

Agreement Between
The Board of Education of the Borough of
Oaklyn
And
The Oaklyn Education Association
2023-2026

Agreement

This AGREEMENT entered into this 14th day of June, 2023 between the BOARD OF EDUCATION OF THE BOROUGH OF OAKLYN, Camden County, New Jersey (hereinafter called the "BOARD") and OAKLYN EDUCATION ASSOCIATION, (Hereinafter called the "Association").

WHEREAS, the Board has an obligation, pursuant to N.J.S.A. 34:13 A-1 et. seq. to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment; and

WHEREAS, the parties have reached certain understandings which they desire to confirm in the Agreement;

NOW THEREFORE, it is on the day and year first above written agreed by and between the parties in consideration of the mutual covenants as follows:

Article 1 - Recognition

- A. The Oaklyn Board of Education recognizes the Oaklyn Education Association as the exclusive majority representative as defined in Chapter 123, P.L. 1974 for all certified staff members, Principal's Secretary, School Secretary, Child Study Team Secretary, whether under contract or on a leave approved under this agreement, but excluding administrative and supervisory staff members.
- B. Unless otherwise indicated, the term "teacher", "Principal's Secretary", "Child Study Team Secretary", or "School Secretary", when used in this Agreement shall refer to all personnel under 10 or 12 month contract with the Board within the definition of A. above. References to male employees shall include female employees.

Article 2 - Negotiation of Successor Agreement

- A. The parties agree to enter into collective negotiation over a successor Agreement in accordance with N.J.S.A. 34:13 A-1 et seq. in a good faith effort to reach agreement on all matters concerning the terms and conditions of teachers', Principal's Secretary's, School Secretary's, Child Study Team Secretary's, employment. The Association must notify the Board in writing of its intention to commence negotiations, no later than 15 days prior to the start of negotiations. Negotiations shall commence no later than November 1, 2025 or as soon thereafter as practicable. Any agreement so negotiated shall apply to all employees, be reduced to writing, be signed by the Board and the Association, and be ratified by the Board and the Association.
- B. As many formal negotiation sessions as are necessary will be held by the representatives of the Board and the Association in order to reach a successor Agreement. It is understood that P.E.R.C. has the right to appoint a mediator in the event that the parties fail to achieve an agreement by 90 days prior to the Board's required budget submission date. The agenda for such sessions will be subject to mutual agreement and submitted to all parties prior to the next session. Neither party shall have control over the selection of the negotiating representatives of the other party.
- C. This Agreement shall not be modified in whole or in any part by the parties except by an instrument in writing duly executed by both parties.
- D. During negotiations, the Board and the Association shall present data, exchange points of view, and make proposals and counter-proposals as required by law.

professional judgment of available criteria pertinent to any given subject area or activity for which he is responsible. No grade or evaluation shall be changed without consultation with the teacher. If a grade is changed without teacher approval, the building principal must countersign and validate the change.

2. Social Promotion Clause

If for any reason a student is placed on a grade level that they have not earned by passing their subjects and receiving a normal promotion, the person or persons placing this student on this higher level must place on record a statement telling why said student was moved up to the next level, and sign that statement leaving no doubt where the accountability rests for the move. The Principal and/or Director of Special Services must then countersign and validate such promotions.

Article 4 - Association Rights and Privileges

- A. The Board agrees to make available to the Association in response to reasonable requests from time to time all available public information concerning the financial resources of the district and such other public information that shall assist the Association in developing intelligent, accurate, informed and constructive programs, together with public information which may be necessary for the Association to process any grievance or complaint.
- B. Whenever any representatives of the Association or any employee participates during working hours in negotiations for a successor agreement with the Board or in a grievance proceeding initiated by him, he shall suffer no loss in pay.
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings outside the school day with prior approval of the principal. The principal of the building in question shall be notified in advance of the requested time and place of all such meetings.
- D. The Association shall have the right to use school facilities and equipment for Association business, including copiers, computers and all types of audio-visual equipment at reasonable times, when such is not otherwise in use. The Association shall pay for the cost of all materials and supplies incident to such use, and for all repairs necessitated as a result thereof.
- E. The Association shall have the right to use the intra school mail facilities and school mailboxes as it deems necessary and without the approval of the principal or other members of the Administration.
- F. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers, Principal's Secretary, School Secretary, and Child Study Team Secretary, and no other organization.
- G. The following "No Strike Clause" is included:

"The Association covenants for itself, its officers and representatives and its members not to engage in, authorize, promote, aid, encourage, or condone any strike, work stoppage, walk-out or work refusal (hereinafter called job action). No employee included within this bargaining unit shall engage in any such "job action" by the Association, its officers, representatives or members or by any such employee. Any job action shall be a violation of this Agreement. In furtherance of this covenant, the Association pledges to actively discourage and to take whatever affirmative steps are necessary to prevent or terminate any such "job action" by its members.

This covenant shall be equally applicable to any such "job action" by the Association or its members in support of any "job action" by any other employee union or group of employees.

This covenant shall be effective during the term of this Agreement and shall continue in force after the expiration of the term of this Agreement during any period prior to the execution of a successor

5. Demand and Return System

The obligation of the Board to deduct representation fees in accordance with this Article is expressly contingent upon the establishment by the Association of a "demand-and-return system" in accordance with law. The Association shall, on an annual basis, provide the Board with evidence of its establishment of a "demand-and-return system". The Board shall have no obligation, however, to satisfy itself that such "demand-and-return system" satisfies the requirements of law. The Board shall have no obligation to deduct this membership fee if this evidence is not furnished prior to December 1 of each year.

Article 5 - Board Rights

- A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the applicable laws and regulations of the State of New Jersey, including, but without limiting the generality of the foregoing, the right;
1. To the executive management and administrative control of the school system, and its properties and facilities, and the activities of its employees;
 2. To hire all employees, and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, to their dismissal or demotion; and to promote, and transfer such employees;
 3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
 4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;
 5. To determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of teachers and other employees with respect thereto, and non-teaching activities, and their terms and conditions of employment;
 6. The Board of Education retains the right to create the school calendar for each year. The calendar shall cover the period of time from September 1 to June 30th.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules and regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by specific and express terms of this agreement and then only to the extent such specific and express terms thereof are in conformance with the applicable laws and regulations of the State of New Jersey.

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the New Jersey School Law, commonly known as Title 18A; the Administrative Code, commonly known as Title 6; or any other national, state, county, district, or local laws or regulations as they pertain to education.

Article 6 - Grievance Procedure

- A. The term "Grievance" means a complaint by any employee or the Association that, as to him, there has been an inequitable, improper, or unjust application, interpretation, or violation of a policy, agreement, or administrative decision affecting said employee.

The term "grievance" and the procedure relative thereto, shall not be deemed applicable in the following instances:

8. Where an appeal is taken to the Board, there shall be submitted by the grievant the writing set forth in Paragraph 4, and a further statement in writing setting forth the grievant's dissatisfaction with the Superintendent's action. A copy of said statement shall be furnished to the Superintendent and to the adverse party.
9. A grievant appealing to the Board may submit written materials in support of his application provided, however, that the same shall be served upon the adverse parties at least ten (10) school days prior to the hearing.
10. The Board shall make a determination within five (5) school days from the hearing thereon and shall in writing notify the grievant, his representative, if there be one, the principal and the Superintendent of its determination. This time may be extended by mutual agreement of the parties.
 - a. Only on issues involving allegations of a violation of the specific terms of this agreement, the Association, at the request and with the approval of the grievant, may proceed to advisory arbitration. Request shall be made known to the Superintendent and the Board no later than two (2) weeks after the decision was made to request the advisory arbitration.
 - b. The arbitrator will be selected by the parties mutually agreeing on the name of an arbitrator but if agreement cannot be reached then the grievant may invoke a procedure of the Public Employment Relations Commission or American Arbitration Association with respect to the selection of any advisory arbitrator.
 - c. The advisory arbitrator shall limit himself to the issue submitted to him 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.
 - d. The recommendations of the arbitrator will be for advisory purposes only and will not be binding on the Board.
 - e. Only the Board, the grievant and his representative shall be given copies of the arbitrator's advice.
 - f. Costs:
 - 1) The fees and expenses of the arbitrator shall be paid by the losing party. (Other costs: each party will bear the costs incurred by themselves).
 - 2) If the decision is split, the fees and expenses of the arbitrator will be shared equally.
 - 3) Arbitration proceedings shall not take place during the school day. If this is not possible, the teacher shall suffer no loss in pay.
11. It is understood that all employees shall, during and notwithstanding the pending of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
12. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
13. In the event a grievance is filed at such time that it cannot be processed through all steps in the grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

