

CONTRACT AGREEMENT

2023 - 2026

between

THE HARDING TOWNSHIP BOARD OF EDUCATION

and

THE HARDING TOWNSHIP EDUCATION ASSOCIATION

New Vernon, New Jersey

As of July 1, 2023

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ARTICLE I

RECOGNITION

The Harding Township Board of Education (hereafter "Board") hereby recognizes the Harding Township Education Association (hereafter "HTEA") as the majority representative of all certificated employees excluding administrative personnel, and secretaries and clerks, and no other employees.

Only articles I, II, III, IV, V, VII, VIII, IX, X, XI, XII and XIII apply to represented certified employees. Only articles I, III, VI, VIII, IX, X, XI, XII and XIII apply to represented Secretaries and Secretaries/Clerks.

The Board agrees to provide a complete copy of this Contract for each represented employee (hereafter "employee" - collectively, "employees").

DEFINITIONS

DATE OF OFFICIAL INTENTION: December 1 of year preceding new fiscal year (July 1-June 30).

DISTRICT: Harding Township School District.

RETIREMENT: Permanent withdrawal from the teaching profession in order to collect pension benefits.

SUPERINTENDENT: Chief administrator of the Harding Township School District, or another person acting legally in that capacity.

IMMEDIATE FAMILY: Parents, children, spouse, domestic partner and siblings.

SECRETARY/CLERK: For the purpose of this Agreement the terms secretary and clerk shall be limited to the following positions: Secretary to the Director of Curriculum/Principal, Secretary to the Supervisor of Student Services, bookkeeper and the Clerk.

CONFIDENTIAL SECRETARY: An employee is considered confidential if their function is in connection with the issues involved in the collective negotiations process. For the purpose of this Agreement, they shall be limited to the following positions: Assistant to the Superintendent and Assistant Board Secretary/Transportation Coordinator.

TEXTUAL CONSTRUCTION: In this Contract, words in the singular include the plural, and vice versa; and wherever any particular gender is used, it includes masculine and feminine, where the text so requires.

ARTICLE II
SALARIES, BENEFITS, AND RELATED MATTERS

A. Salaries

The salaries and other payments set forth in this Contract are the sole and exclusive salaries paid to employees.

Salaries and stipends included in this Contract are:

1. Salary guide steps and levels
2. Longevity
3. Extracurricular activities salary guide
4. Stipend of \$75.00 per evening for employees required to attend more than four (4) evening commitments during the school year.

B. Definition of Guide

1. The term "step" refers to a vertical position on the Guide.
2. The term "level" refers to a horizontal position on the Guide. There are eight such levels as follows:
 - (a) Bachelor's Degree
 - (b) Bachelor's Degree plus 15 credits
 - (c) Bachelor's Degree plus 30 credits
 - (d) Master's Degree
 - (e) Master's Degree plus 15 credits
 - (f) Master's Degree plus 30 credits
 - (g) Master's Degree plus 45 credits
 - (h) Master's Degree plus 60 credits/Doctoral Degree

C. Change in Step

Steps in the Salary Guide represent the general mechanisms for administration of employee salaries.

D. Change in Level

An employee who has received an additional degree or has completed the number of credits in the field of Education required for the next higher level at an accredited institution and has given notice to the Superintendent before September 1st or February 1st of a given school year, shall be placed on the same step of the next higher level beginning September 1st or February 1st, provided that the written request for such anticipated move has been received by the office of the Board Secretary by the date of official intention (see definition).

H. Longevity

Employees who have been working in the District for 15 years shall receive 2% of their base salary beginning in September of their 16th year. Employees who have been working in the District for 20 years shall receive 3% of their base salary beginning in September of their 21st year. Those whose first day of employment is after June 30, 2023 shall not be eligible to receive longevity. Sabbatical Leaves (Article VII) will be included in the 15-year requirement for Longevity. Other Leaves of Absence Without Pay (Article IV) will not be counted toward Longevity. The 15 years of service do not need to be continuous. This shall be in effect beginning in September 2002.

F. Employees' Salary Guides

See Schedule A attached.

G. Voluntary Employee Payroll Deductions

Implementation of payroll deductions for any of the following categories shall be in accordance with Board Policy 6520, Payroll Deductions.

1. Credit Union

An employee may elect to have a percentage of each monthly gross withheld. Such withholding must be requested in writing by the employee to the Board Secretary prior to the 25th of the month before such deduction is to become effective. The amount so authorized will be transmitted monthly to the employee's account in the Tri-County Federal Credit Union.

2. Tax Shelter

An employee may elect to have a percentage of each monthly gross withheld. Such withholding must be requested in writing by the employee on the appropriate form. The amount so authorized will be transmitted monthly to the employee's Tax-Sheltered Annuity Account. The Board will provide a yearly match to employee contributions up to a maximum of five hundred dollars (\$500) per employee, not to exceed five thousand dollars (\$5,000) total unit-wide in any given school year. The per-employee match will be prorated on an equitable basis if the unit-wide cap is met or exceeded (for example, if 20 employees elect to contribute, the maximum per-employee match will be \$250 per employee).

3. Cancellation

An employee may withdraw the written authorization at any time by filing a written notice of such withdrawal with the Board Secretary prior to the 25th of the month before such change is to become effective.

4. Flexible Spending Accounts

A Flexible Spending Account (FSA) is a type of cafeteria plan as permitted under Section 125 of the Internal Revenue Code that allows employees to choose a non-taxable benefit. Employees may choose to participate in an FSA by depositing pre-tax dollars into an Unreimbursed Medical and/or Dependent Care FSA. Employees elect to participate in an FSA during an annual open enrollment period. These elections may not change during the plan year unless a qualified change in status occurs. An individual may choose to participate in one or both of the FSA accounts.

5. Direct Deposit

An employee may elect to have his/her net pay deposited into one of their savings, checking or other investment accounts. Such requests need to be made in writing to the Board Secretary two months prior to the start of such direct deposit.

6. Pay Schedule

- a) A 10-month employee may elect a 10 or 12 month pay schedule.
 - 1) If they select a 10-month pay schedule, they will be paid in 20 equal, semi-monthly checks on the 15th and 30th of each month from September to June. (It should be noted that the first check of September will be moved to the first Friday that 10-month employees work.)
 - 2) A 10-month employee who selects a 12-month pay schedule will receive 24 equal, semi-monthly checks, 20 as described above plus four additional checks on the last payroll of the school year. It should be noted that no voluntary deduction or pension will be taken out of these last four checks.
- b) A 12-month employee will be paid in 24 equal semi-monthly payments on the 15th and 30th of each month.

II. After School and Evening Activities

1. It is assumed that each employee will participate in assignment-related extra duties, i.e., faculty meetings, back-to-school nights, planning meetings, etc. without additional remuneration. Evening commitments including those mentioned above will be held to a maximum of four evenings. Employees required to attend more than four evening commitments will be compensated \$75.00 per evening.

