

AGREEMENT

Between

BURLINGTON TOWNSHIP BOARD OF EDUCATION

&

BURLINGTON TOWNSHIP PRINCIPALS'

AND

SUPERVISORS' ASSOCIATION



July 1, 2023 through June 30, 2027

BURLINGTON TOWNSHIP SCHOOL DISTRICT

Burlington, New Jersey 08016

Ratified

BOE approved March 15, 2023

TABLE OF CONTENTS

PRINCIPALS' AND SUPERVISORS' AGREEMENT	3
PREAMBLE	3
ARTICLE I	3
RECOGNITION	3
ARTICLE II	4
GRIEVANCE PROCEDURE	4
ARTICLE III	7
ADMINISTRATIVE RIGHTS	7
ARTICLE IV	8
BENEFITS	8
ARTICLE V	9
PROFESSIONAL DEVELOPMENT	10
ARTICLE VI	11
TRANSFER, REASSIGNMENT, AND PROMOTION	11
ARTICLE VII	12
MISCELLANEOUS	12
ARTICLE VIII	12
EMPLOYMENT	12
ARTICLE IX	14
EXTENDED LEAVES OF ABSENCE	14
ARTICLE X	16
ASSOCIATION RIGHTS AND PRIVILEGES	16
ARTICLE XI	16
SALARY	16
ARTICLE XII	20
DURATION OF AGREEMENT	20
SIGNATURE PAGE	20
APPENDIX A	21
EVENT PAYMENTS AFTER THE SCHOOL DAY	21

PRINCIPALS' AND SUPERVISORS' AGREEMENT

PREAMBLE

This agreement is entered into this 15th day of March, 2023, by and between the Board of Education of Burlington Township, Burlington, New Jersey, hereinafter called the “**BOARD**,” and the Burlington Township Principals and Supervisors Association, hereinafter called the “**ASSOCIATION**.”

WITNESSETH:

WHEREAS, the parties have reached certain understandings which they desire to confirm in the Agreement, be it

RESOLVED, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

RECOGNITION

A. Unit Membership

In accordance with Chapter 123, Public Laws 1974, the **BOARD** hereby recognizes the **ASSOCIATION** as the exclusive and sole representative for the collective negotiation concerning the terms and conditions of employment and grievances for supervisory personnel employed or to be employed by the **BOARD** including only: high school principal, middle school principal, elementary school principals, high school vice principals, middle school vice principals, elementary school vice principals, director of student personnel, director of special services, athletic director, and supervisors (ten or twelve month).

B. Definition of Administrator

Unless otherwise indicated, the term “**administrator**” when used hereinafter in this Agreement, shall refer to all employees represented by the **ASSOCIATION** in the negotiation unit as above defined, and reference to “they, their, them” shall include all members.

ARTICLE II

GRIEVANCE PROCEDURE

A. Definitions

1. The term “days” when used in this Article shall mean working days.
2. The term “**grievance**” means a complaint or claim that there has been improper application, interpretation or alleged violation of this Agreement, **BOARD** policies or administrative decisions affecting the terms and conditions of employment of an administrator or group of administrators.
3. An **ADMINISTRATOR** shall not have the right to refuse to follow an administrative directive or a **BOARD** policy on the grounds that they have instituted a grievance.

B. Purpose

The purpose of the procedure is to resolve, at the lowest possible level, differences concerning the rights of the parties regarding the terms and conditions of employment of the administrators covered by this agreement.

Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at every level of the procedure.

C. Procedure

1. General

- a. A grievance may be filed by any individual member, a group of members, or by the **ASSOCIATION**, either in its name or as the representative of a group or class whose individual signatures shall not be necessary.
- b. The number of days indicated at each level is considered as a maximum and every effort shall be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
- c. All grievances must be initiated at Level One within 15 school days after the administrator knows or should have known of the alleged basis of the grievance.
- d. Upon failure at any step to communicate the decision on a grievance within the specified time limits, the grievance shall proceed to the next level of the grievance procedure. Failure to appeal an answer, which is

unsatisfactory within the specified time limits, shall be deemed to constitute an acceptance of such response as resolving the grievance.

