

AGREEMENT

BETWEEN

THE DOVER BOARD OF EDUCATION

AND

THE DOVER ADMINISTRATORS ASSOCIATION

JULY 1, 2022 THROUGH JUNE 30, 2025

TABLE OF CONTENTS

	Page
Table of Contents	
Article I - Recognition	1
Article II - Salaries	1
Article III - Work Year/Work Day	2
Article IV - Fringe Benefits	2
Article V - Grievance Procedure	6
Signature Page	7
Schedule A - Salary Guides	8

**ARTICLE I
RECOGNITION**

The Board recognizes the Dover Administrators Association as the representative for collective negotiations for personnel in the Dover Public Schools employed in the following positions: Principals, Vice Principals, Directors, and Department Supervisors.

The parties acknowledge that effective July 1, 2020 all 10-month administrative positions were eliminated, and all 10-month supervisors became 12-month supervisors.

**ARTICLE II
SALARIES**

A. SALARIES

Salary Guides are attached hereto as Schedule A.

The salary guides reflect salary increases, inclusive of increment, as follows:

2022-2023, 3.25%

2023-2024, 3.25%

In 2024-2025, 3.25%

All new Administrators to the District will negotiate only their first contract directly with the Board. All current Administrators, who change positions within the District, will negotiate only their first new contract directly with the Board. If either of the above events occur, the Board may not be held to the contractually agreed to salaries of the positions involved.

*Each salary increase is to be based upon the recommendation of the Superintendent of Schools as determined by administrative evaluation.

B. The Board agrees to implement an electronic direct deposit program to wire Administrator's payroll checks to the bank designated by each employee.

C. Administrators shall receive longevity pay according to the following schedule based on uninterrupted years of service as an Administrator in the District:

- After ten (10) years through fourteen (14) years: \$1,000.00.
- After fifteen (15) years through nineteen (19) years: \$2,000.00.
- After twenty (20) years through twenty-four (24) years: \$2,500.00.
- After twenty-five (25) years and up: \$3,000.00.

Longevity pay will be added to the Administrator's annual base salary but will not be "stacked"

or compounded. The full salary (base plus longevity) will be paid according to the District's regular 24 payment payroll schedule. The payments will commence at the end of the year an applicable service anniversary is reached. The new longevity schedule and payments are retroactive to July 1, 2022.

- D. The Board will permit payroll deductions for union dues with proper employee authorization.

ARTICLE III WORK YEAR/WORKDAY

- A. The work year shall be from July 1 through June 30. Administrators will follow the teacher calendar between the first student day and the last student day. In addition, administrators will be entitled to the July 4th holiday. For payroll purposes, daily salary equals 1/240th of the annual contractual salary.

Due to the requirements of the position, the Athletic Director recognizes that in addition to the foregoing, s/he may be required to work on days that no other administrators are present or that school is closed.

- B. Days requested as time off must be preapproved by the Superintendent of Schools and records maintained in the office of the Board of Education. All Administrators are required to work the five (5) day period immediately preceding the teacher work year at the opening of school.

They are also required to work the two (2) days immediately following the end of the school year.

- C. Administrators recognize that as academic and administrative leaders their work hours may not be governed by 'clock in/clock out' times; they may be required to arrive before other staff members, remain at school after all other staff depart or return for evening programs. Administrators will exercise their professional judgement in determining to do so, however, the Superintendent may direct the attendance of individuals at these events as necessary. In no event shall the work day be less than eight hours, inclusive of lunch. If the District institutes reduced summer hours during July and August, they shall apply to Administrators subject to the other provisions of this paragraph.

ARTICLE IV FRINGE BENEFITS - ADMINISTRATORS

- A. Administrators shall be entitled to twelve (12) sick days per year without loss of pay. All unused sick leave shall accumulate without limit.
- B. All Administrators shall be entitled to five (5) personal days. Approval for these days must be obtained from the Superintendent. These days will be considered work days for accounting purposes only. These may be consecutive days as long as they do not

proceed or follow a vacation period or holidays.

Personal leave is not accumulative. However, personal leave provided for in Section B above, which is unused as of June 30 shall be added to each administrator's accumulated sick leave each June 30.

- C. Compensation for unused sick leave to be received upon retirement after fifteen (15) years of service in the Dover Public School District. Administrators shall be compensated at the rate of \$60 per day to a maximum of \$15,000.

Payment shall be made, after retirement, in equal monthly installments or in lump sum, or in an alternate manner which is mutually acceptable to both the retiree and the Board. In order to receive this benefit, a letter of resignation for purposes of retirement must be received by December 31st of the school year in which the member plans to retire.

Upon death of a member of this administrative group who has completed fifteen (15) years of continuous service to the Dover School District, said member's estate shall be compensated at the rate indicated above.

