

2015-2016

2016-2017

2017-2018

**CONTRACT OF NEGOTIATIONS
BETWEEN THE
SWEDESBORO-WOOLWICH
BOARD OF EDUCATION**

AND

**THE SWEDESBORO-WOOLWICH
ADMINISTRATOR'S ASSOCIATION**

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PREAMBLE

This agreement entered into July 1, 2015, by and between the Swedesboro-Woolwich Board of Education in the Borough of Swedesboro, New Jersey, hereinafter called the "Board," and Swedesboro-Woolwich Administrator's Association hereinafter called the "Association."

WITNESSETH

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

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

ARTICLE I
RECOGNITION

Unit

A. Subject to the exclusions stated in Paragraph B. of this Article, the Board hereby recognizes the Association as the exclusive and sole representative for the collective negotiations concerning grievances the terms and conditions of employment for the following administrators of the Board, whether under contract or on leave:

1. Principals, assistant principals, vice principals, supervisors, and directors

B. Unless otherwise indicated the terms "administrator" and "administrators" when used in this Agreement is defined to mean all administrators covered within paragraph A.

C. Negotiation Date

Negotiations for the successor agreement shall proceed in accordance with the requirements of law. The Board will notify the Association President of the date on the first of September of that Negotiation year.

D. Modification

The Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE II
GRIEVANCE PROCEDURE FOR ADMINISTRATORS

A. DEFINITIONS

1. Grievance

A "Grievance" is a claim by an administrator of the Association based upon the interpretation, application, or violation of this Agreement, policies, or administrative decisions affecting an administrator or a group of administrators.

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

C. PROCEDURE

1. Time Limits

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.

2. Time Restriction

An aggrieved administrator shall institute action under the provisions hereof within ten (10) school days following the occurrence complained of when it affects the administrator. Failure to act within the said ten (10) school day period shall be deemed to constitute an abandonment of the grievance.

3. Level One – Immediate Supervisor

An administrator with a grievance shall first discuss it with their Immediate Supervisor (or Superintendent where applicable) either directly or through the Association's designated representative, with the objective of resolving the matter informally.

4. Level Two – Superintendent

If the aggrieved person is not satisfied with the disposition of his/her grievance after the informal discussions with their immediate supervisor, or if no decision has been rendered within fifteen (15) school days after the presentation of the grievance, he/she may file the grievance in writing with the Association within fifteen (15) school days after the grievance was presented, whichever is sooner. Within fifteen (15) school days after receiving the written grievance, the Association shall refer it in writing to the Superintendent of Schools. The writing shall specify:

- a. Nature of grievance
- b. Results of prior discussions
- c. Specific contract violation
- d. Basis for his/her dissatisfaction with the determination
- e. Proposed solution

5. Level Three- Board of Education

If the administrator of the Association is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within ten (10) school days after the grievance was decided by the Superintendent, the administrator may submit the grievance to the Board. Said request shall be made to the Board within ten (10) school days from the above disposition, shall be in writing, and shall specify following:

- a. Nature of grievance
- b. Results of prior discussions
- c. Specific contract violation
- d. Basis for his/her dissatisfaction with the determination
- e. Proposed solution

A copy of this statement shall be furnished to the Superintendent. The Board of Education shall have forty-five (45) days to respond.

6. Level Four - Arbitration

- a. If the Association or aggrieved party is not satisfied with the disposition of the grievance alleging a violation of a term or condition of employment, the Association may within fifteen (15) school days after receiving written notification of the decision by the Board, notify the Board that the grievance is being submitted to arbitration.
- b. Grievances of matters, which have been or may be determined to be non-negotiable or non-arbitrable by law, decisions of the Commissioner of Education, or prior decisions by PERC, will not be considered further. In the event a determination by PERC is pending on the negotiability of a particular issue, the pending arbitration shall be held in abeyance until a determination is made.
- c. A grievance may be submitted to arbitration provided it has been deemed to involve a contractually

arbitrable issue by statute or by PERC. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expense incurred shall be paid by the party incurring it.

