

AGREEMENT BETWEEN
THE BOARD OF EDUCATION OF
JEFFERSON TOWNSHIP
AND
JEFFERSON TOWNSHIP SUPERVISORS'
ASSOCIATION
FOR THE SCHOOL YEARS

2024-2025

2025-2026

2026-2027

2027-2028

2028-2029

PREAMBLE

This agreement, entered into this 24th day of April 2024 between the Board of Education of Jefferson Township, hereinafter referred to as the "Board," and the Jefferson Township Supervisors' Association, hereinafter referred to as the "JTSA."

ARTICLE I - Membership

A. Unit Membership

In accordance with Chapter 123, Public Laws of 1974, the Board recognizes the Jefferson Township Supervisors' Association, hereinafter known as "the Association," as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certified personnel, whether under contract, on leave, on a per diem basis, employed, or to be employed by the Jefferson Township Board of Education, hereinafter known as "the Board," including only: Curriculum Supervisors.

B. Definitions

For purposes of clarity, terms crucial to the interpretation of this contract are listed below:

Employee - When used hereinafter in this Agreement, this term shall refer to all professional Supervisors represented by the Association in the negotiating unit as above defined, and references to "males" shall include females.

ARTICLE II - Negotiations Procedure

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with the provisions of Chapter 123, Public Laws of 1974, and such negotiations shall begin not later than December 1 of the last year of this Agreement. "The Association shall receive from the Board, within thirty (30) days following receipt of the proposed contract, its reply to same."
- B. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
- C. In accordance with Chapter 123, Public Laws of 1974, the Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement, with any organization other than the Association for the duration of this Agreement.
- D. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the



parties at the time they negotiated or executed this Agreement.

- E. 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

A. Definition

- 1. A "grievance" shall mean a complaint by any employee or group of employees that there has been to him/her or them, or to the Association, an inequitable, improper or unjust application, interpretation or violation of Board policy, this Agreement, or an administrative decision.
- 2. A grievance to be considered under this procedure must be initiated by the grievant (the employee or the Association as to its rights) within thirty (30) calendar days from the time when the grievant knew or should have known of its occurrence.

B. Procedure

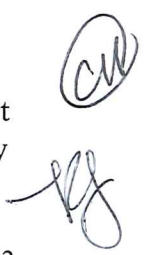
1. Failure of Procedure

(a) Failure to follow any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.

(b) It is understood that any employee grievant shall, during and notwithstanding the pendency of any grievance continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.

- 2. Any employee grievant who has a grievance shall discuss it with his/her immediate supervisor in an attempt to resolve the matter informally at that level.
- 3. Within five (5) school days after the informal discussion with his/her immediate supervisor, the employee grievant, if still dissatisfied with the decision that has been rendered informally, may formally present his/her grievance to his/her immediate Supervisor. Such grievance must be made in writing specifying:
 - (a) the nature of the grievance;
 - (b) the nature and extent of the injury, loss, or inconvenience;
 - (c) the results of previous discussions;
 - (d) His/her dissatisfaction with decisions previously rendered.

The immediate supervisor shall render his/her decision formally within five (5) days after receipt of the written grievance. The president of the JTSA will also be made aware of any decisions by



the immediate supervisor.

4. The employee grievant, within five (5) school days after receipt of the decision of his/her immediate supervisor, may appeal the decision to the Superintendent of Schools. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the appeal. The Superintendent shall communicate his/her decision in writing to the employee grievant, to the Association and to the immediate supervisor.

5. If the grievance is not resolved to the grievant's satisfaction, he/she, no later than five (5) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall at the option of the Board, except as noted below, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and the Association within twenty (20) calendar days of the date of the hearing. The referred to hearing, if granted, shall be held within a reasonable expeditious time after receipt of the appeal notice. Upon request of the grievant, a hearing shall be held by the Board on the following matters and the board shall not be required to give reasons for its decision. Decisions by the Board in these matters shall be final and such decisions shall not be subject to appeal to arbitration.

- (a) Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education; or
- (b) A complaint of a nontenured supervisor which arises by reason of his/her not being re-employed; or
- (c) A complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position, for which tenure either is not possible or not required.

