



2023-2026

AGREEMENT

Of

TERMS AND CONDITIONS OF EMPLOYMENT

Between

**BERGEN COUNTY SPECIAL SERVICES
BOARD OF EDUCATION**

And

**THE BERGEN COUNTY SPECIAL SERVICES
EDUCATION ASSOCIATION**

TABLE OF CONTENTS

	<u>Page</u>
Preamble	4
Recognition	4
Article I Negotiation of Successor Agreement	4
Article II Grievances	4
Article III Hours and Work Schedule for Staff	6
Article IV Salaries	8
Provision #1 - Classifications	8
Provision #2 – Salary Guides for all Bargaining Unit Members	9
Provision #3 - Annual Increments of Employees	9
Provision #4 - Degree and Credits	9
Provision #5 - Initial Salary Guide Placement	10
Provision #6 - Salaries for Child Study Team	10
Provision #7 - Military Credit	10
Provision #8 - Appropriate Steps	10
Provision #9 - Salaries for Teacher Assistants	10
Provision #10 - Salaries for Interpreters	11
Provision #11 - Salaries for Secretaries	11
Provision #12 - Salaries for Behavior Specialists (Non-Certificated)	11
Provision #13 - Salaries for CART	11
Provision #14 - Salaries for Adult Services Assistants, and Adult Services Clinical Specialists	11
Provision #15 - Salaries for Assistive Technology Specialists, Instructional Technology Specialists, and Computer Specialists	11
Provision #16 - Salaries for Health Care Professionals	11
Provision #17 - Salaries for Audiologists	12
Provision #18 - Salaries for Workplace Readiness Facilitators	12
Provision #19 - Salaries for Job Coaches	12
Provision #20 - Salaries for Adult Services Instructors	12
Provision #21 - Salaries for Adult Services Technologist Specialists	12
Provision #22 - Specialists Salaries	12
Provision #23 - Teacher Assistants Working as Substitute Teachers	12
Provision #24 - Longevity Stipend	13
Provision #25 - Commercial Driver’s License	13
Provision #26 - Dynamic Learning Maps (DLM)	13
Provision #27 - Community Based Instruction - Mainstreaming	13
Provision #28 - Overnight Chaperone	14
Provision #29 – Payment of Salaries	14

Article V	I. Vacation Schedule	14
Article V	II. Holiday Schedule	16
Article VI	Insurance Protection	18
Article VII	Workplace Democracy Act	19
Article VIII	Deduction From Salary	20
Article IX	Retirement	20
Article X	Bereavement	21
Article XI	Personal Leave	21
Article XII	Sick Leave	22
Article XIII	Tuition Reimbursement	22
Article XIV	Tenure and Seniority	23
Article XV	Reimbursements	24
Article XVI	Transfers and Reassignments	24
Article XVII	Tardiness	24
Article XVIII	Highly Qualified Teachers	25
Article XIX	Miscellaneous	25
Article XX	Duration of Agreement	26
	Salary Guides	27-45

PREAMBLE

THIS AGREEMENT entered into this 1st day of July, 2023, by and between the BOARD OF EDUCATION OF BERGEN COUNTY SPECIAL SERVICES SCHOOL DISTRICT with its principal office located at 540 Farview Avenue, Paramus, County of Bergen, State of New Jersey (hereinafter referred to as “Board”) and BERGEN COUNTY SPECIAL SERVICES EDUCATION ASSOCIATION with its principal office located at Paramus, County of Bergen, State of New Jersey, (hereinafter referred to as the “Association”).

RECOGNITION

The Board hereby recognizes the Bergen County Special Services Education Association as the exclusive negotiating representative, as defined under the laws of the State of New Jersey and in accordance with Chapter 303, Public Laws of 1968, for personnel under contract. The categories of employees, known as bargaining unit members, are comprised of the following groups: teachers, therapists, teacher assistants, nurses, interpreters, members of the child study team, secretaries, behavior specialists, CART, adult services assistants, adult services clinical specialists, assistive technology specialists, instructional technology specialists, computer specialists, health care professionals, audiologists, job coaches, workplace readiness facilitators, adult services instructors, and adult services technology specialists.

Provisions in the contract under each article refer to all bargaining unit members unless the category of employee is specified.

ARTICLE I

NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The proposals of the Association and the Board shall be submitted in writing simultaneously on a mutually agreed date no later than November 15 of the final school year of this Agreement.
- B. An initial meeting to explain and clarify proposals to be scheduled on a mutually agreed date no later than December 15 of the final school year of this Agreement. New proposals may be submitted by either party until this meeting is held. No new proposals will be submitted after this meeting.
- C. The parties shall commence negotiations concerning their proposals on a mutually agreed date no later than January 15 of the final school year of this Agreement.

It is understood that any of these dates may be waived by mutual agreement of the parties in writing. The demands and counter demands specified in Paragraphs A and B above will represent all the demands of the parties.

ARTICLE II

GRIEVANCES

A Grievance is a claim by an employee, employees, or the Association based upon an alleged improper interpretation, application, or violation of this Agreement, policies, or administrative decisions affecting the terms and conditions of employment.

The term Grievance shall not apply, however, in any of the following circumstances: (a) where the Board of Education is without authority to act; (b) where a method of review is prescribed by any law or by any rule, regulation or direction of the State Board of Education or the Commissioner of Education; or (c) a complaint of a non-tenured teacher which arises by reason of his or her not being re-employed by the Board.

The term grievant or aggrieved person shall refer to the employee or employees or the Association making the claim on behalf of the employee or group of employees or the Association on behalf of itself.

A party in interest shall refer to the person or persons making the claim, and any person including the Association or Board who might be required to take action or against whom action might be taken in order to resolve the claim.

The purpose of this procedure is to secure at the lowest possible level equitable solutions to the problems which may from time to time arise affecting the terms and conditions of employment. Both parties agree that proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

The number of days indicated at each level should be considered as a maximum and every effort shall be made to expedite the process. The time limits as specified, however, may be extended by mutual agreement.

Level One: The grievant shall first discuss the grievance with the appropriate principal or immediate supervisor, either directly or through the Association's designated representative with the objective of resolving the matter informally within thirty (30) days of the occurrence or within thirty (30) days of when the grievant should have known of the occurrence.

Level Two: If the Grievant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within ten (10) school days after presentation of the grievance, she/he may file the grievance in writing with the Superintendent or his/her designee.

Level Three: If the grievant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) school days after a discussion with the Superintendent or his/her designee or ten (10) school days after the grievance was delivered to the Superintendent or his/her designee the Board shall hear the grievance within forty-five (45) calendar days of notification. The Board's response, in writing, shall be served upon the grievant within ten (10) school days thereafter.

Level Four: If the Grievant is not satisfied with the disposition of the grievance at Level Three or if no decision has been rendered within ten (10) school days after the Board hearing, the Association may submit the grievance to arbitration by filing with the Public Employment Relations Commission and the rules of such agency shall apply. The Association shall notify the Board of its intent to file for arbitration within fifteen (15) school days following expiration of time lines in Level Three. If timely notice is not served upon the Board the decision at Level Three shall be final.

The only grievances which may be arbitrated under Level Four are those alleging that there has been a violation of the express written terms of this locally negotiated agreement. No grievances shall be arbitrable that involved the interpretation, application or alleged violation of Board policies and administrative decisions affecting terms and conditions of employment, or of the statutes and regulations setting terms and conditions of employment.

The arbitrator so selected shall confer with the representatives of the Board and the Grievant and hold hearings promptly and shall issue his/her decision no later than thirty (30) days of the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted. The arbitrator's decision shall be in writing and shall set forth the arbitrator's findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violates the terms of this agreement. The authority of the arbitrator is limited to the interpretation, application, or the compliance with the provisions of this agreement, and the arbitrator shall have no authority in any way to alter, modify, substitute, change, add to or delete from any of the terms of this Agreement. The arbitrator shall be bound by and decide in accordance with all applicable New Jersey and Federal Statutes, Constitutions of the State of New Jersey and of the United States, and all applicable decisions of the Commissioner of Education, the State Board of Education, the Public Employment Relations Commission, the Courts of the State of New Jersey and the Federal Courts having jurisdiction over matters arising within the State of New Jersey. The decision of the arbitrator shall be submitted to the Board of Education and the Grievant and shall be final and binding on the parties.

The cost for the services of the arbitrator, including per diem expenses, if any and actual and necessary expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring the same.

Any grievant may represent himself/herself through Level Three of this procedure. When the grievant is not represented by the Association, the grievant has no authority to proceed to arbitration.

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

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 his/her designee directly and the processing of such grievance shall commence at Level Two.

All decisions rendered excluding Level One shall be in writing setting forth the decision and the reasons therefore, and shall be transmitted to the Grievant and the Association within the specified timeframes.

Any and all documents, communications, and records dealing with the grievance shall be kept in a separate grievance file. Grievance documents shall not be kept in employee personnel files unless by a mutual agreement by the parties.

ARTICLE III

HOURS AND WORK SCHEDULE FOR STAFF

- A. Except as otherwise set forth in paragraph 6 hereof this sub-article A shall apply to the teachers, nurses, therapists, interpreters, teacher assistants, CART, behavior specialists, 10-month audiologists and 12-month audiologists (during the school year as defined by the Bergen County Special Services school calendar or the applicable host district school calendar.)
1. The District school calendar for teaching staff will consist of 187 days which includes four (4) emergency days. In the event that all or some of the four (4) emergency days are not used the District school calendars shall be revised so that in no event teaching staff work more than 184 days in an academic year.
 2. The normal in-school work day shall consist of six (6) hours and fifteen (15) minutes inclusive of lunch period, except that the normal in-school work day for programs in host school districts shall conform to that of the host school district.
 - (a) From 2023-2026, host school staff shall follow the host school reporting and ending times as well as the host school calendar and shall receive an annual stipend of \$1,000 when the host school contractual day is twenty-five (25) minutes to fifty (50) minutes longer than the Bergen County Special Services contractual day.
 - (b) Staff will receive an additional annual stipend of \$1,100 when the host school contractual day is fifty-one (51) minutes or more than the Bergen County Special Services contractual day.
 3.
 - (a) Except as otherwise provided in host school districts, this staff must be present in their assigned teaching stations fifteen (15) minutes prior to student arrival at the beginning of the school day.
 - (b) Except as otherwise provided in host school districts and in this Agreement this staff may leave fifteen (15) minutes after school is dismissed. However, in the event that student(s) are still present for whatever reason or emergency, staff members shall be designated by the Program Administrator to supervise said student(s) until they have properly departed from the facility.
 - (c) Program Administrators will use volunteers as well as assigned staff throughout the year on a rotation basis for bus assistance as necessary. All assigned bus duty staff will be compensated with an equal amount of documented time when the buses exceed the fifteen (15) minute limit beyond the school dismissal except during the first two (2) weeks of school.

