

**CONTRACT AGREEMENT BETWEEN
THE HOLMDEL TOWNSHIP BOARD OF EDUCATION
HOLMDEL, NJ**



AND

**THE HOLMDEL TOWNSHIP ADMINISTRATORS'
ASSOCIATION**

FOR THE SCHOOL YEARS

JULY 1, 2017

Through

JUNE 30, 2020

TABLE OF CONTENTS

PREAMBLE..... 1

ARTICLE

I. Recognition and Membership..... 1

II. Negotiations Procedure..... 2

III. Grievance Procedure..... 3

IV. Employee Rights, Association Rights and Privileges..... 6

V. Board of Education Rights and Privileges..... 7

VI. Insurance Protection..... 8

VII. Leaves of Absence..... 9

VIII. Sabbatical Leaves..... 12

IX. School Calendar, Work Year..... 13

X. Evaluation..... 14

XI. Tuition Reimbursement and Professional Development..... 15

XII. Salary Procedures..... 17

XIII. Miscellaneous Provisions..... 19

XIV. Duration of Agreement..... 20

PREAMBLE

This agreement is entered into by and between the Board of Education of Holmdel Township, New Jersey, hereinafter called the "Board" and the Holmdel Township Administrators' Association hereinafter called the "HTAA."

WITNESSETH

Whereas, the Board and the HTAA recognize and declare that providing a quality education for the children of the Holmdel Township Public Schools is their mutual aim and that the character of such education depends in part upon the quality and morale of the Administrative Staff, and

Whereas, the parties have reached certain understandings which they desire to confirm in this agreement,

In consideration of the following mutual covenant, it is hereby agreed as follows:

ARTICLE I

RECOGNITION AND MEMBERSHIP

- A. In accordance with Chapter 123, Public Laws of 1974, the Board recognizes the HTAA, as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for certified administrative personnel employed by the Board:

Principals
Assistant Principals
Director of School Counseling Services
Director of Special Services
Supervisors

- B. Unless otherwise indicated, the term, "employee," shall refer to all members of the bargaining unit.

Employees of the Board excluded from the provisions of this contract include the Superintendent of Schools, School Business Administrator/School Board Secretary, Assistant School Business Administrator, Administrative Assistants, Assistant Superintendents, Director of Human Resources, Director of Plant, Operations and Maintenance, Assistant to the Director of Plant, Operations and Maintenance, Director of Technology, and Network Engineer.

ARTICLE II

NEGOTIATIONS PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor agreement, or in case of an agreed re-opener provision, in accordance with Chapter 123, Public Laws of 1974, and the New Jersey Administrative Code 19:12-2.1. Such negotiations shall commence no later than 120 days prior to the Board's required budget submission date of the calendar year preceding the year in which that agreement expires.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. No proposal or counterproposal made, or agreement reached by the negotiating representatives, shall be binding on the parties until it has been reduced to writing, signed by the HTAA in accordance with a successful motion authorizing its execution, and signed on behalf of the Board in accordance with a resolution of the Board authorizing its execution.
- C. 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.
- D. The parties mutually pledge that, subject to applicable law, their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations.
- E. Except as this agreement shall hereinafter otherwise provide, all terms and conditions of employment in effect in the year immediately preceding this agreement are applicable until a successor agreement has been ratified.
 - 1. Representatives of the Board's and HTAA's negotiating committees may meet at the request of either party for the purpose of reviewing the administration of the agreement and to resolve problems that may arise. These meetings are not intended to bypass grievance procedure.
 - 2. Each party shall submit to the other, at least three (3) days prior to the meeting, an agenda covering matters they wish to discuss.

ARTICLE III

GRIEVANCE PROCEDURE

A. DEFINITION

1. A "Grievance" shall mean a complaint based on a wrong believed by an employee in the negotiating unit to have been suffered by him/her as a result of a violation, misrepresentation or inequitable application of any of the provisions of this agreement.
2. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:
 - a. Any rule or regulation of the State Department of Education having the force and effect of law.
 - b. Any rule or regulation of the State Commissioner of Education having the force and effect of law.
 - c. Any matter which according to law is beyond the scope of Board authority.
 - d. Any matter which according to law is exclusively within the discretion of the Board.
 - e. Non-renewals.
 - f. Mid-contract terminations.

