final discretion as to requests for additional facilities greater than those provided during the immediate preceding school year.

18.01.1 Space in each classroom for storage of instructional materials and supplies.

18.01.2 Teacher work areas with equipment and supplies to aid in the preparation of instructional materials.

18.01.3 Furnished room for the use of employees and other adults as an employee lounge regularly cleaned by the school's custodial staff.

18.01.4 Serviceable desks, chairs, and filing cabinets shall be with locking devices.

18.01.5 Communications systems between each classroom and school office.

18.01.6 Well-lighted and clean employee rest rooms separate from student's rest rooms.

18.01.7 Private dining areas for employees and other adults.

18.01.8 Free and adequate off-street, paved parking facilities properly maintained and identified exclusively for employees' use.

18.01.9 Closet space for each teacher, secretary, clerk and paraprofessional to store coats and personal articles.

18.01.10 Copies, exclusively for each teachers use, of all texts used in the courses the teacher is teaching.

18.01.11 Chalkboard, whiteboard, or interactive board in each classroom.

18.01.12 Adequate materials and supplies required in daily teaching responsibility.

18.02 If the Association deems desirable, it may arrange to provide a private pay telephone in each employee lounge for the exclusive use of employees and other adults, with prior notice to the Secretary of the Board. Expenses, including installation, maintenance and minimum charge incurred thereby shall be paid by the Association.

ARTICLE 19 - PAYROLL DEDUCTIONS

19.01 The Board agrees and the Association does authorize the Board to deduct monthly, the Association or other dues as may be levied by the Association from the salaries of the employees in accordance with applicable laws. In addition, each individual employee must approve such deductions in writing. These deductions shall be made once during each month of the school year during the term of this Agreement, or at such other times as may be mutually agreed upon as will conform to the accounting practices of the Board.

19.02 The Board further agrees and the Association does authorize the Board to make such other payroll deductions, up to the limits of the district's data processing capability, as follows: (l) Tax sheltered annuities, (2) Savings bonds, (3) United Fund contributions. (4) Prudential Insurance

Company, (5) T.P.A.F. or P.E.R.S. supplemental annuity payments, (6) Union County Teachers' Federal Credit Union. Such requests shall be in writing on forms supplied by the Board, and filed with the Board. All such deductions are noncontributory by the Board and fully paid by employees individually.

19.02.1 The Board agrees to make payroll deductions for tax sheltered annuity payments available to eligible employees. Any employee may enroll on a monthly basis. The Board's only responsibility in this matter is to honor the written requests of the individual employees to participate in the approved plans and remit the money.

19.02.2 All participants shall give written authorization to the Board.

19.02.3 INDEMNIFICATION AND SAVE HARMLESS PROVISION

1. Liability:

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that:

(a)the Board give the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and

(b)if the Association so requests in writing, the Board will cooperate with the Association in the defense of the claim, except if such cooperation would result in a conflict of interest or claims.

2. Exception:

It is expressly understood that paragraph one above will not apply to any claim, demand, suit or other form of liability, which may arise as a result of any type of willful misconduct by the Board.

19.03 In addition to the above, the Board may make all payroll deductions as are requested and allowed by law which can be accommodated by the district's data processing system.

19.04 The Board and the Association agree that there shall be an annual review of the Tax Sheltered Annuity Program.

19.05 If an employee does not become a member of the Association during any membership year (i.e., from September 1st to the following August 31st) which is covered by this Agreement, said employee shall be required to pay a representation fee to the Association, provided that all of the conditions of this paragraph and its sub-parts are complied with. Such representation fee shall be calculated in accordance with the paragraph and its sub-parts.

19.05.1 The Association shall file with the Board Secretary, a written statement, under oath, that the full amount of the representation fee is in accordance with law. Said fee shall not exceed eighty-five (85%) percent of the regular Association dues payable by an employee, respectively, represented by the Association.

19.05.2 The Association shall file a written statement with the Board Secretary that a “Demand-Return” procedure in accordance with law is in full force and effect. In the event at any time during the

term of this Agreement such a legal procedure is not in effect, the Board may cease check offs for the representation fee.

19.05.3 The Association agrees to, and does hereby indemnify and hold harmless the Board, and all of its agents, servants and employees, from any claims, charges, expenses, suits, actions or any other type of claim that may arise at any time from withholding a representation fee or representation fees from any employee.

19.05.4 The amount of the representation fee to be deducted from employees who are not full-time contracted employees, or from these full-time employees who actually work less than a full school year, excluding absences for illness or personal leave days, shall be calculated as follows:

1. Persons under less than full-time contract fifty (50%) percent of full fee.

2. Persons hired prior to January 1st - full fee. Persons hired after January 1st fifty (50%) percent of full fee.

19.05.5 If an employee who is required to pay a representation fee terminates, the deduction for such fee shall cease with the last regular payroll period.

19.05.6 The Association shall be responsible for explaining the nature of the representation fee to all persons to be charged.

19.05.7 The Board shall provide the Association access to members, which includes the following:

1. The Association shall have the right to meet with individual employees on school premises during the work day to investigate and discuss grievances, workplace-related complaints, and other workplace issues;

2. The Association shall have the right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on workplace premises and to use district buildings and facilities to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of the Association, and internal union matters involving the governance or business of the Association; and

3. The Association shall have the right to meet with newly hired employees, without charge to the pay or leave time of the employees, for a minimum of 30 and a maximum of 120 minutes, within 30 calendar days from the date of hire, during new employee orientations, or if the employer does not conduct new employee orientations, at individual or group meetings.

Within ten (10) calendar days from the date of hire of any employee, the Board shall provide the following contact information to the Association in an Excel file format or other format agreed to by the Association: name, job title, worksite location, home address, work telephone numbers, and any home and personal cellular telephone numbers on file with the Board, date of hire, and work email address and any personal email address on file with the Board.

Beginning on January 1, 2019 and every one hundred and twenty (120) calendar days thereafter, the Board shall provide the Association, in an Excel file or similar delimited style

format that has manipulability agreed to by the Association, the following information for all employees: name, job title, worksite location, home address, work, home and personal cellular telephone numbers, date of hire, and work email address and personal email address on file with the Board.

The home addresses, phone numbers, email addresses, date of birth, and negotiation units and groupings of employees, and the emails or other communications between employee organizations and their members, prospective members, and non-members, are not government records and are exempt from any disclosure requirements of P.L. 1963, c. 73 (C.47:1A-1 et seq.).

19.06 PROCEDURE

A. Notification

Prior to November 1st of each year, the Association will submit to the Board a list of those employees who have neither become members of the Association for the then current membership year nor paid directly to the Association the full amount of the representation fee for that membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph (b) below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

B. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the contract year in question. The deductions will begin with the first paycheck paid:

(1) ten (10) days after receipt of the aforesaid list by the Board; or

(2) thirty (30) days after the employee begins his or her employment in a bargaining unit position.

C. Mechanics of Deduction and Transmission of Fees

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

D. Changes

The Association will notify the Board in writing of any changes in the list provided for in paragraph (a) above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board receives said notice.

