

**WOODLYNNE EDUCATION**

**ASSOCIATION**

**AGREEMENT**

**WITH**

**WOODLYNNE BOARD OF EDUCATION**

**EFFECTIVE**

**JULY 1, 2017 - June 30, 2022**

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# ARTICLE I

## RECOGNITION

### A. Association Unit

The Woodlynne Township Board of Education (hereinafter "the Board") hereby recognizes the Woodlynne Education Association (hereinafter "Association") as the exclusive bargaining representative as defined in the New Jersey Employer-Employee Relations Act, N.J.S.A. 13A-1, et seq. (hereinafter "Act") for all full and part-time certified personnel, secretaries, behavior technicians, and classroom assistants under contract, but excluding all administrators, supervisors, maintenance staff, kitchen staff, the Administrative Assistant to the Superintendent and/or Principal, the Payroll Clerk, and the Technology Coordinator, confidential employees, and all other employees excluded by law.

### B. Definitions

1. As used hereinafter, the term 'employee' shall apply to all members of the bargaining unit.
2. As used hereinafter, the term 'teacher' shall apply to all full and part-time certified personnel.
3. As used hereinafter, except as specifically excluded, the term 'paraprofessional employee' shall apply to all classroom assistants and the behavior technicians.
4. As used hereinafter, the term 'secretaries' shall apply to all secretarial staff with the exception of confidential secretaries.
5. As used hereinafter, the terms "Superintendent" shall apply to the title of Superintendent or Chief School Administrator.

### C. Board Unit

1. The term 'board' shall include its officers and agents.

**ARTICLE II**  
**NEGOTIATING PROCEDURE**

A. Sessions:

1. Negotiating sessions shall be held in the Woodlynne School.
2. Negotiating sessions shall not commence until after January 1<sup>st</sup> of the year the CNA expires.
3. Each session shall start and end at a time to be mutually agreed upon by the parties.

B. Composition of Negotiating Teams

1. Neither the Board nor the Association shall have any control over the selection of the negotiation representatives of the other party. However, each party's team of representatives for negotiations shall consist of no more than six representatives.

C. Restrictions

1. No tape, mechanical, or electronic recording devices shall be used at any time during either negotiating sessions or fact-finding sessions.

D. Tentative Agreements

1. Tentative Agreements by the Board Committee and the Woodlynne Education Association Committee are not binding until adopted by the majority vote of the Board of Education and ratified by the Woodlynne Education Association.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. Definitions

1. A grievance is a claim by an employee or a group of employees and/or the Association based upon a violation of any provision of the Agreement, Board Policy, or Administrative decisions.

2. An 'aggrieved person' is the person or persons making the claim.

#### B. Purpose

1. The primary purpose of this procedure is to secure, at the lowest possible level, equitable solutions to grievances. Both parties agree that these proceedings shall be kept confidential at each level of the procedures, subject to any right-to-know laws.

2. Nothing contained herein shall be construed as limiting the right of any employee with a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted, providing the adjustment is not inconsistent with the terms of this Agreement.

3. Just Cause will be the arbitral criteria for assessing the validity of the employer's imposition of discipline. Disciplinary determinations shall not be arbitrary, capricious, or discriminatory.

#### C. Procedures

1. The aggrieved person shall be entitled, at his/her option, to be represented by an Association representative at every step of the grievance procedure.

2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved bargaining unit member 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.

3. If the matter is not resolved to the satisfaction of the aggrieved person, after informal discussions, he/she shall set forth his/her grievance in writing to his/her supervisor. The written grievance shall specify:

- a) The nature of the grievance,
- b) Article and section of the Agreement allegedly violated,
- c) The day of the alleged grievance,
- d) The results of the previous discussions,
- e) A statement regarding the relief sought, and

f) Signature of the aggrieved person.

The written grievance shall be submitted within the first twenty (20) school days following the date the grievant knew of the alleged grievance. If the grievance is not submitted in writing within the aforementioned time span, the grievance shall be declared void. The Supervisor shall render his/her decision in writing to the aggrieved person within ten (10) school days.

4. If the aggrieved person is not satisfied with the disposition of his/her grievance by the Supervisor, he/she may appeal the decision in writing to the Superintendent. Such appeal shall be made within five (5) school days of the aggrieved being notified of the Supervisor's decision.

5. If the aggrieved person is not satisfied with the disposition of his/her grievance by the Superintendent, he/she may appeal the decision in writing to the Board of Education. Such appeal shall be made in writing within five (5) school days of the aggrieved being notified of the Superintendent's decision.

6. The aggrieved person may request a hearing before the appropriate committee of the Board of Education and said hearing shall be granted. The hearing shall be held within two (2) calendar weeks from the date of the petition for hearing. The Board shall render a written decision to the aggrieved person within thirty-one (31) calendar days after the hearing has been held.

7. If the aggrieved person is not satisfied with the disposition of his/her grievance by the Board of Education, and he/she wishes a review by a third party, the aggrieved shall advise the Board of Education, through the Superintendent and in writing, of his/her appeal to a third party. Such appeal shall be made within ten (10) school days after receipt of the Board of Education's decision.

8. a) Within ten (10) school days after aforementioned written notice of submission to arbitration, the Board of Education and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve in this matter. If the parties are unable to agree upon an arbitrator or to obtain a commitment from that arbitrator within the specified period, a request for a list of arbitrators may be made to the Public Employment Relations Commission by either party to this Agreement within ten (10) school days. The parties shall then be bound to the rules and procedures of the American Arbitration Association in the selection of an arbitrator. Any arbitrator selected shall limit him/herself to the issues submitted and shall consider nothing else, nor add anything to or subtract anything from this Agreement.

b) The arbitrator selected shall confer with the representatives of the Board of Education and of the Association and shall hold hearing promptly and shall issue a decision no later than twenty (20) working days from the date of the close of the hearings, or, if oral hearings have been waived, then from the date of the final statements and proofs on the issues have been submitted to the arbitrator. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power of authority to make any decision which requires the commission of any act prohibited by law or which is in violation of this Agreement. The decision of the arbitrator shall be submitted to the Board of Education and the Association shall be advisory in nature.

c) The cost for the services of the arbitrator, including the per diem expenses, if any, and actual necessary travel or subsistence expenses and the cost of the hearing room shall be born equally by the Board of Education and Association. Any other expenses incurred shall be paid by the party incurring such expenses.