- d. The Association shall request a list of arbitrators from PERC. The parties shall then be bound by the rules and procedures of PERC in the selection of an arbitrator. The arbitrator shall limit him/herself to issues submitted to him/her and shall consider nothing else. She/he can add nothing to nor subtract anything from the agreement.
- e. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his/her decision not later than twenty (20) school days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of final statements and proofs on the issues are submitted to him/her. The jurisdiction of the Arbitrator shall be limited to a determination of the facts and the interpretation and application of the specific provision(s) of this Agreement at issue. The Arbitrator shall be bound by the provisions of this Agreement and shall have no authority to add to, subtract from, amend or modify any of its provisions. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is clearly in violation of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on both parties, subject to any rights of appeal granted by law.
- f. Where a question of negotiability and/or arbitrability exists, the grieved party at their cost shall submit the grievance to PERC for a binding decision.

D. Rights of Administrators to Representation

1. Any aggrieved person may be represented at steps 3-6 of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association.
2. When an administrator is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance to the CSA or any later level, be notified that the grievance is in process, have the right to be present, and present its position in writing at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.
3. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his appeal with respect to his personal grievance.
4. A grievance which affects a number of administrators may at the option of those administrators be filed as a single grievance on their behalf.

E. Costs

The costs for the services of the arbitrator, including per diem expenses, if any and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

F. General Provision

The time limits in any of the steps outlined above may be extended by mutual agreement.

ARTICLE III
ADMINISTRATOR RIGHTS

A. Required Meeting or Hearing

Whenever any administrator is required to appear before any supervisor, Board, or any committee, member representative or agent thereof concerning any matter which could adversely affect the continuation of that administrator in his/her office, position, or employment or the salary or any increments pertaining thereto, then he/she shall be given a minimum of ten (10) days notice to appear. He/she shall be entitled to have representative(s)

of the Association present to advise him/her and represent him/her during such meeting or interview. Any suspension of an administrator pending charges shall be with pay, unless otherwise permissible by law.

1. This right does not apply to annual evaluation conferences.

B. Just Cause Provision

No administrator shall be disciplined or reprimanded without just cause.

**ARTICLE IV
TERMS OF EMPLOYMENT**

A. Contracts

1. Notification

An administrator or supervisor shall be notified in writing by the date required by law (May 15), whether or not he/she is to be rehired for the following year.

2. Placement on Salary Schedule

An administrator being employed for the first time in the district may or may not be allowed credit on the salary guide for previous experience. The salary will be commensurate with relation to the position title and years of experience. Said salary will not exceed or deviate from the current salary guide structure. Credit shall be given for military service.

B. Meetings

1. Administrator participation in Board meetings (unrelated to matters stated in Article 3) shall be required if an agenda item pertains to the administrator.
2. Principal or designee participation in Monthly Student Awards shall be required. These awards will be given out commencing at 6:30 pm. Principals may be excused following the presentation.
3. Attendance at building or department specific programs, and any other events that require an administrator's presence will be required. One (1) week minimum notice shall be given for events not previously scheduled on the school calendar.

C. Communication Devices

1. All Administrators and Supervisors will be provided with cellular phones for school district and job responsibility communication purposes.
2. All Administrators and Supervisors will be provided with FCC Regulated communication devices to stay in close contact with one another throughout the school day.
3. Administrators and Supervisors will not be asked or required to use personal cellular phones for job related events or responsibilities.

**ARTICLE V
ADMINISTRATOR'S WORK YEAR**

A. Work Year

1. Paid holidays will include all other legal holidays recognized by the school district. Each administrator will be granted the following amount of vacation days annually beyond the school calendar. Employees hired before January 1, 2015 will retain their current vacation allotment of twenty (20) days annually.
 - a. Fifteen (15) Days 0 through 10 years of service to the District
 - b. Twenty (20) Days Over 10 years of service to the District

These days may be taken during the summer or the school year, with approval of the Superintendent with due consideration to the needs of the school district. However, no more than one hundred percent (100%) of an Administrator's annual vacation accrual may be taken during the school year. A maximum of fifty percent (50%) of an Administrator's unused annual allotment of vacation days may be carried over to the following contractual school year; carried over days shall be used following the year they are earned or else they will be forfeited. Accrued days in the final year of employment will be paid upon retirement only.

