

**Collective Bargaining Agreement
for the 2024-2025, 2025-2026,
and 2026-2027 School Years**

Between

**The Franklin Township
Board of Education**

And

**The Franklin Township
Education Association**

**Agreement between the Franklin Township Board of Education and the Franklin Township
Education Association for the Academic years 2024-2025, 2025-2026, and 2026-2027.**

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ARTICLE I - RECOGNITION

A. UNIT

The Franklin Township Board of Education recognizes the Franklin Township Education Association of Warren County as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certified teachers, school nurse, and paraprofessionals, whether under contract, on leave, employed or to be employed. All others are excluded.

B. DEFINITION OF EMPLOYEE

Unless otherwise indicated, the term employee, when used in this agreement, shall refer to all employees represented by the association in the negotiating unit as defined.

C. DEFINITION OF TEACHER

Unless otherwise indicated, the term "teacher" when used in this agreement, shall refer to all those employees who are required to hold appropriate certificates issued by the state board of examiners. Rights, privileges, benefits included in this agreement are structured for full-time teachers. Part-time teachers are to receive part-time benefits in proportion to their employment. For example, a half-time teacher receives half-time benefits; this is exclusive of health coverage (see Article IV Employee Benefits).

D. DEFINITION OF PARAPROFESSIONAL

Unless otherwise indicated, the term paraprofessional when used in this agreement, shall refer to all those employees who work under the direction of a certificated teacher or administrator. Rights, privileges, benefits included in this agreement are structured for full-time paraprofessionals. Part-time paraprofessionals are to receive part-time benefits in proportion to their employment. For example, a half-time paraprofessional receives half-time benefits; this is exclusive of health coverage (see Article IV Employee Benefits).

E. DEFINITION OF FRANKLIN TOWNSHIP BOARD OF EDUCATION

Unless otherwise indicated, the term "board" when used hereinafter in this agreement, shall refer to the Franklin Township Board of Education of the Franklin Township School District, Warren County.

F. DEFINITION OF FRANKLIN TOWNSHIP EDUCATION ASSOCIATION

Unless otherwise indicated, the term "association" when used hereinafter in this agreement, shall refer to the Franklin Township Education Association, affiliated with the New Jersey Education Association.

ARTICLE II - NEGOTIATION OF SUCCESSOR AGREEMENT

A. DEADLINE DATE

The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws 1975, in good faith effort to reach agreement on all matters concerning the terms and conditions of employees' employment. Such negotiations shall begin no later than the mandate set forth by the Public Employee Relations Commission in the calendar year proceeding the calendar year in which this agreement expires. Any agreement so negotiated shall apply to all employees, be reduced to writing, signed by the respective negotiating committees and be subject to ratification by the Board and Association members.

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B. MODIFICATION

This agreement shall not be modified in whole or in part by the board or the association except by an instrument in writing duly executed by the board and the association.

ARTICLE III - GRIEVANCE PROCEDURE

A. DEFINITION

1. Grievance - A "Grievance" is a claim by an employee or the association based upon the interpretation, application or violation of this agreement, policies or administrative decisions affecting the terms and conditions of employment of an employee or a group of employees.
2. Aggrieved Person - An "aggrieved person" is the person or persons or the association making the claim.
3. Party In Interest - A "party in interest" is the person or persons making the claim and any person including the association or the board, who might be required to take action or against whom action might be taken in order to resolve the claim.

B. PURPOSE

The purpose of this procedure is to resolve differences at the lowest possible level, concerning the rights of the parties regarding the terms and conditions of employment of the employees covered by the contract. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. PROCEDURE

1. Time Limits

- a. To be timely and effective, the aggrieved employee must institute action under the provisions of this Grievance Procedure within fourteen (14) school days after the event giving rise to the grievance. If a grievance has not been initiated within the foregoing time limit, the grievance shall be deemed to have been waived and abandoned.
- b. The number of days indicated at each level is considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. Grievances: Year-End

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 herein 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.

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3. Level One

Communication with Immediate Superior: An employee with a grievance shall first discuss it with his or her CSA/Principal or immediate superior, either directly or through the association's designated representative, with the objective of resolving the matter informally.

4. Level Two

If, as a result of such discussion, the matter is not resolved to the satisfaction of the employee within seven (7) calendar days, he shall set forth his complaint in writing to the CSA/Principal. The CSA/Principal shall communicate his decision to the employee in writing within seven (7) calendar days of the receipt of the written complaint.

5. Level Three

The employee, no later than seven (7) calendar days after receipt of the CSA/Principal's decision, may appeal the CSA/Principal's decision to the board of education. The appeal to the board must be made in writing, reciting the matter submitted to the CSA/Principal as specified above and his dissatisfaction with decisions previously rendered. The board shall attempt to resolve the matter as quickly as possible but within a period not to exceed thirty (30) calendar days after receipt of written appeal. The board shall communicate its decision in writing with reasons to the employee and the CSA/Principal. No claim by an employee shall constitute a grievable matter beyond Level Three or be processed beyond Level Three if it pertains to:

- a. any matter for which a detailed method of review is prescribed by law;
- b. any rules or regulations of the State Commissioner of Education, but not to the violation, interpretation, or application of such a rule or regulation;
- c. any by-law of the board of education pertaining to its internal operation;
- d. any matter which, according to law, is beyond the scope of the board's jurisdiction; and
- e. disputes concerning terms and conditions of employment governed by statute or administrative regulation, incorporated by reference in this agreement either expressly or by operation of law, shall not be processed beyond Level Three of this grievance procedure.