Bus duty time beyond the work day will be documented by the bargaining unit member using timesheets and an appropriate payroll code, and requires approval of the immediate supervisor. Earned bus duty time may be used as paid leave time in half-day or full-day increments. Use of bus duty time must be requested by the bargaining unit member and approved by the supervisor in advance.

Bargaining unit members must make good faith requests to use bus duty time during the school year when it is earned. Supervisors will not unreasonably deny such requests. Earned bus duty time that is unused after the end of the school year despite good faith requests made by the bargaining unit member will be paid at the rate of \$50.00 per hour for certificated staff or \$25.00 per hour for non-certificated staff.

4. This staff shall attend such school functions as parent nights, open house programs, orientation programs, in-service training programs, faculty meetings, and other programs as shall be designated by the Superintendent or his/her designee. Effective September 1, 2015, this staff shall attend faculty meetings of no less than forty-five (45) minutes per week, and no more than sixty (60) minutes per week. This maximum may be exceeded in cases of emergency. If teachers, nurses, therapists, interpreters, CART, behavior specialists, teacher assistants, health care professionals, 10-month audiologists and 12-month audiologists (during the school year) know that they cannot attend, they must first advise the Program Administrator.
 5. (a) Teachers, specialists, therapists, CART, interpreters, 10-month audiologists and 12-month audiologists (during the school year) shall have a minimum of one-half hour (1/2 hour) of preparation time per day to be taken during the school day, not at the beginning of the day, while school is in session and when substitutes are available. In the event a teacher, specialist, therapist, CART, interpreter, or 10-month audiologist or 12-month audiologists (during the school year) is denied a preparation period as a result of being assigned additional teaching duties during a preparation period, the teacher shall be compensated at the rate of \$40.00 for each period lost in the school years 2023-2024, 2024-2025, and 2025-2026.
 - (b) Where a host school does not schedule preparation time to allow bargaining unit members a minimum of one-half (1/2) hour of preparation time per day, bargaining unit members shall be entitled to a minimum weekly amount equal to one-half (1/2) hour of preparation time per day multiplied by the number of school days in the week assigned in accordance with the host school schedule (ex. 2.5 hours of preparation time in a 5 day school week). When a bargaining unit member, assigned to a host school, receives less than the weekly minimum preparation time, at the rate of \$40.00 for increment of thirty (30) minutes or less receives in a week below the weekly minimum.
- B. This sub-article B shall apply to all adult services assistants, adult services clinical specialists, and 12-month health care professionals.
1. Except for emergencies it is agreed that the work day shall consist of six and three-quarter (6-3/4) hours inclusive of a thirty (30) minute lunch. It is agreed scheduled staff, staff-client, parent, and staff development meetings will extend beyond the six and three-quarter (6-3/4) hour work day including, but not limited to a minimum of one (1) additional thirty (30) minute staff meeting per week.
 2. Attendance of adult services assistants, adult services clinical specialists, and 12-month health care professionals at work when inclement weather or other unexpected emergencies prohibit clients from participating in the adult services program shall be at the discretion of the Superintendent or his/her designee.
 3. Summer hours shall be from 8:45 a.m. to 3:00 p.m. If all clients have not left the premises, adult services assistants, adult services clinical specialists, and 12-month health care professionals shall remain to supervise them. This responsibility shall be rotated amongst the adult services assistants, adult services clinical specialists, and 12-month health care professionals. Summer hours shall commence on July 1 and cease the beginning of the traditional school year.
 4. Twelve (12) month health care professionals while assigned to a ten (10) month program from September to June shall follow the program hours.
- C. This sub-article C shall apply to 10-month health care professionals:
1. Except for emergencies it is agreed that the work day for 10-month health care professionals shall follow the reporting times of the assigned program. These employees shall attend such school functions as parent nights, open house programs, orientation programs, in-service training programs, faculty meetings, and other programs as shall be designated by the Superintendent or his/her designee. If the employee knows that they cannot attend, they must first advise the Program Administrator.
 2. Attendance of the 10-month health care professionals at work when inclement weather or other unexpected emergencies prohibit clients/students from participating in the program shall be at the discretion of the Superintendent or his/her designee.
- D. This sub-article D shall apply to all child study team members.

1. The child study team members work day shall consist of six (6) hours and thirty (30) minutes, exclusive of a sixty (60) minute lunch period. They shall indicate their presence in the building by initialing the faculty roster when they arrive and depart from the school.

Summer hours (8:30 a.m. to 3:00 p.m.) will commence on the day after the last day of school and terminate on August 31st.

2. In the event that, due to inclement weather, teacher attendance is not required, child study team attendance shall not be required.
3. All child study team members shall attend orientation programs, in-service training programs, faculty meetings, home and other visits, parent nights, and other such programs as shall be designated by the Superintendent or his/her designee.

E. This sub-article E shall apply to all secretaries.

1. The normal in-school work day shall consist of seven (7) hours, exclusive of lunch period except during the summer vacation of each year and during Christmas recess, winter recess and spring recess of each year, the normal in-school work day shall consist of six (6) hours, exclusive of lunch period.
2. In the event that, due to inclement weather, teacher attendance is not required, the attendance of secretaries shall not be required.

F. This sub-article F shall apply to all assistive technology specialists, instructional technology specialists, and computer specialists:

1. The assistive technology specialists, instructional technology specialists and computer specialists, hired prior to July 1, 2006, work day shall be an eight (8) hour work day inclusive of a one (1) hour lunch or, when approved by the Program Administrator, a seven and one half (7.5) hour work day inclusive of a thirty (30) minute lunch.
2. The assistive technology specialists, instructional technology specialists and computer specialists, hired on or after July 1, 2006, work day shall be an eight (8) hour work day inclusive of a one (1) hour lunch or, when approved by the Program Administrator, a seven and one half (7.5) hour work day inclusive of a thirty (30) minute lunch and including a five (5) day summer work week.

G. The workplace readiness facilitators, adult services instructors, job coaches, and adult services technology specialists work day consist of seven (7) hours, inclusive of a thirty (30) minute lunch. This includes 12-month audiologists during all times of the calendar year outside of the school year as defined by the BCSS school calendar or the applicable host district calendar. By mutual agreement with his/her supervisor, a 12-month audiologist's thirty (30) minute lunch may be scheduled at the end of the work day during any period outside of the applicable school year.

ARTICLE IV

SALARIES

Provision #1 – Classifications

[Note: Teachers shall include behavior specialists who hold national certification.]

The salary guide shall provide for five (5) salary classifications with five (5) separate columns defined as follows:

Column I: Teachers having a Bachelor's degree (Four-year training level)

Column II: Teachers having a Bachelor's degree, plus fifteen (15) approved credits

Column III: Teachers having a Master's degree, or a Bachelor's degree plus thirty (30) approved credits (Five year training level)

Column IV: Teachers having a Master's degree plus fifteen (15) approved credits

Column V: Teachers having a Doctor's degree or a Master's degree plus thirty (30) approved credits (Six-year training level)

Graduate credits earned before, during or after conferral of a teacher's first Master's degree may be used as "plus" credits for placement on Column IV or Column V of the salary guide as long as those credits were not used towards the Master's degree itself. This applies only to Master's degrees conferred on or after July 1, 2014. Past practice shall continue to apply regarding "plus" credits and Column IV or Column V salary guide placement for Master's degrees conferred prior to July 1, 2014. The teacher will provide official transcripts and such other information as may be needed, from his/her graduate school(s) to clearly delineate which credits were used toward the Master's degree. Any credits used toward that degree cannot be used again as "plus" credits added to the Master's degree.

All staff paid on the teachers' salary guide having a Doctorate will receive an annual salary adjustment to their column and step pay of \$750; amount to be pensionable.

Provision #2 – Salary Guides for all Bargaining Unit Members

The salary guides for all bargaining unit members for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto and made a part hereof.

Provision #3 – Annual Increments of Employees

Annual increases in salary shall not be automatic, but are subject to the recommendation of the Superintendent and the approval of the Board of Education based on evaluation(s) of overall performance.

Provision #4 – Degree and Credits

Each year teachers, including behavior specialists who hold national certification, who are paid on the teacher's salary guide, will be issued contracts based upon the college degrees and/or college credits earned as of the date of issuance. It shall be the responsibility of each teacher to submit to the Superintendent or his/her designee in writing, on or before September 1 of each year, evidence of college degrees and/or college credits earned for placement on the salary guide for the current year. Such credits shall be related to the area which he/she is employed and shall meet with the approval of the Superintendent or his/her designee.

Only those college credits earned after the last degree training level on which their salary is based shall be considered for incremental elevation on the salary guide.

