AGREEMENT BETWEEN

THE HADDONFIELD BOARD OF EDUCATION

AND

THE HADDONFIELD EDUCATIONAL ASSOCIATION

2024 - 2027

TABLE OF CONTENTS

ARTICLE		PAGE
1	PREAMBLE and DURATION OF AGREEMENT	2
2	RECOGNITION	2
3	RIGHTS AND RESPONSIBILITIES OF THE BOARD	3
4	RULES FOR MAKING CHANGE	4
5	NOTICE	4
6	NEGOTIATION OF SUCCESSOR AGREEMENT	4
7	NONDISCRIMINATION	5
8	ASSOCIATION AND REPRESENTATION FEES	5
9	MISCELLANEOUS PROVISIONS	5
10	EMPLOYEE RIGHTS	6
11	STATUTORY SAVINGS CLAUSE	6
12	GENERAL SAVINGS CLAUSE	6
13	NO SANCTIONS	6
14	ASSOCIATION RIGHTS AND PRIVILEGES	7
15	COMPLAINTS AND GRIEVANCE PROCEDURE	7
16	EMPLOYEE ASSIGNMENTS	10
17	PROMOTIONS AND VOLUNTARY REASSIGNMENTS	12
18	INVOLUNTARY TRANSFERS	13
19	PROMOTIONS-SUPPORT STAFF	14
20	TEACHER EVALUATION	14
21	SUPPORT STAFF EVALUATION	15
22	TEACHER RESPONSIBILITY	16
23	STAFF DEVELOPMENT	17
24	LIAISON COMMITTEE	19
25	SICK LEAVE	20
26	LEAVES OF ABSENCE	20
27	PAY	24
28	MEDICAL INSURANCE	29
29	REDUCTION IN STAFF	32
30	RESIGNATION AND TERMINATION NOTICE	34
31	WORK HOURS	35
32	WORK YEAR	39
33	VACATIONS	40

HADDONFIELD INCLUSIVE CONTRACT

ARTICLE 1 – PREAMBLE and DURATION OF AGREEMENT

A. This Agreement will be effective from July 1, 2024 to June 30, 2027, between the Board of Education of the Borough of Haddonfield, hereinafter referred to as the "Board" and the Haddonfield Education Association, hereinafter referred to as the "Association." Either party must give written notice no later than November 1 of any changes desired in the Agreement commencing July 1. The party giving written notice of any changes desired in this Agreement will at the same time present such proposals, as far as practicable, in the language and form of the specific contract provisions, which it proposes for inclusion in the Agreement to effect changes.

B. Negotiations will commence in accordance with the timetable established by the New Jersey Public Employment Relations Commission (PERC).

C. Should negotiations for a successor contract to the July 1, 2024, to June 30, 2027, collective negotiations agreement not be completed prior to June 30, 2027, unit members shall not advance on the salary guide either vertically or horizontally and shall receive no increase in compensation until a new agreement is reached. Unit members shall continue to receive the same salary received on June 30, 2027, until such a time as a successor agreement is reached.

   Movement on the guide shall include a vertical guide step increase and/or a column differential based on educational credits or degree attainment (and/or an increase in longevity based on years of service). Unit members shall have their salary "frozen" at the June 30, 2027, rate until negotiations for a new contract are completed, the agreed-upon salary increases have been distributed through mutually acceptable guides, and both parties have ratified the agreement.

If any part of this Agreement is determined to be invalid, then the remainder of the Agreement continues to be valid.

ARTICLE 2 - RECOGNITION

A. The Board hereby recognizes the Association as the exclusive and sole representatives in a unit, which includes the following:

ABA Therapists
Athletic Trainer
Board Certified Behavior Analyst ("BCBA")
Bus Drivers
Child Study Team Members
Computer Technicians and Information Technology Specialists
Counselors
Custodial, Grounds, and Maintenance Employees
District Data Coordinator
Educational Assistants
Librarians
Nurses
Occupational Therapist

Physical Therapists
Registered Behavior Technician (RBT)
Secretaries/Clerks
Teachers
Extracurricular Positions

But excluding:

Athletic Director
Board of Education Central Office Staff
Directors
Foremen
Network Administrator
Other non-contractual employees
Principals and Assistant Principals
Superintendent and Assistant Superintendent
Supervisors

B. Unless otherwise indicated, the term "employee" when used in this Agreement will refer to all employees represented by the Association in the negotiating unit.

C. Unless otherwise indicated, the term "teacher" when used in this Agreement will refer to all employees who are required to hold appropriate certificates issued by the State Board of Examiners.

D. Unless otherwise indicated, the term "support staff" when used in this Agreement will refer to those employees who are not required to hold appropriate certificates issued by the State Board of Examiners.

ARTICLE 3 - RIGHTS AND RESPONSIBILITIES OF THE BOARD

Except as otherwise expressly limited by the provisions of this Agreement, the Board will retain sole jurisdiction and authority over matters of policy and will retain the right, in accordance with applicable laws and regulations, to:

1. Take whatever actions may be necessary to carry out the mission of the school district.

2. Determine the methods, means, and personnel by which such operations are conducted.

3. Maintain the efficiency of the school district operations entrusted to them.

4. Direct employees of the school district.

5. Hire, promote, transfer, assign, and retain employees in positions within the school district.

6. Relieve employees from duties because of incompetency or for other legitimate reasons.

7. Suspend, demote, discharge, or take other disciplinary action against employees.

8. Exercise all of its rights regarding nonrenewal of non-tenured employees to the fullest extent permitted by law, any provisions in this Agreement to the contrary notwithstanding.

ARTICLE 4 - RULES FOR MAKING CHANGES

A. Neither party hereto will press any proposal to change, modify or add to the provisions of this Agreement, except in accordance with the procedure set forth in Article 6 entitled "Negotiation of Successor Agreement." The foregoing is not intended to prevent the Association or the Board, under proper circumstances, from requesting the other to consider a modification of an effective provision of this Agreement. In such cases, the party making such a request will be afforded a reasonable opportunity to present and discuss the reasons for such a request. The party to whom such request is made will have the right to refuse such request and rely upon the provisions of this Agreement during its term.

B. In the event that no formal requests are submitted in the course of the school year, the parties will meet informally once a year. These meetings are not intended to bypass the first paragraph of this Article or the grievance procedure.

ARTICLE 5 – NOTICE

Whenever any notice is required to be given by either party of this Agreement to the other, either party will do so at the following address:

A. If by Association to the Board at:

95 Grove Street
Haddonfield, NJ 08033

Or by email address to the Superintendent.

B. If by Board to the Association at:

The Haddonfield School address of both co-presidents, or by email to both co-presidents.

ARTICLE 6 - NEGOTIATION OF SUCCESSOR AGREEMENT

A. The parties agree to enter into collective negotiations for a successor Agreement in accordance with N.J.S.A. 34:13A in a good faith effort to reach agreement on all matters concerning terms and conditions of employment for its employees. Such negotiations will begin in accordance with the rules and regulations of PERC. Any Agreement negotiated will be reduced to writing and signed by the Board and the Association upon ratification by the Association and adoption by the Board.

B. Whenever members of the bargaining unit are mutually scheduled to participate during working hours regarding grievances or negotiations, they will suffer no loss in pay.

C. Neither party in any negotiations will have any control over the selection of the negotiation representatives of the other party.

ARTICLE 7 – NONDISCRIMINATION

The Board and the Association will not discriminate against any person because of race, creed, color, religion, national origin, sex, domicile, ancestry, marital status, domestic partnership status, affectional or sexual orientation, gender identity or expression, genetic information, disability or atypical hereditary cellular or blood trait of any individual, because of liability for service in the armed forces of the United States, domicile, or membership or non-membership in the Association.

ARTICLE 8 –ASSOCIATION AND REPRESENTATION FEES

A. **Association Dues:**

1. In accordance with the N.J.S.A. 52:14-15 9e, an employee may authorize, in writing to the Board, the deduction of Association dues from their pay. Upon receiving such authorization, the Board will make the deduction from the first monthly pay and transmit the sum deducted directly to NJEA within ten (10) days thereafter.

2. The employee may withdraw the above authorization by filing a notice of withdrawal with the Board, which filing will be effective to halt deductions as of January 1 or July 1, whichever comes first after the filing, as well as during a 10-day period following each anniversary date of their employment.

B. **Representation Fee**

On or about the last day of each month, the Board will submit to the Association a list of all employees who began their employment during the preceding thirty (30) day period. This list will include names, job titles, and date of employment for all such employees.

C. **Tax Sheltered Annuities** (IRC Section 403(b) plans)

1. Employees may choose from the Board approved list of tax-sheltered annuity programs.

2. Before a plan is added, there must be at least 10 participants for that plan.

3. It will be understood by the employees that no person, including the Association Custodian, the Board, or its members, will be liable for any loss or for any breach of fiduciary duty which results from the employee's choice of a particular plan and/or the employee's exercise of control over the investments selected.

4. Money withheld for TSA funds will be deposited twice a month.

ARTICLE 9 - MISCELLANEOUS PROVISIONS

A. Within thirty (30) days of the signing of this Agreement, the Association and the Board will produce a revised copy of the Agreement with all agreed upon changes.

B. Within ten (10) days of the production of this signed Agreement and ratified/approved by Association and Board, it will be posted on the District's website.

C. Uniforms - The Board will provide up to $300 per employee per year for the purchase of custodial, grounds, and maintenance uniforms (three sets of uniforms and one jacket). Color, style, and wording on the uniform and jacket are to be determined by the Board. All custodial, grounds and maintenance staff are required to wear uniforms.

D. Part-time employees are eligible to receive two uniforms, but no jacket; unless the part-time person's regular assignment is to the ground crew, in which case a jacket will be provided.

ARTICLE 10 - EMPLOYEE RIGHTS

A. Whenever any employee is required to appear before the Superintendent or their designee, in an investigative interview in which there is a reasonable belief that disciplinary action may occur, the employee will be informed they are entitled to have a representative of the Association present during said interview upon request.

B. Any tenure charge filed against a tenured staff member for either: 1) incapacity, unbecoming conduct or other just cause; or 2) inefficiency, shall proceed in accordance with N.J.S.A. 18A:6-10 through N.J.S.A. 18A:6-25, and the New Jersey Administrative Code, N.J.A.C. 6A:3-5.1 et seq.

C. Pursuant to Chapter 123, Public Laws of 1974, the Board and the Association agree that every employee will have the right to freely organize, join, and support the Association and its affiliates.

ARTICLE 11 - STATUTORY SAVINGS CLAUSE

Nothing contained herein will be construed to deny or restrict any employee rights they may have under New Jersey School Laws or other applicable laws and regulations.

ARTICLE 12 - GENERAL SAVINGS CLAUSE

A. Except as this Agreement will otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, will continue to be so applicable during the term of this Agreement.

B. This Agreement will not be modified, in whole or in part, by the parties except by an instrument in writing duly executed by said parties.

ARTICLE 13 - NO SANCTIONS

In consideration of this Agreement, the Board and the Association will refrain from actions normally associated with the term's "sanctions" or "strikes."

ARTICLE 14 - ASSOCIATION RIGHTS AND PRIVILEGES

A. Representatives of the Association and the New Jersey Education Association will be permitted entry to school property at reasonable times for the purpose of necessary Association activities, provided they will not interfere with or interrupt normal school operations. In the event that the representative involved is also an employee of the Board, release from their regularly assigned duties will be permitted so long as it will not interfere with the orderly operation of the school district. Release will be without pay unless said release is agreed to by a supervisor or the administration. No work involving the internal operation of the Association will be performed by Board employees during working hours.

B. The Association and its representatives will have the right to use school buildings in accordance with Section A, above, at reasonable hours for meetings. The Association will submit a "Use of Property Request" form through the Superintendent's office in advance. Approval will be granted provided that there are no conflicts with the school schedules, and provided that it does not interfere with or interrupt normal school operations.

C. The Association will have the right to use school facilities and equipment including computers, emails, servers, fax machines, mailboxes, telephones and duplicating equipment at reasonable times when such equipment is not otherwise in use. The Association will pay for the reasonable cost of all materials and supplies incident to such use, as well as the cost of repairs made necessary by such use.

D. The rights and privileges of the Association and its representatives, as set forth in this Agreement, will be granted only to the Association as the exclusive representative of the employees and to no other organization representing any portion of the unit or potential member of the unit.

E. The Board understands the necessity of a reasonable amount of release time for Association business, and the Association understands the necessity to maintain instructional time. With that in mind, designated officers or representatives of the Association may schedule release time on an as-needed basis with the mutual agreement of the appropriate administrator.

F. Up to one hour of release time to attend an Association informational meeting will be provided once a year to all support staff members as long as substitute coverage is not needed for the hour meeting.

ARTICLE 15 - COMPLAINTS AND GRIEVANCE PROCEDURE

A. **Complaints**: An employee with a complaint will first discuss it with their immediate superior, with the objective of resolving the matter informally. If the complaint is not settled within seven (7) calendar days, and involves a matter subject to the Grievance Procedure, it should be reduced to writing and considered a grievance subject to the grievance provisions of this Agreement.

B. **Definition:** Grievance: A grievance is a dispute or difference between the Board and the Association, or the employees represented by it, with respect to the interpretation, application, or violation of this Agreement and administrative decisions affecting the employees.

C. The purpose of this procedure is to secure at the lowest possible level equitable solutions to problems that may arise affecting employees. Both parties agree that proceedings will be kept informal and confidential at every level of the procedure.

D. **Time Limits**

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. All grievances will be presented as soon as possible after the occurrence, but in no event later than twenty-one (21) calendar days. Grievances not following this process will not be considered by the party to whom they are presented.

3. All grievances will be presented at Level One in writing on grievance forms provided for that purpose, and will set forth the provisions of this Agreement, Board policy, or administrative decisions upon which the grievance is based.

4. Grievance decisions, and any appeals to a higher level of the grievance procedure, will be in writing on grievance forms.

5. In the event a grievance is filed that cannot be processed through all steps of this grievance procedure by the end of the school year, and, if left unresolved, could in the opinion of the Association or the Board, result in irreparable harm, the time limits set forth will, at the request of either party, be reduced as much as practicable, so that the grievance procedure may be completed by the end of the school year; however, the party upon whom the request is made will have the right to reply within the time limits in this Agreement.

E. **Procedure**

1. Level One:

   a. Within seven (7) calendar days after a grievance is submitted by the Association, it will be discussed in a meeting between the Association's Professional Rights and Responsibilities representative for that building and the immediate supervisor.

   b. If the grievance is not settled within twenty-one (21) calendar days after it is discussed in the meeting with the immediate supervisor, the Association may appeal it to Level Two within seven (7) calendar days after the decision at Level One, or twenty-eight (28) calendar days after the grievance was submitted for discussion, whichever is sooner.

2. Level Two:

   a. A grievance submitted to Level Two will be discussed within seven (7) calendar days of receipt of the grievance form by the Chairman of the Association's Professional Rights and Responsibilities Committee, and the Superintendent of Schools, or their designee.

b. If the grievance is not settled within fourteen (14) calendar days after it is discussed with the Superintendent or their designee, the Association may appeal it to Level Three within fourteen (14) calendar days after the decision at Level Two, or twenty-eight (28) calendar days after the grievance was presented in discussion at this step, whichever is sooner.

