

New Hanover Township Board of Education

**Contract-
New Hanover
Education
Association**

2015-2018

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MP
2/9/2016

PREAMBLE

This Agreement is, by and between the Board of Education of New Hanover Township, County of Burlington and State of New Jersey, hereinafter called the "Board", and the New Hanover Township Education Association, hereinafter called the "Association".

WHEREAS, the members of the Association desire to advice on the formulation of policies and programs designed to improved educational standards, and whereas the Board has obligation, pursuant to Chapter 303, Public Laws 1968, to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment.

ARTICLE 1
RECOGNITION

UNIT

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning grievances, terms, and conditions of employment for all personnel whether under contract, on leave, employed or to be employed by the Board including:

- Classroom Teachers
- School Nurse
- CST/School Psychologist
- Custodians
- Secretaries
- Food Service Workers

But excluding:

Principals and all other employees not specifically included

ARTICLE 2
GRIEVANCE PROCEDURE

A. Definition of "Grievance"

A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of his/her Agreement, policies or administrative decision affecting an employee or a group of employees.

B. Procedure

1. Level One – Supervisor

- a. An employee with a grievance shall present such grievance in writing to the principal/supervisor within twenty (20) school days of the event giving rise to the grievance. Nothing herein precludes the grievant from discussing the issue informally prior to the expiration of the twenty (20) school day limitation. If the grievant chooses, he/she may be accompanied by an Association representative.
- b. The principal/supervisor shall respond in writing to the written grievance within five (5) school days after receiving the written grievance.

2. Level Two – Superintendent

If the grievant is not satisfied with the disposition of his/her grievance at Level One or no decision has been rendered within five (5) school days, the grievant may appeal the issue to the Superintendent. The Superintendent shall respond in writing within five (5) school days of reception of the grievance.

If Principal and Superintendent are one and the same, then proceed to Level 3.

3. Level Three – Board of Education

If the grievant is not satisfied with the disposition of his/her grievance at Level Two or no decision has been rendered within five (5) school days, the grievant may appeal the issue to the Board of Education. The Board shall respond in writing within three (3) school days following the first Board of Education meeting after reception of the written grievance.

4. Level Four – Arbitration

- a. If the Association is not satisfied with the response of the Board of Education, then the Association may within five (5) school days of the Board's response, or fifteen (15) calendar days of the Board's having initially received the

grievance, submit the grievance to an arbitrator selected from a list provided by P.E.R.C. The arbitrator's decision in the matter shall be accepted as binding by both parties.

- b. The costs for the services of the arbitrator, including per diem expenses and travel, shall be equally shared by the Board and the Association. Any other expenses incurred shall be borne by the party incurring same.

C. Rights of Employees to Representation

1. Teacher and Association

Any grievant may be represented at all stages of the grievance procedure by himself/herself, or, at his/her option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

D. Miscellaneous

Meetings and Hearings

1. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this ARTICLE.
2. If an appeal(s) is not made by the Association in timely fashion at each step, a grievance shall be considered withdrawn.
3. If a timely response is not made by the Administration or the Board of Education, then the grievant may appeal to the next step of the procedure.
4. Nothing herein precludes the Board of Education from providing a hearing to the aggrieved prior to rendering its decision.

ARTICLE 3
ASSOCIATION RIGHTS AND PRIVILEGES

A. The Board agrees to make available, in the office of the Board, minutes of the regular and special meetings, a copy of the yearly audit, salary information for staff members and a copy of all policies of the Board. All above-listed materials must remain in the Board Office.

A. Whenever any representative of the Association is mutually scheduled by the parties to participate during working hours in negotiations or grievance proceedings, he/she shall suffer no loss in pay.

B. With the prior permission of the Board, the President of the Association may be granted leave to attend county or state meetings for Association business not in excess of two (2) days per year. Leave of this nature must be so stated and will not be recorded as a personal-business day.

ARTICLE 4
WORK YEAR, HOURS AND LOAD

A. Teachers

1. All teachers shall indicate presence for duty each day by indicating their time of arrival and departure in the office.
2. The total in-school teacher work day shall consist of 6 hours and fifty- five (55) minutes, which shall include a lunch period (45 minutes without duty).
3. All teachers shall be required to be present in their assigned rooms ready for instruction at the opening of the pupils' school day and shall be permitted to leave after the close of the pupils' school day, except on half days when the schedule shall be determined by the Administrator.
4. In the event that emergency lunch/recess/study hall coverage is assigned, teachers will be compensated at a rate of (\$14.55 in 2015-2016; \$14.97 in 2016-2017; and \$15.41 in 2017-2018.). These stipend payments shall be made at the end of the work year.
5. Teachers and other certified personnel may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty or other professional meetings.

