

## Certification

I declare to the best of my knowledge and belief that the attached document(s) are true electronic copies of the executed collective negotiations agreement(s) and the included summary is an accurate assessment of the collective bargaining agreement for the term beginning 7/1/2021 thru 6/30/2024.

Employer: Gloucester Township Board of Education

County: Camden

Date: 6/20/2022

Name: Janice Grassia  
Print Name

Title: School Business Administrator

  
Signature

**New Jersey Public Employment Relations Commission**  
**NON-POLICE AND FIRE**  
**COLLECTIVE NEGOTIATIONS AGREEMENT SUMMARY FORM**

Line #

**SECTION I: Parties and Term of Contracts**

1 Public Employer:  County:

2 Employee Organization:  Number of Employees in Unit:

3 Base Year Contract Term:  New Contract Term:

**SECTION II: Type of Contract Settlement (please check only one)**

4  Contract settled without neutral assistance

5  Contract settled with assistance of mediator

6  Contract settled with assistance of fact-finder

7  Contract settled with assistance of super-conciliator

8 If contract was settled in fact-finding, did the fact-finder issue a report with recommendations?  
 Yes  No

**SECTION III: Salary Base**

The salary base is the cost of salaries in the final year of the expired or expiring agreement. This is the base cost from which the parties negotiate the salary increases.

9 Salary Costs in Base Year

10 Longevity Costs in Base Year

11 Total Salary Base

**SECTION IV: Salary Increases for Each Year of New Agreement\***

	Year 1	Year 2	Year 3	Year 4	Year 5
12 Effective Date (month/day/year)	<input type="text" value="7/1/2021"/>	<input type="text" value="7/1/2022"/>	<input type="text" value="7/1/2023"/>	<input type="text"/>	<input type="text"/>
13 Cost of Salary Increments (\$)	<input type="text" value="117,404"/>	<input type="text" value="121,161"/>	<input type="text" value="125,038"/>	<input type="text"/>	<input type="text"/>
14 Salary Increase Above Increments (\$)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15 Longevity Increase (\$)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16 Total \$ Increase (sum of lines 13-15)	<input type="text" value="117,404"/>	<input type="text" value="121,161"/>	<input type="text" value="125,038"/>	<input type="text"/>	<input type="text"/>
17 New Salary Base (\$)	<input type="text" value="3,786,277"/>	<input type="text" value="3,907,438"/>	<input type="text" value="4,032,476"/>	<input type="text"/>	<input type="text"/>
18 Percentage increase over prior year	<input type="text" value="3.2"/> %	<input type="text" value="3.2"/> %	<input type="text" value="3.2"/> %	<input type="text"/>	<input type="text"/>

*\*If contract duration is longer than five years, please add an additional page.*

**SECTION V: Increases in Other Contractual Economic Items or Newly Added Economic Items\***

19	Item Description	Base Year Cost (\$)	Year 1 Increase (\$)	Year 2 Increase (\$)	Year 3 Increase (\$)	Year 4 Increase (\$)	Year 5 Increase (\$)
20	Totals(\$):						

\*If contract duration is longer than five years, please add an additional page.

**SECTION VI: Medical Costs**

	Base Year	Year 1	
21	Health Plan Cost	\$701,162	\$612,876
22	Prescription Plan Cost	\$Inc w/ Health	\$Inc w/ Health
23	Dental Plan Cost	\$20,442	\$18,936
24	Vision Plan Cost	\$3,033	\$2,728
25	Total Cost of Insurance	\$724,637	\$634,540
26	Employee Insurance Contributions	\$221,184	\$187,680
27	Employee Contributions as % of Total Insurance Cost	30.52 %	29.58 %

Section VI: Medical Costs (continued)

28 Identify any insurance changes that were included in this CNA.

Chapter 44 Health Plan shall be the base plan effective July 1, 2022

SECTION VII: Certification and Signature

29 The undersigned certifies that the foregoing figures are true:

Print Name: Jamie Brasia  
Position/Title: SBA  
Signature: [Signature]  
Date: 6/20/22

Send this completed and signed form along with an electronic copy of the contract and the signed certification form to: [contracts@perc.state.nj.us](mailto:contracts@perc.state.nj.us)

NJ Public Employment Relations Commission  
Conciliation and Arbitration  
PO Box 429  
Trenton, NJ 08625  
Phone: 609-292-9898