3. Level Three:

   a. A grievance submitted to Level Three will be discussed within fourteen (14) calendar days of receipt of the grievance form by a committee appointed by the President of the Association and a committee appointed by the President of the Board. The respective committees will include the Chairman of the Association's Professional Rights and Responsibilities Committee and the Superintendent of Schools.

   b. A decision will be made by the Board within fourteen (14) calendar days after the grievance was discussed at this step.

4. Level Four:

   a. If the grievance is not resolved at Level Three, then a grievance with respect to the interpretation or application of provisions of this Agreement may, within twenty-one (21) calendar days following a decision at Level Three, be submitted by the Association to binding arbitration under the voluntary arbitration rules of ~~(~~PERC~~)~~.

   b. If, in the opinion of either party, the grievance submitted is not arbitrable under the terms of this Agreement, then the arbitrator will first rule if the grievance is arbitrable, and if it is not, will dismiss it.

   c. The arbitrator will not have the jurisdiction or authority to add to, detract from, or alter in any way the provisions of the Agreement.

   d. In the event of arbitration, the costs of the arbitrator's services will be equally shared by each of the parties.

F. **Areas and Subjects Excluded From Arbitration**

1. Matters where a method of review is prescribed by law, or by any rules or regulations of the State Commissioner of Education or the State Board of Education.

2. Matters where the Board is without authority to act.

G. **General Guidelines**

1. No employee will be disciplined, reprimanded, or reduced in compensation without just cause.

2. All documents, communications, and records dealing with the grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.

3. No reprisals of any kind will be taken by the Board, or by any member of the administration, against any party of interest, any representative, any member or the Association, or any other participant in the grievance procedure by reason of such participation.

ARTICLE 16 – EMPLOYEE ASSIGNMENTS

A. Teachers

1. Except in unusual circumstances requiring later assignment, notice of assignment to teachers whose employment has continued from the prior year normally will be given by the second week in August. Such notice will include class and/or subject, building and room. Such notice will not preclude a change in the assignment of a teacher.

2. Non-tenure Teacher Offer of Assignment

   a. The State code will determine the date the Board is required to notify employees of the offer of a contract for employment. At that time, the Board will give to each non-tenured employee continuously employed by it since the preceding September 30 either:

      (1) A written offer of a contract for employment for the next school year, providing for at least the same terms and conditions of employment, but with such increases in salary as may be required by law, or policies of the Board; or

      (2) Notice that the teacher will not be offered a contract for employment for the next school year.

   b. Should the Board fail to give to any non-tenured teacher either an offer of contract for employment for the next year, or a notice that such employment will not be offered, all within the time and in the manner provided by statute, then the Board will be deemed to have offered to that teacher continued employment for the next school year based upon the same terms and conditions, but with such increases in salary as may be required by law or policies of the Board.

   c. If the teacher desires to accept such employment they will notify the Board of such acceptance, in writing, on or before June 1, in which event such employment will continue as provided for herein. In the absence of such notice of acceptance, the provisions of this Article will no longer be applicable.

B. Support Staff

Upon receiving a notice of nonrenewal, the support staff member may request a meeting with their immediate supervisor to discuss nonrenewal. Said meeting will be held within a reasonable period of time.

C. Bus Drivers

1. Bus Driver Route Assignments

a. The District shall maintain the following seniority lists: 1) bus drivers who work academic/special education runs; and 2) bus drivers who work athletic and field trip runs.

i. Drivers make an initial choice to drive a daily (educational) route or extracurricular activities at the beginning of the year. If choosing a daily (educational) route, drivers will pick their route based off the seniority list of those drivers that are choosing daily (educational) routes as a priority. Then, drivers doing extracurricular routes only, will get first choice (based on seniority) of covering activities before the daily (educational) route drivers get to choose what routes they would like to pick up. After the extracurricular drivers have chosen their assignments, the remainder will be offered and filled by the drivers who have chosen a daily route as their priority as described above, once again using the seniority list.

ii. When rescheduling on short notice (less than 72 hours) is necessary, the Athletic Director may use discretion in finding a replacement for a bus driver's route.

b. Drivers asked to take buses for inspections or repairs will be paid at the same rate and under the same conditions as a regular route assignment.

c. If a run is canceled within 45 minutes of the two-hour block's assigned start time, a driver will be paid for the full two-hour block.

2. Work Day

a. During the workday, drivers may be assigned to work multiple blocks of time, and multiple assigned runs may occur within each block of time.

i. The first block of the day will include a 30-minute pre-trip safety check.
ii. Drivers will be paid for a minimum of two hours for each block of time. Additional time beyond two hours will be paid on a pro-rata basis at the driver's hourly rate rounded up to the nearest fifteen-minute increment.

b. If a driver is unable to work an assigned route for illness or for personal reasons, the driver will contract the administration immediately.

c. Drivers will submit timesheets every two weeks that reflect the two-hour blocks described in Section 2 above.

d. The district shall provide at least three (3) hours of paid training to all new drivers upon their hiring (including, but not limited to training on safety, bullying, harassment, school discipline procedures, special education, etc.)

3. Physicals and Fingerprinting

a. Bus drivers are eligible for reimbursement from the Department of Transportation

mandated physicals required to maintain certification.

b. Bus drivers are eligible for reimbursement from the Department of Transportation mandated fingerprinting required to maintain certification.

ARTICLE 17 – PROMOTIONS, VOLUNTARY TRANSFERS, REASSIGNMENTS

A. **Postings**

1. The Superintendent will post all notices of vacancies, including extracurricular, co-curricular, and coaching positions, in the Superintendent's office and each building. Notices will be posted in designated areas of all school buildings as soon as they become available.

2. The Superintendent will furnish notice of vacancies to the Association President within five (5) calendar days of the position becoming available.

B. **Teachers**

1. Within the thirty (30) day period prior to October 1, and again within the thirty (30) day period prior to April 1, a teacher may file with the Superintendent up to two requests for promotion, transfer, or reassignment. These requests will be in accordance with rules established by the Superintendent.

2. A teacher may file with the Superintendent a request for transfer, reassignment or promotion for openings which may occur during the summer recess. The Superintendent will review any requests which are in their files prior to recommending a promotion or reassignment to the Board to fill an opening during the summer recess. Nothing herein will limit the Superintendent in their recommendations to the Board.

3. Normally, in cases of transfer or reassignment, the teacher's agreement will be obtained, but the Board will not be limited in its right to promote or reassign teachers in the school system.

4. In unusual circumstances when the teacher's consent cannot be obtained, any involuntary transfer or reassignment may be reviewed and considered through Level Three of the grievance procedure. Teachers will be given a minimum of one week's notice prior to reassignment.

5. For the purpose of this Agreement, "transfer" means a move to a new building; "Reassignment" means a change in job title, change in grade level within the same building or a change in the subject area taught; "Promotion" will refer to positions outside the bargaining unit.

6. In the event of a transfer to a new building, teachers will be paid for up to two (2) seven-hour days so that they can complete their classroom relocation. Payment will be at the current hourly curriculum rate. Payment is only for time outside the contractual workday.

C. **Support Staff**

1. When a job vacancy occurs, support staff in that category, or support staff in a higher

category, may desire a transfer to another school, or in the case of custodial and maintenance, to another work shift. Those who have filed a written request for a transfer with the Superintendent will be given first consideration for the transfer, provided that the support staff who makes the request has the requisite qualifications and ability to perform the job satisfactorily. In the event the requested transfer is not approved, a written explanation will be given within fourteen (14) calendar days.

2. Requests, where honored, will be on the basis of the senior support staff being given preference. However, the Board may select an individual with less seniority if in the good faith judgment of the Superintendent, the less senior person is better qualified. Transfers will not be arbitrarily or capriciously made.

ARTICLE 18 – INVOLUNTARY TRANSFERS

A. **Teachers**

1. Notice of an involuntary transfer will be given to the teacher as soon as practicable. A list of open positions in the school district will be made available to any teacher being involuntarily transferred. That teacher may request a position or positions to which they desire to be reassigned. A teacher being involuntarily transferred will not suffer reduction in seniority or total compensation, including pensionable compensation.

   a. Except in the case of an emergency, a teacher being transferred involuntarily will have at the teacher's request, the right to a conference with their principal or administrator in charge, and the Superintendent or their designee prior to the effective date of the transfer.

   b. A teacher that involuntarily transfers to a different classroom within the same or a new building or has to pack up and unpack the content of a classroom will be entitled to compensation at the curriculum rate for time outside of the contractual day that is reasonably expended by the teacher on any such transfer. All requests for such payment must receive prior approval from the building principal. An elementary school principal has initial authority to approve requests for up to 10 hours per relocation and other principals have authority to approve requests of up to 3 hours. All requests that are expected to exceed these amounts must be approved in advance by the Superintendent. Additional compensation is not provided for any work done during the contractual day.

B. **Support Staff**

1. No job vacancy will be filled by involuntary transfer or reassignment if there is a qualified volunteer available to fill the position, providing that the Board's work force requirements permit said volunteer to be transferred or reassigned.

2. In the event there is no qualified volunteer to accept the reassignment, then the Board will fill the position by transferring or reassigning the most junior qualified support staff However, the Board may transfer an individual with more seniority if in good faith judgment of the Superintendent, such transfer will better serve the needs of the School District.

3. Written notice of an involuntary transfer or reassignment will be given to support staff at

least seven (7) calendar days prior thereto.

4. Custodial/Maintenance/Grounds:

   a. In the event there is a temporary requirement, as determined by a supervisor or the Superintendent, for a reassignment to a lead person, the qualified senior volunteer will be given the temporary assignment.

   b. In the event there is no qualified senior volunteer available, the most qualified custodial/maintenance/grounds support staff member will be assigned to the temporary lead position.

   c. The custodial/maintenance/grounds support staff member shall be compensated for the reassignment with a stipend of four (4) dollars per day.

ARTICLE 19 – PROMOTIONS -- SUPPORT STAFF

A. Subject to Article 18 entitled "Involuntary Transfers," a permanent job opening in the bargaining unit will be posted on appropriate bulletin boards for a period of ten (10) calendar days and emailed to eligible support staff with the Board having the right to temporarily fill the job until the permanent support staff member is hired, or reassigned. Permanent support staff may apply for such job openings. A copy of the opening will be furnished to the Co-Presidents of the Association.

B. In filling permanent job vacancies within the bargaining unit, the Board will first consider filling vacancies by promoting the senior support staff member from the next lower-rated job title who has the requisite qualifications and ability to perform the work. Where two (2) or more support staff possess the requisite qualifications and ability to perform the work, the support staff member with seniority in the bargaining unit will be promoted. However, the Board may select an individual with less seniority if in the good faith judgment of the Superintendent, the less senior support staff member is better qualified.

ARTICLE 20 – TEACHER EVALUATION

All teachers will be evaluated, and written reports of such evaluations will be filed with the Superintendent of Schools.

A. **General Procedures**

1. Open Evaluation: All monitoring or observation of the work performance of a teacher will be conducted openly and with full knowledge of the teacher. The use of eavesdropping, tape recorders, cameras, and other electronic devices will not be used in observation of the teacher's performance without the permission of the teacher. This in no way prohibits the Board from using such devices for security purposes.

2. Evaluation by Supervisors: Evaluations of teaching staff members shall be conducted in accordance with the rules and regulations of the New Jersey Department of Education and Federal statutes.

B. **Evaluation Procedures**

1. Parental complaints or other complaints that may have a bearing on the evaluation of a teacher should be brought to the attention of the teacher by their supervisor or principal and investigated before any action is taken.

2. A teacher may request additional classroom observations.

C. **Personnel Records**

1. A teacher will have the right, upon request, to review the contents of their personnel file during normal business hours. A teacher will be entitled to have a representative of the Association accompany them.

2. Derogatory Material:

   a. A teacher will be notified of derogatory material.

   b. A teacher will acknowledge having seen the derogatory material by initialing it before it is placed in their personnel file. If the teacher refuses to initiate the derogatory material, the time and date of the refusal will be noted on the material by the supervisor before it is placed in the teacher's personnel file. Before derogatory material may be placed in an teacher's, it must be investigated by their supervisor or principal.

   c. A teacher may within twenty-one (21) calendar days prepare a written response and have it attached to the derogatory material.

ARTICLE 21 – SUPPORT STAFF EVALUATION

Support staff will be evaluated by their immediate supervisors at least once annually, to be followed in each instance by a written evaluation report and by a conference between the support staff member and their immediate supervisor, for the purpose of identifying any deficiencies, extending assistance for their correction, and for recognizing accomplishments.

A. **General Procedures**

1. Open Evaluation: All monitoring or observation of the work performance of a support staff member will be conducted openly and with full knowledge of the support staff member. The use of eavesdropping, tape recorders, cameras, and other electronic devices will not be used in observation of a support staff member's performance without the permission of the support staff member. This in no way prohibits the Board from using such devices for security purposes.

2. Copies of Evaluation: Support personnel will be given a copy of their evaluation report prepared by their evaluators at least one (1) day before any conference to discuss it. No such report will be submitted to the central office, placed in the support staff member's file, or otherwise, acted upon without prior conference with the support staff member. No support staff member will be required to sign a blank or incomplete evaluation form.

3. Evaluation Format: Evaluation reports will be presented to each support staff member in accordance with the following procedures:

    a. Reports will be addressed to the support staff member.

    b. Reports will include a narrative summary listing the strengths, commendations, areas recommended for continued growth, and specific suggestions for improving areas where a weakness has been identified.

4. The support staff members will review the evaluation report. The support staff member's signature indicates receipt of the report and does not necessarily indicate agreement or disagreement with the report.

B. **Personnel Records**

1. A support staff member will have the right, upon request, to review the contents of their personnel file during normal business hours. A support staff member will be entitled to have a representative of the Association accompany them.

2. Derogatory Material:

    a. A support staff member will be notified of derogatory material.

    b. A support staff member will acknowledge having seen the derogatory material by initialing it before it is placed in their personnel file. If the support staff member refuses to initial the derogatory material, the time and date of the refusal will be noted on the material by the supervisor before it is placed in the support staff member's personnel file. Before derogatory material may be placed in a support staff member's personnel file, it must be investigated by their supervisor or principal.

    c. A support staff member may within twenty-one (21) calendar days prepare a written response and have it attached to the derogatory material.

ARTICLE 22 – TEACHER RESPONSIBILITY

A. Teachers will maintain the primary right and responsibility to determine grades and other evaluations of students within the grading policies of the District, based upon their professional judgment of available criteria pertinent to any given subject area or activity to which he/she is responsible. No grade or evaluation will be changed without the notification of the teacher. The person making the change will initial and date the change.

B. When parent conferences are held in elementary schools, there will be two half-days and two nights of scheduled conferences. The half-day conferences will be scheduled during the regular workday when students are not in attendance, and the evening conferences are scheduled for two consecutive hours ending by 8:00 PM. On the day after the first evening conference and the day of the second evening conference, teachers will be dismissed at 12:30 pm.

C. Teachers will not be compelled to participate in overnight trips.

D. Any teacher who covers a class/block as a substitute teacher will receive compensation as set forth below. This situation also applies to elementary school teachers who during preparation times cover a class/es which cannot be rescheduled. Attempts will be made by the special subject area teacher to reschedule the missed class/es.

2024-2025:	$25/class	$50/block
2025-2026:	$25/class	$50/block
2026-2027:	$27/class	$54/block

E. In the event of a significant increase in the use of a sixth period assignment, the Superintendent will discuss with the Association leadership when appropriate.