- D. Jury duty shall be excused at full pay less the stipend paid by the court.
- E. Maternity leave will be granted in accordance with the New Jersey Division of Civil Rights determination in the case of Miller v. Pequannock or applicable statutes. Employees are entitled to disability, NJFLA, FMLA and other unpaid leaves in accordance with Board Policy and applicable laws.
- F. **INSURANCE PROTECTION** (subject to the provisions of Chapter 78, PL 2011)
The Board shall make available for Administrators hired prior to July 1, 2020 and their dependents:

1. Group coverage as follows:
Horizon Blue Cross Blue Shield of New Jersey
The Blue Select Plan
2. Pursuant to Chapter 44, all eligible new employees hired on or after July 1, 2020 will be enrolled in the Educator Health Plan (EHP) or the Garden State Health Plan (GSHP). All other eligible employees shall have the option of choosing the EHP or the GSHP. Eligible employees hired prior to July 1, 2020 may also choose to remain in the Chapter 78 insurance plan. The Board shall make available to all eligible employees and their dependents, group coverage equal to or greater than that provided by the Public and School Employees Health Benefit Act of the State of New Jersey.
3. A Dental Plan will be provided, and the Board will pay the full cost of single coverage for employees. Effective July 1, 2024, employees with single-only

dental coverage will not be required to make Chapter 78 or Chapter 44 contributions for that coverage. Employee-Spouse, Parent-Child and Family coverage will be available, with employees that select those plans paying only the applicable Chapter 78 or Chapter 44 contribution on the difference in cost between single coverage and the selected plan.

4. The Board may change insurance carriers providing substantially equivalent coverage is maintained and the Board will give the association sufficient notification of any intended change.

G. A minimum of three (3) Tax Sheltered Annuity Plans with no contribution by the Board will be made available.

H. PROFESSIONAL DUES

1. Payment of dues for professional organizations as recommended by the Superintendent of Schools.

I. PROFESSIONAL DEVELOPMENT

1. Mileage reimbursement shall be paid at the current OMB rate for use of an employee's vehicle for school business.
2. A spending cap will be recommended by the Superintendent of Schools for any Administrators approved to attend a local or state conference.

J. TUITION REIMBURSEMENT

To provide the opportunity for continued and additional growth in areas of study which should result in benefits to the educational program, an Administrator pursuing graduate study shall be entitled to full reimbursement for all of the cost of accredited courses as detailed below taken between July 1 and June 30 under the following conditions:

1. Reimbursement shall include full tuition, fees and other costs.
2. In order to receive reimbursement, the applicant must be in the employ of the District at the time the reimbursement is to be made and must present a receipt of payment from the college or university, together with an official transcript or letter from the registrar's office and claim form. The registrant's letter must be followed with the official transcript or grade report. An applicant who wishes to be reimbursed for graduate credits taken during the spring or summer of any given year must be granted and have accepted an employment contract for the following year. Reimbursement will be granted only for those courses for which a passing grade has been earned as documented by official transcript. Each applicant is limited to a maximum of twelve (12) credits per year. - Not to include any district provided course work.

Reimbursement is limited to courses for which a grade of "A" or "B" has been earned, or a grade of "pass" under a pass-fail system, as determined by an official transcript or grade report.

3. Requests to take specific courses shall be submitted to the Superintendent of Schools and approval received, prior to registration. Courses shall be on the graduate level.
 4. The Board will make every effort to have payment made within sixty (60) days from the date of receipt of complete documentation.
 5. Full reimbursement for textbooks may be recommended by the Superintendent of Schools, provided that, upon course completion, the texts become the property of Dover Public Schools.
 6. Employees who resign from the District within one year of receiving tuition reimbursement payments must reimburse the Board 100% of the amount received. Employees who resign from the District within two years of receiving tuition reimbursement payments must reimburse the Board 50% of the amount received.
- K. BEREAVEMENT DAYS:** Employees shall be entitled to up to four (4) days leave per occurrence, in the event of death in the immediate family. NOTE: "Immediate family" shall mean: father, mother, spouse, child, brother, sister, brother-in-law, sister-in-law, mother-in-law or father-in-law, grandchild, grandparent, ex-spouse, domestic partner, aunt, uncle, or any member of the employee's immediate household. Employee shall be entitled to one (1) additional day of leave in the event of the death of their father, mother, spouse, domestic partner or child.
- L.** Employees who leave employment before the end of a school year shall only receive credit for pro-rated personal and vacation time for that year.
- M. VACATION DAYS:** Administrators will receive twelve (12) vacation days per year, effective July 1, 2020, which must be scheduled in advance and approved by the Superintendent. Administrators are permitted to carry-over up to five (5) vacation days per year. Because the Athletic Director may be required to work on days that school is closed for teachers and staff, s/he will be afforded a compensatory day for each such day worked.
- N. HALF DAYS:** Effective July 1, 2020, administrators may take sick, personal and vacation days in half day (a.m./p.m.) increments.

**ARTICLE V
GRIEVANCE PROCEDURE**

A. DEFINITIONS

1. Grievance - A "Grievance" is a claim by a member of the Administrative Unit based upon the interpretation, application, or violation of this Agreement, policies, or administrative decision affecting an Administrator.
2. Aggrieved Person - An "Aggrieved Person" is a person or persons making the claim.

