



2023-2026

A G R E E M E N T

of

**TERMS AND CONDITIONS
OF EMPLOYMENT**

between

**THE BOARD OF EDUCATION OF THE
VOCATIONAL SCHOOLS IN THE
COUNTY OF BERGEN**

and

**THE BERGEN COUNTY VOCATIONAL-TECHNICAL SCHOOLS
EDUCATION ASSOCIATION, INC.**

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ARTICLE I

RECOGNITION OF ASSOCIATION

- A. The Board of Education of the Vocational Schools in the County of Bergen, New Jersey, hereinafter referred to as the Board, hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all non-supervisory certificated professional personnel.
- B. The Association is the Bergen County Vocational-Technical Schools Educational Association, Inc.
- C. Unless otherwise indicated, the term “teachers,” when used hereinafter in this Agreement, shall refer to all certificated professional employees, represented by the Association in the negotiating unit as defined above.

ARTICLE II

RECOGNITION OF AGREEMENT AND CERTAIN PREROGATIVES OF THE BOARD

- A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all negotiable issues, which were the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate any matter whether or not covered by this Agreement nor whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- B. The Board retains jurisdiction and authority over matters of policy and operations. It retains the right subject only to the limitations imposed upon it by law of the State of New Jersey and by the language of this Agreement, in taking whatever actions may be necessary to carry out the mission of the school district. Should such said state law change during the period of this Agreement, non-directory changes in such law shall not operate as a change in the terms of this Agreement which shall govern.
- C. The Board in accordance with existing state law and state administrative code may:
 - 1. Hire, promote, transfer, assign, and retain teachers in positions within the school district.
 - 2. Abolish any position or positions for reasons of economy or because of reduction in the number of pupils or a change in administrative or supervisory organization of the district or for other good cause. Should it become necessary to abolish a position, seniority shall be recognized and the “standards for determining seniority” shall be as provided in the New Jersey Administrative Code (N.J.A.C.), Title 6A:32-5.1 (2020)

- D. No lockout of teachers shall be instituted by the Board during the term of this Agreement. The Association agrees that during the term of this Agreement, neither it nor its officers, employees or members will engage in, encourage, support, or suggest any strike, work stoppages, slowdowns, mass resignations, mass absenteeism, disruptive picketing, or any other similar actions, which would involve suspension of, or interference with the normal work of the Board.

In the event that Association members participate in such activities in violation of this provision, the Association shall notify those members so engaged to cease and desist from such duties. Non-disruptive picketing in appropriate instances before or after school hours shall not be deemed a violation of this Agreement.

- E. The parties agree to follow the procedures set forth in this Agreement, and to use no other channels to resolve any question or proposal until the procedures within this Agreement are fully exhausted. If, after such procedures have been followed, a question remains unresolved, other avenues may be utilized in exercising rights in accordance with due process of law.

ARTICLE III

TEACHER RIGHTS

- A. The Board hereby agrees that all teachers shall be afforded those rights granted by the New Jersey Employer-Employee Relations Act of 1968 and 1974, and amendments thereto.
- B. No teacher shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause.
- C. No teacher shall be prevented from wearing identification of membership in the Association or its affiliates, except that all teachers shall, in this regard, observe reasonable standards of decorum.

ARTICLE IV

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish the Association with those documents required by law to be made available for inspection and copying pursuant to the Right-to-Know Law, based upon a specific written request for an item by the Association and further that the cost of copying any such information shall be paid for by the Association according to a fee schedule to be established by the Board.
- B. The Association, upon advance request, shall have the right to use school facilities and equipment, including computers, typewriters, photocopying equipment, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use, and for any repairs necessitated as a result thereof. The cost for this use will be set by the Board according to a fee schedule. Any dispute concerning costs assessable to the Association under this paragraph shall be resolved by the Association first paying any

reasonable amount stated by the Board and thereafter, if necessary, submitting such dispute for resolution by arbitration or any other procedure agreed to by the parties.

- C. The Association shall have, in each school building, adequate use of a bulletin board in each faculty lounge. The Association shall also be assigned adequate space on the bulletin board in the central office of the school district for Association notices.
- D. The Association shall have the right to use the interschool mail facilities and school mail boxes provided, however, that school mail shall have priority. This is limited to mail only and not packages.
- E. The President of the Association, or his officer-designee, will be granted a total of five (5) days or equivalent annually for official Association business. Additional time may be granted at the discretion of the Superintendent and/or his/her designee. Adequate prior notice on the request for leave form, except in case of emergency, shall be submitted to the Superintendent's office. Emergency situations shall be determined by mutual consent of the Superintendent and Association President.
- F. The Board shall permit a faculty representative designated by the Association in each building to perform his/her functions before school begins, after school ends, or during lunch period, as Association representative in the enforcement of this Agreement, except that such functions shall not interfere with the normal operations of the school district, nor shall they interrupt instruction in any of the classrooms in the building. These functions shall not conflict with any regular assigned duties.

ARTICLE V

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. Grievance

A grievance shall be defined as the right of an employee or the Association to prosecute an appeal over the interpretation, application, or violation of policies, agreements or administrative decisions affecting them. However, the term "grievance" shall not apply to any matter which:

- a. method of review is prescribed by law or State Board Rule having the force and effect of law, or
- b. the Board of Education is without authority to act or
- c. a complaint of a non-tenured teacher which arises by reason of his/her not being re-employed. As used in this definition, the term "employee" shall mean also a group of employees having the same grievance.

The only grievances, which may be arbitrated, are those alleging that there has been a violation of this Agreement. All other grievances, which are not subject to arbitration, shall terminate at Board level.

2. Aggrieved Person

An “aggrieved person” is the person or persons or the Association making the claim.

3. Party in Interest

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

B. PURPOSE

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

C. PROCEDURE

1. Time Limits

The filing of any grievance shall be restricted to 45 calendar days from the alleged occurrence. In the event that the 45th day falls on a weekend or holiday, the 45th day will be deemed to be the next school day. The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. Year-End Grievances

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

3. Level One—Principal or Immediate Superior

A teacher with a grievance shall first discuss it with his or her principal or immediate superior, either directly or through the Association’s designated representative, with the objective of resolving the matter informally.

4. Level Two—Superintendent or his/her designee

If the aggrieved person is not satisfied with the disposition of his or her grievance at Level One, or if no decision has been rendered within 10 school days after the presentation of the grievance, she/he may file the grievance in writing with the Superintendent of Schools.

5. Level Three—Board of Education

If the aggrieved person is not satisfied with the disposition of his or her grievance at Level Two, or if no decision has been rendered within 10 school days after presentation to the Superintendent, she/he may file the grievance in writing with the Board of Education.

6. Level Four—Arbitration

- a. If the aggrieved person is not satisfied with the disposition of his or her grievance at Level Three, or if no decision has been rendered within 10 school days after the grievance was delivered to the Board of Education, he or she may request in writing that the Association submit the grievance to arbitration. If the Association determines that the grievance is meritorious, it shall submit the grievance to arbitration.
- b. Within 10 school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the NJ Public Employment Relations Commission by either party. The parties shall then be bound by the rules and procedures of the NJ Public Employment Relations Commission.
- c. The arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be final and binding on the parties.
- d. In the event that arbitrability of a grievance is at issue between the parties, jurisdiction to resolve the issue shall rest solely with the arbitrator selected in accordance with the provision of Section C.6 (b) of this Article.
- e. All costs of the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of a hearing room, if any, shall be paid as follows:

In the event that the Association does not support a grievance neither the Association nor the Board shall be obligated to pay any costs in arbitration. If the Association supports a grievance, all of the costs of arbitration referred to above shall be borne equally by the Board and the Association. The Association shall notify the Board in writing as to whether or not it supports a grievance at the conclusion of Level Two of this grievance procedure.

D. RIGHTS OF TEACHERS TO REPRESENTATION

1. Teacher and Association

Any aggrieved person may be represented at all stages of the grievance procedure by himself or herself, or, at his/her option by representative(s) selected or approved by the Association. When a teacher is not represented by the Association, the Association

shall have the right to be present and to state its views at all stages of the grievance procedure.

2. Reprisals

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

E. MISCELLANEOUS

1. Group Grievance

If, in the judgment of the Association, a grievance affects a group or class of teachers, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

2. Written Decisions

Decisions rendered at Level One which are unsatisfactory to the aggrieved person, and all decisions rendered at Levels Two and Three of the grievance procedure, shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association. Decisions rendered at Level Four shall be in accordance with the procedures set forth in Section C, paragraph 6 of this Article.

3. Separate Grievance File

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

4. Forms

Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

5. Meetings and Hearings

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

ARTICLE VI

SALARY GUIDE REGULATIONS

- A. Salaries for teachers covered by this Agreement shall be as set forth on Schedules A10, B10, C10 (10-month teachers) and A12, B12, C12 (12-month teachers) for school years 2023-2026.
- B. Salaries for Extra-Curricular Activities shall be set forth in the Extra Duty-Extra Pay Schedule D (2023-2026) and Schedule E Athletic Department (2023-2026).
- C. Teachers employed on a 10-month basis shall be paid in 20 equal semi-monthly installments. Paydays shall be on the 15th day of the month and on the last day of the month.
- D. Teachers employed on a 12-month basis shall be paid in 24 equal semi-monthly installments. Paydays shall be on the 15th day of the month and on the last day of the month.

Teachers who are appointed under Schedule D, Extra Duty-Extra Pay Salary Guide, shall be paid either 20 equal semi-monthly installments for 10-month teachers or 24 equal semi-monthly installments for 12-month teachers, except for the following Extra Duty-Extra Pay positions: Academy Extended Year, After School Activity Coordinator, Curriculum, Conflict Resolution, Detention Coverage, Emergency Before/After School Service, Home Instruction, Overnight Compensation, Proctoring, Saturday Detention, Teacher-in-Charge, and Teacher Relief.

Teachers who are appointed under Schedule E - Athletic Department shall be paid after the completion of the sport or activity.

- E. Teachers may individually elect to have a portion of their monthly salary deducted from their pay. These funds, including interest accrued, less administrative costs, if any, shall be paid to the teacher or his/her estate, in accordance with the options available at a bank or credit union to be selected by the Board.
- F. When a payday falls on a Saturday, a Sunday or a holiday when the school district's payroll bank is closed, payday will be on the last central office business day prior to that day. When the school district's central office is closed for the entire winter recess, the second December payday shall be on the last central office business day prior to the recess.
- G. Teachers shall receive their final pay (including that for extra-curricular activities) on the last June payday, provided that the Principal or Administrator verifies all assignments have been completed.
- H. The salary guide shall provide for five (5) salary classifications with five (5) separate columns defined as follows:

In determining eligibility for each of the following salary classifications, approved in-service credits may not exceed one-third (1/3) of the column heading requirements. One (1) in-service credit is equal to 15 contact hours. For purposes of movement on the salary guide

an approved in-service credit can be accumulated from an after-school district-sponsored professional development activity.

