

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 7/1/2024 thru 6/30/2028.

Employer: Salem County Special Services

County: Salem

Date: 1/27/2025

Name: Frank H. Maurer, III
Print Name

Title: Assistant Superintendent

Signature



AGREEMENT

BETWEEN

SALEM COUNTY SPECIAL SERVICES SCHOOLS
ADMINISTRATOR'S ASSOCIATION

AND



SALEM COUNTY SPECIAL SERVICES / VOCATIONAL
SCHOOLS
BOARD OF EDUCATION

JULY 1, 2024 - JUNE 30, 2028



ARTICLE 1
RECOGNITION

The Board of Education of Salem County Vocational/Special Services Schools School District recognizes the Salem County Special Services Schools Administrator's Association as the collective negotiating Association (hereinafter called the "Association") for the purposes of collective negotiations as set forth in Chapter 123, P.L. 1974 for all principals, assistant principals, supervisors, directors and assistant directors employed by the Board and holding administrative certification.

ARTICLE 2
ASSOCIATION MEMBERS' RIGHTS

No Association member shall be disciplined or reprimanded unless for cause. Any such action taken by the Board, or agent of representative thereof, shall be subject to the grievance procedure within set forth.

Whenever any Association member is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that Association member in his/her office, position, or employment or the salary of any increments pertaining thereto, he/she shall be entitled to have a representative present to advise him/her and represent him/her during such meeting or interview. A notice of 48 hours shall be given before any member is required to appear before the Board. If mutually agreeable, this time line may be waived.

Any complaints or criticism regarding an Administrator made to any member of the Administration by any parent, student, or other person that are or may be used in any manner in evaluating an Administrator shall be promptly investigated and called to the attention of the Administrator within a reasonable length of time.

ARTICLE 3
ASSOCIATION RIGHTS

- A. Whenever by mutual agreement between the Association and the Board or its representatives, any representative of the Association or any member is scheduled to participate in formal negotiations procedures pursuant to Chapter 123, P.L. 1974, he/she shall suffer no loss in pay. Negotiations shall, whenever possible, be scheduled at times other than regular school hours.
- B. During negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counter-proposals. The Board shall, upon request of the Association, make available to the Association for inspection all pertinent records, data and information of the Salem County School District required for the purposes of negotiation and which is public record.
- C. The Association and its representatives shall have the privilege of using the District buildings at reasonable hours for meetings with permission of the Superintendent or his/her designee. Where possible, at no expense to the Board, other sites used by Association members will be made similarly available. If anyone other than Association members and/or representatives is involved, the Association may be required to show proof of liability insurance and provide appropriate security.
- D. The Association shall have the right to reasonable use of data processing, typewriting, duplication, communications, and audio-visual equipment subject to paying for any incurred costs.

ARTICLE 4
GRIEVANCE PROCEDURE

A. Definition

- a. A grievance is a claim by an administrator or association based upon the interpretation, application, or violation of this agreement, policies, or administrative decisions affecting terms and conditions of employment
- b. A grievance to be considered under this procedure must be initiated in writing within fifteen (15) calendar days from the date when the grievant knew ~~or~~ should have known of its occurrence.
- c. An "employee grievant" is the person or persons making the complaint.
- d. A "party in interest" is the person or persons making the complaint and any person who might be required to take action or against whom action might be taken in order to resolve the complaint.

B. Rights of Membership to Representation

- a. Any party in interest may be represented at all stages of the grievance procedure by himself/herself or at his/her option, by a representative of his/her own choosing.

C. Procedure

- a.
 - i. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the employee grievant to proceed to the next step. In an emergency situation such as illness, vacation, or death in the family, this time limit may be extended by mutual agreement between the parties involved.
 - ii. It is understood that any employee grievant 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 duly determined.
 - iii. A grievance shall be initiated at the lowest level at which a decision can be made, except that no grievance may be initiated at a level higher than the Superintendent of Schools.
- b. Level One
 - i. An Association member who has a grievance shall discuss it first with his/her immediate supervisor in an attempt to resolve the matter informally. A decision shall be given to the grievant within five (5) school days.

c. Level Two

- i. The employee grievant, no later than five (5) school days after receipt of the informal decision of his/her principal or the Superintendent, may appeal the decision formally to the Superintendent. The appeal to the Superintendent must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of the injury, loss, or inconvenience; (c) the results of previous discussions; (d) specific provisions of the contract or specific board policies allegedly violated; (e) remedy being sought; (f) all documents supporting grievance must be attached. The Superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days from the date of receipt of the appeal. The Superintendent shall communicate his/her decision in writing to the employee grievant, and to the principal if the grievant was an assistant principal.