- e. A grievance may be withdrawn at any point during the grievance procedure. The withdrawal of the grievance must be in writing to the superintendent and the grievance shall be deemed resolved.

2. Level One

- a. The administrator with a grievance shall discuss it with their immediate supervisor or principal in an attempt to resolve the grievance informally. If the grievant is a principal, the discussion should be with the superintendent.
- b. If, as a result of the discussion, the grievance is not resolved to the satisfaction of the administrator within two days, they shall set forth their grievance in writing to their supervisor. The principal shall communicate their decision to the administrator in writing within two days of receipt of the written grievance.
- c. In the case of a principal being the grievant if, as a result of the discussion, the grievance is not resolved to the satisfaction of the principal within two days, they shall set forth their grievance in writing to the superintendent. The superintendent shall communicate their decision to the principal in writing within two days of receipt of the written grievance.

3. Level Two

- a. In the case of a principal Level Two will be eliminated and the grievant will proceed to Level Three.
- b. If the grievance is not resolved at Level One to the satisfaction of the administrator, they may appeal the decision to the superintendent of schools within five school days. The appeal to the superintendent must be made in writing and must set forth the grounds upon which the grievance is based.
- c. The superintendent shall request a report on the complaint from the principal, shall confer with the concerned parties and, upon request, with the administrator or principal separately. They shall attempt to resolve the matter within a period not to exceed five days from the receipt of the appeal. The superintendent shall communicate their decision, in writing, along with supporting reasons to the administrator and the principal.

4. Level Three

- a. If after the superintendent has communicated their written decision, the grievance is not resolved to the satisfaction of the administrator, they may appeal the superintendent's decision to the **BOARD** within ten days.
- b. The appeal to the **BOARD** must be submitted in writing through the superintendent who shall attach all related papers and forward the appeal to the **BOARD**.
- c. The **BOARD** shall review the grievance and hold a hearing with the administrator if requested by either party.
- d. If no hearing is requested, the **BOARD** shall render a decision within five days of the next scheduled **BOARD** meeting after having received the appeal. If a hearing has been requested, the **BOARD** shall render a decision within five days of the date of the hearing.

5. Level Four

- a. Only a grievance arising from an alleged violation of the express written terms of the agreement which remains unresolved to the satisfaction of the administrator after a decision has been rendered by the **BOARD** may be submitted to arbitration within six days following the **BOARD'S** decision.
- b. Within five days after such written notice of submission to arbitration, the **BOARD** and the **ASSOCIATION** shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the **PERC** by either party. The parties shall then be bound by the rules and procedures of the **PERC**
- c. The arbitrator so selected shall confer with the representatives of the **BOARD** and the **ASSOCIATION** and hold hearings promptly and shall issue their decision no later than twenty days from the date of the close of the hearings, or if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to them. The arbitrator's decision shall be in writing and shall set forth their findings of fact, reasoning and conclusions on the issue submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is a violation of the terms of this Agreement. The decision of the arbitrator shall be advisory and shall be submitted to the **BOARD** and the **ASSOCIATION**.

- d. The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board of Education and the Association.

D. Right to Representation

Any aggrieved administrator may be represented at all stages of the grievance procedure by themselves or, at their 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 as an observer.

E. Miscellaneous

1. Group Grievance –

If, in the judgment of the **ASSOCIATION**, a grievance affects a group or class of administrators working in separate buildings, the administrators must advise their individual principals of the grievance, but may submit the grievance in writing directly to the superintendent. If the group of administrators work in one building, they will start the grievance procedure at level one.

2. **Forms** - Forms for filing grievances, serving notices, making appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the superintendent and the **ASSOCIATION** and given appropriate distribution so as to facilitate operation of the grievance procedure.

