

AGREEMENT

BETWEEN

**HADDON TOWNSHIP
BOARD OF EDUCATION**

AND

**HADDON TOWNSHIP
EDUCATION ASSOCIATION**

JULY 1, 2014 – JUNE 30, 2017

TABLE OF CONTENTS

	<u>Page No.</u>
Preamble	4
Article I - Recognition	4
Article II - Negotiation Procedure	5
Article III - Grievance Procedure	5
Article IV - Employee Rights	8
Article V - Association Rights and Privileges	9
Article VI - School Calendar	9
Article VII - Working Hours and Load	9
Article VIII - Secretaries and Clerks Vacation Schedule	12
Article IX - Salaries	12
Article X - Employee Assignment	14
Article XI - Voluntary Transfers and Reassignments	14
Article XII - Involuntary Transfers and Reductions in Force	14
Article XIII - Vacancies	15
Article XIV - Employee Evaluations	15
Article XV - Sick Leave	17
Article XVI - Temporary Leave of Absence	17
Article XVII - Extended Leave of Absence	19
Article XVIII - Child Rearing Leave/Pregnancy Sick Leave	20
Article XIX - Professional Development and Educational Improvement	22
Article XX - Insurance Protection	23
Article XXI - Association Administration Liaison	24

July 1, 2014 – June 30, 2017

Article XXII	- Payment for Unused Sick Leave	24
Article XXIII	- Representation Fee	25
Article XXIV	- Miscellaneous Provisions	27
Article XXV	- Duration of Agreement	28
Schedule A	- Teacher Salary Schedule – 2014-2017	29
Schedule B	- Acting Department Facilitators – 2014-2017	32
Schedule C	- Co-Curricular Activities – 2014-2017	33
Schedule D	- Athletics – 2014-2017	35
Schedule E	- Secretary Salary Schedule – 2014-2017	37
Schedule F	- Full Time Aides – 2014-2017	38
Schedule G	- Technology Specialist and Student Support Aides 2014-2017	38
Schedule H	- Hourly Rates of Pay – 2014-2017	39
Schedule I	- Elementary Teacher-In-Charge Middle School Team Leaders Head Nurse – 2014-2017	39
Schedule J	- Department Facilitators – 2014-2017	40

APPENDICES

Appendix A	- Dental Plan	41
Appendix B	- Prescription Drug Plan	42

- B. Unless otherwise indicated, the term "teachers", when used hereinafter in this Agreement, shall refer to all certified employees represented by the Association in the negotiating unit as above defined.
- C. Words used in the singular shall include words in the plural when the text so requires.
- D. The term "employee(s)" as used in this Agreement refers only to bargaining unit members.

ARTICLE II
NEGOTIATION PROCEDURE

- A. In accordance with the provisions of Chapter 303, Public Laws 1968 and Chapter 123 of the New Jersey Public Laws of 1974, the parties agree to commence collective negotiations on a successor agreement promptly after October 1st of the calendar year, preceding the year in which this Agreement expires. The parties may commence negotiations earlier.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
- C. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- D. Subject to the provision of Chapter 303, Public Laws of New Jersey and Chapter 123 of the New Jersey Public Laws of 1974, the Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE I of this Agreement, with any organization other than the Association for the duration of this Agreement.
- E. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III
GRIEVANCE PROCEDURE

A. Definition

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

B. Procedure

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Rights of Employees to Representation

1. Any aggrieved member may be represented at all stages of the grievance procedure by him/herself, or at the member's option, by a representative selected or approved by the Association.

2. When an employee is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance to the Superintendent or any later level, be notified that the grievance is in process, have the right to be present, and present its position in writing at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.

3. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination, or reprisal in presenting an appeal with respect to the member's personal grievance.

4. A grievance which affects a number of employees may at the option of those employees be filed as a single grievance on their behalf.

D. Costs

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

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

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

ARTICLE IV
EMPLOYEE RIGHTS

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

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

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

ARTICLE V
ASSOCIATION RIGHTS AND PRIVILEGES

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

ARTICLE VI
SCHOOL CALENDAR

- A. At least 30 days prior to BOE approval of the calendar for the next school year, the Association will review a draft of the calendar, for the purpose of providing input that will be considered by the administration in recommendation of the calendar.

ARTICLE VII
WORKING HOURS AND LOAD

- A. 1. For the term of this contract the teacher work day shall be seven (7) hours and fifteen (15) minutes in the high school and middle school and seven (7) hours and ten (10) minutes in the elementary schools unless there is a delayed opening or early dismissal.

2. a. Staff may be required, if necessary, to attend two (2) faculty or curriculum meetings per month for a duration not to exceed one hour after the normal pupil dismissal time. Other staff meetings shall be scheduled in accordance with past practice. Attendance for any period beyond thirty (30) minutes after the normal pupil dismissal time will be voluntary on the part of the teacher.

b. With permission of the principal or designee, staff with after school athletic or co-curricular duties may be excused from faculty or curriculum meetings. Those excused from a meeting will be responsible for any information or assignments disseminated.

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

B. 1. The teacher work year shall include, in addition to the regular school calendar for students, four professional development days. The beginning and ending times for a full day workshop or in-service will be set by the administration and shall not exceed a seven (7) hour and fifteen (15) minute work day. Said day shall begin no earlier than 8:00 AM and end no later than 3:15 PM. When professional development days occur on a Friday or the day before a holiday, teachers will be permitted to leave at student dismissal time.

