

AGREEMENT

2016 - 2019

**Runnemed
Education Association**

&

**Runnemed
Board of Education**

Table of Contents

RECOGNITION	3
NEGOTIATION PROCEDURE	4
BOARD RIGHTS	5
ASSOCIATION RIGHTS AND PRIVILEGES	6
MEMBER RIGHTS	7
MISCELLANEOUS PROVISIONS	8
GRIEVANCE PROCEDURE	9
WORK YEAR/WORKDAY	12
TEACHER FACILITIES	15
VOLUNTARY TRANSFERS AND REASSIGNMENTS	15
INVOLUNTARY TRANSFERS AND REASSIGNMENTS	15
NON-TEACHING DUTIES	16
EMPLOYEE EVALUATION	16
INSURANCE AND HEALTH BENEFITS	18
SICK LEAVE	19
TEMPORARY LEAVES OF ABSENCE	20
EXTENDED LEAVES OF ABSENCE	21
PROTECTION OF EMPLOYEES	25
PROFESSIONAL DEVELOPMENT	25
SALARY PLANS	26
SALARY SCHEDULES	27
LIAISON COMMITTEE	29
DURATION OF AGREEMENT	30

ARTICLE I

RECOGNITION

A. The Board hereby recognizes the Runnemedede Education Association Negotiations Committee as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certified and non-certified personnel whether under contract, implied or stated.

INCLUDING

- 1. Teachers**
- 2. Nurses**
- 3. Librarians**
- 4. Social Worker - CST**
- 5. Speech Language Specialists**
- 6. Learning Disabilities Teacher/Consultant - CST**
- 7. Aides**

Certified (holder of a substitute teacher certificate as a minimum requirement or, for current members, attained within four years from date of hire for existing aides not meeting the requirement)

Non - Certified Aides who are within four years of attaining their substitute credential

- 8. Psychologist - CST**

EXCLUDING

- 1. Superintendent**
- 2. Board Secretary/Business Administrator**
- 3. Principals**
- 4. Secretaries**
- 5. Custodians**
- 6. Supervisors**

B. Unless otherwise indicated, the term "member," when hereinafter used in this Agreement, shall refer to all professional and non - professional employees represented by the Association Committee in the negotiating unit as above defined; and reference to employees shall be deemed to include both the male and female, except when the context clearly limits the intent to one sex, and words used in the singular shall include words in the plural as the text so requires.

C. Full Time Employees

A "full-time" employee shall be defined as those school employees who receive compensation for 32 hours of work per week.

ARTICLE II

NEGOTIATION PROCEDURE

- A. The parties agree to enter collective negotiations over successor agreement in accordance with Chapter 123 Public Laws 1974 in a good-faith effort to reach agreement on all matters concerning the terms and conditions of teacher's employment. Such negotiations shall begin no later than October 1 of the calendar year, preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all teachers, be reduced to writing, be ratified by the general membership of the Association, be signed by the Board and Association and be adopted by the Board.**
- B. During negotiations, the Board Negotiations Committee and the Association Committee shall present relevant data, exchange points of view and make proposals and counter- proposals. The Board Committee shall make available to the Association Committee for inspection the following records, data and information of the Runnemed School District: *Complete list of members' names, salaries and step on guide***
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representative of the other party. The parties mutually pledge that their representatives shall be given all necessary power and authority to make proposals and make counter-proposals in the course of negotiations.**
- D. Representative of the Board and the Association's negotiating committee shall meet upon 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 the grievance procedure.**

"Each party shall submit to the other, at least three (3) days prior to the meeting an agenda covering matters they wish to discuss.

•All meetings between the parties shall be regularly scheduled, whenever possible to take place when the teachers involved are free from instructional responsibilities, unless otherwise agreed

Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

- E. The Board agrees not to negotiate concerning said employees in the majority negotiating unit as defined in Article I of this Agreement with any organization other than the Association for the duration of the Agreement.**
- F. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subjects 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,**
- G. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement, as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any recognized employee benefit existing prior to its effective date.**
- H. 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 A

BOARD RIGHTS

- A. The Board reserves to itself sole jurisdiction, responsibility and authority over matters of policy and retains all rights, subject to terms of this Agreement and Chapter 123 PL 1977 and other applicable laws to:**
 - 1. Direct employees of the School District**
 - 2. Hire, promote, transfer, assign and retain employees in positions in the School District and to suspend, demote, discharge or take other**

disciplinary action against employees.

- 3. Relieve employees from duty because of lack of work or for other legitimate reason.**
- 4. Maintain efficiency of the School District operations entrusted to them.**
- 5. Determine the methods, means and personnel by which such operations are to be conducted, and;**
- 6. Take whatever actions may be necessary to carry out (the mission of the School District in situations of emergency.**

ARTICLE III B

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to make available to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district as required by law, or in public domain including but not limited to annual personnel, tentative budgetary allocations and requirements, agendas, minutes of all Board meetings and names and addresses of all teachers that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students.**
- B. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations grievance proceedings, conferences or meetings, he/she shall suffer no loss in pay.**
- C. Representatives of the Association and the New Jersey Education Association, shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations, provided permission has been obtained from the Superintendent or designee.**
- D. The Association and its representatives may have the privilege to use school buildings at all reasonable hours for meetings, provided permission has been obtained from the Superintendent or designee. The principal of the building in question shall be notified in advance of the time and place of all such meetings.**
- E. The Association may have the privilege to use school facilities and equipment, including typewriters, computers, other duplicating equipment,**

calculating machines and all types of audio- visual equipment at reasonable times, when such equipment is not otherwise in use, providing permission has been obtained from the Superintendent or designee.