2. Four conference afternoons will be held, two afternoons in the fall and two afternoons in the spring. The first conference will be scheduled to begin no earlier than thirty (30) minutes after student dismissal and will be scheduled to end no later than 4:30 p.m. There shall be a single session for students on these four days. Single session as used herein shall be consistent with the definition contained in N.J.A.C. 6:3-9.3 which currently consists of a school day of four hours of actual schoolwork.
 - a. Employees will make reasonable accommodations for parents requesting a conference outside of regularly scheduled conference hours on an as-needed basis.
 - b. During either the fall or the spring conference periods but not in both, one additional afternoon of conferences may be scheduled. This afternoon will begin no earlier than 30 minutes after student dismissal and will be scheduled to end no later than regular dismissal for employees. There shall be a single session for students on this day.
 - c. If the Administration and the teacher agree that a given class size requires conference time exceeding the schedule outlined above, substitute coverage will be provided to release the teacher from classroom duty.

I. Extra and Co-Curricular Salary Guides

Employees accepting leadership positions in extracurricular activities shall be compensated according to a schedule that considers the time and difficulty associated with the assignments. It is understood that the salary guide for extracurricular assignments is not to be construed as a guarantee that all positions will be offered. When the Board establishes an extra-curricular position, an initial salary will be set for the purposes of advertising the position and will continue until modified through negotiations between the Board of Education and the IITEA. Negotiations shall begin promptly after the position is posted. During the school year should an employee seek to establish an extra-curricular position, the employee shall submit the proposal to the Superintendent. The proposal must meet the rationale of the Board of Education as set forth in policy. The Board of Education reserves the authority to determine if and when particular assignments are needed in the school district. Further, it is understood that assignments may be made more or less demanding, and that appropriate adjustments in salary must be made on an individual basis in such cases. All extra-curricular assignments are to be advertised by June; they will be filled as is practical and at the discretion of the Superintendent.

Non-Athletic Extra Compensation

Non-Athletic extra compensation shall be paid in either of the following manners:

1. One third each in the second pay in November, February and June.
2. Equal semi-monthly payments for the remainder of the year.

Athletic Extra Compensation

All coaches will be compensated in a lump sum upon completion of the season on November 15, February 15 and May 30.

Extra pay to an employee for activities listed in Article II, Section I, 4a and 4b will cease whenever the activity is discontinued, or the employee no longer performs the extracurricular work. Extra pay will cease or be decreased if the activity is attended to as a scheduled period or periods within the school day. On the other hand, activities listed in Article II, Section I, 4a and 4b requiring out-of-school time will be paid on a pro-rated basis for the out-of-school time as determined by the administration.

1. Should the Board grant released time for any of these activities or include them as part of the employee's teaching assignment, compensation will be pro-rated accordingly.
2. Payment for Sports is based on a 7.5 hours per week schedule. Should this schedule be reduced, payment will be pro-rated accordingly.
3. Individual contracts for extracurricular assignments will be issued before June 15 of the previous school year whenever possible.
4. Extracurricular assignments for each year of the contract may include:

Harding Twp. Board of Education Co-Curricular and Extra Curricular Activities

POSITION	COMPENSATION
Assistant Boys' Basketball Coach	\$3,915
Assistant Boys' Lacrosse Coach	\$3,390
Assistant Field Hockey Coach	\$3,390
Assistant Girls' Basketball Coach	\$3,915
Assistant Girls' Lacrosse Coach	\$3,390
Assistant Play Producer	\$1,964
Assistant Soccer Coach	\$3,390
Assistant Track Coach	\$3,390
Athletic Director	\$3,769
Bus Supervisors (2)	\$1,964/supervisor (total \$3,928)
Climate and Culture Facilitator (2)	\$1,310/Facilitator (total \$2,620)
Elem. ELA Coach (Gr. K-4)	\$1,309.50
Elem. Literary Magazine (2)	\$982/Advisor (total \$1,964)
Elem. Play Co-Directors (2)	\$2,619/Director (total \$5,238)
Elem. Play Stage Manager	\$1,310
Forensics Club Advisor (2)	\$1,309.50
Gifted & Talented Enrichment Coordinator	\$1,310
Grade 7 Co-Advisors (2)	\$1,309.50/Advisor (total \$2,619)
Grade 8 Co-Advisors (2)	\$1,309.50/Advisor (total \$2,619)
Head Boys' Basketball Coach	\$4,015
Head Boys' Lacrosse Coach	\$3,490
Head Field Hockey Coach	\$3,490
Head Girls' Basketball Coach	\$4,015
Head Girls' Lacrosse Coach	\$3,490
Head Soccer Coach	\$3,490
Head Track Coach	\$3,490
Homework Helper (Peer Tutor) (2)	\$2,619/Helper (total \$5,238)
I&RS Advisor (5)	\$1,310/Advisor (total \$6,550)
Jr. Technology Students	\$2,619
Jr. Technology Students Assistant	\$2,519
MS ELA Coach (Gr. 5-8)	\$1,309.50
MS Literary Magazine	\$1,964
MS Math Coach (Gr. 5-8)	\$1,309.50
Musical Play Director	\$4,015
Musical Play Producer	\$4,015
Overnight Chaperone (up to 6)	\$328/night (total \$1,968/night)
Student Council Co-Advisors (2)	\$1,637/Advisor (total \$3,274)
Technology Students Association	\$2,619
Technology Students Association Asst.	\$2,519
Yearbook Advisor	\$2,619

b) Hourly or Per Event Assignments:

Lunch Detention Monitor	\$40.00 per detention
After School Detention Monitor	\$40.00 per detention
Winter Sports Home Game Chaperone	\$60.00 per game
Attendance at four (4) or more evening events	\$75.00 per event

J. Health Care Benefits

Effective July 1, 2020, the following health benefit plans shall be available to eligible employees as noted:

Those employees hired on or before June 30, 2013 shall be eligible for enrollment in any health benefit plans offered by the Board.

Those employees hired on or after July 1, 2013 shall be eligible for enrollment in the POS or the HDHP health benefit plans offered by the Board.

Those employees hired on or after July 1, 2020 shall be eligible for enrollment in the New Jersey Educators' Health Plan ("EHP") or Garden State Health Plan ("GSHP"), or plan equivalent, as offered by the Board (in accordance with P.L. 2020, c.44).

Prescription coverage shall be available through the health benefit plan selected by the employee.

Employees shall pay annually towards the costs of health benefits in an amount equal to Tier IV of the provisions of c.78 P.L.2011, commonly known as "Chapter 78" (Sections 39 and 41), or as otherwise required by law, whichever is greater. Employees on the EHP or GSHP, or plan equivalent(s), shall pay annually towards the cost of health benefits in accordance with P.L. 2020, c.44, commonly known as "Chapter 44," or as otherwise required by law.

