

**2016 - 2017**

**2017 - 2018**

**2018 - 2019**

**CONTRACT OF NEGOTIATIONS**  
**BETWEEN**  
**THE SWEDESBORO-WOOLWICH BOARD OF**  
**EDUCATION**  
**AND**  
**THE SWEDESBORO-WOOLWICH EDUCATION**  
**ASSOCIATION**

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## **PREAMBLE**

This agreement entered into on February 8, 2017, effective as of the 1<sup>st</sup> day of July 2016, by and between the Swedesboro-Woolwich Board of Education in the Borough of Swedesboro, New Jersey, hereinafter called the "Board," and Swedesboro-Woolwich Education Association hereinafter called the "Association."

## **WITNESSETH**

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement, be it

RESOLVED, in consideration of the following mutual covenants, it is hereby agreed as follows:

## **ARTICLE I**

### **RECOGNITION**

#### Unit

A. Subject to the exclusions stated in Paragraph B. of this Article, the Board hereby recognizes the Association as the exclusive and sole representative for the collective negotiations concerning grievances, the terms and conditions of employment for the following employees of the Board, whether under contract or on leave:

1. all teachers, guidance counselors, school nurses, speech language therapists, occupational therapists, physical therapists, school psychologists, learning disabilities teacher consultants and school social workers holding a professional certification (referenced collectively herein as "certified staff"); and
2. all paraprofessionals possessing a minimum of 48 college credits or New Jersey Department of Education approval through the Parapro Praxis Assessment Series.

B. The following employees of the Board are excluded from the unit:

1. administrative/supervisory personnel;
2. secretaries;
3. custodians/maintenance employees;
4. technology support staff; and
5. cafeteria and playground aides.

C. Unless otherwise indicated the terms "employee" and "employees" when used in this

Agreement is defined to mean all employees covered within paragraph A.

- D. The term "child study team member" when used in this Agreement is defined to mean school psychologist, learning disabilities teacher consultant, and school social worker.
- E. The term "related services personnel" when used in this agreement is defined to mean speech language therapist, occupational therapist, and physical therapist.

F. Negotiation Date

Negotiations for the successor agreement shall proceed in accordance with the requirements of law. The Board will notify the Association President of the date on the first of September of that Negotiation year.

G. Modification

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

**ARTICLE II**

**GRIEVANCE PROCEDURE**

A. Definition

A "grievance" is a claim by an employee or the Association based upon the interpretation, application or violation of this Agreement, policies or administrative decisions and practices affecting the terms and conditions of employment of an employee or group of employees. However, the term grievance shall not apply to any matter which:

1. a method of review is prescribed by Law or State Board rule having the force and effect of Law.
2. the Board of Education is without authority to act.
3. a complaint of a non-tenure teacher which arises by reason of his being dismissed for cause or not being re-employed.

B. Procedure

1. (a) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee or the Association to proceed to the next step. Failure at any step to proceed within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.  
  
(b) It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance has been fully determined.
2. Any employee or representative of the Association who has a grievance shall discuss it first with his principal (or immediate superior) within twenty (20) school

days of the alleged act or violation in an attempt to resolve the matter informally at that level.

3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee or the Association within ten (10) school days, the grievance shall be set forth in writing to the principal. If such written formal grievance is not filed within ten (10) school days after the initial discussion, the grievance shall be considered to be waived. The written grievance shall include the following:
  - (a) the date of the incident giving rise to the grievance; the date the grievance is first discussed with the employee's principal or immediate supervisor; and the date the grievance is filed in writing;
  - (b) a description of the incident or alleged violation giving rise to the grievance;
  - (c) a specific delineation of the contract provision(s) or Board policy(ies) allegedly violated;
  - (d) the specific remedy sought;
  - (e) copies of all documents in possession of the Association and/or board relating to and relied upon in support of the grievance, if applicable at the time of the filing. Should either party discover additional documents they shall be submitted to the other party.

The principal shall communicate his/her decision to the employee and the Association in writing within five (5) school days of receipt of the written grievance.

4. If the grievance is not resolved to the employee's or the Association's satisfaction no later than five (5) school days after receipt of the principal's decision, the employee or the Association may request a review by the Superintendent. Included with the request are all of the above steps 3a-3e. The decision from the prior level should also be submitted to the Superintendent.

The Superintendent shall communicate his/her decision to the employee and the Association in writing within ten (10) school days of receipt of the written grievance.

5. If the grievance is not resolved to the employee's or the Association's satisfaction no later than five (5) school days after receipt of the superintendent's decision, he/she or the Association may request a review by the Board of Education. The requests shall be submitted in writing through the CSA who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the employee or Association representative and render a decision in writing within thirty-five (35) calendar days of receipt of the grievance by the Board.
6. If the Association or aggrieved party is not satisfied with the disposition of the

grievance alleging a violation of a term or condition of employment at Step Five, the Association may within fifteen (15) school days after receiving written notification of the decision by the Board or the Board Committee, as the case may be, notify the Board that the grievance is being submitted to arbitration.

7. Grievances of matters, which have been determined to be non-negotiable or non-arbitrable by law, decisions of the Commissioner of Education, or prior decisions by PERC, will not be considered further.
8. A grievance may be submitted to arbitration provided it has been deemed to involve a contractually arbitrable issue by statute or by PERC. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expense incurred shall be paid by the party incurring it.
9. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to PERC by either party. The parties shall then be bound by the rules and procedures of PERC in the selection of an arbitrator. The arbitrator shall limit him/herself to issues submitted to him/her and shall consider nothing else. She/he can add nothing to nor subtract anything from the agreement.
10. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his/her 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 are submitted to him/her. The jurisdiction of the Arbitrator shall be limited to a determination of the facts and the interpretation and application of the specific provision(s) of this Agreement at issue. The Arbitrator shall be bound by the provisions of this Agreement and shall have no authority to add to, subtract from, amend or modify any of its provisions. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is clearly in violation 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 both parties.
11. Where a question of negotiability and/or arbitrability exists, the grieved party, at their cost, shall submit the grievance to PERC for a binding decision.

#### C. Rights of Employees to Representation

1. Any aggrieved person may be represented at steps 3-6 of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association.

2. When an employee is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance to the CSA or any later level, be notified that the grievance is in process, have the right to be present, and present its position in writing at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.
3. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his appeal with respect to his personal grievance.
4. A grievance which affects a number of employees may at the option of those employees be filed as a single grievance on their behalf.

D. Costs

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 same.

E. General Provision

The time limits in any of the steps outlined above may be extended by mutual agreement.

### ARTICLE III

#### EMPLOYEE RIGHTS

A. Required Meeting or Hearings

Whenever any employee is required to appear before any administrator or supervisor, Board, or any committee, member representative or agent thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position, employment, or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview, and shall be entitled to have representative(s) of the Association present to advise him/her and represent him/her during such meeting or interview. Any suspension of an employee pending charges shall be with pay.

This right does not apply to evaluation conferences.

B. Just Cause Provision

No employee shall be disciplined or reprimanded without just cause.

### ARTICLE IV

#### TERMS OF EMPLOYMENT

A. Contracts

1. Notification

Certified staff shall be notified in writing by the date required by law, whether or not he/she is to be rehired for the following year, and the Certified Staff shall notify the Board in writing within 14 days of this notification, whether or not he accepts a contract to teach the following school year. If the letter of intent is not received within that two week time period, the Board will consider the Certified Staff's contract terminated. Paraprofessionals shall be notified in writing by the last teacher day of the school year whether or not he/she is to be rehired for the following year, and paraprofessionals shall notify the Board, in writing, within 14 days of such notification whether or not the contract is accepted for the following school year. If the letter of intent is not received within the two week time frame, the Board will consider the paraprofessional's contract terminated.

2. Placement on Salary Schedule

An employee being employed for the first time may or may not be allowed credit on the salary guide for previous experience. Credit shall be given for military service.