- F. Orientation programs for new teachers shall be required by the Board and encouraged by the Association.**
- G. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted to this Association as the exclusive representative of the members and to no other members' organizations.**
- H. Dues Deductions:**
 - 1. The Board agrees to deduct from employees' salaries, upon receipt of signed and dated authorizations from the employees, dues of the Association and its county, state and national affiliates. The Board will also deduct from the salaries of unit members the representation fee equal to the percentage amount of the dues certified by the Association. Such deductions shall be made in compliance with Chapter 233 P.L. 1969 (N.J.S. 52:14-15.9e) and under applicable rules established by the State Department of Education. Dues so deducted shall be transmitted to the Association. The Association shall be responsible to notify the Business Administrator in Writing by October 15th each year of the proper fee amounts to be deducted.**
 - 2. The Association shall certify to the Board, in writing, the current rate of its unified dues, and shall notify the Board, in writing, of any change in dues at least 45 days prior to the effective date of such change.**
 - 3. The Association shall indemnify and hold the Board 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 by the employer in conformance of this provision.**

ARTICLE IV

MEMBER RIGHTS

- A. Pursuant to Chapter 123, Public Law of 1974, the Board hereby agrees that every employee of the Board shall have the right to freely organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it**

shall not directly or indirectly discourage or deprive or coerce any member in the enjoyment of any rights conferred by Chapter 123, Public Law 1974 or other laws of New Jersey of the Constitution of New Jersey and the United State; that it shall not discriminate against any member with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association and its affiliates, collective negotiations with the Board or the member's institution of any grievance, complaints or proceedings under the Agreement or otherwise with respect to any terms or conditions of employment.

- B. Nothing contained herein shall be construed to deny or restrict to any member such rights as he/she may have under New Jersey School Laws or state and federal regulations.**
- C. No member shall be reduced in rank or compensation or deprived of any professional advantage 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.**
- D. Whenever any member is required to appear before the Superintendent, Board or any committee concerning termination of employment or salary, then he/she shall be given prior written notice of the reason(s) for such meeting or interview and shall be entitled to have a representative of the Association or its affiliates to advise and represent the member during such meeting or interview. Any suspension of a member pending charges shall be with pay until the Board renders its final decision.**

ARTICLE V

MISCELLANEOUS PROVISIONS

- A. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination on the hiring, training, assignment, promotion, transfer or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status or disability.**
- B. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.**
- C. Of any provision of this Agreement or any application of this Agreement to any employee or group of employees if held to be contrary to law, then such**

provision of 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.

- D. Any individual contract between the Board and an individual employee recognized in Article I heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration, shall be controlling.
- E. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by registered letter at the following addresses:
 - If by Association, to the Board at Volz School
 - If by Board, to Association at Volz School

505 W. Third Avenue
Runnemede, NJ 08078

ARTICLE VI

GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim based upon an event or condition, which affects the professional welfare and/or terms and conditions of employment of an employee or group of employees and/or the interpretation, meaning or application of any of the provisions of this Agreement.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to secure at the lowest possible level, equitable solutions to problems. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with

his/her immediate superior, provided the adjustment is not inconsistent with terms of this Agreement.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however be extended by mutual agreement.
2. 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 and, if left unresolved, until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is reasonable and practical.

3. Level One

A grievance must be filed within thirty (30) days of its occurrence or within thirty (30) days of the date of grievance would reasonably have been known to occur. An employee with a grievance shall first discuss it with the immediate supervisor with the objective of resolving the matter informally. However, if this is not resolved, the employee may request assistance from the Association to resolve the grievance.

4. Level Two

If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within (5) *school days* after presentation of the grievance, the member or the Association must submit the grievance in writing within six (6) *school days* to the Superintendent of Schools.

5. Level Three

If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered to within ten (10) *school days* after the grievance was delivered to the Superintendent, the member or the Association shall within five (5) *school days* after a decision by the Superintendent or fifteen (15)

school days after the grievance was delivered to the Superintendent, submit in writing the grievance to the Board of Education. The Board of Education will review the grievance in caucus with the member and/or representatives from the Association. At Level Three, following the review of the grievance, the Board shall set forth in writing its decision and the reason(s) thereof within thirty (30) days from the date of submission of the grievance to the Board.

6. Level Four

- a.) If the aggrieved member with the consent of the R.E.A. or the Runnemede Board of Education determines the grievance is not satisfied, the grievance shall be submitted to arbitration within ***(15) school days*** by the aggrieved member or R.E.A. Committee if so required.
- b.) Within ***ten (10) school days*** after such written notice or submission to arbitration, the Board and the aggrieved member and/or the R.E.A. Committee shall attempt to agree upon a mutually acceptable arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators shall be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- c.) The arbitrator so selected shall confer with a representative of the Board and the member and/or the R.E.A. Committee and hold hearings promptly and shall issue a decision. The arbitrator's decision shall be in writing and shall set forth findings reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision, which requires the commission of an act prohibited by law or which violates of the terms of this Agreement. The arbitrator shall be without power or authority to alter, modify or amend the express terms of this Agreement or to expand its meaning by implication. The decision of the arbitrator shall be submitted to the Board, the aggrieved member and the Association and shall be final and binding on the parties.

d.) The cost of/or the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association when mutually agreed upon to submit the arbitration, however, each party shall bear the expense of its own witnesses and council. If not mutually agreed upon, the cost as defined above shall be borne by the moving party for the first five (5) grievances - after that, the expense, as defined, would be equally shared.

