

**AGREEMENT**

**between**

**The  
HADDONFIELD  
BOARD OF EDUCATION**

**and**

**The  
HADDONFIELD  
EDUCATION ASSOCIATION**



**JULY 1, 2007 – JUNE 30, 2010**

## TABLE OF CONTENTS

ARTICLE		PAGE
I	PREAMBLE .....	2
II	RECOGNITION .....	2
III	RIGHTS AND RESPONSIBILITIES OF THE BOARD .....	3
IV	RULES FOR MAKING CHANGES .....	3
V	NEGOTIATION OF SUCCESSOR AGREEMENT .....	3
VI	NONDISCRIMINATION .....	4
VII	MISCELLANEOUS PROVISIONS .....	4
VIII	EMPLOYEE RIGHTS .....	4
IX	STATUTORY SAVINGS CLAUSE .....	5
X	GENERAL SAVINGS CLAUSE .....	5
XI	NO SANCTIONS .....	5
XII	ASSOCIATION RIGHTS AND PRIVILEGES .....	5
XIII	COMPLAINTS AND GRIEVANCE PROCEDURE .....	6
XIV	EMPLOYEE ASSIGNMENTS .....	8
XV	PROMOTIONS, VOLUNTARY TRANSFERS, REASSIGNMENTS .....	9
XVI	INVOLUNTARY TRANSFERS.....	10
XVII	PROMOTIONS .....	10
XVIII	TEACHER EVALUATION .....	11
XIX	SUPPORT STAFF EVALUATION .....	12
XX	TEACHER RESPONSIBILITY .....	13
XXI	STAFF DEVELOPMENT .....	14
XXII	LIAISON COMMITTEE .....	15
XXIII	SICK LEAVE .....	16
XXIV	LEAVES OF ABSENCE .....	16
XXV	PAY .....	20
XXVI	REIMBURSEMENT FOR MILEAGE .....	24
XXVII	MEDICAL INSURANCE .....	24
XXVIII	REDUCTION IN STAFF .....	26
XXIX	RESIGNATION AND TERMINATION NOTICE .....	28
XXX	WORK HOURS .....	28
XXXI	WORK YEAR .....	31
XXXII	VACATIONS .....	32
XXXIII	DURATION OF AGREEMENT .....	32
XXXIV	NOTICE .....	33
XXXV	CHECK OFF .....	33

# HADDONFIELD INCLUSIVE CONTRACT

## ARTICLE I - PREAMBLE

- A. This Agreement shall be effective from July 1, 2007 to June 30, 2010 between the Board of Education of the Borough of Haddonfield, hereinafter referred to as the "Board" and the Haddonfield Education Association, hereinafter referred to as the "Association."

## ARTICLE II - RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representatives in a unit, which includes the following:

- Teachers
- Librarians
- Guidance Counselors
- Nurses
- Child Study Team Members
- Secretaries/Clerks
- Educational Assistants
- Custodial and Maintenance Employees
- Extracurricular Positions
- Computer Technicians
- Computer Specialists
- Bus Drivers
- ABA Therapists

but excluding:

- Superintendent and Assistant Superintendent
- Principals and Assistant Principals
- Athletic Director and Assistant Athletic Director
- Supervisors
- Directors (including Technology, Special Education, Guidance and Building & Grounds)
- Board of Education Central Office Staff
- Foremen
- Network Administrator
- Other noncontractual employees

- B. Unless otherwise indicated, the term "employee" when used in this Agreement shall refer to all employees represented by the Association in the negotiating unit.
- C. Unless otherwise indicated, the term "teacher" when used in this Agreement shall refer to all employees who are required to hold appropriate certificates issued by the State Board of Examiners.
- D. Unless otherwise indicated, the term "support staff" when used in this Agreement shall refer to those employees who are not required to hold appropriate certificates issued by the State Board of Examiners.
- E. References to males shall include females, and references to females shall include males.

### **ARTICLE III - RIGHTS AND RESPONSIBILITIES OF THE BOARD**

- A. Except as otherwise expressly limited by the provisions of this Agreement, the Board shall retain sole jurisdiction and authority over matters of policy and shall retain the right, in accordance with applicable laws and regulations, to:
1. Take whatever actions may be necessary to carry out the mission of the school district.
  2. Determine the methods, means, and personnel by which such operations are conducted.
  3. Maintain the efficiency of the school district operations entrusted to them.
  4. Direct employees of the school district.
  5. Hire, promote, transfer, assign, and retain employees in positions within the school district.
  6. Relieve employees from duties because of incompetency or for other legitimate reasons.
  7. Suspend, demote, discharge, or take other disciplinary action against employees.
  8. Exercise all of its rights regarding nonrenewal of non-tenured employees to the fullest extent permitted by law, any provisions in this Agreement to the contrary notwithstanding.
- B. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein.

### **ARTICLE IV - RULES FOR MAKING CHANGES**

- A. Neither party hereto shall press any proposal to change, modify, or add to the provisions of this Agreement, except in accordance with the procedure set forth in Article V entitled "Negotiation of Successor Agreement." The foregoing is not intended to prevent the Association or the Board, under proper circumstances, from requesting the other to consider a modification of an effective provision of this Agreement. In such cases, the party making such request will be afforded a reasonable opportunity to present and discuss the reasons for such request. The party to whom such request is made shall have the right to refuse such request, and rely upon the provisions of this Agreement during its term.
- B. In the event that no formal requests are submitted in the course of the school year, the parties will meet informally once a year. These meetings are not intended to bypass the first paragraph of this Article or the grievance procedure.

### **ARTICLE V - NEGOTIATION OF SUCCESSOR AGREEMENT**

- A. The parties agree to enter into collective negotiations for a successor Agreement in accordance with N.J.S.A. 34:13A in a good faith effort to reach agreement on all matters concerning terms and conditions of employment for its employees. Such negotiations shall begin in accordance with the rules and regulations of the Public Employment Relations Commission. Any Agreement negotiated shall be reduced to writing and signed by the Board and the Association upon ratification by the Association and adoption by the Board by a majority vote at a public hearing.
- B. Whenever members of the bargaining unit are mutually scheduled to participate during working hours regarding grievances or negotiations, they will suffer no loss in pay.
- C. Upon reasonable request by the President of the Association, the Board agrees to provide documents that the Board is required by law to release.

- D. Neither party in any negotiations shall have any control over the selection of the negotiation representatives of the other party.

#### **ARTICLE VI - NONDISCRIMINATION**

- A. The Board and the Association will not discriminate against any person because of race, creed, national origin, sex, age, religious persuasion, sexual preference, domicile, or membership or non-membership in the Association.

#### **ARTICLE VII - MISCELLANEOUS PROVISIONS**

- A. Within thirty (30) days of the signing of this Agreement, it shall be reproduced, the costs of which shall be paid by the Board.
- B. Within ten (10) days of the reproduction of this Agreement, it shall be distributed to the Association employees.
- C. The Board shall supply the maintenance department with four (4) sets of coveralls of appropriate sizes.
- D. Uniforms - The Board will provide up to \$110 per employee per year for the purchase of custodial and maintenance uniforms (three sets of uniforms and one jacket). Color, style, and wording on the uniform and jacket are to be determined by the Board. All custodial and maintenance staff are required to wear uniforms.

Part-time employees are eligible to receive two uniforms, but no jacket, unless the part-time person's regular assignment is to the grounds crew, in which case a jacket will be provided.

#### **ARTICLE VIII - EMPLOYEE RIGHTS**

- A. Whenever any employee is required to appear before the Superintendent, the Board, a Board committee, or Board member concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment, salary, or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview, and shall be entitled to have a person of his/her own choosing present to advise and represent him/her during such meeting or interview.
- B. In the event that the aforesaid meeting or interview results in charges against a tenured teacher to the Commissioner of Education, the Board may suspend the person against whom such charge is made, with or without pay. However, if the determination of the charge by the Commissioner of Education is not made within one hundred and twenty (120) calendar days after the charges, excluding all delays which are granted at the request of such person, then the full salary (except for said 120 days) of such person shall be paid beginning on the one hundred twenty-first day until such determination is made. Should the charge be dismissed, the person shall be reinstated immediately with full pay from the first day of such suspension. Should the charge be dismissed and the suspension be continued during an appeal, then the full pay or salary of such person shall continue until the determination of the appeal. However, the Board shall deduct from said full pay or salary any sums received by such employee or officers by way of pay or salary from any substituted employment assumed during such period of suspension. Should the charge be sustained on the original hearing or an appeal, and should such person appeal from the same, then the suspension may be continued unless and until such determination is reversed, in which event he/she shall be reinstated immediately with full pay as of the time of suspension.

- C. Pursuant to Chapter 123, Public Laws of 1974, the Board and the Association hereby agree that every employee shall have the right to freely organize, join, and support the Association and its affiliates.

#### **ARTICLE IX - STATUTORY SAVINGS CLAUSE**

- A. Nothing contained herein shall be construed to deny or restrict to any employee rights he/she may have under New Jersey School Laws or other applicable laws and regulations.

#### **ARTICLE X - GENERAL SAVINGS CLAUSE**

- A. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement.
- B. This Agreement shall not be modified, in whole or in part, by the parties except by an instrument in writing duly executed by said parties.

#### **ARTICLE XI - NO SANCTIONS**

- A. In consideration of this Agreement, the Board and the Association shall refrain from actions normally associated with the terms "sanctions" or "strikes."

#### **ARTICLE XII - ASSOCIATION RIGHTS AND PRIVILEGES**

- A. Representatives of the Association and the New Jersey Education Association shall be permitted entry to school property at reasonable times for the purpose of necessary Association activities, provided that they shall not interfere with or interrupt normal school operations. In the event that the representative involved is also an employee of the Board, release from his/her regularly assigned duties shall be permitted so long as it will not interfere with the orderly operation of the school district. Release will be without pay unless said release is agreed to by a supervisor or the administration. No work involving the internal operation of the Association shall be performed by Board employees during working hours.
- B. The Association and its representatives shall have the right to use school buildings at reasonable hours for meetings. The Association shall submit a "Use of Property Request" form through the Superintendent's office in advance. Approval shall be granted providing that there are no conflicts with the school schedules, and provided that it does not interfere with or interrupt normal school operations.
- C. The Association shall have the right to use school facilities and equipment including typewriters, computers, mailboxes, and duplicating 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 incident to such use, as well as, the cost of repairs made necessary by such use.
- D. The rights and privileges of the Association and its representatives, as set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the employees and to no other organization representing any portion of the unit or potential member of the unit.
- E. The Board understands the necessity of a reasonable amount of release time for Association business, and the Association understands the necessity to maintain instructional time. With that in

mind, designated officers or representatives of the Association may schedule release time on an as-needed basis with the mutual agreement of the appropriate administrator.

## **ARTICLE XIII - COMPLAINTS AND GRIEVANCE PROCEDURE**

A. **Complaints**: An employee with a complaint shall first discuss it with his/her immediate superior, with the objective of resolving the matter informally. If the complaint is not settled within seven (7) calendar days, and involves a matter subject to the Grievance Procedure, it should be reduced to writing, and considered a grievance subject to the grievance provisions of this Agreement.

B. **Definitions**

1. Grievance: A grievance is a dispute or difference between the Board and the Association, or the employees represented by it, with respect to the interpretation, application, or violation of policies of this Agreement, and administrative decisions affecting the employees.

C. The purpose of this procedure is to secure at the lowest possible level equitable solutions to problems that may arise affecting employees. Both parties agree that proceedings will be kept informal and confidential at every level of the procedure.

D. **Time Limits**

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

2. All grievances shall be presented as soon as possible after the occurrence, but in no event later than twenty-one (21) calendar days. Grievances not following this process will not be considered by the party to whom presented.

3. All grievances shall be presented at Level One in writing on grievance forms provided for that purpose, and shall set forth the provisions of this Agreement, Board policy, or administrative decisions upon which the grievance is based.

4. Grievance decisions, and any appeals to a higher level of the grievance procedure, shall be in writing on grievance forms.

5. In the event a grievance is filed that cannot be processed through all steps of this grievance procedure by the end of the school year, and, if left unresolved, could in the opinion of the Association or the Board, result in irreparable harm, the time limits set forth shall, at the request of either party, be reduced as much as practicable, so that the grievance procedure may be completed by the end of the school year; however, the party upon whom the request is made shall have the right to reply within the time limits in this Agreement.

E. **Procedure**

1. **Level One**:

a. Within seven (7) calendar days after a grievance is submitted by the Association, it shall be discussed in a meeting between the Association's Professional Rights and Responsibilities representative for that building and the immediate supervisor.

- b. If the grievance is not settled within twenty-one (21) calendar days after it is discussed in the meeting with the immediate supervisor, the Association may appeal it to Level Two within seven (7) calendar days after the decision at Level One, or twenty-eight (28) calendar days after the grievance was submitted for discussion, whichever is sooner.

2. Level Two:

- a. A grievance submitted to Level Two shall be discussed within seven (7) calendar days of receipt of the grievance form by the Chairman of the Association's Professional Rights and Responsibilities Committee, and the Superintendent of Schools, or his designee.
- b. If the grievance is not settled within fourteen (14) calendar days after it is discussed with the Superintendent or his designee, the Association may appeal it to Level Three within fourteen (14) calendar days after the decision at Level Two, or twenty-eight (28) calendar days after the grievance was presented in discussion at this step, whichever is sooner.

3. Level Three:

- a. A grievance submitted to Level Three shall be discussed within fourteen (14) calendar days of receipt of the grievance form by a committee appointed by the President of the Association and a committee appointed by the President of the Board. The respective committees shall include the Chairman of the Association's Professional Rights and Responsibilities Committee and the Superintendent of Schools.
- b. A decision shall be made by the Board within fourteen (14) calendar days after the grievance was discussed at this step.

4. Level Four:

- a. If the grievance is not resolved at Level Three, then a grievance with respect to the interpretation or application of provisions of this Agreement may, within twenty-one (21) calendar days following a decision at Level Three, be submitted to binding arbitration under the voluntary arbitration rules of the American Arbitration Association.
- b. If, in the opinion of either party, the grievance submitted is not arbitrable under the terms of this Agreement, then the arbitrator shall first rule if the grievance is arbitrable, and if it is not, shall dismiss it.
- c. The arbitrator shall not have the jurisdiction or authority to add to, detract from, or alter in any way the provisions of the Agreement.
- d. In the event of arbitration, the costs of the arbitrator's services shall be equally shared by each of the parties.

F. **Areas and Subjects Excluded From Arbitration**

1. Matters where a method of review is prescribed by law, or by any rules or regulations of the State Commissioner of Education or the State Board of Education.
2. Matters where the Board is without authority to act.

G. **General Guidelines**

1. No employee shall be disciplined, reprimanded, or reduced in compensation without just cause.



2. All documents, communications, and records dealing with the grievance shall be filed in a separate grievance file, and shall not be kept in the personnel file of any of the participants.
3. No reprisals of any kind shall be taken by the Board, or by any member of the administration, against any party of interest, any representative, any member or the Association, or any other participant in the grievance procedure by reason of such participation.

