

Absecon Board Of Education
Absecon Administrators Association Contract
2021 - 2024

The Board of Education of the Absecon School District in the County of Atlantic, hereinafter "Board" and the Absecon Administrators Association, hereinafter "AAA" hereby enter into this employment contract for the 2021-2022, 2022-2023, and 2023-2024 school years.

The Board hereby recognizes the AAA as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions for all certificated personnel employed by the Board under contract or on leave, restricted to Principals.

1. WORK SCHEDULE

- a. The work day for the AAA is 7:45am to 4:15pm including lunch.
- b. It is understood that members of the AAA are expected to work beyond the regular workday in order to accomplish such tasks when necessary. Such employment shall be considered part of the contract and no additional remuneration shall be provided.
- c. Members of the AAA shall attend Board meetings when requested by the Superintendent.
- d. Members of the AAA are expected to attend school and PTO functions that occur in the evenings or on weekends when requested by the Superintendent.
- e. When school is in session, members of the AAA will follow the teachers' calendar for working days.

2. PROFESSIONAL DUES, MEETINGS AND CONTINUING EDUCATION

- a. Professional dues for state and national associations will be paid by the Board upon approval of the Superintendent and submission of valid receipts. This includes NJPSA and a national affiliate and one other organization.
- b. Members of the AAA shall be entitled to attend professional meetings, workshops, and seminars each year that are approved by the Superintendent. The pool of money available shall not exceed the following amounts:
 - 2021-2022 School Year: \$4500
 - 2022-2023 School Year: \$4500
 - 2023-2024 School Year: \$4500
- c. Members of the AAA shall be entitled to attend one national conference per year with approval of the Superintendent.
- d. Members of the AAA will be reimbursed for up to twelve (12) graduate credits per year for continuing education at the college or university of their choice. The pool of money distributed shall not exceed the following amounts:
 - 2021-2022 School Year: \$10,500
 - 2022-2023 School Year: \$10,500
 - 2023-2024 School Year: \$10,500

3. VACATION

- a. Members of the AAA shall be entitled to vacation, approved by the Superintendent, as follows:
 - Year 1: 10 days
 - Years 2/3/4: 15 days
 - Years 5+: 17 days
- b. Administrators are permitted to carry five (5) days of their vacation allotment to the following year with the prior approval of the Superintendent.

- c. Administrators who in the opinion of the Superintendent, are unable to utilize their vacation time due to the demands of their position, may be paid their per diem rate for each day of vacation not taken, at the discretion of the Superintendent and not to exceed three (3) vacation days. Payment shall be made by December 31st.
- d. Any member of the AAA who begins employment after July 1 shall receive a prorated number of vacation days based on ten (10) vacation days in Year 1. The member will receive fifteen (15) vacation days for Year 2, 3, and 4 on July 1 subsequent to the hiring date.

4. **SICK LEAVE**

- a. Members of the AAA shall be entitled to twelve (12) sick days per year with pay. Unused sick days shall be accumulated from year to year with no maximum limit.
- b. After ten (10) years of continuous employment in the district, the members of the AAA shall be entitled to thirty (30) additional sick days for a single major illness at a payment rate of one-hundred (\$100.00) dollars per day after all previously accumulated sick days are exhausted. These thirty (30) days are not accumulated from year to year and are not considered part of any entitlement associated with accumulated sick leave.
- c. Unused sick leave – all members of the AAA who have completed a minimum of five (5) years of continuous service in the district, including any Board approved leave of absence and deferred retirements (at 10 years or more only/exclusive prior to 10 years) *upon retirement* will be reimbursed one hundred fifty (\$150.00) dollars per day for unused sick leave days. The staff member must have a cumulative attendance average of 95% and a cumulative summative evaluation rating of 3.25 or higher. The total amount will be capped at a maximum of one hundred (100) days and a maximum of \$15,000.00 using the following schedule:
 - Maximum of 50 sick days after five (5) continuous years in District
 - Maximum of 75 sick days after ten (10) continuous years in District
 - Maximum of 100 sick days after fifteen (15) continuous years in District
- d. All members of the AAA shall notify the Board twelve (12) months in advance of their retirement date, and shall receive such payment within thirty (30) days of their effective retirement date. If such twelve (12) month notice is not given, payment shall be deferred one (1) year later.
- e. Effective July 1, 2010, three (3) family illness days, which do not accumulate as sick leave, shall be granted each year.
- f. Members of the AAA may request a maximum of sixty (60) unused sick days from their previous district(s). Sick days used during their employment in the Absecon School District will be deducted from those earned rather than those transferred.
- g. (Death): If a member of the AAA should die prior to retirement and has a minimum of five (5) years of continuous service in the Absecon Schools, including any Board approved leave of absence (at 10 years or more only/exclusive prior to 10 years) , and is entitled to such payment; then such payment shall be made to the administrator’s beneficiary using the schedule below. The staff member must have a cumulative attendance average of 95% and a cumulative summative evaluation rating of 3.25 or higher to collect these benefits. If the administrator should die after retirement and prior to receiving such payment; then such payment shall be made to the administrator’s beneficiary:
 - Maximum of 50 sick days after five (5) continuous years in District
 - Maximum of 75 sick days after ten (10) continuous years in District
 - Maximum of 100 sick days after fifteen (15) continuous years in District

5. **PERSONAL LEAVE**

- a. Members of the AAA are entitled to three (3) personal days per year. Any personal days not used during the year will be added to the accumulated sick leave days in the following school year.
- b. Members of the AAA shall receive up to five (5) days leave at any one time in the event of death of a member’s spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law,

brother, or sister; step-parent and step-children and up to two (2) days in the event of death of a member's brother-in-law, sister-in-law, grandparent, aunt, uncle, or any other member of the immediate household.