6. If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and he wishes review by a third party, he shall so notify the Association within ten (10) school days of receipt of the Board's decision. If the Association determines that the matter should be reviewed further, it shall so advise the board through the Superintendent within twenty (20) school days of receipt of the Board's decision.

7. Procedures

(a) The following procedure will be used to secure the services of an arbitrator:

- (1) A joint request by the Association and the Board will be made to PERC to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
- (2) If the parties are unable to determine a mutually satisfactory arbitrator from the

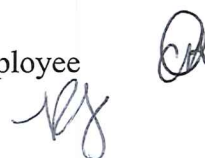
submitted list, they will request PERC to submit a second roster of names.

- (3) If the parties are unable to determine within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, PERC may be requested by either party to designate an arbitrator.
- (b) The arbitrator shall limit him/herself to the issues submitted to him/her and shall consider nothing else. He/she can add nothing to, nor subtract anything from the Agreement between the parties, or any policy of the Board of Education. The recommendations of the arbitrator shall be binding.
- (c) Rights of employees to Representation:
- (1) Any aggrieved person may be represented at any or all stages of the grievance procedure by him/herself, or, at his/her option, by the Association or by a representative selected or approved by the Association.
 - (2) When an employee is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance to the Superintendent or any later level, be notified by the Superintendent that the grievance is in process, have the right to be present and present its position in writing at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.
 - (3) The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his appeal with respect to his personal grievances.
- (d) Costs
- (1) Each party will bear the total cost incurred by itself.
 - (2) The fees and expenses of the arbitrator will be borne by the party that loses the arbitration.
 - (3) If any time is lost by any employee who is required to be at arbitration proceedings, which have been mutually scheduled and agreed to there, shall be no loss of pay.
- (e) If, in the judgment of the Association, a grievance directly affects a group or class of employees the Association may submit such grievance in writing to the Superintendent directly in accordance with the procedure set forth above and the processing of such grievance shall commence at said level. The Association may process such grievance through all levels of the grievance procedure.

ARTICLE IV - Supervisor Rights

A. Rights and Protection in Representation

Pursuant to Chapter 123, Public Laws of 1974, the Board hereby agrees that every employee



of the Board shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a fully elected body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or pressure any rights conferred by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States: that it shall not discriminate against any Supervisor with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association; his/her participation in any activities of the Association; collective negotiations with the Board; or his/her institution of any grievance, complaint or proceeding under this Agreement, or otherwise with respect to any terms of conditions of employment.

B. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employee hereunder shall be deemed to be in addition to those provided elsewhere.

C. Just Cause Provision

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

D. Required Meetings or Hearings

Whenever any employee is required to appear before the Superintendent, Board or any committee or member thereof concerning any matter that may adversely affect the status of his/her employment, he/she shall be given 48 hours prior notice (which will be in written form) of the reasons for such meeting or interview and shall have (a) representative(s) of the Association and/or attorney present to advise him/her and represent him/her during such meeting or interview. Any suspension shall be in accordance with provisions of 1SA:25-6 and shall be with pay in compliance with 1 SA:6-8.3 until formal determination by the appropriate authority. The Association shall have the right to be present to protect the interests, not only of the individual involved, but also of the organization as the bargaining representative exclusively recognized.

E. Criticism of Supervisors

Any criticism 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 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. Any anonymous complaint shall not be used in the evaluative process.

ARTICLE V - Association Rights and Privileges

A. Information

The Board agrees to furnish to the Association with information which may be necessary for the Association to process any grievance or complaint.

B. Released Time for Meetings

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

C. Use of School Buildings

Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

D. Use of School Equipment

The Association shall have the right to use school facilities and equipment at times which will not interfere with the operation of school or central office business. The Association shall furnish all materials and supplies incident to such use and shall be responsible for any repairs necessitated as a result of said use.

E. Exclusive Rights

The rights and privileges of the Association and its members as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the Supervisors, as defined in the unit, and to no other organization.

F. Agency Shop

1. Amount of Fee - Notification

Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year.

