

**Warren Hills Regional Administrators' Association
contract agreement with the
Warren Hills Regional Board of Education**

2021/22, 2022/23, 2023/24

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It is the policy of Warren Hills Regional Schools not to discriminate on the basis of race, color, creed, religion, sex, age, sexual orientation, disability, ancestry, national origin or social or economic status in its educational programs or activities and employment policies.

PREAMBLE

This AGREEMENT entered into this _____, by and between the BOARD OF EDUCATION OF THE WARREN HILLS REGIONAL ADMINISTRATORS' ASSOCIATION, hereinafter called the "Association."

WITNESSETH:

ARTICLE I, RECOGNITION

A. Warren Hills Regional Administrators' Association

The Board hereby recognizes the Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for the following:

1. Administrators:

- a. Director of Curriculum and Instruction
- b. Director of Special Education
- c. Director of Guidance
- d. Director of Athletics and Student Activities
- e. Principals
- f. Assistant Principals
- g. Supervisors

2. But excluding:

- a. Director of Plants and Facilities
- b. Business Administrator
- c. Technology Coordinator
- d. Assistant Superintendent of Schools
- e. Director of Human Resources
- f. Director of Security
- g. Superintendent of Schools

B. Definition of Administrator

Unless otherwise indicated, the term Administrator when used in this agreement shall include all positions specified in Article I, Section A of this negotiated agreement.

ARTICLE II, NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The parties agree to enter into collective negotiations regarding a successor Agreement in accordance with Chapter 123, Public Laws 1974 in a good faith effort to reach agreement concerning the terms and conditions of employment. Any agreement so negotiated shall apply to the unit defined in Article I, be reduced to writing, shall be presented to the membership of both the Association and the Board for consideration, and if acceptable to the majority of the membership of both bodies, be adopted and signed by both the Association and the Board.

- B. This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed and ratified by both parties.

ARTICLE III, EMPLOYMENT PROCEDURES

A. Placement on Salary Schedule

1. Each Administrator shall be placed on the appropriate salary guide as per Appendix A.
2. The Superintendent/Board shall have the exclusive right to grant credit for previous experience for Administrators when they are initially hired by the district. The new Administrator(s) will then be placed on the salary guide in Appendix "A" reflecting the experience credit granted to the Administrator(s).
3. An Administrator who received credit for experience under Article III, A-2, when employed by the Board during the school year, (July 1-June 30) shall receive the specified increase in salary, according to Appendix A, unless the administrator's increase has been withheld by the Board of Education.
4. Until the ratification of a successor contract, salaries will remain as dictated by the previous contract.

B. Notification of Contract and Salary

Administrators shall be notified of their contract and salary status for the ensuing year no later than May 15 or a date stipulated by the Department of Education, pending completion of negotiations.

C. Posting of Employment Opportunities

All Administrative vacancies shall be posted. This posting shall include the anticipated duration of employment and all the qualifications for the position.

ARTICLE IV, EMPLOYEE RIGHTS

Required Meetings or Hearings

1. Whenever any Administrator of the Association is required to appear before the Board of Education, any committee thereof or superintendent, that administrator shall be notified in writing prior to the meeting if any matter which would adversely affect the continuation of that administrator's employment, or if salary will be discussed. The administrator may then exercise his/her right to have Association representation present to advise him/her.

B. Complaints

1. Complaints regarding an Administrator made to the district by any parent, student or other person shall be promptly investigated. The Administrator shall be given an opportunity to respond to and/or rebut those complaints, which, as a result of the investigation, shall become part of his/her file.
2. An Administrator shall acknowledge that he/she has the opportunity to review such complaint by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The Administrator shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and will be attached to the file copy. Any responses must be filed with the Superintendent within ten (10) school days of their notification of the complaint.

C. Personnel File

1. Administrators may submit items for inclusion in the personnel file, which may include but are not limited to: attachments to evaluations, letters of recommendations, and commendations, etc. with Superintendent notification
2. Any comments of a negative nature that are to be included in the administrator's personnel file must contain the signature of the administrator and superintendent as well as the date. The signature of the administrator only indicates that he/she has seen the document and not that he/she agrees with the content of the document. Rebuttals will be attached if provided to the Superintendent by the Administrator within ten (10) school days of the date of the signing of the document. The Superintendent will notify the administrator in

writing of the receipt of the rebuttal within ten (10) school days of its filing in his/her office.

3. The final determination as to what is placed in the personnel file rests solely with the Superintendent. In the event that a document is placed in said file, a copy must be provided to the Administrator.