The above meetings shall be limited to not more than three (3) per month.
6. The notice of teachers' meetings shall be given to teacher's involved one (1) day prior to the meeting, except in an emergency.
7. Teacher participation in field trips which extend beyond the teacher's in-school workday, overnight or weekends shall be voluntary.
8. The teacher work year will be comprised of 184 work days and will conclude one (1) day after students at the end of the work year. Scheduling of the work year shall be the sole prerogative of the Board.
 - a. Early dismissal for teachers will be scheduled for evening Parent-Teacher Conferences.
 - b. A teacher who receives a mandatory transfer to a new teaching assignment will be compensated for planning and moving time at the rate of his/her salary on a per diem basis not to exceed 2 days.
9. Teachers will have a minimum of five (5) prep periods per week, each being the length of one class period. Loss of prep period because of assignment to cover for

another teacher will be compensated at the rate of (\$29.74 in 2015-2016; \$30.60 in 2016-2017; and \$31.49 in 2017-2018.)

B. Custodians

1. Work Day

- a. The work day for the day shift will be 8 ½ hours, including a ½ hour duty-free lunch.
- b. The work day for the night shift will be 8 ½ hours, including a ½ hour duty-free lunch.

2. The work week will be Monday through Friday, except when a special event or emergency condition requires work by a custodian on a weekend or holiday. Notification of a special event on a weekend will be given a minimum of one (1) calendar week in advance.

3. All custodians will work an 8-hour shift during the summer, with a 1-hour duty-free lunch.

4. The work year will be from July 1 – June 30.

5. The head custodian will work additional hours as needed for the purpose of maintaining building safety, security, and comfort, as specified in a list of standing orders as they are issued by the Business Administrator and approved by the Superintendent, and as they are renewed annually, and as they are revised as necessary.

6. For Board of Education meetings that occur in July and August, the Board shall compensate a custodian with a stipend of \$75 for up to the first three hours of coverage, with additional time to be compensated at the employee's hourly rate beyond the initial three hours.

7. The Board shall compensate custodians at their hourly rate for an interrupted duty-free lunch period, if the custodian had been so directed by the Administration.

8. The Board shall reimburse custodians for obtaining and maintaining a boiler license." The Board shall also reimburse custodians for obtaining and maintaining any other licenses that are required by the state.

C. Secretaries (12-month)

1. The work day will be 6 ½ hours, including a ½ hour duty-free lunch.

2. The work week will be Monday through Friday.

3. All secretaries will work a 4-hour workday without a lunch break during the summer.

4. The work year will be July 1 – June 30. During the school year, secretaries will work according to the school calendar.

ARTICLE 5
EMPLOYMENT

A. Teachers

1. The Board will endeavor to hire, where possible, only certified teachers holding Standard or Provisional Certificates issued by the New Jersey Board of Examiners.
2. Credit for previous teaching experience by a new hire shall be the subject of negotiations between the individual and the Board. Additional credit not to exceed four (4) years shall be given for military experience.
3. Non-tenure teachers shall be notified of their contract and salary status for the ensuing year no later than May 15th, provided an agreement has been reached.
4. A teacher will be granted increment gain (if appropriate) on the salary guide provided the teacher has at least ninety (90) days of satisfactory active service in the prior work year.
5. All in-district, available positions will be posted in the staff lounge prior to public notification.

B. Support Staff

1. All support staff will be notified of their contract status and salary for the ensuing year no later than May 15.
2. An employee will be granted increment gain (if appropriate) on the salary guide provided the employee has at least one-hundred twenty (120) days of satisfactory active service in the prior work year.
3. All in-district, available positions will be posted in the staff lounge prior to public notification.

ARTICLE 6
PERSONNEL FILES

- A. Each employee shall have a personnel file established and maintained in the Board Office.
- B. An employee shall have the right upon written request twice a year, to review the contents of his/her personnel file. At the first time that an employee reviews the contents of his/her personnel file, he/she will be given a copy of all the material presently in the file. At any subsequent review, he/she will be given a copy of all material which has been added since the prior review. An employee shall be entitled to have a representative(s) of the Association accompany him/her during such review. The Board shall not establish any separate personnel file that is not available for the employee's inspection.
- C. No material derogatory to an employee's conduct, service, character, or personality shall be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee shall also have the right to submit a written answer that shall be reviewed by the Board and attached to the file copy.
- D. All material contained in the employee personnel file is confidential; however, an employee shall be permitted to reproduce or circulate any material in his/her file.

