

Agreement Between
the
Cumberland Regional Board of Education
and
Cumberland Regional Education Association
July 1, 2024, through June 30, 2027

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PREAMBLE

This agreement by and between the Board of Education of Cumberland Regional School District, Cumberland County, New Jersey, hereinafter called the "Board," and the Cumberland Regional Education Association, hereinafter called the "CREA," provides:

ARTICLE I - RECOGNITION

1.1 The Board hereby recognizes the CREA as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment of the following personnel:

1.1.1 **Faculty:** All Faculty scheduled to work full-time or regularly scheduled to work part-time on a basis equivalent to two (2) Instructional Blocks or more of a full-time schedule and who are employed in any of the following positions: Teacher, media specialist, guidance counselor, school nurse, psychologist, social worker, learning disabilities teacher consultant, paraprofessional/instructional aide, coordinator, and any full-time certificated Faculty, support, or non-administrative positions created by the State Board of Education and implemented in Cumberland Regional School District during the term of this contract; but excluding persons employed in the following positions: Board secretary-business manager, principal, assistant principal, supervisor, and any staff member who is employed and certificated to evaluate, hire, terminate, or effectively recommend the same.

Academy Leader: The position of "Academy Leader" shall be a ten (10)-month position and will work seventy-five (75) hours, which shall include a maximum of two (2) thirty (30)-minute after school meetings per semester, beyond the teachers' contractual work calendar during each contractual year between July 1 and June 30.

The position will be compensated at a base salary rate of 1.078 times the appropriate step on the negotiated Faculty Salary Guide (Exhibit A) of the current contract. Any additional hours beyond seventy-five (75) will be paid at 1/186 of the same 1.078 rate.

When, and if, a staff member ceases to perform the duties of Academy Leader, for any reason, that staff member would be paid a base salary rate of 1.00 times the appropriate step on the negotiated Faculty Salary Guide of the current contract.

Nothing contained herein shall modify, in any other respect, any of the remaining terms and conditions of the current agreement between these same parties.

1.1.2 **Office Personnel:** All Office Personnel who are scheduled to work full-time or part-time on a basis equivalent to sixty (60) percent or more of a full-time schedule, in the position of secretary.

1.1.3 **Custodial Personnel:** All full-time custodial, maintenance or groundskeeper personnel. Herein, these employees shall be referred to as custodial personnel.

1.2 Specifically excluded personnel:

1.2.1 No substitute, per diem, or hourly employees shall be represented by the CREA.

1.2.2 Persons employed in confidential positions, such as Secretary, Bookkeeper, and/or Information Specialist, working directly for the Superintendent, Principal, and/or Board Secretary/Business Administrator. Before any Office Personnel may be classified as "Confidential," CREA must be notified of Board's intent to make such reclassification.

1.2.3 All other employees not specifically designated above.

ARTICLE II - NEGOTIATIONS

- 2.1 The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of 1974, as amended and supplemented, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Upon ratification by the parties, any successor agreement shall be reduced to writing and adopted and signed by the CREA and the Board.
- 2.2 This agreement shall not be modified in whole or part by the parties except by an instrument in writing duly executed by both parties.
- 2.3 Any successor agreement shall apply to all employees in the negotiating unit.
- 2.4 Except as otherwise provided in this agreement, all terms and conditions of employment established by the rules, regulations, and/or policies of Board pertaining to employees on the effective date hereof, shall continue to be applicable. Unless specifically otherwise provided in this agreement, nothing herein shall be construed to eliminate, reduce, or otherwise detract from any employee benefit existing prior to its effective date.

ARTICLE III - CREA RIGHTS AND PRIVILEGES

- 3.1 **Release Time for Meetings:** Whenever representatives of the CREA participate during working hours in mutually scheduled negotiations, grievance proceedings, and/or conferences or meetings with the Board or Administration, such representatives shall not suffer a loss in pay.
- 3.2 **Use of School Buildings to Conduct Business:** Representatives of the CREA and the New Jersey Education Association shall be permitted to transact official CREA business on school property upon gaining permission from the Chief School Administrator, provided that the conduct of such business does not interfere with or disrupt normal school operations or previously scheduled activities.
- 3.3 The CREA shall have the right to use, with prior approval of the Chief School Administrator, school equipment such as audio-visual, communication, and duplicating equipment and computer systems at reasonable times, when such equipment is not otherwise in use. The CREA shall pay for the reasonable cost of all materials and supplies and any repairs necessitated by abuse or misuse of said equipment by its members in the transaction of CREA business.
- 3.4 The CREA shall have the right to use the intra school mail facilities and school mailboxes.
- 3.5 The CREA President shall be assigned no more than five (5) Instructional Blocks in each academic year in which holding such office. In any semester in which the CREA President is assigned three (3) Instructional Blocks, he/she shall have one SERA (Student Enrichment, Remediation, and Activities) Block per day to pursue CREA activities. Finally, the CREA President shall not be assigned a duty in either semester.
- 3.6 Board shall provide to CREA an office with space, storage, and internal and external telephone access.
- 3.7 In the absence of the elected CREA president due to leave, the acting president may be relieved of SERA responsibility to pursue CREA activities for the duration of said leave with approval of the Superintendent.

ARTICLE IV - EMPLOYEE RIGHTS

- 4.1 **Personal Life:** The personal life of an employee is not an appropriate concern of the Board except as it may adversely affect the employee's performance of assigned duties.
- 4.2 **Employment File and Records**
 - 4.2.1 **File:** An employee shall have the right, upon request, to review the contents of the employee's personnel file and to receive copies of any documents contained therein. An employee shall be entitled to have representative(s) of the CREA accompany the employee during such review.

- 4.2.2 **Derogatory Material:** No material derogatory to an employee's conduct, service, character, or personality shall be placed in the employee's personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that the employee has had the opportunity to review such material by signing the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written response to such materials, and that response shall be reviewed by the Chief School Administrator or his designee and attached to the file copy.
- 4.2.3 **No Separate File:** Although the Board agrees to protect the confidentiality of personal references, academic credentials, and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection.
- 4.2.4 At least once every five (5) years, an employee shall have the right to indicate which documents or other materials in said employee's personnel file are obsolete or otherwise inappropriate for retention. These documents shall be reviewed by the Chief School Administrator or his designee, and if, in his opinion, they are obsolete or otherwise inappropriate to retain, they shall be destroyed.
- 4.3 **Required Meetings or Hearings.** Whenever any employee is required to appear before any administrator, supervisor, or the Board, or any committee, member, representative or agent thereof, concerning any matter which could adversely affect the continuation of that employee's office, position, employment, or salary, or any increments pertaining thereto, then that employee shall be given prior notice of the reasons for such meeting or interview and shall be entitled to have representative(s) of the CREA present to advise and represent the employee during such meeting or interview.
- 4.4 No employee shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause.
- 4.5 Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- 4.6 **Criticism of Employees.** Any question or criticism by a supervisor, administrator, or Board member of an employee shall be made in confidence and not in the presence of students, parents, or other public gatherings without justifiable reasons.
- 4.7 All benefits available to association members, including certificated personnel and clerical staff and their eligible dependents, and all references in this Agreement to members of families of association members shall be deemed to cover those persons specifically referenced and/or protected under New Jersey statutes relating to civil unions, *N.J.S.A 37:1-28 et seq.*

ARTICLE V - WORK YEAR AND WORK DAY

5.1 Work Year

- 5.1.1 **Faculty:** The work year for 10-month staff, including full-time and part-time paraprofessionals, shall be 186 days: 180 days shall be student instructional days; two (2) days shall be semester transition days; one (1) day shall be scheduled immediately after the last instructional day of the school year; and the balance determined by the official School Calendar.

All full-time guidance counselors and CST personnel with scheduling responsibilities shall be required to work no more than 10 days in the summer to be paid at their per diem rate. Scheduling of such days shall be subject to the counselor's immediate supervisor.

Employees in their first year of employment in the district shall work two (2) additional orientation days at no additional compensation.

- 5.1.2 **Office Personnel and Custodial Employees:** The work year for Office Personnel and Custodial employees shall be five (5) days per week (Monday through Friday), inclusive, of each week, from July 1 through June 30 of each calendar year, except as specified elsewhere in this Agreement.
- 5.1.3 Faculty, including full- and part-time paraprofessionals, shall be required to attend two (2) Back-to-School Nights each school year without additional compensation. The first Back-to-School Night will last no more than 100 minutes; the second Back-to-School Night will last no more than 80 minutes.
- 5.1.4 **Summer Hours:** Commencing with the first Monday after graduation, the work week for Office and Custodial/Maintenance Personnel will be four days (Monday through Thursday). The normal scheduled five (5)-day work week will resume two (2) work weeks prior to the opening of school in September (Monday through Friday). When the Board finds the necessity to change the schedule of a classification (Custodians, Maintenance, and/or Grounds) to a Tuesday through Friday schedule, the Board shall provide notice to all impacted members of the affected classification at least seven (7) working days in advance.

5.2 Workday

- 5.2.1 **Faculty:** The workday for Faculty shall be six (6) hours and forty-five (45) minutes, including a lunch period and fifteen (15) minutes of non-instructional time before students arrive and five (5) minutes of non-instructional time after student dismissal, except on days when Staff Meetings are called. One staff meeting a month shall be held, lasting no more than sixty (60) minutes in duration, commencing at the end of pupil non-contact time. The Lunch Block shall be not less than thirty (30) minutes in length exclusive of passing time between classes. The beginning and ending time of each school day shall be determined by the Chief School Administrator with the consultation of the administrative staff and submitted to the Board for approval. Faculty members teaching an Early College High School course shall fulfill their contractual workday in a series of hours mutually agreed upon by the individual CREA member and the Chief School Administrator. The workday shall not exceed the duration of time outlined in 5.2. This language shall apply only to members of faculty teaching Early College High School courses at Cumberland Regional High School.

Full-Time Paraprofessionals: The workday for full-time paraprofessionals shall be six (6) hours and forty-five (45) minutes, including a lunch period and fifteen (15) minutes of non-instructional time before students arrive and five (5) minutes of non-instructional time after student dismissal, except on days when Staff Meetings are called. One staff meeting a month shall be held, lasting no more than sixty (60) minutes in duration, commencing at the end of pupil non-contact time. The Lunch Block shall be not less than thirty (30) minutes in length exclusive of passing time between classes. The beginning and ending time of each school day shall be determined by the Chief School Administrator with the consultation of the administrative staff and submitted to the Board for approval. The workday shall not exceed the duration of time outlined in 5.2.

Part-Time Paraprofessionals: The workday for part-time paraprofessionals shall be five and one-half (5.5) hours, exclusive of a thirty (30) minute unpaid lunch. The Lunch Block shall be not less than thirty (30) minutes in length exclusive of passing time between classes. The beginning and ending time of each day shall be determined by the Chief School Administrator with the consultation of the administrative staff and submitted to the Board for approval.

