

July 1, 2020 – June 30, 2024

AGREEMENT

BETWEEN

**HADDON TOWNSHIP
BOARD OF EDUCATION**

AND

**HADDON TOWNSHIP
EDUCATION ASSOCIATION**

JULY 1, 2020 – JUNE 30, 2024

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PREAMBLE

This Agreement is entered into this 1st day of July, 2020, by and between the Board of Education in Haddon Township, New Jersey, hereinafter called the "Board," and the Haddon Township Education Association, hereinafter called the "Association." The duration of this Agreement will be as in ARTICLE XXV.

ARTICLE I
RECOGNITION

A. Pursuant to the provisions of Chapter 303 of the Laws of 1968 and Chapter 123 of the New Jersey Public Laws of 1974, the Haddon Township Board of Education hereby recognizes the Haddon Township Education Association as the majority representative and as exclusive and sole representative for collective negotiations concerning terms and conditions of employment for all certificated personnel under contract or on leave, now employed or as hereafter may be employed by the Board as follows:

1. All certified personnel, including:
All Teachers, Nurses, Librarians, Guidance Counselors, Child Study Team Members, Athletic Trainers, and Department Facilitators.
Benefits for part-time certificated and salaried employees are defined in Articles II-XXII
2. The following non-certified personnel are included:
High School, Middle School, Elementary and Maintenance Department Secretaries, Teacher/Coach for Technology Integration, Custodians, Maintenance Workers, Mechanics and Grounds Workers (BMG), Aides, including the Technology Specialists and the Middle School and High School Student Support Aides. Benefits for part-time hourly employees are defined in Articles II-XXII.
3. The following personnel are excluded:
Director of Curriculum & Instruction
Assistant Superintendent for Curriculum/Instruction
Supervisor of Teaching and Learning
Supervisor of Instruction
Principals, Assistant Principals
Assistant Superintendent/Board Secretary
School Business Administrator/Board Secretary
Assistant Board Secretary
Superintendent of Schools
Community Activities Coordinator
Director of School Age Child Care
Central Office Secretaries
Supervisor of Technology and Information Services
District Instructional Technology Facilitator
Director of District Technology
Supervisor Director of Special Services

Supervisor of Athletics
Department Chairpersons
Administrative Assistant
Superintendent of Buildings and Grounds
Buildings, Maintenance and Grounds Supervisors

- 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-tenured 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 PERC 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 PERC 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, PERC 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 full-time and part-time certificated and salaried 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. Part-time hourly employees are not eligible for this benefit.

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. TEACHER WORK DAY

1. For the term of this contract the full-time teacher work day shall be seven (7) hours and fifteen (15) minutes unless there is a delayed opening or early dismissal.

The part-time teacher work day shall be determined by prorating the FTE work day of seven (7) hours and fifteen (15) minutes.

Permanent substitute teachers are classified as part-time hourly employees paid per diem and work less than 30 hours per week.

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 Assistant Superintendent 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 begin no earlier than September 1st and shall include 187 days, including four (4) 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. When a half-day in-service falls on a Friday, teachers may leave at 3:00 p.m.

3. Teachers are required to attend no more than 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 on the last day of school, 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. TEACHER LUNCH PERIOD

a. All full-time teachers shall have a duty-free lunch period of at least the length of the student's lunch period. All part-time teachers working 7.25 hours or more per day shall receive a scheduled, uninterrupted unpaid one (1) hour lunch period.

b. SECRETARY AND AIDE LUNCH PERIOD

All full-time secretaries and aides shall have a lunch period of one hour. All part-time secretaries and aides working 7.25 hours or more per day shall receive a scheduled, uninterrupted unpaid one (1) hour lunch period.

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 working hours.

E. Secretaries shall be compensated one hour and one-half (1 ½) 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.

H. BMG EMPLOYEES

1. The work day of a full-time BMG employee shall consist of eight (8) hours exclusive of a lunch period of not less than thirty (30) minutes. All part-time BMG employees working 8 hours or more per day shall have an unpaid lunch period of not less than thirty (30) minutes.

Full and part-time BMG employees shall receive one (1) fifteen (15) minute paid break per four (4) consecutive hours of work. The time scheduled shall be at the discretion of the supervisor.

2. Any shift change for BMG employees will take place after ten (10) calendar days notice, except for emergencies that are temporary.

I. BMG OVERTIME AND NON-SCHEDULED WORK DAYS

1. Each BMG employee who actually works in excess of forty (40) hours per week shall receive pay for such excess time at one and one-half (1 ½) times their regular salary.

