



Agreement

between

The East Greenwich Township

Board of Education

and

The East Greenwich Township

Principals' and Supervisors Association

Gloucester County, New Jersey

July 1, 2017 through June 30, 2021

AGREEMENT BETWEEN THE EAST GREENWICH TOWNSHIP BOARD OF  
EDCUATION AND THE EAST GREENWICH TOWNSHIP PRINCIPALS' AND  
SUPERVISORS' ASSOCIATION

LETTER OF AGREEMENT

In accordance with N.J.S.A.:34:13A-L1 seq., the East Greenwich Township Board of Education recognizes the East Greenwich Township Principals and Supervisors, hereinafter known as "the Association", as the exclusive and sole representative for the collective negotiations concerning the terms and conditions of employment for all Principals, Assistant Principals, Directors, and Supervisors employed by the East Greenwich Township Board of Education, hereinafter known as "the Board". All other Board employees are excluded.

This agreement is entered into this 3<sup>rd</sup> day of October 2018 by and between the Board of Education of East Greenwich Township, New Jersey, hereinafter called the "Board", and the East Greenwich Principals and Supervisors Association, hereinafter called the "Association".

BOARD RIGHTS

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to limitations imposed by language of this Agreement, in accordance with applicable laws and regulations (a) to direct employees of the school district, (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and for just cause, to suspend, to demote, discharge, or take other disciplinary action against employees, (c) to relieve employees from duty because of lack of work or for other legitimate reasons, (d) to maintain the efficiency of the school district operations entrusted to them, (e) to determine the methods, means and personnel by which such operations are to be conducted and (f) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

LENGTH OF DAY

The School Board recognizes that members of the leadership team are professionals who realize that the demands of the position require arrival prior to the defined teacher work day and leaving after the defined teacher work day and attendance at functions outside the scope of the school day both voluntarily or assigned by the Superintendent.

EVALUATION

Performance will be evaluated a minimum of three (3) times during the year (for non-tenured members) and one (1) time during the year (for tenured members) in accordance with the provisions of all appropriate State laws and regulations.

PROFESSIONAL DEVELOPMENT

A. At the discretion of the Board and to encourage professional growth, the Board will reimburse, per school year 100% for tuition and fees for college courses and workshops that are related to the employees' assignment, up to a maximum of \$1,200.00 per employee.

B. Reimbursement will be authorized when proof of a passing grade of "B" is submitted to

the Superintendent. Reimbursement for the Fall Semester will be made in March; reimbursement for the Spring Semester will be made in July. Reimbursement for summer courses is contingent upon the employee's return to work in September and payment will be made in October.

- C. Courses must be pre-approved by the Superintendent.
- D. Benefits will not be cumulative from year to year. Benefits not exhausted in a contract year will be forfeited.
- E. Should a mentor be required, the district will reimburse the state designated amount half at the end of the first year and half at the beginning of the second year.
- F. If an employee leaves the District within one (1) year after receiving tuition reimbursement, the employee is required to reimburse the District 75% of the tuition monies paid as reimbursement to the employee. If the employee leaves the District within two (2) years after receiving tuition reimbursement, the employee is required to reimburse the District 25% of the tuition monies paid as reimbursement to the employee. If an employee leaves the District within three (3) or more years after receiving tuition reimbursement, the employee is not required to reimburse the District any tuition monies previously received.

#### TEMPORARY LEAVE OF ABSENCE

##### A. Bereavement Leave

A maximum of three (3) consecutive paid days at the time of death for each occurrence of death of a spouse, domestic partner, child, mother, father, mother-in-law, father-in-law, brother, sister, of the employee, or someone who lives in the same household unit. If burial is delayed because of a weekend, a paid day may be extended to include the day of burial. Two (2) additional paid days may be granted, upon request and approval of the Superintendent, if the death is the spouse or child of the employee.

One (1) paid day for each occurrence of death of a grandparent, grandchild, grandparent-in-law, brother-in-law, or sister-in-law.

A maximum of two (2) paid days may be granted, upon the request and approval of the Superintendent, for the purpose of travel if the home or place of burial of the deceased is more than 300 miles away.

A maximum of three (3) additional days may be granted upon request and approval of the Superintendent.

##### B. Personal Leave

Each member of the unit shall be entitled to be absent with pay for three (3) days each year to attend to personal business, which may include legal matters that cannot be completed other than during working hours.

