

AGREEMENT

BETWEEN THE

BRIDGETON BOARD OF EDUCATION

AND THE

BRIDGETON SCHOOL EMPLOYEES ASSOCIATION

FOR SCHOOL YEARS 2018-2021

(JULY 1, 2018 - JUNE 30, 2021)

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ARTICLE I

RECOGNITION/SUCCESSOR AGREEMENT

- A. The Bridgeton Board of Education hereby recognizes the Bridgeton School Employees Association as the majority and exclusive representative of all Bridgeton School Employees Association, employed by the Bridgeton Board of Education including but not limited to instructional aides, playground aides, cafeteria aides, bus aides, security monitors, Community and Parental Involvement Specialists (C.P.I.S.), Parent Liaisons, and attendance officers.
- B. Unless otherwise indicated, the term employee, when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined.
- C. This agreement between the Board and the Association represents the complete agreement between the parties. It shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE II

NEGOTIATION PROCEDURES

- A. The Board and the BSEA agree to enter into collective negotiations over a successor agreement in a good-faith effort to reach agreement of all negotiable matters concerning terms and conditions of employment.
- B. Any successor agreement shall apply to all employees eligible to be in the negotiating unit, during the effective dates of said successor agreement.
- C. Any successor agreement shall be reduced to writing, adopted and signed by the BSEA and the Board
- D. Neither the Board nor the BSEA shall have any control over selection of the negotiating team of the other party.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definition

A "grievance" is a claim by an aide or the Association based upon the interruption, application or violation of this Agreement, policies or administrative decision affecting the terms and conditions of employment of a BSEA employee.

B. Purpose

The purpose of this procedure is to resolve differences concerning the rights of the parties regarding the terms and conditions of employment of the employees covered by this contract.

1. Level One - Principal or Immediate Supervisor

An employee with a grievance shall first discuss it with his/her principal or immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally. All grievances must be initiated within ten (10) working days of the occurrence giving rise to the grievance.

2. Level Two - Superintendent

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision can be rendered within five (5) working days after the conference with the principal or supervisor, the aggrieved person may within five (5) working days after a decision by the principal or supervisor, whichever is sooner, request in writing that the Association submit his/her grievance to the Superintendent. A written grievance must identify the following: a) the date of the alleged incident of violation giving rise to the grievance; b) the nature of the grievance, including the specific contract provision(s) or policies alleged to have been violated; c) the grievant; d) the nature and extent of any claimed injury, loss, or inconvenience; and e) the precise remedy sought. The Superintendent shall hold a hearing with the employee, if requested by the employee, and shall render a decision in writing within five (5) working days after the hearing has been held, or if no hearing has been requested, a decision will be rendered within ten (10) working days of receipt of the grievance.

3. Level Three - Board

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within ten (10) working days after the grievance was received by the Superintendent, she may within five (5) working days after a decision by the Superintendent or ten (10) working days after the grievance was submitted to the Superintendent whichever is sooner, request in writing that the Association submit the grievance to the Board. A hearing before the Board of Education shall be scheduled within thirty (30) days. The Board shall render its decision with five (5) working days following the hearing.

4. Level Four

If the aggrieved person or the Association is not satisfied with the disposition of the grievance in Level Three, the aggrieved person or Association may request the submission of the grievance by arbitration within five (5) days of receipt of the decision in Level Three. The Board and 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 a commitment within a specified period, a request for a list of arbitrators may be made to the Public Employment Relations Commission by either party.

- A. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can add nothing to, nor subtract anything from, the agreement between the parties.
 - B. The decision of the arbitrator shall be advisory only to the parties. However, one grievance per school year concerning the interpretation of the terms of this Agreement may be submitted for binding arbitration. No more than one grievance may be submitted for binding arbitration in any one school year (July 1 through June 30).
 - C. The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.
5. Failure to timely proceed to the next level shall result in a termination of the grievance.

