

New Hanover Township Board of Education

Contract- New Hanover Education Association

2024-2029

TABLE OF CONTENTS	
DESCRIPTION	PAGE
PREAMBLE AND ARTICLE 1 RECOGNITION	3
ARTICLE 2 GRIEVANCE PROCEDURES	4-5
ARTICLE 3 ASSOCIATION RIGHTS AND PRIVILEGES	6
ARTICLE 4 WORK YEAR, HOURS AND LOAD	7-8
ARTICLE 5 EMPLOYMENT	9
ARTICLE 6 PERSONNEL FILES	10
ARTICLE 7 SALARIES	11-12
ARTICLE 8 SICK LEAVE	13
ARTICLE 9 TEMPORARY LEAVES OF ABSENCE	14-15
ARTICLE 10 UNPAID LEAVE OF ABSENCE	16-17
ARTICLE 11 PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT	18
ARTICLE 12 PROTECTION OF TEACHERS STUDENTS AND PROPERTY	19
ARTICLE 13 PERSONAL AND ACADEMIC FREEDOM	
ARTICLE 14 EMPLOYEE RIGHTS	20
ARTICLE 15 EVALUATION	21
ARTICLE 16 INSURANCE PROTECTION	22
ARTICLE 17 SICK LEAVE UPON RETIREMENT	23
ARTICLE 18 MISCELLANEOUS PROVISIONS	24
ARTICLE 19 VOLUNTARY PAYROLL DEDUCTIONS	25
ARTICLE 20 DURATION OF AGREEMENT	26
SCHEDULE A – EXTRA CURRICULAR PAYMENT	27
SCHEDULE B-1 TEACHER SALARY GUIDE 2024-2025	28
SCHEDULE B-2 TEACHER SALARY GUIDE 2025-2026	39
SCHEDULE B-3 TEACHER SALARY GUIDE 2026-2027	30
SCHEDULE B-3 TEACHER SALARY GUIDE 2027-2028	
SCHEDULE B-3 TEACHER SALARY GUIDE 2028-2029	
SCHEDULE B-4 CUSTODIAL AND SECRETARY GUIDES	32
SCHEDULE B-4 CUSTODIAL AND SECRETARY GUIDES	33
SCHEDULE C TIER IV BENEFITS DEDUCTION TABLE	34
SIGNATURE PAGE	35

PREAMBLE

This Agreement is, by and between the Board of Education of New Hanover Township, County of Burlington and State of New Jersey, hereinafter called the "Board", and the New Hanover Township Education Association, hereinafter called the "Association".

WHEREAS, the members of the Association desire to advice on the formulation of policies and programs designed to improved educational standards, and whereas the Board has obligation, pursuant to Chapter 303, Public Laws 1968, to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment.

ARTICLE 1 RECOGNITION

UNIT

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning grievances, terms, and conditions of employment for all personnel whether under contract, on leave, employed or to be employed by the Board including:

Classroom Teachers
School Nurse
CST/School Psychologist
Custodians
Secretaries
Food Service Workers

But excluding:

Principals and all other employees not specifically included

ARTICLE 2
GRIEVANCE PROCEDURE

A. Definition of "Grievance"

A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of his/her Agreement, policies or administrative decision affecting an employee or a group of employees.

B. Procedure

1. Level One – Supervisor

- a. An employee with a grievance shall present such grievance in writing to the principal/supervisor within twenty (20) school days of the event giving rise to the grievance. Nothing herein precludes the grievant from discussing the issue informally prior to the expiration of the twenty (20) school day limitation. If the grievant chooses, he/she may be accompanied by an Association representative.
- b. The principal/supervisor shall respond in writing to the written grievance within five (5) school days after receiving the written grievance.

2. Level Two – Superintendent

If the grievant is not satisfied with the disposition of his/her grievance at Level One or no decision has been rendered within five (5) school days, the grievant may appeal the issue to the Superintendent. The Superintendent shall respond in writing within five (5) school days of reception of the grievance.

If Principal and Superintendent are one and the same, then proceed to Level 3.

3. Level Three – Board of Education

If the grievant is not satisfied with the disposition of his/her grievance at Level Two or no decision has been rendered within five (5) school days, the grievant may appeal the issue to the Board of Education. The Board shall respond in writing within three (3) school days following the first Board of Education meeting after reception of the written grievance.

4. Level Four – Arbitration

- a. If the Association is not satisfied with the response of the Board of Education, then the Association may within five (5) school days of the Board's response, or fifteen (15) calendar days of the Board's having initially received the grievance, submit the grievance to an arbitrator selected from a list provided

by P.E.R.C. The arbitrator's decision in the matter shall be accepted as binding by both parties.

- b. The costs for the services of the arbitrator, including per diem expenses and travel, shall be equally shared by the Board and the Association. Any other expenses incurred shall be borne by the party incurring same.

C. Rights of Employees to Representation

1. Teacher and Association

Any grievant may be represented at all stages of the grievance procedure by himself/herself, or, at his/her option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

D. Miscellaneous

Meetings and Hearings

1. 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 heretofore referred to in this ARTICLE.
2. If an appeal(s) is not made by the Association in timely fashion at each step, a grievance shall be considered withdrawn.
3. If a timely response is not made by the Administration or the Board of Education, then the grievant may appeal to the next step of the procedure.
4. Nothing herein precludes the Board of Education from providing a hearing to the aggrieved prior to rendering its decision.

ARTICLE 3
ASSOCIATION RIGHTS AND PRIVILEGES

A. The Board agrees to make available, in the office of the Board, minutes of the regular and special meetings, a copy of the yearly audit, salary information for staff members and a copy of all policies of the Board. All above-listed materials must remain in the Board Office.

