

Agreement

between

LINDENWOLD BOARD OF EDUCATION

AND

LINDENWOLD EDUCATION ASSOCIATION

July 1, 2021 – June 30, 2024

## Important Contract Timelines

	Article
July	
Contract dates are July 1, 2021 - June 30, 2024	XXXVIII
August	
The work year for new teachers shall not exceed 189 days	XXI
September	
The work year for teachers shall not exceed 185 days	XXI
Summer advisors paid September 15 <sup>th</sup>	XXX
The assistants work year may be increased up to 4 days	XXXII
Teachers shall attend 3 evening sessions (see conditions)	XXI
Building Liaison shall meet monthly or as needed	VI
November 30	
Fall sports coaches paid year long, activity advisors paid in 3 installments – Nov 30, March 30 and June 15	XXX
December 1 <sup>st</sup>	
Transcripts due to BOE for horizontal step advancement	XXX
Notification to BOE of horizontal step advancement for upcoming year	XXX
Members retiring at end of school year must notify BOE to ensure payment for unused sick days in the year they retire	VIII
Notification of remaining tuition funds	X
Sabbatical leave request due by December 31st	XXIX
March 30 <sup>th</sup>	
Coaches paid for winter sports	XXX
May 15 <sup>th</sup>	
Notification to LEA President of staff reassignments and transfers	XXIV
Notice of non-renewal to non-tenured teachers	XX
June 1 <sup>st</sup>	
All teachers given <u>written notice</u> of tentative salary schedule, class and or subject assignment, building assignment and room assignment	XX
June 15 <sup>th</sup>	
Coaches paid for spring sports	XXX
June	
Annual summary conference will be held on or before five (5) working days prior to the last teaching day in June	XXVII

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## PREAMBLE

The Parties to this agreement are the Board of Education of the Borough of Lindenwold, hereinafter called “the Board” and the Lindenwold Education Association, hereinafter called “the Association”.

WHEREAS, the Board and the Association have an obligation under current statutes to enter into collective bargaining regarding terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings they wish to confirm in a written agreement.

IN CONSIDERATION OF MUTUAL COVENANTS, the parties hereby agree as follows:

## ARTICLE I RECOGNITION

### A. Bargaining Unit

The Board recognizes the Association as the majority representative supported by a majority of certificated and support personnel within a bargaining unit consisting of

1. All personnel holding New Jersey Department of Education certificates
2. All office staff personnel
3. All custodial and maintenance personnel
4. All instructional assistants
5. All hall monitors
6. All LPNs
7. Central Registrar/Bilingual Parent Liaison
8. All personal care assistants

Specifically excluded from the bargaining unit are

1. District office and school level administrators and supervisors
2. Confidential personnel
3. Cafeteria aides
4. Bus drivers
5. HVAC/Electrical Technicians
6. IT Support Staff

### B. Definition of Employee

Unless otherwise indicated, the terms “employee” or “employees” shall mean a member of the defined bargaining unit.

## ARTICLE II RECOGNITION OF SUCCESSOR AGREEMENT

### A. Bargaining Pledge

In an effort to achieve mutually acceptable agreements, the Board and the Association pledge to bargain in good faith concerning terms and conditions of employment.

### B. Exchanging Proposals

Proposals for a successor agreement shall be exchanged between the Board and the Association on a mutually agreed date and time. Clarification and explanation of proposals will occur during bargaining sessions.

### C. Authority of the Terms

The parties shall select their own representatives. The parties mutually pledge their representatives shall be clothed with the appropriate authority to make proposals, consider proposals, reach a tentative agreement, and do all that is necessary and proper for bonafide negotiations. It must be clearly understood by the parties that no action binding the Board and that no action binding the Association can be taken other than by ratification by the membership.

### D. Existing Work Rules

In accordance with applying statutes, any changes or modifications of existing rules governing working conditions shall be negotiated with the Association before they are established.

### E. Agreement Modification

This agreement shall not be modified in whole or in part by the parties except by written instrument duly executed by both parties.

### F. Fully Bargained Agreement

The agreement represents and incorporates the complete final understanding and settlement of all bargainable issues by the parties.

## **Section A - All employees:**

## ARTICLE III MEMBER RIGHTS

Nothing contained herein shall be construed to deny or restrict to any member such rights as they may have under New Jersey Law or other applicable laws and regulations. The rights granted to members hereunder shall be deemed to be in addition to those provided elsewhere. A grievance procedure set herein may be instituted.

## ARTICLE IV GRIEVANCE PROCEDURE

- A. A "grievance" is a claim based upon an event or consideration which affects the welfare and/or terms and conditions of employment of an employee/employees or group/groups of employee/employees and/or the interpretation, meaning, or application of any of the provisions of this agreement.
- B. Any employee/employees or group of employee/employees of the staff shall have the right to appeal application of policies and administrative decisions affecting him/her/them through administrative channels. With respect to his/her/their personal grievance, he/she/they shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in representing his/her/their appeal. He/she/they shall have the right to present his/her/their own appeal or designate a representative of his/her/their choosing to appeal with him/her/them or for him/her/them at any step in his/her/their appeal. A complaint of any employee/employees which arises by reason of his/her/their not being re-employed shall not be subject to the grievance procedure beyond the Board level. No grievance shall be brought to Level I (the informal level) if twenty (20) school days have elapsed since the event or consideration has occurred.

1. Any employee or group of employees who has a grievance or proposal shall discuss it first with his/her/their principal (or immediate supervisor, if applicable) in an attempt to resolve that matter informally at this level.
  2. If, as a result of the informal discussion, the matter is not resolved to the satisfaction of the employee/employees within ten (10) school days, he/she/they shall set forth his/her/their complaint in writing to the principal. The principal shall communicate his/her/their decision to the employee/employees in writing within three (3) school days of receipt of the written complaint.
  3. The employee/employees may, within ten (10) school days, appeal the principal's decision to the superintendent of schools. The appeal to the superintendent shall be made in writing and must set forth the grounds upon which the grievance is based. The superintendent shall request a report on the grievance from the principal, shall confer with the concerned parties, and upon request with the employee/employees or principal separately. He/she shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days. The superintendent shall communicate his/her decision in writing along with supporting reason to the employee/employees and the principal.
  4. If the aggrieved employee/employees are not satisfied with the disposition of the grievance at the superintendent's level, he/she/they may, within ten (10) school days after a decision by the superintendent, file a grievance in writing to the Board of Education. The Board or a committee thereof, shall review the grievance and shall hold a hearing with the employee /employees and render a decision in writing within thirty (30) school days of receipt of the grievance by the Board.
  5. If the aggrieved employee/employees are not satisfied with the disposition of the grievance at the Board level, he/she/they may within ten (10) school days after a decision by the Board or thirty-five (35) school days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Grievance Committee submit the grievance to arbitration. If the Grievance Committee determines that the grievance is meritorious, it may submit the grievance to arbitration within ten (10) school days after receipt of a request by the aggrieved employee/employees.
  6. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association's Grievance Committee shall attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon the arbitrator or to receive a commitment from one mutually chosen, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall be bound by rules and procedures of the American Arbitration Association in the selection of an arbitrator.
  7. The arbitrator so selected shall confer with the representative of the Board and the Association's Grievance Committee and hold hearings promptly and shall issue his decision not later than twenty (20) days from the close of the hearings, or, if the oral hearings have been waived, then from the date the final statements and proofs of the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasons, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or decision which is violative of the terms of this agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.
  8. The cost for the services of the arbitrator, including per diem expenses, if any, and the actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring the same.
- C. If, in the judgment of the Association's Grievance Committee, a grievance affects a group or class of employee/ employees, the Grievance Committee may submit such grievance in writing to the superintendent directly, and the processing of such grievance shall commence at that level. The Grievance Committee may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

- D. 1. Any aggrieved employee/employees may be represented at all stages of the grievance procedure by himself/herself/themselves or at his/her/their option by representative(s) selected or approved by the Association's Grievance Committee. The Grievance Committee shall have the right to be present and to state its views at all stages of the grievance procedure.
- 2. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their selected representatives.
- 3. It is understood that all employee/employees, including the grievant shall during and notwithstanding the pendency of any grievance, continue to observe all directives and assignments and applicable rules and regulations of the Board and its administrators until such grievance and any effect thereof shall have been fully resolved, unless the employee/employees determines the directive or assignment will jeopardize the employee's safety.
- E. When the processing of a grievance goes beyond the school year or falls during the summer months, the parties involved may mutually agree to postpone the process during this time period. The grievance may be mutually postponed by the grievant, the Grievance Committee of the LEA, and the superintendent. If it is postponed, it will begin again at a mutually agreed upon time and level.

#### ARTICLE V ASSOCIATION RIGHTS AND PRIVILEGES

- A. Members of the Association mutually scheduled by the parties to participate in meetings, conferences, or in a grievance meeting during work hours, shall suffer no loss in pay.
- B. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings. Approval shall be required.
- D. The Association shall have the use of a bulletin board in staff workrooms and the staff dining room in each school building.
- E. The Association shall have the right to use the interschool mail facilities, school mailboxes and District email as it deems necessary and without the approval of the building principal or other members of the administration, as long as it pertains to Association business.
- F. The Board recognizes the Association as the exclusive representative of the defined bargaining unit and shall not grant representation rights to any other party or organization.
- G. The Association shall have the right to use school office equipment usually available to teachers when such equipment is not in use. The Association and members of the bargaining unit shall reimburse the Board for supplies expended for Association or personal business.
- H. Orientation programs for new teachers may be co-sponsored by the Board and LEA with the LEA obligated to assume such costs as may be mutually agreed upon in planning such programs.
- I. Members of the Association shall be permitted to leave school at 3:30 PM for the purpose of attending Association meetings up to eight (8) times per year provided they have worked their contracted hours. They may be excused for two additional meetings at the discretion of their supervisors. They may attend ratification meetings.
- J. The Association president and/or co-presidents will have a daily release time of forty (40) continuous minutes at the end of the day to conduct Association business. If the Association president and/or co-presidents is/are an elementary teacher, the same concept applies. Whenever possible, this Association period will be backed into a prep period.