ARTICLE V, ASSOCIATION RIGHTS AND PRIVILEGES

Use of School Buildings

The Association and its representatives shall have the privilege to use school buildings at reasonable hours for meetings. Prior approval of the time and place by the Superintendent or his/her designee shall be required but shall not be withheld unreasonably.

B. Use of Equipment

The Association shall have access to use school equipment, including computer equipment, copying machines, and all types of audiovisual/technical equipment at reasonable times and when such equipment is not otherwise in use. The Association shall pay the actual cost of all materials incidental to such use. No equipment shall be removed from school property. The Association will pay for any damage incurred, loss, or theft of borrowed property.

C. Inter-school Mail

The Association shall have the reasonable use of the inter-school and intra-school mail facilities and school mailboxes, as it deems necessary.

D. Email

All Administrators in good standing shall be provided a web based Warren Hills email account during the duration of their employment.

ARTICLE VI, SUPERINTENDENT/BOARD OF EDUCATION RIGHTS

Subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations, the Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or for other legitimate reasons; (d) to maintain efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; (f) to establish work rules; and (g) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

ARTICLE VII, WORK YEAR

The work year for 12-month Administrators is 260 days, inclusive of 16 holidays, 20 paid vacation days and 1 paid open holiday, as specified in Appendix B.

- B. The work year for 11-month Administrators is 205 days, 185 days of teacher schedule, plus 20 days summer recess.
- C. If it is deemed that additional days are necessary for 12-month Administrators, they will be compensated with either the average daily per diem rate or flex time. The average daily (per diem) rate of pay will be calculated annually by dividing the average salary by 222 days for 12-month Administrators.
- D. If it is deemed that additional days are necessary for 11-month Administrators, they will be compensated with either the average daily per diem rate or flex time. The average daily (per diem) rate of pay will be calculated annually by dividing the average salary by 205 days for 11-month Administrators.
- E. Details for the work year for eleven and twelve-month Administrators may be found in Appendix B.

The school calendar shall be established by the Board of Education and is subject to changes as determined by the Board to meet conditions. It is expected that the administrator will adjust his/her personal calendar based upon any adjustment made to the school calendar by the Board of Education.

- G. To the extent permitted under N.J.S.A. 18A:30-9, in the event of the death or retirement of the Administrator, payment for unused vacation days will be made to the estate or in the event of a retirement, the Administrator will be paid for any unused vacation days, at a per diem rate of $1/260^{\text{th}}$.

ARTICLE VIII, TIME REQUIREMENTS

ADMINISTRATORS' WORKING HOURS

As professionals, Administrators are expected to devote to their assignments the time necessary to fulfil the requirements of the position.

1. The Administrators' workday exclusive of lunch shall be a minimum of 7 hours and 30 minutes in length.
2. It is to be understood that a commitment to evening meetings and activities is an expected part of their job description. The Administrator accepts this commitment of time as a part of his/her administrative obligation, without any additional compensation.

ARTICLE IX, TRANSFERS, ASSIGNMENTS AND REASSIGNMENTS

The Administrator involved in a voluntary or involuntary transfer/assignment and/or reassignment will be notified at least thirty (30) working days in advance, if possible. Upon request of the Administrator, a consultation with the Superintendent or Board of Education committee will be held concerning such change.

ARTICLE X, SICK LEAVE

Sick leave days

1. Each Administrator employed by the Board shall be entitled to twelve (12) days of sick leave a year, and shall be prorated if employed less than a year.
2. Unused sick leave days shall be accumulated from year to year without limitation.
3. Administrators shall be given a written accounting of accumulated sick leave days accrued to the end of the prior contract year no later than October 1 of each school year. Administrators will approve the accounting and verify its accuracy in writing yearly.
4. The Superintendent or Designee shall have the discretion to require a medical certificate if the Administrator is absent.

B. Payment of Unused Sick Leave

1. Any Administrator who retires from the district, according to the Provision of the T.P.A.F., in order to receive immediate benefits and not merely "deferred retirement" and has at least ten (10) years of service in the Warren Hills Regional School District shall be eligible for payment for unused sick leave. N.J.S.A. 18A:30-3.6
2. Any Administrator who is not retiring and is severing service in the district is not eligible for payment for unused sick leave.
3. To be eligible for the payment, an Administrator must notify the Board of his or her intention to retire by January 1 of the year in which they anticipate retirement. Failure, for any reason, to give the required notice by January 1, will permit the Board to defer payment until July 1 of the calendar year following the date of Administrator's retirement.
4. Reimbursement for those Administrators who qualify for payment shall be done according to this schedule: reimbursed to a maximum reimbursement of \$15,000.
5. Reimbursement for those Administrators who qualify for payment shall be at the rate of \$75 per day.