A. Whenever any representative of the Association is mutually scheduled by the parties to participate during working hours in negotiations or grievance proceedings, he/she shall suffer no loss in pay.

B. With the prior permission of the Board, the President of the Association may be granted leave to attend county or state meetings for Association business not in excess of two (2) days per year. Leave of this nature must be so stated and will not be recorded as a personal-business day.

ARTICLE 4
WORK YEAR, HOURS AND LOAD

A. Teachers

1. All teachers shall indicate presence for duty each day by indicating their time of arrival and departure in the office.
2. The total in-school teacher work day shall consist of 6 hours and fifty- five (55) minutes, which shall include a lunch period (45 minutes without duty).
3. All teachers shall be required to be present in their assigned rooms ready for instruction at the opening of the pupils' school day and shall be permitted to leave after the close of the pupils' school day, except on half days when the schedule shall be determined by the Administrator.
4. In the event that emergency lunch/recess/study hall coverage is assigned, teachers will be compensated at a rate:

Year	Rate (\$/event)
24/25	19.04
25/26	19.71
26/27	20.40
27/28	21.11
28/29	21.85

These stipend payments shall be made at the end of the work year.

5. Teachers and other certified personnel may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty or other professional meetings.

The above meetings shall be limited to not more than three (3) per month.

6. The notice of teachers' meetings shall be given to teacher's involved one (1) day prior to the meeting, except in an emergency.
7. Teacher participation in field trips which extend beyond the teacher's in-school workday, overnight or weekends shall be voluntary.
8. The teacher work year will be comprised of 184 work days and will conclude one (1) day after students at the end of the work year. Scheduling of the work year shall be the sole prerogative of the Board.
 - a. Early dismissal for teachers will be scheduled for evening Parent-Teacher Conferences.

b. A teacher who receives a mandatory transfer to a new teaching assignment will be compensated for planning and moving time at the rate of his/her salary on a per diem basis not to exceed 2 days.

9. Teachers will have a minimum of five (5) prep periods per week, each being the length of one class period. Loss of prep period because of assignment to cover for another teacher will be compensated at the rate:

Year	Rate (\$/lost prep)
24/25	38.92
25/26	40.28
26/27	41.69
27/28	43.14
28/29	44.66

B. Custodians

1. Work Day

- The work day for the day shift will be 8 ½ hours, including a ½ hour duty-free lunch.
- The work day for the night shift will be 8 ½ hours, including a ½ hour duty-free lunch.

2. The work week will be Monday through Friday, except when a special event or emergency condition requires work by a custodian on a weekend or holiday. Notification of a special event on a weekend will be given a minimum of one (1) calendar week in advance.

3. All custodians will work an 8-hour shift during the summer, with a 1-hour duty-free lunch.

4. The work year will be from July 1 – June 30.

5. The head custodian will work additional hours as needed for the purpose of maintaining building safety, security, and comfort, as specified in a list of standing orders as they are issued by the Business Administrator and approved by the Superintendent, and as they are renewed annually, and as they are revised as necessary.

6. For Board of Education meetings that occur in July and August, the Board shall compensate a custodian with a stipend of \$75 for up to the first three hours of coverage, with additional time to be compensated at the employee's hourly rate beyond the initial three hours.

7. The Board shall compensate custodians at their hourly rate for an interrupted duty-free lunch period, if the custodian had been so directed by the Administration.

8. The Board shall reimburse custodians for obtaining and maintaining a boiler license." The Board shall also reimburse custodians for obtaining and maintaining any other licenses that are required by the state.

C. Secretaries (12-month)

1. The work day will be 6 ½ hours, including a ½ hour duty-free lunch.
2. The work week will be Monday through Friday.
3. All secretaries will work a 4-hour workday without a lunch break during the summer.
4. The work year will be July 1 – June 30. During the school year, secretaries will work according to the school calendar.

ARTICLE 5
EMPLOYMENT

A. Teachers

1. The Board will endeavor to hire, where possible, only certified teachers holding Standard or Provisional Certificates issued by the New Jersey Board of Examiners.
2. Credit for previous teaching experience by a new hire shall be the subject of negotiations between the individual and the Board. Additional credit not to exceed four (4) years shall be given for military experience.
3. Non-tenure teachers shall be notified of their contract and salary status for the ensuing year no later than May 15th, provided an agreement has been reached.
4. A teacher will be granted increment gain (if appropriate) on the salary guide provided the teacher has at least ninety (90) days of satisfactory active service in the prior work year.
5. All in-district, available positions will be posted in the staff lounge prior to public notification.

B. Support Staff

1. All support staff will be notified of their contract status and salary for the ensuing year no later than May 15.
2. An employee will be granted increment gain (if appropriate) on the salary guide provided the employee has at least one-hundred twenty (120) days of satisfactory active service in the prior work year.
3. All in-district, available positions will be posted in the staff lounge prior to public notification.

ARTICLE 6
PERSONNEL FILES

- A. Each employee shall have a personnel file established and maintained in the Board Office.
- B. An employee shall have the right upon written request twice a year, to review the contents of his/her personnel file. At the first time that an employee reviews the contents of his/her personnel file, he/she will be given a copy of all the material presently in the file. At any subsequent review, he/she will be given a copy of all material which has been added since the prior review. An employee shall be entitled to have a representative(s) of the Association accompany him/her during such review. The Board shall not establish any separate personnel file that is not available for the employee's inspection.
- C. No material derogatory to an employee's conduct, service, character, or personality shall be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee shall also have the right to submit a written answer that shall be reviewed by the Board and attached to the file copy.
- D. All material contained in the employee personnel file is confidential; however, an employee shall be permitted to reproduce or circulate any material in his/her file.

