

LITTLE EGG HARBOR SCHOOL DISTRICT
NON-ALIGNED PERSONNEL
TERMS OF AGREEMENT
July 1, 2026– June 30, 2027

1. **RECOGNITION**

The following contractual positions are covered by the Non-Aligned Personnel Terms of Agreement:

Superintendent's Office:

Confidential Administrative Assistant to the Superintendent of Schools
Confidential Administrative Secretary to the Superintendent of Schools

Business Office:

Accounts Payable
Accountant/Bookkeeper
Confidential Administrative Assistant to the School Business Administrator
Confidential Secretary
Part Time Payroll

Curriculum and Instructional Office:

Confidential Secretary

Special Services Office:

Confidential Secretary

Personal Planning and Evaluation Office:

Confidential Secretary

District:

Technology Coordinator
Network Technician
Occupational Therapist
Physical Therapist
Registered Behavior Technician

2. **WORK DAY/WORK YEAR**

The Non-Aligned staff will work five days a week, excluding Saturday and Sunday and designated holidays in accordance with the twelve-month school calendar adopted by the Board of Education. The Non-Aligned staff member workday shall not exceed eight (8) hours, in which shall be included a duty-free hour lunch during the time school is in session.

When necessary, as directed by the Superintendent and/or School Business Administrator, a Non-Aligned staff member may be required to report to work or to work outside their regular workday, roles and responsibilities will be evaluated annually and may be revised or as needed by the Board of Education, in order to meet contractual or state deadlines.

The Technology Department is not permitted to take vacation time five days before, during or five days after State Testing has begun.

Ten Month Staff:

***The ten-month Non-Aligned staff member may have additional summer hours that are not to exceed 30 days, pending board approval.**

The ten-month Non-Aligned staff will work five days a week, excluding Saturday and Sunday and designated holidays in accordance with the ten-month school calendar adopted by the Board of Education. The ten-month Non-Aligned staff work calendar shall consist of 183 days. Any additional time requested by the Administration shall be paid at the hourly rate.

The ten-month Non-Aligned staff workday shall not exceed eight (8) hours, in which shall be included a duty-free thirty-minute lunch during the time school is in session.

Afternoon attendance shall not be required on scheduled holiday early dismissal days. On non-holiday, early dismissal and non-weather related delayed opening days, ten-month Non-Aligned staff will work their regularly scheduled hours, 8 hours.

3. SALARIES AND BENEFITS

A. Compensation Days and Pay

Compensation shall be accorded for additional hours and/or days worked per the following:

Overtime pay for any time worked over 40 hours per week will be at 1.5 base salary per hour. "Time worked over 40 hours per week" is defined to mean time actually worked, and does not include lunch breaks, or paid leave time. Holidays are included as time worked. The workweek for overtime purposes commences at 12:01 am on Monday.

Any additional hours and/or days worked must be pre-approved by the appropriate supervisor, regardless of the type of compensation earned.

B. Method of Payment

Each staff member shall be paid on the 15th and 30th of each of the twelve months of the fiscal year. If payday falls on a weekend or holiday, payday will be the preceding day.

C. Salary Negotiations

Salary negotiations between individual Non-Aligned staff members and the Board of Education or designee will commence no later than May 1st of each year.

D. Fringe Benefits

The Board of Education shall provide Non-Aligned staff members, upon completion of appropriate forms, insurance coverage equal to or greater than the New Jersey School Employees' Health Benefits Plan (SEHBP), the New Jersey Educator's Health Plan (NJEHP), and the Garden

State Health Plan (GSHP). Employees hired after July 1, 2021, will be eligible for single coverage for the first year of employment. Full family and dependency coverage will be offered for each employee when eligible. The choice of the carrier is reserved to the Board. The Direct 15 will be the benchmark plan. If the district is participating in the State Health Benefit Plans, and those plans require a sixty (60) day waiting period to begin coverage, the employee's eligibility for family coverage will be 60 days after the anniversary of their hire. Eligible Association members shall contribute the Tier 4 amount set forth in P.L.2011, Chapter 78 or P.L.2020, Chapter 44 according to their plan choice, and according to all applicable state laws.