B. Meetings

1. Employee participation is required in two (2) extra-curricular activities which shall be back to school night and conferences. Employees split between buildings only attend one evening conference and back to school night. School Nurses will attend Summer Open House in lieu of Parent-Teacher conferences. Paraprofessionals will be excused from participating in both evening extra-curricular activities. Employees must be notified at least two weeks prior to the event.
2. Attendance at Kindergarten Round Up, Winter and Spring Concert, Art show, Honors night, and any other events that require an employee's presence will be paid at an hourly rate. All required attendance will be confirmed in writing by the building principal. One (1) weeks' notice shall be given for events not previously scheduled on the school calendar.

C. Extra-Curricular Activities

Employee participation in required extra-curricular activities, which extend beyond the regularly scheduled in-school day, shall be compensated according to the rate that is negotiated. The Board shall furnish a job description.

Members will be able to earn hour-for-hour compensation time (flex time) for participation in the following events beyond the contractual work day:

- After school Professional Development
- PTO meetings
- District Open House
- SEPAC meetings
- Evening school events



- Administration pre-approved professional development days on non-work/paid days during the same school calendar year
- Any other event the Association and Administration agrees to include

The above mentioned events will receive accumulated compensation time will be retroactive back to September 1, 2016 and can be used on the following in-Service work/days:

- The last work day in June for Certified Staff (6.0 hours)
- ½ day before Memorial Day (1.5 hours)
- The last three (3) days of school for students in June that are early dismissal days for only students (1.5 hours each)

There will be an equal opportunity for all staff to accumulate maximum compensation time.

The rates for required extra-curricular activities are as follows:

Head Coach	\$950
Assistant Coach	\$650
Drama Club Advisor	\$1,500
Drama Club Assistant	\$1,250

Additional rates are attached hereto in "Schedule C."

**Hourly Rates**

	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
<b>Teachers</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$35.00</b>
<b>Paraprofessionals</b>	<b>\$22.00</b>	<b>\$22.00</b>	<b>\$22.00</b>

Having been approved by the Superintendent, the hourly rate will apply to summer workshops, committees, meetings, summer school, home bound instruction, tutoring, lessons, preparation and delivery of workshops, ESY, and chaperoning social events.

Before and after school sponsored clubs and pay to participate clubs will be \$35 per session with sessions being 40 minutes in length.

**D. Employee Work Year and Workday**

1. The Superintendent shall provide the Association with a copy of the school calendar as recommended by the administration prior to the adoption by the Board.
2. The work year for teachers, guidance counselors, school nurses, and related personnel shall not exceed **186** days with 180 student days. The work year for paraprofessionals shall not exceed 184 days. The child study team work year

shall be the same as teachers plus four (4) additional work days in the months of July and August to be mutually agreed upon between the child study team member and the supervisor of the child study team. The additional days will be worked in exchange for being excused from four (4) in-service days (following District summer hours).

Effective July 1, 2017, Child Study Team and Related Services Personnel can be excused from up to four In-Service days in exchange for up to four full days of summer work (following District summer hours). Scheduling of summer work will be mutually agreed upon by both the CST member and his/her supervisor. Any other days, above four in the summer, will be paid at the members' per diem rate. To the extent that any hours were unpaid on or after July 1, 2016, the District agrees to make those individuals whole.

Effective July 1, 2017, Nurses will be excused from up to five In-Service days in exchange for up to thirty-five hours of summer work. Summer hours will be approved by Building Administration. To the extent that any hours were unpaid on or after July 1, 2016, the District agrees to make those individuals whole. Allowable preparation shall include planning and holding Individual Health Plans (IHP) meetings, parent conferences, telephone calls, completing student immunization requirements for school attendance, reviewing and communicating individual health problems.

3. The start time and ending time of workdays for employees shall be determined by the Board. The workday for employees shall be defined as a maximum of seven (7) hours and twenty (20) minutes, inclusive of 40 minute duty free lunch with the exclusion of early dismissal days. Teachers may be scheduled for lunch duty outside their 40 minute duty free lunch. . The student day will be six (6) hours and fifty-five (55) minutes inclusive of lunch, beginning at the late bell and ending at the dismissal bell. Students remaining in the classroom beyond 6 hours and 55 minutes will be assigned to a common area for supervision. If all students have not departed after 7 hours, any teacher remaining on bus duty will be dismissed to carry out end of the day classroom responsibilities. If all students have not departed by 7 hours and 20 minutes, paraprofessionals will be dismissed for the day and an administrator will assume dismissal duties. On Friday, employees are permitted to leave 10 minutes after student dismissal unless an emergency occurs (e.g. Acts of God, Safety, etc.).

Should the need for student supervision exist after the conclusion of the teacher contract day, students will be assigned to a common area for supervision by a core team of teachers who previously volunteered during the first month of school to serve in a supervisory capacity in exchange for 1:1 release time on an alternative day or days utilizing time during the "staff end of day responsibilities."

4. Early dismissal days for students and employees will be scheduled preceding Thanksgiving and Winter Break. On all other early dismissal days, Paraprofessionals will be permitted to leave 10 minutes after daily/standard student dismissal unless an emergency occurs (e.g., Acts of God, Safety).
5. There will be six (6) full general in-service days scheduled during the school year for employees. The first work day for employees will be an in-service day divided as follows: half day in-service, the remaining half day will be utilized for individual teacher classroom preparation for matters such as class list adjustment, teacher to teacher articulation and arrival of the students.

The second In-Service day in September will be scheduled later in the month and be used in part for the purpose of developing SGO's for teachers.

6. In the event that Swedesboro-Woolwich establishes flexible professional development credit opportunities, teachers would be permitted to accrue Superintendent approved/SWSD sponsored PD hours beyond the school day and apply those hours toward the last professional development in-service day at the end of the year.
7. Employees shall be required to remain after the regular workday, without additional compensation for the purpose of attending faculty meetings which will be scheduled once per month during the school year. Faculty meetings are scheduled on a timely basis Monday through Thursday. Faculty meetings shall begin ten (10) minutes after student dismissal and conclude within forty (40) minutes which is in addition to the seven (7) hour and twenty (20) minute workday. In cases where faculty meetings extend beyond the additional forty (40) minutes, employees will be paid at the hourly rate.

PLC time (beyond the contractual work day) as follows:

2016-2017	4 hours
2017-2018	8 hours
2018-2019	8 hours

Required GCN training that exceeds 4 hours will be awarded flex time hours.

8. Full day in-service meetings shall be no longer than seven (7) hours with a one-hour free lunch period. The regular workday schedule will apply for half-day in-service meetings.
9. Employees with school age children are permitted, after providing notice to the employee's direct supervisor, to leave after student dismissal to attend school conferences for their children.
10. A special education teacher shall be provided one (1) day of release time for the purpose of writing Individual Education Plans (IEP).

11. The last three school days will be early dismissal days for students. Certified staff members that have been checked out by an administrator are permitted to use earned flex time to leave with the students.

E. Preparation Time

1. All fulltime teachers will receive one (1) full preparation period per day. Preparation time shall be devoted to appropriate use e.g. professional responsibilities including but not limited to planning lessons, preparing and grading students' tests and assignments, meeting with administrators, supervisors, other teachers, and parents as warranted. Preparation time lost due to field trips, special activities, absence of a specialist or in the event of an emergency will not be made up.
2. Paraprofessionals will have two breaks consisting of 15 minutes. The first break shall be in the morning and the second break in the afternoon.

F. I&RS Committee

The I&RS Committee will be initiated in September of each school year. Teacher participation as a member of the I&RS shall be voluntary. A committee will be established at all of the District's schools. Minimally, two after-school meetings will be held each month by each of the committees. Annual compensation for the aforementioned responsibilities will be provided as defined in Appendix C.

## ARTICLE V

### SALARIES

A. Salary

1. The salary schedules and rates of pay of employees covered by their Agreement are set forth in Schedules "A," and "B."
2. Salary adjustments shall be made effective as of July 1, of each year.
3. Step increments will be earned for employees hired before March 1st of the preceding school year.