ARTICLE 7
SALARIES

- A. The salaries of all employees covered by this agreement will be set forth in the Salary Guides and will be attached.
- B. Employees shall be paid on the 15th and 30th of the month.
- C. Teachers may individually elect to be paid on a ten (10) or twelve (12) month basis. Direct deposit will be provided.
- D. When a pay period ends on or during a school holiday or vacation, employees shall receive their pay on the last previous working day.
- E. Teachers

1. Extra-curricular

- a. The teachers will participate in the following extra-curricular activities without additional compensation: Open House, Parent Teacher Conferences, a Christmas Program and Graduation. Teachers will be excused from attending graduation when it conflicts with graduation ceremonies for members of their own family.
- b. The teachers will be compensated for the following activities at an hourly rate of:

Year	Rate (\$/hour)
24/25	58.62
25/26	60.67
26/27	62.80
27/28	64.99
28/29	67.27

- 1. One (1) other extra-curricular activity, as a chaperone, held after a regular school day and will be assigned on a rotating basis
 - 2. Teachers providing in-service instruction
 - 3. All other activities held after a regular school day as assigned
 - 4. Summer curriculum meetings, IEP meetings, computer clean up and other requested meetings. All requested meetings must be approved by the Principal or Superintendent.
- c. The bedside instruction rate shall be:

Year	Rate (\$/hour)
24/25	70.78
25/26	73.26
26/27	75.83
27/28	78.48
28/29	81.22

2. Horizontal guide adjustment

- a. A horizontal pay scale for previously approved: (a) courses directly related to the field of education; (b) courses taken while matriculated in a graduate program that directly relates to the field of education; and, (c) a Master's Degree that directly relates to the field of education.
- b. Salary adjustment due to credit and/or degree advancement shall be made for the total work year provided such teacher notifies the District in writing prior to commencement of the work year, and supplies written substantiation as soon as possible. Failure to comply shall mean such salary adjustment will not be made until the beginning of the next school year.
- c. Horizontal guide movement shall be adjusted two (2) times per year – September and February.

3. Teacher-in-Charge

- a. The teacher appointed Teacher-in-Charge shall receive an annual stipend of:

Year	Rate (\$/Year)
24/25	2010.15
25/26	2080.50
26/27	2153.32
27/28	2228.69
28/29	2306.69

- b. In the event that the teacher-in-charge is not available, the next appointed teacher will receive an hourly compensation of:

Year	Rate (\$/hour)
24/25	29.33
25/26	30.36
26/27	31.42
27/28	32.52
28/29	33.66

Any part of an hour equals one hour.

4. Teachers will receive student activity reimbursement and/or stipends for scheduled activities within 30 a day of date on which voucher is submitted.
 - a. Teachers will receive stipends on the pay period following the date on which the voucher is submitted.

F. Support Staff

1. Overtime/Compensatory Time

- a. Overtime will be paid at time and a half for any hours worked over 40 hours in a week. Authority to assign overtime and to obligate the school to pay overtime rests solely with each employee's supervisor. Secretaries will be paid the regular hourly rate (standard pay) for all hours worked

beyond 32.5 per week through 40 per week, after which time any additional overtime will be compensated at the rate of time and a half.

- b. Overtime will be paid at time and a half for any hours worked on Saturdays and Sundays, beyond 40 hours for the week. Overtime will be paid at double time for any hours worked on holidays.
- c. All time worked beyond the regularly assigned shift will be compensated at the overtime rate as authorized by each employee's supervisor, according to the provisions in items 1a and 1b (above) in this section.

2. Each custodian shall be provided with an annual allowance of \$400.00 for clothing/safety equipment to be purchased or reimbursed upon approval of the School Business Administrator (SBA) or Chief School Administrator (CSA).

ARTICLE 8
SICK LEAVE

- A. All employees shall be entitled to ten (10) sick days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B.
 - 1. If any professional staff member of the New Hanover Township School will be absent from his/her assigned duties for reasons of illness or emergency whatsoever, he/she must notify the registry or other designated individual or agency between 6:30 AM and 7:30 AM on the day of the absence, or (preferably) the night before the absence.
 - 2. If any support staff employee of the New Hanover Township School will be absent from his/her assigned duties for reasons of illness or emergency whatsoever, he/she will notify his/her immediate supervisor no later than one (1) hour before scheduled start.
- C. An employee absent on sick leave for more than four (4) consecutive days may return to work only on presentation of a physician's statement-certifying that he/she is now able to perform the duties of his/her position.
- D. An employee absent on sick leave may only return to work on the same day to participate in after school or evening activities having obtained approval from the Superintendent or, in the Superintendent's absence, the employee's principal/immediate supervisor.

ARTICLE 9
TEMPORARY LEAVES OF ABSENCE

Employees shall be entitled to the following temporary leaves of absence with full pay each school year:

- A. Personal
Three (3) days leave of absence for personal, legal, business, household or family matters which require absence during school hours. Application to the Principal or immediate supervisor for personal leave shall be made at least five (5) days before taking such leave (except in the case of emergencies). Unused personal days shall be added to the employee's accumulated sick leave for the following year.
- B. Legal
Time necessary for appearances in any legal proceeding connected with the employee's employment or with the school system.
- C. Death
Up to five (5) days at any one time in the event of death of an employee's spouse, child, parent, grandchild, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law or sister-in-law, grandparent[in-law], or any member of the immediate household. Bereavement leave days shall be taken consecutively.
- D. Serious Illness
Up to five (5) days at any one time in the event of serious illness of an employee's spouse, child, parent, grandchild, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, or any member of the immediate household. A serious illness shall include hospitalization/outpatient surgical procedure, an outpatient procedure, and convalescence after hospitalization, or hospice care. Additionally, the Superintendent shall have sole discretion to consider other serious illnesses not specifically mentioned in this article. The employee shall provide a doctor's note or other verification if a doctor's note cannot be obtained, to the Superintendent or, in the Superintendent's absence, his/her principal/immediate supervisor.

