

# MULLICA TOWNSHIP SCHOOL DISTRICT

(IS AN EQUAL OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER)

Susan Brownhill, *President*

Mary Lou DeFrancisco, *Interim  
Superintendent*

Todd D'Anna, *Business Administrator/Board Secretary*

# MULLICA TOWNSHIP EDUCATION ASSOCIATION

Keeley Sullivan, *President*

Dawn Schiaffino, *Secretary*

**2024 - 2027**

**AGREEMENT BETWEEN**

**THE MULLICA TOWNSHIP EDUCATION ASSOCIATION**

**AND**



**THE MULLICA TOWNSHIP BOARD OF EDUCATION**

**"Our Little Gem in the Woods"**

**Ratification Dates**

**MULLICA TOWNSHIP BOARD OF EDUCATION - 7/17/2024**

**MULLICA TOWNSHIP EDUCATION ASSOCIATION - 7/16/2024**

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# ARTICLE I

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## RECOGNITION

### A. RECOGNITION

The Mullica Township Board of Education (hereinafter referred to as 'the Board') recognizes the Mullica Township Education Association as the exclusive representative for collective negotiations concerning terms and conditions of employment for all regularly employed personnel, whether federally funded or Board funded; Specifically excluded are the Superintendent of Schools, Board Secretary, confidential employees, administrators, supervisors, Manager of Buildings, Grounds and Custodial Services, per diem employees, temporary employees, head custodian, cafeteria manager, and latchkey coordinator.

### B. DEFINITION OF TERMS

1. Wherever the term 'employees' or 'members of the bargaining unit' are used, they shall refer to all the personnel, both professional and support, mentioned above.
2. Whenever the term 'teacher' is used, it shall refer only to the certified teaching staff members.
3. Wherever the term 'supportive staff' is used, it shall refer only to all of the non-certified personnel mentioned above.
4. Wherever an individual classification of employees is mentioned, it shall refer only to those personnel holding that specific title.
5. Wherever the terms 'he' or 'she' is used, they shall refer to both male and female employees.

### C. DEFINITION OF FULL-TIME EMPLOYEE

A full time employee, with the exception of aides, shall be defined as any employee represented by the association in the negotiations unit as above defined who regularly works 26 or more hours a week. Aides to be considered full time shall need to work in excess of 29.6 or more hours per week. If the District/Board considers returning to the State Health Benefits Plan, aides will revert to having to work 26 or more hours to be considered full time.

# ARTICLE II

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## NEGOTIATIONS PROCEDURE

- A. The parties agree to enter into collective negotiations pursuant to Chapter 123, Public Laws 1974, in a good faith effort to reach agreement on matters concerning the terms and conditions of employment. When the tentative agreement is reached on the terms and conditions of employment, it shall be embodied in writing and signed by the authorized representatives of the Board and the Association. This tentative agreement will then go back to the full Board of Education and the full Association to be reviewed and approved or rejected.
- B. During negotiations, the Board and the Association may present relevant data, exchange points of view, and make proposals and counter proposals. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement neither party shall be required to negotiate with respect to any other matter, whether or not covered by this Agreement, or whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or executed this Agreement, or unless both parties agree to do so and reduce said intent to writing. The Board shall make available to the Association any information in the public domain which is required by the Association to conduct negotiations and carry out its duty of representation of members of the bargaining unit.
- C. The negotiating representative of either party shall be elected, or designated solely by the party they represent adhering to the following criteria:
  - 1. The negotiating representatives of the Association shall be certified teachers and support staff under the employ of the Board of Education and/or their chosen representative(s).
  - 2. The negotiating representatives of the Board shall be duly elected members of the Board and/or a member of the school Administration appointed by the President of the Board and/or their chosen representative(s).
- D. This Agreement shall not be modified in whole or in part by either party, except by an instrument in writing-duly executed by both parties.
- E. Both parties mutually pledge that their representatives shall be endowed with all necessary power and authority to make proposals, consider proposals, and make counter-proposals, in the course of negotiations. The parties will present the tentatively reached agreement respectively to the Board and the bargaining unit membership for ratification or rejection.

- F. Immediately after agreement on any Article, or part thereof, a representative of the Board and the Association shall initial the same.

# ARTICLE III

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## GRIEVANCE (Teacher and Support Staff)

### A. DEFINITION

1. A grievance is an appeal by an employee or group of employees or the Association based upon the interpretation, application, or violation of this Agreement or Board Policies and administrative decisions, affecting terms and conditions of employment for an employee or group of employees.
2. A grievance to be considered under this procedure must be initiated by the employee or group of employees or the Association within fifteen (15) calendar days of its occurrence.
3. The Association's grievance, based upon the interpretation, application, or violation of this Agreement shall include the names of the aggrieved.

### B. PURPOSE

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which from time to time may arise, affecting employees. Both parties agree that these proceedings shall be kept informal and confidential as may be appropriate at any level of the procedure.

### C. PROCEDURES

1. An employee or group of employees or the Association having a grievance, shall first present the grievance verbally to his/her Supervisor. If the Supervisor's verbal response is not satisfactory to the aggrieved, then the aggrieved shall re-submit the grievance in writing to the supervisor within ten (10) calendar days.
2. The Supervisor shall within ten (10) calendar days reach a conclusion in writing. Should the Supervisor be without authority to reach a conclusion, or should the aggrieved desire to appeal the decision of the Supervisor, he or she, or the Association may do so within ten (10) calendar days by forwarding the same to the Superintendent of Schools. This appeal must be in writing, must set forth the grounds upon which the grievance rests, and request a conference within ten (10) calendar days.
3. The Superintendent shall attempt to resolve the grievance as quickly as possible and shall within fifteen (15) calendar days after the presentation of the matter to him, notify all parties of his decision in writing.

4. Should the Superintendent fail to reach a decision, or should the aggrieved or the Association be dissatisfied with the decision, the matter shall be referred to the Board at the next regular meeting for determination.
5. The Board shall reach a decision within forty (40) calendar days of the same being referred to it and shall notify all persons of the decision in writing.
6. If the decision of the Board does not resolve the grievance to the satisfaction of the aggrieved, then the matter shall be referred to advisory arbitration within twenty (20) calendar days. The recommendations of the arbitrator shall be advisory and non-binding on all parties. Grievance over Board Policies and/or administrative decisions shall be grieved only to the Board level.
7. If the grievance concerns a dispute over imposition of reprimands and/or disciplinary acts, and the aggrieved party is not satisfied with the Board's decision, the decision of the Board may be appealed to binding arbitration, pursuant to Chapter 269, P.L. 1989.
8. All documents, communications, and records during the processing of a grievance shall be filed in a separate grievance file, and shall not be kept in the personnel file of any of the participants.
9. Forms for filing grievances shall be prepared jointly by the Superintendent and the Association, and given appropriate distribution so as to facilitate operation of the grievance procedure.
10. All meetings and hearings under this procedure shall be conducted privately.
11. If any grievance reaches advisory arbitration, all costs and expenses for the procurement and retainment of an advisory arbitrator shall be borne equally by both the Board and the Association. Any other expenses shall be paid by the party incurring the same.
12. The procurement of an advisory arbitrator shall be through the New Jersey Public Employment Relations Commission (PERC), and such arbitrator shall be mutually acceptable to both the aggrieved and the Board.
13. Further appeals from the decision of the Board may be had as prescribed by law.
14. Nothing herein precludes expediting the time frame before the end of the school year.

#### D. RIGHTS OF EMPLOYEES TO REPRESENTATION

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself or at his/her option, by a representative mutually selected and approved by the Association and the aggrieved.
2. When the aggrieved is not represented by the Association in the processing of a grievance, the Association must be notified that the grievance is in process (by the aggrieved) at the time of the submission of the grievance in writing.
3. The Board and the Association (their agents and/or employees) shall assure all parties to a grievance free from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal with respect to such personal grievance.

#### E. MISCELLANEOUS

1. 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 and any effect thereof shall have been fully resolved.
2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.
3. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be accepted by the aggrieved of the decision.
4. In the event a grievance is filed at such time that it cannot be processed through all steps of the grievance procedure by the end of the school year, the grievant may request that the time limits 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. The Administration and/or the Board shall give the request due consideration.



# ARTICLE IV

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## ADMINISTRATION/EMPLOYEE LIAISON COMMITTEE

### A. LIAISON COMMITTEE

1. There shall be established a liaison committee comprised of a maximum of three (3) Administrators or their designees and a maximum of five (5) representatives of the Association who shall meet every other month commencing during the beginning of each school year, at a time of mutual convenience, outside of working hours to discuss the administration of this Agreement and/or other problems of mutual concern. After the initial meeting, these meetings shall occur on a bi-monthly basis, or as needed. Initiation of such meetings shall be in writing by either party suggesting dates and time for such meeting and listing of topics for discussion. The respondent may also add other items for discussion and suggest alternate dates and times. It is expressly understood that such meetings are not to be binding upon either party to this agreement.
2. In the event there are concerns that are not resolved through the liaison committee, either the administration or the Association may request that the concerns be brought to a meeting of the Board/Staff Relations Committee. Such Committee shall be comprised of the President and the Vice President of the Association or designee, the President of the Board of Education and the Vice President of the Board of Education or another Board member appointed by the Board of Education and the Superintendent or designee and the Business Administrator if necessary. Notice of the topics of such meeting shall be provided in the request for the meeting. The Board /Staff Relations Committee shall meet as soon as possible. The Board/Staff Committee shall within ten (10) working days of such request meet to discuss concerns, problems, and successes within the District.
3. The Board Staff Relations Committee shall meet at least two times a year to review and discuss any Board/Staff Relations that need to be shared or reviewed at a date and time mutually agreed upon.