surveillance devices shall be strictly prohibited. No derogatory material, including complaints, shall be put into an employee's personnel file without notifying such employee. If there is any material in the personnel file, which the employee believes to be derogatory, the employee may submit a written rebuttal that shall be put into his/her personnel file. An employee shall also have the right to make copies of any document in the personnel file. There shall be one official personnel file for each employee.

3. No observation or evaluation report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form. The teacher's signature indicates only that he has read the evaluation, not that the employee is in agreement with any or all of the findings of the evaluation.
 4. A teacher shall have the right, upon request, to review the contents of his personnel file.
 5. Each employee shall have the right to attach a written statement of rebuttal/response to all evaluations. Such responses shall be attached to and remain with the evaluation, whether stored physically or electronically.
 6. All evaluation reports, documents, records, and other evaluative materials- whether in a nonelectronic or electronic form - are considered confidential personnel records and are subject to the confidentiality requirements of P.L.2012, c 26, and other statutes establishing confidentiality of public employee records.
 7. Data from informal observations and walkthroughs may not be used for evaluative assessment of individual employees. Employees shall be provided with copies of any forms or checklists being used prior to walkthroughs being conducted. Information on the walkthrough process shall be included in staff training.
- B. Prior to any annual evaluation report, the immediate supervisor of a non-tenured teacher shall have had appropriate communication, including but not limited to, all steps listed below, with said teacher regarding his performance as a teacher.

Supervisory reports shall be presented to non-supervisory personnel by the principal or counterpart supervisor periodically in accordance with the following procedures:

1. Such reports shall be issued in the name of the appropriate supervisor based on a compilation of reports, of observations, and of discussions with any or all supervisory personnel who came into contact with the teacher in a supervisory capacity.
 2. Such reports shall be addressed to the teacher.
 3. Such reports shall be in written form and shall include when pertinent:
 - a. Strengths of the teacher as evidenced during the period since the previous report.
 - b. Weaknesses of the teacher as evidenced during the period since the previous report.
 - c. Specific suggestions as to measures which the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated.
 4. Attempts should be made to report on non-tenured teachers at least three (3) times each year; the first not later than October 30th, and the last not later than April 30th.
 5. An attempt should be made to report on tenured teachers at least once each year, not later than April 30th.
- C. Tenured Principal's Secretary, School Secretary, and Child Study Team Secretary shall be evaluated once a year before May 1st. Non-tenured Principal's Secretary, School Secretary, and Child Study