ARTICLE 7
SALARIES

- A. The salaries of all employees covered by this agreement will be set forth in the Salary Guides and will be attached.
- B. Employees shall be paid on the 15th and 30th of the month.
- C. Teachers may individually elect to be paid on a ten (10) or twelve (12) month basis. Direct deposit will be provided.
- D. When a pay period ends on or during a school holiday or vacation, employees shall receive their pay on the last previous working day.
- E. Teachers

1. Extra-curricular

- a. The teachers will participate in the following extra-curricular activities without additional compensation: Open House, Parent Teacher Conferences, a Christmas Program and Graduation. Teachers will be excused from attending graduation when it conflicts with graduation ceremonies for members of their own family.
- b. The teachers will be compensated for the following activities at an hourly rate of (\$44.80 for 2015-2016; \$46.10 for 2016-2017; and \$47.44 for 2017-18.)
 - o One (1) other extra-curricular activity, as a chaperone, held after a regular school day and will be assigned on a rotating basis
 - o Teachers providing in-service instruction
 - o All other activities held after a regular school day as assigned
 - o Summer curriculum meetings, IEP meetings, computer clean up and other requested meetings. All requested meetings must be approved by the Principal or Superintendent.
- c. The bedside instruction rate shall be (\$54.09 for 2015- 2016; \$55.66 for 2016-2017 and \$57.28 for 2017-18) per hour.

2. Horizontal guide adjustment

- a. A horizontal pay scale for previously approved: (a) courses directly related to the field of education; (b) courses taken while matriculated in a graduate program that directly relates to the field of education; and, (c) a Master's Degree that directly relates to the field of education.
- b. Salary adjustment due to credit and/or degree advancement shall be made for the total work year provided such teacher notifies the District in writing prior to commencement of the work year, and supplies written substantiation as soon as possible. Failure to comply shall

mean such salary adjustment will not be made until the beginning of the next school year.

- c. Horizontal guide movement shall be adjusted two (2) times per year – September and February.

3. Teacher-in-Charge

- a. The teacher appointed Teacher-in-Charge shall receive an annual stipend of (\$1536.17 for 2015-2016, \$1580.72 for 2016-2017 and \$1626.56 for 2017-2018.)

- b. In the event that the teacher-in-charge is not available, the next appointed teacher will receive a compensation of (\$22.41 per hour for 2015-2016, \$23.06 for 2016-2017, \$23.73 for 2017-2018.) Any part of an hour equals one hour.

4. Teachers will receive student activity reimbursement and/or stipends for scheduled activities within 30 a day of date on which voucher is submitted.

- a. Teachers will receive stipends on the pay period following the date on which the voucher is submitted.

F. Support Staff

1. Overtime/Compensatory Time

- a. Overtime will be paid at time and a half for any hours worked over 40 hours in a week. Authority to assign overtime and to obligate the school to pay overtime rests solely with each employee's supervisor. Secretaries will be paid the regular hourly rate (standard pay) for all hours worked beyond 32.5 per week through 40 per week, after which time any additional overtime will be compensated at the rate of time and a half.
- b. Overtime will be paid at time and a half for any hours worked on Saturdays and Sundays, beyond 40 hours for the week. Overtime will be paid at double time for any hours worked on holidays.
- c. All time worked beyond the regularly assigned shift will be compensated at the overtime rate as authorized by each employee's supervisor, according to the provisions in items 1a and 1b (above) in this section.

2. Five (5) work shirts (3 T-Shirts and 2 Golf Shirts) per contract year will be provided to each custodian, such shirts to be selected by the Business Administrator. The first set of 5 shirts will be provided as soon as possible and full sets (5 T-shirts / 5 golf shirts) will alternate each year. Thereafter, the annual allotment will be provided on July 1, at the start of each custodian's contract year.

ARTICLE 8
SICK LEAVE

- A. All employees shall be entitled to ten (10) sick days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. 1. If any professional staff member of the New Hanover Township School will be absent from his/her assigned duties for reasons of illness or emergency whatsoever, he/she must notify the registry or other designated individual or agency between 6:30 AM and 7:30 AM on the day of the absence, or (preferably) the night before the absence.
2. If any support staff employee of the New Hanover Township School will be absent from his/her assigned duties for reasons of illness or emergency whatsoever, he/she will notify his/her immediate supervisor no later than one (1) hour before scheduled start.
- C. An employee absent on sick leave for more than four (4) consecutive days may return to work only on presentation of a physician's statement-certifying that he/she is now able to perform the duties of his/her position.
- D. An employee absent on sick leave may only return to work on the same day to participate in after school or evening activities having obtained approval from the Superintendent or, in the Superintendent's absence, the employee's principal/immediate supervisor.