2. The start time and ending time of work days is as follows:
 - a. 8am-4pm when school is in session, inclusive of a 40 minute lunch.
 - b. 9am-3pm or 8am-2pm when school is not in session between September 1-June 30 when teachers and students are not present, inclusive of a 40 minute lunch.
3. The work year for administrators is 12 months. July 1 – June 30.
4. The Superintendent will seek input and advice in the development of the school calendar from the Administrative team.
5. The work year for Administrators shall be congruent to the District Calendar. In addition, if July 4th falls on a weekday, the District will be closed.
6. From the first full week in July through the last full week of August, with no vacation granted during the last week of August, administrators will have a four (4) day work week (M-Th). The workday schedule during the four (4) day work week shall be 7:30 a.m. to 3:00 p.m or 8:00 a.m. to 3:30 p.m, inclusive of 40 minute lunch.
7. Administrators with school age children are permitted, after providing notice to the administrator's direct supervisor, to leave after student dismissal to attend school conferences for their children.

ARTICLE VI SALARIES

A. Salary

1. Salary adjustments shall be made effective as of July 1, of each year.
2. Salary increases:

a. 2015/2016	3.5% increase to base salary
b. 2016/2017	2.5% increase to base salary
c. 2017/2018	2.5% increase to base salary

B. Payroll Schedule, Deductions and Receipts

1. Each administrator employed on a twelve-month basis shall be paid in 24 equal, semi-monthly installments, on or before the 15th and 30th of each month.
2. Each administrator may individually elect to have a percentage of his/her salary deducted from his/her pay as a credit union deduction. These funds shall be deposited with the credit union in the administrator's name. A SWEA/SWAA determined credit union shall be established by the Board as per the Association's recommendation with the following provisions:
 - a) Each administrator wishing to participate must enroll no later than July to be effective for the following academic year.
 - b) Thereafter, any such participant may withdraw or revise the amount to be deducted within the first five (5) working days of January only, provided such written notice is given to the SBA/Board Secretary prior to such date.
 - c) Administrators employed after September 1 may enroll within thirty days of commencing employment.

- d) The Board shall have no responsibility or liability after transferring the authorized funds.
3. When a payday falls on or during a school holiday, vacation or weekend, administrators shall receive their paychecks on the last working day.
 4. The schedule of paydays shall be distributed to all administrators during or before the first week of school.
 5. An administrator who selects the option of Credit Union deductions as outlined above shall have this option continued once selected, until notification of his/her wish to discontinue is presented to the school administrator/board secretary in writing. Such notice of discontinuance must be received on or before July 1 for it to be effective for the following academic year.
 6. The per diem rate for administrators shall be 1/260 of their base salary.

ARTICLE VII VOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Notification of Vacancies

1. Date

The Chief School Administrator shall deliver to the association president by e-mail and post on the staff intranet in all school buildings a list of known administrative vacancies which shall occur during the following year.

2. Filing Request

Administrators who desire a change in administrative assignments may file a written statement of such desire with the Chief School Administrator. Such statements shall include the building to which the administrator desires to be assigned and must be submitted by May 1.

3. Reassignment

In the event there are no qualified volunteers to fill an administrative assignment, the superintendent may assign a qualified administrator to fill the vacant position with the provision that individual employment contract negotiations will be opened for this action, only, should the reassignment result in a change in terms of conditions that adversely effects the Association member. (i.e. The job of Director of Testing is transferred to the High School Principal and is to be accomplished in addition to all other tasks normally accomplished by the High School Principal.)