ARTICLE III

ADMINISTRATIVE RIGHTS

1. Such disciplinary action as is necessary to be taken against any administrator shall be in accordance with those sections of Title 18A, Title 34 [PERC] and NJAC as apply.
2. Only the specific terms and conditions agreed to by both parties and subsequently ratified by the **BOARD** and the membership of the **ASSOCIATION** shall be included in this agreement.
3. The **BOARD** may, on occasion, request members of the administrative unit to appear before committees or the full **BOARD** in order to present information and/or recommendations.

4. All administrators represented by the **ASSOCIATION** shall be permitted, with a minimum of one work day advance notice to the superintendent, unlimited perusal of their complete personnel file and be permitted an opportunity to place written communications in such file in response to materials placed in the file. Nothing shall be placed in such personnel file without the administrator's knowledge and they shall have the right to appeal the inclusion of any item through the superintendent to the **BOARD**.
5. **ASSOCIATION** rights shall be in accordance with **Chapter 123 Public Laws of 1974**. Alleged violations of statutes and regulations may be appealed before the Public Employees Relations Commission, the State Commissioner of Education, the State Board of Education, or other appropriate legal forums, and shall not be arbitrated under Article II of this Agreement.

ARTICLE IV

BENEFITS

As of July 1, 2020: the base plan changes will take effect: office copays will increase from \$5 to \$10 and Emergency room copays will increase from \$25 to \$50.

As of July 1, 2014: The Administrators will be entitled to the base plans for health insurance, currently Patriot V, the base plan for prescription as of July 1, 2014, and the base plan for dental.

The **BOARD** will provide employee coverage and family coverage in AETNA Patriot V or Patriot X Major Medical Health Benefits Plan (as per the employees choice); along with the Benecard RX Prescription Plan or the equivalent. Employees shall contribute toward the health benefit package in accordance with the tier four rate of P.L. 2011, Chapter 78. Association members hired prior to 9/1/05, reserve the right to convert their Health Benefits Program to, and from either plan during any open enrollment period.

1a. Effective 7/1/08, unit members who opt out of medical benefit coverage for a full school year shall receive 25% of current cost of medical, dental, and prescription plans for reimbursement at the end of the fiscal year. Members may opt out of their medical, dental, or prescription plans individually or in any combination of the three, and will receive 25% of whichever portion they opt out of.

1b. Effective July 1, 2017, any reimbursement paid to employees pursuant to Article IV.1a shall be capped at \$8,500 per year; waiver amount to \$5,000 for all individuals hired or moved into the unit after July 1, 2020.

1c. Individuals hired from outside the District after July 1, 2021 shall choose between the NJEHP or Garden State Plans for Health Insurance.

2a. Removed July 1, 2014

- 2b. Removed July 1, 2017
- 2c. Removed July 1, 2017
3. Removed July 1, 2014
4. Removed July 1, 2014
5. Each administrator shall be entitled to the UNUM Insurance Plan, of which \$725.00 per year will be paid by the BOARD.
6. Twelve month administrators shall:
 - a. Receive twenty days vacation per fiscal year. All vacation days shall have prior approval of the superintendent and all earned vacation days shall be taken within the fiscal year. Not more than five vacation days may be taken during the school year unless approved by the superintendent. On June 30th of each year, unused vacation days may be carried over to the next fiscal year; however, at the start of any fiscal year the total cumulative carried over vacation days is limited to a maximum of fifteen (15) days.
 - b. Receive three personal days per fiscal year. All unused personal days will be transferred to sick days on June 30th of each year.
 - c. Receive twelve sick days per fiscal year. All unused sick days as of June 30th of each year shall be accumulated from year to year.
 - d. Any ten-month administrator going to a twelve-month position will receive vacation, based upon the months worked, on a pro-rated basis.
7. Ten-month administrators shall:
 - a. Receive two personal days per school year. All unused personal days will be transferred to sick days on June 30th of each year.
 - b. Receive ten sick days per school year. All unused sick days as of June 30th of each year shall be accumulated from year to year.
8. Effective July 1, 2020, Administrators shall be permitted to convert up to five (5) sick leave days per year to Family Illness Days.