Documentation reviewed by the superintendent and kept on file with school nurse subject to HIPPA regulations.

- E. Vacation
 - 1. All 12-month employees will be provided with vacation according to the following schedule:
 - i. First year of employment – If employment started between July 1 and December 31 item ii below will apply. If employment starts January 1 through June 30 the employee will be granted one day for each month or part of month employed.

- ii. Completion of the first (1st) through the completion of the ninth (9th) year –ten (10) days
 - iii. Beginning in 2013-2014, the tenth (10th) year – fifteen (15) days
- 2. Vacation for partial years of employment will be pro-rated. Employees will be credited with a full year of employment if employment started prior to January 1.
- 3. Vacation allotment will be available as of July 1.
- 4. Use of vacation time must be approved by the immediate supervisor. Denials may be appealed to the Superintendent.

F. Holidays

- 1. Custodians will receive the following as paid holidays:
 - Labor Day
 - Columbus Day
 - Thanksgiving
 - Friday after Thanksgiving
 - Christmas Eve
 - Christmas Day
 - New Year's Eve
 - Martin Luther King Day
 - Presidents' Day
 - Good Friday
 - Monday following Easter
 - Memorial Day
 - Fourth of July - See item 2 below
 - New Year's Day
 - NJEA Convention (one (1) day if approved by the Principal or Superintendent.

If school is in session for any of the aforesaid holidays 12 month employees are to report to work and do not have the holiday. If school is closed but there is a program scheduled for teachers 12 month employees report to work and will be assigned an additional day off in lieu of the scheduled holiday.

- 2. 12-month employees will have Fourth of July as a paid holiday. If the Fourth of July falls on an unscheduled work day, a day will be given off; which is the closet workday to July 4 in place of July 4.

G. Good Cause

Other leaves of absence with pay may be granted by the Board for good reason.

ARTICLE 10
UNPAID EXTENDED LEAVES OF ABSENCE

A. Military

Military Leave without pay shall be granted upon written request to any employee who is in any branch of the armed forces of the United States for the period of said induction.

B. Child Rearing Leave of Absence

1. An employee may apply for Child Rearing Leave of Absence without pay for the care of their new child either by birth or adoption. This leave shall be for a period of up to one year. Application shall be made at least thirty (30) days prior to the desired leave. An expected date of return shall be given at time of application, corresponding to the first day of Marking Period One (1), Marking Period Two (2), or Marking Period Three (3). Any change from the given date will be considered by the BOE. If additional time is needed, a request for an additional year shall be submitted at least ninety (90) days prior to the originally stated date of return.
2. A non-tenured employee shall be granted Child Rearing Leave in accordance with the above except the leave shall be granted only to the end of the current work year in which the leave commences.

C. Illness In Family

A leave of absence without pay of up to one (1) year may be granted for the purpose of personal illness or illness in the immediate family.

D. Good Cause

Other leaves of absences without pay may be granted by the Board for good reason.

E. For unpaid leaves of absence granted under sections A. or D. of this article, continued insurance coverage: i.e., medical insurance; dental insurance; prescription insurance, for the employee involved shall be provided in the following manner:

1. The Board of Education shall pay for its share of the cost of medical insurance coverage for the first sixty (60) days beyond the month in which the employee goes on leave.
2. The employee may extend medical insurance coverage for up to nine (9) months, by payment of the full premium to the Board of Education by the fifteenth (15th) day of the month prior to the payment date: i.e., the first (1st) day of the month.
3. Dental insurance and prescription insurance coverage shall not be paid for by the Board of Education beyond the last day of the month in which the employee goes on leave.

4. The employee may extend dental and/or prescription coverage, subject to the same condition outlined in 2. above; except that coverage may be extended for up to eleven (11) months.
- F. For unpaid leaves of absence granted under Sections B. or C. of this article, inclusive of provisions of mandated federal and state family leave provisions, continued insurance coverage: i.e. medical insurance; dental insurance; prescription insurance, for the employee involved shall be provided in the following manner:
1. The Board of Education shall pay its share of the cost for all insurance coverage for the first ninety (90) days beyond the month in which the employee goes on leave.
 2. The employee may extend any or all insurance coverage for up to nine (9) months, by payment of the full premium, for each and every coverage chosen to the Board of Education the fifteenth (15th) day of the month prior to the payment due date: i.e., the first (1st) day of the month.
- G. In the case of a tenured teacher who requests an unpaid leave because of documented personal illness, the Board of Education will provide individual health benefits under the HBP only for such employee, for a period of up to one (1) year beyond the exhaustion of said individual's accumulated sick leave. The employee may purchase family, husband/wife or parent/child coverage by paying the difference in premium costs to the Board of Education as outlined in F. 2. above.
- H. The above provisions apply to all unpaid leaves of absence, as initially requested, or as extended by the employee's request.
- I. Once the time limits on the extensions of insurance coverage offered by the Board of Education expire, further extensions of insurance coverage are subject to the provisions of COBRA legislation.
- J. Other employment benefits; e.g., earned seniority, accumulated sick leave; to which an employee is entitled at the time of leave commences, shall be maintained and reinstated upon the employee's return to active employment. Upon return from a leave of absence, a tenured staff member shall be returned to the same position held at the commencement of the leave, or to a substantially equivalent position.