19.07 Should there be any correction in the paycheck of a member, the Payroll Department will inform that member of the change no less than one (1) pay cycle prior to making the change. This will be in the form of a phone call to the affected member followed up by an email. Examples include, but are not limited to, degree change, payroll error, start or end of sixth (6th) or seventh (7th) period stipend, duty pay, stipend pay, and other similar compensation adjustments.

ARTICLE 20 - MISCELLANEOUS PROVISIONS

20.01 Copies of the Agreement shall be printed. The expense for printing one thousand (1,000) copies for distribution to employees shall be shared equally by the Board and the Association. This Agreement shall be presented to all employees employed by the Board and shall be distributed by the Association.

20.02 No employee shall be required by any member of the administration or Board to transport any student for any purpose in his/her private carrier.

20.03 Wherever in the Agreement the Superintendent of Schools is referred to, such reference shall be deemed to include any authorized designee acting with the consent of the Superintendent of Schools.

20.04 Nothing in the Agreement shall be interpreted, or understood, to maintain any past practices or non-economic benefits that may preexist the execution of this Agreement that are not expressly stated and included (as benefits) in this Agreement except that a condition of employment may not be changed without negotiations. No language of this Agreement that is general in nature shall be interpreted or understood to include what is not expressly and clearly stated in this Agreement to be an employee benefit.

20.05 If any part of this Agreement becomes contrary to law during its duration, that part only shall be severed from the other articles. All other articles or sections shall remain in full effect.

20.06 The Association agrees that the benefits contained in this Agreement are intended for full-time employees.

Whenever an employee is employed under a written contract as defined in Article l, paragraph 1.02 for less than full-time, all the benefits available to full-time personnel shall be prorated and available to the less than full-time persons on a prorated basis only. For example, if a teacher is under contract for one-half (1/2) of a teaching position, sick days will be available at the daily rate of pay for such part-time person (1/200 of contracted salary equals one (1) day). The same formula applies to personal days. In the event that any benefits are contained in this Agreement that are available only to employees working a minimum amount of time per week, or any insurance company limits coverage for any reason, or any other limiting reasons, such benefits shall not be extended or available to the person. For insurance coverage's, any employee who is regularly scheduled to work twenty (20) hours per week or more shall be considered full-time.

20.07 Twelve (12) month secretaries will be paid in twenty-four (24) payments; ten (10) month employees shall be paid in twenty (20) equal semimonthly installments. Employees will be paid on the 15th and the last day of each month except in emergency or unusual cases. When a payday falls on or during a school holiday, vacation, or weekend, employees shall receive their paycheck on the last previous working day, where possible. The final paycheck for ten (10) month employees shall be received on the employees' last workday in June.

20.08 Where applicable, each employee shall enjoy and be entitled to all the provisions of New Jersey and Federal Laws concerning service in the military service of the State of New Jersey or the United States of America.

20.09 The Board agrees to hire and re-hire paraprofessionals and provide single/employee-only health benefits for full-time equivalent paraprofessionals. For purposes of this provision, all current

part-time paraprofessionals and paraprofessionals previously terminated shall have the right of first refusal in the hiring process. This provision is subject to any and all provisions currently contained in the Board's contract with vendors relating to paraprofessionals.

ARTICLE 21 - SALARIES

21.01 All degree teachers and degree nurses shall receive salaries according to their educational training level, their position on the salary guides, in accordance with the Board's policies and the attached salary guide for each respective year of this Agreement. (Schedule A)

21.01.1 (a) All high school and middle school teachers assigned to teach six (6) periods shall receive, in addition to their regular salary, a $5,500 per annum stipend, which shall be included as part of pension eligible compensation. It is further understood and agreed that if a teaching staff member reverts to five (5) teaching periods, the additional compensation shall not be paid on the basis of the reduced teaching assignment in the event such action should occur midyear, the additional compensation shall be prorated. Any high school or middle school (grades 6-12) classroom teaching assignment of six (6) periods per day but less than five (5) days per week shall also be prorated from the amount of additional compensation.

(b) The additional salary provided in paragraph 21.01.1 (a) shall be increased by:

> $400 for the 2026-2027 school year increasing to $500 for the 2027-2028 school year for all high school teachers assigned to teach six (6) periods and who are assigned a duty period. If the period is cafeteria duty, the additional salary in paragraph 21.01.1 (a) shall be increased by $825 through the 2026-2027 school year increasing to $950 for the 2027-2028 school year.

All Middle School teachers who are assigned a cafeteria duty shall receive an additional stipend of $825 for the 2026-2027 school year increasing to $950 for the 2027-2028 school year annually.

If a teacher is assigned a duty period for less than the full year, this additional stipend shall be prorated on the basis of the number of months and fractional parts of months rounded to the nearest full month to ten (10). If a teacher is assigned a duty period for less than five (5) days per week, this additional stipend shall be prorated on the basis of the number of days per week assigned the duty period to five (5). Such additional stipend shall be included as part of pension eligible compensation.

(c) The high school librarian shall be available to work an additional forty-five (45) minutes at the end of his/her normal workday. The librarian shall be compensated at the rate set forth in paragraph 21.10 on those days worked. The compensation shall be pension eligible.

21.01.2 The placement of future hires on a specific step on the salary guide shall be in accordance with the offer of the Board and as accepted by the individual in the initial employment by the Board. They will then follow the pattern as negotiated by the Association and Board for all the members of the unit.

21.01.3 Those employees on Board approved unpaid leave for less than ninety (90) school days in any contract year, shall be considered to have uninterrupted service for purposes of progression on the salary guide.

21.01.4 The employees with Board approved unpaid leave in excess of ninety (90) school days in any contract year, shall be considered to have a one (l) year interruption in service. Upon return they shall be placed on the same salary step they were on at the time the leave began.

21.01.5 If the unpaid leave as described in 21.01.4 is extended into a second school year, and thus results in an interruption of service of two (2) years, the same step guide placement shall prevail.

21.02 Revised in Article 6.02.8

21.03 All compensation for athletic coaching shall be in accordance with the attached schedules. (Schedule J)

21.04 Intramural salaries shall be in accordance with the attached schedules. (Schedule K)

21.05 Extracurricular activities salaries shall be in accordance with the attached schedules. (Schedule I)

21.06 Those teachers employed as school counselors and Child Study Team personnel shall receive as salary the amount set forth on the appropriate teachers' salary guide (Schedule A), according to their class and level, plus a sum equal to 1/200 of their annual salary, per diem, in exchange for working up to five (5) additional days over and above the number of days classroom teachers work. It is understood that the Superintendent has discretion to assign days, and that the actual number of days may be less than five (5). Further, the days to be worked shall be selected by the Superintendent.

21.06.1 Non-classroom teachers who are required to remain after contractual hours to conduct mental health screenings shall be compensated at the rate of sixty-five ($65.00) per hour.

21.06.2 Nurses who are approved to remain after contractual hours to assist in emergency health-related services shall be compensated at the rate of sixty-five ($65.00) per hour.