B. GENERAL

1. A "Grievance" to be considered under this procedure shall be presented by the Grievant or his/her Representative no later than fifteen (15) calendar days following its occurrence. The number of days allotted at each step of the Grievance Procedure is to be considered as a maximum time limit. Every attempt should be made to resolve grievances as quickly as possible. In the case of ten-month employees, a grievance which occurs near the end of the school year shall be presented on or before June 30th of the school year in which it occurred or within the same time limits of work days (Monday-Friday excluding holidays) if the grievance occurs within the final days of that month.
2. A Grievant may present and process his/her grievance personally or through an appropriate representative. The Grievant has a right to have a representative appear with him/her commencing with Level Two (2) and all subsequent levels of the Grievance Procedure.
3. No reprisals shall be taken by the Board or Administration against any employee because he/she utilizes the Grievance Procedure.
4. Should a grievance result from action taken by the Superintendent or the Board, a Grievant may present his/her grievance initially at the third step of the Grievance Procedure.

C. PROCEDURE

1. LEVEL ONE:

Any employee who has a grievance shall discuss it first with the *individual's immediate supervisor*, in an attempt to resolve the matter informally at that level.

2. LEVEL TWO:

If, as a result of the informal discussion with the *immediate supervisor*, the matter is not resolved to the satisfaction of the Grievant within five (5) school days, he/she shall set forth his/her complaint in writing to the Superintendent stating:

- a. The nature of the grievance.
- b. The nature and extent of the loss, injury or inconvenience.
- c. The results of previous discussions.
- d. His/her dissatisfaction with decisions previously rendered.

Within five (5) school days following the receipt of the written appeal by the Superintendent, he/she shall have a conference with the Grievant and his/her Representative, if any. The Superintendent shall attempt to resolve the matter as quickly as possible, and within a period not to exceed ten (10) school days following the day of his/her conference with the Grievant, he/she shall communicate to the Grievant his/her decision in writing.

3. LEVEL THREE:

If the grievance is not resolved to the Grievant's satisfaction, he/she may request a review by the Board. The request shall be submitted in writing through the Superintendent within five (5) school days following the receipt of his/her decision by the Grievant. The Superintendent shall forward the request, along with all related papers, to the Board. The Board, or a duly appointed committee thereof, shall review the grievance and, at its option, shall hold a hearing with the Grievant and his/her representative, if any, within thirty (30) days of receipt of the request. The Board may make a verbatim stenographic record of the hearing, which record shall not be introduced at Level Four should the grievance proceed to that level. The Board shall render a decision in writing setting forth its reasons to the Grievant within forty-five (45) calendar days of the date of receipt of the written appeal.

4. LEVEL FOUR:

- a. If the Grievant is not satisfied with the disposition of his/her grievance at Level Three and his/her grievance deals with a violation, misinterpretation, or inequitable application of any of the provisions of this agreement, the Grievant may request of the Board that his/her grievance be submitted to arbitration not later than fifteen (15) school days after receipt of the decision by the Board.
- b. Within ten (10) school days after such request for arbitration, the Board and the Grievant and/or his/her representative shall attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon an arbitrator, they shall jointly request the American Arbitration Association to appoint an arbitrator.
- c. The arbitrator shall confer with the representatives of the Board and of the Grievant and shall proceed with a hearing and submit a written report in the shortest possible time setting forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power of authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this agreement. The decision of the arbitrator shall be submitted to the

Board and the Grievant and shall be binding on both parties. Said binding arbitration shall only apply in cases where a grievance deals with a violation, misinterpretation or inequitable application of any of the provisions of this agreement.

- d. The cost for the services of the arbitrator, including per diem expenses and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Grievant. Any other expenses incurred shall be paid by the party incurring same.
- e. If time is lost by any employee due to arbitration proceedings, necessitating the retention of a substitute, the employee shall not suffer loss of pay or be penalized in any way. A maximum number of five (5) employees may participate in an arbitration proceeding without suffering loss of pay, said five (5) employees to include the Association President, Grievance Chairperson (or their representatives) and up to three (3) witnesses for the Grievant, provided said witnesses actively participated in Level 3 or 4 of the Grievance Procedure.
- f. In the event one party to an arbitration cancels a hearing twice with the second cancellation occurring within two (2) weeks of the scheduled hearing date, that party shall be responsible for the total cost of the arbitration hearing including the arbitration fee and any filing costs.

