

# **AGREEMENT**

**Between the**

**BOARD OF EDUCATION  
TOWNSHIP OF GLOUCESTER**

**AND**

**GLOUCESTER TOWNSHIP  
CENTRAL ADMINISTRATION SUPPORT GROUP**

**July 1, 2024 to June 30, 2027**

## **ARTICLE I**

### **RECOGNITION**

Pursuant to Chapter 303 and Chapter 123, Public Laws of New Jersey in 1968 and 1974, the Board hereby recognizes the Gloucester Township Central Administration Support Group as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all specified certificated personnel whether under contract, on leave, or employed by the Board as follows:

Computer Technicians  
Lead Computer Technician  
Network Administrator  
Transportation Supervisor  
Supervisor of Food Services  
Supervisor of Purchasing/Warehouse Operations  
Assistant Transportation Supervisor  
Technical Operations Coordinator  
Supervisor of Technology  
Dispatcher of Transportation  
Assistant Facilities Supervisor/PM Custodial Supervisor  
Supervisor of Student Support Services  
Purchasing Coordinator

## **ARTICLE II**

### **MANAGEMENT TEAM STATEMENT**

We, members of the Gloucester Township Central Administration Support Group, believe that our primary purpose in administering and supervising the public schools of Gloucester Township is to provide the optimum education of which we are capable for each child in attendance. To that aim, we administrators can only become more efficient and effective through joint participation with the Central Administrative Staff and the Board of Education at the management level.

We firmly believe and pledge that we 'as administrators' should and shall function as a team, harnessing our total knowledge and experience with that of the Board, working cooperatively and closely together to provide the best possible education for the children of Gloucester Township.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. Definition

The term "grievance" means a complaint or claim that there has been an improper application, interpretation, or violation of any term or provision of this contract, administrative decisions, Board policy or state statute affecting a member or group of members.

#### B. Purpose

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

#### C. Procedure

##### 1. Filing a Grievance

A grievance may be filed by an individual member, a group of members or by the Association, either in its own name or as the representative of a group or class whose individual signatures shall not be necessary. Any grievance must be lodged at the proper initiating level within thirty (30) calendar days of the happening of the event. Failure to submit a timely grievance (i.e. within 30 calendar days) will result in Support Group's forfeiture of any Article III provision.

##### 2. Failure to Communicate a Decision

Failure at any step to communicate the decision on a grievance within the specified time limitation shall enable the grievant to move the grievance to the next level. Failure to appeal an answer, which is unsatisfactory within the specified time limitations, shall be deemed to constitute an acceptance of such response as dispositive.

##### 3. Informal Attempt to Resolve a Complaint

An individual who has a complaint shall discuss it first with the Immediate Supervisor in an attempt to resolve the matter informally. However, if the complainant is the Association, the initial discussion shall be at the level of the Superintendent; and, in such event, if the problem is not resolved to the satisfaction of the Association within fourteen (14) calendar days after the conclusion of the discussion, the procedures prescribed in the subsections of this section shall become applicable.

#### **4. Level One – Supervisor of Human Resources**

If, as a result of the discussion, the matter is not resolved to the Satisfaction of the complainant within seven (7) calendar days, he/she shall set forth the grievance in writing to the Supervisor of Human Resources specifying:

- a. the nature of the grievance including specific citations of the contract, policy administrative decision or state statute alleged to be violated;
- b. the nature and extent of the injury, loss or inconvenience;
- c. the result of the previous decision;
- d. his/her dissatisfaction with the decisions previously rendered.

The Supervisor of Human Resources shall communicate his decision to the grievance in writing seven (7) calendar days of receipt of the written grievance.

#### **5. Level Two - Superintendent of Schools**

The grievant, no later than seven (7) calendar days after receipt of the Supervisor of Human Resources' decision, may appeal this decision to the superintendent of Schools. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the Human Resources Supervisor and his/her dissatisfaction with the decisions previously rendered, as specified above. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed fourteen (14) calendar days. Depending on the nature of the grievance, the Superintendent may request additional time to render a decision by mutual consent with GTCASG. The Superintendent shall communicate his decision in writing to the grievant and the immediate supervisor.

#### **Level Three – Board of Education**

If the grievance is not resolved to the grievants satisfaction, he/she, no later than seven (7) calendar days after the receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent, who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the grievant and render a decision in writing within thirty-five (35) calendar days of receipt of the grievance by the Board.