21.06.3 Those teachers employed as School Counselors, Child Study Team members (Psychologists, LDTC, Speech Teachers, Social Workers, OT/PT, Transition Coordinator) Student Assistance Counselor(s) and Attendance Officers shall receive salary as set forth on the Teachers Guide (Schedule A), plus $2000.

21.07 When a teacher is required by administration to cover a class for an absent teacher, and the covering teacher is thusly deprived of unassigned time, said teacher shall be compensated for such time at the following rates for the duration of the contract:

2022-2023 - $26.00 per hour

2023-2024 - $28.00 per hour

2024-2025 - $30.00 per hour

In the absence of a successor agreement to the contrary, the rate of compensation shall remain at the 2024-2025 level after expiration of this agreement.

Teacher duty assignments shall not be for the purpose of covering for an absent teacher without compensation.

21.07.2 A teacher who attends an IEP meeting during their designated prep time will be compensated for such time at the following rates for the duration of the contract:

2022-2023 - $26.00 per hour

2023-2024 - $28.00 per hour

2024-2025 - $30.00 per hour

In the absence of a successor agreement to the contrary, the rate of compensation shall remain at the 2024-2025 level after expiration of this agreement.

21.08 Any new non-degree teacher accepting employment in the district shall be placed on an initial step of the attached guide (Schedule D) at such point as may be agreed upon by the employee and the Board.

21.09 Teachers who may be required to use their own automobile in the performance of their duties, and teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the allowable IRS rate, unless set lower by state statute.

21.10 Effective September 1, 2022, teachers in the morning and afternoon enrichment programs defined as specialized programs driven by a curriculum shall be paid at $46.00 per hour.

21.11 Schedules for teachers shall be construed and interpreted in accordance with Articles 21.12 and 21.12.1.

21.12 The Board may withhold any salary increase from any employee upon recommendation of the Superintendent and with the approval of the Board of Education. Employees shall have such rights as are bestowed upon them by law and any legal right shall not be abrogated.

21.12.1 Teachers changing class in accordance with Board rules are entitled to the change in class money plus step advance. All such adjustments will take place at the beginning of the school year in which the proof of the qualifying credits are presented to the Board which must be submitted no later than August 1st in the school year for which the class change is requested. In addition any teacher submitting the appropriate transcripts by January 1st shall be approved for a change in classification as of February 1st of that same school year.

21.13 All secretaries shall receive salaries according to the following schedules attached hereto as Schedules B-1, 2 & 3.

21.13.1 The High School Principal's secretary shall receive in addition to regular salary, a stipend of one thousand four hundred forty ($1,440.00) dollars each school year, as long as that person was hired into that position prior to September 28, 2005.

21.13.2 Security Monitors hired prior to September 1, 2025 shall receive salaries in accordance with Schedule E-1. It is understood that the term "certified" security monitor shall mean that the employee is eligible for and holds a valid New Jersey Substitute Teacher Certificate. The designation “certified” shall apply only to Security Monitors hired prior to September 1, 2025. Effective upon the completion of the third year of this Agreement on August 31, 2028, the designation “certified” shall be removed from all security monitor titles and shall no longer be used for compensation, classification, or any other employment-related purpose. Security

Monitors hired on or after September 1, 2025 shall be compensated in accordance with Schedule E-2.

21.13.3 Security Monitors hired prior to the date of ratification of this agreement shall be compensated in accordance with Schedule E-1 (BOE approved MOA 4/30/2026).

21.13.4 Security Monitors hired on or after the date of ratification of this agreement shall be compensated in accordance with Schedule E-2 (BOE approved MOA 4/30/2026).

21.15 The head bookkeeper for Federal projects shall receive a salary according to the following Schedule B.

21.15.1 All ten (10) month educational clerks shall receive salaries according to Schedule B.

21.16 Secretaries moving from full time ten (10) months to full time twelve (12) months shall receive a twenty (20%) percent increase based on their ten (10) month salary and be placed on the nearest step on the twelve (12) month guide, not to exceed the maximum salary step on the twelve (12) month guide.

21.16.1 Any individual moving from full time ten (10) month clerk to full time ten (10) month secretary shall receive a ten (10%) percent increase based on their 10month clerk salary and be placed on the nearest step on the ten (10) month secretary guide. If a clerk moves to a twelve (12) month secretary they shall receive a twenty (20%) percent increase based on their ten (10) month clerk salary and be placed on the nearest step on the twelve (12) month secretary guide.

21.16.2 Any paraprofessional moving from a full time ten (10) month position to either a full time ten (10) month clerk or full time ten (10) month secretary position shall receive a fifteen (15%) percent salary increase and be placed on the nearest step on the ten (10) month clerk or ten (10) month secretary salary column, not to exceed the maximum salary on the column.

21.16.3 Any paraprofessional moving from a full time ten (10) month position to a full time twelve (12) month secretary position shall receive a twenty (20%) percent salary increase and be placed on the nearest step on the twelve (12) month secretary salary column, not to exceed the maximum salary on the column.

21.17 Paraprofessionals shall receive payment according to the attached schedules. (Schedule C)

21.17.1 Paraprofessionals who have earned approved college and/or in-service credits shall receive full credit for such, with the following additions to their salaries:

Credits	**Amount**
10-40	$400.00
41-55	$675.00
56-70	$900.00
71-85	$1,000.00
86+	$1,150.00

One (1) credit shall be granted for every three (3) hours of in-service training or three hours of approved PD training. All in-service credits accumulated can be applied at each level of the salary guide.

21.17.2 Paraprofessionals who are trained in health-related procedures for medically involved or medically fragile students in need of intensified supervision, monitoring and care, including toileting, will receive a non-pensionable stipend of $800.00.

21.17.3 Paraprofessionals with Registered Behavior Technician (RBT) certification will receive a non-pensionable stipend of $1,000.00. The district will reimburse the individual for the fees associated with the acquisition of the RBT. The individual will be responsible for the fees to maintain the certification.

21.18 Teachers who receive an earned doctoral degree from an accredited university or college shall receive salary In addition to the amount set forth on the appropriate salary guide the sum of one thousand ($1,000.00) dollars.

21.19 Employees who have served a minimum of fifteen (15) years of service in the district shall be entitled not more than three (3) months after retirement and collecting a TPAF or PERS pension for retirement to payment for all accumulated sick leave days that remain unused at the date of resignation. A year of service is defined as a full year of work during which sick days were accumulated. Years of leave or parts thereof, with or without pay, shall not be counted as service times. The rate of payment shall be twenty-five ($25.00) dollars per full day.

21.19.1 Any employee eligible for payment under paragraph 21.19 who declares or has declared his/her intention to retire and collecting a TPAF or PERS pension for retirement shall be entitled to seventy-five ($75.00) dollars per full unused sick day if he/she declares in writing not later than March 15th of the same school year of his/her intention to resign effective on or before June 30 in the respective school year the written notice was submitted.

21.19.2 If an employee is otherwise qualified for payment under 21.19 or 21.19.1, but dies or becomes totally disabled as certified by the state pension fund, the payment shall also be made with the waiting period being waived. In the event of death, the payment shall be made to the estate of the deceased employee upon proper claim being made.

