

**WARREN HILLS REGIONAL
EDUCATION ASSOCIATION
CONTRACT AGREEMENT
WITH THE
WARREN HILLS REGIONAL
BOARD OF EDUCATION**

2024/2025

2025/2026

2026/2027

**Warren Hills Regional Educational Association
Collective Negotiations Agreement with the
Warren Hills Regional Board of Education**

2024/25, 2025/26, 2026/27

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

PREAMBLE

This AGREEMENT entered into as of this 1st day of July, 2024 by and between the BOARD OF EDUCATION OF THE WARREN HILLS REGIONAL SCHOOL DISTRICT, hereinafter called the "Board," and the WARREN HILLS REGIONAL EDUCATION ASSOCIATION, hereinafter called the "Association."

WITNESSETH:

ARTICLE I, RECOGNITION

A. Unit

The Board hereby recognizes the Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all personnel employed by the Board, including:

1. Certificated Instructional Staff
 - a. Classroom Teachers
 - b. Librarians
2. Certificated Non-Instructional Staff
 - a. Psychologists
 - b. Nurses
 - c. Counselors
 - d. Social Workers
 - e. Learning Disabilities Teacher Consultants
 - f. Speech Correctionists
 - g. Student Assistance Coordinator (SAC)
 - h. Anti-Bully Specialist (ABS)
3. Paraprofessionals
4. Secretaries
5. School Security Personnel
6. Technology Personnel
7. Library Assistant
8. Custodial, Maintenance and Grounds Crew Personnel

But excluding:

1. Assistant Superintendent
2. Assistant Principals
3. Business Administrator
4. Supervisors
5. District Directors
6. Principals
7. Substitutes
8. Superintendent of Schools
9. Executive Secretaries
10. Aides/Paraprofessionals not employed by Warren Hills
11. Athletic Trainer
12. Payroll / Benefits Staff

B. Definition of Paraprofessionals

Unless otherwise indicated, paraprofessionals refer to only aides working under the direction of a teacher and/or administration and having responsibilities related to the instructional process.

ARTICLE II, NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974 in a good faith effort to reach agreement concerning the terms and conditions of employment. Any agreement so negotiated shall apply to the unit defined in Article I, be reduced to writing, shall be presented to the membership of both the association and the Board for consideration, and if acceptable to the majority of the membership of both bodies, be adopted and signed by both the Association and the Board.
- B. This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed by both parties.
- C. **Compliance Between Individual Contract and Master Agreement**
Any individual contract between the Board and the individual members of the collective bargaining unit, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- D. Any disagreement between an individual contract and the bargaining contract will not be subject to binding arbitration.

ARTICLE III, EMPLOYMENT PROCEDURES

- A. **Placement on Salary Schedule**
 - 1. Each unit member shall be placed on the proper position of the appropriate salary schedule as of the beginning of the current school year as per Appendices A - H, respectively.
 - 2. If a unit member was hired after February 1, that unit member will not advance on the salary guide in the subsequent year. In all other cases, salary adjustments for the subsequent year will be in accordance with the negotiated salary schedule.
 - 3. A unit member who received credit for experience, as set forth in (a), below, when employed by the Board during the school year, shall advance to the next step on the salary guide at the beginning of the next school year.
 - a. Credit for experience shall be deemed at the discretion of the superintendent and the Board of Education to each unit member for previous experience in any duly accredited school upon initial employment or reemployment in accordance with the provision of Appendix A - H respectively. Credit may be given at a maximum of a one-year-for-one-year basis for experience in the educational field, but not less than a minimum of one-year-for-two-year in the educational field. For experience not in the educational field, credit may be given on a one-year-for-two-years basis with a maximum of five steps. All credit for military service earned pursuant to N.J.S.A. 18A: 29-11 shall constitute part of such credit.
 - 4. The Board shall have the exclusive right to grant credit for previous experience for unit members. Once agreed upon and employed by the Board of Education, no future adjustments in credit will be requested nor granted. Likewise, existing unit members will not be granted salary adjustments based upon other unit member's salaries.
 - 5. Until the ratification of a successor contract, there will be no movement on the salary guide, vertically or horizontally. Salaries will remain as dictated by the previous contract.
- B. **Notification of Contract and Salary**

Teachers shall be notified of their contract and salary status for the ensuing year no later than the day required by the Department of Education pursuant to N.J.S.A. 18A:27-10 which is currently May 15th unless N.J.S.A is amended otherwise. Secretaries, Paraprofessionals, School Security personnel, Technology personnel and Custodial, Maintenance and Grounds personnel shall be notified of their contract and salary status for the ensuing year no later than June 1 or one (1) month from ratification and approval of the contract. Nothing in this collective bargaining agreement should be construed to establish tenure for the position of paraprofessionals regardless of years of service.

C. Resignation of a Secretary, Paraprofessional, School Security Personnel, Technology Personnel or Custodial, Maintenance and Grounds Personnel

1. A secretary, paraprofessional, school security personnel or a custodial, maintenance or grounds crew personnel who is resigning his/her position shall give two (2) weeks' notice.
2. For technology personnel resigning from his/her position, a thirty (30) day notice must be given to the immediate supervisor and/or Superintendent.
3. Earned vacation and personal days for secretaries, School Security personnel, Technology personnel, custodial, maintenance and grounds crew personnel shall be paid according to the portion of full months worked to the total contract year, unless proper notice has not been given. If the full two (2) weeks' notice is not given, earned vacation and personal days shall be paid only in the same proportion as the amount of notice actually given. For this purpose, ten (10) full working days shall be used in calculating the amount of notice given by the employee.
4. Personal days for paraprofessionals shall be as set forth in Article XII.

D. Posting of Employment Opportunities

1. All summer employment opportunities for unit members shall be posted. The Board shall be responsible to post said positions utilizing e-mail, website, and/or automatic telephone messaging provided these electronic methods are functioning.
2. All vacancies or newly created positions within the school district shall be posted. The Board shall be responsible to post said positions utilizing e-mail and website. This posting shall include the anticipated duration of employment and all the qualifications for the position.
3. Postings for stipend positions (i.e., athletic and advisor) within the school district will include the anticipated compensation for said position(s).

E. Notifications

1. The Board shall email the WHREA Executive Council any proposed revisions to existing Board Policy or newly created Policy. This shall be provided following the first reading, but not after the second reading.
2. All Board agendas shall be posted, to the extent known, at least twenty-four (24) hours prior to the scheduled Board meeting.
3. The minutes of all Board meetings shall be provided to the Association President within one (1) week after Board approval of the same.

ARTICLE IV, EMPLOYEE RIGHTS

A. Required Meetings or Hearings

1. Whenever any member of the collective bargaining unit is required to appear before the Board of Education, any committee thereof or administrator/supervisor, that member shall be notified in writing prior to the meeting if any matter which would adversely affect the continuation of that member's employment or salary will be discussed. The individual may then exercise his/her right to have Association representation present to advise him/her.
2. Representation rights do not extend to evaluation conferences, which are not expected to result in disciplinary action. Any comments of a negative nature that are to be included in the individual's personnel file must contain the signature of the employee and administrator/supervisor as well as the date. The signature of the employee only indicates that he/she has received the document and not that he/she agrees with the content. Rebuttals may be attached if provided to the Superintendent by the unit member within ten (10) working days of the date of the signing of the document. The Superintendent will notify the unit member in writing of the receipt of the rebuttal within ten (10) working days of its filing in his/her office. Failure to notify the member may result in a letter to the President of the Board of Education.

B. Complaints

1. Complaints regarding a member of the collective bargaining unit made to any member of the administration by any parent, student or other person shall be promptly investigated.
2. If a complaint is regarding the behavior of a unit member and a student, no member of this same collective bargaining unit may be involved with the investigation of said complaint. Members may be asked to sign statements pertaining to only their knowledge and involvement of the situation.
3. The member of the collective bargaining unit shall acknowledge that he/she has the opportunity to review such complaint by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof.
4. The unit member shall be given an opportunity to respond to and/or request a conference to discuss the alleged complaints. If the result of the investigation is placed in the unit member's file, the member will be notified. The superintendent will notify the member within (10) working days of the decision of the alleged complaint. Failure to notify the member may result in a letter to the President of the Board of Education.
5. If the alleged complaint is placed in the unit member's file, the unit member shall also have the right to submit a written answer to the alleged complaint and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy. The Superintendent will notify the unit member of the receipt of the written statement within ten (10) working days of its filing in his/her office. Failure to notify the member may result in a letter to the President of the Board of Education.

C. Seniority for Secretaries and Paraprofessionals

Seniority for secretaries covered in this collective bargaining agreement pertains to those secretaries who have attained tenure as secretaries in this district and pertains specifically to those instances when a position is eliminated as the result of a reduction in force (RIF). Reductions in force affecting secretaries will be conducted in a similar fashion to reductions in force involving teaching staff. That is, if a reduction in force is implemented and involves a tenured staff member, the person with the least time in the district would be the person released regardless of level.

Seniority for paraprofessionals covered in this collective bargaining agreement begins at date of hire and pertains specifically to those instances when a position is eliminated as the result of a reduction in force (RIF). Reductions in force affecting paraprofessionals will be conducted in a similar fashion to reductions in force involving teaching staff. That is, if a reduction in force is implemented, the person with the least time in the district would be the person released.

In situations whereby, the student may be unable to attend school for an extended period of time, the Superintendent of Schools, in consort with the appropriate Child Study Team, shall have the sole authority to reduce or terminate the paraprofessional position as deemed necessary by employing the guidelines noted above. In all cases, as appropriate, the paraprofessional shall retain bumping rights according to the seniority list.

D. Association Identification

No member of the collective bargaining unit shall be prevented from wearing pins or other identification of membership in the Association or its affiliates. Such pins or other identification shall be in good taste and shall not be disruptive to the educational process.

E. Just Cause

Unless a just cause therefore exists, no employee shall be disciplined, reduced in rank or monetary compensation. Any such action by the Board, or any agent or representative thereof, shall not be made public until the Board thereon takes formal action.

F. Past Practices

Unless otherwise provided in this Agreement, nothing contained in this Agreement shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any terms and conditions of employment existing prior to its effective date.

G. Investigative Inquiries will follow the policy adopted by the Board of Education as the procedure for disciplinary/performance review conferences.

ARTICLE V, ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

The Board agrees to furnish upon request of the Association a current roster of certified personnel (as of first day of school for teachers), one (1) copy of the agendas and the minutes of all public Board meetings, and one (1) copy of the names and addresses of all unit members

B. Use of School Buildings

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

C. Use of Equipment

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

incurred, loss, or theft of borrowed property. Permission of the building principal or his/her designee shall be required. Such permission shall not be withheld unreasonably.

D. Use of Bulletin Boards

The Association and its unit members shall have, in each school building, space for its use on the bulletin board in each faculty lounge. Material to be posted shall be in good taste. Materials posted in view of students and/or the public shall require administrative approval.

E. Inter-school Mail

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

F. Participation in Meetings

1. During the annual Orientation meeting of staff, the Association President or designee shall, if he/she so requests, have 30 minutes time on the program.
2. An Association representative may speak to the staff at the conclusion of any faculty meeting. The principal shall place the representative's request on the agenda if given one day prior notification.
3. Whenever possible, the notice of, and agenda items for any meetings shall be announced to the staff involved, at least one (1) day prior to the meeting. Unit members shall have the opportunity to suggest items for the agenda.

G. Association President's Duty

The Association president shall be given one duty period in his/her schedule to be used for the purpose of Association business. If the Association President is a non-certificated staff member, the President will be granted time equivalent to a duty period for Association business. Said duty period/allotted time will be in addition to contractually required prep periods. The duty period/allotted time shall last for the duration of the school year.

H. Association Business

1. Officers and official representatives of the Association shall be granted a collective total of 84 periods during the school year to conduct Association business. No more than two persons per day may be absent for such business.
2. In the event that loss of a prep occurs due to matters that the administration /unit member requests association assistance, said person will be provided compensation at the rate of a class coverage or comp time for loss of preparation period.

ARTICLE VI, MANAGEMENT RIGHTS

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

establish work rules; and (g) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

ARTICLE VII, WORK YEAR

A. Ten-Month Employees

1. The in-school work year for teachers employed on a ten (10) month basis shall not exceed one hundred eighty-five (185) days, of which 181 are instructional days. The additional days shall include the following:

- (1) the first orientation day
- (2) one full day county in-service
- (3) one full day for district in-service
- (4) last day for professional staff.

Prior to the start of the school year, new personnel may be required to attend up to three (3) days for new teacher orientation.

