

AGREEMENT

BETWEEN

**HADDON TOWNSHIP
BOARD OF EDUCATION**

AND

**HADDON TOWNSHIP
EDUCATION ASSOCIATION**

JULY 1, 2011 – JUNE 30, 2014

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TABLE OF CONTENTS

		<u>Page No.</u>
Preamble		4
Article I	- Recognition	4
Article II	- Negotiation Procedure	5
Article III	- Grievance Procedure	5
Article IV	- Employee Rights	8
Article V	- Association Rights and Privileges	8
Article VI	- School Calendar	9
Article VII	- Working Hours and Load	9
Article VIII	- Secretaries and Clerks Vacation Schedule	11
Article IX	- Salaries	12
Article X	- Employee Assignment	13
Article XI	- Voluntary Transfers and Reassignments	14
Article XII	- Involuntary Transfers and Reductions in Force	14
Article XIII	- Vacancies	14
Article XIV	- Employee Evaluations	15
Article XV	- Sick Leave	15
Article XVI	- Temporary Leave of Absence	16
Article XVII	- Extended Leave of Absence	17
Article XVIII	- Child Rearing Leave/Pregnancy Sick Leave	18
Article XIX	- Professional Development and Educational Improvement	20
Article XX	- Insurance Protection	22
Article XXI	- Association Administration Liaison	23

	July 1, 2011 – June 30, 2014
Article XXII - Payment for Unused Sick Leave	23
Article XXIII - Representation Fee	24
Article XXIV - Miscellaneous Provisions	25
Article XXV - Duration of Agreement	26
Schedule A - Teacher Salary Schedule 2011-12, 2012-13, 2013-2014	27
Schedule B - Acting Department Facilitators – 2011-2014	30
Schedule C - Co-Curricular Activities 2011-12 to 2012-13 2013-14	31
Schedule D - Athletics 2011-12 to 2012-13 2013-14	32
Schedule E -Secretary Salary Schedule 2011-12, 2012-13, 2013-2014	34
Schedule F - Full Time Aides 2011-12, 2012-13, 2013-2014	35
Schedule G - Technology Specialist and Student Support Aides 2011-12, 2012-13, 2013-2014	36
Schedule H - Hourly Rates of Pay – 2011-2014	37
Schedule I - Elementary Teacher-In-Charge and Middle School Team Leaders 2011-2014	37
Schedule J - Department Facilitators 2011-12, 2012-13, 2013-2014	38
 APPENDICES	
Appendix A - Unused Sick Leave – Haddon Township Chairpersons Agreement	39
Appendix B - Dental Plan	40
Appendix C - Prescription Drug Plan	41
Side Bar to the HTEA Contract – November 2, 2012	42

PREAMBLE

This Agreement is entered into this 1st day of July, 2010, by and between the Board of Education in Haddon Township, New Jersey, hereinafter called the "Board," and the Haddon Township Education Association, hereinafter called the "Association." The duration of this Agreement will be as in ARTICLE XXV.

ARTICLE I
RECOGNITION

A. Pursuant to the provisions of Chapter 303 of the Laws of 1968 and Chapter 123 of the New Jersey Public Laws of 1974, the Haddon Township Board of Education hereby recognizes the Haddon Township Education Association as the majority representative and as exclusive and sole representative for collective negotiations concerning terms and conditions of employment for all certificated personnel under contract or on leave, now employed or as hereafter may be employed by the Board as follows:

1. All certified personnel, including:

All Teachers	Nurses
Librarians	Guidance Counselors
Child Study Team Members	Athletic Trainers
Department Facilitators	

2. The following non-certified personnel are included:

High School, Middle School, Elementary and Maintenance Department Secretaries, full-time Aides, including the Technology Specialists and the Middle School and High School Student Support Aides.

3. The following personnel are excluded:

Assistant Superintendent for Curriculum/Instruction
Supervisor of Teaching and Learning
Assistant Principals
Principals
Assistant Superintendent/Board Secretary
School Business Administrator/Board Secretary
Assistant Board Secretary
Superintendent of Schools
Community Activities Coordinator
Central Office Secretaries
Supervisor of Technology and Information Services
District Instructional Technology Facilitator
Director of Special Services
Department Chairpersons
Administrative Assistant
Superintendent of Buildings and Grounds

B. Unless otherwise indicated, the term "teachers", when used hereinafter in this Agreement, shall refer to all certified employees represented by the Association in the

negotiating unit as above defined and references to male teachers shall include female teachers.

C. Words used in the singular shall include words in the plural when the text so requires.

D. The term "employee(s)" as used in this Agreement refers only to bargaining unit members.

ARTICLE II **NEGOTIATION PROCEDURE**

A. In accordance with the provisions of Chapter 303, Public Laws 1968 and Chapter 123 of the New Jersey Public Laws of 1974, the parties agree to commence collective negotiations on a successor agreement promptly after October 1st of the calendar year, preceding the year in which this Agreement expires. The parties may commence negotiations earlier.

B. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.

C. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

D. Subject to the provision of Chapter 303, Public Laws of New Jersey and Chapter 123 of the New Jersey Public Laws of 1974, the Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE I of this Agreement, with any organization other than the Association for the duration of this Agreement.

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

ARTICLE III **GRIEVANCE PROCEDURE**

A. Definition

A "grievance" shall mean a complaint by an employee or by the Association that there has been a personal loss or injury because of a violation, misinterpretation or inequitable application of Board policy, this Agreement or an administrative decision concerning terms and conditions of employment. A grievance to be considered under this procedure must be initiated by the employee or the Association within thirty (30) school days from the time when the employee knew or should know of its occurrence.

B. Procedure

1. a. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee or the Association to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

b. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance has been fully determined.

2. Any employee or representative of the Association who has a grievance shall discuss it first with his principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level.

3. If, as a result of this discussion, the matter is not resolved to the satisfaction of the employee or the Association within ten (10) school days, the grievance shall be set forth in writing to the principal specifying:

- a. The nature of the grievance.
- b. The nature and extent of the injury, loss or inconvenience.
- c. The results of previous discussions.
- d. His dissatisfaction with decisions previously rendered and the relief sought. The principal shall communicate his decision to the teacher and the Association in writing within ten (10) school days of receipt of the written grievance.

4. a. The employee or the Association, no later than ten (10) school days after receipt of the principal's decision may appeal the principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing reciting the matter submitted to the principal, as specified below, and his or her dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Superintendent shall communicate his decision in writing to the employee, the Association, and the principal. Beyond this level, a grievance will not be processed if it applies to:

- 1) Any matter for which a method of review is prescribed by law.
- 2) Any rule or regulation of the State Commissioner of Education.
- 3) Any matter which according to law is beyond the scope of Board authority; or
- 4) A complaint by any certificated personnel occasioned by appointment to, or lack of appointment to, retention in, or lack of retention in any position for which tenure is either not possible or not required.

b. A complaint of a non-tenure teacher which arises by reason of his not being re-employed shall be grievable through the use of the grievance procedure, but shall not be arbitrable.

5. If the grievance is not resolved to the employee's or the Association's satisfaction no later than ten (10) school days after receipt of the Superintendent's decision, he or the Association may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall hold a hearing with the teacher and Association representative and render a decision in writing within thirty-five (35) calendar days of receipt of the grievance by the Board.

6. If the decision of the Board does not resolve the grievance to the satisfaction of the employee or the Association, the Association may request arbitration of the grievance by notifying the Board through the Superintendent within ten (10) school days of receipt of the Board's decision.

7. a. The following procedure will be used to secure the services of an arbitrator:

1) A joint request will be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

2) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association to submit a second roster of names.

3) If the parties are unable to determine, within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.

b. The Arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The recommendations of the arbitrator shall be advisory. Only the Board and the aggrieved and his representative shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearings.

C. Rights of Employees to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association.

2. When an employee 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 Superintendent 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 employees may at the option of those employees be filed as a single grievance on their behalf.

D. Costs

1. Each party will bear the total cost incurred by themselves.

2. The fees and expenses of the arbitrator are the only costs, which will be shared by the two parties, and such costs will be shared equally.

3. If time is lost by an employee due to arbitration proceedings necessitating the retention of a substitute, the Board of Education will pay only the cost of the substitute. The time lost by the employee must either be without pay or charged to personal time.