ARTICLE 11
PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. Purpose

In our rapidly changing society, teachers must constantly review curricular content, teaching methods and materials, educational philosophy and psychology, social change and other topics related to education. The Board and Association support the principle of continuing training of teachers and the improvement of instruction.

B. 1. A teacher shall be reimbursed, subject to prior approval of the Superintendent, for courses taken at an accredited college or university. These courses must have prior approval by the Principal and Superintendent and shall be related to the field of education.

a. courses directly related to teaching position

b. courses taken while matriculated in a graduate program that directly relates to present teaching position.

c. courses which the Principal approves because there is potential benefit to the school.

2. Teachers shall be required to submit proof of attainment of a grade of "A" or "B".

C. The Board will pay the registration fees and may pay the travel costs for employees to attend workshops, school visits, conferences, and training directly related to assignments, provided that the costs are approved in advance by the Superintendent.

D. Yearly maximum accumulation for any one certificated staff member for coursework is \$2,000, to a maximum for all certificated staff members as included in the annual budget. Yearly maximum accumulation for any one certificated staff member for workshops is \$1,200, to a maximum for all certificated staff members as included in the annual budget.

ARTICLE 12
PROTECTION OF TEACHERS, STUDENTS AND PROPERTY

- A. The Board shall provide legal assistance for any assault upon the employee while acting in the discharge of the duties.
- B. When absence arises out of or from such assault or injury, the employee shall not forfeit any sick leave or personal leave or pay.
- C. Whenever physical examinations are required of an employee, they are to be provided by the designated school physician at no cost to the employee.

ARTICLE 13
PERSONAL AND ACADEMIC FREEDOM

Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds of any discipline or discrimination with respect to the professional employment of such employee, providing said activities do not violate any local, state or federal law and all such activities are kept removed from the school.

ARTICLE 14
EMPLOYEE RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- B. Whenever any employee is required to appear before any administrator or supervisor, Board, or any committee, member, representative, or agent thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position, or employment or the salary or any increments pertaining thereto, except during the evaluation interviews, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have representative(s) of the Association present to advise him/her and represent him/her during such meeting or interview.
- C. No employee shall be disciplined or reprimanded without just cause. The Board retains the right to discipline or discharge an employee during the term of his/her employment contract pursuant to law. Discipline may include oral and/or written reprimands, increment withholdings, fines or suspensions without pay if consistent with law, and mid-contract discharges consistent with the law, but shall not include the non-renewal of a non-tenured teacher for performance related reasons. All disciplinary acts shall be subject to the grievance procedure. Any discipline to be imposed shall take into account the nature of the offense, the length of service and general employment record of the employee, the number of previous offenses, any other mitigating circumstances, and previous discipline administered to others in similar situations. Discipline shall be applied in a non-discriminatory fashion. No employee will be disciplined, reprimanded in writing, or fined without just cause. No employee will be disciplined or reprimanded in public.

ARTICLE 15
EVALUATION

- A. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee.
- B. An employee shall be given a copy of any class visit or evaluation report prepared by his/her evaluators at least one (1) day before any conference to discuss it. No such report shall be placed in the employee's file or otherwise acted upon without prior knowledge of the employee. No employee shall be required to sign a blank or incomplete evaluation form.

ARTICLE 16
INSURANCE PROTECTION

- A. Dental insurance, Employee or Employee /Spouse, Co-Payment
Basic Benefits:
Preventive and Diagnostic.....100%
Remaining Basic Services.....70/30%
- B. The Board shall provide eligible health and prescription benefits under the State Health Benefits Program (Direct 15) or the School Employee's Health Benefits Program. Employees choosing coverage under the State Health Benefits Program shall contribute towards that plan according to the Tier IV provisions of Ch. 78 P.L. 2011. Employees selecting coverage under the School Employees' Health Benefit Program shall contribute in accordance with provision of P.L. 202 Ch. 44.
- C. The Board's contribution toward medical insurance shall be appropriate individual and appropriate dependent classification coverage.
- D. Effective SY 21/22, the NHTSD BOE shall permit employees to waive coverage if the employee is covered through another health plan and in accordance with procedures established by the SBA. The NHTSD BOE shall pay the employee waiving coverage 25% of the net savings to the Board or \$5,000, whichever is lower pursuant to NJSA 40:10-17. Payment shall be made no later than June 30th of the current fiscal year.
- E. Relief of Prescription Benefits Contribution.

The District shall reimburse members for any out of pocket expenses incurred for prescriptions as a result of the change to the SEHBP, at a rate of \$10/generic mail-in prescription or \$20/brand (no generic) mail-in prescription, up to \$5,000 per year total for all employees.

In the event that the requests for reimbursement exceed \$5,000 in any school year, the amount reimbursed will be prorated to the employees. Reimbursement requests shall be made by June 30th and payments shall be processed at the next regularly scheduled meeting of the NHTSD BOE.

No reimbursement shall be paid without exhaustion of brand-related appeals process.

ARTICLE 17
SICK LEAVE UPON RETIREMENT

A. Teachers

1. Upon retirement, the Board shall pay an employee for unused, accumulated sick leave \$60.00 per day to a maximum of 100 days
These benefits shall be paid by the District, provided the State of New Jersey does not pay a benefit for unused sick leave to a teacher.
2. Payment shall be made thirty (30) days from the effective date of retirement.