#### **6. Right to Representation**

Any grievant may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by (a) representative(s) and/or attorney selected and approved by the Association. When a grievant is not represented by the Association in the processing of a grievance, the Association shall be notified, at the time of the submission of the grievance to the Superintendent, or at any later level, that the grievance is in process. The Association shall have the right to be present and present its position in writing at all hearing sessions held concerning the grievance, and shall receive a copy of all decisions rendered. The Board and Association shall assure the individual freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal with respect to the grievance.

## **7. Separate Grievance File**

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 participant.

## **8. Meetings and Hearings**

No meeting or hearing conducted under this procedure shall be public. The only parties in attendance shall be the parties in interest and the designated or selected representatives contemplated in this article.

### **D. Costs**

All costs shall be borne by the party incurring them.

## **ARTICLE IV**

### **SICK LEAVE**

#### **A. Sick leave entitlement shall be as follows:**

12 month employees receive 12 days per year  
10 month employees receive 10 days per year

#### **B. Employees contracted after July 1<sup>st</sup> in any year shall have sick leave days credited based on the months of service.**

#### **C. Employees may use up to three (3) of their accumulated Sick Leave Days as Family Illness Days. For Purposes of this section, "family" is defined as employee's parents, mother-in-law, father-in-law, grandparents, grandchildren, spouse, children (both natural and adopted) and civil union partners.**

#### **D. Sick leave bestowed to an employee in their final 12 months of service to the district shall be credited at one day per month of actual service. (Example: 12 month employee retires/resigns in final year at December 31<sup>st</sup> will only receive six (6) sick days not the twelve (12) as typically advanced to staff.**

#### **E. In accordance with N.J.S.A. 18A:30-1:**

Sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

- (1) the employee is personally ill or injured;

- (2) for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- (3) for the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- (4) absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or family member:
  - (a) medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
  - (b) services from a designated domestic violence agency or other victim services organization;
  - (c) psychological or other counseling;
  - (d) relocation; or
  - (e) legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
- (5) the death of a family member for up to seven days;
- (6) to attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education;
- (7) the school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency;
- (8) the employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

In case of sick leave claimed due to personal illness or injury, the Superintendent of Schools may require a physician's certificate to be filed with the secretary of the board of education in order to obtain sick leave. If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 is foreseeable, the employee shall be required to provide advance notice of at least seven (7) calendar days prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the school district. Employees shall be prohibited from using foreseeable sick leave on the dates established by the Superintendent and approved by the Board of Education. Prohibited foreseeable sick leave dates will be provided to all staff no later than April 30<sup>th</sup> of each year. The Superintendent shall have discretion to approve the request for the use of foreseeable sick leave during the designated days and will do so on a case-by-case basis.

If the leave is permitted under paragraph (2) or (3) of subsection a. of N.J.S.A. 18A:30-1, the employee shall provide to the Superintendent documentation signed by a health care professional who is treating the employee or the family member of the employee indicating they are under the care of a health care professional and, if possible, number of days of leave, shall be considered reasonable documentation. Unused sick leave days shall be accumulated from year-to-year with no maximum limit.

## ARTICLE V

### SALARIES

- A. All members will receive a salary increase as listed below of their base salary for each year of the contract effective on the following dates:
- 1       – July 1, 2024 – 3.5%
  - 2       – July 1, 2025 – 3.5%
  - 3       – July 1, 2026 – 3.5%
- B. Effective July 1, 2024 the minimum starting salary range for Computer Technicians shall be \$47,000-\$63,000 for new hires. Current Computer Technicians not at the minimum after receiving their negotiated raise shall have their salaries adjusted to the minimum. This applies to 12 month staff. Should any employee be contracted less than 12 months the above benefit will be pro-rated.
- C. Effective July 1, 2018 the minimum starting salary range for the Assistant Transportation Supervisor shall be \$50,000.
- D. Effective July 1, 2018 the minimum starting salary range for the Transportation Dispatcher shall be \$44,000.
- E. Effective July 1, 2022 the minimum salary for any member of this unit with 10 years of experience in their current position in this Association shall be nothing less than \$55,000.00. July 1, 2023 this minimum shall rise to \$57,500.00. Members not at the minimum after receiving their negotiated raise shall have their salaries adjusted to minimum. This applies to 12 month staff. Should any employee be contracted less than 12 months the above benefit will be pro-rated.

F. A one-time salary adjustment for the following employees exclusive of negotiated raise will be made for the following positions (Note: These adjustments will be made in the 2024-2025 contract year only.)

- Assistant Transportation Supervisor - \$5,000
- Transportation Supervisor - \$7,000

G. A one-time salary adjustment for the following employee, inclusive of the negotiated raise will be made for the following position (Note: These adjustments will be made in the 2024-2025 contract year only).

- Supervisor of Technology- \$135,000 total salary.