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

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

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

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

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

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

b. Elementary school teachers shall have free use of time during which a specialist is teaching their class.

c. Elementary teachers shall be guaranteed preparation time for a total of 180 minutes per week with a minimum of 30 minutes per day.

d. Elementary preparation time that is missed for the following reasons will be made up with early release time:

- Standardized testing
- Administratively initiated in-service; including curriculum meetings
- Game day
- Field day (K-2 only)
- Tour of Middle School (Fifth grade)
- Assemblies (i.e. concerts, plays, PTA programs)
- Child study team conferences

e. Pre-K and Kindergarten teachers will have the same working and lunch hours as other elementary teachers. The time of arrival and dismissal of Pre-K and Kindergarten students will be at the discretion of the administration.

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

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

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

E. Secretaries shall be compensated one (1) hour and half their hourly rate of pay for all work done beyond their work day. All overtime must be pre-approved by the administrator to whom the secretary reports. Summer hours for 10.5 month secretaries will be calculated according to the staff and student populations of each school and will be determined prior to each summer. Notification of these hours as approved by the Superintendent and Board will be provided to the 10.5 month secretarial staff on or before June 1.

F. The workday for all full time secretaries shall be 8 hours, inclusive of an hour for lunch.

G. The September In-Service Agenda should include one hour of professional organizational time for teachers to organize their classrooms and prepare for the school year.

ARTICLE VIII
SECRETARIES AND CLERKS VACATION SCHEDULE

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

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

B. All Secretaries, Technology Specialists and Full-time Aides shall be permitted to leave at 3:00PM on holiday weekends when there isn't an early dismissal day. (MLK Day, Presidents' Day, Memorial Day)

C. Secretaries who work beyond their 10.5 month work year shall be compensated \$40.00 hour for each of three years.

D. Secretaries who move from a 10.5 month position to a 12 month position shall be placed horizontally on the guide that was established for the 12 month secretaries, e.g. Step 8 10.5 months = Step 8 12 months.

ARTICLE IX
SALARIES

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

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

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

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

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

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

5. A teacher who selects the option of summer payment shall have this option continued once selected, until notification of his/her wish to discontinue is presented to the Board Secretary in writing. Such notice of discontinuance must be received on or before July 1 for it to be effective for the following academic year.

6. Salaries paid under schedules C and D shall be paid by separate checks three times each year, November 30, March 15, and June 15. Teachers who are assigned yearlong extra-curricular activities shall receive the appropriate stipend in three equal installments. Coaches and seasonal activity advisors shall be paid one half of their stipend in the middle of their season and the remainder at the end of the season.

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

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

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

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

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

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

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

I. Staff that are required to move to a new building, classroom or pack up for renovation purposes shall be compensated at the rate of \$23.00/hour in 2014-15, \$23.50/hour in 2015-16 and \$24.00/hour in 2016-17, with a maximum of 8 hours.

J. Chaperone compensation will be paid to teachers at the hourly rate of \$30.00, with a minimum/maximum of two (2) hours for a middle school event and a maximum of three (3) hours for a high school event. In the case of some of the middle school events which are scheduled for students at 1½ hours, staff are required to remain for a two hour block of time in order to be eligible for the hourly payment.

ARTICLE X
EMPLOYEE ASSIGNMENT

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

B. All teachers shall be given written notice of their tentative assignments for class, subject and building no later than June 1. Such assignments are subject to individual changes in the event of material changes in circumstances or emergencies. The teachers affected by such a change shall be notified promptly and in writing.

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

ARTICLE XI
VOLUNTARY TRANSFERS AND REASSIGNMENTS

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

ARTICLE XII
INVOLUNTARY TRANSFERS AND REDUCTIONS IN FORCE

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

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

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

ARTICLE XIII
VACANCIES

- A. Notice of vacancies shall be given to the president of the Association and shall be posted in the central office of each school and distributed electronically to staff. Notices shall be posted at a reasonable time in advance of contemplated action in order to give the prospective applicants a reasonable opportunity to apply, except in case of an emergency. Notice shall contain the qualifications for the position, the salary range and the deadline for application.
- B. Notices of vacancies which occur during the summer will be mailed to the Association President.
- C. Bargaining unit members shall be given consideration for all vacancies for which they apply.

ARTICLE XIV
EMPLOYEE EVALUATIONS

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

1. All employees shall have the right to see and have confidential access to [all] evaluation reports listed below, prior to the report being finalized. Upon request, all members shall also receive a copy of the following reports:
 - a. All electronic evaluation reports.
 - b. The discussion and collaboration prior to the report being finalized.
 - c. The electronic acknowledgement of the observation/evaluation report will be considered an electronic signature.
 - d. The final page of the summative evaluation will be printed, signed and dated for all members. A copy will be stored in the member's personnel file upon completion of the final summative evaluation.

Support will be provided to certificated staff to save the final version of the summative evaluation for their own reference.

2. If derogatory reports and materials are to be retained for other than investigative purposes, the employee shall receive a copy of the reports or letters, and given the opportunity to file a written answer to such material. This answer will be placed along with the derogatory material in the employee's file. If the material is not to be retained, it shall be destroyed by the Superintendent immediately.

3. a. Observations should contain as many clearly stated suggestions for employee improvement as it is possible to make.

b. If observations indicate an employee's performance does not meet district standards according to the evidence collected via observations, results of student performance data collected locally and by the state, and the judgement of the observers, multiple observers who are employed by the district in the capacity of supervisor or other administrative evaluator will observe the teacher in accordance with the TEACHNJ Act and the district approved evaluation model and review the data before the final evaluation of the employee is made.

c. Evidence that an employee's performance does not meet at least the effective rating according to the established standards in the district selected evaluation model and student performance standards as guided by the regulations of the TEACHNJ Act shall be clearly stated and accessible to the employee in the electronic evaluation system. If, for any reason, paper copies of evaluative documents are developed, they will be shared with the employee and signed by the administrator and employee prior to placement in the personnel file.

1) The member who is required to have a Corrective Action Plan (CAP) shall have the right to have an association representative present when a CAP is created.