- K. Employees will not be prevented from wearing pins or other identification of membership in the Association or its affiliates.

#### ARTICLE VI FACULTY ADMINISTRATION LIAISON COMMITTEE

- A. Each building shall establish a building Liaison Committee, consisting of the building principal/preschool supervisor and Association representatives from each department or grade level to be chosen by the Association. The role of the committee shall be to resolve building concerns that deal with regular operation of the building. Problems that arise in the Preschool Building or the Administration Building shall be handled by a representative at said building. These meetings shall be scheduled as needed by either party. Unresolved issues at the building level shall be moved to the district Liaison Committee.
- B. A district Liaison Committee shall be established. Members shall be the superintendent, Board of Education member(s), business administrator, Association president/ co-presidents, grievance chair, and one rep from each building chosen by the Association. The committee shall meet as needed to deal with issues unresolved at the building level.
- C. The district Liaison Committee will serve in an advisory capacity. While decisions may be reached as to the direction that will be taken, ultimate responsibility for the issues falls to the superintendent and the Board of Education and must be in compliance with State and Federal law requirements of the Department of Education and district goals.

#### ARTICLE VII INSTRUCTIONAL COUNCIL

- A. The Instructional Council will be made up of both regular members who attend all meetings and resource members who may bring relevant information or experience to the topic at hand. Regular members will include the superintendent, principal of each school, director of curriculum, a Board of Education member, and a teacher representative from each school chosen by the Association. Ad hoc members will be identified and invited based on the topic at hand and their particular area of expertise. Participation by teachers will be voluntary and may include written documentation related to the topic being discussed. Meetings will be scheduled as needed based on the issues to be discussed.
- B. The Instructional Council will serve in an advisory capacity. While decisions may be reached as to the direction that will be taken, ultimate responsibility for the curriculum and instructional program falls to the superintendent and the Board of Education and must be in compliance with State and Federal laws and requirements of the Department of Education and the district's goals.

#### ARTICLE VIII LEAVE TIME

- A. Absence of Employees
  - 1. General: If possible, follow any specific reporting procedures outlined. If absence extends beyond one day, updates should be made through the attendance system. All teachers are expected to have an outline of work as an aid to the substitute. No employee will be responsible for calling a substitute to cover his/her absence. Employees will only make one online entry or call for each day's absence. In the event that an employee knows that it will extend for multiple days, the absence can be reported in one call.
  - 2. Each employee shall report the dates of and reason for absence through the attendance management system via a phone call or online entry with the exception of daytime custodians who shall call their supervisor if he/she cannot open the building due to an unanticipated absence.  
  
Employees will be notified of sick leave expiration and any salary deductions as a consequence of provisions of this article.
- B. Sick Leave Provisions
  - 1. Definition of Terms

- a. Sick Leave shall be defined as the absence of an employee because of personal illness or because the employee has been quarantined by medical authorities.

2. Entitlement

- a. Eleven (11) days sick leave are guaranteed with full pay during each school year for 10 month full time employees, Thirteen (13) days sick leave are guaranteed with full pay during each school year for 12 month full time employees.
- b. Other leaves of absence with pay may be granted at the discretion of the Board.

C. Limitations on Sick Leave

- 1. The existence of a legal provision which guarantees eleven (11) sick leave days for 10 month employees and thirteen (13) sick leave days for 12 month employees during a school year does not mean that an employee may be absent with pay for other reasons than personal illness or quarantine.
- 2. The provision of this policy permits absence for other reasons with limitations specified in Section F.

D. Accumulation of Sick Leave Days

A full-time employee may accumulate for future use at full pay a maximum of eleven (11) days for 10 month employees and thirteen (13) days for 12 month employees per year less the number of days used. Each day's absence reduces the possible accumulation. There is no limit to the number of days which may be accumulated. Part-time employees will be allowed sick leave in proportion to the time employed.

E. Payment for Unused Sick Days

- 1. When any employee retires from the district, he/she shall be reimbursed as follows:
  - 2018-21 -- 20 years of service / \$60 00 per day / monetary cap of \$ 11,000
  - 15 years of service/ \$50 00 per day / monetary cap of \$ 11,000
  - 10 years of service / \$40 00 per day / monetary cap of \$ 11,000
- a. The employee, in order to be eligible for this benefit, must notify the Board of Education prior to the adoption of the budget for the fiscal year in which he/she plans to retire (December 1).
- b. If the employee fails to provide such notice, payment shall occur in the following fiscal year. The only exception to this rule would be unforeseen illness that necessitated retirement or an employee with qualified service who decides to retire due to a reduction in force.
- c. If an employee with qualified service time dies while in the employ of the Board of Education, his/her heir shall be entitled to the reimbursement under the applicable termination provision.
- d. Sick leave balances shall be paid upon retirement and paid into a 403(B) final pay plan account.

F. Other Allowable Absences

Absence for reasons given below not allowable as sick leave will be granted as follows:

- 1. The following is established with respect to bereavement leave:
  - a. Up to five (5) consecutive work days for death in the "immediate family" (as described in F.1.a below) without deduction of pay.
    - i. By the "immediate family" is meant spouse, live-in partner, child, parents,

brother or sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, regardless of place of residence. "Live in" common domicile partner use language for bereavement purposes only shall not apply to insurance coverage.

2. The following is established with respect to personal leave:
  - a. Ten (10) month employees shall be granted four (4) personal days per school year with full pay without reason providing these days do not extend a holiday period and notice is provided as defined in F3.
  - b. Eleven (11) month employees shall be granted four and one half (4.5) personal days per school year with full pay without reason providing these days do not extend a holiday period and notice is provided as defined in F3.
  - c. Twelve (12) month employees shall be granted five (5) personal days per school year with full pay without reason providing these days do not extend a holiday period and notice is provided as defined in F3.
  - d. Such personal leave may not be used to extend major holidays (such as Christmas recess, NJEA Conference, Thanksgiving, or Monday holidays) except for religious reasons. Furthermore, personal leave may not be used during the first or last week of school except for absences during school hours which cannot be avoided.
  - e. At the end of each school year, unused personal days, as defined in F2, shall be transferred to accumulated sick leave except that a total of no more than fifteen (15) days shall be accumulated pursuant to N J S A 18A 30-7.
3. Temporary leaves of absence, as provided for in bereavement and personal days do not require Board of Education approval. In addition, the Association views bereavement and personal days to be entitlements that require notice to the administration. Personal days must be submitted at least three (3) days in advance of the time for which the leave is requested except in cases of extenuating circumstances. When such emergency leave is needed, the employee shall provide a brief written explanation to the Superintendent for his or her discretionary approval. Personal days will not be allowed if the combined requests for a given day exceed ten (10) percent of those covered under this contract. The Superintendent will consider employees' requests for personal days for extenuating circumstances on days in which the ten (10) percent cap has been met. The use of this leave time can be monitored by the administration to ensure compliance with the provisions of the relevant section of the contract.

4. Unpaid Leaves of Absences

The application for unpaid leave of absence would require Board approval to consider the request for leave of absence. The approval or denial of such unpaid leave is controlled by the contract and the facts before the Board at the time of the request. It is understood that if a leave of absence request is rejected, the employee must utilize the grievance procedure for redress. The grievance procedure (Article III, D 3) requires the employee to work during the pendency of any grievance.

G. As per Statute 18A 30-4, district administration has the right to seek medical certifications as they deem necessary.

H. Jury Duty

Upon receipt of a jury duty summons, an employee must submit a copy within five (5) school days to the office of the superintendent. These days shall not result in loss of salary or time for the employee if the summons was submitted within five (5) school days of receipt in the office of the superintendent.

I. Absences for Professional and Legal Reasons

No deduction in salary will be made if a teacher is absent for professional reasons such as attending a convention, conference or meeting, visiting schools, or on school business relating to the teacher's work, provided that approval has been given in advance by the superintendent and the Board of Education.

J. Schedule of Pay Deduction

1. When an employee has used during any year the sick or personal leave allowed by this policy and all accumulated sick leave allowed under this policy, full deduction (one two-hundredth for 10 month employee or one two-hundred sixtieth for 12 month employee of the annual salary) will be made for each day's absence, unless waived by vote of the Board of Education.
2. When an employee is absent for any reason not recorded in this policy and not excused or excusable under the provisions of this policy, full deduction (one two-hundredth for 10 month employee or one two-hundred sixtieth for 12 month employee of the annual salary) will be made for each day's absence unless waived by vote of the Board of Education.

K. Record of Absence

The Board secretary shall keep a record of all deductions authorized, all exceptions made, all absences with reasons for same. Employees shall be notified when sick leave is used completely. Employees will be informed at contract time of sick leave available.

L. Maternity Leave

An employee who becomes pregnant must apply in writing to the superintendent for a leave of absence at the end of the first trimester or before the end of the fourth month of pregnancy. The Board of Education shall grant such leave of absence without pay, not to exceed two (2) years from the effective date of leaving.

M. Reinstatement

1. Leave reinstatement dates shall be July 1 or September 1 if said leave request extends beyond the school year in which the leave request is made. The exception shall be for disability. If request is made for early reinstatement, preference will be given to personnel on leave if an opening becomes available.
2. No experience credit shall be earned while on a child care leave of absence.
3. Short Term Leave (one year or less).

The reinstatement date of an employee to whom a short term leave of absence has been granted shall be mutually determined at the time of the requested leave. Any employee granted a short term leave shall, at his/her request, be restored to the exact same position providing extenuating circumstances do not exist. If an exact same assignment is not possible during the year of reinstatement, the said employee will be guaranteed an option for his/her exact same position the following year.

4. Long Term Leave (more than one but not more than two (2) years.)

In the event that the leave request is for more than one (1) year, the employee must notify the superintendent of his or her intent in writing prior to March 1 of the year in which the reinstatement is requested.

Should such notification not be filed prior to the established date, the contract of the employee shall be terminated with written notice and by action of the Board of Education.

The Board of Education will assume no responsibility for reassignment of such employee to the same school, classroom, grade, or subject. However, the superintendent will try to the best of his or her ability to reassign an employee to the requested classroom and grade considering all factors as not to jeopardize the welfare of the students.

