

February 9, 2021

AGREEMENT  
BETWEEN  
THE OLDMANS TOWNSHIP BOARD OF EDUCATION  
AND  
THE OLDMANS TOWNSHIP EDUCATION ASSOCIATION

JULY 1, 2020, THROUGH JUNE 30, 2023

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## **PREAMBLE**

This agreement entered into the 1<sup>st</sup> day of July 2020, by and between the Board of Education of Oldmans Township, the town of Pedricktown, New Jersey, hereinafter called the "Board", and the Oldmans Township Education Association, hereinafter called the "Association".

## **ARTICLE 1 RECOGNITION**

- A. The Board hereby recognizes the Association as the majority representative for collective negotiations, as provided for in NJSA 34:13A-1 et seq., concerning grievances and terms and conditions of employment for full and part-time teachers and school nurses whether under contract or on leave. (1986)
- B. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement, shall refer to all employees represented by the Association, in the negotiating unit as above defined.

## **ARTICLE 2 NEGOTIATION OF SUCCESSOR AGREEMENT**

- A. The Parties agree to enter into collective negotiations over a successor Agreement in accordance with N.J.S.A. 34, Chapter 13A, in good faith effort to reach agreement on all matters concerning the terms and conditions of teachers employment, according to the timetable established by P.E.R.C. Any agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board. (1982)
- B. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- C. The parties agree to follow the procedures outlined in the Agreement, and to use no other channels to resolve any question or proposal until procedures within this Agreement are fully exhausted.
- D. Contract negotiations for a successor agreement to this contract shall be limited to salary plus six (6) items for each party. (03/00)

## **ARTICLE 3 GRIEVANCE PROCEDURE**

- A. Definitions
  - 1. A "grievance" is a claim by a teacher or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting a teacher or a group of teachers.
  - 2. An "aggrieved person" is a person or persons making the claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

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

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. Should either party fail to follow the time limit, the grievance shall be waived or moved to the next step.
2. In the event a grievance is filed at such time it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year, or as soon thereafter as is practicable.
3. It is understood that teachers shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievances and any effect thereof shall have been fully determined.

4. LEVEL ONE

A teacher with a grievance shall first discuss it with his/her Chief School Administrator or immediate supervisor within twenty (20) calendar days of its occurrence, either directly or through the Association's designated representative, with the objective of resolving the matter informally. (9/05)

5. LEVEL TWO

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within eight (8) calendar days after discussion in Level One, he/she may file the grievance in writing with the Chief School Administrator within fifteen (15) calendar days after the decision given at Level One. The letter shall cite the Article and subsection aggrieved, the grievance, and be signed by the employee and Association representative. The letter shall include the date of occurrence and the relief being sought. (9/05)

6. LEVEL THREE

If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within fifteen (15) calendar days after the grievance was delivered to the Chief School Administrator, he/she may within eight (8) calendar days after a decision by the Chief School Administrator, or eighteen (18) calendar days after the grievance was delivered to the Chief School Administrator whichever is sooner, request in writing that the Association submit his/her grievance to the Board within fifteen (15) school days after receipt of the request by the aggrieved person. The decision of the Board shall be made in writing to the aggrieved and to the Association President within 75 calendar days. This does not preclude the right of the aggrieved person to pursue the grievance on his/her own. (9/05)

7. LEVEL FOUR

- a. If the teacher is dissatisfied with the decision of the Board of Education and if the grievance pertains to a matter of previous formal agreement between the Board of Education and the Association, the teacher or the Association may request the appointment of an arbitrator. The request is to be made in writing to the Board of Education within eighteen (18) calendar days after the decision rendered in Level 3. (9/05)
- b. Such request can be honored only if the grievant or grievants and the organization representing them waive the right, if any, in writing of said grievant or grievants and the organization representing them to submit the underlying dispute to any other Administrative or judicial tribunal except for the purpose of enforcing the arbitrator's recommendations.

D. The following procedure will be used to secure the service of an Arbitrator:

1. A joint request will be made to the Public Employment Relations Commission to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
2. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the Public Employment Relations Commission to submit a second roster of names.
3. If the parties are unable to determine, within 15 school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the Public Employment Relations Commission may be requested by either party to designate an arbitrator.

E. The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He can add nothing to nor subtract anything from the Agreement between the parties. The recommendations of the arbitrator shall be binding. Only the Board and the aggrieved and his/her representative shall be given

copies of the arbitrator's report of findings and recommendations. This shall be accomplished within 30 days of the completion of the arbitrator's hearings.

