

Agreement

between

LINDENWOLD BOARD OF EDUCATION

AND

LINDENWOLD EDUCATION ASSOCIATION

July 1, 2015 – June 30, 2018

Important Contract Timelines

	Article	Page
July		
Contract dates are July 1, 2015 - June 30, 2018	XXXIX	29
August		
The work year for new teachers shall not exceed 189 days	XXI	16 - 17
September		
The work year for teachers shall not exceed 185 days	XXI	16
The assistants work year may be increased up to 4 days	XXXII	24
Teachers shall attend 3 evening sessions (see conditions)	XXI	16
Building Liaison shall meet monthly or as needed	VI	7 - 8
December 1 st		
Transcripts due to BOE for horizontal step advancement	XXX	23
November 15 th		
Fall sports coaches paid year long, activity advisors paid in 3 installments - Nov 15. March 30 and June 15	XXX	23
December 1 st		
Notification to BOE of horizontal step advancement for upcoming year	XXX	23
Members retiring at end of school year must notify BOE to ensure payment for unused sick days in the year they retire	VIII	10
Sabbatical leave request due by December 3 rd	XXIX	22 - 23
March 30 th		
Coaches paid for winter sports	XXX	23
May 15 th		
Notification to LEA President of staff reassignments and transfers	XXIV	20
Notice of non-renewal to non-tenured teachers	XX	15 - 16
June 1 st		
All teachers given <u>written notice</u> of tentative salary schedule, class and or subject assignment, building assignment and room assignment	XX	15
June 15 th		
Coaches paid for spring sports	XXX	23
June		
Annual summary conference will be held on or before five (5) working days prior to the last teaching day in June	XXVII	21

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PREAMBLE

The Parties to this agreement are the Board of Education of the Borough of Lindenwold, hereinafter called “the Board” and the Lindenwold Education Association, hereinafter called “the Association”.

WHEREAS, the Board and the Association have an obligation under current statutes to enter into collective bargaining regarding terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings they wish to confirm in a written agreement.

IN CONSIDERATION OF MUTUAL COVENANTS, the parties hereby agree as follows:

ARTICLE I RECOGNITION

A. Bargaining Unit

The Board recognizes the Association as the majority representative supported by a majority of certificated and support personnel within a bargaining unit consisting of

1. All personnel holding New Jersey Department of Education certificates
2. All office staff personnel
3. All custodial and maintenance personnel
4. All instructional assistants
5. All hall monitors

Specifically excluded from the bargaining unit are

1. District office and school level administrators and supervisors
2. Confidential personnel
3. Cafeteria aides

B. Definition of Employee

Unless otherwise indicated, the terms “employee” or “employees” shall mean a member of the defined bargaining unit.

ARTICLE II RECOGNITION OF SUCCESSOR AGREEMENT

A. Bargaining Pledge

In an effort to achieve mutually acceptable agreements, the Board and the Association pledge to bargain in good faith concerning terms and conditions of employment.

B. Exchanging Proposals

Proposals for a successor agreement shall be exchanged between the Board and the Association on a mutually agreed date and time. Clarification and explanation of proposals will occur during bargaining sessions.

C. Authority of the Terms

The parties shall select their own representatives. The parties mutually pledge their representatives shall be clothed with the appropriate authority to make proposals, consider proposals, reach a tentative agreement, and do all that is necessary and proper for bonafide negotiations. It must be clearly understood by the parties that no action binding the Board and that no action binding the Association can be taken other than by ratification by the membership.

D. Existing Work Rules

In accordance with applying statutes, any changes or modifications of existing rules governing working conditions shall be negotiated with the Association before they are established.

E. Agreement Modification

This agreement shall not be modified in whole or in part by the parties except by written instrument duly executed by both parties.

F. Fully Bargained Agreement

The agreement represents and incorporates the complete final understanding and settlement of all bargainable issues by the parties.

Section A - All employees:

ARTICLE III GRIEVANCE PROCEDURE

- A. A "grievance" is a claim based upon an event or consideration which affects the welfare and/or terms and conditions of employment of an employee/employees or group of employee/employees and/or the interpretation, meaning, or application of any of the provisions of this agreement.
- B. Any employee/employees or group of employee/employees of the staff shall have the right to appeal application of policies and administrative decisions affecting him/them through administrative channels. With respect to his/their personal grievance, he/they shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in representing his/their appeal. He/They shall have the right to present his/their own appeal or designate a representative of his/their choosing to appeal with him/them or for him/them at any step in his/their appeal. A complaint of any employee/employees which arises by reason of his/their not being re-employed shall not be subject to the grievance procedure beyond the Board level. No grievance shall be brought to Level I (the informal level) if twenty (20) school days have elapsed since the event or consideration has occurred.
1. Any employee or group of employees who has a grievance or proposal shall discuss it first with his/their principal (or immediate supervisor, if applicable) in an attempt to resolve that matter informally at this level.
 2. If, as a result of the informal discussion, the matter is not resolved to the satisfaction of the employee/employees within ten (10) school days, he/they shall set forth his/their complaint in writing to the principal. The principal shall communicate his decision to the employee/employees in writing within three (3) school days of receipt of the written complaint.
 3. The employee/employees may, within ten (10) school days, appeal the principal's decision to the superintendent of schools. The appeal to the superintendent shall be made in writing and must set forth the grounds upon which the grievance is based. The superintendent shall request a report on the grievance from the principal, shall confer with the concerned parties, and upon request with the employee/employees or principal separately. He shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days. The superintendent shall communicate his decision in writing along with supporting reason to the employee/employees and the principal.
 4. If the aggrieved employee/employees are not satisfied with the disposition of the grievance at the superintendent's level, he/they may, within ten (10) school days after a decision by the superintendent, file a grievance in writing to the Board of Education. The Board or a committee thereof, shall review the grievance and shall hold a hearing with the employee /employees and