D. MISCELLANEOUS

1. Failure at any step of this procedure to communicate the decision on a grievance to the Grievant within the specified time limits shall permit the Grievant to move the grievance to the next step of the procedure. Failure by the Grievant 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.
2. 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 and any effect thereof shall have been fully determined.
3. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits may, however, be extended by mutual agreement.
4. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, or if it is filed after the end of the school year, then the time limit shall be established by counting the week days following the end of the school year as school days.

ARTICLE IV

EMPLOYEE RIGHTS ASSOCIATION RIGHTS AND PRIVILEGES

- A. Whenever an employee who represents the HTAA is scheduled by the parties to participate during working hours in negotiations or grievance proceedings, he/she shall suffer no loss in pay.
- B. Representatives of the HTAA shall, with the approval of the Superintendent or his/her designee, be permitted to transact official HTAA business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- C. The HTAA and its representatives shall have the right to use school buildings for meetings with the approval of the Board Secretary in accordance with established Board Policy and conditions for the use of school buildings after school hours, provided however, that the Board Secretary shall have the right to waive the advance notice requirement.
- D. The bargaining and related rights of the HTAA and its representatives as set forth in the agreement shall be granted only to the HTAA as the exclusive representative of the Employees. Both parties shall be entitled to rely on this exclusive representation.
- E. The HTAA may request released time for meetings when it relates to or promotes the general welfare of the educational system. The final decision rests with the Superintendent.
- F. The Board shall make available to the HTAA for inspection all pertinent records, data, and information of the Holmdel Township Public Schools which are a matter of public record. The request must be received in writing and the information provided to the HTAA within five (5) working days upon receipt of said request.

ARTICLE V

BOARD OF EDUCATION RIGHTS AND PRIVILEGES

- A. The Board, on its own behalf and on behalf of the Electors of the District, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and constitutions of the State of New Jersey and of the United States.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, and the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms hereof in conformance with the constitutions and laws of the State of New Jersey and of the United States.
- C. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the New Jersey School Laws or any other national, state, county, district, or local laws or regulations as they pertain to education.

ARTICLE VI

INSURANCE PROTECTION

- A. The HTAA agrees to the same level of medical benefits provided by the district as of the effective date of this contract.
- B. Any employee who is on unpaid medical leave shall have his/her medical benefits covered by the Board for a maximum of twelve (12) weeks.
- C. This article may be reopened for negotiation at the request of either party at any time during this agreement.
- D. Employees may waive health insurance coverage. Compensation for such waiving shall be limited to 25% of the annual premium savings or \$5,000, whichever is less. In addition, waiver incentives prohibit multiple coverage by spouses/civil union partners covered by SHBP/SEHBP. Therefore, if the employee and his/her spouse/civil union partner are enrolled in the SHBP/SEHBP plan, the employee is not entitled to the waiver incentive.

The employee's choice for the waiver is based on proof of coverage under another health plan. An election waiver and submission of proof shall be required to receive the compensation. Members participating shall receive 50% of payment no later than December 30 and the balance to be paid no later than June 30."

All employee contributions toward medical insurance premiums shall be pursuant to the rates set forth in PL 2011, Chapter 78, or any of its predecessors.

- E. "Unit members' health insurance coverage shall end the last day of the pay period."

