

ARTICLES, STATEMENTS, AND
SALARY SCHEDULES AGREED TO FOR
July 1, 2001 to June 30, 2004

Between the

HAMILTON TOWNSHIP ADMINISTRATORS'/SUPERVISORS' ASSOCIATION

AND THE

HAMILTON TOWNSHIP BOARD OF EDUCATION

Adopted by the

Hamilton Township Board of Education

Date: June 20, 2001

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ARTICLE I
PHILOSOPHY

A. Professional Recognition

The Hamilton Township Board of Education recognizes that the administrative/supervisory staff is a part of a profession which requires special educational qualifications and that the success of the educational program depends upon maximum utilization of these talents.

B. Support of Board of Education

The administrative/supervisory staff will work professionally and harmoniously with the staff under its supervision to further the cause of good education in this district while upholding Board policies. The administrative/supervisory staff will lend its professional knowledge to the Board in assisting in the development of Board policy; and will furthermore, support the final Board policies and act as its representative.

C. Management Team Concept

The Board of Education and the HTASA recognize that the Hamilton Township School District can become more efficient in the administration of its schools through joint participation of all members of the management team, thereby bringing the best education to the children of Hamilton Township.

D. Major Decisions

The Board recognizes that the administrative/supervisory staff is part of the management team working with the Superintendent, Assistant Superintendent, and members of the Board of Education. As such, members of the administrative/supervisory staff who are directly affected and the Association will be consulted and have input on decisions affecting the administration of the schools. (i.e. new administrative positions, position titles and salary ratios, budget, schedule changes, building program, boundary changes, desegregation plans, school calendar, organizational changes and transfers, etc.)

E. Meetings

In keeping with the spirit of "Team Management" and the need to maintain communication, the Board of Education, the Superintendent or a committee thereof will meet with the Association Executive Board periodically as requested by either party. The Board and the Association heartily endorse the development of a management "Communication Committee" as a vehicle by which a common understanding can be facilitated. An attempt shall be made first to resolve concerns through normal administrative channels.

ARTICLE II
RECOGNITION

RECOGNITION OF ADMINISTRATIVE POSITIONS

The Hamilton Township Board of Education will meet with the representatives of the Hamilton Township Administrators'/Supervisors' Association to discuss salaries and fringe benefits for the following administrative and supervisory positions as listed.

- Principals
- Vice Principals
- Coordinators
- Curriculum Supervisors
- Child Study Services Specialist
- Supervisor of Supplies and Equipment
- Purchasing Agent
- Personnel Assistant
- Comptroller
- Personnel Specialist
- Supervisor of Operations
- Supervisor of Maintenance
- Facilities Supervisor
- Data Processing Manager
- Supervisor of Food Services
- Supervisor of Payroll
- Supervisor of Accounting
- Project Supervisor (AIM)
- Testing/Evaluation Specialist
- Athletic Directors
- Educational Technology Management Specialist
- Staff Development Supervisor
- Warehouse/Custodian Leadperson
- Transportation Supervisor
- Purchasing Supervisor
- Facilities Leadperson
- Accounting/Payroll Supervisor

NOTE: ½ month constitutes 10 working days.

The Superintendent or his designee reserves the right to temporarily assign any administrative staff member to another assignment during the summer months (e.g. curriculum or screening committees and/or summer school, etc.) The Superintendent or his designee will consult with the administrative staff member and his or her supervisor before making these assignments. All administrative/supervisory positions available in summer positions are to be filled by regular qualified administrators, except when administrative internship experiences are desirable for teachers.

In recognizing the Association as the exclusive representative of the listed administrative/supervisory positions, it follows that the Board grants the Association similar rights granted to other employee groups, the access to public information, use-of buildings and school equipment after school hours when they are not being utilized for the school program.

ARTICLE III

GRIEVANCE PROCEDURE

A. DEFINITION

1. A "grievance" is a claim by an employed administrator/supervisor that s/he has suffered a loss or injury as a result of misinterpretation, misapplication, or violation of this Agreement.