# ARTICLE V

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## RIGHTS OF THE PARTIES

### A. BOARD OF EDUCATION RIGHTS

1. Except as otherwise specified in this Agreement, the Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all of the operations and activities of the school district to the full extent authorized by law.
2. It is understood by all parties that under the rulings of the courts of New Jersey and the State Commissioner of Education, the Board is forbidden to waive any rights or powers granted by its law.

### B. MANAGEMENT RIGHTS (SUPPORT STAFF)

Unless expressly provided otherwise in this Agreement, it is understood and agreed that the Board has the exclusive right to manage its affairs, to direct and control its operations, and independently to make, carry out, and execute all plans and decisions which it deems necessary in its judgment for its welfare, advancement or best interest of its constituency. Such management prerogative shall include but not be limited to the following rights:

1. To select, hire, promote, transfer, assign, discharge, discipline, or lay off employees, or discontinue their positions, subject however, to the applicable sections of Title 18A.
2. To make rules and regulations governing conduct, appearances, and safety of employees.
3. To maintain discipline and efficiency of employees.
4. To determine schedules of work, including overtime.
5. To contract for performance of any of its services and increase or decrease the scope thereof.
6. To install or remove equipment.
7. To establish and maintain all other work rules and necessary and reasonable operating rules and regulations.

### C. EXCLUSIVE RIGHTS

The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organizations.

### D. EMPLOYEE RIGHTS

1. **Statement of Reason:** No employee shall be disciplined, reduced in rank or compensation, or reprimanded without just cause and such reasons being given. This section may be grieved to the Board level only.
2. **Meetings Which Could Adversely Affect Employment:** Whenever any employee is required to appear before the Board of Education or any committee or member thereof, concerning any matter which could adversely affect the continuation of that employee in his/her office, position, or employment, or the salary or increments pertaining thereto, then he/she shall be given prior written notice of the reason for such meeting or interview and shall be entitled to have a person of his/her own choosing present to advise and represent him/her during such meeting or interview (18A:25-7).
3. No employee shall be reprimanded or criticized by any member of the Administration or Board of Education in front of other employees, students, parents, or any other public gathering.
4. **Personnel Files:** Employees shall have a right, upon request, to review the contents of their personnel files. Employees shall receive a copy of any material which is placed in his/her personnel file, and shall have the right to attach a rebuttal within ten (10) school days of receipt of this copy. The employee shall sign a receipt for the copy which does not necessarily indicate agreement with the content of the document.
5. **Employee Performance:** Except if serious circumstances exist which makes such a determination impractical, both parties of this Agreement acknowledge that a criticism of an employee's performance by a supervisor or administrator shall take place in a confidential setting.
6. **Student Grades:** In the event that a student's grade is to be changed by the Board or its agent, then the teacher concerned shall be notified in advance and be afforded opportunity for a conference. If such grade change is subsequently effectuated, the teacher shall be notified of the change in writing.

## E. ASSOCIATION RIGHTS

1. The Association and its representatives may use the school facilities at reasonable times and hours, provided that approval for such use is granted by the Superintendent of Schools.
2. The Association President shall be released from administrative duties for the term of his/her presidency unless another agreement is made between the Superintendent and the Association.
3. Representatives of the Association shall be provided with up to three (3) days of release time as necessary in order to attend and participate in meetings, conferences/hearings held by an administrative agency regarding the processing of grievances or the enforcement of this Agreement of employees' rights. Such representatives shall suffer no loss in pay or leave time nor shall they be required to make up such time.
4. The Board shall provide a copy of Board agendas available to the public to the Association President prior to all Board meetings and shall send approved minutes of Board meetings to the Association president as soon as they are available. If the Board has a pre-written addendum it will provide the same to the Union President after Executive Session and before the start of the Public Meeting. There will be times when addendums occur and they are not pre-written, such addendums will be oral and not provided in advance.
5. The Board shall notify the Association, in writing, of its intention to subcontract services which are normally provided by employees covered by this Agreement.
6. The Association shall have the right to use the inter-school mail facilities and school mailboxes.
7. The Association shall have the right to use school equipment at reasonable times when such equipment is not otherwise in use with prior Administrative approval. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
8. Any establishment of new work rules or modification to existing work rules shall be pursuant to Chapter 123, P.L. 1974.
9. The Association will have access to updated Board policies online.

# ARTICLE VI

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## (WORK YEAR)

### A. TEACHER WORK YEAR

1. The work year for all teachers shall not begin before September 1<sup>st</sup> nor end after June 30<sup>th</sup> – except for new teachers, who may be requested to report for an Orientation Workshop during the last week of August.
2. The teacher work year for all teachers – except new teachers – shall be every day school is in session for the students, plus five (5) additional days.
3. The teacher work year for new teachers shall be every day school is in session for the students, plus six (6) additional days.
4. The first day of Certificated Staff Return shall consist of a minimum of 3 hours for classroom and instructional preparation.
5. There shall be early dismissal for Staff on the day prior to Fall, Winter and Spring Breaks, time to be determined by the Superintendent based upon job duties/responsibilities.

### B. SUPPORT STAFF WORK YEAR

1. Except as otherwise determined by the Board of Education the regular work year for employees covered by this Agreement shall normally be as follows:
 

Custodians	10 months or 12 months
Secretaries	10 months or 12 months
Cafeteria Workers	10 months
Teacher Aides	10 months
2. The regular work year for 12-month custodians, 12-month secretaries, and any other 12-month support staff shall be defined as a reasonable attempt to schedule 5 consecutive days or nights per week, 52 weeks per year – except for approved holidays, and approved and earned vacation days.
3. The regular work year for Cafeteria Workers shall be defined as every day that students are present for instruction as well as two (2) extra days at the cafeteria manager's discretion. (182 days).
4. The regular work year for Teacher Aides shall be defined as every day that students are present for instruction as well as an additional five (5) days of work at the discretion of the Superintendent of Schools. (185 days) If the Teachers

Aides are part-time they will be required to work their part-time schedule as well as work an additional five (5) days at the discretion of the Superintendent.

5. The regular work year for ten (10) month secretaries shall be defined as September 1st to June 30th.
6. Aides will remain part-time and work a set number of days per week. Aides salary will be based on days actually worked per week. All Aides will be notified of and given first right of refusal for daily substitute Aide positions via the seniority list. It is understood that under the seniority list the first person will be called and if they do not pick up or if they do not accept the work the next person on the list will be called and the person that did not pick up or did not accept will be moved to the end of the list. Aides who work as Substitute Aides will get paid their daily rate. Aides total hours are not to exceed part-time hours for the individual aide (up to, but no more than 29.5 hours) Long term sub vacancies shall be posted by internal notice.
7. There shall be early dismissal for Staff on the day prior to Fall, Winter and Spring Breaks, time to be determined by the Superintendent based upon job duties/responsibilities.

The Board agrees to notify the Association President, in writing, of any changes in the school calendar.

# ARTICLE VII

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## SUPPORT STAFF HOLIDAY SCHEDULE

### A. CALENDAR AND/OR HOLIDAY CHANGES

All staff will work the school calendar. The Superintendent shall have the power to require that certain employees be required to work on contractual holidays if such scheduled work day is part of the school calendar. In the event that such employees are required to work on a contractual scheduled holiday they shall receive a compensatory day off. The compensatory day must be approved, in advance, by the Superintendent. The Association president and the affected employees will be notified of any changes in the school calendar or holiday schedule. If the school calendar is changed after Board Approval, and a staff member who made plans based upon the original approved calendar and would like to keep the date off based upon pre-booked out of pocket costs and/or personal family circumstances may utilize their available personal day at the discretion of the Superintendent. Such staff member will not receive a compensatory day if they do not work.

If a staff member has to work on a contractual holiday, that is not a scheduled work day as part of the school calendar, the Superintendent shall have the power to require that certain employees be required to work on a contractual holiday if and when such staff members are needed for the operation of the school district programs and/or activities. Those employees will receive overtime pay at the rate of one and half times their pay.

### B. CUSTODIAN/MAINTENANCE 12-MONTH STAFF

All 12 month custodial/maintenance staff shall be entitled to the following paid holidays or compensatory days: Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; Thanksgiving Friday; Christmas Eve; Christmas Day; New Year's Day; M.L. King Day; Presidents' Day; Good Friday; Easter Monday; Memorial Day.

### C. SECRETARIAL AND OTHER 12-MONTH STAFF

All 12 month secretarial staff and all other 12 month employees – except custodial/maintenance staff shall be entitled to the following paid holidays or compensatory days: Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; Thanksgiving Friday; Christmas Vacation; New Years Day; M.L. King Day; Presidents' Day; Easter Vacation; Memorial Day.

#### D. CAFETERIA, AIDES, AND OTHER 10-MONTH STAFF

All 10 month cafeteria, aides, and other support staff shall be entitled to the following paid holidays or compensatory days: Labor Day; Columbus Day; Veterans Day; Thanksgiving Day; Christmas; New Years Day; M.L. King Day; Presidents' Day; Good Friday; Memorial Day.