6. Level Four - Arbitration

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, or if no decision has been rendered within thirty (30) calendar days after the grievance was delivered to the board, he may, within seven (7) calendar days after a decision by the board or thirty-one (31) calendar days after the grievance was delivered to the board, whichever is sooner, request in writing that the association submit his grievance to arbitration. If the association determines that the grievance is meritorious, it may submit the grievance to arbitration within twenty-one (21) days after receipt of a request by the aggrieved person.
- b. Within fourteen (14) calendar days after such written notice or 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 the Public Employment Relations Commission by either party. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission in the selection of an arbitrator.

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- c. The arbitrator so selected shall confer with representatives of the board and the association and hold hearings promptly. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this agreement. The decision of the arbitrator shall be submitted to the board and the association and shall be advisory and not binding on the parties.
- d. 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 the same.

ARTICLE IV: EMPLOYEE BENEFITS

Benefits included in Article IV are structured for full-time employees. An employee originally hired before July 1, 2011 is considered full-time if they are employed in excess of twenty-one (21) hours per week. An employee originally hired on or after July 1, 2011 is considered full-time if they are employed in excess of thirty (30) hours per week. No prorated health care benefits are extended to less than full-time employees, although other benefits, including sick time and personal days are awarded to part-time employees in proportion to their employment. The enrollment period for hospitalization and dental benefits will be during the first sixty (60) days of employment. An employee on a voluntary, unpaid leave of absence shall not be eligible to either receive or accrue benefits except as statutorily required. The board shall, however, continue the employee's coverage in the district's group health plans for a period of eight (8) weeks, after which the employee may continue coverage at his own expense, in accordance with the rules of the insurance carrier.

A. HEALTH PLANS

- 1. All teachers will be eligible to enroll in one of three health plans offered by the Board (EPO, PPO, and High Deductible plans, as attached to this contract), plus any statutorily required plans. Participation in an alternative plan to the standard plan of the prior contract is at the discretion of the individual employee, but must be coordinated with the open enrollment provisions established by the insurance carrier. All paraprofessionals will be eligible to enroll in plans offered by the Board that are equal to the New Jersey Educators Health Plan or the Garden State Health Plan (when approved by the State of New Jersey for enrollment).
- 2. Full-time employees shall receive single-only coverage or parent-child coverage for the first three years of employment. Those employees may purchase additional coverage (e.g., 2 adults or family coverage), at their own expense. Beginning in the fourth year of employment, full-time employees will receive up to family tier of health insurance coverage, commensurate with their family situation.
- 3. Employees hired on or before June 30, 2005 will have the option of waiving their right to elect health insurance coverage in return for a cash incentive equal to 50% of the premium that would otherwise be paid by the board of education, up to a maximum amount of \$6,000.

Employees hired on or after July 1, 2005 will receive a cash incentive as per the following schedule:

- a. reimbursed 50% of the Board's premium savings up to \$2,250 for single-only coverage;
- b. reimbursed 50% of the Board's premium savings up to \$3,250 for 2-adult coverage; and
- c. reimbursed 50% of the Board's premium savings up to \$4,500 for family coverage.

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Payment of that incentive will be made at the close of the fiscal year in which coverage was waived. Employees who choose any health benefit will not be eligible for the cash incentive payment. Employees may re-enroll immediately, if they submit proof of a life-status change (e.g., unemployment, death, disability of a spouse; divorce or legal separation; activation to full-time military status, etc.) to the CSA/Principal. Proof of alternate coverage must be provided for the incentive to be paid.

4. Anyone hired on or after 7/1/17 will be enrolled in the EPO Plan. (Copy of EPO Plan is attached to this contract.) Any new members brought into the bargaining unit who are already enrolled in the EPO will remain in that plan. Members who are enrolled in the EPO plan may choose to “buy-up” to the more expensive plan by paying the difference in premium rates between the two plans (in addition to their Chapter 78 contributions).

Upon sunset of Chapter 78, employees shall continue to contribute toward health/dental insurance premiums at the rates set forth in Year Four of P.L. 2001 Chapter 78, included as Addendum A to this contract, or as required by law, whichever is greater. The contributions will continue until a different formula is negotiated between the parties.

B. SECTION 125

1. The board shall administer a Section 125 Plan which has been approved by the Internal Revenue Service as described in Section 125 of the Internal Revenue Code. The Section 125 Plan permits participating employees to select particular fringe benefits desired from a package of employer-provided benefits.
2. The administration costs of the Section 125 plan shall be borne by the board.