d. Level Three

- i. If the grievance is not resolved to the grievant's satisfaction, he/she no later than five (5) school days after 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 of Schools who shall attach all related papers which shall include, but not be limited to, all paperwork previously submitted in earlier grievance steps and forward the request to the Board. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, or at the request of the employee grievant, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant within twenty (20) calendar days of receipt of the appeal by the Superintendent, or if a hearing is held, within twenty (20) calendar days of the date of the hearing.
- ii. The referred to hearing shall be held within fifteen (15) school days after receipt of the appeal notice.

e. Level Four

- i. If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and if the grievance pertains to a matter of previous formal agreement between the Board of Education and the Association, the employee grievant may request the appointment of an arbitrator, such request to be made known to the Superintendent within twenty (20) school days of receipt of the

Board's decision. However, the Board's decision shall be final and binding on any grievance concerning:

1. Any matter of which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Board or State Commissioner of Education; or
 2. A complaint of a non-tenure employee which arises by reason of his/her not being re-employed; or
 3. A complaint by any certified or other specially licensed personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position for which tenure is not possible or not required.
 4. Any matter which according to law is either beyond the scope of Board authority or limited to unilateral action by the Board alone.
- f. A request for arbitration will be honored only if the employee grievant, his/her representative and the Association waive the right, if any, in writing to submit the matter at issue to any other administrative or judicial tribunal except for the purpose of enforcing the arbitrator's award.
- g. The following procedure shall be used to secure the services of an arbitrator.
- i. Either party may request the American Arbitration Association to submit a roster of persons qualified to function as arbitrator in the matter at issue.
 - ii. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted roster, they may request the American Arbitration Association to submit a second roster of names.
 - iii. If the parties are unable to determine within ten (10) school days, or the initial request for arbitration a mutually satisfactory arbitrator from the second submitted roster, the American Arbitration Association may be requested by either party to designate an arbitrator.
 - iv. The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she shall have only the power to interpret what the parties to the Agreement intended by the specific clause in the Agreement or Board policy if at issue. He/she may add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board. He/she shall not have the authority to substitute his/her judgment as to the

degree of discipline determined by the Superintendent or Board.

The award of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

- h. The costs for 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. Any other expenses incurred shall be paid by the party incurring same.

ARTICLE 5
VACATIONS

A. The vacation schedule for all Association members will be:

YEARS OF SERVICE

In the 1st year of service

From 1 year

ANNUAL VACATION

A prorated number of days based upon 20 days for a full year's service

20 days

1. Vacation shall be scheduled by the Administration with the approval of the Superintendent or his designee.
 - a. Five (5) vacation days may be carried over one year to the next.
The five (5) day carryover is not cumulative year to year.
 - b. Each request will be considered on a case-by-case basis.
2. The association member may cancel and reschedule vacations with five (5) working days notice.
3. Whenever a legal holiday falls during a scheduled vacation this shall not be considered as a vacation day and shall not be subtracted from the association member's vacation time.
4. If Employee resigns or retires from their employment with the Board, earned vacation shall be paid according to the proportion of full months worked to the total contract year unless sixty (60) days' notice has not been given, in which case the employee shall be considered to have waived all rights to payment for earned current year's vacation time. Up to a maximum of twenty (20) unused vacation days that are eligible for payment will be compensated at a per diem rate of 1/240 of employee's annual salary at the time of their resignation and/or retirement.
5. Nothing herein prevents vacation during the school year subject to the operational needs of the District and permission of the Superintendent.
6. Payment of unused vacation days.
 - a. Administrators are entitled to a per diem payment of unused vacation days remaining on June 30 of each year at a cap of seven (7) days. Any number of days used for payment will be above the five (5) days carried over in 1.a.
 - b. This payment will be made in a separate check to the employee.

ARTICLE 6
WORK YEAR AND SCHOOL CALENDAR

A. Work Year

- a. The work year of a twelve (12) month administrator shall commence July 1 and end June 30, and include all week-days, except for vacation, holidays and leaves.
- b. The work year of a ten (10) month administrator shall commence on September 1 and end June 30, and include all week-days, except for vacation, holidays and leaves. Additional work days may be included based on the individual's contract.

B. Holidays

- a. Holidays under this Article shall be the days said holidays are celebrated, not necessarily the exact calendar days indicated and shall be approved by the Board on an annual basis,
- b. New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday and Washington's Birthday, Easter vacation shall be two (2) work days contiguous to the Easter holiday weekend, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Friday after Thanksgiving, Christmas Day, and New Years Eve Day.
- c. For twelve (12) month staff working day before and the working day after Christmas will be granted as a holiday. If the days are school days requiring such employee to be present, then an additional day will be granted after Christmas as a holiday.