ARTICLE VII

LEAVES OF ABSENCE

- A. All employees shall be entitled to the following temporary non-accumulative leaves of absence with or without full pay each school year. Those twelve-month employees who begin employment after July 1 (or after September 1 for ten-month employees) shall have such benefits prorated.
1. In case of illness of parents, brother, sister, husband, wife, daughter, son and/or other relative living in the employee's household, an employee shall be entitled to not more than three (3) days leave during a school year without loss of pay.
 2. A maximum of three (3) days leave for ten-month employees and four (4) days leave for twelve-month employees, without loss of pay, will be allowed for personal business. The employee will give as much advance notice of his/her future use of personal business days as practicable.
 - a. "Personal Business" means an activity that requires the employee's presence during the school day and is of such nature that it cannot be attended to at a time when schools are not in session.
 - b. A personal business day shall not be taken on the day preceding or the day following holidays or vacation, and the first and last week of the school year except in emergencies or if approved by the Superintendent.
 3. The combined annual maximum allowable number of days under Sections A.1 and A.2 of this article shall be four (4) for ten-month employees and five (5) for twelve-month employees. Days not used will be added to accumulated sick leave.
 4. For bereavement/death in the immediate family, up to five (5) days absence without loss of pay will be granted. Bereavement/death in family days must be used within twenty (20) days of the death. "Immediate Family" will include only a parent, grandparent, child, grandchild, sibling, spouse, parent-in-law, and any other relative living with the employee as a permanent member of the family. This leave may be extended by use of personal leave provided for in Section A.2. above.
- B. "Personal Illness" is defined as absence from his/her duty because of personal disability due to illness or injury, or because he/she has been excluded from school by the school medical authority on account of a contagious disease or being quarantined for such disease by a physician.
1. All full-time, twelve-month employees will be entitled to twelve (12) and ten-month employees entitled to ten (10) sick leave days each school year. Unused sick leave days shall be accumulated from year to year. Pursuant to the prescriptions of N.J.S.A. 18A:30-7, no employee shall be permitted to increase his/her total accumulation of sick days by more than fifteen (15) days in one (1) year.
 2. Employees employed for one (1) or more years who are absent due to personal illness in excess of their regular sick leave benefits may, consistent with the prescriptions of N.J.S.A. 18A:30-6, request that the Board provide extended sick leave benefits. If said

extended sick leave request is granted, the Board may pay such employee that employee's daily salary consistent with N.J.S.A. 18A:30-6.

3. The utilization of sick leave associated with pregnancy will be governed by the following requirements:
 - a. Medical certification attesting to the pregnancy and the anticipated date of birth will be provided as soon as determined.
 - b. Sick leave with pay may be taken up to a total of eight (8) weeks, after meeting the stipulation in Part a., with a maximum of four (4) weeks before the anticipated birth or after the actual birth, without providing any additional certification.
 - c. All other sick leave with pay associated with pregnancy, except that specified in Part b. above, will require written medical confirmation of the staff member's inability to perform her assigned duties because of illness and/or physical disability.
 - d. Use of sick leave benefits as provided in Parts b. and c. above may, at the employee's option, be preceded and/or followed by unpaid maternity leave, and the total days used including sick leave and unpaid maternity leave shall be up to a maximum of one (1) work year.
4. The Board may require, as set forth by law, an examination by an independent physician, at the expense of the Board, during or after leaves of absence for illness.
5. All employees, upon termination of employment, by retirement under the terms of the appropriate New Jersey retirement fund, will be reimbursed for unused sick leave at the rate of \$85.00 per day to a maximum of twelve thousand dollars (\$12,000). This item may be reopened for negotiations at the request of either party at any time during the life of this agreement.
6. The Board, after consultation with the HTAA, reserves the right to institute a productivity bonus related to the use of sick leave.
 - a. Said policy shall apply equally to all employees covered by this agreement.
 - b. Application of said policy shall not affect any benefits accruing as a result of any Article of this agreement.
 - c. An employee with perfect attendance shall be entitled to \$1,000.00 payable on June 30. Perfect attendance shall not include vacation days, compensation days or bereavement days. Effective July 1, 2018, this subparagraph, c., shall be eliminated from this agreement.
- C. All benefits in the agreement to which an employee was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him/her upon his/her return. The Board has the exclusive right to determine the employee's assignment consistent with the certificates held by said employee, however, the Board will consider the request of the affected employee to be assigned to a particular position upon the employee's return from an approved leave.

- D. Other leaves of absence with or without pay may be granted by the Board for good reason.
 - 1. Any employee covered by this agreement, may make application to the Board for an extended leave of absence without pay. Leaves may be granted for such purposes as, but not limited to, maternity, extended illness, Peace Corps, VISTA, National Teacher Corps., full-time exchange or overseas teacher, Fulbright Scholarship Participant, and the like. An employee requesting such leave shall submit his/her request at least ninety (90) days prior to the end of the school year immediately preceding the year in which the leave is to be taken.
- E. All use of State/Federal Family Leave Act and contractual leave shall run concurrently for the same event.

