

**CONTRACT**

between the

**MANTUA TOWNSHIP BOARD OF  
EDUCATION**

and the

**MANTUA TOWNSHIP EDUCATION  
ASSOCIATION**

**2023 – 2028**



**ARTICLE I**  
**RECOGNITION**

- 1.1 The **BOARD OF EDUCATION** hereby recognizes the **ASSOCIATION** as the exclusive and sole representative for the collective negotiations concerning the terms and conditions of employment of all personnel under contract or on authorized leave of absence. These positions shall be defined as the following: certified teacher, Library/Media Specialist, School Nurse, Assistant Nurse, School Social Worker, Learning Disabilities Teacher/Consultant, School Psychologist, Physical Therapist, Occupational Therapist, Speech/Language Specialist, Behavior Specialist, Guidance Counselor, Preschool Intervention and Referral Specialist (PIRS), Preschool Instructional Coach, Preschool Relief Teacher, School Secretary, Child Study Team Secretary, Paraprofessional, Preschool Relief Paraprofessional, and Basic Skills Teaching Assistant, regardless of source of funding.
- 1.2 Unless indicated, the term **TEACHERS** when used in this AGREEMENT shall refer to all certified employees represented by the **ASSOCIATION** in the negotiated unit as defined above in 1.1.
- 1.3 Unless indicated, the term **EMPLOYEE** when used in this AGREEMENT shall refer to all employees represented by the **ASSOCIATION** in the negotiated unit as defined above in 1.1.

**ARTICLE II**  
**NEGOTIATION PROCEDURE**

- 2.1 The parties agree to enter into collective negotiations over a successor agreement in accordance with existing State laws in a good effort to reach agreement on all matters concerning the terms and conditions of employment of all employees covered by this Agreement. Proposals of the **ASSOCIATION** are to be submitted to the Business Administrator/Board Secretary in accordance with the timelines as outlined in PERC rules and regulations. Before December 1<sup>st</sup> of the year immediately preceding the expiration year of the current contract, the Business Administrator or Board Secretary will meet with the appropriate MTEA representative to establish the dates in which proposals will be exchanged and meetings will be scheduled. Any Agreements negotiated shall apply to all Association members covered by this agreement, be reduced to writing, be signed by the **BOARD OF EDUCATION** and the **ASSOCIATION** and adopted by the parties. It is further agreed that this Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties and attached hereto.
- 2.2 During negotiations, the **BOARD OF EDUCATION** and the **ASSOCIATION** or their designated representatives shall present relevant data, exchange points of view and make written proposals and counter proposals.
- 2.3 Upon agreement by the parties in negotiations, these parties shall make recommendations for agreement to their respective constituents for consideration or ratification. Neither party in negotiations shall control the selection of the negotiating representatives of the other party.
- 2.4 The provisions of this Agreement shall constitute the entire understanding between the parties; and no changes, revisions, alterations, or amendments shall be affected during the term of this Agreement.
- 2.5 The **BOARD OF EDUCATION** will provide the **ASSOCIATION** with its proposal for negotiations at the first scheduled meeting for negotiations. By September 30<sup>th</sup> of the new negotiating year, the **BOARD OF EDUCATION** will provide the **ASSOCIATION** with a scattergram to be used for determining the base salary amount.

**ARTICLE III**  
**GRIEVANCE PROCEDURE**

3.1 Preamble

The **BOARD OF EDUCATION** and the **ASSOCIATION** endeavor to promote relationships that are conducive to building a sound school system. In line with this attitude, they believe that all employees are entitled to have their grievances investigated and resolved through established channels. Satisfactory settlement of grievances contributes to increasing the efficiency and effectiveness of the employee, to the advantage of the students and the school system.

It is essential that definite procedures be established and followed for the presentation and solution of grievances. The Superintendent of Schools shall develop these procedures by:

- a. Making provision for the employees to direct communication with the person responsible for the alleged grievance.
- b. Assuring that the channels of communication are open without fear of reprisal.
- c. Providing for the use of representation by the employee in the procedure.

3.2 Definition

- a. A grievance is an appeal of the interpretation, application, or violation of policies, agreements and administrative decisions affecting an employee or group of employees as it concerns terms and conditions of employment.
- b. Any grievance based on administrative decision or Board policy and affecting terms and conditions of employment shall be appealable no further than the **BOARD OF EDUCATION**. Only a grievance based on the language of this contract as it affects terms and conditions of employment shall be appealable to arbitration.

3.3 Procedure

- a. All grievances are to be filed at the lowest appropriate level. For the purpose of this Agreement, the lowest appropriate level shall be the level at which the grievance was created or the level that has the authority to resolve the grievance. If Level Two is deemed to be the lowest appropriate level, a photocopy of the grievance shall be given to the building principal, if the grievance is filed on the behalf of a single grievant, or to all district

administrators, if the grievance is filed on behalf of the employee(s).

b. **Level One**

Should Level One be deemed to be the lowest appropriate level, the formal grievance shall be submitted to the building principal. The building principal shall render a decision and return the grievance to the Association Chairperson for the Professional Rights and Responsibilities Committee, with a courtesy photocopy to the Association President and the Superintendent within ten (10) calendar days, excluding school holidays, of receipt of the grievance.

c. **Level Two**

Should Level Two be deemed to be the lowest appropriate level, the formal grievance shall be submitted to the Superintendent of Schools; or, if the grievance has passed through Level One and has not been resolved to the grievant's satisfaction, it shall be presented to the Superintendent within ten (10) calendar days, excluding school holidays, of being returned to the **ASSOCIATION**. In either case, the Superintendent shall render his decision and return the grievance to the Association Chairperson of the Professional Rights and Responsibilities Committee, with a courtesy photocopy to the Association President within ten (10) calendar days, excluding school holidays.

d. **Level Three**

If the aggrieved is not satisfied with the Superintendent's decision, the aggrieved and his representative may file through the Superintendent's Office, within ten (10) school days after receiving the Superintendent's decision, an appeal, in writing to the **BOARD OF EDUCATION**. It shall be the duty of the Superintendent to notify the **BOARD OF EDUCATION** of the receipt of such a written appeal. The **BOARD OF EDUCATION** shall meet with the parties of interest within twenty five (25) calendar days of receiving the written appeal at a mutually acceptable time and place in Executive Session, in order to hear the merits of the case. The aggrieved party has the right to the merits of the case. The aggrieved party has the right to counsel, representation, and witnesses on their behalf. The decision made by the **BOARD OF EDUCATION** shall be communicated to the respective parties in writing within forty (40) calendar days of the hearing.

The grievant must notify the **BOARD OF EDUCATION** within twenty (20) calendar days, excluding school holidays, of receiving the **BOARD OF EDUCATION'S** decision of its intention to appeal said decision to arbitration. If the grievant does not do so within 20 calendar days, excluding school holidays, the grievance is considered automatically resolved based on the decision rendered by the **BOARD OF EDUCATION**.

- e. If a resolution of the grievance is not achieved at the **BOARD OF EDUCATION** level, an arbitrator may be selected from a list supplied by the New Jersey Public Employees Relations Commission. The cost of such an arbitrator shall be shared by both parties. The decision handed down by such arbitrator shall be binding for all employees.

It shall be the duty of the Superintendent of Schools and the **ASSOCIATION** to maintain a complete file of written grievances. Such file shall not become a part of the aggrieved's personnel file.