During the term of the Agreement, should the Board select the School Employees Health Benefit Plan (SEHBP) as a health benefits provider, the parties agree that the level of benefits provided under the SEHBP will be equal to the level of benefits provided under the plans offered by the Board during the term of the Agreement.

No later than July 1 of each contract year, each employee shall advise the Superintendent of Schools in writing, that he/she does not wish to be covered by any or all of the Board of Education Health Insurance benefits. Employees who waive medical plans shall be compensated as follows:

<u>Medical</u>	
POS/HDHP/EHP/GSP:	
Family:	\$1,900.00
Husband/Wife:	\$1,300.00
Parent/Child:	\$1,000.00
Single:	\$ 700.00
DA10/EPO:	
Family:	\$2,100.00
Husband/Wife:	\$1,500.00
Parent/Child:	\$1,200.00
Single:	\$ 900.00

Staff may re-enroll in the medical coverage program immediately upon the occurrence of one of the life events as recognized by the New Jersey Department of Insurance.

K. Miscellaneous Health Benefits

1. Dental

The Board will pay full premium for each employee's single-person dental plan, for those employees who are eligible. The Board will pay the additional premium for husband/wife, parent/child and /or family coverage, subject to a maximum annual payment of \$14,000 for all represented employees of the district. The number of employees subscribing to family dental will be based on the October billing period. Prior to July 1 of each year covered by this Contract, employees may waive their dental coverage for the succeeding year and be compensated as per the following schedule:

Single: \$ 300.00

Provision will be made for re-entry into dental coverage in the event of material change in the employee's situation, for example, loss of spousal coverage.

Effective July 1, 2008, there will be a \$25 single and \$50 family deductible, not applicable to preventative or diagnostic procedures.

2. Disability Plan

The Board will provide single disability coverage to employees covered by this Contract.

Should the Patient Protection and Affordable Care Act ("PPAA") Excise Tax (as implemented and commonly known as the Cadillac Tax) be put into effect during

this contract period, the Board and the Association shall meet six months prior to the expected date of the district being imposed the excise tax, or as soon as possible thereafter, to discuss possible health insurance options for all employees. The goal of these discussions is to agree to health insurance plan adjustments or a health insurance plan that will not require the payment of the Excise Tax.

Should these discussions not result in an agreement regarding a plan to avoid the Excise tax, the Board and the Association will share equally in the Excise Tax while the parties continue their discussions.

L. Accumulated Sick Pay Benefits

Upon termination of employment for reasons of retirement, or reduction in force, or resignation effective July 1 and prior to August 1 of any year, or circumstances dictating a move, an employee who is in "good standing" and not charged with any matter(s) which could lead to dismissal or reduction in pay or is on notice that such charge(s) are probable and/or contemplated shall receive payment for unused sick days at the rate of \$40.00 per day for days 1-100 and \$50.00 per day for days 101-300, in accordance with State law, in each case, subject to the following:

1. Said employee has completed at least 10 years continuous service in the District. A one-year leave of absence shall not toll the running of "continuous service in the District"; however, such year shall not count toward the required minimum year's continuous service.
2. The office of the Board Secretary has received written request from the employee by the applicable date of official intention (see definition), otherwise any payment due under this Article shall not be made until the next budget year for which the employee's written request meets the date of official intention deadline. If the employee does not request payment after two dates of official intent have passed, Article II, Section L is null and void.

M. Adjustment to Daily Schedule

Employees shall be compensated as follows for a five-day cycle:

There will be 30 instructional periods a week and shall be equal in length to the preparation periods. In addition, there will be 14-minute homeroom period, 4 days a week, and a 25-minute Character Education period one day a week. The Character Education program shall not include any written tests, grades, homework or formal written evaluations of student performances. If the Character Education program or the homeroom period should be eliminated, the number of minutes utilized for these periods will be divided amongst the

traditional teaching and preparation periods.

All employees shall be required to cover one (1) full lunch period per week. This leaves employees with a total of four (4) duty free lunch periods a week. The lunch duty periods shall consist of monitoring the lunchroom, recess, or study hall and shall be assigned at the discretion of the Administration. If these duties are stopped for any reason, the one lunch period required for lunch duty shall not be converted to instructional time. No employee will be required to be at recess for both halves of the lunch duty period; a minimum of one half of one period shall be in the cafeteria.

In the event that an employee's schedule provides less preparation time than is specified above, the employee will be remunerated:

- \$40.00 per class period for assignments of 5 days or less
- on a pro-rated basis, or a minimum of \$40.00, for assignments of more than 5 consecutive days or after 10 days in the same assignment for a given school year.

Final schedule determination will be made by the Superintendent.

Employees attending Child Study Team meetings outside of the workday will be remunerated \$40.00 per 45 minutes. For evening meetings, the time shall be counted beginning at 3:15 p.m. until the end of the meeting. Morning meetings will be compensated from the beginning of the meeting until 8:15 a.m.

N. Employees Workday

The employee's workday shall be 7 hours long.

Depending upon the assignment, employees are expected to arrive by either 7:35 a.m. or 8:15 a.m. Employees beginning at the earlier time are to remain until 2:35 p.m. All employees beginning at the later time are to remain until 3:15 p.m. If employees find it necessary to leave earlier on a specific day, they are to notify an administrator to that effect.

O. School Day

1. Employees report to work at 8:15 a.m. (except as may be modified in Paragraph N, above).
2. Non-Student contact: 8:15 a.m. - 8:20 a.m.
3. Student pick-up time: 8:20 a.m. - 8:25 a.m.
4. Homeroom class starts at 8:25 a.m.
5. Full time teachers will teach 30 instructional periods a week.
6. Teachers will have 10 preparation periods a week equal in length to the length of a teaching period. At the Administration's discretion, one (1) of these ten (10) weekly

periods may be assigned by the Administration for student duty or coverage purposes, including but not limited to, single-period substitute coverage for absent colleagues, Child Study Team meetings, parent meetings, planning and preparation for special events. Assignments for such coverage, when necessary, will be made by the Administration on a rotating basis to the extent possible. Preps for part-time employees will be designated on a pro-rated basis according to their percentage of FTE.

7. Every employee will have four (4) duty-free lunches subject to the requirement to cover one (1) lunch period. These lunch periods shall be no less than 40 minutes in duration.
8. Employees day concludes at 3:15 p.m. (except as may be modified in Paragraph N, above).
9. Employees will teach up to 1328 minutes of instructional time per week as per paragraph M.

P. In-Service Scheduling

In-Service Workshops on single session days shall begin 30 minutes after student dismissal and conclude at the regular dismissal time for employees for that day.

Q. Part-time Employees

1. Part-time employees shall be scheduled and assigned duties in all respects based upon the fraction of full time for which they are employed. Instructional periods and preparation periods for part-time teachers shall be proportional to the fraction of full-time for which they are employed.
2. Part-time employees shall be paid the same fraction of the salary guide amount for which they are employed.