For each therapist, credit for evidence of satisfactory completion of Continuing Education Units (CEU), completed subsequent to July 1, 1996, will be approved for salary guide column advancement in accord with the following:

1. Approval to take CEU must be obtained from the Superintendent or his/her designee prior to registering for the course.
2. Forty-five (45) hours shall be required to establish equivalency with a traditional three (3) credit graduate course.
 - a) Speech therapists may only apply for CEU approval subsequent to achieving a Master's Degree. A maximum of six (6) CEU credits may be granted at the MA+15 level and a maximum of six (6) CEU credits at the MA+30. The later six (6) CEU credits will only be approved after establishing eligibility at the MA+15 level.
 - b) Occupational therapists and physical therapists may take six (6) CEU credits at each column level of the salary guide subject to the terms set forth in items 1 and 2 of this provision. Additionally, the therapists must establish eligibility for additional CEU approval.
3. The costs associated with taking CEU shall be borne solely by the staff member and are not eligible for tuition reimbursement.

Provision #5 – Initial Salary Guide Placement

- A. Salary step credit may be allowed for approved and appropriate full-time teaching or behavior specialist experience elsewhere.
- B. Ten (10) month staff whose anniversary date of employment occurs on or before February 1 of any year earns one (1) year service credit and shall be entitled to an increment. Ten (10) month staff whose anniversary date of employment occurs February 2 or thereafter of any year shall not earn one (1) year service credit and shall not be entitled to an increment. The same rule shall apply as it relates to longevity.
- C. Twelve (12) month staff whose anniversary date of employment occurs on or before January 1 of any year earns one (1) year service credit and shall be entitled to an increment. Twelve (12) month staff whose anniversary date of employment occurs January 2 or thereafter of any year shall not earn one (1) year service credit and shall not be entitled to an increment. The same rule shall apply as it relates to longevity.

Provision #6 – Salaries for Child Study Team

The salary guides for all members of the child study team employed as of the effective date of this Agreement for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto and made a part hereof.

Each chairperson of the child study team shall receive, in addition to the chairperson’s regular salary, a stipend of \$950.00 for each school year. The Superintendent or his/her designee shall select and designate all chairpersons subject to the Boards approval.

All child study team members who have earned a doctorate in their area of certification from an accredited university will receive \$1,500.

Provision #7 – Military Credit

Credit for military experience will be granted on year for year increment credits to a maximum of four (4) years of military service. Only full years shall be credited as a full year. Any period of service which is eleven (11) months or more shall be credited as a full year.

Provision #8 – Appropriate Steps

All teachers will be placed on the appropriate step of the new guide, limited as to Provision #5 of the Salary Guide.

Provision #9 – Salaries for Teacher Assistants

The salary guides for teacher assistants employed as of the effective date of this Agreement for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto and made a part hereof.

All teacher assistants having an Associate’s degree in education will receive annual adjustments of \$400 to their salaries; amount to be pensionable.

All teacher assistants having a Bachelor’s degree or a Master’s degree in education will receive annual adjustments of \$800 to their salaries; amount to be pensionable.

It is the responsibility of each teacher assistant to submit to the Superintendent or his/her designee in writing, on or before September 1 of each year, evidence of his/her college degree to receive the annual salary adjustment for the current year.

Provision #10 – Salaries for Interpreters

The salary guides for interpreters as of the effective date of this Agreement for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto and shall provide for a two (2) salary classification with two (2) separate columns defined as follows and made a part hereof.

Column I: Interpreters who have a high school diploma or GED and pass the Educational Interpreters Professional Assessment.

Column II: Interpreters who have a Standard Educational Services Certificate under N.J.A.C. 6A:9B-14.18 Educational Interpreter.

Provision #11 – Salaries for Secretaries

The salary guides for secretaries as of the effective date of this Agreement for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto and made a part hereof.

Secretaries who have completed ten (10) years of service shall receive a one-time bonus of \$800.00;
Secretaries who have completed fifteen (15) years of service shall receive a one-time bonus of \$1,000.00;
Secretaries who have completed twenty (20) years of service shall receive a one-time bonus of \$1,000.00.

Provision #12 – Salaries for Behavior Specialists (Non-Certificated)

The salary guide for behavior specialists (who do not hold national certification) as of the effective date of this Agreement for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto.

Provision #13 – Salaries for CART

The salary guide for CART as of the effective date of this Agreement for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto and made a part hereof.

Provision #14 – Salaries for Adult Services Assistants and Adult Services Clinical Specialists

The salary guide for adult services assistants and adult services clinical specialists as of the effective date of this Agreement for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto and made a part hereof.

Provision #15 – Salaries for Assistive Technology Specialists, Instructional Technology Specialists, and Computer Specialists

The salary guide for assistive technology specialists, instructional technology specialists, and computer specialists as of the effective date of this Agreement for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto and made a part hereof.

Provision #16 – Salaries for Health Care Professionals

The salary guide for health care professionals as of the effective date of this Agreement for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto and made a part hereof.

Provision #17 – Salaries for Audiologists

The salary guide for audiologists as of the effective date of this Agreement for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto and made a part hereof.

Provision #18 – Salaries for Workplace Readiness Facilitators

The salary guide for workplace readiness facilitators as of the effective date of this Agreement for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto and made a part hereof.

Provision #19 – Salaries for Job Coaches

The salary guide for job coaches as of the effective date of this Agreement for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto and made a part hereof.

Provision #20 – Salaries for Adult Services Instructors

The salary guide for adult services instructors as of the effective date of this Agreement for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto and made a part hereof.

Provision #21 – Salaries for Adult Services Technology Specialists

The salary guide for adult services technology specialists as of the effective date of this Agreement for the years 2023-2024, 2024-2025, and 2025-2026 shall be in accordance with the guides attached hereto and made a part hereof.

Provision #22 – Specialists Salaries

The following groups of ten (10) month and twelve (12) month employees who hold a doctorate degree, in their field, (Audiologists, and Health Care Professionals) will be granted a \$750 annual pensionable stipend.

Provision #23 – Teacher Assistants Working as Substitute Teachers

A teacher assistant employed by the Board in a permanent position may serve as a substitute teacher in a class where the regularly-employed teacher is absent, without interruption of the teacher assistant's permanent district employment, under the following conditions:

1. The teacher assistant holds an appropriate NJDOE credential to serve as a substitute teacher;
2. The teacher assistant applies, in writing, and is approved by the Board, to serve as a substitute teacher on an "as-needed" basis;
3. The teacher assistant will only serve as a substitute teacher on an "as-needed" basis upon the written recommendation of his/her Principal, which shall include the starting and ending dates of the assignment;
4. The assignment of the teacher assistant as a substitute teacher will comply with all NJDOE regulations related to the duration of such assignments;
5. The teacher assistant who serves as a substitute teacher on an "as-needed" " or on a "long-term substitute" basis will be paid the current Board approved per diem substitute teacher rate that corresponds to the substitute teacher assignment in addition to his/her contractual salary for each day of substitute teacher service;
6. Administration will attempt to cover the teacher assistant's absence from his/her teacher assistant assignment with a substitute; and
7. The teacher assistant's performance of substitute teacher functions will not impact any assessment of his/her teacher assistant job performance but may impact the eligibility of the teacher assistant for future substitute teacher assignments.

Provision #24 – Longevity Stipend

In addition to the base salary all bargaining unit members shall receive an annual longevity stipend in accordance with the following schedule for the number of continuous years in the District. For employees hired July 1, 2005, and thereafter continuous years in the District include Board approved leaves of absence but no other interruptions of employment.

2023-2026

10 years	\$1,000
15 years	\$2,000
20 years	\$2,300
25 years	\$3,153

Provision #25 – Commercial Driver’s License

Any employee not required by his/her job description to hold a commercial driver’s license who already holds, or is requested to obtain a commercial driver’s license and voluntarily secures and maintains a valid commercial driver’s license, holds an exemplary driving record, and agrees to drive for a field trip will receive \$50.00 payment per field trip in the school years 2023-2024, 2024-2025, and 2025-2026. The Superintendent or his/her designee shall select and designate drivers from the list of Board approved volunteers holding a valid commercial driver’s license.

Any employee, who as part of his/her job assignment, is required to have a commercial driver’s license, shall be reimbursed for the cost and renewal of that commercial driver’s license. The Board will reimburse the employee upon receipt of the appropriate documentation to their Supervisor.

Provision #26 – Dynamic Learning Maps (DLM)

Administrators will support teachers who are required to complete DLM for their students through a combination of (a) providing substitutes, as available, (b) time in lieu of Program staff meetings, (c) additional prep periods, and/or (d) class coverage using other certificated staff, as needed. Administrators will meet with each individual teacher to plan for the time needed to complete the DLM assignment. During DLM release time teachers will have uninterrupted access to a workstation to complete their DLM.

Provision #27 – Community Based Instruction – Mainstreaming

Any employee not required by his/her job description to hold a commercial driver’s license who agrees to his/her Program Administrator’s request to obtain a commercial driver’s license and voluntarily secures and maintains a valid commercial driver’s license, holds an exemplary driving record, and agrees to drive students for community-based instruction or mainstreaming purposes shall be compensated for such driving according to the following schedule:

2023-2026

<u>Number of Days</u>	
<u>Driving Per Month</u>	<u>Stipend per Month</u>
1-3	\$50
4-6	\$95
7-10	\$155
11-15	\$240
16-20	\$310
21-25	\$360

A payment form must be completed by the employee who has driven students for community based instruction and/or mainstreaming purposes, has a valid commercial driver's license, and has been previously Board approved. The form should be completed by the employee, signed by the Program Administrator, and sent to Human Resources for processing on a monthly basis.

Provision #28 - Overnight Chaperone

Any employee having to chaperone an overnight event with students shall be compensated at the rate of two-hundred and fifty (\$250.00) dollars for each period of up to twenty-four (24) hours. For events taking place on school days or on a Friday, chaperoning duty begins immediately at staff dismissal time. As for events taking place on closed school days and weekends, chaperoning duty encompasses daytime and evening hours.