ARTICLE IV

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Association and its representatives shall have the right to use the Broad Street School at reasonable hours for meetings. The Association shall be required to obtain advanced permission to use the school from the building principal, including the approval of both time and place.
- B. The Association may have the use of office equipment, including typewriters, duplicating equipment, calculating machines and other office equipment provided that the Association secures advanced approval for such use from the building principal. The use may only occur outside of normal working hours and only when such equipment is not otherwise in use. The association shall pay to the Board of Education the cost of all materials and supplies incident to such use.
- C. The Association shall have the right to use the inner-school mail facilities and school mail boxes.
- D. Reimbursement for Accumulated Sick Leave:
Upon retirement, all employees covered by Article I (A) of this agreement with at least ten (10) years of service in the Bridgeton School District shall be reimbursed at the rate of sixty (60%) percent of the substitute aides per diem salary for all unused accumulated sick leave days. However, the maximum number of days that an employee may be reimbursed pursuant to this provision is one hundred (100) sick days. No reimbursement will be made for any accumulated sick days beyond one hundred (100) days. In the event of an employees' death prior to retirement, payment shall be made to their estate. Any change in state of Federal law prohibiting or limiting the payment for unused sick time will supersede the contract language.

ARTICLE V

WORK DAY/WORK YEAR

- A. Instructional Aides will work the same workday as teachers. Security Monitors will be assigned to an eight-hour work day. All other BSEA employees will work such hours as are assigned to them by the Board of Education. Instructional Aides will be required to attend back to school night. Instructional Aides will be required to attend parent conferences according to a district wide schedule. On one-session days when parent conferences are scheduled for the evening, staff may leave immediately after “walkers” and bus pupils have departed school grounds. Attendance Officers will be assigned a 7.5 hour working day.
- B. The work year for the following B.S.E.A. employees shall be the same number of work days as the teachers as set forth in the collective bargaining agreement between the Board of Education and the Bridgeton Education Association: Instructional Aides, Cafeteria Aides, Bus Aides, Attendance Officers, Security Monitors, and Parent Liaisons. C.P.I.S. employees are twelve (12) month employees.
- C. All vacancies will be posted for seven (7) days and a copy of the posting will be sent via e-mail to the Association President. All vacancies will be posted on the District’s website and in each building.
- D. All employees of the BSEA will be notified of their status no later than May 15th of each year of the contract.
- E. All B.S.E.A. employees shall have a duty-free lunch period of no more than 30 minutes per day.
- F. Whenever an Aide is used as a classroom substitute he/she shall be compensated for the extra assignment at the rate of \$45.00 per day in addition to the regular pay after the submission of the appropriate paperwork.
- G. Cafeteria Aides’ duty-free lunch period may be scheduled as one, thirty (30) minute period, or two (2) periods at fifteen (15) minutes each, to be scheduled at the discretion of management based on the needs of the food service program.

ARTICLE VI

SICK AND PERSONAL LEAVE

- A. Sick Leave: All full-time, 10 month BSEA employees shall be entitled to up to ten (10) days sick leave with pay for illness or other medical reasons each year. Cafeteria Aides shall receive five sick days per year. C.P.I.S 12 month employees shall receive 12 sick days per year.
- B. Personal Day: All full time employees shall receive three (3) days with full pay for personal, legal, business, household or family matters, which require absence during school hours, by submitting a request in writing to the Superintendent forty-eight (48) hours before the leave is to commence. The applicant for such leave shall not be required to state the reason for taking such leave other than he/she is taking it under this section. This leave may not be taken on a day immediately preceding or succeeding a holiday. Unused personal leave days may not become accumulated from year to year as sick days and go into the individual's sick day bank. All personal leave requests for days taken after May 31st must be accompanied by a reason. It is within the discretion of the Superintendent to approve or disapprove such requests. No personal days shall be granted within the first ten (10) days of the commencement of the school year or during the last ten (10) days of the school year.
- C. For purposes of this Article, "full time" is defined as those individuals who work greater than 30 hours per week.
- D. The Board of Education will provide all cafeteria aides with five (5) polo shirts and five (5) aprons within 60 days of their date of employment and two (2) polo shirts and five (5) aprons in each subsequent year.
- E. If a Cafeteria Aide(s) has to cover and/or complete the work of an absent cafeteria worker of lead, that cafeteria aide(s) shall be paid an additional \$20.00 for each day of such coverage and/or completion of work for the absent employee.
- F. Effective July 1, 2019, all security monitors shall receive five (5) shirts and five (5) pairs of pants. Effective July 1, 2020, all security monitors shall receive three (3) shirts and three (3) pairs of pants. All new security monitor hires shall receive one (1) jacket to be ordered immediately at the time of the employee's hiring. All current security monitor employees shall receive one (1) jacket. Same jacket is to be ordered on or before September 15, 2019.
- G. Those employed as a C.P.I.S. shall accrue twenty (20) vacation days annually, all of which shall be available on July 1 of the following year. A C.P.I.S. shall be permitted to take vacation days at any time during the school summer recess following proper procedures. Any requests for vacation during the school year require prior approval of the Superintendent. Nothing in this paragraph shall prohibit reasonable vacation time being used by the C.P.I.S. for emergency reasons without prior approval. The Board, through the Personnel Office, shall be responsible for maintaining written documentation of the C.P.I.S.' earned and accrued vacation days. No vacation time will be granted during the first two weeks of school or the last two weeks of school based on the school calendar.