6. To the extent permitted by N.J.S.A. 18A:30-3.6, if an Administrator should die while employed in the district, payment for unused sick leave will be made to the estate of that administrator.

ARTICLE XI, TEMPORARY LEAVES OF ABSENCE

Types of Leave

Administrators are entitled to the following temporary non-accumulative leaves of absence with full pay. Verification that the leave complies with the following conditions may be required:

1. Personal

Up to five (5) days personal leave shall be granted to an Administrator during a contract year, for personal business that cannot be handled outside of school hours. Request for leave must be made to the Superintendent in advance of the day requested, except in extenuating circumstances and if the day requested is before or after a school holiday, when five (5) days' notice must be given. No reason need be given for personal days except for those without advance notification for extenuating circumstances. However, a reason must always be given if the leave is sought for a day before or after a school holiday. The Superintendent shall have the discretion to approve all personal days requested. Unused personal days shall rollover to sick days and accumulate, provided that the number of sick days and personal days that can be accrued to the following year does not exceed 15 days, per N.J.S.A. 18A:30-7.

2. Bereavement

- a. Up to five (5) days will be granted in case of the death of a member of an Administrator's family, which, for purposes of this contract shall include the following: husband, wife, child, father, mother, domestic partner/civil union partner and any other member of the immediate household.
- b. Up to three (3) days will be granted in case of the death of a member of an Administrator's family, which, for purposes of this contract shall include the following: brother, sister, father-in-law, mother-in-law.
- c. For all Administrators, up to two (2) days will be granted in case of the death of a member of an Administrator's family, which, for purposes of this contract shall include the following: brother-in-law, sister-in-law, grandchild, grandparent.

d. A one (1) day leave of absence will be granted in case of the death of other relatives or close friends of an Administrator. No more than two (2) days shall be granted in any given school year.

3. Military

Leave for military purposes will be complied with by the district according to statute N.J.S.A. 38:23-1,23-4 and 38A:4-4.

B. Extensions of any temporary leave may be made at the discretion of the Superintendent of Schools.

C. The Superintendent has the authority to grant or deny any and all requests for leaves of absence without pay.

ARTICLE XII, EXTENDED LEAVES OF ABSENCE

Maternity Disability Leave

Sick leave related to the birth of a child will be granted upon request during the disability period commonly four weeks prior to and six weeks following the day of birth, and eight weeks if by Cesarean section. Beyond these limits, a request for extended sick leave related to the birth of a child should be accompanied by a doctor's note explaining the nature of the disability, stating the need for continued absence from work and the estimated date for return to work.

B. Family Leave Act

Administrators will be entitled to leaves of absence as stipulated under the provisions of the Family Leave Act of the State of New Jersey and Federal Law.

C. Child Care

1. A childcare leave of absence without pay will be granted to any tenured administrator at the administrator's request. Such leave shall not exceed a total period of one (1) year. The administrator shall make his/her intentions regarding the commencement and termination dates of his/her requested leave known to the office of the Superintendent as soon as possible. Before returning to work, the administrator may be asked to present a doctor's certificate of physical fitness.
2. If the pregnancy is terminated before full term and birth of the child, the Administrator may apply for termination of leave allowing at least two (2) months for fair notice of her substitute and for her own health. A certificate of physical fitness from the Administrator's personal physician must accompany such return.
3. Any Administrator adopting an infant child shall be granted a leave of absence up to a period of one (1) year without pay. Such leave shall commence upon the administrator receiving de facto custody of said infant, or earlier if necessary, to fulfill the requirements for the adoption.

D. Miscellaneous

1. Upon return from leave granted, an Administrator shall be considered, as if he/she were actively employed by the Board, if the Administrator had worked or been paid for more than half the school year, which would be 103 days for 11 month employees (185 days plus 20 summer working days) and 131 days for 12 month employees (260 working days). Upon return from leave the Administrator shall be placed on the salary schedule at the level he/she would have achieved, if he/she had not been absent.
2. All extensions or renewals of leaves shall be applied for in writing. If granted, notification shall also be in writing. Such extensions or renewals shall be acted upon by the Board of Education upon the recommendation of the Superintendent of Schools.

ARTICLE XIII, INSURANCE PROTECTION

A. Effective September 1, 2021 or as soon thereafter as is possible, the Board shall provide health care insurance protection through the New Jersey School Employees Health Benefits Program ("SEHBP"). The base medical insurance plan shall be the New Jersey Direct 15 plan or equivalent as of September 1st, 2021. The Board may also offer additional health care insurance options if permitted by law. The details of the plan are available in the business office of the Board.