## ARTICLE IV

### TEACHING HOURS AND TEACHING LOAD

A. The Superintendent shall establish teachers' daily arrival and departure times for the school year. The latest arrival time by teachers shall be no later than fifteen (15) minutes prior to the students' arrival, and the earliest departure time shall be no earlier than twenty-five (25) minutes following student dismissal.

B. The total required school day for teachers shall not exceed seven hours and ten minutes and for paraprofessionals shall not exceed six hours and forty (40) minutes. The total required work day for secretaries shall not exceed a seven and half hour day.

C. Teachers and paraprofessionals shall receive a minimum duty-free lunch period of thirty-five (35) minutes that will coincide with the student lunch period. Secretaries shall receive a minimum duty-free lunch period of forty (40) minutes. Employees may leave the school grounds during their scheduled lunch period upon notification to administration.

D. Teachers shall be provided with two hundred (200) minutes of preparation time per week. When necessary in the judgment of the administrator, preparation time may be used for purposes other than preparation.

E. Teachers will be provided with three (3) one-half (1/2) days for the purpose of curriculum development, committee work, and inter-grade communication. At the conclusion of the session, each teacher will complete an evaluation of the session.

F. Special curriculum projects and summer IEP's may be established by administration and recommended to the Board of Education for approval. Said studies and projects are limited to those tasks which:

- a) Are begun but cannot be completed during the school day as defined in this agreement.
- b) Result in a written proposal or report and/or an in service day presentation, and
- c) Do not occur as an integral part of one's duties for which compensation is already being received via a contracted salary guide. Teachers who are assigned to complete special curriculum projects and summer IEP's will be compensated at \$28 per hour.

Staff members will be notified of special assignments in writing. Assignment notification for a project will include:

- a) A description of the project,
- b) The length of time necessary to complete,
- c) The method of determining successful completion, and
- d) The date the assignment is to be completed.

A staff member who accepts a special assignment and the conditions will notify administration in writing. The Superintendent shall authorize remuneration upon completion of the project in accordance with the criteria listed above. Vouchers and reports must be submitted to the Superintendent two weeks prior to the regular scheduled Board meeting in order to receive payment during that month.

G. Homebound instruction shall be compensated at \$28 per hour. Vouchers and time sheets must be submitted to the Superintendent's Secretary by the 3<sup>rd</sup> and/or 18<sup>th</sup> of each month. Payment to homebound instructors shall be made in the pay period following the submission of the necessary voucher of time sheets.

H. The Board, through the Superintendent, may solicit the suggestions and recommendations concerning the school calendar from interested groups. However, the Teacher School Calendar shall contain a maximum of one hundred and eighty-seven (187) days to allow for snow or emergency closings. In the event there are no snow or emergency closings, the teachers will only be required to work a maximum of one hundred and eighty-four (184) days.

I. One (1) days per month shall be set aside by the Superintendent in consultation with the teachers and paraprofessionals for the purpose of in-school faculty meetings. On the date of the in-school meetings, the length of the school day for teachers shall be seven (7) hours and thirty (30) minutes and for paraprofessionals shall be seven (7) hours and twenty (20) minutes. The notice of the agenda for the in-school meetings shall be given to the employees involved or posted at least 48 hours prior to the meeting, except in an emergency. Teachers and paraprofessionals may have the opportunity to suggest school related topics for inclusion in the agenda. On days of scheduled faculty meetings, there will be no conferences.

Additionally, effective the 2018-2019 school year, the current forty-five (45) minute PLC held once per month shall be eliminated and replace by two (2) thirty (30) minute PLCs per week. On PLC days, teachers should report 30 minutes prior to student start time for each of the following four groups of teachers: Pre-K to 2<sup>nd</sup> grade, 3<sup>rd</sup> grade through 5<sup>th</sup> grade, 6<sup>th</sup> grade through 8<sup>th</sup> grade, and non-classroom teachers. Those sessions will occur on Tuesdays through Fridays, and on each day only two groups will meet for their PLCs. The other two (2) groups will arrive for their morning duty as they have in the past, which is 15 minutes prior to student start time

J. Part-time child study team members who are scheduled at two-fifth (2/5) time shall be subject to being assigned two (2) additional work days per year at the per diem rate of 1/200<sup>th</sup> of their salary.

The two (2) days shall be scheduled by the Superintendent on days when school is not in session and on days that do not conflict with the employee's contractual obligations in other school districts after the close of the academic year. Except in an emergency, five (5) days' notice prior to the work day shall be given.

K. The last scheduled student day prior to winter break shall be a one session day for students and staff. The day before Thanksgiving will be a one session day for students and staff.

L. In the event a question arises as to the employees physical or mental health, in a matter unrelated to a worker's compensation claim, the Board may, pursuant to eh N.J.S.A. 18A:16 and related Board policies and regulations, require that the employee submit to an individual physical or psychiatric examination by a physician chosen and paid for by the Board.

## ARTICLE V

### SALARIES

A. 1. The salaries of all employees covered by the Agreement are set forth in Schedule 'A' which is attached hereto and made a part hereof. The salaries of all unit members covered by this Agreement will be increased by 3.1% for the 2017-2018 school year, 2.95% for the 2018-2019 school year, and 2.90% for the 2019-2020 school year, 2.90% for the 2020-21 school year and 2.85% for the 2021-22 school year inclusive of increment.

2. In the event that a teacher expects to become eligible for horizontal movement on the salary schedule by attaining a higher academic level, he/she shall notify the Superintendent or designee of such expectation by October 31 of the calendar year preceding the school year in which such eligibility shall become effective.

