

Agreement Between

THE SUSSEX-WANTAGE BOARD OF EDUCATION

And

THE SUSSEX-WANTAGE EDUCATION ASSOCIATION

COVERING THE PERIOD:

July 1, 2023 – June 30, 2026

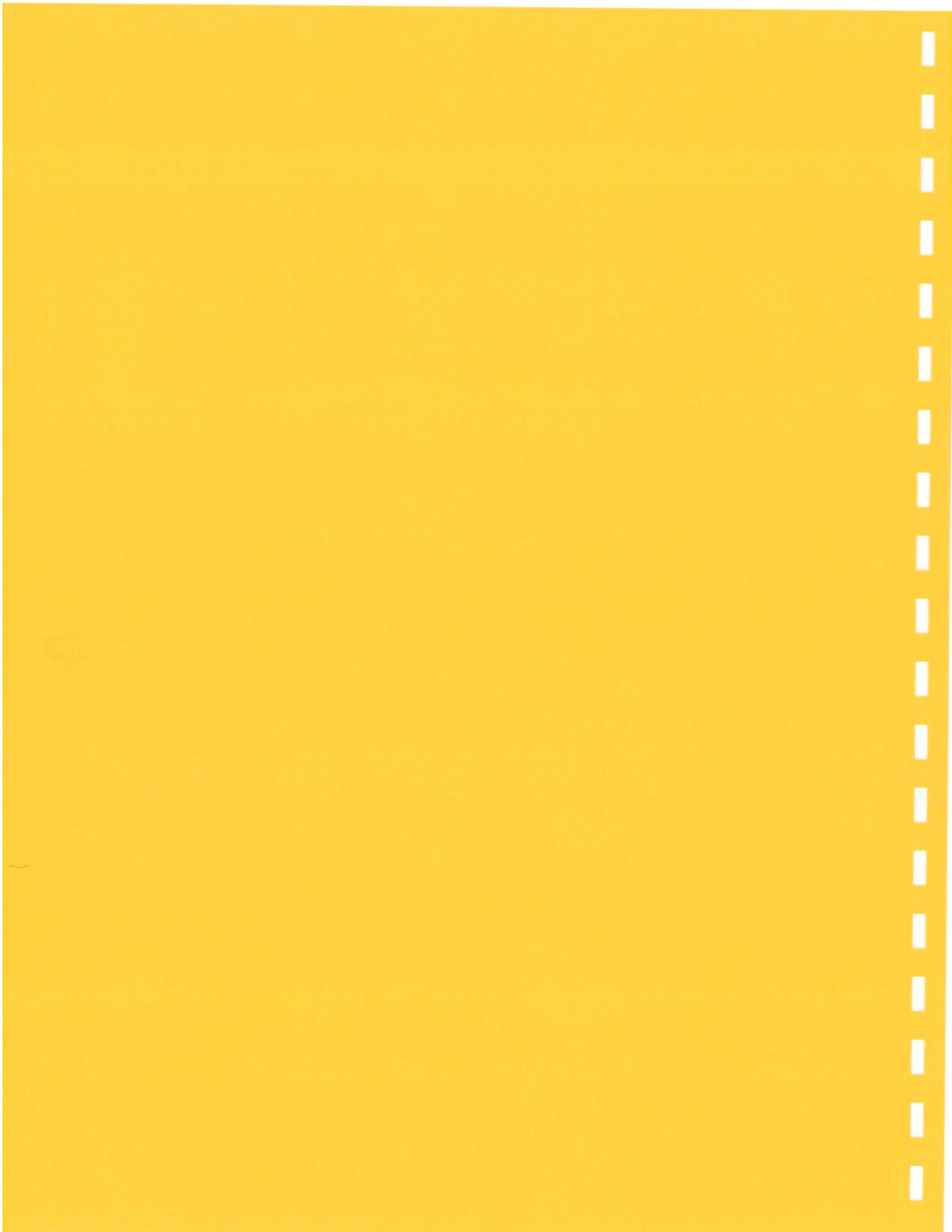


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ARTICLE I - RECOGNITION

- A. The Board hereby recognizes the Sussex Wantage Education Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certified and some non-certified personnel whether under contract, on leave, or on a per diem basis employed by the Board including: classroom teachers, special teachers, media specialists, nurses (school nurses, RNs, LPNs), child study team members (speech therapists, occupational therapists, physical therapists, psychologists, LDTC, social workers), stipend only employees, guidance counselors, teacher assistants, all district secretaries, administrative secretaries, bus drivers, custodians, maintenance workers, security guards and cafeteria/playground aides, but excluding Principals, Administrative Assistant to the Superintendent, Administrative Assistant to the Business Administrator, and all other employees.
- B. Unless otherwise indicated, the term "teachers," when used hereinafter in this agreement, shall refer to all certificated employees, including media specialists, represented by the Association in the negotiating unit as above defined, and references to male teachers shall include female teachers. The term "secretary" when used hereinafter in this Agreement shall refer to all district secretaries, and administrative secretaries. The term "employee" when used hereinafter in this Agreement shall refer to all unit members as defined in Article I.A.
- C. Unless otherwise specified, all references to days shall mean "work days."
- D. Unless otherwise indicated, a copy of all forms referred to in this contract shall be placed in the Appendix.

ARTICLE II - NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1975, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employee(s)' employment. On approximately December 1 of the final year of the current agreement requested information shall be provided by the Board.
- B. During negotiation, the Board and Association shall present relevant data, exchange points of view and make proposals. The Board shall make available to the Association for inspection all pertinent records, data and information of the Sussex Wantage Regional School District, that are a matter of public record. Other information may be given with the approval of the Board.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with the necessary power and authority to make proposals, consider proposals and make counter-proposals in the course of negotiations and reach tentative agreement subject to ratification by the Association and the Board.
- D. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement.
- E. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement with any organization other than the Association for the duration of this Agreement.
- F. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or executed this Agreement.
- G. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
 - 1. These modifications shall be filed on the Agreement Modification Form contained in Appendix D and copies provided to Association members.

ARTICLE III - GRIEVANCE PROCEDURE

A. Grievances shall be filed on the form contained in Appendix B.

B. PURPOSE:

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or terms and conditions of employment of employee(s). Both parties agree that these proceedings will be kept as informal and confidential as they may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of the Agreement and that the Association may be given the opportunity to be present at such adjustment.

C. STRUCTURE:

1. Since it is important that grievances be processed as rapidly as possible, the number of work 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 may, however, be extended by mutual written agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following 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 as soon thereafter as is practicable.
3. The grievance process shall begin with the initial written communication between the association or the aggrieved employee addressed to their immediate supervisor, (Superintendent, Business Administrator, Principal, Vice-Principal, Director of Special Services or Buildings and Grounds Supervisor).
4. Level One:

The grievance shall be initiated within fifteen (15) work days of either the occurrence of the incident or the impact on the employee. The Appropriate Administrator shall meet with the aggrieved and representative within ten (10) work days to discuss the grievance, with the objective of resolving the matter informally. If the aggrieved

person is not satisfied with the disposition of his/her grievance at the informal hearing he/she shall submit the grievance in writing within five (5) work days to his/her Appropriate Administrator. The Appropriate Administrator shall meet with the aggrieved person and representative within ten (10) work days to discuss the grievance. The Appropriate Administrator shall have five (5) work days in which to respond in writing.

5. Level Two:

If the aggrieved person/Association is not satisfied with the written response at level one, he/she shall have five (5) work days to file the grievance in writing with the Superintendent of Schools. The Superintendent shall meet with the aggrieved person and/or his representative to discuss the grievance within ten (10) work days. The Superintendent shall respond in writing within five (5) work days after the meeting.

6. Level Three:

If the aggrieved person/Association is not satisfied with the disposition of the grievance at Level Two, it shall forward the grievance in writing to the Board of Education through the Superintendent within five (5) work days. The Board shall then arrange a meeting with the aggrieved person and/or his representative before the next regular Board Meeting. The Board shall respond in writing no later than the second meeting after receiving the grievance. Under special circumstances the grievance can be expedited.

7. Level Four:

- a. If the aggrieved person/Association is not satisfied with the disposition of the grievance at the Board level, it shall file with the Board, within ten (10) work days notice of intent to arbitrate. The Association may file a demand for arbitration with the Public Employment Relations Commission. The Board and the Association shall be bound by the rules of the PERC.
- b. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than fifteen (15) work days from the date of the close of the hearings or if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and submitted to the Board, the grievant, and the Association and shall be final and binding on the parties.
- c. The costs 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, or by the Grievant if the grievance is filed in his/her own behalf. Any other expenses shall be paid by the party incurring same.

d. Rights of Employee(s) to Representation:

1. Any party in interest may be represented at all stages of the grievance procedure by himself/herself, or at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present.

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

e. Miscellaneous:

1. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file held by the Superintendent and accessible to the grievant and his designated representative and shall not be kept in the personnel file of any of the participants.

2. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this article.

3. All employees, including the grievant, must continue under the direction of the Superintendent and Administrators, regardless of the pendency of grievance until each grievance is properly determined.

4. The above grievance procedure excludes non-tenure employees from grieving their dismissal.

ARTICLE IV – MANAGEMENT RIGHTS

A. The Board hereby retains and reserves unto itself all powers, rights, prerogatives, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of New Jersey and of the United States.