ARTICLE 7
VACANCIES AND TRANSFERS

- A. All administrative vacancies caused by death, retirement, discharge, resignation, or by the creation of new positions, shall be publicized in all schools in the School District. The Superintendent of Schools shall accomplish such publication as soon as possible. Such publication shall be accomplished by the Superintendent of Schools as soon as possible. In addition, the Superintendent may concurrently publicize the position outside the School District.
- B. Said notice of vacancy or new position shall set forth the qualifications for the position. It shall be the responsibility of the Superintendent to establish qualifications for all vacant or new positions.
- C. Association members who desire to apply for such vacancies or new positions shall apply in writing to the Superintendent within the time limit specified in the notice.
- D. All vacancies and new positions shall be filled on the basis of the competencies required for the position as determined by the Superintendent and the Board of Education.
- E. All applicants for any vacant or new position shall be notified in writing of the decision of the Board.

ARTICLE 8
SHORT-TERM ABSENCES

A. Sick Leave

- a. All members of the Association shall be allowed personal sick leave with pay for one day per month or 12 days of the annual contract period (10 days for 10 month employees). The total allowable sick leave shall be available, if needed, on the first day of the contract year.

B. Bereavement

- a. Association members shall be entitled to seven (7) workdays in each case of death of the employee's husband, wife, partner in a civil union couple, child, mother (also in-law), father (also in-law), grandparent, brother, sister, or grandchild except if death occurs during a vacation period. One (1) or two (2) day holidays shall not be considered vacation periods.
- b. An allowance of one (1) day shall be granted in each case for death of other relative, family member of spouse or partner in a civil union couple, subject to approval of the Superintendent, who will not unreasonably withhold his/her approval. If any employee elects to use personal leave for such purpose, the Superintendent's approval shall be automatic. If the Superintendent refuses to approve the requested bereavement day and if the Association member has no remaining personal leave days the requested leave shall be granted without compensation.

C. Personal Days

- a. Each Administrator will be allotted 5 personal days. Unused personal days will revert to sick days. Unused personal leaves revert to unused sick leave bank.

D. Payment for Unused Sick Leave

- a. Notice of retirement, in writing, must be submitted to the Board of Education no later than December 15th of the school year in which the administrator intends to retire. Failure to notify the Board by December 15th shall be deemed a waiver of payment for unused sick leave, except in cases of emergency, which the Board shall consider on an individual basis.
- b. Employee shall be entitled to twelve (12) sick leave days during this Contract Year, all of which will be available on the first day of the Contract Year. Unused sick leave may accumulate from year to year with no maximum limit (pursuant to NJSA 18A:30-7, no person shall be allowed to increase his/her total accumulation by more than 15 days in any one year.

Upon retirement of Employee, the Board shall provide compensation for accumulated and unused sick leave days to Employee at a per diem rate of $\frac{1}{240}$ of the Employee's salary at the time of retirement up to a maximum of \$15,000.00.

- c. The Administrator must be eligible to retire and have not less than ten (10) years of employment with the district to be eligible for payment of unused sick leave.

ARTICLE 9
SALARIES

- A. The salaries of all employees covered by this Agreement are set forth in Schedules "A" which is attached hereto and made a part of this Agreement.
- B. An employee may authorize the Board to make deductions for the purpose of a tax sheltered annuity pursuant to the provisions R.S.18A:66-127, et seq. and the terms of a group contract to be approved by the Board.
- C. All administrative ten (10) month employees must have been employed six (6) months in a contract year to progress to the next level of the salary schedule; a twelve (12) month employee will require seven (7) months employment during a contract year.
- D. If an association member is hired for less than twelve(12) months, he/she shall receive a prorated salary based on the date of hire.

ARTICLE 10
INSURANCE PROTECTION

1. Upon sunset of Chapter 78 employees shall continue to contribute at the rates set forth in tier four of P.L. 2011, Chapter 78, or as required by law, whichever is greater. The contributions will continue until a different formula is negotiated between the parties.
2. The premium shall be paid by each administrator through payroll deduction.
3. All administrators covered by this agreement shall be entitled to family health insurance coverage. All full time administrators will be covered under this agreement. Any part time administrators are entitled to purchase insurance through the district carrier at the administrators own out-of-pocket expense.

ARTICLE 11
MISCELLANEOUS PROVISIONS

A. Tuition Reimbursement

- a. Administrators are encouraged to continue further training in recognized colleges and universities.
- b. There shall be a professional development plan to cover tuition and fees for graduate courses. The expenditure by the Board for any employee in any July 1 through June 30 period for this plan shall be \$2500. In addition, an administrator, with approval by the Superintendent, will be allowed to apply for additional unused tuition funds from a total pool of \$10,000 per year for the administrative group.
- c. Any Administrator who receives tuition reimbursement shall be required to give another year of service to the District. In the event that an employee leaves the District before the year of service has been given, he/she shall be required to reimburse the District for the previous year's tuition reimbursement. This money will be returned to the tuition reimbursement pool.
- d. The Leaders-to-Leaders program shall be considered as eligible for tuition reimbursement.