**ARTICLE IV**  
**EMPLOYEE RIGHTS**

- 4.1 Pursuant to existing laws, the **BOARD OF EDUCATION** agrees that employees shall have the right to organize and support the **ASSOCIATION** and its designated affiliates. The **BOARD OF EDUCATION** further agrees that it shall not deprive or coerce any employee in the enjoyment of any rights confirmed by the existing laws of the State of New Jersey and the **BOARD OF EDUCATION** also agrees that it shall not discriminate against any employee because of membership in the **ASSOCIATION**. No employee shall be disciplined, reprimanded, or reduced in rank or compensation without just cause.
- 4.2 Whenever an employee is required to appear before the **BOARD OF EDUCATION** or agent thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position, employment or salary, or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the **ASSOCIATION** present to advise him/her and represent him/her during such meeting or interview.
- 4.3 The **BOARD OF EDUCATION** agrees that no employee shall be prevented from wearing pins or other identification of membership in the **ASSOCIATION** or its affiliates.
- 4.4 No employee is to be disciplined or reprimanded in the presence of students, parents, or staff members.
- 4.5 When a complaint is filed, the employee has the right to address concerns according to Board policy and administrative procedures.
- 4.6 Children of teachers are eligible to attend grades K-6 in the school district tuition-free but acceptance is contingent upon the district having an appropriate educational program for the student and this discretion rests with the Superintendent. Additionally, no new programs or sections of classrooms will be added to accommodate students. Furthermore, students who enter the district under the umbrella of special education are subject to certified tuition rates. Children of teachers are not eligible to attend Preschool in the school district.



**ARTICLE V**  
**ASSOCIATION RIGHTS**

- 5.1 The **ASSOCIATION** shall have the right to use the interschool mail facilities, e-mail, and school mailboxes with the prior knowledge of the building principal of the dissemination of appropriate material.

**ARTICLE VI**  
**EMPLOYEE WORK YEAR**

- 6.1 The **BOARD OF EDUCATION** agrees to establish a school calendar of 186 days. This number shall be inclusive of days when students are required to be in attendance, in-service days and, further, shall include early dismissal sessions for students on the last two days of school.

One half of one of the two opening in-service days for a new school year shall be utilized for the purpose of room preparation.

Members of the Child Study Team will work five (5) days in addition to those listed above and will be compensated at a rate equal to their per diem rate of pay. The scheduling of these days will be mutually agreed upon between the staff member and the Director of Special Services.

- 6.2 Those teachers who are directed by their supervisor or appropriate school administrator to report for assigned duties prior to the start of the school calendar shall be compensated at their regular hourly and/or per diem rate of pay.

Teachers who are responsible for preparing their classrooms for orientation programs prior to the first day of school will be compensated for the 6.75 hours they are using to set up their room at the negotiated hourly rate.

- 6.3 All newly employed teachers must report to scheduled new staff orientation sessions before the start of the regular school calendar. One day is required without additional compensation and a second day, if needed, would be compensated at the current hourly rate for curriculum development, as set forth in Article XIV.

- 6.4 All Basic Skills Teacher Assistants and Paraprofessionals will work each day that schools are open for students (180). The administration reserves the right to require these employees to report to work on at least one of the designated in-service days per school year, with a minimum of two weeks' notice, for which they will be compensated at a rate equal to their per diem rate of pay. They will be permitted to attend all instructionally-related in-service sessions, with prior approval from the Principal, that are related to their job duties/assignments, and if they choose to attend they will be compensated at a rate equal to their per diem rate of pay.

6.5 The work year for all secretarial staff will be based on one of the following:

- 10 Months
- 12 Months

6.6 All 10-month secretaries will work from September 1<sup>st</sup> through June 30<sup>th</sup>, following the teacher’s calendar from the first in-service day of the school year through the last day of school for students, with the exception of the Friday before Labor Day. They will then continue to work from the last day of school for students through June 30<sup>th</sup>.

6.7 All 12-month secretaries will work from July 1<sup>st</sup> through June 30<sup>th</sup>, following the teacher’s calendar from the first in-service day of the school year through the last day of school for students, with the exception of the Friday before Labor Day. They will then continue to work from the last day of school for students through June 30<sup>th</sup>. They will have six (6) Fridays off from July 4<sup>th</sup> through the 2<sup>nd</sup> Friday in August. If there is no administrator present in the district on any of the days listed, all school offices will be closed.

6.8 Holidays

Employees contracted for a 12-month basis will be entitled to the following holidays and will not be required to report to work.

New Year’s Day	Fourth of July
Martin Luther King, Jr. Day	Labor Day
President’s Day	Thanksgiving Day
Good Friday	Christmas Day
Memorial Day	

6.9 Secretaries will not be required to report to work on days when schools are closed due to inclement weather.

6.10 Vacation

Twelve month employees shall accrue vacation time as outlined below. The number of years in this table represent completed years of service. The number of vacation days granted each July 1<sup>st</sup> is based on the number of school years completed.

1 – 5 years	10 days vacation
6 – 10 years	14 days vacation
11 – 15 years	16 days vacation
16 – 19 years	17 days vacation
20+ years	20 days vacation

All accrued vacation time will become available for request on July 1<sup>st</sup> for the following school year. In order to receive credit for one year's employment, the staff member must have worked at least six (6) months. A month is defined as working 50% or more. For those staff members hired during the course of the school year, the number of vacation days available will be prorated based on the number of months worked.

All 12-month employees must use their allotted vacation time each year as outlined above. At least one week of vacation must be taken as continuous days.

Unused vacation days which result in an employee exceeding the allowable number of banked days on June 30<sup>th</sup> of any given year will be forfeited.

Part-time 12-month employees who become full time shall have vacation time converted to their full time equivalency on a direct prorated basis.

When an employee's status moves from a 10-month to 12-month position, accrued vacation will be determined according to the total number of months worked divided by twelve. This will be converted to years of service and the employee will then be eligible for that number of vacation days at the start of the first year of their contract as a 12-month employee.

**ARTICLE VII**  
**EMPLOYEE HOURS - TEACHERS**

7.1 Preamble

As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. They may be required to log in and log out.

7.2 Arrival and Departure Time

- a. The arrival and departure times for all classroom teachers shall be designated in Subsection B. However, their total in-school work day shall consist of not more than seven (7) hours and fifteen (15) minutes, which shall include a duty-free lunch period as set forth under Section 4 of this Article.
- b. No teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of the pupils' school day.
- c. Days before holidays which exceed one (1) day (Thanksgiving, Winter Break and Spring Break) shall be early dismissal days. Teachers may leave 5 minutes after the close of the pupils' day.
- d. On Fridays or days when teachers return in the evening for school functions, teachers may leave 5 minutes after the close of the pupils' day.
- e. On in-service days, no presentation will begin before 8:30 a.m. without approval from the Association President(s).

7.3 Daily Hours

- a. The daily teaching hours in the elementary schools shall not exceed five (5) hours, forty-five (45) minutes of pupil contact.
- b. Section 7.3(a) does in no way impinge upon or prohibit an individual from volunteering or accepting any other activities connected with or concerning pupil contact within the school system which exceeds the daily teaching hours.
- c. Teacher preparation time shall be defined as non-student contact time between the required time that a teacher reports to work and departs, except for a duty-free 35-minute lunch period which shall not count toward preparation time. A minimum of 210 minutes of preparation time during a normal work week shall be provided. This time should be utilized for instructional planning and preparation; either individually or in the context of a Professional Learning Community or grade level/special area

pairs. A normal workweek is defined as any week consisting of five (5) full session days in addition to a guaranteed lunch period.

Part-time teachers will receive prorated release time which will be determined by dividing their contracted hours by 7.25 (number of hours for a full-time teacher) and multiplying this result by 210 (number of minutes of release time for a full-time teacher). This will be the minimum number of hours that the part-time teacher will be provided of release time.