2) Members who are required to have a CAP will receive at last one additional observation in accordance with TEACHNJ and district policy. Observations may be announce or unannounced, however they will always include a post observation conference. A mid-year conference will afford the member(s) an opportunity to review their performance and professional development opportunities for continued support and improvement.

3) Every individual with a Corrective Action Plan shall be provided with regular and continuous supports and feedback about progress in addressing deficiencies.

4) Observations of individuals with CAPs shall be certified district supervisors, serving in that capacity. No School Improvement Panel teacher member shall participate in creating or meeting to discuss another staff member's CAP.

4. a. Contract renewals for members in the first four (4) years of their experience in Haddon Township shall be based on the recommendation of the Administration. Extreme care will be exercised to give everyone adequate opportunities to benefit from guidance or professional development before a final decision is made to dismiss the member.

b. All dismissal notices will be given in accordance with statutory timetable requirements.

ARTICLE XV
SICK LEAVE

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

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

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

ARTICLE XVI
TEMPORARY LEAVE OF ABSENCE

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

1. Personal

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

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

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

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

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

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

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

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

2. School Business

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

3. Death

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

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

4. Other

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

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

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

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

ARTICLE XVII
EXTENDED LEAVES OF ABSENCE

- A. A leave of absence without pay of up to one (1) year may be granted to any tenured teacher who joins the Peace Corps or AmericCorps VISTA, serves as a full-time exchange teacher or overseas teacher, or accepts a Fulbright Scholarship with Board approval.
- B. A teacher on tenure may be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university.
- C. Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment.
- D. Any tenured employee who experiences a disability arising out of but not limited to surgery, hospital confinement, medical treatment, pregnancy, childbirth, miscarriage, and/or recovery shall notify the Superintendent and receive disability leave upon presentation of documentation from a medical doctor.
1. The Board shall grant a disability leave for the certified period of disability and this leave shall be charged to accumulated sick leave of said employee.
2. If the accumulated sick leave has been exhausted, disability leave shall be without pay, and health insurance coverage shall be in accordance with the provisions of the plan in effect for all employees and shall be at the employee's expense. This leave shall not exceed one (1) year.
- E. Any employee with tenure adopting an infant child may receive leave similar to maternity leave that shall commence upon his/her receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption.
- F. A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of a tenured employee's immediate family. Additional leave may be granted at the discretion of the Board.
- G. Other leaves of absence without pay may be granted by the Board in its discretion.
- H. 1. Upon return from leave granted pursuant to Section A, B, or C, of this ARTICLE, an employee shall be considered as if he/she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent. The time spent on said leaves, however, shall not count toward the fulfillment of the time requirements for acquiring tenure. An employee shall not receive increment credit for time spent on unpaid leave granted pursuant to Section D, E, or F, of this ARTICLE, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.
2. All benefits to which an employee was entitled at the time the leave of absence commenced, including unused accumulated sick leave and credits toward the guide, shall be

restored upon return, and the member shall be assigned to the same position which he held at the time said leave commenced, if available.

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

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

ARTICLE XVIII
CHILD REARING LEAVE/PREGNANCY SICK LEAVE

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

B. General Procedures

1. Any employee who becomes pregnant shall notify the Principal and the Superintendent of Schools in writing within five (5) months of the pregnancy. Such notification shall state the anticipated delivery date.

2. After the fifth month of pregnancy, the employee shall furnish the Principal and the Superintendent with a certificate from the attending obstetrician or gynecologist stating that she is physically capable of performing the duties of her position, and shall continue to provide periodic certification of her continuing fitness to perform her duties.

3. A finding by the Principal that the employee's pregnancy interferes with the performance of her duties shall be documented in writing and referred through the Superintendent, to the Board of Education. The Board shall review such documentation and shall, upon the recommendation of the Superintendent, make a determination as to the ability of the employee to continue.

4. After childbirth, the employee may return to work upon submission of a report from her obstetrician or gynecologist, stating that she is medically fit to perform all the duties of her position. The employee shall keep the Superintendent informed, in writing, of the intended date of return if she does not intend to apply for extended leave of absence.

5. A finding by the Principal that the effect of an employee's condition after return from childbirth interferes with the performance of her duties shall be documented in writing and referred through the Superintendent, to the Board of Education. The Board shall review such documentation and shall, upon recommendation of the Superintendent, make a determination as to the ability of the employee to continue to work.

6. The Board of Education reserves the right to require any teaching staff member to submit to a medical examination by a physician selected by the Board of Education. The Board will assume, without further medical certification, in ordinary circumstances, that a

pregnant employee is disabled from work one month before the anticipated date of childbirth, and continues to be disabled for six weeks after her pregnancy is terminated.

C. Pregnancy Sick Leave

1. An employee is entitled to use sick leave for pregnancy-related illness or disability.
2. Use of sick leave for pregnancy-related illness or disability shall be governed by the provisions of the negotiated Agreement applying to sick leave.
3. The Board paid provision for up to twenty (20) additional days for extended illness, at salary, less the pay of a substitute, shall not apply to requests for pregnancy sick leave by tenure employees.
4. No employee on child rearing leave or any other type of unpaid extended leave is entitled to the use of sick leave.