Any teacher adopting an infant child may receive similar leave which shall commence upon his or her receiving de facto custody of said infant or earlier if necessary to fulfill the requirements for the adoption. The timeline of this leave will conform to the FMLA and NJFLA regulations that govern adoption. No teacher on maternity/paternity leave shall on the basis of said leave be denied an opportunity to substitute in the Lindenwold School District in the area of his/her certification or competence during the bonding portion of the leave.

#### ARTICLE IX EXTENDED LEAVES OF ABSENCE

A. Public Service

A leave of absence without pay for up to two (2) years may be granted to any employee who joins the Peace Corps, VISTA, the National Teacher Corps, or serves as an exchange teacher or overseas teacher and is a full time participant in such programs or accepts a Fulbright scholarship.

B. College Teaching

A tenured teacher may be granted a leave of absence without pay for up to two (2) years to teach in an accredited college or university.

C. Military Leave

Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment. Such leave also will be granted to any employee who wishes to accompany a spouse.

D. Other Leaves of Absence

Other leaves of absence without pay may be granted as determined by the Board of Education.

E. Return from Leave

1. Upon return from leaves granted pursuant to Sections B and C of this article, employees shall be considered as if they were actively employed by the Board during the leaves and shall be placed on the salary schedule at the level they would have achieved, not to exceed one vertical step, if they had not been absent, provided however, that time spent on such leave shall not count toward the fulfillment of the time requirements for acquiring tenure. If an employee earned sufficient credits to move horizontally on the guide during a leave of absence, the employee shall be placed accordingly on the guide provided the required transcripts are received by October 1 of the year of return.
2. Upon return from an approved leave of absence, previously accumulated sick leave days shall be restored.

F. Extension of Leave

All extensions or renewals of leaves shall be applied for and granted in writing.

#### ARTICLE X PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT

The Board will agree

- A. To pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which a teacher is required and/or requested by the administration to take provided Board approval is obtained.
- B. The Board will allocate \$700 in each year of this agreement for in-service and workshop programs for the LEA.
- C. Courses required to be taken to acquire permanent certification shall not be paid for by the Board, except as requested by the Board.

- D. The teachers will receive notification of all workshops.
- E. In accordance with N.J.S.A. 18A:6-8.5, the Board of Education will pay a maximum of \$3,000, including fees, for all teachers, tenured, and non-tenured. In order to receive reimbursement, a teacher must receive a grade of "B" or better for graduate courses pertaining to or enhancing the educational field from a duly authorized institution as defined in PL 1986 C87 (18A:3-15.3). **Payment is subject to prior approval of the superintendent.** Undergraduate courses may also be reimbursed at the same rate with the superintendent's approval. If a non-tenured teacher leaves voluntarily within one (1) year of reimbursement, they will be required to reimburse the district 100 percent of all monies for educational courses. Tenured teachers that leave voluntarily within one (1) year of reimbursement shall reimburse the Board 50 percent of all monies for educational courses. The total cost to the Board of Education in each year of the contract will not exceed \$55,000. If administration requires employee to take course, the Board pays in full not to be deducted from pool or individual's allocation. By December 1 of each year the superintendent will provide Association members with an accounting of remaining funds.
- F. The Board of Education will pay the maximum of \$550 in each year of this agreement to support staff for job related courses and/or workshops from a duly authorized institution as defined in PL 1986 C87(18A:3-15.3). **Payment is subject to prior approval of the superintendent.** Payment will be made directly to the vendor when applicable. In the case of courses for black seal, the course will be paid in full by Board, one course per employee. Prior approval is needed by Board secretary, reimbursement will be made to the employee. Employees must pass the course for reimbursement.
- G. Service personnel: Professional development workshops, courses, and conferences, conducted at NJEA Convention may be granted pending prior approval by the superintendent, utilizing the professional development request form. Employees will be required to submit a certificate of attendance to the superintendent's office upon return to the district.

#### ARTICLE XI INSURANCE PROTECTION

- A. For this agreement full time for teaching staff is defined as working 20 hours or more; full time for all support staff (instructional assistants, secretaries, and custodians) is defined as working 30 hours or more to be eligible for health care coverage. Effective September 10, 2015, all newly hired full time support staff (instructional assistants, secretaries and custodians) will be entitled to single health benefits coverage only with the option to purchase additional coverage as needed. Effective July 1, 2021, all secretaries and the central registrar may elect full family benefits. All teaching staff will remain eligible for full family health benefits coverage. Employees as of the effective date of September 10, 2015, moving from one District position to another District position, shall not be impacted by this change and shall remain entitled to their existing level of eligibility. Description of benefits is in attached appendix A-D.  
  
The Board shall provide health benefit coverages for medical, vision, prescription and dental at a level equal to or better than the current coverage provided at the date of this contract. Parties agree that individuals remaining on existing healthcare plan shall continue to contribute in accordance with Chapter 78, Tier 4 level contributions and employees electing the Chapter 44 plans shall contribute in accordance with the schedule issued by law or any other healthcare coverage law the State of New Jersey passes.
- B. The Board agrees to establish a Section 125 (IRS Cost) plan for the purpose of making available a voluntary cash option. The Board agrees to administer and complete all necessary reporting forms in order to satisfy the requirements of the plan.
- C. An employee otherwise entitled to insurance coverage shall have the option to withdraw from any such coverage and to be paid as set forth in the attached appendix. All withdrawals from insurance coverage shall be a minimum of one year. The payment shall be in the form of a stipend in each payroll as reflected in Appendix E.
  - 1. Notwithstanding the above, employees who have a change in status (ie , birth of a child, termination of employment, divorce (copy of decree required), legal separation (copy of decree required), death (copy of certificate required), military discharge (form DD214 required), which causes them to lose coverage elsewhere shall be entitled to re-enroll in the health plan during the

year provided the employee gives the Board notice of the change in status within thirty (30) days of the event causing change. Otherwise, all elections for a cash option shall be in effect for the entire twelve (12) month benefit period. The Board's obligation for the cash option shall be prorated for those employees subject to a change in status.

- a. Employees may request other good cause which must be presented to the Board for approval.
- b. Return to the benefits plan for reasons other than change of status is subject to the terms of the earner.

#### ARTICLE XII PROTECTION OF EMPLOYEE AND PROPERTY

- A. The Board of Education will make every effort to provide safe working conditions.
- B. Employees shall immediately report cases of stolen or damaged property suffered by them in connection with their employment to the principal or other immediate supervisor. This should be done on appropriate forms. Such notification shall be immediately forwarded to the superintendent by the building principal.
- C. No unit member shall be required to transport students.
- D. Assistance in Assault
  1. Any case of assault on an employee on or off school property when the employee is engaged in school business shall be promptly reported in writing to the principal, superintendent, and school nurse.
  2. The Board shall provide legal counsel and assistance in accordance with N.J.S.A.18A:16-6 1.
- E. Time required for appearance in any criminal aspect of a legal proceeding connected with an assault on an employee sustained in the course of employment shall be granted as leave and shall not be deducted from sick or other days.

#### ARTICLE XIII DEDUCTION FROM SALARY

Deductions shall be made in compliance with Chapter 123, Public Laws of 1974 (N.J.S.A. 52:14-15) and under rules established by the State Department of Education.

#### ARTICLE XIV SALARIES AND EXTRA COMPENSATION

- A. Employees shall be paid on the 15<sup>th</sup> and 30<sup>th</sup> of the months during which they are actively employed. When a pay day falls on or during a school holiday, vacation or weekend, the employees shall receive their paychecks on the last previous working day.
- B. Ten month employees shall receive their final checks and pay schedule for the following year on the last working day in June.
- C. All salary deductions will be made by the Board Secretary in accordance with the statutes.
- D. The Board will provide for payroll deductions for tax-sheltered annuity programs.
- E. The board shall provide payroll deductions for the South Jersey Federal Credit Union or any other financial institution.
- F. The Board agrees to make available electronic direct deposit of employees' paychecks, provided the Employees individually authorize it to do so.
- G. To be eligible for salary increment, all employees must work one (1) day more than half of their work year.
- H. Black Seal License
  1. Service personnel holding a Black Seal License shall receive additional compensation as follows. Additional compensation for Black Seal Licenses shall be added to the employee's contractual

payroll and paid equally throughout the year.

2018-19	\$700.00
2019-20	\$700.00
2020-21	\$700.00

All custodians must remain in the building for lunch.

- I. The Board shall provide service personnel \$75 shoe allowance in each June of the contract. To qualify for payment, service personnel must work one (1) day more than half of their work year and be actively employed on June 1st. They shall also provide five (5) work shirts which have been personalized with the Lindenwold logo (three (3) short sleeved, two (2) long sleeved).
- J. Extra Compensation – Instructional Assistants/Hall Monitors
  - 1. Any time worked outside the length of the instructional assistant/hall monitor’s contracted work day will be compensated at their hourly rate of pay.

#### ARTICLE XV POSTINGS AND SUMMER SCHOOL

All summer school positions shall be first posted internally. Summer school teachers shall be paid at the contracted hourly rate based on their hours worked.

#### ARTICLE XVI BOOKS AND OTHER INSTRUCTIONAL MATERIALS AND SUPPLIES

- A. The Board of Education shall allocate funds to provide for the purchase and/or replacement of textbooks, library books, instructional materials, supplies, and equipment of quality and quantity to enable employees to properly fulfill their responsibilities. Extra-curricular coordinators shall be provided with materials to perform their duties.
- B. A revised book and supply list shall be returned to the teachers after the supply list has been approved.
- C. With prior approval of the superintendent, teachers shall be permitted to request the business office to substitute comparable priced items for all no-bid supplies not received prior to October 15. Teacher requests for such items are due in the business office on October 20.

#### ARTICLE XVII MILEAGE REIMBURSEMENT

- A. Any employee who is required to use his automobile by the Board of Education in the course of the school district’s business shall be compensated at the mileage rate allowed by recognized N. J. mileage regulations on July 1 of the preceding school year. The superintendent shall promulgate rules and forms suitable to accomplish this end.
- B. Specialists will be consulted before their schedules are implemented.