ARTICLE IV
EMPLOYEE RIGHTS

A. No employee shall be disciplined without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

B. Whenever any employee is required to appear before the Board or any committee thereof concerning any matter which could adversely affect the continuation of that employee in his office, position, or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.

C. If an employee is publicly disciplined or criticized in the presence of students, parents, or other public gatherings, the employee or the Association may request a meeting with the Superintendent, who shall investigate the facts of the case with all parties concerned and report, in writing, to the employee and the Association.

ARTICLE V
ASSOCIATION RIGHTS AND PRIVILEGES

A. Representatives of the Association, the New Jersey Education Association, and the National Education Association may be permitted to transact official Association business on school property at reasonable times provided that permission has been granted by the building principal or his designee.

- B. The Association and its representatives may have the right to use school buildings at reasonable hours for meetings provided permission has been granted by the Superintendent or his designee.
- C. The Association may use the school mailboxes in a reasonable manner.
- D. The rights and privileges of the Association and its representatives as set forth in the Agreement shall be granted only to the Association as the exclusive representative of the bargaining unit and to no other organization.
- E. All members shall have release time at 3:15 PM to attend the Haddon Township Education Association regularly scheduled general meeting. No loss in pay shall result from attendance at such meetings.
- F. Children of employees who reside outside of the district may attend Haddon Township schools free of tuition, provided that the child has not been removed from other schools for disciplinary reasons. Transportation must be provided by the employee. The Superintendent retains the right to determine which elementary school students of staff members will attend in accordance with Board policy.
- G. The association president or his designee shall be entitled to up to four (4) hours per month release time to attend to association business, including, but not limited to; school visitations, workshops, meetings and other business which cannot reasonably be conducted at other times. Hours shall not accrue from month to month. Whenever possible, the association will give the administration five (5) days' notice in advance of release time.

ARTICLE VI
SCHOOL CALENDAR

- A. Prior to December first of each school year the Association shall meet with the Superintendent and submit to the Superintendent its recommendations for the calendar for the forthcoming school year.

ARTICLE VII
WORKING HOURS AND LOAD

- A. 1. For the term of this contract the teacher work day shall be seven (7) hours and fifteen (15) minutes in the high school and middle school and seven (7) hours and ten (10) minutes in the elementary schools unless there is a delayed opening or early dismissal.
2. a. Staff may be required, if necessary, to attend two (2) faculty or curriculum meetings per month for a duration not to exceed one hour after the normal pupil dismissal time. Other staff meetings shall be scheduled in accordance with past practice. Attendance for any period beyond thirty (30) minutes after the normal pupil dismissal time will be voluntary on the part of the teacher.
- b. With permission of the principal or designee, staff with after school athletic or co-curricular duties may be excused from faculty or curriculum meetings.

Those excused from a meeting will be responsible for any information or assignments disseminated.

3. The principal/Supervisor of Teaching and Learning will prepare specific written and/or electronic agendas for each meeting and have them distributed to each school involved at least one day in advance of the meeting.

B. 1. The teacher work year shall include, in addition to the regular school calendar for students, one workshop day prior to the opening of school in September and two in-service days to be scheduled during the year. There shall be one additional full-day workshop or in-service day added in 2013-14. The beginning and ending times for a full day workshop or in-service will be set by the administration and shall not exceed a seven (7) hour and fifteen (15) minute work day. Said day shall begin no earlier than 8:00 AM and end no later than 3:15 PM.

2. The beginning and ending times for a half-day in-service may yield a work day that exceeds a 7 hour 15 minute work day. The length of a half-day in-service will be two hours, from 1:15 PM until 3:15 PM, for elementary, middle and high school staff. The high school day will end at noon, with lunch from 12:00 to 1:15 PM. The middle school day will end at 12:15 PM, with lunch from 12:15 to 1:15 PM. The elementary day will end at 12:30 PM, with lunch from 12:30 to 1:15 PM.

3. Teachers are required to attend two (2) evening conferences in addition to Back to School Night. These evening conferences shall not exceed two (2) hours each. The days following the evening conferences will begin with a two hour delayed opening for the high school and middle school teachers; the elementary teachers will have a 12:30 PM dismissal on the day of the conference. On the days of evening conferences and Back to School Night, all teachers are permitted to leave at the student dismissal time.

C. 1. a. The daily teaching load in the middle and senior high school shall be six (6) teaching periods or their equivalent as identified in A. 1 of this article. Assignment to a supervised study period, conference period, non-compensated extracurricular activity during school hours, cafeteria duty or similar activities, shall be considered a teaching period for the purpose of this Article. Unless otherwise provided in this agreement, teachers at the high school are to be present for seven hours and fifteen minutes per day when school is in session with the exception of days when there is an early dismissal or delayed opening.

b. Secondary school teachers shall have the equivalent of at least one (1) unassigned preparation period per day.

c. All teachers shall be entitled to leave school at the student dismissal time when the school hours are shortened prior to holidays, recesses, and at the end of the year, as indicated on the school calendar

2. a. The daily teaching load in the elementary schools shall be established in accordance with past practice.

- b. Elementary school teachers shall have free use of time during which a specialist is teaching their class.
- c. Elementary teachers shall be guaranteed preparation time for a total of 180 minutes per week with a minimum of 30 minutes per day.
- d. Elementary preparation time that is missed for the following reasons will be made up with early release time:
- Standardized testing
 - Administratively initiated in-service; including curriculum meetings
 - Game day
 - Field day (K-2 only)
 - Tour of high school (fifth grade & special education)
 - Assemblies (i.e. concerts, plays, PTA programs)
 - Child study team conferences
- e. Pre-K and Kindergarten teachers will have the same working and lunch hours as other elementary teachers. The time of arrival and dismissal of Pre-K and Kindergarten students will be at the discretion of the administration.

3. a. All teachers shall have a duty-free lunch period of at least the length of the student's lunch period.

b. All secretaries and full-time aides shall have a lunch period of one hour.

D. Every teacher has a responsibility of assisting students when they require or request help; of conferring with parents about pupil progress or problems; of consulting with colleagues, supervisors, or administrators on professional matters; and of seeking to improve professional competence and classroom skills. The teacher carries the responsibility of professional responsiveness throughout his waking hours.

E. Secretaries shall be compensated one (1) hour and half their hourly rate of pay for all work done beyond their work day. All overtime must be pre-approved by the administrator to whom the secretary reports.

ARTICLE VIII **SECRETARIES AND CLERKS VACATION SCHEDULE**

A. Twelve-month secretaries shall be granted vacation time according to the following schedule:

<u>Years Worked</u>	<u>Weeks of Vacation</u>
Less than one year of service	One week (pro-rated based on number of months served)
One to four years	Two weeks
Five or more years	Three weeks
Ten or more years	Three weeks and one day
Thirteen or more years	Three weeks and two days
Fourteen and more years	Three weeks and three days
Fifteen or more years	Four weeks

ARTICLE IX
SALARIES

A. 1. The salary schedule and rates of special compensation of teachers covered by this Agreement are set forth in Schedules "A, B, C, D, H, I, and J" which are attached hereto and made a part thereof. Rates and compensation of non-instructional staff recognized by this Agreement are set forth in Schedules "E, F and G."

2. Salary adjustments from column to column will be made effective as of September 1 and February 1 of each year, if transcripts for additional successfully completed courses are filed no later than sixty (60) days after the respective dates.

B. 1. Employees may individually elect to have ten (10) percent of their monthly salary deducted from their pay. These funds shall be paid to the teacher on the final payday in June, or in two equal payments on July 15 and August 15 as the teacher elects.

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

3. Teachers shall receive their final checks on the last working day, in June, provided they have completed all necessary assignments.

4. The schedule of paydays shall be distributed to all teachers during or before the first week of school.

5. A teacher who selects the option of summer payment shall have this option continued once selected, until notification of his wish to discontinue is presented to the 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. Salaries paid under schedules C and D shall be paid by separate checks three times each year, November 30, March 15, and June 15. Teachers who are assigned yearlong extra-curricular activities shall receive the appropriate stipend in three equal installments. Coaches and seasonal activity advisors shall be paid one half of their stipend in the middle of their season and the remainder at the end of the season.

7. All employees shall be given the option of a credit union deduction in each pay period. The Board and its employees shall have no liability regarding the deduction and transmission of funds provided the established procedures are followed.