F. Cost

1. Each party will bear the total cost incurred by himself/herself.
2. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.
3. The Board shall deduct the full salary of any, "Aggrieved person" for any time lost in processing a grievance. If the aggrieved is upheld in his/her complaint, any salary deductions made by the Board shall be repaid to the "aggrieved person".

G. The following grievances will not be covered in Level Four above:

1. Failure by the Board to retain a non-tenure teacher.
2. Any problems for which a specific remedy is provided for by law.
3. Any problems upon which the Commissioner of Education has rules or has the power to rule.
4. The filling of non-tenure position by a certified employee.

H. Rights of Teachers to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the Association shall have the right to be present.
2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, a representative, any member of the Association or any other participant in the grievance procedure by reason of such participation.

I. MISCELLANEOUS

1. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
2. Forms for filing grievances, serving notices, taking appeals, making reports, and recommendations, shall be prepared jointly by the Chief School Administrator and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

3. All meetings and hearings under this procedure shall not be conducted in public and shall include only parties in interest and their designated or selected representative, heretofore referred to in this article.

#### **ARTICLE 4 TEACHER RIGHTS**

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

#### **ARTICLE 5 BOARD RIGHTS**

- A. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations
  1. to direct employees of the school district.
  2. to hire, promote, transfer, assign and retain employees in positions in the School District, and for just cause, to suspend, to demote, discharge, or take other disciplinary action against employees.
  3. to relieve employees from duty because of lack of work or for other legitimate reasons.
  4. to maintain the efficiency of the School District operations entrusted to them.
  5. to determine the methods, means and personnel by which such operations are to be conducted.
  6. to take whatever actions may be necessary to carry out the mission of the School District in situations of emergency.
- B. It is understood by all parties that the Association expressly agrees that negotiations will be conducted without the use of pressure tactics or any practice generally defined within the term "sanctions". The parties also agree, during the period of negotiations that the only publicity accorded the negotiations by the parties will consist of a joint press release; unless, and until which time, both parties agree that each may issue its own press release.
- C. It is understood by all parties that under the rulings of the Courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights or powers granted it by law.

**ARTICLE 6  
ASSOCIATION PRIVILEGES**

- A. Whenever any representative of the Association or any teacher is scheduled by the Board of Education or its representative to participate during work hours in negotiations, grievance proceedings, he/she shall suffer no loss in pay.
- B. The Association and its representatives shall have the privilege to use school buildings at all reasonable hours for meetings, after it has notified and been assigned a designated room from the Chief School Administrator in advance. The use of this privilege shall not interfere with normal school operations or activities.
- C. The Association shall have the privilege to use school facilities and equipment, including typewriters, computers, copiers, other duplicating equipment and all types of audio-visual equipment, as designated by the Chief School Administrator, after school hours, when such equipment is not in use. Such equipment shall remain on school property. The Association shall pay for the current cost of all materials and supplies incident to such use, and for any repairs necessitated as a result thereof.
- D. The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge and teachers' dining room. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the Chief School Administrator.
- E. The Association shall have the privilege to use the inter-school mail facilities and school mailboxes as it deems necessary and without the approval of the Chief School Administrator. The business of other non-related organizations must meet with the approval of the Chief School Administrator.
- F. The privileges of the Association and its representatives as set forth in this article shall be granted only to the Association as the majority representative of the teachers, and to no other organization.

**ARTICLE 7  
TEACHER WORK YEAR**

- A. Effective with the 2014-2015 year, the work year for employees covered by this Agreement shall consist of 180 days for purposes of pupil instruction and five (5) days for the purposes of teacher orientation, local in-service, and/or County in-service. (07/14)
- B. Teachers not actively employed in Oldmans Township School District the previous school year will be required to attend one additional day for new teacher orientation.
- C. Additional days may be required in an emergency situation if mutually agreed to by the parties.



**ARTICLE 8  
TEACHING HOURS AND TEACHING LOAD**

A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. Effective with the 2014-2015 school year, the teacher workday shall be seven hours, 24 minutes. (07/14)

1. Structure of the Nine Period Day (07/14)

Pre-homeroom time and post-student time	32 minutes
Homeroms	25 minutes
Teaching Periods	43 minutes

2. Structure of the Eight Period Day (07/14)

Pre-homeroom time and post-student time	30 minutes
Homeroms	30 minutes
Teaching Periods	48 minutes

B. LUNCH

1. In a 9-period day, teachers shall have a daily, duty-free lunch period of 43 minutes, less the time necessary to properly supervise their class to their tables and as otherwise required by the duty schedule for lunchroom supervision. (07/14)

In an 8-period day, teachers shall have a daily, duty-free lunch period of 48 minutes, less the time necessary to properly supervise their class to their tables and as otherwise required by the duty schedule for lunchroom supervision. (07/14)

2. Teachers may leave the building during their scheduled duty-free lunch periods, upon signing out in the school office, if their pupils are under the supervision of a regularly scheduled adult. (07/14)

C. 1. Meetings which take place after the regular school workday and which require attendance shall not be called on Fridays or on any days immediately preceding any holiday, or other day upon which teacher attendance is not required at school, except in an emergency. Meetings shall not be for more than a maximum of sixty-five (65) minutes. (1989)

2. An Association Representative may speak to teachers during any meeting referred to in Paragraph 1 above for a maximum of ten (10) minutes with the approval of the Chief School Administrator.