B. Prescription coverage shall be provided through either the SEHBP or through a composite rate under a private plan at the Board's option. The prescription component to be provided shall be equal to or better than as of September 1, 2021 as follows:

Co-pay Prescription Drug

- a. 2x Mail-Order
- b. \$15 Generic
- c. \$30 Name Brand
- d. \$50 Deductible per person

C. Dental/Orthodontics coverage shall be provided as follows:

Dental Coverage

- a. \$1200 /person/calendar year
- b. (Increase effective January 1, 2013)

Orthodontics Coverage

\$2500/person/lifetime

D. Flex Plan Option (Pretax dollars): The Board of Education will establish a flex plan available to all unit members. The maintenance fee for this plan will be paid by participating members. Unit members may elect to participate in a medical flex plan or a childcare flex plan or both flex plans.

E. Waiver of Insurance

Any employee who waives medical, dental and/or prescription insurance coverage for themselves and/or any eligible dependents will be paid according to the table below. The payment of such waiver is in June of the academic year when the waiver was selected. For shorter periods the waiver will be prorated. Reinstatement under a plan's insurance coverage at any other time of the year is limited to instances when the employee or his/her eligible dependent(s) loses coverage as a dependent under his/her spouse's insurance plan. Reinstatement under this circumstance will be immediate and without restriction or penalty. Status of insurance would be the same as prior to waiver. Employees

interested in the waiver must present proof of alternate coverage to the Board Secretary in order to be eligible.

Waiver Amounts Table

	Single	Parent/Child	Two Adults	Family
Medical	\$1463	\$2134	\$3190	\$3735
Prescription	\$638	\$825	\$1276	\$1469
Dental	\$143	\$231	\$237	\$413
All three	\$2244	\$3190	\$4703	\$5617

- F. The Board and unit members shall share the health benefits coverage premium appropriate for each unit member's family status in accordance with New Jersey law. Premiums for prescription coverage shall be at the current Tier IV rates set forth in P.L. 2011, c.78. For employees electing coverage under the Educators Health Plan or the Garden State Health Plan under the SEHBP, premiums for prescription coverage shall be in accordance with P.L. c.44 and P.L. 2021, c.163.
- G. If another carrier, approved by the New Jersey Department of Insurance, should offer insurance coverage equal to or better than that provided in Paragraph A of this Article, then such insurance may be procured under contract with such other carrier by the Board without formal amendment of this contract. In such case, the Association shall be provided with 230 days advance notice of such change and given the opportunity to review the proposed plan.
- H. In order to qualify to be eligible to receive health care insurance benefits, unit members must work a minimum of 30 hours or more per week. Teachers must be scheduled a minimum of four periods with one preparation period.
- I. The Board shall request the carrier to provide to each new staff member a description of the healthcare insurance coverage provided under this Article, no later than the beginning of the current school year, which shall include a clear description of conditions and limits of coverage as listed above.
- J. The Board will provide an in-district human resource person to act as an advocate for insurance/coverage concerns.
- K. If the medical and prescription drug combined plan's premiums exceed the threshold of the patient Protection and Affordable Care Act (PPACA) Cadillac Tax (as implemented) the parties must agree upon new options that will not require an excise tax payment pursuant to the PPACA Cadillac tax within thirty (30) days of notification being given to the Association. Otherwise the BOE will charge back to the employee the dollar value of the excise tax incurred to the board.

L. An IRS Section 125 Plan will be established by the Board.

M. An optional vision plan shall be offered by the Board. The premiums for such plan shall be borne by the individual employee. Vision coverage shall be at the employee's discretion and the Board shall not be responsible for any costs associated with vision coverage.

ARTICLE XIV, PROFESSIONAL DEVELOPMENT, AND EDUCATION IMPROVEMENT

A. The Board of Education agrees to pay for the administrator's annual professional membership in the New Jersey Principals and Supervisors Association (NJPSA).

B. The Board agrees to pay 50% of the cost of (Leader 2 Leader) mentoring as required for certification.

C. The Board agrees 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 an Administrator is required and/or requested by the Board to pursue, subject to the limitations prescribed by law. The Board's obligation under this provision, however, shall not extend to courses outside the field of education.

D. The Board will support appropriate graduate college/university training in the field of education for courses related to the administrator's job responsibilities, as determined by the superintendent of schools, which are taken at an accredited institution in accordance with NJSA 18A: 6-8.5.

The credit limit shall be set at 12 credits per year (July 1 - June 30) for each full-time administrator. This benefit shall not extend to personnel hired to fill a leave of absence. Payment by the Board shall not exceed the per-credit cost paid by the Administrator and shall not exceed the Rutgers in-state tuition rate.

