



AGREEMENT BETWEEN

DENNIS TOWNSHIP

BOARD OF EDUCATION

AND

DENNIS TOWNSHIP

EDUCATION ASSOCIATION

JULY 1, 2023 TO JUNE 30, 2026

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PREAMBLE

This Agreement entered into this 25th day of August, 2023 by and between the Board of Education of Dennis Township, Cape May Court House, New Jersey, hereinafter called the Board and the Dennis Township Education Association, hereinafter called the Association.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed and executed, and signed by their respective presidents and attested by their secretaries on the 25th of August 2023.

**DENNIS TOWNSHIP
EDUCATION ASSOCIATION**



Monica DiVito, Co-President

**DENNIS TOWNSHIP
BOARD OF EDUCATION**



Nichol Hoff, President



Lori Palombo, Co-President



Teri Weeks, Board Secretary

SECTION I - EMPLOYEE ARTICLES

ARTICLE I

BARGAINING UNIT AND DURATION OF AGREEMENT

- A The Board hereby recognizes the Dennis Township Education Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions for all regularly-employed teachers, school psychologist, learning disability teacher consultant, speech pathologists, social workers, school nurses, guidance counselors, librarians, bus drivers, instructional aides, non-instructional aides, bus aides, custodians, maintenance employees and non-confidential secretaries and clerks. The Secretary to the Superintendent and the Secretary to the Board Secretary are excluded from the unit. When the term "secretarial employees" is used in this Agreement, it includes clerks.
- B This Agreement shall be in force during the period July 1, 2023 to June 30, 2026. The parties mutually agree that should negotiations for a successor collective negotiations agreement not be completed prior to expiration, 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 remain at their June 30, 2026 salary 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.
- C This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board Policy.
- D 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.
- E 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 during its duration shall be controlling.

SECTION I - EMPLOYEE ARTICLES

ARTICLE 2

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1975 in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin on or before the date established by PERC and by mutual agreement between the parties of this contract. Any agreement so negotiated shall apply to employees, as indicated in each clause, be reduced to writing, be signed by the Board and Association, and be adopted by the Board.
- B. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals. In support of such negotiations, the Board shall make available to the Association, upon written request, all information in the public domain.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations.
- D. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.
- E. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable to employees on the effective date of this Agreement as established by the rules, regulations, and/or policies of the Board in force on said date, shall continue to be so applicable during the terms of this Agreement.
- F. The Board agrees not to negotiate concerning said employee in the negotiating unit as defined in paragraph Section I, Article 1, item A of this Agreement, with any other organization other than the Association for the duration of this Agreement.
- G. It is understood by all parties that under the rulings of the Courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights or powers granted it by law.
- H. The parties agree to follow the procedures outlined in the Agreement, and to use no other channels to resolve any questions or proposal until the procedures within this Agreement are fully exhausted.
- I. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

SECTION I - EMPLOYEE ARTICLES

ARTICLE 3

GRIEVANCE PROCEDURE

A. A grievance is defined as the interpretation, application or violation of policies, agreements, or administrative decisions affecting terms and conditions of employment.

B. Purpose:

The purpose of this procedure is to secure, at lowest possible level, equitable solutions to the problems which may from time to time arise affecting the terms and conditions of employment of employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of procedure. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. Procedure:

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

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as practicable.

1. Level One

An employee with a grievance shall first discuss the matter with the following supervisor either directly or through the Association's designated representative, with the objective of resolving the matter informally. Special education teachers and special education aides shall first discuss the grievance with the Child Study Team Supervisor. Basic skills teachers shall first discuss the grievance with the Building Principal or designee. Bus drivers and bus aides shall first discuss the grievance with the Transportation Coordinator. Custodians and maintenance shall first discuss the grievance with the Business Administrator or designee. All other unit members shall first discuss the grievance with the Building Principal. Any employee or employees having a grievance, or the Association must institute the proceedings at this level within twenty-one (21) calendar days after the employee, or employees or the Association know of the grievance.

2. Level Two

If the aggrieved person/persons are not satisfied with the disposition of their grievance at Level One, they may file the grievance in writing with the Chief School Administrator within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner.

3. Level Three

If the aggrieved person/persons are not satisfied with the disposition of their grievance at Level Two or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Chief School Administrator, they or their representatives may within five (5) school days after a decision by the Chief School Administrator or fifteen (15) school days after the grievance was delivered to the Chief School Administrator, whichever is sooner, appeal the grievance to the Board.

4. Level Four

Upon receipt of a grievance, the Board of Education shall review the decision at the next regularly held Board meeting. The Board shall hold a hearing at that meeting with the employee if requested by the employee and shall render a decision in writing within five (5) school days of the Board meeting. Copies of the decision of the Board of Education shall be sent to the aggrieved, to the Chief School Administrator and the Association's designated representative.

5. Level Five

a. A grievance which remains unresolved to the satisfaction of the employee, after a decision has been rendered by the Board, may be submitted to arbitration. In order for the submission to be timely, it must be submitted in writing to the Public Employment Relations Commission ("PERC") within ten (10) school days of the Board's response at Level Four. A request for a list of arbitrators may be made to PERC regarding the selection of an arbitrator.

b. The arbitrator so selected shall confer with the representatives of the Board and the Association's designated representative and hold hearings promptly and shall issue his decision not later than twenty (20) school days from the date of the close of the hearings, or if oral hearings have been waived, then from the date of final statements and proofs on the issues that are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision volative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

c. The costs for the services of the arbitrator including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring the same.

D. Rights of Employees to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself or at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. No reprisals of any kind shall be taken by the Board or by any member of the Administration against any party in interest, any building representative, the Association's designated representative or any other participant in the grievance by reason of such participation.

E. Miscellaneous

1. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three of the Grievance Procedure, shall be in writing setting forth the decision and the reason therefore and shall be transmitted promptly to all parties in interest and to the Association's designated representative and the Building Principal. Decisions rendered at Level Four shall be in accordance with the procedures set forth in Section C4 of this Article.
2. All employees, including an employee who has filed a grievance under this Agreement, shall continue to work in accordance with the direction of the Chief School Administrator, Principal, or other supervisory personnel, regardless of the pendency of any grievance, until such grievance is properly determined.
3. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
4. Forms for filing grievances, serving notices, taking appeals, making reports, and recommendations and other necessary documents shall be prepared jointly by the Chief School Administrator and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
5. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representative, heretofore referred to in the Article.
6. Any member of the Dennis Township Education Association involved in any part of the Grievance Procedure which requires his presence during the school day shall suffer no loss of pay if the grievance is adjudicated in favor of the grievant.

SECTION I - EMPLOYEE ARTICLES

ARTICLE 4

EMPLOYEES' RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws, other applicable law and regulations or Board policy.
- B. Whenever any employee is required to appear before the Chief School Administrator, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given 24 hour written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview. Any suspension of an employee pending charges shall be with pay. If a decision is rendered in behalf of the Dennis Township School District or against a particular party, all monies shall be repaid from the day of suspension to the date of complete repayment. Interest to be fixed at prevailing bank rates.
- C. The teacher shall maintain the sole responsibility to determine grades of students within the grading policies of the Dennis Township School District based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. No grade or evaluation shall be changed without prior consultation with the teacher. When a grade change is deemed appropriate by the Chief School Administrator, said change shall be signed with the signature of the person making the change.
- D. Any reprimand by a supervisor, administrator, or board member or any district employee shall be made in confidence.
- E. An employee shall receive a copy of any materials placed into his/her file. The employee may submit written material in response to any materials placed in the file. This response must be received by the Superintendent or his/her designee no later than fifteen (15) calendar days after the employee received the materials. Said response shall be included in the personnel file.
- F. An employee or representative may review their personnel file by making such requests in writing to the Chief School Administrator or designee. The Chief School Administrator or designee will respond to the request within two (2) working days. The response will designate an appointment date and time. The file is to be reviewed in the presence of the Chief School Administrator or designee. An employee may respond in writing to anything in his/her file which he/she has not previously seen, and which he/she deems derogatory and have the response placed in the file. An employee may request in writing copies of specific information from his/her file. The copies will be provided within five (5) working days at a cost of twenty cents (\$.20) per copy.
- G. No employee shall be disciplined or reprimanded without just cause. The Board retains the right to discipline or discharge an employee during the term of his/her employment contract when the employee's performance and/or attendance negatively affect his/her ability to perform his/her assigned tasks. Discipline may include oral and/or written reprimands, increment withholdings, fines or suspensions without pay if consistent with law, and mid-contract discharges consistent with individual

contracts, but shall not include the non-renewal of a non-tenured teacher for performance-related reasons.

All disciplinary acts shall be subject to the grievance procedure. Any discipline to be imposed shall be determined on a case-by-case basis and shall take into account the nature of the offense, the length of service and general employment record of the employee, the number of previous offenses, any other mitigating circumstances, and previous discipline administered to others in similar situations. Discipline shall be applied in a non-discriminatory fashion.

- H. Pursuant to N.J.S.A. 34:13A-1, the Board hereby agrees that every employee of the Board shall have the right to freely organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or coerce an employee in the enjoyment of any right conferred by N.J.S.A. 34:13A- 1, or other laws of New Jersey or of the Constitution of New Jersey or of the United States, that it shall not discriminate against any employee with respect to hours, wages, or terms and conditions of employment by reason of his/her membership in the association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his/her institution of any grievance, complaint, or proceeding under this agreement or with otherwise respect to any terms or conditions of employment.