## **ARTICLE XIV – EMPLOYEE ASSIGNMENTS**

### **A. Teachers**

1. Except in unusual circumstances requiring later assignment, notice of assignment to teachers whose employment has continued from the prior year normally shall be given by the second week in August. Such notice shall include class and/or subject, building and room. Such notice shall not preclude a change in assignment of a teacher.
2. Nontenure Employee Offer of Assignment:
  - a. The state code will determine the date the Board is required to notify employees of the offer of a contract for employment when the school budget is passed by the voters after April 15. If the budget is passed on or before April 15, the Board, on or before April 30, shall give to each non-tenured employee continuously employed by it since the preceding September 30 either:
    - (1) A written offer of a contract for employment for the next succeeding year, providing for at least the same terms and conditions of employment, but with such increases in salary as may be required by law, or policies of the Board; or
    - (2) A written notice that such employment will not be offered.
  - b. Should the Board fail to give to any non-tenured employee either an offer of contract for employment for the next year, or a notice that such employment will not be offered, all within the time and in the manner provided by Section 2 above, then the Board shall be deemed to have offered to that employee continued employment for the next school year based upon the same terms and conditions, but with such increases in salary as may be required by law or policies of the Board.
  - c. If the employee desires to accept such employment he/she shall notify the Board of such acceptance, in writing, on or before June 1, in which event such employment shall continue as provided for herein. In the absence of such notice of acceptance, the provisions of this article shall no longer be applicable.

### **B. Support Staff**

1. The Board shall notify support staff of their contract status for the ensuing year on or before April 30, if the budget is passed on or before April 15. Otherwise, the state code requirements will determine the date.
2. Upon receiving a notice of nonrenewal, the employee may request an informal meeting with his/her immediate supervisor to discuss nonrenewal. Said meeting shall be held within a reasonable period of time.

## ARTICLE XV – PROMOTIONS, VOLUNTARY TRANSFERS, REASSIGNMENTS

### A. Postings

1. The Superintendent shall post all notices of vacancies in the Chief School Administrator's office and each building. Notices shall be posted in designated areas of all school buildings as soon as they become available.
2. The Superintendent shall furnish notice of vacancies to the Association President within five (5) calendar days of the position becoming available.

### B. Teachers

1. Within the thirty (30) day period prior to October 1, and again within the thirty (30) day period prior to April 1, a teacher may file with the Superintendent up to two requests for promotion, transfer or reassignment. These requests shall be in accordance with rules established by the Superintendent.
2. A teacher may file with the Superintendent a request for transfer, reassignment or promotion for openings which may occur during the summer recess. This shall be done by May. The Superintendent shall review any requests which are in his/her files prior to recommending a promotion, reassignment or transfer to the Board to fill an opening occurring during the summer recess. Nothing herein shall limit the Superintendent in his recommendations to the Board.
3. Normally, in cases of transfer or reassignment, the teacher's agreement shall be obtained, but the Board shall not be limited in its right to promote, transfer, or reassign teachers in the school system.
4. In the unusual circumstances when the teacher's consent cannot be obtained, any involuntary transfer or new assignment may be reviewed and considered through Level Three of the grievance procedure. Teachers shall be given a minimum of one week's notice prior to transfer or reassignment.
5. For the purpose of this Article, the term "promotion" shall refer to positions outside the bargaining unit.
6. In the event of a transfer or reassignment to a new building, teachers will be paid for two (2) seven-hour days so that they can complete their classroom relocation. Payment shall be at the current hourly curriculum rate.

### C. Support Staff

1. When a job vacancy occurs, employees in that category, or employees in a higher category, may desire a transfer to another school, or in the case of custodial and maintenance, to another work shift. Those who have filed a written request for a transfer with the Superintendent will be given first consideration for transfer, provided that the employee who makes the request has the requisite qualifications and ability to perform the job satisfactorily. In the event the requested transfer is not approved, a written explanation shall be given within fourteen (14) calendar days.
2. Requests, where honored, shall be on the basis of senior employee being given preference. Nothing herein shall be construed to limit the right of the Board to transfer employees as the needs of the school system require. Transfers shall not be arbitrarily or capriciously made.

## ARTICLE XVI – INVOLUNTARY TRANSFERS

### A. Teachers

1. Notice of an involuntary transfer shall be given to the teacher as soon as practicable. A list of open positions in the school district shall be made available to any teacher being involuntarily transferred. That teacher may request a position or positions to which he/she desires to be transferred. A teacher being involuntarily transferred shall not suffer reduction in rank or total compensation.
2. Except in the case of an emergency, a teacher being transferred involuntarily shall have, at the teacher's request, the right to a conference with his/her principal or administrator in charge, and the Superintendent or his/her designee prior to the effective date of the transfer.
3. In the event of an involuntary transfer or reassignment to a new building, teachers will be paid for two (2) seven-hour days so that they can complete their classroom relocation. Payment for the total of fourteen (14) hours shall be at the current hourly curriculum rate.

### B. Support Staff

1. No job vacancy shall be filled by involuntary transfer or reassignment if there is a qualified volunteer available to fill the position, providing that the Board's work force requirements permit said volunteer to be transferred or reassigned.
2. In the event there is no qualified volunteer to accept the transfer or reassignment, then the Board shall fill the position by transferring or reassigning the most junior qualified employee.
3. Written notice of an involuntary transfer or reassignment shall be given to employees at least seven (7) calendar days prior thereto.
4. Custodial/Maintenance:
  - a. In the event there is a temporary requirement, as determined by a supervisor or the Superintendent, for a reassignment to a lead person, the qualified senior volunteer will be given the temporary assignment.
  - b. In the event there is no qualified senior volunteer available, the most qualified employee shall be assigned to the temporary lead position.
  - c. The employee shall be compensated for the reassignment with a stipend of four (4) dollars per day.

## ARTICLE XVII – PROMOTIONS

### A. Support Staff (Custodial/Maintenance):

1. Subject to Article XVI entitled "Involuntary Transfers," a permanent job opening in the bargaining unit shall be posted on appropriate bulletin boards for a period of ten (10) calendar days, with the Board having the right to temporarily fill the job until the permanent employee is hired, or reassigned. Permanent employees may bid on such job openings. A copy of the opening shall be furnished to the President of the Association.
2. In filling permanent job vacancies within the bargaining unit, the Board will first consider filling such vacancies by promoting the senior employee from the next lower-rated job title who has the requisite qualifications and ability to perform the work. Where two (2) or more

employees possess the requisite qualifications and ability to perform the work, the employee with seniority in the bargaining unit will be promoted.

## ARTICLE XVIII – TEACHER EVALUATION

All teachers shall be evaluated and written reports of such evaluations shall be filed with the Superintendent of Schools.

### A. General Procedures

1. Open Evaluation: All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, tape recorders, cameras, and other electronic devices shall not be used in observation of the teacher's classroom performance without the permission of the teacher. This in no way prohibits the Board from using such devices for security purposes.
2. Evaluation by Supervisors: Supervisory personnel may conduct classroom observations and complete evaluation reports. Supervisory personnel will meet with the teacher who has been observed. If conflicting reports by the supervisory personnel cannot be resolved, they will be settled by the Superintendent.
3. Copies of Evaluations: A teacher shall be given a copy of any class visit or evaluation report prepared by his/her evaluators. No report shall be submitted to the Superintendent, placed in the teacher's file, or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

A teacher's signature on an evaluation form will show that he/she has received a copy of it, but does not necessarily show that he/she is in agreement with it.

4. Conferences: A teacher shall be given an opportunity to discuss an evaluation in a conference with his/her supervisor to be held normally within fourteen (14) calendar days of the observation (six (6) for non-tenured teachers).
  - a. If a teacher is dissatisfied with an interim evaluation (i.e. classroom observation and/or anecdotal record), the teacher, within fourteen (14) calendar days after receiving the report, may request a review of the evaluation by the supervisor's immediate superior.
  - b. If a teacher is dissatisfied with his/her final evaluation, the teacher shall, upon submitting a request within fourteen (14) calendar days after receiving a copy of the final evaluation, be granted a conference with the supervisor's immediate superior. Where the Superintendent is not the supervisor's immediate superior, the Superintendent may be included in the review and/or conference, if requested by the teacher and/or supervisor.
5. Final Evaluation: Each teacher shall receive a written summary of his/her performance for the year in June, prior to the close of school. This evaluation shall be a summary of previous evaluations, and shall evaluate the teacher's performance in relation to his/her teaching duties both in and outside of the classroom. In general, no information should appear in this final summary that has not appeared in some previously written evaluation, or in a conference between the teacher and his/her supervisors.

### B. Evaluation Procedures

1. Written reports shall be prepared by the teacher's supervisor for all preannounced classroom observations.

2. Observations that are to result in a written evaluation shall be conducted for the entire class period, whenever possible.
3. Non-tenured teachers should be notified in advance when they are to be observed during their first year of employment. Advance notification need not be given for subsequent observations, but consideration should be given to those teachers who are observed under extenuating circumstances.
4. Parental complaints or other complaints that may have a bearing on the evaluation of a teacher should be brought to the attention of the teacher by his/her supervisor or principal, and investigated before any action is taken.
5. A minimum of three (3) observations shall be conducted for non-tenured teachers followed by written reports and conferences. These observations shall be conducted during instructional periods with each occurring on separate days.
6. A teacher may request additional classroom observations.
7. The building principal and subject area supervisors shall schedule observations and attempt to coordinate so that back-to-back observations of a teacher's performance are avoided.

C. **Personnel Records**

1. File: An employee shall have the right, upon request, to review the contents of his/her personnel file during normal business hours. An employee shall be entitled to have a representative of the Association accompany him/her.
2. Derogatory Material:
  - a. An employee will be notified of derogatory material.
  - b. An employee will acknowledge having seen the derogatory material by initialing it before it is placed in his/her personnel file. If the employee refuses to initial the derogatory material, the time and date of the refusal shall be noted on the material by the supervisor before it is placed in the employee's personnel file. Before derogatory material may be placed in an employee's file, it must be investigated by his/her supervisor or principal.
  - c. An employee may within twenty-one (21) calendar days prepare a written response and have it attached to the derogatory material.

**ARTICLE XIX – SUPPORT STAFF EVALUATION**

All support staff shall be evaluated by their immediate supervisors at least once annually, to be followed in each instance by a written evaluation report and by a conference between the employee and his/her immediate supervisor, for the purpose of identifying any deficiencies, extending assistance for their correction, and for recognizing accomplishments.

A. **General Procedures**

1. Open Evaluation: All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, tape recorders, cameras, and other electronic devices shall not be used in observation of an employee's performance without the permission of the employee. This in no way prohibits the Board from using such devices for security purposes.

2. Copies of Evaluation: Support personnel shall be given a copy of his/her evaluation report prepared by his/her evaluators at least one (1) 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.
3. Evaluation Format: Evaluation reports shall be presented to each employee in accordance with the following procedures:
  - a. Reports shall be addressed to the employee.
  - b. Reports shall include a narrative summary listing the strengths, commendations, areas recommended for continued growth, and specific suggestions for improving areas where a weakness has been identified.
4. The employee shall review the evaluation report. The employee's signature indicates receipt of the report and does not necessarily indicate agreement or disagreement with the report.

**B. Personnel Records**

1. File: An employee shall have the right, upon request, to review the contents of his/her personnel file during normal business hours. An employee shall be entitled to have a representative of the Association accompany him/her.
2. Derogatory Material:
  - a. An employee will be notified of derogatory material.
  - b. An employee will acknowledge having seen the derogatory material by initialing it before it is placed in his/her personnel file. If the employee refuses to initial the derogatory material, the time and date of the refusal shall be noted on the material by the supervisor before it is placed in the employee's personnel file. Before derogatory material may be placed in an employee's file, it must be investigated by his/her supervisor or principal.
  - c. An employee may within twenty-one (21) calendar days prepare a written response and have it attached to the derogatory material.

**ARTICLE XX – TEACHER RESPONSIBILITY**

- A. Teachers shall maintain the primary right and responsibility to determine grades and other evaluations of students within the grading policies of the District, based upon his/her professional judgment of available criteria pertinent to any given subject area or activity to which he/she is responsible. No grade or evaluation shall be changed without the notification of the teacher. The person making the change shall initial and date the change.
- B. Teachers shall not be compelled to participate in overnight trips.
- C. When an elementary special subject area teacher for art, health, music, or physical education is unable to meet with his/her classes, the regular elementary school teacher will cover (remain with) his/her class during the scheduled area time. Attempts shall be made by the special subject area teacher to reschedule the missed class/es.
- D. Any teacher who covers a class as a substitute teacher shall receive twenty (20) dollars per class. This situation also applies to elementary school teachers who cover a class/es during scheduled times which cannot be rescheduled.

- E. All staff who have a lunch period scheduled shall have an uninterrupted, duty-free lunch period. However, the Association recognizes that some issues of an emergency nature may need to be addressed during lunch period.
- F. Every effort will be made to provide teachers with a daily preparation period during which the teachers shall not be assigned to any other regular duties or responsibilities. This shall not be construed to require the employment of additional staff.

#### **ARTICLE XXI – STAFF DEVELOPMENT**

- A. An employee with a regular assignment shall be eligible for tuition expenses in accordance with the following provisions:
  - 1. Courses for which tuition refund is requested by an applicant must be in his/her area of responsibility or closely related to his/her work as determined and recommended by his/her supervisor or coordinator, principal, and Superintendent.
  - 2. Each course proposal shall have written approval by the Superintendent prior to registration.
  - 3. Courses must be offered for credit by an accredited post-secondary educational institution.
  - 4. During the regular school year, a maximum of three (3) college credits per semester are eligible for approval; during the summer, a maximum of nine (9) college credits are eligible for approval. Teachers participating in approved workshops outside of their normal workday will receive one salary guide credit for every fifteen hours of workshop participation.
  - 5. An employee under contract to the Board is eligible to apply under these provisions provided he/she has completed at least one (1) semester of service in the Haddonfield School System immediately prior to registration.
  - 6. Approved tuition expense will be reimbursed up to the following maximum amounts per fiscal year.
    - a. \$700 for undergraduate
    - b. \$1000 for graduate
    - c. \$2000 for graduate work in connection with an approved matriculated graduate degree program; i.e., Masters or Doctorate.
    - d. The total reimbursement for all members of the bargaining unit is limited to \$35,000, in addition to any unused tuition benefits from the preceding fiscal years. A maximum of 50% of the total reimbursement funds may be used by the end of August, 25% of the total funds may be used by the end of December, and the remaining 25% may be used by the end of June.
    - e. To the extent any course from an accredited educational institution is sponsored by the Board, tuition for this course shall be charged towards the total tuition benefits available under 6.(d), but costs for each such course shall not be deducted from the individual tuition allowance as listed in a, b, c.
  - 7. To receive reimbursement for successful completion of the approved course work, an official transcript verifying a grade of “B” or better and a receipt or copy of the cancelled check shall be submitted to the Superintendent of Schools. Payment of tuition reimbursements will be

made within forty (40) days, upon submission by the employee to the Central Office of the appropriate billing and grade information.

The beneficiary of tuition reimbursement agrees to return to the Haddonfield Public Schools for one full year. If the beneficiary of the tuition reimbursement leaves before completion of one full school year following the year in which the course was taken after receiving approval for tuition reimbursement, he/she will be obligated to reimburse the Board for the tuition reimbursement received during that year.