B. PROCEDURE

1. A grievance to be considered under this procedure must be initiated by the aggrieved within fourteen (14) calendar days of its occurrence.
2. Failure at any step of the procedure to communicate the decision of a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.
3. Failure at any step of the procedure to appeal a grievance in writing to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
4. Any administrator/supervisor who decides that s/he has a grievance shall discuss it with his/her immediate superior in an attempt to resolve the matter informally at that level. If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved, then s/he shall, within seven (7) calendar days of such discussion, set forth his/her grievance in writing to his/her immediate supervisor, specifying:
 - a. The nature of the grievance and date occurred.
 - b. The specific provisions of the Agreement being grieved.
 - c. The results of the previous discussions.
 - d. His/her dissatisfaction with decisions previously rendered.
 - e. Relief sought.
5. The immediate superior shall communicate his/her decision to the aggrieved in writing within seven (7) calendar days of receipt of the written grievance.
6. The aggrieved, no later than seven (7) calendar days after receipt of the immediate superior's decision, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the immediate superior as specified above and the grievant's dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed forty-five (45) calendar days, the Superintendent shall communicate his/her decision in writing to the grievant and the immediate superior.
7. If the aggrieved is dissatisfied with the decision of the Superintendent and review by the Board of Education is desired, the grievant shall file a request for the Board of Education to hear the particular issue. This request must be made no later than fifteen (15) calendar days after receipt of the Superintendent's decision. A copy of this request must

simultaneously be submitted by certified mail or receipted hand delivery to the Superintendent.

8. The Board of Education must schedule a meeting for the grievant to make a presentation and shall communicate its decision on the grievance to the aggrieved, in writing, within sixty (60) calendar days of receipt of the written grievance. [Said decision on the grievance by the Board of Education is final.]
9. A grievance may not be submitted to the Board of Education which pertains to:
 - a. Any matter for which a method of review is provided for, by law or any regulation of the State Board of Education, or the Commissioner of Education, or any matter which according to law is beyond the scope of the Board's authority or limited by law to Board authority alone.
 - b. A grievance of an administrator/supervisor which arises by reason of his/her not being reemployed, or appointment to or lack of appointment to, retention in or lack of retention in any position.
 - c. A grievance that impinges upon its right to appoint, promote, assign, and involuntarily transfer any administrator/supervisor.
10. In the event the grievant is dissatisfied with the results of his/her grievance at the level of the Board of Education, then the grievant may file with the Public Employment Relations Commission for a request for advisory arbitration within 30 calendar days after the decision for the Board is received. The results of such advisory arbitration shall not be binding upon the parties. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses shall be borne equally by the Association and the Board. The request for advisory arbitration shall be made on behalf of the Association by the Executive Board of the Hamilton Township Administrators'/Supervisors' Association. The number of issues submitted to advisory arbitration will be limited to no more than four per year (July 1 to June30).

C. GENERAL REGULATIONS

1. All appeals taken past the immediate superior of the aggrieved party must be stated in writing.
2. All time limits stated within this procedure must be strictly adhered to unless an extension is mutually agreed upon in writing by both parties.
3. The aggrieved party and his/her representatives shall have the right to be present at all hearings conducted at every step following the informal step of the grievance procedure.
4. There will be no suspension of a grievance procedure when schools are not in session except by mutual consent of the parties.

5. The aggrieved shall have the right to present the appeal or designate the Association to accompany him/her at any step in the appeal.
6. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal with respect to his/her personal grievances.
7. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate file and shall not be kept in the personal file of any of the participants. However, an accidental filing will be removed immediately and no grievance will be initiated.
8. No meeting or hearing conducted under this procedure shall be public. The only parties in attendance shall be the parties of interest and the designated or selected representatives contemplated in this Article.
9. As used in this Article, the term "administrator/supervisor" shall mean
 - a. an individual administrator/supervisor,
 - b. a group of administrators/supervisors having the same grievance, or
 - c. the Association.

ARTICLE IV

BENEFITS

The administrative and supervisory staff shall be entitled to all rights, privileges, and benefits accorded other professional staff members and some accorded only to this group.

1. MEDICAL BENEFITS

The Board of Education will provide health care coverage at the level of benefits that existed as of July 1, 1997. An employee may choose either individual, parent and child, husband and wife, or family plan. The administrator/supervisor will be responsible, through payroll deductions, to pay \$10 per pay period toward the cost of all medical benefits. This co-pay shall be equal to \$240 per year.

Any administrator/supervisor who retires shall be allowed to remain as part of the group plans provided by the Hamilton Township Board of Education. The administrator/supervisor shall be responsible for payment of the group rate.

