

**AGREEMENT**

**Between**

**THE OLD BRIDGE TOWNSHIP SUPERVISORS'  
ASSOCIATION**

**and**

**THE OLD BRIDGE TOWNSHIP BOARD OF  
EDUCATION**

**2017-2020**

**TABLE OF CONTENTS**

		<b>Page</b>
ARTICLE I	RECOGNITION	2
ARTICLE II	NEGOTIATION PROCEDURE	2
ARTICLE III	GRIEVANCE PROCEDURE	3
ARTICLE IV	SUPERVISORY EMPLOYEE RIGHTS	4
ARTICLE V	ASSOCIATION RIGHTS AND PRIVILEGES	5
ARTICLE VI	EVALUATION	5
ARTICLE VII	LEAVES OF ABSENCE	6
ARTICLE VIII	SABBATICAL LEAVE	8
ARTICLE IX	PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT	8
ARTICLE X	INSURANCE PROTECTION	9
ARTICLE XI	SUPERVISORY CONFERENCES	13
ARTICLE XII	ADMINISTRATIVE VACANCIES	13
ARTICLE XIII	MISCELLANEOUS SALARY PROVISIONS	13
ARTICLE XIV	MISCELLANEOUS PROVISIONS / RETROACTIVITY	14
ARTICLE XV	DURATION OF AGREEMENT	17
	SUPERVISORS SALARY GUIDE	18

## **ARTICLE I RECOGNITION**

The Board hereby recognized the Old Bridge Supervisors' Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certified personnel as follows: Subject Area Supervisors and all other certificated, professional supervisory titles requiring the Supervisor endorsement. Unless otherwise indicated, the term "Supervisor" shall refer to all professional employees in the negotiating unit as above defined.

## **ARTICLE II NEGOTIATION PROCEDURE**

The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws, 1974, of the State of New Jersey.

The Board shall make available to the Association non-confidential data and information as may be relevant to the negotiation of proposals.

Neither party shall control the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall have authority to make proposals, consider proposals and make counter-proposals in the course of negotiations. Any agreement arrived at by the negotiating representatives will be submitted to the School Board and the Membership of the Association for ratification, decision, or vote. Any agreements of the parties in negotiations after being reduced to writing and signed will become binding for the period of the agreement.

Nothing herein shall be construed to prevent any official from meeting with an employee organization for the purpose of hearing the views and requests of its members in such unit so long as (a) the majority representative is informed of the meeting; (b) any changes or modifications in terms of conditions of employment are made only through negotiations with the majority representative; and (c) a minority organization shall not process grievances.

This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

## **ARTICLE III GRIEVANCE PROCEDURE**

### **Definition**

A "grievance" is a complaint about the interpretation, application, or alleged violation of policies, agreements, or administrative decisions affecting a Supervisor, a group of Supervisors or the Association.

### **Purpose**

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

### **Procedure**

A grievance shall be filed within thirty (30) calendar days of the date of the grievance.

**Level One:** A Supervisor with a grievance shall first discuss it with his/her immediate superior; either directly or through the Association's designated representative with the objective of resolving the matter informally.

**Level Two:** If the aggrieved person is not satisfied with the decision on his/her grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance he/she may file the grievance in writing with the Association within ten (10) school days after the decision at Level One or five (5) school days after the grievance was presented, whichever is sooner. Within ten (10) school days after receiving the written grievance, the Association shall refer it to the Superintendent of Schools.

**Level Three:** If the Association is not satisfied with the disposition of its grievance at Level Two or if after ten (10) school days after the grievance as delivered to the Superintendent, the Association may submit the grievance to arbitration, except that the non-renewal of a non-tenured Supervisor's contract shall not be subject to arbitration.

The Association shall request a list of arbitrators from the Public Employment Relations Commission. The parties shall then be bound to the rules and procedures of the Public Employment Relations Commission in the selection of an arbitrator.

