

2024 – 2025

2025 – 2026

2026 – 2027

2027 – 2028

2028 - 2029

CONTRACT OF NEGOTIATIONS

BETWEEN

THE SWEDESBORO-WOOLWICH

BOARD OF EDUCATION

AND

THE SWEDESBORO-WOOLWICH

EDUCATION ASSOCIATION

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PREAMBLE

This Agreement, entered into on June 17, 2024, and effective as of July 1, 2024, by and between the Swedesboro-Woolwich Board of Education, hereinafter, the "Board" and the Swedesboro-Woolwich Education Association, hereinafter the "Association."

ARTICLE 1: RECOGNITION

UNIT

- A. Subject to the exclusions stated in Paragraph (B) of this Article, the Board hereby recognizes the Association as the exclusive and sole representative for the collective negotiations concerning grievances and the terms and conditions of employment for the following employees of the Board, whether under contract or on leave:
1. All teachers, guidance counselors, school nurses, speech language therapists, physical therapists, occupational therapists, school psychologists, board certified behavioral analysts, learning disabilities teacher consultants, and school social workers holding a professional certification (collectively, "certificated staff"); and
 2. All paraprofessionals possessing either a minimum of forty-eight (48) college credits or New Jersey Department of Education approval through the Parapro Praxis Assessment Series.
- B. The following employees are excluded from the unit:
1. Administrative/supervisory personnel;
 2. Secretaries
 3. Custodians/maintenance employees;
 4. Technology support staff;
 5. Cafeteria and playground aides; and
 6. Confidential employees.
- C. Unless otherwise indicated, the terms "employee" and/or "employees," when used in this Agreement, are defined to mean all employees covered within Paragraph (A)
- D. The term "child study team member," when used in this Agreement, is defined to mean: school psychologists, learning disability teacher consultants, board certified behavior analysts, and school social workers.

E. The term “related services personnel,” when used in this Agreement, is defined to mean speech language therapists, occupational therapists, and physical therapists.

F. Negotiation Date:

Negotiations for the successor Agreement shall proceed in accordance with the requirements of law. The Board will notify the Association President on or before the first of September of that Negotiation Year.

G. Modification

The Agreement shall not be modified in whole or in part by the Parties except by an instrument in writing which is duly executed by both parties.

ARTICLE II: GRIEVANCE PROCEDURE

A. Definition.

A “grievance” is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement or the policies, administrative decisions, and/or practices affecting the terms and conditions of employment of an employee or group of employees. However, “grievance” shall not apply to any matter for which:

1. A method of review is prescribed by Law or State Board of Education Rule having the force and effect of Law;
2. The Board of Education is without authority to act;
3. A complaint of a non-tenured teacher which arises by reason of their being dismissed for cause or not being re-employed.

B. Procedure

1. Grievance Steps

- a. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee of the Association to proceed to the next step. Failure at any step to proceed within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.

- b. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance has been fully determined.
2. Any employee or representative of the Association who has a grievance shall discuss it first with their principal (or immediate supervisor) within twenty (20) school days of the alleged act or violation, in an attempt to resolve the matter informally at that level.
3. If, as a result of the discussion addressed in Paragraph (2), the matter is not resolved to the satisfaction of the employee or the Association within ten (10) school days, the grievance shall be set forth in writing to the principal. If such a written formal grievance is not filed within ten (10) school days after the initial discussion, the grievance shall be considered to be waived. The written grievance shall include the following:
 - a. The date of the incident giving rise to the grievance;
 - b. The date the grievance was first discussed with the employee's principal or immediate supervisor;
 - c. The date the grievance is filed in writing;
 - d. A description of the incident or alleged violation giving rise to the grievance;
 - e. A specific delineation of the contract provision(s) and/or Board policy(ies) allegedly violated;
 - f. The specific remedy sought;
 - g. Copies of all documents in possession of the Association and/or Board relating to and relied upon in support of the grievance, if applicable at the time of the filing. Should either Party discover additional documents, they shall be submitted to the other Party.

The Principal shall communicate their decision to the employee and the Association in writing within five (5) school days of receipt of the written grievance.

4. If the grievance is not resolved to the employee's or the Association's satisfaction, no later than five (5) school days after receipt of the principal's decision, the employee or the Association may request a review by the Superintendent. Included with the request are all of the above ((3)(a) through (g)). Additionally, the decision from the prior level should be submitted to the Superintendent.

The Superintendent shall communicate their decision to the employee and the Association in writing within ten (10) school days of receipt of the written grievance.

5. If the grievance is not resolved to the employee's or the Association's satisfaction, no later than five (5) school days after receipt of the Superintendent's decision, the employee or the Association may request a review by the Board. The requests shall be submitted in writing through the Chief School Administrator (hereinafter "CSA") who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the employee or Association representative. The Board shall render a decision in writing within thirty-five (35) calendar days of receipt of the grievance by the Board.
6. If the employee or the Association is not satisfied with the disposition of the grievance alleging a violation of a term or condition of employment at Step Five, the Association may, within fifteen (15) school days after receiving written notification of the decision by the Board or Board Committee, notify the Board that the grievance is being submitted for arbitration.
7. Grievances of matters, which have been determined to be non-negotiable or non-arbitrable by law, decisions of the Commissioner of Education, or prior decisions by PERC, will not be considered further.
8. A grievance may be submitted to arbitration, provided it has been deemed to involve a contractually arbitrable issue by statute or by PERC. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary expenses and cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring such expense.
9. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator, and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to PERC by either party. The parties shall then be bound by the rules and procedures of PERC in the selection of an arbitrator. The arbitrator shall limit themselves to issues submitted to them and shall consider nothing else. The arbitrator can add nothing to, nor subtract anything from, the Agreement.
10. The arbitrator so selected shall confer with the representatives of the Board and the Association, hold hearings promptly, and shall issue their decision within twenty (20) school days from the date of the close of the hearings or, if oral

hearings have been waived, then from the date of the close of the hearings, or, if oral hearings have not been waived, then from the date of final statements and proofs on the issues to submitted to the arbitrator. The jurisdiction of the arbitrator shall be limited to a determination of the facts and the interpretation and application of the specific provision(s) of this Agreement at issue. The arbitrator shall be bound by the provisions of this Agreement and shall have no authority to add to, subtract from, amend, or modify any of its provisions. The arbitrator's decision shall be in writing and shall set forth their findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision that is clearly in violation of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the both parties.

11. Where a question of negotiability and/or arbitrability exists, the grieved party, at their cost, shall submit the grievance to PERC for a binding decision.

C. Rights of Employees to Representation

1. Any aggrieved person may be represented at steps 3-6 of the grievance procedure by themselves, or at their option, by a representative selected or approved by the Association.
2. When an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of the submission of the grievance to the CSA or any later level, be notified that the grievance is in process, have the right to be present, and present its position in writing at all hearing sessions held concerning the grievance, and shall receive a copy of all decisions rendered.
3. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his appeals with respect to his personal grievance.
4. A grievance which affects a number of employees may, at the option of those employees, be filed as a single grievance on their behalf.

D. Costs

The costs for the services of the arbitrator, including per diem expenses, if any and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring such expenses.

E. General Provisions

The time limits in any of the steps outlined above may be extended by mutual agreement.

ARTICLE III: EMPLOYEE RIGHTS

A. Required Meeting or Hearings

Whenever any employee is required to appear before any administrator or supervisor, Board, or any committee, member representative, or agent thereof concerning any matter which could adversely affect the continuation of that employee in their office, position, employment, or the salary or any increments pertaining thereto, then they shall be given prior written notice of the reasons for such meeting or interview, and shall be entitled to have representative(s) of the Association present to advise them and represent them during such meeting or interview. Any suspension of an employee pending charges shall be with pay.