2. DENTAL PLAN

The Board of Education shall pay the premium or 100% of the employees and dependents (three-party plan) cost for a dental program in accordance with the provisions of the district policy. 100% P&D, 60-40 Remaining Basic, 50-50 Prosthodontics, 50-50 Orthodontics as per Board group plan, except for new hires.

NOTE: Dependents are defined to be the employee's spouse and unmarried children. Dependent children are eligible for coverage from birth until age 19 or, if the covered child is enrolled full time at an accredited school, college or university

coverage may be extended to the child's 23rd birthday unless otherwise indicated under Benefits and Program Specifications. An unmarried dependent child over the limiting age may continue to be covered if incapable of self-support because of a physical or mental handicap commencing prior to reaching the limiting age, provided a physician's certificate is submitted to NJDSP.

provided by [unclear]

3. SICK LEAVE

- 3.1 All Administrators/Supervisors shall be entitled to twelve (12) sick leave days each school year.
- 3.2 Any Administrator/Supervisor appointed from outside the district for a shorter term shall only be entitled to one (1) sick day for each month of his/her first year appointment.
- 3.3 Unused sick days shall be accumulated from year to year with no maximum limit.

4. TEMPORARY LEAVES OF ABSENCE

4.1 PERSONAL REASONS

Administrators/Supervisors shall be entitled to three (3) personal days in any school year (with full pay.) Any personal days not utilized during any school year shall accumulate to the employee's unused sick leave. Any Administrator/Supervisor appointed for a shorter term shall only be entitled to one (1) personal leave day for every 4 months .

One (1) Family Illness day per year shall be granted ~~(non-accumulative.)~~

4.2 DEATH IN IMMEDIATE FAMILY

Death in immediate family including immediate in-laws. (Immediate family shall be interpreted to mean father, mother, husband, wife, brother, sister, child, grandfather, grandmother, and those related by blood or marriage permanently residing within the household of the employee.) Payroll provisions - five (5) consecutive week days, full pay in any school year.

4.3 ABSENCES NOT COVERED

Absences not covered by regulations. Payroll provision - no allowance - full pay deduction - prior (one <1> week) approval of Superintendent of Schools required for all contractual employees.

- 4.4 NOTE: Any emergency or other urgent reason beyond the provisions of the above Personal Leave Policy would necessitate the approval of the Superintendent of Schools and the Board of Education before additional days could be granted. (A court summons, necessitating a staff member to be in court through no fault of his/her own, would be an example of an extra day beyond the three (3) which may be approved for full pay or full pay less the cost of a substitute.

5. LEAVE OF ABSENCE

An administrator/supervisor may take a leave of absence for a one-year period without pay. All such requests must be made sixty (60) days before the leave is to take effect and must be approved by the Superintendent and the Board of Education.

NOTE: The time limits could be waived in emergency cases.

6. HOLIDAYS/VACATION DAYS

6.1 All administrators/supervisors will be granted eighteen (18) regular scheduled holidays.

6.2 Administrators/supervisors hired prior to January 1, 1995, will be granted twenty-seven (27) vacation days per year with appropriate approval. Effective July 1, 2001, administrators/supervisors hired after January 1, 1995 will be granted the following vacation schedule:

0 - 5 years	15 days
6 - 10 years	20 days
11 - 20 years	22 days
21 and up	25 days

*Next contract -
change to give credit for
partial year (hired after 7-1)
hired before 7-1 receive credit for
entire year*

6.3 Effective July 1, 2001, unused vacation may be carried over from the previous year up to a maximum of 37 days for 2001-2002. Effective July 1, 2002, unused vacation may be carried over from the previous year up to a maximum of 32 days for 2002-2003. Effective July 1, 2003, unused vacation days may be carried over for a one-year period with the approval of the Superintendent.

*Vac reimbursement
DUES*

The Board of Education shall reimburse all association members yearly for paid dues to the professional association of his/her choice according to the following schedule:

2001-2002	Not to exceed \$600 of the actual cost.
2002-2003	Not to exceed \$625 of the actual cost.
2003-2004	Not to exceed \$650 of the actual cost.

*PSA full time
membership
at retirement
\$200*

8. CAR ALLOWANCE

All administrators/supervisors will be reimbursed at the current I.R.S. rate per mile as submitted by voucher.