2. The work year for School Security Personnel and paraprofessionals shall be the same as the students' school year in addition to one orientation day. If School Security Personnel /paraprofessionals wish to attend a professional development in-service, it will be on a volunteer basis.
3. The work year for ten (10) month secretaries will be 199 days. The employee's schedule will be developed by the Administration after consultation with the employee(s) before the end of the prior school year or within one (1) week of any later Board-approved modification to the following school year calendar. The employee work year may begin on or before the first reporting day for professional staff and conclude after the last day for professional staff. A ratio of 1/200 will be used for per-diem calculation purposes.

B. The school calendar shall be established by the Board of Education.

C. Holiday Schedule -- Secretaries & Technology Personnel

1. All secretaries, full and part/time, are entitled to the following holidays:

Independence Day
Labor Day
NJEA Convention (2 days)
Thanksgiving (2 days)
Winter Holiday (same as teachers)
New Year's Day
Martin Luther King Day
Presidents Day Holiday
Good Friday
Spring Holiday (2 days)
Memorial Day

2. All technology staff are entitled to the following holidays:

Independence Day
Labor Day
NJEA Convention (1 days)
Thanksgiving (2 days)

Winter Holiday (3 days)
New Year's Day
Martin Luther King Day
Presidents Day Holiday
Good Friday
Spring Holiday (2 days)
Memorial Day
Open Holidays* (3 days)

* Technology Personnel may utilize the open holidays of his/her choosing as long as that day is a day that school is closed for students and is approved by their immediate administrator. Reasonable notice shall be given and administrative approval shall not be arbitrarily withheld.

*Athletic secretaries that are required to work during Winter Holiday may choose an alternative date or dates of his/her choosing as long as that day is a day that school is closed for students and is approved by their immediate administrator. Reasonable notice shall be given and administrative approval shall not be arbitrarily withheld.

If one of the above holidays is lost due to a calendar change, a replacement holiday will be provided. Reasonable notice shall be given and administrative approval shall not be withheld unreasonably. These replacement holidays must be used during the school year in which they are earned and can be utilized with administrative approval.

3. All custodial, maintenance and grounds crew workers are entitled to the following holidays:

Independence Day
Labor Day
NJEA Convention (1 day)
Thanksgiving (2 days)
Christmas Day
Winter Holiday (2 days) as announced
New Year's Day
Martin Luther King Day
Presidents Day Holiday (1 day)
Good Friday
Spring Holiday (2 days) as announced
Memorial Day
Open Holidays ** (2 days)

**The employee may select two holidays of his/her choosing as long as that day is a day that school is closed for students and is approved by their immediate administrator. Reasonable notice shall be given and administrative approval shall not be unreasonably denied.

If one of the above holidays is lost due to a calendar change, or per an administrative request, an additional open holiday will be provided. Reasonable notice shall be given and administrative approval shall not be withheld unreasonably. These open holidays must be used during the school year in which they are earned.

The employee shall be required to work on emergency closing days. Specific work hours for early dismissal, delayed openings and emergency closing days will be determined by the Director of Plants & Facilities.

- D. Vacation Schedule – Secretaries, Technology Personnel and Custodial, Maintenance and Grounds Crew

1. Vacation time may be taken at any time during the year and shall be scheduled to coordinate with the work schedule. Request for vacation time must be made to the administrator/supervisor prior to the day being requested and shall be subject to the approval of the immediate supervisor. Such approval may not be arbitrarily withheld.
2. Vacation days are allotted as follows:

Upon employment, 12-month staff earn vacation days at the rate of .83 per month (10 days/12 months = .83). These days accrue until July 1st following the date of employment when they are available to be used.

A full year allotment of vacation days is available each July 1st, thereafter according to the following schedule, provided the employee worked the full previous year. Employees must complete the year indicated below before moving to the next tier.

After years	1 - 5	10 days
	6 - 8	12 days
	9 - 11	15 days
	12 - 14	18 days
	15 - 17	20 days
	18 - 19	22 days
	20+	25 days

3. Unused vacation days, not to exceed 10 days, can be carried over to the next school year.

ARTICLE VIII, TIME REQUIREMENTS

A. Certificated Instructional and Certificated Non-Instructional Staff – WORKING HOURS

As professionals, staff are expected to devote to their assignments the time necessary to meet their responsibilities. Staff shall indicate his/her presence at the beginning and end of the workday according to the procedure established by the Board of Education.

1. The Certificated Instructional Staff and Certificated Non-Instructional Staff school day shall be no more than 7 hours and 20 minutes in length. The members day may be extended under stipends for assignments provided for in this agreement and agreed to voluntarily by the teacher and administration. The teachers who extend their day by their own volition will not be compensated.
2. Certificated Instructional Staff student contact time shall be no more than 267 minutes per average day and no less than 190 minutes per day.
3. Certificated Instructional Staff student contact time includes but is not limited to: classroom instruction, homeroom, study hall duty supervision, lunch-duty supervision, and library duty supervision.
4. Certificated Instructional Staff and Certificated Non-Instructional Staff shall have a daily duty-free lunch period approximately in the middle of the school day, equal in length to that of the students' lunch, but not less than 30 minutes excluding passing time normally allocated between periods. Exceptions to the provisions may be made in cases of extreme emergency as determined by the building administration.
5. Certificated Instructional Staff required to travel between the middle school and high school during the course of the school day shall be assigned five (5) classes plus a duty/travel period. In the event that said travelling teacher is assigned a sixth class, said teacher shall receive a stipend of \$1,550 per semester.

6. Certificated Instructional Staff and Certificated Non- Instructional Staff may leave the building without requesting permission during their scheduled duty-free lunch period. When leaving or returning to the building for any reason, all staff must swipe in/swipe out utilizing the District's electronic card system.
7. Schedule: The standard workday for certificated full-time instructional staff will be:
 - a. Six (6) teaching/duty periods; and
 - b. The equivalence of two (2) full class periods of non-instructional preparation time per day or six (6) full class periods of non-instructional preparation time per 4-day schedule rotation.
 - c. Non-instructional preparation time will be utilized to conduct business related to instructional/school-related assignments unless compensated at the class coverage rate for loss of said preparation periods.
8. Schedule: Certificated Non-Instructional Staff employed full time shall have the following preparation time allotted per week or in a 4-day rotation;
 - a. Guidance Counselors and CST (LDTC, Social Workers, Psychologist) shall have the equivalence of 3 hours per 4-day schedule rotation, to conduct business related to their school assignment unless compensated at the class coverage rate for loss of said preparation time.
 - b. Nurses and Speech Correctionists shall have the equivalence of 1 hour per 4-day schedule rotation.
 - c. SAC shall have the equivalence of 1 hour per 4-day schedule rotation.
 - d. Time will be calculated in the amount of the highest position, not to be combined. (1/2 time positions).
9. Due to the nature of their positions, preparation time and lunch time for Guidance Counselors and CST members will not be scheduled at a designated time during the school day. However, if a Guidance Counselor or CST member is unable to take his/her contractual preparation or lunch time due to their duties, they may be compensated, provided they submit to his/her direct supervisor a detailed daily time sheet documenting that, due to meetings, counseling sessions or other business demands, the member was unable to take guaranteed lunch or preparation time. Timesheets submitted for such purposes are subject to review, verification and approval by the direct supervisor prior to any payment being issued.
10. If a teacher is assigned five (5) class preparations per semester, they will be compensated at a rate of \$1,550 per semester paid at the conclusion of the semester. No teacher will be assigned more than five (5) preparations per semester.
 - a. A class preparation is defined as those with different whole course numbers as indicated in the Course of Studies, or as different levels of courses (for example, U.S. History I CP and U.S. History I Honors are two different class preparations).
 - b. E.R.I.C., LD, MD or similar programs that require a teacher to prepare for five (5) or more different areas of instruction during the school day shall also qualify for the \$1,550 stipend.
11. In the event that schedules cannot be implemented for Certificated Instructional Staff and Certificated Non-Instructional Staff in an educationally sound manner, the Board may implement a schedule consistent with the terms of the contract.
12. Usage of non-instructional preparation periods for Meetings

Certificated Instructional Staff may be administratively assigned or required to attend one meeting during their non-instruction preparation period per week or four-day rotation. Any certificated instructional staff member who is required to attend more than one additional meeting or is administratively assigned on a second preparation period in a four- day rotation which causes them to lose a preparation period will be compensated at the rate of class coverage for one period.

13. Part-time Certificated Instructional Staff and Part-time Certificated Non-Instructional Staff, (according to the Federal definition of Part time) shall only be required to attend meetings during their scheduled workday. The teacher shall be responsible for getting any missed information from the administration.
14. Teaching partnerships must be limited to no more than three different partners per semester. If a teacher is assigned more than three partners in a semester, the teacher will be compensated at a rate of \$350 per semester or \$700 per full year course for each additional partnership.

14. Provisions for Special Education Teachers:

- a. Special Education Classroom Teachers required to write IEPs will be granted professional days to collect data and write IEP documents as follows:

1-5 IEPs = 1 day
6-10 IEPs = 1 1/2 days
11+ IEPs = 2 days
Days may be taken in half-day increments.

- b. Special Education classroom teachers required to write the Alternate Proficiency Assessments (APA) or equivalent state mandated assessments will be granted professional (writing) days as follows.

Initial Profile of Students
1-5 APA total tested subject areas,
(1.5) days each month
6-10 APA total tested subject areas,
(2) day each month
11+ APA total tested subject areas,
(2.5) days each month

Revisions to an Initial Profile:
1-5 APA total tested subject areas,
1/2 day each month
6-10 APA total tested subject areas,
1 day each month
11+ APA total tested subject areas,
1 1/2 days each month

- c. Days will be allotted for every month from the beginning to the end of the state's collection period. This is in addition to the professional development days provided to the entire staff.
15. If a Certificated Instructional staff or certificated non-instructional staff member is required to attend an evening event outside the contractual time, beyond the two required events (Article IX non-teaching duties) that member will receive compensation at the appropriate rate as determined by the building principal or director, or approval of comp time may be given.
16. Loss of prep time due to state required drills and or emergency situations involving the health, safety of students and/or teachers and will not be compensated.
17. The District may maintain AM Resource time. However, on two (2) days per week which the teacher will designate, he/she will be able to use their AM Resource time for discretionary professional purposes if no student appears for help or guidance within the first ten (10) minutes. During "passing time" between classes, teachers are not mandated to actively monitor the hallways. Prior to the start of the school year,

the Administration and Association representatives will meet and agree upon a post assignment morning schedule for the forthcoming school year.

- B. Certificated Instructional and Certificated Non-Instructional Staff participation in approved field trips and co-curricular activities may be scheduled to extend beyond the contractual school day/teacher's in-school workday. Overnight and weekend trips shall be assigned and required by the administration. If the assignment is outside the contractual year of September 1 thru June 30, compensation will be at an hourly chaperone rate not to exceed over 9 hours a day.
- C. Certificated Instructional and Certificated Non-Instructional Staff are expected to perform supervisory duties during days when the school schedule is modified for testing and other special events.
 - 1. Attempt of notification of assignments will be made at least five (5) school days prior to testing or special event days unless substitutions arise due to absenteeism. If notification is two days or less, the employee shall be compensated at the class coverage rate for preparation time lost for the time spent testing. There will be no compensation if there is written notification from the State Department of Education that they made changes to the schedule within the 2-day period.
 - 2. If testing or other special events occur during the prep period, certificated instructional staff will be compensated at the rate of teacher class coverage for that prep period except on full non-instructional testing days.
 - 3. A schedule of planned preparation time for certificated non-instructional staff will be created in the beginning of the year to be utilized during state mandated assessments.
- D. Building-based teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending building faculty meetings, department meetings or other special meetings. No teacher shall be required to attend more than thirty (30) such meetings during any one school year. Such meetings will not go past 3:30pm except in cases of emergency involving the health and safety of students and/or teachers and where, as determined by the administration, a memo, phone call or mass emailing would not be able to convey the information. If additional time is needed, students shall be dismissed early.
- E. Certificated Instructional and Certificated Non-Instructional Staff Special Working Hours
 - 1. The teacher workday on the last day of school shall begin at 8:00am and end at 2:45pm or when the member has completed normal school closing procedures without negating supervisory professional responsibilities.
 - 2. Fridays and days prior to holidays, members may leave fifteen (15) minutes after the students' dismissal unless assigned an after-school duty.
 - 3. School will close after a state-recognized four (4) hour session on the last school day prior to the Thanksgiving and Winter recess.
 - 4. Back-To-School Nights will be scheduled on back-to-back nights (Wednesday and Thursday). The scheduled day will alternate annually by school (i.e., if the High School Back-To-School Night is on Wednesday and Middle School on Thursday, the High School night will be held on Thursday and Middle School on Wednesday in the following year). The days when Back-To-School Nights are scheduled will be a full day session. The Friday following the Back-To-School Nights will be an abbreviated school day with a dismissal for all at the end of a four-hour session.
- F. Secretarial Working Hours