Academic teachers who successfully complete undergraduate coursework from an accredited college or university at the specific request of school or district administration for the purpose of preparing to develop and/or teach a new course or academic subject in the district, shall be allowed to use those credits for salary guide classification as if they were graduate credits. The administrative request to take such undergraduate courses (including specific identification of each course), and the administrative acknowledgement of salary classification eligibility upon successful completion by the teacher, must be provided to the teacher in writing prior to his/her enrollment in each such course. All other conditions for salary classification eligibility of graduate coursework set forth in this Article VI shall apply to these undergraduate credits.

NOTE:

- a) Shop teachers who earn a degree are limited to five (5) in-service credits per column.
- b) In-service credit will only be granted for approved in-service course work taken while employed by this Board of Education.

Column I: Academic teachers having a Bachelor's degree or shop teachers having sub-standard or standard certification. If a teacher becomes eligible for regular certification on or before September 1, the teacher will be reclassified to reflect their degree status. [Four (4) year training level].

Column II: Academic teachers having a Bachelor's degree plus 15 approved graduate or in-service* credits or shop teachers having earned 36 approved college or in-service* credits above regular certification.

Column III: Academic teachers having a Bachelor's degree plus 30 approved graduate or in-service* credits or shop teachers having a Bachelor's degree or 128 approved college or in-service* credits and holding a regular teaching certificate.

Column IV: Academic teachers having a Master's degree plus 15 approved graduate or in-service* credits which postdate the issuance of the Master's degree or shop teachers having a Bachelor's degree plus 15 graduate credits or 143 college/in-service* credits and holding a standard teacher's certificate.

Column V: Academic teachers having a Master's degree plus 30 approved graduate or in-service* credits which postdate the issuance of the Master's degree or shop teachers having a Bachelor's degree plus 30 graduate credits or 158 college/in-service* credits and holding a standard teacher's certificate.

Note: *In-service credit limitations set forth in this provision.

I. Graduate Credit/Degrees

1. Each year, teachers will be issued contracts based upon their college degree, approved college credits and/or approved in-service credits earned as of the date of the issuance of the degree, certification, college credits or in-service credits.
2. 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.
3. Where more than one graduate degree is conferred simultaneously (i.e., on the same date) for a teacher who is on salary guide Column III or below, one degree will be deemed "the Master's degree" for salary guide placement purposes; and the credits from the other degree(s) will be deemed "plus" credits for placement on Column IV or Column V of the salary guide. The graduate degree requiring the largest number of graduate credits will be considered "the Master's degree." 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 which degree. Any credits used toward "the Master's degree" cannot be used again as "plus" credits added to "the Master's degree."
4. For any teachers moving to Column IV or V of the salary guide or initially employed in the district on or after July 1, 2023, if a Master's degree requires more than 45 credits for completion, any of those credits beyond 45 will be deemed "plus" credits for placement on Column IV or V of the salary guide.
5. Staff members shall submit to the Director of Human Resources a request for approval in advance of any undergraduate, graduate, or in-service course work. It shall be the responsibility of each teacher, who believes she or he is eligible for column advancement, to submit to the Director of Human Resources on or before June 30th of each year, a request for salary reclassification for the subsequent year. Any documentation together with an official transcript for all credits taken to date, and copies of certificates which will verify satisfactory completion of any approved in-service courses where salary guide credit may be granted, must be submitted to the Director of Human Resources to support the request by September 21. Any request and submission for reclassification outside of these deadlines shall not be considered until the following school year.

J. Contract Salary Adjustment

1. Whenever a teacher during the term of this Agreement holds a provisional certificate, for the subject area which he or she is teaching and is scheduled to teach full-time morning and afternoon classes with no scheduled planning period, he or she shall receive a contract salary adjustment of \$72.50 per month not to exceed \$725 annually.

2. Whenever a teacher during the term of this Agreement holds a permanent or standard certificate for the subject area which she or he is teaching is scheduled to teach fulltime morning and afternoon classes with no scheduled planning period, she or he shall receive a contract salary adjustment of: \$806.80 per month not to exceed \$8,068 annually for school year 2023-2024; \$831.80 per month not to exceed \$8,318 annually for school year 2024-2025; and \$856.80 per month not to exceed \$8,568 annually for school year 2025-2026.
 3. In the event that a teacher who presently receives a “contract salary adjustment,” in lieu of a planning period, is transferred to a position or assignment that provides a scheduled planning period, there shall be no reduction in salary. If a shop teacher is appointed to an educational services position, she or he shall continue to receive a contract salary adjustment at the same rate. However, the teacher will now be classified as an “academic” teacher and must meet academic salary guide requirements to be eligible for salary guide column advancement.
 4. Academic teachers having a Doctorate and shop teachers having a Masters plus 30 credits will receive an annual salary adjustment to their column and step pay of: \$1,164 for school year 2023-2024; \$1,203 for school year 2024-2025 and \$1,243 for school year 2025-2026.
 5. Where a Shop/CTE teacher is assigned to teach eight (8) periods for a full school year, the teacher shall receive an annual salary adjustment stipend of \$3,500 for the additional preparation work required. This salary adjustment stipend shall be pensionable.
 6. Athletic Trainers shall receive a contract salary adjustment of: \$15,000 for school year 2023-2024; \$15,507 for school year 2024-2025; and \$16,028 for school year 2025-2026.
- K. Initial salary guide placement shall be determined by the Superintendent or his/her designee based upon degree and/or certification status together with the criteria as set forth in paragraphs K through N.

Teachers hired on or subsequent to September 1, 1993 under the alternate route program and who hold a Certificate of Eligibility, issued by the New Jersey State Department of Education, which provides the candidate the same standing as holders of regular certification for purposes of employment, will have their degree status recognized with regard to initial salary guide placement.

- L. Salary step credit may be allowed for: a) approved full-time teaching on the basis of year-for-year credit on the salary guide, and b) full-time professional experience in a directly related nonteaching position, i.e., social worker or psychologist at a state rehabilitation center.
- M. Up to four (4) years of salary guide credit and longevity credit for military service shall be granted in accordance with the provisions of applicable law.
- N. Year for year salary step credit may be allowed for approved and appropriate full-time occupational experience to teachers certified to teach vocational-technical shop subjects.

- O. Non-tenured teachers shall be notified in writing no later than May 15 of their status for the following school year in accord with New Jersey Statutes Annotated (N.J.S.A.) 18A:27-10.
- P. The Board agrees to deduct from the salaries of its teachers dues for the Bergen County Vocational-Technical Schools Educational Association, Inc., the Bergen County Education Association, the New Jersey Education Association, or the National Education Association, or any one or any combination of such Associations as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with applicable laws and regulations. Said monies together with records of any collections shall be transmitted to the treasurer of the Bergen County Vocational-Technical Schools Educational Association by the 15th of each month following the monthly pay period in which the deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.
- Q. Ten-month teachers whose anniversary date of employment occurs on or before January 31 of any year shall be entitled to a full increment. Ten-month teachers whose anniversary date of employment occurs February 1 or thereafter of any year shall not be entitled to an increment. The same rule shall apply as it relates to the service adjustment.

Twelve-month teachers whose anniversary date of employment occurs on or before December 31 of any year shall be entitled to a full increment. Twelve-month teachers whose anniversary date of employment occurs January 1 or thereafter of any year shall not be entitled to an increment. The same rule shall apply as it relates to the service adjustment.

- R. Ten-month teachers will have the option to be paid over a 12-month period if they opt into such a payment arrangement in writing. There will be no interest accruing for or payable to ten-month teachers who opt to be paid over a 12-month period.

ARTICLE VII

TEACHER WORK YEAR AND WORK DAY

A. Teacher Work Year

1. Length

The in-school work year for all teachers employed on a 10-month basis (other than new teachers who may be required to attend one (1) additional day for orientation) shall not exceed 183 days.

Teachers employed on a 12-month basis will be required to work 20 days between July 1 and August 31, with no additional fringe benefits.

Ten-month teachers must work a minimum of five (5) months and one (1) day in the previous school year to be considered for step increment in the following school year. Twelve-month teachers must work six (6) months and one (1) day in the previous school year to be considered for step increment for the following year.

Athletic Trainers shall be employed on a 12-month basis and their work year shall not exceed 203 days between August 15 and June 15, and twenty (20) additional days for

which they will receive a salary adjustment under Article VI(J) of this agreement. Days worked between June 16 and August 14 will be by mutual agreement with the Athletic Director, with no additional fringe benefits.

2. Definition of In-School Work Year

The in-school work year shall include days when students are in attendance, orientation days, and any other days on which teacher attendance is required.

3. Emergency Closings

Teacher attendance will not be required when school has been canceled for students for any emergency.

In the event of an emergency school closing, teachers will be required to make up the day(s), but in no event shall the number of teacher attendance days exceed 183, or 184 for new teachers.

In the event that school is closed early due to an emergency situation, teachers who were not present shall be charged a full sick day or personal day as appropriate.

B. Teacher Work Day

1. Length and Time of Day

(a) The teacher work week (including teaching time, duty time, preparation time, and lunch time) shall not exceed 35 hours and 25 minutes and fall between 8:00 a.m. and 3:05 p.m.

(b) The work day at Paramus and Teterboro shall fall between 8:00 a.m. and 3:05 p.m. The work day at the Applied Technology High School shall fall between 7:40 a.m. and 2:45 p.m. Any teacher given an assignment that begins the workday at one school and ends the workday at a different school and works more than the contracted 35 hours and 25 minutes, shall be paid his/her hourly per diem rate for the extra time.

(c) The Athletic Trainer work day shall be 7 hours and 5 minutes long. A work day of up to 3 hours and 30 minutes shall be considered a half day of work. Athletic Trainers may be scheduled to work a full day or a half day of work.

2. Atypical Schedules

Teachers may be assigned atypical working hours in accord with all other conditions set forth in this Article.

Such assignment shall also be subject to the following conditions:

a. Atypical assignments shall be the exception not the rule and shall be designed with the intent to save teaching positions. The Principal or his/her designee has the right to adjust the day/week's schedule in concert with the instructional activities of the campus. The decision is to be made with the mutual consent of the teacher(s).