A member of the unit needing to use such personal day(s) must request the same, in

writing, from the Superintendent at least two (2) calendar days in advance. The requirement for prior written request may be waived by the Superintendent in an emergency situation.

At the end of the contract year, up to two (2) unused personal days shall be converted to sick leave.

C. Sick Leave

Sick leave is defined as absence from duty because of personal illness or injury, or exclusion because of contagious disease or quarantine. Doctor appointments for routine checkups or pregnancy shall not be considered a personal illness.

1. The regular yearly allowance for illness, without loss of pay, shall be twelve (12) days for 12-month employees and ten (10) days for 10-month employees in accordance with N.J.S.A.:18A:30-1, et seq. Sick leave is accumulative and records of absence shall be filed with the Secretary of the Board.
2. After all accumulated sick leave is exhausted, a member of the unit who has achieved tenure, or four years and one day an employee may request from the School Board additional paid sick leave pursuant to N.J.S.A.:18A:30-6.
3. The Superintendent has the right to require a doctor's certificate for any absence due to personal illness or injury for five (5) consecutive days or more in accordance with N.J.S.A.:18A:30-4.
4. Pay for unused sick days:
  - a. Upon retirement, after seven (7) or more years of service with the District, a member of the unit shall be eligible to receive \$65.00 for each accumulated and unused sick leave day, up to a maximum of 150 days not to exceed the maximum designated bylaws of the State of New Jersey at the time of retirement.
  - b. The members of the unit will give 60-days notice of retirement. Members will have flexibility in giving written notice of retirement to the Board and still be eligible to receive pay for unused sick leave. Payment for unused sick leave will be made within six months of the effective retirement date.

D. Holidays

Members of the unit will follow the established District approved calendar.

E. Vacation

The twelve-month (12) members of the unit shall receive twenty (20) vacation days per year. If the member of the unit is unable to use his/her vacation leave in a given year, any unused vacation leave may be carried over into the next year consistent with N.J.S.A.: 18A:30-9.1. In determining vacation entitlement, Saturdays, Sundays, and legal holidays shall not be counted. In the event that the member of the unit retires or resigns or

becomes deceased during the performance of this Letter of Agreement, vacation days shall be earned on a pro-rated basis. A contribution to a district approved Tax Sheltered Annuity (TSA) for up to a maximum of five (5) unused vacation days may, at the member's per diem rate, may be elected by the member prior to June 1.

F. Family Illness

Employees shall be allowed one (1) family illness day per year. If not used, said day shall be accumulative as sick leave.

HEALTH BENEFITS PLAN

A. Health Plan

1. All employees will be eligible to enroll in the School Employees Health Benefits Program ("SEHBP") or a health benefits plan with benefits equal to or better than the coverage in the SEHBP. In order to be eligible for Board-paid coverage, the employee must work 30 hours per week according to SEHBP rules. In addition, each employee who enrolls in the health benefits plan may also enroll his/her eligible dependents, if any. The Board will pay the full premium costs for the enrollment of each employee and his/her eligible dependents, less the cost of the employee premium share.
2. Effective July 1, 2018, the Aetna/AmeriHealth HMO 15 is the base plan for all employees who are employed 30 hours or more a week. The employee contribution rates will be as set forth in P.L. 2011, C.78, Tier III. Employees enrolling in any dependent level plan which costs more than the relevant Aetna/AmeriHealth HMO 15 premium shall pay the difference via equal payroll deductions.
3. Members of the association who voluntarily waive medical benefits will receive reimbursement in the amount of twenty five percent (25%) of the premium cost up to a maximum of five-thousand dollars (\$5,000). This benefit will be paid to eligible members in the amount equaling one-half (50%) of the total reimbursement twice per year (December and June).

B. Prescription Plan

The Board shall offer the prescription plan under the School Employees Health Benefits Program to each employee and his or her dependents, for employees scheduled to work thirty (30) hours or more per week. The Board will pay 100% of the employee premium for the term of the contract, less the employee contributions at the rates set forth in P.L. 2011, C. 78, Tier III. Effective July 1, 2018, the base prescription plan for all employees shall be Rx 15. For the enrollment of an employee's eligible dependents, if any, the Board will pay a maximum of \$95.00 per month for dependent coverage effective July 1, 2004.