B. Deductions and Receipts

1. Each month an employee employed on a ten-month basis shall be paid in twenty (20) equal semi-monthly installments, on or before the 15<sup>th</sup> and 30<sup>th</sup> of each month.
2. Each employee may individually elect to have a percentage of his/her salary deducted from his/her pay as a credit union deduction. These funds shall be deposited with the credit union in the employee's name. A SWEA determined credit union shall be established by the Board as per the Association's recommendation with the following provisions:

- a) Each employee wishing to participate must enroll no later than July to be effective for the following academic year.
  - b) Thereafter, any such participant may withdraw or revise the amount to be deducted within the first five (5) working days of January only, provided such written notice is given to the SBA/Board Secretary prior to such date.
  - c) Employees employed after September 1 may enroll within thirty days of commencing employment.
  - d) The Board shall have no responsibility or liability after transferring the authorized funds.
3. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last working day.
  4. Employees shall receive their final checks on the last working day in June, provided they have completed all necessary assignments.
  5. The schedule of paydays shall be distributed to all employees during or before the first week of school.
  6. An employee who selects the option of Credit Union deductions as outlined above shall have this option continued once selected, until notification of his/her wish to discontinue is presented to the school administrator/board secretary in writing. Such notice of discontinuance must be received on or before July 1 for it to be effective for the following academic year.
  7. Salaries paid for extracurricular activities shall be paid by separate checks.
  8. Employees will be provided by e-mail an explanation of payroll deductions in January and September.

#### C. Employee Assignments

1. All Certified Staff shall be given written notice of their salary status for the ensuing year by June 1. An effort will be made to notify the teacher of their class assignment for the ensuing year by June 1 as well. However, it is noted that a change in assignment can be made at any time on the basis of perceived needs and/or in the best interests of the district.
2. All paraprofessionals shall be given written notice of their salary status for the ensuing year by June 1. An effort will be made to notify the paraprofessional of their class assignment for the ensuing year by June 1 as well. However, it is noted that a change in assignment can be made at any time on the basis of perceived needs and/or in the best interests of the district.

#### D. Payment for Moving Classrooms/Workspace

Certified Staff who are notified after the last day of school that they have to move to a newly assigned space will be paid \$100 per move during the summer to prepare their space.

#### E. Loyalty Payment

Effective July 1, 2012 each employee on step fifteen (15) of the teachers' and child study team salary guides in 2011-2012 shall receive a \$500.00 loyalty payment. The loyalty payment shall be added to their base salary for 2012-2013, but not reflected on the salary guide.

Effective July 1, 2013 each employee on step fifteen (15) of the teachers' and child study salary guides in 2012-2013 and step ten (10) of the paraprofessionals' salary guides in 2012-2013 shall receive a \$500.00 loyalty payment. This payment shall be added to their base salary for 2013-2014, but not reflected on the salary guide. The 2013-2014 loyalty payment shall be in addition to the \$500.00 payment made to those employees on step fifteen (15) of schedules "A" and "B" in 2012-2013.

Effective July 1, 2014 each employee on step fifteen (15) of the teachers' and child study team salary guides in 2013-2014 and step ten (10) of the paraprofessionals' salary guides in 2013-2014 shall receive a \$500.00 loyalty payment. This payment shall be added to their base salary for 2014-2015, but not reflected on the salary guide. The 2014-2015 loyalty payment shall be in addition to the \$500.00 payment made to those employees on step fifteen (15) of schedules "A" and "B" and those employees on step ten (10) of schedule "C" in 2013-2014.

The loyalty payment shall be compounding. For example:

- (1) A teacher on step fifteen (15) BA of schedule "A" making \$73,961.00 in 2011-2012 shall make \$74,461.00 in 2012-2013, effective July 1, 2013 shall make \$74,961.00 and effective July 1, 2014 shall make \$75,461.00.
- (2) A teacher on step fifteen (15) BA of schedule "A" making \$73,961.00 in 2012-2013 shall make \$74,461.00 in 2013-2014 and effective July 1, 2014 shall make \$74,961.00.
- (3) A teacher on step fifteen (15) BA of schedule "A" making \$73,961.00 in 2013-2014 shall make \$74,461.00 in 2014-2015.

### **ARTICLE VI**

#### **VOLUNTARY TRANSFERS AND REASSIGNMENTS**

##### A. Notification of Vacancies

###### 1. Date

The Chief School Administrator shall deliver to the association president by e-mail and post on the staff intranet in all school buildings a list of known vacancies, which shall occur during the following year.

2. Filing Request

Employees who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Chief School Administrator. Such statements shall include the grade and/or subject to which the employee desires to be assigned and the school or schools to which he desires to be transferred, in order of preference and must be submitted by May 1.

**ARTICLE VII**

**EMPLOYEE EVALUATION**

A. Open Evaluation

All monitoring or observation of the work performance of an employee shall be conducted according to P.L. 2012, c.26 (C.18A:6-117) et al, openly and with full knowledge of the employee. The use of eavesdropping, public address, cameras, audio systems, and similar surveillance devices shall be strictly prohibited. Where the terms teacher or teachers appear in Article VII, these terms will mean the following employees: teachers, related service personnel, child study team members, guidance counselors, and school nurses.

B. Frequency of Formal Evaluations

1. Non-Tenure Teachers

a. All non-tenure teachers shall be formally observed at least three (3) times during the school year. A follow-up conference shall be held within fifteen (15) working days after each observation at which time teacher strengths and weaknesses shall be indicated.

b. On or before May 15 of each year, the Board shall give to each non-tenure teacher a written offer of a contract for the next year or a written notice that such employment shall not be offered.

2. Tenure Teachers

All tenure staff members are to be observed formally at least once a year. A follow-up conference shall be held within fifteen (15) working days after each observation at which time teacher strengths and weaknesses shall be indicated.

C. Reports and Procedures

1. Each teacher shall receive a copy of the observation report within ten (10) working days following an observation.

2. A copy shall be signed and returned to the evaluator, the other to be placed in the teacher's personnel file.

3. A teacher shall have the opportunity to respond to the written observation by the evaluator within ten (10) working days following the conference. This reply shall be in triplicate, signed by the teacher, and forwarded to the evaluator. The evaluator shall sign the copies and return one copy to the teacher. The other copy will be placed in the teacher's personnel file.

#### D. Annual Rating Summary

##### 1. Notification of Summary Meeting

In order to ensure that the teacher will be adequately prepared for this meeting, advance notice will be extended to him or her of the forthcoming conference. This notice shall include a copy of the outline to be used as the evaluative instrument.

##### 2. Annual Summary Conference

- a) This conference shall be held between supervisor(s) and the teacher prior to the filing of the Annual Performance Report.
- b) Among the topics to be covered by this conference must be:
  - i. A review of the performance of the teacher based upon the job description.
  - ii. A review of the progress, or lack thereof, of the teacher in meeting the objective of the last annual Professional Development Plan.
  - iii. A review of the available indicators of pupil progress as defined in the N.J.A.C. 6:8-3.4 and growth toward the program initiatives.
  - iv. A review of the annual written performance report, which must be signed within five (5) working days of the review.

##### 3. Annual Performance Report

- a) This report shall be prepared by a certified supervisor(s) who participated in the teacher's observations. This report shall contain:
  - i. Performance areas of strength.
  - ii. Performance areas (based on the job description) that are acceptable and need improvement.
  - iii. A summary of available indicators of pupil progress. This summary shall relate the indicators to the effectiveness on the overall program and the performance of the teacher.
  - iv. A Professional Development Plan shall be constructed by the evaluator and the teacher.
  - v. Each teacher shall receive a signed copy of the annual rating summary by June 30<sup>th</sup>.
  - vi. Two (2) copies shall be signed, one copy to be retained by the teacher, the other copy to be placed in the teacher's personnel file.
  - vii. The teacher has the right to respond to the written annual rating summary. He or she will submit a signed copy of a written statement. The copy shall be signed by both parties, a copy made



and returned to the teacher. One copy will be placed in the teacher's personnel file.