B. PURPOSE

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 members of the Administrators Unit. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. PROCEDURE

1. Time Limits

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 may, however, be extended by mutual agreement. A grievance to be considered under this procedure must be initiated within thirty (30) calendar days of the time that the aggrieved person knows or should know of its occurrence, otherwise the same shall be deemed to have been abandoned. It is understood that the aggrieved person shall, during and notwithstanding the pendency of any grievance, continue to carry out all duties and assignments and observe all rules and regulations of the Board.

2. Level One - Immediate Supervisor (informal)

Any aggrieved person who has a grievance shall discuss it first with her/his Immediate Supervisor in an attempt to resolve the matter informally at that level.

3. Level Two - Immediate Supervisor (formal)

If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved person within five (5) school days, she/he shall set forth her/his grievance in writing within ten (10) school days of the date of discussion to the Immediate Supervisor specifying:

- a. Nature of the grievance
- b. Nature and extent of the injury or loss
- c. The results of previous discussion
- d. Dissatisfaction with decisions previously rendered
- e. Relief sought

The Immediate Supervisor must communicate her/his decision to the aggrieved person in writing within five (5) school days of the receipt of the written grievance.

4. Level Three

If the aggrieved person is not satisfied with the disposition at Level Two, or if the aggrieved person is a Building Principal, or if no decision has been rendered within five (5) school days after presentation of the grievance, she/he may present the grievance in writing as outlined in Level Two to the Superintendent of Schools. The Superintendent of Schools shall inform the aggrieved person of her/his decision in writing within five (5) school days after the grievance was presented.

5. Level Four - Board of Education

a. If the aggrieved person is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within five (5) school days after presentation of the grievance, she/he may then present this grievance to the Board of Education within ten (10) days or at the next regularly scheduled meeting of the Board of Education.

b. Within thirty (30) school days after presentation to the Board of Education, the aggrieved party shall meet with the Board of Education or its designee. The Board of Education, or its designee, shall notify the aggrieved of its decision on the grievance within fifteen (15) school days after the meeting.

**DOVER BOARD OF
EDUCATION**

By: 
President

By: 
Secretary

Date: 11/20/2024

**DOVER ADMINISTRATORS
ASSOCIATION**

By: 
President

By: _____
Secretary

Date: 11/20/24

Schedule A
Salary Guides

Year 1
2022-23

Dover Administrators

Step

	Supervisors	VP	Principal	Director
1	93,185	103,185	109,185	113,185
2	95,785	105,785	111,785	115,785
3	98,385	108,385	114,385	118,385
4	100,985	110,985	116,985	120,985
5	103,585	113,585	119,585	123,585
6	106,185	116,185	122,185	126,185
7	108,785	118,785	124,785	128,785
8	110,785	120,785	126,785	130,785
9	113,385	123,385	129,385	133,385
10	114,585	124,585	130,585	134,585
11	117,585	127,585	133,585	137,585
12	120,685	130,685	136,685	140,685
13	123,885	133,885	139,885	143,885
14	127,185	137,185	143,185	147,185
15	130,585	140,585	146,585	150,585
16	134,085	144,085	150,085	154,085
OG	158,243	168,243	174,243	178,243

**Year 2
2023-24** **Dover Administrators**

Step	Supervisors	VP	Principal	Director
1-2	96,015	106,015	112,015	116,015
3	98,145	108,145	114,145	118,145
4	100,980	110,980	116,980	120,980
5	103,815	113,815	119,815	123,815
6	106,650	116,650	122,650	126,650
7	109,485	119,485	125,485	129,485
8	112,320	122,320	128,320	132,320
9	115,155	125,155	131,155	135,155
10	117,990	127,990	133,990	137,990
11	120,825	130,825	136,825	140,825
12	123,660	133,660	139,660	143,660
13	126,495	136,495	142,495	146,495
14	129,330	139,330	145,330	149,330
15	132,165	142,165	148,165	152,165
16	135,000	145,000	151,000	155,000
17	137,835	147,835	153,835	157,835
OG	161,993	171,993	177,993	181,993

**Year 3
2024-25** **Dover Administrators**

Step	Supervisors	VP	Principal	Director
1	97,085	107,085	113,085	117,085
2-3	99,755	109,755	115,755	119,755
4	102,425	112,425	118,425	122,425
5	105,295	115,295	121,295	125,295
6	108,165	118,165	124,165	128,165
7	111,035	121,035	127,035	131,035
8	113,905	123,905	129,905	133,905
9	116,775	126,775	132,775	136,775
10	119,645	129,645	135,645	139,645
11	122,515	132,515	138,515	142,515
12	125,385	135,385	141,385	145,385
13	128,255	138,255	144,255	148,255
14	131,125	141,125	147,125	151,125
15	133,995	143,995	149,995	153,995
16	136,865	146,865	152,865	156,865
17	139,735	149,735	155,735	159,735
OG	163,893	173,893	179,893	183,893