- d. Release time for annual reviews will be provided for Special Education staff. Special Education teachers who have five (5) to nine (9) complete IEPs will be provided one (1) full day of release time. Special Education teachers who have ten (10) or more complete IEPs will be provided two (2) full days of release time. Writing of two (2) partial IEPs equals one complete IEP.

These requests will be presented to the appropriate building principal who will make arrangements for the agreed upon release time.

#### 7.4 Lunch Periods

- a. Teachers who teach more than four and three quarter (4¾) hours per school day shall have a duty-free lunch period of at least 35 continuous minutes.
- b. Teachers may leave the building during their scheduled duty-free lunch period without requesting permission, but must notify the building principal's office upon leaving and returning.
- c. Teachers who are assigned to more than one building per day shall be granted a thirty (30) minute period of time between teaching assignments for the purpose of travel and classroom preparations. This time is in addition to a duty-free lunch period.

#### 7.5 Other Duties

- a. All reasonable efforts will be made by the administration and the **BOARD OF EDUCATION** to relieve teachers of before-school, lunchtime, after-school playground duties and bus loading duties.
- b. On early dismissal days, teachers of art, music, physical education and multimedia who travel will continue to do so provided they do not have more than seven (7) class assignments on the affected days. On these days, classes will meet for twenty-five (25) minute sessions with sufficient travel time included in the schedule. Should any of these teachers have

more than seven (7) assignments on early dismissal days, they will alternate schools.

- c. All full-time teachers will be required to attend up to two (2) meetings per month that will not exceed one (1) hour before/after student dismissal. No meeting shall begin before 8:00 am.

Five (5) school days notice shall be provided for any meeting expected to extend beyond the regular contracted work day. In the case of regularly scheduled building faculty meetings, notice setting meeting dates may be published once at the start of the school year. Advance notification of 48 hours minimum for rescheduling of the meeting shall be provided. Attendance at rescheduled meetings may be excused with approval of supervisor.

- d. A teacher shall be reimbursed for required supervision of students approved by Board action beyond the school day. The rate shall be \$43.00 per hour for the duration of the contract. Reimbursement timesheets for extra time will be calculated and paid on a monthly basis in 15 minute increments, which shall be paid with the first pay period of the following month.
- e. Teachers shall attend the one (1) annual Back-to-School Night at the appropriate building. Required attendance at additional Back-to-School nights shall be paid at the rate set forth in 7.5(d) above.
- f. Professional, certificated staff members may be required to make one (1) professional presentation to the Board per year and will be compensated one hour of preparation at the hourly rate of \$43.00 without additional pay. If they are asked to make more than one (1) presentation, they will be compensated for one (1) hour at the rate of \$43.00 per hour.
- g. The **BOARD OF EDUCATION** agrees to pay \$25.00 per hour for required room changes necessitating such work outside of regular contractual day and/or calendar year as outlined for at least eight (8) hours for classroom moves within the same building but up to twelve (12) in the Principal's discretion, up to sixteen (16) hours for classroom moves to another building, up to four (4) hours for moving offices. There must be a prior request made to the appropriate administrator and approval given before such work commences.

- h. During the week of parent/teacher conferences, teachers shall return on one evening for the purpose of meeting with parents. Teachers with scheduled evening conferences are permitted to leave at the end of the pupil day. In the event that a teacher chooses to schedule evening conferences beyond the two hours allotted by the district, they shall be compensated for one additional hour at the contractual rate of pay.

In the event a teacher receives no requests for evening conferences, the teacher shall not be required to return for evening conferences and shall leave at the end of the normal contractual day.

Part-time teachers who elect to participate in a parent conference that extends beyond their contracted work day must have the additional time approved by the appropriate principal. If approved, these teachers will be compensated at the rate of \$43.00 per hour.

- i. All timesheets must be submitted to the building principal/supervisor by the 30<sup>th</sup> of each month.

#### 7.6 Field Trips

All teachers who supervise approved field trips that extend beyond the regular contractual school day shall be compensated at the rate of \$43.00 per hour for the duration of the contract.

#### 7.7 Mentoring

The **BOARD OF EDUCATION** and the **ASSOCIATION** hereby agree to the payment schedule below for teachers who serve as mentors to first year teachers.

Mentor teachers shall be paid at the rate set forth by the New Jersey Department of Education.

For the beginning provisional teacher being mentored, a payroll deduction will be established equal to the amount needed to reimburse the mentor.



**ARTICLE VIII**  
**EMPLOYEE HOURS – SUPPORT STAFF**

8.1 Daily Hours

- a. All paraprofessionals employed as of September 1, 2017 shall be contracted for 5.95 hours per day with a 30-minute unpaid lunch.
- b. Full time secretaries will be defined as those secretaries who work an eight (8) hour day. The starting and ending times will be determined by the Board of Education. All full-time secretarial staff will be provided ten (10) days' notice of any changes in working hours.
- c. Part-time secretaries will be defined as those secretaries who work less than an eight (8) hour day. The starting and ending times will be determined by the Board of Education. All part-time secretarial staff will be provided ten (10) days' notice of any changes in working hours.
- d. Part-time secretaries who work less than 4¾ hours will be provided a fifteen (15) minute break at a time determined by the appropriate supervisor.
- e. The work day for all Basic Skills Teacher Assistants and Paraprofessionals will be determined by the Board of Education.
- f. Basic Skills Teacher Assistants will be contracted to work 5.95 hours per day and shall be provided an unpaid duty-free lunch period of at least thirty (30) minutes.

8.2 Lunch Periods

- a. Paraprofessionals who work more than 4¾ hours per school day shall have a thirty (30) minute unpaid duty-free lunch break each day.
- b. Full-time secretaries will be provided a forty-five (45) minute duty-free lunch and a fifteen (15) minute break either in the morning or in the afternoon as determined by the appropriate supervisor.

### 8.3 Paraprofessional Hours and Lunch Periods

- a. Paraprofessionals who are contracted for 5.95 hours per day shall be provided an unpaid duty-free lunch period of at least thirty (30) minutes.
- b. Paraprofessionals who are employed as part of the Extended School Year program shall be compensated at the hourly rate of \$20.00.

### 8.4 Arrival and Departure Time

- a. Days before holidays which exceed one (1) day (Thanksgiving, Winter Break and Spring Break) shall be early dismissal days. Secretaries may be dismissed two hours early on these days once all students are safely transported home. Secretaries shall receive one half hour of comp time for each of these days, which may be used in increments of 30 minutes or more, prior to the end of the school year in which it is earned.

**ARTICLE IX**  
**PROTECTION OF EMPLOYEES**

- 9.1 Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks that endanger their health, safety, or well-being. Hazardous environmental conditions will be determined according to PEOSHA standards.
- 9.2 An employee may, within the scope of his/her employment, use and apply such amount of force as is reasonable and necessary; to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or with the control of the pupil; for the purpose of self defense; and for the protection of others.
- 9.3 Whenever any action is brought against an employee before the **BOARD OF EDUCATION** or before the Commissioner of Education of the State of New Jersey which may affect his/her employment or salary status, the **BOARD OF EDUCATION** shall reimburse him/her for the cost of his/her defense if the action is dismissed or results in a final decision in favor of the employee.
- 9.4 Pursuant to the statutes of the State of New Jersey, whenever any civil action has been or shall be brought against any person holding any office, position or employment under the jurisdiction of any Board of Education, including any student teacher, for any act or omission arising out of and in the course of the performance of the duties of such office, position, employment or student teaching, the **BOARD OF EDUCATION** shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such persons from any financial loss resulting wherefrom; and said **BOARD OF EDUCATION** may arrange for and maintain appropriate insurance to cover all damages, losses and expenses.
- 9.5 Pursuant to the statutes of the State of New Jersey, should any criminal action be instituted against any employee for any such act or omission and should such proceeding be dismissed or result in a final disposition favorable to such person, the **BOARD OF EDUCATION** shall reimburse him/her for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.