#### E. Evaluation of Paraprofessionals

1. Paraprofessionals will be evaluated one time per year, unless circumstances warrant additional evaluation.
2. Paraprofessionals will receive a copy of his/her evaluation report within ten (10) working days following completion of the report.
3. A copy of the report shall be signed and returned to the evaluator to be placed in the paraprofessional's personnel file.
4. A paraprofessional shall have the opportunity to respond to the written evaluation by the evaluator within ten (10) working days following the evaluation conference. This reply shall be in triplicate, signed by the paraprofessional, and forwarded to the evaluator. The evaluator shall sign the copies and return one copy to the **paraprofessional**. The other copy will be placed in the paraprofessional's personnel file.

#### F. Personnel Records

##### 1. File

An employee shall have the right, upon request, to review the contents of his/her personnel file and to receive copies at Board expense of any documents contained therein. An employee shall be entitled to have representative(s) of the Association accompany him/her during such review. At least once every three (3) years, an employee shall have the right to indicate those documents and/or materials in his/her file, which he/she believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the superintendent or his/her designee and if in fact they are obsolete or otherwise inappropriate to retain, they shall be destroyed. Documents and/or materials relating to discipline or investigations of claims of discrimination, harassment and/or civil rights violations shall not be removed from personnel files unless otherwise provided. In the event that a claim or claims of discrimination, harassment and/or civil rights violations are determined to be without merit, materials relating to such claims of discrimination, harassment and/or civil rights violations shall be removed from the employee's personnel file and maintained by the district in a separate file dedicated to such claims. Disputes over the retention of said documents may be processed through the grievance procedure, commencing at Level Two (CSA).

##### 2. Derogatory Material

No material derogatory to an employee's conduct, service, character or personality shall be placed in his personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be

filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and his answer shall be reviewed by the superintendent or his designee and attached to the file copy.

3. No Separate File

Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file, other than the documents required to be maintained separately pursuant to the Health Insurance Portability and Accountability Act (HIPPA), which is not available for the employee's inspection.

## ARTICLE VIII

### COMPLAINT PROCEDURE

A. Procedural Requirement

Any complaints regarding an employee made to any member of the administration by any parent, student, or other person which does or may influence the evaluation of an employee shall be processed according to the procedure outlined below.

B. Meeting with Principal or Immediate Superior

The principal or immediate superior shall meet with the employee to apprise the employee of the full nature of the complaint and they shall attempt to resolve the matter informally.

C. Right to Representation

The employee shall have the right to be represented by the Association at any meeting or conferences regarding such complaint.

## ARTICLE IX

### ASSOCIATION-ADMINISTRATION LIAISON

The Association shall select a Liaison Council which shall meet with the Chief School Administrator at least once per marking period or as the need arises.

## ARTICLE X

### TEMPORARY LEAVES OF ABSENCE

A. Personal Illness

1. Sick leave is defined as absence from work because of illness, injury or contagious disease as stated in N.J.S.A. 18A:30-1.
2. The regular yearly allowance for sick leave without loss of pay shall be ten (10) days. Such sick leave allowance is cumulative.

3. After all accumulated current sick leave has been used up, the Board, on a case by case basis, will consider an extension of additional days which the salary of teacher will be subject to the deduction of the wage of a substitute.
4. A doctor's note shall be required if an employee uses sick leave for 3 or more consecutive days; however, could be requested at any time.

B. Family/Serious Illness

The regular yearly serious illness allowance will be up to five (5) days without loss of pay. Such leave is not cumulative. Use of such leave is required to be medically certified acknowledging the requirement of immediate medical attention. A breakdown of the leave allowance follows:

- An absence from work to attend the appointment of a spouse, child, parent, member of the family unit living in the same household, sister, brother, grandparent, mother-in-law or father-in-law with a medical specialist is covered by this definition.
- Up to five (5) days for immediate family including spouse, child, parent or member of the family unit living in the same household.
- Up to three (3) days for sister, brother, grandparents, grandchildren, mother-in-law, or father-in-law.

C. Legal

There shall be no loss in pay for a required appearance in court of law unless the appearance is required as a result of the commission of a crime by the employee. An employee taking legal action against the Board of Education, District or any employee of the District will not be eligible for a paid leave under this provision.

D. Personal Days

1. An allowance of up to three (3) days for religious, legal, business, household, or family matters which require absence during school hours.
2. Personal leave must be requested and approved by the building principal at least five (5) school days in advance of the time for which such leave is requested. Emergency events not predictable five (5) days in advance will be considered immediately.
3. No more than six percent (6.0%) of the members in an individual building, but not less than two (2) individuals will be granted a personal day on the same day. They will be allotted on a first come basis. Additional individuals may be eligible at the discretion of the superintendent.
4. The applicant shall not lose pay for approved personal days.
5. No personal days will be granted on a day immediately prior to and after a holiday

or vacation period for the same individual. An individual will be permitted to utilize either the before or the after option, but not both as a simultaneous request to extend the holiday or vacation period.

6. Employees may be granted leave without pay for "once in a lifetime" experiences once every 3 years. This request is dependent upon Superintendent and Board of Education approval.
7. All unused personal days per year shall be converted to sick leave days each school year.

E. Bereavement Leave

Leave without loss of pay may be granted as noted in the following breakdown:

- Up to (5) days for a death in immediate family (spouse, child, parent, or member of family unit living in the same household).
- Up to three (3) days without loss of pay may be granted in the event of the death of a sister, brother, grandparent, grandparent-in-law, grandchild, mother-in-law, father-in-law, sister-in-law, and brother-in-law.
- One (1) day without loss of pay in the event of the death of an uncle, aunt, niece or nephew.
- Additional days may be granted on a case by case basis by the Superintendent, including non-consecutive days.

F. Good Cause

Leaves of absence with pay may be granted by the Board for good reason. Other requests for emergency and/or personal leave, without pay, shall be at the discretion of the Superintendent.

## ARTICLE XI

### EXTENDED LEAVES OF ABSENCE

A. Sabbatical Leave

Upon the recommendation of the Superintendent and approval by the board, a sabbatical leave shall be granted to a certified staff member by the Board for study, scholarship, fellowship, travel or for other reasons of value to the school system.

1. Applicant must have completed seven (7) consecutive years in this district.
2. Not more than one employee shall be granted leave in any one year.
3. Application for sabbatical leave is to be made in writing to the Chief School Administrator on or before December first of the year preceding the school year during which leave is requested, on a form to be supplied by the Board.
4. Approval of the Board will be contingent upon securing a certified employee qualified to assume the applicant's duties.

5. A certified staff member may elect one of the following methods for leave:
  - a. Ten Month Plan - A certified staff member on sabbatical leave shall be paid by the Board at fifty percent (50%) of the salary rate, which he/she would have received if he/she had remained on active duty. These salary rates are to be in effect for sabbatical leaves taken for study or travel.
  - b. Five Month Plan - Certified staff members granted sabbatical leave for five (5) months or one-half of the school year shall receive one-fourth the annual salary to which they were entitled had they remained in the school district.
6. Employee must signify intent of returning to Swedesboro for two (2) years after completion of sabbatical. Employee is assured position on return and will be placed on the proper step on the salary guide as though he/she had not been on leave, in such form as may be required by him. In the event that the employee does not return to active employment, the employee will be required to reimburse the district for salary paid during the sabbatical leave.

B. Pregnancy Related Disability

The employee's employment shall continue; prior to birth with a nonspecific doctor's note indicating the anticipated delivery date. The employee shall give sixty (60) days notice prior to her planned leave of absence. A period of one (1) working month (20 school days) immediately preceding delivery of the child and one (1) working month immediately following the birth date shall be the maximum entitlement of sick leave days. Sick leave cannot be utilized for days that are not scheduled as work days. If pregnancy related disability is requested outside the parameters of the presumed disability previously noted, medical certification must be provided indicating the specific disability timeline.