1. **Mandatory Generic:** Generic drugs must be utilized if available, unless a physician orders otherwise and documents in writing the reason(s) the name-brand is medically necessary.
2. **Dental Insurance:** During the term of this Agreement, the Board of Education shall provide employees with dental insurance under Delta Dental, or equivalent. Employees shall contribute the Tier 4 amount set forth in P.L. 2011, Chapter 78.
3. **Disability Insurance:** The Board shall pay 100% of the premiums required for the enrollment of the employee in a disability insurance program. Additional coverage upgrades (if available) may be purchased at the employee's expense.
4. **Optical Reimbursement:** Employees shall be entitled to reimbursement of up to \$200 every two years for optical expenditures, if this amount is not available in their health plan. Presentation of an acceptable receipt is required.
5. **Waiver of Benefits:** The Non-Aligned staff member may waive coverage in any of the health benefits plans if covered through a spouse, civil union or domestic partner's health plan and in accordance with procedures established by the Board. The Non-Aligned staff member will be paid the lesser of twenty-five percent (25%) or Three Thousand Dollars (\$3,000) of the cost of said coverage for waiving such coverage.

E. Travel Expenses

If the Administrator sends a Non-Aligned staff member on official school business/professional day out of the district during or after regular school hours, said staff members should be reimbursed for transportation (if own used) per board policy and statute. Itemized receipts are required for reimbursement.

F. Retirement

A Non-Aligned staff member who notifies the Board in writing, of their intention to retire at the end of that school year, and who actually files a retirement paper with the New Jersey State Retirement System, shall be entitled to receive a Terminal Leave Compensation. Said Terminal Leave Compensation shall be computed as follows: For every day of accumulated unused sick leave, the staff member shall be paid at the per diem rate in existence in the year of retirement. There shall be no minimum number of accrued days necessary for this compensation.

Employees hired after June 30, 2018 shall have their accumulated unused sick leave capped at \$15,000.

G. Longevity

In addition to salary compensation, Non-Aligned staff members shall be entitled to longevity payment in recognition of years of service in the district. Longevity shall be in the following amounts, or equal to the amounts identified in the LEH Support Staff Contract, whichever is greater:

5 - 9 Years	\$ 500
10-14 Years	\$ 750
15-19 Years	\$1,000
20 Years	\$1,500

Each year beyond 20 years, add an additional \$175 per year

The longevity amounts shall be added to the base salary for all eligible employees. Longevity payments shall start with the first pay of the fiscal year in which the anniversary occurs.

H. Vacation

*Ten-month and eleven-month Non-Aligned staff members are not eligible for vacation time.

Vacation shall be earned by 12 month employees according to the following schedule:

Less than one year –	1 day per month – Not to exceed eleven days.
After one year -	12 days
After two years -	17 days
After ten years -	22 days

All vacation days are earned. Vacation days not utilized in the year in which they were earned may be rolled over for subsequent use in the following school year up to a limit of ten (10).

Vacation days will be prorated for part-time, twelve month employees, and/or for service less than one (1) year.

Special circumstances must be submitted to the Superintendent for approval.

Vacation days may be bought back from the staff member's bank at their then current per diem rate, not to exceed the following schedule:

2026-2027 Ten (10) days maximum

A Non-Aligned staff member who notifies the Board in writing, of their intention to retire at the end of that school year, and who actually files a retirement paper with the New Jersey State Retirement System, shall be entitled to be paid for any unused vacation days at the per diem rate in existence in the year of retirement for any unused vacation days.

I. Tuition

1. On those days when the district is engaged in in-service, programs may be provided for Non-Aligned staff members that apply directly to their in-school duties.