2. BMG full-time employees who, for whatever reason, do not actually work forty (40) hours in a given week (e.g. vacation, scheduled day off etc.) and are asked to work on a non-scheduled work day by the Superintendent of Buildings, Maintenance and Grounds shall be paid at one and one-half (1 ½) times their regular hourly rate.

BMG part-time employees who, for whatever reason, do not work their scheduled number of hours in a given week (e.g. scheduled day off, etc.) and are asked to work on a non-scheduled work day by the Superintendent of Buildings, Maintenance and Grounds shall be paid at their regular hourly rate.

3. All overtime must have prior approval of the employee's immediate supervisor.

4. When an employee is called in on an emergency basis to respond to burglar or fire alarms, he/she shall be paid a minimum of two (2) hours at his/her regular hourly rate.

5. Overtime rate of one and one-half (1 ½) times his/her regular salary will be paid for actual hours worked outside BMG employees regular scheduled shift for snow and other emergencies. BMG employees may be sent home at the discretion of the Superintendent of BMG.

6. BMG employees who work on non-scheduled work days when school is closed, and July 4th, and Thanksgiving holidays will be paid at one and one-half (1 ½) times their regular hourly rate.

7. All full-time personnel, including second shift employees, are required to make contact with their immediate supervisor by 7:00 a.m. on snow dates or other emergency school closures so they can get direction and coordination of times and locations to report to work. Employees who fail to make contact when needed, are subject to disciplinary action that may include loss of pay.

8. Snow removal rates for Saturdays will be at one and one-half (1 ½) times the employee's hourly rate and snow removal rates for Sundays and Holidays will be at two (2) times the employee's hourly rate. Employees who work snow removal on Saturdays, Sundays and Holidays will also receive the same number of hours worked in compensatory time. Compensatory time may be used as approved by the Superintendent of Buildings, Maintenance and Grounds during the current school budget year through August 1st of the following school budget year and at a time that will not require a substitute employee being hired. Employees should be prepared to report to work during the weekend during weather emergencies.

J. BMG HOLIDAYS

1. Full-time Buildings, Maintenance and Grounds shall be entitled to the following paid holidays.

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Easter Holiday (Friday and Monday)
- Memorial Day
- Independence Day
- Labor Day
- NJEA Convention (Thursday and Friday)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If holidays fall on a Saturday or Sunday, an alternate day shall be designated.

2. If Christmas Day falls on a Thursday, the following day shall be an additional holiday for all BMG employees.

3. The schedule of holidays shall be distributed to all employees during or before the first week of school.

4. If the holiday schedule must be adjusted due to changes in the regular school year calendar, the spokesperson for the BMG employees and the Business

Administrator/Board Secretary shall determine a mutually agreeable adjustment in the holiday schedule.

5. BMG PART-TIME EMPLOYEE HOLIDAYS

Part-time hourly employees are not entitled to paid holidays.

ARTICLE VIII
VACATION SCHEDULE

SECRETARIES AND CLERKS, BUILDINGS, MAINTENANCE AND GROUNDS

A. Twelve-month secretaries and buildings, maintenance and grounds employees shall be granted vacation time according to the following schedule:

<u>Years Worked</u>	<u>Weeks of Vacation</u>
0 years (less than 1 fiscal year)	10 days (prorated based on months served)
1-4 full fiscal years	10 days
5 or more full fiscal years	15 days
7 or more full fiscal years	16 days
9 or more full fiscal years	17 days
11 or more full fiscal years	18 days
13 or more full fiscal years	20 days
20 or more full fiscal years	23 days

Employees with less than one (1) year of service may use their vacation days during their first fiscal year of service (ends June 30) at an accrual rate of 0.83 days per completed month of service.

Employees may roll over a maximum of five (5) days each year. At no time may employees carry over more than five (5) days.

12-month salaried part-time employees are eligible for this benefit. All other part-time employees are not eligible for vacation time.

B. All Secretaries, Technology Specialists and Full-time Aides shall be permitted to leave one-half (½) hour earlier than the end of the regularly scheduled workday on full days before holidays.

C. Secretaries who work beyond their 10.5 month work year shall be compensated \$40.00 hour for each of four 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, G, H, I, J, and K" 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 "D, E, and F."

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. a. 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 July 15.

b. 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.

