

AGREEMENT

BETWEEN

BOARD OF EDUCATION OF THE  
SPECIAL SERVICES SCHOOL DISTRICT

AND THE

VOCATIONAL SCHOOL DISTRICT  
OF THE COUNTY OF GLOUCESTER.

AND

GLOUCESTER COUNTY VOCATIONAL  
TECHNICAL PRINCIPALS' AND SUPERVISORS'  
ASSOCIATION

July 1, 2017 to June 30, 2018

Board Approved 6/21/17

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GLOUCESTER COUNTY VOCATIONAL-TECHNICAL  
PRINCIPALS' & SUPERVISORS' ASSOCIATION (GCVTPSA)

PREAMBLE

This Agreement entered into this 1<sup>st</sup> day of July, 2017, by and between the Board of Education of the Special Services School District and the Vocational School District of the County of Gloucester, hereinafter called the "Board," and the Gloucester County Vocational-Technical Principals' and Supervisors' Association, hereinafter called the "GCVTPSA" or "Association."

ARTICLE I

MEMBERSHIP

A. Unit Membership

In accordance with Chapter 123, Public Laws of 1974, the Board recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certified and non-certified personnel, whether under contract, on leave, employed, or to be employed by the Board, including only: Principals, Assistant Principals, Supervisors, and Directors.

B. Definitions

For purposes of clarity, terms crucial to the interpretation of this contract are listed below:

1. Employee - When used hereinafter in this Agreement, this term shall refer to all professional employees represented by the Association in the negotiating unit as above named in Article I, section A, and references to gender shall include all employees (i.e. his/her, s/he).

ARTICLE II

NEGOTIATIONS PROCEDURE

A. Deadline Dates

The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Negotiations shall commence no later than October 1, preceding the expiration of the current agreement. Negotiations shall commence with a meeting at a mutually satisfactory location within 15 days after receipt of a proposal, unless the Board and the

Association mutually agree in writing to an extension of time.

B. Negotiating Team Authority

Neither party in all negotiations shall have control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations.

Any agreement so negotiated shall apply to all personnel for whom the Association is authorized to negotiate, shall be reduced to writing, and is subject to the respective ratification procedures of the Board and the Association.

c. Modification — Understanding of Parties

This Agreement incorporates the complete and final entire understanding of the parties on all matters, which were or could have been the subject of negotiations. During the term of this agreement, neither party shall be required to negotiate with respect to any other such matter whether or not covered by this Agreement.

During the term of this Agreement, it shall not be modified in whole or in part by the parties except by an instrument in writing executed by both parties.

This Agreement shall be effective as of July 1, 2017, and shall continue in effect until June 30, 2018, subject to the Parties' right to negotiate over a successor agreement, as provided herein.

ARTICLE III  
BOARD RIGHTS

Within the scope of the law and provisions of this Agreement, the Board on its own behalf, hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon itself by the law and the Constitution in the State of New Jersey and of the United States including the foregoing, without limiting the generality of: the determination and administration of educational policy; the operation of the school; the management and control of school properties, facilities, courses of instruction, methods of instruction, materials used for instruction, and the selection, direction, transfer, promotion, discipline, or dismissal of all personnel. The Board further reserves the right to make such reasonable rules, regulations, and procedures as it may from time to time deem best for the purpose of maintaining order, safety,

and/or for the effective operation of the school. The exercise of these powers, rights, authority, duties, responsibilities by the Board, and the adoption of such rules, regulations, and policies expressed in this Agreement shall be limited only to the specific terms of the Agreement.

#### ARTICLE IV GRIEVANCE PROCEDURE

A. Definition

The term "grievance" means a complaint or claim that there has been an improper application, interpretation, or violation of written policies, agreements, or administrative decisions affecting the terms and conditions of employment.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems that may arise from time to time affecting employees. 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. Level I

Should any employee feel aggrieved regarding his/her position responsibilities, s/he should attempt to resolve his/her complaint(s) informally with his/her immediate supervisor. All grievances should be filed within ten (10) working days of the occurrence of the specific problem.