9. WASHINGTON NATIONAL

The administrators/supervisors will be entitled to enroll in the Plan 1, Class B, 8th day coverage group disability program. The cost of such plan will be paid for in total by the subscribing administrator/supervisor through payroll deduction.

10. PRESCRIPTION PLAN

Effective January 1st, 1999, the Board of Education shall provide full coverage for a prescription plan with a \$10 co-pay provision for name drugs, and \$5 co-pay provision for generic drugs, which co-pay provision shall apply to both retail and mail order drugs, through the prescription plan that is in effect as of July 1, 1997. The employee may choose either the individual, parent and child, or family plan.

11. RETIREMENT

11.1 Any administrator/supervisor retiring on or after July 1, 2001 with 20 or more years of service in education, upon retirement in accordance with the TPAF and PERS regulations shall receive 50% of the daily rate of pay for all accumulated unused sick days to a maximum of \$25,000 for the duration of this contract.

11.2 Effective July 1, 1988, upon retirement, the Administrator/Supervisors of record and those employed thereafter will receive a lifetime (employee and dependent) paid coverage in the Board's Dental Plan. Effective July 1, 2000, upon retirement, the Administrator/Supervisors of record and those employed thereafter will receive annually by July 30th of each year, a cash payment in an amount equal to the annual maximum in prescription drug co-payments per person, (Three Hundred Dollars (\$300.00 for the year 2000) as provided by the State Health Benefits Plan in lieu of the Board Paid Prescription Plan for employee and dependent only. The Administrator/Supervisor must have served twenty-five (25) years of creditable service in TPAF and PERS with at least ten (10) years in Hamilton Township to be eligible for such dental coverage and prescription payments upon retirement. In the event that the State Health Benefit Plan New Retiree Prescription Plan is eliminated, the Board will provide a Board paid prescription plan for eligible employees and dependent only equal to the current plan in effect for active employees in the administrator/supervisor group. Should the qualified employee subsequent to retirement predecease his or her spouse, then the following shall apply:

- a) if the surviving spouse has State Health Benefits of his/her own, the Board will pay the annual maximum prescription co-payment;
- b) if the surviving spouse does not qualify for State Health benefits on his/her own, the Board has the option of:
 - 1) if the spouse purchases COBRA, the Board will pay the maximum prescription co-payment plus \$350.00;
 - 2) if the spouse does not purchase COBRA, the Board will provide paid prescription coverage equal to the current plan in effect for active employees in the administrator/supervisor group.

12. LONGEVITY

Effective for the duration of this contract, all administrators/supervisors hired before July 1, 1999, and who have completed the listed number of years by June 30 of the preceding year in Hamilton Township shall receive the additional cumulative amounts per year as listed below:

YEARS	
15	\$1,125
20	\$1,125
25	\$1,125
30	\$1,125
35	\$1,125
40	\$1,125

YEARS FOR 2002-2004

15	\$1,200
20	\$1,200
25	\$1,200
30	\$1,200
35	\$1,200
40	\$1,200

Administrators/supervisors covered by the 1980-83 Agreement between the Hamilton Township Board of Education and the Hamilton Township Administrators'/Supervisors' Association and who were employed as of June 30, 1982, and reemployed for the 1982-83 school year will continue to receive longevity calculated on experience and military service granted at the date of hire, in addition to Hamilton Township experience.

Any administrator/supervisor employed before June 30, 1999, will be eligible for longevity commencing at year 15 on the above schedule no later than July 1, 2009.

Effective July 1, 1999, all newly hired administrators/supervisors shall receive credit toward longevity calculation for up to 6 years prior employment in Hamilton Township, if any. For all such administrators/supervisors hired after July 1, 1999, those who have completed the following number of years after July 1, 1999 and as of June 30th of the preceding year in Hamilton Township shall receive the additional cumulative amounts per year as listed below.

YEARS FOR 2001-2002

10	\$1,125
15	\$1,125
20	\$1,125
25	\$1,125
30	\$1,125
35	\$1,125
40	\$1,125

YEARS FOR 2002-2004

10	\$1,200
15	\$1,200
20	\$1,200
25	\$1,200
30	\$1,200
35	\$1,200
40	\$1,200

13. SECTION 125 PLAN

Effective January 1, 1999, if any employee waives health insurance, said employee shall receive

a cash payment of \$1,000.00. If any employee waives prescription insurance, said employee shall receive a cash payment of \$250.00. For the 1998-1999 school year all cash payments shall be prorated. Employees that choose the cash option must reapply each year. Proof of other coverage must be submitted with each request for the cash option.