ARTICLE V

PROFESSIONAL DEVELOPMENT

1. The BOARD will pay all of the membership dues in the appropriate local, state and national associations, listed below, at the level appropriate to the administrator's placement.

National (ASCD) Association for Supervision and Curriculum Development

State (NJPSA) New Jersey Principals and Supervisors Association

Local (BCPSA) Burlington County Principals and Supervisors Association

Local (BTPSA) Burlington Township Principals and Supervisors Association

2. An administrator who, with prior approval from the superintendent, takes graduate **or Doctoral** level courses at an accredited college or university shall be entitled to tuition cost reimbursement from the **BOARD**. The maximum reimbursement per fiscal year per administrator shall be limited to the lesser of the actual tuition cost or the cost of 12 credits graduate **or Doctoral** credits at Rowan University.
3. Any costs resulting from an assignment(s) made by the **BOARD** or superintendent requiring the purchase of books or other materials will be reimbursed by the **BOARD** upon the submission of itemized vouchers duly filed. In this instance, all items must have prior approval by the superintendent.
4. National, State, and Regional Conventions and Workshops - The **BOARD** will allocate \$20,000 per fiscal year whereby administrators of this **ASSOCIATION** may attend National, State, and Regional Conventions and Workshops of professional associations and the State Department of Education.

The guidelines shall be as follows:

A. Definitions

1. DISTANT conventions, or workshops, shall be ones which are at such a distance that it requires air travel to attend.
2. STATE, REGIONAL, State Department of Education and local workshops organized by either professional associations or private companies may attend by using automobiles.
3. Conventions or workshops may be single or multiple days in length.

B. Procedures

1. Prior to the administrator making financial commitments, administrators shall apply, in writing, to the superintendent for

permission to attend a convention/workshop. A carefully worked out estimated cost should be included.

2. Distant conventions/workshops - A maximum of six administrators per fiscal year may attend these conventions. The maximum expenses from the \$20,000 shall not exceed \$2,500 per person, or \$15,000.
3. State and Regional Workshops - An unlimited number of administrators may attend workshops with cost not to exceed the money remaining from the \$20,000.
4. The principal and vice principal of the same building will not be permitted to leave simultaneously unless approved or requested by the superintendent.
5. The **BOARD** shall pay expenses only for the administrator and not for his spouse or dependents.
6. Upon returning from an overnight conference, a written report shall be submitted to the superintendent.
7. Mentoring for newly appointed administrators will be reimbursed to the administrator or paid directly to the mentor in an amount not to exceed \$2,500 total per administrator and will be deducted from the \$20,000.

ARTICLE VI

TRANSFER, REASSIGNMENT, AND PROMOTION

1. The **BOARD'S** Policy of posting all vacancies shall include all groups covered by this agreement.
2. When the **BOARD** deems it necessary for the effective and efficient management of the schools, administrative personnel may be transferred. On these occasions the **BOARD** will endeavor to effectuate such transfers prior to the opening of school in September. In any case, a minimum of 60 days notice shall be given to the administrator or administrators affected.
3. An administrator may apply for any vacancy, which occurs providing the person has a valid state certificate for the position. Candidates for vacancies shall be notified in writing of the **BOARD's** decision.