1. Working hours for full-time secretaries shall be from 7:15 a.m. until 3:30 p.m. Monday through Friday, from the first day of school for teaching staff through the last day of school for teaching staff. Working hours for athletic office secretaries shall be 8 hours and 15 minutes Monday thru Friday per workday from the first day of school for teaching staff through the last day of school for teaching staff. If a main office secretary is assigned to perform the substitute assignments as part of his/her regular duties, that secretary's work hours shall be from 6:30 a.m. until 2:45 p.m., Monday through Friday
2. A duty-free lunch period of one (1) hour shall be provided approximately in the middle of the work day.
3. Two (2) uninterrupted "coffee breaks" each of 10-minute duration shall be provided. One such break may be taken in the morning and one in the afternoon. The administration may schedule these breaks if necessary.
4. Friday Leave Time: On a rotational basis, one secretary per building, from the entire secretarial staff, excluding the secretaries to the Athletic office, will stay one hour after school dismissal in the main office. All other secretaries may leave 45 minutes after student dismissal. Any secretaries that perform substitute assignments and arrive at 6:30 a.m. are excluded unless needed due to an emergency situation.
5. As determined by the building administration and approved by the Superintendent, summer hours will be 7 hours in duration including a 30-minute lunch and two 10-minute breaks, from the day following the last day of school for teaching staff through the day preceding the first day of school for teaching staff. The superintendent shall have discretionary authority to adjust the starting and ending times to meet building needs.
6. Secretaries may leave one-half (1/2) hour after students on the last working day prior to holidays unless needed due to an emergency situation as determined by the Superintendent. The holidays are listed in Article VII (C), excluding open holidays.
7. Secretaries may leave one-half (1/2) hour early on the last working day prior to the Fourth of July holiday.
8. Part-time secretaries will work hours as assigned by the administration except in the case of an emergency. Notice will be provided fourteen (14) calendar days in advance of any change.

G. Secretary Emergency Closings and Delays

Secretaries shall not be required to work on emergency closing days. For early dismissal and delayed openings secretaries shall follow district start and end times that are determined by the superintendent.

1. Overtime: (defined as working hours in excess of a 40-hour work week)
 - a. All overtime on weekends or holidays shall be voluntary. If volunteers are not available or, in the judgment of the administration, specific skills are required, the administration has the right to assign overtime to the secretary it determines is necessary to perform the assignment. Notice that such overtime will be required shall be given as far in advance as possible and rotated to the extent feasible.
 - b. Overtime other than on weekends or holidays shall be worked as required by the administration. Notice that such overtime will be required shall be given as far in advance as possible and rotated to the extent feasible.
 - c. Overtime shall be paid at the rate of one and one half (1 1/2) times the hourly rate, and double time on weekends and holidays. In the alternative, compensatory time may be taken following the formula for hourly compensation to arrive at the equivalency in time.

d. Paid days off will count as if worked for computing overtime beyond seven and one-quarter (7 1/4) hours.

a. Note - Compensation shall be at the regular hourly rate (or compensatory time if the employee chooses) for the hours between the regular work week and the beginning of the overtime rate. (40 hours less 36 1/4 = 3 3/4 hours)

2. Secretaries employed on a ten-month basis will be paid at a rate equal to 10/12 of the annual salary of their appropriate step.

H. Paraprofessional Working Hours.

Working hours for paraprofessionals shall be parallel to those of teachers with regard to starting time and length of lunch periods. Paraprofessionals may leave the building without requesting permission during their scheduled duty-free lunch period, but they must indicate their leaving and return by notifying the building main office staff. At the close of the school day, paraprofessionals may leave five minutes after the student dismissal time. If a paraprofessional is required to stay beyond that time, he/she will be paid at the rate defined in Article XX.A.2. When leaving or returning to the building for any reason, paraprofessionals must swipe in/swipe out utilizing the District's electronic card system.

I. School Security Personnel's Working Hours

1. Working hours for School Security Personnel shall be eight (8) hours per day. Within this workday is included a half an hour (1/2) lunch period and two ten (10) minute breaks.
2. Days Prior to holidays, School Security Personnel may leave forty-five minutes (45) minutes after the students' dismissal unless their assigned work shift is needed for security purposes.

J. Technology Personnel Working Hours

1. Working hours for technology personnel shall be eight (8) hours per day. Within this workday is included a half an hour (1/2) lunch period and two ten (10) minute breaks.
2. Employees shall not be required to work on emergency closing days. For early dismissal and delayed openings the employee shall follow the district start and end times.

K. Custodial, Maintenance and Grounds Crew Work Hours

1. Working hours for full-time custodians, maintenance and grounds crew personnel shall be eight (8) hours, exclusive of a 30-minute duty free lunch, subject to the following shifts. Two 15-minute breaks shall be given to the Custodial, Maintenance and Grounds Crew Workers. These shifts are for illustrative purposes but may be adjusted by the Superintendent and/or designee as may be necessary:

HIGH SCHOOL	MIDDLE SCHOOL
i. 6:30 a.m. – 3:00 p.m.	i. 6:30 a.m. – 3:00 p.m.
ii. 3:00p.m. – 11:00 p.m.*	ii. 2:30 p.m. – 10:30 p.m.*

*Late shift shall be inclusive of a thirty (30) minute lunch.

2. Custodial, Maintenance and Grounds Crew personnel shall be required to work on emergency closing days. Specific work hours for early dismissal, delayed openings and emergency closing days will be

determined by the Director of Plants & Facilities. On such days, the Director and/or designee will have discretion to release employees prior to the end of their assigned shift.

3. Overtime shall be paid at time and a half the employee's hourly rate after an employee accrues more than forty (40) hours of work per week (Sunday to Saturday), or for actual time worked in any work day beyond the daily 8 working hour shift.
4. Overtime work shall not be accrued or performed unless it is pre-approved by District Administration.
5. Work performed on Sundays, when required by the District, will be compensated at double time. Work performed on Saturdays, when required by the District, will be compensated at time and a half.
6. Employees called in to work outside of their regular working hours during a regular work week will be paid a minimum of one- and one-half hours (1.5 hours).

ARTICLE IX, NON-TEACHING DUTIES

- A. All certificated staff shall attend the High School graduation ceremony. If a certificated staff member has a personal conflict (i.e., a child graduating the same day which would conflict with the District graduation event), the staff member will send written notice of the conflict to the Superintendent at least ten (10) days in advance and request approval to attend the personal event.
- B. Coaching and Extracurricular/Extra-Curriculum Advisor Assignments
 1. All extracurricular positions will be declared open at the end of the school year or athletic season. Reemployment in a position is not automatic and is dependent upon the recommendation of the Superintendent and the approval of the Board of Education.
 2. In May of each year or at the end of the season, the administration will notify all staff members to apply in writing for any and all positions which they desire. This will be accomplished by written notification on the website and by email to all unit staff.
 3. A staff member's qualifications, previous performances and requests for other contracts will be considered in filling each position. All Warren Hills employees who apply for an extracurricular position will be given an opportunity to interview for said position. In the event the board determines, in their opinion, no applicants meet the qualifications, the board reserves the right to request and/or assign a unit member to fill the position according to NJSA 34:13A-23.
 4. In the event that a coach/extracurricular advisor is unable to fulfill the responsibilities of his/her position for a period of two weeks or longer, the administration shall have the right to replace the coach/advisor immediately and assign the duties and remaining stipend to the new coach/advisor. The superintendent will be able to reinstate the coach/advisor if he/she is able to resume the duties of the position.
 5. If a coaching position is eliminated during the season, said coach will be reassigned to another coaching position for the remainder of the season. Said Coach may have the option to resign from the reassigned position.
 6. An extracurricular advisor position may be suspended at the start of a new year with notification being given to the advisor on or before September 15th of that year. Positions may be reposted for the next year.
 7. Extra-curricular advisor salary ranges will be \$2700-\$4500 Extra-curricular advisor assistant salary range will be \$2000 - \$2500. Determination of salary stipends for each extracurricular/extra curriculum activity will be determined annually by the BOE. Placement on the tier guide for extracurricular/extra

curriculum activity will be determined by the BOE upon the recommendation of the Superintendent or his designee following the guidelines set forth in State Regulations and Board Policy #2430.

8. If an extracurricular activity is deemed by the Board of Education, to present a safety issue to students/staff, an assistant club advisor / coach may be assigned.
9. Any advisor/supervisory position upon its creation and or renewal will be posted for consideration. These are positions in addition to extracurricular and coaching positions.
10. If a staff member is assigned to serve in a position (non-stipend) that is outside the contracted year July 1st to August 31st, he/she will be compensated at the hourly rate designated in Article XIX, Additional Compensation, not to exceed 20 hours.
11. If the Anti-Bully Specialist/SAC member or administrative designee is to serve in a position (non-stipend) that exceeds hours beyond the workday of more than 30 minutes, he/she will be compensated at the hourly rate designated in Article XIX, Additional Compensation.
12. Independent Study advisors will conduct their programs in the time frame outside the instructional day. If an instructor wishes to conduct this program during his/her duty-free lunch, he/she has that option. However, no independent study may run simultaneously with an extracurricular/extra-curriculum activity. Stipend for independent study (per student) first student is \$195 and \$100 for each additional student in the same subject.
13. New staff mentoring advisors will provide assistance to their mentee in the time frame outside the instructional day. If an instructor wishes to conduct this program during his/her duty-free lunch, he/she has that option. Stipend for mentoring of new staff is \$500.

C. Mileage Reimbursement

Staff who are authorized to use their own vehicles for school purposes will be reimbursed at the state rate established by the office of Management and Budget. In the event that the State rate is abolished, staff that are authorized to use their own vehicles for school purposes will be reimbursed at the rate established by the IRS as of January 1 of each year. All employees submitting claims for mileage reimbursement must first provide a Certificate of Insurance verifying they maintain liability coverage of a minimum of \$50,000 /\$100,000. Monthly submissions of \$25 or more are requested.

ARTICLE X, TRANSFERS, ASSIGNMENTS AND REASSIGNMENTS

- A. The Superintendent or designee shall notify each staff member, by e-mail and website, of all known, unfilled and newly created positions as they occur. Individuals interested in applying for the position shall do so in the manner prescribed in the notice within fifteen (15) days after the date of the notice unless the notice includes a different response deadline. During the summer recess, unit members will be notified of vacancies by using e-mail and website.
- B. Teachers who desire to change in grade and/or subject assignment or who desire to transfer to another building may file a written request of such desire with the Superintendent not later than April 15. Such request shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference. A reason for the request can also be attached if the employee feels it is a justifiable request. Decisions pertaining to assignments shall be made by the Superintendent of Schools after consultation with the principals. Upon reaching a decision, the Superintendent or his/her designee shall notify the employees involved.
- C. As soon as practicable, or on or before June 7th the Superintendent/or designee shall post in each school and make available to the Association President, a system-wide roster showing the names and tentative

assignments of all personnel, In the event of change of assignment, the unit member involved will be notified at the earliest possible time, but no later than two weeks prior to the first day of classes except in the case of extenuating circumstances. Upon request of the unit member, a consultation with the Superintendent or his/her designee will be held concerning such change.

ARTICLE XI, SICK LEAVE

A. Number of days

1. Each teacher and paraprofessional unit member employed by the Board shall be entitled to eleven (11) days of sick leave in each school year, commencing the first official school day of said school year whether or not the teacher or paraprofessional reports for duty on that day.
2. Twelve (12) month secretaries, technology personnel and custodial, maintenance and grounds crew personnel shall be credited at the rate of twelve (12) sick days per year. Ten (10) month secretaries shall be entitled to ten (10) sick days per year. Part-time secretaries shall receive sick leave prorated based upon the percent of hours/day worked compared to a full-time secretary.
3. School Security Personnel shall be entitled to ten (10) sick days per year.

B. Accumulation of Sick Days

Unused sick leave days shall be accumulated from year to year without limitation.

C. Medical Clearance /Documentation

The Superintendent or Designee shall have the discretion to require a medical clearance/documentation if the unit member is absent. Requests for a medical clearance/documentation will not be unreasonably sought by the Superintendent, pursuant to law.

D. Notification of Accumulation

Members of the collective bargaining unit shall be given a written accounting of accumulated sick leave days accrued to the end of the prior year no later than October 1 of each school year. Unit members will approve the accounting and verify its accuracy in writing yearly.