The designated arbitrator shall function under the rules and regulations of the Public Employment Relations Commission. The arbitrator's decision shall be final and binding on the parties. The arbitrator shall be limited to the controversy submitted and shall not be permitted to add to or subtract from the Agreement.

The costs for the services of the arbitrator shall be jointly shared by the Board and the Association.

**D Miscellaneous**

Grievance meetings will be held within five (5) school days.

The disposition of the grievance shall not be entered into a Supervisor's file. A separate file for grievances will be maintained.

Filing grievances, serving notices, taking appeals, making reports and recommendations shall be done in the form of a letter.

Decisions rendered in the grievance procedure shall be in writing setting forth the decisions and the reasons therefore, and shall be submitted promptly to all parties in interest.

**E. Rights of Supervisors to Representation**

Any aggrieved person may be represented at all levels of the grievance procedure, either by him or herself or, as an option, by a representative selected or approved by the Association. Copies of grievances formally submitted by an individual shall be forward to the Association.

**ARTICLE IV  
SUPERVISORY EMPLOYEE RIGHTS**

**A. Just Cause Provision**

No Supervisor shall be disciplined or reduced in rank or compensation without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure and the limitations as set forth in Article III.

**B. Required Meetings and Hearings**

Whenever any Supervisor is required to appear before the Superintendent, Board or any committee or member thereof concerning any matter that could affect the status of his/her employment, he/she shall be given prior notice of no less than one week (which will be in written form) stating the reason(s) for such meeting or interview and shall have a representative (s) of the Association and/or attorney present to advise and represent him/her during such a meeting or interview.

Any suspension shall be in accordance with provisions of 18A:25-6 and shall be with pay in compliance with 18A:6-8.3 until a formal determination by the appropriate authority.

In the event the employee has not requested Association representation, the Association shall have the right to be present to protect the rights of the Association.

**C. Criticism of Supervisory Employees**

Any criticism by an Administrator or Board member of a Supervisor shall be made in confidence and not in the presence of teachers, parents, students or at a public gathering. Any complaints regarding a Supervisor made to an Administrator or Board member must be made in writing. The Supervisor shall be given an opportunity to respond to and/or rebut such complaint and shall have the right to be represented by the Association or legal counsel at any meetings or conferences regarding such complaint.

**ARTICLE V  
ASSOCIATION RIGHTS AND PRIVILEGES**

**A. Released Time for Meetings**

Whenever any Association member is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, he shall suffer no loss in pay and/or benefits.

**ARTICLE VI  
EVALUATION**

Notwithstanding any language to the contrary in this Article or elsewhere in this agreement, the observation and evaluation of all Supervisors shall be conducted in compliance with the applicable regulations of the New Jersey Department of Education.

**A. Right to Full Knowledge**

The Board of Education and Superintendent of Schools subscribe to the principle that a Supervisor has the right to full knowledge regarding the judgment of his/her superiors respecting the effectiveness of his/her performance and that, further, he/she is entitled to receive such recommendations that will assist him/her in increasing the effectiveness of his/her performance.

**B. Frequency of Review**

An annual performance evaluation shall be completed for each tenured Supervisor no later than May 1<sup>st</sup>, non-tenured by April 1<sup>st</sup>.

## **C. Evaluation Procedures**

### **1. Copies of Reports**

Each Supervisor shall sign all copies of each written evaluation, attesting to the fact that the contents of the evaluation are known to him/her. No written evaluation may become part of a Supervisor's personnel file without the Supervisor's signature. Further, each Supervisor shall receive a copy of each written evaluation.

### **2. Rights of Supervisor to Respond**

A conference shall be arranged between the evaluator and the Supervisor as soon as possible after receipt of the written evaluation by the Supervisor. At such time, the Supervisor is entitled to have his/her response to the evaluation heard and appended to the evaluation report.

Each non-tenured Supervisor shall receive written notice, prior to May 15<sup>th</sup> of each year, whether or not the Superintendent intends to recommend a renewal of contract for the ensuing year.