render a decision in writing within thirty (30) school days of receipt of the grievance by the Board.

5. If the aggrieved employee/employees are not satisfied with the disposition of the grievance at the Board level, he/they may within ten (10) school days after a decision by the Board or thirty-five (35) school days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Grievance Committee submit the grievance to arbitration. If the Grievance Committee determines that the grievance is meritorious, it may submit the grievance to arbitration within ten (10) school days after receipt of a request by the aggrieved employee/employees.
 6. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association's Grievance Committee shall attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon the arbitrator or to receive a commitment from one mutually chosen, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall be bound by rules and procedures of the American Arbitration Association in the selection of an arbitrator.
 7. The arbitrator so selected shall confer with the representative of the Board and the Association's Grievance Committee and hold hearings promptly and shall issue his decision not later than twenty (20) days from the close of the hearings, or, if the oral hearings have been waived, then from the date the final statements and proofs of the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasons, 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 decision which is violative of the terms of this agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.
 8. The cost for the services of the arbitrator, including per diem expenses, if any, and the 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.
- C. If, in the judgment of the Association's Grievance Committee, a grievance affects a group or class of employee/ employees, the Grievance Committee may submit such grievance in writing to the superintendent directly, and the processing of such grievance shall commence at that level. The Grievance Committee may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
- D.
1. Any aggrieved employee/employees may be represented at all stages of the grievance procedure by himself/themselves or at his/their option by representative(s) selected or approved by the Association's Grievance Committee. The Grievance Committee shall have the right to be present and to state its views at all stages of the grievance procedure.
 2. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their selected representatives.
 3. It is understood that all employee/employees, including the grievant shall during and notwithstanding the pendency of any grievance, continue to observe all directives and assignments and applicable rules and regulations of the Board and its administrators until such grievance and any effect thereof shall have been fully resolved, unless the employee/employees determines the directive or assignment will jeopardize the employee's safety.
- E. When the processing of a grievance goes beyond the school year or falls during the summer months, the parties involved may mutually agree to postpone the process during this time period. The grievance may be mutually postponed by the grievant, the Grievance Committee of the LEA, and the superintendent. If it is postponed, it will begin again at a mutually agreed upon time and level.

ARTICLE IV MEMBER RIGHTS

Nothing contained herein shall be construed to deny or restrict to any member such rights as he may have under New Jersey Law or other applicable laws and regulations. The rights granted to members hereunder shall be deemed to be in addition to those provided elsewhere. A grievance procedure set herein may be instituted.

ARTICLE V ASSOCIATION RIGHTS AND PRIVILEGES

- A. Members of the Association mutually scheduled by the parties to participate in meetings, conferences, or in a grievance meeting during work hours, shall suffer no loss in pay.
- B. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings. Approval shall be required.
- D. The Association shall have the use of a bulletin board in staff workrooms and the staff dining room in each school building.
- E. The Association shall have the right to use the interschool mail facilities and school mailboxes as it deems necessary and without the approval of the building principal or other members of the administration, as long as it pertains to Association business.
- F. The Board recognizes the Association as the exclusive representative of the defined bargaining unit and shall not grant representation rights to any other party or organization.
- G. The Association shall have the right to use school office equipment usually available to teachers when such equipment is not in use. The Association and members of the bargaining unit shall reimburse the Board for supplies expended for Association or personal business.
- H. Orientation programs for new teachers may be co-sponsored by the Board and LEA with the LEA obligated to assume such costs as may be mutually agreed upon in planning such programs.
- I. Members of the Association, shall be permitted to leave school at 3: 30 PM for the purpose of attending Association meetings up to eight (8) times per year provided they have worked their eight-hour shift. They may be excused for two additional meetings at the discretion of their supervisors. They may attend ratification meetings.
- J. The Association president and/or co-presidents will have a daily release time of forty (40) continuous minutes at the end of the day to conduct Association business. If the Association president is an elementary teacher, the same concept applies. Whenever possible, this Association period will be backed into a prep period.
- K. Employees may not be prevented from wearing pins or other identification of membership in the Association or its affiliates.