B. Employees employed on a ten-month basis shall be paid in twenty (20) equal semi-monthly installments.

1. Employees shall receive their semi-monthly payment on the fifteenth (15<sup>th</sup>) and thirtieth (30<sup>th</sup>) of each month during the contract year. If the 15<sup>th</sup> and/or the 30<sup>th</sup> fall on a Saturday or Sunday, pay shall be made on the previous Friday.

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

3. If schools are closed on a regularly scheduled payday due to inclement weather, employees shall receive their paychecks on the first day school is in session.

4. Employees shall receive their final check on the last working day in June.

5. Paychecks will be available when the employees check out at the close of the school day.

6. The Board of Education shall provide electronic direct deposit of payroll checks to the bank of each employee's choice.

C. Salaries of extra-curricular activity sponsors and athletic coaches are set forth in Schedule 'B' which is attached hereto and made a part hereof.

1. Posting of extra-curricular positions for the next school year will be made by May 1. Staff members interested in an extra-curricular position will have ten (10) school days following the posting to inform administration of their interest in said position. The Superintendent shall review the applications and shall recommend the best qualified candidate. Individuals may not assume duties under this contract unless informed by the Board of Education, in writing, annually, of their employment.

2. In the event that no qualified candidate from the district staff applies for the extra-curricular position, the Board of Education will conduct an external search for a qualified candidate. Should this search fail to produce a qualified candidate, the Board of Education may assign a qualified staff member to the position. The Board of Education reserves the right to add or delete positions from the aforementioned schedules. Notifications of deletions of positions shall be made prior to the starting date of the activity.

3. The Superintendent will authorize payment of extra-curricular salaries upon completion of the service.

4. Sponsors of activities which continue through the school year shall be paid semi-annually (December and June).

5. Effective 7/1/95, a committee will be established to review and make non-binding recommendations concerning extra-curricular salary guide.

6. In the event that a single reimbursement check is issued for more than one category, an itemized statement shall be included identifying the categories being reimbursed and the amount for each category.

#### Longevity

After completion of twenty years of service in the District, all eligible unit employees shall receive \$250 in addition to their salary.

#### Vacancies – Staff

The Superintendent shall post and e-mail staff of vacant positions as soon as they become known. The Superintendent shall notify staff by e-mail of any vacancies occurring between the closing of schools in June and the subsequent opening in September of the year as positions become available so long as the Association provides a list with e-mail addresses on/or before the last day of school.

## ARTICLE VI

### TUITION REIMBURSEMENT

#### A. Eligibility

1. Only teachers possessing a regular New Jersey Teaching Certificate, and paraprofessionals, will be eligible to participate in the program of professional development and improvement.

2. There may be circumstances when the Board requests to have a teacher become certified in another area, or have a teacher take a specific course to meet a need, in which case the teacher involved will become eligible for a full participation in the Board's program for professional development.

3. A teacher or paraprofessional will not be eligible to participate in the Board's program if costs are paid by an outside agency. However, if the teacher or paraprofessional receives financial assistance from an outside agency that does not cover the course costs, the Board shall pay the remainder not covered, not to exceed the tuition reimbursement limitation.

4. Paraprofessionals will be reimbursed for cost of prep course, prep book, and test upon successful completion of test to meet 'highly qualified' requirement.

#### B. Requirements

1. The Board of Education will reimburse a teacher for graduate courses in his/her area of employment, which are offered at an accredited institution of higher education. The Board of Education will also reimburse a paraprofessional and behavior technicians for undergraduate or graduate courses in his/her area of employment, which is offered at an accredited institution of higher education.

2. Graduate courses may be taken to increase one's knowledge in his/her area of employment or to keep abreast of current trends in his/her area of employment.

3. The Superintendent must approve all courses in advance of enrollment. The Superintendent will determine, in his/her sole discretion, whether a course is in a teacher's or paraprofessional's "area of employment or as requested or required by the District." Requests for course approval must be submitted to the Superintendent prior to August 1 for Fall classes, December 1 for spring classes, and May 1 for summer classes.

#### C. Reimbursement

1. Payment for approved courses shall be made contingent upon the receipt of passing grades of 'B' or better and appropriate receipts for tuition and fees. Payment will be made four (4) months after completion of the course work, provided the necessary documentation has been submitted.

2. All teachers or paraprofessionals who resign or retire from the Woodlynne school system within two (2) years of receiving tuition reimbursement set forth in this Article shall reimburse the Board for all tuition reimbursement received by them from the date the tuition reimbursement was received. The reimbursement will be by way of automatic deduction from the last paycheck. Each employee will sign an authorization to allow the reimbursement.

3. The Board will reimburse teachers or paraprofessionals for tuition up to six (6) graduate credits per person per year at a rate of eighty percent (80%) of the rates established for graduate credits at Rutgers University Graduate tuition rate (School of Education).

4. Tuition reimbursement for part-time certified personnel under contract will be made on a pro-rated basis.

5. All employees who were granted undergraduate course credit for lateral movement on the salary guide prior to 7/1/93 shall be grandfathered.

## ARTICLE VII

### EMPLOYEE EVALUATION

#### A. Tenure Teacher Evaluation Policy

1. Teacher evaluation is the responsibility of the Board of Education and shall be conducted by administrative personnel in accordance with State Laws relative thereto.

2. The Board of Education agrees that teacher evaluation is an important part of improving and maintaining a good educational system. The Board of Education confirms that the means of evaluation should be discussed between the administration and the teacher, but the decision regarding the final format rests with the Board of Education. The annual evaluation consists of, but is not limited to, classroom observation, student growth percentiles, formal and informal performance reviews via the Annual Summary Conference and the Annual Written Performance Report. The purpose of the annual evaluation shall be:

- a. To improve student learning and growth
- b. To improve the skills of tenured and teaching staff members and
- c. To provide a basis for the review of the performance of tenured teaching staff members.