E. Payment of Unused Sick Leave

1. Any unit member who retires from the district, according to the provision of the T.P.A.F. or P.E.R.S., in order to receive immediate benefits and not merely "deferred retirement" and has at least ten (10) years of service in the Warren Hills Regional School District shall be eligible for payment for unused sick leave. Statute 18A:30-3.5
2. According to Statute 18A:30-3.5 any member who is not retiring and is severing service in the district is not eligible for payment for unused sick leave.
3. To be eligible for the payment, a unit member must notify the Board of his or her intention to retire by January 1 of the year in which they anticipate retirement. Failure, for any reason, to give the required notice by Jan 1st the unit member may be rendered to deferred payments up to and not to exceed two contractual years.
4. Reimbursement for those unit members who qualify for payment shall be reimbursed as follows to a maximum reimbursement of \$15,000 for employees hired after May 21, 2010, or as designated by state law.

For unit members: Certificated Instructional and Certificated Non-Instructional staff

Day: 1 to 100 day(s) at \$55 each

Days: 101 to 200 days at \$60 each

Days: 201+ days \$65 each

For unit members: Full Time Secretaries, Technology Personnel & Custodial, Maintenance and Grounds Crew

Day: 1 to 100 day(s) at \$50 each

Days: 101 to 200 days at \$55 each

Days: 201+ days \$60 each

For unit members: School Security Personnel Paraprofessionals, and Part Time secretaries

Day: 1 to 100 day(s) at \$37 each

Days: 101+ days at \$40 each

5. If a unit member should pass away while employed in the district, payment for unused sick leave would be made to the estate of that employee.

F. Substitute Coverage

If a unit member is absent from work under the terms of this contract, said member is required to notify the Board-appointed designee in accordance with the approved procedure. Said unit member will not be responsible for arranging substitute coverage or duty coverage.

G. Sick Leave Bank

Utilization of the sick bank will follow the guidelines set forward by the sick bank policy.

ARTICLE XII, TEMPORARY LEAVES OF ABSENCE

A. Types of Leave

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

1. Personal

Up to five (5) days personal leave shall be granted to a unit member during a school year for personal business.

- a. Request for leave must be made to the appropriate administrator in advance of the day requested, except in extenuating circumstances.
- b. If the day requested is before or after a school holiday, five (5) days' notice must be given. A reason must always be given if the leave is sought for a day before or after a school holiday.
- c. Staff are not required to provide information regarding the nature of business to be conducted for a personal day that is not before or after a holiday. However, if two or more consecutive personal days are requested, a reason must be given.
- d. No more than five percent(5%)rounded up to the nearest whole number of the unit members may receive the same day off before or after a school holiday.

- e. The Superintendent shall have the discretion to approve additional requests for leave for days before or after a school holiday.
- f. At the end of each school year, unused personal days shall accumulate and be added to the employee's sick leave balance for use as sick days, not to exceed the statutory maximum of fifteen (15) total carryover days.

2. Death

- a. Up to five (5) days will be granted in case of the death of a member of a unit member's family, which, for purposes of this contract shall include the following: husband, wife, child, father, mother, domestic partner/civil union, any other member of the immediate household.
- b. Up to three (3) days will be granted in case of the death of a member of a unit member's family, which, for purposes of this contract shall include the following: brother, sister, father-in-law, mother-in-law.
- c. For all unit members, up to two (2) days will be granted in case of the death of a member of a unit member's family, which, for purposes of this contract shall include the following: brother-in-law, sister-in-law, grandchild, grandparent.
- d. A one (1) day leave of absence will be granted for death of other relatives or close friends of a unit member. No more than two(2) such days shall be granted in any given school year.

3. Military

A unit member who is required to undergo military field training or to attend service school for a period of two (2) weeks or less during any school year shall be granted leave of absence for such period with pay.

Whenever such military field training, required activation to duty, or attendance at service schools requires that the unit member remain for a longer period than the prescribed two (2) weeks, Federal and New Jersey Law regarding such leave for military purposes will be complied with by the district. See NJSA 38:23-1, 23-4 and 38A:4-4 and any other applicable statutes.

4. Non-paid Days to Observe a Religious Holiday

Up to two (2) days per year without pay maybe taken with prior approval of the Superintendent to observe religious holidays.

5. Extensions

Extensions of any temporary leave set forth in Paragraph A above may be made at the discretion of the Superintendent of Schools with Board of Education approval.

6. Additional Leaves

Leaves taken pursuant to this Article shall be in addition to any sick leave to which the unit member is entitled.

7. Sabbatical Leave

A sabbatical leave may be granted to an employee by the Board per the Board's policy.

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

ARTICLE XIII, EXTENDED LEAVES OF ABSENCE

A. Military

Military leave without pay shall be granted to any member of the collective bargaining unit who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment as per N.J.S.A 38:23-4 or N.J.S.A 38:14-4.4.

B. Maternity Disability Leave

1. Sick leave related to the birth of a child will be granted upon request during the disability period commonly four (4) weeks prior to and six (6) weeks following the day of the birth, and eight (8) weeks if by Cesarean section. Beyond these limits, a request for extended sick leave related to the birth of a child should be accompanied by a doctor's note explaining the nature of the disability, stating the need for continued absence from work and the estimated date for return to work. The use of an employee's available sick leave, vacation or personal days for the purposes of family disability leave shall be at the option of the employee.
2. If the pregnancy is terminated before full term and birth of the child, the unit member may apply for termination of leave allowing at least one (1) month for fair notice of her substitute and for her own health. Such return must be accompanied by a certificate of physical fitness from the unit member's personal physician.

C. Family Leave Act

Employees will be entitled to leaves of Absence as stipulated under the provisions of the Family Leave Act. 29 USCA Section 2601 et seq and New Jersey Family Leave Act N.J.S.A. 34:11B-1 et seq.

D. Child Care

1. A child care leave of absence without pay will be granted to any tenured unit member at the employee's request. Such leave shall not exceed a total period of one (1) year starting at the completion of FMLA time frame. The applicant shall make his/her intentions regarding the commencement and termination dates of his/her requested leave known to the office of the Superintendent as soon as possible. Before returning to work, the employee may be asked to present a doctor's certificate of physical fitness.
2. Any tenured unit member adopting an infant child shall be granted a leave of absence up to a period of (1) one year without pay, starting at the completion of FMLA time frame. Such leave shall commence upon the unit member's receiving de facto custody of said child, or earlier if necessary, to fulfill the requirements for the adoption.
3. Return from child care leave, except as provided in Paragraph 3 above, or leave for adopting purposes shall coincide with the beginning of a marking period or school year. An employee may submit a written request to return at a time other than the beginning of a marking period or school year. Return during the school year shall be at the discretion of the Superintendent of Schools. If request to return is denied, medical benefits will be reinstated effective the date specified in said written request and in conjunction with a physician's release to return to work.

E. Miscellaneous

- a. Other requests for leaves of absence will be considered on a case by case basis and the decision of the Board of Education in these matters is final.
- b. Upon return from leave granted pursuant to Section A of this Article, a unit member of the collective bargaining unit shall be considered, as if he/she were actively employed by the Board, during the leave and upon his/her return, shall be placed on the salary schedule at the level he/she would have achieved, if he/she had not been absent. To receive increment credit, a ten-month unit member must work or receive a salary for ninety-four (94) days per year, and a twelve-month unit member must work or receive a salary for one-hundred twenty-one (121) days per year.
- c. All extensions or renewals of leaves shall be applied for in writing. If granted, notification shall also be in writing. Such extensions or renewals shall be acted upon by the Board of Education upon the recommendation of the Superintendent of Schools.

ARTICLE XIV, INSURANCE PROTECTION

- A. Effective September 1, 2021 or as soon thereafter as is possible, the Board shall provide health care insurance protection through the New Jersey School Employees Health Benefits Program ("SEHBP"). The base medical insurance plan shall be the New Jersey Direct 15 plan or equivalent as of September 1st, 2021. The Board may also offer additional health care insurance options if permitted by law. The details of the plan are available in the business office of the Board.
- B. Prescription coverage shall be provided through either the SEHBP or through a composite rate under a private plan at the Board's option. The prescription component to be provided shall be equal to or better than as of September 1, 2021 as follows:

Co-pay Prescription Drug

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

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

Dental Coverage

\$1200 /person/calendar year

Orthodontics Coverage

\$2500/person/lifetime

The Board may offer a choice of additional dental plan options with coverage levels and costs that exceed the levels listed above. The Board's liability for dental coverage shall be capped at the above coverage levels and rates. Members may buy up to higher cost plans and pay the difference if there is an increase in premium.

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

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

Waiver Amounts Table

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

- F. The Board and unit members shall share the health benefits coverage premium appropriate for each unit member's family status in accordance with New Jersey law. Premiums for prescription coverage shall be at the current Tier IV rates set forth in P.L. 2011, c.78. For employees electing coverage under the Educators Health Plan or the Garden State Health Plan under the SEHBP, premiums for prescription coverage shall be in accordance with P.L. c.44 and P.L. 2021, c.163.
- G. If another carrier, approved by the New Jersey Department of Insurance, should offer insurance coverage equal to or better than that provided in Paragraph A of this Article, then such insurance may be procured under contract with such other carrier by the Board without formal amendment of this contract. In such case, the Association shall be provided with 230 days advance notice of such change and given the opportunity to review the proposed plan..
- H. In order to qualify to be eligible to receive health care insurance benefits, unit members must work a minimum of 30 hours or more per week. Teachers must be scheduled a minimum of four periods with one preparation period.
- I. The Board shall request the carrier to provide to each new staff member a description of the healthcare insurance coverage provided under this Article, no later than the beginning of the current school year, which shall include a clear description of conditions and limits of coverage as listed above.
- J. The Board will provide an in-district human resource person to act as an advocate for insurance/coverage concerns.
- K. If the medical and prescription drug combined plan's premiums exceed the threshold of the patient Protection and Affordable Care Act (PPACA) Cadillac Tax (as implemented) the parties must agree upon new options that will not require an excise tax payment pursuant to the PPACA Cadillac tax within thirty (30) days of notification being given to the Association. Otherwise the BOE will charge back to the employee the dollar value of the excise tax incurred to the board.
- L. An IRS Section 125 Plan will be established by the Board.
- M. An optional vision plan shall be offered by the Board. The premiums for such plan shall be borne by the individual employee. Vision coverage shall be at the employee's discretion and the Board shall not be responsible for any costs associated with vision coverage.

ARTICLE XV: PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT

A. The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other such sessions which certificated instructional and certificated non-instructional are required and/or requested by the Board to pursue. The Board's obligation under this provision, however, shall not extend to courses required for basic teacher certification.

B. Course Reimbursement – Tenured Teachers

1. The Board will support appropriate graduate college/university training in the field of education related to the employee's current or future job responsibility as cited by N.J.S.A. 18A:6-8.5 and 18A:6-8.6.
2. The credit limit shall be set at twelve (12) credits per year (July 1 – June 30) for each full-time staff member with a maximum of nine (9) credits per tuition reimbursement period defined in Article XVI.B.4. This benefit shall not extend to personnel hired to fill a leave of absence. Credit reimbursement allotments for part-time unit members shall be commensurate with their percentage of full-time employment. Payment by the Board shall not exceed the per credit cost paid by the unit member and shall not exceed the Rutgers in-state tuition rate.
3. All courses regardless of reimbursement status must be pre-approved to be considered for horizontal movement on the guide. Horizontal movement may only occur once in a contracted school year at one of the two designated times listed in C; 4 below.
4. Courses are eligible for reimbursement at the in-state Rutgers per credit tuition rate. A grade of a "B" or better must be obtained for reimbursement.
5. To facilitate the equitable distribution of available funds, course reimbursement shall be allocated in two periods each year. If the total of the approved reimbursement is less than the budgeted amount for that reimbursement period, all credits will be reimbursed at 100%, but not to exceed the Rutgers rate. If the total of the approved reimbursement that is submitted by the appropriate date exceeds the budgeted amount for that reimbursement period, the total allotted funds shall be distributed proportionally to the cost of the course for all courses submitted and approved.
6. Unit members shall indicate their intent to seek tuition reimbursement by completing and submitting an approval form to the office of the Superintendent prior to enrollment.

C. Reimbursement Paperwork

1. For courses that will end between July 1 and December 31, grade verification paperwork must be submitted to the BOE office by the last business day in January. The BOE will issue reimbursement checks no later than the last business day in February.
2. For courses that will end between January 1 and June 30, verification paperwork must be submitted to the BOE office by the last business day in July. The BOE will issue reimbursement checks no later than the last business day in August.
3. The maximum expenditure each year of the contract shall be \$90,000. No more than 55% of the budgeted amount shall be used in the tuition reimbursement period defined in Article XV.C.1 & 2.
4. Course credit will be given for horizontal movement on the salary guide through successful completion of the course as indicated by a transcript submitted with the unit member's request for reimbursement. Movement on the guide will happen twice per year with appropriate documentation submitted by the last business day of January or the last business day of July.