Courses in the field of educational administration/instructional leadership are eligible for reimbursement at the in-state Rutgers per credit tuition rate. Courses related to the field of education are eligible for 100% reimbursement at the in-state Rutgers per credit tuition rate. Courses not related to the field of education shall not be eligible for reimbursement.

E. The tuition reimbursement policies as stated in this article shall apply to tenured and non-tenured Administrators.

F. On-line courses from accredited educational institutions recognized by the Certification/Licensing Division of the N.J. Department of Education shall be eligible for reimbursement under the same

conditions as traditional courses. Video courses are not eligible for reimbursement.

G. If an Administrator voluntarily leaves within two years after completing a course, reimbursed by the district, the administrator must repay monies paid by the Board of Education.

H. Course Reimbursement

1. To facilitate the equitable distribution of available funds, course reimbursement shall be allocated in two periods each year. If the total of the approved reimbursement is less than the budgeted amount for that reimbursement period, all credits will be reimbursed at 100%, but not to exceed the Rutgers rate. If the total of the approved reimbursement that is submitted by the appropriate date exceeds the budgeted amount for that reimbursement period, the total allotted funds shall be distributed proportionally to the cost of the course for all courses submitted and approved.
2. Administrators shall indicate their intent to seek tuition reimbursement, by completing and submitting an approval form to the office of the Superintendent. Reimbursement shall not be made without submittal of a transcript along with the request for payment form.
3. Reimbursement Periods
 - a. For courses that will end between July 1 and December 31, grade verification paperwork must be submitted to the BOE office by the last business day in January. The BOE will issue reimbursement checks no later than the last business day in February.
 - b. For courses that will end between January 1 and June 30, verification paperwork must be submitted to the BOE office by the last business day in July. The BOE will issue reimbursement checks no later than the last business day in August.
4. The maximum expenditure each year of the contract shall be \$20,000. No more than 55% of the budgeted amount shall be used in a tuition reimbursement period.
5. Courses for which reimbursement will be claimed must be presented to the Superintendent for approval prior to the actual experience. If the course is not approved, the applicant may, upon completion of the course, again apply for reimbursement.

If reimbursement is again denied, he/she may proceed with the grievance procedure.

6. For course reimbursement a grade of B/B- or higher must be obtained.

I. Staff development will be organized in accordance with state regulations and district objectives. Administrators shall be required to participate.

ARTICLE XV, ADMINISTRATOR EVALUATION

- A. 1. An Administrator shall be given, within seven working days, a copy of any evaluation report prepared by his/her assigned evaluators prior to any conference held to discuss it. If the Administrator is dissatisfied with his/her evaluation conferences, he/she may request an additional conference prior to the evaluation being placed in his/her file. No such report shall be submitted to the central office, placed in the Administrator's file, or otherwise acted upon without a prior conference with the Administrator. Administrators shall sign the completed evaluation form, but this shall indicate only that the report has been read by the Administrator, and in no way indicates agreement with the contents thereof. Such intent shall be specified on the form.
2. The Administrator shall be given an opportunity to respond to and/or rebut the evaluation. Rebuttals to the evaluation will be attached to the evaluation if provided to the Superintendent by the Administrator within ten (10) school days of the signing of the document by the Administrator. The Superintendent will notify the Administrator of the receipt of the rebuttal within ten (10) school days of its filing in his/her office.
3. Any changes to the evaluation process, except those mandated by NJDOE, must involve Association consultation.
- B. The final determination as to what is placed in the personnel file pertaining to an Administrator evaluation rests solely with the Superintendent. In the event that a document is placed in said file, a copy must be provided to the Administrator.

ARTICLE XVI, SALARIES

A. The salary of each Administrator covered by this Agreement is set forth in Appendix A which is attached hereto and made a part hereof.

B. Method of Payment

1. Administrators covered by this agreement who are employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semimonthly installments.
2. Administrators employed on an eleven (11) month basis shall be paid in twenty-four (24) equal semimonthly installments.
3. The Warren Hills Regional Board of Education shall make available a direct deposit plan for all Administrators.
4. Regular paydays are scheduled for the 15th and the last day of each month. When a payday falls on or during a school holiday, vacation or weekend, administrators shall receive their paychecks on their last working day preceding such regularly scheduled payday.

C. Procedure of Withholding Increment:

Pursuant to statute, the Board may withhold the employment increment, of an Administrator.