C. A teacher-in-charge of each of the elementary schools shall receive additional compensation in accordance with Schedule I.

D. Compensation for Acting Department Facilitators shall be paid per the attached Schedule B.

E. Compensation for extracurricular activities shall be paid per the attached Schedule C for non-athletic activities and Schedule D for athletic activities.

F. The athletic trainer shall be compensated at an hourly rate as set forth in Schedule H for tri-meets, multi-team events and tournaments, with prior approval of the superintendent. The Board shall also pay the trainer's national and state dues and shall reimburse up to \$100 per workshop toward the fulfillment of the eight hour over three year Continuing Education requirement.

G. Employees who are required to use their automobile on school business shall be reimbursed at the rate for mileage reimbursement as established annually by New Jersey Accountability Regulations.

H. Part-time teachers, who are required to work beyond their recognized three (3) hour day, shall be compensated for time beyond their work day at a rate of pay as set forth in Schedule H.

I. Staff that are required to move to a new building, classroom or pack up for renovation purposes shall be compensated at the rate of \$22.50, with a maximum of 8 hours.

J. Chaperone compensation will be paid to teachers at the hourly rate of \$30.00, with a minimum/maximum of two (2) hours for a middle school event and a maximum of three (3) hours for a high school event. In the case of some of the middle school events which are scheduled for students at 1 ½ hours, staff are required to remain for a two hour block of time in order to be eligible for the hourly payment. This provision will be effective commencing with the 2013-2014 school year. In any prior year of this contract, staff will be paid \$40.00 per chaperoned event of the middle and high schools, regardless of the length of the event. (As per the Supplement to the Memorandum of Agreement, January 17, 2013)

ARTICLE X **EMPLOYEE ASSIGNMENT**

A. Employees shall be notified of their contract and salary status for the ensuing year in accordance with statutory timetable requirements.

B. All teachers shall be given written notice of their tentative assignments for class, subject and building no later than June 1. Such assignments are subject to individual

changes in the event of material changes in circumstances or emergencies. The teachers affected by such a change shall be notified promptly and in writing.

C. In response to reasonable request by the Association, the Superintendent will supply to the Association information regarding the certification and degrees held of newly employed teachers.

ARTICLE XI **VOLUNTARY TRANSFERS AND REASSIGNMENTS**

A. Employees who desire a change in working assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than April 1 of the academic year preceding the academic year for which the change is desired. Such statement shall include the assignment to which the employee desires to be assigned and the location of school to which he desires to be transferred in the order of preference. Employees who are unsuccessful in having their transfer or reassignment honored shall indicate in writing to the Superintendent each year if they continue to desire a change.

ARTICLE XII **INVOLUNTARY TRANSFERS AND REDUCTIONS IN FORCE**

A. In the event of an involuntary transfer or reassignment, the employee shall have the right to a conference with the Superintendent. The employee may, at his option, have an Association representative present at such meeting.

B. If a reduction in force is being considered the Board shall notify and consult with the Association as soon as practicable but not less than thirty (30) days before the layoff is to take place.

C. Any reduction in force shall be carried out in accordance with Title 18A, New Jersey Statutes Annotated, and Title 6, New Jersey Administrative Code, after due notification to the Association.

ARTICLE XIII **VACANCIES**

A. Notice of vacancies shall be given to the president of the Association and shall be posted in the central office of each school and distributed electronically to staff. Notices shall be posted at a reasonable time in advance of contemplated action in order to give the prospective applicants a reasonable opportunity to apply, except in case of an emergency. Notice shall contain the qualifications for the position, the salary range and the deadline for application.

B. Notices of vacancies, which occur during the summer, will be mailed to the Association President.

C. Bargaining unit members shall be given consideration for all vacancies for which they apply.

ARTICLE XIV
EMPLOYEE EVALUATIONS

A. While the primary focus of the staff evaluation system is to encourage professional growth, staff evaluation requires all employees to meet certain established performance expectations. This process should be continuous and constructive and should take place in an atmosphere of mutual trust and respect. The process is a cooperative effort on the part of the supervisor and the employee. Taking this into account, the procedure shall be as follows:

1. An employee shall have the right to see his evaluation reports and shall receive a copy of all evaluation reports.
2. If derogatory reports and materials are to be retained for other than investigative purposes, the employee shall receive a copy of the reports or letters, and given the opportunity to file a written answer to such material. This answer will be placed along with the derogatory material in the employee's file. If the material is not to be retained, it shall be destroyed by the Superintendent immediately.
3.
 - a. Observations should contain as many clearly stated suggestions for employee improvement as it is possible to make.
 - b. If observations indicate an employee's performance does not meet district standards, in the subjective judgment of the administration, a total of not less than five observations shall be made by the Superintendent, Supervisor of Teaching and Learning, principal, and/or other certificated administrator before final evaluation of the employee is made.
 - c. Evidence of undesirable traits or practices shall be stated in writing on the observation sheet and a copy of this observation sheet shall be made available to the employee. The observation sheet will be based on all factors to be considered when judging the employee's ability to perform his duties.
4.
 - a. Contract renewals for any employee in the first three (3) years of his experience in Haddon Township shall be based on the recommendation of the Administration. Extreme care will be exercised to give everyone adequate opportunities to benefit from guidance or in-service training before a final decision is made to dismiss the employee.
 - b. All dismissal notices will be given in accordance with statutory timetable requirements.

ARTICLE XV
SICK LEAVE

A. All ten-month employees shall be entitled to ten (10) days sick leave and all twelve-month employees shall be entitled to twelve (12) days sick leave each school year, as of the first day of the school year. Unused sick leave days shall be accumulated from year to year with no limit.

B. 1. When a tenured teacher has used all current and accumulated sick leave, he may be entitled to up to twenty (20) additional days for extended illness, at salary less the pay of a substitute. This number of days may be extended by vote of the Board of Education. Extended illness shall be defined as illness which requires hospital or home confinement for more than five (5) days under the care of a physician and as certified by him.

2. Beyond twenty (20) days or further limitation established by the Board, deductions will then be made at the rate of 1/200 of the contract salary per working day.

ARTICLE XVI TEMPORARY LEAVE OF ABSENCE

A. Employees shall be entitled to the following temporary leaves of absence with full pay. Applications to the Superintendent, through the building principal for the desired leave, shall be made at least one day before the date of such leave. This one day limit may be waived by the Superintendent in case of emergency.

1. Personal

Three (3) days leave of absence for personal business matters which require absence during the school hours.

a. Regulations Regarding the Approval of Personal Leave Applications by the Superintendent

1) Personal leave shall be approved when said leave is necessary to fulfill legal or other important personal responsibilities which cannot possibly be scheduled during after school hours, or on days that school is not in session.

2) Personal leave will not be approved for recreational purposes, extending vacations, accompanying spouse on business or vacation, supplementing income from second job, or for frivolous activities.

3) Personal leave shall not be approved on the day before or the day after school closings, recesses, or vacation periods, except with prior Superintendent approval.

4) One of the three personal days may be taken without prior permission of the Superintendent, but shall require at least one day prior written notice in order to secure a substitute. Such days may not be taken on the day before or after school closings, recesses, or vacation periods in accordance with the provisions of A.1.a.3., above.

5) No personal leave time may be taken during the month of June. Exceptions to this provision may be made at the discretion of the Superintendent.

6) All unused personal days shall be carried over and credited to unused accumulated sick leave for future use.

2. School Business

Time absent from normal duties when absence is for professional reasons, with the prior approval of the Superintendent of Schools.

3. Death

a. Up to five (5) days for death in the "immediate family" including wife or husband, son or daughter, mother or father, sister or brother, or any other relative residing in the same household as that of the employee.

b. Up to three (3) days for death in the "family" including father-in-law, mother-in-law, or any other relative not residing in the same household. Up to an additional two (2) days will be allowed if significant travel distance is involved.

4. Other

Other leaves of absence with pay may be granted by the Board of Education upon recommendation of the Superintendent.

B. 1. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the employee is entitled.

2. Up to three (3) additional days per school year with the maximum deduction equal to the amount paid to a substitute employee, if one is employed for absence, as stated in Section A. 3., above.