2. Changes

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



ARTICLE VI - Assignment

- A. All supervisors will have preschool-12 duties, unless otherwise noted. Assignments will be as follows:
1. English Language Arts
 2. Science
 3. Social Studies, Fine Arts, and Technology Education
 4. World Languages, ESL & Music
 5. Instructional Technology, Business & Media
 6. Special Education
 7. Student Personnel Services, K-12
 8. The following subject areas will be addressed as stipends:
 - (a) K-5 Math
 - (b) 6-12 Math
 - (c) Family Consumer Sciences/Gifted & Talented
- B. Each employee shall be given written notice of his/her assignment no later than the last weekday in May, provided when applicable; he/she has returned his/her signed contract. Such assignments are subject to individual changes of circumstances or emergency. Such employees affected by such change shall be notified promptly in writing.
- C. It shall be the policy of the Board to reimburse their employees for travel required in conjunction with their employment at the prevailing published rate established Internal Revenue Service (IRS) or by the New Jersey Office of Management and Budget (OMB) rate per mile, whichever is the highest permissible by law. Mileage from the employee's residence to his/her first place of work for the day and from his/her last place of work for the day to his/her residence shall not be reimbursable. If employees are expected to return to work a second time during the course of a day for evening functions, they shall be reimbursed for their mileage including any expected weekend travel to the school when administrative attendance is expected.
- D. The expectation for the supervision of preschool teachers will include evaluations and other general supervisory responsibilities.

ARTICLE VII - Employment

- A. Previously accumulated unused sick leave days will be restored to all employees who return from extended leaves.
- B. Employees shall be notified of their contract status no later than May 15 of each year; such contract shall be returned to the Superintendent within ten (10) days signed or unsigned.
- C. All benefits provided to Jefferson Township Education Association under latest contract will be

extended to supervisors, except if specifically addressed in this contract.

- D. The work day for supervisors is defined as a typical work day of eight (8) hours in duration.
- E. Supervisors will, at various times throughout the school year, work longer than the contractually agreed upon workday for events such as curriculum councils, department meetings, faculty meetings and professional development sessions. These events are attended and/or facilitated by Supervisors in good faith, in accordance with job responsibilities and in no way can be construed to set precedent for alteration of the agreed upon work day.

ARTICLE VIII - Salaries

- A. Supervisors will be paid two times per month.
 - 1. An employee hired after February 1 shall not receive a salary rate increase for the following year, except as may be required to increase his/her salary to the new minimum rate for that year.
 - 2. The agreed upon percentage increase will be applied to the sum of all Supervisor salaries. The total increase, in dollars, will then be divided equally among the supervisors.
 - 3. Each employee not excluded by #1 above shall receive an increase as follows:

- 2024-2025: 2.8%
- 2025-2026: 2.8%
- 2026-2027: 2.8%
- 2027-2028: 2.8%
- 2028-2029: 2.8%

The agreed upon percentage increase will be applied to the sum of all Supervisor salaries presently in effect. The total increase, in dollars, will then be divided equally among the supervisors as specifically noted below:

Last Name	First Name	23-24 Base Salary	24-25 Base Salary	25-26 Base Salary	26-27 Base Salary	27-28 Base Salary	28-29 Base Salary
Devine	Conor	107,344	110,704	114,158	117,709	121,359	125,111
Dunbar	Maria	107,344	110,704	114,158	117,709	121,359	125,111
Hiben	Christopher	125,388	128,748	132,202	135,753	139,403	143,155
Ramirez	Josephine	129,309	132,669	136,123	139,674	143,324	147,076
Reinstein	Jodi	112,213	115,573	119,027	122,578	126,228	129,980
Sica	Derek	132,804	136,164	139,618	143,169	146,819	150,571
Wnuk	Jennifer	125,546	128,906	132,360	135,911	139,561	143,313

Total Base Salaries	839,948	863,468	887,646	912,503	938,053	964,317	
Total @ 2.8%		23,519	24,177	24,854	25,550	26,265	
Individual Allocation		3,360	3,454	3,551	3,650	3,752	

2. Upon attainment of an earned doctorate degree, an employee employed by the Board as a supervisor as of June 30, 2024 will receive additional, pensionable compensation each year in the amount of \$4,000. Any employee appointed as a Supervisor by the Board on or after July 1, 2024, will receive a one-time non-pensionable payment of \$4,000 upon attainment of an earned doctorate.