ARTICLE VII

SENIORITY/JOB SECURITY

- A. School district seniority is defined as service by appointed and contracted employees in the school district in the collective bargaining unit covered by this agreement.
- B. In the event of a reduction in force, the principle of seniority is to be used, and those employees with the least time in service will be dismissed first, provided that each retained employee's evaluations are satisfactory and provided that each retained employees evaluations are satisfactory and provided that all retained employees are qualified to perform the full range of duties required and needed by the Board of Education (i.e., mandated positions and special skills individuals such as bilingual aides).
- C. Seniority shall not be accumulated during the period of layoff. Upon recall, if the appointed employee declines a recall, the Board is under no further obligation to later recall that employee.
- D. Recall shall be by seniority, irrespective of the length of layoff. However, in the event that an employee declines a recall, the Board is under no further obligation to later recall that employee.
- E. This Employment contract may be terminated by:
 - 1) Mutual Agreement by the parties;
 - 2) Either party may terminate this Employment Contract upon two weeks (10 work days) written notice to the other;
 - 3) Immediate termination may be ordered by the Board of Education in the event the employee engages in any illegal activity and/or criminal activity.

ARTICLE VIII

EMPLOYEE EVALUATION

A. Evaluation

1. All persons employed shall receive at least one (1) evaluation per year.
2. Evaluation is to be completed by either principals, supervisors or program director in consultation with assigned classroom teacher.
3. All evaluative and interpretive decisions regarding unit members work performance must be made by a properly certified district administrator completing the observation and evaluation.

B. Copies of Evaluation

An employee shall be given a copy of his/her evaluation report prepared by his/her evaluator, at least one day before any conference to discuss it. No such report shall be submitted to the central office, placed in the employee's file or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form.

C. Personnel Records

An employee shall have the right, upon request, to review the contents of his/her personnel file. The personnel file shall be made accessible within three (3) working days.

ARTICLE IX

INSURANCE

- A. The Board shall give written notification at the time of hiring of all employees new to the district that the responsibility for filling out the proper cards rests with the employee. The Board shall provide medical coverage under a 'Base Plan' with a provider at the discretion of the board for the employee, family and dependent coverage where eligible. The employee shall contribute to the premium cost in accordance with state law. Such premium payments shall be for the full twelve (12) month period of the coverage year and continue every year thereafter for all employees covered by this Agreement. To be eligible for the benefits set forth in this article, unit employees must work a minimum of 30 hours per week.

Base Plan - AETNA Open Access 8 or AmeriHealth Open Access 8 with the following copayments: \$15 Specialist, \$150 Outpatient Surgery, \$15 Outpatient Rehab, \$15 Chiropractic, \$150/\$300 Out of Network Deductible

Design 8- \$10 Primary Care Physician Copay, \$10 Specialist Copay, \$50 Emergency Room Copay, \$100 Out Patient Surgery Copay

Design 9- \$15 Primary Care Physician Copay, \$20 Specialist Copay, \$50 Emergency Room Copay, \$100 Out Patient Surgery Copay. Urgent Care Copay remains the same as Specialist Copay

CORE A - \$25 Primary Care Physician Copay, \$40 Specialist Copay, \$100 Emergency Room Copay, \$200 In Patient Surgery Copay (5 days max)

CORE B - \$20 Primary Care Physician Copay, \$30 Specialist Copay, \$100 Emergency Room Copay, \$100 In Patient Surgery Copay (5 days max)

- B. Attendance Officers and C.P.I.S. will be provided Full Family Dental Plan. Carrier to be named by Board. Employee contributions will go to tier four of the Chapter 78 employee contribution table in the first year of the contract and will remain at tier four for the balance of the contract. Said plan shall provide the following:

- (1) 100%/50%/50% Plan:
*100% Preventative & Diagnostic
*50% Treatment & Therapy, Periodontal, Oral Surgery (basic)
*50% Prosthodontics, Onlays/ Crowns, Orthodontia

(2) \$50 Single/\$150 Family Deductible

(3) \$1,000 Maximum Benefit for each family member per year

(4) Orthodontic Coverage not to exceed a maximum of \$1,500 per lifetime per family member.