ARTICLE 9
TEMPORARY LEAVES OF ABSENCE

Employees shall be entitled to the following temporary leaves of absence with full pay each school year:

- A. Personal
Three (3) days leave of absence for personal, legal, business, household or family matters which require absence during school hours. Application to the Principal or immediate supervisor for personal leave shall be made at least five (5) days before taking such leave (except in the case of emergencies). Unused personal days shall be added to the employee's accumulated sick leave for the following year.

- B. Legal
Time necessary for appearances in any legal proceeding connected with the employee's employment or with the school system.

- C. Death
Up to five (5) days at any one time in the event of death of an employee's spouse, child, parent, grandchild, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law or sister-in-law or any member of the immediate household. Bereavement leave days shall be taken consecutively.

- D. Serious Illness
Up to five (5) days at any one time in the event of serious illness of an employee's spouse, child, parent, grandchild, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, or any member of the immediate household. A serious illness shall include hospitalization/outpatient surgical procedure, an outpatient procedure, and convalescence after hospitalization, or hospice care. Additionally, the Superintendent shall have sole discretion to consider other serious illnesses not specifically mentioned in this article. The employee shall provide a doctor's note or other verification if a doctor's note cannot be obtained, to the Superintendent or, in the Superintendent's absence, his/her principal/immediate supervisor.

Documentation reviewed by the superintendent and kept on file with school nurse subject to HIPPA regulations.

- E. Vacation
 - 1. All 12-month employees will be provided with vacation according to the following schedule:
 - i. First year of employment – If employment started between July 1 and December 31 item ii below will apply. If employment starts January 1

through June 30 the employee will be granted one day for each month or part of month employed.

- ii. Completion of the first (1st) through the completion of the ninth (9th) year –ten (10) days
 - iii. Beginning in 2013-2014, the tenth (10th) year – fifteen (15) days
2. Vacation for partial years of employment will be pro-rated. Employees will be credited with a full year of employment if employment started prior to January 1.
 3. Vacation allotment will be available as of July 1.
 4. Use of vacation time must be approved by the immediate supervisor. Denials may be appealed to the Superintendent.

F. Holidays

1. Custodians will receive the following as paid holidays:

Labor Day

Columbus Day

Thanksgiving

Friday after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

Martin Luther King Day

Presidents' Day

Good Friday

Memorial Day

Fourth of July - See item 2 below

New Year's Day

NJEA Convention (one (1) day if approved by the Principal or Superintendent.

If school is in session for any of the aforesaid holidays 12 month employees are to report to work and do not have the holiday. If school is closed but there is a program scheduled for teachers 12 month employees report to work and will be assigned an additional day off in lieu of the scheduled holiday.

2. 12-month employees will have Fourth of July as a paid holiday. If the Fourth of July falls on an unscheduled work day, a day will be given off; which is the closet workday to July 4 in place of July 4.

G. Good Cause

Other leaves of absence with pay may be granted by the Board for good reason.

ARTICLE 10
UNPAID EXTENDED LEAVES OF ABSENCE

A. Military

Military Leave without pay shall be granted upon written request to any employee who is in any branch of the armed forces of the United States for the period of said induction.

B. Child Rearing Leave of Absence

1. An employee may apply for Child Rearing Leave of Absence without pay for the care of their new child either by birth or adoption. This leave shall be for a period of up to one year. Application shall be made at least thirty (30) days prior to the desired leave. An expected date of return shall be given at time of application, corresponding to the first day of Marking Period One (1), Marking Period Two (2), or Marking Period Three (3). Any change from the given date will be considered by the BOE. If additional time is needed, a request for an additional year shall be submitted at least ninety (90) days prior to the originally stated date of return.
2. A non-tenured employee shall be granted Child Rearing Leave in accordance with the above except the leave shall be granted only to the end of the current work year in which the leave commences.

C. Illness In Family

A leave of absence without pay of up to one (1) year may be granted for the purpose of personal illness or illness in the immediate family.

D. Good Cause

Other leaves of absences without pay may be granted by the Board for good reason.