- 5.2.1.1 Except in cases of emergency, the work day shall end at the close of the student day on Fridays, days preceding holidays and vacation, and Back-to-School Nights. On days when students are dismissed early to allow for staff development in the afternoon, the workday shall not exceed the length of a student's full day of school.
- 5.2.1.2 **Emergency Closing.** On days of inclement weather or other declared emergencies when the closing of school is not necessitated, the work day shall end at the close of the student day.
- 5.2.1.3 On days of inclement weather or other declared emergencies when the closing of school is prior to the normal closing time, the Faculty may leave immediately after departure of all

the buses. If for any reason all the buses are unable to depart and there are students remaining in the building, a proportionate number of Faculty shall remain. These Faculty shall be selected by the administrator in charge.

5.2.1.4 Remote/Virtual Instructional Days: Only when the school building has been closed and classes cancelled as a result of an extended emergency per P.L. 2020, Chapter 27, can Faculty be required to work remotely. During remote instruction, the early dismissal schedule shall be used, and the Faculty workday shall not exceed the length of the student day by more than 30 minutes. This schedule would ensure 4 hours of instruction constituting a school day for the 180-day requirement for students pursuant to NJSA 18A:7F-9 and the 186 days requirement for faculty as outlined in 5.1.1 of this Agreement.

Remote/Virtual Staff-Only Days: Faculty may be required to work remotely when school has been closed due to inclement weather or other declared emergency not covered in P.L. 2020, Chapter 27.

5.2.2 **Office Personnel:** The workday for Office Personnel shall be seven (7) hours and thirty (30) minutes, which shall include paid lunch equal in length to a faculty lunch block. The beginning and ending time of each day shall be determined by the Chief School Administrator with the consultation of the administrative staff and submitted to the Board for approval.

During the summer schedule defined in 5.1.4, hours for individual Office Personnel will be set according to the approved schedule of their administrator. Normal hours during the summer will be 7:30 AM to 4:00 PM. All breaks as guaranteed elsewhere in this contract will be honored.

5.2.2.1 Office Personnel may be required to work remotely when school has been closed due to inclement weather. On days when there are no classes or students in the building, if there is inclement weather that would necessitate school closing had there been classes or students in the building, Office Personnel may be required to work remotely.

5.2.2.2 Overtime pay shall be calculated at a rate of time and one half for hours in excess of eight (8) hours in any work day or forty (40) hours in any work week. In the case of work on an approved holiday, the compensation shall be in addition to the normal holiday pay for that day. Overtime compensation shall be paid in accordance with F.L.S.A. Rules and Regulations.

5.2.2.3 On early dismissal before a holiday, Office Personnel shall also be granted a paid early dismissal and may leave 30 minutes after the Faculty.

5.2.3 **Custodial Personnel**

5.2.3.1 The workday shall be an eight (8)-hour day which shall include a thirty (30)-minute paid lunch.

During the summer schedule defined in 5.1.4, the work day for maintenance and grounds employees will begin no earlier than 6:00 AM and end no later than 4:30 PM; custodial employees may be assigned a work day that begins no earlier than 6:00 AM and ends no later than 6:00 PM. A thirty (30)-minute lunch and two (2) fifteen (15)-minute breaks, one (1) in the morning and one (1) in the afternoon, shall be included in each nine (9) hour workday.

5.2.3.2 The work week shall consist of five (5) consecutive workdays comprised of forty (40) hours, except as noted in 5.1.4.

5.2.3.3 Overtime pay shall be calculated at a rate of time and one-half for hours in excess of eight (8) hours in any work day or forty (40) hours in any work week. In the case of work on an approved holiday, the compensation shall be in addition to the normal

holiday pay for that day.

- 5.2.3.4 Overtime work on the day before a holiday or vacation shall be on a voluntary basis. Overtime will be offered on the basis of seniority within the respective job classification.
- 5.2.3.5 Beginning with the fifth consecutive shift that the night Custodial team is understaffed due to a vacancy (for any reason), and for each night thereafter, all working staff members shall receive an additional \$25 per day due to the increase in workload.
- 5.2.3.6 The rotating Tuesday through Saturday work schedule shall begin on the Saturday following Labor Day and conclude in early June after the last event of the spring sports season. During the period not specifically covered in the preceding sentence, both groundskeepers shall work a Monday through Friday schedule.
- 5.2.3.7 The Board may implement any work schedule deemed by the administration to best meet the needs of the district.

5.2.4 Academy Leaders

- 5.2.4.1 The work day shall be the same as listed for "Faculty" in 5.2.1. Academy Leaders will work seventy-five hours beyond the teachers' contractual work calendar, which shall include a maximum of two (2) thirty (30)-minute after school meetings per semester, during each contractual year between July 1 and June 30. An Academy Leader's seventy-five (75) hours shall be completed from July 1 through June 30 of the contractual year.

5.3 Holidays

- 5.3.1 Faculty subject to this agreement shall be granted the holidays set forth on the school calendar approved by Board each year.
- 5.3.2.1 Office Personnel subject to this agreement shall be granted the following holidays off without loss of pay:

Labor Day	New Year's Day
Columbus Day*	Martin Luther King Jr.'s Birthday
Veteran's Day*	President's Day
NJEA Convention (2 days)	Lincoln's Birthday*
Thanksgiving Recess (2 days)	Good Friday
Christmas Day	Memorial Day
	Juneteenth*
	Independence Day

*These four (4) holidays are floating holidays whose placement within the academic calendar will be determined by the Board.

- 5.3.2.2 Custodial personnel will be granted paid holidays when school is closed in observance of a legal holiday, plus the day after Thanksgiving and the day before Christmas. When Christmas falls on Saturday, Sunday, or Monday, Buildings/Maintenance/Grounds personnel will receive a floating holiday for Christmas Eve, to be used between December 26 and April 30, with approval by the Superintendent.

When Christmas Day and New Year's Day fall on Saturday, it will be observed on Friday. When Christmas Day and New Year's Day fall on Sunday, it will be observed on Monday.

- 5.3.3 Secretaries are not required to work during Christmas Break or Spring Break.

5.4 Personnel subject to this agreement may leave the school premises during any lunch block only after first advising the switchboard operator. Any person subject to this agreement who fails to return at the conclusion of the lunch block shall be subject to: Upon the first occasion, a verbal warning; upon a second occasion, a written reprimand to

become part of the person's personnel file; and upon a third occasion, a written notice of forfeiture of the right to leave the school premises during any lunch block for the balance of the school year. These penalties shall not be cumulative beyond the end of each school year.

ARTICLE VI - TEACHING STAFF ASSIGNMENTS

- 6.1 Faculty Schedule:** A faculty member's normal daily workload shall consist of three (3) Instructional Blocks and one (1) Preparation Block equal in duration to an Instructional Block.

Faculty (excluding Nurses) shall have duties, other than those that are currently compensated under Article 6.3, that will reduce the Faculty member's preparation block to one-half block every other day when students are in session on an "A/B" schedule.

Faculty (excluding Nurses) may volunteer to cover additional duties – on their assigned day or on an unassigned day – for payment as outlined in paragraph 1 of 6.3.

It is the assigning party's responsibility to schedule/organize and find coverage for duties, both compensated and uncompensated, as necessary or as need requires.

If neither a building substitute nor a Faculty volunteer is available, a Faculty member assigned to an "A" day shall only be called upon to cover another Faculty member assigned to an "A" day duty. Similarly, a Faculty member assigned to a "B" day duty shall only be called upon to cover another Faculty member assigned to a "B" day duty if neither a building substitute nor a Faculty volunteer is available.

Full-Time Paraprofessionals: A full-time paraprofessional's normal daily workload shall consist of four (4) Instructional Blocks. Due to the nature of their schedule, full-time paraprofessionals shall not have a duty.

Part-Time Paraprofessionals: A part-time paraprofessional's normal daily workload may consist of four (4) Instructional Blocks. Due to the nature of their schedule, part-time paraprofessionals shall not have a duty.

- 6.1.1 The parties recognize the existence of two Instructional Coaches (Math and Literacy) and a Technology Coach. Faculty serving in these roles shall teach a minimum of two classes per school year but may teach up to five classes per year depending on District need.
- 6.1.2 Faculty teaching more than the Cumberland Regional School District standard of eighty-six (86) students per day per term shall be entitled to the following:
 - 6.1.2.1 One (1) percent differential added to Base Salary for as many as three (3) additional students (from eighty-seven [87] to eighty-nine [89] students per day).
 - 6.1.2.2 Two (2) percent differential added to Base Salary for as many as three (3) additional students (from ninety [90] to ninety-two [92] students per day).
 - 6.1.2.3 An additional one (1) percent differential added to Base Salary for each additional student over ninety-two (92) students per day.
 - 6.1.2.4 Paragraphs 6.1.2.1 through 6.1.2.3 shall not apply to performing arts ensembles.
- 6.1.3 Members of the Child Study Team and Faculty participating in all-day IEP meetings shall not be required to schedule or attend more than eight (8) thirty (30) minute meetings in one day.

- 6.2 Master Schedule:** In developing the Master Schedule, minimizing class size, teacher movement, and the number of teaching preparations shall be major objectives:

- 6.2.1 Teachers who have three (3) preparations per semester shall have no SERA responsibility that semester.
- 6.2.2 Teachers who have three (3) preparations per term will be excluded from the class coverage list

when substitute teachers and voluntary class coverage personnel are not available.

6.3 Substitute Teachers: If the Board cannot provide a substitute teacher(s), Faculty (excluding full- and part-time paraprofessionals) who have volunteered for the Internal Coverage List shall be called upon first to cover one-half of an Instructional Block. If classes cannot be covered from the list, the remaining faculty will be called on a rotating basis to cover the remaining unsupervised classes. In assuming such assignments, Faculty shall be paid \$55.00 per full Instructional Block or \$27.50 per one-half Instructional Block of coverage.

- 6.3.1 **Senior Portfolios:** To facilitate the appeals process for seniors failing to attain graduation required standardized test scores, appropriately certified teachers may volunteer to work on student portfolios during their preparatory period. This agreement will apply only to faculty who have volunteered, hold the appropriate curricular certification, and have preparatory period at the needed time. Faculty shall be paid in accordance with 6.3.
- 6.3.2 **Fundamental of Algebra Exam:** To facilitate the implementation of these exams, appropriately certified teachers will be provided coverage, if necessary; to facilitate the scoring and revision of these exams, appropriately certified teachers will work, during their preparatory period, to complete these tasks; this will only apply to faculty who have volunteered, hold the appropriate curricular certification, and have the preparatory period at the needed time. These employees will be paid in accordance with 6.3.
- 6.3.3 **Spanish Placement Exam:** To facilitate the implementation, scoring, and revision of the Spanish placement exam, appropriately certified teachers will be provided coverage, if necessary, to facilitate the scoring and revision of this exam, appropriately certified teachers will work, during their preparatory period, to complete these tasks; this will only apply to faculty who have volunteered, hold the appropriate curricular certification, and have the preparatory period at the needed time. These employees will be paid in accordance with 6.3.
- 6.3.4 **ESL/ELL SERA Program:** To facilitate a BSI program during SERA, an appropriately certified teacher will monitor the Finishing Line ESL interactive web-based program. Because this teacher will have some active responsibilities, including (but not limited to) pre-assessments, monitoring progress/tutoring, grading, and communication with other staff members, the employee volunteering to facilitate this program will be paid at a negotiated ratio on the extra service guide (Schedule D).
- 6.3.5 **Discipline Monitor:** Faculty may volunteer to serve as a Discipline Monitor. Discipline Monitor shall include supervising In-School Suspension, lunch detention, or any other position created due to district need for additional disciplinary avenues and to occur during the contractual workday. Payment for services rendered that fall short of a half-block of time shall be paid the full half-block rate (\$27.50). Payment for services rendered that exceed a half-block of time but do not meet a full-block of time shall be paid the full-block rate (\$55).