This right does not apply to evaluation conferences.

B. Just Cause Provisions

No employee shall be disciplined or reprimanded without just cause.

ARTICLE IV: TERMS OF EMPLOYMENT

A. Contracts

1. Notification

- a. Certificated Staff and paraprofessionals shall be notified in writing by the date required by law, whether or not they are to be rehired for the following year, and the Certificated Staff shall notify the Board in writing within fourteen (14) days of this notification as to whether or not employee accepts a contract to teach during the following school year. If the letter of intent is not received within that two-week time period, the Board will consider the Certificated Staff or paraprofessional's contract to be terminated.

2. Placement on Salary Schedule

An employee being employed for the first time may or may not be allowed credit on the salary guide for previous experience. Credit shall be given for military service.

B. Meetings

1. Employee participation is required in two (2) extra-curricular activities which shall be back-to-school night and Parent-Teacher conferences. Employees split between buildings need only attend one (1) evening Parent-Teacher conference session and one (1) back-to-school night. School nurses will attend Summer Open House in lieu of Parent-Teacher conferences. Paraprofessionals will be excused from participating in both evening extra-curricular activities. Employees must be notified at least two weeks prior to the event.
2. Attendance at Kindergarten Round Up, Winter and Spring Concert, Art Show, Honors Night, and any other events that require an employee's presence will be paid at an hourly rate. All required attendance will be confirmed in writing by the building principal. One (1) weeks' notice shall be given for events not previously scheduled on the school calendar.
3. All Teachers are required to have open sign-ups for evening conferences. If an employee does not have any scheduled conferences with parents, and has provided all parents with open-access to the sign-up sheet, that employee will be dismissed at their regular time and will not be required to report for evening conferences.

C. Extra-Curricular Activities

Employee participation in required extra-curricular activities, which extend beyond the regularly scheduled in-school day, shall be compensated according to the rate that is negotiated. The Board shall furnish a job description.

Members will be able to earn "comet hours" for participation in events beyond the contractual work day.

There will be an equal opportunity for all staff to accumulate maximum comet hours.

"Comet hours" are defined as "time that eligible employees may accumulate by attending/participating in professional development/school-related community involvement during non-contractual time. This accumulated time may then be used for various District incentives."

All specific details regarding the eligible events, eligible Professional Development (hereinafter, "PD") accumulation criteria, and reward incentives regarding comet hours shall be determined by Administration.

Employees must enter/report comet hours according to the determined protocol, within forty-eight (48) hours of the event/PD.

- a. Comet Hours may be accumulated through May 1st. Administration will confirm master lists of which staff in each building have accrued hours to leave early on the dates/times as determined and declared by the Administration at the start of each year. Such dates shall include: the last three (3) days of school for students in June that are early dismissal days for only students (1.5 hours each), and the early dismissal day before Memorial Day (1.5 hours).

There will be an equal opportunity for all staff to accumulate maximum compensation time.

D. Hourly Rates

1. Effective

Having been approved by the Superintendent, the hourly rate will apply to summer workshops, committees, meetings, summer school, homebound instruction, tutoring, lessons, preparation and delivery of workshops, extended school year (hereinafter, "ESY"), and chaperoning social events.

Before and after school sponsored clubs and pay-to-participate clubs will be \$38 for certificated staff and \$25 for paraprofessional per session with sessions being forty (40) minutes in length.

E. Employee Work Year and Workday

1. The Superintendent shall provide the Association with a copy of the school calendar as recommended by the Administration prior to the adoption by the Board.
2. The term "child study team member" when used in this Agreement is defined to mean school psychologist, learning disabilities teacher consultant, board certified behavior analyst, and school social worker.
3. The term "related services personnel" when used in the Agreement is defined to mean speech language therapist, occupational therapist, and physical therapist.
4. The work year for teachers, guidance counselors, school nurses, and related services personnel shall not exceed one hundred and eighty-five (185) days with one hundred and eighty (180) student days. The work year for paraprofessionals shall not exceed 182 days. The work year for the child study team shall be 182 days plus ten (10) additional work days in the summer months to be mutually agreed upon between the Child Study Team member and the supervisor of the Child Study Team. Any days beyond the ten (10) summer days will be paid at the per diem rate. Child Study Team members will receive an additional \$4,000 annually plus ten (10) days multiplied by the per diem rate added to their pensionable wages and this shall be reflected on the salary guide.

5. Summer months are defined as the time between the end of the teacher school year and the beginning of the subsequent teacher school year.

Nurses will be excused from up to five (5) In-Service days in exchange for up to thirty-five (35) hours of summer work. Nurses who work over thirty-five (35) hours of summer work shall have such hours approved by the Superintendent or the Superintendent's designee, and will be compensated at the hourly rate. Allowable preparation shall include planning and holding Individual Health Plans (hereinafter, "IHP") meetings, parent conferences, telephone calls, completing student immunization requirements for school attendance, and reviewing and communicating individual health problems.

6. The start time and end time of workdays for employees shall be determined by the Board. The workday for employees shall be defined as a maximum of seven (7) hours and twenty (20) minutes, inclusive of a forty (40) minute duty-free lunch, with the exclusion of early dismissal days. Teachers may be scheduled for lunch duty outside of their forty (40) minute duty-free lunch.

The student day will be six (6) hours and fifty-five (55) minutes, inclusive of lunch, and beginning at the late bell and ending at the dismissal bell. Students remaining in the classroom beyond six (6) hours and fifty-five (55) minutes will be assigned to a common area for supervision. If all students have not departed after seven (7) hours, any teacher remaining on bus duty will be dismissed to carry out end-of-day classroom responsibilities. If all students have not departed by seven (7) hours and twenty (20) minutes, paraprofessionals will be dismissed for the day, and an Administrator will assume dismissal duties. On Fridays, employees are permitted to leave ten (10) minutes after student dismissal unless an emergency occurs. Nurses may leave ten (10) minutes after the end of the student day unless there are intervening medical needs.

For the purposes of Section E(6) and E(7) of this Article, an emergency is defined as "an event that is unforeseen and outside of the District's control. Such events include, but are not limited to, weather, traffic or traffic accidents, or a medical event. The habitual lateness of the same bus route (excluding the first two (2) weeks of school) does not qualify as an emergency."

Should the need for student supervision exist after the conclusion of the teacher contract day, students will be assigned to a common area for supervision by a core team of teachers who have previously volunteered during the first month of school to serve in a supervisory capacity in exchange for 1:1 release time on an alternate day or days utilizing time accrued during the "staff end-of-day responsibilities."

7. Early dismissal days for students and employees will be scheduled preceding Thanksgiving and Winter Break. On all other early dismissal days, Paraprofessionals

will be permitted to leave ten (10) minutes after the daily/standard student dismissal time unless an emergency occurs. (See the definition of “emergency” contained in Article IV(E)(6)).

8. There will be five (5) full, general in-service days scheduled during the school year for employees. The first work day for employees will be an in-service, the remaining half-day will be utilized for individual teacher classroom preparation for matters such as class list adjustment, teacher-to-teacher articulation, and arrival of the students.

District Professional Development (hereinafter, “PD”) time will be scheduled for SGO development in September.

9. In the event that Swedesboro-Woolwich establishes flexible professional development credit opportunities, teachers would be permitted to accrue Superintendent approved/District sponsored PD hours beyond the school day and apply those hours toward specific PD dates/times as established and determined by Administration at the start of each school year.

10. In the event that Swedesboro-Woolwich establishes flexible professional development credit opportunities, teachers would be permitted to accrue Superintendent approved/SWSD sponsored PD hours beyond the school day and apply those hours toward the last professional development in-service day at the end of the year.