C. Dental Plan

For employees scheduled to work thirty (30) or more hours per week the Board will continue the present dental coverage for the term of the contract and pay the full premium as follows annually: Not to exceed \$800.00 per employee and dependents.

D. FSA Plan

If an employee participating in the FSA plan separates from employment prior to making sufficient contributions to cover his/her paid claims in a year, the District may recover such overpaid claims by reducing his/her final pay(s). The FSA application form shall indicate this repayment requirement.

MEMBERSHIP FEES

The Board shall, at its expense, pay the annual fee to the local, county, state and National Association of Principals and Supervisors for all unit members.

MILEAGE

Traveling expenses incurred in the course of performing services for the district shall be reimbursed at the rate approved by the State of New Jersey.

MISCELLANEOUS

- A. During the course of every school year, the Board will pay all unit members a maximum of \$200.00 towards the registration costs of a maximum of two (2) conventions. Payment for the registration costs will only be made if the employee demonstrates proof of registration for the conventions and attendance at the same conventions.
- B. During the course of every school year, the Board will pay all unit members a maximum of \$300.00 for reimbursement costs of goods for school related activities.

SALARIES

- A. The following salaries serve as Benchmarks for the position indicated.
- B. At the discretion of the School Board, a new employee may be placed at any of the three (3) percentages, 90%, 95%, 100%, with the exception of ten (10) month employees which have no steps.

	2017-2018	2018-2019	2019-2020	2020-2021
Jeffrey Clark Principal	113,000	115,250	117,250	119,888
Samuel Mickle Principal	114,250	117,250	120,000	122,700
Director of Curriculum and Instruction	115,000	118,250	122,000	124,745
Supervisor of Child Study Team	101,250	103,500	106,500	108,896
12 Month Assistant Principal	82,500	85,250	88,000	89,980

GREVANCE PROCEDURE

If a grievance arises out of the alleged non-compliance with the terms and conditions outlined in the Letter of Agreement, their grievance procedure shall consist of the following levels:

Level 1: Within ten (10) calendar days of the alleged non-compliance, the unit member

shall report same to the Superintendent. Within five (5) school days after receiving the grievance, the Superintendent shall issue a written response to the unit member either granting the relief sought in the grievance or denying the grievance.

Level 2: If the grievance is denied by the Superintendent, the employee shall notify the Board of Education within five (5) calendar days and request a hearing at the next scheduled Board meeting. If a Board meeting occurs before the five (5) calendar days elapses, such hearing shall be held at the next regularly scheduled Board meeting. The decision of the school Board shall be rendered within thirty (30) calendar days after the hearing is completed. The decision of the School Board shall be the terminal step in the grievance procedure, and the decision of the Board is final and binding on the parties."

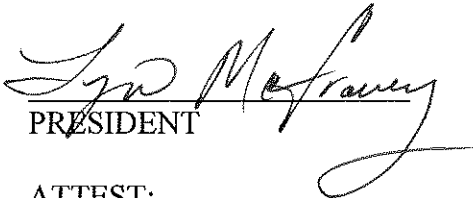
DURATION

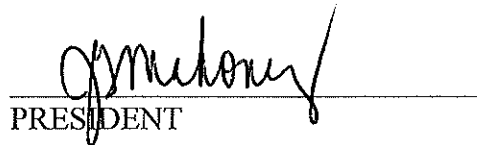
This agreement shall be effective as of July 1, 2017 and shall continue in effect until June 30, 2021.

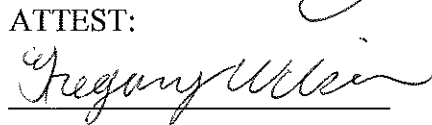
WHEREFORE, the parties hereto have executed this agreement on this 3<sup>rd</sup> day of Oct 2018.

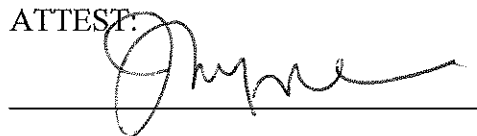
EAST GREENWICH TOWNSHIP  
BOARD OF EDUCATION

EAST GREENWICH TOWNSHIP  
PRINCIPALS' AND SUPERVISORS'  
ASSOCIATION

  
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PRESIDENT

  
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PRESIDENT

ATTEST:  
  
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