ARTICLE VIII ADMINISTRATOR EVALUATION

- A. The Board of Education and the Superintendent subscribe to the principle that an employee has the right to full knowledge regarding the expectancies of his/her performance and that, further, he/she is entitled to receive such recommendations that will assist him/her in increasing the effectiveness of his/her performance. His or her signature on the performance evaluation will only signify knowledge and receipt, and not concurrence.
- B. The Superintendent shall establish supervisory procedures that will guarantee a minimum of two (2) written evaluations per year for each non-tenured administrator and one (1) written evaluation for each tenured administrator. Each non-tenured assistant principal shall be given two (2) written evaluations by his/her principal and each tenured assistant principal will be granted one (1) written evaluation by his principal. All administrators' evaluations must be reviewed with the employee. All vice principals' evaluations must be reviewed and approved by the Superintendent, or his/her designee, prior to review with the employee.
- C. Evaluation Procedures
 1. Copies of Reports
Each administrator shall receive a copy of every written evaluation.

2. Right of Administrator to Respond

A conference shall be arranged between the evaluator and the administrator within ten (10) working days of the written evaluation. At such time, the administrator is entitled to have his/her response to the evaluation heard and appended to the evaluation report.

D. Evaluation Instrument

Any evaluation instrument and procedure will be developed with input from the Association.

E. Personnel Records

1. File

An administrator shall have the right, upon request, to review the contents of his/her personnel file and to receive copies at Board expense of any documents contained therein. An administrator shall be entitled to have representative(s) of the Association accompany him/her during such review. Documents and/or materials relating to discipline or investigations of claims of discrimination, harassment and/or civil rights violations shall not be removed from personnel files unless otherwise provided. In the event that a claim or claims of discrimination, harassment and/or civil rights violations are determined to be without merit, materials relating to such claims of discrimination, harassment and/or civil rights violations shall be removed from the administrator's personnel file and maintained by the district in a separate file dedicated to such claims.

2. Derogatory Material

No material derogatory to an administrator's conduct, service, character or personality shall be placed in his/her personnel file unless the administrator has received a copy of the material. The administrator shall acknowledge that he/she has received such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The administrator shall also have the right to submit a written answer to such material and his answer shall be reviewed by the superintendent or his designee and attached to the file copy.

3. Review of Personnel Records

At least once every three (3) years, an administrator shall have the right to indicate those documents and/or materials in his/her file, which he/she believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his/her designee and if in fact they are obsolete or otherwise inappropriate to retain, they shall be destroyed. Disputes over the retention of said documents may be processed through the grievance procedure, commencing at Level Two (CSA).

ARTICLE IX
COMPLAINT PROCEDURE

A. Procedural Requirement

Any complaint regarding an Administrator should be resolved at as low a level and as informally as possible. The immediate superior should ameliorate this problem. Failing in this, the complaint will be passed on to the next person in charge. If after failing to gain satisfaction, the complainant still desires to register a formal complaint with the Board, it must be made in writing. The Administrator shall be given an opportunity to respond to and to rebut such complaints and shall have the right to be represented by the Association or legal counsel at any meetings or conferences regarding such complaint(s).

B. Meeting with Immediate Superior

The immediate superior shall meet with the administrator to apprise the administrator of the full nature of the complaint and they shall attempt to resolve the matter informally.

C. Right to Representation

The administrator shall have the right to be represented by the Association at any meeting or conferences regarding such complaint.

ARTICLE X
TEMPORARY LEAVES OF ABSENCE

A. Personal Illness

1. Sick leave is defined as absence from work because of their own or an immediate family member's illness, injury or contagious disease as stated in N.J.S.A. 18A:30-1.
2. The regular yearly allowance for sick leave without loss of pay shall be fifteen (15) days. Such sick leave allowance is cumulative with continuous employment with the school district from year to year. All time granted under this Article shall run concurrent to any qualifying leaves granted under the New Jersey Family Leave Act or the Federal Family Medical Leave Act.
3. The Association will create a "Sick Day Bank" for its members. Each administrator may elect to contribute up to 3 sick days per year. When an association member has exhausted all sick leave, they may request a specific number of days from the sick day bank. The Association shall be the administrator of the bank and shall approve the allocation of the days.