C. DENTAL

The Board of Education will provide the appropriate employee-selected level of dental coverage, with benefits equal to or better than those provided under the current Horizon Blue Cross Blue Shield plan 98085-001, with the exception that the per-person benefit allowance will be \$1,250.00 per year, beginning with the first day of this contract, providing enough employees in the unit participate to warrant group enrollment. Eligibility will be determined in the same manner as those for the district’s health insurance plans; individual employee contribution percentages to the premiums of this plan will be determined as per current State statute.

ARTICLE V - ABSENCES AND LEAVES

Benefits included in Article V (Absences and Leaves) are structured for full-time employees, as defined above in Article IV. These benefits are awarded to part-time employees in proportion to their employment. The board of education reserves the right to regulate the commencement and termination dates of extended leaves for teachers in order to preserve educational continuity. No request will be disapproved arbitrarily, discriminatorily, or capriciously. Teacher’s return from a leave shall coincide with the beginning of a school year, or a time mutually agreed upon by the teacher and the board. Upon return from an extended leave, a teacher shall be assigned to a commensurate position as per certification.

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A. PERSONAL ILLNESS

1. Ten (10) days per year shall be granted cumulatively for personal illness beginning on the first work day in each school year for ten-month employees.
2. The CSA/Principal or the board of education may require a doctor's certificate at any time.
3. Absence due to illness in excess of the ten (10) day annual allowance, plus any accumulated sick days, shall be subject to a salary deduction equal to 1/200 of the annual salary for each day of such absence for ten-month employees. At the discretion of the board, such deductions may be waived.
4. Upon retirement, pay for accumulated sick days is to be \$70.00 per day, up to 150 days for the duration of this contract. In addition, the Board of Education will add a \$1000.00 supplement to this total payout amount. This supplement will be reduced by \$100 for each sick day taken by the employee, during the last 12 months of employment, up to a maximum of ten days. All references to the supplement are pro-rated for part-time employees.

An employee must have ten (10) years of service to the Franklin Township BOE and retire under the provisions of the Pension and Annuity Fund to receive this benefit. The employee shall notify the board of his/her intention to retire by January 1st to be eligible for the benefit to be paid by July 15th of the same year. If the employee notifies the board after January 1st, it will result in payment of the benefit in the following year on July 15th.

B. PERSONAL LEAVE

This shall cover brief absences not chargeable to sick leave or for professional reasons directly beneficial to the school system. Provisions for leave at full pay stated below shall be for one school year, and, unless otherwise indicated, no unused days shall be accumulative for use in another year:

1. Bereavement
 - a. Death in the Immediate Family - An allowance of up to five- (5) day's leave shall be granted per occurrence. Immediate family shall be considered to be: spouse, domestic partner, children, mother, father, brother, sister, or step parent.
 - b. Death in the Family - An allowance of up to three (3) days leave shall be granted per occurrence. Family shall be considered to be: grandparents, mother/father-in-law, sister/brother-in-law, daughter/son-in-law, or any other member of the immediate household.
 - c. Death of Other Relative or Close Friend - An allowance of one (1) day leave shall be granted on first occurrence. Subsequent requests will be at the discretion of the CSA/Principal.
 - d. When a student, staff member or an integral member of the school community passes away, wide attendance of school personnel at the memorial services may be sufficient to impact our ability to fulfill our educational programs. In that event, the administration reserves the right to either select a delegation to represent the school or, with agreement from the Board President, may close the school, so that all who wish to attend may do so.
2. Family Illness - Three (3) days leave per year may be granted. Immediate family shall be considered to be: spouse, domestic partner, child, parent, brother, sister or any other member of the immediate family household. Proof of family illness may be required.

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3. Personal Days:

- a. Employees are provided allowance of up to three (3) days leave per year without stating the reason. Personal days are not to be taken without prior approval of the CSA/Principal. Personal days are for personal business only where the absence during school hours cannot be avoided without substantial hardship; and
 - b. Application for personal business leave must be submitted in writing to the CSA/Principal at least seven (7) calendar days in advance. In cases of emergency, the CSA/Principal may waive above restrictions. Any unused personal days are automatically converted to sick days at the end of each school year.
4. Absence in excess of approved Personal Leaves shall be subjected to a salary deduction equal to 1/200 of the regular annual salary for each day in excess for ten-month employees. Absence in excess of approved Personal Leaves shall be subjected to a salary deduction equal to 1/260 of the regular annual salary for each day in excess for twelve-month employees. Exceptions may be made at the discretion of the CSA/Principal or the board of education.

C. DISABILITY LEAVES

1. An employee who anticipates disability leave shall notify his/her immediate supervisor in writing of the anticipated commencement of the disability as soon as the employee becomes aware of the necessity for said leave.
 - a. In the case of a pregnancy, the employee shall inform the supervisor of the anticipated delivery date.
 - b. No later than ninety (90) days prior to the anticipated delivery date, the employee shall request a leave of absence to the period of the disability. During the period of pregnancy disability, accumulated sick leave may be utilized.
2. The board of education reserves the right to regulate the commencement and termination dates of anticipated disability leaves in order to preserve educational continuity.
 - a. When this occurs, an employee who is placed on an involuntary unpaid leave shall be entitled to all sick leave and insurance benefits during the period of actual disability, according to the negotiated agreement and the rules of the insurance carrier.
 - b. Time spent on an unpaid leave shall not be counted for accrual of any benefits.