- b. Atypical assignments shall be limited to any seven-hour and five-minute period (for example, Monday and Friday; 8:00 am-3:05 pm, Tuesday, Thursday, and Saturday; 9:00 am-4:05 pm) and should be determined by the Principal or Administrator in agreement with the teacher.
- c. The Board shall have the exclusive right to pass on the qualifications and expertise of teaching in determining which teacher shall be assigned to a position that deviates from the normal work schedule.
- d. Atypical assignments will be evaluated annually and the Principal or his/her designee will determine if the assignment will continue.
- e. Athletic trainers must work an atypical schedule based upon the athletes' needs and athletic competitions. The Athletic Director shall consult with Athletic Trainers in development of their work schedules between August 15 and June 15.

3. Lunch

All teachers shall be provided with a duty-free lunch per day.

4. Faculty Meetings

All faculty or department meetings must be approved by the Principal or Administrator.

Teachers may be required to remain beyond the regular work day without additional compensation for the purpose of attending one faculty or other professional meeting-conference per week. Such meetings or conferences shall begin as soon as possible after the student dismissal time, preferably within 10 minutes. Teachers may attend additional meetings on a voluntary basis.

The Principal or Administrator shall use good judgment with respect to the length of such meetings and conferences.

- 5. Compensatory time may be approved by the administration in lieu of payment when an employee works beyond his/her full contractual schedule in an assignment approved by the administration in advance. Assignments that lead to compensatory time should be an exception in determining teaching assignments, not the norm, and must be discussed with the teacher in consideration of personal obligations. Compensatory time shall not accumulate. Its use must be mutually agreeable to the administration and the teacher and must be scheduled at the time the compensatory time is approved.

ARTICLE VIII

ASSIGNMENTS

- A. A teacher's full time teaching assignment is his/her regular schedule with the many non-classroom obligations normally associated with such an assignment. This may include sponsorship of one major extra-curricular activity and/or special duties as assigned by the Principal or Administrator. Should compensation be provided for any such assignment in

the extra duty-extra pay schedule approved by the Board, a teacher will be paid accordingly. The Board of Education reserves the right to make any changes to the master schedule as long as the aggregate number of minutes for student/teacher contact is not increased.

- B. A regular weekly schedule for Paramus, ATHS, and Teterboro academic teachers on a traditional day schedule includes 1,050 minutes per week of pupil contact time or 2,100 minutes averaged across a two week period not to exceed 273 minutes per day; 420 minutes of assigned duty; and 210 minutes of preparation time.
- C. The Board may assign teachers on the Paramus, ATHS, and Teterboro Campuses more than 1,050 minutes per week of student contact time up to an additional 210 minutes per week in any subject area, except where teachers average 2,100 minutes of student contact time over a period of two (2) weeks not to exceed 273 minutes per day. Overload will be the exception not the rule and will not be used in lieu of hiring a teacher. All overload schedules will be assigned in consultation with the teacher. The Board may assign teachers on the Paramus and Teterboro campuses more than 25 periods to a sixth period in any subject area. Such assignment shall first be made to staff who volunteers. In the event there is more than one volunteer in a school, the district seniority will determine the assignment. In the event that there are no volunteers, the Board of Education retains the right to assign staff consistent with extra duty-extra pay appointment guidelines. Compensation for the additional assignment period shall be the shop differential for teachers who have taught 91 or more days in an additional period. Teachers who have taught 90 or fewer days in an additional assignment shall be compensated at the teacher relief rate as per Schedule D. This amount shall not be pensionable.

Where a teacher's assignment to an extra instructional period as described above lasts more than ten (10) but less than ninety-one (91) consecutive school days, compensation for the additional assignment period shall be the teacher relief rate established in Schedule D. On the tenth (10th) consecutive school day of such an assignment, and every increment of up to five (5) days thereafter, the teacher shall also receive an additional preparation period or compensation for missing the additional preparation period.

- D. For shop teachers on the Paramus and Teterboro campuses, a teaching load is scheduled as 1,680 minutes of instruction per week unless changed by the Superintendent of Schools.
- E. As assigned by the Building Administrator, teachers of Academic and/or Shop/CTE subject areas shall be responsible for establishing and maintaining an Advisory Committee for their discipline in accord with the requirements of the Federal Carl Perkins Act. Teachers not assigned a Program Manager/Lead Teacher will receive a stipend of \$200 for coordinating each Advisory Committee meeting. Where more than one teacher is involved in establishing and maintaining an Advisory Committee, this stipend may be split equally by up to two (2) such teachers, payable upon submission of all required documents. All academic teachers and support staff members not assigned to programs that involve Advisory Committees will be assigned appropriate activities.
- F. Duties (all schools other than Bergen County Academies):
 - 1. The Principals or Administrators will refrain from assigning teachers to:
 - a. non-professional duties

- b. cafeteria duty for more than one (1) marking period or trimester unless on a voluntary basis or unless there are insufficient teachers available during lunch periods for assignment. The Principal or Administrator will endeavor to assign cafeteria duty equitably.

2. The Principals or Administrators may assign duty periods or mods daily to provide:

- a. student remediation
- b. curriculum work
- c. hall supervision
- d. common meeting
- e. in-service
- f. study hall supervision
(for attendance purposes only)
- g. standardized test monitoring

Remediation assignments shall be restricted to two (2) students per period. Paperwork associated with such a duty shall be limited.

Duty assignments may also include District recruitment or job placement work when undertaken by mutual agreement.

- G. Prior to the end of school, teachers will be permitted to see their teaching assignments as scheduled for the next year, and if there are any changes over the summer, teachers will be notified as soon as possible.

Teachers shall provide a self-addressed postcard to the Principal or Administrator prior to leaving for the summer vacation.

- H. The Board will pay teachers assigned to approved extra duty positions as set forth in the extra duty-extra pay schedules as established and adopted by the Board.
- I. The Board has the exclusive right to establish extra duty positions to which teachers may be assigned. Compensation for extra duty positions shall be subject to negotiations.
- J. Any teacher interested in applying for any extra duty-extra pay positions should make his/her interest known to his/her Principal or Administrator in writing.
- K. Any extra duty-extra pay position which becomes vacant in the course of the year or which will be vacant the following year shall be posted for a reasonable amount of time with suggested qualifications. This includes summer positions, evening school, and special assignments. Notice of termination will be 30 days.
- L. Nothing contained herein shall be construed to waive the prerogatives of the administration and/or the Board in the establishment or elimination of extra duty positions or appointments.
- M. The Board shall have exclusive right to pass upon qualifications of teachers for extra duty.
- N. In the event no District teacher applies for an extra duty position it shall be the responsibility of the Principal or Administrator to make such assignment(s) annually on a fair and equitable basis. The Principal or Administrator in that event may fill such open extra duty positions with qualified individuals from outside of the Association where available and appropriate.

- O. Compensation for extra duty-extra pay assignments shall be in Schedules D and E as attached.
- P. The Principal of each school is authorized to create up to two (2) extra duty-extra pay “special projects” or “special assignments” per school year to perform work that is not already part of a building teacher’s job responsibilities, or compensated in some other way. He/she may recommend or assign one (1) or more teachers to each such “special project” or “special assignment” for the year. Each “special project” or “special assignment” will be compensated with a stipend of \$1,000 pro-rated if a teacher’s appointment to a yearlong assignment is for less than the full school year.
1. An individual teacher may be appointed to more than one (1) “special project” or “special assignment” and receive their associated stipends in a single school year provided the Principal and the teacher mutually agree to do so.
 2. An individual “special project” or “special assignment” and its associated stipend may be shared by more than one (1) teacher provided the Principal and all of the teachers involved agree to do so.
 3. A name or description, a general purpose or goal and an illustrative list of duties will be reduced to writing before any “special project” or “special assignment” is posted. “Special projects” or “special assignments” will be posted in their respective buildings following the same procedure used for other extra duty-extra pay assignments.
 4. In the event no teacher applies for a posted “special project” or “special assignment” it shall be the responsibility of the Principal to make such assignment(s) annually on a fair and equitable basis following the same procedure for other extra duty-extra pay assignments.
 5. Any “special project” or “special assignment” created and compensated under this provision is for a single school year only. It shall create no entitlement for a teacher to be recommended or approved for the same or any other “special project” or “special assignment” in future school years. It shall also create no obligation on the part of the school district to continue a “special project” or “special assignment” in future school years.
- Q. At the discretion of the Building Administrator and/or Director of Special Education, counselors or child study team case managers/staff members and teacher(s) may be scheduled for office hours before school, after school, or evening, to accommodate parental/family schedules. Compensation will be hourly per diem.

At the discretion and approval of the Administrator, staff members and teachers may be scheduled for office hours before school, after school, or evening to accommodate special project work. Compensation will be hourly per diem before or after their extended day or assigned time.

- R. Teachers serving as Mentors will be paid by the district in accordance with the following schedule: Mentors of alternate route novice teachers - \$1,000 per year; mentors of traditional route novice teachers or teachers newly hired to the District who hold a standard certificate- \$550 per year.

The Board will respond to New Jersey State Legislature and Department of Education regulations should it cause any change in the law or regulations relative to mentoring which materially affect the terms and conditions of employment of the teachers of the Association.

- S. All faculty can be assigned to attend a maximum of two (2) administrator-approved functions that take place outside of the work schedule to accommodate various activities, excluding Back to School Night and Graduation, not to exceed five (5) hours total service during the school year. If and when available, a calendar of events and functions will be posted at the commencement of the school year. At least three (3) weeks advance notice will be given and the assignment should be discussed with the teacher in consideration of personal obligations. Attendance at or participation in these administrator-approved functions is considered a job component for worker's compensation and performance evaluation purposes. Teachers can sign up for activities of their choice. If by April 1, a vacancy remains then a teacher can be assigned. Starting on April 1 of each school year, administration may assign faculty members to functions outside their work schedules if they have not yet committed to at least two (2) such functions that school year. Extra consideration and time flexibility per Article VII(B)(5) will be given for events that are planned to extend beyond 10pm and during weekends, weekends, vacations and/or holidays.

ARTICLE IX

ASSIGNMENT TO THE BERGEN COUNTY ACADEMIES, THE DR. JOHN GRIECO CAMPUS

- A. At the Bergen County Academies, teachers are asked at the end of each school year to make an assignment choice of “Option 1” or “Option 2” for the next school year. The Principal will review such requests and, based on the needs and/or best interests of the school, as well as consideration of teacher preference, will approve or deny such requests. Teachers will be notified in writing (via district email) by the Principal or his/her designee before the end of the current school year if their requested Option 1 or Option 2 assignments for the next school year are not approved.

Option 1:

I choose to work at The Dr. John Grieco Campus with an extended day and extended year contract. (When a teacher chooses Option 1, administration will make reasonable efforts to fill the teacher's schedule and will work collaboratively with the teacher to provide a meaningful workload, which may include adding assignments, which ordinarily would be considered Extra Duty-Extra Pay, if not already filled, without payment of any stipends beyond the contractual extended day stipend. Where administration cannot fill the teacher's schedule to make up an extended day the teacher will be put on Option 2, the traditional school program day).