6.4 Extra-Curricular and Co-Curricular Activities

- 6.4.1 All extra-curricular activities in excess of the school day shall be voluntary. Teachers may be assigned to those positions listed on the Extra-Curricular Salary Guide if qualified volunteers are not available. Any teacher assigned who feels unable to serve has the right to request a hearing with the Board to explain those reasons.
- 6.4.2 The Board has the right to add positions to the extra-service salary guide at any time during the contract period. Board must negotiate with the CREA the compensation for the added positions.

ARTICLE VII - PAID LEAVES OF ABSENCE

- 7.1 It is recognized that, while the following leaves are available when necessary, the typical employee will not expect to take every possible leave day. Employees shall be entitled to the following temporary, non-accumulative leaves of absence with full pay each year.

7.2 Personal Leave

- 7.2.1 Each employee shall be entitled to two (2) days of absence for personal matters which require absence during working hours. On or before July 1 of each year, an additional sick day shall be added to the employee's total accumulated sick leave for each unused personal day remaining at the end of the preceding school year. Any employee who had four or less sick days in the preceding school year shall be entitled to one (1) additional personal day.

Application for personal leave must be submitted to the Chief School Administrator for approval at least forty-eight (48) hours before taking such leave. No more than five (5) members of the Faculty, nor more than two (2) paraprofessionals, nor more than two (2) of the Office Personnel, nor more than one (1) of the custodial personnel will be granted personal leave on the same day.

In cases of emergency, the 48-hour notice requirement and the above limitations shall not apply. The necessity for any waiver of the 48-hour notice shall be stated by the employee to the Chief School Administrator who shall not, thereafter, unreasonably withhold permission for the requested personal day. Personal days will not be granted on the day immediately before or after a holiday recess except:

7.2.1.1 To respond to a subpoena;

7.2.1.2 To respond to the medical emergency of a child or spouse; or

7.2.1.3 Three (3) employees shall be permitted to use one (1) personal day each year immediately before, and three (3) other employees shall be permitted to use one (1) personal day each year immediately after, each holiday recess. A written request to take these personal days shall be made to the Chief School Administrator or his secretary, and will be granted by the Chief School Administrator based upon the order of receipt. Only one (1) such personal day for the day immediately before or after each holiday recess will be granted to each employee. An employee shall not use two (2) personal days to extend a holiday recess.

- 7.2.2 No application for personal leave shall require a statement of reason except during the month of June, when reasons for request for personal days must be submitted. The Chief School Administrator shall have the right to deny requests for personal leave, except in the case of a subpoena, if the reason stated is deemed unsatisfactory. Requests for leave during the month of June shall not be arbitrarily or capriciously denied.

7.3 Bereavement Leave

- 7.3.1 In the event of the death of an employee's spouse/domestic partner, child/step-child, or parent/step-parent, such employee shall be eligible for paid bereavement leave for up to five (5) workdays that may be required within a thirty (30) calendar day period beginning with the day of death.
- 7.3.2 In the event of the death of employee's parent-in-law/step-parent-in-law, brother/step-brother, sister/step-sister, sister-in-law/step-sister-in-law, brother-in-law/step-brother-in-law, grandparent/grandparent-in-law, grandchild/step-grandchild, or any resident member of the immediate household, such employee shall be eligible for paid bereavement leave for up to three (3) workdays that may be required within a thirty (30) calendar day period beginning with the day of death.
- 7.3.3 In the event of the death of an employee's uncle/step uncle, aunt/step aunt, nephew/step nephew, or niece/step niece, such employee shall be eligible for paid bereavement leave for up to one (1) workday that may be required within a thirty (30) calendar day period beginning with the day of death.

- 7.4 Family Illness Leave: Up to three (3) days per school year will be granted in the event of a medically

verified terminal illness, critical illness, accidental injury, or surgery which requires hospitalization of an employee's spouse, sibling, child, grandchild, parent, parent-in-law, or domestic partner. In the case of an immediate medical emergency, partial days may be granted by the Chief School Administrator, or his/her designee, which partial days will accrue against the total allowance for Family Illness Leave.

7.5 **Jury Duty:** Any employee summoned for jury duty shall suffer no loss of pay. Any compensation excluding travel expense reimbursement shall be delivered to the Board when received.

7.6 **Maternity Leave:** The Board shall grant maternity leave in accordance with applicable statutes and case law.

7.7 **Professional Days**

7.7.1 Faculty, including full- and part-time paraprofessionals, and Office Personnel will be granted a minimum of one-hundred twenty-five (125) professional days during each school year of this contract to attend workshops, conferences, clinics, seminars, other schools, etc. for the purpose of educational enhancement. Requests for attendance must be submitted in writing or electronically at least three (3) working days in advance, which notice may be waived by the Chief School Administrator. Said requests are subject to approval by the Chief School Administrator, which approval will not be unreasonably withheld taking into consideration the number of Faculty and Office Personnel absent for that purpose at any given time.

7.7.2 Teaching staff members who supervise students in educational activities outside the school setting or on field trips or attend meetings at the direction of the Chief School Administrator or his designee, shall not have these days assessed as professional days.

7.7.3 When the administration requests attendance of an employee at a specific workshop, conference, clinic, seminar, other school, etc., for the purpose of educational enhancement, the Faculty (including full- and part-time paraprofessionals) or Office Personnel shall be reimbursed for mileage, tolls or other travel expense, tuition, or any other cost for attendance, in advance where practicable.

7.8 **Sick Leave**

7.8.1 All 10-month employees shall be entitled to ten (10) days leave for illness or medical reasons each year. All 12-month employees shall be entitled to twelve (12) days leave for illness or medical reasons each year. Unused sick leave days shall accumulate from year to year.

7.8.2 A 12-month employee whose employment starts after July 1 shall be credited with one (1) day for each full month remaining in the work year. A 10-month employee whose employment starts after September 1 shall be credited with one (1) day for each full month remaining in the work year.

7.8.3 Each employee shall be notified in writing of the total amount of unused sick leave credited to him/her as of June 30th of each year. Such notification shall be issued prior to October 1 of the same year.

7.8.4 Pursuant to NJ Stat. 18A:30-4 L.2023, c.95, employees subject to this agreement may be required to submit medical or other acceptable documentation (correspondent to the cause of absence) when utilizing sick days immediately preceding or immediately following school closures because of a holiday or scheduled recess as reflected by the Board-approved District calendar.

ARTICLE VIII - UNPAID LEAVES OF ABSENCE

8.1 **Child Rearing Leave:** Teaching and clerical staff shall be granted, upon request, a leave of up to one (1) year, without pay or benefits, for the purpose of child rearing. The return from such leave shall be determined by the Board taking into consideration the interests of the teaching or clerical staff member and the needs of the students affected. Of that one (1) year leave, up to 12 weeks shall be subject to the provisions of the New Jersey Family

Leave Act.

- 8.2 **Family Illness Leave:** Teaching and clerical staff shall be granted, upon request, a leave of up to one (1) year, without pay or benefits, for the purpose of family illness. The return from such leave shall be determined by the Board, taking into consideration the interests of the teaching or clerical staff member and the needs of the students affected. Of that one (1)-year leave, 12 weeks shall be subject to the provisions of the Family Leave Act (*N.J.S.A. 34: JIB-1*).
- 8.3 **Other Leaves:** Other leaves of absence may be granted by the Board for good reason.

ARTICLE IX - VACATIONS

- 9.1 All 12-month employees shall be entitled to one (1) week (five [5] working days) vacation upon completion of the first year of continuous employment, two (2) weeks (ten [10] working days) after two (2) years of continuous employment, and three (3) weeks (fifteen [15] working days) after six (6) years of continuous employment.
- Custodial employees having completed ten (10) years of continuous employment shall be eligible for four (4) weeks (twenty [20] working days) of vacation. Secretarial staff having completed twenty (20) years of continuous employment shall be eligible for four (4) weeks (twenty [20] working days) of vacation.
- 9.2 Twelve-month employees who commence employment during the contract year shall receive, at the conclusion of the contract year, prorated vacation credits as follows:
- 9.2.1 If less than four (4) months continuous employment was completed, then no vacation days accrue.
 - 9.2.2 If more than four (4) months, but less than six (6) months continuous employment was completed, then one (1) paid vacation day accrues.
 - 9.2.3 If more than six (6) months, but less than eight (8) months continuous employment was completed, then two (2) paid vacation days accrue.
 - 9.2.4 If more than eight (8) months, but less than ten (10) months continuous employment was completed, then three (3) paid vacation days accrue.
 - 9.2.5 If more than ten (10) months, but less than eleven (11) months continuous employment was completed, then four (4) paid vacation days accrue.
 - 9.2.6 If more than eleven (11) months continuous employment was completed, then five (5) paid vacation days accrue as if employee had remained in continuous employment for the full contract year.
- 9.3 June 30th of each calendar year shall be the last day of the contract year for calculating vacation leave.
- 9.4 Office Personnel may use vacation days during the student school year with prior permission of the employee's administrative supervisor.
- 9.5 A custodial employee, subject to prior approval of the Superintendent, shall be entitled to take up to ten (10) days of credited vacation time during the operating school year, providing that only one (1) custodial employee per shift is on vacation during any given day. No vacations will be permitted in September until the week following Meet the Teachers Night. No vacations will be permitted in June during the calendar week of graduation exercises.
- 9.6 A maintenance or groundskeeper employee, subject to prior approval of the Superintendent, shall be entitled to take up to ten (10) consecutive days of credited vacation during the months of December, January and February, provided that no more than one (1) grounds employee and one maintenance employee are on

vacation on any given day.

- 9.7 Groundskeepers who are entitled to twenty (20) vacation days must take a minimum of fifteen (15) days of their vacation time during the months of December, January, and February but no more than ten (10) vacation days in succession.
- 9.8 Unused vacation days may be added to unused sick leave time to the maximum statutory allowance of fifteen (15) days.
- 9.9 No substitutes will be provided to cover vacations of custodial employees. During the period between December 24 and the first working day of January, only one employee of any category will be permitted to be on a vacation on any given day.
- 9.10 Subject to the above limitations, a custodial employee may take all or any part of his vacation during the month of June after graduation and the months of July and August.

ARTICLE X - VACANCIES, TRANSFERS AND REASSIGNMENTS

10.1 Vacancies

- 10.1.1 Prior to permanently filling a vacant position, a vacancy notice shall be posted for at least five (5) days on the District's website and through staff email. Employees may apply for such vacancies by writing to the Chief School Administrator. All such applications shall be acknowledged. Any vacancy can be filled by the Superintendent on an interim basis.
- 10.1.2 During the summer recess period, a copy of the vacancy notice shall be mailed to the CREA's president instead of posting in the faculty lounge areas.