3. Up to one (1) day per year shall be granted to all employees with pay to care for a sick member of the immediate family (defined for this article as mother, father, a non-emancipated child under the age of 18, or any relative living in the same household as the employee.)

ARTICLE XVII
EXTENDED LEAVES OF ABSENCE

A. A leave of absence without pay of up to one (1) year may be granted to any tenured teacher who joins the Peace Corps, VISTA, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship with Board approval.

B. A teacher on tenure may be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university.

C. Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment.

D. Any tenured employee who experiences a disability arising out of but not limited to surgery, hospital confinement, medical treatment, pregnancy, childbirth, miscarriage,

and/or recovery shall notify the Superintendent and receive disability leave upon presentation of documentation from a medical doctor.

1. The Board shall grant a disability leave for the certified period of disability and this leave shall be charged to accumulated sick leave of said employee. If the accumulated sick leave has been exhausted, disability leave shall be without pay, and health insurance coverage shall be in accordance with the provisions of the plan in effect for all employees and shall be at the employee's expense. This leave shall not exceed one (1) year.

E. Any employee with tenure adopting an infant child may receive leave similar to maternity leave that shall commence upon his/her receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption.

F. A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of a tenured employee's immediate family. Additional leave may be granted at the discretion of the Board.

G. Other leaves of absence without pay may be granted by the Board in its discretion.

H. 1. Upon return from leave granted pursuant to Section A, B, or C, of this ARTICLE, an employee shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, provided, however, that the time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure. An employee shall not receive increment credit for time spent on unpaid leave granted pursuant to Section D, E, or F, of this ARTICLE, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.

2. All benefits to which an employee was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward the guide, shall be restored to him upon his return, and he shall be assigned to the same position which he held at the time said leave commenced, if available.

I. All extensions or renewals of leaves shall be applied for in writing prior to April 1st, preceding the school year, and if granted, shall be in writing.

J. All notices of intention to return from leave or to resign from position while on leave shall be requested in writing on or before April 1st preceding the school year.

ARTICLE XVIII **CHILD REARING LEAVE/PREGNANCY SICK LEAVE**

A. Any employee who becomes pregnant shall be entitled to use sick leave pursuant to the provisions of the negotiated Agreement for pregnancy-related illness or disability and/or, take an unpaid maternity leave, subject to the procedure set forth below.

B. General Procedures

1. Any employee who becomes pregnant shall notify the Principal and the Superintendent of Schools in writing within five (5) months of the pregnancy. Such notification shall state the anticipated delivery date.
2. After the fifth month of pregnancy, the employee shall furnish the Principal and the Superintendent with a certificate from the attending obstetrician or gynecologist stating that she is physically capable of performing the duties of her position, and shall continue to provide periodic certification of her continuing fitness to perform her duties.
3. A finding by the Principal that the employee's pregnancy interferes with the performance of her duties shall be documented in writing and referred through the Superintendent, to the Board of Education. The Board shall review such documentation and shall, upon the recommendation of the Superintendent, make a determination as to the ability of the employee to continue.
4. After childbirth, the employee may return to work upon submission of a report from her obstetrician or gynecologist, stating that she is medically fit to perform all the duties of her position. The employee shall keep the Superintendent informed, in writing, of the intended date of return if she does not intend to apply for extended leave of absence.
5. A finding by the Principal that the effect of an employee's condition after return from childbirth interferes with the performance of her duties shall be documented in writing and referred through the Superintendent, to the Board of Education. The Board shall review such documentation and shall, upon recommendation of the Superintendent, make a determination as to the ability of the employee to continue to work.
6. The Board of Education reserves the right to require any teaching staff member to submit to a medical examination by a physician selected by the Board of Education. The Board will assume, without further medical certification, in ordinary circumstances, that a pregnant employee is disabled from work one month before the anticipated date of childbirth, and continues to be disabled for six weeks after her pregnancy is terminated.

C. Pregnancy Sick Leave

1. An employee is entitled to use sick leave for pregnancy-related illness or disability.
2. Use of sick leave for pregnancy-related illness or disability shall be governed by the provisions of the negotiated Agreement applying to sick leave.
3. The Board paid provision for up to twenty (20) additional days for extended illness, at salary, less the pay of a substitute, shall not apply to requests for pregnancy sick leave by tenure employees.

4. No employee on child rearing leave or any other type of unpaid extended leave is entitled to the use of sick leave.

D. Leave of Absence

1. Any employee who becomes pregnant and fails to provide the medical certification required pursuant to Section B. 2, above, shall be placed on unpaid disability leave immediately.

2. An unpaid disability leave may be granted at any time during pregnancy upon presentation of a certificate from an obstetrician or gynecologist stating that such disability leave is vital to the employee's health, upon at least sixty (60) days prior notice to the Superintendent of Schools. Such request for leave shall state for what length of time such leave is requested.

3. An employee shall be permitted to return from disability leave upon satisfying certification requirements set forth in Section B. 4, above, provided that no determination of unfitness is made in accordance with Section B. 5, above.

4. An employee who exhausts her sick leave for pregnancy-related illness or disability may at that time be granted an unpaid disability leave of absence.

5. Request for extended leave for child rearing shall be made in writing on or before April 1st preceding the school year for which such request is made.

6. Extended leave for child rearing may be granted to tenured employees without pay for up to one (1) year in addition to the year in which the leave begins. Extended leave for child rearing may be granted to non-tenured employees without pay for up to the end of the school year in which the leave occurs. Return from extended leave shall occur on September 1.

7. So as not to substantially interfere with or disrupt the continuity of instruction, an employee may not end her leave of absence for child rearing and return after Memorial Day.

8. All notices of intention to return from leave or to resign from position while on leave shall be requested in writing on or before April 1st preceding the school year.

ARTICLE XIX
PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. Reimbursement of Courses

1. The Haddon Township Board of Education will reimburse teachers for college tuition from accredited colleges and universities only, as identified by the New Jersey Department of Education, subject to the following conditions:

a. Reimbursement shall be at one hundred percent (100%) of the Rowan University of New Jersey in-state rate.

b. Each teacher is eligible for reimbursement for up to twelve (12) credits per contract year.

c. The Board's obligation to this benefit shall not exceed \$50,000 for the length of this contract.

d. The Superintendent must pre-approve courses to be taken and the courses must be in a related area. In order to receive reimbursement the Superintendent must give approval to the application for reimbursement.

e. A grade of "B" or better or "Pass" in "Pass/Fail" courses is required for reimbursement. To earn reimbursement for a "Pass/Fail" course, the employee will obtain a written statement from the instructor showing an earned letter grade of "B" or better.

f. Employees who resign prior to September 1 of the previous year shall forfeit tuition reimbursement.

B. The Board agrees to continue the following for the duration of this contract:

1. To give credit on the salary guide for all graduate courses completed with a "B" or better.

2. To give credit on the salary guide for certain undergraduate courses which enable the teacher to improve his professional background. These courses must have prior approval by the Superintendent.

3. To give one credit on the salary guide for every fifteen (15) hours of documented attendance at certain seminars, in-service training sessions, and other noncredit courses taken in college or other special institutions which enable the teacher to improve his professional background. These programs must have prior approval by the Superintendent.

C. A sabbatical leave without pay shall be granted to a tenure teacher by the Board for study, including study in another area of specialization, for travel, or for other reasons of value to the school system. Sabbatical leave shall be granted subject to the following conditions:

1. Such leaves shall be limited to two (2) teachers per school year.

2. Application for such leave must be received by the Superintendent, in writing, on or before April 1 in the year preceding the school year for which the sabbatical leave is requested.

3. Sabbatical leave shall be for either one-half year or one year.

4. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level that he would have achieved had he remained actively employed in the system during the period of his/her absence.

ARTICLE XX INSURANCE PROTECTION

A. The Board agrees to provide health insurance, including family coverage where applicable, to all employees. Employee contribution to health insurance shall be in accordance with "Chapter 78". The plan shall be equal to or better than the AmeriHealth Standard Preferred Provider plan in effect on 7/1/2007, known as the base plan.

Effective March 1, 1994, the Board's monthly contribution shall equal and not exceed the monthly rates then and thereafter in effect for the health plan then in place.

B. The Board will provide family dental insurance to all employees. The level of benefits will be equal to or better than the level of benefits in effect on 6/30/91. A summary of the table of benefits is attached to and made a part of this agreement as Appendix B.