2. Level II

Should the administrator feel that his/her grievance has not been satisfactorily resolved, s/he should submit, in writing, a statement of the grievance and his/her expected resolution to his/her Supervisor/Administrator. Within seven (7) working days of receipt of the written grievance, the Supervisor/Administrator or designee will meet with the administrator to discuss the grievance. The Supervisor/Administrator shall respond to the administrator, in writing, within seven (7) working days of his/her meeting with the administrator.

3. Level III

Should the administrator feel that his/her grievance has not been satisfactorily resolved by the Supervisor/Administrator, s/he should submit, in writing, a statement of the grievance and his/her expected resolution to the Superintendent of Schools, within seven (7) working days of his/her meeting with the Supervisor/Administrator. Within seven (7) working days of receipt of



the written grievance, the Superintendent or designee will meet with the administrator to discuss the grievance. The Superintendent shall respond to the administrator, in writing, within seven (7) days of his/her meeting with the administrator.

4. Level IV

Should the administrator feel that his/her grievance has not been satisfactorily resolved by the Superintendent of Schools, s/he may, within ten (10) working days of the receipt of the Superintendent's response, submit a written request for a hearing with the Board. The Board will hold a hearing with the employee if requested, and will respond to the employee, in writing, within thirty (30) working days.

5. Level V

If the decision of the Board does not resolve the grievance to the satisfaction of the employee, and the employee wishes review by a third party, the grievance may be submitted to non-binding mediation, as long as the grievance concerns a matter that is an allegation that a provision of the contract has been violated. If mediation is requested, the employee shall notify the Board within ten (10) working days of receipt of the Board's decision in Level IV. The notification to the Board should be submitted to the Office of the Superintendent of Schools.

Grievances concerning:

- (1) any matter for which a specified method of review is prescribed, either by law or in any regulation by the State Commissioner of Education, or any matter which, according to law, is either beyond the scope of the Board's authority, or limited to action by the Board alone;
- (2) a complaint of a non-tenured employee which arises by reason of his/her not being reemployed;
- (3) a complaint by any employee occasioned by an appointment to or lack of appointment to, retention or lack of retention in these positions, in which tenure is either not possible or not required;
- (4) any matter not part of this Agreement; and
- (5) any Board policy shall not be deemed to be eligible for mediation.

Following mediation, the Board will render a decision.

6. Services of a Mediator

The following procedures shall be used to secure the services of a mediator:

Once the Board of Education has received the notification within the time limits stated above, the administrator may request the Public Employment Relations Commission mediator selection procedures be invoked. It will be the responsibility of the parties to follow those selection procedures in determining who shall serve as mediator in each instance. The cost of the services of the mediator shall be shared equally by the parties in interest.

## ARTICLE V EMPLOYEE RIGHTS

### A. Rights and Protection in Representation

Pursuant to Chapter 123, Public Laws of 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a governmental body under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not, directly or indirectly, discourage, deprive, or coerce any rights conferred by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States: that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association; his/her participation in any activities of the Association; collective negotiations with the Board; or his/her institution of any grievance, complaint, or proceeding under this Agreement, or otherwise with respect to any terms or conditions of employment.

### B. Statutory Savings Clause

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

Should any portion of this Agreement be deemed contrary to the law by a court of proper jurisdiction, only that portion of the Agreement so judged shall be affected and the remainder of the Agreement shall remain in force.

### C. Required Meetings or Hearings

Whenever any employee is required to appear before the Superintendent, Board, committee, representative, agent, or member thereof concerning any matter that may adversely affect the terms and conditions of employment, s/he shall be given 48 hours'

prior written notice of the reasons for such meeting or interview and shall have representation of the Association and/or attorney, not at the Board's expense, present to advise him/her and represent him/her during such meeting or interview.

D. Full Rights of Citizenship

Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such employee, and providing said activities do not interfere with the orderly operation of the school.