D. Miscellaneous

1. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representative.

ARTICLE VII

WORK YEAR/WORK DAY

- A. The Board of Education shall have the right to annually establish the school calendar for the following year.**
- B. The views of the Association regarding the calendar shall be considered through consultation with the administration and/or Board of Education. The Wednesday before Thanksgiving will be a one-session day for students and staff.**
- C. In the event the State of New Jersey, County of Camden, or Local Municipality deem it necessary to close schools either in the event of epidemic, illness affecting the majority of the school population or any other state of emergency, in order to maintain continuity of the instructional program, teachers may be required to report for duty or provide instruction remotely in order to fulfill contractual obligations.**
- D. When early release of students due to inclement weather is ordered after the start of the school day, member attendance shall be required until the class has been properly provided with supervised passage from the building and grounds or the member may leave at the discretion of the school principal.**

E. All Administrative/Professional Meetings, outside of regular working hours will be held with prior notification (5 days), unless an emergency occurs. These meetings shall not exceed two (2) per month. These meetings will begin no later than fifteen (15) minutes after student dismissal time and shall run for no more than one (1) hour. Such meetings may be scheduled to extend the program on our early dismissal in-service days. These meetings will begin after members have been provided their allotted lunch periods. No meetings will take place on Fridays or the day before any Vacation/Holiday unless an emergency occurs or by mutual agreement.

F. Members contractual workday shall be as follows: seven (7) hours

1. The administration shall have the flexibility to adjust starting times to insure supervision necessary to maintain a safe and orderly school environment.

2. Students instructional day will be as follows:

Elementary..... 6 hours-30 minutes

Middle School.... 6 hours-30 minutes

G. Members will have a 45 minute duty-free lunch period and will be free to leave the building without requesting permission during this time. However, members must notify the office that they will be leaving the building.

On modified or one-session days, lunch periods will be adjusted accordingly. On days when members work a regular day, a normal lunchtime will be provided for all staff (i.e. in-service, conference days)

H. The maximum members' work year shall not exceed one hundred eighty-nine (189) days. New personnel may be required to attend an additional one (1) day for orientation/professional development prior to school opening during their first two (2) years of employment. Also, all members will be allotted (2) days for attendance at the NJEA Convention. Members' contractual salary will be based on a 185-day schedule excluding NJEA Convention and new staff orientation.

Work Year

180 days Students in Attendance

6 days Professional Development

2 days NJEA Convention

1 days New Staff Orientation/Professional Development

189 days maximum

- I. All teachers will be provided 5 periods per week of preparation time, with one prep period per day for each teacher. One (1) period of preparation time each month will be a scheduled grade-level meeting. Any member having additional non-instructional time in their schedule may be given an administrative assignment focusing on supervision, remediation, in-class support, computer skills development of students and/or administrative support.**

All teachers will be provided with 225 minutes per week of preparation time.

Memo of Understanding:

Middle School Teachers currently teaching five full subject area classes (25 periods) in the Core Academic Program (English, Reading, Math, Social Studies and Science) can be assigned a 6th teaching period one day per week. Also, we equated 1 Basic Skills class with 1 regular class. 2 Basic Skills - 1 regular class (April 1998).

- J. All members will be required to attend one of the scheduled *Annual Back-To-School Night Programs* for their assigned schools. The administration will indicate dates on the annual school calendar distributed each spring.**
- K. Parent Teacher Conferences – Two of the afternoon conferences will be converted to evening conferences. One evening conference will be held in the Fall and one in the Spring. Evening conferences will be held on early dismissal days for students and teachers.**

ARTICLE VIII

TEACHER FACILITIES

The Board and the Association agree that there shall be in each building an appropriately furnished room which shall be reserved for the exclusive use of teachers as a faculty center. Although members shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said area, it shall be regularly cleaned by the school's custodial staff. It is to be understood that said center is frequently the repository of confidential personnel (both faculty and student) data and information, and that the privacy and confidence of said center shall be strictly observed.

ARTICLE IX

VOLUNTARY TRANSFERS AND REASSIGNMENTS

Notification of Vacancies No later than June 1st of each year, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies, which shall occur during the following school year. The administration shall include the existing staff when considering replacements.

ARTICLE X

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Notice

Notice of an involuntary transfer or reassignment shall be given to teachers as soon as possible. The Superintendent will notify the Association President of all involuntary transfers.

B. Criteria

When an involuntary transfer or reassignment is necessary, a member's area of certification, competence, and qualification under the Highly Qualified Teacher requirements, length of service in the Runnemedede School District, length of service in the particular school building and other relevant factors, such as, state and/or federal laws, rules, regulations or administrative directives which shall be considered in determining which member is to be transferred or reassigned.

C. Meeting and Appeal

All involuntary transfer or reassignment shall be made only after a meeting

between the member involved and the principal at which time the member shall be notified of the reason therefore. In the event that a member objects to the transfer or reassignment at this meeting, upon request, the member shall meet with the Superintendent. The member may, at his/her option, have an Association representative present at such meeting.

D. Decision

The final decision on involuntary transfers remains an administration function with that decision being final and binding.

ARTICLE XI

NON-TEACHING DUTIES

- A. The Board shall employ aides in compliance with New Jersey Department of Education regulations and District needs.**
- B. The duties of these non-professional aides will be limited to lunchroom, playground and line duties during lunch periods.**
- C. It shall remain the responsibility of the teaching staff to temporarily assume these duties, in the event of absence or emergency, of these non-professional aides.**
- D. The Board and Association acknowledge that a teacher's primary responsibility is to teach and that their energies should, to that extent possible, be utilized to this end.**

ARTICLE XII

EMPLOYEE EVALUATION

A. Frequency

Non-tenured employees shall be evaluated in accordance with Title 18:A Chapters 6 and 28.