D. CHILD-CARE LEAVES

1. All childcare leaves will be handled as per State and Federal statutes.
2. An employee desiring an unpaid leave shall apply no less than ninety (90) calendar days before the anticipated delivery date. In the case of an adoption, notice shall be given to the employee's supervisor when application for adoption is made. Further, in the case of an adoption, application shall be made for a specific leave period as soon as the employee is informed of the custody date. In either case, the employee may choose to request:

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- a. A disability leave which, unless otherwise approved, shall entitle the employee to utilize accumulated sick leave for the four weeks prior to and the four weeks following the actual delivery; and/or
 - b. Employees are entitled to an unpaid child care leave for a period not in excess of one (1) year.
3. Employees' child-care leave shall commence upon the expiration of the disability period.
4. If the pregnancy is terminated before full term and birth of the child:
 - a. The employee may apply for termination of the leave. The request must be accompanied by a certificate of physical fitness from the employee's personal physician.
 - b. The employee may remain on sick leave beyond the period granted in paragraph 2 above, and is eligible to receive the sick leave pay to which she is entitled or, if she has exhausted her entitlement, that which the board in its discretion may grant her in accordance with statute, so long as she continues to present medical certification of her disability.
5. To be eligible for a new child care leave, an employee must have been actively employed in the district for the full academic year prior to the requested leave.
6. Teacher's return from a child-care leave shall coincide with the beginning of a school year, or a time mutually agreed upon by the teacher and the board.

E. STUDY LEAVE

A leave may be granted to a teacher by the board for study in the field of education or study in a field related to the subject being taught or for reasons approved by the board of education.

1. Study leaves may be granted subject to the following conditions:
 - a. Maximum of one (1) full-time teacher at any one time. If more than one (1) full-time teacher applies for a study leave in any one year, requests will be honored on the basis of seniority.
 - b. No more than one (1) full-year's study leave shall be granted during any given budget year.
 - c. Requests for study leave must be received by the CSA/Principal in writing, no later than November 1st, and action will be taken not later than February 1st, of the school year preceding the school year for which the Study Leave is requested.
 - d. The teacher requesting the study leave must have completed at least seven (7) full years of full-time service in the Franklin Township School District.
 - e. The teacher may continue group medical coverage at the teacher's expense.
2. Upon return from a study leave, a teacher shall be assigned to a commensurate position as per certification. The teacher shall return to the district for a time equal to the length of the Study Leave.

ARTICLE VI - PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. College/University tuition reimbursement will be granted to teachers and paraprofessionals, under the guidelines detailed in Article VI of this contract.

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- B. Graduate credits must be related to the employee's current or future job responsibilities in the District. The CSA/Principal shall determine and approve if the graduate credits are related to the employee's current or future job responsibilities. Paraprofessionals may take undergraduate credits related to their current or future job responsibilities. This may be subject to grievance procedures if a dispute arises.
- C. No courses will be accepted which are taken to satisfy deficiency lists for Teacher certification.
- D. The board shall pay the tuition rate based on the actual per credit rate up to the graduate and undergraduate per credit rate as established by Rutgers University with a maximum of 12 (twelve) credits per year for full-time teachers and full-time paraprofessionals. The number of allowable credits for part-time employees will be in direct proportion to their employment. (Example: Half-time employees would receive reimbursement for up to 6 credits).
- E. If the employee completes sufficient graduate credits to fulfill the requirements for a specific certification program, the employee is required to complete the necessary administrative requirements to formalize the certification, within 120 days of the completion of said credits or the ratification of this contract, whichever is later. Final tuition reimbursement for completed courses will be held pending evidence of completion of the certification. Any costs associated with the certification process are the responsibility of the employee.
- F. Tuition reimbursement will be for three pools of money for the fall, spring, & summer trimesters.
 - 1. Fall: by July 15
Staff taking courses in the Fall must submit their applications to the district for approval. The district will notify staff of the reimbursement amount by July 30. Reimbursement will be distributed in January.
 - 2. Spring: by November 15
Staff taking courses in Spring must submit to the district for approval. The district will notify staff of the reimbursement amount by November 30. Reimbursement will be distributed in June.
 - 3. Summer: March 15
Staff taking courses in the summer must submit their requests to the district for approval. The district will notify staff of the reimbursement amount by March 30. Reimbursement will be distributed in September.
 - 4. Each pool will be \$8000 for a total of \$24,000 per year for every contract year. Any remaining money in each pool shall roll over to the subsequent trimester. Any funds remaining at the end of the year shall be utilized to reimburse any staff not already reimbursed at 100%.
- G. To receive tuition reimbursement for acquiring additional academic credits or additional academic degrees, the following conditions must be met:
 - 1. The institution at which the employee takes the coursework must be a "duly authorized institution of higher education" as defined by N.J.S.A. 18A:3-15.3;
 - 2. Proper application forms shall be submitted and filed in the CSA/Principal's office as an initial step three (3) weeks prior to the beginning of the semester. Exceptions may be made at the discretion of the CSA/Principal or the board of education. In the event that the CSA/Principal denies the approval, the employee may appeal the denial to the Board of Education; and