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. Salaries paid under schedule H 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.

b. Salaries paid under schedule G shall be paid one half of their stipend in the middle of their season and the remainder at the end of the season.

6. 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 G for athletic activities and Schedule H for non-athletic activities.
- F. The athletic trainer shall be compensated at an hourly rate as set forth in Schedule G 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 K.
- 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 \$25.00/per hour 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.
2. The electronic acknowledgement of the observation/evaluation report will be considered an electronic signature.
3. 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.

4. 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.

5. 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.

6. 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.

C. Members will be given a written accounting of accumulated sick leave no later than October 30th of each school year.

ARTICLE XVI
TEMPORARY LEAVE OF ABSENCE

A. Full-time 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.

Part-time certificated and salaried employees and the Secretary to Athletics are entitled to personal (Article XVI.A.1) and bereavement (Article XVI.A.3) days.

Part-time hourly employees are not entitled to temporary leaves of absence not otherwise provided by law.

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 salaried 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 salaried 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
TUITION REIMBURSEMENT, COURSE CREDIT, AND SABBATICAL LEAVE
FOR CERTIFIED STAFF

A. Reimbursement of Courses

1. The Haddon Township Board of Education will reimburse certified and salaried full-time and part-time staff 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 certified staff member 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 tenured 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.

D. One additional hour of on-line training will be provided on district professional development time.

ARTICLE XX **INSURANCE PROTECTION**

A. The Board agrees to provide health insurance, including family coverage where applicable, to all eligible employees. Employee contribution to health insurance shall be in accordance with "Chapter 78" or P.L. 2020 (S-2273/A-20) "Educators' Health Benefits Fairness Act.". The existing plan subject to Chapter 78 Tier IV contributions, if selected by eligible employees shall be equal to or better than the AmeriHealth Standard Preferred Provider plan in effect on 7/1/2020, 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 9/10/2015 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 consist of a pool of \$4,000 per year 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. 1. 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.

Payment for unused sick leave may be paid into an employee's 403b account. The board office must receive the proper paperwork through the 403b provider. This may result in payment being made later than July 1.

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. 1. 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.

2. For Buildings, Maintenance and Grounds employees and secretaries, sick days eligible for reimbursement shall be those days which were accumulated in Haddon Township School District up to a maximum of 200 days when an employee retires. To qualify an employee with 10 years or more shall have a minimum of 85 accumulated days and an employee with 15 years or more shall have a minimum of 25 accumulated days.

D. 1. For the duration of this agreement the amount shall be computed for teachers at the rate of \$50.10 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, 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.

2. Any Buildings, Maintenance and Grounds employee or secretary who retires according to the provisions of the P.E.R.S. in order to receive immediate benefits and not merely "deferred retirement" shall be eligible for unused sick leave at a rate of \$33.00 per day for 2020-2021, 2021-2022, 2022-2023, and 2023-2024 school years. The total amount paid to any one employee shall not exceed \$6,600.00 for Buildings, Maintenance, and Grounds employees and \$6,105.00 for secretaries.

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 **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.
- E. Employee Sick Bank will be maintained.
- F. 1. Buildings, Maintenance and Grounds employees will receive two (2) raincoats for each elementary school and four (4) at the high school.
2. Buildings, Maintenance and Grounds employees will be reimbursed \$125.00 for uniforms. Uniforms must be obtained on their own personal time.
3. If Buildings, Maintenance and Grounds employees are required to work in multiple buildings, he/she will be reimbursed at the rate for mileage reimbursement as established annually by New Jersey Accountability Regulations.

ARTICLE XXIV
DURATION OF AGREEMENT

- A. The provisions of this Agreement shall be effective July 1, 2020, and shall continue and remain in full force and effect to and including June 30, 2024, 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 11/2/2020