SECTION I - EMPLOYEE ARTICLES

ARTICLE 5

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association all information and/or data in its possession reasonably related to the obligation of the Association to carry out its bargaining and grievance handling responsibilities.
- B. Representatives of the Dennis Township Education Association, the Cape May County Education Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operation.
- C. The Dennis Township Education Association shall have the privilege to use the school building at all reasonable hours for meetings provided that this shall not interfere with or interrupt normal school operation. The Building Principal in question shall be notified in writing at least 24 hours in advance of the time and place of all such meetings.
- D. In order to carry out Association business, the Association shall have their right to use school equipment when such equipment is not in use by the school. The Association may be required to furnish or reimburse the school for materials and supplies for such use.
- E. The Board of Education shall provide the Association with a copy of the full Board of Education Policy Manual and provide any alterations and additions as they become available.
- F. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of these employees and not to any other organization.
- G. The office of the Superintendent shall provide all new employees with a copy of the negotiated contract.
- H. Attendance of Child of Bargaining Unit Member in the Dennis Schools Members of the bargaining unit are permitted to have their children attend the Dennis Township Public School system (K-8) even though that member is not a resident, so long as:
 - 1. The attendance by a child or children of a non-resident member of the bargaining unit shall be limited to attendance in regular classes. If, however, the child or children of the members of the bargaining unit shall require special pupil costs, and/or Child Study Team Services, that cost shall be borne by the parent- member of the bargaining unit.
 - 2. There is room for the child or children of a non-resident member of the bargaining unit without undue crowding in the respective class programs.
 - 3. The child is not an academic, social or discipline problem as determined by the Superintendent after consulting with administration and/or the Child Study Team. Once a child is admitted to the district, attendance privileges will not be revoked pursuant to subparagraphs 2 or 3 absent extraordinary circumstances. This provision is not subject to arbitration.

SECTION I - EMPLOYEE ARTICLES

ARTICLE 6

INSURANCE COVERAGE

- A.
1. The Board shall provide individual, and where applicable, family health- care coverage to include basic hospitalization, medical-surgical coverage, and major-medical coverage. Such coverage shall be equal or better than Aetna Open Access 15 or AmeriHealth PPO 15. There shall be a mandatory, non-binding second surgical opinion. The carrier shall pay for the second opinion.
 2. The Board shall make available to the employee an optional high deductible medical insurance plan.
 3. Employee contributions for health insurance shall be, at a minimum, those required under Chapter 78, PL 2011.
- B. The Board shall provide to each employee who meets the eligibility criteria set forth in D. below, a prescription plan providing coverage for the single employee, employee and dependent, parent-child, or family. The co-pay shall be \$15 (30-day supply name brand), \$5 (30-day supply generic), \$10 (90-day supply mail order), and \$20 (90-day supply name brand mail order).
- C. All employees who meet the eligibility criteria set forth in D. below shall be eligible to receive dental insurance, including Carryover Max.
- D.
1. The eligibility requirement for teachers and secretaries for any coverage under A., B. and C. shall be 30 hours per week. All teachers and secretaries who were on staff before the ratification of the 2017-2020 Agreement and who, before that date, worked between 25 and 30 hours per week are grandfathered in at 25 hours per week. All teachers and secretaries who were on staff before the ratification of the 1998-2001 Agreement and who, before that date, worked between 20 and 25 hours are grandfathered at 20 hours.
 2. The eligibility requirement for bus drivers, instructional aides, custodians, maintenance, non-instructional aides, and bus aides for any coverage under A., B. and C. shall be 30 hours per week. All bus drivers, instructional aides, custodians, maintenance, non-instructional aides and bus aides who were on staff before the ratification of the 1996-1998 Agreement and who, before that date, worked between 20 and 25 hours are grandfathered at 20 hours. All bus drivers, instructional aides, custodians, maintenance, non-instructional aides, and bus aides who were hired after the ratification of the 1996-1998 Agreement but before the 1998-2001 Agreement and who, before that date, worked between 25 and 30 hours are grandfathered at 25 hours. In addition, bus drivers on staff as of July 30, 1996 who worked less than 20 hours per week before July 1, 1996, will be covered by insurance if they reach 20 hours. If there is a voluntary break in service, the grandfathering in the prior three sentences ends for that employee if he/she is re-hired.

E. Voluntary Health Incentive Waiver Plan

1. An employee may waive coverage in any of the health benefit plans if covered through a spouse, civil union or domestic partner's health plan, and in accordance with Chapter 78, PL 2011 and procedures established by the Board. The employee will be paid the lesser of (twenty-five percent) 25% or (Three Thousand Dollars) \$3,000 of the cost of said coverage for waiving such coverage.
2. Payment of the monies in 1 above shall be made by separate check before July 31 after the conclusion of the waived year.
3. Employees who qualify for insurance may waive such insurance and receive the maximum waiver applicable for any such period that the Board of Education was relieved of providing said coverage.

F. All employees who met the eligibility criteria set forth in D shall be eligible to receive vision insurance at no cost. The coverage will be substantially equivalent to VSP Plan C.

G. All employees who met the eligibility criteria set forth in D shall be eligible to receive Long Term Disability Insurance. The coverage will be substantially equivalent to Long Term Disability.

H. Temporary Disability Benefits, equivalent to State TBD, will be provided to all unit members. The rate for TBD is a shared cost between the Employee and Employer which is required by the state TBD. A private plan TBD is required to follow the same guidelines as the state.

SECTION I - EMPLOYEE ARTICLES

ARTICLE 7

TEMPORARY LEAVES OF ABSENCE

- A. It is recognized that while the following leaves are available when necessary, the typical employee will not be expected to take every possible leave day.

Subject with notification of the Chief School Administrator, employees shall be entitled to the following (temporary non-accumulative) leaves of absence with full pay each school year except where a leave is designated for a particular unit sub-group.

B. Personal leave

1. All 10 month employees:

Up to three (3) days leaves of absence for personal, legal, household, business, or family matters which require absence during school hours. Part-time teachers and non-instructional aides are entitled to pro-rated personal leave. Part-time bus drivers receive up to one (1) day's leave of absence under the same terms. Application to the Chief School Administrator for personal leave shall be made at least three (3) days before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than that he is taking it under this section. Unused personal days convert to sick days if not used by the end of the school year one for one. Personal days should not be included with holidays or vacation days.

2. All 12 month employees:

Up to four (4) days leaves of absence for personal, legal, household, business, or family matters which require absence during school hours. Application to the Superintendent for personal leave shall be made at least three (3) days before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than that s/he is taking it under this section. Unused personal days convert to sick days if not used by the end of the school year one for one. Personal days should not be included with holidays or vacation days.

The Chief School Administrator has sole discretion to grant or not grant personal days to be taken after May 31st. The Chief School Administrator's decision may only be grieved to Level 2 of Article 3.

- C. 1. Up to five (5) days' bereavement at any one time in the event of death of an employee's spouse, domestic partner, child, parent, sister, brother, or grandchild. Up to three (3) days' bereavement at any one time in the event of death of aunt, uncle, niece, nephew, father-in-law, mother-in-law, grandparents (by blood or marriage), sister-in-law, brother-in-law.
2. Up to five (5) days' per year total in the event of critical illness for spouse, domestic partner, child, parent, sister, brother, grandchild, aunt, uncle, niece, nephew, father-in-law, mother-in-law, grandparents (by blood or marriage), sister-in-law, or brother-in-law.
3. If an employee decides to utilize this leave time, that employee shall notify the Superintendent of Schools, and/or his/her designee within forty-eight (48) hours. Where

possible, prior notification shall be provided to the Superintendent before the leave commences.

Upon receipt of the employee's notification for each occurrence, the Superintendent of Schools shall make a determination within twenty-four (24) hours and so notify the employee as to whether or not the employee will be granted such leave on a paid basis. Critical illness leave must be supported by a medical certification.

In the event the Superintendent denies the request for leave on a paid basis, the employee shall have the authority to appeal this decision to the Board of Education.

Upon request, the Superintendent of Schools has the discretion to grant additional unpaid days in the event of a critical illness in the employee's immediate family.

Critical illness is defined as life threatening condition, a disease or state in which death is possible or imminent.

- D. Time necessary (up to two weeks) for persons called into temporary active duty of any unit of the U.S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. An employee shall be paid his regular pay in addition to any pay which he received from the State or Federal government.
- E. Employees required to perform jury duty shall receive their full pay, minus the amount paid by the Courts, for the time which they serve.
- F. Other leaves of absence with pay or without may be granted by the Board for good reason.
- G. Employees who do not use any leave days in a given work year pursuant to Article 9, A (Sick), Article 7 B (Personal), Article 7 C2 (Critical Illness) or Article 9 A (Family Illness) shall be entitled to a one-time, non-pensionable, non-tenurable, attendance bonus equal to one day's pay at the end of the year.
- H. Employees may choose to use ~~burn~~ up to 15 sick days prior to them using FMLA or FLA concurrently with available remaining paid time off.
- I. Those not employed for a full school year will have their personal, sick, and family illness days prorated based on the number of months worked.

SECTION I - EMPLOYEE ARTICLES

ARTICLE 8

EXTENDED LEAVES OF ABSENCE

- A. Any regular employee who may enlist or be conscripted into the Armed Services of the United States, during a declared military emergency, for service or training, shall be granted a military leave. If one leaves the Armed Forces, at the first possible opportunity after the military emergency has been canceled or after the cessation of hostilities, one shall be reinstated to his position in this school system with full credit including the annual increment(s) under the salary policy, upon written request supported by competent proof that said applicant is fully qualified to perform the duties of said position. The application for reinstatement shall be made within a reasonable time after discharge or release from military service and not be later than ninety (90) days from the date of said release or discharge.
- B. Child Rearing Leave
1. Application for child-rearing leave shall be made if at all possible at least three (3) months prior to the anticipated birth of the child. Application shall be on forms provided by the Board.
 2. Child-rearing leave shall be granted to employees for an amount of time up to and including the balance of the school year during which the child is born. The employee may apply for an additional year of child-rearing leave. The employee shall indicate in writing the amount of time desired for the leave in accordance with B1 before the April 1 preceding the additional full year.
 3. Any employee adopting a child shall be granted a child-rearing leave in conformity with the provisions of B2, and such leave shall commence by the date on which the employee obtains custody of the child. Notice shall be given to the Board at least sixty (60) days prior to the anticipated date of custody if possible, or as soon as the date is known.
 4. Returns from said leaves shall occur if the employee on leave has given the Board written notice of an intention to return at least forty-five (45) days before that date.
 5. Extensions of child-rearing leave may be granted by the Board under Article 7 F.
- C. Illness in Family
A leave of absence without pay of up to one (1) year shall be granted for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the discretion of the Board. See Article 7 F.
- D. Benefits
All accumulated benefits to which an employee is entitled at the time his leave of absence commenced, including unused accumulated sick leave shall be restored to him upon his return.