Eligible employees (other than attendance officers and C.P.I.S. who have a separate dental plan) may enroll in a PPO plan with the following features:

- (1) 100%/50%/50%/50%
(2) \$50/\$150 deductible
(3) \$1,000 CYM

(4) 50% child orthodontics to a \$1,500 lifetime maximum

The dental plan is subject to C. 78 deductions (as long as the District obtains its health insurance from a private carrier).

- C. The Board agrees to pay full family drug and prescription plan (Retail Copay \$10 Generic/\$20 Preferred Brand, Mail Order Copay \$10 Generic/\$20 Preferred Brand; Mandatory Mail Order for Maintenance Medications/Mandatory Mail Order for Specialty Medications Program) for all employees. Employee contributions will go to tier four of the Chapter 78 employee contribution table in the first year of the contract and will remain at tier four for the balance of the contract. Carrier to be named by the Board.
- D. In a situation where a husband and wife are both employed by the District, there will be only one prescription and/or dental benefit per family. Employees in the employment of the Board of Education as of October 3, 1991 are exempt from this provision. In addition, spouses who both receive health benefits from the District cannot elect any health benefit coverage which covers each other, and only one of the spouses can cover eligible children.
- E. An employee may elect to forego medical health benefits (not including prescription and dental) and receive a cash payment of \$3,500 at the end of June each school year pursuant to the provisions outlined below. Said payment is not part of the employees' salary nor is it pensionable. The Board shall establish a Section 125 plan. The individual unit member is responsible for all tax liability.
- The employee must opt out of the medical insurance for the entire school year.
 - The employee must demonstrate, in writing that he/she has alternative health coverage prior to opting out.
 - An employee who opts out may only restore coverage during the course of the year in which coverage was declined based upon the provisions outlined below.
 - The employee must make opt out in writing and provide it to the District's Human Resources Officer on or before June 30 of each year to be entitled to the cash payment.

An employee who has waived his/her medical benefit coverage will be allowed to restore such coverage on an immediate basis, without the necessity of a health questionnaire for the employee or his/her family members, in the event of a hardship and without exemption for pre-existing conditions.

Reentry to medical health benefit coverage for reason of hardship applies in the following situations that result in the loss of medical health benefits coverage through the employee's spouse:

- Termination of employment (proof of termination of benefits required)
- Legal Separation (a copy of decree is required)
- Group contract/policy terminated (proof of termination of benefits required)
- Disability of spouse which eliminates benefits (proof of termination of benefits required)
- Divorce (a copy of the decree is required)
- Death of Spouse (a copy of death certificate is required)
- Military discharge (a copy of DD214 is required)

In addition, any employee who was waived his/her medical health benefit coverage may automatically restore his/her coverage by applying during the open enrollment period during any school year. The reinstatement date under such conditions will be July 1. It will not be necessary for any employee or his/her family members to complete a Statement of Health (proof of insurability) to restore coverage during the open enrollment period.

Employees may individually elect to have monthly deductions from their salaries in elected denominations for payment to individual accounts in the Members First of New Jersey Federal Credit Union. However, the amount of the monthly deduction selected initially shall remain in effect until July 1, at which time the employee may elect to change and establish the amount of the deduction until the ensuing July 1 period. All requests for a change in the amount of the monthly deductions must be on or before July 1.

Employees desiring to establish such an arrangement shall notify the district payroll office and complete all requested forms.

- F. For the 2018-2019 work year no retroactive premium sharing charges will be deducted from unit members that receive a retroactive raise for wages during that year.
- G. Health Benefit plan changes detailed above are effective September 1, 2019 or as soon thereafter as administratively possible.
- H. Any unit member who elects to maintain a health insurance plan more expensive than the Base plan, shall be responsible for paying the difference in premiums, however no Ch. 78 premium sharing charges shall apply to the portion above the base cost of the base plan.

ARTICLE X

REPRESENTATION FEE

A. Purpose of Fee

If an employee 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 part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee

1. Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular 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 determined by the Association in accordance with the law.