R. Non-Resident Employee Tuition

Employees currently employed at Harding Township School shall be eligible to send their children to Harding Township School at 60% of the advertised tuition rate. All provisions and requirements regarding non-resident tuition shall apply.

S. Curriculum Writing

Employees participating in curriculum writing will be compensated at a rate of \$30.00 per hour for a period of time per curriculum project to be determined by the Superintendent of Schools.

T. Use of Faculty Room

Every attempt shall be made not to use the faculty rooms as student instructional areas.

U. Mentoring

Positions for mentoring shall be posted and remunerated by their respective mentees. Mentors will be assigned if no one qualified applies. No employee will be assigned to mentor more than twice in a three-year period.

V. Number of Departments

Regular education Middle School employees will teach in no more than two departments at any time. For purposes of this provision, Academic Intervention Program in a teacher's core subject area does not qualify as a separate department, and a resource center teacher may teach in all areas in which he/she meet legal "highly qualified" requirements. If a teacher desires to teach in more than two departments, he/she may agree with the administration to do so.

W. Teaching Assignments

Every effort shall be made to provide each teacher, in writing, by June 1st, or as soon as possible thereafter, a copy of his/her tentative teaching assignments.

X. Change of Classrooms

Employees will not be required to move materials.

ARTICLE III
EMPLOYEE EVALUATION
AND
PERSONNEL FILE

A. Employee Evaluation

All evaluations of certificated employees shall be conducted pursuant to the provisions of Teacher Effectiveness and Accountability for Children of New Jersey Act (TEACHNJ)

B. Personnel File

1. The Board recognizes that an employee has the right to have access to his/her personnel file and to review all such material as may be contained in this file.
2. Employees will be informed before any material, which could have an adverse effect on the employee's status, is placed in the personnel file.
3. An employee has the right to submit a written rebuttal to any material that he feels is inappropriate or obsolete. This rebuttal will be reviewed by the Superintendent and attached to the file copy.

ARTICLE IV

LEAVES

A. Personal Illness

1. All employees shall be entitled to ten days of sick leave paid at each employee's standard rate, for personal illness during the school year. The number of sick leave days not used by the employee during a school year, shall be added to the individual employee's accumulated sick leave. Sick leave days in a given year are defined as equal to the fulltime equivalent for which an employee is employed.
2. When an individual employee's absence due to personal illness exceeds the employee's yearly entitlement of paid sick leave plus any accumulated sick leave days as described in the above paragraph, the Board of Education may approve the payment of additional sick leave at full pay for a period of up to, not to exceed forty school days.
3. Employees who are absent from work for three (3) or more consecutive days are required to provide a note from a doctor excusing the absences.

B. Personal Leave

Five (5) days of personal leave will be granted for situations of a personal nature, with the prior approval of the Superintendent or for an emergency situation arising that precludes prior approval.

The five (5) days of personal leave provided for under this section shall not be permitted to be taken directly before or directly after a vacation. Up to two unused personal days per school year may be added to the accumulated sick leave, as in A.1.above.

1. Temporary Leave of Absence with Pay

In addition to personal leave, paid personal leave will be granted up to a total of five days in any one school year for the following reasons:

- a. Up to five (5) days' leave will be granted for a death in the immediate family (child, spouse, domestic partner, parent/spouse's parent, and/or sibling). The Board may grant additional days for personal leave in the event that a second death occurs in the immediate family.
- b. Up to three (3) days' leave will be granted for an illness in the immediate family, with the approval of the Superintendent. The Board may grant additional days for personal leave in the event that a second illness occurs in the immediate family.

- c. Two (2) day's leave will be granted for the death of any other relative, a close friend or any member of the immediate household, with the prior approval of Superintendent.

2. Leaves of Absence

a. Certain Leaves of Absence

- 1) **Application for Leave.** All initial applications for maternity leave and for extensions or reductions of such leave shall be made in writing to the Superintendent at least 90 calendar days prior to the anticipated start of the leave when possible, except in the case of an emergency.
- 2) **Maternity Disability.** A pregnant employee is entitled to use accumulated sick leave for four weeks prior to the anticipated delivery date and for four weeks following delivery unless the employee's physician shall certify that a further period of recuperation is required. Accumulated sick leave shall not be utilized when school is not in session during the summer months.
- 3) **NJ Family Leave (FLA) and Federal Medical Leave (FMLA).** NJ Family Leave (FLA) and Federal Medical Leave (FMLA) shall be granted pursuant to law to all eligible employees who apply for such leave(s). Days when school is not in session shall not be included for purposes of calculating such leaves. Employees may take paternity leave as provided by law.
- 4) **Additional Leave.** Upon the completion of leave pursuant to sections 2 and/or 3 above, additional leave, if requested, may be granted for a period up to the end of the academic school year in which the child is born or the other eligible family leave commenced. This additional leave shall be without salary but with benefits.
- 5) **Extension of Leave.** Upon the request of the employee and recommendation of the Superintendent with the approval of the Board, such family leaves may be extended for an additional academic year beyond that in section 4 above. Employees must be tenured to be considered for any such extension. Such extensions shall be without salary and benefits.
- 6) **Approval of leave is conditioned upon adequate staffing as determined by the Board.** No request will be disapproved arbitrarily, discriminatorily, or capriciously.

- 7) Return from Leave. Any employee who has received leave pursuant to sections 4 and 5 above may, upon 90 calendar days' notice and upon a change in circumstances, apply for permission to return to employment during the academic school year for which such leave was granted and such leave may thereupon be terminated by the Board in its sole discretion.
- 8) Non Tenured Employees. Any leave granted to a non-tenured employee shall not extend beyond the end of the academic school year for which the leave is granted.
- 9) To be eligible for salary increment and credit toward longevity payments and sabbaticals, an employee must work at least 90 work days in the school year that a leave commences or terminates.
- 10) In situations where extenuating circumstances occur, except where a statutory right or obligation applies, any of the above requirements may be waived upon recommendation of the Superintendent, with approval of the Board.

b. Other Leaves of Absence

- 1) To be eligible for other leaves, the employee must have been actively employed in the district for the full academic year prior to the requested leave.
- 2) Other leaves of absence shall at the recommendation of the Superintendent with Board approval; however, employees must be tenured to be considered for such other leaves of absence.
- 3) An employee desiring an unpaid leave shall apply no less than 90 calendar days before the anticipated leave.
- 4) Other leave is available to employees who fulfill the requirements set out above. Approval of leave is conditioned upon adequate staffing as determined by the Board. No request will be disapproved arbitrarily, discriminatorily, or capriciously.
- 5) To be eligible for a salary increment and credit toward longevity payments and sabbaticals, an employee must work at least 90 days in the school year that the leave commences or terminates.
- 6) An employee on a voluntary unpaid leave of absence shall not be eligible to either receive or accrue benefits except as statutorily

required. The Board shall not continue group health plans for the period of leave. The employee may continue coverage at his/her own expense, in accordance with the rules of the insurance carrier.