5. Once a masters degree is achieved any additional horizontal movement will require a two (2) year waiting period.
 6. Courses for which reimbursement will be claimed must be presented to the Superintendent for approval prior to the actual experience. If the course is not approved, the applicant may, upon completion of the course, again apply for reimbursement. If reimbursement is again denied, he/she may proceed with the grievance procedure at Level F-3, Board of Education.
 7. If a unit member leaves the district within the last year of completing courses, then the unit member must reimburse the district for those courses using the following guidelines;
 8. Payment for courses will adhere to the following steps;
 - a. If unit member leaves within one year of course reimbursement, then reimbursement to the district shall be required at 100%.
 - b. If unit member leaves within the last two years of course reimbursement, then reimbursement to the district shall be required at 50%.
 - c. If unit members stays for three years after three years, no course reimbursement is required to the district.
 - d. If unit member leaves or gives notice of leaving before reimbursement is distributed, he/she forfeits the reimbursement moneys.
 9. If a Tenured Certificated Instructional and Certificated Non-Instructional member is released from his/her position due to reduction in staff, he/she will not be required to reimburse the district for any courses taken.
- D. On-line courses from accredited educational institutions recognized by the Certification/Licensing Division of the N.J. Department of Education shall be eligible for reimbursement under the same conditions as traditional courses. Video courses are not eligible for reimbursement.
- E. Course Reimbursement Non-Tenured Certificated Instructional and Certificated Non-Instructional shall receive the same benefits as stated in section B course reimbursement 1-14 at the rate of 50 percent. If a Non-Tenured Certificated Instructional and Certificated Non-Instructional member is released from his/her position due to reduction in staff, he/she will not be required to reimburse for any courses taken.
- F. Summer Professional Development
- Reimbursement for summer professional development shall be at the rate of as defined in Article XIX. Teachers shall have the option of selecting comp time in lieu of monetary compensation for summer professional development at the discretion of the superintendent/designee. Utilization of acquired comp time requires administrative approval. All comp time must be used during the contractual year in which it is earned. Any unused comp time shall be reimbursed at the designated rate earned.
- G. Professional Development for Certificated Instructional and Certificated Non-Instructional staff.
- a. Certificated Instructional and Certificated Non-Instructional staff required to provide administrative approved training to their colleagues shall be given release time to prepare for the training upon approval.
 - b. Technology personnel who are required to provide administrative approved trainings beyond their work day will be compensated at \$30 per hour.
 - c. The District will provide five (5)) half days for teachers to work on district initiatives, professional development or state mandated training. These days will run with a half day instructional schedule

in place. Teachers will receive at least a half hour lunch. Professional Development time will begin at 12:45 pm and end at 3:15 pm. Coaching assignments do not supersede these professional development responsibilities unless it is for scheduled games and/or events.

H. Support Staff, Technology Personnel and Custodial, Maintenance and Grounds Crew Professional Development

- a. Full time secretaries shall be given a minimum of four (4) hours of professional development per year. The training shall occur during the course of the workday with prior approval by the superintendent /building principal/director/supervisor.
- b. To provide an incentive to secretaries, technology personnel, paraprofessionals, school security personnel and custodial, maintenance and grounds crew personnel toward professional development and improvement, the Board agrees that it will pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other sessions which a secretary, paraprofessional, technology, custodial, maintenance, grounds crew or school security personnel is required or requested to pursue or which a secretary, paraprofessional, technology, custodial, maintenance, grounds crew or school security personnel may wish to pursue for professional development with prior approval of the Superintendent and Board. This provision should not be construed to obligate the Board in any way to reimburse staff for the pursuit of an undergraduate degree.

- I. The Board shall compensate a teacher with a \$750 stipend upon receipt and maintenance of a current National Teaching Standard Board Certification. The Board will also pay 50% of the cost of a passed written exam, one time. This payment shall be made annually at the end of the school year.

ARTICLE XVI, EMPLOYEE EVALUATION

A. Evaluations

A member of the collective bargaining unit shall be given, within seven working days, a copy of any evaluation report prepared by his/her evaluators prior to any conference held to discuss it.

1. If the unit member is dissatisfied with his/her evaluation conferences, he/she may request an additional conference prior to the evaluation being placed in his/her file. No such report shall be submitted to the central office, placed in the unit member's file, or otherwise acted upon without a prior conference with the member.
2. Members of the collective bargaining unit shall sign the completed evaluation form, but this shall indicate only that the report has been received by the member, and in no way indicates agreement with the contents thereof. Such intent shall be specified on the form.
3. Rebuttals to the evaluation may be attached to the evaluation if provided to the Superintendent by the unit member within ten (10) school days of the signing of the document by the unit member. The Superintendent will notify the unit member of the receipt of the rebuttal within ten (10) school days of its filing in his/her office.
4. Any changes to the evaluation process, except those mandated by NJDOE, must be approved by the Association.

B. Filing of Evaluations

The final determination as to what is placed in the personnel file pertaining to an employee evaluation rests with the Superintendent/Administrator/Supervisor/Director who conducted the observation. In the event that a document is placed in said unit members file, a copy shall be provided to the unit member.

ARTICLE XVII, SALARIES

A. Guides: Simplified and Lettered adding of technology

1. The salary of each teacher covered by this Agreement is set forth in Appendix A which is attached hereto and made a part hereof.
2. The salary of each secretary is set forth in Appendix B which is attached hereto and made a part hereof.
3. The salary of each paraprofessional is set forth in Appendix C which is attached hereto and made a part hereof.
4. The salary of each School Security Personnel is set forth in Appendix D which is attached hereto and made a part hereof
5. The salary of each technology personnel member is set forth in Appendix E which is attached hereto and made a part hereof.
6. The salary of each Custodial, Maintenance and Grounds Crew personnel member is set forth in Appendix F which is attached hereto and made a part hereof
7. The stipend for each coaching position is set forth in Appendix G which is attached hereto and made a part hereof.
8. The stipend for each extra-curricular advisor position is set forth in Appendix H which is attached hereto and made a part hereof.
9. Payment for all extra-curricular and co-curricular stipends will be made in equal installments on a quarterly basis. Payments for coaching stipends (three (3) equal payments in consecutive months) will be made each month in equal installments on the 30th of each month, with payments for fall sports beginning on September 30th.

B. Method of Payment

1. Employees covered by this agreement who are employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
2. Members of the collective bargaining unit with direct deposit employed on a ten (10) month basis shall have the option to be paid on a ten (10) or twelve (12) month basis. Those that opt to be paid on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments. Those that opt to be paid on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments. Employees who opt to be paid on a twelve (12) month basis will be enrolled in the District's summer pay program. In such event, 10% of the employee's check is withheld from each pay period in accordance with N.J.S.A. 18A:29-3 and N.J.A.C. 6A:23A-16.9 (Summer Payment Plan), which will be paid out in four (4) equal installments over July and August of each year.
3. The Warren Hills Regional Board of Education shall make available a direct deposit plan for all employees.
4. Regular pay days are scheduled for the 15th and the last day of each month. When a pay day falls on or during a school holiday, vacation or weekend, members of the collective bargaining unit shall receive their pay checks on their last working day preceding such regularly scheduled pay day.
5. The final paycheck for teachers/10-month secretaries/paraprofessionals/ and school security staff shall be mailed or direct deposited by June 25th provided they have fulfilled all professional responsibilities on or prior to this date.

C. Procedure of Withholding Increment:

Pursuant to statute, the Board may withhold the employment increment, or the adjustment increment, or both, of a teacher.

1. An increment may not be withheld for a cause relating to a teacher's classroom performance unless the following procedural steps have been accomplished:
 - a. The teacher has been evaluated in accordance with the procedures established in Article XVI, "Employee Evaluation."
 - b. At least thirty (30) working days (but in no case later than May 15 preceding the school year in which such withholding would be effective) prior to the date upon which the Board will consider the withholding, the Superintendent or his/her designee, has given to the teacher in question, written notice of the alleged cause or causes for the proposed withholding, specifying the nature thereof with such particulars as to furnish the teacher an opportunity to respond to the charge(s) alleged.
 - c. The teacher shall be afforded the opportunity to speak on his/her own behalf, personally or through a representative, at the meeting at which the Board considers the withholding.
2. An increment may not be withheld for a cause unrelated to a teacher's classroom performance unless the following procedural steps have been taken:
 - a. At least ten (10) working days prior to the date upon which the Board will consider the withholding, the Superintendent or his/her designee, has given to the teacher in question, written notice of the alleged cause or causes for the proposed withholding, specifying the nature thereof with such particulars as to furnish the teacher an opportunity to respond to the charges alleged.
 - b. The teacher shall be afforded the opportunity to speak on his/her own behalf, personally or through a representative, at the meeting at which the Board considers the withholding.

ARTICLE XVIII, DEDUCTIONS FROM SALARY

- A. The Board agrees to deduct from the salary of any member of the collective bargaining unit dues for the Warren Hills Education Association, the Warren County Education Association, the New Jersey Education Association and the National Education Association, as each unit member individually and voluntarily authorizes the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education. All moneys, so deducted, together with records of any corrections shall be transmitted to the treasurer of the New Jersey Education Association by the 15th of each month following the monthly pay period in which deductions were made. Unit member's authorizations for salary deductions shall be in writing on the forms provided.
- B. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. An Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- C. Additional authorization for dues deduction may be received after August 1 under rules established by the State Department of Education.
- D. The notice of a unit member's withdrawal shall be filed prior to December 1 to become effective as of January 1 next succeeding the date on which notice of withdrawal is filed. Should a unit member file notice of withdrawal after December 1, withdrawal shall become effective as of July 1 next succeeding the date on which notice of withdrawal is filed.

ARTICLE XIX, ADDITIONAL COMPENSATION

A. Compensation Rates

Unit members shall be compensated at the following rates for work done beyond in addition to the contractual requirements:

1. Child Study Team/Guidance Counselors required to perform their job duties outside the contractual school year will be paid their per diem rate. All hours must be approved by the Director of Special Services / Director of Guidance or the Superintendent.
2. Work requiring a certificated staff member \$47/hour
Includes but not limited to:
 - a. Curriculum writing; Projects due at the discretion of the Curriculum and Instruction Director or Designee.
 - b. Summer Extended School Year (ESY) Teachers
3. Chaperoning / Student supervision Duties \$32/hour
Includes but not limited to:
 - a. Lunch Duty
 - b. Detention
 - c. Early Morning Duty
 - d. Summer Extended School Year (ESY) Paraprofessional
 - e. 1-to-1 IEP-driven chaperone for extra-curricular activities \$32/hour for
certificated staff.
\$23/hour for non-
certificated staff.
4. Class Coverage \$40 /class period
5. Summer Professional Development \$32/hour
Includes, but not limited to, summer workshops / training programs
6. Sporting Event personnel will be compensated at the approved Board of Education rates.

B. Compensation Timesheets

1. Requests for extra compensation paid at an hourly rate must include a timesheet. Extra compensation is for work performed outside the contractual day. Prior approval is required from the building Administrator or designee
2. Requests for any extra compensation must be submitted no later than two (2) district working days following the close of school for the staff. Any request for payment after this date will be paid on September 15th.
3. Time sheets shall be submitted according to the posted schedule. Any requests for compensation must be made within the fiscal year earned.

C. Unit Members shall have the option of selecting comp time in lieu of monetary compensation for class coverage's or duties at the discretion of the superintendent/building principal and or director. Utilization of acquired comp time requires administrative approval.

1. All comp time must be used during the contractual year in which it is earned.
2. Any unused comp time shall be reimbursed at the designated rate earned.

3. Comp time is limited to a total of 15 hours per school calendar year.

D. Custodial, Maintenance and Grounds Stipends

Custodial, Maintenance and Grounds Crew personnel shall receive the following stipends provided the required prerequisites have been met. All stipends listed below shall be added to the employee's annual salary and shall be pensionable:

1. Each custodial, maintenance and grounds crew employee that holds a valid black seal license, provided same is required by the District per the individual's job description, shall receive an annual stipend of \$1,200.
2. Each custodial, maintenance and grounds crew personnel that holds a valid integrated pest management (IPM) certificate, provided same is required by the District per the individual's job description, shall receive an annual stipend of \$1,200.
3. Each custodial, maintenance and grounds crew employee that holds a certificate for small engine repair, provided same is required by the District per the individual's job description, shall receive an annual stipend of \$1,200.
4. Each custodial, maintenance and grounds crew personnel given the designation of "lead" shall receive an annual stipend of \$5,000.

