

New Hanover Township Board of Education

**Contract-
New Hanover
Education
Association**

2021-2024

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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 (17.31 in 21/22; 17.80 in 22/23; 18.40 in 23/24). 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 (\$35.37 in 21/22; \$36.36 in 22/23; \$37.60 in 23/24).

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 (\$53.29 in 21/22; \$54.78 in 22/23; \$56.64 in 23/24).
 - 1. One (1) other extra-curricular activity, as a chaperone, held after a regular school day and will be assigned on a rotating basis
 - 2. Teachers providing in-service instruction
 - 3. All other activities held after a regular school day as assigned
 - 4. 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 (\$64.34 in 21/22; \$66.14 in 22/23; \$68.39 in 23/24) 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 (\$1827.15 for 21/22; \$1878.31 for 22/23; \$1942.17 for 23/24)
- b. In the event that the teacher-in-charge is not available, the next appointed teacher will receive a compensation of (\$26.66 for 21/22; \$27.41 for 22/23; \$28.34 for 23/24). 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. Each custodian shall be provided with an annual allowance of \$400.00 for clothing/safety equipment to be purchased or reimbursed upon approval of the School Business Administrator (SBA) or Chief School Administrator (CSA).

- G. Each year of this agreement, the NHTSD BOE shall provide the NHEA with \$13,000.00 in supplemental pay to be distributed at the discretion of the NHEA. Payments to eligible employees will be made on the first pay date of each school year. To be eligible for payment, an employee must have been a member of the NHEA during SY 20/21. This provision will expire at the end of this agreement.

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, grandparent[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
 - Monday following Easter
 - 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 eligible health and prescription benefits under the State Health Benefits Program (Direct 15) or the School Employee's Health Benefits Program. Employees choosing coverage under the State Health Benefits Program shall contribute towards that plan according to the Tier IV provisions of Ch. 78 P.L. 2011. Employees selecting coverage under the School Employees' Health Benefit Program shall contribute in accordance with provision of P.L. 202 Ch. 44.
- C. The Board's contribution toward medical insurance shall be appropriate individual and appropriate dependent classification coverage.
- D. Effective SY 21/22, the NHTSD BOE shall permit employees to waive coverage if the employee is covered through another health plan and in accordance with procedures established by the SBA. The NHTSD BOE shall pay the employee waiving coverage 25% of the net savings to the Board or \$5,000, whichever is lower pursuant to NJSA 40:10-17. Payment shall be made no later than June 30th of the current fiscal year.
- E. Relief of Prescription Benefits Contribution.

The District shall reimburse members for any out of pocket expenses incurred for prescriptions as a result of the change to the SEHBP, at a rate of \$10/generic mail-in prescription or \$20/brand (no generic) mail-in prescription, up to \$5,000 per year total for all employees.

In the event that the requests for reimbursement exceed \$5,000 in any school year, the amount reimbursed will be prorated to the employees. Reimbursement requests shall be made by June 30th and payments shall be processed at the next regularly scheduled meeting of the NHTSD BOE.

No reimbursement shall be paid without exhaustion of brand-related appeals process.

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
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.
2. 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, 2024, 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

DATE

NEW HANOVER TOWNSHIP
EDUCATION ASSOCIATION

BY: _____
PRESIDENT

BY: _____
SECRETARY

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	21/22	22/23	23/24
Soccer Coach	\$2,795.28	\$2,879.70	\$2,967.53
Cheerleading Coach	\$2,795.28	\$2,879.70	\$2,967.53
Boys Basketball Coach	\$2,795.28	\$2,879.70	\$2,967.53
Girls Basketball Coach	\$2,795.28	\$2,879.70	\$2,967.53
Safety Patrol	\$1,101.69	\$1,134.96	\$1,169.58
Yearbook	\$1,303.90	\$1,343.27	\$1,384.24
Junior Beta	\$1,060.02	\$1,092.04	\$1,125.34
Theater Director	\$4,659.20	\$4,799.91	\$4,946.30
Production Manager	\$4,659.20	\$4,799.91	\$4,946.30
Assistant Production Manager	\$1,303.90	\$1,343.27	\$1,384.24
Chess Coach	\$1,060.02	\$1,092.04	\$1,125.34