3. Upon attainment of a second master's degree in the supervisor's content area or in the area of educational leadership, an employee employed by the Board as a supervisor as of June 30, 2024 will receive additional, pensionable compensation of \$2,500 each year. Any employee appointed as a Supervisor by the Board on or after July 1, 2024 will receive a one-time payment of \$2,500 upon attainment of a second master's degree.

4. A Supervisor who oversees a special program that creates a significant amount of additional work hours beyond the normal demands of the job description will receive additional compensation, provided the program is operational:
 - (a) Academy for Environmental Science \$2,000
 - (b) Board approved Internal Academies \$2,000 per academy

5. The following annual pensionable stipends will apply to a Supervisor who oversees additional content areas in addition to their assignment in the event a position is abolished, on a prorated basis as applicable:
 - a. English Language Arts or Math
 - i) K-5: \$12,500
 - ii) 6-12: \$12,500
 - b. Social Studies or Science
 - i) K-8: \$10,000
 - ii) 9-12: \$10,000
 - c. World Languages/ESL
 - i) K-5: \$6,000
 - ii) 6-12: \$6,000
 - d. Ancillary Content Areas
 - i) Art K-12: \$4,000
 - ii) F&CS 9-12 / 1-8 G&T: \$3,000
 - iii) Business 9-12: \$3,000
 - iv) Tech Ed 6-12: \$4,000
 - v) Music K-12: \$4,000
 - vi) Media K-12: \$3,000

- B. The Board in its discretion may grant additional compensation to any unit member.
- C. Any employee, who submits to the Superintendent of schools a written statement of intention to retire, shall be eligible for a special retirement allowance.
1. Notice required for special retirement allowance is as follows:
 - (a) If notice of retirement is given on or before January 1st of the retirement year, the allowance will be paid the following July 1st.
 - (b) If notice of retirement is given after January 1st of the retirement year, the allowance payment will be delayed until July 1st of the following budget year.
 - (1) Such allowance shall be paid in full on the last working day in the final month of employment.
 - (2) The retirement allowance shall be computed at the rate of one (1) day's pay for every four (4) days of accumulated unused sick leave to the employee's credit at the time of the announced contemplated retirement.
 - (3) The daily compensation to the employees, who retire under the aforesaid recommendations, shall be at the daily rate of pay which they earned in the year that the notice of retirement was given.
 - (4) The maximum retirement allowance will be \$15,000. This reimbursement may be deposited into a tax-sheltered annuity at the employee's request.
- D. The Board of Education shall permit employees to participate in tax-sheltered annuity plans by way of a payroll deduction.
- E. The Board will pay professional dues for New Jersey Principals' and Supervisors' Association. Whenever a member of the JTSA, on whose behalf annual membership dues have been paid, leaves the district prior to June 30th, that individual shall reimburse the district a pro-rated share of the professional dues.

ARTICLE IX – Benefits in Addition to Salary

- A. Vacation Days: -Supervisors shall receive twenty-five (25) vacation days with pay, prorated. The dates of such vacation periods shall be submitted to the Superintendent of Schools at least ten (10) calendar days prior to the days requested for vacations consisting of five (5) or more days, and five (5) calendar days for less than five (5) days (except in the case of emergencies). No financial commitments shall be made prior to approval of vacation days. No more than eight vacation (8) days can be carried over from year to year.
- B. Holidays and snow days shall include the following:
- Independence Day
 - LaborDay
 - NJEA Convention*

- Thanksgiving and the day after Thanksgiving
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Good Friday
- Memorial Day
- Three Floating Days that may be assigned or unassigned
- Snow days: do not report to work when schools are closed due to inclement weather.

*In the event that staff is required to report to work, these days will be substituted with floating holidays.