F. Elementary school teaching staff will be provided with either release time or payment at the curriculum rate for the grading, scoring, and record-keeping associated with district-wide assessments that are manually graded.

G. High school and middle school teachers will be required to attend one (1) sixty (60) minute faculty meeting per month. Elementary school teachers will be required to attend (1) sixty (60) minute faculty or Professional Growth Group meeting per month. Teachers who have student supervisor responsibilities during this time must make their supervisor aware.

H. High school and middle school teachers will be required to attend one (1) forty-five (45) minute department meetings per month. Teachers who have student supervisor responsibilities during this time must make their supervisor aware.

I. Months when faculty and department meetings do not occur, time allotted to these meetings may be dedicated to state-mandated online training.

ARTICLE 23 – STAFF DEVELOPMENT

A. An employee with a regular assignment will be eligible for tuition expenses in accordance with the following provisions:

1. Courses for which tuition refund is requested by an applicant must be in their area of responsibility or closely related to their work as determined and recommended by their supervisor or coordinator, principal and Superintendent.

2. Each course reimbursement proposal will have written approval by the Superintendent prior to registration.

3. Courses must be offered for credit by an accredited post-secondary educational institution.

4. During the regular school year, a maximum of three (3) college credits per semester are eligible for approval; during the summer, a maximum of nine (9) college credits are eligible for approval.

5. An employee is eligible to apply under these provisions provided they has completed at

least one (1) semester of service in the Haddonfield School System immediately prior to registration.

6. Approved tuition expense will be reimbursed up to the following maximum amounts per fiscal year.

    a. $700 for undergraduate
    b. $1,500 for graduate
    c. $3,000 for graduate work in connection with an approved matriculated graduate degree program, i.e., Masters or Doctorate.
    d. The total reimbursement for all members of the bargaining unit is limited to $35,000 per fiscal year. A maximum of 50% of the total reimbursement funds may be used by the end of August, 25% of the total funds may be used by the end of December, and the remaining 25% may be used by the end of June. If the annual cap on reimbursement is reached and an employee would otherwise be eligible to receive tuition reimbursement that fiscal year, the applicant will be given priority at the beginning of the subsequent fiscal year.
    e. To the extent any course from an accredited educational institution is sponsored by the Board, tuition for this course will be charged towards the total tuition benefits available under 6(b), but costs for each such course will not be deducted from the individual tuition allowance as listed in a, b, c.
    f. All tuition reimbursements shall be consistent with applicable statutory and regulatory requirements.

7. To receive reimbursement for successful completion of the approved course work, an official transcript verifying a grade of "B" or better and a receipt or copy of the cancelled check will be submitted to the Superintendent of Schools. Payment of tuition reimbursements will be made within forty (40) days, upon submission by the employee to the Central Office of the appropriate billing and grade information.

8. The beneficiary of tuition reimbursement agrees to remain with Haddonfield Public Schools for one full year. If the beneficiary of the tuition reimbursement leaves before completion of one full school year following the year in which the course was taken after receiving approval for tuition reimbursement, they will be obligated to reimburse the Board for the tuition reimbursement received during that year.

9. The decision of the Superintendent will be final with respect to the approval of courses for which reimbursement is requested, and for the number of credits eligible for approval.

10. Part-time employees will receive a prorated tuition reimbursement corresponding to the amount of time worked in relation to a full-time employee.

11. In the event that the State mandates continuing and/or additional course work to maintain certification, both parties agree to reopen language in Article 23 A.6.c.

12. The Business Office will provide an accounting of unused tuition reimbursement for the prior fiscal year by December 1st of the next fiscal year.

B. The Board will provide professional development programs for employees in all job

categories. Such programs will be cooperatively planned to meet district needs and priorities, determined in consultation with the Association. When employee attendance is required by the Board, professional development programs will be conducted during the regular workday. The Board also will make available to teaching staff materials to assist them with their State and Federal required professional development responsibilities. Such State and Federal professional development shall be completed on an employee's own time.

C. Professional Development days will occur during normal school hours. Sessions will begin at 8:30 and end by 3:00 with a one-hour lunch. On professional development days, when the professional development isn't pertinent, relevant, or applicable and with approval from the Director of Special Education, Child Study Team members will be released to work on their regular duties.

D. The Board may require teachers new to the District to participate in a three-day orientation program no more than one week prior to the beginning of the school year. One hour of one orientation day will be made available for the Association to make a presentation.

E. Mentoring costs for first-year certificated staff will be paid for by the district.

F. Newly hired Educational Assistants will receive district training either in the summer before the school year begins or within 30 days of being hired. If an Educational Assistant would like to attend a workshop(s) on a district professional development day, they may apply to their supervisor for a paid day (or a prorated day) at their normal pay rate to attend that workshop(s).

G. Upon sufficient documentation, the Board will reimburse unit members in the positions of occupational therapists, physical therapists and speech therapists for the cost of renewal of annual professional licenses and certification requirements. Said reimbursement will only be made if sufficient funds are available in the tuition reimbursement pool set forth in Article 23(A)(6)(d). The total amount of the tuition reimbursement for all unit members set forth in Article 23(A)(6)(d) remains unchanged.

ARTICLE 24 - LIAISON COMMITTEE

A. The Liaison Committee will be a link between the employees and the Board. It will be comprised of up to six (6) members from the Association and up to six (6) members of the BOE/administration. All Association members will be selected by the Co-Presidents of the Association. Participants will be concerned with the development, interpretation, and the implementation of policy. It is recognized that the Board has the ultimate responsibility for the adoption of policy, and the Liaison Committee is advisory in nature. The Liaison Committee is also a sounding board for issues and concerns of both the Association and the Board.

The Liaison Committee will maintain a written record of all supplemental agreements reached by the Board and the Association. A copy of agreements reached in the Liaison Committee that are of general application will be distributed to the Board and Association.

B. Meetings will be held monthly or as agreed to by the Co-Presidents of the Association and the Superintendent of Schools. The Superintendent and the Co-Presidents of the

Association will jointly confer to determine the agenda of committee meetings and the times when the committee will meet. The dates of the Liaison meetings for the year will be set by the Superintendent and the Association Co-Presidents at the first meeting in September.

C. The Liaison Committee will operate under meeting management rules similar to the Principals' Advisory Committees. Prior to the conclusion of each meeting, an agenda will be set for the next meeting; however, if important matters arise between meetings, the Superintendent and the Association President may agree to supplement the agenda. Minutes of each meeting will be distributed to all members.

ARTICLE 25 - SICK LEAVE

Each twelve-month (12) employee will be entitled to twelve (12) sick leave days per year. Each ten-month (10) employee will be entitled to ten (10) sick leave days per year, with unused days accumulated from year to year without limit. Employees will receive written or electronic notice of the number of sick days they have accumulated no later than September 15 of each school year.

ARTICLE 26 - LEAVES OF ABSENCE

Each employee may receive the following noncumulative leave of absence, in addition to sick leave, with pay each year. Employees working fewer than nine months during a contract year and/or fewer than five days per week will be eligible for a prorated portion of the personal leave benefit.

A. Up to a total of three (3) days leave per contract year will be granted for personal business. Personal days unused as of the end of the workday on June 30 will, at the employee's option, be credited either as sick leave days or paid out at a rate of $60 per day.

1. Personal leave shall be limited to legal, family or personal matters which necessitate the employee's absence. If the Personal leave request would extend a scheduled school holiday or break, each day will be charged as two days. The Superintendent may, in their discretion, grant a waiver from the "two days for one day" provision.

2. Application for approval of leave of absence will usually be made five (5) days in advance by the employee to the Superintendent through the employee's administrator. In an emergency, a personal day application may be completed upon return to work. The Board will permit days for absence for personal business to be taken without describing the details of the reason, but with requirements to complete the "Request for Temporary Leave" form.

3. Twelve-month (12) employees who use two (2) or fewer personal days will be granted a total of four (4) personal days in the following contract year. However, if an employee receives a payout for unused personal days (Article 26, Section A), those days will be considered used, and they will not receive a fourth personal day the following contract year. The maximum number which accumulates will be 15 per year.

B. In the event of a death of an employee's spouse or child, up to ten (10) paid days of leave of absence will be granted. In the event of the death of an employee's immediate

family member other than a spouse or child, as described in Section C-1 below, the employee will be allowed a leave of absence of five (5) paid days. One (1) day a year will be granted in the event of the death of an employee's friend or relative outside the employee's immediate family as defined below. Any request for an extension of the leave of absence will be considered by the Superintendent considering the circumstances.

C. Serious Illness in Immediate Family: Any day for serious illness in the immediate family unused as of the end of the workday on June 30 will, at the employee's option, be credited either as sick leave days or paid out at a rate of $60 per day. In the event of serious illness in the employee's immediate family, as defined below, the employee will be allowed leave of up to three (3) paid days per year. Any request for an extension of the leave of absence will be considered by the Superintendent considering the circumstances.

Definition of "Immediate Family": "Immediate Family" will include spouse, partner, child, grandchild, father, mother, father-in-law, mother-in-law, stepfather, stepmother, daughter-in-law, son-in-law, brother, sister, brother-in-law, sister-in-law, grandparent of employee or spouse, or any member of the employee's immediate household.

D. **Disability/Childbirth Leave**

1. An employee who becomes disabled due to injury, illness, childbirth, or pregnancy will notify the Superintendent as soon as possible after the reason for the disability becomes known and report the period of time it is estimated that the employee will be unable to perform their duties due to the disability.

2. The Board may request that an employee on disability leave provide the Board with medical certification from the employee's treating physician. Also, if the Board elects, it may ask the employee to be examined by a physician of their choosing.

3. Whenever possible, the Board will be notified at least six (6) weeks prior to the commencement of the leave and will be informed of the date of return to active status.

4. All leaves of absence due to disability (injury, illness, pregnancy, childbirth) will conform to the requirements of the current state and federal statutes and will run concurrently with the New Jersey Family Leave Act and/or the federal Family Medical Leave Act.

E. **Extended Unpaid Leaves of Absence**

1. The employee will make a written application for leave, stating the date on which the leave is to begin and the estimated date on which leave is to terminate.

2. Unpaid leaves of absence will conform to the requirements of the current state and federal statutes and will run concurrently with the New Jersey Family Leave Act and/or the federal Family Medical Leave Act.

3. When a leave has been granted, the Board cannot guarantee upon return to work that the employee will be assigned to the same building, class, room, or grade the employee was assigned before the leave.

4. Unused accumulated sick leave and personal days will be restored to the employee upon return from leave of absence. Sick/personal days, continuous service credit for tenure, and other purposes will not accrue during leave of absence.

5. The Board will not be required to continue the leave of absence of the non-tenured employee beyond the school year for which they were hired, or to offer tenure, or a new contract to a non-tenured employee.

6. Return from an unpaid leave of absence will typically occur at the beginning of a marking period. The Board may at its discretion grant requests for alternate return dates.

F. **Sabbatical Leave**: Upon the recommendation of the Superintendent, sabbatical leave for graduate level study may be granted to any teacher by the Board subject to the following conditions:

1. The Board will make available a maximum of one (1) sabbatical leave, district-wide, no more frequently than every other year, to eligible teachers subject to these conditions:

2. If more than one teacher applies for sabbatical leave in a given year, sabbaticals will be granted based on seniority in the district.

3. Requests for sabbatical leave must be received by the Superintendent in writing, in such form as may be required by them. Requests must be received by the Superintendent by October 31 of the fiscal year preceding the school year for which sabbatical leave is requested.

4. Notification of applicant selected will be given to applicants by March 15th of the fiscal year preceding the school year in which sabbatical leave is requested.

5. The applicant must have completed at least nine (9) consecutive contract years of service in the Haddonfield Public Schools.

6. Payment for sabbatical leave of half the annual contracted salary will be granted for a full year's leave approved graduate study.

7. The beneficiary will agree to return to Haddonfield Public Schools for two (2) full years of employment on the appropriate salary scale following the leave. If the beneficiary of the sabbatical leave does not fulfill their return agreement to Haddonfield Public Schools, they is obligated to reimburse the Board for the salary received during the sabbatical leave. Teachers who leave the district before completing the two years of service will reimburse the Board 50% of the amount they received while on sabbatical. To the extent permitted by law, the teacher will not lose service credit for pension purposes.

8. The teacher on sabbatical leave will receive pension benefits based on the salary received during the sabbatical leave.

9. To the extent feasible, with due regard for the interest of the school program, teachers returning to work after a sabbatical leave will be offered the same or similar position.

10. Before any teacher becomes entitled to a second sabbatical leave, eligible teachers who have never received sabbatical leave will be given preference.

11. Approval by the Board will be contingent upon securing a certified employee qualified to assume the applicant's duties while on leave.

12. Teachers on an approved sabbatical leave will not engage in any form of work, other than the work in which they are engaged at the time of their request for sabbatical, or except in extenuating circumstances as approved by the Superintendent.

13. A full-time teacher on sabbatical leave is entitled to full medical and insurance coverage but will remain responsible for their share of the premium.

14. Upon return from sabbatical leave a teacher will be placed on the salary schedule at the level which they would have achieved if they remained actively employed in the system.

G. **Military Leave**

1. To the extent required by law, military leave without pay will be granted to any employee who is inducted or enlists in any branch of the armed forces of the U.S.A. for the period of said induction or initial enlistment. All rights and benefits accrued will be protected under the N.J. Statutes 18A:6-33 and 18A:29-11. These laws are titled "Tenure, Pension and Other Employment Rights in Military and Naval Services." (N.J.S.A. 18A:29-11)

2. To the extent required by law, any employee who is a member of the organized State Militia will be entitled to a leave of absence not to exceed ninety (90) days per year. Employees will not suffer loss of pay or seniority during the time in which they are engaged in militia duty ordered by the Governor of the State of New Jersey.

H. **Childrearing Leave/Natural Childbirth/Adoption**

1. An employee with fewer than four (4) years of working experience in the Haddonfield School District and who is not eligible for leave under the Family Medical Leave Act and/or the New Jersey Family Leave Act, will be granted a child-rearing leave, without pay, for the remainder of the current school year in which the child is born or adopted. The Board reserves the right to deny the request for such leave in situations where a non-tenured teacher gives birth or adopts a child during the summer vacation. Employees who are eligible for child rearing leave under the Family Medical Leave Act and/or the New Jersey Family Leave Act, the leave entitlements will be determined by those statutes.

2. An employee with more than four (4) years of consecutive experience in the Haddonfield School District, and who is not eligible for leave under the Family Medical Leave Act and/or the New Jersey Family Leave Act**,** will be granted a child-rearing leave, without pay, for the remainder of the current school year in which the child is born or adopted. Employees who are eligible for child rearing leave under the Family Medical Leave Act and/or the New Jersey Family Leave Act, the leave entitlements will be determined by those statutes. In addition, employees with more than four years of consecutive experience in the District may request up to one (1)

additional school year of child rearing leave immediately thereafter. The employee must indicate the length of leave when the initial request is made. A teacher's return to work will be decided in accordance with the parameters of the Family Medical Leave Act and the New Jersey Family Leave Act. An early return will be allowed at the discretion of the Superintendent.

3. Nothing in the above language, Section I-2, will prevent an employee with more than four (4) years of consecutive experience, and the Board agreeing that the employee may return on other than the beginning of the school year.

4. In order to receive such a leave under Sections I-1 or I-2 above, the employee must apply in writing at least ninety (90) days before its commencement. In the case of adoption, since the date of custody cannot be predicted in all cases, notice will be given in writing at least ninety (90) days prior to the anticipated date of custody, if possible, and if not, as soon as practicable.