ARTICLE V - EMPLOYEE RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under other New Jersey Laws.
- B. Whenever any employee is required to appear before the Superintendent, Board, Supervisor and/or Administrator or any committee or member thereof concerning any matter which would adversely affect the continuance of that employee in his office, position of employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.
- C. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- D. No employee shall be disciplined, reprimanded, given an adverse evaluation of his professional service, reduced in rank or compensation, or deprived of any professional advantage without cause.
- E. Employees shall be given a copy of the Board adopted job description for their respective titles upon onset of employment, each time job description changes and/or upon request.
- F. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well being.

ARTICLE VI - ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish pertinent information to the Association that is a matter of public record. The Board shall post a copy of the approved minutes on the District's website within two working days of the Board meeting at which said minutes were approved.
- B. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss of pay.
- C. 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.
- D. The Association and its representatives shall have the privilege of using 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.
- E. The Association shall have the privilege of using school facilities and equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- F. The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge. The Association shall also be assigned adequate space on the bulletin board in the Central Office for Association notices.
- G. The Association shall have the privilege of using the inter-school mail facilities, email and school mail boxes as limited to school business and union activity.

ARTICLE VII - WORK YEAR, HOURS, CALENDAR

- A. The Board shall consult with the President of the Association prior to final approval of the school calendar.
- B. The school work year shall consist of 183 days for teachers of which 180 shall be student contact days. The first teacher day shall be utilized as $\frac{1}{2}$ of an in-service day and $\frac{1}{2}$ as individual preparation for each teacher. New employees may be required to attend up to two (2) additional days of orientation prior to their official start date. The Association will be allotted up to two (2) hours of time to address new employees during the orientation process.
- C. The following will be early dismissal days for teachers, teacher assistants, security guards, RNs, and LPNs. They shall be compensated for their hours for a regularly worked day.
 - 1. The day before Thanksgiving recess.
 - 2. The day before Christmas holiday recess.
 - 3. Make up days (maximum of two (2)). Any addition beyond two (2) shall be at the discretion of the Superintendent.
 - 4. The last student day in June.
- D. 1. Secretaries:

The following shall be the work days and work hours for the following categories exclusive of a thirty (30) minute lunch break. Secretaries shall be permitted to take up to three (3) non-working days while school is in session and shall comply with the five (5) days notice requirement as set forth in Article XVI(E).

- A. Administrative Secretaries - 220 days 7 $\frac{1}{2}$ hours daily.
- B. Secretaries - 200 days - 6 $\frac{1}{2}$ hours daily.
- C. C.S.T. Secretaries - 220 days - 7 $\frac{1}{2}$ hours daily.

D.2. Secretaries shall be allowed to carry over three (3) non-work days that must be utilized by August 15th of the following school year.

D. 3. Snow Days - Secretaries:

Leave with pay not exceeding four (4) days shall be allowed when schools are closed. Secretaries shall not be charged for personal days, sick days or any other short term leave on days when schools are closed for snow emergency.

D. 4. Secretaries will remain sixty (60) minutes after early dismissal for the purposes of closing school early (dismissal for secretaries will be no later than 2:10 p.m.) on the following days:

1. The day before Thanksgiving recess
2. The day before Christmas holiday recess
3. The last student day in June.

D. 5. One secretary in each school building will be required to be present for back-to-school night, Kindergarten orientation and parent-teacher conferences. The returning secretaries will be compensated at their per diem hourly rate for the hours of the evening event. The Board will pay for such hours so long as the secretary is not being granted an early dismissal.

E. 1. Custodians/Maintenance:

Work year shall consist of Two Hundred Forty (240) work days. A work day shall be eight (8) hours. There shall be twelve (12) holidays as per attached schedule.

E. 2a. Custodians/Maintenance shall work a forty (40) hour Monday to Friday work week. Employees shall be given a written notice of their shift and work location.

b. Custodians/Maintenance shall have a thirty (30) minute minimum lunch period daily inclusive in the work day.

c. Two (2) fifteen minute breaks shall be granted within a working shift. Evening Custodians may combine their thirty (30) minute meal break as stated in paragraph (E)(2)(b) and the break time as stated in this section provided that an advanced approval is obtained in writing from the Business Administrator or the Supervisor of Buildings and Grounds. Because of the coverage requirements, this is not available to day Custodians.

d. Summer hours will commence on the first non-student day in June and run until the last day prior to the teacher's first day.

Hours will parallel secretarial hours, i.e., 7:30 a.m. to 3:30 p.m. Any Board desired variance to these hours shall be on a volunteer basis or in the case of no volunteer, administrative assignment. Stagger hours may be created to cover secretarial hours during the summer and/or to cover summer care programs. Volunteers for staggered hours will be solicited prior to any assignment.

e. Custodial/Maintenance Employees shall be assigned to a specific shift at the beginning of the school year. Prior to transferring an employee involuntarily, the district shall seek volunteers for the position first.

- F. Custodians/Maintenance transferred temporarily to a position with a higher salary shall be paid prorated compensation for work in the position.
- G. 1. Custodial/Maintenance staff shall be granted vacations of ten (10) days earned after the first year of work. After five (5) years, one (1) additional day with each additional year of service shall be granted. After fourteen (14) years of service, custodial/maintenance staff shall receive twenty (20) vacation days. After twenty (20) years of service, custodial/maintenance staff shall receive one (1) additional day per year worked, to a maximum of twenty-five (25) vacation days upon completion of twenty-four (24) years of service.
2. Minimum of two (2) weeks of vacation to be taken during the summer with the balance to be used as approved by the Superintendent. No more than two (2) consecutive weeks vacation may be taken during the summer, unless approved by the Superintendent. Vacation schedule shall be approved by Building and Grounds Supervisor, Superintendent, or School Business Administrator.
3. Prorated vacation time shall be afforded employees whose work year is less than completed.
- H. 1. Assistants' work year shall be 183 work days.
2. Full-time Assistants' regular work day shall be seven (7) hours and fifteen (15) minutes. Assistants shall be advised of a regular starting and ending time. Full-time Assistants shall have an unpaid duty free lunch period of thirty (30) minutes. Full-time Teacher Assistants shall have two (2) fifteen (15) minute breaks, one (1) in the morning and one (1) in the afternoon. One (1) fifteen (15) minute break will be lost when the portion of the shift is shortened.
3. The Teacher Assistants shall have one (1) twenty (20) minute prep period per week.
4. Part-time Teacher Assistants' regular work day shall be set by individual assignment. Assistants shall be advised of a regular starting and ending time. Changes to an employee's work hours or schedule shall be by mutual agreement. Assignments to a particular school/student remain a managerial prerogative.
5. Full-time teacher assistants must sign out if they leave the building during their duty-free lunch period with notification given to the main office staff of their whereabouts for emergency purposes.
6. Teacher Assistants will participate in workshops as appropriate to their job assignment and will be paid at their per diem rate when the training is held beyond their regular work hours.
7. Part-time teacher assistants who go on field trips shall be compensated at their regular hourly rate for any time worked beyond their scheduled end time.

- I. Cafeteria/Playground Aides' work year shall be one hundred eighty-three (183) work days. The work day shall be set by individual assignment with a minimum of two (2) hours per day.
- J.
 - 1. LPN's and RN's work year shall be set by individual assignment.
 - 2. LPN's and RN's shall be advised of a regular starting and end time. Changes to an employee's work hours or schedule shall be by mutual agreement.
- K. Security Guards
 - 1. The work year shall consist of 183 work days.
 - 2. The work day shall be eight (8) hours, including a 30-minute paid lunch.
 - 3. Security Guards shall work a forty (40) hour Monday to Friday work week.
 - 4. Employees shall be given a written notice of their shift and work location before the beginning of the school year.
 - 5. Before transferring a security guard involuntarily, the district shall seek volunteers for the position first.
 - 6. All Security Guards must be examined annually by the school physician or his/her designee and obtain a written medical opinion that he/she can perform the essential functions of the position within 60 days of ratification, then by August 31 of each year.

ARTICLE VIII EMPLOYEE HOURS

- A.
 - 1. The arrival and departure times for all employees shall be designated by the administration. The total in-school work day for teachers shall consist of (7) seven hours and fifteen (15) minutes for certified personnel. The fifteen (15) additional minutes which is comprised of the ten (10) additional minutes plus five (5) new minutes shall be utilized for student contact time to be determined by the building principals. Students may enter classrooms at a time coinciding with teacher arrival. Teachers shall be permitted to leave at the designated departure time unless they are assigned other duties on the shared duties list.
- Teachers
- B.
 - 1. Full-time teachers shall have a duty-free lunch period not less than thirty (30) minutes during regularly scheduled student lunches.
 - 2. Teachers may leave the building during their duty-free lunch period or other free period given in place of a lunch period, but not during preparation time, by informing the school principal where they could be located in the event of some emergency. All staff choosing to leave the building must sign in and out.
 - C.
 - 1. Teachers may be required to remain after the end of the regular workday, without additional compensation for the purpose of attending faculty meetings with a maximum of two per month. Starting times to be mutually agreed between principal and faculty. These meetings shall conclude no later than sixty (60) minutes after the start of the