- 9.6 Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or immediate supervisor.

Employees shall immediately report to their immediate supervisor cases of assault upon pupils.

Such notification shall be immediately forwarded to the Superintendent by the building principal or immediate supervisor who shall comply with any reasonable request from the employee for any information in the possession of the Superintendent relating to the incident or the persons involved and shall act in appropriate ways as liaison between the employee, the police and the courts.

- 9.7 Hepatitis B shots shall be provided to all employees as per the Board of Education's Exposure Control Plan.

**ARTICLE X**  
**LEAVES OF ABSENCE**

10.1 Types of Leaves

For the purpose of this Article, the following types of leaves shall be recognized:

Sick Leave	Compassionate Leave
Personal Leave	Involuntary Leave
Professional Leave	Parental Leave
Sabbatical Leave	

10.2 Sick Leave

- a. All staff members employed shall be entitled to eleven (11) sick leave days, with pay, each school year as of the first official day of said school year, whether or not they report for duty on that day. Two (2) of the allotted 11 sick days may be used for family illness. Sick leave for all staff members who are not contracted for the total number of days will be prorated as follows:

<u>Contracted Days per Week</u>	<u>Sick Days per Year</u>
4	9
3	6.5
2	4.5
1	2

All employees who begin employment after September 30<sup>th</sup> will be entitled to sick leave on a prorated basis.

Unused sick leave shall be accumulated from year to year with no maximum limit. Sick leave shall be defined by New Jersey Statutes with the following permissive change:

All employees who are absent from their duties for three (3) or more consecutive work days will be required to submit to the Superintendent's Office a certificate from a physician stating the reason of such absence. The need for presentation of a medical certification after sick leave of less than three consecutive days shall be at the discretion of the Superintendent for good cause.

Staff members who do not report to work on an in-service day, or the day immediately before or immediately after a holiday or NJEA Convention, due to illness must provide a doctor's note to the Superintendent's Office within three (3) days of returning to work.

Sick time will be prorated if a staff member is on a leave of absence.

Convalescence must be a continuity of the illness.

Catastrophic leave will be available in accordance with the provisions of 18A:30-6 when sick leave is exhausted and shall be administered on an individual basis, i.e., 1/200th of annual salary minus the cost of the substitute. The Board of Education reserves the right to determine if catastrophic leave will be granted and, if so, the length of time to be approved.

- b. The **BOARD OF EDUCATION** shall reimburse retiring teachers for unused sick leave at the rate of \$65.00 per day up to a maximum \$7,800. (120 days) for the duration of the contract. Sick leave reimbursement for secretaries, paraprofessionals and Basic Skills Teacher Assistants will be \$45.00 per day up to a maximum of \$5,400. (120 days) for the duration of the contract. Notice of said retirement must be given by December 1<sup>st</sup> in order to receive payment in the following year.

All staff members must attain ten (10) consecutive years of service in the district in order to be eligible for any retirement reimbursement.

Should the employee die before retirement, after having given formal retirement notification, the accrued entitlement will be paid to the beneficiary or to the employee's estate, as appropriate.

- c. Whenever an employee is absent due to illness, injury, or other disability requiring an extended period of absence and an anticipated date for returning to work cannot be estimated, the individual must notify the Superintendent thirty (30) days in advance of the anticipated date of return or as soon as it has been projected by the attending physician. Once this has been established, the employee must then notify the Superintendent five (5) work days in advance of the actual return date to confirm the return.

In such cases, reassignment will be subject to available positions in the area of certification and/or experience based upon the Superintendent's recommendation. Should an appropriate position not be available, the returning employee shall serve as a substitute until the Superintendent can make an appropriate recommendation.

- d. Any employee who is on a board-approved leave of absence (either paid or unpaid) for an entire school year (July 1<sup>st</sup> through June 30<sup>th</sup>) will not accrue sick or personal time.
- e. Any employee who transfers from one full-time position to another full-time position shall maintain their accumulated sick time. Any employee who transfers from one part-time position to another part-time position shall maintain their accumulated sick time. Any employee who moves from a part-time position to a full-time position shall have their accumulated sick time prorated based on the number of hours they were contracted prior to becoming full-time (i.e. if an employee was contracted for four hours per day before becoming full-time, his/her accumulated sick leave will be multiplied by 4/8 or ½ to determine the number of accumulated sick days as a full-time employee).

All employees who transferred from a part-time position to a full-time position prior to July 1, 2012 will not have their accumulated sick leave prorated. Appropriate adjustments in accumulated sick leave for these individuals will become effective on July 1, 2012.

*Note: These sick leave days will be available to the appropriate staff members to be used as necessary while employed, but will not be counted as sick leave for reimbursement purposes.*

### 10.3 Compassionate Leave

Leaves of absence shall be granted by the Superintendent, with pay, to an employee for a death in the immediate family. The number of days per year shall not be defined, but the maximum number of days per any one crisis shall not exceed five (5).

The immediate family shall be considered as: father, mother, grandfather, grandmother, spouse, child, brother, sister, grandchild, mother-in-law, father-in-law, stepparent, stepchild and domestic partner.

A leave of three (3) days shall be granted with the same stipulations as above in the event of a death of a sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent-in-law or any other person with assumed comparable roles.

One (1) day leave shall be granted with the same stipulations as above in the event of a death an uncle, aunt, cousin, niece, nephew, or any other person domiciled in the employee's household. There shall be no deduction of pay or sick leave.

Compassionate Leave must be taken following the person's death and prior to the remembrance services, the day of the services, or within seven (7) days following the services.

#### 10.4 Personal Leave

- a. Staff members shall receive a maximum of four (4) personal leave days with pay per school year. No more than seven (7) teachers in the entire district shall be eligible for personal leave on any given day. No more than seven (7) non-certificated staff in the entire district shall be eligible for personal leave on any given day. Requests shall be honored on a "first come, first served" basis.
- b. For those staff members who have sufficient unused personal days remaining at the end of each school year, all remaining unused personal days shall be converted to accumulated sick leave annually.
- c. The Superintendent shall have the sole discretion to grant the use of consecutive days before/after: holidays, NJEA Convention, beginning and end of the school year.

#### 10.5 Involuntary Leave

Involuntary leave may be requested only after other appropriate accumulated leave has been exhausted. All requests for involuntary leave must be in writing on prescribed forms, submitted seventy-two (72) hours in advance to the building principal and be approved by the Superintendent. Involuntary leave shall be limited to use for a court subpoena or family/household emergency.

Any involuntary leave expected to be longer than five (5) days must be approved by the **BOARD OF EDUCATION**. No compensation shall be granted for leaves in excess of five (5) days. In such cases, the leave shall be without pay in all instances.

#### 10.6 Parental Leave

- a. The **BOARD OF EDUCATION** shall grant parental leave in accordance with Board policy and the laws of the State of New Jersey.
- b. Upon return, the employee will be placed on the same step and guide in effect when the leave commences and with all benefits previously accrued. If the employee serves half of the contracted days prior to and/or after the leave option, they will be placed on



the next higher step upon returning at the start of or during the following school year.

- c. The **BOARD OF EDUCATION** agrees to provide six (6) months of child rearing leave without pay for adoption of an infant. All rights and privileges granted in 9.6(a) & 9.6(b) shall also apply to child-rearing leave. In addition, both male and female employees shall be eligible. In the event that both parents are employed by the **MANTUA TOWNSHIP BOARD OF EDUCATION**, only one (1) parent shall be eligible for child-rearing leave.
- d. The **BOARD OF EDUCATION** agrees to provide two (2) days of parental leave to any staff member per school year within the first two weeks of birth or adoption.