21.19.3 All payments for accumulated sick leave reimbursement as specified in Article or Article 21.19.1 will be a post-retirement employer contribution and all deferred compensation will be made to an appropriate 403(b) plan in accordance with mandated guidelines. The initial payment will be made within sixty (60) days of retirement and will be the maximum payment allowable by law. All remaining payments will be made at their maximum level and within sixty (60) days of the beginning of a new calendar year. The overall length of the deferred payment shall not exceed three (3) years.

21.20 The Board shall make available a summer payment plan for ten (10) month employees in accordance with N.J.S.A. 29-3.

21.21 When physical education classes are doubled up as a result of a physical education teacher's absence and another physical education teacher has to cover such class or increased load, then the covering teacher shall receive the class coverage rate for each period that this occurs.

21.22 All employees will use direct deposit for payroll purposes. All employees will be able to obtain payroll information via an employee portal established by the district.

ARTICLE 22 - TERMINATION

22.01 This Agreement shall be effective as of September 1, 2025 and shall remain in full force and effect through August 31, 2029.

Township of Union Board of Education:

_____ _____

President Date

_____ _____

Secretary Date

Union Township Education Association:

_____ _____

President Date

_____ _____

Secretary Date

Teacher's Salary Guides - Schedule A

Base Year 24/25			
Step	**Class III (BA)**	**Class IV (MA)**	**Class V (MA+32)**
1	68,197	72,555	77,414
2	68,947	73,311	78,174
3	69,697	74,061	78,923
4	70,447	74,810	79,674
5	71,200	75,572	80,435
6	72,370	76,751	81,609
7	73,540	77,929	82,786
8	74,710	79,101	83,958
9	75,880	80,269	85,124
10	77,055	81,447	86,303
11	78,230	82,619	87,476
12	79,405	83,798	88,653
13	80,580	84,968	89,824
14	81,755	87,037	93,602
15, (X, W)	82,930	88,657	95,773
V	83,830	89,557	96,674
U	85,330	91,057	98,173
T/S	86,330	93,065	100,862
R	87,830	95,119	103,562
Q	90,330	97,881	106,622
P	92,830	100,642	109,692
O	94,330	102,268	111,460
N	96,330	104,494	113,947
M	98,330	106,941	116,390
L	100,080	108,875	118,526
K	101,830	110,827	120,693
J	103,830	113,030	123,126
I	106,330	115,750	126,081
F	111,830	121,737	132,566

Year 1 25/26			
Step	**Class III (BA)**	**Class IV (MA)**	**Class V (MA+32)**
1	69,500	75,500	81,500
2	70,324	76,324	82,324
3	71,324	77,324	83,324
4	72,324	78,324	84,324
5	73,324	79,324	85,324
6	74,524	80,524	86,524
7	75,724	81,724	87,724
8	76,924	82,924	88,924
9	78,124	84,124	90,124
10	79,324	85,324	91,324
11	80,524	86,524	92,524
12	81,724	87,724	93,724
13	82,924	88,924	94,924
14	84,124	90,124	96,124
15, (X, W)	85,324	91,324	97,324
V	85,333	91,329	98,177
U	86,833	92,560	99,676
T/S	87,833	94,568	102,365
R	89,333	96,622	105,065
Q	92,333	99,884	108,625
P	94,833	102,645	111,695
O	96,333	104,271	113,463
N	98,333	106,497	115,950
M	100,333	108,944	118,393
L			
K	103,833	112,830	122,696
J	105,833	115,033	125,129
I	108,333	117,753	128,084
	113,833	123,740	134,569

Teacher's Salary Guides - Schedule A

Year 2 26/27			
Step	**Class III (BA)**	**Class IV (MA)**	**Class V (MA+32)**
1	70,500	76,500	82,500
2	71,304	77,304	83,304
3	72,504	78,504	84,504
4	73,704	79,704	85,704
5	74,904	80,904	86,904
6	76,304	82,304	88,304
7	77,704	83,704	89,704
8	79,104	85,104	91,104
9	80,504	86,504	92,504
10	81,904	87,904	93,904
11	83,304	89,304	95,304
12	84,704	90,704	96,704
13	86,104	92,104	98,104
14	87,504	93,504	99,504
15, (X-V)	88,904	94,904	100,904
U	88,910	94,910	101,421
T/S	89,578	96,313	104,110
R	91,078	98,367	106,810
Q	94,578	102,129	110,870
P	97,078	104,890	113,940
O	98,578	106,516	115,708
N	100,578	108,742	118,195
M	102,578	111,189	120,638
L			
K	106,078	115,075	124,941
J	108,078	117,278	127,374
I	110,578	119,998	130,329
F	116,078	125,985	136,814

Year 3 27/28			
Step	**Class III (BA)**	**Class IV (MA)**	**Class V (MA+32)**
1	72,000	78,000	84,000
2	72,494	78,494	84,494
3	73,696	79,696	85,696
4	75,096	81,096	87,096
5	76,496	82,496	88,496
6	77,896	83,896	89,896
7	79,396	85,396	91,396
8	80,896	86,896	92,896
9	82,496	88,496	94,496
10	84,096	90,096	96,096
11	85,796	91,796	97,796
12	87,496	93,496	99,496
13	89,196	95,196	101,196
14	90,896	96,896	102,896
15, (X-S)	92,596	98,596	104,596
R	93,669	100,958	109,401
Q	97,169	104,720	113,461
P	99,669	107,481	116,531
O	101,169	109,107	118,299
N	103,169	111,333	120,786
M	105,169	113,780	123,229
L			
K	108,669	117,666	127,532
J	110,669	119,869	129,965
I	113,169	122,589	132,920
F	118,669	128,576	139,405

Teacher's Salary Guides - Schedule A

Year 4 28/29			
Step	**Class III (BA)**	**Class IV (MA)**	**Class V (MA+32)**
1	74,994	80,994	86,994
2	75,494	81,494	87,494
3	76,494	82,494	88,494
4	77,661	83,661	89,661
5	79,161	85,161	91,161
6	80,661	86,661	92,661
7	82,261	88,261	94,261
8	83,861	89,861	95,861
9	85,461	91,461	97,461
10	87,161	93,161	99,161
11	88,861	94,861	100,861
12	90,661	96,661	102,661
13	92,461	98,461	104,461
14	94,261	100,261	106,261
15, (X-S)	96,061	102,061	108,061
R	96,379	103,668	112,111
Q	99,879	107,430	116,171
P	102,379	110,191	119,241
O	103,879	111,817	121,009
N	105,879	114,043	123,496
M	107,879	116,490	125,939
L			
K	111,379	120,376	130,242
J	113,379	122,579	132,675
I	115,879	125,299	135,630
F	121,379	131,286	142,115