5. No teacher on child rearing leave will, on the basis of the leave, be denied the opportunity to substitute in the Haddonfield School District in their area of certification or competence.

6. Leave under the N.J. Family Leave Act and the federal Family Medical Leave Act will be deemed to the contractual child rearing leave of up to the statutory limit of twelve (12) weeks.

I. **Jury Duty:** An employee summoned for jury duty will give notice thereof to their building principal as soon as possible after receiving the summons. During the term of duty, they will be paid their regular pay and will turn over all pay received for jury duty to the Board.

J. **Other Leaves of Absences:** Other extended leaves of absence without pay may be granted by the Board on the recommendation of the Superintendent. All benefits, including unused accumulated sick leave, will be restored to the employee upon their return.

K. **Extensions and Renewals:** Extensions or renewals of leaves of absence may be granted by the Board consistent with the law or its discretion.

L. **Advancement on Salary Guide:** For any extended leave of absence granted under this Article, if a ten-month employee works at least 105 workdays in the school year, the employee will advance on the salary guide for the next school year. If a twelve-month employee works at least 145 workdays in the school year, the employee will advance on the salary guide for the next school year.

M. When an employee moves from a part-time position to a full-time position, they will be given the FTE of years served. (i.e. .5 FTE employees will receive 1/2-year credit). After years of service are added together, any total with a fraction over .6 will be rounded up to the next full year of credit.

ARTICLE 27 - PAY

A. **Salary Guides:** The salary guides for teachers and support staff covered by this agreement are set forth in Schedules "A" through "N" which are attached. It is the intent of both

parties to maintain the structure of the salary guides in future negotiations with increment levels between steps to be maintained on a level that is reasonably proportional to the current increment levels between steps.

1. Teachers who complete degree requirements or credits which change their salary status during the spring or summer will be placed on the appropriate level of the salary guide in September. Teachers who complete degree requirements or credits which change their salary status during the fall semester will be placed on the appropriate level of the salary guide in February of that year.

    a. No change in salary status will be granted unless the credits claimed by the teacher are credits for graduate or approved courses confirmed by a properly credited college or university or approved by the Superintendent.

    b. All new employees will be hired at a full step on the appropriate salary guide. The Superintendent will consult with the Association before selecting the initial place on the salary guide for new bargaining unit job titles, and will accord due consideration to the Association's comments, but the final decision will be made by the Board.

2. Employees will be paid in equal installments twice a month, on the 15th of the month and the last day of the month. The final paycheck in June for 10-month employees will be paid on the last scheduled workday.

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

B. **Summer Vacation Curriculum Planning:** A teacher who is assigned to develop curriculum, including workshops required for implementing the curriculum during the summer vacation period, will be paid on the basis of the number of hours worked as determined by the Superintendent. Compensation will be at the hourly curriculum rate.

C. **Home Teaching, Bedside, and Supplemental Instruction Pay:** A teacher who performs home teaching, bedside, or supplemental instruction will be paid at the hourly curriculum rate.

D. **Extra Pay for School Sponsored Athletic and Non-Athletic Activities**

1. An employee who performs an assignment on Schedule "B" will receive an extra payment based on the level established for the position as listed on Schedule "A."

2. The stipends for activities will be paid in two (2) equal payments made on the payday closest to December 15, June 15, or the second payday immediately following the conclusion of the activity.

3. Employees who are authorized and perform chaperoning duties for a school-sponsored event occurring outside of their regular workday will receive fifty-five ($55) dollars per event.

E. **Interscholastic and Intramural Coaches' Salaries**

1. Approval by the Athletic Director is necessary prior to payment.

2. Interscholastic coaches will be paid per Schedule "C."

3. Interscholastic coaches pay schedule: Coaches will be paid in two equal installments on the payday closest to the following dates:

	High School	Middle School
Fall Sports -	10/15 - 12/15	10/15 - 11/15
Winter Sports-	1/15 - 3/15	1/30 - 2/30
Spring Sports -	4/15 - 6/15	4/30 - 5/30

or the second payday immediately following the conclusion of the activity.

4. Intramural coaches will be paid on the second payday immediately following the conclusion of the activity.

F. **Membership in Curricular Related Associations**: The Board will pay employee membership fees, when the membership is required for student participation in approved curricular related activities

G. **Payment for Unused Sick Leave:**

1. Payment for unused sick days will be made within 60 days of the date of retirement according to the following schedule for employees retiring during the school year:

Fewer than 15 years	$35
15-19 years	$45
20 or more years	$50

2. When the notification for a June 30 retirement is given prior to February 1, payment will be made according to the following schedule:

Fewer than 15 years	$45
15-19 years	$55
20 or more years	$60

3. Retirement is defined as terminating employment and applying for monthly pension payments from TPAF or PERS when applicable.

4. Upon death of the employee, all accumulated sick and personal day revenue will go to the estate of the deceased.

5. Payment for unused sick leave will be capped at $15,000 with the following exception: employees whose accumulated sick leave exceeds $15,000 as of (February 2015) will be grandfathered at that higher rate.

H. In the event of an emergency closing, after schools have officially opened for the day, employees who have reported for work and are dismissed will be paid for the entire workday.

I. **Overtime Pay**: Authorized overtime hours, submitted to an employee's immediate supervisor, will be paid within three (3) weeks of submission.

J. **Holiday Pay for Maintenance/Custodial/Grounds Staff**

1. In the event that a holiday, as listed in Article 32 entitled "Work Year," falls on a day when school is open, scheduled maintenance/custodial/grounds employees will be required to work at their regular rate of pay with the holiday being added to their vacation time.
2. In the event that a maintenance/custodial/grounds employee works on an observed holiday as listed in the Article 32, entitled "Work Year," and schools are closed, they will receive pay at one and one half (1 ½) times the straight time rate in addition to their regular pay.
3. In order to be eligible for holiday pay, a twelve (12) month maintenance/custodial/grounds employee must work the last regularly scheduled work day before the holiday, and the first regularly scheduled workday after the holiday, unless absent for a justifiable reason.

K. **Longevity Pay**

1. Teachers:

Number of years completed	Amount
15 – 19 years	$750
20 – 24 years	$1,825
25 – 29 years	$2,550
30 + years	$2,925

2. Educational Assistants:

Number of years completed	Amount
7 – 14 years	$300
15 – 19 years	$575
20 – 24 years	$850

3. Other Support Staff:

Number of years completed	Amount
15 – 19 years	$850
20 – 24 years	$1,650
25 – 29 years	$1,900

L. **Longevity Guidelines**

1. Longevity service credit begins at the initial date of employment in the Haddonfield School District in a regular assignment. Total years of service are counted towards longevity credit. Continuous service in the district is not required.

2. Employees who become eligible for longevity credit during the contract year will receive a longevity salary adjustment at the beginning of the next contract year.

3. Employment of more than one-half year with initial employment date prior to February 1 for ten-month employees and January 1 for employees with a contract of more than ten months in any school year counts as one year's service credit. The initial date of employment for 12-month employees will be used to determine if more than one-half year of service has been earned during the first year of employment.

4. Unpaid leave of absence does not count towards total years of service.

5. Regular part-time employees are eligible for longevity pay. Longevity pay will be prorated based on the employee's contract.

M. **Snow Removal Pay**

Support staff who work on snow removal during a district-wide school closing will receive one comp day for each day with a maximum of 2. Beginning with the third day they will receive a $25 additional payment.

N. **Teacher Mentor Assignment, Stipends, and Reimbursement Procedures**

Mentor teachers are to be provided for each new teacher in the district. Teachers interested in serving as a mentor should complete an application and submit it to their building principal by May 1 in order to be considered as a mentor for the following school year. Teachers will not be assigned as a mentor if there are qualified applicants. If a teacher is involuntarily assigned to a mentoring position, they will not be involuntarily assigned again until all other qualified teachers have been assigned.

A teacher will serve as a mentor to only one provisional teacher at a time. The building principal should normally schedule the provisional teacher and the mentor with similar planning periods to facilitate communication between the mentor and provisional teacher. The Board will provide training for all teachers who serve as mentors, and training will normally be scheduled during the regular teacher workday. If training is required outside of the normal workday, the teacher will be compensated at the hourly curriculum rate, and

normal reimbursement for travel costs, if training is provided out of the district.

O. **High School Curriculum and Department Facilitators**

High School Curriculum and Department Facilitators shall be chosen by the Superintendent as needed and will receive an additional stipend of $2,576 per year. The amount will be prorated during periods of unpaid leave. High School Facilitators will be paid curriculum rate for up to 35 hours of summer work with prior approval of the building principal.

P. **Mileage Reimbursement**

An employee who, with advance approval of the Superintendent, uses their automobile in the performance of duties will be reimbursed at the approved rate pursuant to the New Jersey mileage rate.

Q. **Employee Tuition Student Discount**

Regular, permanent employees covered by this contract, excluding those solely in extracurricular positions, and not living in Haddonfield may enroll their children as tuition students at 25% of the regular tuition rate if the receiving principal determines that an appropriate program and classroom space are available, and the student's academic and conduct records are acceptable. The student must also meet the district's admission criteria and be approved by the Superintendent.

1. All current employees employed solely in extra-curricular positions, after fifteen (15) or more years working in the district, shall be eligible for a 50% discount on tuition as explained above. This specific discount for employees holding extracurricular positions will sunset with the Collective Negotiations Agreement ending June 30, 2027.

R. **Educational Assistant Class Coverage**

Educational Assistants at the elementary level who cover a class period will receive compensation in accordance with Article 22, Paragraph D.

ARTICLE 28 – MEDICAL INSURANCE

A. The Board will provide a policy of insurance for basic hospitalization, surgical and major medical insurance for employees and dependents. The employee's contribution will be that designated by New Jersey statute.

The employees' contribution will be deducted from their monthly salary. The above coverage will be provided for each employee and their dependents for whom the employee will apply, and who are eligible for such coverage. The Board reserves the right to seek comparable coverage at a reduced cost that is mutually acceptable to the Board and the Association.

Pursuant to the School Employees Health Benefit Plan ("Plan") and N.J.A.C. 17:9-3.5, if an employee has a spouse or other family member who is also eligible for coverage under the Plan, the prohibition against double coverage under the Plan shall apply. Further, the

waiver incentive provisions of Paragraph E in this Article are not available to any employee who is covered as a dependent under another eligible Plan member's coverage.

B. The Board will provide a dental plan that includes a DMO option and a benefits schedule of 100-80-75 percent of usual and customary fees for the current contract code up to a maximum of fifteen hundred ($1,500) dollars per year.

C. The Board, pursuant to a Section 125 Cafeteria Plan, will set up a Flexible Benefits Spending Account ("FSA") or a Dependent Care Account ("DCA") for each employee. Each employee must choose either an FSA or a DCA.

1. The District's annual contribution will be five hundred dollars ($500) per employee who opts for the FSA, and six hundred dollars ($600) per employee who opts for the DCA, to be used in accordance with the terms of Section 125 Cafeteria Plan. The Board will pay all administrative costs associated with setting up and managing the plan and each employee's FSA.

2. Any monies in the District's FSA or DCA which remain at the end of the plan year will revert in their entirety to the District.

D. Employees working more than 25 hours per week and employed by the Board as of January 1, 1996, will be eligible for medical benefits listed above, as long as they continue in a regular assignment that averages 25 hours or more per week. All others, except those listed in #1 to #4 below, will be eligible for benefits when employed more than 32 hours per week.

1. Benefits will be given to Child Study Team members who work 30 hours per week, which is 80% full-time.
2. Benefits will be given to elementary teachers who work 28.7 hours, including a prorated lunch, in a five-day week.
3. Benefits will be given to Middle School and High School staff who have 3.75 hours of student contact time per day and accept a contract for 30 hours or more per five-day week.
4. Benefits will be given to Middle School and High School staff if they have a contract for 30 hours or more per five-day week.

E. <u>Incentives</u>

1. Employees who certify that they have duplicate health coverage will have the option to withdraw from coverage provided by the Board and be entitled to a taxable cash payment according to the chart below (E (3)). This cash payment will be in the form of a stipend payable on the last day of the yearly benefit period or on a prorated basis at termination of employment. Employees will have the option of applying any or all of the money to their individual Flexible Benefits Spending Account. In accordance with IRS rules, this election must be made at the beginning of the plan year during the annual open enrollment period.

2. Employees who have a change in status described by the plan as a qualifying life event (e.g., marriage or divorce of a covered employee, birth or adoption of a covered employee's child, death of a spouse or child of a covered employee, or loss of group insurance by a covered employee's spouse) will be entitled to reenroll in the health plan

during the plan year, provided the employee gives the Board notice of change in status within 30 days of the change. Otherwise, all elections for the cash option will be in effect for the entire twelve (12) month benefit period. A return to the benefits plan for reasons other than one of the detailed status changes is subject to the terms and conditions of the plan's carrier.

3. **Other Health Plan Incentives**

Any employee who elects to change their health plan status as indicated herein will be paid as follows:

CURRENT		**CHANGE**	**1-40 Enrolled**	**41-45 Enrolled**	**46-50 Enrolled**	**50+ Enrolled* See below**
Family	to	Parent/Child	$1,200	$1,400	$1,525	*
Family	to	Employee-Spouse	$1,000	$1,150	$1,250	*
Family	to	Single	$2,000	$2,250	$2,450	*
Family	to	None	$2,500	$2,850	$3,100	*
Employee/Spouse	to	Single	$1,000	$1,150	$1,250	*
Employee/Spouse	to	None	$2,000	$2,250	$2,400	*
Parent/Child	to	Single	$1,000	$1,150	$1,250	*
Parent/Child	to	None	$1,800	$2,000	$2,150	*
Single	to	None	$1,000	$1,150	$1,250	*

*For changes in enrollment over 50, for every additional 5 enrolled employees the buyout incentives will increase at the following rates:

Plan	Change	Amount
Family:	Parent/Child:	$125
Family:	Employee/Spouse	$100
Family:	Single	$200
Family:	None	$250
Employee/Spouse:	Single	$100
Employee/Spouse:	None	$200
Parent/Child:	Single	$100
Parent/Child:	None	$150
Single:	None	$100

Examples:

If 52 employees are enrolled in "family to parent/child," the incentive buyout will be $1,650.
If 57 employees are enrolled in "family to parent/child," the incentive buyout will be $1,775.
If 53 employees are enrolled in "parent/child" to single," the incentive buyout will be $1,350.
If 63 employees are enrolled in "single" to "none," the incentive buyout will be $1,550.

F. Health Benefits Committee: The parties agree to form a committee to study Health Benefits. The Committee shall be composed of a maximum of five members from the

Haddonfield School District (which will include members of the BOE and the administrative team), and a maximum of five members of the HEA. Either party may also include an external consultant. The goal of the Committee is to examine alternatives to mitigate the rising cost of healthcare in the District. This Committee will discuss different plans, structures and coverages.

The parties will create a mutually agreed upon meeting schedule commencing within 90 days of the ratification of this agreement. The parties further agree that the committee should make written recommendations to the BOE and the HEA regarding possible future health benefit changes.