Revised 8/2016

**AGREEMENT**

Between the

**BOARD OF EDUCATION  
TOWNSHIP OF GLOUCESTER**

AND

**GLOUCESTER TOWNSHIP  
PRINCIPALS' and SUPERVISORS'  
ASSOCIATION**

**July 1, 2021 to June 30, 2024**

## ARTICLE I

### RECOGNITION

Pursuant to Chapter 303 and Chapter 123, Public Laws of New Jersey in 1968 and 1974, the Board hereby recognizes the Gloucester Township Principals' Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all specified certificated personnel whether under contract, on leave, or employed by the Board as follows:

Principals                      Supervisors of Special Education    Director of Special Services  
Assistant Principals    Instructional Supervisors

## ARTICLE II

### MANAGEMENT TEAM STATEMENT

We, members of the Gloucester Township Principals' Association, believe that our primary purpose in administering and supervising the public schools of Gloucester Township is to provide the optimum education of which we are capable for each child in attendance. To that aim, we administrators can only become more efficient and effective through joint participation with the Central Administrative Staff and the Board of Education at the management level.

We firmly believe and pledge that we 'as administrators' should and shall function as a team, harnessing our total knowledge and experience with that of the Board, working cooperatively and closely together to provide the best possible education for the children of Gloucester Township.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. Definition

The term "grievance" means a complaint or claim that there has been an improper application, interpretation, or violation of any term or provision of this contract, administrative decisions, Board policy or state statute affecting a member or group of members.

#### B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to problems which from time to time may arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

## C. Procedure

### 1. Filing a Grievance

A grievance may be filed by an individual member, a group of members or by the Association, either in its own name or as the representative of a group or class whose individual signatures shall not be necessary. Any grievance must be lodged at the proper initiating level within thirty (30) calendar days of the happening of the event.

### 2. Failure to Communicate a Decision

Failure at any step to communicate the decision on a grievance within the specified time limitation shall enable the grievant to move the grievance to the next level. Failure to appeal an answer, which is unsatisfactory within the specified time limitations, shall be deemed to constitute an acceptance of such response as dispositive.

### 3. Informal Attempt to Resolve a Complaint

An individual who has a complaint shall discuss it first with the Assistant Superintendent for Curriculum and Instruction in an attempt to resolve the matter informally. However, if the complainant is the Association, the initial discussion shall be at the level of the Superintendent; and, in such event, if the problem is not resolved to the satisfaction of the Association within fourteen (14) calendar days after the conclusion of the discussion, the procedures prescribed in the subsections of this section shall become applicable.

### 4. Level One – Assistant Superintendent for Instruction

If, as a result of the discussion, the matter is not resolved to the satisfaction of the complainant within seven (7) calendar days, he/she shall set forth the grievance in writing to the Assistant Superintendent for Curriculum and Instruction specifying:

- a. the nature of the grievance including specific citations of the contract, policy, administrative decision or state statute alleged to be violated;
- b. the nature and extent of the injury, loss or inconvenience;
- c. the result of the previous decision;
- d. his/her dissatisfaction with the decisions previously rendered.

The Assistant Superintendent for Instruction shall communicate his or her decision to the grievance in writing seven (7) calendar days of receipt of the written grievance.

### 5. Level Two - Superintendent of Schools

The grievant, no later than seven (7) calendar days after receipt of the immediate supervisor's decision, may appeal this decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the Assistant Superintendent for Curriculum and Instruction and his/her dissatisfaction with the decisions previously rendered, as specified above. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed fourteen (14) calendar days. Depending on the nature of the grievance, the Superintendent may

request additional time to render a decision by mutual consent with GTSPA. The Superintendent shall communicate his decision in writing to the grievant and the immediate supervisor.

### **Level Three – Board of Education**

If the grievance is not resolved to the grievant's satisfaction, he/she, no later than seven (7) calendar days after the receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent, 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, at the option of the Board, hold a hearing with the grievant and render a decision in writing within thirty-five (35) calendar days of receipt of the grievance by the Board.

#### **6. Right to Representation**

Any grievant may be represented at all stages of the grievance procedure by him/her, or at his/her option, by (a) representative(s) and/or attorney selected and approved by the Association. When a grievant is not represented by the Association in the processing of a grievance, the Association shall be notified, at the time of the submission of the grievance to the Superintendent, or at any later level, that the grievance is in process. The Association shall 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 the Board and Association shall assure the individual freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal with respect to the grievance.

#### **7. Separate Grievance File**

All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any participant.

#### **8. Meetings and Hearings**

No meeting or hearing conducted under this procedure shall be public. The only parties in attendance shall be the parties in interest and the designated or selected representatives contemplated in this article.

#### **D. Costs**

All costs shall be borne by the party incurring them.