## ARTICLE VI

### ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

The Board agrees to make available to the Association, in response to reasonable requests from time to time, information to which they are legally entitled to receive with advanced reasonable notice.

B. Released Time for Meetings

Whenever any member of the Association is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, s/he shall suffer no loss in pay and/or benefits.

## ARTICLE VII

### ASSOCIATION - ADMINISTRATION LIAISON

A. Superintendent/GCVTPSA Meeting

The Association President and/or his/her representative(s) shall meet with the Superintendent and/or his/her designated representative(s) at the request of either party within seven (7) working days of said request, but these meetings shall not exceed one (1) per month unless by mutual consent. Meetings shall be scheduled after the school day, unless otherwise mutually agreed, and shall be of a reasonable length to discuss areas of concern.

## ARTICLE VIII

### EVALUATION

A. Observations

Observations and evaluations shall be conducted in full compliance with the provisions of New Jersey statutes and codes.

B. Review of Personnel File

Any Association member shall have the right, upon twenty-four (24) hours advanced notice, to review, in the presence of an assigned individual, the contents of his/her personnel file (excluding pre-employment information). During such review, nothing will be removed, mutilated, or defaced.

C. Material Placed in Personnel File

With the exception of evaluations and APR's, only those documents marked "cc: Personnel File" may be placed in the personnel file by the Superintendent. The employee shall promptly receive copies of all such documents. The employee will also have the right to submit a written answer to such material and his/her answer will be reviewed by the Superintendent, or his/her designee, and attached to the file copy.

Only those documents properly contained in the personnel file will be used by the Board, in any action against the employee.

D. Suspensions

An employee who is to be suspended for disciplinary action shall have his/her pay status determined based on the recommendation of the Superintendent to the Board.

## ARTICLE IX

### TEMPORARY LEAVES OF ABSENCE

All employees may be granted temporary leaves without loss of pay provided that they comply with the regulations below:

A. Bereavement Leave

1. An allowance of up to five (5) consecutive days, including the date of the funeral service, will be granted for death in the immediate family. If there is no funeral service, an allowance of up to five (5) consecutive days from the date of death will be granted for death in the immediate family. In computing the five (5) days, Saturdays, Sundays, and holidays will be excluded. The immediate family is defined as: father, mother, spouse/civil union partner, child, brother, sister, mother/father-in-law, grandparent, or grandchild. At the discretion of the Superintendent, bereavement leave may be granted on non-consecutive days.

An allowance of up to three (3) consecutive days including the date of the funeral service will be granted for the following family members: son/daughter-in-law, brother/sister-in-law, stepfather/mother or stepchild. At the discretion of the Superintendent, bereavement leave may be granted on non-consecutive days.

2. An allowance of one (1) day shall be granted to attend the funeral service of the following family members: aunt, uncle, niece, nephew, cousin, or any person who is legally domiciled in the immediate household.
3. The Superintendent, in his/her sole discretion, may grant additional bereavement leave in exceptional circumstances.

B. Personal Leave

1. A full-time employee may request up to three (3) days personal leave per year, prorated from date of employment.
2. Personal leave may be requested for personal business or legal matters which cannot be completed other than during school time. Verification of the reason for the personal day may be required at the discretion of the Superintendent.
3. Personal days may be utilized for emergencies or other urgent reasons not enumerated above if the employee has recorded the absence into Aesop and received final approval.
4. The following regulations shall apply to the granting of personal days:
  - a. Any unused personal days shall accumulate in the sick leave account for use as additional sick days. These days are reimbursable as accumulated sick leave upon retirement.
  - b. The request for personal leave shall be entered into Aesop at least three (3) days before the commencement of the leave, except in cases of emergency.
  - c. Any absence, which is for a purpose not enumerated above and not covered by sick leave, shall result in the deduction of one (1) day's pay for each day of absence.

ARTICLE X  
SICK LEAVE

Employees shall not be absent from work without first obtaining permission from the Superintendent unless the absence is caused by personal illness which is covered by sick leave.