SCHEDULE B-1
TEACHER SALARY GUIDE
2021-2022

YEAR 1

*New Hanover
 Teachers-move a
 2021-22 step every year*

**Salary
 Guide**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
0	-	-	-	-	-	-
1	51,386	52,386	52,986	53,686	54,486	55,386
2	51,886	52,886	53,486	54,186	54,986	55,886
3	52,386	53,386	53,986	54,686	55,486	56,386
4	52,886	53,886	54,486	55,186	55,986	56,886
5	53,886	54,886	55,486	56,186	56,986	57,886
6	55,186	56,186	56,786	57,486	58,286	59,186
7	56,786	57,786	58,386	59,086	59,886	60,786
8	58,726	59,726	60,326	61,026	61,826	62,726
9	60,826	61,826	62,426	63,126	63,926	64,826
10	62,876	63,876	64,476	65,176	65,976	66,876
11	64,926	65,926	66,526	67,226	68,026	68,926
12	67,026	68,026	68,626	69,326	70,126	71,026
13	69,051	70,051	70,651	71,351	72,151	73,051
14	71,126	72,126	72,726	73,426	74,226	75,126
14A	73,146	74,146	74,746	75,446	76,246	77,146
15	75,146	76,146	76,746	77,446	78,246	79,146
16	77,546	78,546	79,146	79,846	80,646	81,546
17	80,096	81,096	81,696	82,396	83,196	84,096
18	87,031	88,031	88,631	89,331	90,131	91,031

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
2022-23

YEAR 2

*New Hanover
 Teachers-move a
 2022-23 step every year*

**Salary
 Guide**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
0	-	-	-	-	-	-
1	51,386	52,386	52,986	53,686	54,486	55,386
2	51,886	52,886	53,486	54,186	54,986	55,886
3	52,386	53,386	53,986	54,686	55,486	56,386
4	52,886	53,886	54,486	55,186	55,986	56,886
5	53,886	54,886	55,486	56,186	56,986	57,886
6	55,186	56,186	56,786	57,486	58,286	59,186
7	56,786	57,786	58,386	59,086	59,886	60,786
8	58,726	59,726	60,326	61,026	61,826	62,726
9	60,826	61,826	62,426	63,126	63,926	64,826
10	62,876	63,876	64,476	65,176	65,976	66,876
11	64,926	65,926	66,526	67,226	68,026	68,926
12	67,026	68,026	68,626	69,326	70,126	71,026
13	69,051	70,051	70,651	71,351	72,151	73,051
14	71,126	72,126	72,726	73,426	74,226	75,126
14A	73,146	74,146	74,746	75,446	76,246	77,146
15	75,146	76,146	76,746	77,446	78,246	79,146
16	77,546	78,546	79,146	79,846	80,646	81,546
17	80,096	81,096	81,696	82,396	83,196	84,096
18	87,806	88,806	89,406	90,106	90,906	91,806

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
2023-24

YEAR 3

*New Hanover
Teachers-
move a step
a year*

2023-24

**Salary
Guide**

Step		BA	BA+15	BA+30	MA	MA+15	MA+30
0		-	-	-	-	-	-
1-2	NEW 1	52,386	53,386	53,986	54,686	55,486	56,386
3	NEW 2	52,886	53,886	54,486	55,186	55,986	56,886
4	NEW 3	53,386	54,386	54,986	55,686	56,486	57,386
5	NEW 4	53,886	54,886	55,486	56,186	56,986	57,886
6	NEW 5	55,186	56,186	56,786	57,486	58,286	59,186
7	NEW 6	56,786	57,786	58,386	59,086	59,886	60,786
8	NEW 7	58,726	59,726	60,326	61,026	61,826	62,726
9	NEW 8	60,826	61,826	62,426	63,126	63,926	64,826
10	NEW 9	62,876	63,876	64,476	65,176	65,976	66,876
11	NEW 10	64,926	65,926	66,526	67,226	68,026	68,926
12	NEW 11	67,026	68,026	68,626	69,326	70,126	71,026
13	NEW 12	69,051	70,051	70,651	71,351	72,151	73,051
14	NEW 13	71,126	72,126	72,726	73,426	74,226	75,126
14A	NEW 14	73,146	74,146	74,746	75,446	76,246	77,146
15	NEW 15	75,146	76,146	76,746	77,446	78,246	79,146
16	NEW 16	77,546	78,546	79,146	79,846	80,646	81,546
17	NEW 17	80,096	81,096	81,696	82,396	83,196	84,096
17A (NEW)	NEW 18	84,326	85,326	85,926	86,626	87,426	88,326
18	NEW 19	88,556	89,556	90,156	90,856	91,656	92,556

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
2021-22; 2022-23; 2023-24**

YEAR 1	YEAR 2	YEAR 3
<i>New Hanover 2021-22 Secretaries</i>	<i>New Hanover 2022-23 Secretaries</i>	<i>New Hanover 2023-24 Secretaries</i>