Teacher's Salary Guides - Schedule A

Teacher Salary Guide Movement								
Base Year 2024/2025		**2025-2026**		**2026-2027**		**2027-2028**		**2028-2029**
								1
						1	→	2
				1	→	2	→	3
		1	→	2	→	3	→	4
1	→	2	→	3	→	4	→	5
2	→	3	→	4	→	5	→	6
3	→	4	→	5	→	6	→	7
4	→	5	→	6	→	7	→	8
5	→	6	→	7	→	8	→	9
6	→	7	→	8	→	9	→	10
7	→	8	→	9	→	10	→	11
8	→	9	→	10	→	11	→	12
9	→	10	→	11	→	12	→	13
10	→	11	→	12	→	13	→	14
11	→	12	→	13	→	14	→	15 (X-S)
12	→	13	→	14	→	15 (X-S)	=	15 (X-S)
13	→	14	→	15 (X-V)	=	15 (X-S)	=	15 (X-S)
14	→	15/X/W	=	15 (X-V)	=	15 (X-S)	=	15 (X-S)
15/X/W	=	15/X/W	=	15 (X-V)	=	15 (X-S)	=	15 (X-S)
V	=	V	→	15 (X-V)	=	15 (X-S)	=	15 (X-S)
U	=	U	=	U	→	15 (X-S)	=	15 (X-S)
T/S	=	T/S	=	T/S	→	15 (X-S)	=	15 (X-S)
R	=	R	=	R	=	R	=	R
Q	=	Q	=	Q	=	Q	=	Q
P	=	P	=	P	=	P	=	P
O	=	O	=	O	=	O	=	O
N	=	N	=	N	=	N	=	N
M	=	M	=	M	=	M	=	M
L								
K	=	K	=	K	=	K	=	K
J	=	J	=	J	=	J	=	J
I	=	I	=	I	=	I	=	I
F	=	F	=	F	=	F	=	F

Clerical Staff Salary Guides - Schedule B

Base Year 24/25			
Step	Clerks	10 Month Secretary	12 Month Secretary
1	34,588	53,228	63,873
2	35,379	53,388	64,065
3	35,620	53,548	64,257
4	35,860	53,708	64,450
5	36,108	53,868	64,641
6	36,362	54,028	64,834
7	36,670	54,198	65,038
8	36,999	54,374	65,249
9	37,345	54,549	65,459
10	37,712	54,730	65,676
11	38,079	54,912	65,894
12	38,449	55,230	66,276
13	38,825	55,566	66,679
14	39,581	55,918	67,101
15	40,195	56,810	68,172

Year 1 25/26			
Step	Clerks	10 Month Secretary	12 Month Secretary
1	37,247	53,210	63,852
2	37,492	53,560	64,272
3	37,737	53,910	64,692
4	37,982	54,260	65,112
5	38,227	54,610	65,532
6	38,472	54,960	65,952
7	38,717	55,310	66,372
8	38,962	55,660	66,792
9	39,207	56,010	67,212
10	39,452	56,360	67,632
11	39,697	56,710	68,052
12	39,942	57,060	68,472
13	40,187	57,410	68,892
14	40,432	57,760	69,312
15	40,677	58,110	69,732

Year 2 24/25			
Step	Clerks	10 Month Secretary	12 Month Secretary
1	37,050	52,928	63,514
2	37,400	53,428	64,114
3	37,750	53,928	64,714
4	38,100	54,428	65,314
5	38,450	54,928	65,914
6	38,800	55,428	66,514
7	39,150	55,928	67,114
8	39,500	56,428	67,714
9	39,850	56,928	68,314
10	40,200	57,428	68,914
11	40,550	57,928	69,514
12	40,900	58,428	70,114
13	41,250	58,928	70,714
14	41,600	59,428	71,314
15	41,950	59,928	71,914

Year 3 25/26			
Step	Clerks	10 Month Secretary	12 Month Secretary
1	38,058	54,368	65,242
2	38,408	54,868	65,842
3	38,758	55,368	66,442
4	39,108	55,868	67,042
5	39,458	56,368	67,642
6	39,808	56,868	68,242
7	40,158	57,368	68,842
8	40,508	57,868	69,442
9	40,858	58,368	70,042
10	41,208	58,868	70,642
11	41,558	59,368	71,242
12	41,908	59,868	71,842
13	42,258	60,368	72,442
14	42,608	60,868	73,042
15	42,958	61,368	73,642

Clerical Staff Salary Guides - Schedule B

Year 4 28/29			
Step	**Clerks**	**10 Month Secretary**	**12 Month Secretary**
1	39,110	55,871	67,045
2	39,460	56,371	67,645
3	39,810	56,871	68,245
4	40,160	57,371	68,845
5	40,510	57,871	69,445
6	40,860	58,371	70,045
7	41,210	58,871	70,645
8	41,560	59,371	71,245
9	41,910	59,871	71,845
10	42,260	60,371	72,445
11	42,610	60,871	73,045
12	42,960	61,371	73,645
13	43,310	61,871	74,245
14	43,660	62,371	74,845
15	44,010	62,871	75,445

Secretary/Clerk Salary Guide Movement								
Base Year 2024/2025		**2025-2026**		**2026-2027**		**2027-2028**		**2028-2029**
						1	→	2
				1	→	2	→	3
		1	→	2	→	3	→	4
1	→	2	→	3	→	4	→	5
2	→	3	→	4	→	5	→	6
3	→	4	→	5	→	6	→	7
4	→	5	→	6	→	7	→	8
5	→	6	→	7	→	8	→	9
6	→	7	→	8	→	9	→	10
7	→	8	→	9	→	10	→	11
8	→	9	→	10	→	11	→	12
9	→	10	→	11	→	12	→	13
10	→	11	→	12	→	13	→	14
11	→	12	→	13	→	14	→	15
12	→	13	→	14	→	15	=	15
13	→	14	→	15	=	15	=	15
14	→	15	=	15	=	15	=	15
15	=	15	=	15	=	15	=	15

Paraprofessional Salary Guides - Schedule C

Step	Base Year 24/25 (With 1 day Adjustment)
1	24,346
2	24,642
3	24,949
4	25,245
5	25,647
6	26,050
7	26,452
8	26,854
9	27,256
10	27,659
11	28,061
12	28,463
13	28,865
14	29,267
15	29,670
Q/R	31,184
O	31,917

Step	Year 1 25/26
New 1	25,335
New 2	25,835
New 3	26,335
New 4	26,835
New 5	27,335
New 6	27,835
New 7	28,335
New 8	28,835
New 9	29,335
New 10	29,835
New 11	30,335
New 12	30,835
New 13	31,435
New 14	32,240
New 15	33,160

Step	Year 2 26/27
1	26,724
2	27,224
3	27,724
4	28,224
5	28,724
6	29,224
7	29,724
8	30,224
9	30,724
10	31,224
11	31,724
12	32,224
13	32,824
14	33,629
15	34,549

Step	Year 3 27/28
1	28,341
2	28,841
3	29,341
4	29,841
5	30,341
6	30,841
7	31,341
8	31,841
9	32,341
10	32,841
11	33,341
12	33,841
13	34,441
14	35,246
15	36,166

Step	Year 4 28/29
1	29,958
2	30,458
3	30,958
4	31,458
5	31,958
6	32,458
7	32,958
8	33,458
9	33,958
10	34,458
11	34,958
12	35,458
13	36,058
14	36,863
15	37,783