Sick leave is hereby defined to mean the absence from employee's post of duty because of personal disability due to illness or injury, or because employee has been excluded from school by the school's medical authorities on account of a contagious disease, or of being quarantined for such a disease in his or her immediate household.

In case of personal illness, an allowance of full pay will be made for ten (10) days in any school year for ten-month employees and twelve (12) working days in any school year for twelve-month employees. Those hired after the start of the school year will be allowed one (1) sick day per each month remaining in the school year. If any such person requires in a school year less than this specified number of days of sick leave pay allowed, all days of such leave not utilized that year shall be accumulated to be used for additional sick leave with full pay in subsequent years.

A doctor's certificate may be required by the Superintendent, stating the illness and the inability of the employee to report for work, in case of absence on account of personal illness for more than five (5) consecutive days.

Unused sick leave shall accumulate from year to year.

Employees shall enter their absence for illness in AESOP no later than one hour prior to the need for the leave, and contact their assigned school(s) by 6:00 a.m., whenever possible.

Upon termination of employment, an employee may request a certificate indicating the employee's number of accumulated sick days as of the date of termination.

Employees released due to a reduction of force and reemployed within the next school year shall be entitled to reinstatement of past accumulated sick and personal leave. Employees leaving the Board's employ for any other reason and who are thereafter employed by the Board will not be credited with sick and personal days from their previous account.

Employees shall be given a written accounting of accumulated sick leave at the start of the new school year.

## ARTICLE XI VACATION

### A. Vacation Policy

Vacation Policy is in accordance with the Board of Education Policy. An employee, who does not take vacation leave that accrues in a given year because of business demands shall be granted that accrued leave only during the next succeeding year. However, vacation leave not taken in a given year because of duties directly related to a state of

emergency declared by the Governor may accumulate at the discretion of the appointing authority until, pursuant to a plan established by the officer or employee's appointing authority, the leave is used or the employee or officer is compensated for that leave. Employees hired before signing of this agreement may be permitted to retain their previously accumulated vacation without limitation as permitted by law.

B. Legal Holidays

All holidays and days when school is closed for students and staff, per the approved twelve-month school calendar shall be considered non-workdays for employees covered under this Agreement.

## ARTICLE XII

### EXTENDED LEAVES OF ABSENCE

A. Unless otherwise indicated, the following conditions shall apply to extended leaves of absence:

1. Requests for leave shall be in writing.
2. Eligibility shall be based on a minimum of twelve (12) months of continuous employment in the district.
3. All extended leaves shall be limited to a maximum of one (1) school year or, in the case of nontenured employees, to the end of their Agreement term. Further extensions, if any, shall be at the sole discretion of the Board after application by the affected employee.
4. Sick leave days and other benefits shall not accrue during the leave, but unused sick leave days shall be reinstated upon return to employment.
5. Notice of intention to either return to employment or to resign shall be given to the Superintendent on or before March 1 of the year in which the leave expires.
6. Reemployment during the school year shall be at the sole discretion of the Board. Extended leaves of absence are normally approved through the end of a program year. Employees may also request to return at mid-year. In approving an appropriate return date, the Board will take into consideration the desires of the employee and the need to maintain educational continuity. The Board's judgment as to the maintenance of educational continuity shall not be subject to review.

7. In cases of disability, including pregnancy, employees must use current and accumulated sick leave.

B. The following types of extended leaves of absence are available:

1. Military Leave

- a. Military leave without pay shall be granted in accordance with all applicable statutory requirements.