## **D. Review of Personnel File**

A Supervisor shall have the right upon request to review the contents of his/her personnel file after providing prior notice of three (3) school days to the Superintendent or his/her designee. A Supervisor shall be entitled to have a representative of the Association accompany him/her during such review.

At least once every three (3) years a Supervisor shall have the right to indicate those documents and/or materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or designee, and if in the Superintendent's or designee's opinion they are obsolete or otherwise inappropriate to retain, the said documents will be returned to the Supervisor. The Superintendent's or designee's determination shall be final.

## **ARTICLE VII LEAVES OF ABSENCE**

### **A. Sick Leave**

1. All ten-month Supervisors are granted ten days of sick leave annually. All twelve-month Supervisors are granted twelve days of sick leave annually. All unused sick leave shall be cumulative. In the first year of employment as a Supervisor, the new employee shall earn sick leave at the rate of one (1) day per month, after which all sick time shall be available as of July 1 / September 1.

2. Any Supervisor commencing employment after the start of the school year shall receive sick days equal to one (1) day per month or major fraction thereof.
3. Supervisors accruing 100 sick days and personal days who leave the district after twenty years of service or retire shall be reimbursed 50% pay for each accumulated day up to a maximum of 200 days based on the per diem rate established by the Supervisors' final year's salary, using a denominator of 235 for 12-month supervisors and 199 for 10-month supervisors. Payment for sick leave for Supervisors appointed on or after May 21, 2010 shall be capped at fifteen thousand dollars (\$15,000), and shall only be available upon the retirement of such Supervisors.

**B. Death in Immediate Family and Immediate Family of Husband or Wife**

Five (5) consecutive weekdays including a holiday falling on a weekday but excluding weekends shall be allowed each employee without deduction of pay for death in the immediate family. Immediate family includes father, mother, stepfather, stepmother, wife or husband, brother, sister, brother-in-law, sister-in-law, son or daughter, mother-in-law, father-in-law, and grandparents living anywhere or others living within the household of the employee. Exceptional cases may be approved by the Superintendent of Schools. One (1) day at any one time shall be allowed each Supervisor, without deduction of pay, for deaths of aunts, uncles, niece or nephew.

**C. Personal Leave**

Two days per year shall be granted each Supervisor, without deduction of pay, for personal reasons. Except in emergencies, personal leave request are to be submitted for approval five (5) days prior to the initial date of leave. Personal days shall not be granted before or after holidays or vacation recess periods, excepted in cases of documented emergencies. Emergency requests will be acted upon immediately.

**D. Professional Leave**

Each Supervisor shall be allowed professional time for attendance at conferences, meetings, professional visitations, etc., without deduction of pay, with the approval of the Superintendent or designee.

**E. Extended Leaves**

Supervisors while on extended leave without pay shall have the option to continue paying premiums for health/insurance benefits regularly provided by the Board. All benefits to which a Supervisor was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, and prior supervisory position shall be restored to him/her upon return.



## **ARTICLE VIII SABBATICAL LEAVE**

- A.** Supervisors shall be eligible to apply for sabbatical leave for the purpose of study or educational travel after completion of seven (7) continuous years of employment in the Old Bridge Township School District.
- B.** Applications for sabbatical leave are to be submitted to the Superintendent no later than March 1 preceding the year in which the sabbatical leave is intended to be taken. A plan of study or educational travel is to be submitted with the application.
- C.** If requested, the superintendent may recommend, and the Board may grant, sabbatical leaves as determined by the Superintendent and the Board to be in the best interest of the district.
- D.** The term and the compensation of the sabbatical leave shall be for one (1) year at half pay. This compensation will be determined by the Supervisor's guide for that effective year.
- E.** All awards under the Sabbatical Leave Program are contingent upon the participant's return to the staff of the Old Bridge Township School District for a minimum of two (2) years immediately after completion of his/her sabbatical leave.
- F.** Any changes in study or educational travel plan must receive prior written approval of the Superintendent.
- G.** Each Supervisor applicant shall receive a written explanation as to the reasons for the denial of sabbatical leave by April 1<sup>st</sup> of the year of application.

