

A G R E E M E N T

Between the

BOARD OF EDUCATION OF

WATCHUNG HILLS REGIONAL HIGH SCHOOL DISTRICT

And the

WATCHUNG HILLS REGIONAL ADMINISTRATORS ASSOCIATION



COUNTY OF SOMERSET

**Watchung Hills Regional High School
108 Stirling Road
Warren, New Jersey 07059**

CONTRACT PERIOD July 1, 2025 through June 30, 2029

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PREAMBLE

This Agreement entered into as of the First day of July, 2025, by and between the Board of Education of the Watchung Hills Regional High School District, Warren, New Jersey, hereinafter called the “Board,” and the Watchung Hills Regional Administrators Association, hereinafter called the “Association.”

I. ARTICLE I - RECOGNITION

The Board hereby recognizes the Watchung Hills Regional Administrators Association as the exclusive and sole representative for negotiation concerning the terms and conditions of employment for certified personnel under contract by the Board including:

- Vice-Principals
- Directors
- Supervisors

Excluding managerial executives, confidential and any other employees excluded from coverage under the Employer-Employee Relations Act, *N.J.S.A. 34:13A-1 et seq.*

As used in this Agreement, “employee” or “employees” shall refer to any person(s) employed in the positions identified above as falling within the collective negotiations unit.

II. ARTICLE II - NEGOTIATION PROCEDURE

The parties agree to enter into collective negotiations over a successor agreement in accordance with the New Jersey Employer-Employee Relations Act, as amended, to reach agreement on matters concerning the terms and conditions of employment. The parties agree to commence negotiations for a successor agreement according to the timetable established by the Public Employment Relations Commission. The first negotiation sessions will be for the purpose of establishing ground rules for the negotiations. The Association and the Board will exchange written proposals at the second negotiations session.

III. ARTICLE III – PRINCIPLES

A. PERSONNEL

- A. It is recognized that eligible employees specified in Article I have the right to join as well as the right not to join the Association. Membership in, or financial contribution to, the Association is not required as a condition of employment.

- B. It is further agreed that neither the Association nor the Board will discriminate against any person covered by this Agreement on the basis of race, creed, color, sex, national origin, marital status or political affiliation.

IV. ARTICLE IV - RIGHTS - PRIVILEGES AND OBLIGATIONS

A. BOARD RIGHTS

In accordance with applicable federal and state laws and regulations and subject to the limitations imposed by this agreement, the Association recognizes that the Board has the responsibility and authority to arrange and direct on behalf of the public, all the operations and activities of the Watchung Hills Regional High School District.

B. MEMBERS' RIGHTS

1. Whenever an employee represented by the Association as set forth in Article I is required to appear before the Superintendent or the Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee's position or employment or the salary or any increments pertaining thereto, then the employee shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association and/or a person of the employee's own choosing present to advise and represent the employee.
2. No employee shall be prevented from wearing reasonable identification of membership in the Association.
3. Nothing contained herein shall be construed to deny or restrict to any employee such rights as there may be under New Jersey School Laws or other applicable regulations.

C. ASSOCIATION RIGHTS AND PRIVILEGES

1. The Board agrees to furnish to the Association in response to all reasonable requests such public records as are in the Board's possession, at a charge not to exceed the Board's cost.
2. Association Privileges:
 - a. Upon arrival at the school, representatives of the Association shall be permitted to transact official Association business on school property provided that this shall not interfere with or interrupt normal operations.
 - b. The Association and its representatives may use the school buildings for meetings. The Superintendent shall be notified in advance of the time and place of all such meetings. Arrangements for meetings at extraordinary times will have prior approval of the Superintendent and the Association agrees to reimburse the Board for any extra custodial requirements.

- c. The Association shall be permitted the use of internal school mail facilities and the public address system after school hours for routine announcements.
- d. The Association shall have the right to use appropriate school equipment after school hours in the building when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incidental to such use and agrees to pay for any loss or damage to the equipment as a result of its usage.
- e. Whenever any representative of the Association or any member is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceeding, conferences or meetings, he/she shall suffer no loss in pay.
- f. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the vice-principals, directors and supervisors.

V. ARTICLE V - GRIEVANCE PROCEDURE

A. DEFINITION

- 1. A “grievance” is hereby defined as any dispute between the parties concerning the application, interpretation or claimed violation of any provision of this Agreement, or any administrative decision or Board action which adversely affects the terms and condition of employment set forth in this Agreement.
- 2. An “aggrieved person” is the person making the claim.
- 3. A “party in interest” is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
- 4. The term “grievance” and procedure relative thereto shall not be deemed applicable to the following instances:
 - a. Non-renewal of non-tenure vice-principal, director or supervisor.
 - b. Matters where the Board is without authority to act.
 - c. Matters in which the Board maintains sole and unlimited discretion.
 - d. Withholding of increments, unless predominantly disciplinary in nature.
 - e. Matters where a method of review is prescribed by law or by any rule, regulation, or bylaw of the Commissioner of Education or the State Board of Education.

B. PURPOSE

1. The purpose of this Article is to provide for the expeditious and mutually satisfactory settlement of grievances and to that end the following procedure shall be the sole and exclusive method of resolution.
2. Nothing herein contained shall be construed as limiting the right of any vice-principal, director, or supervisor having a problem to discuss the matter informally with any appropriate member of the administration and having the problem adjusted without intervention of the Association.