3. The Corrective Action Plan must define both the individual's responsibilities and the district's and supervisors'/administrators' responsibilities in helping the employee address any identified deficiencies.
4. The plan shall spell out which specific evaluation component(s) and elements need to be addressed. It shall include opportunities for the individual to view examples of "effective" instruction by those rated "effective" or "highly effective." Visitation of a colleague must be mutually agreed upon with steps taken to maintain confidentiality.
5. The Corrective Action Plan shall be developed in accordance with State guidelines and district evaluation policies and procedures:
 - a. The corrective action plan shall be developed and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan by October 31 of the school year following the year of evaluation except if the ineffective or partially effective summative evaluation rating is received after the start of the school year following the year of evaluation. In this case, a corrective action plan shall be developed, and the teacher and his or her designated supervisor shall meet to discuss the corrective action plan within twenty-five teacher working days following the school district's receipt of the teacher's summative rating.
6. Any announced observations for an individual who has a Corrective Action Plan shall be conducted for a 40-minute period, and shall require a pre-conference.
7. Observations of individuals with Corrective Action Plans shall be conducted by multiple observers who shall be certified district supervisors.
8. No teacher member will be involved in creating another staff member's Corrective Action Plan.
9. For the purpose of helping support the teacher grow professionally, the teacher who is subject to a CAP may invite an Association Representative to observe only at the initial CAP development meeting. Following the conclusion of the annual summative conference during the year covered by the CAP, the Superintendent, Principal, and, if applicable, Supervisor will meet with the teacher to discuss the resulting evaluation scores and any necessary next steps. For the purposes of this conference, the teacher may invite an Association Representative.

Article 10 - Teacher Work Year

- A. The in-school work year for teachers employed on a ten (10) month basis shall consist of a maximum of 187 days. At least four (4) days shall be non-pupil contact days, one (1) before the opening of school and at least three (3) additional days designated for staff development. Teacher day before opening of school shall include at least 1/2 of a full day for room preparation and /or scheduling time for teachers.

The first emergency closing will result in the reduction of one (1) student day and one (1) teacher day that will not be made-up. Emergency closings shall be for weather, utility interruptions, states of emergency, or any other reason the Superintendent deems it necessary to close school.

Teachers new to the district will come to a two (2) day orientation before school opens for in-service to be provided by the administration. This new teacher orientation will be over and above the normal teacher year. There shall be a minimum of 180 pupil contact days and an additional

5 years and beyond

3 weeks

Scheduling of vacation requires the approval of Principal and Superintendent.

Secretaries can carry over seven (7) vacation days from one year to the next.

Ten (10) month Principal's Secretary, School Secretary, and Child Study Team Secretary, are not entitled to vacation.

Part Time:

1. Maximum of twenty nine and a half (29.5) hours per week
2. Workday to be scheduled by building principal
3. Calendar-Principal's Secretary, School Secretary, and Child Study Team Secretary shall follow the school calendar with the exception of delayed openings, early dismissal/closing(s), leaving on Fridays and before holidays when children have been dismissed, and staff in-service days. On these days the ten (10) month or twelve (12) month Principal's Secretary, School Secretary, and Child Study Team Secretary will maintain the established regular hours. The Principal's Secretary, School Secretary, and Child Study Team Secretary will work until June 30th.

Article 12 - Teaching Hours and Teaching Load

- A. The teacher workday shall consist of seven (7) hours and fifteen (15) minutes. No teacher shall be required to report for work prior to 7:45a.m. or later than 8:15a.m. Any change to the start of the teacher work day will be mutually agreed upon by the Oaklyn Education Association and the Oaklyn Board of Education.
- B. The Administration shall make every reasonable effort, within the limits of practicability and within the ability to properly schedule a pupil day, not to schedule a teacher to teach continuously for more than three (3) hours.
- C. The Administration shall make every reasonable effort, within the limits of practicability and within the ability to properly schedule a pupil day, to provide for each teaching staff member and the nurse one (1) period of preparation per day. All teachers will be compensated for any lost designated preparation period(s) at a rate of forty-two (\$42.00) dollars per period. A prep period will consist of no less than one (1) full instructional period. If a teacher had received more than five (5) preparation periods in a week, the Board may recover such excess period(s) by assigning said teacher to a duty of educational nature. In lieu of preparation period, the nurse may leave at the end of the pupil day.