8. The decision of the Superintendent shall be final with respect to the approval of courses for which reimbursement is requested, and for the number of credits eligible for approval.
  9. Part-time staff will receive a prorated tuition reimbursement corresponding to the amount of time worked in relation to a full-time employee.
  10. In the event that the State mandates continuing and/or additional course work to maintain certification, both parties agree to reopen language in Article XXI A. 6. c.
  11. The Business Office will provide an accounting of unused tuition reimbursement for the prior fiscal year by December 1<sup>st</sup> of the next fiscal year.
- B. The Board shall provide inservice improvement programs for employees in all job categories. Such programs shall be cooperatively planned to meet district needs and priorities, determined in consultation with the Association. When employee attendance is required, Professional Development programs shall be conducted during the regular workday. Teachers participating in approved workshops outside of their normal workday will receive salary guide credit for every fifteen hours of workshop participation.
- C. Custodial/maintenance employees shall be entitled to attend one (1) NJEA Convention day as scheduled by the Director of Buildings and Grounds in accordance with the needs of the District with due regard to seniority. In unusual circumstances, when an employee is required to work both NJEA Convention days, the employee will be granted a replacement staff development day.

## **ARTICLE XXII - LIAISON COMMITTEE**

- A. The Liaison Committee shall be a link between the employees and the Board. It shall be comprised of eight members: two members of the Board, the Superintendent, one other administrator selected by the Superintendent, one teacher from the high school, one teacher from the middle school, one teacher from the elementary schools, and one member of the support staff. All teachers and the support staff member shall be selected by the President of the Association. Participants shall be concerned with the development, interpretation, and the implementation of policy. It is recognized that the Board has the ultimate responsibility for the adoption of policy, and the Liaison Committee is advisory in nature. The Liaison Committee is also a sounding board for issues and concerns of both the Association and the Board.

The Liaison Committee will maintain a written record of all supplemental agreements reached by the Board and the Association. A copy of agreements reached in Liaison Committee that are of general application will be distributed to the Board and Association.

- B. Meetings shall be held monthly. The Superintendent of Schools and the President of the Association shall jointly confer to determine the agenda of committee meetings and the times when the committee shall meet. The dates of the Liaison meetings for the year shall be set by the Superintendent and the Association President at the first meeting in September.



- C. The Liaison Committee will operate under meeting management rules similar to the Principals' Advisory Committees. Prior to the conclusion of each meeting, an agenda will be set for the next meeting; however, if important matters arise between meetings, the Superintendent and the Association President may agree to supplement the agenda. Minutes of each meeting will be distributed to all members.

### **ARTICLE XXIII - SICK LEAVE**

- A. Each twelve-month (12) employee shall be entitled to twelve (12) sick leave days per year. Each ten-month (10) employee shall be entitled to ten (10) sick leave days per year, with unused days accumulated from year to year without limit.
1. Each employee shall receive written notice of the number of sick days he/she has accumulated no later than September 15 of each school year.
  2. Basic skills teaching assistants shall be entitled to five (5) sick leave days per year.

### **ARTICLE XXIV - LEAVES OF ABSENCE**

Each employee may receive the following noncumulative leaves of absence, in addition to sick leave, with pay each year. Employees hired after October 1, 1993, and working fewer than nine months during a contract year and/or fewer than five days per week, will be eligible for a prorated portion of the personal leave benefit.

- A. **Personal Leave of Absence:** Up to a total of three (3) days leave per year will be granted for personal business. Unused personal days shall be credited as sick leave days.
1. Personal leave shall be limited to legal, family, or personal matters which necessitate the employee's absence. If personal leave is used on the first day of school, the last day of school, or on the school day immediately before or after winter or spring break, religious holidays when school is closed, the NJEA convention break, Thanksgiving break, Martin Luther King, Jr., Day, Presidents' Day, or Memorial Day, each day shall be charged as two days. The Superintendent may, in his/her discretion, grant a waiver from the "two days for one day" provision of the preceding sentence.
  2. Application for approval of leave of absence shall usually be made five (5) days in advance by the employee to the Superintendent through the employee's administrator. In an emergency, a personal day application may be completed upon return to work. The Board shall permit days for absence for personal business to be taken without describing the details of the reason, but with requirements to complete the "Request for Temporary Leave" form.
  3. Basic skills teaching assistants are eligible for one personal business leave of absence day per year.
  4. Twelve-month (12) employees who use two (2) or fewer personal days shall be granted a total of four (4) personal days in the following contract year. However, in accordance with N.J.S.A. 18:A, the maximum number, which accumulate shall be 15 per year.
- B. **Death:** In the event of a death of an employee's spouse or child, up to ten (10) paid days of leave of absence shall be granted.
1. In the event of the death of an employee's immediate family member other than a spouse or child, as described in Section D-1 below, the employee shall be allowed a leave of absence of five (5) paid days. One (1) day a year shall be granted in the event of the death of an employee's friend or relative outside the employee's immediate family as defined below. Any

request for extension of the leave of absence shall be considered by the Superintendent of Schools considering the circumstances.

C. **Serious Illness in Immediate Family**: In the event of serious illness in the employee's immediate family, as defined below, the employee shall be allowed a leave of up to three (3) paid days per year. Any request for extension of the leave of absence shall be considered by the Superintendent considering the circumstances.

1. **Definition of "Immediate Family"**: "Immediate Family" shall include spouse, longstanding personal partner, child, grandchild, father, mother, father-in-law, mother-in-law, stepfather, stepmother, daughter-in-law, son-in-law, brother, sister, brother-in-law, sister-in-law, grandparent of employee or spouse, or any member of the employee's immediate household.

D. **Disability/Maternity Leave**

1. An employee who becomes disabled due to injury, illness, or pregnancy shall notify the Superintendent as soon as possible after the condition becomes known of the reason for the disability, and report the period of time it is estimated that the employee will be unable to perform his or her duties because of the disability.
2. The employee shall be granted disability leave while disabled. During that time he/she shall be paid sick leave allowance pursuant to Article XXIII entitled "Sick Leave" and Article XXIV entitled "Leaves of Absence," subparagraph A.
3. The Board may request that an employee who is on disability leave provide the Board with medical certification from the employee's treating physician. Also, if the Board elects, it may ask the employee to be examined by a physician of its choosing.
4. Disability leave for maternity is a period of time for the purpose of giving birth to a child when the employee is physically unable to perform her duties as certified by her physician. Concurrence of the school physician may be required by the Board.
5. Disability leave shall commence and terminate on the date requested by the employee governed by the terms of Section I-2 below. Whenever possible, the district shall be notified at least six (6) weeks prior to the commencement of the leave, and shall be informed of the date of return to active status.

E. **Extended Unpaid Leaves of Absence**

1. The employee shall make written application for leave, stating the date on which requested leave is to begin and the estimated date on which leave is to terminate.
2. The date of return to work shall normally be September 1, but may be adjusted by the Board by request of the individual. The leave shall not exceed eighteen (18) months without prior approval.
3. When a leave has been granted, the Board cannot guarantee upon return to work that the employee will be assigned to the same building, class, room, or grade the employee was assigned before the leave.
4. If an employee who is granted an extended leave of absence works at least one hundred and twenty (120) school days in the school year, the employee shall advance on the salary guide and will receive the full increment on the salary scale the following year. If the employee has worked more than ninety (90) school days in the school year, but fewer than one hundred and twenty (120), then the employee shall be granted fifty (50) percent of the normal increment for

the following year, and move one-half (½) step on the salary guide. If the employee works ninety (90) or fewer school days in the school year, the employee will not advance on the salary guide.

5. Unused accumulated sick leave and personal days shall be restored to the employee upon return from leave of absence. Sick/personal days, continuous service credit for tenure, and other purposes shall not accrue during leave of absence.
6. The Board shall not be required to continue the leave of absence of the non-tenured employee beyond the school year for which he/she was hired, or to offer tenure, or a new contract to a non-tenured employee.
7. An unpaid leave of absence for a reason recognized under the New Jersey Family Leave Act shall be counted as time permitted under said Act.

F. **Sabbatical Leave:** Upon recommendation of the Superintendent, sabbatical leave for graduate level study may be granted to any certified member of the staff by the Board subject to the following conditions:

1. The Board shall make available a maximum of one (1) sabbatical leave per year, district-wide, to eligible certified staff subject to these conditions.
2. If more than one teacher applies for sabbatical leave in a given year, sabbaticals will be granted based on seniority in the district.
3. Requests for sabbatical leave must be received by the Superintendent in writing, in such form as may be required by him/her. Requests must be received by the Superintendent by October 31 of the fiscal year preceding the school year for which the sabbatical leave is requested.
4. Notification of applicant selected shall be given to applicants by March 15 of the fiscal year preceding the school year in which the sabbatical leave is requested.
5. The applicant must have completed at least nine (9) consecutive contract years of service in the Haddonfield Public Schools.
6. Payment for sabbatical leave of half the annual contracted salary will be granted for a full year's leave approved graduate study.
7. The beneficiary will agree to return to the Haddonfield Public Schools for two (2) full years of employment on appropriate salary scale following the leave. If the benefactor of the sabbatical leave does not fulfill his/her return agreement to the Haddonfield Public Schools, he/she will be obligated to reimburse the Board for the salary received during the sabbatical leave, although service credit will be granted according to the following plan:

<b>Leaving Before:</b>	<b>Percent of Salary to be Reimbursed to the Board:</b>
2 years service	50% of annual salary

8. To the extent feasible, with due regard for the interest of the school program, teachers returning to work after a sabbatical leave shall be offered the same or similar position.
9. The teacher on sabbatical leave shall receive pension benefits based on the salary received.
10. Before any teacher becomes entitled to a second sabbatical leave, eligible teachers who have never received sabbatical leave will be given preference.

11. Approval by the Board shall be contingent upon securing a certified employee qualified to assume the applicant's duties while on leave.
12. A teacher on an approved sabbatical leave shall not engage in any form of work, other than the work in which he/she is engaged at the time of his/her request for sabbatical, or except in extenuating circumstances as approved by the Superintendent.
13. A full-time teacher on sabbatical leave is entitled to full medical and insurance coverage.
14. Upon return from sabbatical leave a teacher shall be placed on the salary schedule at the level which he/she would have achieved if he/she remained actively employed in the system.

**G. Military Leave**

1. To the extent required by law, military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the armed forces of the U.S.A. for the period of said induction or initial enlistment. All rights and benefits accrued will be protected under the N.J. Statutes 18A:6-33 and 18A:29-11. These laws are titled "Tenure, Pension and Other Employment Rights in Military and Naval Services." (NJS 18A:29-11)
2. Organized State Militia: To the extent required by law, any employee who is a member of the organized State Militia shall be entitled to a leave of absence not to exceed ninety (90) days per year. An employee shall not suffer loss of pay or seniority during the time in which he/she is engaged in militia duty ordered by the Governor of the State of New Jersey.

**H. Child-Rearing Leave/Natural Childbirth/Adoption**

1. An employee with fewer than three (3) years of working experience in the Haddonfield School District shall be granted a child-rearing leave, without pay, for the remainder of the current school year in which the child is born or adopted. The Board reserves the right to deny the request for such leave in situations where a non-tenured teacher gives birth or adopts a child during the summer vacation period.
2. An employee with more than three (3) years of consecutive experience in the Haddonfield School District shall be granted a child-rearing leave, without pay, for the remainder of the current school year in which the child is born or adopted, and may request up to one (1) additional school year immediately thereafter. The employee must indicate the length of leave when the initial request is made. (In no event shall a teacher's return to work be other than the start of the first or second semester, or to the extent required by law including the Family Leave Act.)
3. Nothing in the above language, Section I-2, shall prevent an employee with more than three (3) years of consecutive experience, and the Board agreeing that the employee may return on other than the beginning of the school year.
4. In order to receive such a leave under Sections I-1 or I-2 above, the employee must apply in writing at least ninety (90) days before its commencement. In the case of adoption, since the date of custody cannot be predicted in all cases, notice shall be given in writing at least ninety (90) days prior to the anticipated date of custody, if possible, and if not, as soon as practicable.
5. No teacher on child-rearing leave shall, on the basis of the leave, be denied the opportunity to substitute in the Haddonfield School District in his or her area of certification or competence.

6. Leave under the N.J. Family Leave Law shall be deemed to be included within the contractual child-rearing leave of up to the statutory limit of twelve (12) weeks.
- I. **Jury Duty:** An employee summoned for jury duty shall give notice thereof to his/her building principal as soon as possible after receiving the summons. During the term of duty, he/she shall be paid his/her regular pay, and shall turn over all pay received for jury duty to the Board.
- J. **Good Cause:** The Board, in its discretion, may grant other leaves of absence without pay upon a showing by the employee of good cause. Requests for leaves shall be made in writing.
- K. **Other extended leaves of absence** without pay may be granted by the Board on the recommendation of the Superintendent. All benefits, including unused accumulated sick leave, shall be restored to the employee upon his or her return. If an employee who is granted an extended leave of absence works at least one hundred and twenty (120) school days in the school year, the employee shall advance on the salary guide and will receive the full increment on the salary scale the following year. If the employee has worked more than ninety (90) school days in the school year, but fewer than one hundred and twenty (120) school days, then the employee shall be granted fifty (50) percent of the normal increment for the following year, and move one-half (½) step on the salary guide. If the employee works ninety (90) or fewer school days in the school year, the employee will not advance on the salary guide.
- L. **Extensions or renewals** of leaves of absence may be granted by the Board consistent with the law or its discretion.

## ARTICLE XXV - PAY

- A. **Salaries:** The salary guides for teachers and support staff covered by this agreement are set forth in Schedules "A" through "I" which are attached hereto and made a part hereof.
  1. Teachers who complete degree requirements or credits which change their salary status during the spring or summer shall be placed on the appropriate level of the salary guide in September. Teachers who complete degree requirements or credits which change their salary status during the fall semester shall be placed on the appropriate level of the salary guide in February of that year.
    - a. No change in salary status shall be granted unless the credits claimed by the teacher are credits for graduate or approved courses confirmed by a properly credited college or university, or approved by the Superintendent.
    - b. All new employees will be hired at a full step on the appropriate salary guide. The Superintendent will consult with the Association before selecting the initial place on the salary guide for new bargaining unit job titles, and will accord due consideration to the Association's comments, but the final decision will be made by the Board.
  2. Employees shall be paid in equal installments every two (2) weeks.
    - a. Ten month employees may individually elect to have ten (10) percent of their salary deducted from their pay. These funds shall be deposited by the Board in an interest bearing account in the name of the employee.
  3. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day.
  4. Teachers shall receive their final check, with stipends, on the last working day in June. (See XXV.D.2.)

B. **Summer Vacation Curriculum Planning:** A teacher who is assigned to develop curriculum, including workshops required for implementing the curriculum during the summer vacation period, shall be paid on the basis of the number of hours worked as determined by the Superintendent. Compensation shall be at the rate of hourly curriculum rate.