C. PROCEDURE

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limit specified may, however, be extended by mutual written agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
3. Failure at any level of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved person to proceed to the next level. Failure at any level of this procedure to appeal grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
4. Actual Grievance Procedure

The forms to be used in the grievance procedure are included as Attachment 1.

Step One (Level 1): The Association or an employee with a grievance shall first discuss it with the Principal and the Director of Human Resources and Professional Development either directly or through the association's representative within ten working days after the employee knew or should have known of the event giving rise to the grievance. Failure to act within the said ten working days shall be deemed to constitute a waiver and an abandonment of the grievance.

Step Two (Level 2): If the aggrieved party is not satisfied with the disposition of the grievance at Step One, or if no decision has been rendered within five working days after the presentation of that grievance at Step One, the aggrieved may file within five working days with the Superintendent of the district a written grievance (on forms provided) setting forth the nature of the grievance and designated contract provision(s) claimed to have been violated. The grievance shall be discussed by the authorized Association representative and the Superintendent at a mutually agreeable time and

place not later than seven working days after the request for such discussion. Within seven working days, the Superintendent shall notify the Association and the grievant of the decision in writing.

Step Three (Level 3): If the aggrieved party is not satisfied with the disposition of the grievance at Step Two, or if no decision has been rendered within seven working days after the presentation of that grievance at step Two, the Association may within ten working days make a written request for review of the grievance by the Board of Education. The written request shall have annexed thereto all known relevant documentation. A copy of such request shall be given to the Superintendent. The Board or Committee thereof shall review the grievance and shall, at the option of either party, hold a hearing with the aggrieved person and a representative of the Association. A written decision will be rendered within 30 calendar days from the receipt of the grievance or after the date of the hearing, whichever is later.

Step Four (Level 4): If the grievance is not resolved at Step Three, or if no written decision has been rendered within the time allotted under Step Three, the Association may, within ten working days, make a written demand for arbitration to the New Jersey Public Employment Relations Commission with a copy of the demand being delivered to the Superintendent. The written demand for arbitration shall set forth the specific nature of the dispute and specific provisions of the agreement claimed to have been violated. The selection of an arbitrator as well as the conduct of the arbitration hearing shall be in accordance with the rules and regulations of the Public Employment Relations Commission then in effect.

The arbitrator so selected shall hear the dispute at a mutually agreeable date, time and place.

The decision of the arbitrator shall be final and binding upon the Board, the Association and the employees and shall be in writing setting forth findings of fact, reasons and conclusions on the issues submitted. No one arbitrator shall have more than one grievance submitted, and under consideration, at any one time unless the parties otherwise agree in writing. A grievance shall be considered under consideration by an arbitrator until he has rendered a written decision which shall be done within 30 days from the close of the hearing.

In the event of the submission of any matter for arbitration as herein provided, the arbitrator shall have no right or power to alter or modify the terms of this Agreement.

The losing party shall pay the cost of the arbitrator. Each party shall be responsible for its own costs incurred in arbitration

D. REPRESENTATION

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself and/or as an option, by a representative selected or approved by the Association. However, the aggrieved person has the right to only one (1) representative at Level One.
2. When an aggrieved person is not represented by the Association, the Association shall have the right to be present and to state its views at all formal stages of the grievance procedures.

E. MISCELLANEOUS

1. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personal file of any of the participants.
2. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at any level of the procedures.
3. All employees including the grievant must continue to follow administrative directives or Board policy regardless of a pending grievance against a directive until such time as a grievance is properly determined.
4. No reprisals of any kind shall be taken by the Board or any member of the administration against an individual or individuals participating in the specified grievance procedure by reason of such participation.
5. After the grievance procedure has been exhausted the grievance may not be resubmitted provided the grievance procedure has been adhered to.
6. Voluntary termination of employment by a grievant terminates any unresolved grievances after the effective date of termination.

VI. ARTICLE VI- SCHOOL CALENDAR

- A. The Board shall establish the School Calendar for the term of this agreement.
- B. The Vice-Principals, Directors, and all Department Supervisors, as 12-month employees, will follow the 12-month calendar established by the Board. All Supervisors, Directors and Vice-Principals will be expected to attend and assist with the graduation ceremony.
- C. The work day for Association employees typically exceeds the teaching workday, with the length of the day depending on the needs of the district.

VII. ARTICLE VII – EMPLOYMENT

- A. Each newly hired employee shall be placed at a salary step, as the Board in its sole discretion shall determine; employment credit shall be given for military service in accordance with the provisions of *N.J.S.A. 18A:29-11*.
- B. Unit members shall be notified of their contract status, salary status and pay schedule for the ensuing year by May 15 for non-tenured employees and by May 30 for tenured employees.
- C. Supervisors supervising less than 30 teachers will teach one class as part of their job responsibilities. Directors will not be required to teach but may choose to do so at no additional compensation. Any Director choosing to teach may not voluntarily rescind the election for the duration of the course.