## **ARTICLE IX PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

- A.** MA + 30 credits of the salary guide shall include all graduate courses and in-service courses authorized by the Superintendent of Schools and approved by the Board of Education.
- B.** All course work taken for salary credit must have prior approval from the Superintendent of Schools.
- C.** Criteria for allocating course credit beyond the MA degree:
  - 1** A Supervisor may be granted credit on the salary guide for courses taken beyond the MA degree. Such credit will be granted for courses accepted as part of a matriculated program leading toward a master Degree at a duly authorized institution of higher learning, accredited and recognized by the State of New Jersey and for professional improvement courses authorized by the Superintendent.

2. In order to receive course credit, Supervisors must submit to the Superintendent, no later than ten school days prior to registration, an application for approval for courses. Supervisors will include with the said application substantiation of the value of the course based upon the following guidelines:
  - a. That the course is directly related to his/her present assignment as a Supervisor. Content, method and guidance courses would be creditable only on the level of the person's present assignment or certification.
  - b. That the course has relevance to and value in the present assignment of the Supervisor.
  - c. Credit will not be given for duplication of courses where the basic content is unchanged.
  - d. A minimum of twenty hours of course work will be required for two (2) in-service credits.
  - e. In order to receive tuition reimbursement and advancement on the salary guide a grade of C or better must be achieved.
3. Courses for approved credit are intended to improve the performance of the Supervisor and are expected to directly benefit the school district.
4. Final interpretation of the guidelines and the Supervisor's substantiation shall be left to the discretion of the Superintendent of Schools.
5. Reimbursement to all supervisors for courses taken for professional development consistent with the foregoing will be capped at the Spring Rutgers rate in each year, continuing through the immediately following summer and fall semesters, not to exceed six (6) credit hours per year.

## **ARTICLE X INSURANCE PROTECTION**

- A. Effective July 1, 2017 the Board of Education's share of medical insurance for 2017-2020 shall be as set forth in this Article. Supervisors shall continue to make contributions to their health insurance coverage consistent with the provisions of P.L. 2011, c. 78, and the Tier 4 / full implementation percentages for the life of this agreement.
  1. The Board will provide Supervisors with medical coverage through the New Jersey School Employees' Health Benefits program, (SEHBP), NJ Direct 10, NJ Direct 15, Aetna HMO or Cigna Healthcare (or equivalent or better coverage through alternative plans) at the employee's choice. Effective November 1, 2015, NJ Direct 10 or the private equivalent thereof is shall no longer available to Supervisors. The Board may offer

additional plans, available at the employee's choice, subject to employee contributions as set forth above.

- a. Effective with the 2018-2019 school year, the Board will offer at least one health insurance plan with aggregate premiums within the parameters of the Affordable Care Act's excise tax thresholds (\$27,500 family and \$10,200 single, subject to adjustment).
  - b. Effective for the 2019-2020 school year (July 1, 2019), any member choosing not to enroll in a plan below the excise tax threshold shall reimburse the Board for the excise tax, in addition to the premium contributions set forth in section A, above.
  - c. In the event that the Affordable Care Act excise tax is repealed or delayed beyond the effective dates of this Agreement, subsection A.1.b shall not take effect.
2. An opt out provision will be available at the following rates:
- |               |         |
|---------------|---------|
| Single:       | \$2,500 |
| Parent/child  | \$3,000 |
| Member/Spouse | \$3,500 |
| Family        | \$4,000 |
3. The Board will provide supervisors with a prescription plan which shall be administered through Benecard, prescription plan subject to employee co-pays of \$10 generic (at pharmacy), \$30 brand-name (at pharmacy), \$ 20 generic (90-day mail-in), and \$60 brand name (90-day mail-in) with mandatory generic provision except in cases of unavailability or physician overwrite.
  4. The Board will pay 100% of the cost of a dental plan equal to Horizon Blue Cross/Blue Shield Dental Program - plan deductibles shall be \$75 individual/\$150 family. A passive dental PPO Network will be provided in addition to the traditional dental program.
  5. The Board will pay 100% of the cost of an employee optical plan equal to the Vision Service Plan as administered by Paid Vision.
  6. For purposes of insurance coverage as contained herein above and below, the annual coverage period shall commence on September 1<sup>st</sup> and shall terminate on August 31 of each year.
  7. **Non-Tenure Benefits:**
    - a. Non-tenure staff who receive benefits and who are given a Sixty Day Notice of Release for cause shall continue to receive benefits for sixty (60) consecutive days following the last day on which they were required to report to work. This provision shall not apply to any staff member who is terminated mid-year for cause.