ARTICLE VIII

SABBATICAL LEAVES

- A. Upon the recommendation of the Superintendent, and at the discretion of the Board, sabbatical leaves may be granted to an employee for a period of either one-half (1/2) work year at full salary or one (1) full year at half salary.
1. Application must be made on or before April 30 prior to the school year when the sabbatical would be taken.
 2. The employee must be notified not later than June 30 prior to the school year when the sabbatical would be taken.
- B. To be eligible for a sabbatical leave, an employee shall have completed at least seven (7) consecutive full school years of service in the Holmdel Township Public Schools .
- C. It is the express condition that employees receiving reimbursement will continue in the employment for thirty-six (36) months immediately following the sabbatical leave. Any employee who voluntarily resigns or retires prior to the completion of this thirty-six (36) month period will repay reimbursement according to the following schedule:
- Less than 12 months (100%)
 - 12-24 months (67%)
 - 24-36 months (33%)
- The Board may allow, due to extenuating circumstances, the employee one (1) calendar year to make payment.
- D. The employee on sabbatical may be required to file periodic reports with the Superintendent.
- E. Salary after returning will reflect the negotiated compensation for that upcoming year.
1. While on leave, an employee may continue insurance benefits at his/her own expense according to a payment schedule set by the Board Secretary/School Business Administrator.

ARTICLE IX

SCHOOL CALENDAR/WORK YEAR

A. The work year for unit members shall be as follows:

1. Twelve (12) month employees July 1 to June 30.
2. Ten (10) month employees September 1 to June 30.

All employees who are currently ten (10) month employees shall work ten (10) additional days between July 1 and August 31. Said days shall be mutually agreed upon between the employee and his/her immediate supervisor subject to the needs of the district.

Any additional days beyond the ten (10) above shall be compensated per day at 1/200th of annual salary per day. Such amount shall not be added to base and such days shall only be scheduled pursuant to the mutual agreement of both parties.

B. Employees shall enjoy fourteen (14) paid holidays. Holidays will be determined by the Board each year.

C. Twelve (12) month employees shall be entitled to the following vacation allowance:

1st through 10th year	15 days
11th year or greater	20 days

Twelve (12) month employees shall receive fifteen (15) or twenty (20) days paid vacation, depending on years of employment as an administrator. One (1) year of accumulated vacation days is the maximum allowable carryover amount (15 or 20 days depending on years of employment as an administrator).

D. On regularly scheduled workdays, employees may alter their work schedules or locations only with prior approval of the Superintendent.

E. When conditions warrant an emergency closing of school, employees shall report to work when road conditions permit traveling as determined by their own professional judgment. All emergency closing days shall be considered workdays.

F. Principals, Assistant Principals, Directors and Supervisors are required to attend up to six (6) Board meetings per school year as determined by the Superintendent. Whenever possible, such determination will be made by the Friday before the meeting. In the event the Principal is unable to attend, the Assistant Principal will be required to attend in the Principal's place.

ARTICLE X

EVALUATION

Evaluation of personal performance is a vital function at all levels of the educational enterprise inasmuch as it provides not only the basis upon which decisions are made regarding continuation of employment, assignment of position and responsibility, but also, and, most importantly, facilitates the improvement of personnel and the expansion of expertise and skills to the benefit of the students. This is especially true in the case of employees whose performance affects all aspects of the educational programs in the schools for which they are responsible.

- A. Evaluation of personnel in the categories of administration encompassed by this contract is the responsibility of the Superintendent.
- B. Evaluation of employees shall be in accordance with district Policy and Regulation 3223 and district Policy and Regulation 3224. The parties agree to negotiate any evaluation procedures and/or guidelines proposed by either party that are beyond the State mandated evaluation procedure and guidelines..
 - 1. The employee has a right to attach a response to the evaluation. This response must be submitted within two (2) weeks of the receipt of the evaluation.
 - 2. The Superintendent will inform each employee of his/her salary increase.
- C. The Board and Superintendent shall notify employees of their contract status for the ensuing year not later than the date set forth in N.J.S.A. 18A:27-10.