SECTION I - EMPLOYEE ARTICLES

ARTICLE 9
SICK LEAVE

- A. Employees employed on a ten (10) month basis shall be entitled to ten (10) days sick leave each school year as of the first official day of said school year whether or not they report for duty on that day. Employees employed on a twelve (12) month basis shall be entitled to twelve (12) days sick leave each school year as of the first official day of said school year whether or not they report for duty on that day. Part-time employees are entitled to pro-rated sick leave. Unused sick leave days shall be accumulated from year to year with no maximum limit. All employees shall be entitled to two (2) days for family illness. Unused family illness will not be cumulative. Family illness days may be used for illness of a spouse, domestic partner, parent, child, sister, brother, or member of immediate household.
- B. New employees shall be credited with one (1) day of sick leave per month for the number of full or part months remaining in the school year as of the first day of work.
- C. Each employee shall be given a written accounting of accumulated sick leave no later than September 30th of each school year. The accounting shall include the twelve (12) days or ten (10) days, as relevant, for the current year.
- D. Refer to individual article for payment for unused Sick Leave

SECTION I - EMPLOYEE ARTICLES

ARTICLE 10

MISCELLANEOUS PROVISIONS

- A. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of unit members or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, social economic status, ancestry, marital status, or age.

- B. The Board of Education has the responsibility to provide a safe and healthy workplace for all employees. Employees shall not be required to work in unsafe or hazardous working conditions or be required to perform tasks that could endanger their health or well-being. The Board shall be bound by all applicable local, state, and federal statutes and regulations, and occupational health and safety standards shall be used in determining the presence of health hazards and unsafe conditions in the workplace.

SECTION I - EMPLOYEE ARTICLES

ARTICLE 11

POSTING

If a new position is created or a permanent vacancy in an existing position occurs, the Administration shall post said position on the bulletin board in the front office and in the faculty lounge of both the elementary school and the primary school for at least ten (10) days prior to filling said position. Posting shall also cover summer school positions. A copy of each posting shall be sent to the President of the Association. All employees shall have a right to apply for a posted position.

ARTICLE 12

TRAVEL

The Board shall reimburse all unit members' travel incurred at the request of Dennis Township Board of Education or any representative thereof, excluding normal driving by bus drivers but excluding coming directly to or going from the regular working day in accordance with the rate established by applicable State law.

SECTION I - EMPLOYEE ARTICLES

ARTICLE 13

SALARY

- A. 1. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal installments payable on the 15th and 30th of the month. Employees employed on a twelve (12) month basis shall be paid in twenty (24) equal installments payable on the 15th and 30th of the month.
2. Ten month employees may individually elect to participate in an employee credit union. Such ten month employees who elect to participate in such credit union may, within the full discretion of the employee, elect to have a certain amount of money deducted from their monthly salary and deposited with the credit union. Any payments to the employees will be made in accordance with the schedule of payments determined by the credit union.
3. When payday falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.
4. Employees shall receive their final checks and the pay schedule for the following year on the last working day in June.
- B. Longevity payments shall be paid throughout the year as part of the regular paycheck for all employees.
- C. Work in higher pay category: Should any District employee work in another position instead of their own, they will be paid at the current substitute rate or their own current rate, whichever is higher. Should a district employee substitute in another position in addition to their current job, they will be paid the current substitute rate for that position.
- D. All positions, including summer, shall be sent to all employees' District e-mails within two (2) work days after posting.
- E. Incremental movement under Section II, Article 3 A-a, Section III, Subsection A, Article 2 A, and Subsection C, Article 2 1 shall occur as of July 1 of each year following the anniversary date of employment.

Any ten (10) month employee who has worked a minimum of ninety (90) school days in the Dennis Township School District will be given credit for one full year of experience and placed on scale. Any twelve (12) month employee who has worked a minimum of one-half of the school days in their twelve (12) month work year in the Dennis Township School District will be given credit for one full year of experience and placed on scale. Effective July 1, 2001, time spent as a substitute bus driver does not count towards credit on the salary guide. Any contracted bus driver who was credited for substitute bus driver time on the guide prior to July 1, 2001, will maintain that credited time.

SECTION I - EMPLOYEE ARTICLES

ARTICLE 14

TRANSFERS AND REASSIGNMENTS

Voluntary and Involuntary Transfers and Reassignments

1. No later than May 30th of each year the Superintendent will provide to the President of the Association and post at all worksites a written list of known vacancies which are anticipated to occur during the upcoming school year. Employees who desire to transfer to another work site should file a written statement of their wish to transfer to an open position within five (5) working days after the posting.
2. The Board shall provide assistance in moving equipment and materials for any reassigned employee.

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SECTION II CERTIFIED STAFF ARTICLES

ARTICLE 1 **WORK YEAR**

1. The in-school work year of teachers employed on a ten (10) month basis (other than new personnel who may be required to attend an additional two (2) days of orientation) shall not exceed one hundred eighty-four (184) days. On one (1) in-service day preceding the start of the student school year, teachers shall be allowed a ½ day for the purposes of preparing their classroom and materials.
2. Inclement Weather
Teacher's attendance shall not be required whenever student attendance is not required due to inclement weather.

ARTICLE 2 **TEMPORARY LEAVES OF ABSENCE**

1. Up to two (2) days for teachers for the purpose of visiting other schools or attending meetings or conferences of an educational or professional nature, with prior approval of the Chief School Administrator.
2. Time necessary for appearances in any legal proceeding connected with the teacher's employment or with the school system if the teacher is required by law to attend.

SECTION II CERTIFIED STAFF ARTICLES

ARTICLE 3

WORK WEEK, WORK HOURS, AND WORK LOAD

- A.
1. The full-time teacher work day shall be no more than seven (7) hours. These seven hours include the duty free lunch provided for in subparagraph A(3) and the preparation time provided for in subparagraph A(6).
 2. On a full day when students are present for a normal instructional day, time under 1 above shall include fifteen (15) minutes prior to the start of the student instructional day and fifteen (15) minutes after the student dismissal bell. The student instructional day begins with homeroom.
 3. The duty-free lunch period for teachers on a regular, full day shall be not less than forty (40) minutes, not including passing time. The duty free lunch shall not occur more than one (1) period before or after the student lunch periods.
 4. Employees shall be required to check in and out on a daily basis in a manner established by the Superintendent of Schools. Transportation employees are excluded from these check in and checkout procedures.
 5. Teachers may leave the building upon notification of the Building Principal during their scheduled duty-free lunch period. A written check in and out system has been established, primarily for emergency reasons.
 6. All full time classroom teachers shall receive one preparation period (no less than 40 minutes) on every full school day. Part time teachers will receive a prorated amount of full period preparation time based on their work schedule. Prep time shall continue to be able to be used for supervisor-teacher meetings, parent-teacher meetings and teacher committee meetings. All efforts will be made not to use more than two preparation periods a week for such meetings.
 7. When a teacher covers an absent colleague's class and that assignment brings the teacher below the guaranteed prep time set forth in Section II, Article 2A6, the teacher will be paid for the amount of lost prep time that week at the home instruction rate.
 8. The Superintendent or her/his designee will provide each teacher a memo stating their anticipated teaching assignment for the coming year to be delivered at the time of the teacher's end of year evaluation conference. It is understood that this assignment could change due to unexpected circumstances that arise after scheduling work. Teachers will be able to access their class lists electronically by August 15th unless needed assessment results are unavailable, and, if such needed assessment results are unavailable, then the electronic accessibility to the class lists will occur after August 15th.
- B. Meetings
1. There may be up to two (2) faculty meetings per month after the time set forth in Section II, Article 2A1. The total meeting time per month may not exceed 90 minutes, with no

one meeting exceeding 75 minutes in length. Teachers are required to attend two faculty meetings per month.

2. Meetings shall not occur on half-day in-service days. Faculty meetings shall not be held on Fridays, on days preceding a holiday or vacation, or during parent-teacher conferences. Notice shall be given to each teacher one week in advance of the meeting, except in emergency. An agenda shall be given to the Association twenty-four (24) hours in advance of the meeting, except in the case of an emergency. If possible, faculty meetings shall be held on the same day of each month (example -- second Thursday of each month).
 3. Meetings shall be scheduled to commence as close to the student dismissal as possible, but no later than 10 minutes after students are dismissed, unless in emergency situations (such as, but not limited to) which involve student safety, staff safety, and/or the safety of the District property. Determinations of emergency situations shall be made by the District's administration.
 4. Meetings may be used for any purpose.
 5. Coaches of District teams and of stipend extracurricular activities shall be released by the Principal from faculty meeting attendance as necessary for events.
 6. Other non-mandatory meetings may be held after school. Attendance at these meetings is strictly voluntary and attendance shall not be taken. Faculty members may attend at their own discretion.
- D. Afternoon hallway bus monitoring positions for each five (5) month period shall be properly posted and each retained teacher, selected from applicants, shall be compensated at a rate of \$300.00 per five (5) month period (opening of school through January 31 and February 1 through the last day of school.) Each retained employee shall remain on duty until the last child is on the bus, or picked up.
- E. Those teachers who are required to return to school for evening parent-teacher conferences shall have an early dismissal day.

SECTION II CERTIFIED STAFF ARTICLES

ARTICLE 4

TEACHER SALARIES, HOURLY RATES, STIPENDS

- A.
1. The salaries for each year of this contract of all teachers covered by this Agreement are set forth in Section II, Article 8, Schedules A-1, A-2, and A-3.
 2. To move across the guide, only graduate and doctoral level courses can be applied.
 3. A maximum of six (6) credit years for a fully certified teacher may be given to a teacher moving from a public school system or an accredited private school. The Board may grant up to an additional nine (9) years of such credit at its discretion. The maximum of four years for military service as required by law. In order to qualify for such credit on the salary guide, the teacher must claim the credit on the application form prior to the Board's decision to hire.
 4. Certified staff required to work during the summer months to meet legally mandated timelines will be reimbursed at their normal hourly rate of pay (salary divide by 200 days equals daily rate; daily rate divided by seven (7) hours equals hourly rate). Certified staff working voluntary summer teaching positions will be reimbursed at the home tutoring hourly rate.
 5. If a certified staff member agrees to add a scheduled class for the year beyond their normal work day, or gives up one or more prep periods to add a scheduled class for a year they will be compensated at their normal hourly rate of pay (salary divided by 200 days equals daily rate; daily rate divided by seven (7) hours equals hourly rate). This position will be posted according to Article 18.
 6. The Board of Education will pay for any licensure recertification required for staff.

- B. Check out procedures – No checks will be given until satisfactory final check out.