VIII. ARTICLE VIII - SALARIES AND FRINGE BENEFITS

- A. The salaries of all employees covered by this agreement are set forth in Schedule A, are attached hereto and made a part hereof.
 - 1. Employees may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. These funds shall be paid to the member on the final payday or according to a savings bank plan as requested by the member.
 - 2. Employees employed on a ten- (10) month basis are to be paid in twenty (20) installments. Employees employed on a twelve (12) month basis are to be paid in twenty-four (24) installments.
 - 3. When a payday falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.

B. Employees achieving a higher salary level on the guide by reasons of degree advancement shall present official certification in the form of achievement report, transcript or notarized statement to the Superintendent no later than the first Monday in September or January 15. Salary adjustments shall be made in the second pay period in September or February respectively, retroactive to the first of said month.

C. Insurance Coverage Provided for Employees:

1. To be eligible for the benefits set forth in this Article an employee must have a minimum of sixty (60) days of continuous employment and work a minimum of twenty (20) hours per week.

2. Coverage for all eligible employees will be provided under the Open Access POS Plan (Direct Access) in effect at the inception of this Agreement or substantial equivalent. In the event the Board is mandated by law to enroll in the School Employees Health Benefits Program ("SEHBP"), or in the event all other District employee representative groups agree to the change to SEHBP, the coverage provided shall be the base plan offered by the SEHBP at the time of enrollment which is most comparable to the prior coverage. Employees shall pay through a payroll deduction the insurance premium contribution required by P.L. 2011 c. 78.

3. Waiver of Benefits

i. Upon satisfactory proof of alternate coverage, employees who waive health benefit coverage to which they are entitled through this agreement shall receive the following payments. Payments are not to be considered a salary payment and, as such, are not pensionable. Any tax liability is the responsibility of the employee. One-half of the following opt-out amount will be paid to the eligible employee twice per year, once in December and once in June.

1. Single Coverage - \$1,291
2. Husband/Wife coverage - \$2,874
3. Family Coverage - \$3,344
4. Parent/Child - \$1,907

ii. All covered employees shall also have the opportunity to opt-out of the District's dental insurance benefit plan. The amounts to be paid to PSA members who are entitled to dental coverage but elect to waive that coverage, shall be fifty (50%) percent of the portion of the premium cost paid by the Board for the dental coverage that the employee would otherwise be entitled to receive. These payments shall be made to eligible employees twice per year, once in December and once in June, or a pro-rata basis. The opt-out decision must be made on an annual basis, and may be revoked by the employee should a change occur in the individual's coverage status. The payments will be made under the District's Section 125 Plan.

4. The Board shall provide for each employee upon enrollment a description of the health-care insurance coverage provided under this Article which shall include a clear description of conditions and limits of coverage.

5. The Board shall provide dental coverage for each employee and his dependents. (Delta - NJDSP or comparable plan agreed to by both parties.) Employees will pay the mandatory contribution required by P.L. 2011 c. 78 through a payroll deduction and the Board will pay the remainder of the premium cost. All employees hired to begin working on or after July 1, 2005 will be eligible to enroll into the Open Access POS Plan (Direct Access). This plan, for all eligible enrolled employees, offers 100% in-network coverage with a \$5 (five dollar) co-pay and 80%/20% out-of-network coverage for reasonable and customary charges, with a \$100 (one hundred dollar) deductible for single coverage and a \$250 (two hundred fifty dollar) deductible for other coverage; and a \$1000 (one thousand dollar) out-of-network, out-of-pocket maximum for single coverage and a \$2500 (two thousand five hundred dollar) out-of-network, out-of-pocket maximum for other coverage.

- E. Compensation for the use of a private automobile for authorized Board activities shall be at the prevailing NJ OMB rate per mile.
- F. The Board shall provide at no cost to its employees, long-term disability coverage for those unable to work for medical reasons the cause of which **is not** work-related accident or injury. An employee who is certified as being unable to work for medical reasons must serve a waiting period of ninety (90) calendar days or use all accumulated sick time, whichever is greater. The Board, through this long-term disability plan pays sixty-five (65%) percent of the employee's salary until age 65, less any other benefits such as Social Security disability payments.

IX. ARTICLE IX - VACATION AND FLOATING HOLIDAYS

- A. Vacation Days. Employees shall be entitled to vacation days in accordance with the following schedule:

First Year of Employment	-	Fifteen (15) vacation days
Second Year of Employment and beyond	-	Twenty (20) vacation days
- B. Floating Holidays. Vice-Principals, Directors, and Supervisors shall have six (6) floating holidays per year. These floating holidays cannot be accumulated or carried over to a subsequent year.
- C. Accrual of Vacation Days and Carry-Over of Unused Vacation Time. Effective July 1, 2013, during the first school year (July 1 – June 30) of an employee's initial employment, prorated accrual of vacation leave shall start on the employee's hire date on a monthly basis at the end of each month of completed service. Thereafter, vacation leave shall be accrued (earned) on a monthly basis at the end of each month, commencing on July 1st of each fiscal year. All vacation time and the six floating holidays must be used in the contract year in which they are earned, except that an employee may carry-over into the following year a non-cumulating maximum of up to five (5) unused vacation days from the preceding year, and if not used in the year in which the days are carried into they shall be forfeited.