Members shall be compensated at \$175 per instance to record/stream live events such as Board of Education meetings, graduations, sporting events, plays, and band events. In the event that said event exceeds five hours, including set up and break down, the member will be awarded comp time. For any event that is not a Board of Education meeting, advance approval of the Superintendent is required.

## ARTICLE VI

### TERMINATION PAY

#### A. Retirement

1. Termination pay is to be paid upon an employee's retirement at the following rates, assuming the retiring staff member has accumulated sick leave up to 175 days but with no less than a 35 day minimum. An employee must be fifty-five years of age and have ten years of service in the district to be eligible for termination pay. Reimbursement amount shall not exceed \$15,000.

12 month employees: 35 – 82 Days - \$65, 83 – 130 Days \$90, 131-175 Days - \$100

2. Employees at separation or retirement will be compensated for all unused vacation days at their per diem rate. Twelve month employees will use a 260 denominator in calculation of the daily rate.

#### B. Death of the Employee

Upon the death of the employee, all unused vacation leave will be payable to his/her estate at the current district formula.



**ARTICLE VII**  
**LEAVES OF ABSENCE**

Employees shall be entitled to the following leaves of absence during a school year:

1. Two (2) personal leave days will be granted with proper notice and proper approval as established by the Superintendent, except in cases of emergency.
2. Professional leave days as requested and approved by the Superintendent.
3. Personal days not used during the contract year will be added to the accumulated sick leave time for the next year. Occupational leave days shall not be accumulated.
4. Bereavement leave will be granted without deduction for up to five (5) weekdays, excluding holidays, in a case of death within the immediate family. The immediate family shall be defined as the employee's parents, stepparents, spouse, domestic partners, children, stepchildren, and other persons residing as a member of the household of the employee, also legally adopted members of the family. An allowance of up to three (3) weekdays, excluding holidays, shall be granted to attend the funeral of any of the following: brother, sister, grandparent, grandchild, son-in law, daughter-in-law, mother-in-law, father-in-law. Bereavement days must be taken consecutively and commence no later than fourteen (14) calendar days following the death of a person listed above, unless otherwise approved by the Superintendent. One (1) bereavement day may be granted at the Superintendent's discretion for services occurring at any other time following the date of death.
5. Each person shall be granted one additional personal day per contract year, to be used for bereavement of any relative not listed in item 4 above. This personal day will not be accumulated for sick leave if it is unused in any given contract year.

**ARTICLE VIII**

**WORK YEAR HOLIDAYS/VACATIONS**

- A. During the term of this contract the following days be designated as holidays:
- |                        |                           |
|------------------------|---------------------------|
| Fourth of July         | December 24 <sup>th</sup> |
| Columbus Day           | December 25 <sup>th</sup> |
| Labor Day              | January 1 <sup>st</sup>   |
| Veterans' Day          | Martin Luther King Day    |
| Thanksgiving Day       | President's Day           |
| Day after Thanksgiving | Good Friday               |
| Easter Monday          | Memorial Day              |

B. Vacation days will be granted as follows:

Less than 12 months.....	Prorated on DOH
12 months completed.....	10 days
13-60 months completed.....	15 days
61-72 months completed.....	16 days
73-84 months completed .....	17 days
85-96 months completed .....	18 days
97-108 months completed.....	19 days
109-120 months completed.....	20 days
300 months completed.....	25 days

1. 25 days per year, as scheduled and approved by the Superintendent, following 25 years of service, of which at least fifteen (15) years must be in Gloucester Township.
2. Employees contracted after July 1<sup>st</sup> in any year shall have the first vacation allotment pro-rated based upon months of service.
3. Any employee governed by this agreement shall be permitted to carry a maximum of six (6) vacation days into the next calendar year. These carryover days must be used by the end of the allowable vacation period in August of the next calendar year. These carryover days must be scheduled with and approved by the Superintendent, as do all other vacation days.

C. Work Year:

1. The work year for 12 month employees shall be July 1 to June 30.

D. Compensatory Time:

During the course of the year, there may be times when the employment of a member of this bargaining unit will be required to work above and beyond the normal work day. Compensatory time mutually agreed upon by the Supervisor and member of this bargaining unit may be allowed, provided approval is granted by the Superintendent in advance of any work being performed.

## ARTICLE IX

### INSURANCE PROTECTION

A. The Board of Education shall provide and pay for a plan of medical, dental, prescriptions, and vision insurance for all employees and their eligible dependents. Eligibility is defined by the insurance carrier. The Chapter 44 Health Plan shall be the base plan effective July 1, 2022.