#### ARTICLE XVIII SUBSTITUTES

##### Substitute Procedure

No classroom teacher or specialist should be required to substitute for a classroom teacher, except in unpredictable emergencies as determined by the administrator. A substitute will be provided in these emergencies as soon as possible.

#### ARTICLE XIX MISCELLANEOUS PROVISIONS

- A. If any provision of this agreement or any application of the agreement to any employee or groups of employees is held to be contrary to law, then such provision or application shall not be deemed valid and substituting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract between the Board and an individual teacher heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this agreement. If any individual contract



contains any language inconsistent with this agreement, this agreement during its duration shall be controlling.

- C. Upon ratification by both parties, copies of this agreement shall be printed at the expense of the Board and Association, each paying half. Copies of the printed agreement will be distributed by the Association to its membership.
- D. Whenever any notice is required to be given by either of the parties to this agreement to the other pursuant to the provisions of this agreement, notice shall be provided via email to the Board office and the building housing the LEA President(s).

## **Section B: Certificated Staff Only**

### ARTICLE XX TEACHER EMPLOYMENT/ASSIGNMENT

- A. The district intends to employ only professional staff members who hold, or are entitled to hold, appropriate New Jersey Teaching Certificates.
- B. Each new certificated staff member shall be placed on his/her proper experience step of the salary guide schedule as mutually determined by the superintendent of schools and the candidate, and in no case shall the certificated staff be credited with more experience than actually documented.
- C. Teachers shall be notified of their contract and salary status for the ensuing year by the date recognized by law.
- D. Pursuant to N.J.S.A. 18A:27-10, on or before May 15 in each year, each non-tenured teaching staff member continuously employed by the board since the preceding September 30 shall receive either: (a) A written offer of a contract for employment from the board for the next succeeding year; or (b) A written notice from the chief school administrator that such employment will not be offered. Should the board fail to give to any non-tenure teaching staff member either an offer of contract for employment for the next succeeding year or a notice that such employment will not be offered, on or before May 15, then the Board shall be deemed to have offered to the teaching staff member, continued employment for the next succeeding school year pursuant to N.J.S.A. 18A:27-11.
- E. All teachers shall be given written notice of their tentative salary schedule class and or subject assignments, building assignment, and room assignments for the forthcoming year by June 1.
- F. In the event that changes in such schedules, class, and/or subject assignment, building assignment, or room assignment are proposed, the employee affected shall be notified not less than five (5) days before the anticipated change in writing by a letter sent to the summer address previously designated by the employee.
- G. The superintendent shall assign newly appointed personnel to areas to which they are certified as required by law. When circumstances permit, the superintendent shall give tentative notice of assignments to new teachers not later than June 1.
- H. In the event that a certified employee is required to move his/her classroom during the school year, said employee will be granted one (1) professional day provided that the move is administratively driven.
- I. Each employee shall be given a copy of the job description at the beginning of employment in the district or if their job assignment changes to one for which there is a different job description or if there is a change in job description for each specific position.

### ARTICLE XXI WORK YEAR

- A. **School Calendar**  
Prior to the final adoption of the annual school calendar, the Board will seek and consider the suggestions of the Association. Suggestions shall be submitted to the superintendent by February 1 of the prior school year. The Board reserves the right to establish and adopt the final school calendar.
- B. 1. During the course of this agreement, the teacher's work year shall not exceed 185 days, with no

more than 189 for first year teachers.

2. During the course of this agreement, all eleven month employees shall be required to work four (4) additional days between September 1 and June 30, not exceeding 189 days.
3. All eleven month employees who are compensated at an additional 1.20 ratio shall be required to work the equivalent of twenty (20) additional days during the period of July and August. All employees who were hired after March 10, 1993 shall be compensated at a 1.0 ratio and shall be ten (10) month employees.

C. Teachers' shall attend three (3) evening sessions per year.

1. One (1) open house
2. One (1) parent conference
3. Other as mutually agreed upon

D. Early Dismissal

The school day for students and teachers on early dismissal days shall include four (4) hours of instruction with the addition of not less than a twenty (20) minute lunch.

- a. Open House
- b. At least the last two (2) days of school (half day for students only). Staff time at the end of the student's half day shall be uninterrupted and used for classroom cleanup and staff checkout purposes only.
- c. Days preceding the following vacations; Thanksgiving and Winter Vacation.

E. The Opening of School

Effective September 1, 2021, the opening for the school year will be as follows:

1. The first full day of school shall be for staff in-service activities.
2. The next full day shall be uninterrupted and used for classroom preparation. An incidental meeting of no longer than sixty (60) minutes may be scheduled within the workday. At the high school this time can be used for freshmen orientation purposes.

#### ARTICLE XXII WORK DAY AND WORK LOAD

A. Teachers shall indicate their presence for duty by initialing the teachers' attendance register in the main office. A second register will be placed to record late arrivals. Employees will initial the register and record arrival times. No association member shall be asked to police the attendance or the lateness of another association member.

B. The starting and ending times of each day shall be determined by the superintendent of schools after consultation with the administrative staff and input from the Teacher - Administration Liaison Committee. The length of the workday for teachers shall be seven (7) hours, except as set forth in Article XXII Item F.

C. Teaching Load

1. The normal daily teaching load in grades 5-12 for all teachers shall be 240 minutes. Effective upon the opening of a new early childhood building, the normal daily teaching load in grades 6-12 for all teachers shall be 240 minutes.

- a. Student contact time instructional time shall not exceed the limit set forth above.
- b. If teacher schedule exceeds time limits above, teacher shall be compensated as follows:  
If a teacher is scheduled an additional full class of students on a daily basis for a full

school year, that teacher shall receive the full stipend of \$5,000. If a teacher is scheduled less than a full class, the payment will be on a pro-rata basis (ie, such as a full class one day per week for a full year, that teacher shall receive 1/5<sup>th</sup> of \$5,000 and will not forfeit their duty free lunch or their guaranteed prep period.

- c. All teachers PK-12 are guaranteed not less than a 40 minute continuous preparation period and not less than a 40 minute continuous lunch and not more than 47 minutes of duty time per day. On early dismissal days, all teachers PK-12 will be guaranteed not less than a 30 minute continuous prep period and not less than a 20 minute continuous lunch period.
    - i. Preparation is to be considered time used in preparation for students and/or classroom, and it is understood that this time may be utilized for meetings and conferences with mutual consent. One prep period per month shall be used for conferences with parents or guardians as determined by the administration.
    - ii. Certified personnel may leave the building without requesting permission during their scheduled duty free lunch periods. Personnel should not overstay their time or a penalty may be imposed. One two-hundredths divided by sixteen or 1/16<sup>th</sup> of their daily pay may be deducted.
  - d. In those cases where regular substitutes are not available, regular classroom teachers may be used as substitutes during their non-teaching time on a rotating basis.
  - e. Teachers in grades PK-12, who suffer a loss of guaranteed prep time shall be compensated at a rate of \$26.00 per forty (40) minute period.
2. School nurses that are assigned to teach lessons shall be given a 40 minute prep period, otherwise they are to receive a 15 minute break daily. Nurses will have a forty (40) minute lunch.
  3. Whenever possible, a common preparation period will be scheduled for regular education and special education teachers that do in-class support.
  4. Elementary classroom teachers shall not be required to be present when specialist teachers, such as teachers of physical education, music, art, world languages, and library are working with their students during the normally scheduled rotation time. This normally scheduled rotation time is to be considered preparation time by the teacher so relieved elementary school teachers, including specialist teachers, shall receive preparation time of not less than forty (40) continuous minutes per working day.
  5. No employee other than nurses shall be required to perform nursing services.
- D. Hours and duties for “specialized personnel” (social workers, psychologists, guidance counselors, speech pathologists and learning disability specialists) shall be the same as enumerated in the contract for teachers with the following exceptions.
1. Except in extreme emergencies they will not be assigned to the following:
    - a. Study halls
    - b. Homerooms
    - c. Bus duty
    - d. Corridor duty
    - e. Cafeteria supervision (Guidance counselors may cover cafeteria supervision as needed. They shall not be required to cover any duties listed above.)
  2. They will have one (1) fifteen (15) minute break in the morning.

3. They will have a forty (40) minute duty-free lunch period.
  4. Guidance counselors who work up to two additional required evening meetings (at the high school only) will be compensated with a flexible time schedule (i.e., half day on day of evening meeting or late arrival on the day following an evening meeting.) High school building principal will schedule the flex time.
- E. No certificated personnel shall be required to report for work earlier than ten (10) minutes before the opening of the pupils' school day, with the exception of Preschool staff, and shall be permitted to leave fifteen (15) minutes after the close of the pupils' school day. If additional staffing is needed beyond the contractual workday for extended arrival or extended dismissal duty personnel, the Board will post such positions and pay staff who apply to serve in such positions at their contractual hourly rate.
- F. After-School Meetings
1. All certificated personnel may be required to remain after the end of the regular work day without additional compensation to attend faculty or other professional meetings three (3) days each month. Building meetings conducted on regular school days shall begin no later than fifteen (15) minutes after the end of the regular scheduled student day and district meetings shall begin no later than thirty (30) minutes after the end of the regularly scheduled student day. Every effort will be made to limit the duration of said meetings to one (1) hour. In case of emergency the administration may call one (1) additional meeting per month with consent of LEA.
  2. An Association representative may speak to the certificated personnel at any meeting referred to in paragraph F 1 above for at least ten (10) minutes on the request of the representative.
  3. The notice and the tentative agenda for any meetings shall be given to certificated personnel at least three (3) days prior to the meeting, except in an emergency. Certificated personnel shall have the opportunity to recommend items for the agenda.

The length of the workday for teachers shall be seven (7) hours, except as set forth in Article XXII. F.

#### ARTICLE XXIII EDUCATIONAL FACILITIES

- A. Each school shall have the following facilities.
1. An appropriately furnished room which shall be reserved exclusively for the use of the teachers as a faculty lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.
  2. A serviceable desk and chair for the exclusive use of each teacher and access to a locking filing cabinet and a computer.
- B. Upon request of the Association, vending machines shall be installed in the teachers' lounge and teachers' lunch room areas. The profits from all such machines shall be placed in the teachers' Association fund to be used at their discretion.