C. Summer Hours

Work hours shall be reduced 1/2 hour daily from the day following the last day for students until on or about August 25th. This privilege may be suspended when administration deems it necessary.

ARTICLE X - Evaluations

A. An employee shall have the right to see his/her evaluation reports, and shall have the right to a copy of all reports, if he/she requests said copy.

1. Formal evaluations of an employee shall be recorded on the evaluation report.

B. If derogatory reports or materials are to be retained for other than investigation, the supervisor shall be shown the reports or letters, and given the opportunity to file a written answer to such material. This answer will be placed along with the derogatory material in the supervisor's file. If the material is not to be retained, it shall be destroyed by the Superintendent.

C. In event any new material of non-confidential nature is to be placed in the personnel folder (confidential material by way of description and not limitation refers to references, transcripts, and the like) the employee shall be given a copy or notified prior to its insertion and be given the opportunity to review such material. The employee's written comments, if any, relative to the material, shall be made part of the employee's file.

D. Existing files shall be checked for derogatory material that was not shown to the supervisor, and if any exists, it may be returned to the supervisor's file only in accordance with the provisions of Paragraph B, above.

ARTICLE XI - Sick Leave

A. Supervisors will receive twelve (12) sick days per year. Sick days shall be prorated at the rate of one per month to a maximum of their entitlement. If an employee begins work on the 15th of the month or earlier, he will receive one sick day for that month. If an employee begins work on the 16th of the month, or later, he will not receive a sick day for that month during the

first year of their employment.

- B. Application for payment of sick leave in excess of three (3) consecutive working days should be supported by certification from an attending physician. A signed statement from the employee stating the nature of the illness and the reason why a medical certificate is not furnished may be accepted at the discretion of the Board.
- C. In case of frequent application for sick leave, the Board may, regardless of sick leave requested, require submission of a statement of a physician or submission to physical examinations by the school physician.

ARTICLE XII - Temporary Leaves Of Absence

- A. Employees shall be entitled to the following temporary non-cumulative personal days with full pay each school year.
 - 1. Four (4) personal business days shall be granted, without reason, provided written application to the Superintendent of Schools is made at least five (5) days before any day requested (except in the case of emergencies).
 - (a) At the conclusion of the contract year, any unused personal business days shall be converted to personal illness days and added to the existing pool of unused personal illness days.
 - 2. For absence due to illness of any member of the employee's immediate family living in immediate household, or for any member of the family not living in the immediate household for whom a doctor's certificate is provided stating that the employee's presence is required for medical reasons, full pay for not more than five (5) days, in each school year shall be paid the employee. The immediate family is defined as: husband, wife, life partner, child, father, mother, mother-in-law, father-in-law, brother, sister, grandparent and grandchild.
 - 3. Employees who are summoned by the court to appear for the purpose of jury duty shall be granted leave for the period of absence. Jury duty in police, county, or other courts established under the laws of the State and deriving their authority there from is considered jury duty in a State court. Before Jury Duty leave is granted, an employee must submit a true copy of the official summons one (1) week prior to the beginning of such duty. Employees serving jury duty shall receive their full salary. Employees will endorse over to the Board of Education any remuneration they receive from the court.
 - 4. Up to five (5) days at any one time in the event of death of employee's spouse, child or parent. Up to three (3) calendar days at any one time in the event of death of the employee's son-in-law, daughter-in-law, grandparent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, and grandchild. Employees shall be granted one (1) calendar day in the event of the death of a relative outside the employee's



immediate family as defined above. In the event of death of an employee or student in the Jefferson Township School system, the Superintendent of Schools may grant to an appropriate number employees sufficient time off to attend the funeral. This leave cannot be combined with other available bereavement leave to exceed the maximum allowable days under this provision or any law in effect. For example under P.L. 2023, c. 95, in the case of the death of an employee's grandparent, the employee may take three days of contractual leave as defined in the paragraph in addition to four personal illness days, if available, under the law for a total absence of seven days.

5. Allowances shall be made for time necessary for appearance in a legal proceeding in which employee's appearance is necessary in behalf of the Board.
6. Up to five (5) days without pay for the purpose of marriage and honeymoon, or up to one (1) day without pay for the purpose of attending the marriage of a member of the immediate family.
7. Other leaves of absence with pay may be granted by the Board for good and sufficient reason.