Option 2:

I choose to work a traditional school program day.

In cases of unforeseen and emergent circumstances, the Principal may change individual teacher assignments from Option 2 to Option 1 schedules during the school year, with corresponding proportion of stipends, as needed. If lead time is needed before implementation of a particular mid-year assignment change from Option 2 to Option 1, the Principal will determine this in cooperation with the teacher. Consideration will be given to current (traditional day) teachers who request the extended day schedule and stipend before it is given to newly hired teachers. If a significant number of teachers have their extended day removed, seniority will be considered.

B. Option 1 Schedules:

- (1) The maximum student instructional contact time for Option 1 assignments is an average of 1,140 minutes per week (1,050 traditional week, plus 90 minutes extended week total) for the school year. Instructional contact time includes core courses, electives, projects, student research, and labs. Classes should be no shorter than 50 minutes; not including labs and research.
- (2) A teacher's schedule consists of a maximum of 12 additional days at his/her per diem rate. The number of days to be determined each year by the Superintendent of Schools or his/her designee. The Board will notify teachers of the extended year schedule on or before May 30th of each school year.
- (3) Should circumstances require deviation from the Option 1 schedule described in paragraph (B)(1), any such overload schedules will be compensated at the overload assignment rate of \$4,431 for an average of 1,141 to 1,178 minutes of instructional time per week and \$4,431 additional for an average of 1,179 to 1,216 minutes of instructional time per week for the school year 2023-2024, \$4,581 for an average of 1,141 to 1,178 minutes of instructional time per week and \$4,581 additional for an average of 1,179 to 1,216 minutes of instructional time per week for the school year 2024-2025, and \$4,735 for an average of 1,141 to 1,178 minutes of instructional time per week and \$4,735 additional for an average of 1,179 to 1,216 minutes of instructional time per week for the school year 2025-2026. Overload will be the exception not the rule and will not be used in lieu of hiring a teacher.

Shop teachers who previously received a salary adjustment stipend will have their salary adjustment frozen at the pre-Option 1 level while assigned to the Dr. John Grieco Campus.

C. Option 2 Schedules:

- (1) If a teacher is assigned to a traditional day schedule (Option 2) s/he shall not receive the extended day stipend. The maximum student instructional contact time for Option 2 assignments is an average of 1,050 minutes per week for the school year. Instructional contact time includes core courses, electives, projects, student research, and labs. Classes should be no shorter than 50 minutes; not including labs and research.
- (2) Should circumstances require deviation from the Option 2 schedule described in paragraph (C)(1), any such overload schedules will be compensated at the overload assignment rate of \$4,431 for an average of 1,051 to 1,088 minutes of instructional time per week and \$4,431 additional for an average of 1,089 to 1,126 minutes of instructional time per week for the school year 2023-2024, \$4,581 for an average of 1,051 to 1,088 minutes of instructional time per week and \$4,581 additional for an average of 1,089 to 1,126 minutes of instructional time per week for the school year 2024-2025, and \$4,735 for an average of 1,051 to 1,088 minutes of instructional time per week and \$4,735 additional for an average of 1,089 to 1,126 minutes of instructional time per week for the school year 2025-2026. Overload will be the exception not the rule and will not be used in lieu of hiring a teacher.

- D. Teachers attending the Open House on a non-school day will be compensated at their per diem rate.
- E. All teacher schedules will include up to 420 minutes of assigned duty per week. Duties may include student supervision (e.g., hallway, common area, lunch, exit, study hall, etc.) and such other responsibilities as noted in Section F. To whatever extent is possible and practical, there will be an equitable distribution of duties.
- F. The following applies for teachers at the Bergen County Academies:
- (1) The Administration and faculty recognize the value of research; however, it is just one segment of the educational program. Research will not be offered at the expense of core course offerings or administratively approved electives and may be scheduled as part of the total contractual time assigned to a teacher. When research is scheduled it will count towards the total contractual time assigned. Before research can be assigned, core courses, electives, and projects must be satisfied.

Only then will research be assigned. In such cases where research is scheduled, consideration will be given to reducing assignments in areas such as office hours or academic centers of excellence and other duties and will be considered as part of the total amount of contractual time assigned. The total contractual time for research teachers with the extended day stipend is the same as other teachers: (1140 minutes of instructional time + 420 minutes of assigned duties) per week whether instructional, research, supervisory, clubs, etc.
 - (2) Teachers with a traditional day will conform to the instructional schedule and times of the Academy and adhere to an uninterrupted block of time. A teacher's work week will not exceed thirty-five (35) hours and twenty-five (25) minutes per week.
 - (3) District Academies are empowered to make recommendations regarding curriculum, scheduling, projects, clubs, electives, class coverage, etc.
 - (4) Teachers may be assigned up to fifty-seven (57) minutes per week for clubs [assigned duty]. Club enrollments not to exceed 20 students per club unless agreed upon by the Instructor.
 - (5) Teachers may be assigned up to one hundred fourteen (114) minutes of in-service per month [assigned duty].
 - (6) Teachers will be available to students for office hours which will be posted on the school website and in teaching area [assigned duty]. Office hours are to be held in the teacher's office or assigned teaching area, or by appointment with student.
 - (7) Teachers will attend one (1) one-hour faculty meeting per month, or two (2) half-hour faculty meetings per month, after school on a date(s) determined by the Principal or Administrator with one (1) week notice, except for an emergency situation.

- (8) A maximum of 19 students will be assigned to IGS (Information Gathering Session) during the normal work week, unless additional assignments are made in consultation with the teacher.
- (9) Upon the request from a teacher who has a unique need, the Principal or Administrator will attempt to create an atypical schedule to meet the teacher's request. This applies to teachers who choose Option 1 or Option 2.
- (10) Shop teachers who choose Option 2, are assigned a maximum of 1,330 minutes per week of core courses (shop), projects, and in-service training. The remaining assigned contract time will be available for students except for teacher lunch.
- (11) Teachers may be assigned professional responsibilities such as supervision of students in a non-academic setting and curriculum mandates such as grade level meetings [assigned duty].
- (12) Teachers may be assigned time for department meetings, cluster meetings, or collaborative planning [assigned duty].
- (13) If a teacher is undersubscribed for any trimester, that teacher will be available for class coverage and/or academic centers of excellence. Assignments will be submitted in writing.
- (14) Proctoring duties will be assigned equitably to whatever extent is practical. [assigned duty]
- (15) Teachers may be assigned outside duties when the weather is reasonable (outside lunch duty). Teachers may be assigned exit duty, during which they monitor the coming and going of students from inside the building. To whatever extent is possible and practical, there will be an equitable distribution of supervisory duties that occur outside the teacher's classroom (e.g., hallway, common area, lunch, exit, non-classroom study hall, etc.) [assigned duty]
- (16) Traditional day teachers should generally have 150 minutes less total assigned time (including instruction, research, student supervision, clubs, office hours, departmental meetings, etc.) than teachers with the extended day stipend.
- (17) The total assigned time for teachers with the extended day stipend is 1140 minutes of instructional time + 420 minutes of assigned duties and for teachers with a traditional day is 1050 minutes of instructional time + 420 minutes of assigned duties whether instructional, research, supervisory, clubs, office hours, department meetings etc. Teachers can use remaining (unassigned) duty time for additional open office/lab hours, additional course/activities prep, or any other additional tasks which will support their teaching, the students and the school.

ARTICLE X

SICK LEAVE

- A. All regularly employed 10 month personnel shall be entitled to 10 days of sick leave per year with full pay.

All regularly employed 12 month personnel shall be entitled to 11 days of sick leave per year with full pay.

Note: For staff employed less than 10 or 12 months – one (1) day per month.

- B. All unused sick leave days shall be accumulative.
- C. If the personal illness exceeds the amount of accumulated sick leave, the Board of Education, by special action, may grant additional sick leave.
- D. Documentation from an appropriate health care provider will be required for absences caused by personal illness for more than three (3) consecutive days.
- E. Teachers who leave school early due to illness or any personal emergency, will not be charged with sick days on the first two (2) occasions. Thereafter, however, a teacher will be charged a full sick day regardless of the time he or she leaves school. Up to two (2) sick days or four (4) half sick days may be taken in a school year as half sick days. Early leave allowance is for emergent situations only. Early leaves may not be planned in advance.
- F. Teacher Attendance Incentive:

Teachers must work a full school year to be eligible for any attendance incentive.

Option I:

Teachers with 70 or more accumulated sick days shall be eligible to sell back a maximum of 10 sick days in accord with the following schedule:

Eligibility Requirement	Value Per Day	Maximum Payment
2 sick days absent	\$185	\$1,850
3 sick days absent	\$165	\$1,650

Option II:

Teachers with less than 70 accumulated sick days shall be eligible to sell back a maximum of five (5) days in accord with the following:

Eligibility Requirement	Value Per Day	Maximum Payment
2 sick days absent	\$125	\$625
3 sick days absent	\$105	\$525

Payment under Option I or II shall be made on or about July 31st.

Option III:

Teachers who are non-renewed or rified may cash in their sick days at a rate of \$90 per day to a maximum of \$1,800.

Teachers wishing to participate in any option of the attendance incentive program must give notice on the appropriate Business Office form no later than June 30th to be eligible for payment under this provision.

- G. Upon retirement from the district, and approval of pension payment by the NJ Division of Pensions and Benefits, teachers shall be paid for their unused accumulated sick leave days based on the following formula:

Option I:

Accumulated sick days x \$110

Maximum payment \$9,900

or

Option II:

Accumulated sick days x \$183

Maximum payment \$16,470

Teachers wishing to participate in Option II must give notice to the Board Secretary in accordance with Board policy, and no later than September 30th of the school year in which the teacher retires.

Teachers, who exceed seven (7) sick days of absence in their last ten months of employment, will not be eligible for this retirement benefit.

This limitation may be waived if the teacher can provide satisfactory medical documentation to the Superintendent of Schools. This provision is not subject to grievance.

The total amount payable to retiring teachers for the combined benefits attendance incentive and unused sick days at retirement, in any fiscal year shall not exceed \$89,100 for Option I and \$147,780 for Option II. In any year when there are insufficient funds available for these benefits due to the number of retiring teachers, the amount shall be prorated to the retiring teachers.

ARTICLE XI

EMERGENCY LEAVE WITH PAY (EXCLUSIVE OF SICK LEAVE)

The Principal or Administrator may grant to any regularly employed teacher emergency leave each year for the following reasons:

- A. Death in the immediate family—four (4) consecutive days. Part-time staff working less than twenty-five (25) hours per week—four (4) consecutive days within a given work week. This leave must be used within six (6) months of the immediate family member's death. Exceptions to this time frame may be approved by the Superintendent or her/his designee.