Check out requirements will be distributed to teachers/staff by June 1st so that they may properly prepare.

Check out lists will be created in consultation with administration, maintenance, technology and union representatives and will include specific directions regarding labeling, covering computers, laptops, smartboards, chromebook/ipad carts and keys, remote controls, room keys, filing cabinet keys, cords, trash, maintenance requests, etc. Check out lists should be revisited each year to ensure that requirements are still necessary.

Check out times must be scheduled by the teacher during the last three school days. Check outs will be performed by the principal and/or his/her designee. Teachers will notify the designated person when they are ready for their room to be checked. Considerations should be made for minimal general supplies still out to be used on those last days with the understanding that they will be properly stored before vacating the room for the summer.

C. Extracurricular Activities/Stipends

- a. Extracurricular activities include those activities not specified as part of the teaching and duty assignments scheduled in the regular work day, work week, or work year as defined in this Agreement or as established by past practice. Said extracurricular activities, and the compensation for same, are set forth in Appendix 1, Schedule G attached hereto and made a part hereof.
- b. The stipend and other terms and conditions of employment for any extracurricular activities not currently set forth in Appendix 1, Schedule G shall be subject to negotiations between the Board and the Association.
- c. All vacancies in extracurricular positions shall be posted according to the provisions of Section I, Article 11. All qualified applicants shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered. The administration agrees to give due consideration to the professional background, attainments, and other relevant factors of all applicants.
- d. Advisors must submit a copy of the following to the Building Principal:
 1. Signed parental permission slips for each of the students.
 2. Quarterly reports of attendance and activity.
 3. Annual review of attendance and goals met.
- e. Activities/clubs must take place after school.
- f. Any new club must have an initial year of trial before being considered a stipend club. Consideration will be tendered by the Superintendent of Schools based upon the submission of a written proposal including goals, actual and projected enrollment, and proposed schedule.
- g. Semester Activities Clubs will meet 3-4 days per week in a semester. Yearly activities/ clubs will meet twenty-three (23) times per year spread out through at least seven months.
- h. Sports will meet per season 3-4 days a week, weather permitting, depending on the sport and will begin at least two weeks before the first game. If the first game is prior to September 15, the team will meet by the second week of school.
- i. Any activity or club not run for two consecutive years will be considered defunct. In order to restart the activity or club, the advisor must follow the new club process outlined above.
- j. To receive payments for stipends, staff members must complete the district timesheet and submit the items listed 4 a-c above. (signed parental permission forms, attendance and activity forms, and an annual review of attendance a goals met.)
- k. If an employee takes a leave of absence or does not work under the stipend responsibilities for a full school year for any reason their stipend will be prorated based on the number of months worked.

SECTION II CERTIFIED STAFF ARTICLES

ARTICLE 5

TEACHER EVALUATION

Evaluations of all teaching staff shall be in accordance with the laws as promulgated by the State of New Jersey (Achieve NJ). In the event Achieve NJ is repealed, the remainder of this article shall remain in full force and effect.

- A. Teachers shall be observed through classroom visitation at least three (3) times in each school year if a non-tenured teacher and at least one (1) time in each school year if a tenured teacher, to be followed in each instance by a written evaluation as outlined in D. below and by a conference between the teacher and his/her evaluator as outlined in C. below.
- B. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. Cameras and audio systems may be used with the full knowledge and consent of the teacher. The use of eavesdropping, public address, and similar surveillance devices shall be prohibited.
- C.
 - 1. The evaluator may meet with the teacher following a classroom visitation to discuss the visitation.
 - 2. After a teacher has received a written report as outlined in D. below, there shall be a formal follow-up conference with the evaluator, and such conference with the evaluator shall be held. The teacher shall be given a copy of the written report prepared by his/her evaluator at least one (1) day before the follow-up conference.
 - 3. Follow-up conferences as outlined in C 2 above shall occur within ten (10) school days of the observation. The conferences shall be held within the school day.
- D. Reports shall be written and shall include, when pertinent:
 - 1. Strengths of the teacher as evidenced during the period since the previous report.
 - 2. Areas of improvement needed by the teacher as evidenced during the period since the previous report.
 - 3. Specific suggestions as to measures which the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated.
- E. Teacher Response
An evaluated teacher may respond in writing to the evaluation within ten (10) school days of the evaluation conference described in Section C 3 above. Such response shall be attached to each party's copy of the evaluation report.
- F. Annual Review Professional Improvement Plan (PIP)
Teachers will receive an Annual Review for the current year and a PIP for the following year two (2) weeks prior to the end of the current school year.

SECTION II CERTIFIED STAFF ARTICLES

ARTICLE 6

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

1. Purpose

In our rapidly changing society, teachers must constantly review curriculum content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for upgrading and updating of teacher performance and attitudes. The Board and the Association support the principle of continuing training of teachers and the improvement of instruction. The parties further agree that each teacher should fulfill the obligation for professional improvement in ways that best serve his own problems, functions, interests, and needs.

2. Pay and Expenses for Required Training

The Board will pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars conferences, and/or in-service training sessions which a teacher is directed to attend by an Administrator. The teacher shall be compensated for all time spent in actual attendance at the required session(s) that occur beyond the regular work day or work year.

3. In order for a board of education to provide an employee tuition assistance for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education, the following conditions must be met:

- a. The institution shall be a duly authorized institution of higher education as defined in section 3 of P.L. 1986, c. 87 (C.18A:3-15.3)
- b. The employee shall obtain approval from the Superintendent of Schools prior to enrollment in any course for which tuition assistance is sought. In the event the Superintendent denies the approval, the employee may appeal the denial to the Board of Education; and
- c. The tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.

The Board shall pay up to a maximum per employee, of the cost of six (6) credits at Rowan College or \$1,500 whichever is higher in that year.

There shall be a unit-wide cap of \$25,000.00 per year for tuition reimbursement to all employees. There shall be a unit wide cap of \$25,000.00 per year which applies to all employees under Section II Article 5 and Section III Article 1.2. Such \$25,000.00 unit- wide cap does not apply to costs incurred by the Board under Section III Article 1.

4. In addition to the conditions above, in order to receive any type of tuition assistance or additional compensation, the following must be met:

- a. A minimum grade of B is awarded at the end of the course or Pass if only a Pass/Fail is offered. The employee must select a grade approach if available.
 - b. A transcript of the employee's grade is presented to the Board at the completion of the course.
 - c. A copy of the bill from the college or university is presented to the Board prior to May 31.
5. Reimbursement shall be made to the Board by any employee who voluntarily leaves employment for the cost of any credit(s) paid within two (2) full school/academic years. Reimbursement for employees who voluntarily leave within the first year shall be at 100% of the cost and reimbursement for employees who voluntarily leave within the second year shall be at 50% of the cost. Reimbursement shall not be required when the teacher shall voluntarily leave the employ of the Board due to a significant, documented life change.

SECTION II CERTIFIED STAFF ARTICLES

ARTICLE 7
MENTORING

- A. Mentoring positions shall be posted according to the provisions of Section I, Article 11.
 - 1. The Board does not desire to involuntarily assign a mentoring responsibility and will not, without good reason, assign a teacher more than one mentoring responsibility per year.
 - 2. The Board does not desire to assign more than one mentee per mentor.
- B. The mentoring stipend is pensionable if allowed by TPAF.
- C. These shall be the annual stipends per mentored teacher: \$1,000 for alternate route teachers; \$800 for first year provisionally certified teachers; and \$500 for second year provisionally certified teachers. The Board will deduct the rate provided for in regulation from the mentee. The Board reserves the right to determine if the mentoring program shall extend to a teacher's second year.

SECTION II CERTIFIED STAFF ARTICLES

ARTICLE 8

PAYMENT FOR UNUSED SICK LEAVE

Upon retirement, employees shall be compensated for fifty percent (50%) of unused accumulated sick days at a rate equal to one two-hundredth (1/200th) of the employee's salary in his or her final year. For 12 month employees the value of each day is a rate equal to one two hundred sixtieth (1/260th) of the employee's salary in his or her final year. Retirement will mean they must retire under the provision of the Teachers' Pension & Annuity Fund or Public Employees Retirement System.

Employees must have a minimum of fifteen (15) years of service with the Dennis Township Board of Education in order to be eligible. to receive this benefit. *(Maximum - one half year of their final salary and not more than 100 days.)*

1. Employees shall be compensated for fifty (50%) percent of their unused accumulated sick leave days under the provisions of 3 through 6 below up to \$10,500
2. The value of each day is a rate equal to one two- hundredth (1/200th) of the employee's salary in his or her final year. For 12 month employees the value of each day is a rate equal to one two hundred sixtieth (1/260th) of the employee's salary in his or her final year.
3. The maximum number of days to be compensated for under 2 and 3 above is one hundred (100).
4. Retirement is defined as application to, qualification for and payment of retirement benefits under T.P.A.F. or P.E.R.S.
5. Employees hired after June 30, 1983 must have a minimum of fifteen (15) years of service with the Dennis Township Board of Education in order to be eligible to receive this benefit.
6. Payments under this Article shall be made in the July following the retirement if written notice of retirement is received by the Board before February 1 in a year. In the event that such notice is later than February 1, the payment shall be made in the second July following the retirement. Disability retirements will be treated as if the February 1 notice had been given.

SECTION II CERTIFIED STAFF ARTICLES

ARTICLE 9 - SCHEDULE A-1

**DENNIS TOWNSHIP BOARD OF EDUCATION
TEACHER SALARY GUIDES - YEAR ONE 2023-2024**

Step	BA	BA+15	MA	MA+15	MA+30
1	54,835	55,535	56,235	56,835	57,435
2	55,035	55,735	56,435	57,035	57,635
3	56,125	56,825	57,525	58,125	58,725
4	57,300	58,000	58,700	59,300	59,900
5	58,500	59,200	59,900	60,500	61,100
6	60,000	60,700	61,400	62,000	62,600
7	61,800	62,500	63,200	63,800	64,400
8	64,000	64,700	65,400	66,000	66,600
9	66,300	67,000	67,700	68,300	68,900
10	69,200	69,900	70,600	71,200	71,800
11	72,100	72,800	73,500	74,100	74,700
12	75,000	75,700	76,400	77,000	77,600
13	78,000	78,700	79,400	80,000	80,600
14	81,100	81,800	82,500	83,100	83,700
15	84,300	85,000	85,700	86,300	86,900
16	88,050	88,750	89,450	90,050	90,650

Longevity for employees on the Teachers' Salary Guide:

Upon the first day of your 16th year the teacher will be placed on Step A. Upon the first day of your 20th year the teacher will be placed on Step B. Upon the first day of your 24th year the teacher will be placed on Step C.