Paraprofessional Salary Guides - Schedule C

Paraprofessionals Salary Guide Movement								
Base Year 2024/2025		**2025-2026**		**2026-2027**		**2027-2028**		**2028-2029**
								1
						1	→	2
				1	→	2	→	2
		New 1	→	2	→	2	→	2
1	→	New 1	→	2	→	2	→	3
2	→	New 1	→	2	→	3	→	4
3	→	New 2	→	3	→	4	→	5
4	→	New 3	→	4	→	5	→	6
5	→	New 4	→	5	→	6	→	7
6	→	New 5	→	6	→	7	→	8
7	→	New 6	→	7	→	8	→	9
8	→	New 7	→	8	→	9	→	10
9	→	New 8	→	9	→	10	→	11
10	→	New 9	→	10	→	11	→	12
11	→	New 10	→	11	→	12	→	13
12	→	New 11	→	12	→	13	→	14
13	→	New 12	→	13	→	14	→	15
14	→	New 13	→	14	→	15	=	15
15	=	New 14	→	15	=	15	=	15
Q/R	=	New 15	=	15	=	15	=	15
O	=	New 15	=	15	=	15	=	15

Behavior Technician Salary Guides - Schedule D

Base Year 24/25			
Step	BT	BCaBA	BCBA
1	36,250	51,250	56,250
2	37,000	52,000	57,000
3	37,750	52,750	57,750
4	38,500	53,500	58,500
5	39,250	54,250	59,250
6	40,000	55,000	60,000
7	40,750	55,750	60,750
8	41,500	56,500	61,500
9	42,250	57,250	62,250
10	43,000	58,000	63,000
11	43,750	58,750	63,750
12	44,500	59,500	64,500
13	45,250	60,250	65,250
14	46,000	61,000	66,000
15	46,750	61,750	66,750

Year 1 25/26			
Step	BT	BCaBA	BCBA
1	37,000	52,000	57,000
2	37,568	52,568	57,568
3	38,318	53,318	58,318
4	39,068	54,068	59,068
5	39,818	54,818	59,818
6	40,568	55,568	60,568
7	41,318	56,318	61,318
8	42,068	57,068	62,068
9	42,818	57,818	62,818
10	43,568	58,568	63,568
11	44,318	59,318	64,318
12	45,068	60,068	65,068
13	45,818	60,818	65,818
14	46,568	61,568	66,568
15	47,318	62,318	67,318

Year 2 26/27			
Step	BT	BCaBA	BCBA
1	38,000	53,000	58,000
2	38,400	53,400	58,400
3	38,973	53,973	58,973
4	39,748	54,748	59,748
5	40,523	55,523	60,523
6	41,298	56,298	61,298
7	42,073	57,073	62,073
8	42,848	57,848	62,848
9	43,623	58,623	63,623
10	44,398	59,398	64,398
11	45,173	60,173	65,173
12	45,948	60,948	65,948
13	46,723	61,723	66,723
14	47,518	62,518	67,518
15	48,318	63,318	68,318

Year 3 27/28			
Step	BT	BCaBA	BCBA
1	39,000	54,000	59,000
2	39,350	54,350	59,350
3	39,700	54,700	59,700
4	40,443	55,443	60,443
5	41,218	56,218	61,218
6	41,993	56,993	61,993
7	42,768	57,768	62,768
8	43,543	58,543	63,543
9	44,318	59,318	64,318
10	45,118	60,118	65,118
11	45,918	60,918	65,918
12	46,768	61,768	66,768
13	47,618	62,618	67,618
14	48,468	63,468	68,468
15	49,318	64,318	69,318

Behavior Technician Salary Guides - Schedule D

Year 4 28/29			
Step	**BT**	**BCaBA**	**BCBA**
1	39,500	54,500	59,500
2	40,000	55,000	60,000
3	40,500	55,500	60,500
4	41,000	56,000	61,000
5	41,758	56,758	61,758
6	42,583	57,583	62,583
7	43,408	58,408	63,408
8	44,233	59,233	64,233
9	45,058	60,058	65,058
10	45,883	60,883	65,883
11	46,718	61,718	66,718
12	47,618	62,618	67,618
13	48,518	63,518	68,518
14	49,418	64,418	69,418
15	50,318	65,318	70,318

BT/BCaBA/BCBA Salary Guide Movement								
Base Year 2024/2025		**2025-2026**		**2026-2027**		**2027-2028**		**2028-2029** 1
						1	→	2
				1	→	2	→	3
		1	→	2	→	3	→	4
1	→	2	→	3	→	4	→	5
2	→	3	→	4	→	5	→	6
3	→	4	→	5	→	6	→	7
4	→	5	→	6	→	7	→	8
5	→	6	→	7	→	8	→	9
6	→	7	→	8	→	9	→	10
7	→	8	→	9	→	10	→	11
8	→	9	→	10	→	11	→	12
9	→	10	→	11	→	12	→	13
10	→	11	→	12	→	13	→	14
11	→	12	→	13	→	14	→	15
12	→	13	→	14	→	15	=	15
13	→	14	→	15	=	15	=	15
14	→	15	=	15	=	15	=	15
15	=	15	=	15	=	15	=	15

Security Salary Guides - Schedule E-1

Base year 24/25		
Step	**Hourly**	**Salary**
Non Degree	36.97	53,828.00
Degree	50.43	73,426.00

Year 1 25/26		
Step	**Hourly**	**Salary**
Non Degree	40.18	58,502.08
Degree	50.82	73,993.92

Year 2 26/27		
Step	**Hourly**	**Salary**
Non Degree	43.61	63,496.16
Degree	51.17	74,503.52

Year 3 27/28		
Step	**Hourly**	**Salary**
Non Degree	47.05	68,504.80
Degree	51.51	74,998.56

Year 4 28/29		
Step	**Hourly**	**Salary**
Non Degree/Degree	51.81	75,493.60

Security Salary Guides - Schedule E-2

Year 1 25/26		
Step	Hourly	Salary
1	$21.42	$31,182
2	$21.84	$31,797
3	$22.26	$32,413
4	$22.68	$33,028
5	$23.11	$33,643
6	$23.53	$34,259
7	$23.95	$34,874
8	$24.37	$35,490
9	$24.80	$36,105
10	$25.22	$36,720
11	$25.64	$37,336
12	$26.07	$37,951
13	$26.57	$38,690
14	$27.25	$39,680
15	$28.03	$40,813

Year 2 26/27		
Step	Hourly	Salary
1	$22.59	$32,891
2	$23.01	$33,507
3	$23.44	$34,122
4	$23.86	$34,738
5	$24.28	$35,353
6	$24.70	$35,968
7	$25.13	$36,584
8	$25.55	$37,199
9	$25.97	$37,815
10	$26.39	$38,430
11	$26.82	$39,045
12	$27.24	$39,661
13	$27.75	$40,399
14	$28.43	$41,390
15	$29.20	$42,522