Unused vacation days in excess of the five (5) days that can be carried forward into the next year will also be forfeited. Subject to the Superintendent's approval of vacation schedule requests, employees may utilize vacation days which have not yet been accrued in the current school year in order to take a vacation leave. An employee who is permitted to use unaccrued vacation days and then leaves employment prior to accruing the days shall reimburse the Board through a payroll deduction from the final paycheck for the value of the unaccrued days utilized.

Earned vacation days shall be paid according to the proportion of full months worked to the total contract year, unless proper notice has not been given. Up to five (5) unused earned vacation days shall be paid when an employee resigns or retires at the employee's per diem rate.

- D. District Planning for Retirement Payments. In order to accommodate the Board's budgetary planning purposes, if a member of the Association wants payments he or she is entitled to upon retirement on account of either unused vacation or unused sick leave to begin in the school year immediately following the school year of his or her retirement, he must notify the District Business Administrator in writing of his or her intention to retire no later than January 1 of the school year in which he or she is going to retire. If the written notice to the District Business Administrator is given after January 1 in a particular school year, then any payments to be made to the retiring member on account of unused sick leave or vacation time shall begin in the second school year following his or her retirement.

X. ARTICLE X - PROCEDURES FOR EVALUATION

Evaluation of unit members will be consistent with the provisions of the Teacher Effectiveness and Accountability for the Children of New Jersey Act ("TEACH NJ"), N.J.S.A. 18A:6-117 *et seq.*, and any regulations promulgated in furtherance of the Act.

XI. ARTICLE XI - SICK LEAVE

- A. Cumulative sick leave - as defined in N.J.S.A. 18A:30-1.
1. Each year, twelve-month employees will be given twelve (12) days for personal illness.
 2. Unused days of sick leave shall be accumulative without limit, beginning from the date of the member's continuous employment by the Board. (18A:30-3, 3.1.)
- B. In all absences under this section exceeding five (5) consecutive school days, the employee must file a physician's certificate with the Superintendent (18A:30-4).
- C. A member shall notify an individual designated by the administration of unavailability for work as soon as possible, but in no case later than 7 A.M. on the day of the anticipated absence, except in the case of an emergency.

D. By October 1st of each year all members shall be given a written accounting of accumulated sick-leave days as of June 30th of that calendar year.

E. Payment of Unused Sick Leave Upon Retirement:

Eligibility: Full-time employees who have accumulated a minimum of forty (40) unused sick days at the time of retirement from the district and are eligible for pension benefits as defined by Title 18A:66-1 *et seq.*, “Teacher Pension and Annuity Fund Law,” shall be entitled to be paid in retirement in an amount to be determined in accordance with the provisions below. Employees must provide the Board with at least ninety (90) days’ written notice of their intent to retire, and if they fail to do so the Board may defer the payment to the school year following the school year of retirement.

Exceptions: No employee shall be entitled to payment of this benefit upon returning from a leave of absence, other than sick leave, until said employee has completed a minimum of ten (10) months work.

Benefit: Each eligible employee who retires as set forth after June 30, 2013 shall receive payment for the employee’s unused accumulated sick leave days to a maximum of one hundred (100) such days at the rate of \$135 per day, not to exceed a total payment of \$13,500, unless such payments would not be in compliance with the then applicable regulations and statutes of the State of New Jersey.

XII. ARTICLE XII - TEMPORARY LEAVES OF ABSENCE - PERSONAL LEAVES

A. ILLNESS IN THE FAMILY

Where personal presence is necessary because of critical illness in the employee’s immediate family (**defined herein as spouse, domestic partner (N.J.S.A. 26:8A-3), civil union partner (N.J.S.A. 37:1-29), child, mother, father, sister, brother, grandparent, mother-in-law and father-in-law**), absences may be allowed with pay for five (5) school days in each school year. Additional time with pay may be granted in special emergencies at the discretion of the Superintendent.

B. DEATH

Absences due to death in the employee’s immediate family (defined herein as spouse, domestic partner [N.J.S.A. 26:8A-3], civil union partner [N.J.S.A. 37:1-29], child, mother, father, sister, brother, grandparent, mother-in-law and father-in-law) may be allowed with pay for a period not exceeding five (5) consecutive school days in each case. The restriction of consecutive school days may be waived with approval of the Superintendent. Such leave is for the purpose of arranging for and attending the funeral and a brief period of mourning in close proximity to the date of death, or to attend a memorial service within sixty (60) days of the date of death.

Employees shall be granted up to one (1) bereavement day to attend the funeral, memorial service (within 60 days of death) or cremation of another relative or close friend not

included in the above definition of immediate family member. No more than a total of two (2) such one-day leaves shall be granted to an employee per school year.

In the event of extenuating circumstances, the 60-day restriction on proximity of a memorial service to date of death may be waived with the approval of the Superintendent.

In the event of the death of a teacher or student in the Watchung Hills Regional High School District, the Superintendent or immediate supervisor may grant to an appropriate number of employees sufficient time off to attend the funeral.

C. QUARANTINE

Absences due to quarantine on account of a contagious disease when such quarantine is not due to personal illness shall be allowed with pay, provided that a certificate from the health office of the community or a physician is filed with the principal.