11. Staff shall not be required to move classrooms on any comet hour day.

12. Employees shall be required to remain after the regular workday, without additional compensation for the purpose of attending faculty meetings, which will be scheduled once per month during the school year. Faculty meetings are scheduled on a timely basis Monday through Thursday. Faculty meetings shall begin ten (10) minutes after student dismissal and conclude within forty (40) minutes, which is in addition to the seven (7) hour and twenty (20) minute workday. In cases where faculty meetings extend beyond the additional forty (40) minutes, employees will be paid at the hourly rate.

Professional Learning Community (hereinafter, “PLC”) Time:

2024-2025	8 Hours
2025-2026	8 Hours
2026-2027	8 Hours
2027-2028	8 Hours
2028-2029	8 Hours

Required GCN training will not exceed four (4) hours.

- b. Where PLC groups are able to schedule meetings during the contractual day, such groups shall be able to meet during the contractual day so long as Administration does not have a legitimate, business-related reason for disallowing the meeting. PLC meetings must last for a minimum of fifteen (15) minutes.

13. Full-day In-Service meetings shall be no longer than seven (7) hours with a one-hour duty free lunch period. The regular workday schedule will apply for half-day In-Service meetings.

14. Employees with school-age children are permitted, after providing notice to the employee's direct supervisor, to leave after student dismissal in order to attend school conferences for their children.

15. A special education teacher shall be provided release time for the purpose of writing Individual Education Plans (hereinafter, "IEP") as follows:

One (1) day will be provided for teachers having to write up to six (6) IEPs

Two (2) days will be provided for teachers having to write seven (7) or more IEPs.

F. Preparation Time

1. All full-time teachers will receive one (1) full preparation period per day. Preparation time shall be devoted to appropriate use, e.g., professional responsibilities including, but not limited to: planning lessons; preparing and grading students' tests and assignments; meeting with Administrators, supervisors, other teachers, and parents as warranted. Preparation time lost due to field trips, special activities, absence of a specialist or in the event of an emergency will not be made up.
2. In recognition that the District does not want to overburden the preparation periods of its teachers, any teacher who is pulled for reasons authorized by Administration during their prep period more than forty (40) times per year shall be compensated at the prorated hourly rate.
3. Paraprofessionals will have two breaks consisting of fifteen (15) minutes. The first break shall be in the morning and the second break in the afternoon.

G. I&RS Committee

The I&RS Committee will be initiated in September of each school year. Teacher participation as a member of the I&RS shall be voluntary. A committee will be established at all of the District's schools. At minimum, two after-school meetings

will be held each month by each of the committees. Annual compensation for the aforementioned responsibilities will be provided as defined in Appendix "C."

- H. The Board shall reimburse annual dues for the American School Counselor Association and shall provide an opportunity for School Counselors to attend the New Jersey School Counselor Association Conference twice annually with reimbursement.

ARTICLE V: SALARIES

A. Salary

1. The salary schedules and rates of pay of employees covered by their Agreement are set forth in Schedules "A," and "B."
2. Salary adjustments (step movement) shall be made effective as of July 1st of each year.
3. Step increments will be earned for employees hired before March 1st of the preceding school year.
4. The parties mutually agree that, should negotiations for a successor Collective Negotiations Agreement not be completed prior to the expiration of this Collective Agreement, unit members shall not be advanced on the salary guide vertically, and shall receive no increase in compensation until a new Agreement is reached. Unit members shall continue to receive the same salary received on the final day of this Collective Negotiation Agreement until time as a successor Agreement is reached.

B. Deductions and Receipts

1. Each month an employee employed on a ten-month basis shall be paid in twenty (20) equal semi-monthly installments, on the 15th and 30th of each month. In the month of December, payments shall be made on the 15th and the last working day in December.
2. Each employee may individually elect to have a percentage of their salary deducted from their pay as a credit union deduction. These funds shall be deposited with the credit union in the employee's name. A SWEA determined credit union shall be established by the Board as per the Association's recommendation with the following provisions:
 - a. Each employee wishing to participate must enroll no later than July to be effective for the following academic year.

- b. Thereafter, any such participant may withdraw or revise the amount to be deducted within the first five (5) working days of January only, provided such written notice is given to the School Business Administrator (hereinafter, "SBA")/Board Secretary prior to such date.
 - c. Employees employed after September 1st may enroll within thirty (30) days of commencing employment.
 - d. The Board shall have no responsibility or liability after transferring the authorizing funds.
 - e. An employee who selects the option of Credit Union deductions as outlined above shall have this option continued once selected, until notification of their wish to discontinue is presented to the school Administrator/Board Secretary in writing. Such notice of discontinuance must be received on or before July 1st for it to be effective for the following academic year.
3. When a payday falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last working day.
 4. The schedule of paydays shall be distributed to all employees during or before the first week of school.
 5. Salaries paid for extracurricular activities shall be paid by separate checks.
 6. Employees will be provided by e-mail, an explanation of payroll deductions in January and September.

C. Employee Assignments

1. All Certificated Staff shall be given written notice of their salary status for the ensuing year by June 1st. An effort will be made to notify the teacher of their class assignment for the ensuing year by June 1st as well. However, it is noted that a change in assignment can be made at any time on the basis of perceived needs and/or in the best interests of the district.
2. All paraprofessionals shall be given written notice of their salary status for the ensuing year by June 1st. An effort will be made to notify the paraprofessional of their class assignment for the ensuing year by June 1st as well. However, it is noted that a change of assignment can be made at any time on the basis of perceived needs and/or in the best interests of the district.

D. Payment for Moving Classrooms/Workspace

Certified Staff who are notified that they have to move to a newly assigned space will be paid \$100 per move to prepare their space, if such work is performed outside of the employee's workday.

E. Loyalty Payment

1. Employees listed in Appendix "C," by virtue of being on step fifteen (15) of a previous salary guide, shall be entitled to the loyalty payments listed in Appendix "C."

F. Stipends

1. An ad hoc advisory committee will be created with representatives from the Board of Education, Administration, and Association in order to develop operating procedures for Appendix "D" stipends. This committee shall meet at least once a year and otherwise as needed.

ARTICLE VI: VOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Notification of Vacancies

1. Date – The Superintendent shall deliver to the association president by e-mail and post on the staff intranet in all school buildings a list of known vacancies, which shall occur during the following year.
2. Filing Request – Employees who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent. Such statements shall include the grade and/or subject to which the employee desires to be assigned and the school or schools to which he desires to be transferred in order of preference. Such request must be submitted by May 1.

ARTICLE VII: EMPLOYEE EVALUATION

A. Open Evaluation

All monitoring or observation of the work performance of an employee shall be conducted according to P.L. 2012, c.26 (C.18A:6-117, et seq.): openly and with full knowledge of the employee. The use of eavesdropping, cameras, audio systems, and similar surveillance devices shall be strictly prohibited. Where the terms “teacher” or “teachers” appear in Article VII, these terms will mean the following employees: teachers, related service personnel, child study team members, guidance counselors, and school nurses.

B. Frequency of Formal Evaluations

1. Non-Tenured Teachers

- a. All non-tenured teachers shall be formally observed at least three (3) times during the school year. A follow-up conference shall be held within fifteen (15) working days after each observation, at which time teacher strengths and weaknesses shall be indicated.
- b. On or before May 15 of each year, the Board shall give to each non-tenured teacher a written offer of a contract for the next year or a written notice that such employment shall not be offered.

2. Tenured Teachers

- a. All tenured staff members are to be observed formally at least once a year. A follow-up conference shall be held within fifteen (15) working days after each observation, at which time teacher strengths and weaknesses shall be indicated.