1. An increment may not be withheld for a cause relating to an Administrator's performance unless the following procedural steps have been accomplished:
 - a. The Administrator has been evaluated in accordance with the procedures established in Article XV, "Administrator Evaluation."
 - b. At least thirty (30) calendar days (but in no case later than May 15 preceding the school year in which such withholding would be effective) prior to the date upon which the Board will consider the withholding, the Superintendent or his/her designee, has given to the Administrator in question, written notice of the alleged cause or causes for the proposed withholding, specifying the nature thereof with such details as to allow the Administrator an opportunity to respond to the alleged charge(s).

- c. The Administrator shall be afforded the opportunity to speak on his/her own behalf, personally or through a representative, at the meeting at which the Board considers the withholding.
2. An increment may not be withheld for misconduct unless the following procedural steps have been taken:
 - a. At least ten (10) calendar days prior to the date upon which the Board will consider the withholding, the Superintendent or his/her designee, has given to the Administrator in question, written notice of the alleged cause or causes for the proposed withholding, specifying the nature thereof with such details as to allow the Administrator an opportunity to respond to the alleged charges.
 - b. The Administrator shall be afforded the opportunity to speak on his/her own behalf, personally or through a representative, at the meeting at which the Board considers the withholding.

ARTICLE XVII, GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A "Grievance" is a claim by an Administrator or the Association based upon the interpretation, application, or violation of this agreement, policies or administrative decisions affecting terms and conditions of employment.
2. A "Grievant" is the person or persons making the claim.

B. PURPOSE

The purpose of this procedure is to resolve differences concerning the interpretation of the parties' contractual rights, which may, from time to time, arise affecting the administrator. Both parties agree that these procedures will be kept informal on all levels of the procedure.

C. PROCEDURE

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified at any level may be extended by mutual agreement. The extended time limits will be put in writing and signed by both parties.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in the grievance procedure by the end of the year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or a mutually determined time thereafter.
3. The grievance to be considered under this procedure must be initiated by the grievant within thirty (30) working days of the time the member was given written notification of the alleged occurrence, according to the following steps:

Step One -

An administrator who feels he/she has a grievance must first discuss it on an informal basis with the Superintendent of Schools.

Step Two -

If the grievant is not satisfied with the results at step one, he/she must submit his/her grievance, either directly or through

the Association Representative to the Superintendent of Schools, in writing within fourteen (14) working days following the disposition at Step One. The written grievance must specify the following:

- The date of the occurrence giving rise to the grievance
- The date(s) of informal discussion with the Superintendent of Schools
- The date the grievance is filed
- The nature of the grievance
- The specific provisions of the contract or specific board policies allegedly violated
- The remedy being sought
- All supporting documents of grievance will be attached

Step Three -

If the problem is not resolved within fourteen (14) working days after the written grievance was received by the Superintendent of Schools, the grievant may within fourteen (14) working days after receipt of the superintendent's decision, submit a written appeal, including all original paperwork, through the Superintendent to the Board of Education with a hearing option at the Board level. The Board will render a decision, in writing, stating if the appeal has been granted or denied within thirty (30) working days of the receipt of the appeal.

Step Four -

If the grievant is not satisfied with the Board's decision and wishes to pursue the matter further, and the WHRAA is in agreement, the Board will agree to share the cost of Advisory Arbitration equally. The arbitrator will be appointed pursuant to the rules and regulations established by the Public Employment Relations Commission. The arbitrator's decision will be in writing and will be submitted to the Association and the Board of Education for their consideration. The arbitrator will not have the authority to modify, add to, subtract from, or in any way alter the express terms of this contract.

D. MISCELLANEOUS

1. It is understood and agreed that the Board and the Association have the right to utilize the provisions of this article and that grievances may be processed by the Board or the Association.
2. Administrative grievances are to be confidential. They are not to be discussed with other staff including members of the WHREA, any non-affiliated employee of the Board, or the general public.

ARTICLE XVIII, MISCELLANEOUS PROVISIONS

Separability

If any provision of this Agreement or any application of this Agreement to any administrator or group of administrators is held to be contrary to law, then such provision or application shall be deemed invalid, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Reproduction

The Board shall supply the Association with sufficient copies of this Agreement within thirty (30) days after the same has been executed for distribution to administrators.

C. Notice


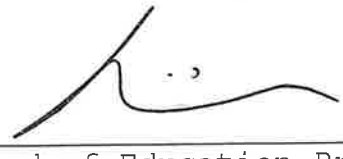


Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision of this Agreement, either party may do so by registered or certified mail, at the following addresses:

1. If by Association, to Board of Education, Warren Hills Regional Schools, 89 Bowerstown Road, Washington, NJ 07882.
2. If by Board, to the President of the Association at his/her appropriate address as filed with the Board of Education, and via sealed envelope in interoffice mail marked confidential.