Provision #29 – Payment of Salaries

1. Bargaining unit members employed on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments. Bargaining unit members employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments. Salaries shall be paid on the fifteenth (15th) day and last day of each month.
2. When a payroll date falls on a Saturday, a Sunday or a holiday when the school district's payroll bank is closed, salaries will be paid on the last central office business day prior to that day.
3. When the school district's central office is closed for the entire winter recess, the second December payroll will be paid on the last central office business day prior to the recess.
4. Ten (10) month bargaining unit members will have the option to be paid over a twelve (12) month period if they opt into such a payment arrangement in writing. There will be no interest accruing for or payable to ten (10) month bargaining unit members who opt to be paid over a twelve (12) month period.

ARTICLE V

- I. VACATION SCHEDULE FOR SECRETARIES, CHILD STUDY TEAM, ADULT SERVICES ASSISTANTS, ADULT SERVICES CLINICAL SPECIALISTS, ASSISTIVE TECHNOLOGY SPECIALISTS, INSTRUCTIONAL TECHNOLOGY SPECIALISTS, COMPUTER SPECIALISTS, WORKPLACE READINESS FACILITATORS, ADULT SERVICES INSTRUCTORS, 12-MONTH HEALTH CARE PROFESSIONALS, AUDIOLOGISTS, JOB COACHES AND ADULT SERVICES TECHNOLOGY SPECIALISTS.
 - A. Twelve (12) month secretaries shall be eligible for vacations on the following basis:
 1. First year personnel – one (1) vacation day for each month of service, to twelve (12) work days.
 2. Employees who have completed one (1) year of service, up to five (5) years of continuous service, shall receive twelve (12) vacation days per year. An employee is eligible for fifteen (15) vacation days after completion of his/her fifth year of continuous service. An employee is eligible for twenty (20) vacation days after completion of his/her tenth year of continuous service.
 3. When a holiday falls on a scheduled vacation, this shall not be subtracted from the employee's vacation days.
 4. Vacation scheduling shall be subject to the recommendation of the Program Administrator and the approval of the Superintendent or his/her designee. No more than one half ($\frac{1}{2}$) of an employee's annual vacation day allotment for a school year may be used on days when a bargaining unit member's assigned school is open for students ($\frac{1}{2}$ days will be rounded up to full days). Exceptions for unforeseeable and extraordinary circumstances may be approved by the Superintendent and/or his/her designee.
 5. Maximum carryover – five (5) days per year.

- B. Child study team members following a twelve (12) month schedule shall not be eligible for vacations and will be required to work twenty (20) days, subject to administrative approval, between the last day of school and August 31. Twelve (12) month child study team members will work a total of 204 days and follow the holidays as set forth in the ten (10) month school calendar or host school calendar as assigned.
- C. Twelve (12) month health care professionals and adult services staff shall be eligible for vacations on the following basis:
 - 1. First year personnel - one (1) vacation day for each month of service up to twelve (12) work days.
 - 2. After five (5) years of continuous service shall receive fifteen (15) vacation days.
 - 3. After ten (10) years of continuous service shall receive twenty (20) vacation days.
 - 4. After completing five (5) years of continuous employment, staff will be entitled to three (3) additional vacation days if they were hired by December 31. Those hired after December 31 shall receive their additional vacation credit beginning the following July 1.
 - 5. Vacation scheduling shall be subject to the recommendation of the Program Administrator and the approval of the Superintendent or his/her designee. No more than one half ($\frac{1}{2}$) of an employee's annual vacation day allotment for a school year may be used on days when a bargaining unit member's assigned school is open for students ($\frac{1}{2}$ days will be rounded up to full days). Exceptions for unforeseeable and extraordinary circumstances may be approved by the Superintendent and/or his/her designee.
 - 6. Maximum carryover – five (5) days per year.
- D. Twelve (12) month assistive technology specialists, instructional technology specialists and computer specialists shall be eligible for vacation on the following basis:
 - 1. Employees who have completed one (1) year of service shall receive fifteen (15) vacation days per year.
 - 2. Employees who have completed ten (10) years of continuous service shall receive twenty-two (22) vacation days per year.
 - 3. Vacation scheduling shall be subject to the recommendation of the Program Administrator and the approval of the Superintendent or his/her designee. No more than one half ($\frac{1}{2}$) of an employee's annual vacation day allotment for a school year may be used on days when a bargaining unit member's school is open for students ($\frac{1}{2}$ days will be rounded up to full days). Exceptions for unforeseeable and extraordinary circumstances may be approved by the Superintendent and/or his/her designee.
 - 4. Maximum carryover – five (5) days per year.
- E. Twelve (12) month workplace readiness facilitators, adult services instructors, audiologists, job coaches and adult services technology specialists shall be eligible for vacation on the following basis:
 - 1. First year personnel – one (1) vacation day for each month of service up to twelve (12) work days.
 - 2. After five (5) years of continuous service shall receive fifteen (15) vacation days.
 - 3. After ten (10) years of continuous service shall receive twenty (20) vacation days.
 - 4. Vacation scheduling shall be subject to the recommendation of the Program Administrator and the approval of the Superintendent or his/her designee. No more than one half ($\frac{1}{2}$) of an employee's annual vacation day allotment for a school year may be used on days when a bargaining unit member's school open for students ($\frac{1}{2}$ days will be rounded up to full days). Exceptions for unforeseeable and extraordinary circumstances may be approved by the Superintendent and/or his/her designee.
 - 5. Maximum carryover – five (5) days per year.
 - 6. Twelve (12) month audiologists may use no more than ten (10) vacation days per school year on days when school is in session.

- F. Pro-rated for staff employed for less than twelve (12) months. Vacation days are accrued each year and are pro-rated for staff employed less than a full year. During the first year of employment, vacation days cannot be used until July 1st of the new school year.
- G. 1. Effective July 1, 2017, any reference to years of service as used with regard to vacation entitlement in Article V (I) means years of district service in any twelve (12) month vacation-eligible position.
- 2. The word “continuous” in Article V (I) is defined as having no break in employment by the district. Leaves of absence and suspensions approved by the Board of Education shall not be deemed breaks in employment. Non-renewals, resignations and terminations, except for terminations of tenured staff terminated due to reduction in force (RIF), shall be deemed breaks in employment. If a bargaining unit member is non-renewed at the end of a contract year but is then reemployed by the district in the same job title starting within the first payroll period of the next contract year, he/she shall be deemed to have no break in continuous service for that assignment.
- H. 1. All twelve (12) month bargaining unit members shall make reasonable efforts to use vacation day throughout the entire year. When reasonable efforts have been made but a bargaining unit member is unable to reach the allowable carryover maximum by June 30th due to District needs, additional vacation carryover may be approved by the Superintendent and or his/her designee. Approval shall not be unreasonably withheld. Approved additional carryover vacation days must be used no later than August 31st.

II. HOLIDAY SCHEDULE FOR SECRETARIES, ADULT SERVICES ASSISTANTS, ADULT SERVICES CLINICAL SPECIALISTS, ASSISTIVE TECHNOLOGY SPECIALISTS, INSTRUCTIONAL TECHNOLOGY SPECIALISTS, COMPUTER SPECIALISTS, WORKPLACE READINESS FACILITATORS, ADULT SERVICES INSTRUCTORS, 12-MONTH HEALTH CARE PROFESSIONALS, AUDIOLOGISTS, JOB COACHES AND ADULT SERVICES TECHNOLOGY SPECIALISTS.

Labor Day	New Year’s Day
Columbus Day	Martin Luther King’s Birthday
Election Day	Lincoln’s Birthday
Veteran’s Day	Washington’s Birthday
Thanksgiving Day	Good Friday
Friday after Thanksgiving	Memorial Day
Christmas Eve Day	Juneteenth (New Jersey)
Christmas Day	Independence Day
December 31	

(Religious Holidays when schools are closed as per Board policy)

A. Secretaries

- 1. Should the School District remain open on any of the aforesaid holidays, secretaries shall work and shall receive an equal number of replacement holidays to be taken during the same academic year when the School District is closed (during Christmas, Winter and Spring vacations) and with the prior approval of the Program Administrator and Superintendent or his/her designee.
- 2. Twelve (12) month secretaries, except for twelve (12) month secretaries assigned to host schools, shall receive a half day (1/2) the day before Thanksgiving and the start of the Christmas recess as scheduled on the BCSS school calendar.
- 3. Twelve (12) month secretaries, except for twelve (12) month secretaries assigned to host schools, shall not work during the Christmas recess, but shall report back to work when school resumes as scheduled on the BCSS school calendar after the New Year.
- 4. Twelve (12) month secretaries assigned to the host schools shall follow the host school calendars during the ten (10) month school year, other than winter, spring, and summer recess when BCSS twelve (12) month secretaries will follow host school twelve (12) month secretaries’ schedules.
- 5. Two (2) additional holidays shall be permitted each secretary as the secretary may select, with the prior recommendation of the Program Administrator and the approval of the Superintendent or his/her designee.

6. One of the recess weeks (Christmas recess, winter recess or spring recess) shall also be permitted for secretaries who have completed five (5) years of service in the District. Employee's choice of recess week is subject to approval by the Superintendent or his/her designee. Prior notice of secretaries' choice of recess week shall be given one (1) month in advance to the secretaries' immediate supervisor.

7. For Secretaries hired on or after July 1, 2021:

When District offices are closed for twelve (12) month staff for the entire December recess, all secretaries, except (12) month secretaries assigned to host schools, will be entitled to the entire recess off. If the District offices are not closed for the entire December recess, secretaries who have completed five (5) years of continuous service in the District, except (12) month secretaries assigned to host schools, shall be entitled to time off for one (1) of the recess weeks on the District school calendar. In that situation, each secretary shall give his/her immediate supervisor notice of his/her choice of recess week off at least one (1) month in advance.

B. Twelve (12) month adult services assistants, adult services clinical specialists, health care professionals, workplace readiness facilitators, adult services instructors, audiologists, job coaches, and adult services technology specialists shall receive a half-day (1/2) the day before Thanksgiving and the start of the Christmas Recess on the BCSS school calendar.