3. All tenured staff members are to be observed in accordance with law. Each teacher shall receive two (2) copies of the observation report within fifteen (15) calendar days following an observation. The teacher shall retain one (1) copy of the report and the other copy shall be signed and returned to the evaluator, to be placed in the teacher's personnel file. A teacher shall have the opportunity to respond to the written report of observation with the evaluator. Any teacher, if he/she desires, may submit a written reply to the observation report. This reply shall be submitted in duplicate, signed by the teacher, and forwarded to the evaluator. The evaluator shall sign both copies and return one copy to the teacher. The remaining copy shall be placed in the teacher's personnel file.

4. Each tenured staff member shall receive a yearly comprehensive evaluation. The conference phase of this evaluation shall include, but not be limited to, the following:

- a. Review of the performance of the teaching staff member based upon the job description.
- b. Review of the teaching staff member's progress toward the objectives of the individual professional improvement plan developed at the previous annual conference, and
- c. Review of available indicators of pupil progress and growth toward the program objectives.

5. The annual Summary Conference shall consist of a meeting between the teacher and the appropriate administrator. This meeting will be structured to provide a discussion of the teacher's total performance. If areas of disagreement should arise, the teacher shall be given the opportunity to present any and all extenuating circumstances of arguments that they feel may affect



the interpretation of the matter under consideration. In order to insure that the teacher will be adequately prepared for such a meeting, advance notice shall include, but not be limited to, a copy of the outline to be used as the evaluative instrument. The teaching staff member may use this outline to either write out or mentally formulate his/her own self-evaluation.

6. This comprehensive evaluation shall consist of the administrator drafting a summary statement after the aforementioned exchange with the teaching staff member, which shall include, but not be limited to, the following:

- a. Performance areas of strength
- b. Performance areas needing improvement based upon the job description,
- c. An individual professional improvement plan developed by the supervisor and the teaching staff member,
- d. A summary of available indicators of pupil progress and growth, and a statement of how those indicators relate to the effectiveness of the overall program and the performance of the individual teaching staff member, and
- e. Provision for performance data which has not been included in the report by the evaluated teaching staff member within ten (10) working days after signing the report.

Commentary in the Annual Written Performance Report shall pertain only to those matters discussed at the preliminary meeting.

7. Each teacher shall receive two (2) copies of the Annual Written Performance Report. The teacher shall retain one (1) copy and the other shall be signed and returned to the evaluator to be placed in the teacher's personnel file. Should the teacher substantially disagree with the written comprehensive evaluation, he/she may submit two (2) signed copies of a written statement indicating disagreement. Both copies shall be signed by the evaluator, one (1) copy returned to the teacher, and the other to be placed in the teacher's personnel file.

#### B. Non-Tenure Teacher Evaluation

1. Non-tenure teacher evaluation is the responsibility of the Board of Education and the formal evaluations shall be conducted by administrative personnel in accordance with the State Law; however, the Board of Education agrees that teacher evaluation is an important part of improving and maintaining a good educational system. The Board of Education confirms that the means of evaluating should be discussed between administration and teacher, but the decision regarding the final format rests with the Board of Education. Supervision shall exist for the improvement of instruction.

2. All non-tenured teachers shall be formally observed at least three (3) times during the school year. A follow-up conference shall be held after each observation at which time teacher strengths and weaknesses shall be indicated.

3. Each non-tenured teacher shall receive two (2) copies of the observation report within fifteen (15) calendar days following an observation. The teacher shall retain one (1) copy; the other shall be signed and returned to the evaluator to be placed in the teacher's personnel file. A non-

tenured teacher shall have the opportunity to respond to the written observation with the evaluator. All teachers, if they so desire, may submit a written reply to the observation. This reply shall be in duplicate, signed by the teacher, and forwarded to the evaluator. The evaluator shall sign both copies and return one (1) copy to the teacher. The other copy shall be placed in the teacher's personnel file.

4. The process for the comprehensive evaluation is the same as that for tenured teachers.

#### C. Personnel Records

Contents of a teacher's file shall, subject to this paragraph, be within the discretion of the Superintendent and in accordance with law. No material derogatory to a teacher's conduct or service shall be placed in the teacher's file unless the teacher has the opportunity to review the material. Confidential material originating outside the District, such as job references or letters of recommendation, shall be expunged from the teacher's file upon reaching tenure. A teacher may review his/her personnel records annually and receive one (1) copy of the file contents. Additional copies will be produced, on request, with the cost at a rate to be determined by the Board, to be borne by the requesting teacher.

#### D. Paraprofessional and Secretarial Staff Evaluations

1. Paraprofessional evaluation is the responsibility of the Board and shall be conducted by administrative personnel in accordance with State Law relative thereto.

2. Paraprofessionals will be evaluated annually. The means of evaluation consists of, but is not limited to, informal observation of assignments. Determination of the final format rests with the Board, but will relate to the Board approved paraprofessional job description.

3. Each paraprofessional will receive two (2) copies of the written evaluation by June 1 of each school year. The paraprofessional will retain one (1) copy of the evaluation and the other copy shall be signed and returned to the evaluator to be placed in the paraprofessional's personnel file

4. The paraprofessional and/or secretary shall have the opportunity to respond to the written evaluation with the evaluator. Any paraprofessional and/or secretary, if he/she desires, may submit a written reply to the evaluator to the evaluation report. This reply shall be submitted in duplicate, signed by the paraprofessional and/or secretary and forwarded to the evaluator. The evaluator shall sign both copies and return one copy to the paraprofessional and/or secretary. The remaining copy shall be placed in the paraprofessional and/or secretary's personnel file.

## ARTICLE VIII

### SICK LEAVE

A. All full time employees are entitled to ten (10) sick days each year as of the first day they report for duty, which may be used for an employee's own injury, disability, or illness. Unused sick leave days shall be accumulated with no maximum limit.

B. A full time employee employed during a school year shall be granted one (1) day of sick leave for each month remaining in the school year beginning with the teacher's first day of duty.