10.2 Transfers and Reassignments

- 10.2.1 In the granting of a request for voluntary reassignment and/or transfer, the wishes of the employee shall be honored to the extent that the transfer does not conflict with the best interest of the school system as determined by the Chief School Administrator.
- 10.2.2 An involuntary transfer or reassignment shall only be made after a meeting between the employee involved and the Chief School Administrator of Schools or his/her designee, at which time the employee shall be notified in writing of the reason therefore. The transferred or reassigned employee may then meet with the Board, at her/his request, to further discuss the transfer or reassignment and the employee may have an CREA representative present at such meeting with the Board.
- 10.2.3 As soon as practicable, the Board shall deliver to the CREA a list showing the name(s) of employee(s) who have been transferred or reassigned.

ARTICLE XI - STAFF EVALUATION PROCEDURES

All evaluations shall be prepared in accordance with TEACHNJ Act (N.J.S.A. 18A:6-117, et seq.) and its corresponding regulations under ACHIEVENJ (N.J.A.C. 6A:10-1.1, et seq.). The below contractual procedures will be followed. However, if any contractual procedures are inconsistent with Statute or Regulation, the Statute or Regulation will prevail.

For the contract year beginning July 1, 2015, staff will be evaluated using the procedures delineated below except for members of staff participating in the voluntary pilot staff evaluation program currently under consideration.

Upon implementation of the State mandated evaluation model in contract year beginning July 1, 2013, all procedures delineated below will be superseded by the procedures specified in the evaluation model chosen.

11.1 Faculty

11.1.1 **Definitions**

- 11.1.1.1 The term **teacher** or **Faculty** means a member of the professional staff who holds a valid certificate appropriate to his/her position. This includes counselors, nurses, psychologists, etc.
- 11.1.1.2 The term **observation** shall be construed to mean a visitation to a classroom or assigned work station by a member of the administrative and supervisory staff employed by the Cumberland Regional School District, who holds an appropriate certificate for the supervision of instruction, for the purpose of observing a Faculty member's performance of the instructional process or professional assignment. No observations shall be conducted the day preceding or directly following a holiday/break or scheduled recess such as but not limited to NJEA Convention, winter break, spring break, Thanksgiving, etc.
- 11.1.1.3 The term **evaluation** shall be construed to mean a written evaluation prepared by the administrative/supervisory staff member who visits the classroom or assigned work station for the purpose of observing a Faculty member's performance of the instructional process or professional assignment.
- 11.1.1.4 The term **Annual Performance Report and Conference** (hereinafter referred to as "APR") is intended to provide a total review of the year's work, to identify strategies for improvement where necessary and to recognize achievement and good practice.
- 11.1.1.5 The term **Review of Pupil Progress** relates to an annual review of all available pupil progress data pertaining to the position of being evaluated. The purpose of this review is to determine whether or not changes in the performance of the teaching staff members or in the program would lead to improved results during subsequent school year. A summary of this data and its implications are to be placed in the Annual Performance Report.
- 11.1.1.6 **Pupil Progress Data** refers to multiple measures defined N.J.A.C. 6:8-3.4, which include teacher observation, parental or guardian interview, formal and informal evaluation techniques, cumulative pupil records, students' performance data collected through local testing programs which meet state criteria, state testing results, and visual, auditory, and/or medical examination.

11.1.2 **Procedure**

11.1.2.1 **Nontenured Professional Staff**

Nontenured Staff will receive a minimum of three (3) formal observations but not less than once during each semester and will receive one (1) annual performance review (APR). The APR shall be written by the date established by *N.J.S.A. 18A:27-3.1*. All observations and evaluations shall be followed by a conference between the administrative/supervisory evaluator and staff member within five (5) consecutive work days after the visit.

A minimum of two (2) different administrators will observe nontenured teachers during the year.

11.1.2.2 **Tenured Teachers (Professional Staff Members including Instructional Coaches)**

A minimum of one (1) classroom observation utilizing an evaluation instrument mutually agreed upon by the District Evaluation Advisory Committee (DEAC) and presented to the impacted Faculty by October 1, and one (1) annual performance review (APR) shall be completed and filed in the Chief School Administrator's office. The APR shall be written by the date established by *N.J.S.A. 18A:27-3.1*. All observations shall be followed by a conference between the administrative/supervisory evaluator and staff member which may occur on the third

consecutive workday following the observation or evaluation but occurring no later than the seventh consecutive workday after the visit.

Tenured staff members who were not performing up to standards shall have a minimum of one (1) observation in the first semester and a minimum of one (1) observation in the second semester both utilizing the aforementioned evaluation instrument decided upon by the DEAC.

11.1.2.3 Nontenured - Nonclassroom Faculty

Nonclassroom Faculty shall include guidance counselors, special service personnel, nurses, media specialists, and other certificated employees.

Nontenured nonclassroom Faculty shall be observed a minimum of three (3) times but not less than once each semester by an administrative/supervisory staff member, and shall receive and annual performance review (APR). The APR shall be written by the date established by *N.J.S.A. 18A:27-3.1*.

All observations and evaluations shall be followed by a conference between the administrative/supervisory evaluator and staff member within five (5) consecutive work days after the visit.

11.1.2.4 Tenured – Nonclassroom Faculty

Tenured nonclassroom Faculty members shall be evaluated a minimum of one (1) time by an administrative/supervisory staff member, and shall receive an annual performance review (APR). The APR shall be written by the date established by *N.J.S.A. 18A:27-3.1*.

All observations and evaluations shall be followed by a conference between the administrative/supervisory evaluator and staff member which may occur on the third consecutive workday following the observation or evaluation but occurring no later than the seventh consecutive workday after the visit.

11.1.3 Staff Evaluation - Procedures and Responsibilities

11.1.3.1 Chief School Administrator's Responsibilities: The Chief School Administrator shall implement and supervise the teacher evaluation process. He/she shall also observe "tenure eligible" teachers and make recommendations thereto.

11.1.3.2 Chief Academic Officer's Responsibilities: The Chief Academic Officer has the primary responsibility for professional staff evaluations and writing the formal evaluation report. However, he/she may delegate some of this responsibility to other administrators.

11.1.3.3 The Responsibility of the Principal, Assistant Principals/Directors, and Supervisors

11.1.3.3.1 The Principal, Assistant Principals, Directors, and Supervisors will evaluate teachers and pupil personnel staff members at the Principal's direction.

11.1.3.3.2 Each month, the Principal will be asked to note, as part of a regular report to the Chief School Administrator, the meritorious work or unsatisfactory performance of tenured and nontenured teachers.

11.1.3.3.3 All formal evaluations and observations are to include completed evaluation and observation instruments adopted by the Board and shall include a conference with the Principal or his/her designee to discuss the evaluation.

11.1.3.3.4 All evaluations (form 1088) should be completed in quadruplicate: Original copy to the Chief School Administrator, copy to remain in high school office, copy to

remain with evaluator, and copy to the staff member. The observation report (form 1087) shall be completed in triplicate: One copy remains with the evaluator, one copy is given to the staff member, and one copy placed in the staff member's file in the Principal's office.

11.1.3.4 Signatures on Evaluation Forms

The formal performance evaluation reports shall be signed by the staff member evaluated, the Principal, the administrator/supervisor, and the Chief School Administrator as an indication that he/she has read the evaluation.

11.1.3.4.1 The observation report shall be signed by the staff member and evaluator as an indication that the staff member has read it and discussed it with the evaluator.

11.1.3.5 Recommendation for Non-Renewal of contract or to Withhold Increment

When a recommendation is made by an evaluator for non-renewal of contract or to withhold an increment, the Chief School Administrator, or his/her designee (excluding the evaluator who made the recommendation), shall evaluate the staff member in question a minimum of two (2) more times.

It is the duty of the Principal to notify the Chief School Administrator when such evaluative action is required.

11.1.3.6 Memo Evaluation

Memos describing conferences with teachers of either a positive or negative nature may be forwarded to the Chief School Administrator's office at any time. Teachers are to sign the memo.

11.1.3.7 Suggestions for Improvement

It is essential that all evaluations contain suggestions for improvement if improvement is clearly indicated.

11.2 Office Personnel, Full- and Part-time Paraprofessionals, and Custodial Personnel

11.2.1 All monitoring or observation of work performance shall be conducted openly and with the full knowledge of the employee.

11.2.2 Each employee shall be given a copy of any evaluation report prepared by his/her evaluator(s) at least one (1) day prior to any conference to discuss it when possible. No such report shall be submitted to the central office, placed in the employee's file, or otherwise acted upon without a prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form. If an employee refuses to sign a completed evaluation form, the Administrator has the right to place such evaluation in the employee's personnel file with the explanation that the employee refused to sign the completed report.

11.2.3 Any complaints regarding an employee made to any member of the administration by any parent, student, or other person which are used in any manner in evaluating an employee shall be promptly investigated and called to the attention of the employee. The employee shall have the opportunity to respond verbally or in writing to any such complaint, and shall have the right to be represented by CREA at any meeting(s) or conference(s) regarding such complaint. The employee's rebuttal may become part of the employee's personnel file.

11.2.4 Prior to any annual evaluation report, the immediate supervisor of each employee shall have had appropriate communications with said employee regarding his/her job performance, which shall include but not be limited to the steps in Section 5.

11.2.5 Evaluation reports based upon a compilation of observations and discussions shall be presented to the evaluated employee by the Principal or counterpart supervisor periodically according to the following procedure:

11.2.5.1 Reports shall be written, addressed to an employee, and shall include, where pertinent:

11.2.5.1.1 The employee's strengths evidenced during the period since the immediately previous report;

11.2.5.1.2 The employee's weaknesses evidenced during the period since the immediately previous report; and

11.2.5.1.3 Specific suggestions for the employee to improve work performance in areas where weaknesses are indicated.

11.2.5.2 Evaluation reports shall be provided to each *employee* by the employee's immediate supervisor(s) or, if none, then by the Principal, at least once each school year, but not later than March 25th.

11.2.5.3 Final evaluation of an employee upon termination of employment shall be concluded prior to severance, and no documents or other material shall be placed in an employee member's personnel file after severance except as provided in Article 4.2 above.

ARTICLE XII-RECALL RIGHTS

For Office Personnel and Full- and Part-time Paraprofessionals

- 12.1 In the event of a lay-off for economic reasons, or lack of work, the last employee to be laid off shall be the first to be recalled, provided the job for which the employee is being recalled is within his or her classification.
- 12.2 In order to be eligible for recall, an employee must respond to the Board's offer for re-employment within five (5) working days from receipt thereof.
- 12.3 Laid-off employees shall remain on a "Recall List" for a period equal to their last period of employment up to a maximum of one (1) year. The district may post advertisement of said position one (1) calendar year from the date of official termination. Should the employee be offered the position earlier than the one (1) year date of official termination and decline, the district may post the position before the one (1) year minimum.
- 12.4 The Board shall notify laid-off employees of the potential re-call by certified letter, delivered to the employee's last known address.