B. Support Staff

1. Upon retirement, the Board shall pay an employee for unused, accumulated sick leave \$30.00 per day to a maximum of 100 days.
2. These benefits shall be paid by the District, provided the State of New Jersey does not pay a benefit for unused sick leave to an employee.
3. Payment shall be made thirty (30) days from the effective date of retirement.

ARTICLE 18
MISCELLANEOUS PROVISIONS

- A. Copies of this Agreement shall be printed at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all employees now employed, hereafter employed, prior to employment.
- 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. In accordance with and to the extent required by law changes in terms and conditions of employment shall first be negotiated with the Majority Representative.

ARTICLE 19
VOLUNTARY PAYROLL DEDUCTIONS

A payroll deduction for a credit union, tax shelter annuities, flexible spending account (per regulations), summer pay, and/or disability insurance jointly determined by the Board and Association shall be established subject to the following provisions as applicable:

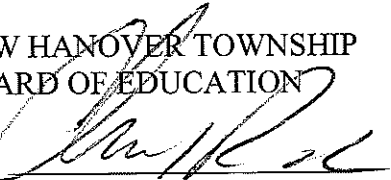
- A. Initial sign-up shall take place after this contract is signed; thereafter, sign-up renewal shall be done in June of each academic year, except for new hires who may enroll within thirty (30) days of hire.
- B. An initial list of eligible employees shall be sent with the first deduction at the start of each academic year. Thereafter, only modifications to this list will be sent with the monthly deposit or during open enrollment periods.
- C. The Board's liability ceases after its mailing the appropriate dollar amount of deductions, and the Association shall indemnify and save harmless the Board from any claim thereafter.

ARTICLE 20
DURATION OF AGREEMENT

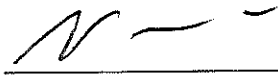
This Agreement shall be effective as of the date of signing by both parties and shall continue in effect through June 30, 2029, subject to the Association's right to negotiate over a successor Agreement. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

In witness whereof, the Association has caused this Agreement to be signed by its President and Secretary; and the Board has caused this Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon, all on the day and year first above written.

NEW HANOVER TOWNSHIP
BOARD OF EDUCATION

BY: 

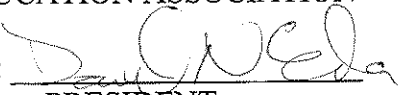
PRESIDENT

BY: 

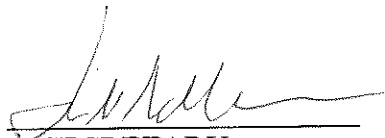
SECRETARY

10/10/24
DATE

NEW HANOVER TOWNSHIP
EDUCATION ASSOCIATION

BY: 

PRESIDENT

BY: 

SECRETARY

10/11/24
DATE

SCHEDULE A
EXTRA-CURRICULAR PAY

The Board of Education shall pay the following stipends to the staff members who perform the following after-school, extra-curricular duties according to the Board approved Job Descriptions:

Activity		24/25	25/26	26/27	27/28	28/29
Soccer Coach		\$3,071.39	\$3,178.89	\$3,290.15	\$3,405.31	\$3,524.49
Cheerleading Coach		\$3,071.39	\$3,178.89	\$3,290.15	\$3,405.31	\$3,524.49
Boys Basketball Coach		\$3,071.39	\$3,178.89	\$3,290.15	\$3,405.31	\$3,524.49
Girls Basketball Coach		\$3,071.39	\$3,178.89	\$3,290.15	\$3,405.31	\$3,524.49
Safety Patrol		\$1,210.52	\$1,252.88	\$1,296.73	\$1,342.12	\$1,389.09
Yearbook		\$1,432.69	\$1,482.83	\$1,534.73	\$1,588.45	\$1,644.04
Junior Beta		\$1,164.73	\$1,205.49	\$1,247.68	\$1,291.35	\$1,336.55
Theater Director		\$5,119.42	\$5,298.60	\$5,484.05	\$5,675.99	\$5,874.65
Production Manager		\$5,119.42	\$5,298.60	\$5,484.05	\$5,675.99	\$5,874.65
Assistant Production Manager		\$1,432.69	\$1,482.83	\$1,534.73	\$1,588.45	\$1,644.04
Chess Coach		\$1,164.73	\$1,205.49	\$1,247.68	\$1,291.35	\$1,336.55

YEAR 1						
2024-25	New Hanover Teachers					
Salary Guide						
Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	54,886	55,886	56,486	57,156	57,956	58,856
2	56,186	57,186	57,786	58,456	59,256	60,156
3	57,786	58,786	59,386	60,086	60,886	61,786
4	59,726	60,726	61,386	62,086	62,886	63,726
5	61,826	62,826	63,426	64,126	64,926	65,826
6	63,876	64,876	65,426	66,126	66,926	67,826
7	65,926	66,926	67,526	68,226	69,026	69,926
8	68,026	69,026	69,626	70,326	71,126	72,026
9	70,051	71,051	71,651	72,351	73,151	74,051
10	72,126	73,126	73,726	74,426	75,226	76,126
11	74,146	75,146	75,746	76,446	77,246	78,146
12	76,146	77,146	77,746	78,446	79,246	80,146
13	78,546	79,546	80,146	80,846	81,646	82,546
14	81,096	82,096	82,696	83,396	84,196	85,096
15	85,326	86,326	86,926	87,626	88,426	89,326
16	89,556	90,556	91,156	91,856	92,656	93,556

LONGEVITY

Beginning of the year one begins his/her 13th, 15th, 17th, 25th, and 30th years of service in the district