In addition, the Board shall put in place a Section 125 plan (details included in the Section 125 Addendum). All waivers are subject to the provisions of this Addendum.

ARTICLE V

TRAINING LEVELS RECOGNIZED

It is agreed that the level of training will be a factor in the determination of administrative salaries. The cumulative figures agreed to are:

YEARS FOR 2001-2002

MA + 15	\$1,125
MA + 30	\$1,125
MA + 45	\$1,125
MA + 60	\$1,125
DOCTORATE	\$1,125

YEARS FOR 2002-2004

MA + 15	\$1,200
MA + 30	\$1,200
MA + 45	\$1,200
MA + 60	\$1,200
DOCTORATE	\$1,200

Credit for achieving a higher level of training will be recognized and approved by the Board of Education during the month of September, prorated and effective retroactive to September 1 for graduate credits earned prior to September 1 and during the month of January prorated and effective February 1 for graduate credits earned prior to February 1.

Credit for achieving the next higher level of training will be recognized and approved by the Board of Education upon recommendation by the Superintendent of Schools.

ARTICLE VI
PROMOTION POLICY

A notice of vacancy in all administrative/supervisory positions shall be sent to each administrator/supervisor three (3) weeks before the final date when applications must be submitted. The notice of vacancy shall set forth the title of the position, the salary range, and deadline for application. It is understood that the Board will not change the qualification for any position unless said position is readvertised.

When serving in an acting position which is rated higher for more than two (2) weeks, the administrator/supervisor will receive the raise and benefits of that position retroactive to the day of official assignment.

Any administrator/supervisor newly appointed to an administrative/ supervisory position shall receive an increment on July 1.

Promotions shall result in an on-guide placement with a minimum salary increase of \$2000 and a maximum salary increase of \$4000 in the year promoted.

ARTICLE VII
BASE SALARY INFORMATION

Effective July 1, 2001, base salary rates shall be increased as follows to be distributed on mutually acceptable salary guides:

July 1, 2001 - 4.00% increase to the base will be made inclusive of increments.

July 1, 2002 - 4.00% increase to the base will be made inclusive of increments.

July 1, 2002 - 4.00% increase to the base will be made inclusive of increments.

Administrators/Supervisors from outside of the Hamilton Township School System may be placed at the level determined by the Superintendent or his/her designee.

Effective June 30, 2001, no member of the Association shall move up the salary guide and/or receive an increment until a successor agreement has been signed by both the Association and the Board of Education.

The salaries of all employees covered by this Agreement shall be paid in twenty-four (24) equal installments at the rate of two (2) installments per month on the 15th and 30th or last day of February. If either the 15th or 30th or last day of the month falls on a weekend, holiday, or other day when school is closed, then payment shall be made on the workday immediately prior to that date. Implementation of this Article is contingent upon the Board having also reached a similar agreement with all other employee groups.

ARTICLE VIII

POSITION PLACEMENT WITHIN PERCENT SCHEDULE

Percent of Base

- 100% Principals - High School
Effective July 1 2001, advancement of one additional step for 2001-2002 year only on the salary guide for each high school principal.
- 95% Principals - Middle School (Effective July 1, 2001)
- 92% Coordinator of Curriculum and Funded Programs (Effective July 1, 2001)
Coordinator of Student Services and Programs. Effective July 1 2001, advancement of one additional step for 2001-2002 year only on the salary guide for Coordinator of Student Services and Programs.
- 90% Principals- Elementary (Effective July 1, 2001)
- 88% Vice Principals - High School
- 86% Vice Principals - Middle School
- 82% Child Study Services Specialist
Educational Technology Management Specialist
Staff Development Supervisor
Testing/Evaluation Specialist
Curriculum Supervisors
Athletic Directors
- 80% Project Supervisor (AIM)
- 74% Data Processing Manager
Supervisor of Food Services
Supervisor of Maintenance
Personnel Assistant
Comptroller
- 70% Accounting/Payroll Supervisor
- 65% Facilities Supervisor
- 60% Purchasing Agent
Supervisor of Operations
- 57% Supervisor of Accounting
Supervisor of Payroll
Personnel Specialist
- 55% Warehouse/Custodian Leadperson (Effective July 1, 2001)
Facilities Leadperson
- 52% Transportation Supervisor (Effective July 1, 2001)

Effective July 1 2001, advancement of one additional step for 2001-2002 year only on the salary guide beyond increment for Transportation Supervisor.
Purchasing Supervisor

Administrators/Supervisors not at maximum (Step 9) and not receiving a Step adjustment will remain at the 2000-2001 Step in the 2001-2002 salary schedule.