- 7) In situations where extenuating circumstances occur, any of the above requirements may be waived upon recommendation of the Superintendent, with Board approval.

ARTICLE V

PROFESSIONAL GROWTH AND DEVELOPMENT

A. In-Service

1. Four In-Service days for Professional Development will be part of the school year. The decision for planning these days will be made between the Superintendent and the Faculty.
2. One of these four days will be a six hour and fifty-minute session before the first day of student attendance. Planning for the school year with the administration will occur in the morning. The afternoon will be devoted to teacher planning and classroom preparation.
3. The dates of the In-Service program shall be established by the Superintendent, approved by the Board, and included in the annual school calendar.
4. New employees will be expected to report for one day of orientation in addition to the general staff in-service day. If additional days are required, they will be remunerated at \$150.00 per day.

B. Individualized Professional Development

1. Employees shall annually participate in at least one professional growth activity in addition to the District's in-service program.
2. Professional growth activity will be defined as attendance at a conference or convention, enrollment in a graduate course that has a direct relationship to the employee's assignment, visitation to a school or other educational program, or participation in an approved field study experience.
3. The activity shall be mutually agreed upon by the Superintendent and employee and be subject to conditions set forth in Article V, D. Tuition Reimbursement.
4. When attendance at a course or other program is required by the administration outside of normal school hours, employees will be reimbursed at the rate of \$20 per hour.

C. Faculty Meetings

There shall be one (1) faculty meeting per month that begin no later than 3:20 p.m. and end no later than (1) hour after the stated start of the meeting. There shall be one (1) team meeting per month that shall be 45 minutes in length, beginning at 3:20 p.m. and ending no later than 4:05 p.m.

D. Graduate Courses

Employees will be reimbursed full tuition expenses at rates equivalent to those for comparable courses at Rutgers University Graduate School of Education. Courses to which reimbursement will apply will be those that have a demonstrable relationship to the employee's assignment at Harding Township School. An employee receiving sabbatical leave benefits will not be eligible for such tuition reimbursement.

1. All requests for such reimbursement of tuition expenses must have the prior approval of Superintendent and of the Board and must be accompanied by evidence of an official transcript showing a grade of "B" or better (or satisfactory completion if the student is graded on a Pass/Fail basis) received by the student in the course and a receipted bill for tuition paid.
2. Reimbursement otherwise allowable under Section A shall be denied if the written request for an anticipated reimbursement has not been received by the office of the Board Secretary by the Date of Official Intention.

Only courses taken in the school year or calendar year following the date of official intention shall be eligible for reimbursement.

3. An employee shall be reimbursed for up to 12 credits in any school year and up to 18 credits in any calendar year. The district in any fiscal year will reimburse no more than 100 credits.
4. In the event that employees take course work exceeding 100 credits budgeted for each fiscal year, reimbursement shall occur chronologically in the order of the following levels:
 - Level 1: For courses for those matriculated in a program directly related to an advanced degree in education.
 - Level 2: For courses in the assigned field of employment.
 - Level 3: For courses taken in the general field of education.

After Level 1 reimbursements are awarded, Level 2 reimbursements shall be considered, etc.

5. Tuition reimbursement shall be limited to the per credit charge at Rutgers University Graduate School of Education for the year in which the course was taken.
6. An employee granted reimbursement must agree to teach one full year in the District following such reimbursement or repay the amount of that reimbursement.

E. Other Professional Development

The district will pay for other professional development, distance learning programs, conferences, workshops, etc., which, in the judgment of the Superintendent, are directly related to an employee's assigned work even if such distance learning programs, conferences, workshops, etc., are not a part of a program leading to a degree in the field of education.

All requests for payment of the above must have had the prior approval of Superintendent and must be accompanied by evidence of satisfactory completion of the course, distance learning program, conference, workshop, etc., by the employee.

ARTICLE VI

SUPPORT STAFF - SECRETARIES AND CLERKS

The information in this article pertains to Secretaries and Clerks employed by the Harding Township Board of Education. For the remainder of this article, employee refers to Secretaries and Clerks only.

Date of Official Intention: December 1 of the year proceeding the new fiscal year (July 1-June 30).

A. Salaries

Salaries and stipends include the following:

1. Salary Guide
2. Longevity

The term "step" refers to a vertical position on the guide. Employees will move to a new step each year based on satisfactory evaluations.

1. Salary Guide

See Schedule "B" attached.

2. Longevity

Employees who have been in the District for 15 years shall receive 2% of their base salary beginning in July of their 16th year. Employees who have been working in the District for 20 years shall receive 3% of their base salary beginning in September of their 21st year. Those whose first day of employment is after June 30, 2023 shall not be eligible to receive longevity.

B. Health Care Benefits

Should the Patient Protection and Affordable Care Act ("PPAA") Excise Tax (as implemented and commonly known as the Cadillac Tax) be put into effect during this contract period, the Board and the Association shall meet six months prior to the expected date of the district being imposed the excise tax, or as soon as possible thereafter, to discuss possible health insurance options for all employees. The goal of these discussions is to agree to health insurance plan adjustments or a health insurance plan that will not require the payment of the Excise Tax.

Should these discussions not result in an agreement regarding a plan to avoid the Excise Tax, the Board and the Association will share equally in the Excise Tax while the parties continue their discussions.

No later than July 1 of each contract year, each employee shall advise the Superintendent of Schools in writing, that he/she does not wish to be covered by any or all of the Board of Education Health Insurance benefits. Employees who waive medical plans shall be compensated as follows:

<u>Medical</u>	
POS/HDHP/EHP/GSP:	
Family:	\$1,900.00
Husband/Wife:	\$1,300.00
Parent/Child:	\$1,000.00
Single:	\$ 700.00
DA10/EPO:	
Family:	\$2,100.00
Husband/Wife:	\$1,500.00
Parent/Child:	\$1,200.00
Single:	\$ 900.00

Staff may re-enroll in the medical coverage program immediately upon the occurrence of one of the life events as recognized by the New Jersey Department of Insurance.

C. Miscellaneous Health Benefits

1. Dental

The Board will pay full premium for each employee's single-person dental plan, for those employees who are eligible. The Board will pay the additional premium for husband/wife coverage, subject to a maximum annual payment of \$14,000 for all represented employees of the district. The number of employees subscribing to family dental will be based on the October bill. Prior to July 1 of each year covered by this Contract, employees may waive their dental coverage for the succeeding year and be compensated as per the following schedule:

Single:	\$300.00
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Provision will be made for re-entry into dental coverage in the event of material change in the employee's situation, for example, loss of spousal coverage. Effective July 1, 2008, there will be a \$25 single and \$50 family deductible, not applicable to preventative or diagnostic procedures.