1. Twelve (12) month adult services assistants, adult services clinical specialists, health care professionals, workplace readiness facilitators, adult services instructors, audiologists, job coaches, and adult services technology specialists shall not work during the Christmas recess. They should report back to work when school resumes as scheduled on the BCSS school calendar after the New Year.

2. Two (2) floating holidays shall be granted to twelve (12) month adult services assistants, adult services clinical specialists, health care professionals, workplace readiness facilitators, adult services instructors, audiologists, job coaches, and adult services technology specialists. Those staff hired between July 1 and December 31 will be entitled to receive two (2) floating holidays for that year. Those staff hired after December 31 to June 30 shall receive their two (2) floating holiday credits beginning the following July 1. The floating holidays must be pre-approved by the Coordinator of Adult Services.

(a) If a twelve (12) month health care professional is required to work on a holiday as per the Twelve (12) Month Adult Services Program Calendar she/he shall receive a floating holiday to be used no later than June 30th of that school year.

3. Twelve (12) month adult services assistants, adult services clinical specialists, health care professionals, workplace readiness facilitators, adult services instructors, audiologists, job coaches, and adult services technology specialists follow The Twelve (12) Month Adult Services Program Calendar.

4. Twelve (12) Month Audiologists

a. During the school year as defined by the BCSS school calendar or the applicable host school district calendar, 12-month audiologists shall be off during all school holidays except for any recess after December that is longer than three consecutive school days.

b. i. Twelve (12) month audiologists follow the Twelve (12) Month Adult Services Program Calendar during all times of the calendar year outside of the school year as defined by the BCSS school calendar or the applicable host district school calendar.

ii. On work days during the calendar year outside of the school year when 12-month audiologists are assigned to direct student contact, the audiologists shall have daily preparation time as described in Article III (A) (6) above.

C. Twelve (12) month assistive technology specialists, instructional technology specialists, and computer specialists.

1. Twelve (12) month assistive technology specialists, instructional technology specialists, and computer specialists shall follow the schedule of holidays for twelve (12) month personnel.

ARTICLE VI

INSURANCE PROTECTION

A. Medical Insurance

The parties agree that medical insurance will be provided through the New Jersey School Employees Health Benefits Program (SEHBP). Except as noted in paragraph E below, coverage for staff shall include the employee and employee's eligible family members for the school years 2023 through 2026. Any state mandated contribution towards healthcare coverage will be paid through semi-monthly payroll deductions.

B. Dental Insurance

1. Dental coverage provided under the previous contract shall remain in full force and effect. Except as noted in paragraph E below, the Board shall provide family dental insurance coverage with a reimbursement plan providing eighty (80%) percent payment by the insurance carrier and twenty (20%) percent payment by the employee. Dental: \$1,500 maximum per year, effective July 1, 2021.
2. Except as noted in paragraph E below, the Board shall provide a family orthodontia plan as offered by the existing dental insurance carrier.

C. Prescription Insurance

Except as noted in paragraph E below, the Board shall provide a full family prescription drug plan at the following costs to the employee of five (\$5.00) dollars per brand prescription and one (\$1.00) dollar per generic prescription. For mail order, five (\$5.00) dollars per brand prescription and one (\$1.00) dollar per generic prescription.

Effective July 1, 2021, except as noted in paragraph E below, the Board shall provide a full family prescription drug plan at the following co-payment costs to the employee:

Retail:	\$5.00 Generic \$10.00 Preferred Brand Name \$15.00 Non-Preferred Brand Name
Mail Order:	[90-Day Supply] \$5.00 Generic \$10.00 Preferred Brand Name \$15.00 Non-Preferred Brand Name

Fertility drugs will no longer be covered under the drug plan. The claim must be filed under the medical plan for consideration by the carrier.

D. Commencement of Coverage

Once each of the insurance plans becomes effective as set forth above, insurance as provided in Paragraphs A, B, and C shall commence at the first regular insurance enrollment period for which they are eligible following the employee's appointment.

E. Teacher Assistants

Teacher Assistants initially employed on or after July 1, 2017, shall receive employee only coverage. Any such Teacher Assistant may choose to cover one or more eligible family members provided he/she pays one hundred (100%) percent of the additional cost for that dependent coverage. This paragraph shall not apply to district

employees who are transferred into Teacher Assistant positions from more than sixty (60) days of continuous permanent employment in other benefit-eligible positions on or after July 1, 2017.

ARTICLE VII

WORKPLACE DEMOCRACY ACT

A. Representation Fee

If a non-member of the Association who is an employee within the bargaining unit (See Recognition), hereinafter referred to as “non-member employee,” does not become a member of the Association during any membership year which is covered in whole or in part by this Agreement, said employee shall be required to pay a representation fee in lieu of dues not to exceed eighty-five (85%) percent of regular union dues, fees and assessments to the Association for that membership year.

B. Procedure

1. Notification. Prior to November 1 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 or not 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 non-member employees, in accordance with Paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.
2. Payroll Deduction Schedule. The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each non-member employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:
 - a) Ten (10) days after receipt of the aforesaid list by the Board; or
 - b) Thirty (30) days after the non-member employee begins his or her employment in a bargaining unit position.
3. Termination. If a non-member employee who is required to pay a representation fee terminates his/her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck to said non-member employee during the membership year in question. The procedure, as described herein, shall apply only if it is equally applied under the same circumstances to members of the Association for the purposes of dues collection.
4. 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.
5. Changes. The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 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.

C. Indemnification

The Association shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of any action taken or not by the employer in conformance with the provision.

ARTICLE VIII

DEDUCTION FROM SALARY

A. Association Payroll Dues Deduction

1. The Board agrees to deduct from the salaries of its teachers' dues for the Bergen County Special Service Education Association, the Bergen County Education Association, the New Jersey Education Association, and the National Education Association as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with current record of any corrections shall be transmitted to such person as may from time to time be designated by the Bergen County Special Services Education Association by the 15th of each month following the monthly pay period in which deductions are made. The person designated shall disburse such monies to the appropriate association or associations.
2. Each of the associations' names above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

ARTICLE IX

RETIREMENT

A. Upon retirement from the District, and approval of pension payment by the N.J. Division of Pensions and Benefits, employees shall be paid for unused sick leave as follows:

1. Teachers, nurses, specialists, therapists, and child study team members shall be paid for up to a maximum of 150 days unused sick leave at \$100.00 per day.
2. Interpreters, teacher assistants, secretaries, behavior specialists, CART, adult services assistants, adult services clinical specialists, health care professionals, assistive technology specialists, instructional technology specialists, computer specialists, audiologists, job coaches, workplace readiness facilitators, adult services instructors, and adult services technology specialists shall be paid for a maximum of 150 days unused sick leave at \$83.00 per day.

B. Each year unused personal days shall be placed in a bank. Those days may not be used in future years as personal days. Upon retirement from the District, and approval of pension payment by the N.J. Division of Pensions and Benefits, employees shall be paid for unused personal days as follows:

1. Teachers, nurses, specialists, therapists and child study team members shall be paid for unused personal days at \$115.00 per day.
2. Interpreters, teacher assistants, secretaries, behavior specialists, CART, adult services assistants, adult services clinical specialists, health care professionals, assistive technology specialists, instructional technology specialists, computer specialists, audiologists, job coaches, workplace readiness facilitators, adult services instructors and adult services technology specialists shall be paid for unused personal days at \$80.00 per day.

ARTICLE X

BEREAVEMENT

A. Employees shall have bereavement leave pursuant to Board policy. A total of five (5) days bereavement leave shall be allowed in the event of the death of a member of the employee's immediate family, which shall be defined as follows:

- | | |
|---|--------------------------------|
| Spouse | Brother or Sister |
| Children | Stepchildren |
| Mother or Father | Mother-in-law or Father-in-law |
| Domestic Partner or Civil Union Partner | |
| Other relatives if living in the same domicile at time of death | |
| Where the bargaining unit member is primarily responsible for making or setting funeral/memorial arrangements, legal affairs and/or financial affairs of the deceased | |

A certificate of Marriage, Domestic Partnership or Civil Union Partner must be submitted to the District.

Bereavement leave for immediate family members must be used in increments of no less than two (2) days, and must be used within six (6) months of the immediate family member's death. Exceptions to this timeframe may be approved by the Superintendent or her/his designee. Maximum two (2) per school year.

- B. Employees shall have bereavement leave pursuant to Board policy. A total of two (2) days bereavement leave shall be allowed in the event of the death of a member of the employee's immediate family, which shall be defined as follows: Grandparents and Grandchildren. This leave must be used to attend a funeral or other memorial ceremony for the relative within six (6) months of the relative's death. Exceptions to this timeframe may be approved by the Superintendent or her/his designee. Maximum two (2) per school year.
- C. Death of a relative not a member of the immediate family - one (1) day. Maximum two (2) per school year. This leave must be used to attend a funeral or other memorial ceremony for the relative within six (6) months of the relative's death. Exceptions to this timeframe may be approved by the Superintendent or her/his designee.
- D. Documentation related to the eligibility criteria for the benefit outlined above where the bargaining unit member is primarily responsible for making or setting funeral/memorial arrangements, legal affairs and/or financial affairs of the deceased must be provided by the bargaining unit member.

ARTICLE XI

PERSONAL LEAVE

A. Bargaining Unit Members shall receive a total of three (3) personal days pursuant to Board policy. Bargaining Unit Members must notify their immediate supervisors in advance whenever possible, of each personal day to be taken. Personal days must be approved in advance by the employee's immediate supervisor. No reason needs to be given.

It is recognized that there will be unanticipated personal business that will require the use of personal days without prior approval, however this should be the "exception" and not the "rule".

B. Unused personal leave days shall be banked pursuant to Article IX, Section B.

ARTICLE XII

SICK LEAVE

- A. Ten (10) month staff members receive ten (10) sick days per year. Staff employed less than ten (10) months will have their sick leave prorated.
- B. Twelve (12) month staff members receive twelve (12) sick days per year. Staff employed less than twelve (12) months will have their sick leave prorated.