C. Reports and Procedures

1. Each teacher shall have access to a digital copy of their observation report within ten (10) working days following an observation.
2. The digital copy shall be electronically signed and both the teacher and the evaluator shall retain access to the digital file.
3. A teacher shall have the opportunity to respond to the written observation by the evaluator within ten (10) working days following the conference. This reply shall be forwarded to the evaluator and shall be added to the digital storage system. The evaluator shall electronically sign the reply. The evaluation and reply shall remain in the teacher’s digital personnel file.
4. All job descriptions will be posted online. The Association will be notified of any changes in job descriptions for represented positions no more than seven (7) days after board approval of job description.

D. Annual Rating Summary

1. Notification of Summary Meeting – In order to ensure that the teacher will be adequately prepared for this meeting, advance notice will be extended to the teacher of the forthcoming conference. This notice shall include a copy of the outline to be used as the evaluative instrument.
2. Annual Summary Conference
 - a. This conference shall be held between supervisor(s) and the teacher prior to the filing of the Annual Performance Report.
 - b. Among the topics to be covered by this conference must be:
 - i. A review of the performance of the teacher based upon the job description.
 - ii. A review of the progress, or lack thereof, of the teacher in meeting the objective of the last annual Professional Development Plan.
 - iii. A review of the available indicators of pupil progress, as defined in the N.J.A.C. 6:8-3.4, and growth toward the program initiatives.
 - iv. A review of the annual written performance report, which must be signed within five (5) working days of the review.
3. Annual Performance Report
 - a. This report shall be prepared by a certified supervisor(s) who participated in the teacher's observations. This report shall contain:
 - i. Performance areas of strength.
 - ii. Performance areas (based on the job description) that are acceptable and need improvement.
 - iii. A summary of available indicators of pupil progress. This summary shall relate the indicators of the effectiveness of the overall program and the performance of the teacher.
 - iv. A Professional Development Plan shall be constructed by the evaluator and the teacher.
 - v. Each teacher shall receive a signed annual rating summary within their digital personnel file by June 30th.

- vi. The teacher has the right to respond to the written annual rating summary. This response shall be forwarded to the evaluator and shall be added to the digital storage system. The evaluator shall electronically sign the response. The evaluation and response shall remain in the teacher's digital personnel file.

E. Evaluation of Paraprofessionals

1. Paraprofessionals will be evaluated one (1) time per year prior to June 1st, unless circumstances warrant additional evaluation.
2. Each paraprofessional shall have access to a digital copy of their observation report within ten (10) working days following an observation.
3. The digital copy shall be signed and both the paraprofessional and the evaluator shall retain access to the digital file.
4. A paraprofessional shall have the opportunity to respond to the written evaluation by the evaluator within ten (10) working days following the evaluation conference. This response shall be forwarded to the evaluator and shall be added to the digital storage system. The evaluator shall electronically sign the response. The evaluation and response shall remain in the paraprofessional's digital personnel file.
5. All job descriptions will be posted online. The association will be notified of any changes in job descriptions for represented positions no more than seven (7) days after board approval of job description.

F. Personnel Records

1. File - An employee shall have the right, upon request, to review the contents of their personnel file and to receive copies at Board expense of any documents contained therein. An employee shall be entitled to have representative(s) of the Association accompany them during such review. At least once every three (3) years, an employee shall have the right to indicate those documents and/or materials in their file which they believe to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or their designee and if in fact they are obsolete or otherwise inappropriate to retain, they shall be destroyed. Documents and/or materials relating to discipline or investigations of claims of discrimination, harassment, and/or civil rights violations shall not be removed from personnel files unless otherwise provided. In the event that a claim or claims of discrimination, harassment and/or civil rights violations are determined to be without merit, materials relating to such claims of discrimination, harassment and/or civil rights violations shall be removed from the employee's personnel file and maintained by the district in a separate file

dedicated to such claims. Disputes over the retention of said documents may be processed through the grievance procedure, commencing at Level Two (CSA).

2. Derogatory Material – No material derogatory to an employee’s conduct, service, character or personality shall be placed in their personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that they have had the opportunity to review such material by affixing their signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and their answer shall be reviewed by the Superintendent or their designee and attached to the file copy.
3. No Separate File – Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file, other than the documents required to be maintained separately pursuant to the Health Insurance Portability and Accountability Act (HIPPA), which is not available for the employee’s inspection.

ARTICLE VIII: COMPLAINT PROCEDURE

A. Procedural Requirement

Any complaints regarding an employee made to any member of the Administration by any parent, student, or other person that does, or may, influence the evaluation of an employee shall be processed according to the procedure outlined below.

B. Meeting with Principal or Immediate Superior

The principal or immediate superior shall meet with the employee to apprise the employee of the full nature of the complaint and they shall attempt to resolve the matter informally.

C. Right to Representation

The employee shall have the right to be represented by the Association at any meeting or conferences regarding such complaint.

ARTICLE IX: ASSOCIATION-ADMINISTRATION LIAISON

The Association shall select a Liaison Council which shall meet with the Chief School Administrator at least once per marking period or as the need arises.

ARTICLE X: TEMPORARY LEAVES OF ABSENCE

A. Personal Illness

1. Sick leave is defined as absence from work because of illness, injury or contagious disease as stated in N.J.S.A. 18A:30-1.
2. The regular yearly allowance for sick leave without loss of pay shall be ten (10) days. Such sick leave allowance is cumulative.
3. After all accumulated current sick leave has been used up, the Board, on a case-by-case basis, will consider an extension of additional days which the salary of the teacher will be subject to the deduction of the wage of a substitute.
4. A doctor's note shall be required if an employee uses sick leave for 3 or more consecutive days. However, such a note may be requested at any time consistent with statutory authority.

B. Family/Serious Illness

The regular, yearly serious illness allowance will be up to five (5) days without loss of pay. Such leave is not cumulative. Use of such leave is required to be medically certified, acknowledging the requirement of immediate medical attention. A breakdown of the leave allowance follows:

1. An absence from work to attend the appointment of a spouse, child, parent, member of the family unit living in the same household, sister, brother, grandparent, mother-in-law or father-in-law with a medical specialist is covered by this definition.
2. There shall be up to five (5) days for immediate family, including spouse, child, parent, or member of the family unit living in the same household.
3. Up to three (3) days for sister, brother, grandparents, grandchildren, mother-in-law, or father-in-law.

C. Legal

There shall be no loss in pay for a required appearance in court of law unless the appearance is required as a result of the commission of a crime by the employee. An employee taking legal action against the Board of Education, District, or any employee of the District will not be eligible for a paid leave under this provision.

D. Personal Days

1. There shall be an allowance of up to three (3) personal days for religious, legal, business, household, or family matters which require absence during school hours.
 - a. Should an in-service(s) be scheduled in August, any employee required to attend said in-service(s) shall receive one (1) personal day.
2. Personal leave must be requested and approved by the building principal at least five (5) school days in advance of the time for which such leave is requested. Emergency events not predictable five (5) days in advance will be considered immediately. Personal Leave shall not be used during PD days other than at the discretion of the Superintendent.
3. No more than six percent (6.0%) of the members in an individual building, but not fewer than two (2) individuals, will be granted a personal day on the same day. They will be allotted on a first-come basis. Additional individuals may be eligible at the discretion of the Superintendent.
4. If any approved time off is found to be in violation of this contract, payment of such time will be revised to be in compliance with the contract.
5. No personal days will be granted on a day immediately prior to and after a holiday or vacation period for the same individual. An individual will be permitted to utilize either the before or the after option, but not both as a simultaneous request to extend the holiday or vacation period.
6. All unused personal days per year shall be converted to sick leave days at the end of each school year.

E. Bereavement Leave

Leave without loss of pay shall be granted as noted in the following breakdown:

1. Up to five (5) days for a death in the immediate family (spouse/domestic partner, child (to include stepchild)), parent (to include stepparent), or other member of the family unit living in the same household.