E. License Renewals - The Board shall reimburse custodial, maintenance and grounds crew personnel for the three (3) year renewal fee of their black seal license and one (1) year renewal for a pest management license. Renewal application fees will be paid once per renewal cycle.

F. Custodial, Maintenance and Grounds Personnel Longevity

Any custodian, maintenance and grounds personnel that receives a stipend for longevity as of June 30, 2021 shall be grandfathered at the current longevity amount. Employees that do not receive a longevity stipend as of that date are ineligible for longevity

ARTICLE XX, GRIEVANCE PROCEDURE

A. Definitions

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

B. Purpose

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

C. Time Limits and Procedures:

1. A grievance to be considered under this procedure must be initiated by the unit member within thirty (30) working days of the time the unit member was given written notification of the alleged misinterpretation, misapplication or violation.

2. The number of days indicated at each level shall be considered as a maximum and every effort should be made to expedite the process. The time limits specified at any level may be extended by mutual agreement. The extended time limits will be put in writing and signed by both parties.
3. In the event a grievance is filed at such time that it cannot be processed through all the steps in the grievance procedure by the end of the year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party of interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or a mutually determined time thereafter which shall be in writing.
4. Failure at any step of the procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of the procedure to appeal a decision on a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision at that step.
5. The Board also agrees that upon written request from the Association or any member thereof processing a grievance beyond Level Two, it may provide requested information as necessary to process the grievance.
6. If a member is put on Administrative leave with pay, the initiated grievance shall happen when the member returns, by the association within thirty (30) working days of the return of said member.

D. Rights of Members of the Collective Bargaining Unit to Representation

1. Any aggrieved person may be represented at all stages of a grievance procedure by himself/herself, or, at his/her option a representative selected or approved by the Association.
2. When a grievant is not represented by the Association in the processing of a grievance, the Association shall, if the grievance is appealed above Level One, be notified that the grievance is in process, have the right to have a representative present during further meetings with the grievant thereon, present its position in writing and receive a copy of the decision rendered thereon.

E. Service During Grievance Procedure

1. Members of the collective bargaining unit shall, during and notwithstanding the levels of any grievance, continue to observe all assignments and Board policies.

F. Procedure - Contract Grievance

1. Level One – Filed with the administrator/supervisor/director who may have misinterpreted, misapplied or violated this Agreement, policies, or administrative decision affecting terms and conditions of employment.
 - a. A unit member with a grievance shall first have an informal discussion with the administrator/supervisor/director who may have misinterpreted, misapplied or violated this Agreement, policies, or administrative decision affecting terms and conditions of employment in an effort to resolve the matter informally.
 - b. If the Association is not satisfied with the informal discussion, a formal grievance will be filed with the administrator/ supervisor/director who may have misinterpreted, misapplied or violated this Agreement, policies, or administrative decision affecting terms and conditions of employment. The building principal(s) will be notified and given a copy of said grievance. The formal discussion with the administrator shall be held within five (5) working days of receipt of the grievance.

c. The grievance will include all of the following but is not limited to:

1. The date of the occurrence giving rise to the grievance.
2. The date(s) of informal discussion with the administrator/supervisor/director to whom the grievance was filed.
3. The date the grievance was filed.
4. The nature of the grievance.
5. The specific provisions of the contract or specific board policies allegedly violated.
6. The remedy being sought.
7. All supporting documents of grievance will be attached.

2. Level Two – Next level of Administration/ BOE

- a. If the grievant is not satisfied with the disposition of the grievance at Level One he/she may, within ten (10) working days after the discussion with the administrator/supervisor/director appeal to the next level of Administration/superintendent and or the BOE.
- b. The appeal to the next level of Administration/superintendent and or BOE will include all documentation associated with the grievance that were submitted to the initial administrator with documentation and decisions made thereon. A copy of the documentations and decisions will be forwarded to the building principal.
- c. At the time the appeal is submitted to the next level of Administration/ superintendent and/or BOE either party may request in writing a conference to discuss the matter under appeal. The conference shall be held no later than ten (10) working days from the request.
- d. The next level of Administration/superintendent or BOE will render a decision on the grievance within ten (10) working days of his/her receipt of the appeal or within ten (10) working days of the conference, whichever event shall occur last.

3. Level Three - Board of Education

- a. If the grievant is not satisfied with the disposition of the grievance at Level Two he/she may, within ten (10) working days after the receipt of the decision, appeal to the Board of Education.
- b. The appeal to the Board of Education shall be in writing specifying the matter submitted to the next level of Administration/Superintendent and/or BOE, the decision made thereon and all documentation. A copy of the documentations and decisions will be forwarded to the building principal.
- c. At the time the appeal is submitted to the Board of Education or upon receipt thereof by the Board of Education, either party may request a conference in writing to discuss the matter under appeal. The conference shall be held no later than ten (10) working days from the request.
- d. The Board of Education shall render a decision on the grievance within ten (10) working days of its receipt of the appeal or within ten (10) working days of the conference, whichever event shall occur last.
- e. The Board of Education shall consider the appeal not later than the second regularly scheduled Board of Education meeting following receipt of the appeal or following the conference, whichever event shall occur last.

- f. The decision of the Board of Education shall be delivered to the grievant within ten (10) working days following the Board of Education meeting at which the matter is considered.

4. Level Four - Arbitration

- a. If the grievant is not satisfied with the disposition of his/her grievance at Level Two (or Level Three if an appeal to the Board was taken), he/she may, within twenty (20) working days after the decision of the Board of Education, whichever is later, with the consent of the Association, submit the matter to arbitration.
- b. No claim by a unit member shall constitute a grievable matter beyond Level Two if it pertains to (1) any matter for which a detailed method of review is prescribed by law or which has traditionally been determined by the Commissioner of Education; (2) any matter which according to law is not mandatory negotiable.
- c. Within ten (10) working days after receipt of written notice of submission to arbitration, the Board and the Association shall attempt to agree on a mutually acceptable arbitrator from a roster to be submitted from the Public Employment Relations Commission. If the parties are unable to agree upon an arbitrator, a request will be made of the Public Employment Relations Commission to submit a second roster of names. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission in the selection of an arbitrator.
- d. The arbitrator shall limit himself/herself strictly to the issues submitted to him/her and shall consider nothing else. He/she may add nothing to, nor subtract anything from, the Agreement between the parties.
- e. The arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be final and binding on the parties with regard to grievances submitted on behalf of employees.
- f. The costs for the services of the arbitrator shall be borne equally by the Board and the Association. Any other expenses incurred shall be borne solely by the party incurring same.

G. Procedure - Policy/Administrative Decision Grievance

If a grievance includes a conflict of interest with level of administrator, said grievance will be moved automatically to the next level. Movements will be determined by the executive committee of the Association.

- 1. Level One: Follow Procedure of Contract Grievance
- 2. Level Two: Follow procedure of Contract Grievance
- 3. Level Three: Board of Education

- a. If the grievant is not satisfied with the disposition of the grievance at Level Two he/she may, within ten (10) working days after the receipt of the decision, appeal to the Board of Education.
- b. The appeal to the Board of Education shall be in writing including all documentation from level one and level two and the decision made thereon. A copy of the documentations and decisions will be forwarded to the building principal.
- c. At the time the appeal is submitted to the Board of Education or upon receipt thereof by the Board of Education, either party may request a conference to discuss the matter under appeal. The conference shall be held no later than ten (10) working days from the request.

- d. The Board of Education shall render a decision on the grievance within ten (10) working days of its receipt of the appeal or within ten (10) working days of the conference, whichever event shall last occur.
- e. The Board of Education shall consider the appeal not later than the second regularly scheduled Board of Education meeting following receipt of the appeal or following the conference whichever event shall last occur. The decision of the Board of Education shall be delivered to the grievant within ten (10) working days following the Board of Education meeting at which the matter is considered.
- f. The decision of the Board of Education shall be final.
- g. In the event that a decision is made when school is not in session, the Association and unit member must be notified in writing within five (5) working days of the time the decision.
- h. Any and all documents, communications, and records dealing with the grievance shall be kept in a separate grievance file. Grievance documents shall not be kept in employee personnel files.

ARTICLE XXI, STRIKES AND JOB ACTION

- A. Participation by any member of the collective bargaining unit in a strike or a refusal to perform assigned duties shall be just cause for disciplinary action.
- B. No lockout of employees shall be instituted by the Board during the term of this Agreement. The Association agrees that during the term of this Agreement, neither it nor its officers, employees or members, will engage in, encourage, sanction, support or suggest any strikes, work stoppages, boycotts, slowdowns, mass resignations, mass absenteeism, picketing or any other similar action which would involve suspension of or interference with the normal work of the Board. In the event that Association members participate in such activities in violation of this provision, the Association shall notify those members so engaged to cease and desist from such activities and shall instruct the members to return to their normal duties. Any employee participating in these prohibitive activities may be disciplined by the Board.

ARTICLE XXII, Council for Strategic Planning

- A. The Council for Strategic Planning is organized to provide a forum for the discussion of education issues and strategic planning initiatives to advise and consult with the Board of Education, Administration on matters pertaining to the Warren Hills Regional School District. Topics for discussion are limited to non-negotiable matters.
- B. The Council for Strategic Planning shall establish rules for its operation. Once established, changes may occur only upon the majority vote of the council. The Association President shall appoint a facilitator to the Council for strategic planning to oversee operations.
- C. The council for Strategic Planning shall meet a minimum of three (3) times per year with an established yearly calendar. If deemed necessary, the council may request additional meetings. The agenda for all meetings will be developed by the appointed facilitator after collaboration with the Administration. Agenda and previous minutes shall be developed and distributed one (1) week in advance of the scheduled meeting. The minutes shall be agreed upon by majority of the Council for Strategic Planning.
- D. Membership of the Council of Strategic Planning shall consist of:
 - 1. Two members of the Board of Education
(Will be determined based on what is on the agenda)
 - 2. Superintendent of Schools

3. Principal of the High school
 4. Principal of the Middle School
 5. Two (2) District Administrators/Supervisors
(Will be determined based on what is on the agenda)
 6. Internal Coordinator Liaison (Neutral)
 7. One representative of the High School staff
 8. One representative of the Middle School staff
- E. The primary function of the Council is to recognize and review strategic planning proposals and initiatives. The purpose of this council is not to approve or deny, rather give guidance on district policy procedure and practices pertinent to the items suggested in Paragraph A above.
- F. All reports and recommendations outlined above in Paragraph E shall be in writing.

ARTICLE XXIII, MISCELLANEOUS PROVISIONS

A. Separability

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

B. Reproduction

The Board shall supply the Association with a digital copy of this Agreement within thirty (30) days after the same has been executed for distribution to Association members.

C. Nothing in this Agreement shall operate retroactively unless expressly so stated.

D. Grade Changes

No grade or evaluation of a student by a teacher shall be changed without prior consultations with the teacher by the principal and/or administrator. The change of a grade or evaluation following consultation with the teacher shall not be subject to the grievance procedure, but the affected teacher shall have the right to appeal the change of grade decision to the Superintendent. If still unresolved, the teacher may appeal the decision to the Board at its next regularly scheduled meeting, whose decision shall be final.

E. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will 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 of the parties at the time they negotiated or signed this Agreement.

F. Notice

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

1. If by Association, to Board of Education, Warren Hills Regional Schools, 89 Bowerstown Road, Washington, NJ 07882.

2. If by Board, to the President of the Association at his/her appropriate address as filed with the Board of Education, or if he/she is unavailable to the registered agent of the Warren Hills Education Association at the address of the registered office of the Association.

G. E-mail

All Unit members in good standing shall be provided a web-based Warren Hills e-mail account during the duration of their employment, subject to the Board of Education Acceptable Use Policy.