Step

- A Base Salary = \$1,500
- B Base Salary= \$2,000
- C Base Salary = \$2,500

ARTICLE 9 - SCHEDULE A-2

**DENNIS TOWNSHIP BOARD OF EDUCATION
TEACHER SALARY GUIDES - YEAR TWO 2024-2025**

Step	BA	BA+15	MA	MA+15	MA+30
1	56,090	56,790	57,490	58,090	58,690
2	56,290	56,990	57,690	58,290	58,890
3	56,790	57,490	58,190	58,790	59,390
4	57,970	58,670	59,370	59,970	60,570
5	59,170	59,870	60,570	61,170	61,770
6	60,670	61,370	62,070	62,670	63,270
7	62,470	63,170	63,870	64,470	65,070
8	64,670	65,370	66,070	66,670	67,270
9	67,170	67,870	68,570	69,170	69,770
10	70,070	70,770	71,470	72,070	72,670
11	73,070	73,777	74,470	75,070	75,670
12	76,070	76,770	77,470	78,070	78,670
13	79,170	79,870	80,570	81,170	81,770
14	82,370	83,070	83,770	84,370	84,970
15	85,670	86,370	87,070	87,670	88,270
16	89,250	89,950	90,650	91,250	91,850

Longevity for employees on the Teachers' Salary Guide:

Upon the first day of your 16th year the teacher will be placed on Step A. Upon the first day of your 20th year the teacher will be placed on Step B. Upon the first day of your 24th year the teacher will be placed on Step C.

Step

- A Base Salary = \$1,500
- B Base Salary = \$2,000
- C Base Salary = \$2,500

ARTICLE 9 - SCHEDULE A-3

**DENNIS TOWNSHIP BOARD OF EDUCATION
TEACHER SALARY GUIDES - YEAR THREE 2025-2026**

Step	BA	BA+15	MA	MA+15	MA+30
1	57,555	58,255	58,955	59,555	60,155
2	57,755	58,455	59,155	59,755	60,355
3	58,255	58,955	59,655	60,255	60,855
4	58,755	59,455	60,155	60,755	61,355
5	59,930	60,630	61,330	61,930	62,530
6	61,430	62,130	62,830	63,430	64,030
7	63,230	63,930	64,630	65,230	65,830
8	65,380	66,080	66,780	67,380	67,980
9	67,880	68,580	69,280	69,880	70,480
10	70,780	71,480	72,180	72,780	73,380
11	73,780	74,480	75,180	75,780	76,380
12	76,780	77,480	78,180	78,780	79,380
13	80,080	80,780	81,480	82,080	82,680
14	83,470	84,170	84,870	85,470	86,070
15	86,870	87,570	88,270	88,870	89,470
16	90,450	91,150	91,850	92,450	93,050

Longevity for employees on the Teachers' Salary Guide:

Upon the first day of your 16th year the teacher will be placed on Step A. Upon the first day of your 20th year the teacher will be placed on Step B. Upon the first day of your 24th year the teacher will be placed on Step C.

Step

- A Base Salary = \$1,500
- B Base Salary = \$2,000
- C Base Salary = \$2,500

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SECTION III SUPPORT STAFF ARTICLES

ARTICLE 1

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. Secretaries, Instructional Aides, and all other employees recognized by the bargaining unit, except teachers.
1. The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions which a secretary, instructional aide or any other employee recognized by the bargaining unit, ["employees"] except teachers, is requested by the Administration to take. Such employees shall also be compensated for all time spent in actual attendance at said sessions beyond his/her regular working day and year.
 2. The Board agrees to reimburse said employees for credits or for courses approved by the Superintendent. All requests for such courses shall be submitted prior to enrollment to the Superintendent for approval. The Board will reimburse said individual employee up to \$800.00 in each year of the Agreement.
 3. There shall be a unit wide cap of \$25,000.00 per year which applies to all employees under Section II Article 5 and Section III Article 1.2. Such \$25,000.00 unit- wide cap does not apply to costs incurred by the Board under Section III Article 1.
 4. The said reimbursement will be made in the budget year in which the voucher is presented to the Board. In order to receive reimbursement the following applies: 1) an employee must achieve a grade of "B" or better if the course is letter graded 2.) an employee must receive a "Pass" if the course is graded "Pass/Fail," or 3.) an employee must receive indication of proficiency for a course which is not letter-graded or graded by "Pass/Fail."
 5. A transcript or any other official document noting the name of the course taken, the institution or agency providing the transcript or official document, and the course's date of completion, must be presented to the Board at the completion of the course, and a copy of the bill is to be presented to the Board prior to May 31st.
- B. Reimbursement shall be made to the Board by any employee who voluntarily leaves employment for the cost of any credit(s) paid within two (2) full school/academic years. Reimbursement for employees who voluntarily leave within the first year shall be at 100% of the cost and reimbursement for employees who voluntarily leave within the second year shall be at 50% of the cost. Reimbursement shall not be required when the teacher shall voluntarily leave the employ of the Board due to a significant, documented life change.
- C. Non-instructional Aides
- It is the intention of the parties that non-instructional aides shall be offered the appropriate training prior to commencement of their duties. The District will make a determination of the means, methods, and timing of training of non-instructional aides.

D. All Support Personnel

All employees are encouraged to participate in professional meetings, conferences, workshops, seminars, visits to other school systems and other activities that will enable them to grow and develop in their work and increase their effectiveness in the school district.

If the Superintendent grants professional leave under this section, the necessary expenses shall be compensated.

Section III Support Staff Articles
SUB-SECTION A - INSTRUCTIONAL AIDE ARTICLES

ARTICLE 1
WORK YEAR

1. The work year for Instructional Aides shall not exceed one hundred eighty-four (184) days. New Instructional Aides may be required to attend an additional two (2) days for orientation. If an instructional aide is assigned to more than 184 days, he/she shall be paid at his/her rate of pay for such time.
2. Inclement Weather
Instructional Aide's attendance shall not be required whenever student attendance is not required due to inclement weather.
3. Instructional Aides are required to attend one faculty meeting per month. They will receive a one-time salary adjustment of .5% in year one only.

Section III Support Staff Articles
SUB-SECTION A - INSTRUCTIONAL AIDE ARTICLES

ARTICLE 2

SALARY, WORK WEEK, WORK HOURS, AND WORK LOAD

- A. Instructional Aides The rates of pay for each year of this contract for all aides covered by this Agreement are set forth in Schedule C-1.
1. Full-time instructional aides shall receive the same length lunch period as teachers at their grade level. Instructional aides and non-instructional aides who work at least four (4) hours but less than full-time shall receive a 30 minute lunch period.
- B. Incremental movement under A-1a, B, and C-1 shall occur as of July 1 of each year Following the anniversary date of employment.

Any ten (10) month employee who has worked a minimum of ninety (90) school days in the Dennis Township School District will be given credit for one full year of experience and placed on scale. Any twelve (12) month employee who has worked a minimum of one-half of the school days in their twelve (12) month work year in the Dennis Township School District will be given credit for one full year of experience and placed on scale.

- C. Check out procedures – No checks will be giving until satisfactory final check out. Check out requirements will be distributed to staff by June 1st so that they may properly prepare.

Section III Support Staff Articles
SUB-SECTION A - INSTRUCTIONAL AIDE ARTICLES

ARTICLE 3

PAYMENT FOR UNUSED SICK LEAVE

Upon retirement, employees shall be compensated for fifty percent (50%) of unused accumulated sick days at a rate equal to one two-hundredth (1/200th) of the employee's salary in his or her final year. For 12 month employees the value of each day is a rate equal to one two hundred sixtieth (1/260th) of the employee's salary in his or her final year. Retirement will mean they must retire under the provision of the Public Employees Retirement System. Employees must have a minimum of fifteen (15) years of service with the Dennis Township Board of Education in order to be eligible. to receive this benefit. *(Maximum - one half year of their final salary and not more than 100 days.)*

1. Employees shall be compensated for fifty (50%) percent of their unused accumulated sick leave days under the provisions of 3 through 6 below up to the maximum payment of \$6,500:
2. The value of each day is a rate equal to one two- hundredth (1/200th) of the employee's salary in his or her final year. For 12 month employees the value of each day is a rate equal to one two hundred sixtieth (1/260th) of the employee's salary in his or her final year.
3. The maximum number of days to be compensated for under 2 and 3 above is one hundred (100).
4. Retirement is defined as application to, qualification for and payment of retirement benefits under P.E.R.S.
5. Employees hired after June 30, 1983 must have a minimum of fifteen (15) years of service with the Dennis Township Board of Education in order to be eligible to receive this benefit.
6. Payments under this article shall be made in the July following the retirement if written notice of retirement is received by the Board before February 1 in a year. In the event that such notice is later than February 1, the payment shall be made in the second July following the retirement. Disability retirements will be treated as if the February 1 notice had been given.

Section III Support Staff Articles
SUB-SECTION A - INSTRUCTIONAL AIDE ARTICLES

Article 4 - Schedule C-1

DENNIS TOWNSHIP BOARD OF EDUCATION INSTRUCTIONAL AIDES SALARY GUIDES

	2023-2024	2024-2025	2025-2026
Step	Hourly	Hourly	Hourly
1	17.15	17.41	17.58
2	17.25	17.51	17.68
3	17.45	17.61	17.78
4	17.65	17.81	17.88
5	18.00	18.16	18.23
6	18.79	18.95	19.02
7	19.63	19.79	19.86
8	20.52	20.68	20.75
9	21.45	21.61	21.68
10	22.53	22.69	22.76
11	23.61	23.77	23.84
12	24.71	24.87	24.94
13	25.84	26.00	26.07
14	27.02	27.18	27.25
15	28.10	28.26	28.33
16	29.18	29.34	29.41
17	30.26	30.42	30.49
18	31.95	32.35	32.75

Longevity for employees on the Support Staff Guides:

Upon the first day of your 11th year support staff will be placed on Step A. Upon the first day of your 15th year support staff will be placed on Step B. Upon the first day of your 20th year support staff will be placed on Step C.