2. Up to three (3) days for the death of a sister (to include stepsister), brother (to include stepbrother), grandparent, grandparent-in-law, grandchild, mother-in-law, father-in-law, sister-in-law, and brother-in-law.
3. One (1) day for the death of an uncle, aunt, niece, nephew.
4. Additional days may be granted on a case-by-case basis by the Superintendent, including non-consecutive days.

F. Good Cause

Leaves of absence, with pay, may be granted and approved by the Board at the Superintendent's recommendation and for good reason. Other requests for emergency and/or personal leave, without pay, shall be at the discretion of the Superintendent.

ARTICLE XI: EXTENDED LEAVES OF ABSENCE

A. Sabbatical Leave

Upon the recommendation of the Superintendent and approval by the Board, a sabbatical leave may be granted to a certificated staff member by the Board for study, scholarship, fellowship, travel, or for other reasons of value to the school system.

1. Applicants must have completed seven (7) consecutive years in this district.
2. Not more than one (1) employee shall be granted leave in any one (1) year.
3. Application for sabbatical leave is to be made in writing to the Chief School Administrator on or before December 1st of the year preceding the school year during which leave is requested, and on a form to be supplied by the Board.
4. Approval of the Board will be contingent upon securing a certified employee qualified to assume the applicant's duties.
5. A certified staff member may elect one of the following method for leave:
 - a. Ten Month Plan – A certified staff member on sabbatical leave shall be paid by the Board at fifty percent (50%) of the salary rate, which they would have received if they had remained on active duty. These salary rates are to be in effect for sabbatical leaves taken for study or travel.
 - b. Five Month Plan – Certified staff members granted sabbatical leave for five (5) months or for one-half of the school year shall receive one-fourth (1/4)

the annual salary to which they were entitled had they remained in the school district.

6. The employee must signify their intent of returning to Swedesboro for two (2) years after completion of sabbatical. The employee is assured a position on return and will be placed on the proper step on the salary guide as though they had not been on leave. In the event that the employee does not return to active employment, the employee will be required to reimburse the district for salary paid during the sabbatical leave.

B. Pregnancy Related Disability

The employee's employment shall continue prior to birth with a nonspecific doctor's note indicating the anticipated delivery date. The employee shall give sixty (60) days' notice prior to their planned leave of absence. A period of one (1) working month immediately following the birth date shall be the maximum entitlement of sick leave days. Sick leave cannot be utilized for days that are not scheduled as work days. If pregnancy related disability is requested outside the parameters of the presumed disability as previously noted, medical certification must be provided indicating the specific disability timeline.

C. Child Care Leave

1. The Board may grant voluntary, unpaid leaves of absence for the purpose of child care to staff members who fulfill the requirements set below. Child care leave is available to eligible employees either through the Federal Family and Medical Leave Act, New Jersey Family Leave Act, and/or through the provisions of this article. Approval of any contractual child care leave is conditioned upon adequate staffing as determined by the Board.
2. Such leave generally will be for one-half or one full school year at the request of the employee and the approval of the board. Extensions will be granted at the complete discretion of the Board.
3. To avoid unnecessary interruptions in instruction, contractual child care leaves shall generally commence on either September 1st or the first day of the third marking period, and shall terminate on September 1st or the last day of the second marking period following the leave.
4. An employee desiring an unpaid leave shall apply no less than ninety (90) calendar days before the anticipated leave.

In the case of an adoption, notice shall be given to the Superintendent when application for the adoption is made. In such cases, application shall be made for a specific leave period as soon as the employee is informed of the custody date.

5. Upon return from leave, there is no guarantee that the employee will be assigned to the same class and/or building to which they were assigned prior to commencing the leave.
6. An employee may continue to participate in the district's medical insurance programs at their own expense while on Board approved unpaid leave.

D. Special Consideration Leave

An employee may request an unpaid leave of absence of one (1) school year. The reason for the requested leave shall be at the discretion of the employee. Such request for an unpaid leave shall be submitted in writing to the Superintendent by June 1st of the school year preceding the requested leave school year, except in an emergency, as approved by the Board. The request shall be approved at the sole discretion of the Board.

E. Sick Leave Bank

When an employee has exhausted all sick leave, members of the Association shall be permitted to contribute any number of leave days they wish to a bank of days available to any employee who has exhausted his or her sick leave. Pursuant to N.J.S.A. 18A:30-11, the bank shall be administered by a committee which shall be composed of three (3) members annually selected by the Board of Education and three (3) members annually selected by the Association. The sick leave bank shall operate as follows:

1. An employee must submit a written request to the Committee that they will (or have) exhausted all of their personal leave due to a serious illness
2. Any unused days donated to the bank shall carry over from year to year until all days have been used by either the employee making the initial request or another employee.
3. The Committee shall keep a log of the number of days donated and the number of days used and then carried forward from year to year.
4. An employee shall be entitled to no more than one hundred and fifty (150) days in a school year, and there shall not be any automatic carryover of leave granted by the Sick Leave Bank into a subsequent school year. Application for subsequent school years may only be made following the exhaustion of the employee's paid leave for that school year.

ARTICLE XII: PROFESSIONAL GROWTH

A. Pay and Expenses for Required Training

The Board 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 an employee is required by the Administration to take.

B. Pay and Expenses for Professional Development

Board reimbursement will be for graduate level courses only. Full time teachers, guidance counselors, school nurses, related service personnel, child study team members, and paraprofessionals shall receive 100% of the cost of tuition, fees, and books up to a maximum per employee of \$3,000 and part-time employees, which include the aforementioned, a percentage of these figures (i.e. 1/5 to 1/4) per school year for college courses taken for professional development related to current or future job responsibilities provided that:

1. Requirements under N.J.S.A. 18A:6-8.5 are met.
2. The budget for tuition reimbursement will be \$50,000 per school year. Any additional requests for tuition reimbursement are subject to approval of the Board.
3. The graduate course is successfully completed and evidence to this effect is submitted to the Superintendent. To receive reimbursement, the eligible persons must have received a grade of "B" or better.
4. Evidence of completion (transcript, grades) and costs and charges (i.e. checks, receipts, etc.) are presented upon application for reimbursement.
5. The course is taken at an accredited institution.
6. The course must have been approved in advance by the Superintendent or designee.
7. Tuition reimbursement shall be based on the rate actually paid by the teacher and shall be paid on a first come, first serve basis, according to the following schedule:

<u>Course Completion Date</u>	<u>Reimbursement</u>
Summer Semester (courses taken June, July, August)	October 15
Fall Semester (courses taken September-December)	February 15
Spring Semester (courses taken January-May)	June 30

8. Any eligible persons receiving reimbursement must complete one (1) year of employment with the district following the receipt of reimbursement. If the person does not complete one year of employment with the district following receipt of reimbursement and becomes employed in another educational institution, then the person will reimburse the district 50% of the preceding year's reimbursement. For example, if a person receives reimbursement for a course(s) on February 15 and is no longer employed by the district on the following February 15 then 50% of the reimbursement received by the person will be paid back to the district.
9. In the case where an employee applies for a position within the District, but is denied that position for which the employee's degree and/or certification was paid for under this provision, the employee will not be required to pay back the District.

C. Related Expenses

1. The use of a personal vehicle shall be considered a legitimate job expense if use of a personal car is for approved special or emergency purposes upon presentation of proof of valid drivers' license, insurance and only at mileage reimbursement rate approved by the State of New Jersey
2. The district will pay 100% of the fees not related to tuition for paraprofessionals who choose to acquire their substitute certification or renewal.

D. Advanced Educational Achievement

1. All certificated staff obtaining BA +15, BA +30, Masters, Masters +15, and Masters +30, shall receive additional compensation as outlined in attached Schedule "A." Only graduate level credits taken at accredited institutions shall be recognized for the purpose of horizontal movement on the salary guide.
2. All paraprofessionals obtaining an Associates Degree, BA, or BA+ shall receive additional compensation as outlined in attached Schedule "B."