# ARTICLE VIII

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## SUPPORT STAFF – VACATION SCHEDULE

A. All twelve (12) month full-time support staff employees will be entitled to annual vacation days according to the following schedule:

After 1 year	5 workdays
2 to 7 years	10 workdays
8 to 14 years	15 workdays
15+ years	20 workdays

No vacation days will be taken from August 15th to the start of the school year

1. All employees must request vacation day(s) at least ten (10) workdays in advance of the day(s) off requested.
2. Except as determined by the Superintendent of Schools, no more than one (1) person from the same department and same shift (night/day) shall be granted permission to take vacation time on the same day(s). The departments are secretarial and custodial.
3. Requests for vacation time shall be denied, if, in the discretion of the Superintendent of Schools, such vacation time interferes with the operational needs of the district.

B. Vacation days must be taken within the year (July 1 – June 30) immediately following the year in which they were earned. Any exceptions to this requirement must be requested by the employee, recommended by the immediate supervisor, and approved by the Superintendent. Each employee can carry up to 5 vacation days to the next year

# ARTICLE IX

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## WORKDAY

### A. TEACHER HOURS

The required workday for all teachers shall consist of seven (7) hours, five (5) minutes. Teachers shall be required to attend one faculty meeting per month with a duration of 1 hour when requested by the Board and/or Administration. If part of the school district is operating on split or staggered session, all teachers shall be requested to work the same amount of time per day.

### B. TEACHER LUNCH PERIODS

Full-time teachers shall have a guaranteed, duty-free, daily lunch period of not less than thirty minutes per full teacher workday. Teachers may leave the building during the lunch period, as long as their supervisor is informed of such.

### C. TEACHER AFTER-SCHOOL DETENTION DUTY

After school detention duty shall be posted and volunteers shall be requested. If there are not sufficient detention volunteers, teachers shall be assigned on a rotating and equitable basis.

### D. TEACHER PREPARATION TIME

1. Teachers shall be guaranteed 150 minutes per week in total between Monday and Friday in a minimum of thirty (30) minute blocks during the school day. This amount will be reduced by thirty (30) minute blocks for every day the school is not in session and preparation shall be scheduled proportionately to a non-shortened instructional day.
2. NOTE: Intent of the parties is that 'short' instruction days relieve the Board of scheduled preparation time during the in-service time. That preparation time for days when school is closed shall not be owed as compensation to a teacher. The Board shall make a reasonable effort to secure substitutes for absent teachers.
3. Teachers who lose their preparation time, and must use any of that time for instructional purposes, will be compensated at:

2024/2027 = \$30.00 per prep period

## E. SUPPORT STAFF WORKDAY

1. Unless otherwise determined by the Board, the normal workday for secretaries shall be eight (8) hours, excluding one-half (  $\frac{1}{2}$  ) hour for lunch.
2. Unless otherwise determined by the Board, the normal workday for custodians shall be eight (8) hours, excluding one-half (  $\frac{1}{2}$  ) hour for lunch.
3. Unless otherwise determined by the Board, the normal workday for cafeteria employees shall not exceed seven (7), excluding one-half (  $\frac{1}{2}$  ) hour for lunch.
4. Unless otherwise determined by the Board, the normal workday for teacher aide shall be seven (7) hours, including a thirty (30) minute duty free lunch period. All full-time aides shall receive, in addition to their lunch break, at least one fifteen (15) minute break in the morning and one fifteen (15) minute break in the afternoon.
5. At the discretion of the Superintendent and/or his/her designee, employees shall be required to work overtime, if requested.
6. Overtime shall be paid at a rate of one and one-half (  $1\frac{1}{2}$  ) times the regular hourly pay for all work in excess of forty (40) hours per week.
  - A. Snow Removal is a minimum of two (2) hours overtime, if required to report on a Saturday, Sunday or paid holiday.
  - B. In the event that school is closed, the maintenance and custodial staff, shall be notified by their immediate supervisor of what time to report to work.
7. Supportive staff employees may elect to utilize compensatory time in lieu of overtime pay at the same rate. Such election rests solely with the employee.
8. Support Staff may leave the building during the lunch period, as long as their supervisor is informed of such.

# ARTICLE X

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## SALARIES

### A. TEACHER SALARY PROVISIONS

1. The salaries for the period of July 1, 2024 to June 30, 2027 of all teachers covered by this Agreement are set forth in Salary guides, as shown in Addendum A, which is attached hereto and made a part hereof.

These salary guides must be mutually agreed upon by the Association and the Board prior to implementation.

2. The salary guide is deemed a minimum and the Board reserves the right to pay more than the salary guide in order to secure the services of a teacher in an emergency, and also reserves the right to hold any teacher at any place on the guide until the experience and training (or both) warrant the salary. The maximum salary to be paid a new teacher shall not exceed their years of teaching experience as applied to the Maximum Salary Step Guide for New Teachers.

### B. SUPPORT STAFF SALARY PROVISIONS

1. The salaries for the period of July 1, 2024 to June 30, 2027 of all support staff covered by this Agreement are set for in Salary Guides, as shown in Addendum B, D, E, F, G, H, which is attached hereto and made a part hereof.  
These salary guides must be mutually agreed upon by the Association and the Board prior to implementation.

2. New employees shall be placed at the first step, except that the Board may grant credit for experience and/or related training. Employees may be given credit for up to three (3) years military experience.

3. School Community Engagement 2024-2027 (based on stipend description): Two (2) \$750. Stipends for (E.R. & B.W.) If E.R. and/or B.W. choose not to accept the stipend the stipend will be open to union members who are able to fulfill the requirements of the School Community Engagement stipend during the working day.

4. Teacher Assistants/Certified – Teacher assistants with a N.J. Department of Education Teacher Certificate shall receive an additional: Current employee (M.B.) Michelle Bellmonte will be grandfathered to receive this stipend only.

2024 -2027 = \$ 2,050.00

5. Interpreter Aide – Interpreter Services is for doing interpreter work outside of the normal school hours.

2024 -2027= \$35.00 per hour

6. Summer Program Aides –

2024 -2027 = per hour their hourly contractual rate

#### C. METHOD OF PAYMENT

Payment to employees shall be the 15<sup>th</sup> and 30<sup>th</sup> of each month.

1. If the 15<sup>th</sup> and/or 30<sup>th</sup> fall on a non-working day, payment shall be made on the last working day prior to the 15<sup>th</sup> or 30<sup>th</sup>.
2. Payment in February shall be the 15<sup>th</sup> and last working day of that month.

#### D. PAYROLL DEDUCTIONS

Payroll deductions shall be made (if the employee requests such deductions) for the following items:

1. Professional Association Dues
2. Mutually acceptable Bank Savings Program
3. One income protection plan of employee's choice
4. U.S. Savings Bond Program
5. Tax-Sheltered Annuity Program and/or Mutual Fund Programs: The Board shall agree to deduct from the salaries of its employees such amounts as the employee involved legally authorized for those tax-sheltered annuity programs as authorized and so designated to the Board by the Association. The number of carriers of such programs shall not exceed two and the Board shall receive only one bill from each carrier per pay period no matter how many programs are authorized. The Board shall have the right to review the nature of each program and the right to question such. Except for the mailing of payments, the Association shall save the Board harmless regarding selection of such programs/carriers and/or any other items pertaining to such programs/carriers. Furthermore, the Association shall give the plan authorization to the Board Secretary no later than August 1<sup>st</sup> of each calendar year. Such deductions must be in accordance with both rules and regulations of the selected program and of the following paragraph. If an employee makes any change in his/her authorized deduction more than once during any school year, the Board shall be released from its obligation to make such deductions for the remainder of that school year.

6. Section 125 of the Tax Code Plan for purpose of medical benefit contributions.

#### E. WITHHOLDING OF INCREMENT

##### TEACHER

The decision of the Board to withhold the increment of a teacher shall be in accordance with N.J.S.A. 18A:29-14 and applicable case law. Before making any recommendation to the Board to withhold in whole or in part any salary adjustment, the Superintendent shall send the teacher written notice of such intention and give him/her an opportunity to discuss the reasons for such action.

##### SUPPORT STAFF

All salary increments shall be based upon satisfactory service. Years of employment salary increments shall not be automatic, but shall be granted for satisfactory service only upon the recommendation of the Superintendent, and subject to the approval of the Board. Failure in any year to grant an increment does not create any further obligations to restore the increment. Before making any recommendation to the Board to withhold in whole or in part any salary adjustment, the Superintendent shall send the employee written notice of such intention and give him/her an opportunity to discuss reasons for such action.

#### F. TEACHER – SCHOOL YEAR EXTRA-CURRICULAR, DETENTION, LATCHKEY, HOME INSTRUCTION COMPENSATION

Teacher participation in School Year Extra-Curricular activities/programs including detention and home instruction compensation which extend beyond the regular work day shall be compensated at the following rate:

2024 - 2027 = \$ 45.00 per hour

Teachers shall have the opportunity to apply for these positions. All positions shall be posted and volunteers shall be requested. If there are no volunteers for positions, the Board reserves the right to assign teachers on a rotating and equitable basis. The Board must officially approve each activity, program, and position before the teacher shall be eligible for compensation. Hours and staffing for all activities and programs shall be determined by the Board.

#### G. TEACHER – NON WORKDAY COMPENSATION FOR ATTENDANCE AT WORKSHOPS

All workshops required by the superintendent outside of normal work hours, other than during the regular teacher workday, shall be compensated at the following rate:

2024 - 2027 = \$ 25.00 per hour

All participation shall be strictly voluntary, and shall be approved in advance by the Superintendent or Board of Education. Compensation will not include travel time.