C. The Board will provide family prescription insurance to all employees. The co-pay per prescription will be \$20.00/\$10.00 (Brand Name/Generic) for both pharmacy and mail order. One co-pay will be required for a 90 supply obtained by mail order. Three co-pays will be required for a 90 day supply obtained through a retail outlet. A summary of the benefits is attached to and made a part of this agreement as Appendix C.

D. The parties agree to establish a Section 125 (I.R.S. Code) plan for the purpose of making available a cash option.

1. An employee otherwise entitled to full family health insurance coverage shall have the option to withdraw from such coverage and to be paid a sum equal to one-third of the family premium coverage for each year that the withdrawal remains in effect. All withdrawals from health insurance coverage shall be for a minimum of one year corresponding to the benefits period established by this carrier. The cash payment shall be in the form of a stipend payable on the last day of the benefit period.

2. Notwithstanding the above, employees who have a change in status (e.g. termination of employment, divorce (copy of decree required), legal separation (copy of decree required), death (copy of certificate required), group contract/policy terminated, military discharge (from DD214 required), which causes them to lose coverage elsewhere shall be entitled to re-enroll in the health plan during the plan year provided the employee gives the Board notice of the change in status within 60 days of the event causing the change. Otherwise, all elections for a cash option shall be in effect, for the entire twelve (12) month benefit period. The Board's obligation for the cash option shall be prorated for those employees subject to a change in status.

3. Return to the benefits plan for reasons other than change of status is subject to the terms of the carrier.

4. The parties agree the cash option provision shall be rescinded if there is any tax liability (state or federal) to employees who continue to choose the benefits.

E. Should the Board decide to change insurance carriers, the Board agrees to provide coverage which is equal to the coverage which is in force at the time of the change. The Association shall have the right to examine any change in carriers prior to the Board's decision to change the carrier.

F. During the term of this contract, the Board shall establish a fund for the reimbursement of employees whose vehicles are damaged through vandalism or accidents not caused by the employee on school grounds. The amount of this fund shall be \$875.00 for the duration of this agreement. The fund shall be used only to reimburse the insurance deductible. The employee shall file a report with the principal within 24 hours of the incident and shall provide the principal with all pertinent information regarding possible suspects. The fund shall not be accumulative from year to year and shall not be replenished, if claims exceed the established amount. Claims will be settled at the end of the year with an Association representative and the school business administrator settling accumulated claims.

ARTICLE XXI **ASSOCIATION-ADMINISTRATION LIAISON**

A. The association shall establish a liaison committee that shall normally meet on a monthly basis, or as needed, with the Superintendent to review and discuss school district problems and practices.

ARTICLE XXII **PAYMENT FOR UNUSED SICK LEAVE**

A. Effective July 1, 1994, and for the term of this contract, any employee who retires according to the provisions of the T.P.A.F. or P.E.R.S. in order to receive immediate benefits and not merely "deferred retirement" and has fifteen (15) or more years of service in the Haddon Township School District shall be eligible for payment for unused sick leave.

B. To be eligible for the payment, an employee must notify the Board of the intention to retire at least seven (7) full months prior to the effective day of the retirement to be eligible for the bonus to be paid on July 1. If the employee notifies the Board after December 1, it will result in payment of the bonus the following year on July 1.

C. Sick days eligible for reimbursement shall be those days which were accumulated in the Haddon Township School District up to a maximum of 185 days when an employee retires. To qualify an employee shall have a minimum of 25 accumulated days.

D. For the duration of this agreement the amount shall be computed for teachers at the rate of \$50.10 per day; for secretaries at the rate of \$33.00 per day; and for Technology Specialists and Student Support Aides and Full Time Aides at the rate of \$25.00 per day, for each accumulated unused sick day. The total amount paid to any one teacher shall not exceed \$9,269.00, the total amount paid to any one secretary shall not exceed \$6,105.00; and the total amount paid to any one Technology Specialist or Student Support Aide and Full Time Aide shall not exceed \$4,625.00. Department Facilitators shall be paid for unused sick leave under the terms and conditions of the Haddon Township Chairpersons Agreement as of June 30, 2008 Article XIX D. 2 (Appendix A). Payment may not exceed \$15,000 as identified in the State Accountability Regulations.

E. In the event an employee dies while employed by Haddon Township Board of Education and the employee has met the conditions in "A" above, the employee's estate shall receive accumulated sick time as outlined in Sections C and D of this Article. To be eligible to receive this payment, the Superintendent must have received from the employee written notification of intent to retire. Said notification must be received no later than April 1 of the year in which the employee intends to retire.

ARTICLE XXIII **REPRESENTATION FEE**

A. Purpose of Fee: If an employee does not become a member of the Association during any membership year (i.e. September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of service rendered by the Association as majority representative.

B. Amount of Fee/Notification: Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessment charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the law and not exceed 85% of the active membership fee.

C. Deduction and Transmission of Fee:

- a. Notification – On or about the 15th of September of each year, the Board will submit to the Association a list of all employees in the bargaining unit. On or about January 1 of each year, the Association shall notify the Board of Education as to the names of those employees who are required to pay the representation fee.
- b. Payroll Deduction Schedule: The Board will deduct from the salaries of the employees referred to in Section C-1 the full amount of the yearly representation fee in equal installments beginning with the first paycheck in February.

- c. Termination of Employment: If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.
- d. Mechanics: Except as otherwise provided in this Article, the mechanics for the transmission of such fees to the Association will, as nearly as possible, be the same as those used for transmission of regular membership dues to the Association.
- e. Changes: The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.
- f. New Employees: On or about the last day of each month, beginning with the month this agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding 30-day period. The list will include names, social security numbers, job titles, dates of employment and places of assignment for all such employees. The Board will also notify the Association of any change in the status of an employee regarding transfer, leave of absence, return from leave, retirement, resignation, or separation from employment or death.
- g. Indemnification – The Association shall indemnify and hold harmless against any and all claims, demands, suits, and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of any action taken or not taken by the employer in conformance with this provision.

ARTICLE XXIV
MISCELLANEOUS PROVISIONS

A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. The Board of Education agrees that for the duration of this Agreement, there shall be no change in Board policies regarding wages, hours, terms and conditions of employment as set forth in this Agreement without negotiations with the Association.

July 1, 2011 - June 30, 2014

- C. Copies of the Agreement shall be duplicated at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all employees now employed or hereafter employed by the Board.
- D. Whenever any notice is required to be given by either of the parties to the Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by written notice.

ARTICLE XXV
DURATION OF AGREEMENT

- A. The provisions of this Agreement shall be effective July 1, 2011, and shall continue and remain in full force and effect to and including June 30, 2014, when it shall expire unless an extension is agreed to by both parties and expressed in writing prior to such date.
- B. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

Kimberly J. [Signature] 1-31-13
HTEA President Date

Mark Cavall [Signature] 1/28/2013
President of the Board Date

Ann Wells Friedman [Signature] 1-31-13
HTEA, Past President Date

Jennifer Sauld [Signature] 1/28/13
Board Secretary Date

Rosa [Signature] 1-31-13
HTEA Secretary Date

SCHEDULE A							
TEACHER SALARY SCHEDULE							
2011-12							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	46,972	48,972	50,172	51,572	52,972	54,572	55,072
2	47,172	49,172	50,372	51,772	53,172	54,772	55,272
3	47,372	49,372	50,572	51,972	53,372	54,972	55,472
4	47,572	49,572	50,772	52,172	53,572	55,172	55,672
5	47,790	49,790	50,990	52,390	53,790	55,390	55,890
6	48,655	50,655	51,855	53,255	54,655	56,255	56,755
7	49,619	51,619	52,819	54,219	55,619	57,219	57,719
8	50,584	52,584	53,784	55,184	56,584	58,184	58,684
9	51,541	53,541	54,741	56,141	57,541	59,141	59,641
10	52,985	54,985	56,185	57,585	58,985	60,585	61,085
11	54,369	56,369	57,569	58,969	60,369	61,969	62,469
12	55,753	57,753	58,953	60,353	61,753	63,353	63,853
13	59,449	61,449	62,649	64,049	65,449	67,049	67,549
14	64,349	66,349	67,549	68,949	70,349	71,949	72,449
15	69,549	71,549	72,749	74,149	75,549	77,149	77,649
16-20	75,709	77,709	78,909	80,309	81,709	83,309	83,809
PL	79,909	81,909	83,109	84,509	85,909	87,509	88,009

Longevity shall be paid after 20 years of credited service.