The Administration shall provide each teaching staff member one (1) duty free lunch equal to the student lunch period. No duty free lunch period shall be scheduled outside of the regular school student lunch period.
- D. The Administration shall establish committees, when a need arises, for evaluation of the curriculum and extra-curricular activities. Statement of need may be initiated by teachers as well as the Administration. By June 1st of each year a list of committees will be posted by email, and teachers will be given a one (1) week period to volunteer before any assignments are made.
- E. Conferences schedule shall be two (2) afternoons and two (2) evenings conferences for a total of four (4) half days for each conference period. Conferences will be scheduled by the individual teachers.
- F. All certified staff, including special area teachers, will report for evening conferences and remain for a period not to exceed two hours. These staff members will be permitted to leave at the conclusion of the student day.

receive a longevity payment of \$300.00; full-time support staff members who have worked in district twenty-six (26) years and above will receive longevity payment of \$800.

- F. A year of service shall be credited to any ten (10) month employee who had been employed at least five (5) months and to any twelve (12) month employee who had been employed at least six (6) months.
- G. Prior or previous related service or experience may be considered in the initial placement on the salary guide of a new employee.

Article 14 - Extra-Curricular Compensation

The Board of Education, at the request of teachers or administrators, may create extra duty pay contracts not listed in Article 13 A or B provided, however, that the salaries and increments for said positions are approved by the Association President and these options are added to the appropriate schedule at the next opportunity.

- A. Extra-curricular assignments are designated at the following levels:

Level I

Choral Group Sponsor (1)

Band Director (1)

Level II

Year Book Advisors (1)

Level III

IDEA Coordinator (1)

- B. Extra-Curricular assignments are to be paid at the levels indicated below for the school year

	<u>23-24</u>	<u>24-25</u>	<u>25-26</u>
Level I	\$3,135	\$3,135	\$3,135
Level II	\$3,565	\$3,565	\$3,565
Level III	\$7,985	\$7,985	\$7,985

- C. Subject to approval by the Board, the Superintendent shall have the authority to designate alternates for non-functioning activities within the prescribed levels of extra-curricular compensation whether new activity is currently included in contract or not.
- D. All extra-curricular activities operate at the discretion of the Superintendent.
- E. A teacher assigned to Commitment to Student Success (CSS) and who is obligated to render service beyond the regular workday shall be paid at BA A Step 1/1350.
- F. A Home Instruction teacher shall be compensated at BA A Step 1/1350.

Article 15 - Insurance Protection

An explanation of benefits will be provided for each Medical, Prescription, and Dental Plans offered by the Board of Education prior to open enrollment. The district will request side by side comparisons for the Oaklyn Education Association.

- A. The Board will pay the cost of medical insurance coverage for all fulltime employees and eligible

2. Roll over for unused fund balances to be the maximum permissible by law (currently \$500) to carry over into the next plan year per recent IRS law change.
 3. Increase the maximum employee contribution to the maximum permissible by law (currently \$2,500).
 4. If an employee exhausts any amount of money on the Flex spending card and leaves the district prior to the district recouping the employee's total amount allotted (up front through payroll deductions), then the district has the right to deduct the remaining amount owed by the employee for full recoupment from the employee's final paycheck.
- G. All employees of the Board are covered by a policy of Insurance under the New Jersey Laws regarding Workers' Compensation. It is essential that any employee suffering injury while carrying out his duties notify the school nurse within 24 hours of such injury, however minor.

Article 16 - Teacher Assignment

- A. All teachers shall be given written notice of their class or subject assignments for the forthcoming years as soon as possible.
- B. The Superintendent shall notify all newly appointed personnel as to their specific positions, subject area or grade level as soon as practicable.

Article 17 - Voluntary Transfers and Reassignments

- A. All vacancies shall be posted electronically and distributed by email.
- B. Teachers who desire a change in grade or subject assignment may file a written statement of such desire with the Superintendent. Such statement shall include the grade or subject to which the teacher desires to be assigned. The final decision on any reassignments shall rest with the Superintendent.

Article 18 - Involuntary Transfers and Reassignments

- A. Notice of an involuntary transfer or reassignment shall be given to a teacher as soon as practicable.