**H. TEACHER – SUMMER PROGRAM**

The rate of payment for Summer School teachers shall be as follows:

2024 - 2027 = \$ 45.00 per hour

**I. Athletics/Clubs**

The rate of payment for athletics and clubs shall be the following:

<b>Athletics</b>				
<b>Title</b>	<b># of Positions (Shared)</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
Athletic Coordinator	1	\$ 2,294.25	\$ 2,294.25	\$ 2,294.25
Basketball Coach-Middle School Boys	2	\$ 4,014.15	\$ 4,014.15	\$ 4,014.15
Basketball Coach-Middle School Girls	2	\$ 4,014.15	\$ 4,014.15	\$ 4,014.15
Cross Country Coach-Middle School	2	\$ 4,014.15	\$ 4,014.15	\$ 4,014.15
Track & Field Coach-Middle School	3	\$ 4,014.15	\$ 4,014.15	\$ 4,014.15
Volleyball Coach-Middle School	1	\$ 1,146.60	\$ 1,146.60	\$ 1,146.60
Site Coordinator (Not to exceed \$1,081.50)	Event	\$ 57.33	\$ 57.33	\$ 57.33
<b>Clubs</b>				
<b>Title</b>	<b># of Positions (Shared)</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
Art Club Advisor	1	\$ 458.85	\$ 458.85	\$ 458.85
Band	1	\$ 1,605.45	\$ 1,605.45	\$ 1,605.45
Chess Club Advisor	1	\$ 1,376.55	\$ 1,376.55	\$ 1,376.55
Chorus	1	\$ 1,605.45	\$ 1,605.45	\$ 1,605.45
Drama-Middle School	2	\$ 1,835.40	\$ 1,835.40	\$ 1,835.40
Elementary Drama	2	\$ 733.95	\$ 733.95	\$ 733.95

Gymnastics	1	\$ 917.70	\$ 917.70	\$ 917.70
Mullica Howl	2	\$ 4,588.50	\$ 4,588.50	\$ 4,588.50
National Junior Honor Society-Middle School	1	\$917.70	\$ 917.70	\$ 917.70
Positively Powerful Girls Club	1	\$ 917.70	\$ 917.70	\$ 917.70
Robotics Club	1	\$ 4,129.65	\$ 4,129.65	\$ 4,129.65
Safety Patrol-Middle School	1	\$ 733.95	\$ 733.95	\$ 733.95
SAVE Club	1	\$ 1,605.45	\$ 1,605.45	\$ 1,605.45
Student Council-Elementary School	1	\$ 917.70	\$ 917.70	\$ 917.70
Student Council-Middle School	2	\$ 1,605.45	\$ 1,605.45	\$ 1,605.45
Talent Show Advisor	2	\$ 1,605.45	\$ 1,605.45	\$ 1,605.45
Yearbook- Elementary School	1	\$ 1,949.85	\$ 1,949.85	\$ 1,949.85
Yearbook- Middle School	2	\$ 2,867.55	\$ 2,867.55	\$ 2,867.55
Drama Production Stipend	2	\$4,455.15	\$4,455.15	\$4,455.15
Lead Custodians - Day Lead Custodian	1	\$750	\$750	\$750
Lead Custodians - Night Lead Custodian	1	\$750	\$750	\$750

J. Athletic Coordinator: Person will be responsible for attending league organization meetings, scheduling events, arranging referees, scheduling buses, gathering directions for events, etc., as well as attending 50% of all of the home athletic events and acting as site coordinator.

The remaining 50% of the home athletic events will be covered by the Site Coordinator at the current contract rate, not to exceed a total of \$1081.50. Athletic Coordinator will be assigned based upon a pool of qualified staff. Only one site coordinator will be assigned and paid per event. Qualified staff must be First Aid/ CPR/ AED certified. The Board will ensure that time and payment are allotted for an applicant to obtain such certifications. Training is at the Superintendent's discretion and is provided by the District.

K. 6th Grade Overnight Trip Chaperone

The rate of payment for staff serving as a 6th Grade Overnight Trip Chaperone shall be the following rate: (Coordinator does not count as a chaperone).



Title	# of Positions (Shared)	2024-2027
6th Grade Camping Trip Chaperone	8 (Not Including Coordinator)	\$ 420.00

- L. 6th Grade Overnight Trip Coordinator - A 6th Grade Overnight Trip Coordinator (separate from chaperone duties) must be identified, and will receive release time for the planning and preparation required prior to the trip. In addition, the coordinator will receive an additional stipend for the 6th Grade Overnight Trip. The 6th Grade Overnight Trip Coordinator will receive \$420 for coordination prior to the trip and \$420 for chaperoning the trip.

Title	# of Positions (Shared)	2024-2027
6th Grade Camping Trip Coordinator	1	\$ 840.00

- M. Compensation for In-Service Presentations - If the Superintendent requires a member to go to professional development and then requires that member to turnkey a presentation. That member will receive the following compensation time for In-service presentations: For each one (1) hour presentation, the teaching staff member provided, the staff member will receive one (1) hour compensation for the equivalent time at the professional rate of pay. One half day In-Service will be defined as two (2) presentation hours. A full day in-service will be defined as four (4) presentation hours.

If a member requests to attend a professional development opportunity, such opportunity must first be approved by the Superintendent, then the Board, prior to the member attending such professional development. The member understands that he/she may be required to turnkey a presentation to the staff upon Superintendent's request and such presentation will not be compensated as the professional development was at the member's request.

- N. Activities or Community Events- Participation in activities or community events outside the contracted work hours for which there is no stipend (such as the Gym Show, Chorus, Family Fitness Night, 8th Grade Awards Night, 8th Grade Dinner Dance, 8th Grade Graduation) is considered voluntary. Staff members who return to supervise students at said events must be approved by the Superintendent, and said staff member shall receive a \$52.50 stipend per event. The Superintendent at his sole discretion will determine how many staff members are required to attend such events.

2024-2027 = \$52.50 per event

- O. The Child Study Chairperson and Program Coordinators shall be compensated at the following rates for all hours worked in addition to the regular workday. Such hours must be pre-approved by the Board of Education.

2024-2027 = \$40.00 per hour

- P. The Curriculum Chairperson(s) shall be compensated at the following rates for all hours worked in addition to the regular workday. Such hours must be pre-approved by the Board of Education.

2024-2027 = \$40.00 per hour

- Q. The rate of payment for the Child Study Team summer hours shall be the following:

2024-2027 = \$40.00 per hour

- R. All stipend extracurricular coordinators/coaches shall take attendance, and have sign-in sheet for students, they will be required to have a schedule approved of a certain number of days by the Superintendent of meetings per month or practices per month, and must have minimum of ten students participating for club/sport to continue for next year.

# ARTICLE XI

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## TUITION REIMBURSEMENT

### TEACHER

- A. All courses must be job related and approved by the Superintendent of Schools in writing prior to registering for any course.
- B. Graduate level or higher level courses must be given by an accredited four-year college or university and any reimbursement must be in compliance with the law and paid at the maximum of Rowan University Master's Graduate level course rate. Undergraduate courses must be approved in accordance with the law and are reimbursed at the Rowan University undergraduate level course rate. No course reimbursement may be more than the actual amount of course tuition spent by the employee.
- C. A passing grade of 'B' or better must be earned.
- D. Tuition reimbursement shall not exceed six (6) credits per year at the prevailing Rowan University rate.
- E. Teachers shall be reimbursed upon presentation of college transcripts and receipts.
- F. Claims for reimbursement for courses must be made within ninety (90) days after receipt of final grades.
- G. Teachers must present a signed voucher to the Superintendent's office at the time grades and receipts are being recorded for reimbursement.
- H. All transactions must be made by the individual involved: No substitute presentations or mail transactions shall be permitted.
- I. To be eligible for reimbursement, all employees must be under contract to teach in the Mullica Township School District and shall remain employed by the Mullica Township School District for three (3) years subsequent to the date of receipt of tuition reimbursement or said employee shall forfeit such tuition reimbursement

and if already paid, must reimburse the District for such unless contract was not renewed by the Board.

- J. Reimbursement for mileage, meals, books, etc., shall not be permitted – only tuition shall be reimbursable.
- K. The Superintendent's decisions shall be final.
- L. Tuition reimbursements are subject to a budgetary cap established by the Board of Education in the annual budget.

#### SUPPORT STAFF

- A. Any reimbursements or costs to be paid to support staff by the Board shall be on a case by case basis recommended by the Superintendent and granted by the Board, although such approval shall not be unreasonably withheld.
- B. All transactions must be made by the individual involved. No substitute presentation or mail transaction shall be permitted.
- C. To be eligible for reimbursement, all employees must be under the contract in the Mullica Township School District and shall remain employed by the Mullica Township School District for two (2) years subsequent to the date of receipt of tuition reimbursement or said employee shall forfeit such tuition reimbursement and if already paid, must reimburse the District for such unless contract was not renewed by the Board.
- D. Reimbursement for mileage, meals, books, etc. shall not be permitted, only tuition shall be reimbursable.
- E. The Superintendent's decisions shall be final.

#### NURSE

- A. The Board agrees to pay the full cost related to the renewal of the licensing / certification required of the school nurse. The Board agrees to pay any fees related to the required CEU hours, if the school nurse successfully completes such course. These costs will be reimbursed from the tuition reimbursement budget established by the Board of Education as long as money is left.