C. **Home Teaching, Bedside, and Supplemental Instruction Pay:** A teacher who performs home teaching, bedside, or supplemental instruction shall be paid at the hourly curriculum rate and the approved IRS mileage rate for travel.

D. **Extra Pay for School Sponsored Athletic and Nonathletic Activities**

1. A teacher who performs an assignment on Schedule "B" shall receive an extra payment based on the level established for the position as listed on Schedule "B."
2. The stipends for activities shall be paid in two (2) equal payments made on the payday closest to December 15, June 15, or the second payday immediately following the conclusion of the activity.
3. Employees who are authorized and perform chaperoning duties for a school sponsored event occurring outside of their regular workday shall receive forty (\$40) dollars.

E. **Interscholastic and Intramural Coaches' Salaries**

1. Approval by the Athletic Director is necessary prior to payment.
2. Interscholastic coaches will be paid per Schedule "C."
3. Interscholastic coaches pay schedule: Coaches will be paid in two equal installments on the payday closest to the following dates:

	<b>High School</b>	<b>Middle School</b>
Fall Sports	- 10/15 - 12/15	10/15 - 11/15
Winter Sports	- 1/15 - 3/15	1/30 - 2/30
Spring Sports	- 4/15 - 6/15	4/30 - 5/30

or the second payday immediately following the conclusion of the activity.

4. Intramural coaches will be paid on the second payday immediately following the conclusion of the activity.

F. **Membership in Curricular Related Associations:** The Board will pay all fees for approved activities necessary for student participation.

G. **Payment for Unused Sick Leave**

1. Payment for unused sick days shall be made upon application to the pension system for retirement according to the following schedule:

Fewer than 15 years	\$35
15-19 years	\$45
20 or more years	\$50

2. Retirement is terminating employment and applying for monthly pension payments from T.P.A.F. or P.E.R.S. when applicable.
3. Upon death of the employee, all accumulated sick and personal day revenue will go to the estate of the deceased.

H. In the event of an emergency closing, after schools have officially opened for the day, employees who have reported for work and are dismissed shall be paid for the entire workday.

I. **Overtime Pay:** Authorized overtime hours, submitted to an employee's immediate supervisor, shall be paid within three (3) weeks of submission.

J. **Holiday Pay for Maintenance/Custodial Staff**

1. In the event that a holiday, as listed in Article XXXI entitled "Work Year," falls on a day when school is open, scheduled maintenance/custodial employees shall be required to work at their regular rate of pay with the holiday being added to their vacation time.
2. In the event that a maintenance/custodial employee works on an observed holiday, he/she shall receive pay at two and one-half (2½) times straight time rate in addition to holiday pay.

K. **Longevity Pay**

1. **Teachers:** Longevity percentages will be based on the BA Maximum of the 2004-05 contract year, which is \$66,078.

\*Eliminate longevity for steps 10-14, while grandfathering at present amount, those currently there.

Number of Completed Years of District Service		
15 - 19 years	1%	BA max. <i>661</i>
20 - 24 years	2½%	BA max.
25 - 29 years	3½%	BA max.
30 + years	4%	BA max.

2. **Support Staff:** (Secretaries, Clerk Typists, Custodians, and Maintenance) Longevity percentages are based on the guide maximum.

Longevity will be based on the 2004-05 contract year.

Number of Completed Years of District Service		
15 - 19 years	1.8%	guide max.
20 - 24 years	3.5%	guide max.
25 + years	4.0%	guide max.

3. **Educational Assistants:**

Full-time educational assistants (more than 32 hours per week) -

7 years	\$300 per year
15 years	\$575 per year
20 years	\$850 per year

Part-time educational assistants get one-half of above.

L. **Longevity Guidelines**

1. Longevity service credit begins at initial date of employment in a regular assignment.
2. Employees who become eligible for longevity credit during the contract year will receive longevity salary adjustment at the beginning of the next contract year.
3. Employment of more than one-half year with initial employment date prior to February 1 for ten-month employees and January 1 for employees with a contract of more than ten months in any school year counts as one year's service credit. Initial date of employment for 12-month employees will be used to determine if more than one-half year of service has been earned during the first year of employment.
4. Total years of service are counted towards longevity credit. Continuous service in the district is not required.
5. Unpaid leave of absences do not count towards total years of service.
6. Regular part-time employees, including part-time educational assistants, are eligible for longevity pay.
7. If the current year of employment is half-time or less, longevity pay is calculated at one-half ( $\frac{1}{2}$ ) the full-time longevity pay rate.

M. **Snow Removal Pay** - \$25 additional payment for employees who work on snow removal during a district-wide school closing.

N. **Teacher Mentor Assignment, Stipends, and Reimbursement Procedures**

Mentor teachers are to be provided for each new teacher in the district. Teachers interested in serving as a mentor should submit their letter of interest to their building principal stating their qualifications by May 1 in order to be considered as a mentor volunteer for the following school year. Employees shall not be assigned as a mentor if there are qualified volunteers available. If an employee is involuntarily assigned to a mentoring position, he or she shall not be involuntarily assigned again until all other qualified employees have been assigned.

A teacher shall serve as a mentor to only one provisional teacher at a time. The building principal should normally schedule the provisional teacher and the mentor with similar planning periods to facilitate communication between the mentor and provisional teacher. The Board shall provide training for all teachers who serve as mentors, and training shall normally be scheduled during the regular teacher workday. If training is required outside of the normal workday, the teacher shall be compensated at the hourly curriculum rate, and normal reimbursement for travel costs, if training is provided out of the district.

The Board shall reimburse each provisionally certified teacher who is offered a continuing contract after successfully completing two semesters for the cost of mentor fees that are required by the state, not covered by the contract stipend. Stipends for mentors are as follows:

1. Experienced, fully certified teachers new to the district – Level 11, Schedule B
2. Traditionally prepared, fully certified, first year teachers – level 10 on the Nonathletic Activities guide, Schedule B
3. Alternate route first year teachers – level 9 on the Nonathletic Activities guide, Schedule B



- O. Curriculum Facilitators receive a half-time teaching assignment plus 15 days curriculum work at the hourly curriculum rate. Science facilitators receive the hourly curriculum rate times 60 hours plus 10 days of summer work at the hourly curriculum rate.

The two facilitators who as of April 1, 2006 had a reduced teaching load plus curriculum work as provided in Article XXV.O will continue with that relationship as provided in Article XXV.O. The three facilitators who as of April 1, 2006 had a full teaching load and a \$5,000 stipend will continue with that relationship. The Board has discretion as to which of these two arrangements to follow with respect to any person subsequently serving as a facilitator, but the facilitators who were serving on April 1, 2006 have the option to maintain their current relationship.

- P. Principal's Advisory Committee members shall be paid at level 11 of the Nonathletic Activities guide, Schedule B.

#### **ARTICLE XXVI – REIMBURSEMENT FOR MILEAGE**

- A. An employee who, with advance approval of the Superintendent, uses his/her automobile in the performance of duties shall be reimbursed at the approved IRS rate.

#### **ARTICLE XXVII – MEDICAL INSURANCE**

- A. 1. The Board shall provide a policy of insurance for basic hospitalization, surgical and major medical insurance for employees and dependents. The plans are: Direct Access 1, and Direct Access 2. The employee's contribution for dependents shall be as follows:

- \$70 per year for husband and wife
- \$85 per year for full family coverage
- \$25 per year for parent and child(ren)

The employee's contribution shall be deducted from his/her monthly salary. The above coverage shall be provided for each employee and his/her dependents for whom the employee shall apply, and who are eligible for such coverage. The Board reserves the right to seek comparable coverage at a reduced cost that is mutually acceptable to the Board and the Association.

- a. Effective July 1, 2007, for Direct Access 1 the copayment for brand name drugs shall be increased from \$15 to \$20.
  - b. Effective July 1, 2009, for Direct Access 1, the copayment for in-network office visits shall be increased from \$5 to \$15.
- 2. Effective July 1, 2007, any employee who, during the open enrollment period in May 2007, changes plans from Direct Access 2 ("DA 2") to Direct Access 1 ("DA 1") will receive an incentive payment of 50% of the difference in the cost of the premium for the plan year 2006-07 for the applicable coverage between DA 1 and DA 2. Such payments will be made with the pay for the employees' first period of the 2007-08 school year.
  - 3. Effective July 1, 2007, any employee who remains in DA 2 will pay 30% of the difference in the cost of the premium for the applicable coverage between DA 1 and DA 2. Effective July 1, 2008, any employee who remains in DA 2 will pay 50% of the difference in the cost of the premium for the applicable coverage between DA 1 and DA 2. Effective July 1, 2009, any employee who remains in DA 2 will pay 80% of the difference in the cost of the premium for the applicable coverage between DA 1 and DA 2. Such payments will be made twice a month through the district's cafeteria plan. No new enrollees will be permitted in DA 2 who have not

been enrolled in the plan as of December 14, 2006. Once an employee has left DA 2, that employee will not be allowed to re-enroll in that plan.

- B. The Board shall provide a dental plan that includes a DMO option and a benefits schedule of 100-80-75 percent of usual and customary fees for the current contract code up to a maximum of fifteen hundred (1,500) dollars per year. The employees shall contribute ten (10) dollars per year for individual coverage or twenty (20) dollars per year for family dental plan coverage.
- C. The Board, pursuant to a Section 125 Cafeteria Plan, will set up a Flexible Benefits Spending Account (FSA) for each employee.
1. The Board will make an annual contribution of six hundred and fifty (650) dollars to each employee's account to be used in accordance with the terms of the Section 125 Cafeteria Plan. Effective July 1, 2009, the district's annual contribution will be reduced from six hundred and fifty (650) dollars per employee to five hundred (500) dollars per employee. The Board will pay all administrative costs associated with setting up and managing the plan and each employee's FSA.
  2. Any money in the district's flexible spending account which remains at the end of the plan year shall revert in entirety to the district.
- D. Employees working more than 25 hours per week and employed by the Board as of January 1, 1996 shall be eligible for medical benefits listed above, as long as they continue in a regular assignment that averages 25 hours or more per week. All others, except those listed in #1 to #4 below, will be eligible for benefits when employed more than 32 hours per week.
1. Benefits will be given to Child Study Team members who work 30 hours per week, which is 80% of full-time.
  2. Benefits will be given to elementary teachers who work 28.7 hours, including a prorated lunch, in a five-day week.
  3. Benefits will be given to Middle School and High School staff who have 3.75 hours of student contact time per day and accept a contract for 30 hours or more per five-day week.
  4. Benefits will be given to Middle School and High School staff if they have a contract for 30 hours or more per five-day week.
- E. Incentives
1. Employees who certify that they have duplicate health coverage shall have the option to withdraw from coverage provided by the Board, and be entitled to a taxable cash payment according to the chart below (E(3)). This cash payment shall be in the form of a stipend payable on the last day of the yearly benefit period or on a prorated basis at termination of employment. Employees shall have the option of applying any or all of the money to their individual Flexible Benefits Spending Account. In accordance with IRS rules, this election must be made at the beginning of the plan year during the annual open enrollment period.
  2. Employees who have a change in status described by the plan as a qualifying life event (e.g., marriage or divorce of a covered employee, birth or adoption of a covered employee's child, death of a spouse or child of a covered employee, or loss of group insurance by a covered employee's spouse) shall be entitled to reenroll in the health plan during the plan year, provided the employee gives the Board notice of change in status within 30 days of the change. Otherwise, all elections for the cash option shall be in effect for the entire twelve (12) month benefit period. A return to the benefits plan for reasons other than one of the detailed status

changes is subject to the terms and conditions of the plan's carrier.

**NOTE: In order to re-enter the State Health Benefits Program upon retirement, an employee must participate in the District's health insurance plan at least one year prior to retirement.**

**3. Other Health Plan Incentives**

Any employee who elects to change his/her health plan status as indicated herein will be paid as follows:

<b>CURRENT</b>		<b>CHANGE</b>	<b>INCENTIVE</b>
Husband/Wife	to	Single	\$1,000
Family	to	Parent/Child	\$1,200
Family	to	Husband/Wife	\$1,000
Family	to	Single	\$2,000
Parent/Child	to	Single	\$1,000
Husband/Wife	to	None	\$2,000
Parent/Child	to	None	\$1,800
Family	to	None	\$2,500
Single	to	None	\$1000

**ARTICLE XXVIII – REDUCTION IN STAFF**

- A. **Definition:** Reduction in Staff refers to those instances where the Board of Education takes action resulting in a decrease in the total number of employees within the school system.
- B. **Notice:** The Board shall give the Association prior written notice, and the right for consultation, before any reduction in staff is implemented. Written notice shall be given to the President of the Association ninety (90) days prior to the implementation of any reduction in staff and shall include specifically the number of affected employees. As soon as possible, when the names of the affected employees are known, this information shall be given to the President of the Association. Every effort shall be made by the Board to place the affected employees within the school system, where vacancies exist, and where teachers are properly certified. The Board will issue a seniority list by January 15 of each year. This list will be organized by service in the District and by certification.
- C. **Attrition:** The Board shall give consideration to the use of attrition to accomplish any reduction in staffing, within the time designated by the Board, to accomplish reduction in staffing.
- D. **Certified Teaching Staff Dismissals:**
  - 1. Dismissals resulting from a reduction in staff shall not be made by reason of residence, age, sex, sexual preference, marriage, race, religion, or political action.
  - 2. Dismissals of tenured teachers shall be based on reverse seniority, and the standards established by the Commissioner of Education in accordance with the provisions of N.J.S.A. 18A:28-10 and Sections H. 1. and 2. of this Article.
  - 3. Non-tenured teachers will be laid off before tenured teachers to the extent required by law.
- E. **Recall of Certified Teaching Staff**
  - 1. If a tenured teacher is dismissed as a result of a reduction in staff, the teacher shall be placed on a preferred eligibility list for reemployment in order of seniority. The Board, in filling teacher vacancies, shall comply with the provisions of N.J.S.A. 18A:28-12.

2. Any non-tenured teacher dismissed by reason of a reduction in staff will be placed on a list kept by the Superintendent, and shall be considered in filling future vacancies in which the teacher is properly certified.

F. **Curriculum Change**: If any element of the present curriculum is changed so that the program is offered outside the normal school day or on a separate tuition basis, the Board shall offer employment first to the existing members of the teaching staff who are properly certified for such program before employment is offered to any person outside of the school system teaching staff.

G. **Disputes**: Disputes with regard to reduction in staffing shall be subject to consideration in the grievance procedure through Level Three, but shall not be subject to consideration in the grievance procedure at Level Four.