Credited service shall be defined as the number of years teaching experience in Haddon Township plus the number of years of military service or other experience for which salary guide credit was given at the time of initial appointment.

SCHEDULE A							
TEACHER SALARY SCHEDULE							
2012-13							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	47,072	49,072	50,272	51,672	53,072	54,672	55,172
2	47,272	49,272	50,472	51,872	53,272	54,872	55,372
3	47,472	49,472	50,672	52,072	53,472	55,072	55,572
4	47,672	49,672	50,872	52,272	53,672	55,272	55,772
5	47,890	49,890	51,090	52,490	53,890	55,490	55,990
6	48,655	50,655	51,855	53,255	54,655	56,255	56,755
7	49,619	51,619	52,819	54,219	55,619	57,219	57,719
8	50,584	52,584	53,784	55,184	56,584	58,184	58,684
9	51,541	53,541	54,741	56,141	57,541	59,141	59,641
10	52,985	54,985	56,185	57,585	58,985	60,585	61,085
11	54,369	56,369	57,569	58,969	60,369	61,969	62,469
12	55,753	57,753	58,953	60,353	61,753	63,353	63,853
13	59,449	61,449	62,649	64,049	65,449	67,049	67,549
14	64,349	66,349	67,549	68,949	70,349	71,949	72,449
15	69,549	71,549	72,749	74,149	75,549	77,149	77,649
16-20	76,409	78,409	79,609	81,009	82,409	84,009	84,509
PL	80,609	82,609	83,809	85,209	86,609	88,209	88,709

Longevity shall be paid after 20 years of credited service.

Credited service shall be defined as the number of years teaching experience in Haddon Township plus the number of years of military service or other experience for which salary guide credit was given at the time of initial appointment.

SCHEDULE A							
TEACHER SALARY SCHEDULE							
2013-14							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	47,572	49,572	50,772	52,172	53,572	55,172	55,672
2	47,772	49,772	50,972	52,372	53,772	55,372	55,872
3	47,972	49,972	51,172	52,572	53,972	55,572	56,072
4	48,172	50,172	51,372	52,772	54,172	55,772	56,272
5	48,390	50,390	51,590	52,990	54,390	55,990	56,490
6	48,855	50,855	52,055	53,455	54,855	56,455	56,955
7	49,619	51,619	52,819	54,219	55,619	57,219	57,719
8	50,584	52,584	53,784	55,184	56,584	58,184	58,684
9	51,541	53,541	54,741	56,141	57,541	59,141	59,641
10	52,985	54,985	56,185	57,585	58,985	60,585	61,085
11	54,369	56,369	57,569	58,969	60,369	61,969	62,469
12	55,753	57,753	58,953	60,353	61,753	63,353	63,853
13	59,449	61,449	62,649	64,049	65,449	67,049	67,549
14	64,349	66,349	67,549	68,949	70,349	71,949	72,449
15	69,549	71,549	72,749	74,149	75,549	77,149	77,649
16-20	77,079	79,079	80,279	81,679	83,079	84,679	85,179
PL	81,279	83,279	84,479	85,879	87,279	88,879	89,379

Longevity shall be paid after 20 years of credited service.

Credited service shall be defined as the number of years teaching experience in Haddon Township plus the number of years of military service or other experience for which salary guide credit was given at the time of initial appointment.

SCHEDULE B

ACTING DEPARTMENT FACILITATORS

2011- 14

- A. Acting Department Facilitators shall receive a stipend.
- B. The teaching load of each Acting Department Facilitator shall be arranged in accordance with current practice, taking into account the duties related to that department.
- C. Acting Department Facilitators shall be paid their appropriate step on the teaching guide plus a stipend as stated below.
- D. Acting Department Facilitators shall be paid as follows:
Base salary – appropriate step on Teacher's Guide
Plus – stipend per the following schedule:

Step 1 - \$4,060
Step 2 - \$4,300
- E. All Acting Department Facilitators shall begin on the appropriate first step of the schedule in D., above.

SCHEDULE C						
CO – CURRICULAR ACTIVITIES						
	2011-12 and 2012-13			2013-14		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Yearbook	4,722	5,209	5,795	4,840	5,339	5,940
Newspaper	3,551	4,044	4,254	3,640	4,145	4,360
Yearbook, MS (2)	1,529	1,689	1,923	1,567	1,731	1,971
Scribbler	609	662	714	624	679	732
Stud. Council - SR	3,637	4,044	4,355	3,728	4,145	4,464
Stud. Council - JR	1,603	1,726	1,849	1,643	1,769	1,895
Stud. Council- Elem. (5)	655	721	786	671	739	806
NHS	993	1,122	1,262	1,018	1,150	1,294
Class Advisor 6th	964	1,043	1,143	988	1,069	1,172
Class Advisor 7th	1,016	1,101	1,186	1,041	1,129	1,216
Class Advisor 8th	1,233	1,369	1,502	1,264	1,403	1,540
Class Advisor 9th	1,179	1,317	1,448	1,208	1,350	1,484
Class Advisor 10th	1,376	1,507	1,643	1,410	1,545	1,684
Class Advisors Jr./Sr. (3)	2,438	2,768	3,098	2,515	2,845	3,175
Safety - Elementary (6)	1,895	1,849	2,010	1,737	1,895	2,060
Misc. Club Sponsors (20)	616	668	721	631	685	739
Personal Ach. Card	1,179	1,310	1,442	1,208	1,343	1,478
Knowledge Bowl (2)	616	668	721	631	685	739
Independent Study	1,114	1,245	1,376	1,142	1,276	1,410
Fall Cheerleading	3,276	3,668	4,038	3,358	3,760	4,139
Winter Cheerleading	3,276	3,668	4,038	3,358	3,760	4,139
7/8 Cheerleading	1,376	1,507	1,638	1,410	1,545	1,679
Marching Band	5,857	6,473	7,151	6,003	6,635	7,330
Marching Band Asst.	2,947	3,243	3,554	3,021	3,324	3,643
Color Guard/Twirlers	2,752	3,014	3,279	2,821	3,089	3,361
Drama Director	2,947	3,243	3,554	3,021	3,324	3,643
Vocal Director	2,947	3,243	3,554	3,021	3,324	3,643
Orchestra Director	2,947	3,243	3,554	3,021	3,324	3,643
Business Manager	1,507	1,671	1,835	1,545	1,713	1,881
Scenery/Props (Musical)	1,376	1,507	1,638	1,410	1,545	1,679
Fall Play Director	2,424	2,621	3,080	2,485	2,687	3,157
Scenery/Props (Fall Play)	1,278	1,409	1,540	1,310	1,444	1,579
One Act Plays (6)	649	701	754	665	719	773
Orchestra	2,947	3,243	3,554	3,021	3,324	3,643
Stage Band/Jazz Ens.	1,507	1,638	1,769	1,545	1,679	1,813
Madrigals	2,947	3,243	3,554	3,021	3,324	3,643
Stage Crew	1,179	1,310	1,442	1,208	1,343	1,478
MS Musical						
Drama	1,390	1,502	1,659	1,425	1,540	1,700
Vocal	1,390	1,502	1,659	1,425	1,540	1,700
Scenery/Props	633	717	790	649	735	810
Piano Accompanist	2,752	3,079	3,407	2,821	3,156	3,492
Elementary						
String Orchestra	1,313	1,443	1,578	1,346	1,479	1,617
Beginning Band	1,313	1,443	1,578	1,346	1,479	1,617
Advanced Band	1,313	1,443	1,578	1,346	1,479	1,617
Chorus	1,313	1,443	1,578	1,346	1,479	1,617
Cross Age Mentors Lead	747	799	852	766	819	873
Cross Age Mentors	616	668	721	631	685	739
Independent Study Preceptors	138	151	164	141	155	168
(per marking period)						