#### CUSTODIANS

- A. The Board will reimburse Custodians for the renewal cost of their boiler license upon proof of payment to the Business Administrator.
- B. Custodians, who hold a Black Seal license, will be given a \$250.00 credit a year

to spend on shoes for work at designated district vendors

- C. The Board will provide Custodians with seasonal shirts (minimum three) and outerwear (one jacket).

## ARTICLE XII

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### TEACHER ASSIGNMENT

#### A. NOTIFICATION

1. All teachers shall be informed by the Administration no later than the last school day concerning their assignment for the next contract year. If subsequent change is required during summer recess, then such teachers will be advised, in writing, to his/her file address and will be provided an opportunity for a conference with the Superintendent if so requested.
2. The Superintendent shall assign all newly appointed personnel to their specific positions within that subject area and/or grade level and school for which the Board has appointed them. The Superintendent shall give notice of assignments to new teachers as soon as practicable, except in cases of emergency.
3. In the event that changes in such schedules, class and/or subject assignments, building assignments, or room assignments are proposed after contract notification, the teacher affected shall be notified promptly and given the reasons for such change.

#### B. TRANSFERS AND REASSIGNMENTS

##### 1. Voluntary Transfers

A teacher who desires a change in grade and/or subject assignments or who desires to transfer to another building, may file a written request with the Superintendent no later than April 30 for the next year. If the teacher desires, a conference will be provided to discuss the reasons. It is specifically understood that granting such a request is not obligatory upon the District.

##### 2. Involuntary Transfers

If a teacher is required to transfer involuntarily because of operational requirements of the School District, then such teacher shall be afforded the opportunity for a conference with the Superintendent to discuss the circumstances prior to the effectuation of such change.

### C. ASSIGNMENT CRITERIA

In order to assure that pupils are taught by teachers working within their area of competence, an attempt shall be made to assign teachers to teach in fields and grades which their training and experience make them competent to teach.

### D. TRAVELING TEACHERS

Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in any unreasonable amount of inter-school travel. Such teachers shall be notified of any changes in their schedule as soon as practicable.

### E. MILEAGE COMPENSATION

Teachers shall be compensated when traveling between schools at their personal expense on approved school business at the following rate:

35¢ /mile or current OMB Rate - whichever is greater

### F. POSITION VACANCIES

All openings for positions in the summer school, federal programs, and all positions (including non-teaching positions for which teachers may be qualified and eligible) shall be publicized.

## SUPPORT STAFF ASSIGNMENT

### A. CUSTODIAL PERSONNEL

1. Once assigned to a work shift, a custodian's shift shall not be changed except in accordance with the following:
  - a. In the event a vacancy occurs on a shift, such vacancy shall be posted.
2. All overtime and extra-duty assignments for custodians shall be assigned on a rotating basis to allow equal opportunity to all employees.
  - a. An assignment shall be first offered to a volunteer. In the event more than one employee volunteers for the assignment, seniority shall be the determining factor.

If no employee volunteers, then the employee with the least seniority shall be assigned. Once an employee has been so assigned, he/she will not be assigned again until all other employees have been assigned to an assignment based on reverse seniority.

- b. Nothing herein is to preclude the right of the Board to assign a specific employee to an assignment if a special skill or qualification is necessary.

## B. TRANSFERS AND REASSIGNMENTS

### 1. Filing Requests

Employees who desire to transfer may file a written statement of such desire to the Superintendent no later than April 30 for the next year. Such a statement shall include the position and location to which he/she desires to be transferred.

### 2. Involuntary Transfers

If an employee is required to transfer involuntarily because of operational requirements of the school District, then such employee shall be afforded opportunity for a conference with the Superintendent to discuss the circumstances prior to the effectuation of such change.

## C. POSITION VACANCIES

Employees shall be notified of job vacancies, and regular work schedule changes affecting their job within their classification.

## D. MILEAGE COMPENSATION

Support staff shall be compensated when traveling on approved school business at the following rate:

35¢ /mile or current OMB Rate - whichever is greater

## ARTICLE XIII

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### SENIORITY AND JOB SECURITY SUPPORT STAFF

- A. After completion of three (3) years of consecutive employment, no employee shall be dismissed or be subject to a reduction in salary except for inefficiency, incapacity, conduct unbecoming an employee, or other just cause, following written notice of such reasons and a hearing before, and determined by, the Board of Education finding that such cause does, in fact, exist and is sufficient for such reduction in salary or dismissal.
- B. Should the employee not be satisfied by the determination of the Board, at this request, the matter shall be subject to the grievance procedure and arbitration in the same manner and to the same extent as if provided for arbitration of grievances by this Agreement or law.
- C. It is understood that nothing in this provision shall be construed to limit the Board's managerial prerogative as set forth in statute, regulation and case law.
- D. School District seniority is defined as service by appointed support personnel in the School District in the collective bargaining unit covered by this Agreement.
- E. In the event of a work location reduction in force, including support personnel, employees shall be laid off in the reverse order of district-wide seniority of all support personnel in the district in the appropriate category (secretary, food service personnel, classroom assistant, custodian, maintenance). Any support personnel laid off shall be placed on a roster for a period of two (2) years from the date of the layoff. Recalls shall be based on seniority in the category.
- F. All notice of job opportunities within the negotiating unit shall be posted in all departmental work locations on the official bulletin board at least ten (10) working days before the closing date for applications. A copy of each such vacancy notice shall be sent to the Association.



# ARTICLE XIV

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## EVALUATION

### TEACHER

#### A. NON-TENURED TEACHERS

Non-tenured teachers shall be formally evaluated at least three (3) times per year. Teachers shall be given a written copy of the evaluation. Teachers shall be given the opportunity to have a conference with the Administration and/or supervisor making the evaluation within a reasonable period of time following such evaluation. It shall be the teacher's responsibility to make an appointment for the evaluation conference.

#### B. TENURED TEACHERS

Tenured teachers shall be formally evaluated at least one (1) time per year. If the first formal evaluation indicates that improvement is needed, it shall be followed by at least a second formal evaluation. Teachers shall be given the opportunity to have a conference with the Administration and/or supervisor making the evaluation within a reasonable period of time following such evaluation. It shall be the teacher's responsibility to make an appointment for the evaluation conference.

### SUPPORT STAFF

All employees shall be formally evaluated, in writing, by their supervisor on an annual basis. The evaluation form shall be submitted to the employee at least one (1) day in advance of the evaluation conference. The employee shall sign and be given a copy of the evaluation conference report. A copy of the evaluation form and the signed evaluation conference report shall be placed in the employee's personnel file.

### PERSONNEL RECORDS

Employees shall have the right upon request, to review the content of their personnel files.

### EMPLOYEE REBUTTAL

Each employee shall have the right to attach a written statement of rebuttal to all written evaluations within ten (10) days of the evaluation conference.

# ARTICLE XV

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## COMPLAINT PROCEDURE

Any complaint regarding a teacher that is made to any member of the school Administration by a parent, student, or other person, which may be used in any manner in evaluating a teacher shall be brought to the teacher's attention. The Administration shall meet with the teacher to apprise the teacher of the full nature of the complaint, and they shall attempt to resolve the matter informally. The teacher shall have the right to request representation by the Association at any meetings for conferences regarding such complaints.

# ARTICLE XVI

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## TEACHER SICK LEAVE

### A. DEFINITION (18a:30-1)

Sick leave is hereby defined to mean the absences from his/her post of duty, of any person, because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities on account of contagious disease, or of being quarantined for such a disease in his/her immediate household.

### B. NUMBER OF SICK DAYS

1. Certified personnel shall be entitled to ten (10) paid sick leave days per year.
2. Employees hired any time after September 1 shall be entitled to sick days on a prorated basis.
3. Unused sick leave shall be accumulative.
4. If an employee uses up all of his/her sick leave, he/she shall have 1/200 of his/her annual contracted salary deducted for each additional day absent, unless the Board sees fit to continue paying the employee.
5. Sick Leave may be taken in only half (  $\frac{1}{2}$  ) or full day segments unless the sick leave is being used as FMLA leave.

### C. PHYSICIAN'S CERTIFICATE REQUIREMENT

A physician's certificate is required for all school personnel for any absence (due to illness) of three (3) or more consecutive working days.

### D. WRITTEN ACCOUNTING OF ACCUMULATED SICK LEAVE

Employees shall be given a written accounting of accumulated sick leave no later than September 15<sup>th</sup> of each school year.

## E. COMPENSATION FOR UNUSED SICK LEAVE

1. Written notification of an employee's intent to retire must be given by December 30 of the calendar year prior to the year in which the retirement will be effective. If notification is given later than December 30, payment will not be made to the employee until the beginning of the fiscal year following the year in which the retirement was effective.
2. Each employee retiring from the district with at least fifteen (15) years service within the district, and retiring according to the provisions of TPAF shall be compensated at the following rate:

Teachers: 2024-2027 \$90.00 per day with \$15,000 Maximum

3. Payment to the employee shall be during the first week in July following the December 30 notification. If a later notification is given, payment will be given during the first week in July of the year following the year in which retirement was effective.
4. The employee has the option of receiving such compensation in a lump sum as described above or may defer such payment or part thereof until January 2 of the following year after the year in which the first payment was made. If an employee announces their retirement and dies prior to their retirement date, such payment shall go to the employee's beneficiary.