B. Professional Dues

- a. The Board of Education recognizes the value of professional organizations and agrees to pay the dues for employees who join professional organizations at the state and national level not to exceed \$1,500 per administrator.

C. Professional Workshops and Conventions

- a. With approval by the Board of Education, Administrators will be allowed to attend workshops and conventions. All costs for this professional development will be paid for by the Board of Education not to exceed \$2,000 per Administrator per year. Exceptions will be addressed for other circumstances with the approval of the Superintendent.

D. Salary

2024-2025 3.9%

2025-2026 3.9%

2026-2027 3.8%

2027-2028 3.8%

2024-2025 one time additional salary to be paid out over 24 pays:

Brian Cummings - \$6000*

James Helder - \$6000*

Marjorie Wentzell - \$3000*

2025-2026 one time additional salary to be paid out over 24 pays:

Brian Cummings - \$1500*

2026-2027 one time additional salary to be paid out over 24 pays:

Brian Cummings - \$1500*

*Included in Schedule "A" chart

E. Entry Level Salary Ranges

- a. Director/Principal \$75,000 - \$125,000
- b. Asst. Principal/Asst. Director/Supervisor \$70,000 - \$ 95,000

F. Longevity

- a. Longevity pay will be paid yearly (added to salary) for employees of employment in SCSSSD according to the following schedule:

Member	24-25	25-26	26-27	27-28
Cummings	\$3,000	\$3,000	\$3,000	\$3,000
Helder, Jim	\$3,000	\$3,000	\$3,000	\$3,000
Rebman	\$3,000	\$3,000	\$3,000	\$3,000
M. Wentzell	\$3,000	\$3,000	\$3,000	\$3,000
Cruz-Guy	\$0	\$0	\$0	\$1,500

G. Mileage

- a. Employees who are currently receiving longevity are grandfathered under this agreement.
- b. In lieu of mileage reimbursement for business travel, the Board may pay to any identified administrator an annual automobile allowance when job circumstances warrant. Otherwise administrators may submit monthly travel reimbursements at the approved rate.

H. Cell phone Allowance

- a. Association members shall receive cell phone reimbursement monthly at the rate of \$100 per month.

I. Overnight School Supervision

- a. Association members will receive compensation at a rate of \$100 per night for supervision of overnight Board approved school activities.

J. Other benefits afforded to members of the SCSSSD Employees Association, i.e. ALFAC, Dental Insurance, Direct Deposit, etc., shall also be provided to Association members.

- a. An allowance for Dental Insurance with the district carrier will be \$400 per year per member.

K. Evaluation

- a. All Administrators will be evaluated by the Superintendent or his designee according to state code:
 - i. Evaluation reports shall be signed and returned to the Superintendent within five (5) calendar days of the time the employee has received it. If the employee refuses to sign the Evaluation Report, the document shall be placed in the employee's file with the notation that the employee has refused to sign the report.
 - ii. Administrators may attach statements to the evaluation report to indicate extenuating circumstances or differences of opinion, provided such statements are submitted within five (5) school days.

L. Stipend Position

- a. A pensionable stipend position of Affirmative Action Officer will be available for all members annually. This stipend amount will be \$3,000 annually. Postings for this position will be completed on an annual basis.

M. Night Schedule

- a. Administrators shall be represented at meetings of the Board of

Education. Each member must attend 3 meetings of their choice annually.

ARTICLE 12
STATUTORY SEPARABILITY

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

ARTICLE 13
DURATION OF AGREEMENT

The provisions of this Agreement shall be effective as of July 1, 2024 and shall remain in full force and effect until June 30, 2028.

This Agreement shall be copied and distributed. The cost shall be borne equally by both parties.

SALEM COUNTY SPECIAL SERVICES SCHOOLS ADMINISTRATOR'S ASSOCIATION:

BY: Meggin Wenzell

Date: 08/26/2024

President

BY: [Signature]

Date: 8-26-24

Association Member

SALEM COUNTY BOARD OF EDUCATION:

BY: [Signature]

Date: 8/27/24

President

BY: [Signature]

Date: 8/27/24

Secretary

Schedule "A"

Member	24-25	25-26	26-27	27-28
Cummings	\$108,840	\$116,311	\$120,837	\$125,546
Helder, Jim	\$118,434	\$122,905	\$127,431	\$132,140
Rebman	\$118,138	\$122,609	\$127,135	\$131,844
M. Wentzell	\$117,674	\$119,145	\$123,671	\$128,380
Cruz-Guy	\$122,065	\$126,536	\$131,062	\$135,771