B. Copies of Evaluation

The employees Evaluation reports will be available on the web based data collection system. All teaching staff has access to information regarding their observations and evaluations in a secure account. It is password protected and only the observer and teacher are able to access this

information. Teachers are notified via email when the report is complete. At the time they will have an opportunity to review the preliminary report. After a post observation conference the report will be finalized. Paper copies of the reports will be placed in the employees' personnel files. No employee shall be required to sign a blank or incomplete evaluation form. The employees shall acknowledge that he or she has had the opportunity to review such materials by affixing their signature to the copy to be filed with express understanding that such signature in no way indicates agreement with the content thereof.

C. Reports

Evaluation reports shall be presented to employees by their immediate supervisor in accordance with the following procedures:

1. Such reports shall be issued in the name of the immediate supervisor based on a compilation and observations by any or all supervisory personnel who come into contact with the employee in a supervisory capacity.

2. Such reports shall be completed by using the Board approved evaluation system that complies with applicable statute and regulations.

a. Formative evaluations will be designed to promote professional growth and support for performance areas identified as those in need of improvement.

b. The Summative evaluation report will include the summative rating. The final annual rating for every teacher will result in one of the four following category assignments: Highly effective, Effective Partially Effective, or Ineffective. All relevant evaluation data will be combined in a structured way to determine the summative rating.

3. Such reports shall be written in narrative form and shall include, when pertinent:

Strengths of the employee's performance as evidenced during the period since the previous report.

Weaknesses of the employee's performance as evidenced during the period since the previous report.

Specific suggestions as to measures which the employee might take to improve his/her performance in each of the areas wherein weaknesses have been indicated.

D. Termination of Employment

Final evaluation of the employee upon termination of employment shall be concluded prior to severance and no documents and/or other material shall be placed in the personnel file of such employee after severance or otherwise than in accordance with the procedure set forth in this Article. Termination may follow the process described in Title 18:A Chapters 6 and 28.

ARTICLE XIII

INSURANCE AND HEALTH BENEFITS

1) General Guidelines

a.) The Board, in consultation with the Association shall provide health insurance and benefits and assume payment for full-time members of the association, dependents of employees as well as spouse, domestic partners, civil union partners, and eligible children. All employees covered by this Agreement shall contribute towards health insurance on Tier4 of P.L. 2011, Chapter 78 throughout the life of this agreement.

b.) Any changes with regard to the level of benefits must meet the substantially equivalent standard but not less than current level of coverage or be agreed upon by both parties in accordance with the contribution scale set forth in Chapter 78 of Public Law 2011. The identity of the insurance carrier is not negotiable.

c.) Health Insurance Policy coverage shall run for a full 12 month period beginning September 1st thru August 31st of each year.

d.) The Runnemedede Board of Education shall continue to assume payment of (all) costs of hospitalization for employee rates and family coverage as defined in this agreement. Employees will be bound by the rules and regulations of Chapter 78, Public Law 2011 and other statutes, codes, and regulations governing health care insurance for public employees.

e.) In September of each school year, the Board Secretary will provide Association with the negotiated rates for insurance and health benefits.

2) Health Insurance/ Hospitalization

- a.) All employees covered by this agreement will be eligible to select coverage under the Aetna Medical QPOS Low or 2QPOS High Plans.
- b) All new and current employees are eligible to enrollment in available plans offered.
- c) Association members choosing to “opt out” of their current Board of Education provided health benefits plan would be eligible for a \$3,000 annual reimbursement from the Board. Equal payments would be received in January and June, of the “opt out” year. In the event of an emergency situation (ie. spouse losing job, etc.), employees would be eligible for enrollment in our health insurance/hospitalization plan.

The Board, in consultation with the Association, will provide and administer the following fringe benefits to the members of the unit represented by the Association.

3) Dental Coverage – Delta Dental

The Board will continue the same level of coverage subject to 5% Cap on the increased costs over the actual 2012-13 costs. If 5% cap is exceeded, reopen contract for discussion.

4) Prescription Plan - Benecard

The Board will continue the same level of coverage subject to a 15% Cap on the annual increased costs over the actual costs. If increases exceed the 15% Cap on a given year, the Board and Association will re-open negotiations on this benefit to adjust level of benefits or co-pay features to offset increased costs. The 15% Cap represents a reasonable approach by the Board to protect itself from unreasonable rate increases.

ARTICLE XIV

SICK LEAVE

- A. Sick leave is defined as the absence from post or duty of any person because of personal disability due to illness or injury (NJ.S.B.A. 18A:30-let. Seq)
- B. All members employed shall be entitled to ten (10) sick leave days each year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- C. The need for presentation of a medical certificate after sick leave will be at

the discretion of the Superintendent as per 18:A30-4.

D. Upon actual retirement, with the collection of a pension from the Teachers; Pension and Annuity Fund (TPAF) and PERS, the retiring unit member shall receive payment for their accumulated, unused sick days at the following rate:

- **\$70/day for first 100 days**
- **\$75/day for days above first 100 days**
- **\$15,000 Cap on Benefit NOTE:**

1. Part-Time employees will be reimbursed on pro-rata basis

2. Sick leave must be granted to members who are disabled due to pregnancy on the same basis as it is granted for other types of disabilities. The presumed period of disability for a normal pregnancy is one month prior to the birth of the child and one month subsequent to the birth. (Cinnaminson 1976, Affd 190 N.J. Super 36.19B3)

ARTICLE XV

TEMPORARY LEAVES OF ABSENCE

A. Personal Days -Members shall be entitled to (3) days temporary non-accumulative leaves of absence with full pay each year. All requests must be submitted via the district personnel/professional leave request form. Personal days may be granted on District Professional/In-service Days at the discretion of the Superintendent for emergency situations only.