# ARTICLE XVII

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## SUPPORT STAFF SICK LEAVE

### A. DEFINITION (18a:30-1)

Sick leave is hereby defined to mean the absences from his/her post of duty, of any person, because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities on account of contagious disease, or of being quarantined for such a disease in his/her immediate household.

### B. NUMBER OF SICK DAYS

1. Twelve (12) month employees shall be entitled to twelve (12) paid sick leave days per year.
2. Ten (10) month employees shall be entitled to ten (10) paid sick leave days per year
3. Employees hired any time after July 1, in the case of twelve (12) month employees, or after September 1, in the case of ten (10) month employees, shall be entitled to sick days on a prorated basis.
4. Unused sick leave shall be accumulative.
5. If an employee uses up all of his/her sick leave, he/she shall have his/her daily rate of pay deducted for each additional day absent, unless the Board sees fit to continue paying the employee.
6. Sick Leave may be taken in only half (  $\frac{1}{2}$  ) or full day segments unless the sick leave is being used as FMLA leave.

### C. PHYSICIAN'S CERTIFICATE REQUIREMENT

A physician's certificate is required for all school personnel for any absence (due to illness) of three (3) or more consecutive working days.

#### D. WRITTEN ACCOUNTING OF ACCUMULATED SICK LEAVE

Employees shall be given a written accounting of accumulated sick leave no later than September 15<sup>th</sup> of each school year.

#### E. COMPENSATION FOR UNUSED SICK LEAVE

1. Written notification of an employee's intent to retire must be given by December 30 of the calendar year prior to the year in which the retirement will be effective. If notification is given later than December 30, payment will not be made to the employee until the beginning of the fiscal year following the year in which the retirement was effective.
2. Each employee retiring from the district with at least fifteen (15) years service within the district, and retiring according to the provisions of TPAF or PERS, shall be compensated at the following rate:

Support Staff: 2024 - 2027 = \$90.00/day \$15,000 maximum

3. Retirees will be reimbursed within one calendar year after written notice of retirement. In no case will such payment be made prior to retirement. If an employee is eligible for said pay for unused sick leave and dies prior to retirement, such payment shall go to the employee's beneficiary. In determining continuous years of service for an employee, any Board approved leaves shall be counted as active service.

# ARTICLE XVIII

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## TEMPORARY LEAVES OF ABSENCE

### A. PERSONAL LEAVE

1. Personal leave (without loss of pay), not to exceed a total of four (4) days per year, shall be granted by the Superintendent of Schools for the following reasons:
  - a. Religious Holidays
  - b. Provable serious illness in the immediate family as defined in Section B below. Verification may be required.
  - c. Emergencies and legal obligations
  - d. Personal business which cannot be conducted at another time.
2. Employees shall only be required to state under which of the above reasons a personal leave is to be taken.
3. Personal Leave may be taken in only half (  $\frac{1}{2}$  ) or full day segments.
4. Unused personal leave as of June 30 of each year shall be added to the employee's accumulated sick leave.
5. Applications for personal leave shall be made at least five (5) days before taking such leave (except in the case of emergencies.) In the case of emergencies the employee must fill in the application for personal leave no later than a week after the absence. The applicant for such leave shall be required to list the reason by category as listed in article XVIII, A1a-d. Except for extenuating circumstances and subject to the approval of the Superintendent, no personal leave days shall be granted immediately before or after holidays, teachers' convention, or on in-service days.

### B. BEREAVEMENT LEAVE

1. Four (4) days emergency leave shall be granted for each occurrence of death in the immediate family. This leave is not accumulative, from year to year, and must be approved by the Superintendent of Schools. Immediate family under this section is defined as: an individual's spouse, civil union partner or domestic life partner, parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister of the individual or of the individual's spouse,

civil union partner or domestic partner, whether the relative is related to the individual or the Individual's spouse, civil union partner or domestic partner by blood, marriage or adoption. These days are to be used within twenty (20) consecutive days from the date of death, excluding weekends and holidays. Additional days may be granted by the superintendent upon request.

2. In addition, an employee who is an expectant parent, may be granted up to three days of bereavement leave where an employee has suffered the loss of a pregnancy due to a miscarriage (up to twenty weeks), stillbirth (after twenty weeks) or termination of pregnancy due to medical necessity. The loss of pregnancy under any of these conditions must be substantiated by a physician's note.

### C. CHILD REARING LEAVE (ALL STAFF MEMBERS)

Staff members may request leaves of absence for child rearing reasons in accordance with the following stipulations:

1. Such leave must begin within thirty-one (31) days of the birth or adoption of a child, or upon the termination of Board approved maternity disability sick leave, if such approved sick leave exceeds thirty-one (31) days following the birth; and will terminate no later than September 1<sup>st</sup>, following the birth or adoption.
2. Such leave may be requested to be extended for the succeeding school year following birth or adoption.
3. In no case will such leave be granted for more than two (2) – (or any part thereof) – school years.
4. There will be no pay, fringe benefits, seniority rights, salary scale credit, etc., accrued during such leave. \*Refer to NJ Family Leave Act for any exceptions to this item.
5. All such leave must be requested in writing to the Superintendent of Schools, ninety (90) days prior to the beginning of the leave.
6. The employee must notify the Superintendent of Schools by February 1<sup>st</sup> as to whether or not he/she intends to:
  - a. Terminate the leave as of September 1<sup>st</sup>.
  - b. Request an additional one (1) year leave, if applicable.
  - c. Resign from position.

Failure to notify by February 1<sup>st</sup> will result in employment termination.



7. A physician's certificate is required to be submitted by the employee for all sick leave used in conjunction with child-rearing leave.

#### D. FAMILY SICK LEAVE DAYS (ALL STAFF MEMBERS)

Two (2) family sick leave days will be added to each year (September 1 to June 30 for 10 month employees, July 1 to June 30 for 12 month employees). For the purpose of this issue, family is described as spouse, parent, child, or any person residing in the employee's house or person the employee cares for pursuant to a medical proxy, power of attorney or health care decision making directive. This leave is not cumulative from year to year. At the end of this contract, said family sick leave days will be removed from the language of the contract effective June 30, 2027.

#### E. OTHER LEAVES OF ABSENCE (CERTIFIED STAFF)

1. All leaves of absence – except: accumulated sick leave; administrative leave; death in family leave; earned vacation; short term emergency leave – must be approved by the Board of Education in advance. Such a request must state the reason and term of the leave, and be submitted to the Superintendent in writing sixty (60) days prior to the requested leave.
2. Any employee who is granted a leave of absence, by the Board of Education, must notify the Superintendent of his/her intent to return to active employment status.
3. No salary or fringe benefits will be available to employees while on leave of absence; and, leave of absence time shall not be considered as experience time for salary purposes. \*Refer to NJ Family Leave Act for any exceptions to this item.

#### F. SICK LEAVE BANK

In the event a member becomes ill with a catastrophic illness documented by a physician and has exhausted all accumulated leave time (i.e. sick, personal, vacation) a Sick Leave Bank may be established in the following manner:

A six (6) person committee administers the sick leave bank. The committee will be made up of three (3) Board of Education members and three (3) Association members.

1. A member wishing to use the Sick Leave Bank must submit a written request to the Superintendent including physician's documentation of the illness and estimated duration of absence. Should the member be incapacitated, the written request may be submitted by spouse, next of kin, or other proxy.

2. A member of the Association Executive Committee will review the member's request with the Superintendent. At the discretion of the superintendent, a recommendation will be made to the board of education for use of the Sick Leave Bank.
3. Members will be contacted and may donate a personal day/days. The Superintendent and Association will establish a list of donated days based on a random drawing. Donated days will be used by the member in accordance with the order of the list. There shall be no carryover of donated days to subsequent years. Effective June 30<sup>th</sup> of each year, all personal days donated but not used shall be returned to donors.
4. Sick Leave Bank days cannot be extended automatically from one (1) work year to another. If needed, the member may reapply to the Sick Leave Bank when new accumulated leave time (i.e. sick, personal, vacation) is exhausted.
5. Verification of continued disability will be required at reasonable intervals.

# ARTICLE XIX

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## PROTECTION OF EMPLOYEES

- A. An employee may use reasonable force, as is necessary, to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to gain possession of weapons or other dangerous objects within control of a pupil.
- B. The Board shall give full support including legal and other assistance for any assault upon the employee arising from the discharge of his/her duties.
- C. Employees shall immediately report cases of assault suffered by them and all others in connection with their employment to their principal or other immediate supervisor. Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee, the police, and the courts.
- D. The Board shall fully comply with all aspects of applicable Workers Compensation laws when employees are injured in the course of their employment.

# ARTICLE XX

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## HEALTH INSURANCES

### A. HEALTH BENEFITS PROGRAM

The Board shall provide coverage for the employee and where applicable, dependents, through the State Health Benefits Program.