Step

- A Base Salary= \$500
- B Base Salary = \$800
- C Base Salary= \$1,000

Section III Support Staff Articles
SUB-SECTION B - FACILITIES STAFF ARTICLES

ARTICLE I

WORK YEAR

1. All custodian and maintenance staff will be allowed to shorten their regularly scheduled workday by 2 hours on the same days that other staff have an early dismissal.
2. Inclement Weather
 - In the event of inclement weather and the school District is closed, the facilities staff will be notified by the Business Administrator or designee as to their work schedule.
 - In the event that during the work day conditions become hazardous, the evening custodian assigned to monitor the cellular phone will contact the Business Administrator or designee to update them as to weather conditions at the school. The Business Administrator or designee will then make a determination as to when the custodians will be released in order to provide them the opportunity to safely return to their residence.

Section III Support Staff Articles
SUB-SECTION B - FACILITIES STAFF ARTICLES

ARTICLE 2

WORK WEEK, WORK HOURS, AND WORK LOAD

- A. Upon initial employment in the Dennis Township School District, and upon recommendation of the Superintendent and the approval of the Board, credit may be given to a new employee for applicable previous custodial or maintenance experience placing that employee on the salary guide up to the step of the salary guide that equals the number of years of that employee's applicable previous experience.
- B. The work day shall consist of eight hours including thirty (30) minutes paid lunch break. Each employee shall have a 15 minute break for each 4 hours worked. The work week shall consist of five (5) consecutive work days comprised of forty (40) work hours. A work week shall begin on Monday. Beginning the day after school closes for summer vacation and ending the day teachers report for the new school year custodians shall work 10 hour days. The 40 hour work week schedule shall be set by the Facility Director/Business Administrator.
- C. Overtime pay shall be calculated at a rate of time and one half for hours worked in excess of eight (8) work hours in any day or forty (40) hours in any work week. While summer hours are in effect pursuant to Section III, Subsection B Article 2, B only work over 40 hours in one week, not eight (8) work hours in any day, shall be eligible for overtime. All work performed on approved holidays not asterisked in the list contained in Section III, Subsection II, Article 3B or on the seventh consecutive work day shall be calculated at a rate of double time, or, at the option of the employee, two (2) compensatory days off, to be mutually determined.
- D. Any employee called to return to work at any time other than his regular scheduled shift, shall be paid a minimum of two (2) hours overtime calculated at a rate of time and one half. The employee shall be reimbursed for mileage for this assignment at the prevailing State OMB mileage rate.
- E. Upon request, the Board shall purchase through the use of a purchase order work related footwear up to a cost of \$100 per year. The Board will provide all custodians and maintenance employees with 5 t-shirts, 5 dress shirts, 5 pairs of work pants, and one winter coat as needed.
- F. Overtime assignments shall be allocated within the title and within the building where the overtime takes place according to seniority and shall be rotated through the seniority list. Overtime postings will be placed by the time clock. A log of overtime offered and work will be kept by the Supervisor of Building and Grounds. Overtime offered and declined will be counted as worked in the rotation list. Exceptions may be made at the discretion of the Business Administrator or designee when specific skills are required.
- G. There may be one thirty (30) minute professional development meeting per month.

ARTICLE 3

VACATION AND HOLIDAYS

A. Twelve (12) month Custodial and Maintenance Staff shall be entitled to the following vacation schedule:

*0-2 Years	=	Six (6) days
3-10 Years	=	Twelve (12) days
11+ Years	=	One day added to a maximum of twenty (20) days

"Years" is defined as the number of full years (12 months equals a year) a Custodial and Maintenance has worked in the District in a Custodial and Maintenance position. If an employee has been in a ten (10) month Custodial and Maintenance position and is appointed to a twelve (12) month Custodial and Maintenance position, the calculation to determine "years" shall occur by adding all full months she/he has worked since her/his original appointment to the ten (10) months Custodial and Maintenance position and converting the total to years, with 12 credited months equaling one (1) year. If an employee has worked as a ten month Custodial and Maintenance employee but in less than a full-time capacity, her/his credited Custodial and Maintenance service time towards vacation entitlement shall be proportionate to the time worked compared with a full-time employee.

Vacation shall be credited on July 1 each year. The employee must have completed the required number of full years before moving to the next entitlement level. For example, in order to move to 13 vacation days on July 1, 1997, the employee must have completed 10 years before July 1, 1997. New employees hired during the course of the year shall be credited with one day of vacation for every two months worked prior to July 1. For the purposes of the immediately preceding sentence, a Custodial and Maintenance who has been in a ten (10) month Custodial and Maintenance position who is appointed to a twelve (12) month Custodial and Maintenance is not a "new employee".

B. The following shall be paid holidays for custodians and maintenance employees:

July 4 th	Labor Day
Columbus Day*	Veteran's Day*
Thanksgiving Day	The Day After Thanksgiving Day
Christmas Eve	Christmas Day
New Years' Day	Martin Luther King's Birthday
President's Day*	Good Friday*
Memorial Day	

* If this day is a scheduled day for students or teachers, then the employee will work on this day and will be given another day off.

If an employee works on one of the days not noted by an asterisk, he/she shall be paid at double time for such work.

Section III Support Staff Articles
SUB-SECTION B - FACILITIES STAFF ARTICLES

ARTICLE 4

PAYMENT FOR UNUSED SICK LEAVE

Upon retirement, employees shall be compensated for fifty percent (50%) of unused accumulated sick days at a rate equal to one two-hundredth (1/200th) of the employee's salary in his or her final year. For 12 month employees the value of each day is a rate equal to one two hundred sixtieth (1/260th) of the employee's salary in his or her final year. Retirement will mean they must retire under the provision of the Public Employees Retirement System, (P.E.R.S.). Employees must have a minimum of fifteen (15) years of service with the Dennis Township Board of Education in order to be eligible. to receive this benefit. *(Maximum - one half year of their final salary and not more than 100 days.)*

1. Employees shall be compensated for fifty (50%) percent of their unused accumulated sick leave days under the provisions of 3 through 6 below up to the maximum payment of \$10,500.
2. For 12 month employees the value of each day is a rate equal to one two hundred sixtieth (1/260th) of the employee's salary in his or her final year.
3. The maximum number of days to be compensated for under 2 and 3 above is one hundred (100).
4. Retirement is defined as application to, qualification for and payment of retirement benefits under P.E.R.S.
5. Employees hired after June 30, 1983 must have a minimum of fifteen (15) years of service with the Dennis Township Board of Education in order to be eligible to receive this benefit.
6. Payments under this article shall be made in the July following the retirement if written notice of retirement is received by the Board before February 1 in a year. In the event that such notice is later than February 1, the payment shall be made in the second July following the retirement. Disability retirements will be treated as if the February 1 notice had been given.

Section III Support Staff Articles
SUB-SECTION B - FACILITIES STAFF ARTICLES

ARTICLE 5 - SCHEDULE E-1

DENNIS TOWNSHIP BOARD OF EDUCATION CUSTODIAN SALARY GUIDES

	Year 1 2023-2024	Year 2 2024-2025	Year 3 2025-2026
Step	Guide	Guide	Guide
1	32,537	33,319	34,121
2	32,687	33,469	34,271
3	33,187	33,619	34,421
4	33,687	34,119	34,571
5	34,587	35,019	35,471
6	35,587	36,019	36,471
7	36,972	37,404	37,856
8	38,420	38,852	39,304
9	39,932	40,364	40,816
10	41,511	41,943	42,395
11	43,372	43,804	44,256
12	45,233	45,665	46,117
13	47,571	48,171	48,771

Longevity for employees on the Support Staff Guides:

Upon the first day of your 11th, year support staff will be placed on Step A. Upon the first day of your 15th year, support staff will be placed on Step B. Upon the first day of your 20th year support staff will be placed on Step C.

Step

- A Base Salary = \$500
- B Base Salary = \$800
- C Base Salary= \$1,000

ARTICLE 5 - SCHEDULE F-1

DENNIS TOWNSHIP BOARD OF EDUCATION MAINTENANCE SALARY GUIDES

	Year 1 2023-2024	Year 2 2024-2025	Year 3 2025-2026
Step	Guide	Guide	Guide
1	37,000	37,800	39,000
2	37,370	38,178	39,390
3	37,744	38,560	39,784
4	38,121	38,984	40,182
5	38,206	39,413	40,624
6	39,896	39,896	41,071
7	41,620	41,620	41,570
8	43,706	43,706	43,706
9	45,606	45,606	45,606
10	47,506	47,506	47,506
11	49,220	49,220	49,220
12	51,130	51,130	51,080
13	53,130	53,130	53,130
14	55,130	55,130	55,130
15	57,130	57,130	57,130

Longevity for employees on the Support Staff Guides:

Upon the first day of your 11th year, support staff will be placed on Step A. Upon the first day of your 15th year, support staff will be placed on Step B. Upon the first day of your 20th year, support staff will be placed on Step C.

- Step
- A Base Salary = \$500
- B Base Salary= \$800
- C Base Salary= \$1,000

Section III Support Staff Articles
SUB-SECTION C - BUS DRIVER STAFF ARTICLES

ARTICLE I
WORK YEAR

1. The work year for bus drivers shall not exceed 183 days, exclusive of extra-duty runs (other than new personnel who may be required to attend an additional two (2) days of orientation).

ARTICLE 2
WORK WEEK, WORK HOURS, AND WORK LOAD

1. Bus Drivers - The rates of pay for each year of this contract for all regularly employed bus drivers are set forth in Section III, Subsection C, Schedule B-1.
2. Extra-Duty Runs
 - a. Extra-duty runs shall be defined as Sports Runs or Field Trips.
 - b. Regularly-employed bus drivers shall be paid at their normal contractual rate.
 - c. Field trips shall be offered to all contracted drivers before being offered to substitute drivers or to substitutes. Assignment among contracted drivers shall be made in order of seniority. After a driver has been offered an extra duty run such as a field trip, that driver's name shall be placed at the bottom of the list and move up as other trips occur.

Beginning with September 1 of each school year, the rotation will begin again with the most senior driver.