- meeting. Faculty meetings shall not be held on days of school-wide required evening attendance.
2. In-service training and workshops for the education advancement of teachers should be held within a defined school day with an early dismissal. Workshop to end no later than 4:00 PM.
 3. An Association representative may speak to the teachers at any meeting referred to in Paragraph 1 for up to fifteen (15) minutes, at the request of the representative, following the meeting's conclusion.
 4. The notice of an agenda for any meetings shall be given to the teachers involved at least one (1) work day prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda. The agenda may be revised by the Administration the day of the meeting as necessary.
- D. Full-time teachers shall, in addition to their lunch period, have daily preparation time during which they shall not be assigned to any other duties as follows: at least one half (1/2) hour.
- E. Teachers should not lose planning periods except in case of emergencies. Missed preparation time shall be compensated at the rate of \$30 per period.
- F. Teachers should be encouraged to accept the professional responsibility of supervising a student teacher when requested; however, acceptance of the assignment should not be mandatory.
- G. The Sussex Wantage Education Association agrees to provide one "Back-to-School Night," in September, per school year. Back to school night stipend for staff attending more than one shall be \$40 for each night in excess of one.
- H. Teachers will be paid \$40.00 per hour for work outside the normal workday for professional tasks, such as planning/facilitating workshops, curriculum writing and teaching after-school classes.
- I.
1. The Middle School Days shall consist of six (6) instructional periods, a thirty (30) minute teacher lunch, at least one (1) preparation period for a minimum of forty (40) minutes, and either an additional preparation period or a duty period for a minimum of forty (40) minutes. Teachers shall be required to be in the hallway to observe/supervise students during passing time between classes.
 2. Any employee working a Seventh (7th) instructional period at the Sussex Middle School, defined as a permanent assignment that varies in length, shall receive an additional payment of Twenty-Five Dollars (\$25.00) per each 7th period.
 3. During state mandated testing teachers shall only have one (1) daily preparation period.

J. Part-time Teachers

1. Part-time teachers who work fifteen (15) or more hours a week shall be entitled to one (1) full, continuous thirty (30) minute preparation period each day. If the part-time teacher teaches less than fifteen (15) hours per week, then the teacher shall be entitled to a continuous twenty (20) minute preparation period each day.
2. Part-time teachers may be required to attend in-service days. If attendance at these in-service days extends their regular hours, they shall be compensated at their regular rate of pay.
3. Part-time teachers who are required to return to school for the purpose of attending Back -to-School Night, Fall Parent-Teacher Conferences and Spring Parent-Teacher Conferences, if applicable shall be compensated for those hours worked in excess of their regular day and shall be compensated at their regular rate of pay.
4. Compensation – If the part-time teacher is scheduled to work a full school day, administration will make best efforts to provide one full and continuous preparation period and duty free lunch on that day. The teacher will be compensated for those hours in excess of their schedule in accordance with their salary only by administrative request.

K. Secretaries

During the summer recess, secretaries shall be paid for the total hours as defined in Article VII. E.1., but shall be permitted to arrive 30 minutes later or depart 30 minutes earlier and shall be entitled to a 1-hour lunch break. Summer hours will commence on the first non-student day in June and run until the last non-student day prior to the beginning of the new school year. Two fifteen (15) minute breaks shall be scheduled within the work day.

- L. All employees shall have a minimum of a thirty (30) minute lunch but no less than current practice.
- M. There shall be three (3) in-service days for bus drivers. There shall be a committee of two bus drivers, the Business Administrator, and the Transportation Coordinator to determine the content of the three (3) in-service days for bus drivers.
- N. There shall be three (3) in-service days for Custodial and Maintenance Staff. There shall be a committee of one Custodian, one Maintenance staff member, the Business Administrator and the Supervisor of Buildings and Grounds to determine the content of the three (3) in-service days for the Custodial and Maintenance staff.
- O. Security Guards
- Security Guards shall be permitted paid leave time (for the actual time required) on two (2) days per school year to qualify for Retired Police Firearms Carry Permit.
- P. Certified School Nurses, RN, and LPN

Certified School Nurses, RNs and LPNs required to work outside the normal work day shall be compensated at their hourly rate.

ARTICLE IX - ADDITIONAL DUTIES

- A. Teachers shall not be required to perform the following duties: janitorial duties, or nonprofessional assignments not related to their teaching assignments; teachers should not act as agents for profit-making organizations.
- B. All instructional employees are to accept teaching assignments as given by the Superintendent, and perform such additional duties as assigned by the building principal. These duties are to be distributed as equally as possible among the teaching staff.
- C. The school nurse may transport students as is necessary in the performance of their duties. They shall be compensated mileage at the IRS rate and shall be covered by appropriate insurance provided by the Board.
- D. Teachers and teacher assistants shall not be required to transport students. A teacher or teacher assistant may do so voluntarily, however, with the advance approval of the principal or immediate supervisor. They shall be compensated mileage at the IRS rate for the use of their own automobile and shall be covered by appropriate insurance provided by the Board.
- E. Secretaries are expected to interact with students in office related matters and situations, however, they shall not be responsible for regular discipline supervision, supervision of long duration or other non emergency coverage.
- F. No employee shall be required to escort a student and ride on the bus without compensation in accordance with their hourly rate.

ARTICLE X - EMPLOYMENT

- A.
 - 1. Each teacher shall be placed on the proper step of the salary schedule up to the nearest half year of service as of the beginning of each school year in accordance with paragraphs 2 and 3 below.
 - 2. Credit on the salary guide shall be given for previous outside teaching experience in a duly-accredited United States public school working under a professional certification by the particular State. Dept. of Education, at a minimum, of one (1) year credit for two (2) years' experience, rounded up to the next whole year, and additional credit not to exceed two (2) years teaching experience in the Peace Corps, Vista or National Teachers Corp. work and military service.
 - 3. Credit for experience will be granted toward longevity based upon in district experience only. This applies to employees hired after 6/30/96. For those hired before 6/30/96, the years of experience in a N.J. public school as an employee working under a professional

certification by the N.J. Dept. of Education shall be the standard used to calculate years of experience towards longevity. Effective July 30, 2020, in order to achieve longevity, all employees must serve continuously without any voluntary breach in service.

4. For a ten (10) month employee five (5) or more months of service shall count towards a full year of service. For a twelve (12) month employee, six (6) or more months of service shall count towards a full year of service. Paid leaves shall count towards service.

- B. A notice of vacancies shall be posted in each school as far in advance as possible. Staff vacancies that occur at times that school is not in session shall be advertised in the New Jersey Herald for one (1) day.

A copy of said notice shall be given to the Association President at the time of posting. Teachers who desire to apply for such staff vacancies shall submit their application in writing to the Superintendent within the time limit specified in the notice.

- C. Secretaries:

1. Any newly hired secretary serving six (6) or more months in the district shall receive a full year's credit on the next year's salary guide.
2. Secretaries who have left the district as a result of a reduction in force shall be given full credit for past experience if they return to the district.
3. If a secretary is directed to substitute on a day they are not ordinarily working, they shall be paid at their regular pay rate. If they volunteer, they will be paid according to the substitute rate.

- D. Teacher Assistants/RNs/LPNs:

1. Each newly hired Teacher Assistant shall be placed on Step 1 of the salary guide. Any newly hired Teacher Assistant, RN, LPN serving five (5) or more months in the district shall receive a full year's credit on the next year's salary guide.
2. Teacher Assistants, RNs, LPNs who have left the district as a result of a reduction in force shall be given full credit for past service if they return to the district.
3. Teacher Assistants, RNs, LPNs shall be notified of their contract and salary status for the ensuing year no later than May 15.
4. Effective March 9, 2020, those Teacher Assistants who possess substitute teacher credentials (as stipulated and approved by the Board) in accordance with State Regulations shall receive his/her contractual hourly rate when serving as a substitute teacher, whether assigned or voluntarily signs up to serve.

5. If an RN or LPN is called to substitute on a day they are not ordinarily working, they shall be paid at their regular rate of pay.

E. Custodians/Maintenance:

1. Custodian/Maintenance credit on guide, for new hires, for related experience shall be granted by the Superintendent to a maximum of Step Five (5).
2. Custodian/Maintenance employees shall be hired and subject to a one (1) year probationary period. Upon completion satisfactorily of the probationary period no employee shall be dismissed and/or disciplined without just cause (RIF or layoff may be cause for dismissal.)
3. A custodian/maintenance employee who is subsequently promoted shall serve a probationary period of sixty (60) calendar days. Should the employee not successfully complete the probationary period they will be returned to their former position.

F. Fair Dismissal Procedures

1. The Sussex Wantage Regional School District seniority is defined as service by appointed employees in this district in the collective bargaining unit covered by this agreement. An appointed employee shall lose accumulated seniority only if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently rehired by the district. In the event of a reduction in force, employees shall be laid off in the inverse order of seniority. (Recall by seniority). Following a reduction in force, all recalls will be done in writing to the affected employees.
2. Employees transferred/promoted or otherwise changed in job title, shall be given placement on the appropriate salary guide at a level not less than their previous salary level.
3. On or before May 15, or date set by law, of each year the Board shall give to each employee either:
 - a. A written offer of a contract for employment or a written notice that continued employment shall not be offered. If an offer of employment is made, written contracts will be provided not later than June 10th of the current school year.
 - b. Any employee who receives a notice of non-employment may within five (5) days thereafter, in writing, request a statement of reasons for such non-employment from the Superintendent. A response shall be given to the employee in writing within ten (10) days of receipt of such request.
 - c. Any employee who has received such notice of non-employment and statement of reasons shall be entitled to a hearing before the Board, provided a written request for hearing is received five (5) days prior to the next regularly

scheduled Board meeting.