1. Employees, for the length of this contract, will contribute 78 Tier IV percentage contributions. At the end of this contract said Chapter 78 Tier IV percentage contributions language will be removed from this contract and thereafter employees will contribute to the cost of their health and prescription benefits program consistent with New Jersey State Law. Said contributions shall be divided equally per pay period for each employee. Contributions may be payable through Section 125 of the Tax Code Plan established by the district in Section D of Article X. Employees on unpaid leave are still responsible for their contributions if they are receiving health benefits. This is contingent on the first paycheck date reflecting the new agreement salary schedule. Therefore, commencement of any increase of Chapter 78 contributions as a result of employees moving to a higher threshold on the Chapter 78 chart will be as of that date going forward. For example, if the first paycheck reflecting salary increases is May 1st then the employee will only pay the monthly increase Chapter 78 contribution of May and June for school year 2018-2019.
2. Employees hired after 7/1/2016 shall be on the Direct 15 Health Benefit Plan. Those employees who forgo the base plan, (Direct 15) may elect to participate in NJ Direct 10 Health Benefit Plan and shall contribute the difference in premium cost between the two plans.
3. New employees hired after July 1, 2020 or employees that switch to the new health plan shall contribute to the cost of their health and prescription benefits program consistent with New Jersey State Law for the new plans (NJEHP and the soon to be GSHP).

### B. PRESCRIPTION PROGRAM

The Board shall provide at no cost to the employee, Prescription coverage for the employee and where applicable, dependents, through a Prescription Co-pay Plan.

### C. DENTAL PLAN

1. The Board shall provide Dental coverage for the employee and where applicable, dependents, through the Delta Dental III-A Plan, including child orthodontic coverage.
2. For employees hired after July 1, 1996, it is agreed that the Board shall provide dental coverage for the employee only. Such employees shall have the option to enroll their dependents in said plan at their own expense. Upon completion of three (3) years of employment, the Board shall provide coverage for the employee and dependents if applicable.

### D. HEALTH INSURANCE PLANS

The Board of Education may change the provider of any or all of the above health insurance plans, with a plan/plans that are equal to or better than Amerihealth Plan PPO.

### E. PART-TIME EMPLOYEES

Part-time employees who would not be eligible for all of the Board paid health insurances shall be allowed at their option, to pay to the Board the group rate in order to be covered by one or any combination of the Plans.

F. The Board agrees to grandfather all existing employees that presently receive health benefits. Any prospective employees must work twenty-six (26) hours per week or more to be eligible for health benefits.

## ARTICLE XXI

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### AGENCY SHOP - REPRESENTATION FEE FOR NON-MEMBERS

A. The Association shall, on or before September 30, deliver to the Board a written statement containing the following:

1. A statement that the Association has determined the amount of representation fee in accordance with the formulated requirements of N.J.S.A. 34:13A-5.4.
2. A statement establishing the amount of yearly representation fees to be deducted from the salaries of each non-member. Such representation fee shall be eighty-five (85) percent of the regular membership dues, fees, and assessments.
3. A list of all employees who have failed to arrange for and become members of the Association and a request that the representation fee of such non-members be deducted in accordance with the Agreement.

B. Beginning with the first full pay period in November, the Board will commence deductions from salaries of such employees, in accordance with paragraph C below, of the full amount of the representation fee and will promptly transmit the amount so deducted to the Association.

C. Payroll Deduction Schedule: The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list, during the remainder of the membership year in question. The deductions will begin with the first paycheck in November; or thirty (30) days after the employee begins his/her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later. The mechanics for deduction of representation fees and the transmission of such fees due to the Association, as nearly as possible, shall be the same as those used for the deduction of regular membership to the Association.

D. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such employees.



# ARTICLE XXII

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## MISCELLANEOUS PROVISIONS

### A. BOARD POLICY

This Agreement constitutes Board Policy for the term of the Agreement, and the Board and the Association shall carry out the commitments contained herein, and shall give them full force and effect as Board Policy.

### B. STATE LAW

If any provision of this Agreement or any application of this Agreement of any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by the law, but all other provisions or applications shall continue in full force and effect.

### C. PROPER PROCEDURES

All parties agree to follow the procedures as outlined in this Agreement, and to use no other channels to resolve any question or proposal until the Procedures within this agreement are fully exhausted.

### D. NON-DISCRIMINATION

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

### E. WORK STOPPAGES

The Association agrees that during the term of this Agreement, neither it, nor its officers, employees, or members shall engage in, encourage, sanction, support, or suggest any strikes. In the event that the Association members participate in such activities in violation of this provision, the Association shall notify those members so engaged to cease and desist from such activities, and shall instruct members to return to their normal duties.



#### F. PRINTING OF AGREEMENT

Sufficient copies of this Agreement shall be given to the Association president to be distributed to each member of the Association within thirty (30) days of its ratification. The expense for printing sufficient copies for distribution to all teachers shall be shared equally by the Board and the Association. The printing format of the Agreement shall be mutually agreed upon.

#### G. OFFICIAL NOTICE

Whenever any notice is required to be given by either of the parties of this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by email, or certified letter to: The Mullica Township Superintendent at his/her office address; The Mullica Township Education Association President at his/her home address.

#### H. SALARY GUIDES

Salary guides must be mutually agreed upon by both parties before ratification.

#### I. SUCCESSOR CONTRACT

The parties mutually agree that should the negotiations for a successor contract to the collective bargaining agreement not be completed by July 1, unit members shall receive no increase in compensation until a new agreement is reached. Unit members shall continue to receive the same salary received on June 30, until such time as a success or agreement is reached and voted upon.

# ARTICLE XXIII

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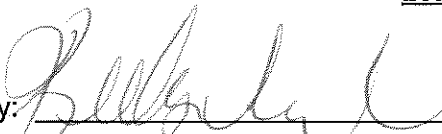
## DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2024 and shall continue in effect for three (3) years ending June 30, 2027.

### RATIFICATION

MULLICA TOWNSHIP EDUCATION ASSOCIATION – 7/16/2024

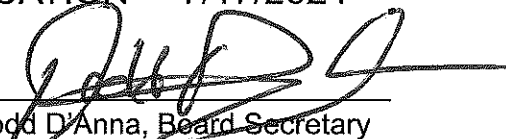
2024 / 2027 MTEA OFFICERS

By:   
Keeley Sullivan, President

By:   
Dawn Schiaffino, Secretary

MULLICA TOWNSHIP BOARD OF EDUCATION – 7/17/2024

By:   
Susan Brownhill, President

By:   
Todd D'Anna, Board Secretary

# Addendum A

## 2024 - 2025 Professional Staff Salary Guide

Salary Guide Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	59,020	59,920	60,220	61,020	61,420	61,820
2	59,220	60,120	60,420	61,220	61,620	62,020
3	59,420	60,320	60,620	61,420	61,820	62,220
4	59,920	60,820	61,120	61,920	62,320	62,720
5	60,920	61,820	62,120	62,920	63,320	63,720
6	62,720	63,620	63,920	64,720	65,120	65,520
7	65,220	66,120	66,420	67,220	67,620	68,020
8	67,820	68,720	69,020	69,820	70,220	70,620
9	70,530	71,430	71,730	72,530	72,930	73,330
10	73,330	74,230	74,530	75,330	75,730	76,130
11	76,655	77,555	77,855	78,655	79,055	79,455
12	80,005	80,905	81,205	82,005	82,405	82,805
13	84,880	85,780	86,080	86,880	87,280	87,680
14	91,495	92,395	92,695	93,495	93,895	94,295

# Addendum A

## 2025 - 2026 Professional Staff Salary Guide Continued

Salary Guide:						
Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	60,145	61,045	61,345	62,145	62,545	62,945
2	60,345	61,245	61,545	62,345	62,745	63,145
3	60,545	61,445	61,745	62,545	62,945	63,345
4	61,045	61,945	62,245	63,045	63,445	63,845
5	62,045	62,945	63,245	64,045	64,445	64,845
6	63,845	64,745	65,045	65,845	66,245	66,645
7	66,345	67,245	67,545	68,345	68,745	69,145
8	68,945	69,845	70,145	70,945	71,345	71,745
9	71,655	72,555	72,855	73,655	74,055	74,455
10	74,455	75,355	75,655	76,455	76,855	77,255
11	77,780	78,680	78,980	79,780	80,180	80,580
12	81,130	82,030	82,330	83,130	83,530	83,930
13	86,005	86,905	87,205	88,005	88,405	88,805
14	93,295	94,195	94,495	95,295	95,695	96,095

# Addendum A

## 2026 - 2027 Professional Staff Salary Guide Continued

Salary Guide Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	61,894	62,794	63,094	63,894	64,294	64,694
2	62,094	62,994	63,294	64,094	64,494	64,894
3	62,294	63,194	63,494	64,294	64,694	65,094
4	62,794	63,694	63,994	64,794	65,194	65,594
5	63,794	64,694	64,994	65,794	66,194	66,594
6	65,594	66,494	66,794	67,594	67,994	68,394
7	68,094	68,994	69,294	70,094	70,494	70,894
8	70,694	71,594	71,894	72,694	73,094	73,494
9	73,404	74,304	74,604	75,404	75,804	76,204
10	76,204	77,104	77,404	78,204	78,604	79,004
11	79,529	80,429	80,729	81,529	81,929	82,329
12	82,879	83,779	84,079	84,879	85,279	85,679
13	87,754	88,654	88,954	89,754	90,154	90,554
14	95,095	95,995	96,295	97,095	97,495	97,895

# Addendum B

## 2024 – 2027 AIDES Salary Guide

<b>YEAR 1</b>			<b>YEAR 2</b>		
<b>2024-25</b>			<b>2025-26</b>		
<b>Mullica Township Aides</b>			<b>Mullica Township Aides</b>		
<b>Salary Guide</b>			<b>Salary Guide</b>		
<b>Step</b>	<b>Salary</b>	<b>Hourly</b>	<b>Step</b>	<b>Salary</b>	<b>Hourly</b>
1	28,438	20.43	1	29,231	21.00
2	28,638	20.57	2	29,431	21.14
3	28,917	20.77	3	29,631	21.29
4	29,696	21.33	4	30,410	21.85
5-9	30,540	21.94	5	31,160	22.39
10	31,260	22.46	6-10	31,910	22.92
11	31,985	22.98	11	32,685	23.48
12	32,710	23.50	12	33,460	24.04

- Movement to the Off-Guide positions is frozen as of July 1, 2001. No additional employee shall be allowed to move off-guide.
- Work year for 2016-2018 will be a minimum of 181 days (up to a maximum of 186) plus the additional ten (10) paid holidays for a total of 191 days. (reference Article VI, B5).
- Hourly rate calculation is based upon the formula: Annual Salary / (191 X 7) = hourly rate.
- This hourly rate is for the first 191 days ONLY, then hourly rate reverts back to the prior calculation based upon the formula: Annual Salary / (190 X7) = hourly rate.
- These calculations ensure the the Mullica Township School District receives the “extra” day in exchange for the employee’s opportunity to utilize two family illness days, if/ as needed. (reference Article XVIII, D.)