H. Custodial, Maintenance and Grounds Crew Clothing Allowance

1. Five (5) shirts, 2 sweatshirts will be provided to all custodial, maintenance and grounds crew personnel. The same allotment of shirts will be provided to new employees upon their hiring in the District. Each year thereafter, custodial, maintenance and grounds crew personnel will receive three (3) additional shirts and 1 sweatshirt from the District.
2. Shirts must be worn at all times when working for the District and may only be worn at the place of employment.
3. The specific shirts to be provided and method for distribution shall be at the discretion of the Director and/or designee.
4. Custodial, Maintenance and Grounds Crew personnel required to work outside as part of their regular job duties may be required to wear safety shoes/boots as stipulated by the Director and/or designee. If so required, at no time shall any custodian, maintenance and grounds crew person report to work without the agreed-upon safety shoes/boots. The Board will provide a yearly safety shoe/boot allowance of \$150.00 to each such employee, reimbursable upon the presentation of receipts to the Director. The safety shoe/boot allowance is intended for the purchase of footwear to be used for employment purposes only. In the event that the footwear purchased with this yearly allowance is worn out prior to the conclusion of the year, the employee shall be required to provide identical footwear at his/her own expense.
5. The Board will also provide foul weather gear at each school, the specific amount and type of gear to be determined by the Director of Plants/Facilities. Such gear is to remain on the premises and for use on school grounds only.
6. If at any time, the Board believes the uniform or safety shoe benefit is being abused, it reserves the right to cancel the benefit immediately. The decision to do so shall not be arbitrable or grievable and will not be considered a violation of the contract or terms and conditions of employment.
7. The Board shall provide sufficient personal protective equipment (PPE) at each building for employee use. The PPE to be provided may include, but is not limited to, eye and ear protection, gloves, masks and other similar equipment. The specific PPE to be provided is at the discretion of the Director and/or designee.

ARTICLE XXIV, DURATION OF AGREEMENT

- A. This Agreement made between Warren Hills Regional Board of Education and Warren Hills Regional Education Association, shall become effective July 1, 2024 to June 30, 2027.
- B. The salaries for secretarial staff shall be retroactive to July 1, 2024.
- C. The salaries and compensations for custodial, maintenance and grounds crew staff shall be retroactive to July 1, 2024.
- D. The salaries for all other unit members shall be retroactive to September 1, 2024.

E. Stipends and hourly rates as set forth herein, except those for custodial, maintenance and grounds crew staff, shall be effective July 1, 2024.

F. This agreement will be extended until such time as a successor agreement is negotiated.

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

Warren Hills Regional Education Association



WHREA President / Lead Negotiator



WHREA 2nd Vice President / Member at the Table

Warren Hills Regional Board of Education



President of WHRSD BOE



WHBOE Lead Negotiator



Earl C. Clymer, III
WHRSD Superintendent of Schools

Appendix A

Certificated Instructional Staff and Certificated Non-Instructional Staff Salary Guide 2024-2025 – 2025-2026 – 2026-2027

YEAR 1 - Teachers

2024-2025

3.6 % Increase

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	61,955	63,980	66,005	68,030	70,055	72,080	74,105
2	62,205	64,230	66,255	68,280	70,305	72,330	74,355
3	62,455	64,480	66,505	68,530	70,555	72,580	74,605
4	62,705	64,730	66,755	68,780	70,805	72,830	74,855
5	63,205	65,230	67,255	69,280	71,305	73,330	75,355
6	64,570	66,595	68,620	70,645	72,670	74,695	76,720
7	66,580	68,605	70,630	72,655	74,680	76,705	78,730
8	68,920	70,945	72,970	74,995	77,020	79,045	81,070
9	71,380	73,405	75,430	77,455	79,480	81,505	83,530
10	73,840	75,865	77,890	79,915	81,940	83,965	85,990
11	76,300	78,325	80,350	82,375	84,400	86,425	88,450
12	78,760	80,785	82,810	84,835	86,860	88,885	90,910
13	81,220	83,245	85,270	87,295	89,320	91,345	93,370
14	83,680	85,705	87,730	89,755	91,780	93,805	95,830
15	86,140	88,165	90,190	92,215	94,240	96,265	98,290
16	88,855	90,880	92,905	94,930	96,955	98,980	101,005

BA+30 is only available to those teachers who were on the BA+30 column during the 2014/2015 school year. If a teacher was not on the BA+30 column during the 2014/2015 school year, the teacher may upon receipt of a Master's degree, advance from the BA+15 column to the MA column.

Note: Library Assistant is paid at 51% of the teachers' guide at the appropriate step on the BA Level.

YEAR 2 – Teachers
2025-2026
3.5% Increase
Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	64,225	66,250	68,275	70,300	72,325	74,350	76,375
2	64,475	66,500	68,525	70,550	72,575	74,600	76,625
3	64,725	66,750	68,775	70,800	72,825	74,850	76,875
4	64,975	67,000	69,025	71,050	73,075	75,100	77,125
5	65,475	67,500	69,525	71,550	73,575	75,600	77,625
6	66,840	68,865	70,890	72,915	74,940	76,965	78,990
7	68,850	70,875	72,900	74,925	76,950	78,975	81,000
8	71,190	73,215	75,240	77,265	79,290	81,315	83,340
9	73,650	75,675	77,700	79,725	81,750	83,775	85,800
10	76,110	78,135	80,160	82,185	84,210	86,235	88,260
11	78,570	80,595	82,620	84,645	86,670	88,695	90,720
12	81,030	83,055	85,080	87,105	89,130	91,155	93,180
13	83,490	85,515	87,540	89,565	91,590	93,615	95,640
14	85,950	87,975	90,000	92,025	94,050	96,075	98,100
15	88,410	90,435	92,460	94,485	96,510	98,535	100,560
16	91,125	93,150	95,175	97,200	99,225	101,250	103,275

BA+30 is only available to those teachers who were on the BA+30 column during the 2014/2015 school year. If a teacher was not on the BA+30 column during the 2014/2015 school year, the teacher may upon receipt of a Master's degree, advance from the BA+15 column to the MA column.

Note: Library Assistant is paid at 51% of the teachers' guide at the appropriate step on the BA Level.

YEAR 3 - Teachers
2026-2027
3.5% Increase
Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	66,641	68,666	70,691	72,716	74,741	76,766	78,791
2	66,891	68,916	70,941	72,966	74,991	77,016	79,041
3	67,141	69,166	71,191	73,216	75,241	77,266	79,291
4	67,391	69,416	71,441	73,466	75,491	77,516	79,541
5	67,891	69,916	71,941	73,966	75,991	78,016	80,041
6	69,256	71,281	73,306	75,331	77,356	79,381	81,406
7	71,266	73,291	75,316	77,341	79,366	81,391	83,416
8	73,606	75,631	77,656	79,681	81,706	83,731	85,756
9	76,066	78,091	80,116	82,141	84,166	86,191	88,216
10	78,526	80,551	82,576	84,601	86,626	88,651	90,676
11	80,986	83,011	85,036	87,061	89,086	91,111	93,136
12	83,446	85,471	87,496	89,521	91,546	93,571	95,596
13	85,906	87,931	89,956	91,981	94,006	96,031	98,056
14	88,366	90,391	92,416	94,441	96,466	98,491	100,516
15	90,826	92,851	94,876	96,901	98,926	100,951	102,976
16	93,541	95,566	97,591	99,616	101,641	103,666	105,691

BA+30 is only available to those teachers who were on the BA+30 column during the 2014/2015 school year. If a teacher was not on the BA+30 column during the 2014/2015 school year, the teacher may upon receipt of a Master's degree, advance from the BA+15 column to the MA column.

Note: Library Assistant is paid at 51% of the teachers' guide at the appropriate step on the BA Level.

Appendix B
Secretary Salary Guide
2024-2025 - 2025-2026 – 2026-2027

YEAR 1

2024-2025

Warren Hills Secretary

3.6% Increase

Salary Guide

Step	10 Month	12 Month
1	36,099	42,392
2	36,499	42,872
3	36,899	43,352
4	37,299	43,832
5	37,699	44,312
6	38,113	44,809
7	38,783	45,613
8	39,466	46,433
9	40,163	47,269
10	40,874	48,122
11	41,599	48,992
12	42,338	49,879
13	43,092	50,784
14	43,861	51,707
15	44,646	52,649
16	45,446	53,609
17	46,262	54,588
18	47,095	55,587
OG		58,105

YEAR 2

2025-2026

Warren Hills Secretary

3.5% Increase

Salary Guide

Step	10 Month	12 Month
1	37,499	43,792
2	37,899	44,272
3	38,299	44,752
4	38,699	45,232
5	39,099	45,712
6	39,513	46,209
7	40,183	47,013
8	40,866	47,833
9	41,563	48,669
10	42,274	49,522
11	42,999	50,392
12	43,738	51,279
13	44,492	52,184
14	45,261	53,107
15	46,046	54,049
16	46,846	55,009
17	47,662	55,988
18	48,495	56,987
OG		59,505

YEAR 3
2026-2027 *Warren Hills Secretary*
3.5% Increase
Salary Guide

Step	10 Month	12 Month
1	38,906	45,199
2	39,306	45,679
3	39,706	46,159
4	40,106	46,639
5	40,506	47,119
6	40,920	47,616
7	41,590	48,420
8	42,273	49,240
9	42,970	50,076
10	43,681	50,929
11	44,406	51,799
12	45,145	52,686
13	45,899	53,591
14	46,668	54,514
15	47,453	55,456
16	48,253	56,416
17	49,069	57,395
18	49,902	58,394
OG		60,912

Members who were receiving longevity in 2014-2018 will be grandfathered in to receive longevity until retirement. 25 or more years of credit/service= additional \$5828 each year of the contract.

Appendix C - Paraprofessional Salary Guide
2024-2025 – 2025-2026 – 2026-2027

YEAR 1 – 2024-2025

4 hours per day

182 days per year @ 4 hrs day = 728 total hours

7.0 Hours per day

Step	No Degree	PT Salary	Hourly
1	\$31,914	\$18,236	\$25.05
2	\$32,614	\$18,637	\$25.60
3	\$33,315	\$19,037	\$26.15
4	\$34,016	\$19,438	\$26.70

Step	Assoc.	PT Salary	Hourly
1	\$34,388	\$19,650	\$26.99
2	\$35,089	\$20,051	\$27.54
3	\$35,790	\$20,451	\$28.09
4	\$36,490	\$20,852	\$28.64

Step	BA	PT Salary	Hourly
1	\$36,325	\$20,757	\$28.51
2	\$37,025	\$21,157	\$29.06
3	\$37,713	\$21,550	\$29.60
4	\$38,414	\$21,951	\$30.15

5.75 hours per day

182 days per year @ 5.75 hrs day = 1046.5 total hours

7.0 Hours per day

Step	No Degree	PT Salary	Hourly
1	\$31,914	\$26,215	\$25.05
2	\$32,614	\$26,790	\$25.60
3	\$33,315	\$27,366	\$26.15
4	\$34,016	\$27,942	\$26.70

Step	Assoc.	PT Salary	Hourly
1	\$34,388	\$28,247	\$26.99
2	\$35,089	\$28,823	\$27.54
3	\$35,790	\$29,399	\$28.09
4	\$36,490	\$29,974	\$28.64

Step	BA	PT Salary	Hourly
1	\$36,325	\$29,838	\$28.51
2	\$37,025	\$30,414	\$29.06
3	\$37,713	\$30,979	\$29.60

4	\$38,414	\$31,554	\$30.15
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YEAR 2 – 2025-2026

4 hours per day

182 days per year @ 4 hrs day = 728 total hours

7.0 Hours per day

Step	No Degree	PT Salary	Hourly
1	\$33,084	\$18,905	\$25.97
2	\$33,785	\$19,306	\$26.52
3	\$34,486	\$19,706	\$27.07
4	\$35,186	\$20,106	\$27.62

Step	Assoc.	PT Salary	Hourly
1	\$35,556	\$20,318	\$27.91
2	\$36,256	\$20,718	\$28.46
3	\$36,957	\$21,118	\$29.01
4	\$37,658	\$21,519	\$29.56

Step	BA	PT Salary	Hourly
1	\$37,492	\$21,424	\$29.43
2	\$38,193	\$21,824	\$29.98
3	\$38,881	\$22,218	\$30.52
4	\$39,582	\$22,618	\$31.07

5.75 hours per day

182 days per year @ 5.75 hrs day = 1046.5 total hours

7.0 Hours per day

Step	No Degree	PT Salary	Hourly
1	\$33,084	\$27,176	\$25.97
2	\$33,785	\$27,752	\$26.52
3	\$34,486	\$28,327	\$27.07
4	\$35,186	\$28,903	\$27.62

Step	Assoc.	PT Salary	Hourly
1	\$35,556	\$29,206	\$27.91
2	\$36,256	\$29,782	\$28.46
3	\$36,957	\$30,358	\$29.01
4	\$37,658	\$30,933	\$29.56

Step	BA	PT Salary	Hourly
1	\$37,492	\$30,797	\$29.43
2	\$38,193	\$31,373	\$29.98
3	\$38,881	\$31,938	\$30.52
4	\$39,582	\$32,513	\$31.07

YEAR 3 - 2026-2027**4 hours per day****182 days per year @ 4 hrs day = 728 total hours****7.0 Hours per day**

Step	No Degree	PT Salary	Hourly
1	\$34,215	\$19,551	\$26.86
2	\$34,915	\$19,952	\$27.41
3	\$35,616	\$20,352	\$27.96
4	\$36,317	\$20,752	\$28.51

Step	Assoc.	PT Salary	Hourly
1	\$36,686	\$20,964	\$28.80
2	\$37,387	\$21,364	\$29.35
3	\$38,088	\$21,764	\$29.90
4	\$38,788	\$22,165	\$30.45

Step	BA	PT Salary	Hourly
1	\$38,623	\$22,070	\$30.32
2	\$39,323	\$22,471	\$30.87
3	\$40,011	\$22,864	\$31.41
4	\$40,712	\$23,264	\$31.96

5.75 hours per day**182 days per year @ 5.75 hrs day = 1046.5 total hours****7.0 Hours per day**

Step	No Degree	PT Salary	Hourly
1	\$34,215	\$28,105	\$26.86
2	\$34,915	\$28,680	\$27.41
3	\$35,616	\$29,256	\$27.96
4	\$36,317	\$29,832	\$28.51

Step	Assoc.	PT Salary	Hourly
1	\$36,686	\$30,135	\$28.80
2	\$37,387	\$30,711	\$29.35
3	\$38,088	\$31,286	\$29.90
4	\$38,788	\$31,862	\$30.45

Step	BA	PT Salary	Hourly
1	\$38,623	\$31,726	\$30.32
2	\$39,323	\$32,301	\$30.87
3	\$40,011	\$32,866	\$31.41
4	\$40,712	\$33,442	\$31.96

Paraprofessionals

For all years:

Part Time Salary adjusted for scheduled half days

1:1 Extracurricular rate = \$23 per hour for 2024-2025, 2025-2026, 2026-2027.