ARTICLE VII

MISCELLANEOUS

1. The negotiated agreement between the **BOARD** and **ASSOCIATION** will be printed and distributed by the **ASSOCIATION** and the cost will be shared equally.
2. Each administrator shall have a job description written by the **BOARD**.
3. An administrator who resigns or retires shall be entitled to payment for all unused vacation days. This includes any unused carry over from the previous year, any unused days from the 20 vacation days granted on July 1, and the unused pro-rated number of vacation days at the per diem rate of 1/240th of their annual salary.
4. Principals, when available, shall be consulted prior to the hiring of personnel for their buildings and shall be involved in the interviewing process when available.
5. It is understood that administrators serve as the management representatives to the public community they serve and are, therefore, required to attend meetings and events after school hours without additional compensation. The administrators' workday shall remain flexible while reflecting the administrators' responsibilities to complete their assigned duties. All administrators work an eight-hour day. Any modification of the eight-hour day must be approved by the superintendent.
6. Removed July 1, 2017
7. Ten-month administrators shall be on duty a total of ten days during the periods immediately preceding the opening and following the closing of school. Generally, these administrators shall be on duty five days before the opening and five days after the closing of school. At the discretion of the superintendent, the scheduling of these ten days may be modified providing the total days do not exceed ten for the combined opening and closing and further, providing those administrators are given three weeks notice of such changes.

ARTICLE VIII

EMPLOYMENT

- A. Placement on the salary guide.
 1. Adjustment to salary schedule - Credit for previous educational experience/industrial experience shall be determined by the superintendent and the prospective employee.

2. Any ten month employee employed prior to February 1 of any school year shall be given credit for one year of service. Any twelve month employee employed prior to January 1 of any school year shall be given full credit for one year of service.
 3. The superintendent shall have the discretion of hiring a new employee at any salary they select provided that the new employee's salary is not more than any other member of the unit in the same position with the same number of years experience, inside or outside the district, with the same level of education.
- B. Previous sick leave accumulation - Previously unused leave days shall be restored to all employees returning from a leave granted by the **BOARD**.
- C. Attendance Bonus - Any employee qualifying for the attendance bonus at the completion of a contract year shall receive a bonus by July 31st. 'Attendance Bonus' is defined as performance at work for the entire workday and the entire contract year. Attendance at approved in-service workshops and/or chaperoned field trips is counted as a regular workday. Jury duty will not affect attendance bonus. Administrators completing the time requirements of their contract shall be eligible for one of the following bonuses per fiscal year:
- | | |
|---|-----------|
| Attendance Bonus | \$ 300.00 |
| More than zero days up to and including one day | \$ 250.00 |
| More than one day up to and including two days | \$ 200.00 |
- D. Travel Reimbursement - Employee(s) required to use their personal auto for travel between schools during the work day shall be reimbursed at the rate allowable under NJ OMB.
- E. Authorized Absence Other than Sick Leave

1. Death

- a. Up to five days at any one time in the event of the death of an employee's parent, spouse, child, legal guardian, brother, sister, grandparent, grandchild, father-in-law, mother-in-law-, or any other member of the immediate household. In case of a bereavement leave the administrator shall be granted a non-consecutive leave within 30 days as granted by the Superintendent.
- b. Two days will be granted for brother-in-law, sister-in-law, son-in-law, or daughter-in-law. In case of a bereavement leave, the administrator shall be granted a non-consecutive leave within 30 days as granted by the Superintendent.

2. Subpoena - An employee subpoenaed by an official or department of government or by court clerk (not an attorney) as a witness, will be granted the day's leave necessary to serve as a witness (not an observer), and the differential payment will be made between the employee's regular contracted salary and the court's per diem stipend. Except no differential payment shall be made in those cases when the employee and the **BOARD** are legal adversaries. All subpoenaed employees must submit a copy of the subpoena prior to the approval of the leave.

ARTICLE IX

EXTENDED LEAVES OF ABSENCE

- A. **Association** - The Board agrees that up to one employee designated by the Association shall, upon request, be granted a leave of absence without pay for up to one year for the purpose of engaging in activities of the Association or its affiliates. This provision shall be limited to once in the Administrator's career with the District.
- B. **Military** – Military leave shall be granted in accordance with state and federal regulations.
- C. **Disability Due to Pregnancy/Child Rearing Leave**
 1. After the pregnancy is medically confirmed, the employee shall submit a statement from their personal physician to the superintendent setting forth the anticipated date of delivery and certification by the physician that the condition of the employee will not interfere with the full performance of their duties.
 2. The Board shall grant disability due to pregnancy leave and child rearing leave upon written request of the employee. The combined leaves may not exceed one (1) year. A full school year leave will run from September 1 to June 30 for 10-month employees; and July 1 to June 30 for 12-month employees. The leaves must be consecutive and contiguous to the birth or adoption of a child 5 years or less in age.
 3. Planned work beyond the first day of the 9th month of pregnancy will again require doctor's certification that it is physically possible for the employee to continue. Work into the 9th month may require possible consultation with the school board physician.
 4. The employee must provide two months advance written notice as to the exact date the leave is to begin. In the same letter, the employee must identify the request date of return to work.
 5. An employee who has been granted disability leave may request, in writing to the superintendent, to use their sick leave for a period not to exceed 40 sick days.