ARTICLE XI

TUITION REIMBURSEMENT AND PROFESSIONAL DEVELOPMENT

A. Tuition Reimbursement

1. Upon the advanced approval of courses by the Superintendent, a payment of up to the maximum New Jersey state college or New Jersey state university rate per credit for approved courses which relate to a tenured employee's assignment or job goals, with a maximum allowance of eighteen (18) credits, shall be made in each year, but only if the employee has successfully completed such approved courses with a grade of "B" or better (or a "pass" in a "pass/fail" course) and if the tenured employee is a member of the staff at the time. Registration and other required fees may be included for reimbursement provided the per-credit maximum is not exceeded. No more than fifteen thousand dollars (\$15,000) per school year will be reimbursed for the entire bargaining unit. Tuition Reimbursement shall only be provided for regionally accredited institutions as defined by State/Federal law.
2. Upon request, special consideration will be given to tenured employees who take courses in other than the assigned area. Such courses, fully described as per college catalogue (graduate courses, cost per credit, number of credits, etc.) shall be presented on the prescribed form, to the Superintendent for initial approval at least two (2) weeks before the course is taken. Final approval or disapproval will be made by the Superintendent. Registration and other fees may be included in reimbursement provided the per-credit maximum is not exceeded. Tenured employees may request reimbursement for workshops, seminars and professional development activities directly related to their assignment or job goals, subject to prior approval by the Superintendent, and subject to a total cost, including course work taken under paragraph A.1., not greater than the maximum reimbursement permitted under paragraph A.1.
3. Tenured employees receiving reimbursement will continue in the employment for thirty-six (36) months after taking receipt of such reimbursement. Any tenured employee who voluntarily resigns or retires prior to the completion of this thirty-six (36) month period will repay reimbursement according to the following schedule:

Less than 12 months (100%)

12-24 months (67%)

24-36 months (33%)

The period of employment restrictions shall apply on the date of each individual tuition reimbursement.

The Board may allow, due to extenuating circumstances, the tenured employee one (1) calendar year to make payment.

- B. Each employee, with the approval of the Superintendent, may be entitled to attend one (1) national or state professional conference or meeting per year without a reduction in pay. Reasonable expenses not to exceed the lesser of \$1,000.00 or the state-imposed cap will be paid by the Board.

- C. The Board will pay each employee's annual dues to NJPSA and NASSP-NAESP organizations. Other dues paid by the Board will be for organizations deemed by the Superintendent to be appropriate or required, based on the employee's job responsibilities.
- D. All state-imposed mentoring fees incurred by any HTAA member will be reimbursed at 100%.

During the two-year mentoring period, the member may only attend one (1) Board reimbursed conference.

ARTICLE XII

SALARY PROCEDURES

- A. The starting annual salary of any new employee will be established by the Superintendent with the approval of the Board.
- B. The salary of an employee employed less than one (1) year shall be calculated by multiplying the daily rate of pay by the number of days worked in the particular school year. The daily rate of pay shall be established as follows:
 - 1. In the case of ten (10) month employees, by dividing the annual salary by 200.
 - 2. In the case of twelve (12) month employees, by dividing the annual salary by 260.
- C. All twelve-month employees shall be paid in twenty-four (24) semi-monthly installments. All ten-month employees shall be paid in twenty (20) semi-monthly installments.
- D. An employee may authorize the Board to make deductions for the purpose of tax-sheltered annuities pursuant to the provisions of R.S. 18A:66-127, et. seq., and the terms of a group contract approved by the Board.
- E. An employee may authorize the Board Secretary to make deductions for the purpose of savings as prescribed by law, and approved by the Board.
 - 1. The district shall provide for electronic direct deposit of payroll checks on a voluntary basis in accordance with the rules of the financial institutions of the employee's choice.
 - 2. No advanced payroll checks will be issued for any reason.
 - 3. Remittances to First Financial Federal Credit Union will be made semi-monthly.
- F. Tiered Salary Percentage Increase

Employees shall receive the following salary increases during the terms of this agreement:

2017-2018

Across the board increase of 2.5% for members with a current salary* of above \$115,000 annually.