Spouse
Children
Mother or Father
Brothers or Sisters
Grandparents

Other relatives, if living in the same domicile at time of death; or where the teacher is primarily responsible for making or setting

Mother-in-law or Father-in-law

funeral/memorial
arrangements, legal affairs
and/or financial affairs of the
deceased.

No more than two instances of “immediate family” emergency leave shall be taken by a teacher in a single year.

Documentation related to the eligibility criteria for the benefit outlined above where the teacher is primarily responsible for making or setting funeral/memorial arrangements, legal affairs and/or financial affairs of the deceased must be provided by the teacher.

- B. 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.
- C. Personal business or religious reasons—three (3) days non-cumulative. Leave of absence for personal business that necessitates teacher absence during school hours for the following reasons will require no further explanation.

Religious
Health problem of a child or spouse

Legal business
Death of a friend

Other leaves for personal reasons may be granted by the Superintendent or his/her designee for good cause.

A personal business day cannot be taken during the five (5) days prior to the closing of school in June; nor immediately before or after any school holiday or vacation. Exceptions for reasons beyond the control of the employee and acceptable to the Superintendent or his/her designee may be granted.

ARTICLE XII

PERSONAL LEAVE

- A. The Board of Education, upon the recommendation of the Superintendent of Schools, may grant a maximum of one (1) year leave of absence, without pay or benefits, for personal reasons or educational study, to any tenured employee. The staff member may request in writing to the Superintendent or his/her designee additional time if desired.

Leaves other than for medical reasons, however, will only be granted for a full school year.

- B. The Superintendent of Schools shall take the following factors into consideration:
 - 1. Length of time employee has served in the Bergen County Technical Schools.
 - 2. Benefits which would result for the school system.
 - 3. Expectations of the employee to return to the Bergen County Technical Schools.

- C. Teachers shall indicate in writing no later than March 1 whether or not they intend to return to active duty the following year.

ARTICLE XIII

OTHER LEAVES

- A. Communicable Disease

1. No deduction in pay or sick leave time shall be made for employees absent by reason of quarantine or communicable disease caused by a member of his/her family or household, if supported by a certificate from a Health Department.
2. The regular sick leave policy deductions shall be applied where communicable disease is due to the illness of the employee.

- B. Absence for Jury Duty

Any employee of the Bergen County Technical Schools who must be absent because of jury duty shall be compensated at full salary less compensation received for such service.

- C. Absence for Court Subpoena

No deduction shall be made in salary for any employee who is absent by reason of a court subpoena when the employee is not a party to the litigation.

- D. State of Emergency

No deduction in salary shall be made for any employee who is absent due to travel restrictions resulting from a national disaster or other extraordinary circumstance which makes it impossible for the employee to report to work. The employee may submit documentation to support the reason for his/her absence. The Superintendent or his/her designee will review the documentation and decide the claim has merit and no deduction shall be made, or available leave time will be charged, or pay deducted (if no paid leave time remains).

ARTICLE XIV

INSURANCE

The Board shall provide health benefits insurance through the New Jersey School Employees Health Benefits Program. 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.

Part-time teachers hired September 1, 1993 and thereafter: Any part-time teacher working less

than 20-hours per week, shall receive no health benefits. Teachers working 20 or more hours per week but less than 35 hours per week shall receive State Health Benefits family coverage only.

Any part-time teachers hired July 1, 2011, and thereafter working less than 25 hours per week, shall receive no health benefits. Full-time teachers reduced in hours and reclassified to part-time shall receive no health benefits. Teachers working 25 or more hours per week but less than 35 hours per week shall receive State Health Benefits family coverage only.

- A. Hospitalization: Medical insurance will be provided through the New Jersey School Employees Health Benefits Program. Coverage for each teacher shall include the employee and employee's eligible family members.
- B. Dental: The Board shall provide and pay the cost of Dental Health Care Insurance or its equivalent for each regularly employed full-time teacher subject to all of the rules and regulations of the programs, and such coverage for each teacher shall include the employee and eligible family members; 100% benefit - Preventive and Diagnostic; 100% remaining basic benefits; crowns, in-lays and gold restoration 100%; 80/20% prosthodontics; and 50/50% orthodontic \$2,000.
- C. Prescription: Prescription benefits will be provided through the NJDPB/SEHBP "Employee Prescription Drug Plan" (the "Standalone Plan").
- D. Vision Care Insurance: The Board shall provide and pay the cost of Vision Care Insurance or its equivalent for each regularly employed full-time teacher subject to all of the rules and regulations of the program, and such coverage for each teacher shall include the employee and eligible family members. The Plan or its equivalent will cover an examination at \$60 and lenses and frames every 12 months at the following rate:

<u>Lenses and Frames</u>	<u>Maximum Allowable Expense</u>
Single Vision	\$100
Bifocal	\$115
Trifocal	\$125
Lenticular	\$160

- E. Disability*: The Board shall provide and pay the cost of Disability for each regularly employed full-time teacher* subject to all of the rules and regulations of the program, 60% of monthly Base (\$3,500 maximum) 90 days elimination period or accumulated sick days whichever is greater. Three (3%) percent of the cost of living adjustment shall not be provided by the insurance carrier. However, the Board shall provide the three (3%) percent cost of living adjustment subject to the following conditions:

1. Eligibility

An insured will be eligible for cost of living adjustments if she/he:

- a. is receiving benefits on July 1; and
- b. has been disabled for one (1) complete calendar year.

The insured will be eligible for additional cost of living adjustments on each subsequent July 1st if she/he is continuously receiving benefits under this policy. Adjustments may be made as long as the insured is receiving benefits.

2. Adjustment Amount

The insured's net monthly benefit will be increased by three (3%) percent. Each adjustment will be added to the insured's net monthly benefit and will be paid monthly.

3. Maximum Monthly Benefit

Cost of living adjustment increases are not subject to the maximum monthly benefit.

*Employees hired after July 1, 1996 will not be eligible for the disability benefit.

F. Insurance as provided in Paragraphs A, B, C, D, and E above shall commence at the first enrollment period following the teacher's appointment in accordance with the rules and regulations of the program. Each teacher shall be solely responsible for completing all prescribed enrollment application forms, and/or changes in enrollment status in accordance with the rules and regulations of the program.

G. The Board shall consult with the Association with respect to the selection of insurance carriers. If the Association has any objection to the carrier selected by the Board, it shall notify the Board in writing of said objection.

H. The Board will make available to retired teachers the option to participate in the group rate for prescription, dental, and vision care plans. This provision is reviewed annually to determine that there is no additional cost to the Board for this benefit and that the participants will be responsible for the premium and any administrative costs associated with this provision. The retired teachers will submit payment to the Board on a semi-annual basis prior to the billing cycle at the group rate for those plans selected.

ARTICLE XV

TUITION REIMBURSEMENT/PROFESSIONAL DEVELOPMENT

A. Full-time teachers shall be granted a maximum of: \$4,000 for school years 2023-2026 for tuition reimbursement annually for course work and professional seminars or test fees for ASE Certification as it applies, i.e., seminars required to maintain or advance certification approved by the Superintendent or his/her designee when taken after school or when school is not in session. This reimbursement shall be limited to tuition and associated college/university fees at an accredited institution.

The total amount payable to teachers for tuition reimbursement shall not exceed \$138,000 in school years 2023-2026.

Academic teachers who successfully complete undergraduate coursework from an accredited college or university at the specific request of school or district administration for the purpose of preparing to develop and/or teach a new course or academic subject in the district, shall be eligible for tuition reimbursement for those credits as if they were graduate credits. The administrative request to take such undergraduate courses (including specific identification of each course), and the administrative acknowledgement of tuition reimbursement eligibility upon successful completion by the teacher, must be provided to the teacher in writing prior to his/her enrollment in each such course. All other conditions for tuition reimbursement eligibility of graduate coursework set forth in this Article XV shall apply to these undergraduate credits.

Online courses are eligible for tuition reimbursement and recognized as professional development if the online course is an accredited graduate course for academic teachers or an approved undergraduate/graduate course for shop teachers. 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 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. Teachers are not required to be working toward a degree to be eligible for reimbursement provided, however, that the courses for which reimbursement is requested are included in 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.

Course work towards any undergraduate or graduate education degree or courses taken towards additional certification shall be approved for both tuition and salary guide advancement. Teachers who hold a degree, however, must take graduate level courses. An exception may be granted to shop teachers who wish to take an undergraduate course that will significantly enhance their knowledge and/or skills in their current instructional assignments. In such a case, it is the shop teacher's responsibility to submit his/her request for approval together with a recommendation from the Principal or Administrator to the Superintendent or his/her designee.

This reimbursement shall be limited to tuition only at an accredited institution and not cover any other fees or charges made by the college or university.

- B. Tuition payment will be made only upon:
1. A written request must be submitted to the Director of Human Resources for approval prior to enrollment in the course.
 2. Satisfactory completion of an approved course Grade B or higher.
 3. Presentation of an official transcript or other evidence of satisfactory completion of a program.
 4. Official receipt for tuition payment.
- C. All claims for tuition reimbursement must be submitted no later than 90 days following the completion of the program for which tuition was paid.
- D. Required Professional Development: Teachers must earn at least 20 hours of professional development each school year, in accordance with N.J.A.C. 6A:9-15.4. The 20 hours will be prorated in a given year depending on individual circumstances. The Board will provide the required assistance to meet the mandates specified in the code.

ARTICLE XVI

TEACHER EVALUATIONS

- A. The Board and the Association agree to comply with all state statutes and regulations governing the evaluation of tenured and non-tenured teachers.
- B. Teachers shall be evaluated consistent with applicable law, including any regulation of elements such as evaluator qualifications, frequency and duration of observations, calculation and use of student growth data, observation and evaluation conferences, corrective action plans (CAPs) and confidentiality. The district agrees to complete all required evaluations within a productive and reasonable timeframe according to the procedures defined by the evaluation model in use at the time. Surveillance or other recorded media will not replace in-person observations. Summative evaluations, professional development plans (PDPs) and any CAPs shall be developed collaboratively with the employee.
- C. A CAP implemented in lieu of a PDP will focus on meeting improvement needs identified through the performance evaluation process. It will include specific goals for improvement and timelines for meeting those goals, and it will delineate the responsibilities of both the teacher and the administration in implementing the plan. The district will ensure the teacher receives the necessary opportunities, support, and resources to engage in ongoing professional learning and to meet the goals of his/her CAP. The CAP does not preclude any other plans for improvement determined to be necessary by the supervisor. Any professional development requirements stipulated in statute or regulation must still be fulfilled, and may count towards any state Professional Development mandates.