President of the Board Date 11/2/20



HTEA Secretary Date 11/2/2020



Board Secretary Date 11/2/20

July 1, 2020 – June 30, 2024

SCHEDULE A							
TEACHER SALARY GUIDE							
2020-2021							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	51,593	53,593	54,793	56,193	57,593	59,193	59,693
2	51,744	53,744	54,944	56,344	57,744	59,344	59,844
3	51,893	53,893	55,093	56,493	57,893	59,493	59,993
4	52,044	54,044	55,244	56,644	58,044	59,644	60,144
5	52,244	54,244	55,444	56,844	58,244	59,844	60,344
6	52,444	54,444	55,644	57,044	58,444	60,044	60,544
7	52,643	54,643	55,843	57,243	58,643	60,243	60,743
8	52,862	54,862	56,062	57,462	58,862	60,462	60,962
9	53,291	55,291	56,491	57,891	59,291	60,891	61,391
10	54,483	56,483	57,683	59,083	60,483	62,083	62,583
11	55,978	57,978	59,178	60,578	61,978	63,578	64,078
12	57,847	59,847	61,047	62,447	63,847	65,447	65,947
13	62,029	64,029	65,229	66,629	68,029	69,629	70,129
14	67,418	69,418	70,618	72,018	73,418	75,018	75,518
15	74,068	75,382	76,582	77,982	79,382	80,982	81,482
16-20	83,479	85,479	86,679	88,079	89,479	91,079	91,579
PL	88,279	90,279	91,479	92,879	94,279	95,879	96,379
2021-2022							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	52,709	54,709	55,909	57,309	58,709	60,309	60,809
2	52,860	54,860	56,060	57,460	58,860	60,460	60,960
3	53,009	55,009	56,209	57,609	59,009	60,609	61,109
4	53,160	55,160	56,360	57,760	59,160	60,760	61,260
5	53,360	55,360	56,560	57,960	59,360	60,960	61,460
6	53,560	55,560	56,760	58,160	59,560	61,160	61,660
7	53,759	55,759	56,959	58,359	59,759	61,359	61,859
8	53,978	55,978	57,178	58,578	59,978	61,578	62,078
9	54,407	56,407	57,607	59,007	60,407	62,007	62,507
10	55,599	57,599	58,799	60,199	61,599	63,199	63,699
11	57,094	59,094	60,294	61,694	63,094	64,694	65,194
12	58,963	60,963	62,163	63,563	64,963	66,563	67,063
13	63,145	65,145	66,345	67,745	69,145	70,745	71,245
14	68,534	70,534	71,734	73,134	74,534	76,134	76,634
15	75,184	76,498	77,698	79,098	80,498	82,098	82,598
16-20	84,595	86,595	87,795	89,195	90,595	92,195	92,695
PL	89,395	91,395	92,595	93,995	95,395	96,995	97,495

July 1, 2020 – June 30, 2024

SCHEDULE A							
TEACHER SALARY GUIDE							
2022-2023							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	53,926	55,926	57,126	58,526	59,926	61,526	62,026
2	54,077	56,077	57,277	58,677	60,077	61,677	62,177
3	54,226	56,226	57,426	58,826	60,226	61,826	62,326
4	54,377	56,377	57,577	58,977	60,377	61,977	62,477
5	54,577	56,577	57,777	59,177	60,577	62,177	62,677
6	54,777	56,777	57,977	59,377	60,777	62,377	62,877
7	54,976	56,976	58,176	59,576	60,976	62,576	63,076
8	55,195	57,195	58,395	59,795	61,195	62,795	63,295
9	55,624	57,624	58,824	60,224	61,624	63,224	63,724
10	56,816	58,816	60,016	61,416	62,816	64,416	64,916
11	58,311	60,311	61,511	62,911	64,311	65,911	66,411
12	60,180	62,180	63,380	64,780	66,180	67,780	68,280
13	64,362	66,362	67,562	68,962	70,362	71,962	72,462
14	69,751	71,751	72,951	74,351	75,751	77,351	77,851
15	76,401	77,715	78,915	80,315	81,715	83,315	83,815
16-20	85,812	87,812	89,012	90,412	91,812	93,412	93,912
PL	90,612	92,612	93,812	95,212	96,612	98,212	98,712
2023-2024							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	55,128	57,128	58,328	59,728	61,128	62,728	63,228
2	55,279	57,279	58,479	59,879	61,279	62,879	63,379
3	55,428	57,428	58,628	60,028	61,428	63,028	63,528
4	55,579	57,579	58,779	60,179	61,579	63,179	63,679
5	55,779	57,779	58,979	60,379	61,779	63,379	63,879
6	55,979	57,979	59,179	60,579	61,979	63,579	64,079
7	56,178	58,178	59,378	60,778	62,178	63,778	64,278
8	56,397	58,397	59,597	60,997	62,397	63,997	64,497
9	56,826	58,826	60,026	61,426	62,826	64,426	64,926
10	58,018	60,018	61,218	62,618	64,018	65,618	66,118
11	59,513	61,513	62,713	64,113	65,513	67,113	67,613
12	61,382	63,382	64,582	65,982	67,382	68,982	69,482
13	65,564	67,564	68,764	70,164	71,564	73,164	73,664
14	70,953	72,953	74,153	75,553	76,953	78,553	79,053
15	77,603	78,917	80,117	81,517	82,917	84,517	85,017
16-20	87,014	89,014	90,214	91,614	93,014	94,614	95,114
PL	91,814	93,814	95,014	96,414	97,814	99,414	99,914