- b. Non-tenure staff who receive health benefits and who receive a Non-renewal Notice for Reasons of Economy shall continue to receive benefits through August 31<sup>st</sup> of the employment year during which the notice was issued.
- c. For purposes of this section, those employees who receive health benefits but are not eligible to accrue tenure shall be treated as those employees in similar circumstances as outlined herein above.

## **8 Entitlement While on Leave:**

- a. Employees on leave pursuant to federal and/or state Family Leave Act provisions shall have their benefits continue and be paid for by the Board during said leave subject to employee contributions as set forth in sections 1 and 3 of this Article.
- b. Employees on uncompensated leave of absence for personal or educational reasons (exclusive of Article VIII, Sabbatical Leave) and in accordance with Board Policy shall not be entitled to insurance benefits as provided herein paid for by the Board provided herein while on said leave subject to employee contributions as set forth in sections 1 and 3 of this Article.
- c. Employees on Sabbatical Leave, in accordance with Article VIII, shall continue to receive benefits as contained herein paid for by the Board. Subject to employee contributions as set forth in sections 1 and 3 of this Article.
- d. Employees on leave of absence due to disability, including those female employees on leave for maternity related disability, shall continue to receive benefits as provided herein paid for by the Board, Regarding disability related to maternity, the standard is-thirty (30) consecutive calendar days immediately preceding and thirty (30) consecutive calendar days immediately following the delivery of the child. Said period of disability may be extended either before, after or in both instances through appropriate physician's certification. Subject to employee contributions as set forth in sections 1 and 3 of this Article.
- e. Employees on unpaid personal leave of absence for Child Rearing purpose shall continue to receive benefits as provided herein paid for by the Board for the first six (6) consecutive months immediately following the period of disability related to pregnancy in such cases where the leave is contiguous with the termination of the maternity related disability. For male employees said benefit period for Child Rearing leave shall be for the first six (6) consecutive months of the unpaid leave. Subject to employee contributions as set forth in sections 1 and 3 of this Article.
- f. Employees who adopt a child shall continue to receive benefits as provided herein paid for by the Board for the first six (6) consecutive months immediately following the adoption of the child. This condition shall apply to both male and female employees. Subject to employee contributions as set forth in sections 1 and 3 of this Article.
- g. Employees on an unpaid leave of absence for personal illness or injury shall continue to receive benefits as provided herein paid for by the Board for twelve (12) consecutive months

commencing with the date of said unpaid leave. For purpose of this clause, unpaid leave shall presume to commence on the date immediately following the exhaustion or conclusion of paid leave. Subject to employee contributions as set forth in sections 1 and 3 of this Article.

- h. For those employees eligible for and in possession of tenure or for those employees who are not eligible to accrue tenure but have more than three (3) consecutive years of employment with the Board and who may be on an unpaid leave for personal illness or injury and who have exhausted the twelve (12) month entitlement as expressed herein above shall be eligible to apply for and/or reapply for a continuation of benefits as provided herein paid for by the Board for additional periods of twelve (12) months. Subject to employee contributions as set forth in sections 1 and 3 of this Article.