Year 3 27/28		
Step	Hourly	Salary
1	$23.96	$34,882
2	$24.38	$35,497
3	$24.80	$36,112
4	$25.23	$36,728
5	$25.65	$37,343
6	$26.07	$37,959
7	$26.49	$38,574
8	$26.92	$39,189
9	$27.34	$39,805
10	$27.76	$40,420
11	$28.18	$41,035
12	$28.61	$41,651
13	$29.11	$42,389
14	$29.79	$43,380
15	$30.57	$44,512

Year 4 28/29		
Step	Hourly	Salary
1	$25.32	$36,872
2	$25.75	$37,487
3	$26.17	$38,103
4	$26.59	$38,718
5	$27.01	$39,333
6	$27.44	$39,949
7	$27.86	$40,564
8	$28.28	$41,179
9	$28.71	$41,795
10	$29.13	$42,410
11	$29.55	$43,026
12	$29.97	$43,641
13	$30.48	$44,379
14	$31.16	$45,370
15	$31.94	$46,503

Security Salary Guides - Schedule E-2

Security Salary Guide Movement								
Base Year 2024/2025		**2025-2026**		**2026-2027**		**2027-2028**		**2028-2029**
								1
						1	→	2
				1	→	2	→	3
		1	→	2	→	3	→	4
1	→	2	→	3	→	4	→	5
2	→	3	→	4	→	5	→	6
3	→	4	→	5	→	6	→	7
4	→	5	→	6	→	7	→	8
5	→	6	→	7	→	8	→	9
6	→	7	→	8	→	9	→	10
7	→	8	→	9	→	10	→	11
8	→	9	→	10	→	11	→	12
9	→	10	→	11	→	12	→	13
10	→	11	→	12	→	13	→	14
11	→	12	→	13	→	14	→	15
12	→	13	→	14	→	15	=	15
13	→	14	→	15	=	15	=	15
14	→	15	=	15	=	15	=	15
15	=	15	=	15	=	15	=	15

Mental Health Salary Guides - Schedule F

Base Year 24/25			
Step	MA	MA+32	PHD
1	97,000	103,000	105,000
2	99,000	105,000	109,500
3	100,371	106,000	110,500
4	103,000	108,000	112,500
5	104,000	110,000	114,500
6	105,000	111,000	115,500
7	106,000	112,000	116,500
8	107,000	113,000	117,500
9	108,000	114,000	118,500
10	109,000	115,000	119,500

Year 1 25/26			
Step	MA	MA+32	PHD
1	97,000	103,000	108,413
2	99,000	105,000	109,500
3	103,633	109,445	110,945
4	104,500	110,500	112,000
5	105,500	111,500	113,000
6	106,500	112,500	114,000
7	107,500	113,500	115,000
8	108,500	114,500	116,000
9	109,500	115,500	117,000
10	110,500	116,500	118,000

Year 2 26/27			
Step	MA	MA+32	PHD
1	100,000	106,000	108,000
2	101,000	107,000	109,500
3	103,000	109,000	110,500
4	105,000	111,000	112,500
5	106,000	112,000	113,500
6	107,000	113,000	114,500
7	108,000	114,000	115,500
8	109,000	115,000	116,500
9	110,000	116,000	117,500
10	111,000	117,000	118,500

Year 3 27/28			
Step	MA	MA+32	PHD
1	100,000	106,000	108,000
2	101,000	107,000	109,500
3	103,000	109,000	111,000
4	105,000	111,000	112,500
5	106,500	112,500	113,500
6	107,000	113,000	114,500
7	108,000	114,000	115,500
8	109,000	115,000	116,500
9	110,000	116,000	117,500
10	111,000	117,000	118,500

Year 4 28/29			
Step	MA	MA+32	PHD
1	102,150	108,150	112,300
2	103,150	109,150	112,400
3	104,150	110,150	112,500
4	105,150	111,150	112,600
5	106,150	112,150	118,150
6	107,150	113,150	119,150
7	108,150	114,150	120,150
8	109,150	115,150	121,150
9	110,150	116,150	122,150
10	111,150	117,150	123,150

Mental Health Salary Guides - Schedule F

Mental Health Salary Guide Movement								
Base Year 2024/2025		**2025-2026**		**2026-2027**		**2027-2028**		**2028-2029** 1
						1	→	2
				1	→	2	→	3
		1	→	2	→	3	→	4
1	→	2	→	3	→	4	→	5
2	→	3	→	4	→	5	→	6
3	→	4	→	5	→	6	→	7
4	→	5	→	6	→	7	→	8
5	→	6	→	7	→	8	→	9
6	→	7	→	8	→	9	→	10
7	→	8	→	9	→	10	=	10
8	→	9	→	10	=	10	=	10
9	→	10	=	10	=	10	=	10
10	=	10	=	10	=	10	=	10

Information Technology Salary Guides - Schedule G

	Base Year 24/25	Year 1 25/26	Year 2 26/27	Year 3 27/28	Year 4 28/29
Step	**Salary**	**Salary**	**Salary**	**Salary**	**Salary**
Support Specialist	$53,676.00	$55,420.00	$57,637.00	$59,943.00	$62,340.00
Support Engineer	$67,275.00	$69,461.00	$71,545.00	$73,692.00	$75,165.00
Assistant IT Tech	$78,012.00	$80,547.00	$82,762.00	$83,762.00	$84,762.00
Network Engineer	$108,399.00	$111,922.00	$112,922.00	$113,922.00	$114,922.00

Summer Hourly Rates - Schedule H

Hourly Rate	2025-2029
Paraprofessionals	$25.00
Security	$40.00
Teachers	$60.00
BT, BCaBA, BCBA	$35.00

Extra Curricular Salary Guides - Schedule I-1

Union High School		
Club Advisors	**2025-2027**	**2027-2029**
Cheerleaders Varsity (4)	$3118	$3180
FBLA	$1346	$1373
Interact	$1346	$1373
Key	$1346	$1373
National Honor Society (2)	$1346	$1373
Prom Coordinator/Senior	$832	$849
ROTC Drill Instructor	$4203	$4287
School Paper (div / 2)	$2603	$2655
School Store	$832	$849
Twirlers	$3282	$3348
U-Matter	$1346	$1373
Yearbook	$3750	$3825
Other Advisors	**2025-2027**	**2027-2029**
Freshman (1)	$840	$860
Sophomore (2)	$840	$900
Junior (2)	$1268	$1300
Senior (3)	$1696	$1800
Student Council (1)	$1276	$2331

Middle School Advisors	**2025-2026**	**2026-2029**
Cheerleaders	$1515	$1545
LIbrary Club	$711	$725
National Junior Honor Society	$1368	$1395
School Paper	$1318	$1344
School Store	$711	$725
Student Council	$932	$1400
Twirlers	$1515	$1545
Yearbook	$1757	$1792

Elementary School Advisors	**2025-2026**	**2026-2029**
Student Council	$820	$1000