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							
DEPARTMENT FACILITATORS SALARY GUIDE							
2020-2021							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	84,080	84,080	84,080	84,080	84,080	84,080	84,580
2	87,080	87,080	87,080	87,080	87,080	87,080	87,580
3	90,080	90,080	90,080	90,080	90,080	90,080	90,580
4	93,080	93,080	93,080	93,080	93,080	93,080	93,580
5	96,080	96,080	96,080	96,080	96,080	96,080	96,580
6	99,080	99,080	99,080	99,080	99,080	99,080	99,580
7	102,080	102,080	102,080	102,080	102,080	102,080	102,580
8	105,080	105,080	105,080	105,080	105,080	105,080	105,580
2021-2022							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	85,850	85,850	85,850	85,850	85,850	85,850	86,350
2	88,850	88,850	88,850	88,850	88,850	88,850	89,350
3	91,850	91,850	91,850	91,850	91,850	91,850	92,350
4	94,850	94,850	94,850	94,850	94,850	94,850	95,350
5	97,850	97,850	97,850	97,850	97,850	97,850	98,350
6	100,850	100,850	100,850	100,850	100,850	100,850	101,350
7	103,850	103,850	103,850	103,850	103,850	103,850	104,350
8	106,850	106,850	106,850	106,850	106,850	106,850	107,350
2022-2023							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	87,625	87,625	87,625	87,625	87,625	87,625	88,125
2	90,625	90,625	90,625	90,625	90,625	90,625	91,125
3	93,625	93,625	93,625	93,625	93,625	93,625	94,125
4	96,625	96,625	96,625	96,625	96,625	96,625	97,125
5	99,625	99,625	99,625	99,625	99,625	99,625	100,125
6	102,625	102,625	102,625	102,625	102,625	102,625	103,125
7	105,625	105,625	105,625	105,625	105,625	105,625	106,125
8	108,625	108,625	108,625	108,625	108,625	108,625	109,125
2023-2024							
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	Doc
1	89,775	89,775	89,775	89,775	89,775	89,775	90,275
2	92,775	92,775	92,775	92,775	92,775	92,775	93,275
3	95,775	95,775	95,775	95,775	95,775	95,775	96,275
4	98,775	98,775	98,775	98,775	98,775	98,775	99,275
5	101,775	101,775	101,775	101,775	101,775	101,775	102,275
6	104,775	104,775	104,775	104,775	104,775	104,775	105,275
7	107,775	107,775	107,775	107,775	107,775	107,775	108,275
8	110,775	110,775	110,775	110,775	110,775	110,775	111,275

ACTING DEPARTMENT FACILITATORS SALARY AND STIPEND GUIDE	
2020-2024	
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 Salary 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	
TECHNOLOGY SPECIALISTS AND STUDENT SUPPORT AIDES	
SALARY GUIDE	
2020-2021	
Step	Salary
1	35,573
2	36,073
3	36,573
4	37,073
5	37,573
6	38,073
7	38,823
8	39,573
9	40,323
2021-2022	
Step	Salary
1	37,589
2	38,089
3	38,589
4	39,089
5	39,589
6	40,089
7	40,839
8	41,589
9	42,339

SCHEDULE C		
TECHNOLOGY SPECIALISTS AND STUDENT SUPPORT AIDES		
SALARY GUIDE		
2022-2023		
Step	Salary	
1	39,706	
2	40,206	
3	40,706	
4	41,206	
5	41,706	
6	42,206	
7	42,956	
8	43,706	
9	44,456	
2023-2024		
Step	Salary	
1	41,929	
2	42,429	
3	42,929	
4	43,429	
5	43,929	
6	44,429	
7	45,179	
8	45,929	
9	46,679	

SCHEDULE D		
SECRETARY SALARY GUIDE		
2020-2021		
Step	10.5 months	12 months
1	32,754	37,340
2	33,191	37,838
3	33,629	38,337
4	34,066	38,835
5	34,504	39,335
6	34,941	39,833
7	35,379	40,332
8	35,816	40,830
9	38,802	44,234
10	41,611	47,437
11-19	46,931	53,501
20+	48,683	55,499