2. Leave Under the Federal Family Medical Leave Act and/or New Jersey Family Leave Act

- a. Leave to provide care as the result of the birth or adoption of a child or a serious health condition of a family member (as defined in the Act) is available to eligible employees pursuant to the Federal Family Medical Leave Act, N.J.S.A 34: 11B-1, et seq. Any such leave shall be in accordance with all statutory requirements and procedures.
- b. Pursuant to the Federal Act, eligible employees are entitled to take up to a maximum of twelve (12) weeks of leave in a twelve (12) month period. The New Jersey Family Leave Act provides twelve (12) weeks in a twenty-four (24) month period to eligible employees. The twelve (12) or twenty-four (24) month period commences with the beginning of the leave.
- c. Pursuant to the requirements of the Act, the Board will maintain in effect, for up to the maximum twelve (12) week duration of leave under the Act, the employee's health insurance coverage as if the employee had continued in active employment.
- d. Employees desiring family leave must meet with Human Resources staff to review the timeline for required documentation, submit a leave request indicating the last work day, anticipated full term of leave, anticipated return to work date. FMLA and/or NJFLA time run concurrently. An employee may return to work prior to the prearranged expiration of the family leave period only at the discretion of the Board, and upon receipt of a fitness for to duty certificate indicating s/he is able to perform 100% of his/her job functions. This certificate must be presented to Human Resources no later than the return to work date.



- e. An employee desiring to take leave in excess of the maximum twelve (12) weeks allowable under the Family Leave Act must include a request for this additional leave time along with the original Family Leave Act request. Such additional leave may be granted at the discretion of the Board.
  - f. Family leave will not be taken concurrently with paid sick leave.
3. Leave for Child Rearing/Adoption Purposes
- a. Requests for child rearing leave shall be submitted at least sixty (60) days prior to the anticipated commencement of the leave. The leave request must include the last work day, anticipated full term of the leave, and anticipated return to work date.
  - b. Leave for child rearing purposes under the Family Leave Act must start within one (1) year of the birth or adoption of the child.
4. Leave to Care for Family Member with Serious Health Condition
- a. An employee requesting family leave in order to care for a family member (as defined by the Act) who has an identified serious health condition, as supported by a completed medical certification, shall provide at least thirty (30) days prior notice to the commencement of the leave, except where emergent circumstances warrant shorter notice. The leave request shall include a prearranged commencement and expiration date.

## ARTICLE XIII SEPARATION

### A. Separation from Service

- I. A member who retires during the contract year will receive payment for unused sick leave in accordance with the Board of Education Policy.
  - a. Upon retirement from TPAF/PERS, eligible administrators shall receive payment from the Board of Education for accumulated unused sick leave at a rate of \$90.00 per day, capped at 100 days.
  - b. Upon retirement from TPAF/PERS, eligible administrators who were employed by either the Gloucester County Vocational-Technical School District or the Gloucester County Special Services School District prior to July 1, 2003, will be exempt from the 100-day cap and will be paid for their

uncapped accumulated unused sick leave at a rate of \$90.00 per day, or not more than \$15,000, whichever is greater.

2. Payment for unused vacation days shall be paid in one (1) lump sum for separating employees. Payment for accumulated unused sick leave sell back shall not exceed \$15,000 for retiring employees.

#### ARTICLE XIV

##### PROFESSIONAL DEVELOPMENT

###### A. Conferences and Workshops

All applications for attendance at conferences and workshops must be submitted to the Superintendent at least thirty (30) days before the date of participation, for consideration of approval. Board to pay full costs of admission and other reasonable expenses incurred in connection with any workshops, seminars, conferences, in-service training sessions, or other such sessions which have been approved. Said employee shall also be compensated for all time spent in actual attendance at said session beyond his/her regular working day and year at his/her regular rate.

Within ten days of completion of participation, a written evaluation of the experience shall be submitted to the Superintendent or as required by federal or state funding guidelines.

###### B. Association Dues

The Board agrees to pay for one professional membership subject to the approval of the District Superintendent. The Board shall pay the annual dues, not to exceed \$1,000.00.

#### ARTICLE XV

##### BENEFIT ELIGIBILITY

For the purposes of benefit eligibility under this Agreement, health benefits are offered to employees who work a minimum of 30 hours per week and eligible dependents under the School Employees' Health Benefits Program or equivalent program.