E. Longevity

For all teachers hired by the Swedesboro-Woolwich Board of Education before September 1, 1989, longevity shall be defined as total years' experience in teaching. For all employees hired by the Swedesboro-Woolwich Board of Education on or after September 1, 1989, longevity shall be defined as total years' experience working in the Swedesboro-Woolwich School District as an employee of the Swedesboro-Woolwich Board of Education.

ARTICLE XIII: HEALTH BENEFITS

- A. The Board of Education agrees to contribute for each employee who participates in a Board approved health benefits plan. All employees hired on or after July 1, 2012, and working less than twenty-five (25) hours per week shall not qualify for Board contributions toward medical benefits. All employees of the Board of Education as of June 30, 2012 shall be eligible to receive contributions from the Board as specified in this Article. All employees hired on or after July 1, 2016 and working less than thirty (30) hours shall not qualify for Board contributions toward medical health benefits. All employees of the Board of Education as of June 30, 2015 shall be eligible to receive contributions from the Board as specified in this Article.
1. The Board of Education will contribute to a proportionate amount of the premium cost for individual and family benefits/medical coverage that is equal to or better than the Horizon Design 7 10/20/70 Plan or other coverage that is equal to or better than the existing coverage for those employees and existing staff that have the opportunity to opt into that plan. The individual teachers' contribution rate is 10% of their selected health benefits coverage tier, with the Board of Education contribution rate at 90% of the selected coverage or the rate set by P.L. 2011 c.78, whichever is greater. Each teacher's contribution dollar amount (10%) is determined by the coverage tier of their choice. All employees shall contribute to the cost of their medical benefits in accordance with the amounts set forth in "Schedule D."
 2. The District will offer a minimum of two (2) medical plans to its employees: "10/20 Plan" and the "30/30 Plan." Tenured certified staff members may choose either medical plan. Non-tenured staff and support staff members may only enroll in the 30/30 Plan. However, all non-tenured staff hired before March 1, 2017 shall be eligible for either plan upon becoming tenured. Employees hired on or after March 1, 2017 shall only be eligible for the 30/30 Plan
 3. The emergency room copay is \$100.00 and the copay for inpatient surgery is \$300.00
- B. The Board will continue to contribute a proportionate amount of the premium cost for individual and family Prescription Plans. The District will provide prescription coverage under the "15/30/1X Copay Plan," and employees shall contribute to the cost of this plan in accordance with the amounts set forth in Schedule D.
- C. The Board of Education will pay one hundred (100%) percent of the cost of dental insurance as provided by Delta Dental Plan of New Jersey.

- D. The Board of Education will pay one hundred (100%) percent of the cost of a long-term disability plan that covers up to 60% of the pre-disability income after a 90-day benefit elimination period of after the accrued sick days have been exhausted whichever time frame is longer.
- E. A four-month grace period to immediate covered family members if the employee dies.
- F. For each full-time 10-month employee who remains in the employ of the Board for a full year, the Board shall make payment of insurance premiums as defined above, to provide insurance coverage for the full twelve (12) month period commencing September 1 and ending August 31.
- G. Insurance Waiver Program
 - a. There shall be a voluntary health insurance waiver plan for employees eligible to receive coverage.
 - b. Each year, the Board shall provide appropriate forms to all employees with coverage. Such forms shall contain a final return date.
 - c. Employees who voluntarily elect to waive coverage shall receive \$2,500.
 - d. Payment of the waiver monies shall be made by separate check before July 31 after the conclusion of the waived year.
 - e. In order to be eligible for said payment, an eligible employee must waive such insurance for a full year (July 1 through June 30).
 - f. An employee who waives coverage may re-enroll in a District-administered health plan for the following year during the open enrollment period.
 - g. Employees shall be permitted to re-enroll in coverage should a "change in life event" occur during the year. The amount of the waiver payment shall be prorated to the amount of time the relevant insurance was waived.

ARTICLE XIV: SPECIAL RETIREMENT ALLOWANCE

In recognition of dedicated service to the Swedesboro-Woolwich School District the following special retirement allowance shall be implemented:

1. Teacher personnel who complete fifteen (15) or more consecutive years of employment with the Swedesboro-Woolwich School District and who retire with the Teachers' Pension

and Annuity Fund—New Jersey Division of Pensions, shall receive payment for unused sick leave, accumulated in this school system, according to the following schedule:

- a. Thirty (\$30) dollars per day for the first seventy-five (75) days
 - b. Fifty (\$50) dollars per day for the next seventy-five (75) days
 - c. One Hundred (\$100) dollars per day for any days above one hundred and fifty (150) days.
2. There shall be an \$8,000 maximum payment.
 3. The retirement allowance shall be paid in (1) of the (2) following plans:
 - a. Lump sum on July 15th of the next budget year following retirement
 - b. Lump sum on January 15th of the next calendar year following retirement.

The teacher will make the decision in writing as to which plan of payment is desired at the time of notice of retirement.

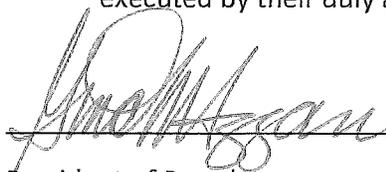
ARTICLE XV: REPRESENTATION FEE

If an employee does not become a member of the Association during any membership year commencing with the first day of September of any calendar year that is covered in whole or in part by this Agreement, said employee will be required to pay the representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as a majority representative. Monies received from this fee can only be utilized to offset these services and not for any other purpose. The Association will notify the Board of Education, in writing, of the amount of the regular membership dues, initiation fees, and assessment charged by the Association to its own members for that membership year. The representation fee to be paid by non-members shall be established by the SWEA but cannot exceed 85% of the dues structure. Upon receipt of the list non-members from the Association, the Board will commence deductions from the salaries of such employees in accordance with the fee as noted above. The Board will deduct the representation fee in equal installments, as nearly as possible, as determined by the School Business Administration/Board Secretary from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck received following the 30-day calendar period after receipt of the list from the Association.

On the day an employee terminates their employment the employee's responsibility to pay the representation fee/agency shop fee shall terminate. The Association agrees to indemnify, save, and hold harmless the Board of Education against any all liabilities or actions that may arise by reason of any action taken by the Board in compliance with the provisions of this Article or in reliance upon or interpretation of the provisions of this Article by the Board of Education. The Board of Education agrees to give the Association notice in writing of any claim, demand, suit, or other form of action or liability that may arise and said notice shall be sent to the Association president by registered mail, return receipt requested. If the Association fails to hold the Board harmless, save the Board, and indemnify the Board against any such actions, the Association shall automatically forfeit its agency shop dues deduction privilege.

ARTICLE XVI: DURATION OF AGREEMENT

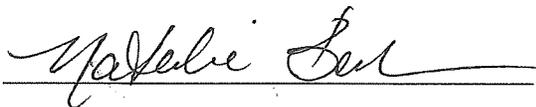
- A. This Agreement shall be effective as of July 1, 2024 and continue in effect through June 30, 2029 or until a successor Agreement has been completely negotiated.
- B. The Board shall provide each teacher with a copy of the current contract at Board expense.
- C. If any provision of this Agreement is deemed invalid by a Court or the Legislature, such provision shall be inoperative but all other provisions shall remain in full force and effect.
- D. In witness whereof the Board and the Association have caused this Agreement to be executed by their duly authorized representatives.