July 1, 2020 – June 30, 2024

SCHEDULE D		
SECRETARY SALARY GUIDE		
2021-2022		
Step	10.5 months	12 months
1	34,096	38,528
2	34,533	39,022
3	34,971	39,517
4	35,408	40,011
5	35,846	40,506
6	36,283	41,000
7	36,721	41,495
8	37,158	41,989
9	40,144	45,363
10	42,953	48,537
11-19	48,273	54,548
20+	50,025	56,528
2022-2023		
Step	10.5 months	12 months
1	35,462	39,895
2	35,899	40,386
3	36,337	40,879
4	36,774	41,371
5	37,212	41,864
6	37,649	42,355
7	38,087	42,848
8	38,524	43,340
9	41,510	46,699
10	44,319	49,859
11-19	49,639	55,844
20+	51,391	57,815
2023-2024		
Step	10.5 months	12 months
1	36,331	40,872
2	36,768	41,364
3	37,206	41,857
4	37,643	42,348
5	38,081	42,841
6	38,518	43,333
7	38,956	43,826
8	39,393	44,317
9	42,379	47,676
10	45,188	50,837
11-19	50,508	56,822
20+	52,260	58,793

SCHEDULE E			
BUILDINGS, MAINTENANCE, AND GROUNDS SALARY GUIDE			
2020-2021			
Step	Buildings	Maint/Mech	Grounds
1	35,693	39,398	32,740
2	36,453	41,398	33,740
3	37,221	43,398	34,740
4	38,022	45,398	35,740
5	38,822	47,898	36,990
6	39,622	50,398	38,240
7	40,457	52,898	39,490
8	41,457	55,398	40,740
9	42,457	57,898	42,240
10	43,657	60,398	43,740
11	44,858	62,898	45,240
12	46,058	65,441	46,783
13	47,458		
14	48,858		
15	50,258		
16	51,658		
17	53,158		
18	54,701		
2021-2022			
Step	Buildings	Maint/Mech	Grounds
1	36,828	40,533	33,875
2	37,588	42,533	34,875
3	38,356	44,533	35,875
4	39,157	46,533	36,875
5	39,957	49,033	38,125
6	40,757	51,533	39,375
7	41,592	54,033	40,625
8	42,592	56,533	41,875
9	43,592	59,033	43,375
10	44,792	61,533	44,875
11	45,993	64,033	46,375
12	47,193	66,576	47,918
13	48,593		
14	49,993		
15	51,393		
16	52,793		
17	54,293		
18	55,836		

July 1, 2020 – June 30, 2024

SCHEDULE E			
BUILDINGS, MAINTENANCE, AND GROUNDS SALARY GUIDE			
2022-2023			
Step	Buildings	Maint/Mech	Grounds
1	38,093	41,798	35,140
2	38,853	43,798	36,140
3	39,621	45,798	37,140
4	40,422	47,798	38,140
5	41,222	50,298	39,390
6	42,022	52,798	40,640
7	42,857	55,298	41,890
8	43,857	57,798	43,140
9	44,857	60,298	44,640
10	46,057	62,798	46,140
11	47,258	65,298	47,640
12	48,458	67,841	49,183
13	49,858		
14	51,258		
15	52,658		
16	54,058		
17	55,558		
18	57,101		
2023-2024			
Step	Buildings	Maint/Mech	Grounds
1	39,378	43,083	36,425
2	40,138	45,083	37,425
3	40,906	47,083	38,425
4	41,707	49,083	39,425
5	42,507	51,583	40,675
6	43,307	54,083	41,925
7	44,142	56,583	43,175
8	45,142	59,083	44,425
9	46,142	61,583	45,925
10	47,342	64,083	47,425
11	48,543	66,583	48,925
12	49,743	69,126	50,468
13	51,143		
14	52,543		
15	53,943		
16	55,343		
17	56,843		
18	58,386		

SCHEDULE F	
BUILDINGS, MAINTENANCE, AND GROUNDS STIPEND GUIDE	
2020-2024	
Black Seal	950
HVAC License	620
Fertilizer License	100
Pesticide License	620
Plumber	620
Electrician	620
CPR License	100
Class S License	100
Miscellaneous (up to \$300)	100