- d. For sports runs a pool of drivers shall be used to determine who drives the run. The pool shall consist of substitutes and regular drivers. When sports runs are determined prior to each season (i.e. fall, winter, spring), substitute drivers shall be asked to do the run. If substitute drivers are not available, then regular drivers shall do the run in order of seniority. Notification of a sports run shall be given no later than two (2) days to regular drivers. In case of canceled games, driver scheduled to drive will have first preference when game is rescheduled.
- e. If a driver misses his or her morning or afternoon run due to being on a field trip, the driver will be paid for the field trip as well as for any portion of the regular run which the driver actually makes but no more than the total hours worked.
- f. When on a field trip busses shall remain at the location. **Drivers shall remain** within close proximity, no more than five (5) minutes, from the bus. Consideration to be given for comfort measures for bus drivers.
- g. Maintenance runs shall be offered to all contracted drivers before being offered to substitute drivers. Assignment among contracted drivers shall be made in order of seniority. After a driver

has been offered a maintenance run, that driver's name shall be placed at the bottom of the list and move up as other trips occur.

3. Drivers who attend in-service or orientation meetings shall be paid at their regular hourly rates for the actual time of attendance at said meetings. There may be one thirty (30) minute professional development meeting per month.
4. Payment for extra duties shall be made in the next pay period provided that the time sheets are handed in by the end of the previous pay period.
5. Fueling Stipend:
 - a. Two hour runs or less will receive \$450 annually. All runs over two hours will receive \$700. Half of the stipend shall be paid before the Christmas break and half of the stipend shall be paid with the last paycheck in June. In the event of extended absences, of more than two weeks, the stipend will be prorated.
 - b. Bus drivers will be paid a \$15 fueling stipend for each field trip and non-contractual runs.
 - c. No overtime handed in on timesheets will be paid for fueling. All contracted bus drivers will receive the above stipend regardless of their situation.
6. The Board will provide each bus driver three (3) shirts, one (1) sweatshirt and one (1) winter coat as needed. Bus drivers are required to wear these district issued clothes while on duty.
7. Bus Drivers will be compensated for time spent up to four (4) hours for bus cleaning. Busses will be checked upon returning from afternoon run on the last day.
7. Check out procedures – No checks will be given until satisfactory final check out.

Section III Support Staff Articles
SUB-SECTION C - BUS DRIVER STAFF ARTICLES

ARTICLE 3
BUS DRIVERS - MISCELLANEOUS ITEMS

A. Route Selection

1. Bidding will occur once per year in the month of August.
2. Drivers will have ten (10) days beginning from the first work day in August to review routes prior to entering their bids.
3. Bids will be finalized at a meeting to occur after the ten (10) day route review, on a date designated by the administration.
4. If a run becomes available during the school year, the available run will be posted. Current drivers may bid on the open run. The position will be filled according to seniority of all interested applicants.
5. Seniority is determined by computing the total months (parts of a month equals a full month) that an employee has been employed by the Board. A break in service which is not covered by Article 10, 11 or 12 nullifies seniority gained prior to the break in service.

B. Time Assessments

1. A normal working day for a regularly employed driver shall be assessed as a minimum of four hours. Driver time assessment shall begin and end at the Dennis Township Elementary School. Assessment shall include time each day for routine maintenance and cleaning of the bus. Any driver with more than a single run shall be considered a four (4) hour employee. Any driver hired to drive a new single run may, at the Board's option, be exempted from the four (4) hour time assessment. Any run extending beyond four (4) hours will be compensated accordingly.
2. If a question arises related to the time assessment for a particular run, an administrator or coordinator will check and verify the claim in order. If the claim is filed before October 1 in a school year the verification shall occur by October 1 or within 30 days of when the claim was filed, whichever is later. If a claim is filed on or after October 2, the verification shall take place within 30 days. The administrator or coordinator shall conduct the time assessment in the presence of a representative of the Association and shall provide the employee and the representative with a copy of the written assessment. Payment will be made in a timely manner.

C. Personal Days

Drivers will fill out the same form as teachers for personal days and file a copy of the form with either or both the Chief School Administrator and Transportation Coordinator.

- D.
 - 1. Assignment to summer bus runs shall first be assigned based upon seniority among those volunteering for such work. If insufficient volunteers are available, assignment to work shall be made among all bus drivers on a reverse seniority basis (least senior non-volunteering driver first; most senior last if needed.)
 - 2. Summer bus drivers shall be paid their regular hourly rate for each hour worked.
 - 3. Summer bus aides shall be assigned based upon seniority amount of those bus aides volunteering for such work. If insufficient volunteers are available, a driver may volunteer and be paid their years of service at aide's rate.
- E. Medical and other tests for bus drivers which are mandated by the State or by the Board of Education shall be paid by the Board of Education. Retests that result from no fault of the employee shall be covered by this provision. Additionally, the time spent in retesting shall be compensated at the employee's hourly rate. Excluded from this provision shall be driver's license testing and initial fingerprint testing.
- F. In assigning new two hour runs, priority shall be given to current two hour run drivers to bring them to four hours if such assignment does not conflict with their original two hour run assignment. In no event shall this section be read to require assignment of additional runs to any driver which would have the effect of creating an employee eligible for health insurance coverage. Any substitute bus driver who is offered a full-time position and who declines to accept that position shall move to the bottom of the current hiring list.
- G. If the terms of this Agreement and the Transportation Training Manual are inconsistent this Agreement shall control.

Section III Support Staff Articles
SUB-SECTION C - BUS DRIVER STAFF ARTICLES

ARTICLE 4

BUS DRIVERS RECALL/SEVERANCE

Bus drivers who are laid off shall have the option of choosing between A. and B. Choice of one shall exclude claims to the other option. Choice is to be made within sixty (60) days from the signing of this Agreement or the date of written notification of layoff, whichever is applicable.

- A. Bus drivers shall receive payment for one-half (1/2) of their sick leave unused as of the date of layoff at a rate of pay equal to that which they received in their final year of service. Payment shall be made to the employee or his or her estate in two equal installments over two years. Payment will be made during the regular payment of the first pay during the month of September or January of the following calendar year, at the option of the individual employee.

- B. Upon being recalled to full employment, bus drivers shall be given credit for all years previously employed by the Dennis Township School District and shall be placed on the proper step in the salary guide and shall receive full credit for sick days unused as of the date on which the employee was laid off. An opportunity to fill in a vacancy in a regular driver position shall be offered to laid-off drivers on a seniority basis for no more than five (5) years.

Section III Support Staff Articles
SUB-SECTION C - BUS DRIVER STAFF ARTICLES

ARTICLE 5

PAYMENT FOR UNUSED SICK LEAVE

Upon retirement, employees shall be compensated for fifty percent (50%) of unused accumulated sick days at a rate equal to one two-hundredth (1/200th) of the employee's salary in his or her final year. For 12 month employees the value of each day is a rate equal to one two hundred sixtieth (1/260th) of the employee's salary in his or her final year. Retirement will mean they must retire under the provision of the Public Employees Retirement Service (P.E.R.S.). Employees must have a minimum of fifteen (15) years of service with the Dennis Township Board of Education in order to be eligible. to receive this benefit. *(Maximum - one half year of their final salary and not more than 100 days.)*

1. Employees shall be compensated for fifty (50%) percent of their unused accumulated sick leave days under the provisions of 3 through 6 below up to the maximum payments of \$6,500
2. The value of each day is a rate equal to one two- hundredth (1/200th) of the employee's salary in his or her final year. For 12 month employees the value of each day is a rate equal to one two hundred sixtieth (1/260th) of the employee's salary in his or her final year.
3. The maximum number of days to be compensated for under 2 and 3 above is one hundred (100).
4. Retirement is defined as application to, qualification for and payment of retirement benefits under P.E.R.S.
5. Employees hired after June 30, 1983 must have a minimum of fifteen (15) years of service with the Dennis Township Board of Education in order to be eligible to receive this benefit.
6. Payments under this article shall be made in the July following the retirement if written notice of retirement is received by the Board before February 1 in a year. In the event that such notice is later than February 1, the payment shall be made in the second July following the retirement. Disability retirements will be treated as if the February 1 notice had been given.

Section III Support Staff Articles
SUB-SECTION C - BUS DRIVER STAFF ARTICLES

ARTICLE 6 - SCHEDULE B-1

**DENNIS TOWNSHIP BOARD OF EDUCATION
 BUS DRIVERS SALARY GUIDES**

	Year 1	Year 2	Year 3
	2023-2024	2024-2025	2025-2026
Step	Hourly	Hourly	Hourly
A	22.68	23.55	24.54
B	22.78	23.65	24.64
C	22.88	23.75	24.74
D	23.03	23.85	24.84
E	23.28	24.10	24.94
F	23.55	24.37	25.21
G	24.00	24.82	25.66
H	24.45	25.27	26.11
I	24.90	25.72	26.56
J	25.35	26.17	27.01
K	25.80	26.62	27.45
L	26.25	27.07	27.90
M	26.75	27.57	28.40
N	27.25	28.07	28.90
O	27.74	28.56	29.39

Salary Guide - Longevity - Support Staff

Upon the first day of your 11th year, support staff will be placed on Step A. Upon the first day of your 15th year, support staff will be placed on Step B. Upon the first day of your 20th year, support staff will be placed on Step C.

Step

- A Base Salary = \$500
- B Base Salary = \$800
- C Base Salary= \$1,000

ARTICLE I
WORK YEAR

Secretarial Employees

1. The said employees shall not be expected to report when school is closed due to unexpected emergencies (i.e. snowstorms, no heat, etc.), but will continue to be compensated for such days.
2. On days that school is dismissed early due to inclement weather or other scheduled or unscheduled activities, the decision to dismiss at the same time teachers are dismissed will be left to the discretion of the Superintendent only.

ARTICLE 2
WORK WEEK, WORK HOURS, AND WORK LOAD

1. Secretarial employees will work the school calendar plus those days that professional staff are conducting conferences. Beginning the day after the school closes for summer vacation and ending the day teachers report for the new school year, work hours are from 8:00 A.M. -3:30 P.M., Monday through Thursday.
2. Employees authorized and required to work over a 40 hour week shall be paid an amount based on 1.5 times the employee's regular rate of pay, or 1.5 hours for each hour worked. This shall be only for hours worked over a forty (40) hour week.
3. Authorized overtime shall mean overtime for emergency or unusual circumstances.
4. Only the Superintendent may authorize employees to work overtime. Requests to the Superintendent by supervisors must be made prior to the overtime.