1. Prior notification of at least three (3) days must be given to the building principal for two of the three days. The other day may be used for emergency situations that do not permit adequate time for notification. Therefore, any request for three (3) consecutive days would be considered an emergency situation. Personal days will not be granted the beginning or ending week of school or on district in-service/professional development days, except in cases of emergency. Lacking such notice and or approval, the absence may be considered unauthorized and the employee's pay will be deducted at the daily rate of 1/200th of the annual salary of a ten month employee.

2. Personal Days should not exceed 7% of total teaching staff on any single day.

3. No reimbursement will be paid for unused personal leave. Unused personal days will rollover as unused accumulated sick days.

- B. In the event of a death in the member's immediate family, emergency leave may be requested through the building principal with approval from the Superintendent. Bereavement leave will be granted without deduction for up to five (5) days in case of death within the immediate family. The immediate family shall be defined as the employee's parents, spouse, children and other persons residing as a member of the household of the employee. This includes, legally adopted members of the family. An allowance of up to three (3) days 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.**
- C. Time necessary for personnel called into temporary active duty of any unit of the U.S. Reserves or the State National Guard shall be reimbursed at regular pay.**
- D. In the event of a death of a professional employee or student in the Runnemed School District, the Superintendent shall grant to an appropriate number of employees sufficient time off to attend the funeral.**
- E. Leaves taken pursuant to Section A and B above shall be in addition to any sick leave to which the employee is entitled.**

ARTICLE XVI

Protection of Employees

EXTENDED LEAVES OF ABSENCE

A. Extended Leaves of Absence

- 1. All requests for extended leaves of absence shall be received and considered by the Board of Education on an individual case basis. All employees anticipating the need for an extended leave of absence shall notify the Superintendent of the circumstances as they become known.**

In the case of anticipated disability due to childbirth, the employee must notify the Superintendent at least ninety (90) days prior to the anticipated delivery date.

- 2. Whenever applicable, all extended leaves under this article shall be counted and run concurrently with leave available for the same**

circumstances under federal and state statutes.

3. **Employees requesting extended leaves shall be informed of their disability for leave under the law and this agreement.**
4. **The Board reserves the right to exercise its discretion granted under law to adjust extended leaves of absence to avoid disruptions in the instructional program or other school operations. Return from such leave, other than medical reasons, may be restricted by the Board to September or January.**

B. Disability Leaves

1. **An employee who anticipates disability shall, if possible, notify his/her immediate supervisor in writing at least 90 days prior to the anticipated commencement of the disability or as soon as the employee knows of it. In the case of pregnancy, the employee shall inform the supervisor of the anticipated delivery date.**
2. **During the period of disability, an employee shall be entitled to accumulated sick leave and benefits as required under law (NJ.S.A. 18A:30-let.seq.) Time spent on paid disability leave shall be counted concurrently with unpaid time available under the law.**
3. **The Board of Education reserves the right to regulate the commencement and termination dates of anticipated disability leaves in order to preserve educational continuity and/or to meet other district needs.**
 - a) **An employee who is placed on an involuntary unpaid leave shall be entitled to all sick leave and insurance benefits during the period of actual or presumed disability, according to law, the negotiated agreement and the rules of the insurance carrier.**
 - b) **The period of disability which occurs during an involuntary leave shall also be credited towards time available under the law. Except as otherwise required under statutes, no benefits shall accrue during time spent on unpaid leave.**

C. Procedures

1. **Child care leave without pay is available to eligible employees either through statute or through Section #E of this article.**
2. **Employees desiring child care leave shall notify their supervisor of their intent no less than 90 calendar days before the anticipated delivery date.**

In the case of adoption, employees shall notify their supervisor when application for the adoption is made.

- 3. Employees applying for child care leave shall be informed of their entitlements under statutes and under the contract. Employees seeking child care leave shall inform their supervisor of their selection of contractual or statutory leave and file a formal written application as soon as possible, but not less than 60 days prior to the anticipated delivery date. In the case of adoption, employees shall file their formal application and their request for a specific leave period as soon as the employee is notified of the date of custody.**
- 4. Upon return from child care leave, an employee who actively worked at least 90 days in a school year that the leave commences or terminates shall have the full year credited for longevity benefits. Placement on the salary guide will be in accordance with negotiated procedures.**

D. Statutory Leave

Child care leave is available to eligible employees either under the Federal Family and Medical Leave Act (FMLA) or New Jersey Family Leave Act (FLA)

- 1. Leave time taken under statutory entitlement cannot be stacked or taken consecutively but shall be counted concurrently as time available under both FMLA and the FLA.**
- 2. Conditions for statutory leave (eligible, time available, benefits, etc.) will be in accordance with legal requirements. The Board reserves the right to exercise its discretion granted under statutes and regulations to adjust extended leaves of absence to avoid disruptions in the instructional program or other school operations.**
- 3. Employees who opt for statutory leave shall not be eligible for contractual leave under section #E of this article.**