2. Legal Maximum

In order to adequately offset the per capita, cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessment charge by the Association to its own members, and the representation fee shall be set at a set rate of that amount at the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

C. Deduction and Transmission Fee

1. Notification

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with Paragraph (2) below, the full amount of the representation fee and promptly will transmit the amount so deducted by the Association.

2. Payroll Deduction Schedule

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

- a. 10 days after receipt of the aforesaid list by the Board; or
- b. 30 days after the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

3. Termination of Employment

If an employee who is required to pay a representation fee terminated his/her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under the Article, the Board will deduct the unpaid portion of the fee from the last paycheck to said employee during the membership year in question.

4. Mechanics

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

5. Changes

The Association will notify the Board in writing of any changes in the list provided for in Paragraph (1) above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

6. New Employees

On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such employees.

D. The union shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of, any actions taken by the employer in conformance with this provision.

E. The parties agree to meet separately to negotiate the impact of the 'Janus' U.S. Supreme Court decision and the New Jersey 'Workplace Democracy Enhancement Act' as it pertains to agency fee.

ARTICLE XI

EDUCATIONAL IMPROVEMENT

- A. All instructional aides hired must meet the following requirements:
1. Any instructional aide hired after July 1, 2013 must have an Associate's degree.
 2. Any instructional aide who possesses or earns a Bachelor's degree will receive an additional \$800.00 above the salary guide.
 3. Aides are exempt if their sole duty is:
 - a. A translator
 - b. Personal care services
 - c. Bus Aide
 - d. Cafeteria Aide

The Bridgeton Board of Education will reimburse up to nine (9) credits per year at the Cumberland County College per credit rate for an employee. The employee must have prior course approval by the Superintendent of Schools or his/her designee and receive a grade of "B" or better or a pass in a graded pass/fail course or the money will be reimbursed to the board through payroll deductions. Reimbursement for cost of all Education Improvement requirements shall be in accordance with the normal accounting procedures and paid at such times as said procedures provide for as developed by the Board of Education's Business Office. Beginning after July 1, 2013 only staff that worked 4 years and a day will be eligible for tuition reimbursement.

4. The Bridgeton Board of Education will reimburse up to \$100.00 for the cost of college textbooks per semester. Reimbursement costs will be paid by the Bridgeton Board of Education upon presentation by the employee of a paid receipt for books and in accordance with the accounting procedures set forth and developed by the Bridgeton Board of Education's Business Office. Beginning after July 1, 2013 only staff that worked 4 years and a day will be eligible for textbook reimbursement.
- B. Only Instructional Aides will be required to meet the educational improvement requirements. Security Monitors will only be required to take courses that pertain to the position. Other aides are not required to meet the Educational Improvement requirements. However, the Board will reimburse all members of the bargaining unit for courses in the educational field or related to the employee's work. Beginning after July 1, 2013, only staff that worked 4 years and a day will be eligible for tuition reimbursement.
- C. All credits for Educational Improvement to which any employee may be entitled shall be taken only at times that are outside the employee's regularly assigned school hours and/or regularly assigned and approved workshops which are provided as part of the employee's normal job requirements and responsibilities. Therefore, no credit will be given to any employee who attends workshops, in service training, basic skills courses, college courses, EIRC offerings or any non-college level professional development for which that employee is receiving his or her normal compensation by the district. The foregoing Educational

Improvement requirements are to be obtained independently, outside of the employee's normal workday and/or year. Beginning after July 1, 2013 only staff that worked 4 years and a day will be eligible for tuition reimbursement.

- D. When the aide submits the bill after the course or courses have been successfully completed, the aide must be under contract and have full intention to continue working in the Bridgeton Public School system. In the event that the aide voluntarily terminated his/her employment in the district less than one full academic year (July 1 to June 30) after successfully completing the course for which he/she is reimbursed, then the aide shall repay the board for 100% of his/her reimbursement. Example: If an aide completes a course in December 2012, in order to avoid having to reimburse the Board 100%, the aide is obligated to remain in the district for one year (July 1, 2013 to June 30, 2014). If an aide completes a course in June 2013, in order to avoid having to reimburse the board 100%, the aide is obligated to remain in the district for one school year (July 1, 2013 to June 30, 2014). Beginning after July 1, 2013, only staff that worked 4 years and a day will be eligible for tuition reimbursement.

*The Educational Improvement portion does not apply to Playground, Bus and Cafeteria Aides, but only Instructional Aides. Security Monitors will only be required to take courses that pertain to their position.