3. Every attempt shall be made to submit notice and an agenda for any meeting and given to the teacher involved at least three (3) days prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

4. Any administrative representative may speak to the Association during any meeting called by the Association for a maximum of ten (10) minutes, with the approval of the Association President.
- D. Beginning January 1, 2000, Parent Teacher Conferences shall be four (4) evening conferences, two (2) in the fall and two (2) in the spring. These conferences shall be scheduled on pupil early dismissal days. Pupils will be dismissed at 12:35 p.m. those days and the staff will be permitted to leave at this time and return for the scheduled conference times. The conferences shall be held from 4:30 p.m. to 7:30 p.m. on those days. (07/11) Teachers are required to attend one Back to School Night each year. (02/21)
- E. Where two or more teachers are employed at a grade level or otherwise co-operatively engaged, they shall meet once (1) a month after school dismissal for forty (40) minutes to discuss Curriculum coordination, grading patterns, plans or other concerns common to their cooperative endeavor.
- F. On the following days, the teachers' workday shall end after students are dismissed: (07/14)
1. Fridays (unless an emergency develops)
  2. Before a holiday
  3. Day when teachers are expected to attend a school related evening (or afternoon) meeting.
  4. Excused by the Chief School Administrator.
- G. If a teacher in grades K-2 is responsible for administering DIBELS, two (2) release periods shall be provided to the teacher for each test administration. (07/14)
- H. TEACHER PUPIL RELATIONSHIPS
1. Each teacher shall maintain a posture of helpfulness and respect when dealing with all students.
  2. Each teacher shall provide supervision, guidance, and instruction wherever and whenever a student should require such assistance during the school day.
  3. Each teacher shall treat each student with a sense of equality and equity.

**ARTICLE 9  
NON-TEACHING DUTIES**

- A. The Board and Association acknowledge that a teacher's primary responsibility is to teach, and that his/her energies should, to the extent possible, be utilized to this end. Therefore, they agree as follows:
1. To provide an aide for supervision of playground recess during the lunch period.
  2. Teachers shall be available for other educational duties when their students are assigned by administration to other personnel. Teachers shall have, as scheduled by the CSA, one daily prep period. After every effort, if it is not possible to schedule one daily, there shall be no less than five (5) per normal five-day week. (03/00) In a 9-period day, the prep period shall be 43 minutes in length. In an 8-period day, the prep period shall be 48 minutes in length. (07/14)
  3. Classroom teachers will make themselves available for conferences with the Chief School Administrator, Special Education Teacher or Supplemental Teachers, as scheduled, during the available time prior to the pupil school day and immediately after the pupil school day. (07/14)
  4. Teachers' lunch periods are governed by Article 8 B. 1.
    - a. Effective with the 2014-2015 year, teachers will be assigned to two (2) of the first three (3) days of the student year to dine with students to ensure orderly procedures. (07/14)
    - b. Student dining problems of individuals or class will be referred by the aide to the teacher for action at the end of the period.
    - c. On inclement weather days when students report back to their classrooms, the teacher will be responsible for setting the procedures, rules and independent activities that students carry out at their seats, which can be reasonably supervised by non-certified personnel.
  5. Staff members will arrange or be assigned to intra/inter-class or grade visitations, during periods their class is with Special Teachers, or when not otherwise assigned a prep-period.

**ARTICLE 10  
TEACHER EMPLOYMENT**

A. SALARY SCHEDULE CREDIT UPON INITIAL EMPLOYMENT

1. The Board may give credit up to a maximum of the tenth (10) step of any salary level on the teacher Salary Schedule for previous outside teaching experience in a duly accredited school, provided the individual was properly certificated during that period of employment, upon initial employment in accordance with the provisions of Schedule "A". (1986)

2. Additional credit of, but not to exceed four (4) years, for military experience shall be given upon initial employment in four (4) steps.
3. Teachers shall be notified of their contract and salary status for the coming year no later than May 15<sup>th</sup>.