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3. The tuition reimbursement shall be provided only for a course or degree related to the employee's current or future job responsibilities in the District.
- H. Before reimbursement is considered, the employee shall submit a copy of a transcript of the course indicating the attainment of a sufficient grade for course credit and evidence of payment from the college or university.
- I. 100% tuition reimbursement will be provided for grades of "B" or better and/or "Pass," subject to the provisions of Paragraph H.
- J. If the aggregate of claims for tuition reimbursement exceeds the annual contract limit, individual reimbursements will be reduced proportionately. Under these circumstances, individual payments will be calculated by dividing the individual request by the aggregate of all claims and multiplying the annual contract limit by that factor. Equitable distribution of funds will be achieved by requiring advance notice of all anticipated course reimbursements for the entire contract year by April 15th before the contract year, allowing for the release of payment of properly documented reimbursement requests for the summer session in September, the fall session in January, and the spring session in June. Should an individual withdraw from a previously approved course, the approved funds related to that course will be distributed proportionately, in June, to those that received partial reimbursements within that contract year, based upon all courses taken by all staff, during said year.
- K. Employees leaving the District voluntarily shall be required to reimburse the Board for any tuition reimbursement received during the two (2) years prior to departure. [This does not pertain to Reduction in Force or non-renewal.]

ARTICLE VII - SALARIES

A. SALARY

The applicable Association Salary Guide covered by this Agreement is attached hereto and made a part hereof.

B. PAYMENT SCHEDULE

1. Ten-month employees shall be paid in twenty (20) semi-monthly installments, on the fifteenth and final day of each month. Ten-month employees who desire the set-aside of income for summer needs will self-administer this savings through payroll deductions directed to be deposited into the employee's account in the district credit union or via direct deposit into an employee-established bank account. The district will no longer oversee a 24 pay program.

At the beginning of the contract year, an employee may elect to have an employee-selected amount of money withheld from each net paycheck throughout said year and retained in the district's Payroll Agency Account. For purposes of this agreement, said withholding will be referred to as Deposit for Summer Transition or DST. At the conclusion of the year, the total of the employees' DST withholdings will be paid to them at the time of the last payroll period in June in one lump sum on or about June 25th in addition to the final paycheck of the year.

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2. When payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last working day preceding such regularly scheduled pay day.
3. Ten-month employees who chose the 20 installments shall receive their final checks on June 25th, or the last day of school, whichever is later.
4. Payroll direct deposit is available to all employees. Guidelines and parameters are at the discretion of the Business Administrator.

C. AUTHORIZED SALARY DEDUCTIONS

All employees covered by this agreement may, by signed authorization, individually elect to have not more than the authorized amount of their gross salary deducted from their pay and deposited with the designated credit union, the designated carrier (TSA) and/or NJEA membership dues. The individual employee may change the amount deducted for Credit Union and/or TSA deposits by so notifying the Business Administrator in writing. There shall be only one (1) designated credit union, and up to five (5) Tax Sheltered Annuity carriers. Carriers will be identified on a first come, first serve, basis on the written notification to the Business Administrator. Deposits made to the credit union will be made by the Business Administrator on each pay day.

- D. To be eligible for a salary increment or annual contracted percentage salary increase, a ten month employee must work at least ninety (90) days in the school year that the leave commences or terminates. Upon completion of the 90 days, the teacher will be compensated retroactively with their salary increment. Twelve-month employees must work one hundred thirty (130) days to receive said treatment.
- E. An employee on a voluntary, unpaid leave of absence shall not be eligible to either receive or accrue benefits except as statutorily required. The board shall, however, continue the employee's coverage in the district's group health plans for a period of eight (8) weeks, after which the employee may continue coverage at his own expense, in accordance with the rules of the insurance carrier.
- F. To be eligible for a new child care leave, an employee must have been actively employed in the district for the full academic year prior to the requested leave.

ARTICLE VIII: EMPLOYEE WORK DAY/YEAR

A. WORK YEAR/DAY

1. The in-school work year for full-time teachers employed on a ten (10) month basis shall not exceed one hundred eighty-four (184) days. The work year for paraprofessionals is one hundred eighty-one (181) days.
2. Early dismissal for teachers and paraprofessionals will take place on the school day prior to the Thanksgiving, winter and spring holiday breaks, and the last day of school. On the second to last day of school students will have an early dismissal, and staff will work a regular day. In addition, teachers will have an early dismissal on the Friday following the district's Back-to-School Nights. Other staff will work their regular work day on the Friday following Back-to-School Nights. Paraprofessionals will be provided professional development on that Friday, following the early dismissal.

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3. The teachers' school day is seven (7) hours and twenty (20) minutes long, and includes thirty (30) minutes of continuous preparation time and a duty-free lunch of the same duration as that given to the students.
4. The district will provide two early dismissal days per school year for teachers and paraprofessionals for in house collaboration and articulation. The first will be scheduled during the first marking period and the second will be scheduled during the fourth marking period.
5. Paraprofessionals shall be given at least two weeks' notice of any schedule changes (start and stop times), with the exception of emergency closings and delayed openings.