C. A written reason shall be filed for each sick absence on forms provided by administration. The Superintendent may, at his or her discretion, reasonably require medical proof for an absence due to sickness.

D. Payment of sick leave for a service connected disability shall be granted according to appropriate provision of N.J.S.A.18A (18A30:0-2.1).

E. Payment for prolonged absence beyond sick periods shall be granted according to the appropriate provisions of N.J.S.A. 18A (29A:30-2.6).

F. A teacher, upon retirement from the district as certified by the Division of Pensions, shall sell back unused accumulated sick leave up to a maximum:

Effective 7/1/06 - \$70 per day — 150 day maximum

Effective 7/1/07 - \$70 per day — 150 day maximum

Effective 7/1/08 - \$75 per day — 150 day maximum

A paraprofessional or secretary, upon retirement from the district as certified by the Divisions of Pensions, shall sell back unused accumulated sick leave up to a maximum:

Effective 7/1/06 - \$30 per day — 120 day maximum

Effective 7/1/07 - \$30 per day — 120 day maximum

Effective 7/1/08 - \$35 per day — 120 day maximum

G. At the end of the school year, the Administration shall provide an itemized list of all sick and personal days used and the total accumulated leave available as of June 30. Any Association Member who does not use any sick days during the contracted school year shall receive a 'Good Attendance Award' in the amount of \$75 which shall be included in their check on June 30.

## ARTICLE IX

### TEMPORARY LEAVES OF ABSENCE

#### A. Bereavement

In the event of a death in the immediate family, an allowance of up to five (5) school days shall be granted. 'Immediate Family' shall be defined as mother, father, spouse, civil union partner, child and siblings, step-parents with whom the employee resided during childhood, step-children with whom the employee resided during childhood, step-siblings with whom the employee was raised during childhood, and aunt and uncle who acted as parents, grandparents, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandchild, and foster children.

An allowance of up to three (3) school days leave shall be granted for all other relatives such as aunts, uncles, nieces, nephews, aunt-in-law, and uncle-in-law.

#### B. Personal Leave

Each employee shall be granted no more than three (3) days of personal leave of absence with pay for personal reasons. Part time employees will be granted personal leave on a pro-rated basis.

1. Personal leave days are to be utilized only for business engagements of an obligatory nature that cannot be conducted outside the normal work day. Personal leave shall not be taken for pleasure, recreation, job interviews, or to extend vacation, holidays, or weekends, or attending to obligations of advanced study or a second job. In addition, except for emergencies, personal leave shall not be taken on the first or last days of the teacher calendar year nor the first or last pupil contact days for the school year.

2. An application form for personal leave must be submitted to the Superintendent for approval through the normal chain of command at least forty-eight (48) hours in advance.

3. An employee shall be entitled to take two (2) of the three (3) personal days, as the case may be, without being required to state a reason other than the leave is for personal business. As to the other personal days, the employee shall provide a reason in order to permit the Superintendent to render a decision on the request, which will be made in writing.

4. In cases of extreme emergency, the request may be granted immediately by the Superintendent. In the latter case, the application form shall be submitted within two (2) working days after the teacher's return to work.

5. Personal business reasons may include but are not limited to:
- a. attendance at funeral services
  - b. serious illness or injury within immediate family

- c. religious holidays where observance prevents the teacher from working on such days
- d. court subpoena
- e. other reasons (explanation required if the day requested is listed in Paragraph B.1 above)

6. The Superintendent, at his/her sole discretion, may recommend additional temporary leaves of absence without pay.

7. Unused personal days shall be converted to sick days at the end of the school year

### C. Professional Leave

Temporary leaves for Administrator approved visitation to other schools, meetings, conference, or workshops will be with pay for two (2) of the three authorized days. Teachers may request administration approval for a maximum of three (3) professional leave days. The Superintendent shall authorize remuneration for reasonable expenses upon receipt of a written report or proposal for two (2) of three (3) days. The written report must indicate how the information learned at the seminar, workshop, etc., will be implemented in classroom instruction. A teacher whose request has been denied will be informed in writing.

## ARTICLE X

### EXTENDED LEAVES OF ABSENCE

A. All leaves must be approved by the Board of Education and upon return from leave, there is no guarantee that the teacher will be assigned to the same class and/or room he/she was assigned prior to commencing the leave.

B. Leave of Absence related to pregnancy shall be granted for the period of time during which a teacher is unable to perform her duties due to her disability directly related to the bearing and delivery of a child. A leave of absence for a disability not related to pregnancy shall be granted solely at the discretion of the Board.

1. Written notice for disability leave related to pregnancy shall be given to the Board of Education at least ninety (90) days prior to commencement of such leave. Such notice shall include the notice of anticipated return date and confirmation by the attending physician. The employee shall notify the Superintendent if there is any change in dates.

2. Disability leave related to pregnancy shall be with pay to the extent of the teacher's accumulated sick leave.

3. The Board of Education reserves the right to require that the teacher be examined by a physician of its choice.

C. Child rearing leave without pay shall, upon written request, be granted to the parent of a newly born child. Such leave is to commence upon the conclusion of maternal disability as medically verified.

1. The request for child rearing leave shall be submitted at the same time as the notice and request referred to in paragraph B.1 above. In cases of unforeseen circumstances, a later request shall be considered.

2. A child rearing leave granted to teachers under tenure shall be for the balance of that school year in which it is granted, and if requested, for entire following school year. In order to preserve educational continuity, the Board reserves the right to regulate the return date if the employee requests to return sooner than the beginning of a new school year. All rights and privileges under the state and federal family leave will still be preserved for the employee.

3. Child care leave for non-tenured teachers may be granted without pay for the remainder of the school year in which the leave is requested and said leave shall not extend beyond the end of the teacher's contract for the school year in which the leave is granted. This leave shall not be counted toward the accrual of tenure.