**B. COMPLAINTS**

1. Any informal complaints regarding a teacher made to any member of the administration by any parent, student, or other persons, which may or does influence evaluation of a teacher, shall be promptly called to the attention of the teacher by the Chief School Administrator or immediate supervisor within five (5) school days of said complaint. (1986)
2. The teacher shall be given an opportunity to respond to such complaint and shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

**ARTICLE 11  
SALARIES**

- A. The salaries of all teachers covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part thereof.
- B.
1. Teachers employed on a twelve (12) month basis shall be paid in twenty-four equal installments.
  2. Effective September 1, 2005, the District will go to a 15<sup>th</sup> and 30<sup>th</sup> of the month pay plan. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal installments. Effective September 1, 2008, salaries will be paid by direct deposit. (09/08)
  3. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.
  4. Teachers shall receive their final checks and the Salary Guide for the following year on the last working day in June, unless notified otherwise by the Chief School Administrator.
- C. Intended advancement on the guide for the following school year must be communicated in writing to the business administrator by January 31<sup>st</sup> for inclusion in the budget plan. Advancement across the guide will only be granted two times per year. For advancement to be effective September 1<sup>st</sup>, appropriate documentation must be provided to the Chief School Administrator by August 1<sup>st</sup>. For advancement to be effective February 1<sup>st</sup>, appropriate documentation must be provided to the Chief School Administrator by January 1<sup>st</sup>.

**ARTICLE 12  
TEACHER FACILITIES**

Attempts will be made to appropriately furnish a room for the exclusive use of teachers as a faculty lounge and work area. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.

**ARTICLE 13  
SICK LEAVE**

- A.
1. All teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.
  2. Upon the request of the Chief School Administrator, a doctor's certificate shall be provided after three (3) consecutive days of sick leave.
  3. In case of sickness in the immediate family of a teacher and upon the request of the teacher to the Chief School Administrator, sick leave may be granted to cover said absence for such purpose for a period of two (2) consecutive days. (1989)
  4. Part-time teachers shall receive sick leave in an amount proportionate to the time they work in relationship to a full-time, 5 day a week teacher. For example, a part-time teacher who works a full day but only three days a week, shall receive 3/5<sup>th</sup>s of 10 sick leave days, or 6 days per year. A part-time teacher who works 5 days a week but only half-time shall receive 10 days computed at half the hours of a full day teacher. (07/14)
  5. Upon retirement, up to a maximum of one hundred thirty-five (135) unused sick days will be paid at \$65 per day (02/21) for any teacher with ten (10) or more years of in-district service to the retiring teacher. If a teacher gives written notice to the Board of intent to retire by January 1st of the year of retirement, payment shall be made in the July following the retirement date. If a teacher gives notice of intent later than the January 1st of the year of retirement, payment under this section shall be made in the second July following the retirement date. In the event of the death of a teacher, the payment for unused sick leave days shall be made to the teacher's estate. (9/08)

B. CREDIT FOR OUT OF DISTRICT SICK LEAVE

Whenever the Board employs a teacher who has an unused accumulation of sick leave days from another school district in New Jersey, the Board shall grant up to thirty (30) days credit for said sick leave in 10-day amounts. The first ten (10) days shall occur on the initial commencement of employment; the second ten (10) days shall be credited on the following September 1; and the third ten (10) days shall occur on the next following September 1. (07/11)

C. SICK LEAVE DUE TO INJURY

1. Whenever a teacher is absent from his/her post of duty as a result of personal injury caused by an accident arising out of and in course of his employment, the Board shall pay the teacher the full salary for the period of such absence for up to one calendar year without having such absence charged to the annual sick leave or the accumulated sick leave.
2. Any amount of salary or wages paid or payable to the teacher shall be reduced by the amount of any Workman's Compensation award made for temporary disability.

D. PERSONAL DAY CREDIT

At the end of each school year, unused personal days shall be added to accumulated sick days.

**ARTICLE 14  
TEMPORARY LEAVES OF ABSENCE**

- A. As of the beginning of the negotiated school year, teachers shall be entitled to the following temporary non-accumulative leaves of absence with full pay.
1. Three (3) days leave of absence for personal, legal, business, household, or family matters and religious holidays which require absences during school hours. Applications to the Chief School Administrator for personal leave shall be made at least two (2) days before taking such leave (except in the case of emergency). Such leave may not be granted contiguous to any of the legal holidays or scheduled school vacation periods or to any other leave, or on an in-service day (07/14), except two (2) teachers, on a first come first serve basis, shall be granted such requests. Each teacher may only be granted such leave once per school year. (02/21)
  2.
    - a. Five (5) days shall be granted in case of death of teacher's parents/guardians, spouse, children, brothers, and sisters. (09/02, 02/21)
    - b. Three (3) days shall be granted in case of the death of a teacher's grandchild, mother-in-law or father-in-law. (9/02)
    - c. Two (2) days shall be granted in case of the death of a teacher's grandparent. (02/21)
    - d. A maximum of six (6) days per year shall be granted in case of serious illness of teacher's parents, spouse, children, brothers, and sisters, of which four (4) days are to be documented with verification of serious illness, and two (2) days may be without documentation of verification. (1986)

3. An allowance of one (1) day shall be granted to attend the funeral of an uncle, aunt, brother-in-law, sister-in-law, niece, nephew, cousin, or other family members residing as a member of the teacher's household.