ARTICLE XIII

TUITION REIMBURSEMENT

- A. Each teacher, therapist, specialist, interpreter, and child study team member shall be eligible to receive reimbursement for tuition expenses for courses for which he or she shall have received prior written approval by the Superintendent or his/her designee, and for which invoices and evidence of successful completion (transcript) of a course with a grade of B or better have been submitted to the Superintendent or his/her designee. The employee shall notify the Superintendent or his/her designee that he plans to take a course or courses for two (2) months prior to the date. Within one (1) month of the commencement of the course, the employee shall have written approval by the Superintendent or his/her designee of the specific course(s). Tuition reimbursement shall be directly related to such employee's professional responsibilities in the District. Each teacher, therapist, specialist, interpreter, and child study team member shall be eligible to receive seventy-five percent (75%) reimbursement for his/her eligible tuition expenses as described above.
- B. Teacher assistants shall be reimbursed provided the credits are in the field of education and are work related. Payment shall be made within six (6) months after proof of the successful completion (transcript) of a course with a grade B or better has been submitted to the Superintendent or his/her designee, except if the teacher assistant is dismissed or fired by the Board. In that case, payment shall be made upon the employee's leaving the employ of the Board. In all other respects, tuition reimbursement shall conform to the notice and other requirements of Article XIII A. Teacher assistants shall be reimbursed for seventy-five percent (75%) of his/her eligible tuition expenses as described above.
- C. Secretaries shall receive reimbursement for work related courses. Payment to secretaries shall be made within six (6) months after proof of the successful completion (transcript) of a course with a grade of B or better has been submitted to the Superintendent or his/her designee, except if the secretary is dismissed or fired by the Board. In all other respects, tuition reimbursement for secretaries shall conform to the notice and other requirements of Article XIII A. Secretaries shall be reimbursed for seventy-five percent (75%) of his/her eligible tuition expenses as described above.
- D. CART, behavior specialists, adult services assistants, adult services clinical specialists, health care professionals, assistive technology specialists, instructional technology specialists, computer specialists, audiologists, job coaches, workplace readiness facilitators, adult services instructors and adult services technology specialists shall receive reimbursement for tuition expenses for courses for which he/she shall receive prior written approval by the Superintendent or his/her designee, and for which invoices, and a transcript of successful completion of a course with a grade of B or better are submitted to the Superintendent or his/her designee. Such employees shall notify the Superintendent or his/her designee that he/she plans to take a course two (2) months prior to the date. Within one (1) month of the commencement of the course, such employees shall have written approval by the Superintendent or his/her designee of the specific course(s). Such employees shall receive their reimbursement checks within a reasonable amount of time. Each CART, behavior specialists, adult services assistants, adult services clinical specialists, health care professionals, assistive technology specialists, instructional technology specialists, computer specialists, audiologists, job coaches, workplace readiness facilitators, adult services instructors and adult services technology specialists shall be reimbursed for seventy-five percent (75%) of his/her eligible tuition expenses as described above.

Reimbursement shall be for courses directly related to such CART, behavior specialists, adult services assistants, adult services clinical specialists, health care professionals, assistive technology specialists, instructional technology specialists, computer specialists, audiologists, job coaches, workplace readiness facilitators, adult services instructors and adult services technology specialists professional responsibilities or career advancement in the District.

- E. The Board will require two (2) month's notice prior to the taking of a course, except that, if the College or University does not offer the course or prevents the employee from taking the course, if offered, then the bargaining unit member may substitute another course provided one month's notice is given to the Board.
- F. For each school year full-time teachers, therapists, nurses, child study team members, and staff whose job description requires a Bachelor's Degree shall be granted:

Seventy-five percent (75%) of a bargaining unit member's eligible expenses up to a maximum of \$4,000 per person, per school year.

For each school year, all other Association members shall be granted:

Seventy-five percent (75%) of a bargaining unit member's eligible expenses up to a maximum of \$3,500 per person, per school year.

Certificated staff who hold a degree, including behavior specialists who hold national certification, however, must take graduate level courses.

Certificated staff who hold a degree, however, must take graduate level courses.

- G. Online courses are eligible for tuition reimbursement and recognized as professional development if the online course is an accredited graduate course for certificated staff members or an approved undergraduate/graduate course for non-certificated staff. All course submissions must be earned at accredited colleges and universities recognized by the New Jersey State Department of Education, or any accrediting entity, college, or university accepted by one of the following recognized entities:

- Middle States Association of Colleges and Secondary Schools
- New England Association of Schools and College Commissions on Institutes of Higher Education
- North Central Association of Colleges and Secondary Schools
- Northwest Association of Colleges and Secondary Schools
- Southern Association of Colleges and Secondary Schools
- Western Association of Colleges and Secondary Schools

Institutions recognized by the Community and Junior College/Accrediting Commission for Senior Colleges and Universities will be deemed acceptable only for undergraduate course work. Staff is not required to be working toward a degree to be eligible for reimbursement. However, the courses for which reimbursement is requested must be part of a degree program recognized by the colleges, universities, or accrediting entities cited in this provision. Courses taken through a correspondence program, video program or other courses not included in a degree program shall not be considered.

- H. All claims for tuition reimbursement must be submitted no later than ninety (90) days following the completion of the program for which tuition was paid.

ARTICLE XIV

TENURE AND SENIORITY

- A. Employees eligible for statutory tenure shall receive this entitlement consistent with the statutory provisions.
- B. Teacher assistants hired prior to July 1, 1996, not eligible for statutory tenure, shall be granted negotiated tenure after three (3) years and one (1) day of satisfactory service in the school district.
- C. Any teacher assistant hired on or after September 21, 2011, is not eligible for tenure.
- D. Negotiated tenure shall not be expanded beyond the employee groups as set forth in Article I, Recognition, of the 1996-1999 negotiated agreement. Negotiated tenure only confers priority over nontenured staff in the event of a reduction in force.

- E. In the event of a reduction in force, those employees having statutory tenure status shall be considered in accordance with their seniority. The rights and obligations of the Board and such employees concerning tenure and seniority shall be in accordance with the statutes, regulations, judicial and administrative decisions of the State of New Jersey governing the same.

ARTICLE XV

REIMBURSEMENTS

- A. Bargaining Unit Members who use their automobiles for school purposes shall be reimbursed in accordance with the Accountability Regulations and the NJ OMB Circulars.
- B. Adult services assistants, and adult services clinical specialists shall receive three hundred dollars (\$300) annually for clothing maintenance.
- C. Speech Therapists may, upon request and the presentation of supporting documentation, be reimbursed the fee for acquiring or renewing either an ASHA-CCC (SLP) certification (annually) or a NJDCA Speech Language Pathology license (biennially).

ARTICLE XVI

TRANSFERS AND REASSIGNMENTS

All Bargaining Unit Members:

- A. Notice of an involuntary transfer or reassignment for an ensuing school year shall be given to employees as soon as is practical.
- B. Whenever there are requests for voluntary transfers or reassignments, the wishes of the individual shall be considered by the Board and determinations made in accordance with existing state law and administrative code for the transfer, assignment, and retention of employees in their position within the school district.
- C. In the event that an employee objects to the involuntary transfer or reassignment, upon the request of the employee, the Superintendent or his/her designee shall meet with him/her as soon as possible. The employee may have an Association Representative(s) present at such meeting.

The employee may present his/her objections to the transfer and/or reassignment for consideration to the Superintendent or his/her designee.

- D. Information regarding current open positions is available to all employees by contacting the Human Resources Department. Said employees may request the positions, in order of preference, to which they desire to be transferred.
- E. The Board shall provide assistance in moving equipment and materials to the reassigned employee's new worksite. The program shall provide administrative support to enhance the employee's transition.

ARTICLE XVII

TARDINESS

To ensure that a pattern of tardiness is not excessive to the point of being harmful to students' education, the following administrative guidelines shall apply:

1. The employee must call/communicate with his/her/their appropriate Administrator, on his/her/their own initiative and as much in advance as possible, when the employee knows he/she/they will be tardy.
2. Tardiness will be recorded on the attendance register.
3. The employee's supervisor shall review the attendance records and conduct an informal discussion with any employee whose record indicates a pattern of tardiness reflecting three (3) or more occurrences in a single

month. No record of this first meeting shall be documented to the employee's district personnel file. The purpose of this initial step is to bring the matter to the employee's attention with the hope that improvement will be made.

4. If a pattern of tardiness continues, meaning two (2) or more occurrences in a single month within three (3) months after the month of the informal discussion, the employee's supervisor will conduct a formal conference with the employee which will be documented in a written statement afterward. The employee may have a union representative present at his/her request.
5. During the formal conference, the employee and administrator will collaborate on a written attendance improvement plan, which will be part of the documentation of that conference. The improvement plan may include documents and records but will specify action to be taken by the employee, and by the administrator if appropriate, to promote sustained on-time work attendance without significant administrative oversight. The improvement plan will be signed by the employee and the administrator. This improvement plan and the written statement generated after the formal conference may be used in an annual evaluation and will be placed in the employee's personnel file.
6. If tardiness continues after the formal conference then a wage deduction will be made in accordance with the following:

Any instance of late arrival in excess of the above will result in a wage deduction equal to the staff member's hourly wage in fifteen (15) minute intervals.
7. If excessive tardiness continues the employee may be subject to the withholding of salary increment, employment non-renewal or tenure charges/employment termination.

ARTICLE XVIII

HIGHLY QUALIFIED TEACHERS

Teachers with Teacher of the Handicapped certification working in assignments above the elementary level who acquire, after their date of hire, additional Highly Qualified Teacher status in the core content areas of Math and/or Science for the middle school and/or high school levels by passing one or more appropriate Praxis tests shall receive a one-time stipend of \$1,500. This provision shall also apply to teachers with Teacher of the Deaf or Hard of Hearing certification issued prior to September 1, 2008 working in assignments above the elementary level.