#### 10.7 Professional Leave

- a. The **BOARD OF EDUCATION** is agreeable to \$300.00 or two (2) professional days per school year for the following teaching staff members: special education, nurse, social worker, psychologist, guidance counselor, occupational therapist, speech/language specialist, learning disabilities teacher/consultant, behavior specialist, and special areas.
- b. The **BOARD OF EDUCATION** shall reimburse all other employees, with the exception of teachers, for the cost of attending a total of one (1) professional workshop, seminar, webinar, or other similarly approved functions, up to a maximum of \$100.
- c. Teachers can attend professional development opportunities held outside of the district with the Superintendent's permission.

#### 10.8 Sabbatical Leave

- a. Purpose  
A sabbatical leave shall be granted to a teacher by the **BOARD OF EDUCATION** for study, including study in another area of specialization, for travel, or for other reasons of value to the school system.
- b. Conditions  
Sabbatical leave shall be granted, subject to the following conditions:
  - (1) If there are sufficient qualified applicants, sabbatical may be granted to a maximum of two (2) teachers in any academic year.

- (2) Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be mutually agreed on by the **ASSOCIATION** and the Superintendent no later than January 1 and action must be taken on all such requests no later than April 1 of the school year preceding the academic year for which the sabbatical leave is requested.
- (3) The teacher, in order to qualify for sabbatical leave, must have completed at least seven (7) full school years of service in the Mantua Township School District.
- (4) The teacher on sabbatical leave shall be paid fifty percent (50%) of his/her contract salary for the year in which the sabbatical is requested.
- (5) Upon return from the sabbatical leave, the teacher shall be placed on the salary schedule at the level which s/he would have achieved had s/he remained actively employed in the system during the period of his/her absence. A recipient of a sabbatical shall agree to return to his/her duties within the school district for a period of not less than two (2) years. Should a sabbatical recipient fail to return to the service of the Mantua Township School District for a period of two (2) years immediately following the sabbatical, the recipient shall repay the **BOARD OF EDUCATION** the full amount received while on sabbatical leave of absence.
- (6) A sabbatical leave shall be granted for no more or no less than one (1) academic year. All sabbatical leaves shall be effective from the opening day of school and last until the closing day of school during the same academic year.
- (7) A sabbatical leave shall be granted to a teacher not more than once during his/her entire employment in Mantua Township School District.
- (8) A teacher on sabbatical leave shall be entitled to any and all fringe benefits which are extended to all teachers and for which the recipient is eligible, at personal expense.

**ARTICLE XI**  
**REIMBURSEMENT FOR PROFESSIONAL COURSES**

11.1 Preamble

Recognizing the desire and responsibility of the professional staff to increase professional skills, acquire greater knowledge, and achieve professional advancement through formal education, the **BOARD OF EDUCATION** and the **ASSOCIATION** agree to the following Article.

11.2 Tuition Costs

The Mantua Township **BOARD OF EDUCATION** agrees to pay tuition costs for teachers in accordance with the provisions outlined below:

a. Eligibility

Teachers who hold a Baccalaureate Degree from an accredited college will be eligible.

b. Reimbursement

The **BOARD OF EDUCATION** will establish a pool of money for the purpose of reimbursing teachers for approved graduate course work. This amount will be \$40,000 for each year of the contract. This amount will be distributed as follows:

- 50% for courses which end between July 1<sup>st</sup> and December 31<sup>st</sup>
- 50% for courses which end between January 1<sup>st</sup> and June 30<sup>th</sup> (any monies left from the above amount will be added to this amount)

Eligibility for these allotments will be based on matriculation in a graduate program or approved professional certification that is directly related to the employee's responsibilities as per their job description. Those individuals who qualify will be reimbursed 100% of the costs for tuition. In the event that the requests do exceed the available pool, matriculated individuals will be reimbursed on an equal basis. An "equal basis" is hereby defined as each teacher getting 100% of the cost of each credit until the funds are depleted. In the event that the amount being requested exceeds the available pool of monies, the following procedure will be used to determine the amount to be distributed to each teacher:

- (1) The total number of credits being requested for reimbursement will be divided into the available pool.

- (2) This per credit amount will then be multiplied by the credits being requested by each individual teacher to determine how much the staff member will receive.

Teachers wishing to be eligible for reimbursement must have coursework included in their Professional Development Plan for the current year.

The maximum amount to be reimbursed to the teacher shall not exceed the cost of six (6) graduate credits based on the cost of credits at Rowan University for the academic year in which the approved coursework was taken.

### 11.3 Procedure

- a. Course approval requests for courses which conclude between July 1 and December 31 must be submitted to the Superintendent through the building principal no later than June 1 of the year the course is being taken. Within thirty (30) days of the above date the Superintendent will return the course approval request indicating whether the course has been approved and the amount available for reimbursement.

Course approval requests for courses which conclude between January 1 and June 30 must be submitted to the Superintendent through the building principal no later than December 1 of the year the course is being taken. Within thirty (30) days of the above date the Superintendent will return the course approval request indicating whether the course has been approved and the amount available for reimbursement.

All courses must be approved by the Superintendent in order to be reimbursed. The **BOARD OF EDUCATION** shall reimburse only those courses that are related to the instructional process at the elementary level. These courses shall include, but not be limited to, the fields of guidance and supervision.

- b. Upon completion of the Request for Course Reimbursement form, proof of payment and a transcript or grade card shall be submitted to the Superintendent as evidence of successful completion of the course(s). Reimbursement shall be made only to applicants who present evidence (course mark as shown on official transcripts) of having received a grade of "B" or better.
- c. The reimbursement periods shall take place thirty (30) days after the **BOARD OF EDUCATION** received notification of successful completion.

- d. In the event that a staff member formally withdraws from his/her approved class or is not eligible to be reimbursed due to receiving a grade of "C" or less, money that was designated for that individual will be divided up and evenly dispersed among those individuals still enrolled in the program who received a grade of "B" or better.

#### 11.4 Reimbursement for All Other Employees

All other employees desiring to take courses related to training or the enhancement of their job performance must submit a written request to the Superintendent. No employee shall be eligible to receive more than \$500 and the total amount disbursed shall not exceed \$2500 per year. Approval of such courses will be at the Superintendent's discretion. Employees shall only be eligible if the teachers have not reached their maximum reimbursement amount. Reimbursement shall be subject to repayment under the provisions of section 11.5.

#### 11.5 Reimbursement of Tuition

Any employee leaving the District voluntarily, except for retirement, relocation, of more than 100 miles, military service or disability according to Social Security, shall be required to reimburse the district for tuition reimbursement paid by the district to the employee as follows:

- (1) 75% of tuition reimbursement received for courses taken within the 12 months prior to the employee's last day of service
- (2) 50% of tuition reimbursement received for courses taken within the 24 months prior to the employee's last day of service

Reimbursement shall be due on or before the employee's last day of service, unless the Superintendent consents to a reasonable repayment schedule as requested by the employee. If reimbursement is not made on or before the employees last day of service, or in accordance with an agreed upon payment plan, the Board may seek to recover the unpaid reimbursement amount in a court of competent jurisdiction and the employee will be responsible for all reasonable attorneys' fees and costs associated with such an action.

**ARTICLE XII**  
**INSURANCE PROTECTION**

12.1 Health Care Insurance

The **BOARD OF EDUCATION** shall pay the full premium cost of AmeriHealth Public Sector 5 (or a plan of equal or greater benefits) for each eligible teacher and employee and eligible dependents. All employees eligible for medical coverage will be provided the opportunity to pay the differential for AmeriHealth Public Sector 10 (or plan of equal or greater benefits).