D. Leave of Absence

1. Any employee who becomes pregnant and fails to provide the medical certification required pursuant to Section B. 2, above, shall be placed on unpaid disability leave immediately.
2. An unpaid disability leave may be granted at any time during pregnancy upon presentation of a certificate from an obstetrician or gynecologist stating that such disability leave is vital to the employee's health, upon at least sixty (60) days prior notice to the Superintendent of Schools. Such request for leave shall state for what length of time such leave is requested.
3. An employee shall be permitted to return from disability leave upon satisfying certification requirements set forth in Section B. 4, above, provided that no determination of unfitness is made in accordance with Section B. 5, above.
4. An employee who exhausts her sick leave for pregnancy-related illness or disability may at that time be granted an unpaid disability leave of absence.
5. Request for extended leave for child rearing shall be made in writing on or before April 1st preceding the school year for which such request is made.
6. Extended leave for child rearing may be granted to tenured employees without pay for up to one (1) year in addition to the year in which the leave begins. Extended leave for child rearing may be granted to non-tenured employees without pay for up to the end of the school year in which the leave occurs. Return from extended leave shall occur on September 1.
7. So as not to substantially interfere with or disrupt the continuity of instruction, an employee may not end her leave of absence for child rearing and return after Memorial Day.

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

ARTICLE XIX
PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. Reimbursement of Courses

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

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

b. Each teacher is eligible for reimbursement for up to twelve (12) credits per contract year for professional development, inclusive of graduate level, certification or subject area endorsement level courses. Courses that an employee must take in order to attain a standard certificate for initial employment in the assigned grade level or subject area are excluded from reimbursement.

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

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

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

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

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

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

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

3. To give one credit on the salary guide for every fifteen (15) hours of documented attendance at certain seminars, in-service training sessions, and other noncredit

courses taken in college or other special institutions which enable the teacher to improve his professional background. These programs must have prior approval by the Superintendent.

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

1. Such leaves shall be limited to two (2) teachers per school year.
2. Application for such leave must be received by the Superintendent, in writing, on or before April 1 in the year preceding the school year for which the sabbatical leave is requested.
3. Sabbatical leave shall be for either one-half year or one year.
4. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level that he would have achieved had he remained actively employed in the system during the period of his/her absence.

ARTICLE XX **INSURANCE PROTECTION**

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

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

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

C. The Board will provide family prescription insurance to all employees. The co-pay per prescription will be \$20.00/\$10.00 (Brand Name/Generic) for both pharmacy and mail order. One co-pay will be required for a 90 supply obtained by mail order. Three co-pays will be required for a 90 day supply obtained through a retail outlet.

A summary of the benefits is attached to and made a part of this agreement as Appendix C.

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

1. An employee otherwise entitled to full family health insurance coverage shall have the option to withdraw from such coverage and to be paid a sum of \$7,561 for each year that the withdrawal remains in effect. Employees hired after both parties have ratified this agreement who waive coverage shall be paid at the rate of \$6,000. All withdrawals from

health insurance coverage shall be for a minimum of one year corresponding to the benefits period established by this carrier. The cash payment shall be in the form of a stipend payable on the last day of the benefit period.

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

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

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

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

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

ARTICLE XXI
ASSOCIATION-ADMINISTRATION LIAISON

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

ARTICLE XXII
PAYMENT FOR UNUSED SICK LEAVE

A. Effective July 1, 1994, and for the term of this contract, any employee who retires according to the provisions of the T.P.A.F. or P.E.R.S. in order to receive immediate benefits

and not merely "deferred retirement" and has fifteen (15) or more years of service in the Haddon Township School District shall be eligible for payment for unused sick leave.

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

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

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

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

ARTICLE XXIII **REPRESENTATION FEE**

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

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

C. Deduction and Transmission of Fee:

- a. Notification – On or about the 15th of September of each year, the Board will submit to the Association a list of all employees in the bargaining unit. On or about January 1 of each year, the Association shall notify the Board of Education as to the names of those employees who are required to pay the representation fee.
- b. Payroll Deduction Schedule: The Board will deduct from the salaries of the employees referred to in Section C-1 the full amount of the yearly representation fee in equal installments beginning with the first paycheck in February.
- c. Termination of Employment: If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.
- d. Mechanics: Except as otherwise provided in this Article, the mechanics for the transmission of such fees to the Association will, as nearly as possible, be the same as those used for transmission of regular membership dues to the Association.
- e. Changes: The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.
- f. New Employees: On or about the last day of each month, beginning with the month this agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding 30-day period. The list will include names, social security numbers, job titles, dates of employment and places of assignment for all such employees. The Board will also notify the Association of any change in the status of an employee regarding transfer, leave of absence, return from leave, retirement, resignation, or separation from employment or death.
- g. Indemnification – The Association shall indemnify and hold harmless against any and all claims, demands, suits, and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of any action taken or not taken by the employer in conformance with this provision.

July 1, 2014 – June 30, 2017

ARTICLE XXIV
MISCELLANEOUS PROVISIONS

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

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

- C. Copies of the Agreement shall be duplicated at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all employees now employed or hereafter employed by the Board.

- D. Whenever any notice is required to be given by either of the parties to the Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by written notice.

July 1, 2014 – June 30, 2017

ARTICLE XXV
DURATION OF AGREEMENT

A. The provisions of this Agreement shall be effective July 1, 2014, and shall continue and remain in full force and effect to and including June 30, 2017, when it shall expire unless an extension is agreed to by both parties and expressed in writing prior to such date.

B. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

HTEA President Date

President of the Board Date

HTEA Secretary Date

Board Secretary Date

July 1, 2014 – June 30, 2017

SCHEDULE A							
TEACHER SALARY SCHEDULE							
2014-2015							
Step	BA	B+15	BA+ 30	MA	MA +15	MA +30	DOC
1	48,408	50,408	51,608	53,008	54,408	56,008	56,508
2	48,608	50,608	51,808	53,208	54,608	56,208	56,708
3	48,808	50,808	52,008	53,408	54,808	56,408	56,908
4	49,008	51,008	52,208	53,608	55,008	56,608	57,108
5	49,208	51,208	52,408	53,808	55,208	56,808	57,308
6	49,426	51,426	52,626	54,026	55,426	57,026	57,526
7	49,855	51,855	53,055	54,455	55,855	57,455	57,955
8	50,619	52,619	53,819	55,219	56,619	58,219	58,719
9	51,634	53,634	54,834	56,234	57,634	59,234	59,734
10	52,985	54,985	56,185	57,585	58,985	60,585	61,085
11	54,369	56,369	57,569	58,969	60,369	61,969	62,469
12	55,753	57,753	58,953	60,353	61,753	63,353	63,853
13	59,585	61,585	62,785	64,185	65,585	67,185	67,685
14	64,349	66,349	67,549	68,949	70,349	71,949	72,449
15	70,049	72,049	73,249	74,649	76,049	77,649	78,149
16-20	78,079	80,079	81,279	82,679	84,079	85,679	86,179
PL	82,279	84,279	85,479	86,879	88,279	89,879	90,379

Longevity shall be paid after 20 years of credited service.