The approval process shall operate as follows:

1. An Association member may notify the Association president in writing of their request and reason for the need of additional sick time due to a serious illness or family care.
2. The Association President shall notify the cabinet members (Vice President, Treasurer, Secretary) of the request.
3. The Association cabinet shall review the request and determine how many to contribute to the Association Member, and notify the Association member in writing of the decision.
4. Any unused contributed days from the sick bank must be re-deposited into the sick bank, and may not be carried over by the requesting Association member.
5. The Association and the District shall keep a log of the number of days donated, used, and/or returned to the sick bank.

B. Legal

There shall be no loss in pay for a required appearance in a court of law for District business unless the appearance is required as a result of the commission of a crime by the administrator. An administrator taking legal action against the Board of Education, District or any administrator of the District will not be eligible for a paid leave under this provision.

C. Personal Days

1. An allowance of up to three (3) days for matters that cannot be scheduled outside of the regular work day.
2. All unused personal days per year shall be converted to sick leave days each school year to be carried over cumulatively the succeeding year.

D. Bereavement Leave

Leave without loss of pay may be granted as noted in the following breakdown:

- Up to (5) days for a death in immediate family (spouse, child, or parent)
- Up to three (3) days without loss of pay may be granted in the event of the death of a sister, brother, grandparent, grandchild, mother-in-law, and father-in-law.

- One (1) day without loss of pay in the event of the death of a brother-in-law, sister-in-law, uncle, aunt, niece, or nephew.
- Additional days may be granted on a case by case basis by the Superintendent.

E. Good Cause

Leaves of absence with pay may be granted by the Superintendent for approval by the Board for good reason. Other requests for emergency and/or personal leave, without pay, shall be at the discretion of the Superintendent with approval by the Board. All time granted under this Article shall run concurrent to any qualifying leaves granted under the New Jersey Family Leave Act or the Family Medical Leave Act.

F. Professional Days

A minimum of four (4) Professional days for the purpose of attending workshops or conferences of an educational nature shall be granted to each administrator subject to the approval of the Superintendent. Upon the recommendation of the Superintendent and approval by the Board of Education, additional Professional days shall be granted to an administrator or supervisor for study, scholarship, fellowship, travel, or other reasons of value to the school district. Salary compensation as well as expenses for the requested leave will be negotiated and considered as part of the Superintendent's recommendation to the Board of Education.

ARTICLE XI
EXTENDED LEAVES OF ABSENCE

A. Pregnancy Related Disability

The administrator's employment shall continue, prior to birth with a nonspecific doctor's note indicating the anticipated delivery date. The administrator shall give sixty (60) days notice prior to her planned leave of absence. A period of one (1) working month (20 school days) immediately preceding delivery of the child and one (1) working month immediately following the birth date shall be the maximum entitlement of sick leave days. Sick leave cannot be utilized for days that are not scheduled as work days. If pregnancy related disability is requested outside the parameters of the presumed disability previously noted, medical certification must be provided indicating the specific disability timeline. All time granted under this Article shall run concurrent to any qualifying leaves granted under the New Jersey Family Leave Act or the Family Medical Leave Act.

B. Child Care Leave

1. The Board may grant voluntary unpaid leaves of absence for the purpose of child care to staff members who fulfill the requirements set below. Child care leave is available to eligible administrators either through the Federal Family Medical Leave Act, New Jersey Family Medical Leave Act and/or through the provisions of this article. Approval is conditioned upon adequate staffing as determined by the Board.
2. Such leave generally will be for one-half or one full school year at the request of the Administrator, subject to the recommendation by the Superintendent and approved by the Board of Education. Extensions may be granted at the complete discretion of the Superintendent with approval by the Board of Education.
3. An administrator desiring an unpaid leave shall apply no less than 90 calendar days before the anticipated leave. In the case of an adoption, notice shall be given to the Superintendent and the Board when application for the adoption is made. In such cases, application shall be made for a specific leave period as soon as the administrator is informed of the custody date.
4. An administrator may continue to participate in the district's medical insurance programs at their own expense while on Board approved unpaid leave, except as otherwise provided by law.

C. Accumulative Sick Leave

All administrators shall be entitled to fifteen (15) sick leave days each school/work year, as of the first official day of the contract year they report to work. Unused sick leave days shall be accumulated from year to year with no maximum limit.