ARTICLE 29 – REDUCTION IN STAFF

A. Reduction in Staff refers to those instances where the Board of Education takes action resulting in a decrease in the total number of employees within the school system. Dismissals resulting from a reduction in staff will be made in accordance with law and will not be based on an employee being in a protected category of race, creed, color, religion, national origin, sex, domicile, ancestry, marital status, domestic partnership status, affectional or sexual orientation, gender identity or expression, genetic information, disability or atypical hereditary cellular or blood trait of any individual, because of liability for service in the armed forces of the United States or for reason of residence or political action.

B. The Board will give the Association prior written notice, and the right to consultation, before any reduction in staff is implemented. Written notice will be given to the Co-President of the Associations ninety (90) days prior to the implementation of any reduction in staff and will include specifically the number of affected employees. As soon as possible, when the names of the affected employees are known, this information will be given to the Co-Presidents of the Association. Every effort will be made by the Board to place the affected employees within the school system, where vacancies exist, and where teachers are properly certified. The Board will issue a seniority list by January 15 of each year. This list will be organized by service in the District and by certification.

C. The Board will give consideration to the use of attrition to accomplish any reduction in staffing, within the time designated by the Board, to accomplish reduction in staffing.

D. **Certified Teaching Staff Dismissals**:

1. Dismissals of tenured teachers will be based on reverse seniority, and the standards established by the Commissioner of Education in accordance with the provisions of N.J.S.A. 18A:28-10 and Sections H. 1. and 2. of this Article.

2. Non-tenured teachers will be laid off before tenured teachers to the extent required by law.

E. **Recall of Certified Teaching Staff**

1. If a tenured teacher is dismissed as a result of a reduction in staff, the teacher will be placed on a preferred eligibility list for reemployment in order of seniority. The Board, in filling teacher vacancies, will comply with the provisions of N.J.S.A. 18A:28-12.

2. Any non-tenured teacher dismissed by reason of a reduction in staff will be placed on a list kept by the Superintendent and will be considered in filling future vacancies in which the teacher is properly certified.

F. **Curriculum Change**: If any element of the present curriculum is changed so that the program is offered outside the normal school day or on a separate tuition basis, the Board will offer employment first to the existing members of the teaching staff who are properly certified for such program before employment is offered to any person outside of the school system teaching staff.

G. **Disputes**: Disputes with regard to the reduction in staffing will be subject to consideration in the grievance procedure through Level Three but will not be subject to consideration in the grievance procedure at Level Four.

H. **Support Staff Dismissals and Seniority**

1. Seniority for the purpose of this Article will be based upon a support staff member's continuous length of service with the Board.

2. In the event that two (2) support staff members commence their employment on the same date, their respective seniority will be determined by who was hired first.

3. No tenured secretarial/clerical staff will be laid off before non-tenured secretarial/clerical staff in that category.

4. The Board will maintain a seniority list of support staff members, copies of which will be furnished to the Association. The Board will promptly advise the Association's President of any changes in the seniority list.

5. A support staff member's seniority will cease, and their employment status will terminate, for any of the following reasons:

   a. Resignation or retirement

   b. Discharge for cause

   c. Continuous lay off for a period exceeding six (6) months.

   d. Failure of laid off support staff member employee to report for work

      (1) On the date specified in written notice of recall mailed seven (7) or more calendar days prior to date; or

      (2) Within three (3) working days after the date specified in written notice of recall mailed fewer than seven (7) calendar days prior to date, unless the support staff member has a justifiable excuse for their failure to return to work. The Board will give careful consideration to a support staff member's reason which may have caused a delay in their return to work. Written notice of recall to work will be sent by the Board by certified mail, return receipt requested, to the support staff member's last known address as shown on the Board's personnel records.

e. Failure to report to work for a period of three (3) consecutive scheduled working days without notification to the Board of a justifiable excuse for such absence.

f. Failure to report back to work immediately upon expiration of vacation, leave of absence, or any renewal thereof unless return to work is excused by the Board.

I. **Support Staff Probationary Employment**

1. All educational assistants and custodial/maintenance/grounds employees will be considered as probationary employees for the first sixty (60) calendar days of their employment. Probationary employees may be disciplined or terminated at any time during their probationary period at the sole discretion of the Board without recourse to the provisions of the grievance procedure of this Agreement.

2. Upon completion of the probationary period, the educational assistants" and custodial/maintenance/grounds seniority will be the date of employment.

J. **Support Staff Reduction in Force**

1. When circumstances necessitate a reduction in staff, the Board will take the following appropriate steps:

a. The Board will first consider for layoff support staff with the least seniority in the job titles affected.

b. Support staff considered for layoff will first be considered for filling any existing vacancy in another job title of the same level, provided they have the requisite qualifications and ability to perform the work. If no vacancy exists, the support staff member will have the right to displace, in their level, a support staff member with less seniority in the job title that the support staff member has the requisite qualifications and ability to perform the work, and likewise in successive lower grades. A support staff member not placed under these provisions will be laid off. These provisions will also apply to displaced support staff.

K. **Support Staff Recall and Change in Hours**

In making decisions about assignments for Support Staff, including recall and changes in hours, factors that will be considered include length of service of the available personnel qualifications for the particular assignment, and the ability to perform the work. The Board may select an individual with less seniority if in the good faith judgment of the Superintendent, the less senior person is better qualified.

ARTICLE 30 - RESIGNATION AND TERMINATION NOTICE

A. Teachers resigning from a position will provide the Board with sixty (60) days advance written notice.

B. Employment of support staff, including but not limited to BCBAs, can be terminated by either the support staff member or the Board upon thirty (30) days advance written

notice.

ARTICLE 31 - WORK HOURS

A. Educational Assistants

1. Each educational assistant who works six (6) or more hours per day will receive an unpaid one-half (½) hour lunch period. The Administration will endeavor to make the luncheon period uninterrupted. If the Administration is forced to interrupt an educational assistant's lunch period, equal compensatory time will be given to be taken the same day.

2. Time worked beyond the normal workday assignment will be compensated at the educational assistant's regular rate up to thirty-six and one-quarter (36¼) hours per week, and at one and one-half (1½) times the educational assistant's regular rate for the time worked beyond thirty-six and one-quarter (36¼) hours. The educational assistant may request equal compensatory time in place of the hourly wage rate. The method of compensation will be determined by the educational assistant filling out the appropriate time sheet and having it signed by the educational assistant's immediate supervisor.

3. The full-time workday will consist of seven (7) hours per day exclusive of a one half-hour duty-free lunch period. All educational assistants will be scheduled by their respective supervisor. On Fridays and workdays preceding a holiday, educational assistants may leave at the end of the student day.

B. Secretaries/Clerks

1. The workday will consist of eight (8) hours inclusive of a sixty (60) minute duty-free lunch period. All secretaries/clerks will be scheduled by their respective supervisor.

2. Immediately upon the closing of school for students in June, until school opening in September, the normal workday will consist of seven (7) hours, inclusive of a sixty (60) minute duty free lunch period.

3. Secretarial and clerical staff whose employment has continued for three (3) consecutive academic years, together with employment at the beginning of the next succeeding academic year, an academic year being the period between the time when school opens in the district after the general summer vacation and the beginning of the next succeeding summer vacation, will be provided tenure under the provisions of N.J.S.A. 18A:17-2.

4. During the pupil school year, the principal has the option to release secretaries/clerks up to thirty (30) minutes prior to the normal closing time on Fridays, and on any full school day prior to a school vacation closing.

C. Maintenance/Custodians/Grounds Staff

1. Reasonable amount of overtime is part of the expected workload. The scheduling and distribution of overtime will be performed equitably on a rotating basis, as far as circumstances permit, among full-time maintenance/custodial/grounds employees in

accordance with the needs of the District as per the following:

a. General overtime will be scheduled and distributed in descending order from most senior maintenance/custodial/grounds employee to least senior maintenance/custodial/grounds employee in accordance with a posted general seniority list that includes the names of all full-time maintenance/custodial/grounds employees. ("General Overtime" refers to overtime that does not require specific license/ certification to perform the overtime task including, but not limited to electrical, plumbing, asbestos, pesticide application, HVAC, etc.) If a maintenance/custodial/grounds employee declines, cannot be reached, or is otherwise not available for a specific overtime assignment, the assignment and subsequent assignments will be offered to the next maintenance/custodial/grounds employee on the list, and so on in descending order, until an assignment has been offered to every maintenance/custodial/grounds employee on the list, at which time the list will start again with the most senior maintenance/custodial/grounds employee.

b. Qualified overtime will be scheduled and distributed in descending order from most senior maintenance/custodial/grounds employee to least senior maintenance/custodial/grounds employee in accordance with a posted qualified seniority list that includes the names of only those full-time maintenance/custodial/grounds employees who hold specific licenses/certifications to perform an overtime task including, but not limited to electrical, plumbing, asbestos, pesticide application, HVAC, etc. If a maintenance/custodial/grounds employee declines, cannot be reached, or is otherwise not available for a specific overtime assignment, the assignment and subsequent assignments will be offered to the next maintenance/custodial/grounds employee on the list, and so on in descending order, until an assignment has been offered to every maintenance/custodial/grounds employee on the list, at which time the list will start again with the most senior maintenance/custodial/grounds employee.

c. If a maintenance/custodial/grounds employee is available on-site to perform an overtime assignment (either qualified or general), and the maintenance/custodial/grounds employee who is next on the list is not on-site, then the District may utilize the maintenance/custodial/grounds employee who is on site to perform the assignment, and this assignment will be charged against their turn on the list.

d. If an emergency situation arises that requires overtime, and in the good faith judgment of the Supervisor requires an immediate response and the maintenance/custodial/grounds employee who is next on the list cannot be reached, then the District may utilize another qualified maintenance/custodial/grounds employee who is immediately available, and this assignment will be charged against their turn on the list.

e. In the event that any maintenance/custodial/grounds employee is not offered their turn on the list as the result of an error or oversight, the maintenance/custodial/grounds employee will be offered an additional turn

on the list as compensation for such error.

f. The Supervisor will administer and coordinate the overtime schedule and distribution. The Supervisor will maintain an up-to-date Overtime Log that will reflect a listing of overtime worked and declined by all maintenance/custodial/grounds employees. Any full-time maintenance/custodial/grounds employee or Association Officer may review the Overtime Log, upon request to the Supervisor.

2. In the event a maintenance/custodial/grounds employee is called back to work after the completion of their regular work schedule, he/she will receive a minimum of four (4) hours pay at their overtime rate: one and one-half (1½) times their regular hourly rate.

   a. The exception to the above is when a maintenance/custodial/grounds employee is called in to work within four (4) hours before and worked through to the assigned shift. Such a maintenance/custodial/grounds employee is to be paid for the time worked at one and one-half (1½) times the regular rate.

D. **All Staff**

1. Each support staff member employee, whose scheduled work week consists of thirty-six and one-quarter (36¼) hours or more, will have two (2) break periods per day of fifteen (15) minutes each, one to be taken in the first half of the workday and the other in the second half. The time for taking said breaks will be scheduled by the support staff member's respective supervisor. The supervisor will endeavor to consider the support staff member's preferences in scheduling breaks.

2. The Board will retain the sole jurisdiction and authority over matters of policy and will retain the right in accordance with applicable laws and regulations to create new shift times and/or days as may be required to meet the needs of the District. Forty-eight hours' notice will be given for shift changes.

3. All staff who have a lunch period scheduled will have an uninterrupted 30-minute duty-free lunch period. However, the Association recognizes that some issues of an emergency nature may need to be addressed during the lunch period.

4. Every effort will be made to provide teachers with a daily preparation period during which the teachers will not be assigned to any other regular duties or responsibilities. This will not be construed to require the employment of additional staff.

5. Preparation time: Elementary Teachers – Preparation time for full-time elementary school teachers shall include the following specials when these programs are offered: library, art, music, choir, gym, health, and foreign language.

E. **Certificated Staff**

For high school and middle school certificated staff, the full workday will consist of 7 hours and 30 minutes per day inclusive of a duty-free lunch time. For elementary school certificated staff, the workday will consist of 7 hours and 5 minutes inclusive of a duty-free lunch period. On Fridays and the workdays preceding a holiday, staff may leave at the

end of the student day. A teacher who is at least 0.5 FTE will be scheduled for one daily prep period of at least 30 consecutive minutes during the student day.

All newly hired certificated staff will participate in the Newly Hired Staff Academy ("Academy") between September and June of their first year of employment. The Academy consists of five (5) sessions for one (1) hour each conducted after school hours to support new staff members in training on District platforms, initiatives, specialized programs, or other needs identified by the administration as critical to the staff member's success.

F. **Teacher Preparation Time**

1. Preparation time for all full-time Preschool teachers shall include a 45-minute lunch and a 45-minute prep per workday.

2. Preparation time for full-time Kindergarten teachers shall include a 45-minute lunch daily and four 30-minute preps per 6-day cycle for each section.

3. Preparation time for all full-time elementary teachers shall include a 45-minute lunch daily, six 45-minute preps, and one 30-minute prep per 6-day cycle.

4. Preparation time for all full-time middle and high school teachers shall include a 30-minute lunch, ten (10) regular classroom periods over a five (5) day work week. Duty periods may be assigned to teachers scheduled for less than thirty (30) instructional periods per week such that the sum of the teaching and duty periods does not exceed thirty (30) periods. For schedules that include block scheduling days, every effort will be made to ensure one full block period of prep per day.

   Certified educators will not have more than five (5) instructional assignments. For purposes of this Article, an "instructional assignment" is a class that comes without a stipend and is listed in the program of study, including but not limited to middle school tutorial. Every effort will be made to minimize the number of preparations to a maximum of three (3). In extraordinary circumstances, a certified educator may be assigned to teach a sixth class. The compensation will be $8,000 unless the additional section is at the request of the teacher.

   Use of the six (6) period provision shall not be used to affect a reduction in force. Certified educators who teach six (6) periods shall not be assigned a non-instructional duty. Certified educators that may be assigned up to six (6) teaching sections shall not be assigned six (6) sections in an effort to reduce a colleague in the same department to teach fewer than five (5) sections.

5. Every effort will be made to provide teachers with a daily preparation period during which the teachers will not be assigned to any other regular duties or responsibilities. This will not be construed to require the employment of additional staff.

6. If a teacher is deprived of any preparation time provided by the contract, as a result of a principal's or administrative directive, said teacher shall be compensated for such lost preparation at curriculum rate.

7. For part-time staff, prep time will be prorated according to the FTE.

G. **Overtime for Secretaries, Maintenance/Custodians/Grounds, Data Coordinator/IT Specialists**

Overtime is defined as working in excess of 40 hours per week. Compensation for administratively approved overtime will be either 1 ½ times the employee's regular rate or equal compensatory time. Compensatory time must be used by June 30th of the school year in which the overtime is worked.

ARTICLE 32 - WORK YEAR

A. Ten-month employees (except Educational Assistants and ABAs) will have 188 actual working days. One of the 188 days is to be used during the summer vacation for classroom/class preparation.

B. Nurses will receive 20 hours per building per year of summer pay at the curriculum rate.

C. Librarians will receive 7 hours of summer pay at the curriculum rate.

D. During the pupil school year, all secretaries, clerks, computer specialists, and computer technicians will work the same number of days as those worked by the teaching staff and will be entitled to the same holidays as the teaching staff.