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

July 1, 2014 – June 30, 2017

SCHEDULE A							
TEACHER SALARY SCHEDULE							
2015-2016							
Step	BA	B+15	BA+ 30	MA	MA +15	MA +30	DOC
1	49,227	51,227	52,427	53,827	55,227	56,827	57,327
2	49,427	51,427	52,627	54,027	55,427	57,027	57,527
3	49,627	51,627	52,827	54,227	55,627	57,227	57,727
4	49,827	51,827	53,027	54,427	55,827	57,427	57,927
5	50,027	52,027	53,227	54,627	56,027	57,627	58,127
6	50,227	52,227	53,427	54,827	56,227	57,827	58,327
7	50,445	52,445	53,645	55,045	56,445	58,045	58,545
8	50,874	52,874	54,074	55,474	56,874	58,474	58,974
9	51,634	53,634	54,834	56,234	57,634	59,234	59,734
10	52,985	54,985	56,185	57,585	58,985	60,585	61,085
11	54,369	56,369	57,569	58,969	60,369	61,969	62,469
12	55,753	57,753	58,953	60,353	61,753	63,353	63,853
13	59,585	61,585	62,785	64,185	65,585	67,185	67,685
14	64,349	66,349	67,549	68,949	70,349	71,949	72,449
15	70,049	72,049	73,249	74,649	76,049	77,649	78,149
16-20	79,079	81,079	82,279	83,679	85,079	86,679	87,179
PL	83,279	85,279	86,479	87,879	89,279	90,879	91,379

Longevity shall be paid after 20 years of credited service.

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

July 1, 2014 – June 30, 2017

SCHEDULE A							
TEACHER SALARY SCHEDULE							
2016-2017							
STEP	BA	B+15	BA+ 30	MA	MA +15	MA +30	DOC
1	50,094	52,094	53,294	54,694	56,094	57,694	58,194
2	50,245	52,245	53,445	54,845	56,245	57,845	58,345
3	50,395	52,395	53,595	54,995	56,395	57,995	58,495
4	50,545	52,545	53,745	55,145	56,545	58,145	58,645
5	50,745	52,745	53,945	55,345	56,745	58,345	58,845
6	50,945	52,945	54,145	55,545	56,945	58,545	59,045
7	51,145	53,145	54,345	55,745	57,145	58,745	59,245
8	51,363	53,363	54,563	55,963	57,363	58,963	59,463
9	51,792	53,792	54,992	56,392	57,792	59,392	59,892
10	52,985	54,985	56,185	57,585	58,985	60,585	61,085
11	54,369	56,369	57,569	58,969	60,369	61,969	62,469
12	55,753	57,753	58,953	60,353	61,753	63,353	63,853
13	59,585	61,585	62,785	64,185	65,585	67,185	67,685
14	64,349	66,349	67,549	68,949	70,349	71,949	72,449
15	70,049	72,049	73,249	74,649	76,049	77,649	78,149
16-20	80,079	82,079	83,279	84,679	86,079	87,679	88,179
PL	84,279	86,279	87,479	88,879	90,279	91,879	92,379

Longevity shall be paid after 20 years of credited service.

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

SCHEDULE B

ACTING DEPARTMENT FACILITATORS

2014 - 2017

- A. Acting Department Facilitators shall receive a stipend.
- B. The teaching load of each Acting Department Facilitator shall be arranged in accordance with current practice, taking into account the duties related to that department.
- C. Acting Department Facilitators shall be paid their appropriate step on the teaching guide plus a stipend as stated below.
- D. Acting Department Facilitators shall be paid as follows:
 - Base salary – appropriate step on Teacher’s Guide
 - Plus – stipend per the following schedule:
 - Step 1 - \$4,060
 - Step 2 - \$4,300
- E. All Acting Department Facilitators shall begin on the appropriate first step of the schedule in D., above.