E. For unpaid leaves of absence granted under sections A. or D. of this article, continued insurance coverage: i.e., medical insurance; dental insurance; prescription insurance, for the employee involved shall be provided in the following manner:

1. The Board of Education shall pay for its share of the cost of medical insurance coverage for the first sixty (60) days beyond the month in which the employee goes on leave.
2. The employee may extend medical insurance coverage for up to nine (9) months, by payment of the full premium to the Board of Education by the fifteenth (15th) day of the month prior to the payment date: i.e., the first (1st) day of the month.
3. Dental insurance and prescription insurance coverage shall not be paid for by the Board of Education beyond the last day of the month in which the employee goes on leave.

4. The employee may extend dental and/or prescription coverage, subject to the same condition outlined in 2. above; except that coverage may be extended for up to eleven (11) months.
- F. For unpaid leaves of absence granted under Sections B. or C. of this article, inclusive of provisions of mandated federal and state family leave provisions, continued insurance coverage: i.e. medical insurance; dental insurance; prescription insurance, for the employee involved shall be provided in the following manner:
1. The Board of Education shall pay its share of the cost for all insurance coverage for the first ninety (90) days beyond the month in which the employee goes on leave.
 2. The employee may extend any or all insurance coverage for up to nine (9) months, by payment of the full premium, for each and every coverage chosen to the Board of Education the fifteenth (15th) day of the month prior to the payment due date: i.e., the first (1st) day of the month.
- G. In the case of a tenured teacher who requests an unpaid leave because of documented personal illness, the Board of Education will provide individual health benefits under the HBP only for such employee, for a period of up to one (1) year beyond the exhaustion of said individual's accumulated sick leave. The employee may purchase family, husband/wife or parent/child coverage by paying the difference in premium costs to the Board of Education as outlined in F. 2. above.
- H. The above provisions apply to all unpaid leaves of absence, as initially requested, or as extended by the employee's request.
- I. Once the time limits on the extensions of insurance coverage offered by the Board of Education expire, further extensions of insurance coverage are subject to the provisions of COBRA legislation.
- J. Other employment benefits; e.g., earned seniority, accumulated sick leave; to which an employee is entitled at the time of leave commences, shall be maintained and reinstated upon the employee's return to active employment. Upon return from a leave of absence, a tenured staff member shall be returned to the same position held at the commencement of the leave, or to a substantially equivalent position.

ARTICLE 11
PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. Purpose
In our rapidly changing society, teachers must constantly review curricular content, teaching methods and materials, educational philosophy and psychology, social change and other topics related to education. The Board and Association support the principle of continuing training of teachers and the improvement of instruction.
- B. 1. A teacher shall be reimbursed, subject to prior approval of the Superintendent, for courses taken at an accredited college or university. These courses must have prior approval by the Principal and Superintendent and shall be related to the field of education.
- a. courses directly related to teaching position
 - b. courses taken while matriculated in a graduate program that directly relates to present teaching position.
 - c. courses which the Principal approves because there is potential benefit to the school.
2. Teachers shall be required to submit proof of attainment of a grade of "A" or "B".
- C. The Board will pay the registration fees and may pay the travel costs for employees to attend workshops, school visits, conferences, and training directly related to assignments, provided that the costs are approved in advance by the Superintendent.
- D. Yearly maximum accumulation for any one certificated staff member for coursework is \$2,000, to a maximum for all certificated staff members as included in the annual budget. Yearly maximum accumulation for any one certificated staff member for workshops is \$1,200, to a maximum for all certificated staff members as included in the annual budget.

ARTICLE 12
PROTECTION OF TEACHERS, STUDENTS AND PROPERTY

- A. The Board shall provide legal assistance for any assault upon the employee while acting in the discharge of the duties.
- B. When absence arises out of or from such assault or injury, the employee shall not forfeit any sick leave or personal leave or pay.
- C. Whenever physical examinations are required of an employee, they are to be provided by the designated school physician at no cost to the employee.

ARTICLE 13
PERSONAL AND ACADEMIC FREEDOM

Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds of any discipline or discrimination with respect to the professional employment of such employee, providing said activities do not violate any local, state or federal law and all such activities are kept removed from the school.