13th - \$500

15th - \$500

17th - \$500

25th - \$1000

30th - \$1500

YEAR 2						
2025-26	New Hanover Teachers					
Salary Guide						
Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	56,866	57,866	58,466	59,166	59,966	60,866
2	57,866	58,866	59,466	60,166	60,966	61,866
3	58,866	59,866	60,466	61,166	61,966	62,866
4	60,666	61,666	62,266	62,966	63,766	64,666
5	62,666	63,666	64,266	64,966	65,766	66,666
6	64,666	65,666	66,266	66,966	67,766	68,666
7	66,666	67,666	68,266	68,966	69,766	70,666
8	68,766	69,766	70,366	71,066	71,866	72,766
9	70,866	71,866	72,466	73,166	73,966	74,866
10	72,966	73,966	74,566	75,266	76,066	76,966
11	75,156	76,156	76,756	77,456	78,256	79,156
12	77,356	78,356	78,956	79,656	80,456	81,356
13	79,756	80,756	81,356	82,056	82,856	83,756
14	82,656	83,656	84,256	84,956	85,756	86,656
15	86,856	87,856	88,456	89,156	89,956	90,856
16	91,056	92,056	92,656	93,356	94,156	95,056

LONGEVITY

Beginning of the year one begins his/her 13th, 15th, 17th, 25th, and 30th years of service in the district

13th - \$500

15th - \$500

17th - \$500

25th - \$1000

30th - \$1500

YEAR 3						
2026-27	New Hanover Teachers					
Salary Guide						
Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	58,756	59,756	60,356	61,056	61,856	62,756
2	59,756	60,756	61,356	62,056	62,856	63,756
3	60,756	61,756	62,356	63,056	63,856	64,756
4	61,756	62,756	63,356	64,056	64,856	65,756
5	63,756	64,756	65,356	66,056	66,856	67,756
6	65,756	66,756	67,356	68,056	68,856	69,756
7	67,756	68,756	69,356	70,056	70,856	71,756
8	69,856	70,856	71,456	72,156	72,956	73,856
9	71,956	72,956	73,556	74,256	75,056	75,956
10	74,156	75,156	75,756	76,456	77,256	78,156
11	76,356	77,356	77,956	78,656	79,456	80,356
12	78,656	79,656	80,256	80,956	81,756	82,656
13	81,156	82,156	82,756	83,456	84,256	85,156
14	84,156	85,156	85,756	86,456	87,256	88,156
15	88,356	89,356	89,956	90,656	91,456	92,356
16	92,556	93,556	94,156	94,856	95,656	96,556

LONGEVITY

Beginning of the year one begins his/her 13th, 15th, 17th, 25th, and 30th years of service in the district

13th - \$500

15th - \$500

17th - \$500

25th - \$1000

30th - \$1500

Year 4						
2027-28	New Hanover Teachers					
Salary Guide						
Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	60,656	61,656	62,256	62,956	63,756	64,656
2	61,656	62,656	63,256	63,956	64,756	65,656
3	62,656	63,656	64,256	64,956	65,756	66,656
4	63,656	64,656	65,256	65,956	66,756	67,656
5	64,656	65,656	66,256	66,956	67,756	68,656
6	66,656	67,656	68,256	68,956	69,756	70,656
7	68,656	69,656	70,256	70,956	71,756	72,656
8	70,756	71,756	72,356	73,056	73,856	74,756
9	72,956	73,956	74,556	75,256	76,056	76,956
10	75,156	76,156	76,756	77,456	78,256	79,156
11	77,356	78,356	78,956	79,656	80,456	81,356
12	79,656	80,656	81,256	81,956	82,756	83,656
13	82,456	83,456	84,056	84,756	85,556	86,456
14	85,556	86,556	87,156	87,856	88,656	89,556
15	89,756	90,756	91,356	92,056	92,856	93,756
16	94,056	95,056	95,656	96,356	97,156	98,056

LONGEVITY

Beginning of the year one begins his/her 13th, 15th, 17th, 25th, and 30th years of service in the district

13th - \$500

15th - \$500

17th - \$500

25th - \$1000

30th - \$1500

Year 5						
2028-29	New Hanover Teachers					
Salary Guide						
Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	62,066	63,066	63,666	64,366	65,166	66,066
2	63,066	64,066	64,666	65,366	66,166	67,066
3	64,066	65,066	65,666	66,366	67,166	68,066
4	65,066	66,066	66,666	67,366	68,166	69,066
5	66,066	67,066	67,666	68,366	69,166	70,066
6	67,066	68,066	68,666	69,366	70,166	71,066
7	69,066	70,066	70,666	71,366	72,166	73,066
8	71,166	72,166	72,766	73,466	74,266	75,166
9	73,266	74,266	74,866	75,566	76,366	77,266
10	75,466	76,466	77,066	77,766	78,566	79,466
11	77,766	78,766	79,366	80,066	80,866	81,766
12	80,366	81,366	81,966	82,666	83,466	84,366
13	83,366	84,366	84,966	85,666	86,466	87,366
14	86,566	87,566	88,166	88,866	89,666	90,566
15	90,866	91,866	92,466	93,166	93,966	94,866
16	95,556	96,556	97,156	97,856	98,656	99,556

LONGEVITY

Beginning of the year one begins his/her 13th, 15th, 17th, 25th, and 30th years of service in the district

13th - \$500

15th - \$500

17th - \$500

25th - \$1000

30th - \$1500

YEAR 1	
2024-25	<i>New Hanover Secretaries</i>
Salary Guide	
Step	Sec
1	39,476
2	39,776
3	40,076
4	40,376
5	40,676
6	40,976
7	41,276
8	41,576
9	42,076
10	42,576
11	43,126
12	43,726
13	44,726
14	45,826
15	47,026
16	48,226
17	49,426
18	50,626