## ARTICLE IV

### SICK LEAVE

- A. Sick leave entitlement shall be as follows:
- 12 month employees receive 12 days per year
  - 10 month employees receive 10 days per year
- B. Employees contracted after July 1<sup>st</sup> in any year shall have sick leave days credited based on the months of service.
- C. Employees may use up to three (3) of their accumulated Sick Leave Days as Family Illness Days. For purposes of this Section, "family" is defined as the employee's parents, mother-in-law, father-in-law, grandparents, grandchildren, spouse, children (both natural and adopted), and civil union partners. No Family Illness Days may be used the day before or after a Holiday and/or the last working day before or after the Annual NJEA Convention, except in the event of an emergency or pre-scheduled medical/dental procedure with documentation provided to the Superintendent.

## ARTICLE V

### SALARIES

- A.
1. Effective July 1, 2021, the aggregate salaries for the employees covered by this agreement shall be increased by 3.2%.
  2. Effective July 1, 2022, the aggregate salaries for the employees covered by this agreement shall be increased by 3.2%.
  3. Effective July 1, 2023, the aggregate salaries for the employees covered by this agreement shall be increased by 3.2%.
- B. An additional \$2500 shall be paid to any employee covered by this agreement who has an earned Doctorate Degree from an accredited university.
- C. Longevity stipends for years served in Gloucester Township shall be added to the base salary each year by the following increments:
- 5 to 9 years = an additional \$500.00
  - 10 to 14 years = an additional \$1000.00
  - 15 to 19 years = an additional \$1500.00
  - 20 years or more = an additional \$2000.00
- D. For the purposes of determining longevity entitlements and vacation allotments for employees whose initial hiring date was after July 1<sup>st</sup> through August 31<sup>st</sup>, September 1<sup>st</sup> shall be the controlling date.

- E. Any employee(s) covered by this contract who are hired after June 28, 2011 will not be entitled to the longevity provisions in Section C. above.

## ARTICLE VI

### TERMINATION PAY

**A. Retirement**

Accumulated unused sick leave days will be paid at a rate of \$200.00 per day, but shall not exceed the maximum of \$15,000. Administrator must have 10 years of service in the district and a minimum of fifty (50) days accumulated to be eligible for termination pay.

**B. Separation**

Upon separation from employment, the employee will receive payment for all unused vacation days, to be determined on a pro rata basis. Any such days will be paid at the current per diem rate.

**C. Death of the Employee**

Upon the death of the employee, only accumulated unused vacation leave days will be payable to his/her estate at the employee's current per diem.

## ARTICLE VII

### LEAVES OF ABSENCE

Employees shall be entitled to the following leaves of absence during a school year:

1. Two (2) personal leave days will be granted with proper notice and proper approval as established by the Superintendent, except in cases of emergency.
2. Professional leave days as requested and approved by the Superintendent.
3. Sabbatical leave as requested and approved by the Superintendent.
4. Bereavement leave will be granted without deduction for up to five (5) weekdays, excluding holidays, in a case of death within the immediate family. The immediate family shall be defined as the employee's parents, stepparents, spouse, domestic partners, children, stepchildren, and other persons residing as a member of the household of the employee, also legally adopted members of the family. An allowance of up to three (3) weekdays, excluding holidays, shall be granted to attend the funeral of any of the following: brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law. Bereavement days must be taken consecutively and concurrently with the funeral activities, or at a different time at the discretion of the Superintendent of Schools.

5. Each person shall be granted one additional personal day per contract year, to be used for bereavement of any relative not listed in item 4 above. This personal day will not be accumulated for sick leave if it is unused in any given contract year.

## ARTICLE VIII

### WORK YEAR HOLIDAYS/VACATIONS

- A. During the term of this contract the following days be designated as holidays:
- |                |                         |                        |
|----------------|-------------------------|------------------------|
| Fourth of July | Thanksgiving Day        | Martin Luther King Day |
| Labor Day      | Day after Thanksgiving  | President's Day        |
| Columbus Day   | December 24th           | Good Friday            |
| Veterans' Day  | December 25th           | Easter Monday          |
|                | January 1 <sup>st</sup> | Memorial Day           |

Offices will be closed from Dec. 24<sup>th</sup> through December 31<sup>st</sup>.

During the Friday of the NJEA Convention, employees covered under this Agreement will not be required to be at work.