D. Any benefit to which a teacher was entitled to prior to the extended leave of absence, which is still available, shall be restored to the teacher returning from leave. Teaching experience credit shall be granted for the school year if the teacher was actively employed for five (5) months

during the school year prior to the disability leave. No teaching experience shall be granted for less than five (5) months and one (1) day of active employment.

E. The Board hereby agrees to fully comply with Federal and State law decisions including the New Jersey Division of Civil Rights with respect to disability leave.

F. Military leave shall be granted in accordance with applicable law.

G. The Board of Education agrees to implement the applicable family leave laws.

The Board will afford employees family and medical leave to the maximum extent available under the FMLA and the NJFLA, and the regulations and case law construing those statutes. The availability of FMLA and NJFLA leave will be determined with reference to the statutes and their accompanying regulations.

This policy is a summary of applicable law. The complete FMLA regulations appear at 29 C.F.R. §825 [www.dol.gov](http://www.dol.gov) and the complete NJFLA regulations appear at N.J.A.C. 13:14-1 et seq. Although this policy may add to your rights under the FMLA and the NJFLA, in instances where the FMLA and NJFLA and their regulations are more generous, they will be controlling.

Employees may elect to substitute accrued paid vacation, personal leave, and death in the family, for FMLA or NJFLA leave; however, they shall not be required to do so. FMLA and NJFLA leaves in no way limits the Board's legal obligation to provide reasonable accommodation to employees under the Americans with Disabilities Act or the New Jersey Law Against Discrimination, their regulations, and the administrative and decisional law interpreting those laws.

## ARTICLE XI

### INSURANCE PROTECTION

A. The Board shall provide family health and major medical coverage for each employee and their dependents for the duration of the Agreement for those who qualify. The coverage provided shall be 'equal to or better than' the current coverage provided by the NJ School Employee Health Benefit Program (hereinafter "SEHBP"), Direct 15 Plan in effect on February 15, 2018. All employees will have the Direct 15 plan as defined in this paragraph, or its equivalent, as the base plan offered by the district. Employees may opt to take any other plan offered with premiums equal to or less than the Direct 15 plan or its equivalent

B. The Board of Education shall provide prescription drug coverage for employees and his/her family. The coverage provided shall be the SEHBP Prescription Drug Plan in effect on February 15, 2018. The Board, however, reserves the right to change prescription drug coverage plans. Any change in prescription drug coverage plan by the Board will be to a plan that is equal to or better than the SEHBP plan described in this paragraph.

C. The Board of Education shall provide MetLife dental coverage for qualified employees and his/her family. The Board, however, reserves the right to change the dental coverage plan. Any change in dental coverage plan by the Board will be to a plan that is equal to or better than the current plan.

D. Employees shall pay contributions for medical coverage and prescription coverage consistent with the Tier 4 premium contribution rates currently set forth in Chapter 78, P.L. 2011 for the life of the contract.

E. The Board shall pay up to \$100 for optical care for the qualified employee or the qualified employee's family.

F. A Committee of Board and Association shall be formed to review all benefit plans and coverage to make recommendations for cost-saving measures.

The Board of Education will provide all employees with a description of health and major medical, prescription, and dental coverage, which contains the conditions of the coverage and the individual limits thereof.



## ARTICLE XII

### MISCELLANEOUS

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

B. The Association, upon a minimum of 48 hours' advance notice, may be granted the right to use the school building for Association meetings. The granting of the request shall be subject to prior commitments for the space, but shall not be otherwise unreasonably denied. The request shall set forth the time and location of the meeting. The notice requirement shall be waived in case of emergency (for example, ratification meetings).

C. An involuntary reassignment between grade levels or subject areas shall be made by the Superintendent at which time the teacher shall be notified of the reason thereof. The teacher may have an Association representative present at such meetings.

D. If a teacher's request for transfer has been denied, a renewed or subsequent request may be made in the following school year.

E. All teachers will be in their classrooms fifteen (15) minutes prior to students on inclement weather days. Inclement weather days will be defined as days in which the regular school start time is changed by the Superintendent as a result of hazardous weather conditions. In return, teachers will have early dismissal at five minutes after the students leave on Fridays and the day before official holidays.

F. Retirement benefits shall be paid no later than ninety (90) days after retiring or the retiree may elect to postpone payment until the following calendar year between January 1<sup>st</sup> and January 30<sup>th</sup>.

## ARTICLE XIII

### DURATION OF AGREEMENT

A. Contracts for teachers new to the District and for non-tenure teachers in the district shall be by agreement between the Board of Education and the person to be hired, and the execution of such contracts are not within the purview of this agreement.

B. This agreement shall be effective as of July 1, 2017, and shall terminate June 30, 2022, provided that, if no new contract has been adopted by that time, the agreement then in force shall continue until the new agreement is ratified.

C. This agreement incorporates the entire understanding of the parties on all matters that were the subject of negotiation. 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.

D. 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.

E. Any individual contract between the Board of Education and an individual unit member shall be subject to and consistent with the terms and conditions of this Agreement.

**Schedule A**  
**WOODLYNNE TEACHER GUIDES**

**YEAR 1**

\*After completion of twenty (20) years of services in the District, all eligible unit employees shall receive \$250 (pensionable dollars) added to their salary.