C. Child Care Leave

1. The Board may grant voluntary unpaid leaves of absence for the purpose of child care to staff members who fulfill the requirements set below. Child care leave is available to eligible employees either through the Federal Family Medical Leave Act, New Jersey Family Medical Leave Act and/or through the provisions of this article. Approval is conditioned upon adequate staffing as determined by the Board.
2. Such leave generally will be for one-half or one full school year at the request of the employee and the approval of the board. Extensions will be granted at the complete discretion of the Board.
3. To avoid unnecessary interruptions in instruction, child care leaves shall generally commence on either September 1 or the first day of the third marking period, and shall terminate on September 1 or the last day of the second marking period following the leave.
4. An employee desiring an unpaid leave shall apply no less than 90 calendar days before the anticipated leave. In the case of an adoption, notice shall be given to the

Superintendent when application for the adoption is made. In such cases, application shall be made for a specific leave period as soon as the employee is informed of the custody date.

5. Upon return from leave, there is no guarantee that the employee will be assigned to the same class and/or building to which he/she was assigned prior to commencing the leave.
6. An employee may continue to participate in the district's medical insurance programs at their own expense while on Board approved unpaid leave.

D. Special Consideration Leave

An employee may request an unpaid leave of absence of one (1) school year. The reason for the requested leave shall be at the discretion of the employee. Such request for an unpaid leave shall be submitted in writing to the Superintendent by June 1 of the school year preceding the requested leave school year, except in an emergency as approved by the Board. The request shall be approved at the sole discretion of the Board.

E. Sick Leave Bank

When an employee has exhausted all sick leave, members of the Association shall be permitted to contribute any number of leave days they wish to a bank of days available to any employee who has exhausted his or her sick leave. A committee comprised of six (6) members (three (3) chosen by the **Superintendent** and three (3) chosen by the Association) shall be the administrator of the Sick Leave Bank and shall approve the allocation of days ("Committee").

The sick leave bank shall operate as follows:

1. An employee must submit a written request to the Committee that he/she will (or has) exhausted all of his/her personal leave due to a serious illness
2. Any unused days donated to the bank shall carry over from year to year until all days have been used by either the employee making the initial request or another employee.
3. The Committee shall keep a log of the number of days donated and the number of days used and then carried forward from year to year.
4. An employee shall be entitled to no more than one hundred fifty (150) days in a school year, and there shall not be any automatic carryover of leave granted by the Sick Leave Bank into a subsequent school year. Application for subsequent school years may only be made following the exhaustion of the employee's paid leave for that school year.

## ARTICLE XII

### PROFESSIONAL GROWTH

A. 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, in-service training sessions or other sessions which an employee is required by the administration to take.

**B. Pay and Expenses for Professional Development**

The Board will reimburse full time teachers, guidance counselors, school nurses, related service personnel, child study team members, and paraprofessionals 100% of the cost of tuition, fees, and books up to a maximum of \$4,000 in year 1, and \$3,000 in years 2 and 3 respectively and part-time employees, which include the aforementioned, a percentage of these figures (i.e. 1/5 to 1/4) per school year for college courses taken for professional development provided:

1. Requirements under N.J.A.C 18A:6-8.5 are met.
2. The budget for tuition reimbursement will be the following amount per school year.

2016-2017	no district cap
2017-2018	\$50,000
2018-2019	\$50,000

3. The graduate course is successfully completed and evidence to this effect is submitted to the Superintendent. To receive reimbursement, the eligible persons must have received a grade of "B" or better.
4. Evidence of completion (transcript, grades), cost and charges (i.e. checks, receipts, etc.) are presented upon application for reimbursement.
5. The course is taken at an accredited institution.
6. Tuition reimbursement shall be based on the rate actually paid by the teacher and paid on a first come, first serve basis, according to the following schedule:

<u>Course Completion Date</u>	<u>Reimbursement</u>
Summer Semester (courses taken June, July, August)	October 15
Fall Semester (courses taken September-December)	February 15
Spring Semester (courses taken January-June)	June 30

7. Any eligible persons receiving reimbursement must complete one year of employment with the district following the receipt of reimbursement. If the person does not complete one year of employment with the district following receipt of reimbursement and becomes employed in another educational institution within 35 miles of the District, then the person will reimburse the district 50% of the preceding year's reimbursement. For example, if a person receives reimbursement for a course(s) on February 15 and is no longer employed by the district on the following February 15 then 50% of the reimbursement received by the person will

be paid back to the district.

8. In the case where an employee applies for a position within the District but is denied that position for which the employee's degree and/or certification was paid for under this provision, the employee will not be required to pay back the District.

C. Related Expenses

1. The use of a personal vehicle shall be considered a legitimate job expense if use of a personal car is for approved special or emergency purposes upon presentation of proof of valid drivers' license, insurance and only at a mileage reimbursement rate approved by the State of New Jersey.
2. The district will pay 100% of the fees not related to tuition for paraprofessionals who choose to acquire their substitute certification or renewal.

D. Advanced Educational Achievement

1. All certified staff obtaining BA+15, BA+30, Masters, Masters+15, and Masters+30, shall receive an additional compensation as outlined in attached Schedule "A". Only graduate level credits shall be recognized for the purpose of horizontal movement on the salary guide.
2. All paraprofessionals obtaining a BA + shall receive additional compensation as outlined in attached Schedule "B".

E. Longevity

For all teachers hired by the Swedesboro-Woolwich Board of Education before September 1, 1989, longevity shall be defined as total years experience in teaching. For all employees hired by the Swedesboro-Woolwich Board of Education on or after September 1, 1989, longevity shall be defined as total years experience working in the Swedesboro-Woolwich School District as an employee of the Swedesboro-Woolwich Board of Education.

## ARTICLE XIII

### HEALTH BENEFITS

- A. The Board of Education agrees to contribute for each employee who participates in a Board approved health benefits plan. All employees hired on or after July 1, 2012 and working less than twenty-five (25) hours shall not qualify for Board contributions toward medical benefits. All employees of the Board of Education as of June 30, 2012 shall be grandfathered and be eligible to receive contributions from the Board as specified in this Article. All employees hired on or after July 1, 2016 and working less than thirty (30) hours shall not qualify for Board contributions toward medical health benefits. All employees of the Board of Education as of June 30, 2015 shall be



grandfathered and be eligible to receive contributions from the Board as specified in this Article.

1. The Board of Education will contribute a proportionate amount of the premium cost for individual and family benefits/medical coverage that is equal to or better than the Horizon Design 7 10/20/70 Plan or other coverage that is equal to or better than the existing coverage for those employees and existing staff that have the opportunity to opt into that plan. Effective July 1, 2012 the individual teachers' contribution rate will be 10% of their selected health benefits coverage tier, with the Board of Education contribution rate at 90% of the selected coverage or the rate set by P.L. 2011 c. 78, whichever is greater. Each teacher's contribution dollar amount (10%) is determined by the coverage tier of their choice. Effective on or about March 1, 2017, all employees shall contribute to the cost of their medical benefits in accordance with the amounts set forth in "Schedule D."

2. Effective on or about March 1, 2017, the District will offer a minimum of two (2) medical plans to its employees: "10/20 Plan" and the "30/30 Plan." Tenured certified staff members may choose either medical plan. Non-tenured staff and support staff members may only enroll in the 30/30 Plan. However, all non-tenured staff hired before March 1, 2017 shall be eligible for either plan upon becoming tenured. Employees hired on or after March 1, 2017 shall only be eligible for the 30/30 Plan.

- B. The Board will continue to contribute a proportionate amount of the premium cost for individual and family Prescription Plans consistent with the contribution rate detailed and noted in XIII, A.I.-The benefit includes the following employee purchasing costs: \$10.00 Brand Name, \$5.00 Generic, \$0.00 mail order co-pay. Effective on or about March 1, 2017, the District will provide prescription coverage under the "15/30/1X Copay Plan," and employees shall contribute to the cost of this plan in accordance with the amounts set forth in Schedule D.
- C. The Board of Education will pay one hundred (100%) percent of the cost of dental insurance as provided by Delta Dental Plan of New Jersey.
- D. The Board of Education will pay one hundred (100%) percent of the cost of a long-term disability plan that covers up to 60% of the pre-disability income after a 90-day benefit elimination period or after the accrued sick days have been exhausted whichever time frame is longer.
- E. A four-month grace period to immediate covered family members if the employee dies.
- F. For each full-time 10-month employee who remains in the employ of the board for a full year, the board shall make payment of insurance premiums as defined above, to provide insurance coverage for the full twelve (12) month period commencing September 1 and ending August 31.