YEAR 2	
2025-26	<i>New Hanover Secretaries</i>
Salary Guide	
Step	Sec
1	41,551
2	41,851
3	42,151
4	42,451
5	42,751
6	43,051
7	43,351
8	43,651
9	44,151
10	44,751
11	45,451
12	46,151
13	47,151
14	48,251
15	49,351
16	50,451
17	51,551
18	52,651

YEAR 3	
2026-27	<i>New Hanover Secretaries</i>
Salary Guide	
Step	Sec
1	43,456
2	43,756
3	44,056
4	44,356
5	44,656
6	44,956
7	45,456
8	45,956
9	46,456
10	47,156
11	47,856
12	48,556
13	49,556
14	50,556
15	51,556
16	52,556
17	53,656
18	54,756

Year 4	
2027-28	<i>New Hanover Secretaries</i>
Salary Guide	
Step	Sec
1	45,646
2	45,946
3	46,246
4	46,546
5	46,846
6	47,146
7	47,646
8	48,146
9	48,646
10	49,346
11	50,146
12	50,946
13	51,946
14	52,946
15	53,946
16	54,946
17	55,946
18	56,946

Year 5	
2028-29	<i>New Hanover Secretaries</i>
Salary Guide	
Step	Sec
1	48,221
2	48,521
3	48,821
4	49,121
5	49,421
6	49,721
7	50,221
8	50,721
9	51,221
10	51,921
11	52,621
12	53,321
13	54,221
14	55,221
15	56,221
16	57,221
17	58,221
18	59,221

YEAR 1			
2024-25	<i>New Hanover Custodians</i>		
Salary Guide			
Step	Cust	Head Cust	Head Cust/Maint
1	41,005	46,005	50,005
2	41,505	46,505	50,505
3	42,005	47,005	51,005
4	42,505	47,505	51,505
5	43,205	48,205	52,205
6	44,205	49,205	53,205
7	45,205	50,205	54,205
8	46,305	51,305	55,305
9	47,405	52,405	56,405
10	48,605	53,605	57,605
11	49,905	54,905	58,905
12	51,405	56,405	60,405
13	53,695	58,695	62,695
14	55,295	60,295	64,295
15	56,895	61,895	65,895
16	58,495	63,495	67,495
17	60,150	65,150	69,150
18	62,150	67,150	71,150

YEAR 2			
2025-26	<i>New Hanover Custodians</i>		
Salary Guide			
Step	Cust	Head Cust	Head Cust/Maint
1	41,700	46,700	50,700
2	42,200	47,200	51,200
3	42,700	47,700	51,700
4	43,200	48,200	52,200
5	43,900	48,900	52,900
6	44,870	49,870	53,870
7	45,870	50,870	54,870
8	46,970	51,970	55,970
9	48,070	53,070	57,070
10	49,270	54,270	58,270
11	50,770	55,770	59,770
12	52,370	57,370	61,370
13	54,270	59,270	63,270
14	55,970	60,970	64,970
15	57,570	62,570	66,570
16	59,200	64,200	68,200
17	60,850	65,850	69,850
18	62,850	67,850	71,850

YEAR 3			
2026-27	<i>New Hanover Custodians</i>		
Salary Guide			
Step	Cust	Head Cust	Head Cust/Maint
1	42,995	47,995	51,995
2	43,495	48,495	52,495
3	43,995	48,995	52,995
4	44,495	49,495	53,495
5	44,995	49,995	53,995
6	45,495	50,495	54,495
7	46,495	51,495	55,495
8	47,595	52,595	56,595
9	48,695	53,695	57,695
10	49,945	54,945	58,945
11	51,445	56,445	60,445
12	53,045	58,045	62,045
13	54,945	59,945	63,945
14	56,645	61,645	65,645
15	58,345	63,345	67,345
16	60,045	65,045	69,045
17	61,745	66,745	70,745
18	63,550	68,550	72,550

Year 4			
2027-28	New Hanover Custodians		
Salary Guide			
Step	Cust	Head Cust	Head Cust/Maint
1	44,325	49,325	53,325
2	44,825	49,825	53,825
3	45,325	50,325	54,325
4	45,825	50,825	54,825
5	46,325	51,325	55,325
6	46,825	51,825	55,825
7	47,325	52,325	56,325
8	48,325	53,325	57,325
9	49,425	54,425	58,425
10	50,675	55,675	59,675
11	52,175	57,175	61,175
12	53,775	58,775	62,775
13	55,575	60,575	64,575
14	57,275	62,275	66,275
15	58,975	63,975	67,975
16	60,675	65,675	69,675
17	62,475	67,475	71,475
18	64,275	69,275	73,275

Year 5			
2028-29	New Hanover Custodians		
Salary Guide			
Step	Cust	Head Cust	Head Cust/Maint
1	45,685	50,685	54,685
2	46,185	51,185	55,185
3	46,685	51,685	55,685
4	47,185	52,185	56,185
5	47,685	52,685	56,685
6	48,185	53,185	57,185
7	48,685	53,685	57,685
8	49,185	54,185	58,185
9	50,185	55,185	59,185
10	51,450	56,450	60,450
11	52,950	57,950	61,950
12	54,650	59,650	63,650
13	56,350	61,350	65,350
14	58,050	63,050	67,050
15	59,750	64,750	68,750
16	61,450	66,450	70,450
17	63,250	68,250	72,250
18	65,050	70,050	74,050