B. DOUBLE/LATE BUS COVERAGE

When required for double or late-bus coverage, the CSA/Principal can adjust the work hours of the required number of employees to support coverage. Paraprofessionals who ride the bus will receive \$30 per hour prorated compensation beyond the contractual day.

ARTICLE IX - MISCELLANEOUS

A. MILEAGE REIMBURSEMENT

Employees engaged in school-related activities which involve the use of the employee's car shall be reimbursed at the state rate, per accountability regulations, providing the activities have had the prior approval by the administration and/or the board of education and are a part of board policies. Mileage reimbursement will be based on the amount of mileage over the normal mileage to and from work.

B. HOMEBOUND INSTRUCTION

1. Teachers will be selected to participate in homebound instruction based on the following criteria:
 - a. All teachers will be notified whenever homebound instruction of a district student becomes necessary.
 - b. Selection of the teacher will be made by the CSA/Principal.
 - i. The student's teacher will be given the first opportunity to provide homebound instruction. A teacher of the same grade level will have the second opportunity.
 - ii. If the student's teacher and same grade-level teacher are not interested and/or available, other interested teachers will be offered the opportunity.
 - b. Selection of the teacher will be made by the CSA/Principal.
 - i. The student's teacher will be given the first opportunity to provide homebound instruction. A teacher of the same grade level will have the second opportunity.
 - ii. If the student's teacher and same grade-level teacher are not interested and/or available, other interested teachers will be offered the opportunity.
 - c. If homebound instruction is required during the school day, per doctor or child study team request, then a part-time or substitute teacher will be used.

Agreement between the Franklin Township Board of Education and the Franklin Township Education Association for the Academic years 2024-2025, 2025-2026, and 2026-2027.

2. Homebound instruction will be reimbursed at the rate of \$50.00 per hour for instruction time. One hour of preparation time will be paid at a rate of \$50.00 per hour for each five hours of homebound instruction if the teacher is providing the instruction to a student who is outside either the teacher's currently assigned grade level or area of concentration. Mileage reimbursement will be at the rate previously discussed under Mileage Reimbursement.

C. PAY FOR CURRICULUM DEVELOPMENT WORK AND WORK BEYOND THE CONTRACTUAL SCHOOL DAY

Teachers participating in curriculum work, and work beyond the contractual school day shall receive a stipend of \$50 per hour, excluding non-curriculum summer work. The CSA/Principal will determine in advance the maximum number of hours that will be paid for completion of the work. Curriculum development work is done on a voluntary basis.

D. MENTORING

1. Mentoring teachers' schedules may be adjusted by the CSA/Principal to provide sufficient time for mentors to meet their responsibilities of visiting novice teachers' classrooms.
2. Mentor and novice teachers' meetings that do not require the presence of students shall be scheduled to take place once a week in the morning for thirty (30) minutes before students arrive, a period designated as teacher-mentor meeting period.
3. Mentors' stipend for State-required and State-funded program shall be 90% of the State's per teacher funding of the mentoring program. In the absence of State funding, payment to the mentor will be from the district.
4. Mentor vacancies must be posted as soon as possible and must include qualifications for the positions, job descriptions, and stipend amount. The qualifications are developed by the CSA/Principal
5. The Chief School Administrator will request volunteer(s), from qualified staff members, to serve in mentor positions. If no qualified volunteer(s) responds to said request, the CSA/Principal may assign this to a staff member that he/she determines most appropriate for the specific mentor position.

ARTICLE X: EMPLOYEE RIGHTS

- A. Disciplinary matters shall be dealt with on a case-by-case basis.
- B. In the event disciplinary action is contemplated, written notice will be given to the employee in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based, a date when the employee may be heard, and the administrator who will hear the matter.
- C. Teachers shall be evaluated consistent with applicable state statute and regulation.

ARTICLE XI - REDUCTION IN FORCE: PARAPROFESSIONALS, CCs, and CAs

**Agreement between the Franklin Township Board of Education and the Franklin Township
Education Association for the Academic years 2024-2025, 2025-2026, and 2026-2027.**

- A. Should it become necessary to reduce the number of employees in the district, the laws or regulations of the state shall be the controlling guides. If in the case of such reduction, candidates for termination are paraprofessionals, the primary basis for selection for termination or reduction shall be the needs of the districts educational program and the individual's contribution towards the achievement of that program.
- B. The Board agrees that no paraprofessional will be laid off as Reduction in Force on less than 60 days' notice, or pay in lieu thereof.

ARTICLE XII – REPRESENTATION FEE

Purpose of fee- If an employee does not become a member of the Association during any membership year (i.e., September 1-August 31st) which is covered in whole or in part by this agreement.