SCHEDULE C									
CO - CURRICULAR									
	2014-15			2015-16			2016-17		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
MS Yearbook (2)	1,567	1,731	1,971	1,599	1,766	2,010	1,631	1,801	2,051
HS Yearbook	4,840	5,339	5,940	4,937	5,446	6,059	5,036	5,555	6,180
HS Yearbook Ass't./ Business Manager	1,567	1,731	1,971	1,599	1,766	2,010	1,631	1,801	2,051
Misc. Club Sponsors (20)	631	685	739	644	698	754	657	712	769
Personal Ach. Card	1,208	1,343	1,478	1,233	1,370	1,508	1,257	1,397	1,538
HS Knowledge Bowl (2)	631	685	739	644	698	754	657	712	769
HS Honor Society	1,018	1,150	1,294	1,038	1,173	1,319	1,059	1,197	1,346
HS Newspaper	3,640	4,145	4,360	3,713	4,228	4,448	3,787	4,313	4,537
MS Student Council	1,643	1,769	1,895	1,676	1,805	1,933	1,709	1,841	1,972
HS Student Council	3,728	4,145	4,464	3,802	4,228	4,553	3,879	4,313	4,644
HS One Act Plays (6)	665	719	773	679	733	788	692	748	804
HS Stage Crew	1,208	1,343	1,478	1,233	1,370	1,508	1,257	1,397	1,538
Hawkappelas/Madrigals	3,021	3,324	3,643	3,081	3,391	3,716	3,143	3,458	3,790
Marching Band	6,003	6,635	7,330	6,123	6,768	7,476	6,246	6,903	7,626
Marching Band Ass't	3,021	3,324	3,643	3,081	3,391	3,716	3,143	3,458	3,790
Color Guard/Twirlers	2,821	3,089	3,361	2,877	3,151	3,428	2,935	3,214	3,497
Orchestra	3,021	3,324	3,643	3,081	3,391	3,716	3,143	3,458	3,790
Stage Band/Jazz Ens.	1,545	1,679	1,813	1,576	1,713	1,849	1,607	1,747	1,886
HS Fall Play Director	2,485	2,687	3,157	2,534	2,740	3,220	2,585	2,795	3,285
HS Fall Play Scenery/Props	1,310	1,444	1,579	1,336	1,473	1,610	1,363	1,503	1,642
HS Musical Orchestra Director	3,021	3,324	3,643	3,081	3,391	3,716	3,143	3,458	3,790
HS Musical Business Manager	1,545	1,713	1,881	1,576	1,747	1,918	1,607	1,782	1,957
HS Musical Choreographer	--	--	--	1,632	1,795	1,975	1,665	1,832	2,015
HS Musical Drama Director	3,021	3,324	3,643	3,081	3,391	3,716	3,143	3,458	3,790
HS Musical Vocal Director	3,021	3,324	3,643	3,081	3,391	3,716	3,143	3,458	3,790
HS Musical Scenery/Props	1,410	1,545	1,679	1,439	1,576	1,713	1,467	1,607	1,747
HS Musical Pit Musicians (2)	--	--	--	923	1,015	1,116	927	1,019	1,120
MS Musical Drama Director	1,425	1,540	1,700	1,453	1,570	1,734	1,482	1,602	1,769
MS Musical Vocal Director	1,425	1,540	1,700	1,453	1,570	1,734	1,482	1,602	1,769
MS Musical Scenery/Props	649	735	810	662	750	826	675	765	842
MS Musical Piano Accompanist	2,821	3,156	3,492	2,877	3,219	3,562	2,935	3,283	3,633
MS Musical Choreographer	--	--	--	1,275	1,402	1,542	1,288	1,416	1,558

July 1, 2014 – June 30, 2017

CO - CURRICULAR									
	2014-15			2015-16			2016-17		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
HS Class Advisors 9/10 (1)	1,410	1,545	1,684	1,439	1,576	1,718	1,467	1,607	1,752
HS Class Advisors 11/12 (3)	2,623	2,886	3,175	2,539	2,565	3,239	2,731	3,003	3,304
7/8 Cheerleading	1,410	1,545	1,679	1,439	1,576	1,713	1,467	1,607	1,747
Fall Cheerleading	3,358	3,760	4,139	3,425	3,835	4,222	3,494	3,912	4,306
Winter Cheerlead.	3,358	3,760	4,139	3,425	3,835	4,222	3,494	3,912	4,306
ELEMENTARY									
String Orchestra (Beginning & Advanced)	1,346	1,479	1,617	1,373	1,509	1,650	1,400	1,539	1,683
Band (Beginning & Advanced)	1,346	1,479	1,617	1,373	1,509	1,650	1,400	1,539	1,683
Chorus	1,346	1,479	1,617	1,373	1,509	1,650	1,400	1,539	1,683
Community Leaders Advisors (Student Council)	671	739	806	685	754	822	698	769	838
<i>Scribbler</i>	624	679	732	637	692	746	649	706	761
<i>Cross Age Mentors Lead</i>	766	819	873	781	835	891	797	852	909
<i>Cross Age Mentors</i>	631	685	739	644	698	754	657	712	769
<i>Independent Study Preceptors</i>	141	155	168	144	158	171	147	161	175
<i>Independent Study</i>	1,142	1,276	1,410	1,165	1,302	1,439	1,188	1,328	1,467
<i>Safety - Elementary (6)</i>	1,737	1,895	2,060	1,772	1,933	2,101	1,808	1,972	2,143
<i>Class Advisor 6th</i>	988	1,069	1,172	1,008	1,090	1,195	1,028	1,112	1,219
<i>Class Advisor 7th</i>	1,041	1,129	1,216	1,062	1,151	1,240	1,083	1,174	1,265
<i>Class Advisor 8th</i>	1,264	1,403	1,540	1,289	1,431	1,570	1,315	1,460	1,602
<i>Class Advisor 9th</i>	1,208	1,350	1,484	1,233	1,377	1,514	1,257	1,404	1,544
<i>Class Advisor 10th</i>	1,410	1,545	1,684	1,439	1,576	1,718	1,467	1,607	1,752
<i>Class Advisors 11th (2)</i>	1,881	2,108	2,298	1,918	2,151	2,344	1,957	2,194	2,391
<i>Class Advisors 12th (2)</i>	2,919	3,261	3,614	2,978	3,326	3,686	3,037	3,392	3,760