B Leave taken pursuant to Section A above, shall be in addition to any sick leave to which the teacher is entitled.

## **ARTICLE 15 EXTENDED LEAVES OF ABSENCE**

### **A. DISABILITY LEAVE**

1. A teacher who anticipates a disability leave shall notify their immediate supervisor in writing of the anticipated commencement of the disability leave, reason, and an approximate termination date.
  - a. In case of a disability, due to pregnancy, the teacher shall include the date of delivery.
  - b. The Board will attempt to set, at this time, the period of disability leave, including commencement and termination dates.
2. The teacher's physician shall certify in writing the period of disability commencement, termination, and ability to resume regular duties prior to returning.
  - a. The Board may require the teacher to receive a paid physical by a Board appointed physician.
  - b. In event of a disagreement between the Board and teacher physician, a third, neutral physician, designated by the County Health Officer, will give a final, binding opinion.
  - c. The Board may remove a disabled teacher from their duties, if performance declines, if they become physically incapacitated, or other just cause is found to exist in NJSA TITLE 18A.
3. No leave time shall be taken, without Board approval, beyond the period of disability as certified in 1 or 2 above.
4. All extensions or renewals of disability leaves shall be applied for in writing.
5. The teacher will be granted a full salary guide step if they work more than (90) teaching days. Working ninety (90) days or less shall result in no advancement on the salary guide.
6. Benefits for which the employee would otherwise be eligible, shall continue during the period of disability certified by the Board Physician.

7. The Board of Education reserves the right to regulate the commencement and termination dates of anticipated disability leaves, in order to preserve educational continuity.
  - a. Benefits normally accruing during the period of non-disabled, in-voluntary leave, shall continue.
- B. Teachers shall be entitled to temporary non-accumulative leave for required temporary active duty with any units of the United States Reserves and/or the State National Guard, provided said obligations cannot be performed during non-school days. The teacher shall be paid the difference of his/her regular salary and the pay he/she received from the State and/or Federal Government for a maximum of two (2) weeks in any one school year.
- C. Other leave of absence without pay may be granted by the Board for good reasons.
  1. Upon return from leave granted pursuant to Section B or C of this Article, a teacher shall be considered as if he/she were actively employed by the Board during said leave and shall be placed on the salary schedule at the level he/she would have achieved had he/she not been absent.
  2. All benefits to which a teacher was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, shall be restored to him/her upon his/her return, and he/she shall be assigned to the same position which he/she held at the time the leave commenced, if available and approved by the Board, or, if not, to a substantially equivalent position as defined by the Chief School Administrator.
- D. All extension or renewal of leave shall be applied for in writing; and if granted, be in written form.

**ARTICLE 16**  
**PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

- A. The Board agrees to the following:
  1. To reimburse the teacher for tuition only at the actual cost or no more than the prevailing rate of graduate/undergraduate tuition at Rowan University of New Jersey. The credits earned shall be in academic work or courses having meaningful application to the position held by the teacher as determined by the Chief School Administrator and the Board. (1984/1997)
  2. Semester credit reimbursement shall apply only when the teacher is under contract to the Board. Employees will receive benefits equivalent to their percentage (%) of time employed.
  3. The Chief School Administrator and the Board shall establish the form and procedure for the semester credit reimbursement.



4. The maximum number of semester credits approved for any one year shall be thirty (30). The maximum number of credits approved for any individual for any year shall be nine (9). A grade of "B" and Pass for a Pass/Fail graded course is required for reimbursement purposes.

5. MAXIMUM REIMBURSEMENT

a. The teachers are limited to a total of \$10,000 per annum. (7/17)

b. The Board shall make all tuition reimbursement payments before the end of July following when the course(s) was successfully completed under the terms of 4. above as long as the grade is submitted to the District by June 15. (07/11)

c. If all tuition reimbursement claims under A. above exceed the cap set forth in a above, all claims shall be prorated. For example, if the cap set forth will cover 95% of all claims, all individual claims will be reimbursed at 95% of the claim amount. (07/11)

d. The Association President shall be informed in writing of all approved courses and of the ultimate distribution under this section. (07/11)

B. Teachers interested in benefiting from part A. above shall discuss study plans with the Chief School Administrator prior to course enrollment. The Chief School Administrator shall issue an authorization to the teacher, approving the course for reimbursement.