H. **Support Staff Dismissals and Seniority**

1. Seniority for the purpose of this Article shall be based upon an employee's continuous length of service with the Board.
2. In the event that two (2) employees commence their employment on the same date, their respective seniority shall be determined by who was hired first.
3. No tenured secretarial/clerical staff will be laid off before non-tenured secretarial/clerical staff in that category.
4. The Board shall maintain a seniority list of employees, copies of which shall be furnished to the Association. The Board shall promptly advise the Association's President of any changes in the seniority list.
5. An employee's seniority shall cease, and his/her employee status shall terminate, for any of the following reasons:
  - a. Resignation or retirement
  - b. Discharge for cause
  - c. Continuous lay off for period exceeding six (6) months
  - d. Failure of laid off employee to report for work
    - (1) On the date specified in written notice of recall mailed seven (7) or more calendar days prior to date; or
    - (2) Within three (3) working days after date specified in written notice of recall mailed fewer than seven (7) calendar days prior to date, unless the employee has a justifiable excuse for his/her failure to return to work. The Board shall give careful consideration to an employee's reasons which may have caused a delay in his/her return to work. Written notice of recall to work shall be sent by the Board by certified mail, return receipt requested, to the employee's last known address as shown on the Board's personnel records.
  - e. Failure to report to work for a period of three (3) consecutive scheduled working days without notification to the Board of a justifiable excuse for such absence.
  - f. Failure to report back to work immediately upon expiration of vacation, leave of absence, or any renewal thereof unless return to work is excused by the Board.

I. **Support Staff Probationary Employment**

1. All educational assistants and custodial/maintenance employees shall be considered as probationary employees for the first sixty (60) calendar days of their employment. Probationary employees may be disciplined or terminated at any time during their probationary period at the sole discretion of the Board without recourse to the provisions of the grievance procedure of this Agreement.
2. Upon completion of the probationary period, the employee's seniority shall be the date of employment.

J. **Support Staff Reduction in Force**

1. When circumstances necessitate a reduction in staff, the Board shall take the following appropriate steps:
  - a. The Board shall first consider for lay off the employees with the least seniority in the job titles affected.
  - b. Employees considered for lay off shall first be considered for filling any existing vacancy in another job title of the same level, provided they have the requisite qualifications and ability to perform the work. If no vacancy exists, the employee shall have the right to displace, in his/her level, an employee with less seniority in the job title that the employee has the requisite qualifications and ability to perform the work, and likewise in successive lower grades. An employee not placed under these provisions shall be laid off. These provisions shall also apply to displaced employees.

K. **Support Staff Recall**

Employees shall be recalled to work from lay off in the order of their seniority provided that they have the requisite qualifications and ability to perform the available work.

L. **EA Seniority, Recall, Change in Hours**

In making decisions about assignments for educational assistants, including changes in hours, factors that will be considered include length of service of the available personnel. However, the Board may select an individual with less seniority if, in the good faith judgment of the Superintendent, he or she is better qualified for the particular assignment.

**ARTICLE XXIX - RESIGNATION AND TERMINATION NOTICE**

- A. Certified staff resigning from a position shall provide the Board with thirty (30) days advance written notice.
- B. Employment of support staff can be terminated by either the employee or the Board upon thirty (30) days advance written notice.

**ARTICLE XXX - WORK HOURS**

A. **Educational Assistants**

1. Each educational assistant who works six (6) or more hours per day shall receive an unpaid one-half (½) hour lunch period. The Administration shall endeavor to make the luncheon period uninterrupted. If the Administration is forced to interrupt an educational assistant's

lunch period, equal compensatory time will be given to be taken the same day.

2. **Overtime:** Time worked beyond the normal work day assignment will be compensated at the educational assistant's regular rate up to thirty-six and one-quarter ( $36\frac{1}{4}$ ) hours per week, and at one and one-half ( $1\frac{1}{2}$ ) times the educational assistant's regular rate for the time worked beyond thirty-six and one-quarter ( $36\frac{1}{4}$ ) hours. The educational assistant may request equal compensatory time in place of the hourly wage rate. The method of compensation will be determined by the educational assistant filling out the appropriate time sheet and having it signed by the educational assistant's immediate supervisor.
3. In making decisions about assignments for educational assistants, including changes in hours, factors that will be considered include length of service of the available personnel. However, the Board may select an individual with less seniority if, in the good faith judgment of the Superintendent, he or she is better qualified for the particular assignment.

**B. Secretaries/Clerks**

1. The work day shall consist of eight and one quarter ( $8\frac{1}{4}$ ) hours inclusive of a sixty (60) minute duty free lunch period. All secretaries/clerks shall be scheduled by their respective supervisor.
2. Immediately upon the closing of school for students in June, until school opening in September, the normal work day shall consist of seven (7) hours, inclusive of a sixty (60) minute duty free lunch period.
3. Overtime shall be defined as working in excess of thirty-six and one-quarter ( $36\frac{1}{4}$ ) hours per week, provided however, that in those weeks that include Labor Day, Martin Luther King, Jr. Day, and Memorial Day, overtime will be paid to any secretarial employee when the employee works more than 30 hours. Compensation for administratively approved overtime shall be either one and one half ( $1\frac{1}{2}$ ) times the employee's regular rate or equal compensatory time. The method of compensation will be determined by the secretary/clerk by filling out the appropriate time sheet and having it signed by the employee's immediate supervisor.
4. Secretarial and clerical staff whose employment has continued for three (3) consecutive academic years, together with employment at the beginning of the next succeeding academic year, an academic year being the period between the time when school opens in the district after the general summer vacation and the beginning of the next succeeding summer vacation, shall be provided tenure under the provisions of N.J.S.A. 18A:17-2.
5. During the pupil school year, the principal has the option to release secretaries/clerks up to thirty (30) minutes prior to the normal closing time on Fridays, and on any full school day prior to a school vacation closing.

**C. Maintenance/Custodial Staff**

1. Subject to current practice regarding second shift overtime, each employee who actually works in excess of forty (40) hours per week shall receive pay for such excess time at one and one-half ( $1\frac{1}{2}$ ) times his/her regular hourly rate.
2. Reasonable amount of overtime is part of the expected workload. The scheduling and distribution of overtime will be performed equitably on a rotating basis, as far as circumstances permit, among full-time employees in accordance with the needs of the District as per the following:
  - a. General overtime will be scheduled and distributed in descending order from most senior employee to least senior employee in accordance with a posted general seniority list that

includes the names of all full-time employees of the Maintenance/Custodial/Grounds Department. ("General Overtime" refers to overtime that does not require specific license/certification to perform the overtime task including, but not limited to electrical, plumbing, asbestos, pesticide application, HVAC, etc.) If an employee declines, cannot be reached, or is otherwise not available for a specific overtime assignment, the assignment and subsequent assignments will be offered to the next employee on the list, and so on in descending order, until an assignment has been offered to every employee on the list, at which time the list will start again with the most senior employee.

- b. Qualified overtime will be scheduled and distributed in descending order from most senior employee to least senior employee in accordance with a posted qualified seniority list that includes the names of only those full-time employees who hold specific licenses/certifications to perform an overtime task including, but not limited to electrical, plumbing, asbestos, pesticide application, HVAC, etc. If an employee declines, cannot be reached, or is otherwise not available for a specific overtime assignment, the assignment and subsequent assignments will be offered to the next employee on the list, and so on in descending order, until an assignment has been offered to every employee on the list, at which time the list will start again with the most senior employee.
  - c. If an employee is available on-site to perform an overtime assignment (either qualified or general), and the employee who is next on the list is not on-site, then the District may utilize the employee who is on site to perform the assignment, and this assignment will be charged against his or her turn on the list.
  - d. If an emergency situation arises that requires overtime, and in the good faith judgment of the Director of Facilities requires an immediate response, and the employee who is next on the list cannot be reached, then the District may utilize another qualified employee who is immediately available, and this assignment will be charged against his or her turn on the list.
  - e. In the event that any employee is not offered his or her turn on the list as the result of an error or oversight, the employee shall be offered an additional turn on the list as compensation for such error.
  - f. The Director of Facilities will administer and coordinate the overtime schedule and distribution through both the Custodial and Maintenance Foremen. The Director will maintain an up-to-date Overtime Log that will reflect a listing of overtime worked by all department employees and a listing of overtime declined by all department employees. The Board will provide a copy of the Overtime Log to the Association every three months. Any full-time maintenance/custodial/ grounds employee may review the Overtime Log, upon request to the Director of Facilities.
  - g. Managers and foremen will not be on the overtime rotation list. This does not prevent the Board from granting overtime to managers and foremen.
3. In the event an employee is called back to work after the completion of his/her regular work schedule, he/she shall receive a minimum of four (4) hours pay at his/her overtime rate: one and one-half (1½) times his/her regular hourly rate.
    - a. The exception to the above is when an employee is called in to work within four (4) hours before, and worked through to the assigned shift. Such an employee is to be paid for the time worked at one and one-half (1½) times the regular rate.

**D. Secretaries/Clerks, Maintenance/Custodial, and Full Time Educational Assistants**

1. Each employee, whose scheduled work week consists of thirty-six and one-quarter (36¼) hours or more, shall have two (2) break periods per day of fifteen (15) minutes each, one to be taken in the first half of the work day and the other in the second half. The time for taking said breaks shall be scheduled by the employee's respective supervisor. The supervisor shall endeavor to consider the employee's preferences in scheduling breaks.
2. The Board shall retain the sole jurisdiction and authority over matters of policy and shall retain the right in accordance with applicable laws and regulations to create new shift times and/or days as may be required to meet the needs of the District.

E. All staff who have a lunch period scheduled shall have an uninterrupted, duty-free lunch period. However, the Association recognizes that some issues of an emergency nature may need to be addressed during lunch period.

F. Every effort will be made to provide teachers with a daily preparation period during which the teachers shall not be assigned to any other regular duties or responsibilities. This shall not be construed to require the employment of additional staff.

**ARTICLE XXXI - WORK YEAR**

A. Ten-month employees (except Educational Assistants and Basic Skills Improvement Program staff) shall have 188 actual working days. One of the 188 days is to be used during the summer vacation for classroom/class preparation. "The use of one other day will be determined in consultation with the Association leadership."

B. During the pupil school year, all secretaries, clerks, computer specialists, and computer technicians shall work the same number of days as those worked by the teaching staff, and shall be entitled to the same holidays as the teaching staff.

C. Twelve (12) month secretarial/clerical employees shall be entitled to the following holidays during the summer break:

Fourth of July  
Labor Day

D. Twelve-month maintenance/custodial employees shall be entitled to the following paid holidays:

New Year's Day  
Martin Luther King's Birthday  
Presidents' Day  
Good Friday  
Easter Monday  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day

E. In order to be eligible for holiday pay, a twelve (12) month maintenance/custodial employee must work the last regularly scheduled work day before the holiday, and the first regularly scheduled work day after the holiday, unless absent for a justifiable reason.



- F. In the event that a holiday falls on a Saturday, it shall be celebrated on the preceding Friday, and in the event it falls on a Sunday, it shall be celebrated on the following Monday. This applies to custodial/ maintenance employees, and also to other twelve (12) month employees during the summer.
- G. In the event that a holiday falls during a twelve (12) month employee's vacation period, he/she shall extend his/her vacation by one day.

**ARTICLE XXXII - VACATIONS**

- A. Twelve (12) month employees shall be entitled to the following vacations:
  - 1. Upon completion of one (1) year of employment - two (2) weeks vacation.
  - 2. Upon completion of five (5) years employment - three (3) weeks vacation.
    - 8th year - 3 weeks and 1 day
    - 10th year - 3 weeks and 2 days
    - 11th year - 3 weeks and 3 days
    - 12th year - 4 weeks
  - 3. Less than one (1) year of employment, one (1) day per month, not to exceed nine (9) days.
  - 4. Employees who regularly are scheduled to work fewer than five (5) days per week shall receive vacation on a prorata basis.
  - 5. Vacation carry-over of no more than five (5) days, and current employees must use accumulated days in excess of five days by the end of June of the current year.
- B. Vacation eligibility shall be determined as of July 1 of each year, based on continuous service.
- C. Vacation scheduling shall be coordinated with the needs of the Board. However, requests shall not be unreasonably denied.
- D. Earned vacation shall be paid according to the proportion of full months worked to the total contract year, unless proper notice has not been given, or the employee is terminated for cause.
- E. Employees who previously served the District as educational assistants shall receive one (1) year's vacation service credit for each two (2) years of continuous service immediately prior to employment as a clerk or secretary.
- F. Employees who previously served the District as 10-month clerk typists or 10-month secretaries and are awarded a 12-month contract shall receive one (1) vacation day per month, not to exceed ten (10) days for the previous months worked under the 10-month contract.

**ARTICLE XXXIII - DURATION OF AGREEMENT**

- A. This Agreement shall be effective as of July 1, 2007 and shall continue in effect until June 30, 2010. Either party must give written notice, not later than November 1, of any changes desired in the Agreement commencing July 1. The party giving written notice of any changes desired in this Agreement shall at the same time present such proposals, as far as practicable, in the language and form of the specific contract provisions which it proposes for inclusion in the Agreement to effect changes.

- B. Negotiations shall commence in accordance with the timetable established by the New Jersey Public Employment Relations Commission.
- C. If any part of this Agreement is determined to be invalid, then the remainder of the Agreement continues to be valid.

#### **ARTICLE XXXIV – NOTICE**

Whenever any notice is required to be given by either party of this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so at the following address:

- A. If by Association to the Board at:

One Lincoln Avenue  
Haddonfield, NJ 08033

- B. If by Board to the Association at:

c/o Haddonfield Middle School  
5 Lincoln Avenue  
Haddonfield, NJ 08033

#### **ARTICLE XXXV – CHECK OFF**

- A. In accordance with the N.J.S.A. 52:14-15 9e, an employee may authorize, in writing to the Board, the deduction of Association dues from his/her pay. Upon receiving such authorization, the Board shall make the deduction from the first monthly pay and transmit the sum deducted directly to NJEA within ten (10) days thereafter.
- B. The employee may withdraw the above authorization by filing notice of withdrawal with the Board, which filing shall be effective to halt deductions as of January 1 or July 1, whichever comes first after the filing.

- C. **Representation Fee**

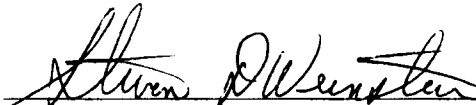
1. The Association will submit to the Board, prior to November 1, a list of those full-time employees who have not become members of the Association for the current membership year. The Board will deduct from the salaries of such employees the amount of the representation fee which shall be an amount not in excess of eighty-five (85) percent of those dues which amount shall be certified by the Association to the Board, and promptly transmit the amount so deducted to the Association.
2. If an employee who is required to pay a representation fee terminates his or 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 paid to the employee during the membership year in question.
3. Except as otherwise provided in this Article, the mechanics for the deduction of representation fee and the transmission of such fees to the Association will be the same as those used for the deduction and transmission of regular membership dues to the Association.
4. On or about the last day of each month, the Board will submit to the Association a list of all employees who began their employment during the preceding thirty (30) day period. This list will include names, job titles, and date of employment for all such employees.

D. **Tax Sheltered Annuities** (IRC section 403(b) plans)

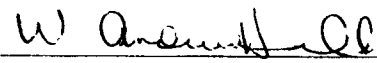
1. Employees may choose from up to five tax sheltered annuity programs.
2. Before a plan is added, there must be at least 10 participants for that plan.
3. It shall be understood by the employees that no person, including the Association Custodian, the Board, or its members, shall be liable for any loss or for any breach of fiduciary duty which results from the employee's choice of a particular plan and/or the employee's exercise of control over the investments selected.
4. Money withheld for TSA funds will be deposited twice a month.

**IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized officers and representatives.**

THE BOARD OF EDUCATION OF THE  
BOROUGH OF HADDONFIELD, IN THE  
COUNTY OF CAMDEN, NEW JERSEY

By:   
Steven Weinstein, Board President

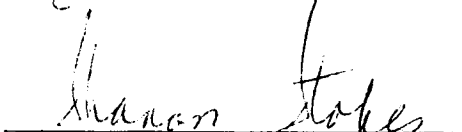
Attest:

By:   
W. Andrew Hall, Board Secretary


(SEAL)

HADDONFIELD EDUCATION  
ASSOCIATION

By:   
Jacqueline Carroll, Co-President

By:   
Sharon Stokes, Co-President

Attest:

By: 

(SEAL)

**HADDONFIELD PUBLIC SCHOOLS**  
**Schedule "B"**

**NONATHLETIC ACTIVITIES GUIDE**

<b>LEVEL</b>	<b>2004-2006</b>	<b>2007-2009</b>	<b>2009-2010</b>
<b>1</b>	\$3,474	\$3,648	\$3,757
<b>2</b>	\$2,894	\$3,039	\$3,130
<b>3</b>	\$2,460	\$2,583	\$2,660
<b>4</b>	\$2,314	\$2,430	\$2,503
<b>5</b>	\$1,737	\$1,824	\$1,879
<b>6</b>	\$1,446	\$1,518	\$1,564
<b>7</b>	\$1,307	\$1,372	\$1,413
<b>8</b>	\$1,158	\$1,216	\$1,252
<b>9</b>	\$867	\$910	\$937
<b>10</b>	\$725	\$761	\$784
<b>11</b>	\$337	\$354	\$365
<b>C – Hourly Curriculum Rate</b>	\$30/hr.	\$31.50/hr.	\$31.50/hr.

**HADDONFIELD PUBLIC SCHOOLS  
Schedule "B"**

**EXTRA PAY FOR NONATHLETIC ACTIVITIES**

	<b>LEVEL</b>
Academic Challenge .....	6
Affirmative Action Team.....	\$250
Anti-Bias Club Moderator .....	7
Anytown Advisor .....	7
Art Club Advisor (Middle School) .....	10
Audio Visual Coordinator	
High School .....	4
Middle School.....	8
Auditorium Supervisor.....	5
Authentic Assessment Seminar Leaders .....	C
B.A.D.D. ....	7
Book Club Advisor (Middle School).....	10
Celebrate Diversity Club Advisor (Middle School) .....	10
Character Education.....	C
Cheerleader & Dance Club Advisor (Middle School).....	10
Chemical Hygiene Officer .....	C
Chess Club Advisor (H.S.) & (M.S.) .....	10
Class Activities Coordinator .....	10
Class Advisor	
Senior .....	1
Junior.....	3
Sophomore .....	5
Freshman.....	5
Classic Movie Club (Middle School) .....	10
Club Extreme Advisor (Middle School).....	10
Computer Club Advisor.....	10
Contemporary Affairs .....	11
Cooperative Learning Instructor .....	C
Current Events Club Advisor (Middle School) .....	10
Curriculum Council .....	11
Dance Club (Middle School) .....	10

DECA Club Advisor .....	8
Drama Productions (High School)	
Fall Drama Director .....	4
Fall Assistant Director .....	10
Fall Drama Producer .....	7
One-Act Director .....	10
One-Acts/Madrigal Producer .....	10
Spring Musical Director.....	2
Spring Musical Assistant Director .....	9
Spring Musical Producer.....	6
Spring Musical Orchestra Director .....	3
Choral Director – Pit.....	3
Pit Musicians (3 positions).....	7
Piano Accompanist .....	10
Choreographer.....	3
Costumer .....	4
Set Construction Supervisor .....	2
Set Construction Assistant Supervisor.....	3
Stage Crew Manager.....	7
Drama Productions (Middle School)	
Fall Director.....	8
Fall Assistant Director .....	9
Spring Musical Director.....	5
Spring Musical Assistant Director.....	7
Spring Musical Music Director.....	8
Elementary School Drama Director.....	10
Environmental Club (High School) .....	8
Environmental Club (Middle School).....	10
Exchange Program Coordinator.....	6
Facilitators (Middle School)	
Math.....	9
Science .....	9
Fiction and Fantasy Writing Club Advisor (M.S.) .....	10 (Paid by HMS Activity Fund)
Fight Against Drugs (F.A.D.) Team Advisor .....	8
Forensic Team Advisor.....	4
French Club (Middle School) .....	10
German Club (Middle School).....	10
GESA Program Trainers.....	C
Guitar Club Advisor.....	10
Heifer International Club (Middle School).....	10
History Club Moderator (Middle School).....	10
Haddonfield High Youth Service Advisor (Health Club).....	9

Improv Theater Club (Middle School) .....	10
Interact Club Advisor.....	5
International Club	
Coordinator .....	5
Spanish Chapter .....	10
German Chapter .....	10
French Chapter.....	10
Latin Chapter .....	10
Knitting Club Advisor.....	10
Latin Club Advisor (Middle School) .....	Volunteer
Leo Club Advisor.....	7
Life 101 Advisor (New Name “Leadership Club”) .....	10
Master Schedule Design Assistant (High School).....	\$3,000
Mathematics Facilitator .....	9 (plus 10 summer work days)
MECA Club Advisor .....	8
Mentors for:	
Experienced Fully Certified Teacher .....	11
Fully Certified with Advanced Standing 1 <sup>st</sup> Year Teacher .....	10
Alternate Route 1 <sup>st</sup> Year Teacher.....	9
Mock Trial Team Coordinator .....	6
Model UN Advisor .....	8
Morning Book Club Advisor .....	10
Music Activities	
Choral	
Elementary (3 positions) .....	10
Middle School (6 <sup>th</sup> only).....	11
Middle School Junior (7 <sup>th</sup> and 8 <sup>th</sup> ) .....	10
High School .....	4
Concert Band	
Elementary (3 positions).....	10
Middle School.....	9
High School .....	6
Marching Band (High School)	
Director .....	1
Assistant .....	5
Band Front (Color Guard-Fall).....	5
Color Guard Assistant.....	5
Winter Guard	
Director .....	C
Orchestra	
Middle School.....	3



High School .....	3
String Instructor	
Elementary and High School .....	8
Jazz Band Director	
Middle School.....	9
High School .....	4
Music Performance Program Director.....	4
Madrigal Director.....	8
High School Band Camp .....	Per Diem
National Honor Society Advisor.....	3
Odyssey of the Mind Advisor (2 pos.).....	7
Operation Smile .....	8
Peer Leader Director.....	7
Peer Leader Advisors – High School (5 positions).....	4
Peer Leader Program Advisor – Middle School (Gr. 8).....	4
Peer Leader Initiative (NJ) - Middle School (Gr. 7).....	4
Peer Mediation Coordinators (2 at each elementary school).....	6
Peer Partnership Advisor (Peer Pal) .....	8
Peer Tutor Advisor.....	7
Principal’s Advisory Committee (P.A.C.).....	11
Special Education Advisory Committee.....	11
Professional Development Committee .....	(Paid at the contracted rate of \$31.50/hr.)
Publications	
Anytown Advisor.....	7
Bulldawg Bulletin	
Editorial Advisor.....	1
Business Manager .....	10
School Newspaper .....	10
REACH Advisor .....	5
Shield (High School Yearbook)	
Editorial Advisor.....	1
Business Advisor .....	5
Synapse .....	6
Publications Editor.....	6
Yearbook (Middle School – 2 positions).....	5
Elementary Publications (1 position at each elementary school)	
Yearbook/Literary Magazine .....	11
Middle School Student Newspaper Advisor.....	5

Radio Club Advisor (Middle School).....	10
Reading Recovery Teacher Leader In-Training .....	\$3,000
Rebel II 6 <sup>th</sup> Grade Advisor.....	4
Safety Patrol Advisors (3 Elementary positions).....	6
School Store Advisor (Elementary).....	11
Scholarship Fund Treasurer (High School) .....	C
Science Olympiad Club (Middle School).....	10
Scientific Newsletter Club Advisor (Middle School).....	10
S.E.E.D. ....	11
Spanish Club .....	10
Special Olympics Coordinator.....	2
Student Activity Account Treasurer .....	1
(*With release time of homeroom and one teaching or duty period)	
Student Activity Account Treasurer .....	1A
(1A=add'l stipend of \$690 approved 12/11/03)	
Student Activity Fund Treasurer.....	8
Student Council Advisor	
Elementary Schools .....	11
Middle School.....	6
High School .....	1
Student Information Specialist.....	\$10,000
Student Support Club Advisor.....	11
Team Leaders .....	4
Video Technician .....	6
Walking Club (Middle School-Spring).....	10
Webmaster Club Advisor.....	10
Winter Running Club Advisor (2) (Middle School).....	10
World Aids Alliance Chapter Advisor.....	8
Writing Club Advisor-Fiction (Middle School) .....	10
YEAH (Youth Educating About Homophobia) Advisors .....	7
Young Astronaut Program Coordinator (Elementary – 1 position at each school).....	11

**HADDONFIELD PUBLIC SCHOOL  
Schedule "C"**

**COACHES GUIDE**

**2007-2008 and 2008-2009**

	Step 1	Step 2	Step 3	Step 4
<b>GROUP I</b>				
<b>Football</b>				
Head Coach	\$5,209	\$6,074	\$6,944	\$7,901
Asst. Coach	\$3,126	\$3,645	\$4,166	\$4,741
<b>GROUP II</b>				
<b>Basketball/ Wrestling</b>				
Head Coach	\$4,629	\$5,501	\$6,365	\$7,291
Asst. Coach	\$2,777	\$3,300	\$3,819	\$4,374
<b>GROUP III</b>				
<b>Baseball/Hockey/ Softball/Soccer/Track/ Swimming (Head Combined)</b>				
Head Coach	\$3,474	\$4,341	\$5,277	\$5,926
Asst. Coach	\$2,084	\$2,605	\$3,167	\$3,555
<b>GROUP IV</b>				
<b>XCountry/Tennis/Winter Track/ Golf/Diving/Swimming (Boys &amp; Girls Assistants)</b>				
Head Coach	\$2,898	\$3,478	\$4,203	\$4,713
Asst. Coach	\$1,740	\$2,087	\$2,521	\$2,828
<b>OTHER</b>				
<b>Cheerleading</b>				
Fall Head Coach	\$ 916	\$1,220	\$1,527	\$1,934
Fall Asst. Coach	\$ 594	\$ 794	\$ 991	\$1,261
Winter Head Coach	\$1,373	\$1,678	\$1,983	\$2,413
Winter Asst. Coach	\$ 893	\$1,091	\$1,289	\$1,574
Intramural	\$1,158	\$1,245		
<b>Middle School Sports</b>				
All Head Coaches	\$2,337	\$2,472	\$2,603	\$2,947
All Asst. Coaches	\$1,403	\$1,483	\$1,561	\$1,768
<b>Strength &amp; Conditioning Coach</b>				
Fall	\$2,834	\$3,300	\$3,819	\$4,374
Winter	\$1,701	\$1,980	\$2,291	\$2,625
Spring	\$2,834	\$3,300	\$3,819	\$4,374

**Extended Season Playoff Game Pay**

Payment will be \$235.54 per week and/or \$47.10 per day for partial weeks of extended season play for teams where six or more players are involved in playoff games. Coaches need to consult with the Athletic Director prior to playoffs concerning the rules for payment eligibility.

**HADDONFIELD PUBLIC SCHOOL  
Schedule "C"**

**COACHES GUIDE**

**2009-2010**

	Step 1	Step 2	Step 3	Step 4
<b>GROUP I</b>				
<b>Football</b>				
Head Coach	\$5,365	\$6,256	\$7,152	\$8,138
Asst. Coach	\$3,220	\$3,754	\$4,291	\$4,883
<b>GROUP II</b>				
<b>Basketball/ Wrestling</b>				
Head Coach	\$4,768	\$5,666	\$6,556	\$7,510
Asst. Coach	\$2,860	\$3,399	\$3,934	\$4,505
<b>GROUP III</b>				
<b>Baseball/Hockey/ Softball/Soccer/Track/ Swimming (Head Combined)</b>				
Head Coach	\$3,578	\$4,471	\$5,435	\$6,222
Asst. Coach	\$2,147	\$2,683	\$3,262	\$3,488
<b>GROUP IV</b>				
<b>XCountry/Tennis/Winter Track/ Golf/Diving/Swimming (Boys &amp; Girls Assistants)</b>				
Head Coach	\$2,985	\$3,582	\$4,329	\$4,854
Asst. Coach	\$1,792	\$2,150	\$2,597	\$2,913
<b>OTHER</b>				
<b>Cheerleading</b>				
Fall Head Coach	\$ 943	\$1,257	\$1,573	\$1,992
Fall Asst. Coach	\$ 612	\$ 818	\$1,021	\$1,299
Winter Head Coach	\$1,414	\$1,728	\$2,042	\$2,485
Winter Asst. Coach	\$ 920	\$1,124	\$1,328	\$1,621
Intramural	\$1,193	\$1,282		
<b>Middle School Sports</b>				
All Head Coaches	\$2,407	\$2,546	\$2,681	\$3,035
All Asst. Coaches	\$1,445	\$1,527	\$1,608	\$1,821
<b>Strength &amp; Conditioning Coach</b>				
Fall	\$2,919	\$3,399	\$3,934	\$4,505
Winter	\$1,752	\$2,039	\$2,360	\$2,704
Spring	\$2,919	\$3,399	\$3,934	\$4,505

**Extended Season Playoff Game Pay**

Payment will be \$247.32 per week and/or \$49.46 per day for partial weeks of extended season play for teams where six or more players are involved in playoff games. Coaches need to consult with the Athletic Director prior to playoffs concerning the rules for payment eligibility.