July 1, 2014 – June 30, 2017

SCHEDULE D									
ATHLETICS									
	2014-15			2015-16			2016-17		
FALL SPORTS	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Head Football	8,222	9,298	10,189	8,386	9,484	10,392	8,554	9,673	10,600
Ass't football, L1 (3)	5,096	5,741	6,387	5,198	5,856	6,515	5,302	5,973	6,645
Ass't football, L2 (2)	4,111	4,655	5,096	4,194	4,748	5,198	4,277	4,843	5,302
Head Boys CC	5,528	6,062	6,699	5,638	6,183	6,833	5,751	6,307	6,970
Head Girls CC	5,528	6,062	6,699	5,638	6,183	6,833	5,751	6,307	6,970
Ass't CC (7/8)	3,094	3,439	3,846	3,156	3,508	3,923	3,219	3,578	4,001
Head Boys Soccer	5,528	6,062	6,699	5,638	6,183	6,833	5,751	6,307	6,970
Ass't Boys Soccer L1	3,737	4,179	4,587	3,812	4,263	4,679	3,888	4,348	4,772
7/8 Soccer L2	3,094	3,439	3,846	3,156	3,508	3,923	3,219	3,578	4,001
Head Girls Soccer	5,528	6,062	6,699	5,638	6,183	6,833	5,751	6,307	6,970
Ass't Girls Soccer L1	3,737	4,179	4,587	3,812	4,263	4,679	3,888	4,348	4,772
Assistant Soccer (7/8) L2	3,094	3,439	3,846	3,156	3,508	3,923	3,219	3,578	4,001
Girls Tennis	5,528	6,062	6,699	5,638	6,183	6,833	5,751	6,307	6,970
Ass't Tennis	3,737	4,179	4,587	3,812	4,263	4,679	3,888	4,348	4,772
Head Hockey	5,528	6,062	6,699	5,638	6,183	6,833	5,751	6,307	6,970
Ass't Hockey L1 (2)	3,737	4,179	4,587	3,812	4,263	4,679	3,888	4,348	4,772
Assistant Hockey (7/8) L2	3,094	3,439	3,846	3,156	3,508	3,923	3,219	3,578	4,001
Weight Program -Co-ed (3)	734	815	884	749	831	901	764	848	919
WINTER SPORTS	2014-15			2015-16			2016-17		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Head Boys Bask.	7,034	8,095	8,925	7,174	8,257	9,103	7,318	8,423	9,285
Ass't Boys Bask. L1	4,738	5,255	5,906	4,832	5,360	6,024	4,929	5,467	6,145
Ass't Boys Bask. L2	4,101	4,579	5,016	4,183	4,670	5,117	4,267	4,764	5,219
Ass't Boys Bask. L3	3,450	3,876	4,479	3,519	3,953	4,569	3,590	4,032	4,660
Head Wrestling	7,034	8,095	8,925	7,174	8,257	9,103	7,318	8,423	9,285
Ass't Wrestling L1	4,738	5,255	5,906	4,832	5,360	6,024	4,929	5,467	6,145
Ass't Wrestling L2	4,101	4,579	5,016	4,183	4,670	5,117	4,267	4,764	5,219
Ass't Wrestling L3	3,450	3,876	4,479	3,519	3,953	4,569	3,590	4,032	4,660
Head Swimming	4,738	5,255	5,906	5,832	6,360	7,024	6,949	7,487	8,165
Ass't Swimming	3,533	3,975	4,383	4,604	5,054	5,471	5,696	6,156	6,580
Head Girls Bask.	7,034	8,095	8,925	7,174	8,257	9,103	7,318	8,423	9,285
Ass't Girls Basketball L1	4,738	5,255	5,906	4,832	5,360	6,024	4,929	5,467	6,145
Ass't Girls Basketball L2	4,101	4,579	5,016	4,183	4,670	5,117	4,267	4,764	5,219
Ass't Girls Basketball L3	3,450	3,876	4,479	3,519	3,953	4,569	3,590	4,032	4,660

July 1, 2014 – June 30, 2017

SPRING SPORTS	2014-15			2015-16			2016-17		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Head Baseball	5,911	6,625	7,304	6,029	6,757	7,450	6,150	6,892	7,599
Ass't baseball L1	3,975	4,383	4,859	4,054	4,471	4,956	4,136	4,560	5,055
Ass't baseball L2	3,228	3,533	3,907	3,292	3,604	3,985	3,358	3,676	4,065
Head Track Boys	5,911	6,625	7,304	6,029	6,757	7,450	6,150	6,892	7,599
Head Track Girls	5,911	6,625	7,304	6,029	6,757	7,450	6,150	6,892	7,599
Ass't Track L1 (4)	3,975	4,383	4,859	4,054	4,471	4,956	4,136	4,560	5,055
Assistant Track (7/8) L2	2,005	2,208	2,446	2,045	2,252	2,495	2,086	2,297	2,544
Golf	3,975	4,383	4,859	4,054	4,471	4,956	4,136	4,560	5,055
Head Softball	5,911	6,625	7,304	6,029	6,757	7,450	6,150	6,892	7,599
Ass't Softball L1	3,975	4,383	4,859	4,054	4,471	4,956	4,136	4,560	5,055
Ass't Softball L2	3,228	3,533	3,907	3,292	3,604	3,985	3,358	3,676	4,065
Boys Tennis	5,911	6,625	7,304	6,029	6,757	7,450	6,150	6,892	7,599
Ass't Boys Tennis	3,975	4,383	4,859	4,054	4,471	4,956	4,136	4,560	5,055
Middle School Intramurals	637	691	744	649	705	759	662	719	774
Trainer stipend (not full-time)	8,953	9,616	10,317	9,132	9,808	10,523	9,315	10,004	10,733

Coaches with more than eight (8) consecutive years of experience in the same position within the same sport shall be paid a longevity bonus of 3% of their coaching salary.