6. HEALTH BENEFITS

- a. The Board will provide a comprehensive family health benefits package to include enrollment in the district's hospitalization and medical insurance program, a prescription drug plan, and a dental insurance plan as specified in the A.E.A. Contract, Article XI.
- b. Effective July 1, 2010, under the current Section 125 Plan maintained by the Board, employees who are otherwise eligible for medical insurance may participate in an opt-out program. Employees who wish to participate must complete a "Benefit Waiver form" during the annual open enrollment period, sign, and deliver to the benefits office. Only those employees who can submit proof of other coverage are eligible to participate.
- c. Eligible employees who participate in the opt-out program shall be entitled to an annual payment of:

FAMILY TIER	MEDICAL/PRESCRIPTION
Single	\$2,500
Employee/Child/Children	\$3,500
Employee/Spouse	\$4,500
Family	\$5,500

- d. The payment shall be made in two equal payments – one half in the December 15th pay and the other half in the June 15th pay. If an employee participating in the opt-out program leaves the employ of the district prior to the end of the school year, he/she shall receive his/her prorated portion of the payment.

7. SALARY: Members of the AAA are paid semi-monthly:

- a. 2021-2022 School Year
 - Shelly Ward Richards, Marsh Principal - \$115,000
 - Kevin Burns, Attales Principal - \$126,360
 - Lindsay Reed, Dir. Special Services/Curriculum - \$126,360
- b. 2022-2023 School Year
 - Shelly Ward Richards, Marsh Principal - \$118,450
 - Kevin Burns, Attales Principal - \$130,151
 - Lindsay Reed, Dir. Special Services/Curriculum - \$130,151
- c. 2023 - 2024 School Year
 - Shelly Ward Richards, Marsh Principal - \$122,003
 - Kevin Burns, Attales Principal - \$134,056
 - Lindsay Reed, Dir. Special Services/Curriculum - \$134,056

12. GRIEVANCE PROCEDURE

A. Definitions:

- 1. Grievances shall be defined as follows:
 - i. A grievance concerning a violation or interpretation of the contract shall have as a final step, IF NOT resolved, Binding Arbitration.
 - ii. A grievance filed concerning an Administrative or Board decision shall have as a final step, IF NOT resolved, Advisory Arbitration.
 - iii. An "aggrieved person" is the person making the claim.

- iv. A “party in interest” is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

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

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year, which could result in irreparable harm to a party in interest, the time set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
3. **Level One:** An administrator with a grievance shall, within thirty (30) calendar days of its occurrence, first discuss it with his/her immediate supervisor either directly or through the Association’s designated representative with the objective of resolving the matter informally.
4. **Level Two:** The Association or the grievant may within ten (10) days after a decision by the Superintendent, or, if no decision has been rendered, appeal the grievance in writing to the Board. The Board shall within thirty (30) days schedule a hearing between the parties concerning the grievance. Within fifteen (15) days following the hearing, the Board shall render a decision in writing to the Association or the grievant.
5. **Level Three:** If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within twenty (20) days, the Association may, within fifteen (15) days submit the grievance to arbitration. The parties shall then be bound by the rules and procedures of PERC. The arbitrator shall render a decision in writing to the Board and the Association in accordance with the terms of the agreement.
6. 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.

D. Rights of Administrators to Representation

1. Any aggrieved personal may be represented at all stages of the grievance procedure by her/himself, or, at his/her option, by a representative selected or approved by the Association. When an administrator is not represented by the Association, the Association shall have the right to be present and shall have the right to state its views the consent of the grievant. If, in the opinion of the Association, a grievance may be filed.
2. No reprisals of any kind shall be taken by the Board by any member of the Administration against any party in interest, any building representative, any member of

the Association or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. The Association may process a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
2. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any participants.
3. All meetings and hearings under this grievance shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this article.

13. TERMINATION:

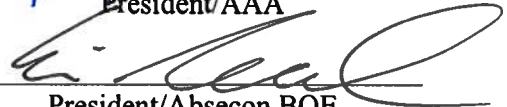
- A. The contract may be terminated by either party after sixty (60) days written notice to the other party unless a shorter time to termination is mutually agreed to by both parties.

14. DURATION OF AGREEMENT:

- A. This agreement shall be effective as of **July 1, 2021** and continue in effect through **June 30, 2024**.

Lindsay Reed: 
President/AAA

Date: 6/28/2021

Mr. Eric Neal: 
President/Absecon BOE

Date: 6/28/2021