Article 19 - Leaves of Absence

- A. All full time employees shall be entitled to ten (10) sick leave days during the school year. All twelve (12) month Principal's Secretaries and School Secretaries shall be entitled to twelve (12) sick leave days during the year. Ten (10) month Principal's Secretaries, School Secretaries, Child Study Team Secretaries, and Clerks shall be entitled to ten (10) sick leave days during the school year. Any unused sick leave days shall be accumulated to be used for additional sick leave as needed in subsequent years. Employees employed less than full time shall be entitled to pro-rated sick leave. Where a ten (10) month employee has used, during any year, the sick leave allowed by this policy and all accumulated sick leave allowed under the provisions of this policy, full deduction one two-hundredth (1/200) of the annual salary will be made for each day's absence, unless waived by vote of the Board. Twelve (12) month employees shall be deducted one two-hundred fortieth (1/240) of the annual salary.
- B. Sick Leave and Retirement
 1. Teachers

The reimbursement rate for accumulated sick days shall be \$70.00 per accumulated day up to \$7,000.00 (pro-rated for part-time employees), after ten (10) working years in the district,

with the pregnancy or birth or for the proper cause provided that such extension or reduction will not substantially interfere with administration of the school

3. The Board shall not be required to extend the leave of non-tenured teachers beyond the school year for which they were hired. Non-tenured teachers wishing to return for the following school year shall be considered by the Board for re-employment for the following year.
4. Any tenured teacher may return to work subsequent to the school year in which their leave begins, provided they have requested to do so in their application for a leave of absence. Any such teacher shall be permitted to return to work at the beginning of any of the two (2) school years following the school year in which their leave commences, provided such teacher has given the Board written notice of their intention to do so not less than six (6) months prior to the beginning of the school year in which they wish to return.

Except as otherwise provided in this Article, no tenured or non-tenured teacher shall be barred from returning to work after the birth of their child by any prescribed waiting period between the date of birth and the date of return to work, however, each such teacher shall be required to file, at least two weeks prior to the date of return or at the time of giving the required notice of intention to return, whichever is earlier, a certificate from their physician stating that she is physically capable of resuming her full duties, provided that if the Board's physician is in disagreement, that conflict of medical opinion shall be resolved in the same manner as set forth in paragraph E.2 of this Article.

Any employee granted a leave of absence under this Article shall be eligible for an increment in the following year (or in a subsequent year in which she actually returns from such leave) provided she has completed at least five (5) months of work during the school year in which the leave commences.

- F. Any employee adopting an infant child shall receive similar leave which shall commence upon receiving de facto custody of said infant child, or earlier if necessary to fulfill the requirements of the adoption. Tenured teachers shall receive the same time limits and benefits as the above tenure policy. For non-tenured teachers the Board shall not be required to extend the leave beyond the school year for which they were hired.
- G. A teacher serving seven (7) or more consecutive years in the Oaklyn system may be entitled to a non-paid educational leave of absence for a period of one (1) year under the following conditions and limitations:
 1. Subject to Board approval.
 2. The individual must approach the Administration with a written application prior to February 1 of the school year proceeding the year of leave.
 3. By February 1 of the leave year the teacher must notify the Administration in writing of his intent to return. Failure to do so shall be considered a resignation from the position.
 4. Upon return to the Oaklyn School system, the teacher will be placed upon the appropriate step of the salary scale as if no absence had occurred.
- H. Effective with the 2005-2006 school year, a Sick Leave Bank (Bank) shall be established for the purpose of providing paid leave of absence to full-time bargaining unit members who are absent for an extended period due to a catastrophic illness or long term debilitating illness or injury. The Bank shall operate in accordance with the following rules and regulations:
 1. A full-time bargaining unit member may voluntarily participate in the Bank if she/he has donated a minimum of one (1) sick day during an enrollment period prior to the employee's request to utilize the Bank. Each year, the enrollment period shall be from March 1st to March 31st, inclusive.