2. Disability

The Board will provide single disability coverage to employees covered by this Contract.

D. Workday

The secretaries and clerks shall work 8 hours per day. The day shall be 8:00 a.m. to 4:00 p.m. with one hour of breaks, which includes lunch. Secretaries who work additional hours at the request of their Supervisor will be compensated at time and a half. Secretaries shall not be required to work evenings.

If at the discretion of the Superintendent, summer hours are instituted, these shall apply to the above-mentioned Secretaries and Clerks.

When school is closed due to inclement weather or other emergency closings, employees will not be required to report for work for the first three closings; thereafter, the Superintendent will decide the need to report to work.

E. Work Year

Secretaries/Clerks shall work no more than 240 days without extra remuneration. Extra days shall be compensated at 1/240th of their contracted salary. Employees shall follow the administrative calendar.

Employees that work part of a year, for any reason, must work at least 120 days to accrue credit toward a salary increment, time toward vacation and time toward longevity.

F. Vacation Schedule for Twelve Month Employees

Twelve-month employees shall be entitled to vacation time according to the following schedule:

First year	10 days
2-5 years	15 days
6+ years	20 days

A minimum of fifty percent of all vacation days must be used on non-school days.

With the approval of the superintendent, a maximum of five (5) vacation days may be carried over to the next work year. Vacations may be taken during the work year with prior approval of the immediate Supervisor and the Superintendent.

Vacation days are earned annually at the end of each school year. If an employee works less than the full work year, then days will be allocated at a rate of one day per month (no matter how many years in the District).

Vacation days are normally used in the year after they are earned. However, during the first year of employment, employees may borrow up to 10 days against their year-end allocation of vacation days.

During the first year of employment, employees hired after July 1 shall accrue one day of vacation time for each month worked, up to 10 days.

G. Personal Illness

All Secretaries and Clerks shall be entitled to 12 days of paid sick leave per year. The number of sick days not used shall be added to the employee's accumulated sick leave. Days accumulated prior to adoption of this Contract will be included. Sick leave days in a given year are defined as equal to the full-time equivalent for which an employee is employed.

When an employee's absence due to personal illness exceeds the yearly entitlement of sick leave, plus any accumulated sick leave days as described above, the Board of Education may approve the payment of additional sick leave at full pay for a period of up to, but not to exceed 40 school days.

H. Personal Leave

Five (5) days of personal leave will be granted for situations of a personal nature, with the prior approval of the Superintendent or for an emergency situation arising that precludes prior approval. Up to two unused personal days a school year may be added to the accumulated sick leave set forth in paragraph G above.

The five (5) days of personal leave provided for under this section shall not be permitted to be taken directly before or directly after a vacation.

Temporary Leave of Absence with Pay

In addition to personal leave, paid personal leave will be granted up to a total of five days in any one work year for the following reasons:

- a. Up to five (5) days' leave will be granted for a death in the immediate family (child, spouse, parent/spouse's parent, and/or sibling). The Board may grant additional days for personal leave in the event that a second death occurs in the immediate family.
- b. Up to three (3) days' leave will be granted for an illness in the immediate family, with the approval of Superintendent. The Board may grant additional days for personal leave in the event that a second illness occurs in the immediate family.
- c. Two (2) days' leave will be granted for the death of any other relative, a close friend or any member of the immediate household, with the prior approval of the Superintendent.

2. Leaves of Absence

a. Certain Leaves of Absence

- 1) **Application for Leave.** All initial applications for maternity leave and for extensions or reductions of such leave shall be made in writing to the Superintendent at least 90 calendar days prior to the anticipated start of the leave when possible, except in the case of an emergency.
- 2) **Maternity Disability.** A pregnant employee is entitled to use accumulated sick leave for four weeks prior to the anticipated delivery date and for four weeks following delivery unless the teacher's physician shall certify that a further period of recuperation is required. [Accumulated sick leave shall not be utilized for non-work days.]
- 3) **NJ Family Leave (FLA) and Federal Medical Leave (FMLA).** NJ Family Leave (FLA) and Federal Medical Leave (FMLA) shall be granted pursuant to law to all eligible employees who apply for such leave(s). Non-work days are not intended for purposes of calculating such leaves.
- 4) **Additional Leave.** Upon the completion of leave pursuant to sections 2 and/or 3 above, additional leave, if requested, may be granted for a period up to the end of the work year in which the child is born or the other eligible family leave commenced. This additional leave shall be without salary but with benefits.
- 5) **Extension of Leave.** Upon the request of the employee and recommendation of the Superintendent with the approval of the Board, such family leaves may be extended for an additional work year beyond that in section 4 above. Employees must be tenured to be considered for any such extension. Such extensions shall be without salary and benefits.
- 6) **Approval of leave is conditioned upon adequate staffing as determined by the Board.** No request will be disapproved arbitrarily, discriminatorily, or capriciously.
- 7) **Return from Leave.** Any employee who has received leave pursuant to sections 4 and 5 above may, upon 90 days' notice and upon a change in circumstances, apply for permission to return to employment during the work year for which such leave was granted and such leave may thereupon be terminated by the Board in its sole discretion.

- 8) Non tenured Employees. Any leave granted to a non tenured employee shall not extend beyond the end of the work year for which the leave is granted.
- 9) To be eligible for salary increment and credit toward longevity payments and sabbaticals, a ten-month employee must work at least 90 days in the work year that the leave commences or terminates; and a twelve-month employee must actually work at least 120 days in the work year that the leave commences or terminates.
- 10) In situations where extenuating circumstances occur, except where a statutory right or obligation applies, any of the above requirements may be waived upon recommendation of the Superintendent, with approval of the Board.

b. Other Leaves of Absence

- 1) To be eligible for other leaves, the employee must have been actively employed in the district for the full academic year prior to the requested leave.
- 2) Other leaves of absence shall be considered at the recommendation of the Superintendent with Board approval; however, employees must be tenured to be considered for such extensions.
- 3) An employee desiring an unpaid leave shall apply no less than 90 calendar days before the anticipated leave.
- 4) Other leave is available to employees who fulfill the requirements set out above. Approval of leave is conditioned upon adequate staffing as determined by the Board. No request will be disapproved arbitrarily, discriminatorily, or capriciously.
- 5) To be eligible for a salary increment and credit toward longevity payments and sabbaticals, an employee must work at least 90 work days in the work year that a leave commences or terminates.
- 6) An employee on a voluntary unpaid leave of absence shall not be eligible to either receive or accrue benefits except as statutorily required. The Board shall not continue group health plans for the period of leave. The employee may continue coverage at his/her own expense, in accordance with the rules of the insurance carrier.

- 7) In situations where extenuating circumstances occur, any of the above requirements may be waived upon recommendation of the Superintendent, with Board approval.