ARTICLE XVII

CLASS SIZE

The Board recognizes that class size has an impact both on the learning experiences of children and upon the conditions of work of teachers. It shall endeavor, insofar as possible, to maintain class sizes, which maximize the educational experience.

ARTICLE XVIII

REPRESENTATION FEE

A. Purpose of Fee

If a teacher does not become a member of the Association during any membership year (i.e. from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative.

B. Amount of Fee

Prior to August 15, the Association will notify the Business Administrator in writing of the amount of the regular unified membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to the maximum allowed by law.

C. Deduction and Transmission of Fee

The Board agrees to deduct from the salary of any teacher who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section B above and promptly will transmit the amount so deducted to the Association. The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each teacher during the remainder of the membership year in question. The deductions will begin 30 days after the teacher begins his/her employment in a bargaining unit position.

D. Termination of Employment

If a teacher 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 paid to said teacher during the membership year in question and promptly forward same to the Association.

E. Mechanics

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.

ARTICLE XIX

MISCELLANEOUS PROVISION

- A. If any provision of this Agreement or any application of the Agreement to any teacher or group of teachers is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force.
- B. Any individual's contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. Three hundred (300) copies of this Agreement shall be printed at the joint expense of the Board and the Association within 30 days after this Agreement is signed by all parties. The said printed version shall be in pocket size. The Agreement shall be presented to all teachers hereafter employed by the Board. The Agreement can also be found online at the www.bergen.org website.
- D. Whenever any notice is required to be given by either of the parties to this Agreement to the other, either party shall do so by certified or hand delivered letter, or otherwise personally served as follows:
1. If by the Association, to the Board through its Secretary at *540 Farview Avenue, Paramus, NJ 07652*.
 2. If by the Board, to the President of the Bergen County Vocational-Technical Schools Education Association at *200 Hackensack Ave, Hackensack, NJ 07601*.

ARTICLE XX

PART-TIME EMPLOYEES

- A. Part-time is defined as a pro ration of a full-time traditional day schedule comprised of 1,050 minutes per week of pupil contact time or 2,100 minutes averaged across a two-week period. For example, a 3/5ths or 60% FTE schedule would include 630 minutes per week of pupil contact time. (In-class teacher)

- B. Part-time is defined by the amount of hours assigned. For example, a Guidance Counselor assigned three (3) full days would be considered a 3/5th teacher. (Support staff)
- C. In each case the Principal and part-time staff member shall mutually agree upon a daily schedule with a contiguous block of time.
- D. Sick days, personal days, and longevity are pro-rated.
- E. Tuition reimbursement is for full-time teachers only.

ARTICLE XXI

ADULT EDUCATION TEACHERS

Unless otherwise indicated the term Adult Education Teacher when used hereinafter in this Agreement shall refer to Adult Education Teachers with academic assignments.

A. Adult Education Teacher Work Day

1. Length and Time of Day

The full-time Adult Education Teacher work week (including teaching time, duty time, preparation time, and mealtime) shall be assigned Monday through Friday. Each schedule will include two (2) evenings which shall fall between 6:30 pm and 10:00 pm.

2. Schedules

- a. All Adult Education Teachers are assigned working hours in compliance with grant mandates for serving the target populations.
- b. Assignments shall be limited to Monday through Friday including evening hours. Any seven-hour and five-minute period between 8:30 am and 10:00 pm may be assigned.

3. Lunch

All full-time Adult Education Teachers shall be provided with a duty free lunch per day.

B. Assignments

- 1. Adult Education Teacher's full time teaching assignment is his/her regular schedule with the many non-classroom obligations normally associated with the adult literacy grant assignment.
- 2. All full-time Adult Education Teachers are responsible for program intake, record keeping and reporting. Duty assignments may include recruitment or job placement work when undertaken by mutual agreement.
- 3. In addition, all Adult Education Teachers will participate in intake, assessment, and instruction of students. This instruction will take place on the program sites that are located in communities throughout the county.

C. Student Contact Time:

A regular weekly schedule for a full-time traditional teacher includes 1,050 minutes of student instruction contact time, 420 minutes of assigned duties, and 210 minutes of preparation time. An overload is 210 minutes of student instructional time. The yearly totals for a full-time traditional teacher are 37,800 minutes of student instructional contact time, 15,120 minutes of assigned duties, and 7,560 minutes of preparation time. A full overload is 7,560 additional minutes of student instructional time per year.

Because of the flexibility necessary to facilitate the adult program, student instructional contact time, assigned duty, preparation time and overload will be based on yearly totals and prorated as necessary.

An example of a yearly schedule for a certified adult school teacher includes 43,200 minutes of student instructional contact time, 9,720 minutes of assigned duties, and 7,560 minutes of preparation time. An overload in this case would be 5,400 minutes of student instructional time or 71% of the 7,560 standard overload. If the overload is assigned less than 90 days, the teacher would be eligible to receive the per hour coverage rate (Schedule D). If more than 90 days, it would be 71% of the shop differential: \$5,728 for the school year 2023-2024; \$5,906 for the school year 2024-2025; \$6,083 for the school year 2025-2026. Overload schedules are not pensionable. The certified adult teacher will be scheduled with a daily preparation time and a duty-free lunch. Traveling time will be deducted from student contact time.

On non-instructional days additional duties may be assigned in lieu of pupil contact time.

D. Duties

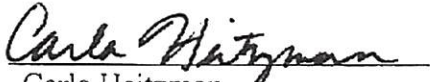
1. The Administrator will refrain from assigning teachers to non-professional duties.
2. The Administrator may assign duty periods to provide:
 - a. student remediation
 - b. curriculum work
 - c. common meeting time
 - d. in-service
 - e. student assessments
 - f. student reporting
3. Remediation assignments shall be restricted to two (2) students per period.

ARTICLE XXII

DURATION OF AGREEMENT


This Agreement shall be effective as of July 1, 2023, and shall continue in effect until June 30, 2026, subject to the Association's right to negotiate over a successor Agreement as provided on page three. This Agreement shall not be extended unless mutual agreement to extend same is reached. In the absence of mutual agreement to extend, it is expressly understood that this Agreement shall expire on the date indicated.

**THE BERGEN COUNTY VOCATIONAL-
TECHNICAL SCHOOLS EDUCATION
ASSOCIATION, INC.**



Carla Heitzman
Association President

1/8/24
Date



Laura Muller
Association Vice President

1/9/2024
Date

**THE BOARD OF EDUCATION OF THE
VOCATIONAL SCHOOLS IN THE
COUNTY OF BERGEN**



William Connelly
President

1/23/24
Date



John Susino
Board Secretary

1/23/24
Date

Schedule A10 (10-Month Teachers)
 Bergen County Technical Schools
 Teacher's Salary Guide 2023-2024

(A)	I	II	III	IV	V	(A)
(S)	BA	BA+15	BA+30	MA+15	MA+30	(S)
	Sub Standard Cert	Std. Cert. +36 Credits	BA or 128 Credits	BA+15 or 143 Credits	BA+30 or 158 Credits	
1	\$56,918	\$59,168	\$60,352	\$61,451	\$62,660	1
2	\$59,547	\$61,935	\$63,245	\$64,388	\$65,752	2
3	\$62,175	\$64,700	\$66,140	\$67,326	\$68,843	3
4	\$64,802	\$67,467	\$69,034	\$70,264	\$71,935	4
5	\$67,430	\$70,233	\$71,928	\$73,201	\$75,026	5
6	\$70,058	\$72,999	\$74,821	\$76,138	\$78,118	6
7	\$72,684	\$75,765	\$77,716	\$79,076	\$81,210	7
8	\$75,313	\$78,531	\$80,609	\$82,013	\$84,301	8
9	\$77,941	\$81,298	\$83,505	\$84,952	\$87,394	9
10	\$80,568	\$84,064	\$86,396	\$87,889	\$90,485	10
11	\$83,197	\$86,831	\$89,291	\$90,827	\$93,578	11
12	\$85,824	\$89,597	\$92,184	\$93,765	\$96,667	12
13	\$88,451	\$92,363	\$95,079	\$96,702	\$99,759	13
14	\$91,079	\$95,130	\$97,972	\$99,640	\$102,851	14
15	\$93,708	\$97,895	\$100,867	\$102,576	\$105,942	15
16	\$96,336	\$100,663	\$103,762	\$105,515	\$109,036	16
17	\$98,964	\$103,429	\$106,655	\$108,452	\$112,126	17
18	\$101,593	\$106,195	\$109,550	\$111,391	\$115,218	18

Annual increases in salary shall not be automatic, but are subject to the recommendation of the Principal and approval of the Superintendent of Schools.

NOTE: Teachers not at the top step in the 2022-2023 school year remain on the same number step for the 2023-2024 school year, which is one step closer to the top step than in the 2022-2023 school year.

Service adjustments shall be as follows 2023-2024:

- 1) After ten (10) years of continuous service with the BCTS - \$700 per annum
- 2) After fifteen (15) years of continuous service with the BCTS - \$1,160 (additional) per annum
- 3) After twenty (20) years of continuous service with the BCTS - \$3,253 (additional) per annum

Schedule A12 (12-Month Teachers)
 Bergen County Technical Schools
 Teacher's Salary Guide 2023-2024

	I	II	III	IV	V	
(A)	BA	BA+15	BA+30	MA+15	MA+30	(A)
(S)	Sub Standard Cert	Std. Cert. +36 Credits	BA or 128 Credits	BA+15 or 143 Credits	BA+30 or 158 Credits	(S)
1	\$62,609	\$65,084	\$66,387	\$67,595	\$68,926	1
2	\$65,501	\$68,128	\$69,569	\$70,826	\$72,327	2
3	\$68,392	\$71,171	\$72,754	\$74,059	\$75,727	3
4	\$71,283	\$74,213	\$75,937	\$77,289	\$79,128	4
5	\$74,173	\$77,255	\$79,121	\$80,521	\$82,528	5
6	\$77,063	\$80,299	\$82,303	\$83,751	\$85,930	6
7	\$79,954	\$83,341	\$85,487	\$86,984	\$89,331	7
8	\$82,844	\$86,384	\$88,670	\$90,214	\$92,731	8
9	\$85,735	\$89,428	\$91,854	\$93,447	\$96,133	9
10	\$88,625	\$92,471	\$95,037	\$96,679	\$99,534	10
11	\$91,517	\$95,515	\$98,220	\$99,909	\$102,935	11
12	\$94,408	\$98,557	\$101,404	\$103,142	\$106,334	12
13	\$97,298	\$101,601	\$104,587	\$106,372	\$109,735	13
14	\$100,188	\$104,642	\$107,769	\$109,604	\$113,135	14
15	\$103,077	\$107,685	\$110,955	\$112,834	\$116,536	15
16	\$105,968	\$110,729	\$114,139	\$116,067	\$119,939	16
17	\$108,859	\$113,770	\$117,321	\$119,299	\$123,338	17
18	\$111,751	\$116,816	\$120,505	\$122,530	\$126,740	18

Annual increases in salary shall not be automatic, but are subject to the recommendation of the Principal and approval of the Superintendent of Schools.