<b>YEAR 1</b>	<b>3.10%</b>				
<b>2017-18</b>	<b>Woodlynn Teachers</b>				
<b>Salary Guide Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>
1	50,236.00	51,036.00	51,836.00	52,636.00	53,436.00
2	50,455.00	51,255.00	52,055.00	52,855.00	53,655.00
3	50,785.00	51,585.00	52,385.00	53,185.00	53,985.00
4	51,372.00	52,172.00	52,972.00	53,772.00	54,572.00
5	52,858.00	53,658.00	54,458.00	55,258.00	56,058.00
6	54,525.00	55,325.00	56,125.00	56,925.00	57,725.00
7	56,251.00	57,051.00	57,851.00	58,651.00	59,451.00
7A	57,145.00	57,945.00	58,745.00	59,545.00	60,345.00
8	58,037.00	58,837.00	59,637.00	60,437.00	61,237.00
9	59,938.00	60,738.00	61,538.00	62,338.00	63,138.00
10	61,962.00	62,762.00	63,562.00	64,362.00	65,162.00
11	64,112.00	64,912.00	65,712.00	66,512.00	67,312.00
12	66,376.00	67,176.00	67,976.00	68,776.00	69,576.00
12A	67,607.00	68,407.00	69,207.00	70,007.00	70,807.00
13	68,837.00	69,637.00	70,437.00	71,237.00	72,037.00
14	71,549.00	72,349.00	73,149.00	73,949.00	74,749.00
15	74,690.00	75,490.00	76,290.00	77,090.00	77,890.00
16	78,356.00	79,156.00	79,956.00	80,756.00	81,556.00
17	82,915.00	83,715.00	84,515.00	85,315.00	86,115.00

## WOODLYNNE TEACHER GUIDES

### YEAR 2

\* After completion of twenty (20) years of services in the District, all eligible unit employees shall receive \$250 (pensionable dollars) added to their salary.

YEAR 2	2.95%				
2018-19	Woodlynne Teachers				
Salary Guide Step	BA	BA+15	BA+30	MA	MA+30
1	51,000	51,800	52,600	53,400	54,200
2	51,366	52,166	52,966	53,766	54,566
3	52,067	52,867	53,667	54,467	55,267
4	52,867	53,667	54,467	55,267	56,067
5	54,552	55,352	56,152	56,952	57,752
6	56,251	57,051	57,851	58,651	59,451
7	57,200	58,000	58,800	59,600	60,400
8	58,269	59,069	59,869	60,669	61,469
9	60,495	61,295	62,095	62,895	63,695
10	62,722	63,522	64,322	65,122	65,922
11	64,873	65,673	66,473	67,273	68,073
12	66,598	67,398	68,198	68,998	69,798
13	68,378	69,178	69,978	70,778	71,578
14	69,809	70,609	71,409	72,209	73,009
15	72,524	73,324	74,124	74,924	75,724
16	75,712	76,512	77,312	78,112	78,912
17	79,456	80,256	81,056	81,856	82,656
18	83,763	84,563	85,363	86,163	86,963

## WOODLYNNE TEACHER GUIDES

### YEAR 3

\*After completion of twenty (20) years of services in the District, all eligible unit employees shall receive \$250 (pensionable dollars) added to their salary.

YEAR 3	2.90%				
2019-20	Woodlynne Teachers				
Salary Guide Step	BA	BA+15	BA+30	MA	MA+30
1	51,393	52,193	52,993	53,793	54,593
2	52,093	52,893	53,693	54,493	55,293
3	52,894	53,694	54,494	55,294	56,094
4	54,664	55,464	56,264	57,064	57,864
5	56,364	57,164	57,964	58,764	59,564
6	57,550	58,350	59,150	59,950	60,750
7	58,724	59,524	60,324	61,124	61,924
8	61,055	61,855	62,655	63,455	64,255
9	63,382	64,182	64,982	65,782	66,582
10	65,633	66,433	67,233	68,033	68,833
11	67,558	68,358	69,158	69,958	70,758
12	69,478	70,278	71,078	71,878	72,678
13	70,934	71,734	72,534	73,334	74,134
14	73,650	74,450	75,250	76,050	76,850
15	76,762	77,562	78,362	79,162	79,962
16	80,456	81,256	82,056	82,856	83,656
17	84,563	85,363	86,163	86,963	87,763

**WOODLYNNE TEACHER GUIDES  
YEAR 4**

\*After completion of twenty (20) years of services in the District, all eligible unit employees shall receive \$250 (pensionable dollars) added to their salary.

<b>YEAR 4</b>	<b>2.90%</b>				
<b>2020-21</b>	<b>Woodlynnne Teachers</b>				
<b>Salary Guide Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>
1	51,443	52,243	53,043	53,843	54,643
2	52,096	52,896	53,696	54,496	55,296
3	52,895	53,695	54,495	55,295	56,095
4	54,664	55,464	56,264	57,064	57,864
5	56,369	57,169	57,969	58,769	59,569
6	57,552	58,352	59,152	59,952	60,752
7	58,726	59,526	60,326	61,126	61,926
8	61,057	61,857	62,657	63,457	64,257
9	63,384	64,184	64,984	65,784	66,584
10	65,636	66,436	67,236	68,036	68,836
11	68,228	69,028	69,828	70,628	71,428
12	70,228	71,028	71,828	72,628	73,428
13	71,814	72,614	73,414	74,214	75,014
14	74,470	75,270	76,070	76,870	77,670
15	77,540	78,340	79,140	79,940	80,740
16	81,456	82,256	83,056	83,856	84,656
17	85,363	86,163	86,963	87,763	88,563

**WOODLYNNE TEACHER GUIDES  
YEAR 5**

\*After completion of twenty (20) years of services in the District, all eligible unit employees shall receive \$250 (pensionable dollars) added to their salary.

<b>YEAR 5</b>	<b>2.85%</b>				
<b>2021-22</b>	<b>Woodlynne Teachers</b>				
<b>Salary Guide Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>
<b>1</b>	51,493	52,293	53,093	53,893	54,693
<b>2</b>	52,096	52,896	53,696	54,496	55,296
<b>3</b>	52,895	53,695	54,495	55,295	56,095
<b>4</b>	54,664	55,464	56,264	57,064	57,864
<b>5</b>	56,369	57,169	57,969	58,769	59,569
<b>6</b>	57,552	58,352	59,152	59,952	60,752
<b>7</b>	58,726	59,526	60,326	61,126	61,926
<b>8</b>	61,057	61,857	62,657	63,457	64,257
<b>9</b>	63,384	64,184	64,984	65,784	66,584
<b>10</b>	65,636	66,436	67,236	68,036	68,836
<b>11</b>	68,228	69,028	69,828	70,628	71,428
<b>12</b>	70,228	71,028	71,828	72,628	73,428
<b>13</b>	72,212	73,012	73,812	74,612	75,412
<b>14</b>	75,120	75,920	76,720	77,520	78,320
<b>15</b>	78,280	79,080	79,880	80,680	81,480
<b>16</b>	82,296	83,096	83,896	84,696	85,496
<b>17</b>	86,163	86,963	87,763	88,563	89,363

**WOODLYNNE  
PARAPROFESSIONAL/SECRETARIAL  
GUIDES  
YEAR 1**

\*After completion of twenty (20) years of services in the District, all eligible unit employees shall receive \$250 (pensionable dollars) added to their salary.