Teachers with Teacher of Students with Disabilities certification working in assignments above the elementary level who acquire, after their date of hire, additional NJDOE instructional certification in the core content areas of Math and/or Science for the middle school and/or high school levels shall receive a one-time stipend of \$1,500. This provision shall also apply to teachers with Teacher of the Deaf certification issued on or after September 1, 2008 working in assignments above the elementary level.

ARTICLE XIX

MISCELLANEOUS

The cost of printing this Agreement shall be shared equally by the Board and the Association.

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.

The Bergen County Special Services Education Association contract can be found online at the www.bergen.org website.

ARTICLE XX

DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2023, and shall continue in effect until June 30, 2026.

2023-2026
ADULT SERVICES ASSISTANT

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$37,466	1	\$38,222	1	\$38,964
2	\$37,974	2	\$38,730	2	\$39,472
3	\$38,482	3	\$39,238	3	\$39,980
4	\$38,990	4	\$39,746	4	\$40,488
5	\$39,498	5	\$40,254	5	\$40,996
6	\$40,006	6	\$40,762	6	\$41,504
7	\$40,560	7	\$41,316	7	\$42,058
8	\$41,576	8	\$42,332	8	\$43,074
9	\$42,658	9	\$43,414	9	\$44,156
10	\$43,791	10	\$44,547	10	\$45,289
11	\$44,974	11	\$45,730	11	\$46,472
12	\$46,171	12	\$46,927	12	\$47,669
13	\$47,368	13	\$48,124	13	\$48,866
14	\$47,911	14	\$48,667	14	\$49,409

2023-2026
ADULT SERVICES CLINICAL SPECIALIST

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$81,412	1	\$84,517	1	\$87,745
2	\$82,912	2	\$86,017	2	\$89,245
3	\$84,412	3	\$87,517	3	\$90,745
4	\$85,912	4	\$89,017	4	\$92,245
5	\$87,412	5	\$90,517	5	\$93,745
6	\$88,912	6	\$92,017	6	\$95,245
7	\$90,412	7	\$93,517	7	\$96,745
8	\$91,912	8	\$95,017	8	\$98,245
9	\$93,412	9	\$96,517	9	\$99,745

2023-2026
ADULT SERVICES INSTRUCTOR

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$46,915	1	\$48,188	1	\$49,537
2	\$47,815	2	\$49,088	2	\$50,437
3	\$48,715	3	\$49,988	3	\$51,337
4	\$49,615	4	\$50,888	4	\$52,237
5	\$50,515	5	\$51,788	5	\$53,137
6	\$51,415	6	\$52,688	6	\$54,037
7	\$52,315	7	\$53,588	7	\$54,937
8	\$53,215	8	\$54,488	8	\$55,837
9	\$54,115	9	\$55,388	9	\$56,737
10	\$55,015	10	\$56,288	10	\$57,637
11	\$55,915	11	\$57,188	11	\$58,537

2023-2026

ADULT SERVICES TECHNOLOGY SPECIALIST

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$52,017	1	\$53,827	1	\$55,716
2	\$53,117	2	\$54,927	2	\$56,816
3	\$54,217	3	\$56,027	3	\$57,916
4	\$55,317	4	\$57,127	4	\$59,016

2023-2026

**ASSISTIVE TECHNOLOGY SPECIALIST
AND
INSTRUCTIONAL TECHNOLOGY SPECIALIST**

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$61,689	1	\$63,814	1	\$66,442
2	\$62,889	2	\$65,014	2	\$67,642
3	\$64,089	3	\$66,214	3	\$68,842
4	\$65,289	4	\$67,414	4	\$70,042
5	\$66,489	5	\$68,614	5	\$71,242
6	\$67,689	6	\$69,814	6	\$72,442
7	\$68,889	7	\$71,014	7	\$73,642
8	\$70,089	8	\$72,214	8	\$74,842
9	\$71,289	9	\$73,414	9	\$76,042
10	\$72,489	10	\$74,614	10	\$77,242
11	\$73,689	11	\$75,814	11	\$78,442
12	\$74,889	12	\$77,014	12	\$79,642
OG	\$77,693	OG	\$79,818	OG	\$82,446

Note: Off-guide steps apply only to those staff members on them as of 6/30/17.
Staff members on numbered guide steps on or after 6/30/17 will not move beyond the last numbered step.

2023-2026

10-MONTH AUDIOLOGIST

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$80,858	1	\$83,124	1	\$85,969
2	\$82,191	2	\$84,457	2	\$87,302
3	\$83,524	3	\$85,791	3	\$88,636
4	\$84,857	4	\$87,124	4	\$89,969
5	\$86,191	5	\$88,457	5	\$91,302
6	\$87,524	6	\$89,791	6	\$92,635
7	\$88,857	7	\$91,124	7	\$93,969

2023-2026

12-MONTH AUDIOLOGIST

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$86,601	1	\$89,321	1	\$92,735
2	\$88,201	2	\$90,921	2	\$94,335
3	\$89,801	3	\$92,521	3	\$95,935
4	\$91,401	4	\$94,121	4	\$97,535
5	\$93,001	5	\$95,721	5	\$99,135
6	\$94,601	6	\$97,321	6	\$100,735
7	\$96,201	7	\$98,921	7	\$102,335

2023-2026

**BEHAVIOR SPECIALIST
(Non-Certificated)**

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$66,750	1	\$68,290	1	\$70,174
2	\$67,850	2	\$69,390	2	\$71,274
3	\$68,950	3	\$70,490	3	\$72,374
4	\$70,050	4	\$71,590	4	\$73,474
5	\$71,150	5	\$72,690	5	\$74,574
6	\$72,250	6	\$73,790	6	\$75,674
7	\$73,350	7	\$74,890	7	\$76,774
8	\$74,450	8	\$75,990	8	\$77,874
9	\$75,550	9	\$77,090	9	\$78,974
10	\$76,650	10	\$78,190	10	\$80,074

2023-2026

CART PROVIDERS

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$47,938	1	\$49,619	1	\$51,405
2	\$48,683	2	\$50,364	2	\$52,150
3	\$49,428	3	\$51,109	3	\$52,895
4	\$50,173	4	\$51,854	4	\$53,640
5	\$50,918	5	\$52,599	5	\$54,385
6	\$51,663	6	\$53,344	6	\$55,130
7	\$52,408	7	\$54,089	7	\$55,875

2023-2026

10-MONTH CHILD STUDY TEAM

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$90,298	1	\$92,298	1	\$94,531
2	\$92,098	2	\$94,098	2	\$96,331
3	\$93,898	3	\$95,898	3	\$98,131
4	\$95,698	4	\$97,698	4	\$99,931
5	\$97,498	5	\$99,498	5	\$101,731
6	\$99,298	6	\$101,298	6	\$103,531
7	\$101,098	7	\$103,098	7	\$105,331
8	\$102,898	8	\$104,898	8	\$107,131
9	\$104,698	9	\$106,698	9	\$108,931
10	\$106,498	10	\$108,498	10	\$110,731
11	\$108,298	11	\$110,298	11	\$112,531
12	\$110,098	12	\$112,098	12	\$114,331
13	\$111,898	13	\$113,898	13	\$116,131
14	\$113,698	14	\$115,698	14	\$117,931
15	\$115,498	15	\$117,498	15	\$119,731

2023-2026

12-MONTH CHILD STUDY TEAM

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$99,328	1	\$103,835	1	\$108,711
2	\$101,308	2	\$105,860	2	\$110,781
3	\$103,288	3	\$107,885	3	\$112,851
4	\$105,268	4	\$109,910	4	\$114,921
5	\$107,248	5	\$111,935	5	\$116,991
6	\$109,228	6	\$113,960	6	\$119,061
7	\$111,208	7	\$115,985	7	\$121,131
8	\$113,188	8	\$118,010	8	\$123,201
9	\$115,168	9	\$120,035	9	\$125,271
10	\$117,148	10	\$122,060	10	\$127,341
11	\$119,128	11	\$124,085	11	\$129,411
12	\$121,108	12	\$126,110	12	\$131,481
13	\$123,088	13	\$128,135	13	\$133,551
14	\$125,068	14	\$130,160	14	\$135,621
15	\$127,048	15	\$132,185	15	\$137,691

2023-2026

COMPUTER SPECIALISTS

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$66,800	1	\$68,800	1	\$71,472
2	\$68,000	2	\$70,000	2	\$72,672
3	\$69,200	3	\$71,200	3	\$73,872
4	\$70,400	4	\$72,400	4	\$75,072
5	\$71,600	5	\$73,600	5	\$76,272
6	\$72,800	6	\$74,800	6	\$77,472
7	\$74,000	7	\$76,000	7	\$78,672
8	\$75,200	8	\$77,200	8	\$79,872
9	\$76,400	9	\$78,400	9	\$81,072
10	\$77,600	10	\$79,600	10	\$82,272

2023-2026

10-MONTH HEALTH CARE PROFESSIONALS

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$58,000	1	\$58,929	1	\$59,879
2	\$59,100	2	\$60,029	2	\$60,979
3	\$60,200	3	\$61,129	3	\$62,079
4	\$61,300	4	\$62,229	4	\$63,179
5	\$62,400	5	\$63,329	5	\$64,279
6	\$63,500	6	\$64,429	6	\$65,379
7	\$64,600	7	\$65,529	7	\$66,479
8	\$65,700	8	\$66,629	8	\$67,579
9	\$66,800	9	\$67,729	9	\$68,679
10	\$67,900	10	\$68,829	10	\$69,779
11	\$69,000	11	\$69,929	11	\$71,000