ATHLETIC TRAINER – FULL TIME	
2014-2015	39,796
2015-2016	40,871
2016-2017	42,014

July 1, 2014 – June 30, 2017

SCHEDULE E		
SECRETARY SALARY SCHEDULE		
2014-15		
Salary Guide Step	10.5 months	12 months
1	30,267	34,428
2	30,704	34,928
3	31,142	35,428
4	31,579	35,928
5	32,017	36,428
6	32,454	36,928
7	32,892	37,428
8	33,329	37,928
9	36,315	41,340
10	39,125	44,551
11-19	42,642	48,571
over 19	44,150	50,294

SECRETARY SALARY SCHEDULE		
2015-2016		
Salary Guide Step	10.5 months	12 months
1	31,006	35,167
2	31,443	35,667
3	31,881	36,167
4	32,318	36,667
5	32,756	37,167
6	33,193	37,667
7	33,631	38,167
8	34,068	38,667
9	37,054	42,079
10	39,864	45,290
11-19	43,381	49,310
over 19	44,889	51,033

SECRETARY SALARY SCHEDULE		
2016-2017		
Salary Guide Step	10.5 months	12 months
1	32,084	36,245
2	32,521	36,745
3	32,959	37,245
4	33,396	37,745
5	33,834	38,245
6	34,271	38,745
7	34,709	39,245
8	35,146	39,745
9	38,132	43,157
10	40,942	46,368
11-19	44,459	50,388
over 19	45,967	52,111

July 1, 2014 – June 30, 2017

SCHEDULE F			
FULL TIME AIDES - HOURLY RATE			
Salary Guide Step	2014-15	2015-16	2016-17
Step A	15.30	15.60	15.90
Step B	16.20	16.50	16.80
Step C	16.60	16.90	17.25
For the 2014-15, 2015-16 and 2016-17 school years, each aide remains in their existing step (A, B, or C)			

SCHEDULE G	
TECHNOLOGY SPECIALIST AND STUDENT SUPPORT AIDES	
2014-15	
Salary Guide Step	Salary
1	28,977
2	29,177
3	29,489
4	29,777
5	29,977
6	30,149
7	31,241
8	32,405
9	33,589
2015-16	
Step	Salary
1	29,641
2	29,841
3	30,153
4	30,441
5	30,641
6	30,813
7	31,905
8	33,069
9	34,253
2016-17	
Step	Salary
1	30,600
2	30,800
3	31,112
4	31,400
5	31,600
6	31,772
7	32,864
8	34,028
9	35,212

SCHEDULE H			
HOURLY RATES OF PAY			
	2014-15	2015-16	2016-17
1. Summer School Teacher			
One year experience	31.15	31.77	32.41
Two years' experience	34.15	34.83	35.53
Three years' experience	37.15	37.89	38.65
2. Bedside Tutoring			
	41.05	41.87	42.71
3. Lunchroom Supervisor			
	41.05	41.87	42.71
4. Detention Supervisor			
	41.05	41.87	42.71
5. Curriculum (<i>Summer</i>)			
	39.65	40.44	41.25
6. Elementary Peer Mediation			
	39.65	40.44	41.25
7. Part-time Teacher - Extended Day			
	39.65	40.44	41.25
8. Translation Services			
	20.00	20.40	20.81
9. Athletic Trainer - Extra Duties			
	41.05	41.87	42.71
10. Summer Technology			
	16.80	17.15	17.50
11. Event Chaperone (MS/HS)			
MS 2 hour max	30.00	30.60	31.20
HS 3 hour max			

SCHEDULE I			
ELEMENTARY TEACHER-IN-CHARGE • MIDDLE SCHOOL TEAM LEADERS • HEAD NURSE			
	2014-15	2015-16	2016-17
Elementary Teachers in Charge	2,200	2,244	2,289
Middle School Team Leaders	1,320	1,346	1,373
Head Nurse	4,300	4,300	4,300

SCHEDULE J							
DEPARTMENT FACILITATORS							
2014-2015							
Salary Guide							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	74,000	74,000	74,000	74,000	74,000	74,000	74,500
2	77,000	77,000	77,000	77,000	77,000	77,000	77,500
3	80,000	80,000	80,000	80,000	80,000	80,000	80,500
4	83,000	83,000	83,000	83,000	83,000	83,000	83,500
5	86,000	86,000	86,000	86,000	86,000	86,000	86,500
6	88,000	88,000	88,000	88,000	88,000	88,000	88,500
7	91,000	91,000	91,000	91,000	91,000	91,000	91,500
8	98,330	98,330	98,330	98,330	98,330	98,330	98,830
2015-16							
Salary Guide							
Step	BA	B+15	B+30	MA	MA+15	MA+30	DOC
1	75,000	75,000	75,000	75,000	75,000	75,000	75,500
2	78,000	78,000	78,000	78,000	78,000	78,000	78,500
3	81,000	81,000	81,000	81,000	81,000	81,000	81,500
4	84,000	84,000	84,000	84,000	84,000	84,000	84,500
5	87,000	87,000	87,000	87,000	87,000	87,000	87,500
6	89,000	89,000	89,000	89,000	89,000	89,000	89,500
7	91,000	91,000	91,000	91,000	91,000	91,000	91,500
8	99,330	99,330	99,330	99,330	99,330	99,330	99,830
2016-17							
Salary Guide							
Step	BA	B+15	B+30	MA	MA+15	MA+30	DOC
1	79,330	79,330	79,330	79,330	79,330	79,330	79,830
2	82,330	82,330	82,330	82,330	82,330	82,330	82,830
3	85,330	85,330	85,330	85,330	85,330	85,330	85,830
4	88,330	88,330	88,330	88,330	88,330	88,330	88,830
5	91,330	91,330	91,330	91,330	91,330	91,330	91,830
6	94,330	94,330	94,330	94,330	94,330	94,330	94,830
7	97,330	97,330	97,330	97,330	97,330	97,330	97,830
8	100,330	100,330	100,330	100,330	100,330	100,330	100,830

APPENDIX A

DENTAL PLAN

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

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

APPENDIX B
PRESCRIPTION DRUG PLAN

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

July 1, 2014 – June 30, 2017

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July 1, 2014 – June 30, 2017

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