<b>YEAR 1 2017-18</b>	<b>Woodlynne Paras 3.10%</b>	
<b>Salary Guide Step</b>	<b>Paras</b>	<b>Paras Off</b>
1	20,715	22,198
2	20,917	22,885
3	21,079	
4	21,420	
5	21,698	

**WOODLYNNE  
PARAPROFESSIONAL/SECRETARIAL  
GUIDES  
YEAR 2**

\*After completion of twenty (20) years of services in the District, all eligible unit employees shall receive \$250 (pensionable dollars) added to their salary.

<b>YEAR 2 2018-19</b>	<b>Woodlynne Paras 2.95%</b>	
<b>Salary Guide Step</b>	<b>Paras</b>	<b>Paras Off</b>
1	21,305	22,789
2	21,507	23,475
3	21,669	
4	22,010	
5	22,289	

**WOODLYNNE  
PARAPROFESSIONAL/SECRETARIAL  
GUIDES  
YEAR 3**

\*After completion of twenty (20) years of services in the District, all eligible unit employees shall receive \$250 (pensionable dollars) added to their salary.

<b>YEAR 3</b>	<b>Woodlynne Paras</b>
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<b>2019-20</b>	<b>2.90%</b>	
<b>Salary Guide Step</b>	<b>Paras</b>	<b>Paras Off</b>
<b>1</b>	21,912	23,400
<b>2</b>	22,114	24,082
<b>3</b>	22,276	
<b>4</b>	22,617	
<b>5</b>	22,896	

**WOODLYNNE  
PARAPROFESSIONAL/SECRETARIAL  
GUIDES  
YEAR 4**

\*After completion of twenty (20) years of services in the District, all eligible unit employees shall receive \$250 (pensionable dollars) added to their salary.

<b>YEAR 4 2020-21</b>	<b>Woodlynne Paras 2.90%</b>	
<b>Salary Guide Step</b>	<b>Paras</b>	<b>Paras Off</b>
<b>1</b>	22,577	24,071
<b>2</b>	22,779	24,747
<b>3</b>	22,941	
<b>4</b>	23,282	
<b>5</b>	23,561	

**WOODLYNNE  
PARAPROFESSIONAL/SECRETARIAL  
GUIDES  
YEAR 5**

\*After completion of twenty (20) years of services in the District, all eligible unit employees shall receive \$250 (pensionable dollars) added to their salary.

<b>YEAR 5 2021-22</b>	<b>Woodlynne Paras 2.85%</b>	
<b>Salary Guide Step</b>	<b>Paras</b>	<b>Paras Off</b>
<b>1</b>	23,251	24,742
<b>2</b>	23,453	25,421
<b>3</b>	23,615	674
<b>4</b>	23,956	674
<b>5</b>	24,235	674

**Schedule B**  
**EXTRACURRICULAR ACTIVITIES SALARY GUIDE**

<u>Wedge</u>	<u>Activity</u>	<u>Number of Meetings</u>	<u>Salary</u>
Science Stem (Twice a year)		6 times per session	\$650 per 6 week cycle
Soccer		6 times	\$650
Basketball		6 times	\$650
Softball		6 times	\$650
Chorus		5 times and the town Christmas Tree Lighting	\$650
Chess/Checkers		6 times	\$650
Kickball		6 times	\$650
Flag Football		6 times	\$650
Baseball		6 times	\$650
Volleyball		6 times	\$650
Track		6 times	\$650
	Honor Roll	3 events plus shopping, letters and certificates	\$650
	Graduation	Event plus practice	\$650
	Cross Country	17 times and 5K race	\$2400
	Spelling Bee	11 times and participate hold school spelling Bee	\$1180
	Newsletter	Monthly	\$2495
	Yearbook	Yearly to include school pictures	\$2683
	Student Council	Yearly--	\$2495
	PARCC Bootcamp		\$28/hr
	Detention Monitor		\$28/hr
	Homework Help		\$28/hr
	People's Choice		\$28/hr

1. All wedges/activities will take place after school from 2:30 until 3:30. They cannot be scheduled during staff meetings or leaders assigned committee meeting.

2. All wedges/activities must have at least 15 people to register. The leader must maintain 80% of registered participants.
3. Attendance, including the names of all students who attended, must be turned in at the end of each session in order to receive payment.

**Agreement**

**Between the**

**BOARD OF EDUCATION  
OF THE BOROUGH OF WOODLYNNE  
IN THE COUNTY OF CAMDEN**

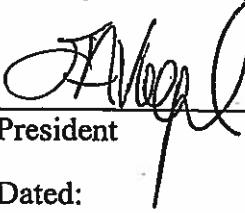
**AND**

**WOODLYNNE EDUCATION ASSOCIATION**

This agreement, effective July 1, 2017, and ending June 30, 2022, is made pursuant to Chapter 123, Public Law, 1974. All previous agreements are superseded by this agreement.

IN WITNESS WHEREOF, this agreement has been executed by the officers of the respective parties hereto the day and year written.

Board of Education  
Borough of Woodlynne

  
\_\_\_\_\_  
President

Dated:

2-12-19

Woodlynne Education  
Association

  
\_\_\_\_\_  
President

Dated: 1/17/19

Witness

  
\_\_\_\_\_

Dated: 2/12/19

Witness

  
\_\_\_\_\_

Dated:

1/17/19