C. ACADEMIC CAPABILITIES

1. The Board of Education will attempt to provide for staff in-service improvement programs, cooperatively planned by the Administration and staff to meet the priorities determined by the school's self evaluation and State approval process.

2. Each teacher shall keep abreast of and remain fully aware of developing trends in classroom instruction, and continually strive to improve instruction, through developing in depth knowledge of educational philosophy and the most recent research developments in subject area of responsibility, through outside reading, in-service training and workshops.

3. In the event that a teacher does not attend a professional development offering that the district has paid for, and that absence is unexcused, the teacher shall be responsible for reimbursing the Board within ninety (90) days or prior to the end of the school year, whichever comes first. The Board has the right to dock the teacher's pay if the teacher fails to timely reimburse the Board. (02/21)

**ARTICLE 17  
INSURANCE PROTECTION**

**A. SEHBP COVERAGE**

**1. Health and hospitalization insurance (7/17)**

The Board shall continue to provide Health Care Insurance for each teacher that works 25 hours a week or more. The Board shall pay the full premium, less any State mandated employee premium contribution, for each teacher under a full school year or twelve (12) month contract as follows:

- a. Effective July 1, 2017, the carrier for health/hospitalization insurance shall be the School Employees Health Benefits Program. The Board will be responsible for eligible employees' premiums up to the annual cost of the NJDirect15 Plan option. An employee will be responsible for the premium difference between a selected option which has a premium cost which exceeds the NJDirect15. Such payments shall be made by way of a payroll deduction.
- b. The NJDirect15 plan option will be provided at 100% single coverage only until the beginning of the fourth year of employment in the District, then 100% dependent coverage as detailed in A. 1. a. above. (07/14)
- c. With 90 days written notice to the Association by the Board, the health/hospitalization coverage provided by the Board to eligible employees may be changed to a plan that is either equal to or better than the SEHBP.

**2. Prescription insurance**

- a. Effective July 1, 2011, there shall be a prescription plan for all eligible employees. The carrier shall be the School Employees Health Benefits Program.
- b. With 90 days written notice to the Association by the Board, the health/hospitalization coverage provided by the Board to eligible employees may be changed to a plan that is either equal to or better than the SEHBP.

**B.** If an eligible employee under A. above receives only single coverage, the employee shall receive the first \$200 per annum of a disability plan or equal monetary coverage.

**C. Section 125 Plan**

- 1. The Board will contribute \$1,200 per year for each teacher to a Section 125 plan for any allowable costs under the Federal law establishing Section 125 incurred by a teacher and/or dependents (family coverage). The "year" is

defined as July 1 through June 30. The teacher is required to provide receipted bills and evidence that reimbursement has been claimed/processed under any insurance policies provided (Explanation of Benefits Claim Notice). The latest date for submission of claims for a year is August 31<sup>st</sup>. Claim forms will be provided by the Business Office. (07/11)

2. The AFLAC dental plan shall be available as an option to unit members on a voluntary basis through the Section 125 plan. (09/02)

D. Each teacher who remains in the employ of the Board for the full school year, the Board shall make payment of Insurance (Item A above, as relevant) premiums to provide insurance coverage for the full twelve-month period beginning September 1st and ending August 31st. Payments are to be made to assure uninterrupted coverage.

E. The Board shall request the Insurance carrier to make available to each teacher descriptive information on the Health Care Insurance Plan provided in accordance with this Article.

F. PART-TIME TEACHERS COVERAGE UNDER A. AND C. ABOVE (7/11)

1. In order to be eligible for coverage under A. above, a part-time teacher must be employed 25 or more hours per week.

## **ARTICLE 18 DEDUCTION FROM SALARY**

A. 1. The Board agrees to deduct from the salaries of its teachers' dues for Oldmans Education Association, the Salem County Education Association, the New Jersey Education Association or the National Education Association, or any contributions such Associations said teacher individually and voluntarily authorizes the Board to deduct. Such deductions to be limited to the organizations listed above, as one (1) payment.

Said monies together with records of any corrections shall be transmitted to the treasurer of the Oldmans Education Association by the 15th of each month following the monthly pay period in which deductions were made. Check to be made payable to NJEA. The Association treasurer shall disburse such monies to the appropriate association or associations. Teacher authorization shall be in writing. (1989)

2. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

3. Any teacher may have authorized deductions discontinued at any time upon sixty (60) days written notice to the Board and the appropriate Association.