ARTICLE XIII - Leaves of Absence

- A. A leave of absence without pay for up to two (2) years shall be granted to any tenured employee who joins the Peace Corps, VISTA, Exchange Teacher, Overseas Teacher, or accepts a Fulbright Scholarship and is a full-time participant in any such above program.
- B. Military leave without pay shall be granted to any tenured or mandated employee who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment.
- C. A reservist called to active duty shall receive pay and benefits based upon the current statute regarding this situation.
- D. To apply for a family or child rearing leave, the employee must furnish a written verification from a doctor.
 1. Sick leave may be utilized during the actual period of disability during pregnancy in accordance with state laws, regulations, and case law.
 2. Family leave for the care of a newborn or newly-adopted child shall be granted, without pay, to eligible employees in accordance with the federal Family and Medical Leave Act and the state Family Leave Act and applicable regulations.
 3. Leave for the care of a newborn or newly-adopted child shall be granted, without pay, to all employees, in addition to any leaves described above, for the remainder of the academic year in which the leave is granted. Renewals of unpaid child care leave for not



more than the succeeding full academic year, for tenured supervisors, may be approved at the Board's discretion. Time on unpaid leave pursuant to this clause shall not be credited for tenure accrual and salary advancement.

4. Any employee who may become pregnant during a leave of absence granted for prior pregnancy may apply to the Superintendent of Schools for one (I) additional year leave for maternity.
 5. The Superintendent of Schools, for proper cause and upon application of the employee, may recommend the termination of the leave for approval of the Board prior to its proper date of termination.
 6. Should any employee, absent on maternity leave develop any illness or malady as a result of such pregnancy, and be unable to resume her work at the end of her said leave because of such illness or malady, she may be granted a further leave of absence, not to exceed one (I) year, without pay, upon the recommendation of a physician approved by the Board and subject to the approval of the Superintendent of Schools and the Board.
 7. Requests for unpaid leave pursuant to paragraph three by non-tenured supervisors may be granted at the sole discretion of the Board. Time on such unpaid leave shall not be credited for tenure accrual and salary guide advancement.
 8. A supervisor must apply for unpaid family or child care leave no less than ninety (90) calendar days prior to the anticipated delivery day wherever possible, or in the case of adoption, as soon as the supervisor is informed of the date custody of the child will be obtained.
- E. Leaves of absence without pay may be granted by the Board for good reason.
- F. All employees who wish to apply for a leave of absence, with or without pay, should comply with the Family & Medical Leave Act. During a term of disability, an employee may utilize all or part of accumulated sick leave.
- G. All extensions or renewals of leaves shall be applied for, and if granted, be in writing.
- H. In order to receive the contracted salary increase, an employee must have been on salary a majority of the school year prior to such advancement. (Majority defined as 51% of the contracted work days)
- I. All benefits to which an employee was entitled at the time his leave of absence commenced including credits toward sabbatical eligibility shall be restored to him/her upon his/her return. Reassignment upon return to school system shall be based on available positions and the needs of the school system.
- J. Upon return from leave granted pursuant to A, B and C of this Article, an employee shall be



considered as if he/she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he/she would have achieved if he had not been absent, provided however, that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure.

ARTICLE XIV - Sabbatical Leave

A. Purposes

The underlying philosophy of the sabbatical leave is to increase the quality of teaching and to gain enriching and broadening experience by professional study, research, or travel. Major consideration must be given to the benefits which will accrue to the pupils and the community, through the individual's personal growth. Sabbatical leave shall only be granted for formal study or formal research.

B. Eligibility

An applicant must be a certificated employee who has rendered service in the school system for no less than seven (7) active school years preceding the sabbatical leave. The applicant's statement of purpose and plan for sabbatical leave should reflect maturity and readiness commensurate with his/her experience in teaching.

C. Quota

Not more than one employee shall be granted leave in any one academic year.

D. Length of Leave

A sabbatical leave may be granted for a period of one (1) semester or one (1) full academic year.