#### **B. Retirement Medical Insurance**

1. Effective July 1, 1995 employees completing at least twenty-five (25) years of service in the Old Bridge system shall be eligible for certain medical benefits upon retirement. Such retirement, to be eligible for medical benefits, shall mean that the employee will be receiving a pension from T.P.A.F. or P.E.R.S. (excluding deferred retirements).
2. The Board of Education shall cease providing district medical benefits for employees who retire effective July 1, 2000, or thereafter. Employees who have retired prior to that date shall continue to receive retirement medical insurance as prior contracts provided.
3. The Board of Education will provide surviving spouse coverage for employees completing at least twenty-five (25) years of service in the Old Bridge system and who are eligible for health benefits from the State of New Jersey and enroll in the New Jersey State health Benefits Program after retirement.
4. If any employee is otherwise employed after retirement, and that employee receives health benefits from employment, then these benefits shall cease.

#### **C. Blanket Liability Insurance.**

1. The Board will pay 100% of the cost of blanket liability insurance, or may choose to self-insure for the same, for Supervisors, which provides the following benefits:
2. Pursuant to NJSA 18A:16-6 Supervisors will be indemnified and saved harmless for all costs of defending against, and for any financial loss resulting from, any civil or administrative proceeding brought against said Supervisor for any act or omission arising out of and in the course of his or her duties.
3. Pursuant to NJSA 18A:16-6.1 every supervisor will be indemnified and saved harmless for all costs of defending against and for any financial loss resulting from, any criminal proceeding

brought against said supervisor for any act or omission arising out of and in the course of his or her duties provided that such proceeding is dismissed or results in a final disposition in favor of him or her.

## **ARTICLE XI SUPERVISORY CONFERENCES**

- A. Costs for participation in seminars, workshops, conventions, conferences, convocations as may be incurred by Supervisors and with the Superintendent's approval shall be borne by the Board of Education.
- B. Supervisors shall be reimbursed for costs related to attend at seminars, workshops, conferences or other professional days approved by the Superintendent up to a maximum of \$999 per supervisor in each year of this agreement.

## **ARTICLE XII ADMINISTRATIVE VACANCIES**

- A. All vacancies which shall be known to occur during the following year will be forwarded to the President of the Supervisor's Association no later than May 15.
- B. All Supervisors are entitled to apply for advancement and shall be considered the same as any other candidate.
- C. Promptly after the Board makes its selection the Superintendent shall notify the applicants and the Association, thereof, in writing. Grievances by an unsuccessful applicant must be filed, in order to be considered, not later than five (5) school days after receipt of notice of the selection.

## **ARTICLE XIII MISCELLANEOUS SALARY PROVISIONS**

- A. Salaries of all Supervisors for the 2017-2018, 2018-2019 and 2019-2020 school years shall be as set forth in the Salary Guides attached to this agreement.
- B. Supervisors may individually elect to have a designated amount of their monthly salary deducted from their pay for Summer Savings or investment purposes.
- C. The Board shall provide automatic payroll deduction for a Supervisor's Annuity program.
- D. All Supervisors shall be eligible to participate in the U.S. Savings Bond automatic payroll deduction plan.

- E. The Board shall continue to deduct the premiums for individual long term disability coverage through the Board approved insurer.
- F. Supervisors must participate in direct deposit of paychecks to a financial institution of their choice.
- G. District employees who are promoted to a twelve (12) month supervisor's position shall not be compensated during the first school year of employment less than the compensation (exclusive of non-pensionable compensation) specified in their previous ten (10) month contract.