SCHEDULE D						
ATHLETICS						
FALL SPORTS	2011-12 and 2012-13			2013-14		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Head Football	8,021	9,071	9,940	8,222	9,298	10,189
Asst. football, L1 (3)	4,972	5,601	6,231	5,096	5,741	6,387
Asst. football, L2 (2)	4,011	4,541	4,972	4,111	4,655	5,096
Head Boys CC	5,393	5,914	6,536	5,528	6,062	6,699
Head Girls CC	5,393	5,914	6,536	5,528	6,062	6,699
Asst. CC (7/8)	3,019	3,355	3,752	3,094	3,439	3,846
Head Boys Soccer	5,393	5,914	6,536	5,528	6,062	6,699
Asst. Boys Soccer L1	3,646	4,077	4,475	3,737	4,179	4,587
7/8 Soccer L2	3,019	3,355	3,752	3,094	3,439	3,846
Head Girls Soccer	5,393	5,914	6,536	5,528	6,062	6,699
Asst. Girls Soccer L1	3,646	4,077	4,475	3,737	4,179	4,587
Assistant Soccer (7/8) L2	3,019	3,355	3,752	3,094	3,439	3,846
Girls Tennis	5,393	5,914	6,536	5,528	6,062	6,699
Asst. Tennis	3,646	4,077	4,475	3,737	4,179	4,587
Head Hockey	5,393	5,914	6,536	5,528	6,062	6,699
Asst. Hockey L1 (2)	3,646	4,077	4,475	3,737	4,179	4,587
Assistant Hockey (7/8) L2	3,019	3,355	3,752	3,094	3,439	3,846
Weight Program -Co-ed (3)	716	795	862	734	815	884
WINTER SPORTS	2011-12 and 2012-13			2013-14		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Head Boys Basketball	6,862	7,898	8,707	7,034	8,095	8,925
Asst. Boys Basketball L1	4,622	5,127	5,762	4,738	5,255	5,906
Asst. Boys Basketball L2	4,001	4,467	4,894	4,101	4,579	5,016
Asst. Boys Basketball L3	3,366	3,781	4,370	3,450	3,876	4,479
Head Wrestling	6,862	7,898	8,707	7,034	8,095	8,925
Asst. Wrestling L1	4,622	5,127	5,762	4,738	5,255	5,906
Asst. Wrestling L2	4,001	4,467	4,894	4,101	4,579	5,016
Asst. Wrestling L3	3,366	3,781	4,370	3,450	3,876	4,479
Head Swimming	4,622	5,127	5,762	4,738	5,255	5,906
Asst. Swimming	3,447	3,878	4,276	3,533	3,975	4,383
Head Girls Basketball	6,862	7,898	8,707	7,034	8,095	8,925
Asst. Girls Basketball L1	4,622	5,127	5,762	4,738	5,255	5,906
Asst. Girls Basketball L2	4,001	4,467	4,894	4,101	4,579	5,016
Asst. Girls Basketball L3	3,366	3,781	4,370	3,450	3,876	4,479

SCHEDULE E		
SECRETARY SALARY SCHEDULE		
2011-12		
Salary Guide Step	10.5 months	12 months
1	27,295	31,194
2	27,732	31,894
3	28,170	32,194
4	28,607	32,694
5	29,045	33,194
6	29,482	33,694
7	29,920	34,194
8	30,357	34,694
9	33,343	38,106
10	36,152	41,317
11-19	39,670	45,337
over 19	41,178	47,060

SECRETARY SALARY SCHEDULE		
2012-2013		
Salary Guide Step	10.5 months	12 months
1	28,200	32,229
2	28,638	32,729
3	29,075	33,229
4	29,513	33,729
5	29,950	34,229
6	30,388	34,729
7	30,825	35,229
8	31,263	35,729
9	34,248	39,141
10	37,058	42,352
11-19	40,576	46,372
over 19	42,084	48,095

SECRETARY SALARY SCHEDULE		
2013-2014		
Salary Guide Step	10.5 months	12 months
1	29,128	33,289
2	29,565	33,789
3	30,003	34,289
4	30,440	34,789
5	30,878	35,289
6	31,315	35,789
7	31,753	36,289
8	32,190	36,789
9	35,176	40,201
10	37,986	43,412
11-19	41,503	47,432
over 19	43,011	49,155

SCHEDULE F			
FULL TIME AIDES - HOURLY RATE			
Salary Guide Step	2011-12	2012-13	2013-14
Step A	14.55	14.90	15.30
Step B	15.40	15.80	16.20
Step C	15.80	16.20	16.60

For the 2011-12, 2012-13 and 2013-14 school years, each aide will remain in their existing step (A, B, or C)

SCHEDULE G	
TECHNOLOGY SPECIALIST AND	
STUDENT SUPPORT AIDES	
2011-12	
Salary Guide	
Step	Salary
1	27,623
2	27,823
3	28,135
4	28,423
5	28,623
6	28,795
7	29,887
8	31,051
9	32,235
2012-13	
Salary Guide	
Step	Salary
1	28,048
2	28,248
3	28,560
4	28,848
5	29,048
6	29,220
7	30,312
8	31,476
9	32,660
2013-14	
Salary Guide	
Step	Salary
1	28,348
2	28,548
3	28,860
4	29,148
5	29,348
6	29,520
7	30,612
8	31,776
9	32,960

SCHEDULE H				
HOURLY RATES OF PAY				
		2011-12	2012-13	2013-14
1. Summer School Teacher				
	One year experience	31.15	31.15	31.15
	Two years' experience	34.15	34.15	34.15
	Three years' experience	37.15	37.15	37.15
2. Bedside Tutoring				
		41.05	41.05	41.05
3. Lunchroom Supervisor				
		41.05	41.05	41.05
4. Detention Supervisor				
		41.05	41.05	41.05
5. Summer Curriculum				
		39.65	39.65	39.65
6. Elementary Peer Mediation				
		39.65	39.65	39.65
7. Part-time Teacher - Extended Day				
		39.65	39.65	39.65
8. Translation Services				
		20.00	20.00	20.00
9. Athletic Trainer - Extra Duties				
		41.05	41.05	41.05
10. Summer Technology				
		16.80	16.80	16.80
As per supplement to the Memorandum of Agreement January 17, 2013				
11. Event Chaperone (MS/HS)		40.00 per event	40.00 per event	30.00 hr. MS- 2 hr. min/max HS – 3 hr. max

SCHEDULE I				
ELEMENTARY TEACHER-IN-CHARGE AND MIDDLE SCHOOL TEAM LEADERS				
		2011-12	2012-13	2013-14
Elementary Teachers In Charge				
		2,200	2,200	2,200
Middle School Team Leaders				
		1,320	1,320	1,320

SCHEDULE J							
DEPARTMENT FACILITATORS							
2011-12							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	73,000	73,000	73,000	73,000	73,000	73,000	73,500
2	76,000	76,000	76,000	76,000	76,000	76,000	76,500
3	79,000	79,000	79,000	79,000	79,000	79,000	79,500
4	82,000	82,000	82,000	82,000	82,000	82,000	82,500
5	85,000	85,000	85,000	85,000	85,000	85,000	85,500
6	88,000	88,000	88,000	88,000	88,000	88,000	88,500
7	91,000	91,000	91,000	91,000	91,000	91,000	91,500
8	95,960	95,960	95,960	95,960	95,960	95,960	96,460
2012-13							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	73,000	73,000	73,000	73,000	73,000	73,000	73,500
2	76,000	76,000	76,000	76,000	76,000	76,000	76,500
3	79,000	79,000	79,000	79,000	79,000	79,000	79,500
4	82,000	82,000	82,000	82,000	82,000	82,000	82,500
5	85,000	85,000	85,000	85,000	85,000	85,000	85,500
6	88,000	88,000	88,000	88,000	88,000	88,000	88,500
7	91,000	91,000	91,000	91,000	91,000	91,000	91,500
8	96,660	96,660	96,660	96,660	96,660	96,660	97,160
2013-14							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	73,000	73,000	73,000	73,000	73,000	73,000	73,500
2	76,000	76,000	76,000	76,000	76,000	76,000	76,500
3	79,000	79,000	79,000	79,000	79,000	79,000	79,500
4	82,000	82,000	82,000	82,000	82,000	82,000	82,500
5	85,000	85,000	85,000	85,000	85,000	85,000	85,500
6	88,000	88,000	88,000	88,000	88,000	88,000	88,500
7	91,000	91,000	91,000	91,000	91,000	91,000	91,500
8	97,330	97,330	97,330	97,330	97,330	97,330	97,830