These days must be consecutive and may be scheduled in any combination of days either before or after delivery or in any combination of days before and after delivery. A statement from the employee's personal physician certifying the exact date of the employee's disability must accompany this written request. The provisions of this paragraph will be governed by federal and state law.

6. Any tenured employee may request an adoption leave without pay for a period of up to one year. The employee will consult with their supervisor during the planning stages for the adoption. In order to meet the **BOARD** requirements for educational continuity, employees are expected to give two months advance written notice of the intended leave, except in cases where the adoption agency cannot provide notice of two months lead time. In the latter case, the employee may begin leave with less than two months notice.

- D. **Sabbatical** – Sabbatical leaves without pay will be granted by the Board. An Administrator may only be granted one sabbatical leave in their career in the District.

- E. **Good Cause** – Other leaves of absence without pay may be granted by the **BOARD** for good reason.

- F. The number of leaves of absence to be granted under sections D, E herein shall not exceed three in any one school year.

- G. Return from leave
 1. Employees on leave for the remainder of the school year must notify the superintendent in writing:
 - a. By April 1st of their intention to work the following July 1.
 2. Upon return from leave granted pursuant to Section B or D of this Article, an employee shall be considered as if they were actively employed by the **BOARD** during the leave and shall be placed on Schedule A at the level they would have achieved if they had not been absent.
 - a. A ten-month employee returning in a subsequent year from an official leave and who has worked 90 school days or more will be placed on Schedule A at the level they would have achieved if they had not been absent. One who has worked less than 90 days will be placed on Schedule A at the same level as when they had left.
 - b. A twelve-month employee returning on a subsequent year from an official leave and who has worked 110 workdays or more will be placed on Schedule A at the level they would have achieved if they had not been absent. One who has worked less than 110 days will be placed on Schedule A at the same level as when they had left.

3. All benefits other than salary to which an employee was entitled at the time their approved leave of absence commenced, including unused accumulated sick leave shall be restored to them upon their return and they shall be assigned to the same position which they held at the time said leave commenced if available, or to a position similar to which the employee held at the time the leave of absence was granted.

ARTICLE X

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The **ASSOCIATION** may distribute official information concerning **ASSOCIATION** business through the use of employees' mailboxes and inter-school mail distributions.
- B. The **ASSOCIATION** and its representatives shall have the right to use school buildings, the auditorium, and meeting rooms at all reasonable hours for meetings when such facilities are not otherwise in use. Such use shall require approval by the superintendent.
- C. The **ASSOCIATION** may have reasonable use of office equipment, excluding the FAX and administrative computers. The **ASSOCIATION** shall reimburse the **BOARD** fifty dollars per fiscal year for costs related to the use of the copy and office equipment.

ARTICLE XI

SALARY

A. Salary Schedules

1. The salaries of all administrators covered by this agreement are set forth in Schedule A which is attached hereto and made a part hereof. Compensation is inclusive of evening responsibilities.
2. Administrator minimum salary will be set at \$86,000 per year, prorated when appropriate.
3. Deleted July 1, 2020
4. Longevity: At the start of the employee's fifteenth (15th) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional one thousand seven hundred fifty dollars (**1,750**) in longevity. At the start of the employee's twentieth (20th) year of service in Burlington Township (not including any

experience credited at initial hire), the employee shall receive an additional one thousand seven hundred fifty dollars (**\$1,750**) in longevity, for a total of three thousand five hundred dollars (**\$3,500**) in longevity.