Salary Guide		Salary Guide		Salary Guide	
Step	Salary	Step	Salary	Step	Salary
0	-	0	-	0	-
1	34,675	1	36,060	1	37,501
2	34,975	2	36,360	2	37,801
3	35,275	3	36,660	3	38,101
4	35,575	4	36,960	4	38,401
5	35,875	5	37,260	5	38,701
6	36,175	6	37,560	6	39,001
7	36,475	7	37,860	7	39,301
8	36,775	8	38,160	8	39,601
9	37,275	9	38,660	9	40,101
10	37,775	10	39,160	10	40,601
11	38,275	11	39,660	11	41,101
12	38,775	12	40,160	12	41,601
13	39,775	13	41,160	13	42,601
14	40,875	14	42,260	14	43,701
15	42,075	15	43,460	15	44,901
16	43,275	16	44,660	16	46,101
17	44,565	17	45,950	17	47,391
18	45,855	18	47,240	18	48,681

**SCHEDULE B-4
CUSTODIAL AND SECRETARIAL GUIDES
2021-22; 2022-23; 2023-24**

YEAR 1	YEAR 2	YEAR 3
<i>New Hanover Custodians</i>	<i>New Hanover Custodians</i>	<i>New Hanover Custodians</i>
2021-22	2022-23	2023-24

Salary Guide		Salary Guide		Salary Guide	
Step	Salary	Step	Salary	Step	Salary
0	-	0	-	0	-
1	38,955	1	39,860	1	40,060
2	39,655	2	40,360	2	40,560
3	40,355	3	40,860	3	41,060
4	41,055	4	41,560	4	41,760
5	42,055	5	42,260	5	42,460
6	43,055	6	43,260	6	43,460
7	44,055	7	44,260	7	44,460
8	45,155	8	45,360	8	45,560
9	46,255	9	46,460	9	46,660
10	47,455	10	47,660	10	47,860
11	48,655	11	48,860	11	49,060
12	50,055	12	50,260	12	50,460
13	52,665	13	52,750	13	52,950
14	54,298	14	54,350	14	54,550
15	55,927	15	55,950	15	56,150
16	57,550	16	57,550	16	57,750
17	59,100	17	59,150	17	59,350
18	60,700	18	60,750	18	61,450

**SCHEDULE C
TIER IV BENEFIT DEDUCTIONS TABLE**

BENEFIT DEDUCTION TABLES	
SINGLE COVERAGE	
salary range	Tier 4
less than 20000	4.500%
20000-24,999.99	5.500%
25000-29,999.99	7.500%
30000-34,999.99	10.000%
35000-39999.99	11.000%
40000-44999.99	12.000%
45000-49999.99	14.000%
50000-54999.99	20.000%
55000-59999.99	23.000%
60000-64999.99	27.000%
65000-69999.99	29.000%
70000-74999.99	32.000%
75000-79999.99	33.000%
80000-94999.99	34.000%
95000 and over	35.000%

BENEFIT DEDUCTION TABLES	
PC/HW	
salary range	Tier 4
less than 25000	3.500%
25000-29999.99	4.500%
30000-34999.99	6.000%
35000-39999.99	7.000%
40000-44999.99	8.000%
45000-49999.99	10.000%
50000-54999.99	15.000%
55000-59999.99	17.000%
60000-64999.99	21.000%
65000-69999.99	23.000%
70000-74999.99	26.000%
75000-79999.99	27.000%
80000-84999.99	28.000%
85000-99999.99	30.000%
100000 and over	35.000%

BENEFIT DEDUCTION TABLES	
Family	
salary range	Tier 4
less than 25000	3.000%
25000-29999.99	4.000%
30000-34999.99	5.000%
35000-39999.99	6.000%
40000-44999.99	7.000%
45000-49999.99	9.000%
50000-54999.99	12.000%
55000-59999.99	14.000%
60000-64999.99	17.000%
65000-69999.99	19.000%
70000-74999.99	22.000%
75000-79999.99	23.000%
80000-84999.99	24.000%
85000-89999.99	26.000%
90000-94999.99	28.000%
95000-99999.99	29.000%
100000-109999.99	32.000%
110000+	35.000%

Member contribution is a minimum of 1.5% of base salary

NEW HANOVER TOWNSHIP
BOARD OF EDUCATION

BY: _____
PRESIDENT

BY: _____
SECRETARY

DATE

NEW HANOVER TOWNSHIP
EDUCATION ASSOCIATION

BY: _____
PRESIDENT

BY: _____
SECRETARY

DATE