ARTICLE 14
EMPLOYEE RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

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

- C. No employee shall be disciplined or reprimanded without just cause. The Board retains the right to discipline or discharge an employee during the term of his/her employment contract pursuant to law. Discipline may include oral and/or written reprimands, increment withholdings, fines or suspensions without pay if consistent with law, and mid-contract discharges consistent with the law, but shall not include the non-renewal of a non-tenured teacher for performance related reasons. All disciplinary acts shall be subject to the grievance procedure. Any discipline to be imposed shall take into account the nature of the offense, the length of service and general employment record of the employee, the number of previous offenses, any other mitigating circumstances, and previous discipline administered to others in similar situations. Discipline shall be applied in a non-discriminatory fashion. No employee will be disciplined, reprimanded in writing, or fined without just cause. No employee will be disciplined or reprimanded in public.

ARTICLE 15
EVALUATION

- A. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee.

- B. An employee shall be given a copy of any class visit or evaluation report prepared by his/her evaluators at least one (1) day before any conference to discuss it. No such report shall be placed in the employee's file or otherwise acted upon without prior knowledge of the employee. No employee shall be required to sign a blank or incomplete evaluation form.

ARTICLE 16
INSURANCE PROTECTION

- A. Dental insurance, Employee or Employee /Spouse, Co-Payment
Basic Benefits:
Preventive and Diagnostic.....100%
Remaining Basic Services.....70/30%
- B. The Board shall provide individual and family coverage under the prescription insurance, or equal plan. Employees eligible for health benefits coverage are providing contributions toward those plans under the provisions of Chapter 78 P.L. 2011 and in accordance with Schedule C Benefit Deductions Tables, the prescription co-pay shall be \$15 (brand name), \$10 (generic) and \$0 (mail order). The district will participate in the Starter Dose Program.
- C. The Board's contribution toward medical insurance shall be appropriate individual and appropriate dependent classification coverage. Employees eligible for health benefits coverage are providing contributions toward those plans under the provisions of Chapter 78 P.L. 2011 and in accordance with Tier IV Benefit Deductions Tables.
- D. An employee may waive coverage in any of the medical insurance if s/he is covered through his/her spouse's health plan, and in accordance with procedures established by the Board. The employee shall be paid 50% of the Board's costs for the health benefits for waiving coverage of the plan for which the employee is eligible. Payment shall be made by June 30th of current fiscal year.

ARTICLE 17
SICK LEAVE UPON RETIREMENT

A. Teachers

1. Upon retirement, the Board shall pay an employee for unused, accumulated sick leave \$60.00 per day to a maximum of 100 days
2. These benefits shall be paid by the District, provided the State of New Jersey does not pay a benefit for unused sick leave to a teacher.
3. Payment shall be made thirty (30) days from the effective date of retirement.

B. Support Staff

1. Upon retirement, the Board shall pay an employee for unused, accumulated sick leave \$30.00 per day to a maximum of 100 days.
2. These benefits shall be paid by the District, provided the State of New Jersey does not pay a benefit for unused sick leave to an employee.
3. Payment shall be made thirty (30) days from the effective date of retirement.

ARTICLE 18
MISCELLANEOUS PROVISIONS

- A. Copies of this Agreement shall be printed at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all employees now employed, hereafter employed, prior to employment.
- B. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- C. In accordance with and to the extent required by law changes in terms and conditions of employment shall first be negotiated with the Majority Representative.

ARTICLE 19
VOLUNTARY PAYROLL DEDUCTIONS

A payroll deduction for a credit union, tax shelter annuities, flexible spending account (per regulations), summer pay, and/or disability insurance jointly determined by the Board and Association shall be established subject to the following provisions as applicable:

- A. Initial sign-up shall take place after this contract is signed; thereafter, sign-up renewal shall be done in June of each academic year, except for new hires who may enroll within thirty (30) days of hire.
- B. An initial list of eligible employees shall be sent with the first deduction at the start of each academic year. Thereafter, only modifications to this list will be sent with the monthly deposit or during open enrollment periods.
- C. The Board's liability ceases after its mailing the appropriate dollar amount of deductions, and the Association shall indemnify and save harmless the Board from any claim thereafter.

ARTICLE 20
DURATION OF AGREEMENT

This Agreement shall be effective as of the date of signing by both parties and shall continue in effect through June 30, 2018, subject to the Association's right to negotiate over a successor Agreement. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

In witness whereof, the Association has caused this Agreement to be signed by its President and Secretary; and the Board has caused this Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon, all on the day and year first above written.