5. During the duration of this agreement, movement across the salary guide shall be as follows:

Masters + 15 \$1,200.00 (+)
 Masters + 30 \$1,200.00 (+ +)
 Masters + 45 \$1,200.00 (+ + +)
 Masters + 60 \$1,200.00 (+ + + +)
 Ph.D/Ed.D. \$2,700.00 (+ + + + +)

Added July 1, 2023 and not applicable retroactively and once doctoral level is obtained, these two additional masters steps will not apply.

Masters +75 \$1,200.00 (+ + + + +)
 Masters +90 \$1,200.00 (+ + + + +)

Administrators hired on or after of July 1, 2020 shall move across the salary guide as follows:

Masters +15 \$900 (*)
 Masters +30 \$900 (**) (1,800 total)
 Masters +45 \$900 (***) (2,700 total)
 Masters +60 \$1,200 (****) (3,900 total)
 PhD/EdD \$1,500 (*****) (5,400 total)

6. As per negotiations between the BOE and BTPSA, the yearly increases are as follows:

	Percentage Increase (per member individual base)	Per Member**
2023-2024	3.25% of base exclusive of longevity	
2024-2025	3.25% of base exclusive of longevity	
2025-2026		\$4,161
2026-2027		\$4,292

**The dollar amount increase, calculated and distributed to each member, was determined at the time of negotiations.

Additionally, each Administrator shall be eligible for Merit Pay as follows:

The Association and the Board agree that if mutually beneficial, the Superintendent and Association will agree to increase the number of goals for an individual year for all members of the Association. This increase will not exceed 4 goals per Administrator per year and will not be less than 3 goals per Administrator per year. These refer to goals tied to merit.

The flat amount per goal shall be:
 2023-2024 - \$500 per goal per person

2024-2025 - \$500 per goal per person
2025-2026 - \$500 per goal per person
2026-2027 - \$500 per goal per person

Merit Pay shall not be part of the Base Salary effective July 1, 2020. Academic credits will remain as part of the base. Protocol for developing goals will be collaboratively agreed upon and revised within the previously established '[Merit Pay Guidelines](#).'

7. Protocol for developing goals and means to determine the allocation of merit to be awarded will be collaboratively agreed upon between the BTPSA and the Superintendent.
 8. Effective July 1, 2014, any Administrator required to work overnight trips will be paid the overnight rate of \$151 per night.
 9. Eliminate pre-2008 credits and move all eligible administrators (1) to post 2008 credit, increasing the credits from \$1,000 to \$1,200 and renaming the column pre-2020 and adding column post 2020. The effective date will be July 1, 2023.
 10. Effective July 1, 2023, administrators may apply for tutoring positions as advertised by the District if there are no qualified teaching or support staff members who are able to fill the assignment at the discretion of the superintendent. The amount for this service will be \$37 per hour.
 11. Effective July 1, 2023, all administrators covered by this contract will be paid for providing professional development to staff based on the following. These sessions will be held after the staff day and will be on a volunteer basis and pre-approved by the superintendent. The administrator will be paid at a rate of \$45.00 per hour, for two hours of preparation and one hour of presentation per topic.
 12. Effective July 1, 2023, when an administrator is temporarily assigned by the Superintendent to assume the responsibilities of another administrative position on an interim basis, in addition to their current responsibility, for a period of ten (10) consecutive workdays, the administrator shall be compensated at a rate of \$250.00 per day worked starting on the eleventh (11th) work day. This requires formal Board action to approve payment. If these duties are shared among multiple administrators, the rate will be divided by the number of administrators assuming the temporary additional responsibilities.
- B. In cases where the BOARD hires a ten-month administrator for a period of time when they are not required to be at work, the administrator is to be paid 1/200th of their salary per diem. In cases of employment in July and August, the salary will be based on the previous year's contractual salary.