**ARTICLE XIV**  
**MISCELLANEOUS PROVISIONS**  
**RETROACTIVITY**

- A. All provisions of this agreement shall be retroactive to July 1, 2017 unless otherwise stated.
- B. All supervisors shall not teach a class.
- C. Supervisors shall be required, as part of their normal duties to assist with curriculum development and articulation and supervision of staff; grades K-12.
- D. Ten (10) month Supervisors shall work no more than one hundred ninety-nine (199) days, which shall include the day of high school graduation, and the additional three (3) professional days (the same that are worked by the Old Bridge Principals Association) in the 2012-14 contract. The remaining days over and above the normal school year, shall be scheduled by the Superintendent in consultation with the Supervisors' Association. Said days shall fall between August 20 and July 10.
- E. If a Supervisor is required by the Superintendent to report to school during the summer months at a time not outlined by this contract said Supervisor shall be compensated at a per diem rate of 1/199 (10 month supervisor) or 1/260 (12 month supervisor) of his/her base salary.

**Article XIV, Section E** shall not apply to any supervisor who volunteers to participate in summer interviews without any form of compensation. Both parties agree that no negative connotation shall be attached to the actions of those supervisors who choose not to volunteer to participate.

- F. Supervisors shall be relieved of all state testing and exam proctoring assignments.
- G. Procedural Requirements:  
A complaint by any parent, student or other person which may influence the evaluation of a Supervisor shall be processed according to the procedures outlined as follows:

- The Principal shall meet with the Supervisor to apprise the Supervisor of the full nature of the complaint. The Supervisor shall have the right to put in writing a response to any complaint inserted in his/her file. If the complaint is found to be false by the Superintendent or his/her representative, all records shall be removed from the Supervisor's file.
- H. Supervisors who may require using their own automobiles in the performance of their duties shall be reimbursed for all such travel at the rate established by the state government.
- I. The length of the school day for all members of the Supervisors' Association shall be seven (7) hours and fifteen minutes. Supervisors shall sign in at the beginning of the workday and sign out at the end of the workday. Supervisors shall also sign in and sign out as they arrive at and depart from school buildings throughout their workday. Uniform procedures shall be adopted and implemented by Central Administration, and shall be applicable at all schools.
- J. Supervisors' assigned to meetings of two (2) hours or more after the normal workday and/or conferences must be approved by a Central Administrator. If a Supervisor is assigned by a Central Administrator to night conferences and/or meetings in excess of twenty in any contract year, they shall receive one half day of compensation time for each such meeting or conference.
- K. Any Supervisor who has been discharged at the conclusion of the school year as a result of a reduction in force suffers no loss in medical insurance coverage should said Supervisor be rehired for the next contract year. Any voluntary contributions for this coverage paid by said Supervisor during the interim shall be reimbursed by the Board of Education in full as long as no unemployment insurance was collected.
- L. One (1) member of the Supervisors' Association shall be represented on the District Instructional Council.
- M. All 12 month Supervisors shall be compensated in accordance with Schedule A and shall receive an additional eight percent (8%) as a twelve month employee. Compensation is to be paid in twenty-four semi-monthly installments.
- N. The vacation entitlement for all 12-month Supervisors shall be as follows:
- Four (4) weeks (20 days)
  - Pursuant to N.J.S.A. 18A:30-9, any supervisor assigned to a 12-month work year in any year of the 2014-2017 agreement, who is unable to use his or her vacation days during any year, may apply to the Superintendent for permission, which shall not be unreasonably withheld, to carry such days over into the next school year for use during that year only. Upon retirement from the employ of the Old Bridge School District consistent with TPAF regulations, the employee shall be paid for any current, accrued, unused vacation days.
  - Vacation entitlement shall be prorated for 12-month supervisors working less than a full year.



- Paid holidays for 12-month supervisors, outside of the 10-month school year, consistent with the 12-month school district calendar adopted annually by the Board, shall include two (2) paid days off on or surrounding Independence Day.
- O. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law but all other provisions or applications shall continue in full force and effect.
- P. The Board shall provide a sum of money up to three hundred dollars (\$300.00) per year to be used by each Supervisor for membership in professional organizations subject to the approval of the Superintendent of Schools. Membership in any form of labor organizations shall be precluded from this allocation policy.
- Q. In the event a member of the Supervisors' Association becomes responsible for a grant over the span of the contract, appropriate compensation will be provided.
- R. Whenever any notice is required to be given by either of the parties to this agreement to the other, pursuant to the provision (s) of this Agreement, either party shall do so certified mail or email with confirmation of receipt.