- B. The Board authorizes payroll deductions to the Salem County School Employees Federal Credit Union for 10 months. New and/or modified employee deductions will be submitted to the Board Secretary on Credit Union devised forms. Payment of withholdings to be mailed after each pay period to the Credit Union by the Board Secretary. This to be effective the second pay period after both parties have ratified this agreement. (1997)
- C. The Board authorizes payroll deductions to two (2) tax sheltered annuity plans, as recommended by the Association and approved by the Board. (1984, 2021)

**ARTICLE 19  
WORKPLACE DEMOCRACY ENHANCEMENT ACT**

Effective January 1, 2019, the Board of Education, pursuant to a proposal made by the Association agrees to adhere to the Workplace Democracy Enhancement Act, or any successor law.


**ARTICLE 20  
MISCELLANEOUS PROVISIONS**

- A. Any individual contract between the Board and an individual teacher heretofore and hereafter executed, shall be subjected to and consistent with the terms and conditions of this agreement. If any individual contract contains any language inconsistent with this Agreement, this Agreement during its duration, shall be controlling.
- B. Publications and distribution of this Agreement shall be the expense of the Board and the Association on a shared (50/50) cost basis and presented to all teachers currently employed, members of the Board and all new teachers at the time of their employment.
- C. Whenever any notice is required to be given by either of the parties of this Agreement to the other, pursuant to the provision of this Agreement, either party shall do so by registered letter at the following:
  - 1. If by Association, to the Board at 10 Freed Road, Pedricktown, New Jersey, 08067
  - 2. If by Board, to the Association President, at 10 Freed Road, Pedricktown, NJ or in the summer, to the home address of the OTEA President of record.
- D. If any provision of this Agreement or an application of this Agreement to any employee or group of employees is held to the contrary to Law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by Law, but all other provisions or applications shall continue in full force and effect.

**ARTICLE 21  
DURATION OF AGREEMENT**

- A. This three year Agreement and three year salary schedule shall be in effect July 1, 2020, and shall remain in effect through June 30, 2023.
- B. If either party shall desire to change this Agreement, it should give written notice of such desire to the other party by November 1<sup>st</sup> of the contract year.
- C. If the parties have not reached Agreement on or before June 30, 2023, all the provisions of the Agreement shall continue in effect.
- D. In witness whereof, the parties hereto have caused this addendum Agreement to be signed by their respective Presidents and Secretaries.

OLDMANS TOWNSHIP  
BOARD OF EDUCATION

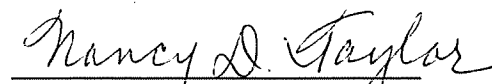
  
\_\_\_\_\_  
BOARD PRESIDENT

  
\_\_\_\_\_  
BOARD SECRETARY

DATED: 3/9/21

OLDMANS TOWNSHIP  
EDUCATION ASSOCIATION

  
\_\_\_\_\_  
ASSOCIATION PRESIDENT

  
\_\_\_\_\_  
ASSOCIATION SECRETARY

DATED: 3/10/21

**SCHEDULE A  
2020-2021 SALARY SCHEDULE**

Step	BA	BA+15	BA+30/MA	MA+15	MA+30/PHD
20-21		1,000	2,100	2,600	3,600
0	56,385	57,385	58,485	58,985	59,985
1	58,885	59,885	60,985	61,485	62,485
2	60,829	61,829	62,929	63,429	64,429
3	61,829	62,829	63,929	64,429	65,429
4	62,829	63,829	64,929	65,429	66,429
5	63,829	64,829	65,929	66,429	67,429
6	64,829	65,829	66,929	67,429	68,429
7	65,861	66,861	67,961	68,461	69,461
8	67,061	68,061	69,161	69,661	70,661
9	68,761	69,761	70,861	71,361	72,361
10-11	70,561	71,561	72,661	73,161	74,161
12-13	72,561	73,561	74,661	75,161	76,161
14	74,561	75,561	76,661	77,161	78,161
15	76,761	77,761	78,861	79,361	80,361
16	79,261	80,261	81,361	81,861	82,861
17	81,961	82,961	84,061	84,561	85,561
18	84,761	85,761	86,861	87,361	88,361

ALL YEARS: IN DISTRICT CONTINUOUS SERVICE INCREMENT:

15TH THROUGH 19TH YEAR	\$900
20TH THROUGH 24TH YEAR	\$1,900
25TH THROUGH 34TH YEAR	\$2,900
35TH YEAR AND ABOVE	\$3,900

\* In District Services shall be defined as continuous service with the Oldmans Township Board of Education as a member of the bargaining unit. Bargaining unit members who are RIF'd, or granted a Board approved leave of absence, will be credited with prior bargaining unit service upon rehire. The parties mutually agree that the above language does not create any obligation to retroactive pay.