1. Notification of Accumulation

Administrators shall be given a written accounting of accumulated sick leave no later than July 20 of each school year.

2. Payment for unused sick leave for administrators

All members of this bargaining unit upon retiring from the Swedesboro-Woolwich School District and entering the TPAF pension program shall be compensated for accumulated sick leave. The Board will pay for unused, accumulated sick days in the following manner:

Upon retirement from the district, Administrators with at least ten (10) years of administrative service (*) in the Swedesboro-Woolwich School District will be reimbursed at a rate of one hundred dollars (\$100.00) per day for unused sick days up to a maximum of fifteen thousand dollars (\$15,000.00).

* Years of service to Administrators who have worked in the school district in other capacities before January 1, 2015 will be grandfathered and recognized.

This compensation will not be payable when an administrator is separated from his/her employment for just cause, either through discharge or resignation directly related to this just cause.

D. Special Consideration Leave

An administrator may request an unpaid leave of absence for one (1) school year. The reason for the request shall be at the discretion of the administrator. Such request for an unpaid leave shall be submitted in writing to the Superintendent by April 1 of the school year preceeding the requested leave school year, except in an emergency as approved by the Board. The request shall be approved at the sole discretion of the Board.

ARTICLE XII
PROFESSIONAL GROWTH

A. Pay and Expenses for Required Training

The Board will pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other sessions which an administrator is required and/or requested by the administration to take.

B. Payment and Expenses for Tuition

The Board will reimburse administrators 100% of the cost of tuition, fees, and books up to a maximum of \$4,000 each year respectively and part-time administrators, which include the aforementioned, a percentage of these figures (i.e. 1/5 to 1/4) per school year for college courses taken for professional development provided:

1. The course must be for the present and future benefit of the District and approved by the Superintendent prior to the time it is taken.
2. The graduate course is successfully completed and evidence to this effect is submitted to the Superintendent. To receive reimbursement, the eligible persons must have received a grade of "B" or better.
3. Evidence of instutional accreditation, as determined by the NJ Department of Education, the cost, and charges (i.e. checks, receipts, etc.) must be presented upon application for reimbursement. Failure to do so may result in a denial of reimbursement.
4. Tuition reimbursement shall be based on the rate paid by the administrator.

Course Completion Date

Summer Semester (courses taken June, July, August)
Fall Semester (courses taken September-December)
Spring Semester (courses taken January-June)

Reimbursement

October 15
February 15
June 30

5. Any eligible persons receiving reimbursement must complete one year of employment with the district following the receipt of reimbursement. If the person does not complete one year of employment with the district following receipt of reimbursement and becomes employed in another educational institution within 35 miles of the District, then the person will reimburse the district 50% of the preceding year's reimbursement. For example, if a person receives reimbursement for a course(s) on February 15 and is no longer employed by the district on the following February 15 then 50% of the reimbursement received by the person will be paid back to the district.

In the case where an administrator applies for a position within the District but is denied that position for which the administrator's degree and/or certification was paid for under this provision, the administrator will not be required to pay back the District.

C. Professional Memberships

Professional memberships for NJPSA, NJASCD, GCASE, NJASA and GCAEMSA for each administrator shall be paid by the Board. NCTE and NCTM for the Curriculum Supervisors shall also be paid the Board. Any amount in excess of two thousand five hundred dollars (\$2500.00) will require recommendation of the Superintendent and approval by the Board of Education.

D. Professional Development

Expenses for budgeted in-state and/or out-of-state workshops, conventions, and professional development, approved by the superintendent, shall be paid by the Board.

E. Related Expenses

The use of a personal vehicle shall be considered a legitimate job expense if use of a personal car is for approved special or emergency purposes upon presentation of proof of valid drivers' license, insurance and only at a mileage reimbursement rate approved by the State of New Jersey.

F. Advanced Educational Achievement

All Administrators obtaining Masters+15, Masters+30, or Doctorate, shall receive additional annual compensation as outlined below. Only graduate level credits shall be recognized for this.