Across the board increase of 3% for members with a current salary* of below \$115,000 annually.

2018-2019

Across the board increase of 2.5% for members with a current salary* of above \$115,000 annually.

Across the board increase of 2.5% for members with a current salary* of below \$115,000 annually.

2019-2020

Across the board increase of 2% for members with a current salary* of above \$115,000 annually.

Across the board increase of 2.5% for members with a current salary* of below \$115,000 annually.

*current salary is defined as the member's salary as of February 2, 2018

All increases are retroactive to July 1, 2017 from date of ratification.

- G. Longevity Pay: An HTAA employee shall be provided an annual stipend of \$1,500 upon the anniversary date of his/her completion of eight (8) years of service as an administrator or sixteen (16) years of service in the district. The stipend shall be added to the employee's base salary during the next payroll period following the anniversary date. An HTAA employee shall be provided an increase of \$500 in the annual stipend amount upon the anniversary date of his/her completion of 10 years of service as an administrator in the district. The additional \$500 stipend shall be added to the employee's base salary during the next payroll period following the anniversary date.
- H. All members who earn a doctorate degree during this contract will receive a one-time increase to their base salary of \$2,100.

ARTICLE XIII

MISCELLANEOUS PROVISIONS

- A. The Board shall reimburse employees for the reasonable cost of any clothing or other personal property damaged or destroyed as a result of an assault suffered by an employee while the employee was acting in the discharge of his/her duties within the scope of his/her employment.
- B. Use of Automobile
 - 1. All HTAA members who may be required to use their own vehicle beyond the normal commute to a work location in the performance of their duties shall be reimbursed at the current rate established by the State of New Jersey, Department of the Treasury, Office of Management and Budget.
 - 2. Whenever any civil action has been, or shall be, brought against any employee by virtue of the authorized use of his/her private vehicle on official business, and providing the employee was acting within the scope of his/her employment, the Board shall defray all costs of defending such action, including reasonable counsel fees and expenses together with the costs of appeals, if any, and shall save harmless and protect such person from any financial loss resulting therefrom.
- C. The topic of compensation for attendance at evening meetings beyond those necessary for the performance of professional responsibilities, may be reopened at the request of either party at any time during the life of this agreement.
- D. Retirement Coverage Provisions
 - 1. The Board shall provide payment for unused leave as stated in Article VII. The employee shall be offered the option of receiving this money in a lump sum or on a periodic basis not to exceed eighteen (18) months after retirement.
 - 2. The topic may be reopened for negotiations at any time during the life of this agreement at the request of either party.

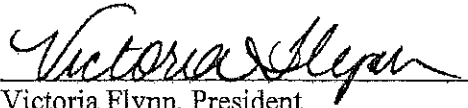
ARTICLE XIV

DURATION OF AGREEMENT

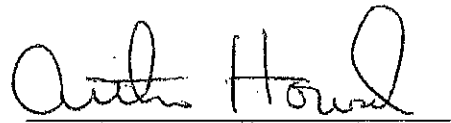
This agreement shall be effective as of July 1, 2017, and shall continue in full force and effect for a period of three (3) years to June 30, 2020, midnight, subject to the HTAA right to negotiate over a successor agreement as provided in Articles II and V. All rights, protections, benefits and compensations addressed by this contract shall apply in full to all employees covered under this agreement during the span of their employment, whether for full or partial duration of the dates cited above.

IN WITNESS WHEREOF, the parties hereto have caused these present to be signed by their duly authorized officers.

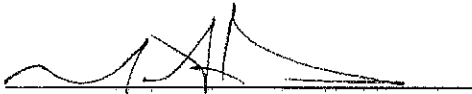
Dated:



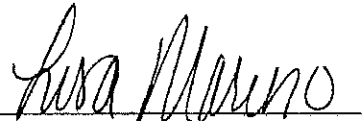
Victoria Flynn, President
Holmdel Township Board
of Education



Arthur Howard, President
Holmdel Township
Administrators' Association



Michael Petrizzo,
School Business Administrator
Board Secretary
Holmdel Township Board
of Education



Lisa Marino, Vice President
Holmdel Township
Administrators' Association