- d. The Board shall issue its written determination as to the employment or non-employment of said employee for the next succeeding school year within ten (10) days after the completion of the hearing.

ARTICLE XI - SALARIES AND OTHER COMPENSATION

- A. The salaries of all employees covered by the Agreement are set forth in Schedule A which is attached hereto and made a part hereof: i) Effective and retroactive to July 1, 2023, an increase of 3.25%. ii) Effective July 1, 2024, an increase of 3.25%. iii) Effective July 1, 2025, an increase of 3.35%. Increases shall be inclusive of increment, where applicable.
- B.
 1. Employees employed on a ten (10) month basis shall have the option of being paid in twenty (20) equal semi-monthly installments or individually applying to the Board of Education, according to law. All employees shall have the option of being paid on a twelve (12) month basis.
 2. Payday for employees shall be on the 15th and 30th of each month. When a payday falls on a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day. If the last day of school is before June 15th, the first payday shall be the last day of school and the second payday shall be two weeks later.
 3. Any deductions designated by individual unit members shall be by automatic payroll deductions.
- C.
 1. A record of credit and/or degree evaluation shall be kept by the Sussex Wantage Superintendent's office for the Board of Education for the purpose of the salary schedule.
 2. Evaluation of credits is based upon a study of official transcripts from an accredited college or university and maintenance of appropriate New Jersey professional license.
 3. When an employee has once furnished proof of credits and/or degree(s) this shall remain in effect until such time as proof of further credits and/or degree(s) shall advance his place on the salary schedule. (Credits required for basic certification cannot be used to advance on salary guide.)
 - 4a. Each teacher shall be reimbursed one hundred percent of tuition cost at the current rate of state college costs per credit, with a limit of twelve (12) credit hours per contract year. Teachers shall only be permitted to submit for six (6) to eight (8) credits during the school year, or the equivalent, or two (2) courses completed during the school year. Teachers will be allowed to take summer schedule courses. The average rate will be comprised of the average of three state colleges: Montclair, Rutgers, and William Paterson. A cap will be set at \$42,000.00 for each year of the contract for teacher tuition reimbursement only. In the event that the amounts available are insufficient to

reimburse all applicants during a given school year, an equitable distribution method will be defined by the SWEA. An employee must receive a "B" or better to get tuition reimbursement. Tuition reimbursement is not available for an employee's first two years of employment with the Sussex Wantage Regional Board of Education. Additionally, employees on an extended leave of absence shall not be eligible for tuition reimbursement. Any teacher who has received tuition reimbursement and leaves for other employment within one (1) year of said reimbursement shall be required to reimburse the District for One Hundred Percent (100%) of the tuition. Any teacher leaving in the second (2nd) year after receiving tuition reimbursement shall be required to reimburse the District Fifty Percent (50%), unless the teacher is leaving due to life-altering changes such as illness or spousal transfer. All courses eligible for tuition reimbursement shall be subject to Superintendent approval, must be educationally related and of benefit to the District. Undergraduate courses shall be eligible for tuition reimbursement, but shall not count towards movement on the salary guide.

- 4b. Each Teacher Assistant, RN or LPN shall be reimbursed 100% of tuition costs at the current rate of state college cost per credit with a max of six credit hours per year. Upon completion of the course providing a "C" or better grade was obtained, unit members will be paid an additional \$75 on the salary guide for each six (6) college or in-service credits earned.
 - 4c. Any secretary taking a course approved by the Superintendent shall receive 100% tuition reimbursement. A cap of sixteen hundred dollars (\$1,600.00) will be set for each year of this Agreement. For each six (6) college credits earned, a secretary shall receive Seventy-Five Dollars (\$75.00) added to their base salary annually.
 - 4d. Cafeteria/Playground Aides hired after July 1, 2014 will be paid \$15.83/hr effective July 1, 2023 which will be increased to \$16.34 in the 2024-2025 school year and to \$16.89 in the 2025-2026 school year.
 5. Salary increases shall be effective September 1 and February 1 upon approval of credits by the Superintendent. If credits are earned prior to those dates, but credit approval is delayed they will be made retroactive to those dates.
 6. Payment for co-curricular duties shall be by separate check. Such assignments are listed in Exhibit A-4.
- D.
1. Employees shall contribute to health benefits in accordance with the rates set forth in Chapter 78, P.L. 2011, unless the law mandates a lower contribution. Married employees who work in the District shall not both be enrolled in the District insurance plan. The lower paid employee shall be enrolled in the appropriate plan and shall contribute to health benefits in accordance with the rates set forth in Chapter 78, P.L. 2011, unless the law mandates a lower contribution.
 2. The Board shall pay for full family coverage for a dental plan, including orthodontic benefits (50/50 co-payment) with a 70/30 co-payment for basic benefits.

3. The Board will supply each employee with a copy of the health benefit plan and coverage.
 4. All eligible employees will enroll in the SEHBP for medical and prescription coverage and can select whatever plans are offered by the program or as restricted by statute. Chapter 44 or 78 language or as the law changes.
 5. Any previously grandfathered employees (e.g. working 20 hours) presently receiving health benefits coverage will be increased to 25 hours or more of work to maintain benefits.
 6. All employees hired after July 1, 2020 must work 30 hours or more per week to qualify for health benefits coverage. Any current employee (hired before July 1, 2020), who presently works less than 20 hours per week and does not receive health benefits coverage and is not presently eligible for same can – at his/her own option – apply for any posted position that exceeds 20 hours per week, but is less than 30 hours per week, and if appointed to said position must work 30 hours or more per week in order to qualify for health benefits coverage.
- E. The Superintendent shall permit representation of the New Jersey Education Association approved disability income protection provider plan to meet with teachers after school hours for the purpose of enrolling new members to adjust their coverages at faculty meetings in a district or building or building level at the request of the Association. Requests for such meetings shall be made no more than once a year. It is agreed that the representatives shall be permitted a minimum of twenty (20) minutes and a maximum of thirty (30) minutes for this meeting.
- F. Custodial/Maintenance Stipends
1. For every year the custodial employee holds a Black Seal License, they shall receive a payment of \$425.00. Professional release time with pay shall be granted to custodians for the purpose of obtaining a Black Seal License. The cost of maintaining a Black Seal License shall be reimbursed by the Board every three (3) years.
 2. Distribution of overtime including snow removal shall be offered equitably so as to provide equal opportunity for all custodial/maintenance employees to work overtime. The work shall be within job description and provided the employee is qualified to do the scheduled work.
 3. Reimbursement for mileage shall follow the prevailing OMB rate for use of personal vehicle, unless state law requires a different amount.
 4. All hours in excess of forty (40) per week shall be paid at the overtime rate. All overtime must be pre-approved or overtime compensation will not be provided. All days granted as paid under the Articles of this Agreement will be counted as if worked for the purpose of calculating over time in excess of forty (40) hours.

5. Saturday work shall be at one and one half (1 ½) times the regular rate.
6. Employees shall be furnished, by the Board, with tools and equipment to complete their tasks.
7. The district shall provide uniforms as follows: a) two (2) long and two (2) short sleeve button shirts annually; b) five (5) tee shirts annually; c) five (5) long leg pants annually; d) two (2) short pants annually; e) one (1) winter coverall, one (1) winter jacket and one (1) spring jacket as needed; f) upon presentation of receipt, employees will be reimbursed up to One Hundred Fifty Dollars (\$150.00) per year for safety shoes/boots. Uniforms shall be worn by all custodians on all shifts during the course of the school year. Clothing and shoe reimbursement, subject to receipt, paid no later than September 1st of each school year.
8. Call out time shall be given to any custodian/maintenance recalled to work outside of their normal shift (not overtime added to normal shift but a recall to the work site). Employees shall be paid a minimum of four and one half (4 ½) hours at the overtime rate as compensation. Time worked in excess of four and one half (4 ½) hours shall be paid at the overtime rate for all hours worked.

G. Bus Drivers

1. Extra earnings over and above the base contracted schedule will be equalized to the extent possible without restricting the Board's right to make assignments based on emergent or special needs. Extra assignments will be visibly posted in the transportation office within two (2) days after assignment.
2. In the event of an extended absence which exceeds two (2) weeks, existing employees will be offered the absent employee's position for the duration of the absence.
3. Any substitute hired for a period of more than thirty (30) consecutive days will be paid at the full driver rate beginning on the thirty-first (31st) day.
4. Bus drivers will not be required to secure their own substitutes.
5. Drivers will receive time and one-half for Saturday, holiday, any night work, and all trips forty (40) miles or more from the district.
6. The Board shall reimburse the drivers within 60 days upon the Business Office's receipt of all completed paperwork for any physical required by the state.

- H. Secretaries – The employee assigned to set up the Honeywell announcements on their nonworking hours will receive a stipend of \$30.00 per occurrence.

- I.
1. Any employee who retires in order to receive immediate benefits in accordance with T.P.A.F. or P.E.R.S. regulations and has fifteen (15) or more years of service in the district shall be eligible for payment for unused sick leave. Payment, at the per diem rate of the retiring employee, shall be based on one day credit for every three (3) unused sick days. The maximum amount of this benefit for all employees shall be Eleven Thousand Dollars (\$11,000.00).
 2. If notice of retirement is provided before January 15th of the year of retirement (with a retirement date effective no later than July 1st of that school year, the allowance will be paid on the July 30th immediately following the effective date of the retirement. If notice of retirement is provided after January 15th of the year of retirement (with a retirement date effective no later than July 1st of that school year), the allowance will be paid on the subsequent July 30th of the following year.