D. PERSONAL REASONS

1. Three (3) days of absence per school year for personal business without reason having to be stated will be granted within the following limits:
 - a. Except in cases of emergency, application for personal leave must be made to the principal/supervisor or designated representative at least three (3) days before the date on which the absence is requested.
 - b. No more than three (3) of the unit members shall be permitted such leave on any given day. Priority will be established in the order of the requests received.
 - c. No more than two (2) consecutive days of personal leave will be permitted.
 - d. Unit members may carry over one (1) unused personal day to the following school year, and if not used in such following school year the carry-over day will be lost. The carry-over personal day will be applied first in such following school year in the event the unit member uses any personal days in that school year.
2. If the accumulated absences of employee, including absence for illness, exceed fifteen (15) days in any year, all absences for personal reasons are temporarily suspended until the Superintendent can review the case in terms of the instructional program.

E. PROFESSIONAL REASONS

Days may be granted for the purpose of visiting other schools or attending meetings or conference of an educational nature. This request must be made in writing to the Superintendent stating reasons for attendance and benefits to be gained. If the Superintendent grants permission, the attending person must present a report of the

visitation upon his/her return. If the Superintendent feels that the benefits gained from a visitation will be of interest to the entire faculty, s/he may require a written report.

F. COURT ORDER

Absences from school by reason of subpoena by any court with jurisdiction shall be allowed with pay.

G. MILITARY

Absences for examination for military service shall be allowed with pay.

Leave of absence with pay for participation in reserve forces of the U.S. Military and/or the National Guard shall be given according to State law.

H. OTHER LEAVES

The Board may grant other leaves of absence with pay.

Leave taken pursuant to this Article shall be in addition to any sick leave except as indicated in D-3 in the Article.

XIII. ARTICLE XIII - EXTENDED LEAVES OF ABSENCE

- A. A leave of absence without pay of up to two (2) years may be granted to any employee who joins the Peace Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in such programs, or accepts a Fulbright Scholarship.
- B. An employee on tenure may be granted a leave of absence without pay for one (1) year to teach in an accredited college or university.
- C. No more than one employee shall be granted leaves for A or B above at any one time.
- D. Military leave without pay shall be granted to any employee who is inducted or enlists in the armed forces of the United States in accordance with the New Jersey statutes.
- E. Eligible employees may request unpaid leave under the provisions of the Federal Family and Medical Leave Act ("FMLA"), the New Jersey Family Leave Act ("NJFLA") and/or the New Jersey Paid Family Temporary Disability Leave Act.
- F. Child Care Leave of Absence
 - 1. A tenured employee may request a child care leave without pay and the said leave shall be granted. The Superintendent and the member shall mutually agree upon the effective date and the duration of the leave, provided that the leave shall not exceed twelve (12)

months in duration. Early notification of the Superintendent is desirable for replacement purposes.

2. Any tenured employee adopting an infant child shall receive similar leave which shall commence upon receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption. The Superintendent must be notified as soon as adoption is applied for and kept up to date on status.
 3. Requests for the above leaves for non-tenure employees will be handled on an individual basis.
- G. The Board shall grant a leave of absence to any employee to serve in public office in accordance with the law, Title 18A:6-8.1, 8.2. No increment experience or credit will be granted for this leave nor shall such time count toward fulfillment of the time requirement for tenure purposes.
- H. All requests, extensions or renewals of extended leaves shall be applied for in writing. The Superintendent shall be given written notification of the Board's decision to the employee requesting the extension of the leave.
- I. A member on tenure shall be entitled to a one year leave of absence without pay, subject to the following conditions:
1. A tenured employee shall be entitled to such leave only after having been employed by the Board for seven years.
 2. An application requesting a leave under this provision must be submitted by the employee to the Superintendent not later than March 1 of the school year immediately preceding the school year during which the employee requests to be on leave of absence.
 3. Applications for extended leave of absence may be submitted to the Superintendent commencing on the first day all employees are required to be present for work. No applications will be accepted prior to that date.

No more than one such leave will be granted in a given school year.

XIV. ARTICLE XIV - SABBATICAL LEAVE

The following regulations govern the granting of a sabbatical year for the employees.

- A. Any employee who has served in the district for a period of not less than seven (7) years may on recommendation of the Superintendent be granted by the Board a leave of absence for a period of time up to one year for the purpose of professional improvement through study or travel. The Board shall be entitled to deny any request for sabbatical leave for budgetary reasons.

- B. The employee's request for a sabbatical should outline in detail the proposed professional improvement plan for Board review. The initial request for a sabbatical shall be made prior to November 1 of the school year previous to the year for which the leave of absence is desired. Final details shall be submitted by December 1 and shall be approved or rejected by February 15. The number of employees that shall be permitted to take sabbatical leave in any one year shall not exceed one. Purpose, date of application, and service will be factors in determining the number of grants within the budgetary limits for that year.
- C. During this sabbatical period such employee agrees not to engage in any employment for remuneration without the approval of the Superintendent. In the event that a scholarship stipend is part of the sabbatical arrangements, the total cash remuneration (stipend plus sabbatical salary) may not exceed the regular annual salary of the employee.
- D. During this leave of absence sabbatical, the employee shall continue in the employ of the Board and shall receive an annual compensation equal to three fourths of his annual salary for that year (except as provided in C above). From this compensation shall be made the regular deductions for the Teacher Pension and Annuity Fund and such other deductions that are required by law or that have been requested by the employee.
- E. As a condition for the granting of this sabbatical the member shall enter into a contract with the Board to continue in service for a period of at least two (2) years after the expiration of the leave of absence. Upon failure to continue, the employee may be required to repay to the Board a sum bearing the same ratio to the amount of salary received while on sabbatical to that of the unfulfilled portion of the sabbatical contract.
- F. Upon return from sabbatical leave, an employee shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence.