NEW HANOVER TOWNSHIP
BOARD OF EDUCATION

BY: 
PRESIDENT

BY: 
SECRETARY

2/11/16
DATE

NEW HANOVER TOWNSHIP
EDUCATION ASSOCIATION

BY: 
PRESIDENT

BY: 
SECRETARY

2-11-16
DATE

SCHEDULE A
EXTRA-CURRICULAR PAY

The Board of Education shall pay the following stipends to the staff members who perform the following after-school, extra-curricular duties according to the Board approved Job Descriptions:

Activity	2015-16	2016-17	2017-18
Soccer Coach	\$2,347.15	\$2,415.22	\$2,485.26
Cheerleading Coach	\$2,347.15	\$2,415.22	\$2,485.26
Boys Basketball Coach	\$1,719.46	\$1,769.32	\$1,820.63
Girls Basketball Coach	\$1,719.46	\$1,769.32	\$1,820.63
Safety Patrol	\$925.07	\$951.90	\$979.50
Yearbook	\$1,094.86	\$1,126.61	\$1,159.28
Junior Beta	\$890.09	\$915.90	\$942.46
Theater Director	\$3,912.26	\$4,025.71	\$4,142.46
Production Manager	\$3,912.26	\$4,025.71	\$4,142.46
Asst production Mgr	\$1,094.86	\$1,126.61	\$1,159.28

SCHEDULE B-1
TEACHER SALARY GUIDE
2015-16

YEAR 1

2015-16 *New Hanover Teachers - move a step every year*

**Salary
Guide**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	50,031	51,031	51,631	52,331	53,131	54,031
2	50,904	51,904	52,504	53,204	54,004	54,904
3	51,904	52,904	53,504	54,204	55,004	55,904
4	52,544	53,544	54,144	54,844	55,644	56,544
5	53,544	54,544	55,144	55,844	56,644	57,544
6	54,859	55,859	56,459	57,159	57,959	58,859
7	56,481	57,481	58,081	58,781	59,581	60,481
8	58,423	59,423	60,023	60,723	61,523	62,423
9	60,632	61,632	62,232	62,932	63,732	64,632
10	62,539	63,539	64,139	64,839	65,639	66,539
11	64,647	65,647	66,247	66,947	67,747	68,647
12	66,455	67,455	68,055	68,755	69,555	70,455
13	68,595	69,595	70,195	70,895	71,695	72,595
14	70,885	71,885	72,485	73,185	73,985	74,885
14A	72,579	73,579	74,179	74,879	75,679	76,579
15	74,274	75,274	75,874	76,574	77,374	78,274
16	77,063	78,063	78,663	79,363	80,163	81,063
17	79,602	80,602	81,202	81,902	82,702	83,602
18	83,256	84,256	84,856	85,556	86,356	87,256

LONGEVITY

Beginning of the year one begins his/her 13th, 15th, 17th, and 25th years of service in the district

- 13th - \$500
- 15th - \$500
- 17th - \$500
- 25th - \$1000

SCHEDULE B-2
TEACHER SALARY GUIDE
2016-17

YEAR 2

2016-17 *New Hanover Teachers - move a step every year*

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	50,237	51,237	51,837	52,537	53,337	54,237
2	51,110	52,110	52,710	53,410	54,210	55,110
3	52,110	53,110	53,710	54,410	55,210	56,110
4	52,750	53,750	54,350	55,050	55,850	56,750
5	53,750	54,750	55,350	56,050	56,850	57,750
6	55,065	56,065	56,665	57,365	58,165	59,065
7	56,687	57,687	58,287	58,987	59,787	60,687
8	58,629	59,629	60,229	60,929	61,729	62,629
9	60,838	61,838	62,438	63,138	63,938	64,838
10	62,745	63,745	64,345	65,045	65,845	66,745
11	64,853	65,853	66,453	67,153	67,953	68,853
12	66,661	67,661	68,261	68,961	69,761	70,661
13	68,801	69,801	70,401	71,101	71,901	72,801
14	71,091	72,091	72,691	73,391	74,191	75,091
14A	72,785	73,785	74,385	75,085	75,885	76,785
15	74,480	75,480	76,080	76,780	77,580	78,480
16	77,269	78,269	78,869	79,569	80,369	81,269
17	79,808	80,808	81,408	82,108	82,908	83,808
18	83,756	84,756	85,356	86,056	86,856	87,756

LONGEVITY

Beginning of the year one begins his/her 13th, 15th, 17th, and 25th years of service in the district