President of Board



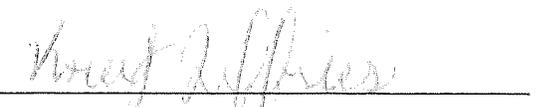
President of SWEA



Chairperson of Negotiating



Chairperson of SWEA Committee
Board of Education Committee



Secretary Board of Education



Secretary SWEA Association

**Schedule A:
Certificated Staff
Salary Guides**

YEAR 1

2024-25 Swedesboro Woolwich Teachers

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	55,024	55,724	56,424	57,124	57,824	58,524
2	55,224	55,924	56,624	57,324	58,024	58,724
3	55,524	56,224	56,924	57,624	58,324	59,024
4	55,924	56,624	57,324	58,024	58,724	59,424
5	56,374	57,074	57,774	58,474	59,174	59,874
6	57,174	57,874	58,574	59,274	59,974	60,674
7	58,264	58,964	59,664	60,364	61,064	61,764
8	59,864	60,564	61,264	61,964	62,664	63,364
9	62,664	63,364	64,064	64,764	65,464	66,164
10	65,664	66,364	67,064	67,764	68,464	69,164
11	68,764	69,464	70,164	70,864	71,564	72,264
12	72,064	72,764	73,464	74,164	74,864	75,564
13	75,364	76,064	76,764	77,464	78,164	78,864
14	79,064	79,764	80,464	81,164	81,864	82,564
15	83,024	83,724	84,424	85,124	85,824	86,524

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

BA+15	\$700
BA+30	\$1,400
MA	\$2,100
MA+15	\$2,800
MA+30	\$3,500

SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A FIVE-YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY

YEAR 2

2025-26 Swedesboro Woolwich Teachers

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	56,316	57,016	57,716	58,416	59,116	59,816
2	56,616	57,316	58,016	58,716	59,416	60,116
3	56,916	57,616	58,316	59,016	59,716	60,416
4	57,416	58,116	58,816	59,516	60,216	60,916
5	58,316	59,016	59,716	60,416	61,116	61,816
6	59,316	60,016	60,716	61,416	62,116	62,816
7	60,415	61,115	61,815	62,515	63,215	63,915
8	62,015	62,715	63,415	64,115	64,815	65,515
9	64,765	65,465	66,165	66,865	67,565	68,265
10	67,716	68,416	69,116	69,816	70,516	71,216
11	70,715	71,415	72,115	72,815	73,515	74,215
12	73,865	74,565	75,265	75,965	76,665	77,365
13	77,165	77,865	78,565	79,265	79,965	80,665
14	80,865	81,565	82,265	82,965	83,665	84,365
15	84,774	85,474	86,174	86,874	87,574	88,274

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

BA+15	\$700
BA+30	\$1,400
MA	\$2,100
MA+15	\$2,800
MA+30	\$3,500

SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A FIVE-YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY

YEAR 3

2026-27 Swedesboro Woolwich Teachers

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	58,305	59,005	59,705	60,405	61,105	61,805
2	58,605	59,305	60,005	60,705	61,405	62,105
3	58,905	59,605	60,305	61,005	61,705	62,405
4	59,205	59,905	60,605	61,305	62,005	62,705
5	60,105	60,805	61,505	62,205	62,905	63,605
6	61,105	61,805	62,505	63,205	63,905	64,605
7	62,205	62,905	63,605	64,305	65,005	65,705
8	63,805	64,505	65,205	65,905	66,605	67,305
9	66,526	67,226	67,926	68,626	69,326	70,026
10	69,475	70,175	70,875	71,575	72,275	72,975
11	72,475	73,175	73,875	74,575	75,275	75,975
12	75,625	76,325	77,025	77,725	78,425	79,125
13	78,924	79,624	80,324	81,024	81,724	82,424
14	82,624	83,324	84,024	84,724	85,424	86,124
15	86,524	87,224	87,924	88,624	89,324	90,024

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

BA+15	\$700
BA+30	\$1,400
MA	\$2,100
MA+15	\$2,800
MA+30	\$3,500

SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A FIVE YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY

Year 4

2027-28 Swedesboro Woolwich Teachers

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	60,354	61,054	61,754	62,454	63,154	63,854
2	60,654	61,354	62,054	62,754	63,454	64,154
3	60,954	61,654	62,354	63,054	63,754	64,454
4	61,254	61,954	62,654	63,354	64,054	64,754
5	61,754	62,454	63,154	63,854	64,554	65,254
6	62,754	63,454	64,154	64,854	65,554	66,254
7	63,854	64,554	65,254	65,954	66,654	67,354
8	65,454	66,154	66,854	67,554	68,254	68,954
9	68,184	68,884	69,584	70,284	70,984	71,684
10	71,134	71,834	72,534	73,234	73,934	74,634
11	74,134	74,834	75,534	76,234	76,934	77,634
12	77,284	77,984	78,684	79,384	80,084	80,784
13	80,584	81,284	81,984	82,684	83,384	84,084
14	84,284	84,984	85,684	86,384	87,084	87,784
15	88,274	88,974	89,674	90,374	91,074	91,774

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

BA+15	\$700
BA+30	\$1,400
MA	\$2,100
MA+15	\$2,800
MA+30	\$3,500

SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A FIVE YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY

Year 5

2028-29 Swedesboro Woolwich Teachers

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	62,804	63,504	64,204	64,904	65,604	66,304
2	63,104	63,804	64,504	65,204	65,904	66,604
3	63,404	64,104	64,804	65,504	66,204	66,904
4	63,704	64,404	65,104	65,804	66,504	67,204
5	64,104	64,804	65,504	66,204	66,904	67,604
6	64,704	65,404	66,104	66,804	67,504	68,204
7	65,804	66,504	67,204	67,904	68,604	69,304
8	67,404	68,104	68,804	69,504	70,204	70,904
9	70,084	70,784	71,484	72,184	72,884	73,584
10	73,034	73,734	74,434	75,134	75,834	76,534
11	76,034	76,734	77,434	78,134	78,834	79,534
12	79,184	79,884	80,584	81,284	81,984	82,684
13	82,484	83,184	83,884	84,584	85,284	85,984
14	86,184	86,884	87,584	88,284	88,984	89,684
15	90,174	90,874	91,574	92,274	92,974	93,674

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

BA+15	\$700
BA+30	\$1,400
MA	\$2,100
MA+15	\$2,800
MA+30	\$3,500

SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A FIVE YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY

YEAR 1

2024-25 Swedesboro Woolwich CST

Guide is now established and works off it's own Increment Cost each year.

Salary Guide

Step	MA	MA+15	MA+30
1	62,291	63,030	63,768
2	62,713	63,452	64,190
3	63,188	63,927	64,665
4	63,716	64,454	65,192
5	64,665	65,403	66,142
6	65,720	66,458	67,197
7	66,880	67,619	68,357
8	68,568	69,307	70,045
9	71,469	72,208	72,946
10	74,581	75,320	76,058
11	77,746	78,485	79,223
12	81,069	81,808	82,546
13	84,551	85,289	86,028
14	88,296	89,034	89,773
15	93,219	93,957	94,696

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

MA+15	\$2,800
MA+30	\$3,500

SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A FIVE YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY

YEAR 2

2025-26 Swedesboro Woolwich CST

Guide is now established and works off it's own Increment Cost each year.

Salary Guide

Step	MA	MA+15	MA+30
1-2	63,456	64,194	64,933
3	63,906	64,644	65,383
4	64,406	65,144	65,883
5	65,156	65,894	66,633
6	66,156	66,894	67,633
7	67,356	68,094	68,833
8	69,056	69,794	70,533
9	71,956	72,694	73,433
10	75,156	75,894	76,633
11	78,356	79,094	79,833
12	81,856	82,594	83,333
13	85,356	86,094	86,833
14	89,156	89,894	90,633
15	94,219	94,957	95,696

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

MA+15	\$2,800
MA+30	\$3,500

SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A FIVE YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY

YEAR 3

2026-27 Swedesboro Woolwich CST

Guide is now established and works off it's own Increment Cost each year.