J. Security Guards

1. At the beginning of each school year, security guards shall be reimbursed \$100 for ammunition with proof of receipt.
2. Mileage reimbursement shall follow the prevailing OMB rate for the use of a personal vehicle unless State law requires a different amount.
3. All hours in excess of forty (40) per week shall be paid at the overtime rate. All days granted a paid under the Articles of this Agreement will be counted as if worked to calculate overtime in excess of forty (40) hours.
4. Newly hired full-time security guards shall be provided with an initial set of uniforms which will include the following:
 - a. Two (2) short sleeve and two (2) long sleeve polo shirts
 - b. Two (2) pairs of khaki color tactical pants
 - c. One (1) Carhart winter jacket
 - d. One (1) Spring windbreaker jacket
 - e. One (1) baseball style hat
5. Current full-time security guards shall receive an annual footwear allowance of up to one hundred and fifty dollars (\$150.00) upon presentation of a receipt.
6. Full-time security guards shall also receive an annual clothing allowance of two hundred (\$200) dollars for purchasing and maintaining uniform clothing.
7. Uniforms shall be worn by all security guards on all shifts during the school year unless authorized by an administrator.
8. Each school year, clothing and shoe reimbursement shall be paid within 60 days of receipt submission to the business office.

ARTICLE XII - EMPLOYEE ASSIGNMENT

- A. 1. All employees shall be given written notice of their salary schedules, including years of experience, class and/or subject assignments for the forthcoming year, not later than date as per state law. In the event that changes in class, building room or subject assignments are required after this date, the teacher shall be notified by the Superintendent as soon as possible.
2. The Superintendent shall assign all newly appointed personnel to their specific positions within that subject area and/or grade level for which the teacher was employed.
3. Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of interschool travel. Such teachers shall be notified of any changes in their schedules as soon as possible. Their travel shall be reimbursed at the IRS rate.
4. With regard to employees traveling between buildings, the allotted travel time to go from one building to another will be mutually agreed upon by the teacher and administrator.

B. Involuntary Transfer and Classroom Relocation

1. Teachers involuntarily transferred within the school year will be given two (2) weeks advanced notice unless extenuating circumstances exist.
2. If a teacher is required to relocate with the school year teacher shall be given release time proportionate to the scope of the task to relocate, as determined by their Supervisor.

ARTICLE XIII - HOME INSTRUCTION AND FEDERAL PROGRAMS

- A. All openings for positions in the home teaching, federal projects, and other programs (including non-teaching positions for which such teachers may be qualified and eligible) shall be adequately publicized by the Superintendent.
- B. Teachers employed in the Sussex Wantage Regional School District shall have priority to such assignments before appointment of applicants from outside the district.
- C. Each teacher shall be reimbursed for home tutoring using the State Thorough and Efficient formula (.0037 X T and E amount determined by the State annually.) approved for the previous year. If district employees cannot be found to fill the position, outside teachers may be hired at a rate of two dollars per hour less than the state reimbursement rate.
- D. State pay rates for home tutoring shall be posted in each building at the beginning of each school year, and each time rate changes occur.

ARTICLE XIV - TEACHER EVALUATION

- A.
1. All monitoring or observations of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, public address audio systems, and similar surveillance devices shall be strictly prohibited.
 2. Teachers shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.
 3. A teacher shall be given a copy of any official class visit or evaluation report prepared by his evaluators within ten (10) days after the evaluation. No such report shall be submitted to the Central Office, placed in the teacher's file or otherwise acted upon without the teacher having a copy of the observation. Each observation cycle shall be completed before another cycle begins. Observations of a teacher, relative to discipline, may be made without an official classroom visit.
- B.
1. No material derogatory to an employee's conduct, service, character or personality shall be placed in his personnel file unless the teacher has had an opportunity to review the material. The employee shall acknowledge that he/she had the opportunity to review such materials by affixing his signature to the copy to be filed with the express understanding that such contents thereof and refusal to sign does not keep it out of his file. The employee shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.
 2. Although the Board agrees to protect the confidentiality of personnel references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection.
- C.
- Any complaints regarding an employee made to any member of the administration by any parent, student, or other person shall be promptly investigated. The employee shall be given an opportunity to respond to and/or rebut such complaint.
- D.
1. Prior to the annual evaluation report, the immediate supervisor of a non-tenure employee shall have had appropriate communication including, but not limited to, all steps in section 2 below, with said employee regarding his performance.
 2. Supervisory reports shall be presented periodically in accordance with the following procedures:
 - a. Such reports shall be issued in the name of the appropriate supervisor based upon a compilation of observations(s), reports, review of any teacher materials, i.e. lesson plans and discussion with any or all supervisory personnel who came into contact with the employee.

- b. Such reports shall be addressed to the employee.
- c. Such reports shall be written in narrative form and shall include when pertinent:
 - 1. Strengths of the employee as evidenced during the period since the previous report.
 - 2. Weaknesses of the employee as evidenced during the period since the previous report.
 - 3. Specific suggestions as to measures which the employee might take to improve his performance in each of the areas wherein weaknesses have been indicated.
- d. Such supervisory reports are to be provided for non-tenure teachers at least three (3) times each year and these reports are to be discussed in a conference with the teacher.
- e. Final evaluation of an employee upon termination of his employment shall be concluded prior to severance and no documents and/or other material shall be placed in the personnel file of such employee after severance.

The employee shall be given a copy of any visit or evaluation prepared by their evaluator at least one (1) day before any conference to discuss the report.

ARTICLE XV - EMPLOYEE FACILITIES

- A. The Board, in so far as possible, will make available for teachers for school purposes:
 - 1. Space in each classroom in which teachers may store instructional materials and supplies.
 - 2. A teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials. Teachers and staff shall be afforded the opportunity to utilize copy machines, laminators, binding machines, etc. during normal school hours in connection with his/her duties.
 - 3. In addition to the aforementioned teacher work area, an appropriately furnished room which shall be reserved for the exclusive use of employees as a faculty lounge. Although employees shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school custodial staff.

4. Well-lighted and clean employees' rest rooms, separate for each sex and separate from the students' rest rooms shall be provided.
5. An adequate communication system in each school.
6. Clocks, bells, and proper lighting in each classroom and the employees' lounges.
7. Appropriate room and facilities for employees who work in more than one building shall be assigned to them in each school to permit effective discharge of their responsibility to pupils in more than one building.
8. The Association has the right to put in vending machines in the employees' room at the Association expense. Profits will go to the Association. Association shall have sole responsibility for the machines.

ARTICLE XVI - TEMPORARY LEAVES OF ABSENCE

- A. As of the beginning of each school year, employees *may* be entitled to the following temporary non-cumulative leaves of absence with full pay.
1. Up to two (2) days for the purpose of visiting other schools, attending meetings or conferences of an educational nature, with reimbursement for overnight accommodations, upon superintendent's recommendation and the approval of the Board of Education. Request for leave to be made no less than five (5) days prior to the regular monthly Board meeting. When the Board of Education cannot act in a timely fashion upon request for professional days, the superintendent, with approval of the personnel and policy committee, shall act upon said request.

Upon return from a professional day, teachers shall submit a short written report on a standardized form and may be required to make an oral presentation, at the principal's request, to share the benefits of the professional day with other teachers.
 2. Up to two (2) days for two (2) representatives of this Association to attend conferences and conventions of state and national affiliated organizations, upon superintendent's recommendation and the approval of the Board of Education. Request for leave to be made no less than five (5) days prior to the regular monthly Board meeting.
 3. Other leaves of absence with pay may be granted for good reason upon application to superintendent and approval of the Board of Education. Request for leave to be made no less than five (5) days prior to the regular monthly Board meeting.
- B. As of the beginning of each school year, employees shall be entitled to the following temporary non-cumulative leaves of absence with full pay.
1. Time necessary to appear in any legal proceeding as a representative of the school district.

2. Time necessary for jury duty.
 3. Up to five (5) days in each case in the event of death of spouse, child or parent, or anyone domiciled in the household, three (3) days for grandparent, grandchild, parents-in-law, brothers, sisters, brother-in-law and sister-in-law.
 3. Employees shall be granted one day per year in the event of death of an employee's relative outside the employee's immediate family as defined in item 3.
 4. Employees shall be granted one bereavement day per year in the event of the death of a friend. The employee will have to provide proof of the close friend's passing (e.g., obituary).
 6. In the event of the death of an employee or student in the Sussex Wantage School District, the principal or immediate superior of said employee or student shall grant to an appropriate number of employees sufficient time off to attend the funeral with Superintendent's approval.
 7. Time necessary for persons called into temporary active duty of any unit of the United States Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. A teacher shall be paid his regular pay in addition to any pay which he/she received from state or federal government.
 8. Personal days shall not be used on the day before and/or after school recesses and/or in connection with any state/federal holiday. Employees can request permission from the superintendent to utilize personal days on days before and/or after school recesses and/or in connection with any state/federal holiday.
- C. Leaves taken pursuant to sections A and B above shall be in addition to any sick leave to which the employee is entitled. Each employee has eleven (11) sick days per year cumulative. An additional sick day will be granted for all twelve (12) month "certified" employees. A twelve (12) month employee will be defined as those "certified" employees working thirty-six (36) days over the regular teaching calendar. Custodians, maintenance, and secretaries shall be granted twelve (12) sick days yearly, cumulative. Sick leave and personal leave shall be pro-rated for the first year of employment.
- D. The Board of Education may grant up to five (5) days leave of absence with pay needed at the end of the school year and/or at the beginning of a school year, as may be required to attend summer school classes and/or to travel to the place where such classes are to be held, upon the recommendation of the superintendent. Salary for substitute employee's pay for this period shall be deducted from the employee's salary.
- E. Effective July 1, 2023, each employee shall be afforded five (5) personal days per year. Five (5) days written notice shall be given except in the case of emergencies. Unused personal days will roll over to the sick bank and accumulate. There will be no more buy back for

unused personal days. Personal leave shall be pro-rated for the first year of employment.