I. Professional Growth and Development

Employees may be granted two professional days per work year at the discretion of the Superintendent. These days shall be directly related to the employee's position and will be approved by the immediate Supervisor and at the discretion of the Superintendent. The District shall pay the fees for these courses.

J. HTEA Meetings

Secretaries and Clerks who are members of the HTEA shall be permitted to attend monthly HTEA meetings.

K. Health Benefit Adjustment

Health benefit changes should be adjusted to be in sync with those of certificated staff.

L. Banked Personal Days

Banked personal days should be adjusted to be in sync with those of certificated staff.

M. Accumulated Sick Pay Benefits

Upon termination of employment for reasons of retirement, or reduction in force, or resignation effective July 1 and prior to August 1 of any year, or circumstances dictating a move, an employee who is in "good standing" and not charged with any matter(s) which could lead to dismissal or reduction in pay or is on notice that such charge(s) are probable and/or contemplated shall receive payment for up to 200 unused sick days at the rate of \$40.00 per day for days 1-100 and \$50.00 for days 101+, subject to the following:

1. Said employee has completed at least 10 years continuous service in the District. A one-year leave of absence shall not toll the running of "continuous service in the District"; however, such year shall not count toward the required minimum year's continuous service.
2. The office of the Board Secretary has received written request from the employee by the applicable date of official intention (see definition), otherwise any payment due under this Article shall not be made until the next budget year for which the employee's written request meets the date of official intention deadline. If the employee does not request payment after two dates of official intent have passed, Article II, Section L is null and void.

ARTICLE VII
SABBATICAL LEAVE

A. Purpose

To provide an opportunity for employees to broaden and enhance their professional competency through full-time educational programs.

B. Benefits

Basic policy will be to grant one year Sabbatical Leave with half pay at a rate for the step on the salary guide to which the employee would have advanced had he continued teaching in the District. Upon returning, the employee will advance to the next step on the Salary Guide.

C. Eligibility

An employee will be eligible for Sabbatical Leave after completing seven years' continuous service in the District that has not been interrupted by any sabbatical or extended leave of absence without pay.

1. An employee granted Sabbatical Leave may re-apply after completing an additional seven years' continuous service that has not been interrupted by any extended leave of absence.
2. An employee granted Sabbatical Leave must agree to teach for two years in the District following return from leave or repay full salary received less tuition while on leave.
3. An employee, during Sabbatical Leave, must review with Superintendent activities to assure continued leave benefits.
4. Sabbatical leaves will be granted for full-time research, study and related programs that emphasize academic improvement beneficial to the District.

D. Administration

1. Applications for Sabbatical Leave in the following school year must be received by the office of the Board Secretary by the Date of Official Intention (see definition).
2. Each application should consist of a written request stating reasons for the Sabbatical Leave, type of study to be followed, other activities, etc. To become effective, an application must be judged on its own merit, endorsed by the

Superintendent, and approved by the Board.

3. Contributions to Pension, Medical, Social Security or similar benefit plans will be made for an employee on Sabbatical. To assure full benefit plan credit for the year of Sabbatical and to maintain continuity in each plan, an employee on sabbatical leave should request that appropriate deductions be made from Sabbatical Leave payments.
4. Employees granted sabbatical leave will assist substitute employecs in planning school curriculum activities for the year of leave.
5. Applications for Sabbatical Leave must be renewed each year.
6. Arrangements concerning incomplete Sabbatical Leaves, granted Sabbatical Leaves that cannot be taken, or similar situations, will be determined by the Board.
7. Upon return from Sabbatical Leave, an employecc 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 and he/she shall be credited with all other benefits for which he/she would have been entitled during the period of his/her leave and continuing thereafter upon his/her return.

ARTICLE VIII

POLICY MANUAL CHANGES

HTEA recognizes that it is within the sole jurisdiction and discretion of the Board to set policies for the operation of the District. Such policies are contained in the Board Policy Manual. The Board agrees to inform HTEA of proposed changes or additions to the policy manual and invite comments. This does not limit in any way the exclusive authority and discretion of the Board to make such changes or additions as it deems proper.

ARTICLE IX

GRIEVANCE PROCEDURE

A. Definition

A grievance is a formal complaint by an employee or HTEA based upon an alleged violation, misinterpretation, or misapplication of policies, administrative decisions, the agreement and statutes and regulations affecting terms and conditions of employment.

B. Procedure

An employee or HTEA shall first discuss his/her or its grievance with the Superintendent in an attempt to resolve the matter informally. The right to grieve must be exercised within 45 days of the occurrence as defined in Section A. Beyond 45 days it will be deemed waived. If the matter cannot be resolved informally to the mutual satisfaction of both parties, then the following shall apply:

1. The employee or ITEA shall set forth the grievance in writing and deliver it to the Superintendent within ten calendar days after the failure of the informal procedure described in Paragraph B. The Superintendent shall communicate his decision in writing to the employee or HTEA within five school days after filing.
2. If dissatisfied, the employee or HTEA may appeal the Superintendent's decision to the Board, in writing, within ten school days after receipt by the employee or HTEA of the Superintendent's written decision. The Board will communicate its decision in writing to the employee or HTEA within ten school days.
3. If the employee or HTEA is dissatisfied with the decision of the Board, he/she or HTEA may, within ten school days following receipt of the Board's decision, give notice that he/she or HTEA wishes advisory arbitration. If the employee or HTEA fails to appeal the decision rendered at this or a prior step within the time limits specified, the original grievance and any appeals of it shall be null and void. Non-binding arbitration of any grievance shall be conducted by one person, mutually acceptable to both the employee or HTEA and Board, who shall be chosen promptly following the employee's or ITEA's notice of appeal.
4. The arbitrator can add nothing to nor subtract anything from this Agreement. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The decision of the arbitrator shall not be binding upon the Board. The costs and services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the employee or ITEA. The party incurring them shall pay any other expenses incurred.

C. Court Decision

If the obligation to include any portion of this Article were reversed by Court decision, such portion shall be null and void.

ARTICLE X

SAVINGS CLAUSE AND SEPARABILITY

The terms and conditions of employment in effect on the signing of this Agreement may not be changed or modified by either party except as the result of mutual discussion between the Board and the HTEA.

The terms and conditions shall be limited to those that meet the following criteria:

- a. The existence of the practice can be proven.
- b. The practice must be long standing.
- c. The practice occurs regularly, not randomly, in the same circumstances.
- d. The practice occurs frequently.
- e. Both parties know of and accept the practice.

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.

ARTICLE XI

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2023 and shall continue in effect until June 30, 2026 subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

ARTICLE XII

REPRESENTATION FEE

If an employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representation.

The association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of, any action taken or not taken by the Board in conformance with this provision.

ARTICLE XIII
MISCELLANEOUS

Employees approved by the Superintendent or designee to use their vehicles in the course of business shall be compensated at the Board-approved rate.