Schedule "A"  
**TEACHER SALARY SCALE**  
**2007-2008**

2007-08 Step	BA	BA+15 800	BA+30 1600	BA+45 2400	MA 3200	MA+15 4000	MA+30 4800	MA+45 5600	MA+60 6400	DOC 7200
1	\$44,250	\$45,050	\$45,850	\$46,650	\$47,450	\$48,250	\$49,050	\$49,850	\$50,650	\$51,450
2	\$44,500	\$45,300	\$46,100	\$46,900	\$47,700	\$48,500	\$49,300	\$50,100	\$50,900	\$51,700
3	\$44,750	\$45,550	\$46,350	\$47,150	\$47,950	\$48,750	\$49,550	\$50,350	\$51,150	\$51,950
4	\$45,000	\$45,800	\$46,600	\$47,400	\$48,200	\$49,000	\$49,800	\$50,600	\$51,400	\$52,200
5	\$46,000	\$46,800	\$47,600	\$48,400	\$49,200	\$50,000	\$50,800	\$51,600	\$52,400	\$53,200
6	\$47,000	\$47,800	\$48,600	\$49,400	\$50,200	\$51,000	\$51,800	\$52,600	\$53,400	\$54,200
7	\$48,000	\$48,800	\$49,600	\$50,400	\$51,200	\$52,000	\$52,800	\$53,600	\$54,400	\$55,200
8	\$50,000	\$50,800	\$51,600	\$52,400	\$53,200	\$54,000	\$54,800	\$55,600	\$56,400	\$57,200
9	\$52,000	\$52,800	\$53,600	\$54,400	\$55,200	\$56,000	\$56,800	\$57,600	\$58,400	\$59,200
10	\$55,000	\$55,800	\$56,600	\$57,400	\$58,200	\$59,000	\$59,800	\$60,600	\$61,400	\$62,200
11	\$58,300	\$59,100	\$59,900	\$60,700	\$61,500	\$62,300	\$63,100	\$63,900	\$64,700	\$65,500
12	\$61,800	\$62,600	\$63,400	\$64,200	\$65,000	\$65,800	\$66,600	\$67,400	\$68,200	\$69,000
13	\$65,400	\$66,200	\$67,000	\$67,800	\$68,600	\$69,400	\$70,200	\$71,000	\$71,800	\$72,600
14	\$68,800	\$69,600	\$70,400	\$71,200	\$72,000	\$72,800	\$73,600	\$74,400	\$75,200	\$76,000
15	\$72,700	\$73,500	\$74,300	\$75,100	\$75,900	\$76,700	\$77,500	\$78,300	\$79,100	\$79,900

Schedule "A"

TEACHER SALARY SCALE

2008-2009

2008-09 Step	BA	BA+15 800	BA+30 1600	BA+45 2400	MA 3200	MA+15 4000	MA+30 4800	MA+45 5600	MA+60 6400	DOC 7200
1	\$46,500	\$47,300	\$48,100	\$48,900	\$49,700	\$50,500	\$51,300	\$52,100	\$52,900	\$53,700
2	\$46,750	\$47,550	\$48,350	\$49,150	\$49,950	\$50,750	\$51,550	\$52,350	\$53,150	\$53,950
3	\$47,000	\$47,800	\$48,600	\$49,400	\$50,200	\$51,000	\$51,800	\$52,600	\$53,400	\$54,200
4	\$47,250	\$48,050	\$48,850	\$49,650	\$50,450	\$51,250	\$52,050	\$52,850	\$53,650	\$54,450
5	\$47,500	\$48,300	\$49,100	\$49,900	\$50,700	\$51,500	\$52,300	\$53,100	\$53,900	\$54,700
6	\$48,500	\$49,300	\$50,100	\$50,900	\$51,700	\$52,500	\$53,300	\$54,100	\$54,900	\$55,700
7	\$49,500	\$50,300	\$51,100	\$51,900	\$52,700	\$53,500	\$54,300	\$55,100	\$55,900	\$56,700
8	\$51,250	\$52,050	\$52,850	\$53,650	\$54,450	\$55,250	\$56,050	\$56,850	\$57,650	\$58,450
9	\$53,250	\$54,050	\$54,850	\$55,650	\$56,450	\$57,250	\$58,050	\$58,850	\$59,650	\$60,450
10	\$56,250	\$57,050	\$57,850	\$58,650	\$59,450	\$60,250	\$61,050	\$61,850	\$62,650	\$63,450
11	\$60,000	\$60,800	\$61,600	\$62,400	\$63,200	\$64,000	\$64,800	\$65,600	\$66,400	\$67,200
12	\$63,000	\$63,800	\$64,600	\$65,400	\$66,200	\$67,000	\$67,800	\$68,600	\$69,400	\$70,200
13	\$67,000	\$67,800	\$68,600	\$69,400	\$70,200	\$71,000	\$71,800	\$72,600	\$73,400	\$74,200
14	\$71,000	\$71,800	\$72,600	\$73,400	\$74,200	\$75,000	\$75,800	\$76,600	\$77,400	\$78,200
15	\$75,000	\$75,800	\$76,600	\$77,400	\$78,200	\$79,000	\$79,800	\$80,600	\$81,400	\$82,200

Schedule "A"  
**TEACHER SALARY SCALE**  
**2009-10**

2009-10 Step	BA	BA+15 800	BA+30 1600	BA+45 2400	MA 3200	MA+15 4000	MA+30 4800	MA+45 5600	MA+60 6400	DOC 7200
1	\$49,000	\$49,800	\$50,600	\$51,400	\$52,200	\$53,000	\$53,800	\$54,600	\$55,400	\$56,200
2	\$49,250	\$50,050	\$50,850	\$51,650	\$52,450	\$53,250	\$54,050	\$54,850	\$55,650	\$56,450
3	\$49,500	\$50,300	\$51,100	\$51,900	\$52,700	\$53,500	\$54,300	\$55,100	\$55,900	\$56,700
4	\$49,750	\$50,550	\$51,350	\$52,150	\$52,950	\$53,750	\$54,550	\$55,350	\$56,150	\$56,950
5	\$50,000	\$50,800	\$51,600	\$52,400	\$53,200	\$54,000	\$54,800	\$55,600	\$56,400	\$57,200
6	\$50,500	\$51,300	\$52,100	\$52,900	\$53,700	\$54,500	\$55,300	\$56,100	\$56,900	\$57,700
7	\$51,500	\$52,300	\$53,100	\$53,900	\$54,700	\$55,500	\$56,300	\$57,100	\$57,900	\$58,700
8	\$53,000	\$53,800	\$54,600	\$55,400	\$56,200	\$57,000	\$57,800	\$58,600	\$59,400	\$60,200
9	\$54,750	\$55,550	\$56,350	\$57,150	\$57,950	\$58,750	\$59,550	\$60,350	\$61,150	\$61,950
10	\$57,750	\$58,550	\$59,350	\$60,150	\$60,950	\$61,750	\$62,550	\$63,350	\$64,150	\$64,950
11	\$61,500	\$62,300	\$63,100	\$63,900	\$64,700	\$65,500	\$66,300	\$67,100	\$67,900	\$68,700
12	\$65,400	\$66,200	\$67,000	\$67,800	\$68,600	\$69,400	\$70,200	\$71,000	\$71,800	\$72,600
13	\$69,300	\$70,100	\$70,900	\$71,700	\$72,500	\$73,300	\$74,100	\$74,900	\$75,700	\$76,500
14	\$73,200	\$74,000	\$74,800	\$75,600	\$76,400	\$77,200	\$78,000	\$78,800	\$79,600	\$80,400
15	\$77,100	\$77,900	\$78,700	\$79,500	\$80,300	\$81,100	\$81,900	\$82,700	\$83,500	\$84,300

Schedule "D"

**SECRETARY SALARY SCALES**

2007-08		2008-09		2009-10	
Step		Step		Step	
1	\$41,939	1	\$43,583	1	\$45,313
2	\$42,439	2	\$44,083	2	\$45,813
3	\$42,964	3	\$44,608	3	\$46,338
4	\$43,520	4	\$45,160	4	\$46,889
5	\$44,077	5	\$45,744	5	\$47,468
6	\$44,633	6	\$46,328	6	\$48,081
7	\$45,190	7	\$46,913	7	\$48,695
8	\$45,746	8	\$47,497	8	\$49,308
9	\$47,026	9	\$49,200	9	\$51,709

Secretaries to the principals and the Child Study Team shall receive the following additional amounts:

	2007-2010
High School & Middle School	\$1,050
Tatem School	\$ 850
Elizabeth Haddon School	\$ 850
Central School	\$ 850
Child Study Team	\$ 850

Employees with less than six (6) months in the district shall remain at the same step on the salary guide.

When a clerk-typist is promoted to a secretarial position, the employee shall be placed no higher than one (1) step below their current standing on the Clerk-Typist Scale on the Secretarial Scale. (i.e., If they are on step 7 of the Clerk-Typist Scale, they could not be any higher than step 6 on the Secretarial Scale.)

**Full-time support staff earning college credits after July 1, 1993 shall have their annual salary increased by the following amounts:**

**15 credits - \$100**

**30 credits - \$200**



Schedule "E"

**CLERK TYPIST SALARY SCALES**

2007-08		2008-09		2009-10	
Step		Step		Step	
1	\$33,819	1	\$35,285	1	\$36,824
2	\$34,119	2	\$35,585	2	\$37,124
3	\$34,434	3	\$35,900	3	\$37,439
4	\$34,768	4	\$36,231	4	\$37,770
5	\$35,102	5	\$36,581	5	\$38,117
6	\$35,436	6	\$36,932	6	\$38,486
7	\$36,500	7	\$38,390	7	\$40,375

Employees with less than six (6) months in the district shall remain at the same step on the salary guide.

When a clerk-typist is promoted to a secretarial position, the employee shall be placed no higher than one (1) step below their current standing on the Clerk-Typist Scale on the Secretarial Scale. (i.e., If they are on step 7 of the Clerk-Typist Scale, they could not be any higher than step 6 on the Secretarial Scale.)

**Full-time support staff earning college credits after July 1, 1993 shall have their annual salary increased by the following amounts:**

**15 credits - \$100**

**30 credits - \$200**

**Schedule "F"**

**EDUCATIONAL ASSISTANT SALARY SCALES**

(Salary based on 7 hours for 181 days)

Step	2007-08	2008-09	2009-10	2006-07 Conversion Chart	
A	\$11,900	\$11,900	\$11,900	1	
B	\$12,150	\$12,150	\$12,150	2	A
C	\$12,400	\$12,400	\$12,400	3	B
D	\$12,700	\$12,700	\$12,700	4	C
E	\$13,000	\$13,000	\$13,000	5	D
	\$13,700	\$13,700	\$13,700	6,7	E
F		\$14,450	\$14,450	8	F
G	\$14,450		\$15,600	9	G
H	\$15,450	\$15,600	\$16,750	10	H
I	\$16,600	\$16,750		11	I
J	\$17,950	\$18,150	\$18,150		J
K	\$19,550	\$19,750	\$20,200		K
L	\$21,655	\$22,521	\$23,408	12	L

**Certified Substitute:      Additional Annual Salary**

2007-08	\$600
2008-09	\$700
2009-10	\$800

**Additional stipends for the following educational assistant positions which involve added duties/responsibilities:**

- Computer Lab      \$500
- Library      \$500
- Special Education with IEP responsibilities assigned by the principal      \$500

**Longevity for full-time Educational Assistants (more than 32 hours per week)**

- Seven years service with the district      \$300
- Fifteen years service with the district      \$575
- Twenty years service with the district      \$850

**Prorata Calculations**

The annual salary and stipends will be prorated for the number of hours per day and the number of days per year for each position. The full annual salary is based on 7 hours per day for 181 days.

Schedule "G"

**SKILLED MAINTENANCE & COMPUTER TECHNICIANS  
SALARY SCALES**

<b>Step</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
1	\$44,886	\$47,621	\$49,502
2	\$45,386	\$48,121	\$50,002
3	\$45,786	\$48,296	\$50,527
4	\$46,342	\$48,371	\$50,711
5	\$46,899	\$49,052	\$50,789
6	\$47,455	\$49,734	\$51,505
7	\$48,568	\$50,390	\$52,221
8	\$48,846	\$51,654	\$53,110
9	\$49,225	\$52,069	\$54,636
10	\$49,934	\$52,565	\$55,273
11	\$50,695	\$53,406	\$56,093
12	\$52,236	\$54,455	\$57,178

**CUSTODIAN/GROUNDS SALARY SCALES**

<b>Step/Year</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
1	\$33,723	\$34,994	\$36,319
2	\$34,223	\$35,494	\$36,819
3	\$34,723	\$35,994	\$37,319
4	\$35,280	\$36,494	\$37,819
5	\$35,836	\$37,043	\$38,319
6	\$36,593	\$37,728	\$38,896
7	\$37,449	\$38,572	\$39,614
8	\$38,406	\$39,521	\$40,701
9	\$39,470	\$40,876	\$41,898
10	\$41,048	\$42,393	\$44,020
11	\$42,896	\$44,500	\$45,868
12	\$44,013	\$45,773	\$47,604

**Schedule "G"**

**LEAD CUSTODIAN/GROUNDS SALARY SCALES**

<b>Step/Year</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
1	\$41,751	\$44,189	\$45,973
2	\$42,251	\$44,689	\$46,473
3	\$42,751	\$45,189	\$46,973
4	\$43,308	\$45,689	\$47,473
5	\$43,864	\$46,273	\$47,973
6	\$44,421	\$46,857	\$48,587
7	\$44,977	\$47,442	\$49,200
8	\$45,534	\$48,026	\$49,814
9	\$46,090	\$48,610	\$50,427
10	\$46,747	\$49,185	\$51,041
11	\$47,603	\$49,759	\$52,227
12	\$48,413	\$50,636	\$53,041

Custodians, maintenance employees are eligible for black seal boiler and other licenses as listed below. Computer technicians are also eligible for stipends for up to three (3) licenses per employee.

Each license will be paid at \$700 each with a limit of up to three (3) licenses per employee. This limit includes a boiler license and up to two (2) others. Other licenses include the following:

- Freon - up to 5 employees
- Pesticide - up to 5 employees
- Asbestos Removal - up to 5 employees
- Electrician - up to 2 employees
- Boiler - no limit on the number of employees who qualify.

**Full-time support staff earning college credits after July 1, 1993 shall have their annual salary increased by the following amounts:**

- 15 credits - \$100**
- 30 credits - \$200**

**Schedule "H"**

**BUS DRIVER SALARY SCALES**

<b>Step/Year</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-2010</b>
1	\$18.81	\$19.75	\$20.74
2	\$18.92	\$19.87	\$20.86
3	\$19.00	\$19.95	\$20.95

**Schedule "I"**

**ABA THERAPIST SALARY SCALES**

<b>Step/Year</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
1	\$21,168	\$21,168	\$21,168
2	\$22,491	\$22,491	\$22,491
3	\$23,814	\$23,814	\$23,814
4	\$25,137	\$25,137	\$25,137
5	\$26,460	\$26,460	\$26,460
6	\$27,783	\$27,783	\$27,783
7	\$29,106	\$29,106	\$29,106

## SIDEBAR AGREEMENT

1. Employees covered by this contract and not living in Haddonfield may enroll their children as tuition students at twenty-five (25) percent of the regular tuition rate if the receiving principal determines that an appropriate program and classroom space are available and the student's academic and conduct record is acceptable. The student must also meet the district's admission criteria and be approved by the Superintendent.
2. When parent conferences are held in the elementary and middle schools at the end of the first marking period, there shall be two half-days and two nights of scheduled conferences. The half-day conferences shall be scheduled during the regular workday, when students are not in attendance, and the evening conferences scheduled for two consecutive hours ending by 8:00 p.m. On the day after the first evening conference and the day of the second evening conference, teachers shall be dismissed at 12:30 p.m.
3. The Board of Education will subsidize the cost of printing the Bulldawg Bulletin for up to \$1,000 per year.
4. In the event that the flexible spending account is ruled illegal, prescription plan coverage will be provided in place of the FSA.
5. Release time to attend a Haddonfield Education Association informational meeting shall be provided once a year for the following categories of employees:
  - a. Up to one hour, once a year for custodial and maintenance staff whose normal shifts include a work assignment during the times of 3:30 to 4:30 p.m.
  - b. One-half hour, once a year for secretarial/clerical staff whose normal workday continues past 3:30 pm.
6. Scheduled library time shall be 45 minutes once per six day cycle for grades one to five.
7. The Board may require teachers new to the District to participate in a two-day orientation program no more than one week prior to the beginning of the school year. One hour of one orientation day will be made available for the Association to make a presentation.
8. In the event of a significant increase in the use of a 6<sup>th</sup> period assignment, the Superintendent will discuss with the Association leadership when appropriate.
9. The Board of Education understands the necessity of a reasonable amount of release time for Association business, and the Association understands the necessity to maintain instructional time. With that in mind, designated officers or representatives of the Association may schedule release time on an as-needed basis with the mutual agreement of the appropriate administrator.
10. It is the intent of both parties to maintain the structure of the salary guides in future negotiations with increment levels between steps to be maintained on a level that is reasonably proportional to the increment levels between steps in the 2007-2010 salary guides.