SCHEDULE G			
ATHLETICS SALARY GUIDE			
ATHLETIC TRAINER - FULL TIME			
2020-2021	47,342		
2021-2022	48,905		
2022-2023	50,519		
2023-2024	52,186		
ATHLETICS STIPEND GUIDE			
	2020-2024		
FALL SPORTS	Step 1	Step 2	Step 3
Head Football	8,554	9,673	10,600
Ass't football, L1 (3)	5,302	5,973	6,645
Ass't football, L2 (2)	4,277	4,843	5,302
Head Boys CC	5,751	6,307	6,970
Head Girls CC	5,751	6,307	6,970
Ass't CC (7/8)	3,219	3,578	4,001
Head Boys Soccer	5,751	6,307	6,970
Ass't Boys Soccer L1	3,888	4,348	4,772
7/8 Soccer L2	3,219	3,578	4,001
Head Girls Soccer	5,751	6,307	6,970
Ass't Girls Soccer L1	3,888	4,348	4,772
Assistant Soccer (7/8) L2	3,219	3,578	4,001
Girls Tennis	5,751	6,307	6,970
Ass't Tennis	3,888	4,348	4,772
Head Hockey	5,751	6,307	6,970
Ass't Hockey L1 (2)	3,888	4,348	4,772
Assistant Hockey (7/8) L2	3,219	3,578	4,001
Weight Program -Co-ed (3)	764	848	919

SCHEDULE G			
ATHLETICS STIPEND GUIDE			
WINTER SPORTS	2020-2024		
	Step 1	Step 2	Step 3
Head Boys Basketball	7,318	8,423	9,285
Ass't Boys Basketball L1	4,929	5,467	6,145
Ass't Boys Basketball L2	4,267	4,764	5,219
Ass't Boys Basketball L3	3,590	4,032	4,660
Head Wrestling	7,318	8,423	9,285
Ass't Wrestling L1	4,929	5,467	6,145
Ass't Wrestling L2	4,267	4,764	5,219
Ass't Wrestling L3	3,590	4,032	4,660
Head Swimming	6,949	7,487	8,165
Ass't Swimming	5,696	6,156	6,580
Head Girls Basketball	7,318	8,423	9,285
Ass't Girls Basketball L1	4,929	5,467	6,145
Ass't Girls Basketball L2	4,267	4,764	5,219
Ass't Girls Basketball L3	3,590	4,032	4,660
SPRING SPORTS	2020-2024		
	Step 1	Step 2	Step 3
Head Baseball	6,150	6,892	7,599
Ass't baseball L1	4,136	4,560	5,055
Ass't baseball L2	3,358	3,676	4,065
Head Track Boys	6,150	6,892	7,599
Head Track Girls	6,150	6,892	7,599
Ass't Track L1 (4)	4,136	4,560	5,055
Assistant Track (7/8) L2	2,086	2,297	2,544
Golf	4,136	4,560	5,055
Head Softball	6,150	6,892	7,599
Ass't Softball L1	4,136	4,560	5,055
Ass't Softball L2	3,358	3,676	4,065
Boys Tennis	6,150	6,892	7,599
Ass't Boys Tennis	4,136	4,560	5,055
Middle School Intramurals	662	719	774
Trainer stipend (not full-time)	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.			

SCHEDULE H			
CO - CURRICULAR STIPEND GUIDE			
	2020-2024		
	Step 1	Step 2	Step 3
MS Yearbook (2)	1,631	1,801	2,051
HS Yearbook	5,036	5,555	6,180
HS Yearbook Ass't./ Business Manager	1,631	1,801	2,051
Misc. Club Sponsors (20)	657	712	769
Personal Ach. Card	1,257	1,397	1,538
HS Knowledge Bowl (2)	657	712	769
HS Honor Society	1,059	1,197	1,346
HS Newspaper	3,787	4,313	4,537
MS Student Council	1,709	1,841	1,972
HS Student Council	3,879	4,313	4,644
HS One Act Plays (6)	692	748	804
HS Stage Crew	1,257	1,397	1,538
Hawkappelas/Madrigals	3,143	3,458	3,790
Marching Band	6,246	6,903	7,626
Marching Band Ass't	3,143	3,458	3,790
Color Guard/Twirlers	2,935	3,214	3,497
Orchestra	3,143	3,458	3,790
Stage Band/Jazz Ens.	3,143	3,458	3,790
HS Fall Play - Director	2,585	2,795	3,285
HS Fall Play - Scenery/Props	1,363	1,503	1,642
HS Musical - Orchestra Director	3,143	3,458	3,790
HS Musical - Business Manager	1,607	1,782	1,957
HS Musical - Choreographer	1,665	1,832	2,015
HS Musical - Drama Director	3,143	3,458	3,790
HS Musical Vocal Director	3,143	3,458	3,790
HS Musical - Scenery/Props	1,467	1,607	1,747
HS Musical - Pit Musicians (2)	927	1,019	1,120
MS Musical - Drama Director	1,482	1,602	1,769
MS Musical - Vocal Director	1,482	1,602	1,769
MS Musical - Scenery/Props	675	765	842
MS Musical - Piano Accompanist	2,935	3,283	3,633
MS Musical - Choreographer	1,288	1,416	1,558