ARTICLE XVI  
HEALTH BENEFITS

A. Health Benefits

The Board of Education shall provide medical, prescription, and dental benefits for eligible employees and dependents through the School Employees' Health Benefits Program (SEHBP) or an equivalent plan for the term of this Agreement.

Eligibility for enrollment requires the employee to work a minimum of thirty (30) hours per week. There is a two-month waiting period following the hire date before health coverage begins, provided the completed documentation is submitted. However, ten-month employees, when beginning work at the beginning of the contract year, will have coverage commence on September 1. Another exception occurs if the new employee was enrolled in the State Health Benefits Plan (SHBP) or the SEHBP with the previous employer and the coverage is still in effect on the day beginning work with the new employer. In this case, coverage begins immediately with no break.

Coverage changes involving the addition of dependents are effective retroactive to the date of the event (marriage, civil union, birth, adoption, etc.) provided that the application and all supporting documentation is filed within sixty (60) days of the event. Coverage will end based on the SEHBP timetable for termination of coverage.

Multiple coverage is prohibited under the SHBP/SEHBP. State statute specifically prohibits two members who are each enrolled in SHBP/SEHBP plans from covering each other. Therefore, an eligible individual may only enroll in the SHBP/SEHBP as an employee or retiree, or be covered as a dependent.

B. Medical Insurance

For the duration of this Agreement, the Board will pay an amount equal to the premium cost, less the employee's health benefits contribution as mandated by Chapter 78, PL. 201 1 for appropriate coverage (single, couple, parent/child(ren), family). Eligible employees may select from the medical plans available to the District through the SEHBP or an equivalent provider.

C. Prescription Drug Benefits

For the duration of this Agreement, the Board will pay an amount equal to the premium cost, less the employee's health benefits contribution as mandated by Chapter 78, PL. 2011, for appropriate coverage (single, couple, parent/child(ren), family). The employee prescription drug plan is provided based upon the medical plan the employee selects. The parties agree that the State Health Benefit and School Employees' Health Benefit Plan Design Committees will establish the co-payment amounts on an annual basis.

In some plans, the prescription drugs are included in the plan and are subject to a deductible and coinsurance. This means that the member pays the full cost of medications until the deductible is reached. Once the out-of-pocket maximum is reached, the member pays the applicable coinsurance until the out-of-pocket maximum is met. These plans are identified as NJ Direct HD1500 and Aetna HDI 500, but may change subject to the discretion of the SEHBP.

D. Dental Insurance

For the duration of this Agreement, the Board will pay an amount equal to the premium cost for appropriate coverage (single, couple, parent/child (ren), family). Employees are offered enrollment in one of the two basic types of dental plans: one of several Dental Plan Organizations (DPOs) or a Preferred Provider Organization (PPO), the Dental Expense Plan. DPOs contract with a network of providers for dental services. You must use providers who participate with the DPO you select to receive coverage. The Dental Expense Plan is administered by Aetna Dental.

E. Waiving Health Benefits

An employer other than the State participating in the SHBP or SEHBP may allow an employee who is covered as a dependent under other employer-provided health benefits coverage to waive SHBP/SEHBP health benefits and be reimbursed the waiver incentive. Waiver incentives are only payable if the other coverage is through a non-SHBP/SEHBP program. The waiver shall be the lesser of 25% of the waived annual premium cost to the Board or \$5,000 annually.

F. Flexible Spending Account

In compliance with Chapter 78, PL. 201 1, employees may choose to participate in the Flexible Spending Account (FSA). The FSA allows employees to put aside pre-tax dollars for qualified unreimbursed medical expenses, and/or dependent day care expenses. During the term of this contract, the Board will maintain a

Section 125 Plan (Plan) as defined by the Internal Revenue Service Code. At a minimum, the Plan will include options required under the New Jersey laws governing local Boards of Education.

The Board has the right to change insurance carriers or plans as long as equivalent benefits are provided.