E. Contractual Leave

- 1. The Board may grant voluntary unpaid leaves of absence of the purpose of child care. No requests will be disapproved arbitrarily or capriciously. Such leaves of absence may be for one-half school year or one full school year at the request of the member and the approval of the Board. Extensions will only be granted in extreme emergencies at the complete discretion of the Board of Education.**
- 2. Contractual child care leave shall begin at the following time:**

Immediately upon the termination of the disability leave defined above; or immediately after the birth of a child or, in the case of adoption, immediately upon custody of the child; or

- 3. Time spent on contractual leave shall count towards the time granted for child care leave under both the state and federal statutes.**
- 4. Nontenured employees' child care leaves shall terminate at the end of the school year in which the leave began.**
- 5. A tenured employee's approved leave of absence shall run from their commencement date until the end of that semester or school year. These leaves of absence may be extended for the subsequent full school year by applying to the Superintendent by February 1st of the initial leave year or within 30 days after the date of birth or adoption, whichever is later. No further exceptions shall be granted.**
- 6. A member on a voluntary unpaid leave of absence shall be eligible to either receive or accrue benefits except as statutorily required (12 weeks). The employee may continue participation in group plans at her/his own expense.**
- 7. Where leave has been granted for the subsequent full school year, the employee on such leave shall inform the superintendent in writing by February 1st of his/her intention to return to school on the first work day following the conclusion of the approved leave.**
- 8. Nothing herein shall prevent the employee and the Board from agreeing that a tenured employee may return on other than the beginning of the school year if such earlier return is administratively convenient to the Board. Such decisions will be at the full discretion of the Board and not subject to grievance procedures.**
- 9. In situations where both parents are employed by the Board, only one parent will be eligible for contractual leave. The Board of Education will consider exceptions on a case-by case basis and adjustments shall be at the full discretion of the Board.**
- 10. Employee's shall not be eligible for a new contractual child care leave until they have returned to active employment for at least one (1) full school year.**

11. A member on a voluntary unpaid leave of absence shall not be eligible to either receive or accrue benefits except as statutorily required or otherwise provided in this agreement.

F. Extensions

- 1. Employees may request extensions or other adjustments to the duration and conditions of leaves defined above.**
- 2. The Board of Education will consider requested exemptions on a case-by-case basis and adjustments shall be at the full discretion of the Board and shall not be subject to arbitration.**

ARTICLE XVII

PROTECTION OF EMPLOYEES

- A. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which in the opinion of the administration endanger their health, safety or well being.**
- B. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior. Such notification shall be immediately forwarded to the Superintendent who may comply with any reasonable request from the employee the information in the possession of the Superintendent relating to the incident or the persons involved and may act in appropriate ways as liaison between the employees, the police and the courts.**

ARTICLE XVIII

PROFESSIONAL DEVELOPMENT

- A. The Board shall agree to reimburse staff members for the tuition cost of graduate credits up to \$2,000 for a contract year. Maximum payment under this article shall not exceed a cap of \$15,000 per year.**
- B. Reimbursement will be made available to all teachers and paraprofessionals covered by this agreement. Courses must be submitted for approval to the Superintendent prior to actual registration via the district course approval form (form A). A grade of B or better must be earned. A grade of "pass" will be accepted only when a course has no other option of grading. Proof of**

grading option must be verified by the institution and transcript attached.

- C. Reimbursement will be on January 31st and June 30th of the school year. If the number of requests exceeds the maximum total payment (\$15,000) based on approved courses as of January 15th, a revised maximum allocation per course will be determined by dividing the number of courses into the total district cap. If a member leaves the district within one school year of completing a reimbursed course, member shall reimburse the Board of Education for such course.**
- D. Graduate credits must be taken in the field of education and have a direct correlation with the member's assignment in the district. The Superintendent will maintain the prerogative to grant exceptions that might be in the best interest of the school district.**
- E. The Board, Administration and the R.E.A. will follow statutory guidelines to collaborate on developing and implementing professional development in support of effective teacher performance and student achievement.**
- F. The Board will reimburse paraprofessionals for the cost of renewing their substitute teacher certification.**

ARTICLE XIX

SALARY PLANS

A. Ten Percent Withholding Plan

It shall be agreed that an optional 10-month, ten percent (10%) withholding plan shall be established.

The Board will attempt to have the monies withheld pursuant to the summer pay plan placed in an interest bearing account with the interest being paid along with the held salaries to the participating employees on a pro-rate basis. Any cost incurred shall be deducted from their interest. This provision of the agreement shall continue in existence only so long as the Board continues to have services provided by the bank. Members of this plan shall have the right to withdraw funds accumulated as of date of withdrawal with no penalty but with the understanding that they cannot re-enter the program during that school year. Withdrawal shall be permitted with ten (10) days notice.

B. Personal Use of Automobile - School Business

All employees who use their personal automobile for school use, with the prior approval of the Superintendent, shall be reimbursed at OMB Circular maximum mileage allowance rate and pursuant to New Jersey Department of Education Regulations and Board Policy.

C. U.S. Government Bonds

Members may elect to deduct from their pay a bond or bonds a month (U.S. Government Bond Series EE). Members may withdraw from bond plans with no penalty but with the understanding that he/she may not re-enter the plan during the school year.

D. 403B Tax Sheltered Annuity Plans, Disability Insurance

All employees shall have the opportunity to make contributions (to the) plans via payroll deduction with companies approved annually by the Board of Education. The names of Board approved companies will be made available upon request to any employee. Any changes to Board approved companies must be discussed further with the association.

E. Direct Deposit

Effective 7/1/2014, all employees will be required to enroll in direct deposit in accordance with the law.