In order to be eligible for health care insurance, an employee must be contracted to work 30 or more hours per week.

All employees who receive medical health benefits will provide a contribution towards their benefits in accordance with P.L. 2011, Chapter 78.

12.2 Group Income Protection Plan

The Board of Education agrees to provide each employee eligible for health care insurance a contribution towards accident/sickness disability coverage through the Prudential Insurance Company of America equal to one of the following two plans:

1. Plan #4568 Accident/Sickness with a maximum monthly benefit amount of \$510.00. This plan is only available to those staff members who are enrolled in this plan as of July 1, 2006.
2. Pru-Protect 14-day elimination period with a maximum monthly benefit amount of \$1,000.00.

This contribution can be used towards the cost of any accident/sickness plan through Prudential or any individual disability plan that is Board approved and selected by the employee with the employee paying any cost over the board contribution amount.

Eligibility for income protection insurance will be based on the same conditions as defined in 12.1 above.

12.3 Prescription Drug Insurance

The **BOARD OF EDUCATION** shall pay the full premium cost for prescription drug insurance coverage for each employee eligible for health care insurance and eligible dependents, based on the following co-pays:

Generic Preferred	\$10.
Brand Preferred	\$20.
Non-Preferred	\$30.

Eligibility for prescription drug insurance will be based on the same conditions as defined in 12.1 above.

All employees who receive prescription drug benefits will provide a contribution towards their benefits in accordance with P.L. 2011, Chapter 78.

#### 12.4 Dental Insurance

The **BOARD OF EDUCATION** shall pay the full premium cost for employee-only dental insurance for each employee eligible for health care insurance. Family coverage will be available at the employee's expense.

Eligibility for dental insurance will be based on the same conditions as defined in 12.1 above.

All employees who receive dental benefits will provide a contribution towards their benefits in accordance with P.L. 2011, Chapter 78.

**ARTICLE XIII**  
**DEDUCTION FROM SALARY**

13.1 Deductions – Dues

The **BOARD OF EDUCATION** agrees to deduct from the salaries of all employees (at the option of the employee) dues for the Mantua Township Education Association, the Gloucester County Education Association, and New Jersey Education Association or the National Education Association, or any one or any combination of such associations as said employee individually and voluntarily authorize the **BOARD OF EDUCATION** to deduct. Such deductions shall be made in compliance with Chapter 310 Public Laws of 1967 (NJSA 51:14-15.9e) and under rules established by the State Department of Education.

The Board of Education shall transmit to the appropriate office of the NJEA all dues deducted on behalf of said employees. The amount transmitted will be based on the invoice received from NJEA along with any necessary adjustments. This check will be forwarded by the Board of Education by the 15<sup>th</sup> of the following month.

13.2 Elective Monthly Basis

a. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments. Employees must have salary deposited directly to their account by contacting the Board Office for necessary paperwork. The **BOARD OF EDUCATION** will provide, at the beginning of each school year, a pay distribution guide outlining the actual payday for the course of the school year. All employees shall receive their annual W-2 form electronically. If requested by an employee, the school Business Administrator shall provide a paper copy of the annual W-2.

- (1) Employees may individually elect to have any amount of their monthly salary deducted from their pay for deposit in individual accounts with the ABCO Credit Union. The interest accrued will be applied to their individual accounts by the Credit Union. Withdrawal of funds is subject to the rules of the Credit Union.
- (2) Employees must submit notification, either by written forms or by email, to the Business Office, in order to have payroll deductions made, changed, or discontinued. Deductions will be discontinued only if the Business Office is notified by the 15<sup>th</sup> of the month prior to the date of discontinuance.



- b. When a payday falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.

**ARTICLE XIV  
SALARY GUIDES**

14.1 Salary Guides

<b>Teachers</b>
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**2023-24**

<b><u>Salary Step</u></b>	<b><u>BA</u></b>	<b><u>MA</u></b>	<b><u>MA+15</u></b>	<b><u>MA+30</u></b>	<b><u>PhD</u></b>
1	55,914	57,414	58,214	59,014	59,814
2	56,414	57,914	58,714	59,514	60,314
3	56,914	58,414	59,214	60,014	60,814
4	57,414	58,914	59,714	60,514	61,314
5	57,914	59,414	60,214	61,014	61,814
6	58,414	59,914	60,714	61,514	62,314
7	59,013	60,513	61,313	62,113	62,913
8	60,213	61,713	62,513	63,313	64,113
9	61,813	63,313	64,113	64,913	65,713
10	64,313	65,813	66,613	67,413	68,213
11	67,513	69,013	69,813	70,613	71,413
12	71,113	72,613	73,413	74,213	75,013
13	75,313	76,813	77,613	78,413	79,213
14	82,162	83,662	84,462	85,262	86,062

**2024-25**

<b><u>Salary Step</u></b>	<b><u>BA</u></b>	<b><u>MA</u></b>	<b><u>MA+15</u></b>	<b><u>MA+30</u></b>	<b><u>PhD</u></b>
1	56,694	58,194	58,994	59,794	60,594
2	57,194	58,694	59,494	60,294	61,094
3	57,694	59,194	59,994	60,794	61,594
4	58,194	59,694	60,494	61,294	62,094
5	58,694	60,194	60,994	61,794	62,594
6	59,194	60,694	61,494	62,294	63,094
7	59,793	61,293	62,093	62,893	63,693
8	60,993	62,493	63,293	64,093	64,893
9	62,593	64,093	64,893	65,693	66,493
10	65,093	66,593	67,393	68,193	68,993
11	68,294	69,794	70,594	71,394	72,194
12	71,894	73,394	74,194	74,994	75,794
13	76,094	77,594	78,394	79,194	79,994
14	83,262	84,762	85,562	86,362	87,162

## Teachers

### 2025-2026

<b>Salary Step</b>	<b><u>BA</u></b>	<b><u>MA</u></b>	<b><u>MA+15</u></b>	<b><u>MA+30</u></b>	<b><u>PhD</u></b>
1	58,169	59,669	60,469	61,269	62,069
2	58,669	60,169	60,969	61,769	62,569
3	59,169	60,669	61,469	62,269	63,069
4	59,669	61,169	61,969	62,769	63,569
5	60,169	61,669	62,469	63,269	64,069
6	60,669	62,169	62,969	63,769	64,569
7	61,269	62,769	63,569	64,369	65,169
8	62,469	63,969	64,769	65,569	66,369
9	64,069	65,569	66,369	67,169	67,969
10	66,569	68,069	68,869	69,669	70,469
11	69,769	71,269	72,069	72,869	73,669
12	73,362	74,862	75,662	76,462	77,262
13	77,562	79,062	79,862	80,662	81,462
14	84,462	85,962	86,762	87,562	88,362

### 2026-2027

<b>Salary Step</b>	<b><u>BA</u></b>	<b><u>MA</u></b>	<b><u>MA+15</u></b>	<b><u>MA+30</u></b>	<b><u>PhD</u></b>
1	60,317	61,817	62,617	63,417	64,217
2	60,817	62,317	63,117	63,917	64,717
3	61,317	62,817	63,617	64,417	65,217
4	61,817	63,317	64,117	64,917	65,717
5	62,317	63,817	64,617	65,417	66,217
6	62,817	64,317	65,117	65,917	66,717
7	63,417	64,917	65,717	66,517	67,317
8	64,617	66,117	66,917	67,717	68,517
9	66,217	67,717	68,517	69,317	70,117
10	68,717	70,217	71,017	71,817	72,617
11	71,917	73,417	74,217	75,017	75,817
12	75,417	76,917	77,717	78,517	79,317
13	79,377	80,877	81,677	82,477	83,277
14	85,762	87,262	88,062	88,862	89,662