For Custodial Personnel:

- 12.5 In the event that a reduction in force is necessary, the principle of seniority within the respective job classification shall apply.

ARTICLE XIII - GRIEVANCE PROCEDURE

13.1 Grievance Procedure

13.1.1 Definition

A grievance is defined as an allegation by an employee or the CREA that this Agreement has been violated, or an allegation by an employee that the employee, without just cause, has been unfairly treated by the interpretation or application of Board policy or an administrative decision affecting the employee.

13.1.2 Purpose and Construction

13.1.2.1 The purpose of the grievance procedure is to attempt to secure, at the lowest possible level, equitable solutions to problems that may periodically arise affecting the welfare and terms and conditions of employment of employees. Both parties agree that these proceedings will be kept appropriately confidential at each level.

13.1.2.2 Nothing herein contained shall be construed to limit the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and to adjust the grievance without the intervention of the CREA, provided that the adjustment is not inconsistent with the terms of this agreement.

13.1.3 Procedure

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

13.1.3.2 In order for a grievance to be considered under the following procedures, said grievance must be initiated at Step 1 within ten (10) work days of the act which caused the grievance, unless the grievant can demonstrate that the employee had no knowledge of the action that caused the grievance.

13.1.4 **Step 1** An employee who has a grievance shall discuss it first with the supervisor who initiated the action that caused the grievance, either directly or through a representative designated by the CREA, in an attempt to resolve the matter informally.

13.1.5 **Step 2** If the aggrieved employee is not satisfied with the results of Step 1, within ten (10) work days after the informal discussion at Step 1, the employee shall set forth the complaint in writing to the building principal stating the date, time, place, and nature of grievance, including a citation of the articles of the contract that have allegedly been violated, the Board Policy or administrative decision causing the grievance, as well as the remediation sought. Within five (5) work days after receipt of the written complaint, the principal shall communicate a decision in writing to the employee.

13.1.6 **Step 3** If the aggrieved employee is not satisfied with the decision rendered at Step 2, within five (5) work days after receipt of the written decision or ten (10) work days after the matter was submitted at Step 2 if no written decision is rendered, the employee shall appeal the decision to the Chief School Administrator. The appeal must be in writing, setting forth the data described in Step 2 and the aggrieved employee's reason for not accepting the decision rendered in Step 2. Within five (5) school days after receipt of the appeal, the Chief School Administrator shall communicate a decision in writing to the employee.

13.1.7 **Step 4** If the aggrieved employee is not satisfied with the written decision rendered in Step 3, the employee may appeal it to the Board:

13.7.1 Any appeal to the Board shall be sent within fifteen (15) work days after the

employee's receipt of the written decision rendered in Step 3 or twenty (20) work days after the matter was submitted at Step 3 if no written decision is rendered, and shall be in writing, stating the data described in Step 2 and the reasons for not accepting the decision rendered in Step 3.

13.7.2 Within thirty-five (35) calendar days after receipt of the written appeal, the Board shall hold a hearing to review the grievance. The grievant shall be notified of the hearing no later than ten (10) work days prior to the date.

13.7.3 Within fifteen (15) calendar days after hearing the grievance, the Board shall communicate its decision in writing to the grievant. The Board of Education shall not be required to give reasons for its decisions, and the Board's decision in the following matters shall be final and not subject to appeal to a third party:

13.7.3.1 Any matter solely subject to the authority of the State Commissioner of Education.

13.7.3.2 A complaint of a nontenured teacher which arises by reasons of not being re-employed.

13.1.8 Step 5 If the decision of the Board does not resolve the grievance to the satisfaction of the employee, the employee and the CREA may request a review by a third party.

13.1.8.1 The CREA shall notify the Board of Education that it intends to seek arbitration of the matter, in writing, through the Chief School Administrator's office within ten (10) work days of the CREA's receipt of the Board's written decision.

13.1.8.2 The CREA shall submit a request for a panel of arbitrators to the Public Employment Relations Commission, and the procedures of the Commission shall be followed with respect to the appointment of an arbitrator.

13.1.8.3 The arbitrator so selected shall confer with the representatives of Board and the CREA and to schedule hearings promptly and shall issue a decision within twenty (20) calendar days after the close of hearings or the deadline for submission of final statements or other documents.

13.1.8.4 The decision of the arbitrator shall be written and shall set forth with specificity his findings of fact, reasoning and conclusions regarding the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this agreement. The arbitrator shall be limited to the issues submitted to him/her and shall consider nothing else. The arbitrator cannot modify, add to, nor subtract anything from the Agreement between the parties.

The decision of the arbitrator shall be submitted to the Board and the CREA and shall be:

- Final and binding with respect to alleged violations of the express written terms of this agreement

- Advisory with respect to all other grievances.

13.1.8.5 All arbitration proceedings shall be conducted within the building occupied and used as the Cumberland Regional High School at no charge to the parties. The costs of arbitration, if any, including per diem charges, subsistence, and travel expenses of the arbitrator shall be borne equally by Board and the CREA. Any other expenses in conjunction with the arbitration proceedings shall be paid by the party incurring them.

13.1.8.6 All meetings and hearings under this grievance procedure shall not be conducted in public and shall be attended only by the parties.

13.1.8.7 Forms for filing grievances, serving notices, filing appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Chief School Administrator and the CREA and given appropriate distribution in order to facilitate smooth functioning of the grievance procedure.

13.2 Miscellaneous Provisions Applying to the Grievance Procedure

13.2.1 Commencing at Step Two of the grievance procedure, an aggrieved employee may appear by himself or, at employee's option, with or by a representative selected or approved by the CREA. At every level of the grievance procedure, whenever an employee is not represented by the CREA, then the CREA shall have the right to be present and state its views.

13.2.2 Neither Board nor any member of the school administration shall take reprisals of any kind against any party in interest, representative, member of the CREA, or any other participant in the grievance procedure by reason of such participation.

13.2.3 If, in the judgment of the CREA, a grievance affects a group or class of employees, the CREA may submit such grievance in writing to the Chief School Administrator (Step 3) directly and the processing of such a grievance shall commence at Step 3.

13.2.4 All documents, communications, and records related to the processing of a grievance shall be maintained in a file separate and apart and shall not be kept in the personnel file of any of the participants or aggrieved employee(s).

13.2.5 In the absence of employee's immediate supervisor at Step 1 or the building principal at Step 2, then another administrator designated by the Chief School Administrator shall act to enable compliance with the time lines of the grievance procedure.

ARTICLE XIV - EMPLOYEE BENEFITS

14.1 **Employee's Health Care Insurance.** All health care insurance benefits hereinafter mentioned shall provide coverage for each employee and the employee's eligible dependents from the time of employment until the date of termination of employment, except Paraprofessionals, who are eligible for single only coverage, with an option to buy-up to higher coverage.

14.1.1 **Health Care Insurance:** The Board will provide health insurance coverage to eligible employees at a level equal to or greater than what is currently provided by the Southern Coastal Regional Employee Benefits Fund in the Patriot X Plan, Patriot XV Plan, Core A plan, and Core Buy Up.

The Patriot XV Plan will remain available to those currently enrolled (prior to 7/1/2013) or as a buy up for employees hired between July 1, 2013, and June 30, 2020.

In accordance with NJ Chapter 44, effective January 1, 2021, all employees hired on or after July 1, 2020, will be enrolled in the Educator's Health Plan (EHP) or the Garden State Plan effective January 1, 2022, which includes a prescription plan, or other legislated plans contained in Chapter 44 or any other plan as mandated by law. These plans will remain the only options until calendar year 2027, or until the State of New Jersey amends the current legislation.

New hires will receive single only prescription and dental coverage until the beginning of the fourth year of employment, at which point the employee, with the exception of Paraprofessionals, will be eligible for dependent prescription and dental coverage as well. Years of experience in other districts may be counted toward dependent coverage eligibility for prescription and dental coverage for all new hires except for Paraprofessionals.

The Medical Plan co-pays are as follows:

Patriot X

Primary care physician: \$10 per visit
Specialist physician: \$10 per visit
Emergency Room: \$50

Patriot XV

Primary care physician: \$20 per visit
Specialist physician: \$25 per visit
Emergency Room: \$75

CORE Plan A

Deductible: Individual \$1,000/family \$2,000
Primary care physician: \$25 per visit deductible waived
Specialist physician: \$40 per visit deductible waived
Emergency Room: \$100 copay after deductible and 20% coinsurance

CORE BUY UP Plan:

Deductible: Individual \$500/family \$1,000
Primary care physician: \$20 per visit deductible waived
Specialist physician: \$30 per visit deductible waived
Emergency Room: \$100 copay deductible waived

Educators Health Plan (as stipulated in Chapter 44 Regulations):

Currently:

Primary care physician: \$10 per visit
Specialist physician: \$15 per visit
Emergency Room: \$125

Garden State Plan (as stipulated in Chapter 44 Regulations, available on or after January 1, 2022):

Currently:

Primary care physician: \$10 per visit
Specialist physician: \$15 per visit
Emergency Room: \$125

14.1.2 Prescription Insurance Plan: The Board shall provide the following:

- Traditional Rx Plan: \$15 Generic/\$20 Brand (30-day supply) and Mail Order (90-day supply)
- Educators Health Rx Plan/NJ Garden State: As stipulated in Chapter 44 Regulations
 - o Currently: \$5 Generic/\$10 Brand; \$10 Generic/\$20 Brand Mail Order

Utilizations Management as stipulated in Chapter 44 regulations

- Garden State Rx Plan: As stipulated in Chapter 44 Regulations, available on or after January 1, 2022
Currently \$5 Generic/\$10 Brand; \$10 Generic/\$20 Brand Mail Order
Utilizations Management as stipulated in Chapter 44 regulations

- 14.1.3 **Dental Insurance Plan:** The Board shall provide dental health care insurance coverage described as Delta Dental Plan IA or its equivalent. This benefit will be provided only to those employees electing to participate in the dental health care insurance program.
- 14.1.4 The Board will contribute a maximum of one-hundred dollars (\$100.00) per custodial employee toward the premium of a personal disability plan of the employee's choice.
- 14.1.5 **Insurance Opt Out:** Employees currently enrolled in Patriot XV who opt out of Patriot XV effective July 1, 2010, who are employed for the 2010-2011 school year, shall receive a one-time payment of thirty-five (35) percent of the savings in premium as non-pensionable salary on July 15, 2010. Employees currently enrolled in Patriot X must remain in Patriot X. An employee who opts out of Patriot XV must remain in Patriot X.
- 14.1.6 Employee contributions to insurance benefits other than the Educators Health Plan, Garden State Plan or other legislated plans contained in Chapter 44 will be in accordance with P.L. 2011, C. 78 for the life of this contract. Contributions for those enrolled in the Educators Health Plan, Garden State Plan or other legislated plans contained in Chapter 44 will be in accordance with P.L. 2020, Chapter 44.