NOTE: Teachers not at the top step in the 2022-2023 school year remain on the same number step for the 2023-2024 school year, which is one step closer to the top step than in the 2022-2023 school year.

Service adjustments shall be as follows 2023-2024:

- 1) After ten (10) years of continuous service with the BCTS - \$700 per annum
- 2) After fifteen (15) years of continuous service with the BCTS - \$1,160 (additional) per annum
- 3) After twenty (20) years of continuous service with the BCTS - \$3,253 (additional) per annum

Schedule B10 (10-Month Teachers)
 Bergen County Technical Schools
 Teacher's Salary Guide 2024-2025

	I	II	III	IV	V	
(A)	BA	BA+15	BA+30	MA+15	MA+30	(A)
(S)	Sub Standard Cert	Std. Cert. +36 Credits	BA or 128 Credits	BA+15 or 143 Credits	BA+30 or 158 Credits	(S)
1	\$60,050	\$62,458	\$63,779	\$64,932	\$66,307	1
2	\$62,700	\$65,246	\$66,698	\$67,894	\$69,424	2
3	\$65,350	\$68,037	\$69,617	\$70,857	\$72,542	3
4	\$67,999	\$70,826	\$72,535	\$73,819	\$75,659	4
5	\$70,649	\$73,615	\$75,453	\$76,781	\$78,777	5
6	\$73,298	\$76,405	\$78,372	\$79,744	\$81,896	6
7	\$75,949	\$79,194	\$81,290	\$82,705	\$85,013	7
8	\$78,599	\$81,984	\$84,210	\$85,669	\$88,132	8
9	\$81,248	\$84,774	\$87,125	\$88,631	\$91,249	9
10	\$83,899	\$87,564	\$90,045	\$91,594	\$94,368	10
11	\$86,549	\$90,353	\$92,962	\$94,557	\$97,483	11
12	\$89,198	\$93,143	\$95,882	\$97,518	\$100,601	12
13	\$91,848	\$95,933	\$98,799	\$100,481	\$103,719	13
14	\$94,499	\$98,721	\$101,719	\$103,442	\$106,836	14
15	\$97,149	\$101,513	\$104,638	\$106,406	\$109,957	15
16	\$99,799	\$104,302	\$107,555	\$109,368	\$113,073	16
17	\$102,451	\$107,092	\$110,475	\$112,331	\$116,191	17

Annual increases in salary shall not be automatic, but are subject to the recommendation of the Principal and approval of the Superintendent of Schools.

NOTE: Teachers not at the top step in the 2023-2024 school year remain on the same number step for the 2024-2025 school year, which is one step closer to the top step than in the 2023-2024 school year.

Service adjustments shall be as follows 2024-2025:

- 1) After ten (10) years of continuous service with the BCTS - \$700 per annum
- 2) After fifteen (15) years of continuous service with the BCTS - \$1,160 (additional) per annum
- 3) After twenty (20) years of continuous service with the BCTS - \$3,586 (additional) per annum

Schedule B12 (12-Month Teachers)
 Bergen County Technical Schools
 Teacher's Salary Guide 2024-2025

(A)	I	II	III	IV	V	(A)
	BA	BA+15	BA+30	MA+15	MA+30	
(S)	Sub Standard Cert	Std. Cert. +36 Credits	BA or 128 Credits	BA+15 or 143 Credits	BA+30 or 158 Credits	(S)
1	\$66,054	\$68,703	\$70,156	\$71,424	\$72,938	1
2	\$68,969	\$71,772	\$73,368	\$74,684	\$76,366	2
3	\$71,885	\$74,840	\$76,578	\$77,941	\$79,796	3
4	\$74,799	\$77,907	\$79,789	\$81,201	\$83,225	4
5	\$77,714	\$80,977	\$82,998	\$84,458	\$86,655	5
6	\$80,629	\$84,045	\$86,209	\$87,718	\$90,085	6
7	\$83,543	\$87,113	\$89,419	\$90,976	\$93,514	7
8	\$86,459	\$90,183	\$92,629	\$94,236	\$96,945	8
9	\$89,373	\$93,252	\$95,839	\$97,495	\$100,374	9
10	\$92,290	\$96,321	\$99,049	\$100,752	\$103,804	10
11	\$95,205	\$99,389	\$102,260	\$104,013	\$107,232	11
12	\$98,119	\$102,459	\$105,470	\$107,270	\$110,661	12
13	\$101,034	\$105,525	\$108,679	\$110,529	\$114,090	13
14	\$103,947	\$108,594	\$111,892	\$113,787	\$117,520	14
15	\$106,863	\$111,664	\$115,103	\$117,047	\$120,952	15
16	\$109,778	\$114,730	\$118,311	\$120,306	\$124,379	16
17	\$112,694	\$117,802	\$121,522	\$123,564	\$127,810	17

Annual increases in salary shall not be automatic, but are subject to the recommendation of the Principal and approval of the Superintendent of Schools.

NOTE: Teachers not at the top step in the 2023-2024 school year remain on the same number step for the 2024-2025 school year, which is one step closer to the top step than in the 2023-2024 school year.

Service adjustments shall be as follows 2024-2025:

- 1) After ten (10) years of continuous service with the BCTS - \$700 per annum
- 2) After fifteen (15) years of continuous service with the BCTS - \$1,160 (additional) per annum
- 3) After twenty (20) years of continuous service with the BCTS - \$3,586 (additional) per annum

Schedule C10 (10-Month Teachers)
 Bergen County Technical Schools
 Teacher's Salary Guide 2025-2026

(A)	I	II	III	IV	V	(A)
	BA	BA+15	BA+30	MA+15	MA+30	
(S)	Sub Standard Cert	Std. Cert. +36 Credits	BA or 128 Credits	BA+15 or 143 Credits	BA+30 or 158 Credits	(S)
1	\$60,588	\$63,017	\$64,350	\$65,513	\$66,901	1
2	\$63,261	\$65,830	\$67,295	\$68,502	\$70,046	2
3	\$65,935	\$68,646	\$70,240	\$71,491	\$73,191	3
4	\$68,608	\$71,460	\$73,184	\$74,480	\$76,336	4
5	\$71,281	\$74,274	\$76,128	\$77,468	\$79,482	5
6	\$73,954	\$77,089	\$79,074	\$80,458	\$82,629	6
7	\$76,629	\$79,903	\$82,018	\$83,445	\$85,774	7
8	\$79,303	\$82,718	\$84,964	\$86,436	\$88,921	8
9	\$81,975	\$85,533	\$87,905	\$89,424	\$92,066	9
10	\$84,650	\$88,348	\$90,851	\$92,414	\$95,213	10
11	\$87,324	\$91,162	\$93,794	\$95,404	\$98,356	11
12	\$89,997	\$93,977	\$96,740	\$98,391	\$101,502	12
13	\$92,670	\$96,792	\$99,683	\$101,381	\$104,648	13
14	\$95,345	\$99,607	\$102,630	\$104,368	\$107,792	14
15	\$98,019	\$102,422	\$105,575	\$107,359	\$110,941	15
16	\$100,692	\$105,236	\$108,518	\$110,347	\$114,085	16
17	\$103,368	\$108,051	\$111,464	\$113,337	\$117,231	17

Annual increases in salary shall not be automatic, but are subject to the recommendation of the Principal and approval of the Superintendent of Schools.

NOTE: Teachers not at the top step in the 2024-2025 school year move up one step for the 2025-2026 school year.

Service adjustments shall be as follows 2025-2026:

- 1) After ten (10) years of continuous service with the BCTS - \$700 per annum
- 2) After fifteen (15) years of continuous service with the BCTS - \$1,160 (additional) per annum
- 3) After twenty (20) years of continuous service with the BCTS - \$3,919 (additional) per annum

Schedule C12 (12-Month Teachers)
 Bergen County Technical Schools
 Teacher's Salary Guide 2025-2026

(A)	I	II	III	IV	V	(A)
	BA	BA+15	BA+30	MA+15	MA+30	
(S)	Sub Standard Cert	Std. Cert. +36 Credits	BA or 128 Credits	BA+15 or 143 Credits	BA+30 or 158 Credits	(S)
1	\$66,645	\$69,318	\$70,784	\$72,063	\$73,591	1
2	\$69,586	\$72,415	\$74,025	\$75,353	\$77,050	2
3	\$72,529	\$75,510	\$77,264	\$78,639	\$80,510	3
4	\$75,469	\$78,604	\$80,503	\$81,928	\$83,970	4
5	\$78,410	\$81,702	\$83,741	\$85,214	\$87,431	5
6	\$81,351	\$84,797	\$86,981	\$88,503	\$90,891	6
7	\$84,291	\$87,893	\$90,220	\$91,790	\$94,351	7
8	\$87,233	\$90,990	\$93,458	\$95,080	\$97,813	8
9	\$90,173	\$94,087	\$96,697	\$98,368	\$101,273	9
10	\$93,116	\$97,183	\$99,936	\$101,654	\$104,733	10
11	\$96,057	\$100,279	\$103,175	\$104,944	\$108,192	11
12	\$98,997	\$103,376	\$106,414	\$108,230	\$111,652	12
13	\$101,939	\$106,470	\$109,652	\$111,519	\$115,111	13
14	\$104,878	\$109,566	\$112,894	\$114,806	\$118,572	14
15	\$107,820	\$112,664	\$116,133	\$118,095	\$122,035	15
16	\$110,761	\$115,757	\$119,370	\$121,383	\$125,493	16
17	\$113,703	\$118,857	\$122,610	\$124,670	\$128,954	17

Annual increases in salary shall not be automatic, but are subject to the recommendation of the Principal and approval of the Superintendent of Schools.

NOTE: Teachers not at the top step in the 2024-2025 school year move up one step for the 2025-2026 school year.