- MA+15: Fifteen Hundred Dollars (\$1500.00)
- MA+30: Two Thousand Dollars (\$2000.00)
- Doctorate: Three Thousand Dollars (\$3000.00)

G. Longevity

Administrators remaining in an administrative role for the timelines (*) listed below shall be eligible for additional annual compensation as outlined below.

10-14 Years: Seven Hundred Fifty Dollars (\$750.00)
15-19 Years: Thirteen Hundred Dollars (\$1300.00)
20-24 Years: Eighteen Hundred Dollars (\$1800.00)
Over 25 Years: Two thousand two hundred fifty (\$2250.00)

* Years of service for Administrators who have worked in the school district in other capacities before 1/1/2015 will be grandfathered and recognized.

ARTICLE XIII

HEALTH BENEFITS: all subject to discussion

A. The Board of Education agrees to contribute for each administrator who participates in a Board approved health benefits plan. All employees of the Board of Education as of June 30, 2012 shall be grandfathered and be eligible to receive contributions from the Board as specified in this Article.

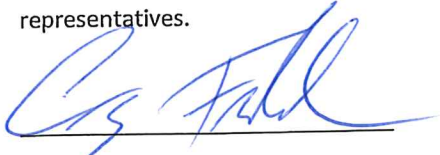
1. The Board of Education will contribute a proportionate amount of the premium cost for individual and family benefits/medical coverage that is equal to or better than the Amerihealth plan. Employees contracted to work on or after July 1, 2005, go into the District Determined Health and Dental Plan or other coverage that is equal to or

better than the existing coverage for those employees and existing staff have the opportunity to opt into that plan. Health benefits coverage tiers, with the Board of Education contribution rate of the selected coverage or the rate set by P.L. 2011 c. 78, whichever is greater. Each administrator's contribution dollar amount (% of their salary) is determined by the coverage tier of their choice.

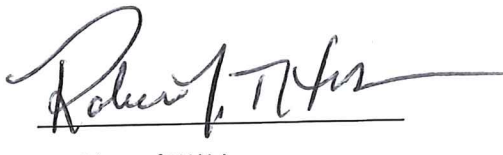
- a. Single coverage (no premium contribution except as required by P.L. 2011 c.78)
 - b. Coverage above single (3% of premium cost of their chosen coverage tier or the rate set by P.L. 2011 c. 78, whichever is greater)
2. The Board will continue to contribute a proportionate amount of the premium cost for individual and family Prescription Plans consistent with the contribution rate detailed and noted in XIII, A.I.-The benefit includes the following employee purchasing costs: \$10.00 Brand Name, \$5.00 Generic, \$0.00 mail order co-pay.
 3. The Board of Education will pay one hundred (100%) percent of the cost of dental insurance coverage as provided by Delta Dental Plan of New Jersey.
 4. The Board will continue to contribute a proportionate amount of the premium cost for individual and family Prescription Plans consistent with the contribution rate detailed and noted in XIII, A.I.-The benefit includes the following administrator purchasing costs: \$10.00 Brand Name, \$5.00 Generic, \$0.00 mail order co-pay.
 5. Current NJ State required benefit premium contributions end on 6/28/15. The state has not determined the new rates as of yet. The Association agrees to keep the current rates of contribution with the understanding and option of opening the contract and renegotiating this issue based on state determination of rates and/or SWEA negotiation results.

**ARTICLE XIV
DURATION OF AGREEMENT**

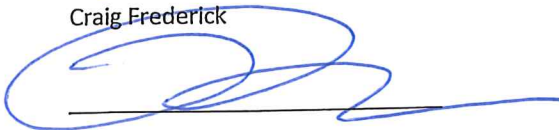
- A. This Agreement shall be effective as of and continue in effect through or until a successor agreement has been completely negotiated.
- B. The Board shall provide each administrator with a copy of the current contract at Board expense.
- C. In witness whereof the Board and the Association have caused this agreement to be executed by their duly authorized representatives.