- F. Teachers shall not be charged for the use of a day under any of the above sections when receiving recognition under the Governor's Recognition Program or recognized by other professional or civic organizations.
- G. Employees shall be given a written accounting of accumulated sick leave days no later than September 20th of each year. Corrections to written accounting of accumulated sick days shall be acknowledged in writing within twenty (20) days of their receipt.
- H. Teacher Assistants and Secretaries may be granted up to two (2) professional days with Board approval.
- I. Employees who work 5.5 hours or more may use all leaves in full-day or half-day increments.

ARTICLE XVII - EXTENDED LEAVES OF ABSENCE

- A. Two employees designated by the Association shall, upon request, be granted a leave of absence without pay for up to one year for the purpose of engaging in activities of the Association or its affiliates upon application to the Superintendent and the approval of the Board of Education.
- B. Military leave, without pay, shall be granted to any tenured employee who is inducted or enlists in any branch of the armed forces of the United States for the period of same induction or initial enlistment.
- C. The Board shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district whose absence from duties will be required for a foreseeable event of disability, such as, childbirth or surgery.

1. Effect of Anticipated Disability upon Employment.

- a. Notice. An employee shall notify his or her supervisor of the anticipated disability as soon as he or she is under medical supervision for the condition and a date is projected for the anticipated disability.
- b. Certification of Fitness. The employee shall present to his or her supervisor a written statement by his or her physician of the employee's physical capacity to perform duties assigned at the time of notification.

The district need not assume that an employee's statement or his or her physician's statement establishes fitness conclusively, but may require a review and examination by the school physician or a physician selected by the district and paid for by the Board.

In the event the physician of an employee shall be of a contrary opinion to that of

the physician selected by the district, then the school physician and the employee's physician shall agree upon an impartial third physician whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue in the performance of duties, and the Board shall incur the expense.

If, as a result of such examination, the employee is found to be fit to perform assigned duties, he or she may do so or request a leave of absence in accordance with Part C.3 below.

If, as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on mandatory sick leave with such compensation to which he or she is entitled under the sick leave policies of the Board until proof of recovery satisfactory to the Board is furnished.

2. Employee Request for Additional Leave for Reasons of Disability

Any employee may request disability leave of absence to commence before the Board requires that he or she leave or to extend to the end of the next succeeding academic year beyond the period of absence required by the Board following disability. Such request shall be accompanied by a written statement of the employee's physician certifying that he or she is unable to perform the duties of his or her position.

Such disability leave shall be subject to the policies of the Board for sick leave.

3. Employee Request for Additional Leave for Reasons Not Related to Disability.

An employee may request leave of absence to commence before the Board requires that he or she leave or to extend beyond the period of absence required by the Board following disability. Such request shall be subject to the Board's policy on leave of absence, and the leave, when granted, shall be without pay.

- D. Any employee adopting a child shall receive similar leave which shall commence upon his or her receiving de facto custody of said child, or earlier if necessary to fulfill the requirements of adoption.
- E. A leave of absence without pay to any employee to campaign for or serve in a public office, or to campaign for a candidate for a public office other than himself/herself.
- F. Other leaves of absence without pay may be granted for a good reason.
- G. All benefits to which a tenure employee was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility shall be restored to him/her upon his/her return. Also, he/she shall be assigned to the same position which he/she held at the time said leave commenced if available or, if not, to a substantially equivalent position.

- H. All requests for leaves, leave extensions or renewals must be applied for in writing to the superintendent. Leaves recommended by the superintendent must be approved by the Board and written notice of approval given to the employee.
- I. All extended leaves of absence are limited, for teaching staff, to tenured employees. Non certified staff shall not be excluded from extension.
- J. In case of continued illness the Board of Education will grant leave of absence of one year from the termination of regular sick leave as stipulated in Article XVII.
- K. Employees shall have the option to use up to four (4) weeks of accumulated time (sick, vacation, personal, etc) concurrently with their unpaid family leave of absence. The use of those days will not reduce the employees' entitlement to twelve (12) weeks of family leave insurance. Family Leave Insurance as provided by the law.

ARTICLE XVIII - SABBATICAL LEAVE

- A. A sabbatical leave may be granted to a teacher by the Board of Education for study, including study in another area of specialization, subject to the following conditions and as long as it applies to classroom teaching.
 - 1. Leaves may be granted to a maximum of two per year, one each semester or one staff person for the entire year.
 - 2. Requests for sabbatical leave must be received by March 1st preceding leave for the next school year. Action to be taken by April 1st of the same year. For budget purposes a letter of intent should be received by the Superintendent by November 1st preceding the leave year.
 - 3. The teacher has completed at least seven (7) full school years of service in the Sussex Wantage School District.
 - 4. A teacher on a sabbatical leave, for one year, shall be paid by the Board at fifty percent of the salary rate which he/she would have received if he/she had remained on active duty. A teacher may receive a sabbatical leave for a half year at full pay.
 - 5. Sabbatical leaves other than for study may be granted as follows:
 - a. If such absence will benefit the school district education program. (Examples: An internship program in an open school environment, a teacher exchange program study and or implementation of state or federal program or other curricular development.)
 - b. After consultation between the teacher and the Superintendent to determine a recommendation to the Board of Education.
 - c. At no time during a sabbatical is a teacher to receive a total stipend in the form of salary and/or grants-in-aid beyond his entitlement on the salary guide.

- d. Sabbatical leave granted for reasons other than study shall be taken outside the school district.
6. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of absence.
7. For a teacher taking a sabbatical leave, the teacher must sign a legal document agreeing to return to a teaching position in the district for at least two (2) years following sabbatical. If deciding not to return, all salary paid while on sabbatical leave must be paid to the school district. If the teacher does not complete the two years, a pro-rated share of the salary paid while on sabbatical leave must be paid to the school district.

ARTICLE XIX - THE BOARD AGREES

- A. Upon application to the Superintendent and the approval of the Board of Education, to pay full tuition and other reasonable expenses incurred for any courses, workshops, seminars, conferences, in-service training, and other such sessions which an employee is required or requested by the Administration to take except employees taking courses for certification.
- B. The Superintendent and Administration are to cooperate with the Association in arranging in-service courses, workshops conferences and programs designed to improve the quality of instruction with approval of the Board of Education.
- C. A school nurse shall be scheduled to be in each building for the entire school day.
- D. That copies of this Agreement shall be printed at Board expense, after agreement of the Association on format, within thirty (30) days after this Agreement is signed. The Agreement shall be presented to all employees currently and hereafter employed.

ARTICLE XX - PERSONAL AND ACADEMIC FREEDOM

- A. Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such employee providing said activities do not violate any local, state or federal law.

ARTICLE XXI - DEDUCTION FROM SALARY

- A. 1. The Board agrees to deduct from the salaries of its employees dues for the Sussex Wantage Education Association, the Sussex County Education Association, the New Jersey Education Association or the National Education Association. Such deductions shall be made in compliance with Chapter 310. Public Laws of 1967 (N.J.S.A 52:14-159C) and under rules established by the State Department of Education. Said monies,

together with records of any corrections, shall be transmitted to the treasurer of the Sussex Wantage Education Association by the 15th of each month following the monthly pay period in which deductions were made. Employee authorization shall be in writing to the Secretary of the Board of Education.

2. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues.
 3. Authorization for dues deduction may be received under rules established by the State Department of Education.
 4. The filing of notice of an employee's withdrawal of dues deduction shall be according to rules established by the State Department of Education.
- B.
1. If a bargaining unit member does not become a member of the Association effective October 1, of each year, or during the course of the year, or if he or she is a new employee, said unit member shall be required to pay a representation fee to the Association for that membership year. The purpose of the fee is to offset the cost of services rendered by the Association, exclusive of the fees related to partisan political activities or causes or ideological positions only incidentally related to terms and conditions of employment and all benefits available only to members of the majority representative.
 2. Prior to October 1 of each year the Association will certify to the Board in writing the amount of the regular membership dues charged by the Association. The representation fee paid by non members will not exceed 85% of membership dues, initiation fees and assessments.
 3. Prior to October 1, the treasurer of the Association shall submit to the Board Secretary a list of employees who have not become members. The Board will commence deducting the representation fee in the October paycheck and transmit it to the Association.
 4. If an employee terminates his employment or is terminated by the Board, it is agreed that his representation fee is considered paid in full, as it is with payment of dues, via payroll deductions, for Association members. As near as possible, the process of collecting and distributing the representation fee shall follow the normal dues deduction process.
 5. On the last working day of each month, the Board will submit to the Association treasurer a list of all employees who began their employment in the unit during the previous 30 days. The list will include names, date of employment, and assignment.

The Board agrees to advise each new applicant of his right to join the Association or to have a representation fee deducted from his check according to paragraph B.1 of this article.