1. District Extended Leaves

a) The length of all General Extended Leaves shall be determined by the Board at its discretion. The Board shall consider the length of the leave requested by the individual and the hardship imposed upon the District due to the individual's absence when determining the length of leave. All lengths of General Extended Leave shall be inclusive of pertinent leaves granted pursuant to the Federal and/or New Jersey Family Leave Acts, and the portion of any General Extended Leave extending beyond leaves granted pursuant to the Federal and/or New Jersey Family Leave Acts shall not include benefits, or compensation, unless provided by law.

2. Federal and /or New Jersey family Leave will be granted to an Association Member in accordance with the terms and timeframes provided by the law.

3. Extension Only

After the granting of leave to any Association Member pursuant to the provisions of this Article, the Board will give reasonable consideration to requests from the Association Member for either extension of the period of leave so granted, provided that the Association Member requesting the same makes written application for such adjustments to the Superintendent of Schools and submits with that application a certificate from a physician certifying that said extension of leave is medically necessary and that the Association Member is or will be able to resume his or her duties on the date upon which resumption is requested. All extensions or renewals of leaves shall be applied for in writing. The response for such extension or renewal, whether approved or not, shall be in writing. In no event shall any such leave be extended beyond the end of the contract year in which the leave is requested to commence.

Reduction Only

After the granting of leave to any Association Member pursuant to the provisions of this Article, the Board will give reasonable consideration to requests from the Association Member for reduction of the period of leave so granted, provided that the Association Member requesting the same makes written application for such adjustments to the Superintendent of Schools and submits with that application a certificate from a physician certifying that said reduction of leave is not medically contraindicated and that the Association Member is or will be able to resume their duties on the date upon which resumption is requested. All reduction of leaves shall be applied for in writing. The response for such reduction, whether approved or not, shall be in writing. The Board shall grant a request to reduce leave if such request can be fulfilled without interfering with the effective administration of the educational program to which the Association Member was assigned and the Board has not contractually obligated itself to employ a replacement for the period for which leave had been originally requested. If the Board has contractually obligated itself to employ a replacement, the returning Association Member will be placed in an alternative assignment at full salary for the remaining duration of the replacement contract.

4. All benefits to which an Association Member was entitled at the time of their leave of absence commenced, including unused accumulated sick leave, if available, shall be restored to them upon their return, and they shall be assigned to the same position which they held at the time said leave commenced, if available, or, if not, to a substantially equivalent position.

C. Procedures

1. All requests for extended leaves of absence must be submitted in writing to the

teachers in the unit of \$12,000.00 in each school year. Such reimbursement shall be made to the teachers and paraprofessionals no later than fifteen (15) days after the approval of the Board following the submission of appropriate documents. The additional \$3,000.00 will be paid by the association.

4. Graduate credits-courses credited for horizontal movement on the salary guide must be graduate courses in the Education field related to Elementary programs, unless said course is taken at the direction of the school district. Those persons who have previously achieved movement on the guide based on undergraduate courses are grandfathered in their current status. Undergraduate courses taken, beyond Bachelor's degree, to December 31, 1993 will be grandfathered. Horizontal movement on the salary guide for attainment of advanced credit will be granted two times per year, September 1, and February 1. Official transcripts providing evidence of attainment of advanced credit or advanced degree status on the salary guide must be presented thirty (30) days prior to the desired effective date.

C. Mentoring

Teacher Mentors

1. The position of teacher mentor shall be posted to all teachers electronically. The posting shall include qualifications and application deadlines. No teacher shall be assigned to be a mentor.
2. Mentors shall be provided classroom coverage twice per year, if requested, for the purpose of visiting the mentee's classroom during teaching time.
3. Mentors shall receive professional development hours toward the State required 100 hours as per the state guidelines. Mentors shall be paid a maximum stipend as required by state statute.
4. Mentors shall be held harmless by the district regarding any complaints made by a mentee.
5. No mentor shall serve as a mentor to more than one mentee at a time.
6. Work day same as full-time teachers.