E. Twelve (12) month secretarial/clerical employees will be entitled to the following holidays during the summer break:

Fourth of July
Labor Day

F. Twelve-month maintenance/custodial/grounds employees will be entitled to the following paid holidays:

New Year's Day
Martin Luther King's Birthday
Presidents' Day
Good Friday
Easter Monday
Memorial Day
NJEA Convention – 2 Day*
Fourth of July
Labor Day
Thanksgiving Day
Day after Thanksgiving

Christmas Eve Day
Christmas Day
New Year's Eve Day
Juneteenth
Yom Kippur
Rosh Hashanah

*In the event maintenance work must be done on either of the convention days, employees who are required to work will be given a floating holiday to be taken at a date that is mutually agreed upon with their supervisor.

G. In the event that a holiday falls on a Saturday, it will be celebrated on the preceding workday, and in the event, it falls on a Sunday, it will be celebrated on the following Monday. If school is in session on that Monday, it will be celebrated on the preceding workday. This applies to twelve (12) month employees during the summer.

H. Work Year and Work Week – Athletic Trainer

1. Monday through Saturday, beginning the first day of football practice to one week after the last day of spring sports (regardless of the last day for teachers). Hours of availability will vary week to week depending on scheduled games and/or scrimmages.

   The certified Athletic Trainer will be available for all home games and scrimmages, as well as all varsity football games (home and away) and most practices. They will attend tournament competitions, unless a conflict arises (Athletic Director to be consulted).

   If the Athletic Trainer is required to work on a Sunday, they will be given a floating holiday to be taken on a date mutually agreed upon by the Athletic Trainer and Supervisor.

2. Sick/Personal Leave: The Athletic Trainer will be granted 13 sick days and 5 personal days each school year.

I. Employees whose work year is 10 months as defined in their individual employment contract are not eligible for use of paid time off (sick days, bereavement, personal leave, family illness, etc.) during the summer recess.

ARTICLE 33 - VACATIONS

A. Twelve (12) month support staff members will be entitled to the following vacations:

1. Upon completion of one (1) year of employment - 10 days' vacation.

2. Upon completion of five (5) years' employment - 15 days' vacation.

   8th year - 16 days' vacation
   10th year - 17 days' vacation
   11th year - 18 days' vacation
   12th year - 20 days' vacation

3. Less than one (1) year of employment, one (1) day per month, not to exceed nine (9)

days.

4. Support staff who regularly are scheduled to work fewer than five (5) days per week will receive vacation on a prorated basis.

5. Vacation carry-over of no more than five (5) days, and current support staff must use accumulated days in excess of five days by the end of June of the current year.

B. Vacation eligibility will be determined as of July 1 of each year, based on continuous service.

C. Vacation scheduling will be coordinated with the needs of the Board. However, requests will not be unreasonably denied.

D. Earned vacation will be paid according to the proportion of full months worked to the total contract year, unless proper notice has not been given, or the support staff member employee is terminated for cause.

E. Support staff who previously served the District as educational assistants will receive one (1) year's vacation service credit for each two (2) years of continuous service immediately prior to employment as a clerk or secretary.

F. Support staff who previously served the District as 10-month clerk typists or 10-month secretaries and are awarded a 12-month contract will receive one (1) vacation day per month, not to exceed ten (10) days for the previous months worked under the 10-month contract.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized officers and representatives.

THE BOARD OF EDUCATION OF THE BOROUGH OF HADDONFIELD, IN THE COUNTY OF CAMDEN, NEW JERSEY

By: _____
Jaime Grookett, Board President

Attest:

By _____
Michael Catalano, Board Secretary

(SEAL)

HADDONFIELD EDUCATION ASSOCIATION

By: _____
Adrienne Goldenberg, Co-President

By: _____
Sean Sweeney, Co-President

Attest:

By: _____

(SEAL)

HADDONFIELD PUBLIC SCHOOLS

Schedule "A"

NONATHLETIC ACTIVITIES GUIDE

LEVEL	2024-2025	2025-2026	2026-2027
1	$4,439	$4,572	$4,572
2	$3,698	$3,809	$3,809
3	$3,142	$3,236	$3,236
4	$2,957	$3,046	$3,046
5	$2,219	$2,286	$2,286
6	$1,847	$1,902	$1,902
7	$1,669	$1,719	$1,719
8	$1,479	$1,523	$1,523
9	$1,107	$1,140	$1,140
10	$927	$955	$955
11	$432	$445	$445

C (Curriculum) -Hourly Rate $42.50 each year.

HADDONFIELD PUBLIC SCHOOLS

Schedule "B"

EXTRA PAY FOR NON-ATHLETIC ACTIVITIES

	LEVEL
Academic Challenge	6
Affirmative Action Team	7
Anti-Bullying School Coordinator (Elementary, Middle)	9
Anti-Bullying School Coordinator (High)	5
Anytown Advisor	7
Art Club Advisor (Middle School)	10
Audio Visual Coordinator	
High School	4
Middle School	8
Auditorium Supervisor	5
Authentic Assessment Seminar Leaders	C
B.A.D.D.	7
Book Club Advisor (Middle School)	10
Celebrate Diversity Club Advisor (Middle School)	10
Character Education	C
Cheerleader & Dance Club Advisor (Middle School)	10
Chemical Hygiene Officer	C
Chess Club Advisor (H.S.) & (M.S.)	10
Class Activities Coordinator	10
Class Advisor	
Senior	4
Junior	4
Sophomore	4
Freshman	4
Classic Movie Club (Middle School)	10
Club Extreme Advisor (Middle School)	10
Computer Club Advisor	10
Contemporary Affairs	11
Cooperative Learning Instructor	C

Counselor attendance at College Night, Financial Aid Night and Junior Parent Night	C
Current Events Club Advisor (Middle School)	10
Curriculum Council	11
Dance Club (Middle)	10
Dance Club (High)	9
DECA Club Advisor	8
Drama Productions (High School)	
Fall Drama Director	1
Fall Assistant Director	10
Fall Drama Producer	7
One-Act Director	10
One-Acts/Madrigal Producer	10
Spring Musical Director	1
Spring Musical Assistant Director	9
Spring Musical Producer	6
Spring Musical Orchestra Director	3
Choral Director – Pit	3
Pit Musicians (3 positions)	7
Piano Accompanist	10
Choreographer	3
Costumer	4
Set Construction Supervisor	2
Set Construction Assistant Supervisor	3
Stage Crew Manager	7
Drama Productions (Middle School)	
Fall Director	4
Fall Assistant Director	9
Spring Musical Director	4
Spring Musical Assistant Director	7
Spring Musical Music Director	8
Elementary School Drama Director	10
Environmental Club (Elementary, Middle)	8
Environmental Club (High)	5
Exchange Program Coordinator	6
Facilitators (Middle School)	
Math	9
Science	9
Fiction and Fantasy Writing Club Advisor (M.S.)	10 (Paid by HMS Activity Fund)
Fight Against Drugs (F.A.D.) Team Advisor	8
Forensic Team Advisor	4
French Club (Middle School)	10

German Club (Middle School)	10
GESA Program Trainers	C
Guitar Club Advisor	10
Heifer International Club (Middle School)	10
History Club Moderator (Middle School)	10
Haddonfield High Youth Service Advisor (Health Club)	9
Improv Theater Club (Middle School)	10
Interact Club Advisor	5
International Club	
Coordinator	5
Spanish Chapter	10
German Chapter	10
French Chapter	10
Latin Chapter	10
Knitting Club Advisor	10
Leo Club Advisor	5
Leadership Club	10
Master Schedule Design Assistant (High School)	see chart on prior page
Mathematics Facilitator	9 (plus 10 summer workdays)
MECA Club Advisor	8
Mentors for:	
Experienced Fully Certified Teacher	11
Fully Certified with Advanced Standing 1st Year Teacher	10
Alternate Route 1st Year Teacher	9
Mock Trial Team Coordinator	6
Model UN Advisor	8
Morning Book Club Advisor	10
Music Activities	
Choral	
Elementary (3 positions)	10
Middle School	9
High School	6
Concert Band	
Elementary (3 positions)	10
Middle School	9
High School	6
Marching Band (High School)	
Director	1
Assistant	5
Band Front (Color Guard-Fall)	5

Color Guard Assistant	5
Winter Guard	
Director	C
Orchestra	
Middle School	9
High School	6
String Instructor	10
Jazz Band Director	
Middle School	8
High School	4
Music Performance Program Director	4
Madrigal Director	4
High School Band Camp	C
National Honor Society Advisor	3
National Art Honor Society	8
Odyssey of the Mind Advisor (2 pos.)	7
Operation Smile	8
Peer Leader Director	2
Peer Leader Advisors – High School (5 positions)	4
Peer Leader Program Advisor – Middle School (Gr. 8)	4
Peer Leader Initiative (NJ) - Middle School (Gr. 7)	4
Peer Mediation Coordinators (2 at each elementary school)	6
Peer Partnership Advisor (Peer Pal)	8
Peer Tutor Advisor	7
Principal's Advisory Committee (P.A.C.)	11
Special Education Advisory Committee	11
Professional Development Committee Chair	8
Professional Development Committee	9
Publications	
Bulldawg Bulletin	3
School Newspaper	10
Shield (High School Yearbook)	
Editorial Advisor	1
Business Advisor	5
Synapse	6
Publications Editor	6
Yearbook (Middle School – 2 positions)	5

Elementary Publications (1 position at each elementary school)	
Yearbook/Literary Magazine	11
Middle School Student Newspaper Advisor	5
REACH Advisor	5
Reading Recovery Teacher Leader In-Training	see chart on prior page
Rebel II 6th Grade Advisor	4
Running Club	
Elementary	11
Winter (Middle)	10
Safety Patrol Advisors (3 Elementary positions)	6
School Store Advisor (Elementary)	11
Scholarship Fund Treasurer (High School)	C
Science Olympiad Club (Middle School)	10
Scientific Newsletter Club Advisor (Middle School)	10
S.E.E.D.	11
Spanish Club (Middle School)	10
Special Olympics Coordinator	2
Student Activity Account	1
Student Activity Fund Treasurer	8
Student Council Advisor	
Elementary Schools	7
Middle School	6
High School	4
Student Information Specialist	see chart on prior page
Student Support Club Advisor	11
Team Leaders	4
Video Technician	6
Walking Club (Middle School-Spring)	10
Webmaster Club Advisor	10
World Aids Alliance Chapter Advisor	8
Writing Club Advisor-Fiction (Middle School)	10
YEAH (Youth Educating About Homophobia) Advisors	7
Young Astronaut Program Coordinator (Elementary – 1 position at each school)	11

HADDONFIELD PUBLIC SCHOOLS
Schedule "C"
COACHES GUIDE
2024-2025

GROUP I	
Football	
Head Coach	$9,613
Asst. Coach	$5,768
GROUP II	
Basketball/Wrestling	
Head Coach	$8,870
Asst. Coach	$5,322
GROUP III	
Baseball/Hockey/Softball/Soccer/Track/Swimming (Head Combined)	
Head Coach	$7,350
Asst. Coach	$4,326
GROUP IV	
XCountry/Tennis/Winter Track/Golf/Diving/Swimming (Boys & Girls Assistants)	
Head Coach	$5,736
Asst. Coach	$3,441
OTHER	
Cheerleading	
Fall Head Coach	$2,352
Fall Asst. Coach	$1,533
Winter Head Coach	$2,935
Intramural	$1,374
MIDDLE SCHOOL SPORTS	
All Head Coaches	$3,585
All Asst. Coaches	$2,150
STRENGTH & CONDITIONING COACH	
Fall	$5,322
Winter	$3,194
Spring	$5,322

Extended Season Playoff Game Pay: Payment will be $254.80 per week and/or $50.95 per day for partial weeks of extended season play for teams where six or more players are involved in playoff games. Coaches need to consult with the Athletic Director prior to playoffs concerning the rules for payment eligibility.

HADDONFIELD PUBLIC SCHOOLS
Schedule "C"
COACHES GUIDE
2025-2026 and 2026-2027

GROUP I	
Football	
Head Coach	$9,901
Asst. Coach	$5,941
GROUP II	
Basketball/Wrestling	
Head Coach	$9,136
Asst. Coach	$5,482
GROUP III	
Baseball/Hockey/Softball/Soccer/Track/Swimming (Head Combined)	
Head Coach	$7,571
Asst. Coach	$4,456
GROUP IV	
XCountry/Tennis/Winter Track/Golf/Diving/Swimming (Boys & Girls Assistants)	
Head Coach	$5,908
Asst. Coach	$3,544
OTHER	
Cheerleading	
Fall Head Coach	$2,423
Fall Asst. Coach	$1,579
Winter Head Coach	$3,023
Intramural	$1,415
MIDDLE SCHOOL SPORTS	
All Head Coaches	$3,693
All Asst. Coaches	$2,215
STRENGTH & CONDITIONING COACH	
Fall	$5,482
Winter	$3,290
Spring	$5,482

Extended Season Playoff Game Pay: Payment will be $254.80 per week and/or $50.95 per day for partial weeks of extended season play for teams where six or more players are involved in playoff games. Coaches need to consult with the Athletic Director prior to playoffs concerning the rules for payment eligibility.

HADDONFIELD PUBLIC SCHOOLS

Schedule "D"

TEACHER SALARY SCALE

2024-2025

Salary Guide										
Step	**BA**	**BA+15**	**BA+30**	**BA+45**	**MA**	**MA+15**	**MA+30**	**MA+45**	**MA+60**	**DOCT**
1	57,846	58,654	59,462	60,270	61,078	61,886	62,694	63,502	64,310	65,118
2	58,246	59,054	59,862	60,670	61,478	62,286	63,094	63,902	64,710	65,518
3	58,846	59,654	60,462	61,270	62,078	62,886	63,694	64,502	65,310	66,118
4	59,446	60,254	61,062	61,870	62,678	63,486	64,294	65,102	65,910	66,718
5	60,001	60,809	61,617	62,425	63,233	64,041	64,849	65,657	66,465	67,273
6	60,646	61,454	62,262	63,070	63,878	64,686	65,494	66,302	67,110	67,918
7	61,596	62,404	63,212	64,020	64,828	65,636	66,444	67,252	68,060	68,868
8	62,697	63,505	64,313	65,121	65,929	66,737	67,545	68,353	69,161	69,969
9	64,506	65,314	66,122	66,930	67,738	68,546	69,354	70,162	70,970	71,778
10	67,523	68,331	69,139	69,947	70,755	71,563	72,371	73,179	73,987	74,795
11	71,529	72,337	73,145	73,953	74,761	75,569	76,377	77,185	77,993	78,801
12	75,792	76,600	77,408	78,216	79,024	79,832	80,640	81,448	82,256	83,064
13	80,481	81,289	82,097	82,905	83,713	84,521	85,329	86,137	86,945	87,753
14	85,776	86,584	87,392	88,200	89,008	89,816	90,624	91,432	92,240	93,048
15	92,032	92,840	93,648	94,456	95,264	96,072	96,880	97,688	98,496	99,304

HADDONFIELD PUBLIC SCHOOLS

Schedule "D"