- B. Vacation days will be granted as follows:
1. 21 days per year as scheduled with and approved by the Superintendent for up to 25 years service in education.
  2. 25 days per year, as scheduled and approved by the Superintendent, following 25 years of service, of which at least fifteen (15) years must be in Gloucester Township.
  3. Employees contracted after September 1<sup>st</sup> in any year shall have their vacation allotments pro-rated based upon months of service.
  4. 10 month employees are not eligible for vacation days.
  5. Any employee governed by this agreement shall be permitted to carry a maximum of six (6) vacation days into the next contract year. These carryover days must be scheduled with and approved by the Superintendent, as do all other vacation days.
  6. a.) Vacation for employees hired prior to July 1, 2015 shall be 21 days per year as scheduled with an approval by the Superintendent. This allocation of 21 days will be in effect through the employees' 25th year of service in education.  
b.) Vacation for employees hired on or after July 1, 2015 shall be, upon completion of the first year of employment, 15 days, prorated from the date of hire. On the first day of the fifth year of employment, it shall be 21 days.
  7. Upon separation from the District, the employee will be compensated for all unused vacation days at their per diem rate, with the denominator for the calculation of the per diem rate being set at 260 days.
- C. Work Year:
1. The work year for 12 month employees shall be July 1 to June 30.
  2. The work year for 10 month employees shall be September 1 to June 30.
  3. In recognition of the additional responsibilities and work commitments incurred by GTPSA members throughout the school year the Board of Education agrees to

compensate union members each year via the summer work schedule. The summer work schedule options are as follows:

- a.) Employees may elect to work a 5 day, seven (7) hour schedule or
  - b.) A 4 day eight and one-half (8.50) hour schedule. The work hours will be 7:30 a.m. to 4:00 p.m.
  - c.) Employees who elect the 4 day summer schedule will be charged 1.25 days per each day taken as a sick and/or vacation day during the summer work calendar.
4. The 4-day summer schedule will start the first Monday after the school year ends and will end two weeks prior to Labor Day.
  5. Vacation days will not be granted two weeks prior to Labor Day.

## ARTICLE IX

### INSURANCE PROTECTION

A. The Board of Education shall provide and pay for a plan of medical, dental, prescriptions, and vision insurance for all employees and their eligible dependents. Eligibility is defined by the insurance carrier. The Chapter 44 Health Plan shall be the base plan effective July 1, 2022.

1. Any change in provider during the term of this agreement, by the Board of Education, shall maintain equal or better co-pays. The current providers are Medical: Aetna and Amerihealth; Prescription: Express Scripts; Dental: Delta Dental; Vision: United Healthcare Vision.

(a) The co-pays for the medical and prescription plans are set by the provider but may be negotiable between the Association and the Board of Education.

2. When the employee is covered by a medical/surgical plan and that plan is paid for by other than the Board of Education, the employee, if eligible, pursuant to their contract start date, may elect to waive their medical benefits.

(a) For the duration of the agreement, the reimbursement, the reimbursement amounts shall be as follows:

Single Benefits - \$1,500 or 25% of the costs of health benefits being waived (less employee contribution), whichever is less.

Parent/Child or Spouse - \$2,500 or 25% of the costs of health benefits being waived (less employee contribution), whichever is less.

Family - \$3,250 or 25% of the cost of health benefits being waived (less employee contribution), whichever is less.

(b) Employees must file the appropriate waiver form with the Personnel Office.

3. For each employee who remains in the employment of the Board of Education for the full school year, the Board shall continue payments of the insurance premiums to provide coverage equal to or greater than the most recent insurance plan. Employees are

subject to the contributions required under Tier IV of Chapter 78 or those of Chapter 44 depending upon prevailing Chapter of chose coverage, unless superseded by State Law or through negotiations between the Board and Association. Payments are to be made to assure uninterrupted coverage.

4. The Board of Education shall make available descriptive information on all insurance plans covered in this Article. The Base Plan offered for all existing employees shall be Aetna or Amerihealth version of the New Jersey Educators Health Plan . Employees may “buy-up” to any of the Higher Costing Plans offered by the Provider, with the employees being solely responsible for the difference in premium costs.

B. The Gloucester Township Board of Education will provide an employee dental program. This dental program will provide the following benefits:

- 100% of R&C for Basic Preventive/Diagnostic Benefits
- 85% of R&C for Basic Therapy/Treatment Benefits
- 50% of R&C for Prosthodontic Benefits
- 85% of R&C for Periodontics Benefits
- 50% of R&C for Inlay and Crown Benefits
- 85% of R&C for Oral Surgery Benefits

A. Board funded dependent dental play will provide sixty (60%) percent coverage for dependent dental services. The annual benefit for each qualifying family member is \$1250.00.

C. The Board of Education agrees to reimburse employees for personal property damages sustained while acting in the discharge of his/her duties within the scope of his/her employment up to a maximum not to exceed \$500.00. In the event the damage for personal property is to an automobile, the Board of Education’s coverage shall be secondarily liable to the employee’s personal policy; however, it is contemplated by the parties that the \$500.00 allowance may be utilized by the employee for deductible payments up to \$500.00.