Article 21 - Reduction in Force

Prior to the implementation of a reduction in force, the Board will:

- A. Grant the OEA an opportunity to present a report relative to the educational impact of a reduction.
- B. Grant the OEA an opportunity to discuss the implementation of the reduction in force statutes as stated in Title 18A of the New Jersey School Law.
- C. The Board of Education shall maintain a reduction in force seniority list as required by the New Jersey Administrative Code. The Superintendent and the Association President shall meet annually to review the accuracy of the seniority list. Discrepancies shall be mutually resolved. The Association shall be provided with a copy of the seniority list after review.
- D. If a reduction in force is being considered, the Board, via the Superintendent, shall notify the Association as soon as practicable but not less than sixty (60) days before the layoff is to take place.

Schedule A1 Certificated Teachers Guide

2023-24 Oaklyn

Salary Guide

Step	BA	BA+30	MA	MA+30	PHD
1	53,594	55,183	57,260	58,483	59,713
2	53,794	55,383	57,460	58,683	59,913
3	53,994	55,583	57,660	58,883	60,113
4	54,294	55,883	57,960	59,183	60,413
5	54,594	56,183	58,260	59,483	60,713
6	54,894	56,483	58,560	59,783	61,013
7	55,294	56,883	58,960	60,183	61,413
8	55,694	57,283	59,360	60,583	61,813
9	59,294	60,883	62,960	64,183	65,413
10	62,994	64,583	66,660	67,883	69,113
11	66,694	68,283	70,360	71,583	72,813
12	70,444	72,033	74,110	75,333	76,563
13	74,244	75,833	77,910	79,133	80,363
14	78,794	80,383	82,460	83,683	84,913
15	83,474	85,063	87,140	88,363	89,593

2024-25 Oaklyn

Salary Guide

Step	BA	BA+30	MA	MA+30	PHD
1	54,644	56,233	58,310	59,533	60,763
2	54,844	56,433	58,510	59,733	60,963
3	55,044	56,633	58,710	59,933	61,163
4	55,244	56,833	58,910	60,133	61,363
5	55,444	57,033	59,110	60,333	61,563
6	55,744	57,333	59,410	60,633	61,863
7	56,044	57,633	59,710	60,933	62,163
8	56,344	57,933	60,010	61,233	62,463
9	60,044	61,633	63,710	64,933	66,163
10	63,844	65,433	67,510	68,733	69,963
11	67,644	69,233	71,310	72,533	73,763
12	71,444	73,033	75,110	76,333	77,563
13	75,244	76,833	78,910	80,133	81,363
14	79,794	81,383	83,460	84,683	85,913
15	84,474	86,063	88,140	89,363	90,593

Schedule B: Oaklyn School Secretary Guide

2023-24 *Oaklyn Secretaries*

Salary Guide

Step	10 Month	12 Month
1	34,318	40,805
2	35,484	42,205
3	36,651	43,605
4	37,818	45,005
5	38,984	46,405
6	40,151	47,805
7	41,318	49,205
8	42,484	50,605
9	43,817	52,205
10	45,151	53,805
11	46,484	55,405
12	47,817	57,005

2024-25 *Oaklyn Secretaries*

Salary Guide

Step	10 Mon	12 Mon
1	36,328	42,815
2	37,494	44,215
3	38,661	45,615
4	39,828	47,015
5	40,994	48,415
6	42,161	49,815
7	43,328	51,215
8	44,494	52,615
9	45,827	54,215
10	47,161	55,815
11	48,494	57,415
12	49,827	59,015

2025-26 *Oaklyn Secretaries*

Salary Guide

Step	10 Mon	12 Mon
1	38,348	44,835
2	39,514	46,235
3	40,681	47,635
4	41,848	49,035
5	43,014	50,435
6	44,181	51,835
7	45,348	53,235
8	46,514	54,635
9	47,847	56,235
10	49,181	57,835
11	50,514	59,435
12	51,847	61,035