- 1. Members have access to each pay period pay stub electronically;**
- 2 The bank which the Board engages for payroll and direct deposit services shall provide a letter stating that it will be responsible for any fees or charges assessed in the event a direct deposit is not credited to an employee's account because of an error by the bank that it will also refund, with proper documentation, any fees a direct deposit recipient may receive from his or her own bank(s) as a result of the error, and that it will write a letter of explanation of the bank error when necessary.**

ARTICLE XX

SALARY SCHEDULES

A. Rate increase - See attached salary guides that reflect (the increase and agreed upon enhancements to the guide - 3 year contract 2016-2019:

- Salaries shall be increased by a total of 10.35% inclusive of increment for the 3 years of the contract.**

- B. Salary guides will be jointly developed by REA and the Board negotiating team.**
- C. Salaries and guides for aides will be developed by R.E.A. and the Board negotiating team.**
- D. Pay rates for extra compensation stipends for district requested duties beyond the teacher's normal scope of responsibility.**
- **Home Instruction/Workshop Presenter \$38.00/hr.**
 - **Committee Work (summer/evening) \$30.00/hr**
 - **Supervisory Work \$27.00/hr.**
 - **Training Rate {summer/evening} \$25.00/hr.**
 - **Presentation Rate \$35.00/hr. rate only for the time spent doing the actual presentation. Also, a fee of \$50.00 (\$25.00 per hour) will be paid for time necessary for prep, set up, etc. The \$50.00 is the maximum amount paid for preparation time. All Requests for compensation must be submitted to the principal and approved by the Superintendent prior to the presentation.**
- E. Upon initial employment to fill a position currently existing as of July 1, 1998, the employee, and the Board may determine the initial placement on the salary guide, irrespective of the employee's prior experience. For newly created positions full credit shall be given for an employee's prior experience. Advancement on the guide shall be based upon subsequent, in-district experience. This provision shall not be used to reduce an employee's salary upon return from a bona fide, uninterrupted leave of absence. This paragraph does not apply to BA/MA column placement, which shall continue as per established policy.**
- F. Credit will be given for active military service up to four (4) years.**

- G. Pay rates for extracurricular activities and interscholastic sports will be increased by 5% in the 2016 – 2017 school year. There will be no increase in the 2017 – 2018 and 2018 – 2019 school years. Extracurricular stipends for the elementary grades will be mutually developed by a committee with representation from the REA and from the Board.**
- H. All sports, clubs and intramural positions will be posted no later than May 15th, to allow interested parties to apply.**

Article XXI

LIAISON COMMITTEE

- Building Level – The association’s representatives shall meet with the Principal at least once a month, upon need, after student dismissal, to review and discuss local school problems and practices. An agenda shall be submitted by both parties at least one day in advance of the meeting.**
 - Representatives will be selected by Administration and REA (not to exceed three members from each side).**
- School Level – The association’s representatives shall meet with the Superintendent at least twice during the school year, upon need, to review and discuss current school problems and practices and the administration of this agreement. An agenda shall be submitted by both parties at least one day in advance of the meeting.**
 - Representatives will include the President of the REA, Vice President of REA, and one administrator designated by the Superintendent.**

Article XXII

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 2016 and shall continue in effect until June 30, 2019. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.**
- B. In witness thereof, the Association has caused this Agreement to be signed by its President and Secretary and the Board of Education has caused this Agreement to be signed by its President, attended by its Secretary and its corporate seal to be placed, hereon.**

RUNNEMEDE EDUCATION ASSOCIATION

By: Tracy A. Hummel
President

By: Alan M. Skahan
Secretary

Date: 9-1-2016

RUNNEMEDE BOARD OF EDUCATION

By: Samantha Spaulding
President

By: Bill Cannon
Secretary

Date: 9-1-2016

RUNNEMEDE SCHOOL DISTRICT

TEACHER SALARY GUIDE FOR 2016-2017

		1,100	2,000	2,600	3,400
Step	BA	BA+15	MA	MA+15	MA+30
1	50,000	51,100	52,000	52,600	53,400
2	50,585	51,685	52,585	53,185	53,985
3	51,120	52,220	53,120	53,720	54,520
4	51,841	52,941	53,841	54,441	55,241
5	52,757	53,857	54,757	55,357	56,157
6	54,233	55,333	56,233	56,833	57,633
7	56,333	57,433	58,333	58,933	59,733
8	58,733	59,833	60,733	61,333	62,133
9	60,733	61,833	62,733	63,333	64,133
10	63,533	64,633	65,533	66,133	66,933
11	66,283	67,383	68,283	68,883	69,683
12	69,003	70,103	71,003	71,603	72,403
13	72,583	73,683	74,583	75,183	75,983
14	75,783	76,883	77,783	78,383	79,183
15	79,783	80,883	81,783	82,383	83,183
16	84,263	85,363	86,263	86,863	87,663
17	87,433	88,533	89,433	90,033	90,833
18	89,469	90,569	91,469	92,069	92,869