## Teachers

### 2027-2028

<b>Salary Step</b>	<b><u>BA</u></b>	<b><u>MA</u></b>	<b><u>MA+15</u></b>	<b><u>MA+30</u></b>	<b><u>PhD</u></b>
1	62,942	64,442	65,242	66,042	66,842
2	63,442	64,942	65,742	66,542	67,342
3	63,942	65,442	66,242	67,042	67,842
4	64,442	65,942	66,742	67,542	68,342
5	64,942	66,442	67,242	68,042	68,842
6	65,442	66,942	67,742	68,542	69,342
7	66,042	67,542	68,342	69,142	69,942
8	67,242	68,742	69,542	70,342	71,142
9	68,842	70,342	71,142	71,942	72,742
10	71,342	72,842	73,642	74,442	75,242
11	74,542	76,042	76,842	77,642	78,442
12	78,042	79,542	80,342	81,142	81,942
13	81,742	83,242	84,042	84,842	85,642
14	87,262	88,762	89,562	90,362	91,162

## Secretaries

### 2023-24

<b>Salary Step</b>	<b><u>12 Months</u></b>	<b><u>10 Months</u></b>
1	41,577	34,648
2	42,277	35,231
3	42,977	35,814
4	43,677	36,398
5	44,377	36,981
6	45,077	37,564
7	45,777	38,148
8-9	46,477	38,731
10	47,177	39,314
11	48,077	40,064
12	49,025	40,854
13	49,975	41,646
13B	50,925	42,438
14	51,875	43,229

**Secretaries**

**2024-25**

<b><u>Salary Step</u></b>	<b><u>12 Months</u></b>	<b><u>10 Months</u></b>
1	43,300	36,083
2	44,000	36,667
3	44,700	37,250
4	45,400	37,833
5	46,100	38,417
6	46,800	39,000
7	47,500	39,583
8	48,200	40,167
9-10	48,900	40,750
11	49,800	41,500
12	50,748	42,290
13	51,698	43,082
13B	52,648	43,873
14	53,598	44,665

**2025-26**

<b><u>Salary Step</u></b>	<b><u>12 Months</u></b>	<b><u>10 Months</u></b>
1	45,043	37,536
2	45,743	38,119
3	46,443	38,703
4	47,143	39,286
5	47,843	39,869
6	48,543	40,453
7	49,243	41,036
8	49,943	41,619
9	50,643	42,203
10-11	51,543	42,953
12	52,491	43,743
13	53,441	44,534
13B	54,391	45,326
14	55,341	46,118

## Secretaries

### 2026-27

<u>Salary Step</u>	<u>12 Months</u>	<u>10 Months</u>
1	46,818	39,015
2	47,518	39,598
3	48,218	40,182
4	48,918	40,765
5	49,618	41,348
6	50,318	41,932
7	51,018	42,515
8	51,718	43,098
9	52,418	43,682
10	53,318	44,432
11-12	54,266	45,222
13	55,216	46,013
13B	56,166	46,805
14	57,116	47,597

### 2027-28

<u>Salary Step</u>	<u>12 Months</u>	<u>10 Months</u>
1	48,758	40,632
2	49,458	41,215
3	50,158	41,798
4	50,858	42,382
5	51,558	42,965
6	52,258	43,548
7	52,958	44,132
8	53,658	44,715
9	54,358	45,298
10	55,058	45,882
11	56,006	46,672
12-13	56,956	47,463
13B	57,906	48,255
14	58,856	49,047

**Assistant Nurses**

<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
<b><u>Hourly Rate</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Hourly Rate</u></b>
35.66	37.26	38.94	40.65	42.36

**Paraprofessionals Hired On or After September 1, 2014**  
*Schedule A: Standard*

<b>Salary</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
<b><u>Step</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Hourly Rate</u></b>
<b>1</b>	16.23	16.81	17.37
<b>2</b>	16.42	16.99	17.56
<b>3</b>	16.61	17.18	17.74
<b>4</b>	16.80	17.37	17.93
<b>5</b>	17.08	17.65	18.21
<b>6</b>	17.36	17.93	18.49
<b>7</b>	17.72	18.28	18.84
<b>8</b>	18.09	18.65	19.21
<b>9</b>	18.51	19.07	19.63
<b>10</b>	19.09	19.65	20.21
<b>OG</b>	22.22	22.78	23.34

<b>Salary</b>	<b>2026-27</b>	<b>2027-28</b>
<b><u>Step</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Hourly Rate</u></b>
<b>1</b>	18.07	18.97
<b>2</b>	18.26	19.13
<b>3</b>	18.45	19.30
<b>4</b>	18.63	19.46
<b>5</b>	18.91	19.69
<b>6</b>	19.19	19.93
<b>7</b>	19.47	20.21
<b>8</b>	19.85	20.58
<b>9</b>	20.27	20.95
<b>10</b>	20.77	21.33
<b>OG</b>	23.90	24.46

<b>Paraprofessionals Hired On or After September 1, 2014</b> <i>Schedule A: 60 Credits and Sub Cert</i>
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<b>Salary</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
<b><u>Step</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Hourly Rate</u></b>
<b>1</b>	17.73	18.31	18.87
<b>2</b>	17.92	18.49	19.06
<b>3</b>	18.11	18.68	19.24
<b>4</b>	18.30	18.87	19.43
<b>5</b>	18.58	19.15	19.71
<b>6</b>	18.86	19.43	19.99
<b>7</b>	19.22	19.78	20.34
<b>8</b>	19.59	20.15	20.71
<b>9</b>	20.01	20.57	21.13
<b>10</b>	20.59	21.15	21.71
<b>OG</b>	23.72	24.28	24.84

<b>Salary</b>	<b>2026-27</b>	<b>2027-28</b>
<b><u>Step</u></b>	<b><u>Hourly Rate</u></b>	<b><u>Hourly Rate</u></b>
<b>1</b>	19.57	20.47
<b>2</b>	19.76	20.63
<b>3</b>	19.95	20.80
<b>4</b>	20.13	20.96
<b>5</b>	20.41	21.19
<b>6</b>	20.69	21.43
<b>7</b>	20.97	21.71
<b>8</b>	21.35	22.08
<b>9</b>	21.77	22.45
<b>10</b>	22.27	22.83
<b>OG</b>	25.40	25.96



**Paraprofessionals Hired Before September 1, 2014**  
*Schedule B: Standard*

<b>Salary Step</b>	<b>2023-24 Hourly Rate</b>	<b>2024-25 Hourly Rate</b>	<b>2025-26 Hourly Rate</b>
<b>1</b>	21.49	22.26	23.93
<b>2</b>	21.77	22.54	24.21
<b>3</b>	22.17	22.82	24.49
<b>4</b>	22.96	23.61	24.77
<b>5</b>	23.75	24.40	25.47
<b>6</b>	24.55	25.20	26.26
<b>7</b>	25.89	26.45	27.20

<b>Salary Step</b>	<b>2026-27 Hourly Rate</b>	<b>2027-28 Hourly Rate</b>
<b>1</b>	25.68	26.80
<b>2</b>	25.96	27.08
<b>3</b>	26.25	27.36
<b>4</b>	26.53	27.64
<b>5</b>	26.99	28.11
<b>6</b>	27.55	28.67
<b>7</b>	28.25	29.37