6. The Association is establishing and will maintain a demand and return system as required

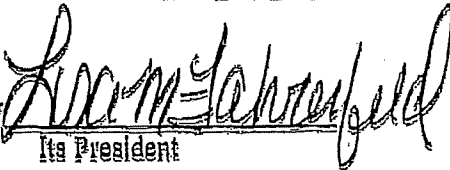
by N.J.S.A. 34: 13A-5.6. A sufficient number of copies of the Association's demand and return system shall be provided to the Board which will enable the Board to comply with paragraph B.3 of this Article.

7. The Association agrees to indemnify and hold the employer harmless against any liability course of action or claims of loss whatsoever arising as a result of said deductions.

ARTICLE XXII - DURATION OF AGREEMENT

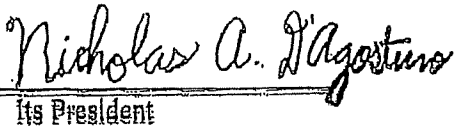
- A. This Agreement shall be effective July 1, 2023, and shall continue in effect until June 30, 2026, subject to the Association and Board right to negotiate over a successor agreement as provided in Article II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. In witness whereof the Association has caused this Agreement to be signed by its president and attested by its secretary all in the day and year first above written.

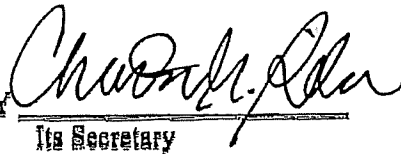
Sussex Wantage Education
Association

BY 
Its President

BY 
Its Secretary

Sussex Wantage Regional
Board of Education

BY 
Its President

BY 
Its Secretary

**SUSSEX WANTAGE REGIONAL
BOARD OF EDUCATION
TEACHER SALARY GUIDE
2023-2024**

Step	BA	BA 10	BA 20	BA 30	MA	MA 15	MA 30
1	\$59,036	\$59,786	\$60,536	\$61,286	\$62,786	\$65,786	\$68,786
2	\$59,536	\$60,286	\$61,036	\$61,786	\$63,286	\$66,286	\$69,286
3	\$60,036	\$60,786	\$61,536	\$62,286	\$63,786	\$66,786	\$69,786
4	\$60,536	\$61,286	\$62,036	\$62,786	\$64,286	\$67,286	\$70,286
5	\$61,036	\$61,786	\$62,536	\$63,286	\$64,786	\$67,786	\$70,786
6	\$61,541	\$62,291	\$63,041	\$63,791	\$65,291	\$68,291	\$71,291
7	\$62,041	\$62,791	\$63,541	\$64,291	\$65,791	\$68,791	\$71,791
8	\$64,441	\$65,191	\$65,941	\$66,691	\$68,191	\$71,191	\$74,191
9	\$67,106	\$67,856	\$68,606	\$69,356	\$70,856	\$73,856	\$76,856
10	\$69,956	\$70,706	\$71,456	\$72,206	\$73,706	\$76,706	\$79,706
11	\$73,006	\$73,756	\$74,506	\$75,256	\$76,756	\$79,756	\$82,756
12	\$76,256	\$77,006	\$77,756	\$78,506	\$80,006	\$83,006	\$86,006
13	\$79,706	\$80,456	\$81,206	\$81,956	\$83,456	\$86,456	\$89,456
14	\$83,356	\$84,106	\$84,856	\$85,606	\$87,106	\$90,106	\$93,106
15	\$87,206	\$87,956	\$88,706	\$89,456	\$90,956	\$93,956	\$96,956

Longevity after the completion of continuous years of service:

15 - 19	\$900.00
20 - 24	\$2,000.00
25+	\$2,700.00

**SUSSEX WANTAGE REGIONAL
BOARD OF EDUCATION
TEACHER SALARY GUIDE
2024-2025**

Step	BA	BA 10	BA 20	BA 30	MA	MA 15	MA 30
1	\$60,687	\$61,437	\$62,187	\$62,937	\$64,437	\$67,437	\$70,437
2	\$61,187	\$61,937	\$62,687	\$63,437	\$64,937	\$67,937	\$70,937
3	\$61,687	\$62,437	\$63,187	\$63,937	\$65,437	\$68,437	\$71,437
4	\$62,187	\$62,937	\$63,687	\$64,437	\$65,937	\$68,937	\$71,937
5	\$62,687	\$63,437	\$64,187	\$64,937	\$66,437	\$69,437	\$72,437
6	\$63,192	\$63,942	\$64,692	\$65,442	\$66,942	\$69,942	\$72,942
7	\$63,692	\$64,442	\$65,192	\$65,942	\$67,442	\$70,442	\$73,442
8	\$66,092	\$66,842	\$67,592	\$68,342	\$69,842	\$72,842	\$75,842
9	\$68,757	\$69,507	\$70,257	\$71,007	\$72,507	\$75,507	\$78,507
10	\$71,607	\$72,357	\$73,107	\$73,857	\$75,357	\$78,357	\$81,357
11	\$74,657	\$75,407	\$76,157	\$76,907	\$78,407	\$81,407	\$84,407
12	\$77,907	\$78,657	\$79,407	\$80,157	\$81,657	\$84,657	\$87,657
13	\$81,357	\$82,107	\$82,857	\$83,607	\$85,107	\$88,107	\$91,107
14	\$85,007	\$85,757	\$86,507	\$87,257	\$88,757	\$91,757	\$94,757
15	\$88,857	\$89,607	\$90,357	\$91,107	\$92,607	\$95,607	\$98,607

Longevity after the completion of continuous years of service:

15 - 19	\$900.00
20 - 24	\$2,000.00
25+	\$2,700.00

**SUSSEX WANTAGE REGIONAL
BOARD OF EDUCATION
TEACHER SALARY GUIDE
2025-2026**

Step	BA	BA 10	BA 20	BA 30	MA	MA 15	MA 30
1	\$62,521	\$63,271	\$64,021	\$64,771	\$66,271	\$69,271	\$72,271
2	\$63,021	\$63,771	\$64,521	\$65,271	\$66,771	\$69,771	\$72,771
3	\$63,521	\$64,271	\$65,021	\$65,771	\$67,271	\$70,271	\$73,271
4	\$64,021	\$64,771	\$65,521	\$66,271	\$67,771	\$70,771	\$73,771
5	\$64,521	\$65,271	\$66,021	\$66,771	\$68,271	\$71,271	\$74,271
6	\$65,026	\$65,776	\$66,526	\$67,276	\$68,776	\$71,776	\$74,776
7	\$65,526	\$66,276	\$67,026	\$67,776	\$69,276	\$72,276	\$75,276
8	\$67,926	\$68,676	\$69,426	\$70,176	\$71,676	\$74,676	\$77,676
9	\$70,591	\$71,341	\$72,091	\$72,841	\$74,341	\$77,341	\$80,341
10	\$73,441	\$74,191	\$74,941	\$75,691	\$77,191	\$80,191	\$83,191
11	\$76,491	\$77,241	\$77,991	\$78,741	\$80,241	\$83,241	\$86,241
12	\$79,741	\$80,491	\$81,241	\$81,991	\$83,491	\$86,491	\$89,491
13	\$83,191	\$83,941	\$84,691	\$85,441	\$86,941	\$89,941	\$92,941
14	\$86,841	\$87,591	\$88,341	\$89,091	\$90,591	\$93,591	\$96,591
15	\$90,691	\$91,441	\$92,191	\$92,941	\$94,441	\$97,441	\$100,441

Longevity after the completion of continuous years of service:

15 - 19	\$900.00
20 - 24	\$2,000.00
25+	\$2,700.00

**Stipend Generating Activities
2020-2023**

	2023-2026
Field Hockey-Girls	\$3,010
Basketball Coach – Girls	\$3,010
Basketball Coach – Boys	\$3,010
Track Coach – Girls	\$3,010
Track Coach – Boys	\$3,010
Track Coach - Cross Country	\$2,056
Cheerleading	\$3,010
Volleyball	\$3,010
Intramural Sports – Fall	\$2,056
Intramural Sports - Spring	\$2,056
Bowling Club Moderator	\$1,182
Ski Club Moderator	\$1,182
Swim Club Moderator	\$1,182
Tennis Club Moderator	\$1,585
Musical Director/Drama Coach	\$2,134
Musical Assistant Director/Choreog.	\$1,585
Choreographer	\$1,264
Technical (Business) Director	\$1,264
Musical Writing Club Moderator	\$1,182
Yearbook Moderator	\$2,825
Yearbook Photographer	\$1,585
Student Council Moderator	\$2,825
Art Club Moderator	\$1,585
Artisan Club Moderator	\$1,182
Science Club Moderator	\$1,182
Fundraising Moderator	\$1,160
Chess Club Moderator	\$1,182
Builders Club Moderator	\$3,113
Non school day Activity/overnight	\$203
National Junior Honor Society	\$2,825
TREP\$	\$1,182
 Curricular Activities	
Channel One Coordinator	\$1,906
Literary Magazine Coordinator	\$2,352
Team Leaders - Middle School	\$1,766
Curriculum Council Member	\$1,766

All stipends are per person; unless teachers voluntarily agree to share duties.