## ARTICLE XVII

### PROTECTION OF EMPLOYEE PROPERTY

It is the intent of the Board that employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. Worker and Community Right to Know Act NJSA 34:5A-1 and Public Employee and Occupational Safety and Health Act NJSA 34:6A-25 are hereby noted and available on request to any staff member. In the event of any disorder or disruption in the regular school program, the Association shall have the right to meet with the Administration to discuss the safety of students, employees, and property. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor. Such notifications shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee, the police, and the courts.

#### A. Reimbursement for Personal Property Damage

Employees shall be reimbursed for damage to personal property arising out of the discharge of their duties while on school premises or while attending functions for school related purposes. Employees must notify their immediate supervisor in the case of incidents involving personal property damage within one day of the occurrence. This supervisor must then report, in writing, to the Assistant Superintendent/School Business Administrator within three days of the occurrence. A claim for damages must accurately locate and describe the defect or act that caused the injury, reasonably describe the injury or damage to the property and state the time when it occurred, contain the item of damages claimed, with any receipts or appraisals, and be verified by the claimant or an agent of the claimant. All claims for reimbursement must be approved by the Superintendent and/or the Board.

## ARTICLE XVIII

### SALARIES

#### A. Salaries

The Board shall issue paychecks payable twice monthly on the 15<sup>th</sup> and the last day of each month (except the month of December), or the nearest working day if these dates fall during holidays or weekends, for all employees covered by this Agreement.

#### B. Service Credit

An increment will not be granted to those who do not have the following minimum days of service for the preceding year:

12-month contract      108 days\*

\*Exclusive of sick, personal, and unpaid leave.

## ARTICLE XIX

### GCVTPSA SALARY GUIDE

Salaries will increase 2% for the term of this Agreement.

## ARTICLE XX

### MISCELLANEOUS PROVISIONS

#### A. Length of Work Day

Each employee shall work a schedule of forty (40) hours per week from the last week in August through June 30, and work a schedule of thirty-five (35) hours per week from July 1 through the second to last week in August. However, each employee may be required to work additional hours with no additional remuneration for such occasions as, but not to be limited to, Open House, Back-to-School Night, Parent Information Sessions, Graduation, and others not exceeding the eight (8) occasions. Assignments of additional duties, such as student dances, proms, etc., where a certified administrator/supervisor is required to be present, s/he shall be compensated at the employee's regular rate of pay or the employee will be provided with flex time.

#### B. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so, in writing, to the following address:

1. If by Association, to Board at:

GLOUCESTER COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT  
PRESIDENT, BOARD OF EDUCATION  
1360 Tanyard Road  
Sewell, NJ 08080

2. If by the Board, to Association at:

GLOUCESTER COUNTY VOCATIONAL TECHNICAL  
PRINCIPALS & SUPERVISORS ASSOCIATION PRESIDENT  
1360 Tanyard Road  
Sewell, NJ 08080

#### ARTICLE XXI

##### DURATION OF AGREEMENT

A. Duration Period

This Agreement shall be effective as of July 1, 2017 and shall continue in effect until June 30 2018 subject to the Association's right to negotiate over a successor Agreement as provided in ARTICLE II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

An Extension shall be signed by the "Board" and the "Association" on or before June 30th and it shall be mutually understood that both parties shall continue to negotiate in good faith.

During the term of this extension, the Association will not call, sanction, or support any strike, slow down, or stoppage of work by any teacher or teachers employed by the Board.

#### ARTICLE XXII

##### LEGALITY OF AGREEMENT

This Agreement incorporates the complete and final understanding and settlement by the parties of all issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement.

If any provision of this Article is held invalid by operation of law or by a court or other tribunal of competent jurisdiction, such provision shall be void, for all provisions not affected thereby shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents and attested by the respective secretaries.

By Gloucester County Vocational-Technical  
Principals' & Supervisors' Association

By Donna E. Nypne President

By Chris Weck Secretary

Date 7/13/17

By Board of Education of the Gloucester County Special Services School District and the  
Vocational School District of the County of Gloucester  
Board of Education

By Mallory A. McConnell President

By Amy Cornetti Secretary

Date 7-5-17