2. The Board will establish a tuition reimbursement fund of \$8,000 for each year covered in this agreement. Each Non-aligned staff member shall be reimbursed 75% of tuition for college courses, business and technical courses in job related fields and a "B" average is maintained (where a grade is given), to a maximum of \$800 per staff member. Approval by the Superintendent or designee is required before registration for said course, workshop or seminar. Non-Aligned staff who are reimbursed shall be required to be employed the Board for three (3) years after receiving tuition reimbursement or shall pay back the reimbursement on a prorated basis of 33% per year each year short of three (3) years. The Board shall retain the right to waive such requirements on a case by case basis should a hardship situation exist.
3. The Board will pay 100% of the cost for any courses, books and supplies when the Non-aligned staff member is directed to attend a class by the administration.

Non-aligned staff may be eligible for additional reimbursement, if on June 30, there remains an unexpected balance in the fund. In that event, remaining funds shall be distributed equally among the applicants, but shall in no case exceed the actual uncompensated tuition expenses to the applicant.

Attendance to seminars and workshops to be paid by the district at 100% of cost with pre-approval of the staff member's supervisor.

4. Occupational Fees

The Board will reimburse any Non-aligned staff member for business and technical related fees and licenses that are required to be maintained as part of the staff member's job description.

J. Compensation for College Courses

This clause is not applicable to the following positions: Occupational Therapist, Physical Therapist and Registered Behavior Technician.

In addition to salary compensation, Non-Aligned staff members shall be entitled to payment for college degrees which shall be paid as follows:

1. Associates Degree in their field of employment shall be compensated at a \$2,000 stipend per year for the life of this contract.
2. Bachelor's Degree in their field of employment shall be compensated at a \$4,000 stipend per year for the life of this contract.
3. Masters Degree in their field of employment shall be compensated at a \$6,000 stipend per year for the life of this contract.

The stipend shall become part of the base salary for pension calculations purposes, and shall be prorated as to the date of achievement, date of hire and date of termination or separation of employment. In no case shall this entitlement be backdated prior to July 1, 2006.

4. LEAVES OF ABSENCE, ILLNESS, OTHER REASONS

A. Sick Leave

1. Sick Leave, Minimum Allowances, Cumulating Unused Leave:
Staff members shall be entitled to twelve (12) accumulative sick days per year with no loss in salary. Unused accumulated sick days may accrue from year to year.
2. Physician's Certificate
In case of sick leave claimed, a Board of Education may require a physician's certificate to be filed with the Secretary of the Board of Education, after three (3) days.
3. Sick Leave Defined
Sick Leave is hereby defined to mean the absence from his or her post of duty, of any such person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.
4. Prolonged Absence Beyond Sick Leave Period N.J.S.A. 18A:30-6
"When absence, under the circumstances described in section 18A:30-1 of this article, exceeds the annual sick leave and the accumulated sick leave, the Board of Education may pay any such person each day's salary less the pay of a substitute, if a substitute is employed or the estimated cost of the employment of a substitute if none is employed, for such length of time as may be determined by the Board of Education in each individual case. A day's salary is defined as 1/240 of the annual salary for twelve (12) month positions and 1/180 of the annual salary for ten (10) month positions.
5. Salary in cases of absence not constituting sick leave, additional sick leave or accumulation sick leave:
Nothing in this act shall affect the right of the Board of Education to fix either by rule or by individual consideration, the payment of salary in cases of absence not constituting sick leave, or granting sick leave over and above the minimum sick leave as defined in this act, or allowing days to accumulate over and above those provided for in section 18A:30-2 except that no person shall be allowed to increase total accumulation by more than twelve (12) days for twelve month employees, ten (10) days for ten month employees, in any one year.
6. Bonus for Non Use of Paid Leave

Any employee who does not utilize any of his/her annual paid sick days shall receive Five Hundred Dollars (\$500) at the conclusion of the school year.