NOTE #1: THE SALARY INCREMENTS SPECIFIED IN THIS GUIDE ARE NOT AUTOMATICALLY GRANTED, BUT ARE CONDITIONED UPON THE RECOMMENDATION OF THE CHIEF SCHOOL ADMINISTRATOR, AS DELINEATED IN THE POLICIES OF THE BOARD OF EDUCATION UNDER N.J. STATE LAW.

NOTE #2: A MAXIMUM OF FIFTEEN (15) COLLEGE LEVEL CREDITS (POST DEGREE), AS APPROVED BY THE CHIEF SCHOOL ADMINISTRATOR AND BOARD, MAY BE APPLIED ON THIS SALARY SCHEDULE.

**SCHEDULE B  
2021-2022 SALARY SCHEDULE**

Step	BA	BA+15	BA+30/MA	MA+15	MA+30/PHD
21-22		1,000	2,100	2,600	3,600
0	57,200	58,200	59,300	59,800	60,800
1	59,047	60,047	61,147	61,647	62,647
2	60,897	61,897	62,997	63,497	64,497
3	62,747	63,747	64,847	65,347	66,347
4	63,747	64,747	65,847	66,347	67,347
5	64,747	65,747	66,847	67,347	68,347
6	65,747	66,747	67,847	68,347	69,347
7	66,847	67,847	68,947	69,447	70,447
8	68,112	69,112	70,212	70,712	71,712
9	69,812	70,812	71,912	72,412	73,412
10	71,612	72,612	73,712	74,212	75,212
11-12	73,612	74,612	75,712	76,212	77,212
13-14	75,712	76,712	77,812	78,312	79,312
15	77,961	78,961	80,061	80,561	81,561
16	80,461	81,461	82,561	83,061	84,061
17	83,161	84,161	85,261	85,761	86,761
18	85,861	86,861	87,961	88,461	89,461

ALL YEARS: IN DISTRICT CONTINUOUS SERVICE INCREMENT:

15TH THROUGH 19TH YEAR	\$900
20TH THROUGH 24TH YEAR	\$1,900
25TH THROUGH 34TH YEAR	\$2,900
35TH YEAR AND ABOVE	\$3,900

\* In District Services shall be defined as continuous service with the Oldmans Township Board of Education as a member of the bargaining unit. Bargaining unit members who are RIF'd, or a granted Board approved leave of absence, will be credited with prior bargaining unit service upon rehire. The parties mutually agree that the above language does not create any obligation to retroactive pay.

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NOTE #2: A MAXIMUM OF FIFTEEN (15) COLLEGE LEVEL CREDITS (POST DEGREE), AS APPROVED BY THE CHIEF SCHOOL ADMINISTRATOR AND BOARD, MAY BE APPLIED ON THIS SALARY SCHEDULE.

**SCHEDULE C  
2022-2023 SALARY SCHEDULE**

Step	BA	BA+15	BA+30/MA	MA+15	MA+30/PHD
22-23		1,000	2,100	2,600	3,600
0	58,885	59,885	60,985	61,485	62,485
1	60,172	61,172	62,272	62,772	63,772
2	61,459	62,459	63,559	64,059	65,059
3	62,747	63,747	64,847	65,347	66,347
4	63,807	64,807	65,907	66,407	67,407
5	65,057	66,057	67,157	67,657	68,657
6	66,357	67,357	68,457	68,957	69,957
7	67,807	68,807	69,907	70,407	71,407
8	69,307	70,307	71,407	71,907	72,907
9	71,007	72,007	73,107	73,607	74,607
10	72,807	73,807	74,907	75,407	76,407
11	74,807	75,807	76,907	77,407	78,407
12-13	76,907	77,907	79,007	79,507	80,507
14-15	79,107	80,107	81,207	81,707	82,707
16	81,607	82,607	83,707	84,207	85,207
17	84,282	85,282	86,382	86,882	87,882
18	86,961	87,961	89,061	89,561	90,561

ALL YEARS: IN DISTRICT CONTINUOUS SERVICE INCREMENT:

15TH THROUGH 19TH YEAR	\$900
20TH THROUGH 24TH YEAR	\$1,900
25TH THROUGH 34TH YEAR	\$2,900
35TH YEAR AND ABOVE	\$3,900

\* In District Services shall be defined as continuous service with the Oldmans Township Board of Education as a member of the bargaining unit. Bargaining unit members who are RIF'd, or granted a Board approved leave of absence, will be credited with prior bargaining unit service upon rehire. The parties mutually agree that the above language does not create any obligation to retroactive pay.

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