SUSSEX WANTAGE TEACHER ASSISTANTS

2023-2024			2024-2025			2025-2026	
Step	Rate		Step	Rate		Step	Rate
1	\$19.43		1	\$19.98		1	\$20.63
2	\$19.63		2	\$20.18		2	\$20.83
3	\$19.83		3	\$20.38		3	\$21.03
4	\$20.03		4	\$20.58		4	\$21.23
5	\$20.23		5	\$20.78		5	\$21.43
6	\$20.52		6	\$21.07		6	\$21.72
7	\$20.82		7	\$21.37		7	\$22.02
OG1	\$21.30		OG1	\$21.85		OG1	\$22.50
OG3	\$22.15		OG3	\$22.70		OG3	\$23.35
OG7	\$24.97		OG7	\$25.52		OG7	\$26.17

Each employee shall remain at the top step as it is obtained.
 Each employee on OG will not move up.

Longevity: Upon completion of continuous years of service:

10 years	\$250
15 years	\$500
20 years	\$1000

SUSSEX WANTAGE LICENSED PRACTICAL AND REGISTERED NURSES

2023-2024			2024-2025			2025-2026		
Step	LPN	RN	Step	LPN	RN	Step	LPN	RN
1	\$39.11	\$43.55	1	\$40.38	\$44.97	1	\$41.74	\$46.47
2	\$39.73	\$44.16	2	\$41.02	\$45.60	2	\$42.40	\$47.12
3	\$40.33	\$44.76	3	\$41.64	\$46.21	3	\$43.04	\$47.76

Longevity: upon completion of 10 continuous years \$250
 upon completion of 15 continuous years \$500
 upon completion of 20 continuous years \$1000

2023-24

SUSSEX WANTAGE
SECRETARIES

Step	Secretary	Admin. Secretary	Bookkeeper
1	\$37,730	\$43,590	\$49,290
2	\$38,130	\$43,990	\$49,690
3	\$38,490	\$44,390	\$50,090
4	\$38,930	\$44,790	\$50,490
5	\$39,750	\$45,610	\$51,310
6	\$40,235	\$46,095	\$51,795

Each employee shall remain at the top step as it is obtained.
Each employee on OG will not move up.

Longevity: Upon completion of 10 continuous years \$250
 15 continuous years \$500
 20 continuous years \$1,000

2024-25

SUSSEX WANTAGE
SECRETARIES

Step	Secretary	Admin. Secretary	Bookkeeper
1	\$39,060	\$44,920	\$50,620
2	\$39,460	\$45,320	\$51,020
3	\$39,820	\$45,720	\$51,420
4	\$40,260	\$46,120	\$51,820
5	\$41,080	\$46,940	\$52,640
6	\$41,565	\$47,425	\$53,125

Each employee shall remain at the top step as it is obtained.
Each employee on OG will not move up.

Longevity: Upon completion of 10 continuous years \$250
 15 continuous years \$500
 20 continuous years \$1,000

SUSSEX WANTAGE MAINTENANCE

Old Step	2023-2024			2024-2025			2025-2026	
	New Step	Salary		Step	Salary		Step	Salary
1	1	\$58,093		1	\$59,670		1	\$61,297
2	2	\$58,993		2	\$60,570		2	\$62,197
3	3	\$59,893		3	\$61,470		3	\$63,097
4	4	\$60,793		4	\$62,370		4	\$63,997
5	5	\$61,693		5	\$63,270		5	\$64,897
6	6	\$62,593		6	\$64,170		6	\$65,797
7	7	\$63,493		7	\$65,070		7	\$66,697
8	8	\$64,393		8	\$65,970		8	\$67,597
9	9	\$65,293		9	\$66,870		9	\$68,497
10	10	\$66,193		10	\$67,770		10	\$69,397
11-14	11	\$67,093		11	\$68,670		11	\$70,297
15	12	\$68,263		12	\$69,840		12	\$71,467
16	13	\$69,483		13	\$71,060		13	\$72,687

Longevity: Upon completion of 10 continuous years \$250
 15 continuous years \$500
 20 continuous years \$1,000

SUSSEX WANTAGE CUSTODIANS

2023-2024			2024-2025			2025-2026	
Step	Salary		Step	Salary		Step	Salary
1	\$43,631		1	\$44,825		1	\$46,070
2	\$43,831		2	\$45,025		2	\$46,270
3	\$44,031		3	\$45,225		3	\$46,470
4	\$44,231		4	\$45,425		4	\$46,670
5	\$44,431		5	\$45,625		5	\$46,870
6	\$44,631		6	\$45,825		6	\$47,070
7	\$45,231		7	\$46,425		7	\$47,670
8	\$45,831		8	\$47,025		8	\$48,270
9	\$46,631		9	\$47,825		9	\$49,070
10	\$47,631		10	\$48,825		10	\$50,070

Each employee shall remain at the top step as it is obtained.
 Each employee on OG will not move up.

Longevity: Upon completion of 10 continuous years \$250
 15 continuous years \$500
 20 continuous years \$1,000

SUSSEX WANTAGE BUS DRIVERS

2023-2024	2024-2025	2025-2026
\$32.67	\$33.73	\$34.86

Longevity: Upon completion of 10 continuous years \$250
15 continuous years \$500
20 continuous years \$1,000

SUSSEX WANTAGE PLAYGROUND/CAFÉ

2023-2024		2024-2025		2025-2026
Rate		Rate		Rate
\$15.83		\$16.34		\$16.89

SUSSEX WANTAGE SECURITY GUARD

2023-2024		2024-2025		2025-2026
Rate		Rate		Rate
\$30.56		\$31.56		\$32.61

SUSSEX WANTAGE REGIONAL SCHOOL DISTRICT
CUSTODIAL & MAINTENANCE EMPLOYEE
HOLIDAY (12) SCHEDULE
2023-2024

Independence Day - July 4, 2023

Labor Day - September 4, 2023

Thanksgiving Day - November 23, 2023

Thanksgiving Recess - November 24, 2023

Christmas Eve – December 26, 2023

Christmas Day - December 25, 2023

New Years Eve – December 29, 2023

New Year's Day – January 1, 2024

Winter Recess - February 19, 2024

Good Friday – March 29, 2024

Memorial Day - May 27, 2024

One (1) Floating Holiday - to be taken throughout the year

One (1) Floating Holiday – for Leap Year

SUSSEX WANTAGE REGIONAL SCHOOL DISTRICT
CUSTODIAL & MAINTENANCE EMPLOYEE
HOLIDAY (12) SCHEDULE
2024-2025

Independence Day - July 4, 2024

Labor Day - September 2, 2024

Thanksgiving Day - November 28, 2024

Thanksgiving Recess - November 29, 2024

Christmas Eve – December 24, 2024

Christmas Day - December 25, 2024

New Years Eve – December 31, 2024

New Year's Day – January 1, 2025

Winter Recess - February 17, 2025

Good Friday – April 18, 2025

Memorial Day - May 26, 2025

One (1) Floating Holiday - to be taken throughout the year

SUSSEX WANTAGE REGIONAL SCHOOL DISTRICT
CUSTODIAL & MAINTENANCE EMPLOYEE
HOLIDAY (12) SCHEDULE
2025-2026

Independence Day - July 4, 2025

Labor Day - September 1, 2025

Thanksgiving Day - November 27, 2025

Thanksgiving Recess - November 28, 2025

Christmas Eve – December 24, 2025

Christmas Day - December 25, 2025

New Years Eve – December 31, 2025

New Year's Day – January 1, 2026

Winter Recess - February 16, 2026

Good Friday – April 3, 2026

Memorial Day - May 25, 2026

One (1) Floating Holiday - to be taken throughout the year

SAMPLE MIDDLE SCHOOL SCHEDULE

6th Gr			7th Gr			8th Gr		
1	8:40	- 9:26	1	8:40	- 9:26	CAT/PE 1	8:40	- 9:26
2	9:29	- 10:13	CAT/PE 2	9:29	- 10:13	2	9:29	- 10:13
CAT/PE 3	10:16	- 11:00	3	10:16	- 11:00	3	10:16	- 11:00
4	11:03	- 11:47	Lunch A	11:03	- 11:33	4	11:03	- 11:47
5	11:50	- 12:34	FOCUS 4	11:36	- 12:20	Lunch B	11:50	- 12:20
Lunch C	12:37	- 1:07	5	12:23	- 1:07	FOCUS 5	12:23	- 1:07
FOCUS 6	1:10	- 1:54	6	1:10	- 1:54	CAT/PE 6	1:10	- 1:54
7	1:57	- 2:41	CAT/PE 7	1:57	- 2:41	7	1:57	- 2:41
CAT/PE 8	2:44	- 3:29	8	2:44	- 3:29	8	2:44	- 3:29

SUSSEX-WANTAGE REGIONAL SCHOOL DISTRICT
31 Ryan Road, Wantage, NJ 07461

GRIEVANCE FORM

Grievance No. _____

To be completed and filed by the aggrieved person, association, president or grievance chairperson in accordance with paragraph C.4, Article III of the agreement between the Sussex Wantage Education Association and the Board of Education.

Date of Occurrence: _____ Date Filed: _____

Grievant's Name: _____

Immediate Supervisor: _____

Statement of Grievance:

Remedy Sought:

The following modification to the 2023-2026 agreement between the Sussex-Wantage Regional Board of Education and the Sussex-Wantage Education Association has been agreed to by both parties and is in effect beginning _____ and will remain in effect for the life of this contract.

Citation: _____
Article, letter, number

Contract page: _____

Modification:

Authorizing Signature

Sussex Wantage Board of Education

Sussex Wantage Education Association