#### ARTICLE XXIV VOLUNTARY TRANSFER

- A. Staff members who would like to change grade, building and/or subject may file a request with the superintendent. This letter will stay on file for one year and will be reviewed by the superintendent if a vacancy of that nature arises.
- B. By May 15 of each school year, the superintendent shall notify the Association president(s) of Board approved staff reassignments and transfers.

#### ARTICLE XXV INVOLUNTARY TRANSFERS AND REASSIGNMENTS

Involuntary transfers and reassignments will be discussed by the teacher involved and the superintendent before any decision is reached. One day after the decision is communicated to both parties; the teacher(s) and superintendent

may put their positions in writing to be filed in the teacher's personnel folder and a copy given to the LEA president(s).

#### ARTICLE XXVI VACANCIES

1. Positions shall be posted ordinarily for fourteen (14) calendar days, but no less than seven (7) calendar days, in the district's administrative offices and in clearly identified central locations in each building.
2. Said posting shall clearly set forth the qualifications for the position and will be sent via email.
3. Qualified persons who desire to apply for such vacancies shall file their applications in writing with the office of the superintendent within the time limit specified in the notice.
4. A copy of each posting shall be sent at the time of initial posting to the Association president(s).
5. All vacancies will be posted via email and in school buildings year round as they arise. During July and August, the superintendent shall email all postings and vacancies to the LEA president(s) or designee.
6. All summer vacancies shall be posted on the district web page and will be modified anytime there is a change.

#### ARTICLE XXVII EVALUATION OF CERTIFIED EMPLOYEES

The evaluation of certified staff will be conducted in accordance with current State guidelines and corresponding legislation and statutes.

- A. All certificated employees shall be evaluated only by persons properly certificated by the New Jersey Department of Education to supervise instruction. Members of the same bargaining unit shall not be assigned to evaluate other Association members.
- B. Before any evaluation report is finalized, submitted to the Central Administration or placed in a personnel file, such report shall be discussed at a post-evaluation conference of the teaching staff member and the evaluator. If agreed to by the teacher, post-observation conferences and pre-conferences for short observations of tenured teachers who are not on a corrective action plan may be conducted via written communication, including electronic.  
Teachers shall have a minimum of seventy two (72) hours to review the evaluation report before the scheduled post conference. A post observation conference shall occur no more than 15 teaching staff member working days following each observation. The teaching staff member shall have the right to submit a written response to any material within the report or any additional material within ten (10) work days after the post evaluation conference.
- C. Every evaluation shall be signed or e-signed by the evaluator and the certificated employee. The staff member's signature or e-signature shall not be interpreted as an assent to the report's contents. In no event shall anyone be asked to sign an incomplete evaluation. The contents of the evaluation records shall be held confidential, subject to relevant law and regulation.
- D. The annual summary conference between designated supervisors and teaching staff members shall be held before the written performance report is filed. The conferences shall occur on or before five (5) working days prior to the last teacher day in June and shall include, but not be limited to, a review of the following:
  1. The performance of the teaching staff member based upon the job description and the scores or evidence compiled using the teaching staff member's evaluation;
  2. The progress of the teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan;
  3. Available indicators or scores of student achievement or growth percentile scores; and

4. The preliminary annual written performance report.
- E. The annual written performance report shall be prepared by the designated supervisor. The annual written performance report shall include, but not be limited to:
1. A summative rating based on the evaluation rubric, including, when applicable a total score for each component as described in N.J.A.C. 6A:10-4 and 5;
  2. Performance area(s) of strength and areas(s) needing improvement based upon the job description, observations for the purpose of evaluation and, when applicable, the educator practice instrument; and
  3. An individual professional development plan developed by the supervisor and the teaching staff member or, when applicable, a corrective action plan from the evaluation year being reviewed in the report.
- F. The teaching staff member and the designated supervisor shall sign the report within five working days of the review.
- G. Corrective Action Plans
1. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teaching staff member and the chief school administrator or the teaching staff member's designated supervisor.
  2. Any professional development required of any unit member through the Corrective Action Plan (CAP) shall be provided during the regularly scheduled work year and work day. Any experiences which can help address the identified deficiency or deficiencies that are outside of the school day or year must be mutually agreed upon by the unit member and designated supervisor. In all instances, the district shall be responsible for payment of all fees, expenses, required resources, and additional compensation based on the contracted hourly rate if outside the work day.
  3. The Corrective Action Plan shall define both the individual's responsibilities and the district's and supervisors'/administrators' responsibilities in helping the employee address any identified deficiencies.
  4. The unit member who is required to have a Corrective Action Plan shall have the right to have an association representative present during any conference where a Corrective Action Plan is created.
  5. No School Improvement Panel teacher member will be involved in creating or attending a meeting regarding another staff member's Corrective Action Plan.
- H. Fair Dismissal Procedure
1. Dismissal of any type shall be in accordance with State Laws and the Tenure Hearing Act.
  2. No tenured employee shall be disciplined, reprimanded or reduced in rank or compensation or deprived of any professional advantage without just cause.
  3. A verbal reprimand of any employee by administrator, supervisor or board member shall not be delivered publicly or in the presence of other personnel, students or parents whenever possible.

#### ARTICLE XXVIII MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- A. When, in the judgment of a teacher, a student requires the attention of a principal, a counselor, psychologist, physician, or other specialist, the teacher shall inform the principal or immediate supervisor.

The principal shall arrange for a conference among the teacher, appropriate specialist(s) and the principal and/or supervisor to discuss the problem and to decide upon appropriate steps for resolution.

- B. When, in the judgment of a teacher, a student is seriously disrupting the instructional program to the detriment of other students, the teacher may refer the pupil to the principal. In such cases the principal shall arrange as soon as possible a conference between or among the teacher, a supervisor, the pupil's parents/guardians and/or district/school specialists to discuss the problem and to decide upon appropriate steps for resolution.

#### ARTICLE XXIX- SABBATICAL LEAVES

Upon recommendation by the superintendent of schools, sabbatical leave may be granted to any certified teacher by the Board of Education subject to the following conditions:

- A. The leave is used for study in a recognized college or in an approved program to enhance the educational field of the school district granting such a leave.
  - 1. Criteria
    - Present verification of intent to attain
      - a. No less than twelve (12) credit hours of graduate study at a recognized college if intent is for graduate studies.
      - b. Present at least one interim progress report and a summary report upon which to enhance resources of our district.
      - c. Upon completion present proof that original intent has been attained.
- B. Requests for sabbatical leave must be received by the superintendent of schools in writing in such form as may be required. Such requests may be in the superintendent's possession no later than December 31 of the fiscal year preceding the school year for which the sabbatical leave is requested.
- C. Notification of applicant selected should be given to applicant by April 15 of the fiscal year preceding the school year in which the sabbatical leave is requested.
- D. The applicant must have completed at least seven (7) consecutive full school years of service in the Lindenwold School District.
- E. The applicant agrees to remain in the Lindenwold School District at least three (3) years following the expiration of a sabbatical leave.
- F. Sabbatical leaves may be granted for less than one (1) school year with sixty percent (60%) pay and a full year of health benefits.
- G. A limit of one (1) sabbatical leave will be extended each year.
- H. No one teacher may receive a sabbatical leave more often than every ten (10) years.
- I. The teacher granted a sabbatical leave will be eligible for the following employment considerations upon return.
  - 1. The salary increments will be added if the employee had been in the Board's active employment during such time of such leave.
  - 2. Accumulated sick leave held immediately prior to such leave shall be retained.
  - 3. Reinstatement date of employees to whom a sabbatical leave of absence has been granted shall be mutually determined at the time of the requested leave. Any teacher granted a sabbatical leave shall at his/her request be restored to the exact same teaching position providing extenuating circumstances do not exist which affect the welfare of more than two classes on the same grade level. If an exact same teaching assignment is not possible during the year of reinstatement, the said teacher will be guaranteed an option for his/her exact same teaching position the following school year.

ARTICLE XXX SALARIES AND EXTRA COMPENSATION

- A. Horizontal Step Advancement
  - 1. A letter of intent is to be submitted to the superintendent on or before December 1 in the year preceding the status change.
  - 2. Adjustments will be made to teachers obtaining an advanced degree or sufficient credits to warrant adjustment on the salary scale if evidence is presented prior to September 21 (adjustments retroactive to September 1) or February 21 (adjustments retroactive to February 1).
  - 3. Evidence shall be in the form of an official transcript or a certified letter from the college which will be followed later by a transcript.
- B. Salaries of employees covered by this agreement shall correspond to those set forth on the schedules in the salary guides. Initial placement on guide shall be by statute. No retroactive adjustments shall be made once placement is made.
- C. Home Instruction
  - 1. The Board will attempt to employ qualified teachers from the Lindenwold Public Schools for home instruction. The rates shall be as follows:

2021-2022	\$43.00 per hour
2022-2023	\$44.00 per hour
2023-2024	\$45.00 per hour

    - a. This rate shall be used for compensation of certified staff for other hourly assignments.
- D. The extra compensation for instruction and coaching covered by this agreement are set forth in the attached schedules.
- E. Any monies to be paid for any extra compensation shall be paid in a single check format which separates out these amounts and allows for separate withholding of taxes.
- F. Coaches/advisors for summer sports/activities will be paid on September 15<sup>th</sup>, coaches for fall sports shall be paid on November 30, coaches for winter sports shall be paid March 30, coaches for spring sports shall be paid on June 15. Employees engaged in year- long activities shall be paid in three (3) installments as follows thirty (30) percent on November 30, forty (40) percent on March 30 and thirty (30) percent on June 15. Date shall apply only if all responsibilities and paperwork have been completed.