President of Board
Craig Frederick



President of SWAA
Robert Titus



Chairperson of Negotiating
Board of Education Committee



Chairperson of SWAA Committee
Heather Worrell



Secretary Board of Education
Christopher DeStratis



Secretary SWAA Association
Karen Pszwaro

A renegotiation of Article XIII between the Swedesboro Woolwich Board of Education and the Swedesboro Woolwich Administrator's Association for the 2015-16 to 2017-18 contract

March 1, 2017

ARTICLE XIII

HEALTH BENEFITS: all subject to discussion

A. The Board of Education agrees to contribute for each administrator who participates in a Board approved health benefits plan. All employees of the Board of Education as of June 30, 2012 shall be grandfathered and be eligible to receive contributions from the Board as specified in this Article.

1. The Board of Education will contribute a proportionate amount of the premium cost for individual and family benefits/medical coverage that is equal to or better than the current Amerihealth or Aetna plan. ~~Employees contracted to work on or after July 1, 2005, go into the District Determined Health and Dental Plan or other coverage that is equal to or better than the existing coverage for those employees and existing staff have the opportunity to opt into that plan. Health benefits coverage tiers, with the Board of Education contribution rate of the selected coverage or the rate set by P.L. 2011 c. 78, whichever is greater. Each administrator's contribution dollar amount (% of their salary) is determined by the coverage tier of their choice.~~

~~Single coverage (no premium contribution except as required by P.L. 2011 c.78)~~

~~Coverage above single (3% of premium cost of their chosen coverage tier or the rate set by P.L. 2011 c. 78, whichever is greater)~~

2. The Board of Education will ~~continue to~~ contribute a proportionate amount of the premium cost for individual and family Prescription Plans that is equal to or better than the current Horizon plan consistent with the contribution rate detailed and noted in XIII, A.I. The benefit includes the following employee purchasing costs: \$~~10~~30.00 Brand Name, \$15.00 Generic, ~~\$0.00~~1x mail order co-pay.
3. The Board of Education will pay one hundred (100%) percent of the cost of ~~_____~~ dental insurance coverage ~~as provided by that is equal to or better than the current~~ Delta Dental Plan of New Jersey.
4. ~~The Board will continue to contribute a proportionate amount of the premium cost for individual and family Prescription Plans consistent with the contribution rate detailed and noted in XIII, A.I. The benefit includes the following administrator purchasing costs: \$10.00 Brand Name, \$5.00 Generic, \$0.00 mail order co-pay.~~
45. Current NJ State required benefit premium contributions end on 6/28/15. The state has not determined the new rates as of yet. The Association agrees to keep the current rates of contribution with the understanding and option of opening the contract and renegotiating this issue based on state determination of rates and/or SWEA negotiation results.
5. Due to an agreement between the BOE and the SWEA, per XIII, A.4., effective on March 1, 2017, Administrators' Health Benefit contributions will be adjusted to 2% less than the P.L. 2011 c. 78 rates. The administrators employed as of February 1, 2017 will be able to choose any Medical plan offered by the BOE, including 10/20 copay and 30/30 copay plans. Other plans may be introduced during the contract period. Administrators hired after February 1, 2017 will be placed in the 30/30 plan or opt for any lower cost plan available at that time. The BOE will provide one Prescription plan: 15/30/1x copay.

In consideration of the copay increase for Prescription Benefits, the BOE is providing a .5% salary increase for the 2016-17 school year, retroactive to July 1, 2016. The BOE will also pay an additional .5% salary increase in year 3 (2017-2018) above the original agreement, resulting in a 3% salary increase for year 3 of this agreement. This increase does not apply to any administrator that may have retired in the 2016-17 school year prior to this agreement. Any administrator hired after July 1, 2016 will receive the additional .5% in 2017-18, but not 2016-17.

FOR THE ASSOCIATION

FOR THE BOARD OF EDUCATION

~~Robert T. Hys~~

~~Cheryl [unclear]~~

Heather Warrell

~~[unclear]~~

Jane [unclear]

~~[unclear]~~

Hugh Donato

~~[unclear]~~

~~Carolyn [unclear]~~

jacquelyn Frank

Jamie Felich

J. O. Jamie Felich

X
X
C
jacquelyn Frank