TEACHER SALARY SCALE

2025-2026

Salary Guide										
Step	**BA**	**BA+15**	**BA+30**	**BA+45**	**MA**	**MA+15**	**MA+30**	**MA+45**	**MA+60**	**DOCT**
1	59,331	60,139	60,947	61,755	62,563	63,371	64,179	64,987	65,795	66,603
2	59,731	60,539	61,347	62,155	62,963	63,771	64,579	65,387	66,195	67,003
3	60,131	60,939	61,747	62,555	63,363	64,171	64,979	65,787	66,595	67,403
4	60,731	61,539	62,347	63,155	63,963	64,771	65,579	66,387	67,195	68,003
5	61,286	62,094	62,902	63,710	64,518	65,326	66,134	66,942	67,750	68,558
6	61,931	62,739	63,547	64,355	65,163	65,971	66,779	67,587	68,395	69,203
7	62,881	63,689	64,497	65,305	66,113	66,921	67,729	68,537	69,345	70,153
8	63,982	64,790	65,598	66,406	67,214	68,022	68,830	69,638	70,446	71,254
9	65,791	66,599	67,407	68,215	69,023	69,831	70,639	71,447	72,255	73,063
10	68,808	69,616	70,424	71,232	72,040	72,848	73,656	74,464	75,272	76,080
11	72,814	73,622	74,430	75,238	76,046	76,854	77,662	78,470	79,278	80,086
12	77,077	77,885	78,693	79,501	80,309	81,117	81,925	82,733	83,541	84,349
13	81,766	82,574	83,382	84,190	84,998	85,806	86,614	87,422	88,230	89,038
14	87,061	87,869	88,677	89,485	90,293	91,101	91,909	92,717	93,525	94,333
15	93,317	94,125	94,933	95,741	96,549	97,357	98,165	98,973	99,781	100,589

HADDONFIELD PUBLIC SCHOOLS

Schedule "D"

TEACHER SALARY SCALE

2026-2027

Salary Guide										
Step	**BA**	**BA+15**	**BA+30**	**BA+45**	**MA**	**MA+15**	**MA+30**	**MA+45**	**MA+60**	**DOCT**
1	60,856	61,664	62,472	63,280	64,088	64,896	65,704	66,512	67,320	68,128
2	61,256	62,064	62,872	63,680	64,488	65,296	66,104	66,912	67,720	68,528
3	61,656	62,464	63,272	64,080	64,888	65,696	66,504	67,312	68,120	68,928
4	62,056	62,864	63,672	64,480	65,288	66,096	66,904	67,712	68,520	69,328
5	62,611	63,419	64,227	65,035	65,843	66,651	67,459	68,267	69,075	69,883
6	63,256	64,064	64,872	65,680	66,488	67,296	68,104	68,912	69,720	70,528
7	64,206	65,014	65,822	66,630	67,438	68,246	69,054	69,862	70,670	71,478
8	65,307	66,115	66,923	67,731	68,539	69,347	70,155	70,963	71,771	72,579
9	67,116	67,924	68,732	69,540	70,348	71,156	71,964	72,772	73,580	74,388
10	70,133	70,941	71,749	72,557	73,365	74,173	74,981	75,789	76,597	77,405
11	74,139	74,947	75,755	76,563	77,371	78,179	78,987	79,795	80,603	81,411
12	78,402	79,210	80,018	80,826	81,634	82,442	83,250	84,058	84,866	85,674
13	83,091	83,899	84,707	85,515	86,323	87,131	87,939	88,747	89,555	90,363
14	88,386	89,194	90,002	90,810	91,618	92,426	93,234	94,042	94,850	95,658
15	94,642	95,450	96,258	97,066	97,874	98,682	99,490	100,298	101,106	101,914

HADDONFIELD PUBLIC SCHOOLS
Schedule "E"
SECRETARY SALARY SCALE

Salary Guide	2024-2025		
Step	**Salary**	**Elem/CST**	**HS/MS**
1	57,915	58,765	58,965
2	58,715	59,565	59,765
3	59,215	60,065	60,265
4	60,715	61,565	61,765
5	62,315	63,165	63,365
6	63,815	64,665	64,865
7	65,015	65,865	66,065
8	66,465	67,315	67,515
9	67,640	68,490	68,690

Salary Guide	2025-2026		
Step	**Salary**	**Elem/CST**	**HS/MS**
1	58,620	59,470	59,670
2	59,570	60,420	60,620
3	60,420	61,270	61,470
4	62,220	63,070	63,270
5	63,920	64,770	64,970
6	65,620	66,470	66,670
7	66,870	67,720	67,920
8	68,320	69,170	69,370
9	69,720	70,570	70,770

Salary Guide	2026-2027		
Step	**Salary**	**Elem/CST**	**HS/MS**
1	59,700	60,550	60,750
2	60,700	61,550	61,750
3	61,700	62,550	62,750
4	63,600	64,450	64,650
5	65,350	66,200	66,400
6	67,100	67,950	68,150
7	68,975	69,825	70,025
8	70,425	71,275	71,475
9	71,835	72,685	72,885

Employees with less than six (6) months in the district shall remain at the same step on the salary guide.

When a clerk-typist is promoted to a secretarial position, the employee shall be placed no higher than one (1) step below their current standing on the Clerk-Typist Scale on the Secretarial Scale. (i.e., If they are on step 7 of the Clerk-Typist Scale, they could not be any higher than step 6 on the Secretarial Scale.)

Full-time support staff earning college credits shall have their annual salary increased by the following amounts:

15 credits - $100

30 credits - $200

HADDONFIELD PUBLIC SCHOOLS
Schedule "F"

CLERK TYPIST SALARY SCALE

2024-2027	
Step	
1	$36,824
2	$37,124
3	$37,439
4	$37,770
5	$38,117
6	$38,486
7	$40,375

Employees with less than six (6) months in the district shall remain at the same step on the salary guide.

When a clerk-typist is promoted to a secretarial position, the employee shall be placed no higher than one (1) step below their current standing on the Clerk-Typist Scale on the Secretarial Scale. (i.e., if they are on step 7 of the Clerk-Typist Scale, they could not be any higher than step 6 on the Secretarial Scale.)

Full-time support staff earning college credits shall have their annual salary increased by the following amounts:

15 credits - $100

30 credits - $200

HADDONFIELD PUBLIC SCHOOLS

Schedule "G"

EDUCATIONAL ASSISTANT SALARY SCALE

(Salary based on 7 hours for 181 days)

Salary Guide	2024-2025	
Step	**Salary**	**Additional Assignment**
1	20,450	20,950
2	20,700	21,200
3	20,950	21,450
4	21,200	21,700
5	21,700	22,200
6	22,500	23,000
7	23,500	24,000
8	24,500	25,000
9	27,626	28,126

Salary Guide	2025-2026	
Step	**Salary**	**Additional Assignment**
1	21,051	21,551
2	21,301	21,801
3	21,551	22,051
4	21,801	22,301
5	22,301	22,801
6	23,101	23,601
7	24,026	24,526
8	25,126	25,626
9	26,723	27,223
10	28,223	28,723

Salary Guide	2026-2027	
Step	**Salary**	**Additional Assignment**
1	21,747	22,247
2	21,997	22,497
3	22,247	22,747
4	22,497	22,997
5	22,747	23,247
6	23,667	24,167
7	24,617	25,117
8	25,717	26,217
9	27,217	27,717
10	28,717	29,217

*** Additional Assignments:**

*** Computer Lab *Library *Special Education with IEP responsibilities, assigned by the principal**

Certified Substitute Additional Annual Salary: $800

Longevity for full-time Educational Assistants (more than 32 hours per week)

Seven years' service with the district = $300 Fifteen years' service with the district = $575 Twenty years' service with the district = $850

Prorata Calculations: The annual salary and stipends will be prorated for the number of hours per day and the number of days per year for each position. The full annual salary is based on 7 hours per day for 181 days.

RBT Certification – Instructional Assistants with an RBT Certification shall receive an additional $7.00 per hour while working as an RBT.

HADDONFIELD PUBLIC SCHOOLS

Schedule "H"

REGISTERED BEHAVIOR TECHNICIAL (RBT)

(Salary based on 7 hours for 181 days)

Salary Guide	2024-2025	
Step	**Salary**	**Additional Assignment**
1	29,699	30,199
2	29,949	30,449
3	30,199	30,699
4	30,449	30,949
5	30,949	31,449
6	31,749	32,249
7	32,749	33,249
8	33,749	34,249
9	36,875	37,375

Salary Guide	2025-2026	
Step	**Salary**	**Additional Assignment**
1	30,541	31,041
2	30,791	31,291
3	31,041	31,541
4	31,291	31,791
5	31,791	32,291
6	32,591	33,091
7	33,516	34,016
8	34,616	35,116
9	36,116	36,616
10	37,616	38,116

Salary Guide	2026-2027	
Step	**Salary**	**Additional Assignment**
1	31,275	31,775
2	31,525	32,025
3	31,775	32,275
4	32,025	32,525
5	32,525	33,025
6	33,325	33,825
7	34,250	34,750
8	35,350	35,850
9	36,850	37,350
10	38,350	38,850

*** Additional Assignments:**
*** Computer Lab *Library *Special Education with IEP responsibilities, assigned by the principal**

Certified Substitute Additional Annual Salary: $800
Longevity for full-time Educational Assistants (more than 32 hours per week)
Seven years' service with the district = $300 Fifteen years' service with the district = $575 Twenty years' service with the district = $850

Prorata Calculations: The annual salary and stipends will be prorated for the number of hours per day and the number of days per year for each position. The full annual salary is based on 7 hours per day for 181 days.

HADDONFIELD PUBLIC SCHOOLS

Schedule "I"

SKILLED MAINTENANCE

SALARY SCALE

Salary Guide	2024-2025			
Step	**Salary**	**1 License**	**2 Licenses**	**3 Licenses**
1	68,167	68,867	69,567	70,267
2	68,567	69,267	69,967	70,667
3	68,967	69,667	70,367	71,067
4	69,367	70,067	70,767	71,467
5	69,767	70,467	71,167	71,867
6	70,267	70,967	71,667	72,367
7	71,267	71,967	72,667	73,367
8	72,267	72,967	73,667	74,367
9	73,267	73,967	74,667	75,367
10	74,267	74,967	75,667	76,367
11	75,267	75,967	76,667	77,367
12	76,767	77,467	78,167	78,867

HADDONFIELD PUBLIC SCHOOLS
Schedule "I"
SKILLED MAINTENANCE
SALARY SCALE

Salary Guide	2025-2026			
Step	**Salary**	**1 License**	**2 Licenses**	**3 Licenses**
1	70,310	71,010	71,710	72,410
2	70,710	71,410	72,110	72,810
3	71,110	71,810	72,510	73,210
4	71,510	72,210	72,910	73,610
5	71,910	72,610	73,310	74,010
6	72,310	73,010	73,710	74,410
7	73,310	74,010	74,710	75,410
8	74,310	75,010	75,710	76,410
9	75,310	76,010	76,710	77,410
10	76,310	77,010	77,710	78,410
11	77,310	78,010	78,710	79,410
12	78,810	79,510	80,210	80,910

HADDONFIELD PUBLIC SCHOOLS

Schedule "I"

SKILLED MAINTENANCE

SALARY SCALE

Salary Guide	2026-2027			
Step	**Salary**	**1 License**	**2 Licenses**	**3 Licenses**
1	73,035	73,735	74,435	75,135
2	73,435	74,135	74,835	75,535
3	73,835	74,535	75,235	75,935
4	74,235	74,935	75,635	76,335
5	74,635	75,335	76,035	76,735
6	75,035	75,735	76,435	77,135
7	75,435	76,135	76,835	77,535
8	76,435	77,135	77,835	78,535
9	77,435	78,135	78,835	79,535
10	78,435	79,135	79,835	80,535
11	79,435	80,135	80,835	81,535
12	80,935	81,635	82,335	83,035

HADDONFIELD PUBLIC SCHOOLS
Schedule "J"
HADDONFIELD CUSTODIAL/GROUND

Salary Guide	2024-2025	
Step	**Cust**	**Grounds**
1	39,525	47,164
2	39,925	47,564
3	40,325	47,964
4	40,725	48,364
5	41,125	48,764
6	41,525	49,164
7	42,025	49,664
8	43,615	51,254
9	45,205	52,844
10	46,795	54,434
11	48,393	56,032
12	49,991	57,630

HADDONFIELD PUBLIC SCHOOLS

Schedule "J"

HADDONFIELD CUSTODIAL/GROUNDS

Salary Guide	2025-2026	
Step	**Custodian**	**Grounds**
1	41,441	49,080
2	41,841	49,480
3	42,241	49,880
4	42,641	50,280
5	43,041	50,680
6	43,441	51,080
7	43,841	51,480
8	45,291	52,930
9	46,841	54,480
10	48,391	56,030
11	49,941	57,580
12	51,491	59,130

HADDONFIELD PUBLIC SCHOOLS

Schedule "J"

HADDONFIELD CUSTODIAL/GROUNDS

Salary Guide	2026-2027	
Step	**Custodian**	**Grounds**
1	43,400	51,040
2	43,800	51,440
3	44,200	51,840
4	44,600	52,240
5	45,000	52,640
6	45,400	53,040
7	45,800	53,440
8	47,150	54,790
9	48,600	56,240
10	50,150	57,790
11	51,700	59,340
12	53,250	60,890

HADDONFIELD PUBLIC SCHOOLS
Schedule "K"
LEAD CUSTODIAN/GROUNDS SALARY SCALE

Step/Year	2024-25
1	50,055
2	50,555
3	51,055
4	51,555
5	52,055
6	52,555
7	53,055
8	53,555
9	55,055
10	57,055
11	59,055
12	61,055

Step/Year	2025-26
1	53,255
2	53,755
3	54,255
4	54,755
5	55,255
6	55,755
7	56,255
8	56,755
9	57,255
10	59,255
11	61,255
12	63,255

Step/Year	2026-27
1	57,130
2	57,630
3	58,130
4	58,630
5	59,130
6	59,630
7	60,130
8	60,630
9	61,130
10	62,130
11	63,630
12	65,630

Custodians, maintenance employees are eligible for black seal boiler and other licenses as listed below. Computer technicians are also eligible for an addition to base pay for up to three (3) licenses per employee.

Each license will be paid at $700 each with a limit of up to three (3) licenses per employee. This limit includes a boiler license and up to two (2) others. Other licenses include the following:

Freon	-	up to 5 employees
Pesticide	-	up to 5 employees
Asbestos Removal	-	up to 5 employees
Electrician	-	up to 2 employees
Boiler	-	no limit on the number of employees who qualify.