ARTICLE XXXI NON-TEACHING DUTIES

- A. The Board retains the right of its administrators, principals and superintendent to assign such duties and responsibilities to the teachers as the administrators determine to be necessary for the efficient operation of the schools. Changes in assignments will be communicated to staff members by administrators as soon as appropriately and efficiently possible.
- B. Monies shall be collected by teachers for lunchroom, Board approved field trips, and pictures. Other monies may be collected with prior written approval of the superintendent. No teacher bookkeeping is to be involved. Monies collected are to be sent to the office as early as possible on a daily basis with a roster of students when applicable. The teacher is responsible for all monies until turned over to the proper authority. The established money collecting procedures will be continued.

**Section C: Non-certified staff members**

ARTICLE XXXII NON CERTIFICATED WORK DAY/WORK LOAD

- A. Secretaries
  - 1. Secretaries shall be entitled to one duty-free fifteen (15) minute break per day.



2. No secretary shall be required to report to work when schools are closed due to inclement weather.
3. The approved office hours will be eight (8) hours per day.
  - a. Secretaries will have one hour for lunch.
4. Employees may elect to have a one-half hour lunch from July 1 to August 31 in order to shorten their workday by thirty (30) minutes.
5. On early dismissal days preceding holidays and on open house, secretaries may leave early. Secretaries may be asked to return for open house. Last two student days shall be full work days for secretaries.
6. When secretarial staff are asked or directed to fill in on a temporary basis at a worksite other than that to which they are assigned, their start and end times will not change unless notice is given in advance of the day.

B. Bilingual Parent Liaison /Central Registrar

1. No Central Registrar/Bilingual Parent Liaison shall be required to report to work when schools are closed due to inclement weather.
2. The Central Registrar/Bilingual Parent Liaison will have one (1) hour for lunch.
3. A flexible work schedule makes provisions for being available to parents and students for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.

C. Instructional Assistants

1. During the course of this agreement the instructional assistants work year shall be 182 days.
  - a. The assistants work year may be increased up to three (3) full days with full pay for in-service to be used at the Board's discretion. This shall be reflected on the September calendar. Notice of such days shall be included in the summer mailing. Any changes shall be done thirty (30) days prior to the change. These days shall be paid at the regular daily rate and will be pensionable. Any changes shall be done thirty (30) days prior to the change with official notification in writing to said employees. Email will satisfy as written notification.
2. The work day shall be the same length as the teachers' day (6.33 hrs . excluding lunch as current), unless students IEP require a modification. All instructional assistants will be paid on a salary guide which will be based on the work day reflected above. Time beyond that will be compensated at their hourly rate of pay.
3. Every instructional aide shall have the same length lunch as the teachers in their respective building.
4. Non-certified assistants shall not be required to cover classes.
5. All full-time (greater than six hours) instructional assistants shall receive a fifteen (15) minute break per day.
6. On early dismissal days, assistants may leave early on days preceding a holiday. On conference days and open house, the instructional assistants will work a full day or work until early dismissal and then return for the evening session. This will be determined by the building principal and must be communicated at least five (5) days in advance of the evening session. The students' last two days the assistants may leave early. Early is defined as 15 minutes after the student day ends.

D. Hall Monitors

1. During the course of the agreement, the hall monitors work year shall be 181 days.

- a. The hall monitors work year may be increased up to four (4) full days with full pay for inservice to be used at the Board's discretion. This shall be reflected on the September calendar . Notice of such days shall be included in the summer mailing. Any changes shall be done so thirty (30) days prior to the change These days shall be paid at the regular daily rate and will be pensionable.
2. The work day shall be the same length as the teachers' day (6.33 hrs, excluding lunch as current). All hall monitors will be paid on a salary guide which will be based on the work day reflected above. Time beyond that will be compensated at their hourly rate of pay.
3. Each hall monitor shall receive a minimum of a forty minute duty-free lunch per day and one fifteen (15) minute duty-free break per day.
4. On early dismissal days, hall monitors may leave early on days preceding a holiday. On conference days and open house, the hall monitors will work a full day or work until early dismissal and then return for the evening session. This will be determined by the building principal and must be communicated at least five (5) days in advance of the evening session. The students' last two days the hall monitors may leave early. Early is defined as 15 minutes after the student day ends.
5. Hall monitors will be provided with Lindenwold work shirts on a yearly basis of no more than five (5) shirts.

#### ARTICLE XXXIII TRANSFER REQUESTS

- A. Should a vacancy occur, it will be posted ordinarily for fourteen (14) working days but no less than seven (7) working days. Employees will indicate their interest by submitting a written response to the notice.
- B. All notices will include the deadline for application and will be posted in clearly identified central locations in each building. Said notice shall set forth the qualifications for the position.
- C. The Association will receive a copy of the notice at the same time of posting.
- D. Notice of transfers or reassignments shall be given to employees as soon as is practical, and except in cases of emergency, not later than three (3) weeks prior to the anticipated transfer.
- E. In the event that an employee objects to the transfer or reassignment, upon the request of the employee, the superintendent shall meet with him/her. The employee may have an Association representative(s) present at such meeting.
- F. Should the Board reassignment require a course to be taken, the Board agrees to pay the full cost of tuition, books, and materials related to the course(s).

#### ARTICLE XXXIV EVALUATION AND FAIR DISMISSAL PROCEDURE

- A. All unit members excluding teachers shall be evaluated by their administrative and/or supervisory personnel at least once a year, in each instance by a written evaluation report and by a conference between the unit member and the evaluator.
- B. All monitoring of the work performance, if it is included in a written evaluation report, shall be conducted openly. The evaluator shall not resort to surveillance/recording devices without the employee's consent.
- C. A unit member shall be given a copy of all evaluation reports at least 24 hours before the conference. No unit member shall be required to sign a blank or incomplete evaluation form The unit member shall have the right to submit a written response to any material with the written evaluation report within five (5) school days of the date the post-evaluation conference has been scheduled.
- D. This language is not intended to impede any administrator or supervisor from keeping personal anecdotal notes or references of employees which may become a future part of an employee's personnel file. Said notes are not subject to employee inspection.

- E. No employee shall be reprimanded, reduced in rank, reduced in compensation, deprived of any form of salary increment or increase, terminated, deprived of any form of occupational advantage or benefit, have his employment contract or status or any other form of discipline without just cause.

ARTICLE XXXV WORK RULES/SERVICE PERSONNEL

A. Absence

- 1. When an employee finds it necessary to be absent due to illness, etc (other than absence approved in advance), at least two (2) hours notice must be given to the immediate supervisor.
- 2. Shift Compensation
  - a. Custodians who work midnight – 8:00 am shall receive extra compensation at a rate of \$300 per year.
  - b. New employees or existing employees who volunteer may be assigned to work a Tuesday through Saturday shift.
  - c. Ten (10) days notice, except in emergency situations, shall be given to all custodians in the event of a shift change.

B. Call Back Time

Any employee called back to duty for emergencies on other than regular shift will be guaranteed a minimum of two (2) hours pay in addition to their regular pay.

C. Overtime

- 1. Overtime payments shall be as follows:
  - a. All hours worked in excess of forty (40) in one calendar week (Sunday - Saturday) shall be paid at the rate of one and one half (1-1/2) times the established hourly rate of each employee.
  - b. Before using any substitutes, the Board will offer all overtime to Association members unless an emergency situation exists. Regular staff absences shall be filled by substitutes.
  - c. If an employee is absent and has exhausted all entitlements such as sick, personal, or vacation time, then the employee will not be eligible for overtime payments that week
- 2. Overtime lists will be kept by building, not district. Grounds department workers will be treated as their own building for purposes of overtime management.
- 3. Association members are asked first in the order of seniority in their respective buildings and thereafter on a rotating basis throughout the list.
- 4. The overtime records will be kept up to date and available. The records shall be updated weekly by the supervisor and available in each building.
- 5. An overtime shift may be divided between Association members at the discretion of a supervisor provided the Association agrees.
- 6. Association members may make a written request to have their names removed from the overtime list.
- 7. Once an Association member removes his name from the overtime list, he may restore his name with one week's written notice.
- 8. Weekend/holiday boiler watch overtime will be offered to all service personnel with a valid Black Seal License utilizing the agreed upon rotation.
- 9. Weekend boiler watch overtime will be kept on a separate list but will use the same format as

weekday overtime.

10. Overtime arising when an Association member is on sick or personal leave is counted as a refusal.

D. Classification of Employment Probation

1. Employment Probation

- a. The probationary period for a prospective new employee will be a maximum of ninety (90) working days. The probationary employee shall receive their regular rate of pay.
- b. At the conclusion of the probationary period, the prospective employee shall either be terminated or offered a contract.
- c. During the probationary period the prospective employee is non-contractual.
- d. During this probationary period all employees must have on-the-job training provided by a Supervisor.

E. Lunch Break

1. The eight (8) hour work shifts will include one (1) 45 minute duty-free lunch period and a fifteen (15) minute break within the day.

ARTICLE XXXVI HOLIDAYS

A. School Service Personnel

- 1. The holiday schedule for school service personnel will be developed, adopted, and published yearly by the Board after they have established the school calendar.
  - a. Holidays falling on Saturdays will result in the employee being paid a day's pay or receive a compensatory day at the discretion of the Board which will appear in the holiday schedule policy when adopted. In the event the Board recognizes a Friday preceding the Saturday as a school closing day, the Association will also receive said Friday as a holiday and it will be contained in the holiday schedule policy.
  - b. Legal holidays falling on Sunday will be celebrated on the following Monday.

2. Approved Holidays

New Year's Day	Labor Day
Good Friday	Veterans' Day
Easter Monday	Thanksgiving Day
Memorial Day	Christmas Eve
July 4 <sup>th</sup>	Christmas Day
Martin Luther King Day	New Year's Eve
Presidents' Day	
Thanksgiving Recess	

3. If school is open on Easter Monday, custodians shall report to work. Custodians shall receive a full day's holiday pay in addition to their regular pay. If school is closed on Columbus Day, custodians shall have the day off.

B. Vacations (non-certified staff)

- 1. Vacations will be granted on a first come, first serve basis as long as basic staffing needs can be met as determined by the superintendent. No vacations will be granted a week before school starts.
- 2. Vacation will be initially credited on the first July 1 following employment and every July 1 thereafter.