14.2 Unused Sick Leave at Retirement

- All employees: Upon retirement after at least sixteen (16) years of continuous service with the Cumberland Regional School District, an employee so employed at the time of retirement shall be paid a retirement bonus of seventy-five dollars (\$75.00) per day for each unused sick day, not to exceed one hundred eighty-six (186) days.
- 14.2.1 If a certificated employee provides notice of a June 30th retirement no later than February 1st of the effective year, the daily rate for compensation for separation pay shall be ten dollars (\$10.00) per day higher than the rate enumerated in 14.2 above.
- 14.2.2 Payments under 14.2 or 14.2.1 for employees shall be made according to the following schedule:
- 14.2.2.1 Employees who retire by December 31st of a school year are eligible for payment for one-half (1/2) of their total for unused sick leave in the second pay scheduled in July.
- 14.2.2.2 Said employees shall receive the second one-half (1/2) payment in the second pay scheduled in January following actual retirement.
- 14.2.2.3 Employees who retire by June 30th of a school year are eligible for payment for one-half (1/2) of their total for unused sick leave in the second pay scheduled in January.
- 14.2.2.4 Said employees shall receive the second one-half (1/2) payment in the second pay scheduled in July one (1) year following actual retirement.
- 14.2.3 If an employee dies after having his/her notice of retirement accepted by the Board, but prior to the completion of payments for unused sick leave according to the above schedule, the payments due shall be paid to the employee's estate pursuant to the schedule outlined in 14.2.2 above.
- 14.2.4 Under this provision, any Board-approved unpaid leave of absence shall not be considered an interruption of employment; however it is understood that time spent on an approved leave of absence does not count as work time towards accumulation of the sixteen (16) required years of

employment.

14.2.5 Former employees with sixteen (16) years of continuous service not employed by the Cumberland Regional School District at the time of entitlement to other retirement benefits are not entitled to this benefit.

14.3 **Damage to Personal Property:** The Board shall reimburse an employee for the reasonable cost not to exceed two hundred and fifty dollars (\$250.00), and not covered by the employee's personal insurance, of any clothing and/or other personal property damaged or destroyed as the result of an assault or intentional act of vandalism upon the employee while acting in the discharge of employment duties within the scope of employment.

14.4 **Tuition Reimbursement**

14.4.1 The Board agrees to reimburse any employee covered by this Agreement for a maximum of twelve (12) credit hours per year at the rate of up to \$1,000 plus an additional twenty-five (\$25.00) per semester to defray additional costs charged by the college or university. Subject to the approval of the Chief School Administrator with the concurrence of the Principal, undergraduate courses involving new educational methods such as computer technology, audio and visual presentations, and other such classroom techniques that will lead to improved classroom instruction may be included on the same basis as graduate courses, but will not be included in computing any increase in salary scale unless they satisfy requirements for an advanced degree. Courses of study directed to the improvement of instruction in the teacher's current field, include but are not limited to obtaining a master's degree in the present field, administration, guidance, education and educational psychology, or reading. The Chief School Administrator may approve courses outside the teacher's field if the Chief School Administrator feels that the courses will benefit the school system. Courses taken for initial certification in areas in which a Faculty member was hired to teach are not recognized for reimbursement. Faculty desiring recognition on the salary guide for courses taken must file a transcript with the Chief School Administrator by October 1st of the year in which the credit is claimed.

Tuition reimbursement shall be capped at a maximum of \$40,000.00. The twelve (12)-credit limit remains for tenured staff. Nontenured staff may take up to zero (0) credits under this provision during their first year of employment, three (3) credits in their second year, six (6) credits in their third year, and nine (9) credits in their fourth year.

The Board has the discretion to reimburse tuition expenses of nontenured staff, outside of the above-mentioned cap and above the credit limits to suit needs of district. Board shall credit the reimbursement cost for year in which course begins.

If an employee covered by this Agreement voluntarily resigns from employment with the district within one (1) year of the successful completion of any graduate course(s), he/she shall reimburse the district 75% of any courses paid by the Board. If the faculty member voluntarily resigns from his employment within two (2) years of the successful completion of any graduate course(s), he/she shall reimburse the district 50% of any tuition costs for that course or courses paid by the Board. If the faculty member voluntarily resigns from his employment with the district within three (3) years of the successful completion of any course(s), he/she shall reimburse the district 25% of any tuition costs for that course or courses paid by the Board. If an internal employee applies for a position to use their advanced degree within the district, and the district does not appoint him/her, the repayment schedule will not be enforced against that individual. However, if multiple internal employees apply for the same position and one of these applicants is hired, the reimbursement schedule will apply to the remaining internal applicants. CREA members who take courses or a program of study at the request of the district will not be bound by the reimbursement language for those particular courses or programs of study.

14.4.2 **General Provisions:** All reimbursable coursework requires prior approval of the Chief School Administrator. No right to reimbursement shall carry forward beyond the expiration of any single year which shall commence on July 1st and expire the

following June 30th. No reimbursement payment shall be made unless an official transcript showing completion of the course and a grade of "C" or higher is presented to the Chief School Administrator.

14.4.3 All courses shall be applied for no earlier than the following dates:

Summer session courses:	April 1st
Fall/Winter session courses:	June 1st
Spring session courses:	October 1st

ARTICLE XV - SALARIES AND OTHER COMPENSATION

15.1 The salary schedules for all employees in the bargaining unit are as set forth in Exhibits attached hereto and made a part hereof. All employees shall be paid on the 15th and the last day of every month. In the event the regular pay day falls on a bank holiday, the pay day shall be the day before. The Board will provide all employees with the option of electronic transfer of pay to the bank and bank account designated by the employee.

If the total number of days worked in the first year of employment equals less than 50% of the required staff workdays, the employee will remain at the agreed upon Step for the following school year.

The parties mutually agree that, should negotiations for the successor contract to the 2024-2027 collective bargaining agreement not be completed prior to June 30, 2027, unit members shall not be moved up a step on the salary guide for the next school year. Movement up the guide shall be interpreted as a vertical guide step increase, a column differential based on educational credit or degree attainment, or an increase in longevity based on years of service. Unit members shall have their salary "frozen" at the 2027 level until negotiations for a new contract are completed, the agreed-upon salary increases have been distributed through mutually acceptable guides, and both parties have ratified the agreement.

15.2 The Board will approve payroll deduction for a tax-sheltered annuity program only after five (5) or more employees apply and the requested provider agrees to sign a contract with the district's Third Party Administrator (TPA).

15.3 **Staff Travel:** Professional employees, including full- and part-time paraprofessionals, shall be reimbursed for all approved mileage at the State of New Jersey-approved rate per mile, commencing with the date of ratification of this contract.

15.4 Increments are not automatic; they will be awarded for satisfactory performance. All increments will be by recommendation of the Chief School Administrator and approval of the Board.

15.5.1 Placement on Salary Guides: Placement does not reflect teaching or other experience.

15.5.2 Credit for military service not to exceed four (4) years.

15.5.3 Two (2) years' work experience, upon review and approval of the Board, may equal one (1) year credit on the salary guide for vocational staff employees. All certification requirements must be met.

15.5.4 Only masters' degrees granted in the teacher's subject field, administration, guidance, education and educational psychology, or reading will be honored for credit on the salary guide. Degrees not in above-mentioned fields may be accepted for salary consideration if the Chief School Administrator feels such degrees will be beneficial to the school district. In addition to the Chief School Administrator's recommendation, the Board's approval is also required.

15.5.5 Only graduate credits in the teacher's subject field, educational administration, guidance, education or educational psychology, or reading will be honored for credit on the B.A./B.A.+15 and M.A./M.A.+30 Salary Schedules. It is the duty of the teacher so entitled to advise the Chief School Administrator in writing and provide the necessary proof no later

than September 30th of each year in accordance with existing Board Policy.

- 15.4.6 Only professional training/continuing education pre-approved under provisions of Article 14.4.1 will be honored for credit. Office Personnel taking advanced training will receive the additional compensation hereinafter provided if the training is considered beneficial to the school district or to the improved performance of the Office Personnel member's employment classification.

Office Personnel members will be compensated for advanced courses or training by receiving an additional one (1) percent of their base salary for every fifteen (15) credit hours of training, to a maximum of forty-five (45) credit hours, successfully completed. Credit for technical training courses not taken at a college -- for example, training in the use of specialized equipment or a particular computer program -- shall be calculated for these purposes at the rate of one (1) credit hour for each fourteen (14) hours of training or class time. Nothing herein shall be construed as a bar or prohibition against any Office Personnel taking advanced courses or training beyond forty-five (45) credit hours.

It is the duty of the clerical staff member to advise the Chief School Administrator in writing and to provide required documentation no later than September 30 of each year, in accordance with existing Board Policy.

- 15.5 The hourly rate for assignments that do not involve teaching high school students shall be \$35. This rate is applicable for certificated staff monitoring students through credit completion programs and Home Instruction, completing curriculum work, or attending trainings/professional development required by the district outside of the normal workday or work year.

The hourly rate for assignments that involve teaching high school students -- differentiated from other assignments due to the requirement of preparation/planning and grading -- shall be \$50. This rate shall be applicable to enrichment programs, extended school year, and other instructional programs that occur outside of the normal workday or work year.

Faculty members who act as chaperones from the beginning to the end of school dances shall be paid \$50 per night with the exception of Prom, which shall not be compensated due to the inclusion of a sit-down meal and early dismissal from the workday. Attendance as a chaperone shall remain voluntary. There may be up to eight (8) paid chaperones approved by the principal attending each dance, although any Faculty member is welcome to attend without compensation. An advisor to a school group sponsoring the dance shall not be considered as a chaperone and shall not be eligible for any additional compensation.

- 15.6 The district shall pay for the initial licensing fee or renewal fee for paraprofessionals wishing to obtain their substitute certificate.
- 15.7 The attached salary guides are incorporated herein by reference and shall control compensation of employees for the duration of this agreement.

Custodial Employees

- 15.8 Employees assigned to the second shift shall receive a pay differential in the amount of \$900.00. Employees assigned to the third shift shall receive a pay differential in the amount of \$1,150.00.
- 15.9 In addition to all compensation payable under the salary schedules and 15.9, all employees, upon receipt of a Black Seal Boiler License, shall be reimbursed the cost of attaining and retaining the license.

In addition to this, all employees shall receive \$500 per year for having their Black Seal License. This payment shall be paid no later than October 30th of each contract year, pending proof of renewal by the employee.

- 15.10 Whenever a custodial employee is required to use his own vehicle on school business, he shall be reimbursed for all approved mileage at the State of New Jersey-approved rate per mile, plus any applicable tolls and/or parking fees.

ARTICLE XVI-REPRESENTATION FEE

16.1 Any eligible employee who does not become a member of the Cumberland Regional Education Association within thirty (30) days of hiring will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

16.2 Amount of Fee

16.2.1 Prior to the beginning of each membership year, the Cumberland Regional Education Association will notify the Board in writing of the amount of regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be determined by the New Jersey Education Association in accordance with the law.

16.2.2 In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees, and assessments charged by the Association to its own members, and the representation fee shall be set up to eighty-five (85) percent of that amount as the maximum presently allowed by law. If the law is changed in this regard, the amount of representation fee automatically will be changed to the maximum allowed, said change to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

16.3 Deduction and Transmission of Fee

16.3.1 Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with 16.3.2, the full amount of the representation fee and promptly transmit the amount so deducted to the New Jersey Education Association.