The Board agrees to make the position placement schedule a topic of discussion in successor agreement negotiations.

ARTICLE IX

DURATION OF AGREEMENT

All benefits, privileges and procedures contained within this agreement shall be in effect for the period of time beginning July 1, 2001 to June 30, 2004. The parties will meet after September 1, 2003, to begin discussions on a successor agreement.

In witness whereof, the Association after ratification by its membership has caused this agreement to be signed by its President and its Secretary and the Board after ratification in public meeting has caused this Agreement to be signed by its President and attested by its Secretary all on the date and year written herewith.

ARTICLE X

SALARY GUIDES

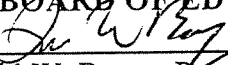
These are the Basic Salary Guides which reflect the regular salary placement for an administrator/supervisor recommended for an adjustment and regular increment.

There will be written evaluations completed in accordance with the guidelines as established by the Board of Education/Administrators' Evaluation Committee for all administrators.

The Board of Education reserves the right to withhold any/or all increments and/or adjustments for inefficiency of other good cause.


HAMILTON TOWNSHIP BOARD OF EDUCATION

By:



David W. Boyer, President


Attest:



Carol A. Chiacchio, Board Secretary


HAMILTON TOWNSHIP ADMINISTRATOR'S/SUPERVISOR'S ASSOCIATION

By:



Richard Klockner, President

Attest:



Ruth Mooney, Secretary

SECTION 125 ADDENDUM

1. In-Writing Requirement

Section 125 Plan must have a separate written plan document (an internal document that the employer maintains). This plan shall be available to employees.

The following information must be included:

- a) Specific description of the benefits available(as per Article 19:12)
- b) Procedures governing participant's election under the law. This election shall allow employees to choose between non-taxable health care coverage and taxable cash at the beginning of each plan year (July 1). This option will be limited only to payments made by the Board on behalf of its employees for health and prescription benefits. This plan shall not include a flexible spending option.
- c) Procedures whereby employees will continue current coverage unless they specifically request the cash option in writing with submission of proof of other coverage, prior to the beginning of each plan year (July 1) for a full year (July 1 - June 30).
- d) Procedures by which coverage, without consideration of pre-existing health conditions, will be restored within 30 days of the restoration request. Coverage will be restored only upon proof of loss of coverage. It is the employee's responsibility to notify the Board in writing if benefits are lost for any reason. Upon notification the employee shall complete an application to restore coverage.
- e) Procedures for the payment of the \$1,000.00 and the \$250.00 cash options. Reimbursements will be provided at the end of the fiscal year in June and will be prorated if benefits were reinstated at any time during the fiscal year.

2. Disclosure to Employee

a) The elements of the Section 125 written plan document must be disclosed to employees. Disclosure may be in a booklet, or other suitable form, distributed to employees referred to as a summary plan description (SPD). In addition, elements may be subject to the reporting and disclosure requirements of ERISA.

b) Under ERISA (and as a matter of common sense) information provided to participants should be "written in a manner calculated to be understood by the average plan participant ..."

c) Description of the benefits and procedures as outlined above to be followed requesting revocation of the cash option choice in the event of loss of coverage.

3. Administrative Information

This information should include data such as:

- a) Name of the plan
- b) Name and address of employer or a representative
- c) Employer Identification Number
- d) Type of plan
- e) Start and end of the plan year

f) Type of administration

4. Eligibility and Benefits Information

The following are the minimum requirements for eligibility and benefits information:

- a) A description of benefits available under the plan.
- b) Requirements for participation and benefits

5. Loss of Benefits Information

- a) Employees must choose the cash option prior to each plan year (July 1) for a full year (July 1 to June 30).
- b) Proof of other coverage must be submitted with each request for the cash option. Proof of loss of coverage must be provided before benefits can be restored.

6. Reporting Requirements

Reporting requirements for Section 125 plans are satisfied by completing the applicable IRS form.