Longevity = \$250 at 30+ years. Annual Base + \$250

RUNNEMEDE SCHOOL DISTRICT

TEACHER SALARY GUIDE FOR 2017-2018

		1,100	2,000	2,600	3,400
Step	BA	BA+15	MA	MA+15	MA+30
1	50,500	51,600	52,500	53,100	53,900
2	51,085	52,185	53,085	53,685	54,485
3	51,620	52,720	53,620	54,220	55,020
4	52,341	53,441	54,341	54,941	55,741
5	53,257	54,357	55,257	55,857	56,657
6	54,733	55,833	56,733	57,333	58,133
7	56,833	57,933	58,833	59,433	60,233
8	59,233	60,333	61,233	61,833	62,633
9	61,233	62,333	63,233	63,833	64,633
10	64,033	65,133	66,033	66,633	67,433
11	66,783	67,883	68,783	69,383	70,183
12	69,503	70,603	71,503	72,103	72,903
13	73,083	74,183	75,083	75,683	76,483
14	76,283	77,383	78,283	78,883	79,683
15	80,283	81,383	82,283	82,883	83,683
16	84,763	85,863	86,763	87,363	88,163
17	87,933	89,033	89,933	90,533	91,333
18	90,969	92,069	92,969	93,569	94,369

Longevity = \$250 at 30+ years. Annual Base + \$250

RUNNEMEDE SCHOOL DISTRICT

TEACHER SALARY GUIDE FOR 2018 - 2019

Step	BA	BA+15	MA	MA+15	MA+30
1	50,750	51,850	52,750	53,350	54,150
2	51,335	52,435	53,335	53,935	54,735
3	51,870	52,970	53,870	54,470	55,270
4	52,591	53,691	54,591	55,191	55,991
5	53,507	54,607	55,507	56,107	56,907
6	54,983	56,083	56,983	57,583	58,383
7	57,083	58,183	59,083	59,683	60,483
8	59,483	60,583	61,483	62,083	62,883
9	61,483	62,583	63,483	64,083	64,883
10	64,283	65,383	66,283	66,883	67,683
11	67,033	68,133	69,033	69,633	70,433
12	69,753	70,853	71,753	72,353	73,153
13	73,333	74,433	75,333	75,933	76,733
14	76,533	77,633	78,533	79,133	79,933
15	80,533	81,633	82,533	83,133	83,933
16	85,013	86,113	87,013	87,613	88,413
17	88,183	89,283	90,183	90,783	91,583
18	92,319	93,419	94,319	94,919	95,719

Longevity = \$250 at 30+ years. Annual Base + \$250

RUNNEMEDE SCHOOL DISTRICT
INSTRUCTIONAL AIDES 2016 - 2019

2016-2017		2017-2018		2018 - 2019	
Step	Salary	Step	Salary	Step	Salary
1	16,400	1	16,400	1	16,400
2	16,700	2	16,700	2	16,700
3	17,301	3	17,301	3	17,301
4	17,920	4	17,920	4	17,920
5	18,728	5	18,728	5	18,728
6	19,328	6	19,328	6	19,328
7	19,928	7	19,928	7	19,928
8	20,728	8	20,728	8	20,728
9	21,828	9	21,828	9	21,828
10	22,628	10	22,628	10	22,628
11	24,075	11	24,075	11	24,075
12	25,347	12	26,247	12	27,062
OG	26,247	OG	27,147	OG	28,047
OG+	39,378	OG+	40,278	OG+	41,178

Extra - Curricular Stipends

Sports

Tier/Years Experience	Soccer		Field Hockey		Basketball		Basketball		Cheerleading		Baseball		Softball	
	Head Coach	Soccer Assistant	Field Hockey Coach	Field Hockey Assistant	Boys/Girls Coach	Boys/Girls Assistant	Boys/Girls Coach	Boys/Girls Assistant	Coach	Assistant	Coach	Assistant	Coach	Assistant
Tier A (6 + Years)	\$3,618.00	\$2,170.00	\$3,618.00	\$2,170.00	\$4,438.00	\$2,663.00	\$4,438.00	\$2,663.00	\$2,019.00	TBD	TBD	TBD	TBD	TBD
Tier B (4-5 Years)	\$3,356.00	\$2,013.00	\$3,356.00	\$2,013.00	\$4,176.00	\$2,505.00	\$4,176.00	\$2,505.00	\$1,757.00	TBD	TBD	TBD	TBD	TBD
Tier C (0-3 Years)	\$3,093.00	\$1,855.00	\$3,093.00	\$1,855.00	\$3,913.00	\$2,348.00	\$3,913.00	\$2,348.00	\$1,494.00	TBD	TBD	TBD	TBD	TBD

Volz Music / Clubs		Stipend
Band Director (Middle School)		\$3,446.00
Chorus Director (Middle School)		\$1,725.00
4th & 5th Grade Chorus & Band Director		\$1,552.00
Student Council		\$1,995.00
Student Recognition/Home School Coordinator		\$1,552.00
Volz Honor Society		\$857.00
Yearbook		\$1,409.00
ATOD		\$2,160.00
Basketball Security (Per Hour)		\$28.00
Battle of the Books (4th Grade)		\$420.00
Battle of the Books (5th & 6th Grade)		\$420.00
Battle of the Books (7th & 8th Grade)		\$420.00
Environmental Club		\$672.00
Men of Distinction		\$630.00
Women of Distinction		\$630.00
Science Club (Gardening-24 Sessions)		\$633.00
Detention (Per Hour)		\$40.00

Volz Intramurals		Stipend
Intramural/Number of Sessions		
4th & 5th (16 Sessions)		\$422.00
4th & 5th (20 Sessions)		\$528.00
4th & 5th (24 Sessions)		\$633.00
6th-8th (24 Sessions)		\$633.00
6th-8th (20 Sessions)		\$528.00

Bingham & Downing Clubs		Stipend
Safety Patrol		\$800.00
Yearbook		\$800.00
Science Club		\$800.00
Fitness Club		\$800.00
Coding Club		\$800.00
Journalism Club		\$800.00
Stipends will be split for shared positions		
Clubs are at both Bingham & Downing individually		