Contract Agreement 2023-2026

In witness whereof the Harding Township Education Association has caused this Agreement to be signed and the Harding Township Board of Education has caused this Agreement to be signed by its President, attested by its Secretary, all on the day and year first above written.

DATE: July 1, 2023

HARDING TOWNSHIP EDUCATION ASSOCIATION

By Carol Cochran

Date Signed: 7/1/23

HARDING TOWNSHIP BOARD OF EDUCATION

By [Signature]
Date Signed: 7/1/23

ATTEST:

[Signature]
Secretary

Date Signed: 7/1/23

Exhibit A

**SCHEDULE A
EMPLOYEES' SALARY GUIDE
2023-2024**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60/PIID
1-2	56,906	58,606	60,306	63,706	65,406	67,106	68,806	70,506
3	57,206	58,906	60,606	64,006	65,706	67,406	69,106	70,806
4-5	57,506	59,206	60,906	64,306	66,006	67,706	69,406	71,106
6	58,156	59,856	61,556	64,956	66,656	68,356	70,056	71,756
7	59,196	60,896	62,596	65,996	67,696	69,396	71,096	72,796
8	60,396	62,096	63,796	67,196	68,896	70,596	72,296	73,996
9	61,756	63,456	65,156	68,556	70,256	71,956	73,656	75,356
10	63,276	64,976	66,676	70,076	71,776	73,476	75,176	76,876
11	64,956	66,656	68,356	71,756	73,456	75,156	76,856	78,556
12	66,786	68,486	70,186	73,586	75,286	76,986	78,686	80,386
13	68,766	70,466	72,166	75,566	77,266	78,966	80,666	82,366
14	70,896	72,596	74,296	77,696	79,396	81,096	82,796	84,496
15	73,176	74,876	76,576	79,976	81,676	83,376	85,076	86,776
16	75,606	77,306	79,006	82,406	84,106	85,806	87,506	89,206
17	78,186	79,886	81,586	84,986	86,686	88,386	90,086	91,786
18	80,916	82,616	84,316	87,716	89,416	91,116	92,816	94,516
19	83,166	84,866	86,566	89,966	91,666	93,366	95,066	96,766

**SCHEDULE A
EMPLOYEES' SALARY GUIDE
2024-2025**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60/PHD
1-3	58,702	60,402	62,102	65,502	67,202	68,902	70,602	72,302
4	59,002	60,702	62,402	65,802	67,502	69,202	70,902	72,602
5-6	59,652	61,352	63,052	66,452	68,152	69,852	71,552	73,252
7	60,692	62,392	64,092	67,492	69,192	70,892	72,592	74,292
8	61,892	63,592	65,292	68,692	70,392	72,092	73,792	75,492
9	63,252	64,952	66,652	70,052	71,752	73,452	75,152	76,852
10	64,772	66,472	68,172	71,572	73,272	74,972	76,672	78,372
11	66,452	68,152	69,852	73,252	74,952	76,652	78,352	80,052
12	68,282	69,982	71,682	75,082	76,782	78,482	80,182	81,882
13	70,262	71,962	73,662	77,062	78,762	80,462	82,162	83,862
14	72,392	74,092	75,792	79,192	80,892	82,592	84,292	85,992
15	74,672	76,372	78,072	81,472	83,172	84,872	86,572	88,272
16	77,102	78,802	80,502	83,902	85,602	87,302	89,002	90,702
17	79,682	81,382	83,082	86,482	88,182	89,882	91,582	93,282
18	82,412	84,112	85,812	89,212	90,912	92,612	94,312	96,012
19	84,662	86,362	88,062	91,462	93,162	94,862	96,562	98,262

**SCHEDULE A
EMPLOYEES' SALARY GUIDE
2025-2026**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60/PHD
1	60,266	61,966	63,666	67,066	68,766	70,466	72,166	73,866
2-4	60,566	62,266	63,966	67,366	69,066	70,766	72,466	74,166
5-6	61,216	62,916	64,616	68,016	69,716	71,416	73,116	74,816
7	62,256	63,956	65,656	69,056	70,756	72,456	74,156	75,856
8	63,456	65,156	66,856	70,256	71,956	73,656	75,356	77,056
9	64,816	66,516	68,216	71,616	73,316	75,016	76,716	78,416
10	66,336	68,036	69,736	73,136	74,836	76,536	78,236	79,936
11	68,016	69,716	71,416	74,816	76,516	78,216	79,916	81,616
12	69,846	71,546	73,246	76,646	78,346	80,046	81,746	83,446
13	71,826	73,526	75,226	78,626	80,326	82,026	83,726	85,426
14	73,956	75,656	77,356	80,756	82,456	84,156	85,856	87,556
15	76,236	77,936	79,636	83,036	84,736	86,436	88,136	89,836
16	78,666	80,366	82,066	85,466	87,166	88,866	90,566	92,266
17	81,246	82,946	84,646	88,046	89,746	91,446	93,146	94,846
18	83,976	85,676	87,376	90,776	92,476	94,176	95,876	97,576
19	86,226	87,926	89,626	93,026	94,726	96,426	98,126	99,826

Schedule B

Secretary Salary Guide – 12 month

	2023-2024	2024-2025	2025-2026
1	56,074.81	58,157.77	60,313.40
2	56,774.81	58,857.77	61,013.40
3	57,474.81	59,557.77	61,713.40
4	58,174.81	60,257.77	62,413.40
5	58,874.81	60,957.77	63,113.40
6	59,574.81	61,657.77	63,813.40
7	60,274.81	62,357.77	64,513.40
8	61,174.81	63,257.77	65,413.40
9	62,124.81	64,207.77	66,363.40
10	63,124.81	65,207.77	67,363.40
11	64,124.81	66,207.77	68,363.40
12	65,124.81	67,207.77	69,363.40
13	66,124.81	68,207.77	70,363.40
14	67,124.81	69,207.77	71,363.40
15	68,124.81	70,207.77	72,363.40
16	69,124.81	71,207.77	73,363.40
17	70,124.81	72,207.77	74,363.40
18	71,124.81	73,207.77	75,363.40

Clerk			
(10 month)			
	2023-2024	2024-2025	2025-2026
<i>Salary</i>	<u><i>To be negotiated (if applicable)</i></u>	<u><i>To be negotiated (if applicable)</i></u>	<u><i>To be negotiated (if applicable)</i></u>

Salary adjustments may result in the modification of current salary guides, scales, steps. Salary distribution and salary guide construction shall be mutually arrived at by the HTEA and the Board and are subject to Board Approval.

1. 2023-2024 school year - 3.5%
2. 2024-2025 school year - 3.5%
3. 2025-2026 school year - 3.5%

In addition, a sum of \$10,500 in each year of the Agreement shall be applied to the salary guide as guide improvement.