E. Application Procedure

Application for sabbatical leaves of absence must be filed with the Superintendent of Schools not later than January 1st for a leave beginning the first semester of the next school year. An applicant for Sabbatical Leave of Absence shall file with the application form a detailed program for the period requested for Sabbatical Leave. All recommendations for approval will be made by the Superintendent of Schools to the Board.

F. Compensation

No salary will be received if an employee is on sabbatical leave.

G. Rights and Privileges

A certificated employee who is granted a sabbatical leave shall retain all rights to tenure and automatic increases in salary rating the same as though working during the period of leave.

H. Return to Service

An employee on sabbatical leave must notify the Superintendent of Schools in writing of his/her intention to resume duties in the system at least (60) days prior to the expiration of said leave. Upon return from sabbatical leave, a supervisor shall be placed on the salary schedule at



the level which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence.

ARTICLE XV - Professional Development and Educational Improvement

A. As incentive for furthering education, the Board will provide the following plan:

1. There will be an annual pool of \$14,000 for JTSA course reimbursement. Only supervisors who have not yet attained a doctorate will be eligible for course reimbursement.

2. The following reimbursement plan shall take effect:

a) The first quarter of the pool will be applied to approved courses which are completed during "Summer 2", which is the period of July 1st through August 30th. The second quarter of the pool, plus any additional carryover from the first quarter, will be applied to approved courses which are completed during the "Fall semester", which is the period of September 1st through December 31st. The third quarter of the pool, plus any additional carryover from the previous two quarters, will be applied to approved courses which are completed during the "Spring semester" which is the period of January 1st through April 30th. The final quarter of the pool, plus any additional carryover from the previous three quarters, will be applied to approved courses which are completed "Summer 1", which is the period of May 1st to June 30th. Any unused portion of the pool will not be carried over to the next school year's pool.

To determine the reimbursement amount, each of the four quarters of money shall be divided among those employees taking courses in that period. Each supervisor taking courses, regardless of the number of courses taken or credits earned, will be reimbursed on a per person basis, subject to provision 2c.

b) No staff member shall be reimbursed per credit more than they actually had to pay the educational institution per credit.

c) There will be a pool of \$3,500 per year, for use to attend conferences or workshops approved by the Superintendent of Schools. If, at the end of the second quarter as described above in A.2.(a) above, there is a pool of unused course reimbursement money, up to \$2,500 may be added to increase the pool to \$6,000. Alternatively, the JTSA President may poll the membership to identify those who intend to register for graduate courses and the respective tuition reimbursement costs before the end of the second quarter and notify the School Business Administrator of any amount, up to \$2,500 that should be reallocated from the tuition reimbursement pool to this pool. Any unused portion of the pool will not be carried over to the next school year's pool.

B. An employee must maintain a "B" grade in each course. All courses must have prior approval of the Superintendent.

C. All such credits shall have been taken:

1. In a college graduate program approved by the Board, taken towards an approved doctorate program or coursework taken towards completion of an additional certification

2. Or credits in or related to the applicant's field of certification.

D. In the matter of course reimbursement, all expeditious means should be employed by both parties to assure payment.

E. Course reimbursement of more than \$2,500 annually obligates the member to service to the district for a two-year period following receipt of a passing grade or to be required to repay 100% of the amount received for that year prior to the effective date of resignation. Any supervisor whose employment is terminated by the board will not be required to repay the Board.

ARTICLE XVI - Hospitalization

A. Effective July 1, 2021, the Board shall provide full family health (medical and prescription) insurance for all employees and their eligible dependents through the School Employees Health Benefits Program (SEHBP). The Board shall continue to provide full family dental insurance for all employees and their eligible dependents through the existing Delta Dental plan.

1. Plans:

(a) Employees shall select from all SEHBP plans. The Board shall enroll in the MMRX plans for Direct 10 and Direct 15. The Board may provide coverage through another carrier's plans if such plans are Equal to or Better than the plans being provided by the SEHBP.

Employees shall only be required to enter the Educators or Garden State Health Plans as required by Ch.44.