Extra Curricular Salary Guides - Schedule I-2

2025-2026 $474	2026-2029 $600
Union High School	
Anime	GSA
Asian Student Alliance	Hackers
Autism Awareness	Hiking
Black Excellence/ROots	My School Votes
Board Games	Model United Nations
Book Club	National Art Honor Society
Ceramics	Next Step
Chess	*New to the "U"*
Curls and Confidence	Peer Ambassadors
Dance	Radiance Group
Environmental	Red Cross Club
EmpowerHERment	Seekers
EmposerMENt	Ski Club
Farmer Fam	Social Skills
Fashion and Jewelry	***Social Studies Honor Society***
Film	Spanish Club
Future Educators of America	Spanish National Honor Society
French Club	Step Team
French National Honor Society	Teen Fit Club
German Club	***World Wide Student Alliance***
German National Honor Society	UTVN

Future Clubs (3)

Middle Schools	
AM Fitness	National Junior Arts Honor Society
American Sign Language	Origami
Art Club	Parent Newsletter
Baseball Card Club	Paw Pals
Chess & Checkers Club	Peer Leadership
Club Unify (Special Olympics)	Peer Tutoring
Color Guard	Ping Pong
Color a Smile	Poetry
Debate Club	PM Fitness
Dungeons & Dragons	***Robotics***
Environmental Action Club	Science
Homework Alliance	Spanish Club
Jazz Ensemble	Theater Club
Marching Band	Walking Club
Math Club/Calculator Fun	Wildlife
Mixed Choir	Yearbook Photography
Muslim Students Alliance Club	Young Women of Purpose

New Club (September 2026)

Future Clubs (7)

Extra Curricular Salary Guides - Schedule I-3

Extra Positions

	Union High School		Middle Schools		Elementary Schools	
	2025-2027	**2027-2029***	**2025-2027**	**2027-2029**	**2025-2027**	**2027-2029**
School Athletics Treasurer	$1067	$1500				
School Treasurer	$2668	$3000	$1114	$1300	$1114	$1200
Webmaster (2026-2029)*	$474	$600	$474	$600	$474	$600

District	**2025-2026**	**2026-2029**
Audio Visual Bookkeeper	$1673	$1750
Audio Visual Coordinators	$1025	$1100
Extended Day/Saturday Detention	$142	$142
Monitors (per hour)	$24.99	$27.00

Extra Curricular Salary Guides - Schedule I-4

Performing Arts

Union High School

Advisors	2025-2026	2027-2029
All State Tryouts (per hour)	$19	$20
Concert Choir	$1066	$1087
School Play	$2603	$2655
Singing Strings	$1120	$1142
Band	**2025-2026**	**2027-2029**
Band Camp (4)	$513	$523
Band Director (1)	$4847	$4944
Band Assistant Director (2)	$3361	$3428
Band Front Coordinator (1)	$3851	$3928
Band Front Assistant (2)	$3361	$3428
Band Drill Writer (1)	$1260	$1285
Band Music Arranger (1)	$1260	$1285
Color Guard Coordinator	$685	$699
Color Guard Assistant	$599	$611
Band Spring	**2025-2026**	**2027-2029**
Assistant Band Director (2)	$599	$611
Spring Marching Band Dir	$864	$881
Musical	**2025-2026**	**2027-2029**
Assistant Director	$2155	$2198
Choreography	$778	$794
Lighting	$265	$270
Make up/Costumes	$692	$706
Piano Accompanist	$513	$523
Pit Orchestra Director	$1447	$1476
Prop/Scenery	$864	$881
Publicity Director	$265	$270
School Musical Director	$2692	$2746
Stage Control	$350	$357
Stage Production Director	$1369	$1396

Middle Schools

Drama Club	2025-2026	2027-2029
Director	$2500	$2550
Scenery/Stage Manager	$1500	$1530
Pit Orchestra Conductor	$1500	$1530
Choreographer	$1500	$1530

Coaching Salary Guides - Schedule J

2025-2029

Union High School	Step 1	Step 2	Step 3	2028-2029
Class A				
Head Football	$7,990	$9,452	$12,385	$13,015
Class B				
Head Coaches				
Soccer	$6,270	$6,994	$8,472	$8,920
Basketball	$6,270	$6,994	$8,472	$8,920
Wrestling	$6,270	$6,994	$8,472	$8,920
Track (Winter/Spring)	$6,270	$6,994	$8,472	$8,920
Baseball	$6,270	$6,994	$8,472	$8,920
Softball	$6,270	$6,994	$8,472	$8,920
Swimming	$6,270	$6,994	$8,472	$8,920
Field Hockey	$6,270	$6,994	$8,472	$8,920
Volleyball	$6,270	$6,994	$8,472	$8,920
Class C				
Assistant Football Coach	$5,096	$5,874	$8,060	$8,470
Class D				
Head Coaches				
Cross Country	$4,372	$5,096	$6,558	$6,890
Tennis	$4,372	$5,096	$6,558	$6,890
Gymnastics	$4,372	$5,096	$6,558	$6,890
Assistant Coaches				
Soccer	$4,372	$5,096	$6,558	$6,890
Basketball	$4,372	$5,096	$6,558	$6,890
Wrestling	$4,372	$5,096	$6,558	$6,890
Track (Winter/Spring)	$4,372	$5,096	$6,558	$6,890
Baseball	$4,372	$5,096	$6,558	$6,890
Softball	$4,372	$5,096	$6,558	$6,890
Swimming	$4,372	$5,096	$6,558	$6,890
Field Hockey	$4,372	$5,096	$6,558	$6,890
Class E				
Head Coaches				
Riflery	$3,999	$4,738	$6,224	$6,550
Bowling	$3,999	$4,738	$6,224	$6,550
Golf	$3,999	$4,738	$6,224	$6,550
Class F				
Assistant Coaches				
Riflery	$2,886	$3,641	$5,104	$5,410
Gymnastics	$2,886	$3,641	$5,104	$5,410
Trainer Stipend	$2,583	$2,583	$2,583	$2,900

Coaching Salary Guides - Schedule J (Continued)

2025-2029

Middle Schools	Step 1	Step 2	Step 3	2028-2029
Class A				
Head Football	$3,991	$4,738	$6,224	$6,640
Class B				
Head Coaches				
Soccer	$2,886	$3,641	$5,104	$5,410
Basketball	$2,886	$3,641	$5,104	$5,410
Wrestling	$2,886	$3,641	$5,104	$5,410
Track (Winter/Spring)	$2,886	$3,641	$5,104	$5,410
Baseball	$2,886	$3,641	$5,104	$5,410
Softball	$2,886	$3,641	$5,104	$5,410
Field Hockey	$2,886	$3,641	$5,104	$5,410
Volleyball	$2,886	$3,641	$5,104	$5,410
Class C				
Assistant Football Coach				
Class D	$2,233	$2,832	$4,372	$4,640
Head Coaches				
Cross Country				
Assistant Coaches				
Soccer	$1,478	$2,241	$3,641	$3,900
Basketball				
Wrestling	$1,478	$2,241	$3,641	$3,860
Track	$1,478	$2,241	$3,641	$3,860
Nurse, MS Football	$1,478	$2,241	$3,641	$3,860

Intramurals Salary Guides - Schedule K

2025-2029

	Step 1	Step 2	Step 3
Union HS & Middle Schools	$3,540	$3,913	$4,310
Jefferson	$3,625	$3,625	$3,625
UHS Bowling	$1,583	$1,583	$1,583