**If by Association, to the Board at:**

Old Bridge Township Public Schools  
4207 Route 516  
Matawan, New Jersey 07747

**If by Board, to the duly elected president of the Old Bridge Supervisors' Association:**

Ms. Karen Hicks  
Old Bridge High School – GNC  
4205 Rt. 516  
Matawan, New Jersey 07747

**ARTICLE XV  
DURATION OF AGREEMENT**

A. *This AGREEMENT shall be effective as of July 1, 2017 and shall be in effect to and including June 30, 2020. Upon the expiration of this Agreement, all members shall remain on their then-current steps of the appropriate salary guide pending negotiations of a successor agreement. This AGREEMENT shall not be extended orally and it is expressly understood that it shall expire on the date indicated.*

Date: \_\_\_\_\_

*IN WITNESS WHEREOF, the parties have hereto caused this AGREEMENT to be signed by their respective Presidents, attested by their respective Secretaries all on the day and year above written.*

**FOR THE BOARD:**

\_\_\_\_\_  
SALVATORE DiPRIMA, PRESIDENT

\_\_\_\_\_  
JOSEPH J. MARRA, SECRETARY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**FOR THE ASSOCIATION:**

\_\_\_\_\_  
KAREN HICKS, PRESIDENT

\_\_\_\_\_  
OBSA SECRETARY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

<b>SUPERVISOR SALARY GUIDE 2017 - 2020</b>					
<b>Guide / Step</b>	<b>2016-2017</b>	<b>Step</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>MASTERS</b>					
1A	99,000	A	99,000	100,485	101,490
1	101,475	B	103,010	104,203	105,204
2	109,600	C	107,027	108,058	109,055
3	115,200	D	111,201	112,057	113,046
4	127,427	E	115,528	116,203	117,184
		F	120,044	120,502	121,473
		G	124,726	124,961	125,919
		H	128,892	130,194	131,613
<b>MA + 30</b>					
1A	105,000	A	105,000	106,575	107,641
1	110,500	B	109,095	110,572	111,634
2	116,500	C	113,350	114,718	115,776
3	123,000	D	117,770	119,020	120,071
4	135,880	E	122,481	123,483	124,526
		F	127,380	128,114	129,146
		G	132,476	132,918	133,937
		H	137,443	138,831	104,344
<b>DOCTORATE</b>					
1A	108,000	A	108,000	109,620	110,716
1	110,776	B	112,210	113,731	114,824
2	113,545	C	116,470	117,996	119,084
3	124,300	D	120,890	122,420	123,502
4	139,520	E	125,726	127,011	128,084
		F	130,755	131,774	132,836
		G	135,985	136,716	137,764
		H	141,124	142,549	144,103
<p>&gt; <b>12-Month Stipend:</b> add 8% to listed salary for Supervisor assigned to 12-month work year in any year of this Agreement.</p>					
<p>&gt; <b>Longevity:</b> on July 1 / September 1 of the school year in which the member will complete the following number of years, the corresponding longevity amount shall be added into the Supervisor's base salary and paid via the regular payroll cycle: 20 years - \$3,850; 25 years - \$4,850; 30 years - \$5,850. Each achieved longevity step shall replace the previous step.</p>					
<p>&gt; <b>Top-of-Guide Stipend:</b> on July 1 (for 12-month Supervisors) or September 1 (for 10-month Supervisors) after the school year in which a Supervisor reaches the top step of the salary guide, the Supervisor will receive a stipend of \$1,725, incorporated into base salary \$1,725.</p>					