- 13th - \$500
- 15th - \$500
- 17th - \$500
- 25th - \$1000

SCHEDULE B-3
TEACHER SALARY GUIDE
2017-18

YEAR 3

2017-18 *New Hanover Teachers - move a step every year*

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	50,250	51,250	51,850	52,550	53,350	54,250
2	51,123	52,123	52,723	53,423	54,223	55,123
3	52,123	53,123	53,723	54,423	55,223	56,123
4	52,763	53,763	54,363	55,063	55,863	56,763
5	53,763	54,763	55,363	56,063	56,863	57,763
6	55,078	56,078	56,678	57,378	58,178	59,078
7	56,700	57,700	58,300	59,000	59,800	60,700
8	58,642	59,642	60,242	60,942	61,742	62,642
9	60,851	61,851	62,451	63,151	63,951	64,851
10	62,758	63,758	64,358	65,058	65,858	66,758
11	64,866	65,866	66,466	67,166	67,966	68,866
12	66,674	67,674	68,274	68,974	69,774	70,674
13	68,814	69,814	70,414	71,114	71,914	72,814
14	71,104	72,104	72,704	73,404	74,204	75,104
14A	72,798	73,798	74,398	75,098	75,898	76,798
15	74,493	75,493	76,093	76,793	77,593	78,493
16	77,282	78,282	78,882	79,582	80,382	81,282
17	79,821	80,821	81,421	82,121	82,921	83,821
18	84,256	85,256	85,856	86,556	87,356	88,256

LONGEVITY

Beginning of the year one begins his/her 13th, 15th, 17th, and 25th years of service in the district

13th - \$500

15th - \$500

17th - \$500

25th - \$1000

**SCHEDULE B-4
CUSTODIAL AND SECRETARIAL GUIDES
2015-16; 2016-17; 2017-18**

YEAR 1

2015-16

**Secretaries
"Move every
year"**

Salary Guide

Step	Secretary
1	30,668
2	30,968
3	31,268
4	31,568
5	31,868
6	32,168
7	32,468
8	32,768
9	33,068
10	33,368
11	33,668
12	33,968
13	35,167
14	36,366
15	37,777
16	39,188
17	40,598
18	42,011

YEAR 2

2016-17

**Secretaries
"Move every
year"**

Salary Guide

Step	Secretary
1	30,814
2	31,114
3	31,414
4	31,714
5	32,014
6	32,314
7	32,614
8	32,914
9	33,214
10	33,514
11	33,814
12	34,114
13	35,313
14	36,512
15	37,923
16	39,334
17	40,744
18	42,157

YEAR 3

2017-18

**Secretaries
"Move every
year"**

Salary Guide

Step	Secretary
1	30,990
2	31,290
3	31,590
4	31,890
5	32,190
6	32,490
7	32,790
8	33,090
9	33,390
10	33,690
11	33,990
12	34,290
13	35,489
14	36,688
15	38,099
16	39,510
17	40,920
18	42,333

**SCHEDULE B-4
CUSTODIAL AND SECRETARIAL GUIDES
2015-16; 2016-17; 2017-18**

YEAR 1

2015-16 Custodians

Freeze on 2014-2015 Step

Salary Guide

Step	Custodians
1	34,610
2	35,610
3	36,610
4	37,610
5	38,610
6	39,610
7	40,610
8	41,610
9	42,610
10	44,153
11	46,476
12	48,173
13	49,938
14	52,771
15	55,604
16	58,437
17	61,270
18	64,102

YEAR 2

2016-17 Custodians

Freeze on 2014-2015 Step

Salary Guide

Step	Custodians
1	35,954
2	36,954
3	37,954
4	38,954
5	39,954
6	40,954
7	41,954
8	42,954
9	43,954
10	45,497
11	47,820
12	49,517
13	51,282
14	54,115
15	56,948
16	59,781
17	62,614
18	65,446

YEAR 3

2017-18 Custodians

Freeze on 2014-2015 Step

Salary Guide

Step	Custodians
1	37,337
2	38,337
3	39,337
4	40,337
5	41,337
6	42,337
7	43,337
8	44,337
9	45,337
10	46,880
11	49,203
12	50,900
13	52,665
14	55,498
15	58,331
16	61,164
17	63,997
18	66,829

**NEW HANOVER TOWNSHIP BOARD OF EDUCATION
SIDE BAR AGREEMENT
CONTRACT 2015-2018**

- During the 2015-16 school year the teacher at step 18 will receive an additional \$1,000 one time lump that will neither be placed on the guide, nor added to the base.

NEW HANOVER TOWNSHIP
BOARD OF EDUCATION

BY:


PRESIDENT

BY:


SECRETARY

2/11/16
DATE

NEW HANOVER TOWNSHIP
EDUCATION ASSOCIATION

BY:


PRESIDENT

BY:


SECRETARY

2-11-16
DATE