**ARTICLE XIV**  
**STANDARDIZED TESTS**

- A. Standardized tests shall be machine scored.

**ARTICLE XV**  
**SPECIAL RETIREMENT ALLOWANCE**

In recognition of dedicated service to the Swedesboro-Woolwich School District the following special retirement allowance shall be implemented:

1. Teacher personnel who complete fifteen (15) or more consecutive years of employment with the Swedesboro-Woolwich School District and who retire with the Teachers' Pension and Annuity Fund- New Jersey Division of Pensions, shall receive payment for unused sick leave, accumulated in this school system, according to the following schedule:
  - a. Ten (10) dollars per day for the first 50 days
  - b. Twenty (20) dollars per day for the next 50 days
  - c. Fifty (50) dollars per day for the next 50 days
  - d. Hundred (100) dollars per day for days in excess of 150 days
2. There shall be an \$8,000 maximum payment.
3. The retirement allowance shall be paid in (1) of the (2) following plans:
  - a. Lump sum in July 15 of the next budget year following retirement.
  - b. Lump sum on January 15 of the next calendar year following retirement.

The teacher will make the decision in writing as to which plan of payment is desired at the time of notice of retirement.

**ARTICLE XVI**  
**REPRESENTATION FEE**

If an employee does not become a member of the Association during any membership year commencing with the first day of September of any calendar year which is covered in whole or in part by this agreement, said employee will be required to pay the representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as a majority representative. Monies received from this fee can only be utilized to offset these services and not any other purpose. The Association will notify the Board of Education, in writing, of the amount of the regular membership dues, initiation fees and assessment charged by

the Association to its own members for that membership year. The representation fee to be paid by non-members shall be established by the SWEA but cannot exceed 85% of the dues structure. Upon receipt of the list of non-members from the Association, the Board will commence deductions from the salaries of such employees in accordance with the fee as noted above. The Board will deduct the representation fee in equal installments, as nearly as possible, as determined by the School Business Administrator/Board Secretary from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck received following 30-day calendar period after receipt of the list from the Association.

On the day an employee terminates his/her employment the employee's responsibility to pay the representation fee/agency shop fee shall terminate. The Association agrees to indemnify, and save and hold harmless the Board of Education against any all liabilities or actions which may arise by reason of any action taken by the Board in compliance with the provisions of this Article or in reliance upon or interpretation of the provisions of this article by the Board of Education. The Board of Education agrees to give the Association notice in writing of any claim, demand, suit, or other form of action or liability that may arise and said notice shall be sent to the Association president by registered mail, return receipt requested. If the Association fails to hold the Board harmless, save the Board and indemnify the Board any such actions, the Association shall automatically forfeit its agency shop dues deduction privilege.

## ARTICLE XVII

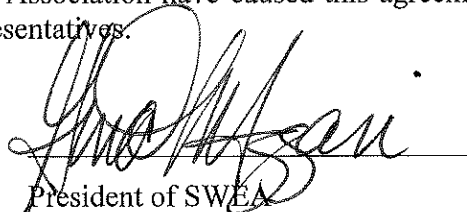
### DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 2016 and continue in effect through June 30, 2019 or until a successor agreement has been completely negotiated.
- B. The Board shall provide each teacher with a copy of the current contract at Board expense.
- C. In witness whereof the Board and the Association have caused this agreement to be executed by their duly authorized representatives.



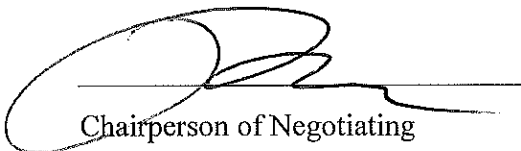
President of Board

Craig Frederick



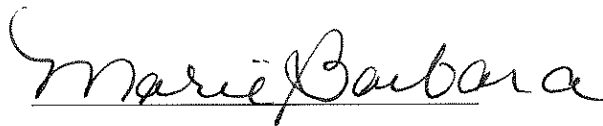
President of SWEA

Gina Azzari



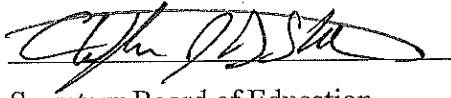
Chairperson of Negotiating

Board of Education Committee



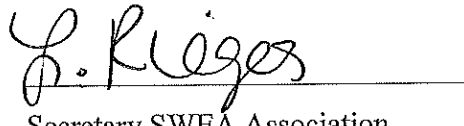
Chairperson of SWEA Committee

Marie Barbara



Secretary Board of Education

Christopher DeStratis



Secretary SWEA Association

Lindsay Rieger

## Appendix "A" - Certified Staff Salary Guides

### 2016-17 Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	49,592	50,292	50,992	51,692	52,392	53,092
2	49,992	50,692	51,392	52,092	52,792	53,492
3	50,392	51,092	51,792	52,492	53,192	53,892
4	50,792	51,492	52,192	52,892	53,592	54,292
5	51,192	51,892	52,592	53,292	53,992	54,692
6	52,192	52,892	53,592	54,292	54,992	55,692
7	53,192	53,892	54,592	55,292	55,992	56,692
8	54,192	54,892	55,592	56,292	56,992	57,692
9	55,992	56,692	57,392	58,092	58,792	59,492
10-11	58,692	59,392	60,092	60,792	61,492	62,192
12-13	61,492	62,192	62,892	63,592	64,292	64,992
14	64,392	65,092	65,792	66,492	67,192	67,892
15	67,392	68,092	68,792	69,492	70,192	70,892
16	70,592	71,292	71,992	72,692	73,392	74,092
17	75,161	75,861	76,561	77,261	77,961	78,661

#### Longevity - Not reflected in Salary Guide

After 15 Years:	600
After 20 Years:	1,800
After 25 Years:	2,400
After 30 Years:	2,800

#### Value of Advance Credits are Inclusive in Salary Guide

BA+15	700
BA+30	1400
MA	2100
MA+15	2800
MA+30	3500

## **2017-18 Salary Guide**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	49,682	50,382	51,082	51,782	52,482	53,182
2	50,082	50,782	51,482	52,182	52,882	53,582
3	50,482	51,182	51,882	52,582	53,282	53,982
4	50,882	51,582	52,282	52,982	53,682	54,382
5	51,282	51,982	52,682	53,382	54,082	54,782
6	52,282	52,982	53,682	54,382	55,082	55,782
7	53,282	53,982	54,682	55,382	56,082	56,782
8	54,282	54,982	55,682	56,382	57,082	57,782
9	56,082	56,782	57,482	58,182	58,882	59,582
10	58,782	59,482	60,182	60,882	61,582	62,282
11-12	61,582	62,282	62,982	63,682	64,382	65,082
13-14	64,482	65,182	65,882	66,582	67,282	67,982
15	67,482	68,182	68,882	69,582	70,282	70,982
16	70,682	71,382	72,082	72,782	73,482	74,182
17	75,661	76,361	77,061	77,761	78,461	79,161

### Longevity - Not reflected in Salary Guide

After 15 Years:	600
After 20 Years:	1,800
After 25 Years:	2,400
After 30 Years:	2,800

### Value of Advance Credits are Inclusive in Salary Guide

BA+15	700
BA+30	1400
MA	2100
MA+15	2800
MA+30	3500

**SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A THREE-YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY**