- A. Said employee will be required to pay a 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 majority representative.
- B. Amount of Fee/Notification- At the onset of each membership year, the Association will notify the board in writing of the amount of regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by the nonmembers/fee payers will be determined by an impartial arbitrator in accordance with the law.
- C. Deduction and Transmission of Fee
 - 1. Notification- On or about September 15 of each year, the Board will submit to the Association a list of all employees in the bargaining unit. On or about January 1st of each year, the Association shall provide the Board with names of those employees who are required to pay the representation fee.
 - 2. Payroll Deduction Schedule- The Board will deduct from the salaries of the employees referred to in section I the full amount of the yearly representation fee in equal installments beginning with the first paycheck in February.
 - 3. Mechanics- Except as otherwise provided in this article, the mechanics for the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the transmission of regular membership dues to the Association.
 - 4. Changes- The Association will notify the Board in writing of any changes in the list provided for the above, and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 15 days after Board received said notice.
 - 5. New Employee- On or about the last day of each month, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding 30-day period. The list will include names Social Security numbers, job titles, dates of employment, and places of assignment for all such employees. The Board will also notify the Association of any change in status of an employee regarding transfer, leave of absence, return from leave, retirement, resignation, separation from employment, or death.

Agreement between the Franklin Township Board of Education and the Franklin Township Education Association for the Academic years 2024-2025, 2025-2026, and 2026-2027.

6. The Association will indemnify and hold the employer harmless against claims that may arise out of, or by reason of any action taken by the Board in conformance with this provision; provided that all requirements of the law and this agreement have been met.

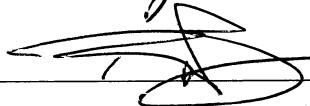
ARTICLE XIII - DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2024 and shall continue in effect until June 30, 2027. The parties recognize that no increments will be made unless and until a successor agreement is negotiated and signed.

In witness whereof, the Franklin Township Education Association has caused this agreement to be signed by its President and Secretary and the Franklin Township School Board of Education has caused this agreement to be signed by its President, attested by its Secretary and its seal to be placed thereon.

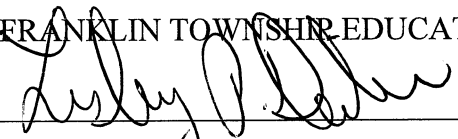
THE BOARD OF EDUCATION OF THE FRANKLIN
TOWNSHIP SCHOOL DISTRICT, WARREN COUNTY

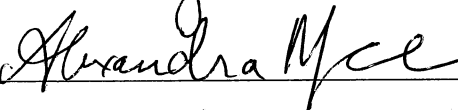
BY , PRESIDENT

BY , SECRETARY

DATE 6-19-24

THE FRANKLIN TOWNSHIP EDUCATION ASSOCIATION

BY , PRESIDENT

BY , SECRETARY

DATE 6/24/24

**Agreement between the Franklin Township Board of Education and the Franklin Township
Education Association for the Academic years 2024-2025, 2025-2026, and 2026-2027.**

Teachers Salary Guide for 2024-2025

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1-2	56,015	57,765	59,515	61,265	63,015	64,765
3	57,090	58,840	60,590	62,340	64,090	65,840
4	58,165	59,915	61,665	63,415	65,165	66,915
5	59,240	60,990	62,740	64,490	66,240	67,990
6	60,315	62,065	63,815	65,565	67,315	69,065
7	61,395	63,145	64,895	66,645	68,395	70,145
8	62,475	64,225	65,975	67,725	69,475	71,225
9	63,555	65,305	67,055	68,805	70,555	72,305
10	64,635	66,385	68,135	69,885	71,635	73,385
11	65,715	67,465	69,215	70,965	72,715	74,465
12	66,795	68,545	70,295	72,045	73,795	75,545
13	67,875	69,625	71,375	73,125	74,875	76,625
14-18	68,955	70,705	72,455	74,205	75,955	77,705
19-20	70,035	71,785	73,535	75,285	77,035	78,785
21	71,115	72,865	74,615	76,365	78,115	79,865
22	72,195	73,945	75,695	77,445	79,195	80,945
23	73,275	75,025	76,775	78,525	80,275	82,025
24	74,355	76,105	77,855	79,605	81,355	83,105
25	75,435	77,185	78,935	80,685	82,435	84,185
26	76,515	78,265	80,015	81,765	83,515	85,265

Teachers Salary Guide for 2025-2026

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	57,320	59,070	60,820	62,570	64,320	66,070
2-3	58,420	60,170	61,920	63,670	65,420	67,170
4	59,520	61,270	63,020	64,770	66,520	68,270
5	60,620	62,370	64,120	65,870	67,620	69,370
6	61,720	63,470	65,220	66,970	68,720	70,470
7	62,825	64,575	66,325	68,075	69,825	71,575
8	63,930	65,680	67,430	69,180	70,930	72,680
9	65,035	66,785	68,535	70,285	72,035	73,785
10	66,140	67,890	69,640	71,390	73,140	74,890
11	67,245	68,995	70,745	72,495	74,245	75,995
12	68,350	70,100	71,850	73,600	75,350	77,100
13	69,455	71,205	72,955	74,705	76,455	78,205
14	70,560	72,310	74,060	75,810	77,560	79,310
15-19	71,665	73,415	75,165	76,915	78,665	80,415
20-21	72,765	74,515	76,265	78,015	79,765	81,515
22	73,865	75,615	77,365	79,115	80,865	82,615
23	74,965	76,715	78,465	80,215	81,965	83,715
24	76,065	77,815	79,565	81,315	83,065	84,815
25	77,165	78,915	80,665	82,415	84,165	85,915
26	78,265	80,015	81,765	83,515	85,265	87,015

Agreement between the Franklin Township Board of Education and the Franklin Township Education Association for the Academic years 2024-2025, 2025-2026, and 2026-2027.