Salary Guide

Step	MA	MA+15	MA+30
1	64,634	65,372	66,111
2-3	65,084	65,822	66,561
4	65,584	66,322	67,061
5	66,334	67,072	67,811
6	67,334	68,072	68,811
7	68,534	69,272	70,011
8	70,234	70,972	71,711
9	73,134	73,872	74,611
10	76,334	77,072	77,811
11	79,534	80,272	81,011
12	83,034	83,772	84,511
13	86,534	87,272	88,011
14	90,334	91,072	91,811
15	95,219	95,957	96,696

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

MA+15	\$2,800
MA+30	\$3,500

SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A FIVE YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY

Year 4

2027-28 Swedesboro Woolwich CST

Guide is now established and works off it's own Increment Cost each year.

Salary Guide

Step	MA	MA+15	MA+30
1	68,236	68,986	69,736
2	68,736	69,486	70,236
3-4	69,236	69,986	70,736
5	69,986	70,736	71,486
6	70,986	71,736	72,486
7	72,186	72,936	73,686
8	73,886	74,636	75,386
9	76,386	77,136	77,886
10	79,386	80,136	80,886
11	82,586	83,336	84,086
12	85,886	86,636	87,386
13	89,386	90,136	90,886
14	92,986	93,736	94,486
15	97,019	97,769	98,519

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

MA+15	\$2,800
MA+30	\$3,500

SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A FIVE YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY

Year 5

2028-29 Swedesboro Woolwich CST

Guide is now established and works off it's own Increment Cost each year.

Salary Guide

Step	MA	MA+15	MA+30
1	71,291	72,041	72,791
2	71,791	72,541	73,291
3	72,291	73,041	73,791
4-5	73,041	73,791	74,541
6	74,041	74,791	75,541
7	75,241	75,991	76,741
8	76,741	77,491	78,241
9	79,091	79,841	80,591
10	82,091	82,841	83,591
11	85,291	86,041	86,791
12	88,591	89,341	90,091
13	92,091	92,841	93,591
14	95,591	96,341	97,091
15	99,219	99,969	100,719

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

MA+15	\$2,800
MA+30	\$3,500

SALARY GUIDES/ADVANCED CREDITS/LONGEVITY SCHEDULES ARE BASED ON A FIVE YEAR AGREEMENT INCLUSIVE OF LOYALTY PAY

**Schedule B:
Paraprofessional Staff
Salary Guides**

YEAR 1

2024-25 Swedesboro Woolwich Paras

Salary Guide

Step	Non Degree	Assoc	BA	BA+
1	19,996	20,996	21,996	22,996
2	20,196	21,196	22,196	23,196
3	20,396	21,396	22,396	23,396
4	20,896	21,896	22,896	23,896
5	21,646	22,646	23,646	24,646
6	22,446	23,446	24,446	25,446
7	23,246	24,246	25,246	26,246
8	24,146	25,146	26,146	27,146
9	25,146	26,146	27,146	28,146
10	26,146	27,146	28,146	29,146

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

ASSOC	\$1000
BA	\$2000
BA+	\$3000

YEAR 2

2025-26 Swedesboro Woolwich Paras

Salary Guide Step	Non Degree	Assoc	BA	BA+
1	21,821	22,821	23,821	24,821
2	22,021	23,021	24,021	25,021
3	22,221	23,221	24,221	25,221
4	22,721	23,721	24,721	25,721
5	23,421	24,421	25,421	26,421
6	24,121	25,121	26,121	27,121
7	24,921	25,921	26,921	27,921
8	25,721	26,721	27,721	28,721
9	26,621	27,621	28,621	29,621
10	27,521	28,521	29,521	30,521

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

ASSOC	\$1000
BA	\$2000
BA+	\$3000

YEAR 3

2026-27

Swedesboro Woolwich Paras

Salary Guide Step	Non Degree	Assoc	BA	BA+
1	23,964	24,964	25,964	26,964
2	24,164	25,164	26,164	27,164
3	24,364	25,364	26,364	27,364
4	24,864	25,864	26,864	27,864
5	25,364	26,364	27,364	28,364
6	25,964	26,964	27,964	28,964
7	26,664	27,664	28,664	29,664
8	27,364	28,364	29,364	30,364
9	28,164	29,164	30,164	31,164
10	28,964	29,964	30,964	31,964

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

ASSOC	\$1000
BA	\$2000
BA+	\$3000

Year 4

2027-28 Swedesboro Woolwich Paras

Salary Guide

Step	Non Degree	Assoc	BA	BA+
1	25,879	26,879	27,879	28,879
2	26,079	27,079	28,079	29,079
3	26,279	27,279	28,279	29,279
4	26,679	27,679	28,679	29,679
5	27,179	28,179	29,179	30,179
6	27,779	28,779	29,779	30,779
7	28,379	29,379	30,379	31,379
8	29,079	30,079	31,079	32,079
9	29,779	30,779	31,779	32,779
10	30,479	31,479	32,479	33,479

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

ASSOC	\$1000
BA	\$2000
BA+	\$3000

Year 5

2028-29

Swedesboro Woolwich Paras

Salary Guide Step	Non Degree	Assoc	BA	BA+
1	27,470	28,470	29,470	30,470
2	27,670	28,670	29,670	30,670
3	27,870	28,870	29,870	30,870
4	28,270	29,270	30,270	31,270
5	28,770	29,770	30,770	31,770
6	29,370	30,370	31,370	32,370
7	29,970	30,970	31,970	32,970
8	30,670	31,670	32,670	33,670
9	31,370	32,370	33,370	34,370
10	32,070	33,070	34,070	35,070

Longevity-Not reflected in Salary Guide

After 15 years:	\$600
After 20 years:	\$1,800
After 25 years:	\$2,400
After 30 years:	\$2,800

Value of Advanced Credits are inclusive in Salary Guide

ASSOC	\$1000
BA	\$2000
BA+	\$3000

Schedule C

Loyalty Pay

Employee ID #	\$ Amount
4045	1,000
4311	500
4069	500
4085	1,500
4055	1,500
4018	1,500

MG

~~ETH~~

AB

Schedule D: District Stipends

1. Grade Level Leader—Pre-K	\$2,000
2. Grade Level Leader—Kindergarten	\$2,000
3. Grade Level Leader—First Grade	\$2,000
4. Grade Level Leader—Second Grade	\$2,000
5. Grade Level Leader—Third Grade	\$2,000
6. Grade Level Leader—Fourth Grade	\$2,000
7. Grade Level Leader—Fifth Grade	\$2,000
8. Grade Level Leader—Sixth Grade	\$2,000
9. I&RS Chairperson—Clifford	\$1,100
a. I&RS Member—3 Positions	\$700 each
10. I&RS Chairperson—Stratton	\$1,100
a. I&RS Member—4 Positions	\$700 each
11. I&RS Chairperson—Harker	\$1,100
a. I&RS Member—5 Positions	\$700 each
12. I&RS Chairperson—Hill	\$1,100
a. I&RS Member—3 Positions	\$700 each
13. Sixth Grade Activities Coordinator	\$950
14. Sixth Grade Videographer	\$950
15. Year-long Student Clubs	\$950 each
a. (Safety Patrol, Student Leaders)	
16. Yearbook	\$1,500
17. Curriculum Writing—New	\$1,000
18. Curriculum Writing—Revisions	\$500
19. Curriculum Writing—New Product	\$250
20. Head Coach	\$950
21. Assistant Coach	\$650
22. Drama Club Advisor	\$1,500

23. Drama Club Assistant	\$1,250
24. Talent Show Director	\$950
25. Talent Show Assistant Director	\$650
26. District Reporter	\$950
27. People's Choice Award Organizer	\$950
28. Lego League Advisors—2 Positions	\$1,800