2001-02 STEP	100%	95%	92%	90%	88%	86%	82%	80%	74%	70%	55%	52%
1	83000	78850	76360	74700	73040	71380	68060	66400	61420	58100	45650	43160
2	85375	81106	78545	76838	75130	73423	70008	68300	63178	59763	46956	44395
3	87800	83410	80776	79020	77264	75508	71996	70240	64972	61460	48290	45656
4	90250	85738	83030	81225	79420	77615	74005	72200	66785	63175	49638	46930
5	92750	88113	85330	83475	81620	79765	76055	74200	68635	64925	51013	48230
6	95800	91010	88136	86220	84304	82388	78556	76640	70892	67060	52690	49816
7	99400	94430	91448	89460	87472	85484	81508	79520	73556	69580	54670	51688
8	103300	98135	95036	92970	90904	88838	84706	82640	76442	72310	56815	53716
9	106775	101436	98233	96098	93962	91827	87556	85420	79014	74743	58726	55523
2002-03 STEP	100%	95%	92%	90%	88%	86%	82%	80%	74%	70%	55%	52%
1	86000	81700	79120	77400	75680	73960	70520	68800	63640	60200	47300	44720
2	88000	83600	80960	79200	77440	75680	72160	70400	65120	61600	48400	45760
3	90000	85500	82800	81000	79200	77400	73800	72000	66600	63000	49500	46800
4	92450	87828	85054	83205	81356	79507	75809	73960	68413	64715	50848	48074
5	94800	90060	87216	85320	83424	81528	77736	75840	70152	66360	52140	49296
6	98000	93100	90160	88200	86240	84280	80360	78400	72520	68600	53900	50960
7	101725	96639	93587	91553	89518	87484	83415	81380	75277	71208	55949	52897
8	105350	100083	96922	94815	92708	90601	86387	84280	77959	73745	57943	54782
9	109100	103645	100372	98190	96008	93826	89462	87280	80734	76370	60005	56732
2003-04 STEP	100%	95%	92%	90%	88%	86%	82%	80%	74%	70%	55%	52%
1	89200	84740	82064	80280	78496	76712	73144	71360	66008	62440	49060	46384
2	90700	86165	83444	81630	79816	78002	74374	72560	67118	63490	49885	47164
3	92200	87590	84824	82980	81136	79292	75604	73760	68228	64540	50710	47944
4	94500	89775	86940	85050	83160	81270	77490	75600	69930	66150	51975	49140
5	97100	92245	89332	87390	85448	83506	79622	77560	71854	67970	53405	50492
6	100300	95285	92276	90270	88264	86258	82246	80240	74222	70210	55165	52156
7	104100	98895	95772	93690	91608	89526	85362	83280	77034	72870	57255	54132
8	107900	102505	99268	97110	94952	92794	88478	86320	79846	75530	59345	56108
9	111800	106210	102856	100620	98384	96148	91676	89440	82732	78260	61490	58136

HTASA 2001-2004 CONTRACT ADDENDUM

Step Adjustments

H.S. Principal	2001-2002	Step	2001-2002 Adjusted 1/1/02	Step	Increase Prorated 6-mo.
Current Salaries					
H.S. Principal	\$103,300	8	\$106,775	9	\$1,738
H.S. Principal	\$95,800	6	\$99,400	7	\$1,800
H.S. Principal	\$90,250	4	\$92,750	5	\$1,250
Total					\$4,788

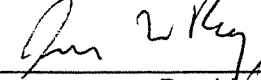
Sick Leave Accumulation

Any member hired on or after July 1, 1998, who has an unused accumulation of sick leave days from another school district in New Jersey, shall be granted credit for one-half of the accumulated number of days from the last district, with a maximum of 85 days. Any administrator/supervisor requesting such days shall present a certificate stating such employees unused accumulation of sick leave days as of the date of such termination. Such certificate shall be filed within one year of the date of such employment.

Vacation Schedule-Hired after 1/1/95

Current		Change-Effective 7/1/02
0-5 years	15 days	17 days
6-10 years	20 days	20 days
11-20 years	22 days	22 days
21 and up	25 days	25 days

For the Board:




 President

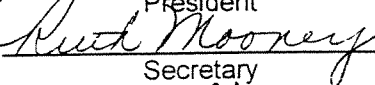
 Secretary

 Date

For the Association:



 President



 Secretary

11-14-01

 Date