The Board agrees to solicit and evaluate suggestions from members of the Association for improvements in operations that may result in cost savings or cost efficiencies. Each such suggestion received from a member of the Association will be reviewed by a Cost Savings Review Committee made up of an equal

number of administrators appointed by the Superintendent, and members of the Association appointed by the President of the Association. The Cost Savings Review Committee will decide whether to recommend a suggestion for implementation, and will report to the Board concerning the amount of savings realized during the first year of the suggestion. Suggestions that address changes in the Collective Bargaining Agreement or suggestions that address negotiable issues as defined by PERC regulations will be referred to the Association and the Board for consideration. Subject to the Board's normal processes for approval of budgets and expenditures, the Board will pay 50% of the first year's annual savings for each suggestion from a member of the Association that is accepted by the Cost Savings Review Committee and implemented by the Board, in equal shares to the members of the Association who are employed by the Board on the date of payment (but to include the member(s) of the Association who made the suggestion even if no longer employed by the district on the date of payout). Payment will be made by December 15th following the completion of one year of implementation. This agreement does not apply to and shall not be deemed to limit or restrict the ability of the Superintendent to implement cost-savings suggestions that originate from outside of the Association, and there will be no sharing of savings for such suggestions. This agreement will expire on June 30, 2010, unless extended or renewed by the Board and the Association pursuant to a separate written agreement.

## INDEX

<u>SUBJECT</u>	<u>PAGE</u>
Adoption, Leave of Absence .....	19
Agreement, Duration of .....	32
Agreement, Reproduction & Distribution of .....	4
Annuities, Tax Sheltered .....	34
Arbitration Re: Grievances .....	6
Assignments, Educational Assistants .....	31
Assignments, Employees .....	8
Association Dues .....	33
Association Membership List .....	33
Association Release Time .....	5
Association Rights & Privileges .....	5
Association Uses of District Buildings & Equipment .....	5
Associations, Pay for membership in Curriculum Related .....	21
Athletic & Nonathletic Extra Pay .....	21
Attrition, Reduction in Staff .....	26
Bedside, Home Teaching, Supplemental Instruction Pay .....	21
Board, Responsibilities of .....	3
Breaks, Secretaries/Clerks, Maintenance/Custodial & Full-Time EAs .....	31
Bus Driver Salary Scales .....	52
Change in Hours, Educational Assistants .....	28
Changing Agreement, Rules for .....	3
Chaperone Pay .....	21
Check Off .....	33
Child Rearing/Natural Childbirth/Adoption Leave of Absence .....	19
Childbirth Leave of Absence .....	19
Class Coverage Pay .....	13
Clerks/Secretaries,	
Breaks .....	31
Holidays .....	31
Lunch .....	31
Overtime .....	29
Tenure .....	29
Vacations Days .....	32
Work Hours .....	29
Work Year .....	31
Coaches Guides .....	42-43
Coaches Salaries, Interscholastic & Intramural .....	21
Pay Schedule .....	21
Complaints & Grievance Procedure .....	6-8
Computer Technician Salary Scales .....	50
Contract, Nonrenewal/Renewal of Employee .....	8
Coverage Pay, Class .....	13
Curriculum Change (Re: Reduction in Staff) .....	27
Curriculum Facilitators .....	24
Curriculum Planning Pay .....	21
Curriculum Related Membership Associations, Reimbursement for .....	21
Custodial/Maintenance,	
Breaks .....	31
Holiday Pay .....	22
Holidays .....	31



<u>SUBJECT</u>	<u>PAGE</u>
Overtime .....	29-30
Salary Scales .....	50-51
Second Shift Overtime .....	29
Uniforms .....	4
Vacation Days .....	32
Work Hours .....	29-30
Work Year .....	31
Working NJEA Convention Days .....	15
Dental Plan .....	25
Disability/Maternity Leave .....	17
Dismissal (Re: Charges) .....	4
Dismissal of Certified Teaching Staff (Re: Reduction in Staff) .....	26
Dismissal, Support Staff .....	27-28
Distribution & Reproduction of Agreement .....	4
Dues (Association) .....	33
Duration of Agreement .....	32
Educational Assistants,	
Assignments of .....	29
Lunch Period .....	28
Overtime .....	29
Salary Scale .....	49
Seniority, Recall, Change in Hours .....	28
Work Hours .....	28
Elementary "Specials," Missed Classes .....	13
Employee Assignments .....	8
Employee Rights .....	4
Evaluations, Support Staff .....	12
Evaluations, Teacher .....	11-12
Extended Unpaid Leaves of Absence .....	17-18
Extra Pay for School Sponsored Athletic & Nonathletic Activities .....	21
Facilitators, Curriculum .....	24
Flexible Spending .....	25
General Savings Clause .....	5
Good Cause Leave .....	20
Grievance & Complaints Procedure .....	6-8
Grounds Salary Scales .....	50
Holidays for Maintenance/Custodial, Secretaries/Clerks .....	31
Holiday Pay for Maintenance/Custodial Staff .....	22
Home Teaching, Bedside, Supplemental Instruction Pay .....	21
Immediate Family, Definition of .....	17
Incentives for Dropping Access II .....	24
Incentives for Dropping Medical Coverage (Duplicate Coverage) .....	25
Insurance, Medical .....	24-26
Interscholastic & Intramural Coaches Salaries (Other Than Salary Guide) .....	21
Involuntary Transfers .....	10
Jury Duty .....	20
Leaves of Absence .....	16-20
Child Rearing/Natural Childbirth/Adoption .....	19
Death .....	16
Disability/Maternity .....	17
Extended Unpaid .....	17
Extensions or Renewals .....	20
Good Cause .....	20

<u>SUBJECT</u>	<u>PAGE</u>
Jury Duty .....	20
Military .....	19
Personal .....	16
Sabbatical .....	18
Serious Illness .....	17
Unpaid .....	17&20
Liaison Committee .....	15
Longevity Guidelines .....	23
Longevity Pay .....	22
Lunch Period, Educational Assistants .....	28
Lunch Period, Maintenance/Custodial .....	31
Lunch Period, Secretaries/Clerks .....	29
Lunch Period, Teachers .....	14
Maintenance/Custodial,	
Breaks .....	31
Holiday Pay .....	22
Holidays .....	31
Lunch .....	31
Overtime .....	29-30
Salary Scales .....	50-51
Second Shift Overtime .....	30
Uniforms .....	4
Vacation Days .....	32
Work Hours .....	29-30
Work Year .....	31-32
Working NJEA Convention /Days .....	15
Maternity Leave .....	17
Medical Insurance .....	24-26
Dental Plan .....	25
Flexible Spending .....	25
Incentive for Dropping Access II .....	25
Incentive for Dropping Coverage (Duplicate Coverage) .....	25
Reenrollment .....	25-26
Members, List of Association .....	33
Membership Pay, Reimbursement for Curriculum Related Associations .....	21
Mentoring Assignments, Stipends, Reimbursement Procedures .....	23
Mileage Reimbursement .....	24
Military Leave .....	19
Miscellaneous Provisions .....	4
Natural Childbirth Leave of Absence .....	19
Negotiation of Successor Agreement .....	3
NJEA Convention Days (Custodial/Maintenance) .....	15
No Sanctions .....	5
Nonathletic Activities Guide .....	37-41
Nondiscrimination .....	4
Nonrenewal of Nontenured Staff .....	8
Nonrenewal of Support Staff .....	8
Nontenured Employee Offer of Assignment .....	8
Notice .....	33
Notification of Reduction in Staff .....	26-28
Overtime Log, Maintenance .....	30
Overtime Pay .....	22, 29-30
Educational Assistants .....	29

<b><u>SUBJECT</u></b>	<b><u>PAGE</u></b>
Maintenance/Custodial .....	29-30
Secretaries/Clerks .....	29
Pay .....	20-24
Athletic & Nonathletic Activities, School Sponsored .....	21
Chaperone .....	21
Class Coverage .....	13
Classroom, Relocation .....	9-10
Course Work .....	14-15
Curriculum Facilitators .....	24
Curriculum Planning .....	21
Emergency Closing .....	22
Holiday Pay for Maintenance/Custodial Staff .....	22
Home Teaching, Bedside, Supplemental Instruction .....	21
Interscholastic & Intramural Coaches Salaries .....	21
Pay Schedule .....	21
Longevity .....	22-23
Membership in Curricular Related Associations .....	24
Mileage Reimbursement .....	24
Overtime .....	22, 29-31
Principal's Advisory Committee .....	24
Salaries, Interscholastic & Intramural .....	21
Salary Guide Credit .....	20
Salary Guides .....	44-52
Sick Days, Unused .....	21
Snow Removal .....	23
Stipends, Pay Schedule .....	23
Teacher Mentor Assignments, Stipends & Reimbursement Procedures .....	23
Unused Sick Days .....	21
Personal Leave of Absence .....	16
Personnel Records, Support Staff .....	12
Personnel Records, Teachers .....	11
Postings .....	9
Preamble .....	2
Prep Periods .....	14&31
Principal's Advisory Committee .....	24
Probationary Employment, Support Staff .....	28
Promotions, Custodial/Maintenance .....	10
Promotions, Voluntary & Involuntary Transfers, Reassignments .....	9-10
Reassignments, Promotions, Voluntary & Involuntary Transfers .....	9-10
Recall of Certified Teaching Staff .....	26
Recall of Support Staff .....	28
Recognition Clause .....	2
Reduction in Staff .....	26-28
Attrition .....	26
Certified Teaching Staff Dismissals .....	26
Curriculum Change .....	27
Definition .....	26
Disputes .....	27
EA Seniority, Recall Change in Hours .....	28
Notification .....	26
Recall of Certified Teaching Staff .....	26
Recall of Education Assistants .....	28
Recall of Support Staff .....	28

<u>SUBJECT</u>	<u>PAGE</u>
Support Staff .....	27
Support Staff Dismissals & Seniority .....	27
Support Staff Probationary Employment .....	28
Support Staff Reduction in Force .....	28
Reenrollment in Medical Coverage .....	25-26
Reimbursement for Mentoring .....	23
Reimbursement for Mileage .....	24
Reimbursement for Tuition (Course Work) .....	14-15
Release Time, Association .....	5
Renewal/Nonrenewal of Staff Contracts .....	8
Representation .....	4
Representation Fee (Association Dues) .....	33
Reproduction & Distribution of Agreement .....	4
Request to Transfer .....	9
Resignation & Termination Notice .....	28
Responsibilities, Teacher .....	13
Rights, Employee .....	4
Rights & Privileges, Association .....	5
Rights & Responsibilities of Board .....	3
Rules for Making Changes .....	3
Sabbatical Leave .....	18
Salary Guide Credit for Workshops .....	14-15
Salary Guide Degree Credit .....	20
Salary Guides .....	44-52
Sanctions/Strikes .....	5
Savings Clause .....	5
Schedule A .....	44-46
Teacher Salary Scale – 2007-2008 .....	44
Teacher Salary Scale – 2008-2009 .....	45
Teacher Salary Scale – 2009-2010 .....	46
Schedule B .....	36
Extra Pay for Nonathletic Activities .....	37-41
Nonathletic Activities Guide .....	36
Schedule C .....	42-43
Coaches Guide – 2007-2008 .....	42
Coaches Guide – 2008-2009 .....	42
Coaches Guide – 2009-2010 .....	43
Schedule D – Secretary Salary Scales .....	47
Schedule E – Clerk Typist Salary Scales .....	48
Schedule F – Educational Assistant Salary Scales .....	49
Schedule G – Custodial/Maintenance/Computer Technician Salary Scales .....	50-51
Custodial/Grounds .....	50
Lead Custodian/Grounds .....	51
Skilled Maintenance & Computer Technicians .....	50
Schedule H – Bus Driver Salary Scales .....	52
Schedule I – ABA Therapist Salary Scales .....	52
School Sponsored Athletic & Nonathletic Activities, Extra Pay .....	21
Second Shift Overtime, Maintenance/Custodial .....	30
Secretaries/Clerks,	
Breaks .....	31
Holidays .....	31
Lunch Period .....	31
Overtime .....	29

<b><u>SUBJECT</u></b>	<b><u>PAGE</u></b>
Tenure .....	29
Vacation Days .....	32
Work Hours .....	29
Work Year .....	31
Secretary Salary Scales .....	47
Seniority, Educational Assistants .....	28
Seniority, Support Staff .....	27
Sick Days, Unused Payment for .....	21
Sick Leave .....	16
Sidebar Agreement .....	53
Signature Page .....	35
Snow Removal Pay .....	23
Specials, Elementary Missed Classes .....	13
Staff Development .....	14-15
Staff Dismissals .....	26-28
Staff Reductions .....	26-28
Statutory Savings Clause .....	5
Stipends, Pay Schedule .....	23
Strikes/Sanctions .....	5
Supplemental Instruction, Bedside, Home Teaching Pay .....	21
Support Staff,	
Assignments .....	8
Breaks .....	28
Dismissals .....	27-28
Evaluations .....	12
Personnel Records .....	13
Probation .....	28
Recall .....	28
Reduction in Force .....	28
Salary Scale .....	47-52
Seniority .....	27-28
Transfers .....	9
Vacation Days .....	32
Work Hours .....	28-31
Work Year .....	31-32
Tax Sheltered Annuities .....	34
Teacher,	
Assignments .....	8
Evaluations .....	11-12
Lunch Period .....	14
Mentoring Assignment of .....	23
Personnel Records .....	12
Prep Periods .....	14&31
Reduction in Force .....	26
Responsibilities .....	13
Salary Scales .....	44-46
Tenure of Secretaries/Clerks .....	29
Termination & Resignation Notice .....	28
Transfers, Involuntary .....	10
Pay for .....	10
Transfers, Support Staff .....	10
Transfers (Voluntary), Reassignments & Promotions .....	9
TSA's .....	34

**SUBJECT**

**PAGE**

Tuition Reimbursement (Course Work) ..... 14-15

Tuition Students (Staff's Children) ..... Sidebar

Uniforms ..... 4

Unused Sick Days, Payment for ..... 21

Use of District Building & Equipment By Association ..... 5

Vacations ..... 32

    Carry-Over ..... 32

Voluntary Transfers, Reassignments & Promotions ..... 9

Work Hours ..... 28-31

    Educational Assistants ..... 31

    Maintenance/Custodial Staff ..... 29-30

    Secretaries/Clerks ..... 29

Work Year ..... 31-32

Workshops, Salary Guide Credit for ..... 14