16.3.2 The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin in February and the deductions will be retroactive to the beginning of the school year. If a new employee begins employment in a bargaining unit position, the employee shall have thirty (30) days to join the Association. In the event that he/she does not join the Association, representation fee deductions shall begin upon the next pay period thereafter.

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

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

16.3.5 The Association will notify the Board in writing of any changes in the list provided for in 16.2.1 and/or the amount of the representation fee, and such changes shall be reflected in any deductions made more than ten (10) days after the Board receives said notice.

16.3.6 On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their

employment in a bargaining unit position during the preceding thirty (30)-day period. The list will include names, job titles and dates of employment for all such employees.

ARTICLE XVII - SPECIAL CUSTODIAL PROVISIONS

- 17.1 The Board shall provide six (6) uniform shirts to each employee who has been continuously employed for at least ninety (90) days. After the 90-day probationary period, each employee is required to wear the district-provided shirts when at work.
- 17.2 On or before August 30th of each calendar year, each employee who has been employed by the Board for more than two (2) years, the Board shall reimburse employees for safety boots and pants up to a maximum of \$200 per year, upon proof of purchase.
- 17.3 The Board shall provide foul-weather gear for employees who are required to work outdoors during inclement weather, which will be inspected annually. Any foul-weather gear in disrepair will be replaced, as needed. All foul-weather gear will be kept on the premises.

ARTICLE XVIII - MISCELLANEOUS PROVISIONS

- 18.1 **Separability:** 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.
- 18.2 **Modification:** This Agreement contains the entire understanding of the parties and all matters that were or could have been negotiable or that were dropped during negotiations are settled matters. There are no additional representations, promises, or warranties other than those set forth herein, and this Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- 18.3 **Duration:** This agreement shall remain in full force and effect until June 30, 2027.
- 18.4 **Copies:** Copies of this Agreement shall be printed at the expense of the Board. The Agreement shall be presented to all employees now employed and hereafter employed.
- 18.5 **Notice:** Notice shall be given in the following manner:
- 18.5.1 To the Board by mailing or personal delivery to the Board Secretary, 65 Love Lane, Bridgeton, New Jersey 08302.
- 18.5.2 To the CREA by mailing or personal delivery to the President, Cumberland Regional Education CREA, 90 Silver Lake Road, Bridgeton, New Jersey 08302.
- 18.5.3 To any member of the CREA by mailing or personal delivery to the last known home address of the member with a copy to the CREA.
- 18.6 The Board and the CREA agree that there shall be no discrimination and that all practices, procedures, and policies of the school shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application of this Agreement on the basis of origin, sex, domicile, marital status, or religion.
- 18.7 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 this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement shall be controlling.
- 18.8 The Board agrees to deduct from the salary of each employee dues for the Cumberland Regional Education CREA, the Cumberland County Education CREA, New Jersey Education CREA, and the National Education CREA. Said moneys shall be transmitted to the NJEA per present practice.

18.9 The compensation and reimbursement increases in excess of the prior contract shall only inure to the benefit of those employees employed by the Board at the time of the ratification of this agreement. No former employee shall receive the benefit of any increase in compensation provided herein. However, as to those employees employed by the Board at the time of the ratification of this agreement, the increases in base salary and extra service contracts shall be retroactive to July 1, 2024. It is expressly understood, however, that any increase in any reimbursement provision for mileage, travel, meals, etc., or any other emolument, such as substitute teaching, summer school, etc., shall be effective as of the time of the ratification of this agreement.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents, and attested by their respective negotiation chairpersons.

CUMBERLAND REGIONAL BOARD OF EDUCATION	CUMBERLAND REGIONAL EDUCATION ASSOCIATION
_____ President	_____ President
_____ Negotiations Chair	_____ Negotiations Chair

Exhibit A-1
Faculty Salary Guide 2024-2025

YEAR 1				
2024-2025		Cumberland Regional Teachers		
Salary Guide				
Step	BA	BA+15	MA	MA+30
1	59,007	60,807	63,207	65,107
2	59,482	61,282	63,682	65,582
3	59,857	61,657	64,057	65,957
4	60,232	62,032	64,432	66,332
5	60,732	62,532	64,932	66,832
6	61,232	63,032	65,432	67,382
7	62,032	63,832	66,232	68,132
8	63,232	65,032	67,432	69,332
9	65,082	66,882	69,282	71,182
10	67,482	69,282	71,682	73,582
11	69,982	71,782	74,182	76,082
12	72,732	74,532	76,932	78,832
13	75,832	77,632	80,032	81,932
14	79,032	80,832	83,232	85,132
15	82,132	83,932	86,332	88,232
16	86,840	88,640	91,040	92,940

Exhibit A-2
Faculty Salary Guide 2025-2026

YEAR 2				
2025-2026	Cumberland Regional Teachers			
Salary Guide				
Step	BA	BA+15	MA	MA+30
1	61,107	62,907	65,307	67,207
2	61,582	63,382	65,782	67,682
3	61,957	63,757	66,157	68,057
4	62,332	64,132	66,532	68,432
5	62,832	64,632	67,032	68,932
6	63,282	65,082	67,482	69,432
7	64,032	65,832	68,232	70,132
8	64,882	66,682	69,082	70,982
9	66,232	68,032	70,432	72,332
10	68,582	70,382	72,782	74,682
11	71,132	72,932	75,332	77,232
12	73,982	75,782	78,182	80,082
13	76,982	78,782	81,182	83,082
14	80,132	81,932	84,332	86,232
15	83,432	85,232	87,632	89,532
16	88,190	89,990	92,390	94,290

Exhibit A-3
Faculty Salary Guide 2026-2027

YEAR 3				
2026-2027		Cumberland Regional Teachers		
Salary Guide				
Step	BA	BA+15	MA	MA+30
1	63,307	65,107	67,507	69,407
2	63,782	65,582	67,982	69,882
3	64,157	65,957	68,357	70,257
4	64,432	66,232	68,632	70,532
5	64,932	66,732	69,132	71,032
6	65,382	67,182	69,582	71,532
7	65,932	67,732	70,132	72,032
8	66,532	68,332	70,732	72,632
9	67,382	69,182	71,582	73,482
10	69,682	71,482	73,882	75,782
11	72,282	74,082	76,482	78,382
12	75,382	77,182	79,582	81,482
13	78,132	79,932	82,332	84,232
14	81,232	83,032	85,432	87,332
15	84,832	86,632	89,032	90,932
16	89,635	91,435	93,835	95,735

Exhibit B-1
Custodian Salary Guide 2024-2025

YEAR 1				
2024-2025	Cumberland Custodial			
Salary Guide				
Step	Custodian	Grounds	Foreman	Maint
1	36,872	41,402	55,598	55,932
2	38,722	41,902	57,068	57,432
3	40,672	42,402		59,082
4	42,722	43,402		60,882
5	44,872	44,402		63,132
6	47,122	45,502		65,377
7	49,472	46,702		
8	51,922	47,952		

Exhibit B-2
Custodian Salary Guide 2025-2026

YEAR 2				
2025-2026	Cumberland Custodial			
Salary Guide				
Step	Custodian	Grounds	Foreman	Maint
1	37,854	42,384	56,580	56,914
2	39,704	42,884	58,110	58,414
3	41,654	43,384		60,064
4	43,704	44,384		61,864
5	45,854	45,434		64,014
6	48,104	46,534		66,419
7	50,454	47,684		
8	52,909	48,989		

Exhibit B-3
Custodian Salary Guide 2026-2027

YEAR 3				
2026-2027	Cumberland Custodial			
Salary Guide				
Step	Custodian	Grounds	Foreman	Maint
1	39,318	43,848	58,044	58,378
2	41,168	44,348	59,774	59,878
3	43,118	44,848		61,528
4	45,168	45,848		63,328
5	47,318	46,898		65,578
6	49,568	47,998		68,083
7	51,918	49,148		
8	54,473	50,653		

Exhibit C-1
Secretarial Salary Guide 2024-2025

YEAR 1				
2024-2025		Cumberland Regional Secretaries		
Salary Guide				
Step	Secretary	1%	3%	
1	49,807	50,305	51,301	
2	50,807	51,315	52,331	
3	51,807	52,325	53,361	
4	52,807	53,335	54,391	
5	53,807	54,345	55,421	
6	54,807	55,355	56,451	
7	55,807	56,365	57,481	
8	56,807	57,375	58,511	

Exhibit C-2
Secretarial Salary Guide 2025-2026

YEAR 2				
2025-2026		Cumberland Regional Secretaries		
Salary Guide				
Step	Secretary	1%	3%	
1	51,107	51,618	52,640	
2	52,107	52,628	53,670	
3	53,107	53,638	54,700	
4	54,107	54,648	55,730	
5	55,107	55,658	56,760	
6	56,107	56,668	57,790	
7	57,107	57,678	58,820	
8	58,107	58,688	59,850	

Exhibit C-3
Secretarial Salary Guide 2026-2027

YEAR 3				
2026-2027		Cumberland Regional Secretaries		
Salary Guide				
Step	Secretary	1%	3%	
1	52,482	53,007	54,056	
2	53,482	54,017	55,086	
3	54,482	55,027	56,116	
4	55,482	56,037	57,146	
5	56,482	57,047	58,176	
6	57,482	58,057	59,206	
7	58,482	59,067	60,236	
8	59,482	60,077	61,266	