APPENDIX A

Haddon Township Chairpersons Agreement, June 30, 2008

Article XIX. Payment of Unused Sick Leave

- A. Effective July 1, 1991 and for the term of this Agreement, any Department Chairperson who retires according to the provisions of the T.P.A.F. or P.E.R.S. in order to receive immediate benefits and not merely "deferred retirement" and has fifteen (15) or more years of service in the Haddon Township School District shall be eligible for payment for unused sick leave.
- B. To be eligible for the payment, an employee must notify the Board of the intention to retire at least seven (7) full months prior to the effective date of the retirement to be eligible for the bonus to be paid on July 1. If the employee notifies the Board after December 1, it will result in payment of the bonus the following year on July 1.
- C. Sick days eligible for reimbursement shall be those which were accumulated in the Haddon Township School District when an employee retires. The maximum number of sick days which may be accumulated shall be 210.
- D. **For the 2007-08 school year the amount shall be computed at the rate of \$45.30 per day for each accumulated unused sick day. The total amount paid shall not exceed \$9,513.**
 - 1. Individuals who remain in the Department Chairperson's group per Article III. A. 1. past June 30, 2008 will receive payment for unused sick leave at a rate 2% greater than the 2007-08 rate for each year worked past 2008.
 - 2. Individuals who lose Department Chair Status per Article III. A. 2. as of June 30, 2008 will receive the greater of the following calculations at retirement.
 - a. The product of the number of accumulated unused sick days as of June 30, 2008 times \$45.30
 - or
 - b. The product of the number of accumulated unused sick days at retirement times the rate contained in the negotiated agreement for the group representing his/her position. The maximum number of days will be governed by the contract representing his/her position.

APPENDIX B

DENTAL PLAN

DEDUCTIBLE	None
MAXIMUM	\$1000 payable per person, per calendar year with orthodontia limited to an additional \$800 per person, over 5 consecutive years.
BENEFITS	<p><u>Class I</u> - Diagnostic and general Plan pays 90% of Reasonable and Customary charges for</p> <ul style="list-style-type: none">a. Examinationsb. Emergency treatmentsc. X-rays and lab testsd. Teeth cleaning - prophylaxise. Fluoride treatmentsf. Space maintainers <p><u>Class II</u> - Plan pays 60% of Reasonable and Customary charges for:</p> <ul style="list-style-type: none">a. Anesthesiab. Restorative - fillings, re-cementing of inlays and crowns; crowns, inlays and gold restorations will be provided when teeth cannot be restored with other materials.c. Endodontics - pulp capping and root canal therapy.d. Periodontics - gum disease treatment & surgerye. Prosthodontics - maintenance of dentures & bridgesf. Oral surgery and extractions <p><u>Class III</u> - Plan pays 50% of Reasonable and Customary charges for:</p> <ul style="list-style-type: none">a. Gold and porcelain inlaysb. Gold foil restorationsc. Crowns - capping of teeth (as part of bridge)d. Prosthodontics - making and installing the bridges and denturese. Orthodontia - braces on teeth (children only)
CHILDREN	Dependent children covered to the end of the calendar year in which they turn 23, living in a normal parent/child relationship.
DENTAL CAPITATION	Will be made available if the carrier is able. OPTION to benefit as part of overall dental program.

Note: Benefits retroactive to the first day of the month following ratification.

APPENDIX C
PRESCRIPTION DRUG PLAN

DEDUCTIBLE:	\$20.00 (Name Brand)/\$10.00(Generic) for both pharmacy and Mail Order)
ORAL CONTRACEPTIVES:	Excluded, unless prescribed to treat a medical condition.
GENERIC DRUGS:	Deductible reduced to \$10.00 if prescription filled with Generic Drugs.
MAIL ORDER BENEFIT:	Supplies of up to 90 days are available through a mail order arrangement.
DEPENDENT CHILDREN:	Dependent children covered to the end of the calendar year in which they turn 23, living in a normal parent/child relationship.
LIMITATION:	No payment will be made for expenses incurred for: <ul style="list-style-type: none">* immunization agents, biological sera, blood or blood plasma;* experimental drugs labeled "Caution-limited by Federal Law to investigational use";* medication which is taken or administered, in whole or in part, at the place where it is dispensed or while a person is a patient in an institution which operates or allows to be operated, on its premises a facility for dispensing pharmaceuticals;* any refill dispensed more than one year from the date of a physician's order;* more than a 34 day supply or more than 100 unit doses, whichever is greater when dispensed in any one prescription order. See mail order benefit above;* any medication which may be obtained without charge through any public program, other than Medicaid.


Side Bar to the HTEA Contract
November 2, 2012

Due to school closings for three days in October because of Hurricane Sandy and the cancelation of the NJEA convention in Atlantic City, the Haddon Township Public Schools is amending the 2012-2013 school calendar. The district will be open on Thursday, November 8, 2012.

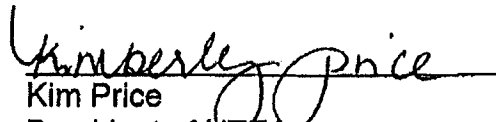
The Board agrees to give the staff members who come to work for the entire day on November 8th a "floating personal day without reason." This will be a one-time event, and this day will expire at the end of the 2012-13 school year. This personal day will not be able to be rolled over to a future year. It may not be used before or after a school vacation.

If a staff member already has a scheduled vacation planned and can document that the travel plans were made prior to October 15, 2012 for November 8-9, 2012, he/she will be permitted to travel without consequence. If a staff member has a planned doctor's appointment that can be verified, he/she was permitted to visit that doctor without consequence. In both such circumstances the staff members must bring documentation to the Superintendent verifying the vacation or the doctor's appointment by Wednesday, November 7th at the close of business.

I understand that this action will not be precedent setting for any future years or contracts.



Laura Chudd
Chairman, HTBOE Negotiations
November 2, 2012



Kim Price
President of HTEA
November 2, 2012

Supplement to the Memorandum of Agreement

January 17, 2013

There is agreement between the Haddon Township Education Association (HTEA) and the Haddon Township Board of Education on this date of January 17, 2013. The following changes in the July 1, 2011 – June 30, 2014 contract will be enacted and placed into the body of the contract. As a result of this agreement, the HTEA has agreed to withdraw the PERC Case Docket No. CO-2013-083 with prejudice.

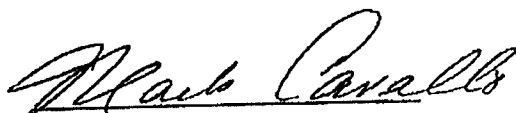
The following wording will be placed in the contract under Article IX- Salaries, with a new letter "J" and referenced in Schedule H of the addenda:

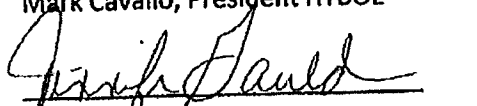
J. Chaperone compensation will be paid to teachers at the hourly rate of \$30.00, with a minimum/maximum of two (2) hours for a middle school event and a maximum of three (3) hours for a high school event. In the case of some of the middle school events which are scheduled for students at 1 ½ hours, staff are required to remain for a two hour block of time in order to be eligible for the hourly payment. This provision will be effective commencing with the 2013-2014 school year. In any prior year of this contract, staff will be paid \$40.00 per chaperoned event of the middle and high schools, regardless of the length of the event.

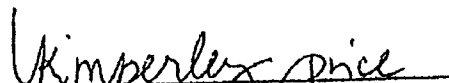
Schedule H will be amended to read:

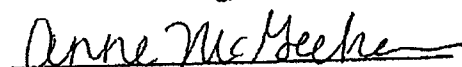
<u>From:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Dance Chaperone (per event)	\$40.00	\$40.00	\$40.00

<u>TO:</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Event Chaperone (MS/HS)	\$40.00 per event	\$40.00 per event	\$30.00 hr. MS – 2 hr. Min/Max HS – 3 hr. Max


Mark Cavallo, President HTBOE


Jennifer Gaud, Business Administrator


Kimberley Price, President HTEA


Anne McGeehan, Vice President HTEA

Codicil to the HTEA Contract

November 2, 2012

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Laura Chudd

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Kim Price

President of HTEA

November 2, 2012