Full-time support staff earning college credits shall have their annual salary increased by the following amounts:

15 credits - $100

30 credits - $200

HADDONFIELD PUBLIC SCHOOLS
Schedule "L"

BUS DRIVER SALARY SCALE

2024-2025

$31.37

2025-2026

$32.50

2026-2027

$33.72

HADDONFIELD PUBLIC SCHOOLS
Schedule "M"
ABA THERAPIST SALARY SCALE

Step/Year	2024-2027
1	$ 22,888
2	$ 23,388
3	$ 24,388
4	$ 25,388
5	$ 26,725
6	$ 28,061
7	$ 30,348

HADDONFIELD PUBLIC SCHOOLS

Schedule "N"

COMPUTER TECHNICIANS and INFORMATION TECHNOLOGY SPECIALISTS

SALARY SCALE

Salary Guide			
Step	**2024-25**	**2025-26**	**2026-27**
1	54,806	57,406	60,906
2	55,306	57,906	61,406
3	55,806	58,406	61,906
4	56,306	58,906	62,406
5	58,206	59,406	62,906
6	60,106	61,231	63,406
7	62,006	63,131	65,031
8	63,656	65,031	66,731
9	65,806	66,431	68,431
10	67,706	68,831	69,381
11	69,356	70,731	71,831
12	71,506	72,131	73,531
13	73,456	74,531	74,581
14	75,431	76,431	77,131
15	78,431	79,431	80,431

HADDONFIELD PUBLIC SCHOOLS

Schedule "O"

CHILD STUDY TEAM

2024-2025

Salary Guide						
Step	**MA**	**MA+15**	**MA+30**	**MA+45**	**MA+60**	**DOCT**
1	83,290	84,259	85,229	86,199	87,168	88,138
2	85,290	86,259	87,229	88,199	89,168	90,138
3	88,790	89,759	90,729	91,699	92,668	93,638
4	91,290	92,259	93,229	94,199	95,168	96,138
5	93,290	94,259	95,229	96,199	97,168	98,138
6	95,290	96,259	97,229	98,199	99,168	100,138
7	97,190	98,159	99,129	100,099	101,068	102,038
8	98,990	99,959	100,929	101,899	102,868	103,838
9	100,990	101,959	102,929	103,899	104,868	105,838
10	104,490	105,459	106,429	107,399	108,368	109,338
11	107,990	108,959	109,929	110,899	111,868	112,838
12	111,990	112,959	113,929	114,899	115,868	116,838
13	115,990	116,959	117,929	118,899	119,868	120,838
14	118,990	119,959	120,929	121,899	122,868	123,838
15	122,930	123,899	124,869	125,839	126,808	127,778

HADDONFIELD PUBLIC SCHOOLS

Schedule "O"

CHILD STUDY TEAM

2025-2026

Salary Guide						
Step	**MA**	**MA+15**	**MA+30**	**MA+45**	**MA+60**	**DOCT**
1	86,840	87,809	88,779	89,749	90,718	91,688
2	88,840	89,809	90,779	91,749	92,718	93,688
3	92,340	93,309	94,279	95,249	96,218	97,188
4	94,840	95,809	96,779	97,749	98,718	99,688
5	96,840	97,809	98,779	99,749	100,718	101,688
6	98,840	99,809	100,779	101,749	102,718	103,688
7	100,740	101,709	102,679	103,649	104,618	105,588
8	102,540	103,509	104,479	105,449	106,418	107,388
9	104,540	105,509	106,479	107,449	108,418	109,388
10	108,040	109,009	109,979	110,949	111,918	112,888
11	111,540	112,509	113,479	114,449	115,418	116,388
12	115,540	116,509	117,479	118,449	119,418	120,388
13	119,540	120,509	121,479	122,449	123,418	124,388
14	122,540	123,509	124,479	125,449	126,418	127,388
15	126,480	127,449	128,419	129,389	130,358	131,328

HADDONFIELD PUBLIC SCHOOLS

Schedule "O"

CHILD STUDY TEAM

2026-2027

Salary Guide						
Step	**MA**	**MA+15**	**MA+30**	**MA+45**	**MA+60**	**DOCT**
1	90,620	91,590	92,560	93,530	94,500	95,470
2	92,620	93,590	94,560	95,530	96,500	97,470
3	96,120	97,090	98,060	99,030	100,000	100,970
4	98,620	99,590	100,560	101,530	102,500	103,470
5	100,620	101,590	102,560	103,530	104,500	105,470
6	102,620	103,590	104,560	105,530	106,500	107,470
7	104,620	105,590	106,560	107,530	108,500	109,470
8	106,530	107,500	108,470	109,440	110,410	111,380
9	108,530	109,500	110,470	111,440	112,410	113,380
10	112,030	113,000	113,970	114,940	115,910	116,880
11	115,530	116,500	117,470	118,440	119,410	120,380
12	119,530	120,500	121,470	122,440	123,410	124,380
13	123,530	124,500	125,470	126,440	127,410	128,380
14	126,530	127,500	128,470	129,440	130,410	131,380
15	130,470	131,440	132,410	133,380	134,350	135,320

HADDONFIELD PUBLIC SCHOOLS
Schedule "P"
DISTRICT DATA COORDINATOR

SALARY SCALE

Salary Guide			
Step	**2024-25**	**2025-26**	**2026-27**
1	87,500	88,700	89,500
2	89,422	90,650	91,775
3	91,345	92,323	94,049
4	93,232	94,210	95,049
5	95,191	96,169	96,969
6	97,152	98,130	98,930
7	99,113	100,091	100,891
8	101,074	102,052	102,852
9	103,035	104,013	104,813
10	104,996	105,974	106,774
11	106,996	107,974	108,774
12	108,996	109,974	110,774
13	110,996	111,974	112,774
14	112,996	113,974	114,774
15	116,689	117,667	118,467

INDEX

SUBJECT	PAGE
Adoption, Leave of Absence	23
Agreement, Duration of	2
Annuities, Tax Sheltered	5
Arbitration, Grievances	9
Assignments, Educational Assistants	35
Assignments, Employees	10
Association Dues	5
Association Membership List	5
Association Release Time	7
Association Rights & Privileges	7
Association Uses of District Buildings & Equipment	7
Associations, Pay for membership in Curriculum Related	26
Athletic & nonathletic Extra Pay	25, 43-48
Attrition, Reduction in Staff	32
Bedside, Home Teaching, Supplemental Instruction Pay	25
Board, Responsibilities of	3
Breaks, Secretaries/Clerks, Maintenance/Custodial & Full Time EAs	35-41
Bus Driver Salary Scales	65
Changing Agreement, Rules for	4
Chaperone Pay	25
Child Rearing/Natural Childbirth/Adoption Leave of Absence	23
Childbirth Leave of Absence	21
Class Coverage Pay	17
Clerks/Secretaries	35
Breaks	37
Holidays	39
Lunch	35
Overtime	39
Tenure	35
Vacation Days	40
Work Hours	35
Work Year	39
Coaches Guides	49-50
Coach Salaries, Interscholastic & Intramural	26
Pay Schedule	26, 49 -50
Complaints & Grievance Procedure	7-10
Computer Technician Salary Scales	67
Contract, Nonrenewal/Renewal of Employee	10
Coverage Pay, Class	17
Curriculum Change, Reduction in Staff	33

SUBJECT **PAGE**

Curriculum Planning Pay, Summer Vacation 25
Curricular Related Membership Associations, Reimbursement for 26
Custodial/Maintenance 35
- Breaks 37
- Holiday Pay 27
- Holidays 39-40
- Overtime 35-37
- Salary Scales 58-64
- Uniforms 6
- Vacation Days 40
- Work Hours 35
- Work Year 39
- Working NJEA Convention Days 40

Dental Plan 30
Disability/Childbirth Leave 21
Dismissal of Certified Teaching Staff (Reduction in Staff) 32
Dismissal, Support Staff 33
Dues, Association 5
Duration of Agreement 2
Educational Assistants 35
- Assignments 35
- Lunch Period 35
- Overtime 35
- Salary Scale 56
- Seniority, Recall, Change in Hours 33
- Work Hours 35

Employee Assignments 10
Employee Rights 6
Evaluations, Support Staff 15
Evaluations, Teacher 14-15
Extended Unpaid Leave of Absence 21-22
Extra Pay for School Sponsored Athletic & Non Athletic Activities 26, 43-48
Flexible Spending 30-32
General Savings Clause 6
Grievance & Complaints Procedure 7-10
Grounds Salary Scales 61-64
Holidays for Maintenance/Custodial, Secretaries/Clerks 39-40
Holiday Pay for Maintenance/Custodial Staff 27
Home Teaching, Bedside, Supplemental Instruction Pay 25
Immediate Family, Definition 21

SUBJECT **PAGE**

Incentives for Dropping Medical Coverage 30
Insurance, Medical 29-32
Interscholastic & Intramural Coaches' Salaries (other than salary guide) 26
Involuntary Transfers 13
Jury Duty 24
Leave of Absence 20
- Child Rearing/Natural Childbirth/Adoption 23-24
- Death 20
- Disability/Childbirth Leave 21
- Extended Unpaid 21-22
- Extensions or Renewals 24
- Jury Duty 24
- Military 23
- Personal 20
- Sabbatical 22
- Serious Illness 21
- Unpaid 22

Liaison Committee 19
Longevity Guidelines 28
Longevity Pay 27-28
Lunch Period, Educational Assistants 35
Lunch Period, Maintenance/Custodial 35
Lunch Period, Secretaries/Clerks 37
Lunch Period, Teachers 37
Maintenance/Custodial 36
- Breaks 37
- Holiday Pay 27
- Holidays 39-40
- Overtime 35-37
- Salary Scales 58-64
- Uniforms 6
- Vacation Days 40
- Work Hours 35
- Work Year 39
- Working NJEA Convention Days 40

Medical Insurance 29
- Dental Plan 30
- Flexible Spending 30-32
- Incentive for Dropping Coverage (Duplicate Coverage) 30
- Reenrollment 30-32

SUBJECT **PAGE**

Members, List of Association 5
Membership Pay, Reimbursement for Curriculum Related Associations 26
Mentoring Assignments, Stipends, Reimbursement Procedures 28
Mileage Reimbursement 29
Military Leave 23
Miscellaneous Provisions 5
Natural Childbirth Leave of Absence 23
Negotiation of Successor Agreement 4
NJEA Convention Days (Custodial/Maintenance) 40
No Sanctions 6
Nonathletic Activities Guide 43
Nondiscrimination 5
Nonrenewal of Non-Tenured Staff 10
Nonrenewal of Support Staff 10
Non-tenured Employee Offer of Assignment 10
Notice 4
Notification of Reduction in Staff 32-34
Overtime Log, Maintenance 36-37
Overtime Pay 36-38
- Educational Assistants 35
- Maintenance/Custodial 35
- Secretaries/Clerks 35

Pay 24
- Athletic & Non Athletic Activities, School Sponsored 25
- Chaperone 25
- Class Coverage 17
- Classroom, Relocation 12-13
- Course Work 17-18
- Curriculum Planning, Summer Vacation 25
- Emergency Closing 27
- Holiday Pay for Maintenance/Custodial Staff 27
- Home Teaching, Bedside, Supplemental Instruction 25
- Interscholastic & Intramural Coaches' Salaries 26
- Longevity 27-28
- Membership in Curricular Related Associations 26
- Mileage Reimbursement 29
- Overtime 35-37
- Salaries, Interscholastic & Intramural 26
- Salary Guide Credit 24-25
- Salary Guides 43-71
- Sick Days, Unused 26
- Snow Removal 28
- Stipends, Pay Schedule 25
- Transfer/Reassignment 12

SUBJECT **PAGE**

Teacher Mentor Assignments, Stipends & Reimbursement Procedures 28
Personal Leave of Absence 20-21
Personnel Records, Support Staff 16
Personnel Records, Teachers 15
Postings 12
Preamble and Duration of Agreement 2
Prep Periods 38-39
Probationary Employment, Support Staff 34
Promotions, Custodial/Maintenance 14
Promotions, Voluntary & Involuntary Transfers, Reassignments 12-14
Reassignments, Promotions, Voluntary & Involuntary Transfers 12-14
Recall of Certified Teaching Staff 33
Recall of Support Staff 33-34
Recognition 2-3
Reduction in Staff 32-34
- Attrition 32
- Certified Teaching Staff Dismissals 32
- Curriculum Change 33
- Disputes 33
- EA Seniority, Recall Change in Hours 35
- Notification 34-35
- Recall of Certified Teaching Staff 32-33
- Recall of Educational Assistants 35
- Recall of Support Staff 34
- Support Staff 33
- Support Staff Dismissal & Seniority 33
- Support Staff Probationary Employment 34
- Support Staff Reduction in Force 34

Re Enrollment in Medical Coverage 30-32
Reimbursement for Mentoring 28
Reimbursement for Mileage 29
Reimbursement for Tuition (Course Work) 17-19
Release Time, Association 7
Renewal/Nonrenewal of Staff Contracts 10
Representation Fee (Association Dues) 5
Resignation & Termination Notice 34-35
Responsibilities, Teacher 16-17
Rights, Employee 6
Rights & Privileges, Association 7
Rights & Responsibilities of Board 3

SUBJECT **PAGE**

Rules for Making Changes 4
Sabbatical Leave 22
Salary Guide Degree Credit 24-25
Salary Guides 43-71
Sanctions/Strikes 6
Savings Clause 6
Schedule A 43
Schedule B 44-48
Extra Pay for Non-Athletic Activities 44-48
Nonathletic Activities Guide 43
Schedule C - Coaches Guide - 2024-2025 49
Schedule C - Coaches Guide - 2025-2027 50
Schedule D - Teacher Salary Scale - 2024-2025 51
Schedule D - Teacher Salary Scale - 2025-2026 52
Schedule D - Teacher Salary Scale - 2026-2027 53
Schedule E – Secretary Salary Scales 54
Schedule F – Clerk Typist Salary Scales 55
Schedule G – Educational Assistant Salary Scales 56
Schedule H – Registered Behavior Technical (RBT) 57
Schedule I – Skilled Maintenance 2024-2025 58
Schedule I - Skilled Maintenance 2025-2026 59
Schedule I – Skilled Maintenance 2026-2027 60
Schedule J – Haddonfield Custodial/Grounds 2024-2025 61
Schedule J – Haddonfield Custodial/Grounds 2025-2026 62
Schedule J – Haddonfield Custodial/Grounds 2026-2027 63
Schedule K – Lead Custodian/Grounds Salary Scale 64
Schedule L – Bus Driver Salary Scale 65
Schedule M – ABA Therapist Salary Scale 66
Schedule N – Computer Technicians and Information Technology 67
Schedule O – Child Study Team 2024-2025 68
Schedule O – Child Study Team 2025-2026 69
Schedule O – Child Study Team 2026-2027 70
Schedule P – District Data Coordinator 71
School Sponsored Athletic & Nonathletic Activities, Extra Pay 25-26
Secretaries/Clerks 35
Breaks 37
Holidays 39-40
Lunch 37
Overtime 39
Tenure 35
Vacation Days 40-41
Work Hours 35
Work Year 39-40
Secretary Salary Scales 54
Seniority, Support Staff 33
Sick Days, Unused Payment for 26
Sick Leave 20

Signature Page 42
Snow Removal Pay 28
Staff Development 17
Staff Dismissals 32
Staff Reductions 34
Statutory Savings Clause 6
Strikes/Sanctions 6
Supplemental Instruction, Bedside, Home Teaching Pay 25
Support Staff 13
- Assignments 10
- Breaks 37
- Dismissals 32
- Evaluations 15
- Personnel Records 16
- Probation 34
- Recall 34
- Reduction in Force 34
- Salary Scale 54-71
- Seniority 33
- Transfers 13
- Vacation Days 40-41
- Work Hours 35
- Work Year 39-40

Tax Sheltered Annuities 5
Teacher 10
- Assignments 10
- Evaluations 14
- Lunch Period 38
- Mentoring Assignment of 28
- Personnel Records 16
- Prep Periods 38
- Reduction in Force 32
- Responsibilities 16-17
- Salary Scales 51-53

Tenure of Secretaries/Clerks 35
Termination & Resignation Notice 34
Transfers, Involuntary 13
Transfers, Support Staff 13
Transfers (Voluntary), Reassignments & Promotions 12
Tuition Reimbursement (Course Work) 17-19
Tuition Students (Staff's Children) 29
Uniforms 6
Unused Sick Days, Payment for 26

SUBJECT	PAGE
Use of District Building & Equipment by Association	7
Vacations	40
Carry-Over	41
Voluntary Transfers, Reassignments & Promotions	12
Work Hours	35
Educational Assistants	35
Maintenance/Custodial Staff	35
Secretaries/Clerks	35
Work Year	39