XV. ARTICLE XV - PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. Subject to limitations and requirements of law, the Board agrees to pay the full cost of tuition and other approved expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other such sessions which an employee is required by the administration to take.
- B. Subject to limitations and requirements of law, the Board agrees to pay the expenses (including fees, meals, lodging and for transportation) incurred by employees who request permission and receive approval for attendance at workshops, seminars, conferences, in-service training sessions or other such sessions. These expenses must be itemized for approval by the Superintendent no later than one (1) week after the return to school.
- C. The Board agrees to pay for professional membership subject to the approval of the District Superintendent. The Board shall pay the NJPSA annual dues, and the Board shall pay for additional professional membership(s) for content areas related to administrative/supervisory responsibilities of Vice-Principals, Directors, or Supervisors,

not to exceed One Thousand, Three Hundred Dollars (\$1,300.00) per year total for all memberships per administrator.

- D. Employees shall be reimbursed for tuition payments for graduate study for all successfully completed (final grade of B or better, or passing grade if no credit is given) and pre-approved graduate credits up to eighteen (18) credits annually for the term of this agreement at the rate of 80% of the tuition rate. The Superintendent's prior approval of the course is a prerequisite to reimbursement eligibility. Eligibility for tuition reimbursement shall be in accordance with the provisions of *N.J.S.A. 18A:6-8.5* and *8.6*. The Board's total annual maximum reimbursement obligation for Professional Development graduate course tuition reimbursement for all eligible applicants hereunder shall be capped at Twenty Thousand Dollars (\$20,000.00) per school year. Reimbursement shall be made twice a year (spring and fall) in the order in which employees received prior course approval. Once the annual maximum amount is reached, no further reimbursement will be made to any employees, irrespective of prior course approval.

XVI. ARTICLE XVI - PROTECTION OF SUPERVISORS, STUDENTS AND PROPERTY

Employees shall not be required to work under unsafe or hazardous conditions or to perform such tasks, which endanger their health or safety.

The protection of the employee in an event of injury or other action against his person is covered by legislation. The insurance coverage is maintained in accordance with the statutes.

XVII. ARTICLE XVII – MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes a Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- B. 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 not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual member 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. Whenever any agreement violation notice is required to be given by either of the parties to this Agreement to the other pursuant to the provision(s) of this Agreement either party shall do so by telegram or by registered letter, or by return receipt notification, at the following addresses:

1. If by Association, to the Board, at 108 Stirling Road, Warren, N.J. 07059
2. If by Board, to Association, at 108 Stirling Road Warren N.J. 07059.

- E. The Board agrees not to negotiate concerning said employees in the negotiation unit as defined in the article entitled “**RECOGNITION**” of this Agreement, with any organization other than the Association for the duration of this Agreement.

XVIII. ARTICLE XVIII - DEDUCTION FROM SALARY

The Board agrees to deduct from the salaries of its employees, dues for the New Jersey Principals and Supervisors Association as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 311, Public Laws of 1967 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education.

XIX. ARTICLE XIX - DISCIPLINE AND DISCHARGE

Subject to all applicable laws of the State of New Jersey, the Board shall not suspend, discipline or discharge any employee except for good and just cause.

XX. ARTICLE XX - AMENDMENT AND DURATION OF CONTRACT

- A. In the negotiations leading to the signing of this contract all parties interested had the right and opportunity to discuss all matters which may be the subject of collective bargaining. This Agreement constitutes the entire understanding of the parties. During the term of this agreement, neither party shall be obligated to bargain with respect to any subject or matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either party at the time of negotiation or execution of the Agreement.
- B. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- C. This Contract shall remain in full force and effect from July 1, 2020, to June 30, 2025, subject to the parties’ right to initiate negotiations over a successor Agreement as provided in Article II.
- D. This Agreement shall not be extended, and it is expressly understood that it will expire on the date indicated except as provided in paragraph E. below.
- E. If at the time this Agreement would otherwise terminate the parties are negotiating for a new Agreement, the terms and conditions hereof shall continue in effect so long as such negotiations voluntarily continue, and any new Agreement may be made retroactive to the date the Agreement would otherwise have terminated.

Signed and Accepted this _____ day of _____, 2025.

BOARD:

ASSOCIATION:

President, Watchung Hills Regional High School
District Board of Education

President, Watchung Hills Regional High
School Administrators Association

Witness: _____

Date:

Witness: _____

Date:

ATTACHMENT 1: GRIEVANCE FORM

Grievance # _____ Watchung Hills Regional High School

Submit to Principal in Duplicate

Building

Assignment

Name of Grievant

Date Filed

Step I (Level 1)

A. Date cause of Grievance Occurred _____

B. 1. Statement of Grievance _____

SIGNATURE, GRIEVANT

DATE

C. Disposition by Principal _____

D. Position of Grievant and/or Association _____

SIGNATURE, GRIEVANT

DATE

STEP II (Level 2) SUPERINTENDENT

A. Date received by Superintendent _____

B. Disposition of Superintendent _____

SIGNATURE,

DATE

C. Position of Grievant and/or Association _____

SIGNATURE,

DATE

STEP III (Level 3) BOARD OF EDUCATION REVIEW

A. Date submitted to Board of Education _____

B. Disposition of Board of Education _____

SIGNATURE, PRESIDENT

DATE OF

BOARD OF EDUCATION

DECISION

Note: All provisions of Article V of the Agreement shall be strictly observed in the settlement of grievances.