Teachers Salary Guide for 2026-2027

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	58,980	60,730	62,480	64,230	65,980	67,730
2	60,090	61,840	63,590	65,340	67,090	68,840
3-4	61,200	62,950	64,700	66,450	68,200	69,950
5	62,310	64,060	65,810	67,560	69,310	71,060
6	63,420	65,170	66,920	68,670	70,420	72,170
7	64,530	66,280	68,030	69,780	71,530	73,280
8	65,635	67,385	69,135	70,885	72,635	74,385
9	66,740	68,490	70,240	71,990	73,740	75,490
10	67,845	69,595	71,345	73,095	74,845	76,595
11	68,950	70,700	72,450	74,200	75,950	77,700
12	70,055	71,805	73,555	75,305	77,055	78,805
13	71,160	72,910	74,660	76,410	78,160	79,910
14	72,265	74,015	75,765	77,515	79,265	81,015
15	73,370	75,120	76,870	78,620	80,370	82,120
16-20	74,475	76,225	77,975	79,725	81,475	83,225
21-22	75,580	77,330	79,080	80,830	82,580	84,330
23	76,685	78,435	80,185	81,935	83,685	85,435
24	77,795	79,545	81,295	83,045	84,795	86,545
25	78,905	80,655	82,405	84,155	85,905	87,655
26	80,015	81,765	83,515	85,265	87,015	88,765

Paraprofessionals Salary Guide for 2024-2025

Step	Non Cert	HQ+30	Sub Cert	Tchr Cert
1-2	22,416.00	22,866.00	23,116.00	23,341.00
3-4	22,616.00	23,066.00	23,316.00	23,541.00
5	23,016.00	23,466.00	23,716.00	23,941.00
6	23,416.00	23,866.00	24,116.00	24,341.00
7	23,816.00	24,266.00	24,516.00	24,741.00
8	24,216.00	24,666.00	24,916.00	25,141.00
9	24,616.00	25,066.00	25,316.00	25,541.00
10	25,016.00	25,466.00	25,716.00	25,941.00
11	25,436.00	25,886.00	26,136.00	26,361.00
12	25,841.00	26,291.00	26,541.00	26,766.00
13	26,386.00	26,836.00	27,086.00	27,311.00
14	26,986.00	27,436.00	27,686.00	27,911.00
15	27,686.00	28,136.00	28,386.00	28,611.00
16	28,306.00	28,756.00	29,006.00	29,231.00
17	29,030.63	29,480.63	29,730.63	29,955.63

Agreement between the Franklin Township Board of Education and the Franklin Township Education Association for the Academic years 2024-2025, 2025-2026, and 2026-2027.

Paraprofessionals Salary Guide for 2025-2026

Step	Non Cert	HQ+30	Sub Cert	Tchr Cert
1	23,144.63	23,594.63	23,869.63	24,119.63
2-3	23,344.63	23,794.63	24,069.63	24,319.63
4-5	23,544.63	23,994.63	24,269.63	24,519.63
6	23,954.63	24,404.63	24,679.63	24,929.63
7	24,354.63	24,804.63	25,079.63	25,329.63
8	24,754.63	25,204.63	25,479.63	25,729.63
9	25,154.63	25,604.63	25,879.63	26,129.63
10	25,554.63	26,004.63	26,279.63	26,529.63
11	25,954.63	26,404.63	26,679.63	26,929.63
12	26,354.63	26,804.63	27,079.63	27,329.63
13	26,859.63	27,309.63	27,584.63	27,834.63
14	27,459.63	27,909.63	28,184.63	28,434.63
15	28,159.63	28,609.63	28,884.63	29,134.63
16	28,859.63	29,309.63	29,584.63	29,834.63
17	29,559.63	30,009.63	30,284.63	30,534.63

Paraprofessionals Salary Guide for 2026-2027

Step	Non Cert	HQ+30	Sub Cert	Tchr Cert
1-2	24,199.63	24,649.63	24,949.63	25,224.63
3-4	24,399.63	24,849.63	25,149.63	25,424.63
5-6	24,599.63	25,049.63	25,349.63	25,624.63
7	25,004.63	25,454.63	25,754.63	26,029.63
8	25,404.63	25,854.63	26,154.63	26,429.63
9	25,804.63	26,254.63	26,554.63	26,829.63
10	26,204.63	26,654.63	26,954.63	27,229.63
11	26,604.63	27,054.63	27,354.63	27,629.63
12	27,004.63	27,454.63	27,754.63	28,029.63
13	27,434.63	27,884.63	28,184.63	28,459.63
14	28,034.63	28,484.63	28,784.63	29,059.63
15	28,734.63	29,184.63	29,484.63	29,759.63
16	29,434.63	29,884.63	30,184.63	30,459.63
17	30,134.63	30,584.63	30,884.63	31,159.63