## Addendum B

### AIDES Salary Guide Continued

<b>YEAR 3</b>		
<b>2026-27</b>	<b>Mullica Township Aides</b>	
<b>Salary Guide</b>		
<b>Step</b>	<b>Salary</b>	<b>Hourly</b>
<b>1</b>	30,189	21.69
<b>2</b>	30,389	21.83
<b>3</b>	30,589	21.97
<b>4</b>	30,989	22.26
<b>5</b>	31,739	22.80
<b>6</b>	32,539	23.38
<b>7-11</b>	33,389	23.99
<b>12</b>	34,210	24.58

- Movement to the Off-Guide positions is frozen as of July 1, 2001. No additional employee shall be allowed to move off-guide.
- Work year for 2016-2018 will be a minimum of 181 days (up to a maximum of 186) plus the additional ten (10) paid holidays for a total of 191 days. (reference Article VI, B5).
- Hourly rate calculation is based upon the formula: Annual Salary / (191 X 7) = hourly rate.
- This hourly rate is for the first 191 days ONLY, then hourly rate reverts back to the prior calculation based upon the formula: Annual Salary / (190 X 7) = hourly rate.
- These calculations ensure the the Mullica Township School District receives the "extra" day in exchange for the employee's opportunity to utilize two family illness days, if/ as needed. (reference Article XVIII, D.)

# Addendum C

## 2018 – 2021 ATTENDANCE OFFICER Salary Guide

2018-2019		2019-2020		2020-2021	
<u>Hourly</u>	<u>Annual</u>	<u>Hourly</u>	<u>Annual</u>	<u>Hourly</u>	<u>Annual</u>
\$19.35	\$ 6,968	\$ 19.99	\$ 7,198	\$20.64	\$7,431

**Movement to the Off-Guide positions is frozen as of July 1, 2001. No additional employee shall be allowed to move off-guide.**



# Addendum D

## 2024 - 2027 CUSTODIAN Salary Guide

2024-25			2025-26		
<i>Mullica Township Custodians</i>			<i>Mullica Township Custodians</i>		
Salary Guide			Salary Guide		
Step	Salary	Hourly	Step	Salary	Hourly
1	48,160	23.15	1	49,806	23.95
2	48,410	23.27	2	50,056	24.07
3	48,660	23.39	3	50,306	24.19
4	48,910	23.51	4	50,556	24.31
5	49,160	23.63	5	50,806	24.43
6	49,410	23.75	6	51,056	24.55
7	50,060	24.07	7	51,706	24.86
8	50,810	24.43	8	52,456	25.22
9	51,710	24.86	9	53,356	25.65
10	53,010	25.49	10	54,656	26.28
11	54,550	26.23	11	56,196	27.02
12	56,100	26.97	12	57,746	27.76

2026-27		<i>Mullica Township Custodians</i>	
Salary Guide			
Step	Salary	Hourly	1
1	51,485	24.75	
2	51,735	24.87	
3	51,985	24.99	
4	52,235	25.11	
5	52,485	25.23	
6	52,735	25.35	
7	53,385	25.67	
8	54,135	26.03	
9	55,035	26.46	
10	56,335	27.08	
11	57,875	27.82	
12	59,425	28.57	

**Movement to the Off-Guide positions is frozen as of July 1, 2001. No additional employee shall be allowed to move off-guide.**

# Addendum E

## 2024 - 2027 Maintenance Salary Guide

2024-25				2025-26			
<i>Mullica Township Maintenance</i>				<i>Mullica Township Maintenance</i>			
Salary Guide				Salary Guide			
Step	Salary	Hourly	2,025	Step	Salary	Hourly	2,025
1	48,999	23.56		1	51,156	24.59	
2	49,249	23.68		2	51,406	24.71	
3	49,499	23.80		3	51,656	24.83	
4	49,774	23.93		4	51,931	24.97	
5	50,049	24.06		5	52,206	25.10	
6	50,324	24.19		6	52,481	25.23	
7	51,024	24.53		7	53,181	25.57	
8	51,724	24.87		8	53,881	25.90	
9	52,624	25.30		9	54,781	26.34	
10	53,624	25.78		10	55,781	26.82	
11	54,824	26.36		11	56,981	27.39	
12	56,024	26.93		12	58,181	27.97	

**Movement to the Off-Guide positions is frozen as of July 1, 2001. No additional employee shall be allowed to move off-guide.**

# Addendum E

## Maintenance Salary Guides Continued

2026-27		<i>Mullica Township Maintenance</i>	
Salary Guide			
Step	Salary	Hourly	
1	53,454	25.70	
2	53,704	25.82	
3	53,954	25.94	
4	54,229	26.07	
5	54,504	26.20	
6	54,779	26.34	
7	55,479	26.67	
8	56,179	27.01	
9	57,079	27.44	
10	58,079	27.92	
11	59,279	28.50	
12	60,479	29.08	

**Movement to the Off-Guide positions is frozen as of July 1, 2001. No additional employee shall be allowed to move off-guide.**

## Addendum F & G

### 2024 - 2025 (10 & 12 MONTH) SECRETARY Salary Guide

2024-25			2025-26		
<i>Mullica Township Secretaries</i>			<i>Mullica Township Secretaries</i>		
Salary Guide			Salary Guide		
Step	10 Month	12 Month	Step	10 Month	12 Month
1	41,419	49,703	1	42,921	51,505
2	41,782	50,139	2	43,284	51,941
3	42,146	50,575	3	43,648	52,377
4	42,509	51,011	4	44,011	52,813
5	42,872	51,447	5	44,374	53,249
6	43,236	51,883	6	44,738	53,685
7	43,599	52,319	7	45,101	54,121
8	43,962	52,755	8	45,464	54,557
9	44,326	53,191	9	45,828	54,993
10	44,689	53,627	10	46,191	55,429

**Movement to the Off-Guide positions is frozen as of July 1, 2001. No additional employee shall be allowed to move off-guide.**

# Addendum F

## 10 & 12 Month Secretaries Salary Guides Continued

<i>2026-27</i>		<i>Mullica Township Secretaries</i>	
<b>Salary Guide</b>			
<b>Step</b>	<b>10 Month</b>	<b>12 Month</b>	
<b>1</b>	44,532	53,438	
<b>2</b>	44,895	53,874	
<b>3</b>	45,259	54,310	
<b>4</b>	45,622	54,746	
<b>5</b>	45,985	55,182	
<b>6</b>	46,349	55,618	
<b>7</b>	46,712	56,054	
<b>8</b>	47,075	56,490	
<b>9</b>	47,439	56,926	
<b>10</b>	47,802	57,362	

**Movement to the Off-Guide positions is frozen as of July 1, 2001. No additional employee shall be allowed to move off-guide.**

## Addendum H

### OFF-GUIDE Support Staff Salary Guide

Custodian						
	2021-2022		2022-2023		2023-2024	
<u>Staff Member</u>	<u>Hourly</u>	<u>Annual</u>	<u>Hourly</u>	<u>Annual</u>	<u>Hourly</u>	<u>Annual</u>
J. Martin	28.05	58,326	28.64	59,549	29.23	60,782

**Movement to the Off-Guide positions is frozen as of July 1, 2001. No additional employee shall be allowed to move off-guide.**

**Current Off-Guide Support Staff will remain off-guide for the duration of their employment. As those individuals leave the district for whatever reason, the list shall grow smaller.**

# Negotiations Team Members

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## Mullica Township Education Association

Jean Hovey, NJEA Uniserv Consultant  
Crysty Jenkins, NJEA Uniserv Rep.  
Keeley Sullivan, Primary School Teacher / Negotiations Committee  
Chairperson  
Christy Rivera, Middle School Teacher  
Jean Gallagher, Primary School Teacher  
Krystal Hutton, Primary School Teacher  
Diane McGann, Primary School Teacher

Barbara Rheault, ACES Director  
Randy Smith, Specials Area School Teacher  
Ashley Vitullo, Custodian  
Nicole James, Aide

## Mullica Township Board of Education

Amy Houck Elco, Board Attorney  
Andrew Weber, Superintendent  
Todd D'Anna, Business Administrator  
  
Cathy Werner, Negotiations Committee Chairperson  
Joy Wyld, Board Member  
Bob Stollenwerk, Board Member  
  
Chris Silva, Former Board Member

Negotiations start date: March 4, 2024