ATTACHMENT 2: SALARY

TABLES A. COMPENSATION

Salary Guides

There are three salary guides, one for each job type. The job types are Department Supervisor, Vice-Principal, and Director.

For each year of this Agreement, the shaded columns in the guides below are not available to employees hired after January 1, 2016. Such employees are only eligible for placement on or movement to the MA, MA+30, or MA+60 guide columns. Employees hired prior to January 1, 2016 remain eligible to move to the shaded guide columns upon earning the requisite graduate credits, including credits earned after January 1, 2016.

SUPERVISOR SALARY GUIDE 2025-2026

Step	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	143,918	144,281	146,581	148,881	151,181	153,481
2	144,278	144,641	146,941	149,241	151,541	153,841
3	148,153	150,453	152,753	155,053	157,353	159,653
4	150,091	152,391	154,691	156,991	159,291	161,591
5	152,028	154,328	156,628	158,928	161,228	163,528
6	153,966	156,266	158,566	160,866	163,166	165,466
7	155,903	158,213	160,503	162,803	165,103	167,403
8	157,841	160,141	162,441	164,741	167,041	169,341
9	159,778	162,078	164,378	166,678	168,978	171,278
10	161,716	164,016	166,316	168,616	170,916	173,216
11	163,653	165,953	168,253	170,553	172,853	175,153

SUPERVISOR SALARY GUIDE 2026-2027

Step	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	148,606	148,969	151,269	153,569	155,869	158,169
2	148,966	149,329	151,629	153,929	156,229	158,529
3	152,841	155,141	157,441	159,741	162,041	164,341
4	154,779	157,079	159,379	161,679	163,979	166,279
5	156,716	159,016	161,316	163,616	165,916	168,216
6	158,654	160,954	163,254	165,554	167,854	170,154
7	160,591	162,901	165,191	167,491	169,791	172,091
8	162,529	164,829	167,129	169,429	171,729	174,029
9	164,466	166,766	169,066	171,366	173,666	175,966
10	166,404	168,704	171,004	173,304	175,604	177,904
11	168,341	170,641	172,941	175,241	177,541	179,841

SUPERVISOR SALARY GUIDE 2027-2028

Step	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	153,474	153,837	156,137	158,437	160,737	163,037
2	153,834	154,197	156,497	158,797	161,097	163,397
3	157,709	160,009	162,309	164,609	166,909	169,209
4	159,647	161,947	164,247	166,547	168,847	171,147
5	161,584	163,884	166,184	168,484	170,784	173,084
6	163,522	165,822	168,122	170,422	172,722	175,022
7	165,459	167,769	170,059	172,359	174,659	176,959
8	167,397	169,697	171,997	174,297	176,597	178,897
9	169,334	171,634	173,934	176,234	178,534	180,834
10	171,272	173,572	175,872	178,172	180,472	182,772
11	173,209	175,509	177,809	180,109	182,409	184,709

SUPERVISOR SALARY GUIDE 2028-2029

Step	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	158,529	158,892	161,192	163,492	165,792	168,092
2	158,889	159,252	161,552	163,852	166,152	168,452
3	162,764	165,064	167,364	169,664	171,964	174,264
4	164,702	167,002	169,302	171,602	173,902	176,202
5	166,639	168,939	171,239	173,539	175,839	178,139
6	168,577	170,877	173,177	175,477	177,777	180,077
7	170,514	172,824	175,114	177,414	179,714	182,014
8	172,452	174,752	177,052	179,352	181,652	183,952
9	174,389	176,689	178,989	181,289	183,589	185,889
10	176,327	178,627	180,927	183,227	185,527	187,827
11	178,264	180,564	182,864	185,164	187,464	189,764

VICE PRINCIPAL SALARY GUIDE 2025-2026

Step	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	146,495	146,767	149,067	151,367	153,667	155,967
2	148,884	151,184	153,484	155,784	158,084	160,384
3	150,912	153,212	155,512	157,812	160,112	162,412
4	152,941	155,241	157,541	159,841	162,141	164,441
5	154,970	157,270	159,570	161,870	164,170	166,470
6	156,998	159,298	161,599	163,899	166,198	168,498
7	159,027	161,327	163,627	165,927	168,227	170,527
8	161,055	163,355	165,658	167,955	170,255	172,555
9	163,084	165,384	167,684	169,984	172,284	174,584
10	165,112	167,412	169,712	172,012	174,312	176,612
11	167,141	169,441	171,741	174,041	176,341	178,641