ARTICLE XII
MISCELLANEOUS PROVISIONS

A. Printing Agreement

Copies of this Agreement shall be reproduced at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all BSEA employees now employed, hereafter employed, or considered for employment by the board.

B. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other pursuant to the provisions of this Agreement, either party shall do so by letter or registered letter at the following addresses:

1. If by the Association, to the Board at the Bank Street Administration Building, Thomas C. Lane IV, Bridgeton, New Jersey 08302.
2. If by the Board, to the Association at the current President's school address.

C. Upon contract signing, new hires will have to serve a 90-day probationary period during which they will not receive any contractual benefits or fringes.

D. Upon contract signing, new hires will earn sick days at the rate of one (1) day per month in the first year of employment. However, they will not be able to use said sick days for the probationary period as per C above.

E. Employees will receive their paychecks on the fifteenth (15th) and thirtieth (30th) day of each month or the last working day prior to the regular pay day.

F. Vouchers for reimbursement expenses must be submitted within thirty (30) days of the occurrence in order to be honored by the Board. Extensions shall be granted if employee is on approved medical leave.

G. The Board will approve as appropriate three (3) tax sheltered annuity programs as long as there are at least five (5) members in each program.

H. Security Monitors will receive two (2) fifteen (15) minute breaks during the course of the work day. All breaks will be scheduled by their immediate supervisor.

I. Nothing contained in this Agreement shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the New Jersey School Laws or any other national, state, or local laws as they pertain to the operation of the school district. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains this right, subject only to the limitations imposed by the language of this Agreement.

J. All employees who utilize their personal automobiles in the course of school business shall be reimbursed per mile at the current State of New Jersey Office of management and Budget rate.

ARTICLE XIII
SALARY GUIDES

The parties agree to the following salary increases for the following school years:

1. 2018-19: 3.33% inclusive of increment and retroactive to 7/1/2018.
2. 2019-20: 3.33% inclusive of increment.
3. 2020-21: 3.33% inclusive of increment.

Instructional Aides:

YEAR 1			YEAR 2			YEAR 3		
2018-19 Bridgeton Aides			2019-20 Bridgeton Aides			2020-21 Bridgeton Aides		
Salary Guide			Salary Guide			Salary Guide		
Step	Assoc	BA	Step	Assoc	BA	Step	Assoc	BA
1	21,614	22,414	1	22,090	22,890	1	22,502	23,302
2	22,114	22,914	2	22,590	23,390	2	23,002	23,802
3	22,614	23,414	3	23,090	23,890	3	23,502	24,302
4	24,114	24,914	4	24,590	25,390	4	25,002	25,802
5	25,114	25,914	5	25,590	26,390	5	26,002	26,802
6	26,914	27,714	6	27,390	28,190	6	27,802	28,602
7	28,114	28,914	7	28,590	29,390	7	29,002	29,802
8	29,614	30,414	8	30,090	30,890	8	30,502	31,302
9	30,614	31,414	9	31,090	31,890	9	31,502	32,302
10	31,614	32,414	10	32,090	32,890	10	32,502	33,302

Attendance Officers:

2018-19 Bridgeton Attendance			2019-20 Bridgeton Attendance			2020-21 Bridgeton Attendance		
Salary Guide			Salary Guide			Salary Guide		
Step	BA	MA	Step	BA	MA	Step	BA	MA
1	38,620	41,620	1	39,145	42,145	1	39,705	42,705
2	39,395	42,395	2	39,920	42,920	2	40,480	43,480
3	40,295	43,295	3	40,820	43,820	3	41,380	44,380
4	41,228	44,228	4	41,753	44,753	4	42,313	45,313
5	42,028	45,028	5	42,553	45,553	5	43,113	46,113
6	42,828	45,828	6	43,353	46,353	6	43,913	46,913
7	43,628	46,628	7	44,153	47,153	7	44,713	47,713
8	44,428	47,428	8	44,953	47,953	8	45,513	48,513
9	45,228	48,228	9	45,753	48,753	9	46,313	49,313
10	46,028	49,028	10	46,553	49,553	10	47,113	50,113
11	46,828	49,828	11	47,353	50,353	11	47,913	50,913
12	47,628	50,628	12	48,153	51,153	12	48,713	51,713
OG	54,142	57,142	OG	54,667	57,667	OG	55,227	58,227

Bus Aides:

2018-19 Bridgeton Bus Aides			2019-20 Bridgeton Bus Aides			2020-21 Bridgeton Bus Aides		
Salary Guide			Salary Guide			Salary Guide		
Step	Hourly	Yearly	Step	Hourly	Yearly	Step	Hourly	Yearly
1	11.78	8,482	1	12.05	8,965	1	12.37	9,203
2	11.98	8,626	2	12.25	9,114	2	12.57	9,352
3	12.18	8,770	3	12.45	9,263	3	12.77	9,501
4	12.45	8,964	4	12.72	9,464	4	13.04	9,702
5	12.69	9,137	5	12.95	9,635	5	13.27	9,873
6	12.91	9,295	6	13.17	9,798	6	13.49	10,037
7	13.18	9,490	7	13.44	9,999	7	13.76	10,237
8	13.48	9,706	8	13.74	10,223	8	14.05	10,453

Cafeteria Aides:

2018-19 Bridgeton Cafeteria Aides			2019-20 Bridgeton Cafeteria Aides			2020-21 Bridgeton Cafeteria Aides		
Salary Guide			Salary Guide			Salary Guide		
Step	Hourly	Yearly	Step	Hourly	Yearly	Step	Hourly	Yearly
1	10.75	9,709	1	11.00	10,742	1	12.46	12,167
2	10.99	9,882	2	11.10	10,839	2	12.54	12,245
3	11.28	10,090	3	11.82	11,542	3	12.62	12,323
4	11.52	10,263	4	12.06	11,777	4	12.70	12,402
5	11.79	10,458	5	12.33	12,040	5	12.98	12,675
6	12.03	10,630	6	12.57	12,275	6	13.21	12,900
7	12.43	10,918	7	12.97	12,665	7	13.61	13,290
8	13.00	11,329	8	13.55	13,232	8	14.19	13,857

C.P.I.S.:

2018-19 Bridgeton CPIS		2019-20 Bridgeton CPIS		2020-21 Bridgeton CPIS	
Salary Guide		Salary Guide		Salary Guide	
Step	Salary	Step	Salary	Step	Salary
1	42,570	1	43,180	1	44,102
2	43,537	2	44,147	2	45,069
3	44,504	3	45,114	3	46,036
4	45,471	4	46,081	4	47,003
5	46,438	5	47,048	5	47,970
6	47,258	6	47,868	6	48,790
7	48,077	7	48,687	7	49,609

Parent Liaisons:

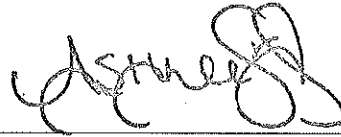
2018-19 Parent Liaison		2019-20 Parent Liaison		2020-21 Parent Liaison	
Member 1	\$31,672		\$32,686		\$33,732
Member 2	\$26,262		\$27,103		\$27,970

Security Monitors:

2018-19 Bridgeton Security Monitors		2019-20 Bridgeton Security Monitors		2020-21 Bridgeton Security Monitors	
Salary Guide		Salary Guide		Salary Guide	
Step	Salary	Step	Salary	Step	Salary
1	21,690	1	22,145	1	22,700
2	22,190	2	22,645	2	23,200
3	23,190	3	23,645	3	24,200
4	24,190	4	24,645	4	25,200
5	25,190	5	25,645	5	26,200
6	26,190	6	26,645	6	27,200
7	27,190	7	27,645	7	28,200
8	28,240	8	28,695	8	29,250

The Bridgeton Board of Education and the Bridgeton School Employees Association have agreed to the contract as proposed for 2018-2021.

BRIDGETON BOARD OF EDUCATION



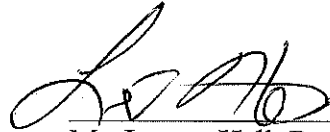
Ms. Ashlee Todd, President
Bridgeton Board of Education



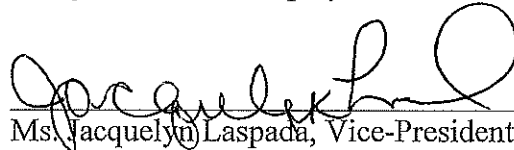
Mrs. Mary Peterson, Vice-President
Bridgeton Board of Education

Date: _____

BRIDGETON SCHOOL EMPLOYEES ASSOCIATION



Mr. Leston Hall, President
Bridgeton School Employees Association



Ms. Jacquelyn Laspada, Vice-President
Bridgeton School Employees Association

Date: 11-22-19