(b) The Board shall pay 100% of the costs for these plans, except that employees shall contribute to his/her benefits coverage in accordance with the TIER IV rates set forth in Ch. 78 or the rates set forth in CH. 44 if the employee enrolls in a Ch. 44 plan.

The Board shall pay 100% of the costs for dental insurance. Employees shall not be required to contribute to the costs of the dental plans in any manner whether the district is participating in the SEHBP for medical, prescription, or dental insurance, or participating in private plans for medical, prescription or dental insurance.

2. Dual Health Coverage:

Employees who have health insurance coverage elsewhere, or in district through a spouse as permitted by law may voluntarily choose to waive the Board-paid health insurance for the cash payments listed in the chart below. Waiver of health insurance will be for a calendar year (July 1- June 30). All applications for this waiver must be submitted with proof of alternate coverage for the employee and his/her eligible dependents. The Board shall provide the employee written notification and appropriate application forms annually at least 30 days prior to the application deadline.

Notification of the insurance waiver by the employee to the School Business Administrator

must be made no less than 30 days prior to the waiver period, and must be restated in writing by the employee each year.

Payments shall be paid in two equal installments (December/June) in each school year in which coverage is waived. Payment will be prorated for employees hired after July 1st or who leave before June 30th. The Board shall establish a Section 125 plan and bear the cost of the administration of the plan for these payments.

Single:	\$1750
Husband/Wife:	\$3500
Parent/Child:	\$3000
Family:	\$4500

Employee re-enrollment into any of the health plans may occur during the open enrollment period(s). An employee shall be entitled to re-enroll in any health plan immediately if he/she submits proof of a life status change (e.g., loss of alternate coverage, unemployment, death or disability of a spouse; divorce or legal separation; activation to full-time military status; or a material change in the status of the spouse's insurance coverage. etc.)

- B. The Board shall provide employee family dental coverage.

ARTICLE XVII - Curriculum Work - Reimbursement Procedures

Any curriculum reimbursement for work related to the Five-Year Cycle, new course curriculum development, or, requested course updates will adhere to the following procedures:

- A. Supervisors may be assigned curriculum writing as needed in accordance with their job description, when traditional curriculum writers are not available.

ARTICLE XVIII - Miscellaneous Provisions

- A. Copies of this Agreement shall be available electronically to all parties within thirty (30) days after the Agreement is signed and presented to each employee now employed, hereafter employed, or considered for employment by the Board.
- B. Whenever any notice is required to be given by either of the parties to this Agreement, either party shall do so by registered letter at the following addresses:
 1. If by the Association, to Board at 31 State Route 181, Lake Hopatcong, New Jersey 07849.
 2. If by the Board, to Association at the home address of the President of the Association.
- C. 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.

D. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of the Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration shall be controlling.

ARTICLE XIX- Continuity of Operation

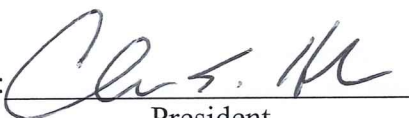
Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year, and the avoidance of disputes which threaten to interfere with such operation. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled, the parties have removed the basic cause of work interruptions during the period of the Agreement. The Association accordingly agrees, during the period of this Agreement, that it will not, nor will any person acting in its behalf cause, authorize, or support, nor will any of its members take part in, any strike (i.e., the concerted failure to report for duty, or willful absence or an employee of the Jefferson Township Board of Education from his/her position or stoppage or work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment) for any purpose whatsoever.

ARTICLE XX - Duration

- A. The instrument shall be effective July 1, 2024 except as otherwise provided, and shall continue and remain in full force and effect to and including June 30, 2029.
- B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be affixed hereto, all on the day and year first written above.

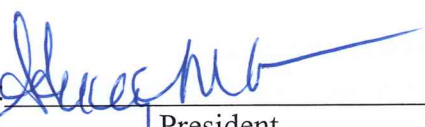
Jefferson Township Supervisors' Association

Attest: 
Board Secretary

By:  5/11/24
President

Jefferson Township Board of Education

Attest: 
Superintendent of Schools

By: 
President