VICE PRINCIPAL SALARY GUIDE 2026-2027

Step	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	151,450	151,722	154,022	156,322	158,622	160,922
2	153,839	156,139	158,439	160,739	163,039	165,339
3	155,867	158,167	160,467	162,767	165,067	167,367
4	157,896	160,196	162,496	164,796	167,096	169,396
5	159,925	162,225	164,525	166,825	169,125	171,425
6	161,953	164,253	166,554	168,854	171,153	173,453
7	163,982	166,282	168,582	170,882	173,182	175,482
8	166,010	168,310	170,613	172,910	175,210	177,510
9	168,039	170,339	172,639	174,939	177,239	179,539
10	170,067	172,367	174,667	176,967	179,267	181,567
11	172,096	174,396	176,696	178,996	181,296	183,596

VICE PRINCIPAL SALARY GUIDE 2027-2028

Step	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	156,592	156,864	159,164	161,464	163,764	166,064
2	158,981	161,281	163,581	165,881	168,181	170,481
3	161,009	163,309	165,609	167,909	170,209	172,509
4	163,038	165,338	167,638	169,938	172,238	174,538
5	165,067	167,367	169,667	171,967	174,267	176,567
6	167,095	169,395	171,696	173,996	176,295	178,595
7	169,124	171,424	173,724	176,024	178,324	180,624
8	171,152	173,452	175,755	178,052	180,352	182,652
9	173,181	175,481	177,781	180,081	182,381	184,681
10	175,209	177,509	179,809	182,109	184,409	186,709
11	177,238	179,538	181,838	184,138	186,438	188,738

VICE PRINCIPAL SALARY GUIDE 2028-2029

Step	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	161,925	162,197	164,497	166,797	169,097	171,397
2	164,314	166,614	168,914	171,214	173,514	175,814
3	166,342	168,642	170,942	173,242	175,542	177,842
4	168,371	170,671	172,971	175,271	177,571	179,871
5	170,400	172,700	175,000	177,300	179,600	181,900
6	172,428	174,728	177,029	179,329	181,628	183,928
7	174,457	176,757	179,057	181,357	183,657	185,957
8	176,485	178,785	181,088	183,385	185,685	187,985
9	178,514	180,814	183,114	185,414	187,714	190,014
10	180,542	182,842	185,142	187,442	189,742	192,042
11	182,571	184,871	187,171	189,471	191,771	194,071

DIRECTOR SALARY GUIDE 2025-2026

Step	MA	MA+15	MA_30	MA+45	MA+60	PHD
1	151,560	151,846	154,146	156,446	158,746	161,046
2	153,934	156,234	158,534	160,834	163,134	165,434
3	155,949	158,249	160,549	162,849	165,149	167,449
4	157,963	160,263	162,563	164,863	167,163	169,463
5	159,977	162,277	164,577	166,877	169,177	171,477
6	161,992	164,292	166,592	168,892	171,192	173,495
7	164,006	166,306	168,606	170,906	173,206	175,506
8	166,020	168,320	170,620	172,920	175,220	177,520
9	168,034	170,334	172,634	174,934	177,234	179,534
10	170,049	172,349	174,649	176,949	179,249	181,549
11	172,063	174,363	176,663	178,963	181,263	183,563

DIRECTOR SALARY GUIDE 2026-2027

Step	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	155,611	155,897	158,197	160,497	162,797	165,097
2	157,985	160,285	162,585	164,885	167,185	169,485
3	160,000	162,300	164,600	166,900	169,200	171,500
4	162,014	164,314	166,614	168,914	171,214	173,514
5	164,028	166,328	168,628	170,928	173,228	175,528
6	166,043	168,343	170,643	172,943	175,243	177,546
7	168,057	170,357	172,657	174,957	177,257	179,557
8	170,071	172,371	174,671	176,971	179,271	181,571
9	172,085	174,385	176,685	178,985	181,285	183,585
10	174,100	176,400	178,700	181,000	183,300	185,600
11	176,114	178,414	180,714	183,014	185,314	187,614

DIRECTOR SALARY GUIDE 2027-2028

Step	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	159,846	160,132	162,432	164,732	167,032	169,332
2	162,220	164,520	166,820	169,120	171,420	173,720
3	164,235	166,535	168,835	171,135	173,435	175,735
4	166,249	168,549	170,849	173,149	175,449	177,749
5	168,263	170,563	172,863	175,163	177,463	179,763
6	170,278	172,578	174,878	177,178	179,478	181,781
7	172,292	174,592	176,892	179,192	181,492	183,792
8	174,306	176,606	178,906	181,206	183,506	185,806
9	176,320	178,620	180,920	183,220	185,520	187,820
10	178,335	180,635	182,935	185,235	187,535	189,835
11	180,349	182,649	184,949	187,249	189,549	191,849

DIRECTOR SALARY GUIDE 2028-2029

Step	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	164,270	164,556	166,856	169,156	171,456	173,756
2	166,644	168,944	171,244	173,544	175,844	178,144
3	168,659	170,959	173,259	175,559	177,859	180,159
4	170,673	172,973	175,273	177,573	179,873	182,173
5	172,687	174,987	177,287	179,587	181,887	184,187
6	174,702	177,002	179,302	181,602	183,902	186,205
7	176,716	179,016	181,316	183,616	185,916	188,216
8	178,730	181,030	183,330	185,630	187,930	190,230
9	180,744	183,044	185,344	187,644	189,944	192,244
10	182,759	185,059	187,359	189,659	191,959	194,259
11	184,773	187,073	189,373	191,673	193,973	196,273