ARTICLE XIX, DURATION OF AGREEMENT

This Agreement made between Warren Hills Regional Board of Education and Warren Hills Regional Administrators Association, shall become effective July 1, 2021 to June 30, 2024. The salaries and compensation for Administrators shall be retroactive to July 1, 2021. This agreement will be extended until such time as a successor agreement is negotiated.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective president, attested by their respective secretary and their corporate seals to be placed hereon all on the following date.

 _____	6/23/2022 Date	 _____	7/12/22 Date
WHRAA President		Board of Education President	
 _____	6/27/2022 Date	 _____	7/13/22 Date
WHRAA Lead Negotiator		Superintendent of Schools	

APPENDIX A - SALARY GUIDES

11-MONTH SUPERVISORS

		2021-2022	2022-2023	2023-2024
	BASE	YEAR 1	YEAR 2	YEAR 3
Step 1	\$ 99,060	\$ 100,794	\$ 102,421	\$ 104,084
Step 2	\$ 100,632	\$ 102,393	\$ 104,047	\$ 105,736
Step 3	\$ 102,205	\$ 103,993	\$ 105,673	\$ 107,388
Step 4	\$ 103,253	\$ 105,060	\$ 106,757	\$ 108,489
Step 5	\$ 104,825	\$ 106,660	\$ 108,382	\$ 110,141
Step 6	\$ 105,874	\$ 107,726	\$ 109,466	\$ 111,243
Step 7	\$ 106,922	\$ 108,793	\$ 110,550	\$ 112,344
Step 8	\$ 107,970	\$ 109,860	\$ 111,634	\$ 113,446
Step 9	\$ 109,018	\$ 110,926	\$ 112,718	\$ 114,547
Step 10	\$ 110,067	\$ 111,993	\$ 113,802	\$ 115,649

SUPERVISOR OF SPECIAL SERVICES

		2021-2022	2022-2023	2023-2024
	BASE	YEAR 1	YEAR 2	YEAR 3
Step 1	\$ 109,037	\$ 111,008	\$ 112,858	\$ 114,749
Step 2	\$ 112,607	\$ 114,643	\$ 116,554	\$ 118,507
Step 3	\$ 113,271	\$ 115,319	\$ 117,241	\$ 119,206
Step 4	\$ 114,330	\$ 116,397	\$ 118,337	\$ 120,320
Step 5	\$ 115,388	\$ 117,474	\$ 119,433	\$ 121,434
Step 6	\$ 116,447	\$ 118,552	\$ 120,528	\$ 122,548
Step 7	\$ 117,505	\$ 119,630	\$ 121,624	\$ 123,662
Step 8	\$ 118,564	\$ 120,708	\$ 122,720	\$ 124,776
Step 9	\$ 119,623	\$ 121,785	\$ 123,816	\$ 125,890
Step 10	\$ 120,681	\$ 122,863	\$ 124,911	\$ 127,004

VICE PRINCIPALS

		2021-2022		2022-2023		2023-2024	
	BASE	YEAR 1	YEAR 2	YEAR 2	YEAR 3	YEAR 3	YEAR 3
	Step 1	\$ 100,632	\$ 102,556	\$ 103,945	\$ 105,504	\$ 105,504	\$ 105,504
	Step 2	\$ 101,681	\$ 103,625	\$ 105,028	\$ 106,603	\$ 106,603	\$ 106,603
	Step 3	\$ 102,517	\$ 104,477	\$ 105,892	\$ 107,480	\$ 107,480	\$ 107,480
	Step 4	\$ 103,777	\$ 105,761	\$ 107,193	\$ 108,801	\$ 108,801	\$ 108,801
	Step 5	\$ 104,901	\$ 106,907	\$ 108,354	\$ 109,980	\$ 109,980	\$ 109,980
	Step 6	\$ 106,398	\$ 108,432	\$ 109,900	\$ 111,549	\$ 111,549	\$ 111,549
	Step 7	\$ 107,970	\$ 110,035	\$ 111,524	\$ 113,197	\$ 113,197	\$ 113,197
**	Step 8	\$ 108,858	\$ 110,939	\$ 112,441	\$ 114,128	\$ 114,128	\$ 114,128
	Step 9	\$ 110,196	\$ 112,303	\$ 113,824	\$ 115,531	\$ 115,531	\$ 115,531
	Step 10	\$ 111,390	\$ 113,520	\$ 115,057	\$ 116,783	\$ 116,783	\$ 116,783
	Step 11	\$ 112,163	\$ 114,308	\$ 115,855	\$ 117,593	\$ 117,593	\$ 117,593
	Step 12	\$ 113,736	\$ 115,910	\$ 117,480	\$ 119,242	\$ 119,242	\$ 119,242
	Step 13	\$ 115,308	\$ 117,513	\$ 119,104	\$ 120,890	\$ 120,890	\$ 120,890
	Step 14	\$ 116,671	\$ 118,901	\$ 120,511	\$ 122,319	\$ 122,319	\$ 122,319
**	Step 15	\$ 117,630	\$ 119,879	\$ 121,502	\$ 123,325	\$ 123,325	\$ 123,325
	OG			\$ 122,995	\$ 126,193	\$ 126,193	\$ 126,193
	**Step 8	original guide 20-21 was \$110,067					
	**Step 15	original guide 20-21 was \$117,404					
	20-21 Steps 1, 12 & 13 were removed						