C. Other Remuneration

1. During the life of this contract and upon retirement, or severance from the Burlington Township School District for reasons other than dismissal, administrators shall be eligible to redeem their unused sick leave according to the following schedule:

Less than 15 years of service to this district	\$50.00 per day
15 or more years of service to this district	\$100.00 per day
2. There will be a cap of 325 days for twelve-month employees and 275 days for ten-month employees. In case of illness, sick days will be allowed to accumulate beyond the cap.
3. In case of death, the administrator's estate will receive the unused sick and vacation day benefits as stated in Article XI, Section C, 1 & 2.
4. The sick days will be paid out as per C.1. above except individuals hired from outside the District after May 21, 2010. Those individuals are subject to a \$15,000 cap on sick leave buy-back

D. Summer School Principal Assignment Language to be included based on the below. Compensation for this assignment will be \$4,000 for the PK-8 and \$1,750 for the 9-12 program for each year of the contract.

1. Volunteers will be solicited first to assume the role of principal for the P8 program and the 9-12 program. The appointment shall be the decision of the superintendent or designee.
2. If a volunteer or volunteers do not emerge, the central office administration will assign administrators on a rotational basis from year to year. The Summer School Principals will be compensated at the rate per the contract for the planning, preparation and execution of the summer school program.
3. Building principals and directors will be excluded from this assignment.
4. Summer School Principals will be allowed to take two vacation days during the program.
5. Summer School Principals will be allowed to carry over 20 vacation days total, an additional five over the administrative allowance for non summer school administrators.


6. All supervisors and building administrators will develop an alternate schedule in case the summer school principal is not available during the course of the in-person sessions.
 7. All administrators may be expected to complete up to five rotation days. (Excluding line #3 above.)
 8. The rotation days will be spent supervising, evaluating and assessing programs and practices to ensure maximum program effectiveness and efficiency. These days will be scheduled in coordination with central office administration. The purpose of these days is to understand and support the program and students.
- E. Administrators will be compensated for attendance at specific events after the school day. Events in Appendix A column A are required as administratively necessary and are part of the base salary for each administrator. Events in Appendix A columns B-E are those activities that happen after the school day and last at least 2 hours. Administrators will be compensated at a rate of \$150.00 per event. Each administrator will be responsible for sharing a list of events planned for the school year with the superintendent. The superintendent may assign events in collaboration with administrators based on the safety and security needs of the district. The Athletic Director position is exempt from this clause of the contract.


ARTICLE XII

DURATION OF AGREEMENT

The terms and conditions of this memorandum of agreement will cover the 2023-2024, 2024-2025, 2025-2026, 2026-2027 fiscal years, and shall become effective July 1, 2023, and shall continue until a successive agreement is negotiated. It may not be changed or altered except by mutual written consent.

SIGNATURE PAGE

By  VP
Burlington Township Prin. & Super.
Association President

By 
Burlington Township Board
Board President

By 
Burlington Township Prin. & Super.
Chief Negotiator

By 
Burlington Township Board
Negotiations Chair

APPENDIX A

EVENT PAYMENTS AFTER THE SCHOOL DAY

Events (part of the duties) (Col A)	General Activities (Col B)	VPA (Col C)	Athletic Events (Col D)	District (Col E)
Graduation1	evening field trip return supervision	Concert	Athletic Events	Job Fairs
Advancement	Foundation or Family association activities	Tree Lighting	Homecoming Dance	Emergency Drills
Back to School Night	EDIT activities - family nights/movie nights	Play/Musical	Homecoming Game	
Evening Orientations	MS activity nights	Coffee house/ cabaret	Homecoming parade/lunch	
NJHS/NHS	Polar Express	Recorder Symphonia		
Award Night	Trunk or Treat			
Incoming class information night	ESL night			
Foundation or Family association/advisory meetings	AA night - Title I night			
Parent information nights (FAFSA)	Black and Gold			
Board of Education presentations				
Evening Conferences				
Prom				