**Paraprofessionals Hired Before September 1, 2014**  
*Schedule B: 60 Credits and Sub Cert*

<b>Salary Step</b>	<b>2023-24 Hourly Rate</b>	<b>2024-25 Hourly Rate</b>	<b>2025-26 Hourly Rate</b>
<b>1</b>	22.99	23.76	25.43
<b>2</b>	23.27	24.04	25.71
<b>3</b>	23.67	24.32	25.99
<b>4</b>	24.46	25.11	26.27
<b>5</b>	25.25	25.90	26.97
<b>6</b>	26.05	26.70	27.76
<b>7</b>	27.39	27.95	28.70

**Paraprofessionals Hired Before September 1, 2014**  
*Schedule B: 60 Credits and Sub Cert*

<b>Salary Step</b>	<b>2026-27 Hourly Rate</b>	<b>2027-28 Hourly Rate</b>
<b>1</b>	27.18	28.30
<b>2</b>	27.46	28.58
<b>3</b>	27.75	28.86
<b>4</b>	28.03	29.14
<b>5</b>	28.49	29.61
<b>6</b>	29.05	30.17
<b>7</b>	29.75	30.87

**Basic Skills Teacher Assistants**

<b>Salary Step</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
<b>1</b>	27,368	28,599	29,866

<b>Salary Step</b>	<b>2026-27</b>	<b>2027-28</b>
<b>1</b>	31,201	32,511

**14.2 Recognitory Levels**

- a. Teachers shall receive annual longevity increments as follows:  
 At the start of 20 or more years of service:

<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
\$2,000	\$2,200	\$2,300	\$2,400	\$2,500

- At the start of 15 or more years of service:

<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
\$1,600	\$1,800	\$1,900	\$2,000	\$2,100

- b. Teachers who have earned and been awarded a Master’s Degree in Education or in an allied field shall receive \$1,500 in addition to their rightful places on the Bachelor’s Degree salary guide. In addition recognition shall be given for a Master’s Degree plus fifteen (15) credits earned, a Master’s Degree plus thirty (30) credits, and for a Doctorate Degree at \$800 at each level.

Horizontal salary guide movement based on newly-earned degrees shall be effective in the pay period following the submission of documentation of said change in degree status. An unofficial transcript shall be accepted as proof of change in degree status for purposes of horizontal guide movement provided that an official transcript is received within three months thereafter.

- c. Non-certificated staff shall receive annual longevity as follows:

At the start of 20 or more years of service:

<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
\$1,050	\$1,200	\$1,300	\$1,400	\$1,500

At the start of 15 or more years of service:

<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
\$800	\$950	\$1,050	\$1,150	\$1,250

At the start of 10 or more years of service:

<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>
\$650	\$800	\$900	\$1,000	\$1,100

The above payments shall be paid with staff members' regular paychecks.

### 14.3 Special Activities Positions

	<b>2023-24</b>	<b>2024-25</b>	<b>2025-28</b>
5 <sup>th</sup> and 6 <sup>th</sup> Grade Band Director	\$1,303	\$1,303	\$1,500
New Players Band Director	\$710	\$710	\$750
5 <sup>th</sup> and 6 <sup>th</sup> Grade Chorus Director	\$1,303	\$1,303	\$1,500
4 <sup>th</sup> Grade Chorus Director	\$710	\$710	\$750
Drama Director	\$752	\$752	\$750
Assistant Drama Director	\$492	\$492	\$500
Talent Show Director (2)	\$463 each	\$463 each	\$500 each
Musical Ensemble Director	\$710	\$710	\$750
Safety Patrol Advisor	\$900	\$900	\$900
Student Council Advisor (2)	\$900 each	\$900 each	\$900 each
Art Coordinator (2)	\$926 each	\$926 each	\$926 each
Physical Education Coordinator	\$868	\$825	\$825
Career Education Coordinator	\$839	\$825	\$825
Multicultural Fair Coordinator (3)	\$579 each	\$825 each	\$825 each
Head Teacher (3)	\$926 each	\$926 each	\$950 each
Helping Hands Advisor	\$900	\$900	\$900
Family Night Coordinator	\$800	\$800	\$800
Summer Instrumental*	\$1,360	\$1,360	\$1,360

Summer School instruction by a certified teacher	\$43.00/hour
Summer School support by a paraprofessional or BSTA	\$20.00/hour
Curriculum work by a certified teacher	\$43.00/hour
Extended School Year instruction provided by a certified teacher	\$43.00/hour
Extended School Year paraprofessionals	\$20.00/hour
After School Clubs	\$43.00/hour

\* Summer Instrumental - a minimum of twenty (20) students must pre-register in order to establish a Summer Instrumental program. If forty (40) or more students pre-register and attend 80% of the lessons, a bonus of \$200 will be added.

14.4 Withholding of Employment or Adjustment Increment

Employment or adjustment increment may be withheld in whole or in part for inefficiency or other just cause only in accordance with the following:

At least ninety (90) days prior to transmitting any such recommendation to withhold an employee's increment to the **BOARD OF EDUCATION**, the Superintendent shall give written notice to the teacher against whom the recommendation shall be made, specifying the alleged causes for the recommendation, with such particulars as to furnish the employee with an opportunity to correct and overcome the same. Within ten (10) days after such a recommendation is forwarded to the **BOARD OF EDUCATION**, the involved teacher may file a grievance in accordance with Article III, starting at the Board level.

14.5 Mileage Reimbursement

Employees who are required to use their own automobiles in the performance of their duties and responsibilities and employees who are assigned to more than one building per day shall be reimbursed for all such travel at the rate established by the OMB Circular or, if such rate does not exist, the IRS rate. The rate applicable in September shall remain in effect for the duration of the school year.

14.6 Hourly Salary Adjustment

On early dismissal days when personnel are required to stay beyond the contractual time in order to fulfill State Law, their pay shall be prorated, based on their annual salary.

14.7 Discrete Trial Differential

Paraprofessionals who provide discrete trial services will receive a differential over and above their regular hourly rate of pay in the amount of \$5.00. Paraprofessionals who hold a valid New Jersey substitute certificate will receive a differential over and above their regular hourly rate of pay in the amount of \$6.00.

14.8 Child Study Team Evaluations

Child Study Team Evaluations as defined as psychological evaluations, learning evaluations, occupational evaluations, speech/language evaluations, and social histories shall be paid using the following schedule:

Evaluations & Reports	\$230.00
Eligibility Conference	\$ 75.00
Case Manager	\$ 75.00
Functional Behavioral Assessments	\$520.00

**ARTICLE XV  
DURATION**

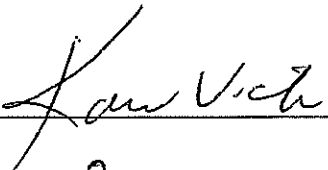
15.1 Term

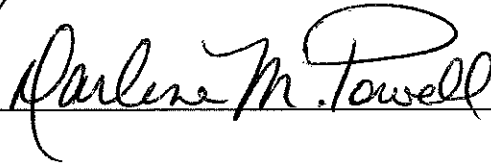
The term of this Agreement shall be for five (5) years. This Agreement shall commence and be effective on July 1, 2023 and continue in full force and effect until June 30, 2028.

15.2 Witness of Signatures


**IN WITNESS WHEREOF**, the party of the first part has caused these presents to be signed by its President, attested by its Secretary and its corporate seal to be affixed hereto, pursuant to a Resolution of its Board Members, and the party of the second part has caused these presents to be signed by its President, attested by its Secretary and its corporate seal to be affixed hereto, pursuant to a Resolution of its members, the day and year first above written.

**THE BOARD OF EDUCATION OF THE TOWNSHIP OF  
MANTUA IN THE COUNTY OF GLOUCESTER**

By: 

Attest: 

**THE MANTUA TOWNSHIP EDUCATION ASSOCIATION**

By: 

Attest: 