## 2018-19 Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	49,682	50,382	51,082	51,782	52,482	53,182
2	50,082	50,782	51,482	52,182	52,882	53,582
3	50,482	51,182	51,882	52,582	53,282	53,982
4	50,882	51,582	52,282	52,982	53,682	54,382
5	51,282	51,982	52,682	53,382	54,082	54,782
6	52,282	52,982	53,682	54,382	55,082	55,782
7	53,282	53,982	54,682	55,382	56,082	56,782
8	54,282	54,982	55,682	56,382	57,082	57,782
9	56,082	56,782	57,482	58,182	58,882	59,582
10	58,782	59,482	60,182	60,882	61,582	62,282
11	61,582	62,282	62,982	63,682	64,382	65,082
12-13	64,482	65,182	65,882	66,582	67,282	67,982
14-15	67,482	68,182	68,882	69,582	70,282	70,982
16	70,682	71,382	72,082	72,782	73,482	74,182
17	76,124	76,824	77,524	78,224	78,924	79,624

### Longevity - Not reflected in Salary Guide

After 15 Years:	600
After 20 Years:	1,800
After 25 Years:	2,400
After 30 Years:	2,800

### Value of Advance Credits are Inclusive in Salary Guide

BA+15	700
BA+30	1400
MA	2100
MA+15	2800
MA+30	3500

**SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A THREE-YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY**

**Appendix "B" - Paraprofessionals  
Salary Guides**

**2016 – 2017 Salary Guide**

Step	Non Degree	BA +
2	15,481	15,981
3	15,681	16,181
4	15,881	16,381
5	16,622	17,122
6	17,400	17,900
7	18,217	18,717
8	19,075	19,575
9	20,015	20,515
9A	21,085	21,585
10	22,174	22,674

Longevity - Not reflected in Salary Guide

After 15 Years:	600
After 20 Years:	1,800
After 25 Years:	2,400
After 30 Years:	2,800

Value of Advance Credits are Inclusive in Salary Guide

BA+	500
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**SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A THREE-YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY**



**2017-18      Salary Guide**

Step	Non Degree	BA +
2	15,558	16,058
3	15,758	16,258
4	15,958	16,458
5	16,699	17,199
6	17,477	17,977
7	18,294	18,794
8	19,152	19,652
9	20,092	20,592
9A	21,162	21,662
10	22,574	23,074

**Longevity - Not reflected in Salary Guide**

After 15 Years:	600
After 20 Years:	1,800
After 25 Years:	2,400
After 30 Years:	2,800

**Value of Advance Credits are Inclusive in Salary Guide**

BA+	500
-----	-----

**SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A THREE-YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY**

**2018-19**

**Salary Guide**

Step	Non Degree	BA +
2	15,853	16,353
3	16,053	16,553
4	16,253	16,753
5	16,994	17,494
6	17,772	18,272
7	18,589	19,089
8	19,447	19,947
9	20,387	20,887
9A	21,457	21,957
10	23,024	23,369

Longevity - Not reflected in Salary Guide

After 15 Years:	600
After 20 Years:	1,800
After 25 Years:	2,400
After 30 Years:	2,800

Value of Advance Credits are Inclusive in Salary Guide

BA+	500
-----	-----

**SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A THREE-YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY**

Appendix C  
District Stipends

Grade Level Leader – PreK	2,000
Grade Level Leader – Kindergarten	2,000
Grade Level Leader – First Grade	2,000
Grade Level Leader – Second Grade	2,000
Grade Level Leader – Third Grade	2,000
Grade Level Leader – Fourth Grade	2,000
Grade Level Leader – Fifth Grade	2,000
Grade Level Leader – Sixth Grade	2,000
I&RS Chairperson-Clifford	1,100
I&RS Member (3 positions)	700 each
I&RS Chairperson-Stratton	1,100
I&RS Member (4 positions)	700 each
I&RS Chairperson-Harker	1,100
I&RS Member (5 positions)	700 each
I&RS Chairperson-Hill	1,100
I&RS Member (3 positions)	700 each
Sixth Grade Activities Coordinator	950
Sixth Grade Videographer	950
Year-long Student Clubs (Safety Patrol, Student Leaders)	950 each
Yearbook	1,500
Curriculum Writing – New	1,000
Curriculum Writing – Revisions	500
Curriculum Writing – New Product	250

SWEA Employee Benefit Contribution - Appendix D							
Single							
2016-2017		2017-2018		2018-2019			
Step	% of Premium	Step	% of Premium	Step	% of Premium		
1	18.00%	1	18.00%	1	18.00%		
2	18.00%	2	18.00%	2	18.00%		
3	18.00%	3	18.00%	3	18.00%		
4	18.00%	4	18.00%	4	18.00%		
5	18.00%	5	18.00%	5	18.00%		
6	19.00%	6	19.00%	6	19.00%		
7	19.00%	7	19.00%	7	19.00%		
8	19.00%	8	19.00%	8	19.00%		
9	20.00%	9	20.00%	9	20.00%		
10-11	20.00%	10	20.00%	10	20.00%		
12-13	20.00%	11-12	20.00%	11	20.00%		
14	24.00%	13-14	24.00%	12-13	24.00%		
15	24.00%	15	24.00%	14-15	24.00%		
16	24.00%	16	24.00%	16	24.00%		
17	27.00%	17	27.00%	17	27.00%		
Family							
2016-2017		2017-2018		2018-2019			
Step	% of Premium	Step	% of Premium	Step	% of Premium		
1	11.00%	1	11.00%	1	11.00%		
2	11.00%	2	11.00%	2	11.00%		
3	11.00%	3	11.00%	3	11.00%		
4	11.00%	4	11.00%	4	11.00%		
5	11.00%	5	11.00%	5	11.00%		
6	12.00%	6	12.00%	6	12.00%		
7	12.00%	7	12.00%	7	12.00%		
8	12.00%	8	12.00%	8	12.00%		
9	13.00%	9	13.00%	9	13.00%		
10-11	13.00%	10	13.00%	10	13.00%		
12-13	13.00%	11-12	13.00%	11	13.00%		
14	15.00%	13-14	15.00%	12-13	15.00%		
15	17.00%	15	17.00%	14-15	17.00%		
16	18.00%	16	18.00%	16	18.00%		
17	20.00%	17	20.00%	17	20.00%		
P/C							
2016-2017		2017-2018		2018-2019			
Step	% of Premium	Step	% of Premium	Step	% of Premium		
1	13.00%	1	13.00%	1	13.00%		
2	13.00%	2	13.00%	2	13.00%		
3	13.00%	3	13.00%	3	13.00%		
4	13.00%	4	13.00%	4	13.00%		
5	13.00%	5	13.00%	5	13.00%		
6	14.00%	6	14.00%	6	14.00%		
7	14.00%	7	14.00%	7	14.00%		
8	14.00%	8	14.00%	8	14.00%		
9	15.00%	9	15.00%	9	15.00%		
10-11	15.00%	10	15.00%	10	15.00%		
12-13	15.00%	11-12	15.00%	11	15.00%		
14	19.00%	13-14	19.00%	12-13	19.00%		
15	19.00%	15	19.00%	14-15	19.00%		
16	19.00%	16	19.00%	16	19.00%		
17	22.00%	17	22.00%	17	22.00%		

\*\*Support Staff will contribute 3% of Salary or 3% of Premium, whichever is less

June 21, 2017

Re: Sidebar to contract for 2017-2018 (Paraprofessional ESY Program – Individual Employment Contracts)


This sidebar reflects changes to the current 2017-2018 collectively negotiated agreement (CNA) between the Swedesboro-Woolwich Board of Education, herein referred to as the "Board" and the Swedesboro-Woolwich Education Association, herein referred to as the "Association." No other changes or additions can be made other than those set down here. All other terms and conditions in the CNA remain in full force and effect. The parties agree that this agreement is not precedent setting and has no impact on future programs or negotiations.

This agreement is being made to avoid privatization of paraprofessionals services performed as part of the ESY (Extended School Year) program. The Parties acknowledge this agreement would be limited to paraprofessional services as part of the ESY program. The SWEA reserves the right to make separate proposals as to paraprofessionals services to be performed during the regular school year and acknowledges that the Board has the ability to accept or reject such separate proposals.