3. For the purposes of calculating "years of service", the number of years of service will be calculated from the hire date of the employee in a full time status.
4. Vacation time will not be paid to those employees who leave the service of the Board of Education without proper notice. Proper notice is defined as being two (2) weeks minimum.
5. Vacations - 12-month positions
 

One to five (1-5) years of employment in the district	Two (2) weeks vacation
Five to ten (5 - 10) years of employment in the district	Three (3) weeks vacation
More than ten (10) years of employment	Three (3) weeks and one (1) day vacation

ARTICLE XXXVII SUPPORT STAFF SENIORITY AS JOB SECURITY

Seniority is determined from the initial date of employment with the Lindenwold Board of Education for non-certified members of the Collective Bargaining Unit covered by this agreement. An appointed employee shall lose all accumulated school district seniority only if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently rehired by the school district. In the event of a RIF, seniority shall be the determinative factor.

ARTICLE XXXVIII DURATION OF AGREEMENT

- A. This agreement shall be effective as of July 1, 2021 and shall continue in effect until June 30, 2024, subject to the Association's right to negotiate a successor agreement as provided in Article II. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. IN WITNESS WHEREOF, the Association has caused this agreement to be signed by its president and secretary and the Board has caused this agreement to be signed by its president, attested by its secretary and its (corporate) seal to be placed hereon, all on the day and year first above written.

Lindenwold Education/Association

By Janelle Mungro  
Co-President

By Michelle L. Gerardinis  
Co-President

Date June 28, 2021

Lindenwold Board of Education

By Cathy Moncrief  
President

By Kathleen Huder  
Secretary

Date June 28, 2021

**Lindenwold Board of Education  
2023-2024 Teacher Guide**

**Salary Guide**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>DOCT</b>
<b>1</b>	54,628	56,245	57,863	59,479	61,096	62,830	65,030
<b>2</b>	54,953	56,570	58,188	59,804	61,421	63,155	65,355
<b>3</b>	55,278	56,895	58,513	60,129	61,746	63,480	65,680
<b>4</b>	55,603	57,220	58,838	60,454	62,071	63,805	66,005
<b>5</b>	56,103	57,720	59,338	60,954	62,571	64,305	66,505
<b>6</b>	56,603	58,220	59,838	61,454	63,071	64,805	67,005
<b>7-8</b>	57,203	58,820	60,438	62,054	63,671	65,405	67,605
<b>9</b>	57,803	59,420	61,038	62,654	64,271	66,005	68,205
<b>10</b>	58,803	60,420	62,038	63,654	65,271	67,005	69,205
<b>11</b>	59,903	61,520	63,138	64,754	66,371	68,105	70,305
<b>12</b>	62,403	64,020	65,638	67,254	68,871	70,605	72,805
<b>13</b>	66,965	68,582	70,200	71,816	73,433	75,167	77,367
<b>14</b>	71,528	73,145	74,763	76,379	77,996	79,730	81,930
<b>15</b>	76,091	77,708	79,326	80,942	82,559	84,293	86,493
<b>16</b>	83,876	85,493	87,111	88,727	90,344	92,078	94,278
<b>OFF</b>	90,455						

**Effective February 1, 2007, longevity credit will only include service to the Lindenwold School District. All those who have longevity credit from another school district as of this date, shall have the longevity credit added to their Lindenwold longevity.**

**Longevity for all years of the contract (based on experience):**

- Beginning 21-22 years                   \$ 1,500
- Beginning 23 years to retirement   \$ 2,570

**Lindenwold Board of Education  
2022-2023 Teacher Guide**

**Salary Guide**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>DOCT</b>
<b>1</b>	53,225	54,842	56,460	58,076	59,693	61,427	63,627
<b>2</b>	53,550	55,167	56,785	58,401	60,018	61,752	63,952
<b>3</b>	53,875	55,492	57,110	58,726	60,343	62,077	64,277
<b>4</b>	54,200	55,817	57,435	59,051	60,668	62,402	64,602
<b>5</b>	54,700	56,317	57,935	59,551	61,168	62,902	65,102
<b>6-7</b>	55,200	56,817	58,435	60,051	61,668	63,402	65,602
<b>8</b>	55,800	57,417	59,035	60,651	62,268	64,002	66,202
<b>9</b>	56,400	58,017	59,635	61,251	62,868	64,602	66,802
<b>10</b>	57,400	59,017	60,635	62,251	63,868	65,602	67,802
<b>11</b>	58,500	60,117	61,735	63,351	64,968	66,702	68,902
<b>12</b>	61,000	62,617	64,235	65,851	67,468	69,202	71,402
<b>13</b>	66,000	67,617	69,235	70,851	72,468	74,202	76,402
<b>14</b>	71,000	72,617	74,235	75,851	77,468	79,202	81,402
<b>15</b>	75,000	76,617	78,235	79,851	81,468	83,202	85,402
<b>16</b>	82,876	84,493	86,111	87,727	89,344	91,078	93,278
<b>OFF</b>	89,455						

**Effective February 1, 2007, longevity credit will only include service to the Lindenwold School District. All those who have longevity credit from another school district as of this date, shall have the longevity credit added to their Lindenwold longevity.**

**Longevity for all years of the contract (based on experience):**

Beginning 21-22 years	\$ 1,500
Beginning 23 years to retirement	\$ 2,570

**Lindenwold Board of Education  
2021-2022 Teacher Guide**

**Salary Guide**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>DOCT</b>
<b>1</b>	52,542	54,159	55,777	57,393	59,010	60,744	62,944
<b>2</b>	52,867	54,484	56,102	57,718	59,335	61,069	63,269
<b>3</b>	53,192	54,809	56,427	58,043	59,660	61,394	63,594
<b>4</b>	53,517	55,134	56,752	58,368	59,985	61,719	63,919
<b>5-6</b>	53,842	55,459	57,077	58,693	60,310	62,044	64,244
<b>7</b>	54,167	55,784	57,402	59,018	60,635	62,369	64,569
<b>8</b>	54,492	56,109	57,727	59,343	60,960	62,694	64,894
<b>9</b>	55,136	56,753	58,371	59,987	61,604	63,338	65,538
<b>10</b>	56,136	57,753	59,371	60,987	62,604	64,338	66,538
<b>11</b>	57,236	58,853	60,471	62,087	63,704	65,438	67,638
<b>12</b>	59,536	61,153	62,771	64,387	66,004	67,738	69,938
<b>13</b>	64,736	66,353	67,971	69,587	71,204	72,938	75,138
<b>14</b>	69,936	71,553	73,171	74,787	76,404	78,138	80,338
<b>15</b>	73,436	75,053	76,671	78,287	79,904	81,638	83,838
<b>16</b>	81,876	83,493	85,111	86,727	88,344	90,078	92,278
<b>OFF</b>	88,455						

**Effective February 1, 2007, longevity credit will only include service to the Lindenwold School District. All those who have longevity credit from another school district as of this date, shall have the longevity credit added to their Lindenwold longevity.**

**Longevity for all years of the contract (based on experience):**

Beginning 21-22 years	\$ 1,500
Beginning 23 years to retirement	\$ 2,570



**Lindenwold Board of Education  
2021-2024 Secretarial Guide**

<b>2021-2022</b>		<b>2022-2023</b>		<b>2023-2024</b>	
<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>
<b>1</b>	40,037	<b>1</b>	41,120	<b>1</b>	42,181
<b>2</b>	40,237	<b>2</b>	41,320	<b>2</b>	42,381
<b>3</b>	40,437	<b>3</b>	41,520	<b>3</b>	42,581
<b>4</b>	40,637	<b>4</b>	41,720	<b>4</b>	42,781
<b>5</b>	40,937	<b>5</b>	42,020	<b>5</b>	43,081
<b>6</b>	41,237	<b>6</b>	42,320	<b>6</b>	43,381
<b>7</b>	42,137	<b>7</b>	43,220	<b>7</b>	44,281
<b>8</b>	43,037	<b>8</b>	44,120	<b>8</b>	45,181
<b>9</b>	43,937	<b>9</b>	45,020	<b>9</b>	46,081
<b>10</b>	44,837	<b>10</b>	45,920	<b>10</b>	46,981
<b>11</b>	45,737	<b>11</b>	46,820	<b>11</b>	47,881
<b>12-13</b>	46,687	<b>12</b>	47,770	<b>12</b>	48,831
<b>14</b>	47,637	<b>13-14</b>	48,720	<b>13</b>	49,781
<b>15-17</b>	48,837	<b>15</b>	49,920	<b>14-15</b>	50,981
<b>18</b>	50,087	<b>16-18</b>	51,170	<b>16</b>	52,231
<b>19</b>	51,487	<b>19</b>	52,570	<b>17-19</b>	53,631
<b>20</b>	53,037	<b>20</b>	54,120	<b>20</b>	55,181
<b>21</b>	54,587	<b>21</b>	55,670	<b>21</b>	56,731
<b>22</b>	56,454	<b>22</b>	57,454	<b>22</b>	58,454

**Longevity applies to service within the district for all years of the contract.**

Beginning 17-19 years	\$ 460
Beginning 20-24 years	\$ 510
Beginning 25 years to retirement	\$ 600

**Lindenwold Board of Education  
2021-2024 Central Registrar/Bilingual Parent Liaison**

<b>2021-2022</b>		<b>2022-2023</b>		<b>2023-2024</b>	
<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>
<b>1</b>	44,752	<b>1</b>	45,835	<b>1</b>	46,896
<b>2</b>	44,952	<b>2</b>	46,035	<b>2</b>	47,096
<b>3</b>	45,152	<b>3</b>	46,235	<b>3</b>	47,296
<b>4</b>	45,352	<b>4</b>	46,435	<b>4</b>	47,496
<b>5</b>	45,652	<b>5</b>	46,735	<b>5</b>	47,796
<b>6</b>	45,952	<b>6</b>	47,035	<b>6</b>	48,096
<b>7</b>	46,852	<b>7</b>	47,935	<b>7</b>	48,996
<b>8</b>	47,752	<b>8</b>	48,835	<b>8</b>	49,896
<b>9</b>	48,652	<b>9</b>	49,735	<b>9</b>	50,796
<b>10</b>	49,552	<b>10</b>	50,635	<b>10</b>	51,696
<b>11</b>	50,452	<b>11</b>	51,535	<b>11</b>	52,596
<b>12-13</b>	51,402	<b>12</b>	52,485	<b>12</b>	53,546
<b>14</b>	52,352	<b>13-14</b>	53,435	<b>13</b>	54,496
<b>15-17</b>	53,552	<b>15</b>	54,635	<b>14-15</b>	55,696
<b>18</b>	54,802	<b>16-18</b>	55,885	<b>16</b>	56,946
<b>19</b>	56,202	<b>19</b>	57,285	<b>17-19</b>	58,346
<b>20</b>	57,752	<b>20</b>	58,835	<b>20</b>	59,896
<b>21</b>	59,302	<b>21</b>	60,385	<b>21</b>	61,446
<b>22</b>	61,169	<b>22</b>	62,169	<b>22</b>	63,169