MS PRINCIPAL

		2021-2022		2022-2023		2023-2024	
	BASE	YEAR 1	YEAR 2	YEAR 2	YEAR 3	YEAR 3	YEAR 3
	Step 1	\$ 116,161	\$ 118,113	\$ 119,934	\$ 121,796	\$ 121,796	\$ 121,796
	Step 2	\$ 117,217	\$ 119,187	\$ 121,024	\$ 122,903	\$ 122,903	\$ 122,903
	Step 3	\$ 118,025	\$ 120,008	\$ 121,859	\$ 123,750	\$ 123,750	\$ 123,750
	Step 4	\$ 118,801	\$ 120,797	\$ 122,660	\$ 124,564	\$ 124,564	\$ 124,564
	Step 5	\$ 120,385	\$ 122,408	\$ 124,295	\$ 126,224	\$ 126,224	\$ 126,224
	Step 6	\$ 121,653	\$ 123,696	\$ 125,604	\$ 127,553	\$ 127,553	\$ 127,553
	Step 7	\$ 122,920	\$ 124,985	\$ 126,912	\$ 128,882	\$ 128,882	\$ 128,882
	Step 8	\$ 124,187	\$ 126,273	\$ 128,221	\$ 130,211	\$ 130,211	\$ 130,211
	Step 9	\$ 125,454	\$ 127,562	\$ 129,529	\$ 131,539	\$ 131,539	\$ 131,539
	Step 10	\$ 126,721	\$ 128,850	\$ 130,837	\$ 132,868	\$ 132,868	\$ 132,868

HS PRINCIPAL

		2021-2022	2022-2023	2023-2024
	BASE	YEAR 1	YEAR 2	YEAR 3
Step 1	\$ 125,790	\$ 128,019	\$ 130,106	\$ 132,243
Step 2	\$ 127,048	\$ 129,300	\$ 131,407	\$ 133,565
Step 3	\$ 128,306	\$ 130,580	\$ 132,708	\$ 134,887
Step 4	\$ 129,564	\$ 131,860	\$ 134,009	\$ 136,210
Step 5	\$ 130,822	\$ 133,140	\$ 135,310	\$ 137,532
Step 6	\$ 132,080	\$ 134,420	\$ 136,612	\$ 138,855
Step 7	\$ 133,338	\$ 135,701	\$ 137,913	\$ 140,177
Step 8	\$ 134,596	\$ 136,981	\$ 139,214	\$ 141,500
Step 9	\$ 135,854	\$ 138,261	\$ 140,515	\$ 142,822
Step 10	\$ 137,112	\$ 139,541	\$ 141,816	\$ 143,943

DIRECTOR OF ATHLETICS & STUDENT ACTIVITIES

		2021-2022	2022-2023	2023-2024
	BASE	YEAR 1	YEAR 2	YEAR 3
Step 1	\$ 111,154	\$ 113,177	\$ 115,078	\$ 117,021
Step 2	\$ 114,164	\$ 116,242	\$ 118,195	\$ 120,190
Step 3	\$ 114,859	\$ 116,949	\$ 118,914	\$ 120,921
Step 4	\$ 115,917	\$ 118,027	\$ 120,010	\$ 122,036
Step 5	\$ 116,976	\$ 119,105	\$ 121,106	\$ 123,150
Step 6	\$ 118,035	\$ 120,183	\$ 122,202	\$ 124,265
Step 7	\$ 119,093	\$ 121,261	\$ 123,298	\$ 125,379
Step 8	\$ 120,152	\$ 122,339	\$ 124,394	\$ 126,494
Step 9	\$ 121,211	\$ 123,417	\$ 125,490	\$ 127,608
Step 10	\$ 122,269	\$ 124,494	\$ 126,586	\$ 128,723

DIRECTOR OF GUIDANCE

2022/2023 Salary \$133,000

2023/2024 Salary 2.6% % increase from Year 2 to Year 3 same as the full unit.