2023-2026

12-MONTH HEALTH CARE PROFESSIONALS

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$66,700	1	\$69,242	1	\$71,855
2	\$67,965	2	\$70,534	2	\$73,175
3	\$69,230	3	\$71,827	3	\$74,495
4	\$70,495	4	\$73,119	4	\$75,815
5	\$71,760	5	\$74,412	5	\$77,135
6	\$73,025	6	\$75,704	6	\$78,455
7	\$74,290	7	\$76,997	7	\$79,775
8	\$75,555	8	\$78,289	8	\$81,095
9	\$76,820	9	\$79,582	9	\$82,415
10	\$78,085	10	\$80,874	10	\$83,735
11	\$80,000	11	\$81,000	11	\$85,200

2023-2026

INTERPRETERS

I

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$52,462	1	\$54,231	1	\$56,145
2	\$53,462	2	\$55,231	2	\$57,145
3	\$54,462	3	\$56,231	3	\$58,145
4	\$55,462	4	\$57,231	4	\$59,145
5	\$56,462	5	\$58,231	5	\$60,145
6	\$57,462	6	\$59,231	6	\$61,145

2023-2026

INTERPRETERS

II

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$56,962	1	\$58,731	1	\$60,645
2	\$57,962	2	\$59,731	2	\$61,645
3	\$58,962	3	\$60,731	3	\$62,645
4	\$59,962	4	\$61,731	4	\$63,645
5	\$60,962	5	\$62,731	5	\$64,645
6	\$61,962	6	\$63,731	6	\$65,645

2023-2026

JOB COACHES

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$39,418	1	\$40,494	1	\$41,664
2	\$40,093	2	\$41,169	2	\$42,339
3	\$40,768	3	\$41,844	3	\$43,014
4	\$41,443	4	\$42,519	4	\$43,689
5	\$42,118	5	\$43,194	5	\$44,364
6	\$42,793	6	\$43,869	6	\$45,039
7	\$43,468	7	\$44,544	7	\$45,714
8	\$44,143	8	\$45,219	8	\$46,389
9	\$44,818	9	\$45,894	9	\$47,064
10	\$45,493	10	\$46,569	10	\$47,739
11	\$46,168	11	\$47,244	11	\$48,414
12	\$46,918	12	\$47,994	12	\$49,164
13	\$47,668	13	\$48,744	13	\$49,914
14	\$48,418	14	\$49,494	14	\$50,664
15	\$49,168	15	\$50,244	15	\$51,414
16	\$49,918	16	\$50,994	16	\$52,164

2023-2026

SECRETARIES

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$59,027	1	\$61,327	1	\$63,169
2	\$60,327	2	\$62,527	2	\$64,369
3	\$61,627	3	\$63,727	3	\$65,569
4	\$62,927	4	\$64,927	4	\$66,769
5	\$64,227	5	\$66,127	5	\$67,969
6	\$65,527	6	\$67,327	6	\$69,169
7	\$66,827	7	\$68,527	7	\$70,369
8	\$68,127	8	\$69,727	8	\$71,569
9	\$69,827	9	\$70,927	9	\$72,769

2023-2026

TEACHER ASSISTANTS

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
0	\$30,785				
1	\$31,735	1	\$32,335	1	\$32,935
2	\$32,735	2	\$33,335	2	\$33,935
3	\$33,735	3	\$34,335	3	\$34,935
4	\$34,735	4	\$35,335	4	\$35,935
5	\$35,735	5	\$36,335	5	\$36,935
6	\$36,785	6	\$37,385	6	\$37,985
7	\$37,835	7	\$38,435	7	\$39,035
8	\$38,885	8	\$39,485	8	\$40,085
9	\$39,985	9	\$40,585	9	\$41,185
10	\$41,085	10	\$41,685	10	\$42,285
11	\$42,185	11	\$42,785	11	\$43,385
12	\$43,285	12	\$43,885	12	\$44,485
13	\$44,385	13	\$44,985	13	\$45,585
14	\$45,485	14	\$46,085	14	\$46,685

2023-2024

TEACHERS

	I	II	III	IV	V	
	BA	BA+15	BA+30/MA	MA+15	MA+30	
Step						Step
1	\$66,296	\$69,296	\$75,046	\$77,046	\$79,296	1
2	\$67,546	\$70,676	\$76,351	\$78,377	\$80,636	2
3	\$68,796	\$72,055	\$77,656	\$79,709	\$81,975	3
4	\$70,046	\$73,435	\$78,961	\$81,040	\$83,315	4
5	\$71,296	\$74,815	\$80,267	\$82,371	\$84,654	5
6	\$72,546	\$76,196	\$81,573	\$83,703	\$85,995	6
7	\$74,996	\$78,775	\$84,078	\$86,235	\$88,534	7
8	\$77,456	\$81,365	\$86,593	\$88,776	\$91,084	8
9	\$79,916	\$83,955	\$89,108	\$91,317	\$93,633	9
10	\$82,376	\$86,545	\$91,623	\$93,858	\$96,183	10
11	\$84,836	\$89,134	\$94,139	\$96,400	\$98,732	11
12	\$87,296	\$91,724	\$96,654	\$98,941	\$101,282	12
13	\$89,796	\$94,354	\$99,209	\$101,522	\$103,871	13
14	\$92,396	\$97,084	\$101,864	\$104,204	\$106,561	14
15	\$95,096	\$99,801	\$104,507	\$106,873	\$109,238	15

2024-2025

TEACHERS

	I	II	III	IV	V	
	BA	BA+15	BA+30/MA	MA+15	MA+30	
Step						Step
1-2	\$70,476	\$73,606	\$79,281	\$81,307	\$83,566	1-2
3	\$71,876	\$75,135	\$80,736	\$82,789	\$85,055	3
4	\$73,276	\$76,665	\$82,191	\$84,270	\$86,545	4
5	\$74,676	\$78,195	\$83,647	\$85,751	\$88,034	5
6	\$76,076	\$79,726	\$85,103	\$87,233	\$89,525	6
7	\$77,476	\$81,255	\$86,558	\$88,715	\$91,014	7
8	\$78,876	\$82,785	\$88,013	\$90,196	\$92,504	8
9	\$81,336	\$85,375	\$90,528	\$92,737	\$95,053	9
10	\$83,796	\$87,965	\$93,043	\$95,278	\$97,603	10
11	\$86,256	\$90,554	\$95,559	\$97,820	\$100,152	11
12	\$88,716	\$93,144	\$98,074	\$100,361	\$102,702	12
13	\$91,176	\$95,734	\$100,589	\$102,902	\$105,251	13
14	\$93,636	\$98,324	\$103,104	\$105,444	\$107,801	14
15	\$96,096	\$100,801	\$105,507	\$107,873	\$110,238	15

2025-2026

TEACHERS

	I	II	III	IV	V	
	BA	BA+15	BA+30/MA	MA+15	MA+30	
Step						Step
1	\$73,690	\$76,820	\$82,495	\$84,521	\$86,780	1
2-3	\$75,090	\$78,349	\$83,950	\$86,003	\$88,269	2-3
4	\$76,490	\$79,879	\$85,405	\$87,484	\$89,759	4
5	\$77,890	\$81,409	\$86,861	\$88,965	\$91,248	5
6	\$79,290	\$82,940	\$88,317	\$90,447	\$92,739	6
7	\$80,790	\$84,569	\$89,872	\$92,029	\$94,328	7
8	\$82,290	\$86,199	\$91,427	\$93,610	\$95,918	8
9	\$83,790	\$87,829	\$92,982	\$95,191	\$97,507	9
10	\$85,290	\$89,459	\$94,537	\$96,772	\$99,097	10
11	\$87,740	\$92,038	\$97,043	\$99,304	\$101,636	11
12	\$90,190	\$94,618	\$99,548	\$101,835	\$104,176	12
13	\$92,640	\$97,198	\$102,053	\$104,366	\$106,715	13
14	\$95,090	\$99,778	\$104,558	\$106,898	\$109,255	14
15	\$97,540	\$102,245	\$106,951	\$109,317	\$111,682	15

2023-2026

WORKPLACE READINESS FACILITATOR

	2023-2024		2024-2025		2025-2026
Step		Step		Step	
1	\$50,581	1	\$52,081	1	\$54,035
2	\$51,681	2	\$53,181	2	\$55,135
3	\$52,781	3	\$54,281	3	\$56,235
4	\$53,881	4	\$55,381	4	\$57,335
5	\$54,981	5	\$56,481	5	\$58,435
6	\$56,081	6	\$57,581	6	\$59,535
7	\$57,181	7	\$58,681	7	\$60,635

IN WITNESS WHEREOF

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2023, and shall continue in effect until June 30, 2026.

The parties have caused this Agreement to be signed by their respective Presidents, attested to by their respective secretaries, and under their corporate seals to be placed thereon.

THE BOARD OF EDUCATION OF THE BERGEN COUNTY SPECIAL SERVICES SCHOOL DISTRICT

Gary Lentini, President

John Susino, Board Secretary

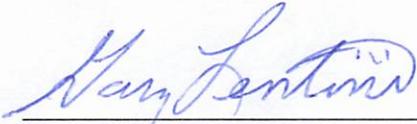
THE BERGEN COUNTY SPECIAL SERVICES EDUCATION ASSOCIATION

Rick Gladstone, Co-President

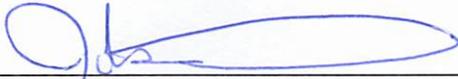
Laura Morgan, Co-President

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their proper officers on the date and year written.

FOR THE BOARD:



Gary Lentini
Board President

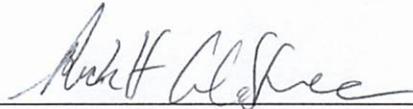


John Susino
Board Secretary

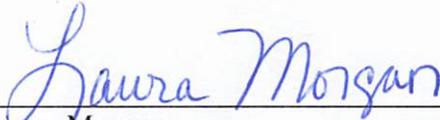
3/19/2024

Date

FOR THE ASSOCIATION:



Rick Gladstone
Co-President



Laura Morgan
Co-President

3/19/2024

Date