Exhibit D-1
Paraprofessional Salary Guide 2024-2025

Part-Time Paraprofessionals	\$23/hour
Full-Time Paraprofessionals	\$31,000

Exhibit D-2
Paraprofessional Salary Guide 2025-2026

Part-Time Paraprofessionals	\$24/hour
Full-Time Paraprofessionals	\$33,000

Exhibit D-2
Paraprofessional Salary Guide 2026-2027

Part-Time Paraprofessionals	\$25/hour
Full-Time Paraprofessionals	\$37,000

Exhibit E-1

Athletics Extra Services Salary Guide			2nd	3rd	4th	5th	
2024-2027	Ratio		Salary				
Base Ratio	1.00		\$9,000	+\$100	+\$100	+\$100	+\$100
Baseball - Assistant Coach (3)	0.45		\$4,050	\$4,150	\$4,250	\$4,350	\$4,450
Baseball - Head Coach	0.70		\$6,300	\$6,400	\$6,500	\$6,600	\$6,700
Basketball - Assistant Coach Boys (2)	0.50		\$4,500	\$4,600	\$4,700	\$4,800	\$4,900
Basketball - Assistant Coach Girls (2)	0.50		\$4,500	\$4,600	\$4,700	\$4,800	\$4,900
Basketball - Head Coach Boys	0.80		\$7,200	\$7,300	\$7,400	\$7,500	\$7,600
Basketball - Head Coach Girls	0.80		\$7,200	\$7,300	\$7,400	\$7,500	\$7,600
Cross Country - Head Coach Boys	0.60		\$5,400	\$5,500	\$5,600	\$5,700	\$5,800
Cross Country - Head Coach Girls	0.60		\$5,400	\$5,500	\$5,600	\$5,700	\$5,800
E-sports Coach (3: Fall, Winter, Spring)	0.20		\$1,800	\$1,900	\$2,000	\$2,100	\$2,200
Field Hockey - Assistant Coach (2)	0.45		\$4,050	\$4,150	\$4,250	\$4,350	\$4,450
Field Hockey - Head Coach	0.70		\$6,300	\$6,400	\$6,500	\$6,600	\$6,700
Football - Assistant Coach (4)	0.60		\$5,400	\$5,500	\$5,600	\$5,700	\$5,800
Football - Head Coach	0.90		\$8,100	\$8,200	\$8,300	\$8,400	\$8,500
Golf - Head Coach Boys	0.45		\$4,050	\$4,150	\$4,250	\$4,350	\$4,450
Golf - Head Coach Girls	0.45		\$4,050	\$4,150	\$4,250	\$4,350	\$4,450
Soccer - Assistant Coach Boys (2)	0.45		\$4,050	\$4,150	\$4,250	\$4,350	\$4,450
Soccer - Assistant Coach Girls (2)	0.45		\$4,050	\$4,150	\$4,250	\$4,350	\$4,450
Soccer - Head Coach Boys	0.70		\$6,300	\$6,400	\$6,500	\$6,600	\$6,700
Soccer - Head Coach Girls	0.70		\$6,300	\$6,400	\$6,500	\$6,600	\$6,700
Softball - Assistant Coach (2)	0.45		\$4,050	\$4,150	\$4,250	\$4,350	\$4,450
Softball - Head Coach	0.70		\$6,300	\$6,400	\$6,500	\$6,600	\$6,700
Spring Track - Assistant Coach Boys (2)	0.45		\$4,050	\$4,150	\$4,250	\$4,350	\$4,450
Spring Track - Assistant Coach Girls (2)	0.45		\$4,050	\$4,150	\$4,250	\$4,350	\$4,450
Spring Track - Head Coach Boys	0.70		\$6,300	\$6,400	\$6,500	\$6,600	\$6,700
Spring Track - Head Coach Girls	0.70		\$6,300	\$6,400	\$6,500	\$6,600	\$6,700
Swimming - Assistant Coach Boys	0.40		\$3,600	\$3,700	\$3,800	\$3,900	\$4,000
Swimming - Assistant Coach Girls	0.40		\$3,600	\$3,700	\$3,800	\$3,900	\$4,000
Swimming - Head Coach Boys	0.60		\$5,400	\$5,500	\$5,600	\$5,700	\$5,800
Swimming - Head Coach Girls	0.60		\$5,400	\$5,500	\$5,600	\$5,700	\$5,800
Tennis - Assistant Coach Boys	0.40		\$3,600	\$3,700	\$3,800	\$3,900	\$4,000
Tennis - Assistant Coach Girls	0.40		\$3,600	\$3,700	\$3,800	\$3,900	\$4,000
Tennis - Head Coach Boys	0.65		\$5,850	\$5,950	\$6,050	\$6,150	\$6,250
Tennis - Head Coach Girls	0.65		\$5,850	\$5,950	\$6,050	\$6,150	\$6,250
Winter Track - Assistant Coach Boys	0.30		\$2,700	\$2,800	\$2,900	\$3,000	\$3,100
Winter Track - Assistant Coach Girls	0.30		\$2,700	\$2,800	\$2,900	\$3,000	\$3,100
Winter Track - Head Coach Boys	0.40		\$3,600	\$3,700	\$3,800	\$3,900	\$4,000
Winter Track - Head Coach Girls	0.40		\$3,600	\$3,700	\$3,800	\$3,900	\$4,000
Wrestling - Assistant Coach	0.50		\$4,500	\$4,600	\$4,700	\$4,800	\$4,900
Wrestling - Head Coach	0.80		\$7,200	\$7,300	\$7,400	\$7,500	\$7,600

Exhibit E-2

Clubs/Activities Extra Service Salary Guide							
2024-2027	Ratio		Salary	2nd	3rd	4th	5th
Base Ratio	1.00		\$7,500	+\$100	+\$100	+\$100	+\$100
Anti-Bullying Specialist	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
Art Honor Society	0.10		\$750	\$850	\$950	\$1,050	\$1,150
*Breakthrough Choir	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
*CAST	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650
Cheerleading - Assistant Coach (Fall)	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650
Cheerleading - Assistant Coach (Winter)	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650
Cheerleading - Head Coach (Fall)	0.40		\$3,000	\$3,100	\$3,200	\$3,300	\$3,400
Cheerleading - Head Coach (Winter)	0.40		\$3,000	\$3,100	\$3,200	\$3,300	\$3,400
*Chemistry Club	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
*Class Advisor - Freshman	0.35		\$2,625	\$2,725	\$2,825	\$2,925	\$3,025
*Class Advisor - Junior	0.40		\$3,000	\$3,100	\$3,200	\$3,300	\$3,400
*Class Advisor - Senior	0.50		\$3,750	\$3,850	\$3,950	\$4,050	\$4,150
*Class Advisor - Sophomore	0.35		\$2,625	\$2,725	\$2,825	\$2,925	\$3,025
*COLTure Club	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
Drama Club Business	0.40		\$3,000	\$3,100	\$3,200	\$3,300	\$3,400
*ECHS Advisor (2)	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650
ESL/ELL Program Advisor	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650
Fall Play Director	0.60		\$4,500	\$4,600	\$4,700	\$4,800	\$4,900
*FBLA Assistant Advisor (2)	0.25		\$1,875	\$1,975	\$2,075	\$2,175	\$2,275
*FBLA Head Advisor	0.40		\$3,000	\$3,100	\$3,200	\$3,300	\$3,400
*FFA Assistant Advisor (2)	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650
*FFA Head Advisor	0.60		\$4,500	\$4,600	\$4,700	\$4,800	\$4,900
French Honor Society	0.10		\$750	\$850	\$950	\$1,050	\$1,150
*Foreign Language Clubs (2)	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
Graduation Organizer	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
*GSA (Gay-Straight Alliance) (2)	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
Head Club Advisor	1.0		\$7,500	\$7,600	\$7,700	\$7,800	\$7,900
*Helping Hands Club	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
*HOSA Future Health Professional Advisor (2)	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650
Indoor Ensemble Director	0.50		\$3,750	\$3,850	\$3,950	\$4,050	\$4,150
Indoor Ensemble Assistant - Percussion	0.40		\$3,000	\$3,100	\$3,200	\$3,300	\$3,400
Indoor Ensemble Assistant - Visual	0.40		\$3,000	\$3,100	\$3,200	\$3,300	\$3,400
Instrumental Lessons (Summer)	0.25		\$1,875	\$1,975	\$2,075	\$2,175	\$2,275
*Interact	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
*Junior Classical League (JCL)	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
Latin Honor Society	0.10		\$750	\$850	\$950	\$1,050	\$1,150
*Leo Club	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
*Literary Magazine - Omnium	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
Math Honor Society (Mu Alpha Theta)	0.10		\$750	\$850	\$950	\$1,050	\$1,150
Music Honor Society/Tri-M	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
National Honor Society	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650

*Newspaper Colts Tale	0.40		\$3,000	\$3,100	\$3,200	\$3,300	\$3,400
*Peer Mediation Advisor	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650
PEP Band - Assistant	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
PEP Band - Director	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650
*Political Science Club - Assistant Advisor	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
*Political Science Club - Head Advisor	0.40		\$3,000	\$3,100	\$3,200	\$3,300	\$3,400
Ropes Course Facilitator	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650
*Science Careers Club	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
Science Honor Society	0.10		\$750	\$850	\$950	\$1,050	\$1,150
Sound Tech/Audio Visual - Assistant Advisor	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650
Sound Tech/Audio Visual Crew Advisor	0.40		\$3,000	\$3,100	\$3,200	\$3,300	\$3,400
Spanish Honor Society	0.10		\$750	\$850	\$950	\$1,050	\$1,150
Spring Musical Director	0.60		\$4,500	\$4,600	\$4,700	\$4,800	\$4,900
*Student Council	0.60		\$4,500	\$4,600	\$4,700	\$4,800	\$4,900
*Students Against Destructive Decisions (SADD)	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650
*Team Theatre	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
Technical Honor Society	0.10		\$750	\$850	\$950	\$1,050	\$1,150
*Technology Student Association (TSA) (2)	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650
Testing Organizer	0.30		\$2,250	\$2,350	\$2,450	\$2,550	\$2,650
Thespian Honor Society	0.20		\$1,500	\$1,600	\$1,700	\$1,800	\$1,900
Vocal Lessons (Summer)	0.25		\$1,875	\$1,975	\$2,075	\$2,175	\$2,275
Weight Trainer (Fall)	0.35		\$2,625	\$2,725	\$2,825	\$2,925	\$3,025
Weight Trainer (Spring)	0.35		\$2,625	\$2,725	\$2,825	\$2,925	\$3,025
Weight Trainer (Summer) (2)	0.35		\$2,625	\$2,725	\$2,825	\$2,925	\$3,025
Weight Trainer (Winter)	0.35		\$2,625	\$2,725	\$2,825	\$2,925	\$3,025
Yearbook - Business Manager	0.40		\$3,000	\$3,100	\$3,200	\$3,300	\$3,400
Yearbook - Literary	0.60		\$4,500	\$4,600	\$4,700	\$4,800	\$4,900

Clubs/Activities indicated with an asterisk (*) MUST:

1. Have eight (8) or more students enrolled and regularly participating in the club/activity, with the exception of Class Advisors.
2. Meet and/or host an event after school, with at least eight (8) students in attendance (with the exception of Class Advisors), twice per month from October to May, with the exception of November when only one meeting or event is required.
3. Sign-in sheets for meetings and events must be submitted no later than the first workday of the following month to receive 1/8 of the stipend on the second pay of that month.
4. Failure to hold the required number of meetings and/or events in a month will result in the loss of the stipend payment for that month.

Exhibit F

Calculation of Pay at Severance or Termination (mid-year) for Certificated Staff

The contractual work year for certificated staff is one hundred eighty-six (186) days. Inasmuch as employees are paid on a bi-weekly schedule, should an employee end employment at any time other than the last regular workday, it is possible that he/she may have been paid in advance at the time of the issuance of his/her last paycheck prior to severance. The following formula shall be used to determine the appropriate last paycheck for individuals whose employment terminates during the academic year.

The annual salary shall be divided by 186 days to calculate the *per diem* rate.

The termination date of the employee shall be used to calculate the actual number of days within the academic year that the employee has actually worked.

The total number of workdays represented by the employee's next to last paycheck shall be calculated. [total amount of salary received divided by *per diem* rate]

The actual number of days worked or to be worked shall be multiplied by the *per diem* rate and subtracted from the amount of salary received by the employee through his/her next to last paycheck.

The employee's last paycheck will reflect the appropriate payment for days actually worked or to be worked as compared to the amount of salary already received by the employee.

It is also understood and agreed that should an employee be subject to a salary docking during the course of an academic year, that the *per diem* rate as calculated above shall be utilized to calculate the appropriate amount of withheld salary.