B. Leaves of Absence

1. The Board will grant a leave of absence to any Non-Aligned staff member who, for reasons of disability, including but not limited to maternity, is unable

adequately to perform his, or her duties, upon the following conditions and limitations:

2. Said leave shall commence when the staff member becomes unable to adequately perform, provided that, in the case of maternity, impending operation or similarly predictable disability, commencement may be scheduled by agreement with the Superintendent.
3. Said leave is not to exceed more than two school years from the date of request.
4. No Non-Aligned staff member shall be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse between childbirth and the desired date of return.
5. The Board shall not remove any Non-Aligned staff member from her duties during pregnancy unless the staff member cannot produce a certificate from her physician that she is medically able to continue her duties, or in the opinion of the Superintendent the performance of the staff member is materially and adversely affected thereby.
6. Non-Aligned staff member receiving said leave shall notify the Board by April 1st the school year prior to her return subject to the staff member's ability to perform prescribed duties.

C. Other Reasons

1. **Death**
In case of death in any staff member's family or spouse's family, the employee shall be excused for four (4) days when necessary without loss of salary.
2. **Court Order**
In case of absence from school by reason of subpoena by a court, no deduction in salary shall be made, providing that the subpoena is filed with the Superintendent.
3. **Emergencies and Personal Days**
Staff members are granted up to five days (5) of absence for an emergency or a personal day without deduction of salary, during any one school year. Staff members may accumulate five (5) personal days per year if such day is not used otherwise. Such accumulation shall be added into the employee's sick leave accumulation. Application shall be made at least two days before taking such leave except in cases of emergency. The superintendent will be notified as soon as possible when a day is being used for an emergency. In the event that a staff member who has already signed in has to leave the building for emergency or sickness, they are required to notify their immediate supervisor and Superintendent's office prior to leaving the building.
4. **Jury Duty**
Non-Aligned staff members called for jury duty shall suffer no deduction of salary. Staff members shall receive their regular daily pay for each day of jury duty but will be required to reimburse the district the amount of jury pay received.

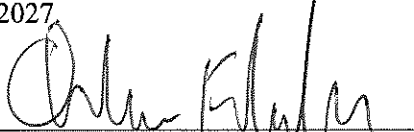
5. **Military Leave**
Staff members shall be eligible for unpaid leave of absence for military leave pursuant to statute.
6. **Family Leave**
Staff members shall be eligible for unpaid leave of absence for family matters pursuant to the New Jersey Family Leave Act or the Federal Family Leave Act.
7. **Other Leaves**
Nothing shall prohibit the Board of Education from granting other leaves, paid or unpaid, for what it considers good and sufficient reason.
8. **Family Illness**
Staff members will be granted up to five (5) family illness days for spouse, children, parents and spouse's parents in each contract year.

5. RESIGNATION

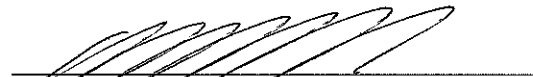
It is hereby agreed by the parties hereto that this contract may at any time be terminated by either party giving to the other Thirty (30) days notice in writing, of intention to terminate the same.

6. DURATION

This agreement shall be effective as of July 1, 2026 and shall continue in effect until June 30, 2027.



Little Egg Harbor Board President



Little Egg Harbor Board Secretary

Board Approved:	May 23, 2016
Revised:	April 30, 2007
Revised:	October 15, 2007
Revised:	June 30, 2009
Revised:	August 17, 2009
Revised:	June 29, 2010
Revised:	June 13, 2011
Revised:	May 23, 2016
Revised:	May 9, 2018
Revised:	May 13, 2019
Revised:	April 9, 2020
Revised:	May 12, 2021
Revised:	August 2, 2021
Board Approved:	April 27, 2022
Board Approval:	May 16, 2023
Board Approval:	May 14, 2024
Board Approval:	June 10, 2025