ARTICLE 3

VACATION

Twelve (12) month non-confidential secretaries and clerks shall be entitled to the following vacation schedule:

*0-2 Years	=	Six (6) days
3-10 Years	=	Twelve (12) days
11+ Years	=	One day added to a maximum of twenty (20) days

"Years" is defined as the number of full years (12 months equals a year) a secretary or clerk has worked in the District in a secretarial or clerical position. If an employee has been in a ten (10) month secretarial or clerical position and is appointed to a twelve (12) month secretarial or clerical position, the calculation to determine "years" shall occur by adding all full months she/he has worked since her/his original appointment to the ten (10) month secretarial or clerical position and converting the total to years, with 12 credited months equaling one (1) year. If an employee has worked as a ten month secretarial or clerical employee but in less than a full-time capacity, her/his credited secretarial/clerical service time towards vacation entitlement shall be proportionate to the time worked compared with a full-time employee.

Vacation shall be credited on July 1 each year. The employee must have completed the required number of full years before moving to the next entitlement level. For example, in order to move to 13 vacation days on July 1, 1997, the employee must have completed 10 years before July 1, 1997. New employees hired during the course of the year shall be credited with one day of vacation for every two months worked prior to July 1. For the purposes of the immediately preceding sentence, a secretary or clerk who has been in a ten (10) month secretarial or clerical position who is appointed to a twelve (12) month secretarial or clerical position is not a "new employee".

ARTICLE 4

PAYMENT FOR UNUSED SICK LEAVE

Upon retirement, employees shall be compensated for fifty percent (50%) of unused accumulated sick days at a rate equal to one two-hundredth (1/200th) of the employee's salary in his or her final year. For 12 month employees the value of each day is a rate equal to one two hundred sixtieth (1/260th) of the employee's salary in his or her final year. Retirement will mean they must retire under the provision of the Public Employees Retirement System, (P.E.R.S.). Employees must have a minimum of fifteen (15) years of service with the Dennis Township Board of Education in order to be eligible. to receive this benefit. *(Maximum - one half year of their final salary and not more than 100 days.)*

1. Employees shall be compensated for fifty (50%) percent of their unused accumulated sick leave days under the provisions of 3 through 6 below up to the maximum payments if \$10,500.
2. The value of each day is a rate equal to one two- hundredth (1/200th) of the employee's salary in his or her final year. For 12 month employees the value of each day is a rate equal to one two hundred sixtieth (1/260th) of the employee's salary in his or her final year.
3. The maximum number of days to be compensated for under 2 and 3 above is one hundred (100).
4. Retirement is defined as application to, qualification for and payment of retirement benefits under P.E.R.S.
5. Employees hired after June 30, 1983 must have a minimum of fifteen (15) years of service with the Dennis Township Board of Education in order to be eligible to receive this benefit.
6. Payments under this article shall be made in the July following the retirement if written notice of retirement is received by the Board before February 1 in a year. In the event that such notice is later than February 1, the payment shall be made in the second July following the retirement. Disability retirements will be treated as if the February 1 notice had been given.

ARTICLE 5 - SCHEDULE D-1

DENNIS TOWNSHIP BOARD OF EDUCATION SECRETARY SALARY GUIDES

	Year 1	Year 2	Year 3
	2023-2024	2024-2025	2025-2026
Step	12 month	12 month	12 month
1	41,986	43,148	45,226
2	42,486	43,648	45,726
3	42,986	44,148	46,226
4	43,486	44,648	46,726
5	43,986	45,148	47,226
6	44,486	45,648	47,726
7	45,236	46,398	48,476
8	45,986	47,148	49,226
9	48,017	49,179	51,257
10	50,048	51,210	53,288
11	52,080	53,242	55,320
12	54,217	55,379	57,457
13	57,147	58,309	60,387
14	59,189	60,351	62,429
15	61,682	62,844	64,922

Longevity for employees on the Support Staff Guides:

Upon the first day of your 11th year, support staff will be placed on Step A. Upon the first day of your 15th year, support staff will be placed on Step B. Upon the first day of your 20th, year support staff will be placed on Step C.

- Step
- A Base Salary = \$500
- B Base Salary = \$800
- C Base Salary= \$1,000

Section III Support Staff Articles

SUB-SECTION E NON-INSTRUCTIONAL AIDE ARTICLES

ARTICLE I

WORK YEAR

Non-Instructional Aides – Playground, Cafeteria, or Bus Aides

1. The work year for Non-Instructional Aides shall not exceed 183 days. New non-instructional aides may be required to attend an additional two days for orientation. If a non-instructional aide is assigned to more than 183 days, he/she shall be paid at his/her rate of pay for all such time.
2. Inclement Weather
Non-Instructional Aides attendance shall not be required whenever student attendance is not required due to inclement weather.
3. Check out procedures – No checks will be given until satisfactory final check out.

Section III Support Staff Articles
SUB-SECTION E NON-INSTRUCTIONAL AIDE ARTICLES

ARTICLE 2 - SCHEDULE B 2

**DENNIS TOWNSHIP BOARD OF EDUCATION NON INSTRUCTIONAL AIDES
SALARY GUIDES**

(Cafeteria, Playground and Bus Aides)

	Year 1 2023-2024	Year 2 2024-2025	Year 3 2025-2026
Step	Hourly	Hourly	Hourly
1	15.13	15.23	15.56
2	15.18	15.33	15.61
3	15.23	15.43	15.66
4	15.28	15.53	15.71
5	15.33	15.63	15.76
6	15.38	15.73	15.85
7	15.43	15.83	15.95
8	15.48	15.93	16.10
9	15.75	16.20	16.40
10	17.05	17.05	17.05

Longevity for employees on the Support Staff Guides:

Upon the first day of your 11th year, support staff will be placed on Step A. Upon the first day of your 15th year, support staff will be placed on Step B. Upon the first day of your 20th, year support staff will be placed on Step C.

Step

- A Base Salary= \$500
- B Base Salary = \$800
- C Base Salary= \$1,000

APPENDIX

SCHEDULE G

**Agreement Between
Dennis Township Board of Education
And
Dennis Township Education Association
(July 1, 2023 - June 30, 2026)**

CHAPERONES	2023-2026
Immediately After School (per hour) ¹	\$40.00
Per Activity in the Evening ¹	\$50.00
Saturday 1/2 day activities	\$100.00
Saturday full day activities	\$175.00
Overnight Field Trips per night	\$150.00

Overnight Field trip salary is for chaperones attending field trips and is not for 8th grade advisors or club/activity advisors whose stipend already includes their overnight activities.

Note: Saturday Chaperone costs will be capped at \$1,000 per year. The following position shall be posted according to Article 18.

Teachers' hourly pay for curriculum work, tutoring, and after school or summer professional development shall be \$40 per hour. All such work must be pre-approved by the Chief School Administrator.

¹ The payment will be made if the teacher is requested to attend. (Payment to be included in the following paycheck). There shall be no additional compensation for mileage.

JOB RELATED STIPENDS	2023-2026
Bus Duty (Article 7C)	\$300.00
Mentor, Alternate Route Teachers	1,000.00
Mentor, First Year Provisional Teacher/Specialist	800.00
Mentor, Second Year Provisional Teacher	500.00
Fueling Stipend for Two Hour Runs or Less	450.00 plus 15.00 each field Trip and non-contractual runs
Fueling Stipend for All Runs Over Two Hours	700.00 plus 15.00 each field Trip and non-contractual runs
Custodians and Maintenance – Employees who hold:	
NJ CDL	267.00
Black Seal	750.00
Electricians or Carpenters License	500.00

OTHER STIPENDS	2023-2026
Director of Athletic Activities (full year)	2,500.00
Eighth grade Advisor(s) ³	2,500.00
Detention Study Hall Monitor (per hour)	40.00
Advisor to the Family Math Club ⁴	650.00
Advisor to the Family Science Club ⁵	900.00

Game worker, scorekeeper, clock person, site manager or security person or who is assigned to act in any combination of such capacities at school events outside regular teaching day (per hour) ⁶	40.00
Homework Club Advisor (per hour)	40.00
Junior National Honor Society Advisor	2,500.00
Assistant Junior National Honor Society Advisor	1,750.00
Home Tutoring ⁷ (per hour)	40.00

² If two (2) advisors apply and agree to share the duties, each will be paid half of the stipend amount.

³ (Four Sessions)

⁴ (Five Sessions)

⁶ This applies to any unit member who is approved by the Board.

⁷ Any tutoring position shall be advertised for at least two days prior to the filling of that position. The DTEA members will have the right to apply for that position. Teachers employed in the District shall have priority over other applicants from outside the District. The tutor's travel between the school and the site of the tutoring shall be compensated for by reimbursing the teacher at the State OMB mileage rate from school to the student's home and back to the school each day of the student's lesson.

EXTRACURRICULAR ACTIVITIES STIPENDS	2023-2026
Coaches per sport ⁸	2,500.00
Asst. Coaches per sport	1,750.00
Yearbook Advisor (**)	2,500.00
Student Government Advisors (**)	2,500.00
Assistant Student Government Advisor	1,750.00
Advisor to the Stage Band	2,500.00
Chorus Advisor	2,500.00
Assistant Chorus	1,750.00
Boys to Men	2,500.00
Assistant Boys to Men	1,750.00
Science Material Organization	40.00 per hour
Public Information Liaison	2,500.00
Assistant Hawkettes	1,750.00
Hawkettes	2,500.00
FEA (**)	2,500.00
Craft Club	2,500.00
Lego Club	2,500.00
Academic Club	2,500.00
Fun Fit Kids	2,500.00
Overnight Field Trip Advisor **	2,500.00
Tech Ambassador	1,000.00

**Overnight Field Trip Advisor is for planning trips that don't have a class advisor or club stipend that already has the overnight activity planning as part of the stipend.

⁸There shall be no additional stipend in the event that an assistant coach is not appointed.

(*) If this club is run as a half year activity, the stipend will be 50% of that listed.

(**) If two advisors apply and agree to share duties, each will be paid half the stipend amount

GRIEVANCE FORM 2023-2026

Name of Grievant _____

Date that the Grievance Occurred _____ Date of

Grievance Filing _____

STATEMENT OF GRIEVANCE

State the specific provision of the contract or the specific Board policy which you are alleging has been violated:

State the remedy that you wish to receive