All paraprofessional salaries shall be annualized.

Appendix D
School Security Personnel Salary Guide
2024-2025 – 2025-2026 – 2026-2027

Year 1

Warren Hills School Security	
2024-25	
3.6% Increase	
Step	Salary
1	33,564
2	34,264
3	34,964
4	35,664
5	36,364
6	37,064
7	37,764
8	38,464
9	39,164
10	39,864

Year 2

Warren Hills School Security	
2025-26	
3.5% Increase	
Step	Salary
1	34,241
2	34,941
3	35,641
4	36,341
5	37,041
6	37,741
7	38,441
8	39,141
9	39,841
10	40,541

Year 3

2026-27

3.5% Increase

Step

Warren Hills School
Security

Step	Salary
1	35,033
2	35,733
3	36,433
4	37,133
5	37,833
6	38,533
7	39,233
8	39,933
9	40,633
10	41,333

Appendix E

Technology Salary Range Guide

2024-2025 – 2025-2026 – 2026-2027

Technology Staff:

2024-2025
\$52,691 – \$79,958

2025-2026
\$54,535 – \$82,757

2026-2027
\$56,444 – \$85,654

Technology Managers:

2024-2025
\$68,939 – \$107,891

2025-2026
\$71,351 – \$111,667

2026-2027
\$73,849 – \$115,576

No employee will be paid below the minimum or above the maximum salary ranges. All Technology personnel will receive a 3.6% increase in the 2024-2025 contract year, a 3.5% increase in the 2025-2026 contract year, and a 3.5% increase in the 20236-2027 contract year. Those Technology personnel whose salary reach the top of the range will then increase by 1% the rate the maximum salary range increases.

Appendix F

Custodial, Maintenance and Grounds Personnel Salary Guide

2024-2025 – 2025-2026 – 2026-2027

Year 1
2024-2025

Step	Custodial	Grounds	Maintenance
1	37,672	42,672	52,672
2 - 4	38,022	43,022	53,022
5	38,622	43,622	53,622
6	39,222	44,222	54,222
7	39,822	44,822	54,822
8	40,452	45,452	55,452
9	41,252	46,252	56,252
10	42,137	47,137	57,137
11	43,077	48,077	58,077
12	44,017	49,017	59,017
13	44,957	49,957	59,957
14	45,897	50,897	60,897
15	46,837	51,837	61,837
16	47,777	52,777	62,777
17	48,717	53,717	63,717
18	49,657	54,657	64,657
19	50,597	55,597	65,597
20	51,537	56,537	66,537
OG1	54,673		
OG2	60,946	62,514	76,509

Custodial, Maintenance and Grounds Personnel
Year 2
2025-2026

Step	Custodial	Grounds	Maintenance
1	38,808	43,808	53,808
2	39,158	44,158	54,158
3 - 5	39,758	44,758	54,758
6	40,358	45,358	55,358
7	40,958	45,958	55,958
8	41,588	46,588	56,588
9	42,388	47,388	57,388
10	43,273	48,273	58,273
11	44,213	49,213	59,213
12	45,153	50,153	60,153
13	46,093	51,093	61,093
14	47,033	52,033	62,033
15	47,973	52,973	62,973
16	48,913	53,913	63,913
17	49,853	54,853	64,853
18	50,793	55,793	65,793
19	51,733	56,733	66,733
20	52,673	57,673	67,673
OG1	55,809		
OG2	62,082	63,650	77,645

Custodial, Maintenance and Grounds Personnel
Year 3
2026-2027

Step	Custodial	Grounds	Maintenance
1	39,983	44,983	54,983
2	40,333	45,333	55,333
3	40,933	45,933	55,933
4 - 6	41,533	46,533	56,533
7	42,133	47,133	57,133
8	42,763	47,763	57,763
9	43,563	48,563	58,563
10	44,448	49,448	59,448
11	45,388	50,388	60,388
12	46,328	51,328	61,328
13	47,268	52,268	62,268
14	48,208	53,208	63,208
15	49,148	54,148	64,148
16	50,088	55,088	65,088
17	51,028	56,028	66,028
18	51,968	56,968	66,968
19	52,908	57,908	67,908
20	53,848	58,848	68,848
OG1	56,984		
OG2	63,257	64,825	78,820

Appendix G Coaches Salary Guide

2024-2025 – 2025-2026 – 2026-2027

Salaries will remain the same for each year of the contract:

The status of teams will be determined annually by the BOE. Placement on the Tier guide may change if the team status changes. According to Board Policy # 2430.

	Tier 1	Tier 2	Tier 3	Tier 4
	Football	Basketball	Baseball	Golf
		Band	Softball	Tennis
		Wrestling	Cheerleading	Bowling
			Field Hockey	Cross Country
			Soccer	Robotics
			Lacrosse	Unified Bowling
			Track	
			Volleyball	
			Swimming	

	Step 1	Step 2	Step 3	Step 4
Tier 1				
Head Coach	\$6,632	\$7,588	\$8,543	\$10,014
Assistant Coach	\$4,912	\$5,582	\$6,250	\$7,865
Tier 2				
Head Coach	\$6,288	\$7,186	\$8,086	\$9,498
Assistant Coach	\$4,672	\$5,302	\$5,929	\$7,478
Middle School Coach	\$3,773	\$4,312	\$4,851	\$5,905
Assistant Ms Coach	\$3,090	\$3,605	\$4,017	\$4,532
Tier 3				
Head Coach	\$5,945	\$6,786	\$7,626	\$8,982
Assistant Coach	\$4,431	\$5,020	\$5,607	\$7,089
Head MS Coach	\$3,567	\$4,072	\$4,575	\$5,595
Assistant MS Coach	\$3,090	\$3,605	\$3,811	\$4,326
Tier 4				
Head Coach	\$4,912	\$5,582	\$6,250	\$7,434
Assistant Coach	\$3,709	\$4,1767	\$4,645	\$5,929
MS Coach	\$3,348	\$3,832	\$4,299	\$4,429

Appendix H

Co-Curricular Advisor Salary Guide

2024-2025 – 2025-2026 – 2026-2027

The status of clubs will be determined annually by the BOE. Placement on the Tier guide may change if the club status changes. In according to Board Policy # 2430 club status changes.

Tier 1			Tier 4	Tier 5
Archery	Student		Gay & Straight Alliance HS	Freshman Class
HS FFA	Choreographer (Per F)		Choreographer (Performance)	Sophomore Class
Debate	Choir (Per F)		Leader Leaders MS	Select Choir MS
Yearbook	Pit B (Per I)		Jazz Ensemble MS	FFA MS
Newspaper			SAGA MS	School Store MS
Chorus Club HS	Drama (Per Performance)	Performance) HS		Fashion Club HS
Student Council HS		Key Club		MS Robotics Club
Senior Class		Junior Class		
Drama HS Per Production		Kids Connection		
HS Computer Science		National Jr. Honor		
Yearbook MS (Business & Editorial)		Bowling Club		
Blue Streak Nation				
Best Buddies				

Please see updated page in SIREBAR agreement

Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
\$4,223.00	\$3,605.00	\$3,399.00	\$2,987.00	\$2,781.00

SIDEBAR AGREEMENT
BETWEEN
THE WARREN HILLS REGIONAL BOARD OF EDUCATION
AND
THE WARREN HILLS REGIONAL EDUCATION ASSOCIATION

WHEREAS, the Warren Hills Board of Education ("Board") and the Warren Hills Regional Education Association ("the Association") are currently parties to a collective negotiations agreement ("Agreement") in effect for the period July 1, 2024 through June 30, 2027; and

WHEREAS, during the recent negotiations for a successor agreement, the parties agreed that their representatives would meet and discuss the co-curricular advisor salary guide ("Appendix H") including the level and positions listed therein; and

WHEREAS, the parties did meet and agreed on a new Appendix H but inadvertently did not incorporate the document into the final contract prior to finalizing and signing the Agreement; and

WHEREAS, the Board and the Association hereby agree to replace the current Appendix H listed in the contract with the Appendix H attached hereto as an exhibit and which was agreed upon between the parties after the memorandum of agreement was signed; and

WHEREAS, the Board and Association also agree to establish payment schedules for certain stipend positions as listed herein, which were also not specified in the Agreement;

NOW, THEREFORE, the Board and the Association agree as follows:

1. The Appendix H listed in the signed Agreement will be removed and replaced with the updated Appendix H attached hereto as Exhibit A.
2. The following stipends will be paid on payment schedules as listed:
 - a. The Testing Coordinator stipend (\$4,000) will be paid in five (5) monthly installments of \$800.00 each, beginning January 31st through May 31st;
 - b. The SAT Testing stipend (\$250.00) will be paid on the last day of the month upon the completion of each SAT examination (i.e., if an SAT was held on May 10th, payment will be made on May 31st);
 - c. The stipend for five class preparations per semester (Article VIII.10) will be paid at the conclusion of the semester for which the preparation was performed; and
 - d. Mentor stipends (Article IX.B.13) will be paid in June unless the mentorship begins mid-year. Mid-year mentorships will be prorated in June and the balance paid upon the completion of the mentoring.

3. All other terms and conditions of the Agreement shall remain unchanged.
4. This Agreement shall remain in full force and effect throughout the life of the existing Agreement and until a successor Agreement is reached by the Board and the Association, at which time the modifications set forth herein shall be subject to any additional modifications that may be mutually agreed to during the negotiation period.
5. This Agreement, consisting of two (2) total pages, is subject to Board approval prior to becoming effective. By signing below, each party represents that it is authorized to enter into this Sidebar Agreement on behalf of their respective entity.

FOR THE ASSOCIATION:



DATED: 1/22/25

FOR THE BOARD:



DATED: 1/30/25

Appendix H				
Co-Curricular Advisor Salary Guides				
The status of clubs will be determined annually by the BOE. Placement on the Tier guide may change if the club status changes. In according to Board Policy# 2430 club status changes.				
Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Archery	Student Council MS	National Honor Society HS	Gay & Straight Alliance HS	Freshman Class
HS FFA	Drama Choreographer HS Per Performance	Jazz Ensemble HS	Jazz Ensemble MS	Sophomore Class
Debate	Chorus Director Per Performance	Horizon HS	Peer Leaders MS	Select Choir MS
Yearbook	Pit Band Director per performance	Horizon MS		FFA MS
Newspaper	DECA	Earth Rights		School Store MS
Chorus Club HS		National Jr. Honor Society		Fashion Club HS
Student Council HS		Key Club		MS Robotics Club
Senior Class		Junior Class		S.A.G.A MS
Drama HS Per Production		Kids Connection		
Drama Club MS Per Performance		Bowling Club		
HS Computer Science				
Yearbook MS (Business & Editorial)				
Blue Streak Nation				
Best Buddies				
2024-2025 & 2025-2026 & 2026-2027				
Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
\$4,223.00	\$3,605.00	\$3,399.00	\$2,987.00	\$2,781.00