The Parties agree that the paraprofessionals be employed by the Board for the 2017 ESY program and be issued individual employment contracts for that time period only. Additionally, paraprofessionals shall be compensated at the rate of \$22.00 per hour as per the CNA Article IV section D - Extended School Year (ESY).


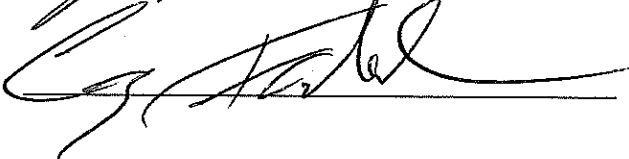
This Agreement is entered into on June 21, 2017 between the SWEA and the Swedesboro-Woolwich Board of Education.

For the Association:

  
Gina Azzari, President

6/21/2017  
Date

For the Board:

6/21/17  
Date

For Assn - Marie Barbara

For Assn - Kaseen Ferrell

March 23, 2018

Re: Sidebar to contract for 2018-2019 (Paraprofessionals Terms and Conditions of Employment)

This sidebar reflects changes to the current 2016-2019 Collectively Negotiated Agreement (CNA) between the Swedesboro-Woolwich Board of Education, herein referred to as the "Board" and the Swedesboro-Woolwich Education Association, herein referred to as the "Association." This sidebar is made in accordance with *N.J.S.A. 18A:18A-4.5*. No other changes or additions to the CNA can be made other than those set down here. All other terms and conditions in the CNA remain in full force and effect. The parties agree that this agreement is not precedent setting and has no impact on future programs or negotiations.

This agreement is being made to avoid programmatic and other staffing cuts detrimental to the Swedesboro Woolwich School District, including but not limited to privatization of paraprofessional services effective July 1, 2018.

The parties agree to the following terms previously agreed to on July 12, 2017 for the 2018-2019 school year:

1. Effective June 30, 2019 at 11:59 PM, the changes in terms and conditions of employment spelled out below shall revert back to those spelled out in the Collectively Negotiated Agreement (July 1, 2016 to June 30, 2019) and this sidebar shall sunset.
2. To eliminate three (3) family illness days for the school years 2017-2018 and 2018-2019;
3. There shall be no changes to the prescription program for paraprofessionals;
4. Article XIII section A.1 (changes for the 2017-2018 and 2018-2019 school years)

All paraprofessionals during the term of this sidebar may choose between one of the following options only for medical benefit plans:

a. The Board shall pay for single coverage premiums only, in the Medical Benefit plan 30/30, employee contributions remain as currently agreed in the Memorandum of Agreement (MOA) for the 2016-2019 CNA.. Any elected Dependent coverage premiums must be paid fully by the employee.

Or

b. The Board shall pay for single and dependent coverage premiums in the Medical Benefit plan 35/70, employee contributions remain as currently agreed in the Memorandum of Agreement (MOA) for the 2016-2019 CNA..

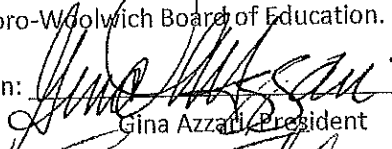
Each Paraprofessional may choose between these plan options.

The parties further agree to the following terms amending the July 12, 2017 agreement for the 2018-2019 school year:

1. Effective September 1, 2018, all paraprofessionals shall move two steps (increments) over the current salary step and receive their raises spelled out in the MOA for the salary schedule "B" for the 2018-2019 school year in the CNA and receive longevity in accordance with the CNA. (For example a paraprofessional currently on step 3 of the salary schedule "B" 2016-2017 shall move to step 5 of the salary schedule "B" 2018-2019.)
2. Parties agree that should the Board decide to issue a Request for Proposal (RFP) for paraprofessional services for the 2019-2020 school year, they will meet for negotiations in accordance with N.J.S.A. 18A: 18A-4.5.

This agreement is entered into on March 26, 2018 between the SWEA and the Swedesboro-Woolwich Board of Education.

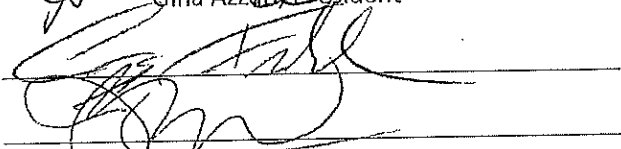
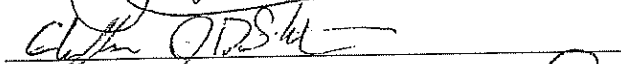

For the Association:

  
Gina Azzati, President

Date:

3/26/2018

For the Board:

Date:

3/26/18

July 12, 2017

Re: Sidebar to contract for 2017-2018 (Paraprofessionals Terms and Conditions of Employment)

This sidebar reflects changes to the current 2016-2019 Collectively Negotiated Agreement (CNA) between the Swedesboro-Woolwich Board of Education, herein referred to as the "Board" and the Swedesboro-Woolwich Education Association, herein referred to as the "Association." This sidebar is made in accordance with *N.J.S.A. 18A:18A-4.5*. No other changes or additions to the CNA can be made other than those set down here. All other terms and conditions in the CNA remain in full force and effect. The parties agree that this agreement is not precedent setting and has no impact on future programs or negotiations.

This agreement is being made to avoid privatization of paraprofessionals services performed for the 2017-2018 school year effective September 1, 2017 to June 30, 2018. Effective July 1, 2018 the changes in terms and conditions of employment spelled out below shall revert back to those spelled out in the Collectively Negotiated Agreement (July 1, 2016 to June 30, 2019) and this sidebar shall sunset. The salary schedule ("B") spelled out in the CNA for 2017-2018 will be effective July 1, 2018 for the 2018-2019 school year.

The Parties agree to the following:

1. To freeze all negotiated salary increases including longevity for the 2017-2018 school year;
2. To eliminate three (3) family illness days for the school year 2017-2018;
3. There shall be no changes to the prescription program for paraprofessionals;
4. Article XIII section A.1 (changes for the 2017-2018 school year)

All paraprofessionals during the term of this sidebar they may choose between one of the following options only for medical benefit plans:

- a. The Board shall pay for single coverage premiums only, in the Medical Benefit plan 30/30, employee contributions remain as currently agreed in recent MOA. Any elected Dependent coverage premiums must be paid fully by the employee.

Or

- b. The Board shall pay for single and dependent coverage premiums in the Medical Benefit plan 35/70, employee contributions remain as currently agreed in recent MOA.

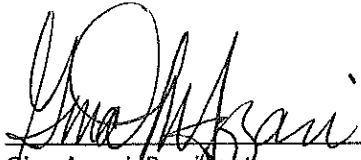
Each Paraprofessional may choose between these plan options;

5. Effective September 1, 2018 all paraprofessionals shall move and receive their raises spelled out in the recent MOA for the salary schedule "B" for the 2017-2018 school year and receive longevity in accordance with the CNA. The salary schedule "B" for the 2018-2019 school year shall be replaced by the 2017-2018 salary schedule.
6. Parties agree that should the Board decide to issue a Request for Proposal (RFP) for paraprofessional services for the 2018-2019 school year that they will meet for negotiations in accordance with *N.J.S.A. 18A:18A-4.5*.

This Agreement is entered into on July 12, 2017 between the SWEA and the Swedesboro-Woolwich Board of Education.

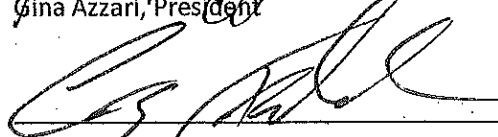

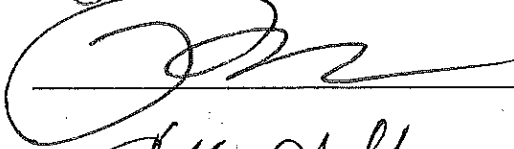



For the Association:

  
Gina Azzari, President

7/12/2017  
Date

For the Board:

7/12/2017  
Date