1. Any change in provider during the term of this agreement, by the Board of Education, shall maintain equal better co-pays. The current providers are Medical/Prescriptions: Aetna and Amerihealth; Dental: Delta Dental; Vision: United HealthcareVision.

(a) The co-pays for the medical and prescription plans are set by the provider but may be negotiable between the Association and the Board of Education.

2. When the employee is covered by a medical/surgical plan and that plan is paid for by other than the Board of Education, the employee may, if eligible, pursuant to their contract start date, may elect to waive their medical benefits.

(a) For the duration of the agreement, the reimbursement amounts shall be as follows:

Single Benefits - \$1,500 or 25% of the cost of health benefits being waived (less employee contribution), whichever is less.

Parent/Child or Spouse - \$2,500 or 25% of the costs of health benefits being waived (less employee contribution). Whichever is less.

Family - \$3,250 or 25% of the cost of health benefits being waived (less Employee contribution), whichever is less.

(b) Employees must file the appropriate waiver form with the Personnel Office.

3. For each employee who remains in the employment of the Board of Education for the full school year, the Board shall continue payments of the insurance premiums to provide coverage equal to or greater than the most recent insurance plan. Employees are subject to the contributions required under Tier IV of Chapter 78 or those of Chapter 44 depending upon prevailing Chapter of chose coverage, unless superseded by State Law or through negotiations between the Board and Association. Payments are to be made to assure uninterrupted coverage.

4. The Board of Education shall make available descriptive information on all insurance plans covered in this Article. The Base Plan offered for all existing employees shall be the Aetna or Amerihealth version of the New Jersey Educators Health Plan. Employees may "buy-up" to any of the Higher Costing Plans offered by the Provider, with the employees being solely responsible for 100% of the difference in premium costs.

- B. The Gloucester Township Board of Education will provide an employee dental program. This dental program will provide the following benefits:

100% of R&C for Basic Preventive/Diagnostic Benefits  
85% of R&C for Basic Therapy/Treatment Benefits  
50% of R&C for Prosthodontic Benefits  
85% of R&C for Periodontics Benefits  
50% of R&C for Inlay and Crown Benefits  
85% of R&C for Oral Surgery Benefits

A Board funded dependent dental plan will provide sixty (60%) percent coverage for dependent dental services. The annual benefit for each qualifying family member is \$1250.00.

- C. The Board of Education agrees to reimburse employees for personal property damages sustained while acting in the discharge of his/her duties within the scope of his/her employment up to a maximum not to exceed \$500.00. In the event the damage for personal property is to personal vehicles, the Board of Education's coverage shall be secondarily liable to the employee's personal policy; however, it is contemplated by the parties that the \$500.00 allowance may be utilized by the employee for deductible payments up to \$500.00.

## ARTICLE X

### PROFESSIONAL DEVELOPMENT

- A. The Board of Education shall budget money for Professional Development to be used for reimbursement of professional dues, attendance at local workshops and national conferences, and tuition reimbursement as proportioned in Schedule B. The amount to be budgeted is \$12,000 for each year of the contract.
- B. Tuition reimbursement will be granted to any GTCASG member who enrolls in *an undergraduate* or graduate course from an accredited college or university. The course does not have to be in a matriculated program, however, if it is the GTCASG member must remain a fulltime employee of Gloucester Township Schools for two years following graduation for a master's degree and three years for a doctoral degree. Otherwise, the GTCASG member must reimburse the Board of Education for any course money paid out prior to graduation. The student must obtain a "B" or better grade, or in the case of a Pass/Fail course, a Passing grade must be obtained. The courses must be approved by the Superintendent prior to registration, and it must be in the field of education *or current employment*. Each qualifying member may apply for reimbursement for no more than two courses per year. The reimbursement will be no greater than the Rowan rate per course current rate established July 1<sup>st</sup> of each year for the prevailing *undergraduate/graduate/doctoral* program.

**ARTICLE XI**

**JUST CAUSE**

No employee shall be reprimanded or otherwise disciplined without reason and no employee shall be terminated without just cause.

**ARTICLE XII**

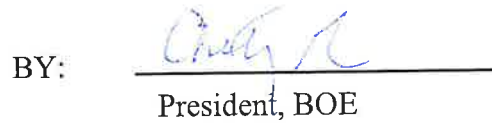
**DURATION OF AGREEMENT**

This agreement shall be in full force and effect from July 1, 2024 until June 30, 2027.

The parties set forth their signatures below to signify complete and full agreement on the above contract:

**Gloucester Township Central Administration Support Group and the Gloucester Township Board of Education**

BY:   
President, GTCASG

BY:   
President, BOE

BY:   
Superintendent

BY:   
Board Secretary