**Lindenwold Board of Education  
2021-2024 Assistant Guide**

2021-2022		2022-2023		2023-2024	
Step	Salary	Step	Salary	Step	Salary
<b>1-9</b>	17,281	<b>1-10</b>	22,000	<b>1-11</b>	22,500
<b>10</b>	17,501	<b>11</b>	22,500	<b>12</b>	23,000
<b>11</b>	17,674	<b>12</b>	23,000	<b>13</b>	23,500
<b>12</b>	17,868	<b>13</b>	23,500	<b>14</b>	24,000
<b>13</b>	18,472	<b>14</b>	24,000	<b>15</b>	24,500
<b>14-15</b>	19,209	<b>15-16</b>	24,500	<b>16-17</b>	25,000
<b>16</b>	19,957	<b>17</b>	25,000	<b>18</b>	25,500
<b>17-19</b>	20,706	<b>18-20</b>	25,500	<b>19</b>	28,000
<b>20</b>	21,456	<b>21</b>	27,500		
<b>21</b>	24,894				

**Longevity applies to service within the district for all years of the contract.**

Beginning 17-19 years	\$	359
Beginning 20-24 years	\$	632
Beginning 25 years to retirement	\$	727

**All members that have a Bachelor Degree will receive an additional \$1,000 in compensation for the year.**

**All members that have an RBT Certification will receive an additional \$1,000 in compensation for the year.**

**Lindenwold Board of Education  
2021-2024 Custodial Guide**

<b>2021-2022</b>		<b>2022-2023</b>		<b>2023-2024</b>	
<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>
<b>1</b>	31,106	<b>1</b>	31,256	<b>1</b>	31,920
<b>2-3</b>	31,306	<b>2</b>	31,456	<b>2</b>	32,120
<b>4</b>	31,506	<b>3-4</b>	31,656	<b>3</b>	32,320
<b>5</b>	31,706	<b>5</b>	31,856	<b>4-5</b>	32,520
<b>6</b>	32,306	<b>6</b>	32,456	<b>6</b>	33,120
<b>7</b>	33,356	<b>7</b>	33,506	<b>7</b>	34,170
<b>8</b>	34,456	<b>8</b>	34,556	<b>8</b>	35,220
<b>9</b>	36,056	<b>9</b>	36,056	<b>9</b>	36,720
<b>10</b>	37,766	<b>10</b>	37,766	<b>10</b>	38,420
<b>11</b>	40,145	<b>11</b>	40,145	<b>11</b>	40,820
<b>12</b>	43,770	<b>12</b>	43,775	<b>12</b>	43,820
<b>13-13A</b>	45,770	<b>13</b>	45,775	<b>13</b>	46,820
<b>14</b>	48,875	<b>14</b>	49,475	<b>14</b>	50,075

**Longevity applies to service within the district for all years of the contract.**

Beginning 17-19 years	\$	359
Beginning 20-24 years	\$	407
Beginning 25 years to retirement	\$	502

**Lindenwold Board of Education  
2021-2024 LPN Guide**

<b>2021-2022</b>		<b>2022-2023</b>		<b>2023-2024</b>	
<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>
<b>1</b>	31,150	<b>1</b>	31,841	<b>1</b>	32,569
<b>2</b>	31,550	<b>2</b>	32,241	<b>2</b>	32,969
<b>3</b>	31,950	<b>3</b>	32,641	<b>3</b>	33,369
<b>4</b>	32,350	<b>4</b>	33,041	<b>4</b>	33,769
<b>5</b>	32,750	<b>5</b>	33,441	<b>5</b>	34,169
<b>6</b>	33,383	<b>6</b>	33,841	<b>6</b>	34,569
<b>7</b>	34,017	<b>7</b>	34,475	<b>7</b>	34,969
<b>8</b>	34,650	<b>8</b>	35,108	<b>8</b>	35,602
<b>9</b>	35,284	<b>9</b>	35,742	<b>9</b>	36,236
<b>10</b>	35,917	<b>10</b>	36,375	<b>10</b>	36,869
<b>11</b>	36,551	<b>11</b>	37,009	<b>11</b>	37,503
<b>12</b>	37,184	<b>12</b>	37,642	<b>12</b>	38,136
<b>13</b>	37,818	<b>13</b>	38,276	<b>13</b>	38,770
<b>14</b>	38,451	<b>14</b>	38,909	<b>14</b>	39,403

**Lindenwold Board of Education  
Extra-Curricular Activities Stipends  
Contract Years 2021-2024**

<b>Position</b>	<b>Stipend</b>
Class Advisor - Freshman	2,491
Class Advisor - Sophomore	2,491
Class Advisor - Junior	3,732
Class Advisor - Senior	4,766
HS Concert Band Director	4,981
HS Choir Director	4,981
HS Drama - Choreographer	1,993
HS Drama Director	6,974
HS Drama Director – Asst.	3,984
HS Drama - Music Director	1,992
HS Drama - Set Builder	2,491
District Stage Manager	4,981
Assistant District Stage Manager	2,740
HS Marching Band Director	6,974
HS Marching Band Director - Assistant	4,483
HS National Honor Society	1,744
HS NJ Future Educators	2,491
HS Student Government	2,740
HS Summer Music Instructor *	5,230
HS Yearbook – Editorial	3,238
HS Yearbook – Business	2,242
HS Drama - Hair & Makeup	1,069
HS Drama - Stage Crew Advisor	1,551
HS Video Editing Coordinator	1,494
5th Grade Advisor	1,993
6th Grade Advisor	1,993
7th Grade Advisor	1,993
8 <sup>th</sup> Grade Advisor	1,993
MS Band Director	3,102
MS Choir Director	3,102
MS National JR. Honor Society	2,068
MS Strings/Orchestra	2,895
MS Student Government Advisor	2,491
MS Yearbook	1,993
MS Activities Coordinator (3 seasons)	4,482
MS Morning Announcements	1,494
Elementary Band Instructor	1,654
Elementary Chorus Instructor	1,654
Elementary Safety Patrol Coordinator	1,551
Elementary Student Government	1,551
Elementary Peer Mediation	1,551
Elementary National Honor Society	1,551
Child Study Team Coordinator (Position per location)	1,106
District Communication Liaison	2,491

**HS Club Advisors** 20 positions at \$1,494 each  
**MS Club Advisors** 15 positions at \$1,494 each  
**Elementary Schools #4 & #5** 4 positions at each building at \$1,494 each

Curriculum writing stipend: \$600 based on full year course that meets every day; prorated accordingly; revisions are paid at 50% of the same.

Elementary positions listed above are for School 4 & School 5

\* Paid on September 15th each year

The Board of Education retains the right to establish or abolish extra-curricular positions.

Said stipend shall be negotiated by the parties.

**Lindenwold Board of Education  
Athletic Stipends  
Contract Years 2021-2024**

<u>Position</u>	<u>Level</u>	<u>Stipend</u>
FOOTBALL	Head	\$ 8,060
BASKETBALL	Asst.	\$ 6,045
WRESTLING		
SOCCER	Head	\$ 6,045
HOCKEY	Asst.	\$ 4,786
BASEBALL		
SOFTBALL		
TRACK & FIELD		
TENNIS	Head	\$ 5,037
X-COUNTRY	Asst.	\$ 3,778
BOWLING		
GOLF	Head	\$ 3,778
STRENGTHENING/CONDITIONING	Asst.	\$ 2,519
WINTER/FALL CHEERLEADERS		
ALL MIDDLE SCHOOL	Head	\$ 3,022
COACHES	Asst.	\$ 1,763

**Stipends above will be in effect for the duration of the 2021-2024 school years.**

## APPENDIX A

### SUMMARY OF ALL HEALTHCARE PLANS

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#### **Medical Plans**

Amerihealth Administrators – [SHIF \\$15 PPO](#)

Amerihealth Administrators – [SHIF \\$15 NJEHP](#) (only option for employees hired AFTER 7/1/2020)

#### **Prescription Drug Plans**

[Benecard](#)

[Benecard NJEHP](#) (only option for employees hired AFTER 7/1/2020)

#### **Dental Plan**

[Horizon Dental](#)

#### **Vision Plan**

[Superior Vision](#)

You can access each Benefit Plan Summary by following the link on the digital copy of the LEA Contract (found on Lindenwold website under District>Business & Operations> Annual Audit, Budget & Contract Information). Printed copies of these documents are also available by contacting Nancy Carey, Payroll & Benefits Coordinator at [ncarey@lindenwold.k12.nj.us](mailto:ncarey@lindenwold.k12.nj.us) or (856)783-0276 X3118.



**LINDENWOLD BOARD OF EDUCATION  
INSURANCE INCENTIVE FOR WAIVING BENEFITS**

<b><u>PRESENT COVERAGE</u></b>	<b><u>CHANGE COVERAGE TO</u></b>	<b><u>REIMBURSEMENT TO EMPLOYEE PER YEAR</u></b>
<b>MEDICAL/VISION</b>		
Family	None	\$3,000.00
Employee/Spouse	None	\$2,000.00
<b>PRESCRIPTION</b>		
Family	None	\$1,000.00
Employee/Spouse	None	\$1,000.00
<b>DENTAL</b>		
Family	None	\$300.00
Employee/Spouse	None	\$300.00