## ARTICLE X

### PROFESSIONAL DEVELOPMENT

- A. The Board of Education shall budget money for Professional Development to be used for reimbursement of professional dues, attendance at local workshops and national conferences, and tuition reimbursement as proportioned in Schedule B.
- B. The number of employees who may request to attend the appropriate National Conference shall be 4. All those interested in attending such conferences shall submit a request to attend to the Superintendent. All requests should include the rationale and anticipated outcomes/benefits to the district. A joint selection committee of the Administration and Association shall screen all requests and recommend individuals to the Superintendent for final approval.

- C. Travel will be limited in accordance with N.J.S.A. 18:11-12 and N.J.A.C. 6A:23A-5.9
- D. Tuition reimbursement will be paid after one year of full-time employment after completion of the course. If an administrator is non-renewed or lose their position due to a reduction in force, they will be entitled to reimbursement for the coursework. The administrator must obtain a "B" or better grade, in the case of Pass/Fail course, a passing grade must be obtained.
- E. Tuition reimbursement will be granted to any GTPSA member who enrolls in a graduate course from an accredited college or university. The course does not have to be in a matriculated program, however, the GTPSA member must remain a fulltime employee of Gloucester Township Schools for two years following graduation for a master's degree and three years for a doctoral degree. Otherwise, the GTPSA member must reimburse the Board of Education for any course money paid out prior to graduation. The student must obtain a "B" or better grade, or in the case of a Pass/Fail course, a Passing grade must be obtained. The courses must be approved by the Superintendent prior to registration, and it must be in the field of education. Each qualifying member may apply for reimbursement for no more than two courses per year. The reimbursement will be no greater than the Rowan rate per course current rate established July first of each year for the prevailing graduate/doctoral program.

**ARTICLE XI**

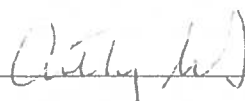
**DURATION OF AGREEMENT**

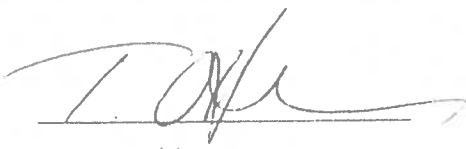
This agreement shall be in full force and effect from July 1, 2021 until June 30, 2024.

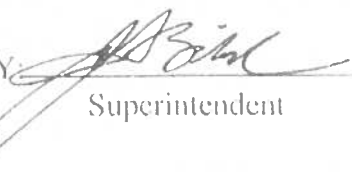
The parties set forth their signatures below to signify complete and full agreement on the above contract:


**Gloucester Township  
Board of Education**

**Gloucester Township Principal's  
And Supervisor's Association**

BY:   
President

BY:   
President

BY:   
Superintendent

BY:   
Secretary

**SCHEDULE A  
Base Salary Ranges**

	<b>Elem Principal</b>	<b>MS Principal</b>	<b>Elem Ass't. Prin</b>	<b>MS Ass't Prin</b>	<b>Supervisor</b>	<b>Director</b>
<b>2021-2022 Minimum</b>	109,000	114,000	95,000	99,000	102,000	123,000
<b>2021-2022 Maximum</b>	154,000	138,000	123,000	127,000	130,000	147,000

	<b>Elem Principal</b>	<b>MS Principal</b>	<b>Elem Ass't. Prin</b>	<b>MS Ass't Prin</b>	<b>Supervisor</b>	<b>Director</b>
<b>2022-2023 Minimum</b>	109,000	114,000	95,000	99,000	102,000	123,000
<b>2022-2023 Maximum</b>	154,000	138,000	123,000	127,000	130,000	147,000

	<b>Elem Principal</b>	<b>MS Principal</b>	<b>Elem Ass't. Prin</b>	<b>MS Ass't Prin</b>	<b>Supervisor</b>	<b>Director</b>
<b>2023-2024 Minimum</b>	109,000	114,000	95,000	99,000	102,000	123,000
<b>2023-2024 Maximum</b>	154,000	138,000	123,000	127,000	130,000	147,000

Assistant Principals being promoted to Principal or Supervisor will receive nothing less than \$500 above the minimum salary in the appropriate column for each year of administrative experience in Gloucester Township.

**SCHEDULE B**

	<b>Professional Dues</b>	<b>Conferences/Workshops Tuition Reimbursement</b>	<b>Total</b>
<b>2021-2024</b>	<b>\$38,000</b>	<b>\$22,000</b>	<b>\$60,000</b>