Service adjustments shall be as follows 2025-2026:

- 1) After ten (10) years of continuous service with the BCTS - \$700 per annum
- 2) After fifteen (15) years of continuous service with the BCTS - \$1,160 (additional) per annum
- 3) After twenty (20) years of continuous service with the BCTS - \$3,919 (additional) per annum

Schedule D
Bergen County Technical Schools
Extra Duty/Extra Pay Salary Guide
2023-2026

	<u>2023-2024</u>	<u>2023-2024[^]</u>	<u>2024-2025</u>	<u>2024-2025[^]</u>	<u>2025-2026</u>	<u>2025-2026[^]</u>
<u>ADVISORS*</u>						
Academic Decathlon	\$2,879	n/a	\$2,976	n/a	\$3,076	n/a
Advisory Team Member	\$5,347	n/a	\$5,528	n/a	\$5,714	n/a
Airbrush Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Art Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Chemistry Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Chess Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Class Advisor 9 th Grade	\$2,557	n/a	\$2,643	n/a	\$2,732	n/a
Class Advisor 10 th Grade	\$2,557	n/a	\$2,643	n/a	\$2,732	n/a
Class Advisor 11 th Grade	\$2,557	n/a	\$2,643	n/a	\$2,732	n/a
Class Advisor 12 th Grade	\$3,159	n/a	\$3,266	n/a	\$3,376	n/a
Class Assistant Advisor 9 th Grade	\$2,001	n/a	\$2,068	n/a	\$2,139	n/a
Class Assistant Advisor 10 th Grade	\$2,001	n/a	\$2,068	n/a	\$2,139	n/a
Class Assistant Advisor 11 th Grade	\$2,001	n/a	\$2,068	n/a	\$2,139	n/a
Class Assistant Advisor 12 th Grade	\$2,502	n/a	\$2,587	n/a	\$2,674	n/a
Computer Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Dance Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Debate Team	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
DECA	\$2,879	n/a	\$2,976	n/a	\$3,076	n/a
Drama Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Environmental Science Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
FBLA	\$2,879	n/a	\$2,976	n/a	\$3,076	n/a
Federal Reserve Challenge	\$2,879	n/a	\$2,976	n/a	\$3,076	n/a
FFA	\$2,879	n/a	\$2,976	n/a	\$3,076	n/a
FHA/HERO	\$2,879	n/a	\$2,976	n/a	\$3,076	n/a
Fitness Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Frost Valley	\$2,557	n/a	\$2,643	n/a	\$2,732	n/a
GSA Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
HOSA	\$2,879	n/a	\$2,976	n/a	\$3,076	n/a
Interact	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Intramural Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Math Team	\$2,879	n/a	\$2,976	n/a	\$3,076	n/a
Mock Congress	\$2,879	n/a	\$2,976	n/a	\$3,076	n/a
Mock Trial	\$2,879	n/a	\$2,976	n/a	\$3,076	n/a

	<u>2023-2024</u>	<u>2023-2024[^]</u>	<u>2024-2025</u>	<u>2024-2025[^]</u>	<u>2025-2026</u>	<u>2025-2026[^]</u>
<u>ADVISORS:</u> (continued)						
Model United Nations	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Peer Student Leadership	\$5,756	\$6,619	\$5,951	\$6,843	\$6,151	\$7,074
Physics Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Poetry Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Quiz Bowl	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Robotics Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Spanish Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Student Council	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Student Newspaper	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Technology Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
TEK Neeks	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
SkillsUSA	\$2,879	n/a	\$2,976	n/a	\$3,076	n/a
Web Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Weightlifting Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Welding Club	\$2,879	\$3,311	\$2,976	\$3,422	\$3,076	\$3,537
Yearbook Advisor	\$5,756	n/a	\$5,951	n/a	\$6,151	n/a
Yearbook Assistant Advisor	\$4,032	n/a	\$4,168	n/a	\$4,308	n/a

*At the discretion of the Principal an additional advisor per club may be appointed.

[^] Stipends for clubs that meet two (2) times per week receive 15% differential from those that meet one (1) time per week.

<u>COORDINATORS:</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
Admissions Chairperson	\$5,639	\$5,830	\$6,026
Admissions Committee Members	\$1,670	\$1,726	\$1,784
Affirmative Action/Anti-Bullying Specialist	\$10,156	\$10,499	\$10,852
Audio Visual	\$1,382	\$1,429	\$1,477
Awards Assembly	\$1,153	\$1,192	\$1,232
Clubs Organizer	\$2,879	\$2,976	\$3,076
Community Service Coordinator	\$1,153	\$1,192	\$1,232
Graduation	\$1,153	\$1,192	\$1,232
IDA/IDT Coordinator	\$1,153	\$1,192	\$1,232
Lead Teacher	\$11,996	\$12,401	\$12,818
Math Coordinator	\$11,996	\$12,401	\$12,818
Math Assistant Coordinator	\$8,999	\$9,303	\$9,616
Music Coordinator	\$11,515	\$11,904	\$12,304
National Honor Society	\$1,153	\$1,192	\$1,232
One Act Festival	\$4,136	\$4,276	\$4,420
Parent Partnership Organization	\$1,153	\$1,192	\$1,232
Play Coordinator	\$4,136	\$4,276	\$4,420
(Stipend per production fall/musical/spring)			
Play Assistant or Stagecraft Coordinator	\$2,131	\$2,203	\$2,277
(Stipend per production: fall/musical/spring)			
Saturday Math Coach	\$6,505	\$6,725	\$6,951

<u>COORDINATORS:</u> (continued)	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
School Web Coordinator	\$2,879	\$2,976	\$3,076
Sunday Math Coach	\$6,505	\$6,725	\$6,951
Treasurer, School Activities Account	\$4,378	\$4,526	\$4,678
Treasurer, Student Activities Account	\$3,222	\$3,331	\$3,443

HOURLY COMPENSATION:

After School Activity Coordination (Max. 19-3 hour sessions)	\$64	\$66	\$68
Conflict Resolution (Certified SPS and CST only)		Hourly Per Diem	
Detention Coverage (per 10 students)	\$57	\$59	\$61
Emergency – Before/After School Service	\$45	\$47	\$49
Home Instruction	\$89	\$92	\$95
Proctoring	\$68	\$70	\$72
Saturday Detention	\$68	\$70	\$72
Special Projects (grant funded)	\$70	\$72	\$74
Special Projects-Lead Teachers & CVE (grant funded)	\$78	\$81	\$84
Teacher service non-school day (with prior approval)		Hourly Per Diem	

PER NIGHT COMPENSATION:

Required Overnight Chaperoning	\$246	\$254	\$263
<i>All requests for payment must be submitted within 30-days following trip</i>			

PER YEAR COMPENSATION:

Before/After School Duty Assignment	\$5,319	\$5,499	\$5,684
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PER HOUR COMPENSATION:

Teacher-in-Charge	\$72	\$74	\$76
Teacher Relief	\$72	\$74	\$76
<i>pro-rated (if applicable)</i>			

PER SESSION COMPENSATION:

Interpreter Services (<i>Not to exceed 30-minutes</i>)	\$31	\$32	\$33
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CURRICULUM:

Project:			
a. Upon approval - 25% of stipend	\$665	\$687	\$710
b. Upon satisfactory completion - Balance or 75% of stipend	\$1,996	\$2,063	\$2,132

OTHER: (Pensionable)

Extended Day Stipend (70 Minutes)	\$11,500	\$11,889	\$12,288
Program Manager	\$14,632	\$15,127	\$15,635

If transfers occur to other campuses in the District where extended day stipends are not offered or are offered for a different length of time, then the teacher's schedule will adhere to that campus practice

Schedule E
Bergen County Technical Schools
Athletic Department Salary Guide
2023-2026

	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
Baseball Head Coach	\$11,283	\$11,664	\$12,056
Baseball Assistant Coach	\$8,062	\$8,334	\$8,614
Basketball Head Coach	\$12,090	\$12,499	\$12,919
Basketball Assistant Coach	\$8,519	\$8,807	\$9,103
Bowling Coach	\$8,062	\$8,334	\$8,614
Bowling Assistant Coach	\$6,103	\$6,309	\$6,521
Cheerleader Fall Advisor	\$3,692	\$3,817	\$3,945
Cheerleader Winter Advisor	\$4,499	\$4,651	\$4,807
Cross Country Coach	\$8,062	\$8,334	\$8,614
Fencing Coach	\$11,283	\$11,664	\$12,056
Assistant Fencing Coach	\$8,062	\$8,334	\$8,614
Football Head Coach	\$12,090	\$12,499	\$12,919
Football Assistant Coach	\$8,519	\$8,807	\$9,103
Golf Head Coach	\$8,062	\$8,334	\$8,614
Golf Assistant Coach	\$6,103	\$6,309	\$6,521
Lacrosse Head Coach	\$11,283	\$11,664	\$12,056
Lacrosse Assistant Coach	\$8,062	\$8,334	\$8,614
Soccer Head Coach	\$11,283	\$11,664	\$12,056
Soccer Assistant Coach	\$8,062	\$8,334	\$8,614
Softball Varsity Coach	\$11,283	\$11,664	\$12,056
Softball Assistant Coach	\$8,062	\$8,334	\$8,614
Swimming Head Coach	\$11,283	\$11,664	\$12,056
Swimming Assistant Coach	\$8,062	\$8,334	\$8,614
Tennis Head Coach (Fall and Spring)	\$8,062	\$8,334	\$8,614
Tennis Assistant Coach	\$6,103	\$6,309	\$6,521
Track Head Coach	\$11,283	\$11,664	\$12,056
Track Assistant Coach	\$8,062	\$8,334	\$8,614
Track Second Assistant Coach	\$6,688	\$6,415	\$6,135
Track Indoor Head Coach	\$8,062	\$8,334	\$8,614
Track Indoor Assistant Coach	\$6,103	\$6,309	\$6,521
Volleyball Head Coach	\$11,282	\$11,663	\$12,055
Volleyball Assistant Coach	\$8,062	\$8,334	\$8,614
Weightlifting Coach Winter	\$7,290	\$7,536	\$7,789
Weightlifting Coach Spring	\$7,290	\$7,536	\$7,789
Weightlifting Coach Summer	\$7,290	\$7,536	\$7,789
Weightlifting Coach Fall	\$7,290	\$7,536	\$7,789
Wrestling Head Coach	\$12,090	\$12,499	\$12,919
Wrestling Assistant Coach	\$8,519	\$8,807	\$9,103

(NOTE: Coaching stipends will be paid separately from district salaries.)

IN WITNESS WHEREOF

The parties have hereunto caused this Agreement to be duly executed by their respective Presidents, attested to by their respective secretaries/officers all on the day and year first above written.

THE BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS
IN THE COUNTY OF BERGEN

William Connelly, President

John Susino, Board Secretary

September 26, 2023

THE BERGEN COUNTY VOCATIONAL-TECHNICAL SCHOOLS
EDUCATIONAL ASSOCIATION, INC.

Carla Heitzman, President

Laura Muller, Vice President

September 26, 2023