SCHEDULE H			
CO - CURRICULAR STIPEND GUIDE			
	2020-2024		
	Step 1	Step 2	Step 3
HS Class Advisors 9/10 (1)	1,467	1,607	1,752
HS Class Advisors 11/12 (3)	2,731	3,003	3,304
7/8 Cheerleading	1,467	1,607	1,747
Fall Cheerleading	3,494	3,912	4,306
Winter Cheerlead.	3,494	3,912	4,306
ELEMENTARY			
String Orchestra (Beginning & Advanced)	1,400	1,539	1,683
Band (Beginning & Advanced)	1,400	1,539	1,683
Chorus	1,400	1,539	1,683
Community Leaders Advisors (Student Council)	698	769	838
Scribbler	649	706	761
Cross Age Mentors Lead	797	852	909
Cross Age Mentors	657	712	769
Independent Study Preceptors	147	161	175
Independent Study	1,188	1,328	1,467
Safety - Elementary (6)	1,808	1,972	2,143
Class Advisor 6th	1,028	1,112	1,219
Class Advisor 7th	1,083	1,174	1,265
Class Advisor 8th	1,315	1,460	1,602
Class Advisor 9th	1,257	1,404	1,544
Class Advisor 10th	1,467	1,607	1,752
Class Advisors 11th (2)	1,957	2,194	2,391
Class Advisors 12th (2)	3,037	3,392	3,760

SCHEDULE I	
ELEMENTARY TEACHER-IN-CHARGE, MIDDLE SCHOOL TEAM LEADERS, AND HEAD NURSE SALARY GUIDE	
	2020-2024
Elementary Teachers in Charge	2,289
Middle School Team Leaders	1,373
Head Nurse	4,300

July 1, 2020 – June 30, 2024

SCHEDULE J	
FULL TIME AIDES HOURLY RATES	
Salary Guide Step	2020-2024
Step A	15.90
Step B	16.80
Step C	17.25
SCHEDULE K	
MISCELLANEOUS HOURLY RATES	
	2020-2024
1. Summer School Teacher	
One year experience	32.41
Two years' experience	35.53
Three years' experience	38.65
2. Bedside Tutoring	42.71
3. Lunchroom Supervisor	42.71
4. Detention Supervisor	42.71
5. Curriculum (<i>Summer</i>)	41.25
6. Elementary Peer Mediation	41.25
7. Part-time Teacher - Extended Day	41.25
8. Translation Services	20.81
9. Athletic Trainer - Extra Duties	42.71
10. Summer Technology	17.50
11. Event Chaperone (MS/HS)	
MS 2 hour max	31.20
HS 3 hour max	

APPENDIX A

Haddon Township Chairpersons Agreement, June 30, 2008

Article XIX. Payment of Unused Sick Leave

A. Effective July 1, 1991 and for the term of this Agreement, any Department Chairperson 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 date 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 the bonus the following year on July 1.

C. Sick days eligible for reimbursement shall be those which were accumulated in the Haddon Township School District when an employee retires. The maximum number of sick days which may be accumulated shall be 210.

D. For the 2007-08 school year the amount shall be computed at the rate of \$45.30 per day for each accumulated unused sick day. The total amount paid shall not exceed \$9,513.

1. Individuals who remain in the Department Chairperson's group per Article III. A. 1. past June 30, 2008 will receive payment for unused sick leave at a rate 2% greater than the 2007-08 rate for each year worked past 2008.

2. Individuals who lose Department Chair Status per Article III. A. 2. as of June 30, 2008 will receive the greater of the following calculations at retirement.

a. The product of the number of accumulated unused sick days as of June 30, 2008 times \$45.30.

or

b. The product of the number of accumulated unused sick days at retirement times the rate contained in the negotiated agreement for the group representing his/her position. The maximum number of days will be governed by the contract representing his/her position.

APPENDIX B
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 C
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.

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