ARTICLE VI FACULTY ADMINISTRATION LIAISON COMMITTEE

- A. Each building shall establish a building Liaison Committee, consisting of the building principal/preschool supervisor and Association representatives from each department or grade level to be chosen by the Association. The role of the committee shall be to resolve building concerns that deal with regular operation of the building. Problems that arise in the Preschool Building or the Administration Building shall be handled by a representative at said building. These meetings shall be scheduled as needed by either party. Unresolved issues at the building level shall be moved to the district Liaison Committee.
- B. A district Liaison Committee shall be established. Members shall be the superintendent, a Board of Education member, business administrator, Association president, grievance chair, and one rep from each building chosen by the Association. The committee shall meet as needed to deal with issues unresolved at the building level.

- C. The district Liaison Committee will serve in an advisory capacity. While decisions may be reached as to the direction that will be taken, ultimate responsibility for the issues falls to the superintendent and the Board of Education and must be in compliance with State and Federal law requirements of the Department of Education and district goals.

ARTICLE VII INSTRUCTIONAL COUNCIL

- A. The Instructional Council will be made up of both regular members who attend all meetings and resource members who may bring relevant information or experience to the topic at hand. Regular members will include the superintendent, principal of each school, director of curriculum, a Board of Education member, and a teacher representative from each school chosen by the Association. Ad hoc members will be identified and invited based on the topic at hand and their particular area of expertise. Participation by teachers will be voluntary and may include written documentation related to the topic being discussed. Meetings will be scheduled as needed based on the issues to be discussed.
- B. The Instructional Council will serve in an advisory capacity. While decisions may be reached as to the direction that will be taken, ultimate responsibility for the curriculum and instructional program falls to the superintendent and the Board of Education and must be in compliance with State and Federal laws and requirements of the Department of Education and the district's goals.

ARTICLE VIII SICK LEAVE

- A. Absence of Employees
 - 1. General: If possible, follow any specific reporting procedures outlined. If absence extends beyond one day, the school or any other designated assigner should be called during the day so that any substitutes may be notified to continue. All teachers are expected to have an outline of work as an aid to the substitute. No employee will be responsible for calling a substitute to cover his/her absence. Employees who are required to report an absence by telephone will not be required to make more than one call to the designated person for each day's absence. In the event that an employee knows that it will extend for multiple days, the absence can be reported in one call.

Each employee, upon return to school following an absence, shall report on a form supplied by the superintendent the dates of and reason for absence.

Employees will be notified of sick leave expiration and any salary deductions as a consequence of provisions of this article.
- B. Sick Leave Provisions
 - 1. Definition of Terms
 - a. Sick Leave shall be defined as the absence of an employee because of personal illness or because the employee has been quarantined by medical authorities.
 - 2. Entitlement

The following is established with respect to absence of teachers:

 - a. Eleven (11) days sick leave are guaranteed with full pay during each school year.
 - b. The Board of Education must allow accumulation of sick leave from unused days up to eleven (11) days per year for later use with full pay.
 - c. Other leaves of absence with pay may be granted at the discretion of the Board.
- C. Limitations on Sick Leave
 - 1. The existence of a legal provision which guarantees eleven (11) sick leave days during a school year does not mean that a teacher may be absent with pay for other reasons than personal illness or

quarantine.

2. The provision of this policy permits absence for other reasons with limitations specified in Section D.

D. Other Allowable Absences

Absence for reasons given below not allowable as sick leave will be granted as follows:

1. Up to five (5) consecutive work days for death in the "immediate family" (as described in D.1.a below) without deduction of pay.
 - a. By the "immediate family" is meant spouse, live-in partner, child, parents, brother or sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, regardless of place of residence. "Live in" common domicile partner use language for bereavement purposes only shall not apply to insurance coverage.
2. Teachers shall be granted four (4) personal days per school year with full pay without reason providing these days do not extend a holiday period.
 - a. Temporary leaves of absence, as provided for in bereavement and personal days do not require Board of Education approval. In addition, the Association views bereavement and personal days to be entitlements that require notice to the administration. The use of this leave time can be monitored by the administration to ensure compliance with the provisions of the relevant section of the contract.

Unpaid Leaves of Absences

- b. The application for unpaid leave of absence would require Board approval to consider the request for leave of absence. The approval or denial of such unpaid leave is controlled by the contract and the facts before the Board at the time of the request. It is understood that if a leave of absence request is rejected, the employee must utilize the grievance procedure for redress. The grievance procedure (Article III, D 3) requires the employee to work during the pendency of any grievance.
3. Such personal leave may not be used to extend major holidays (such as Christmas recess, NJEA Conference, Thanksgiving, or Monday holidays) except for religious reasons. Furthermore, personal leave may not be used during the first or last week of school except for absences during school hours which cannot be avoided.
4. Eleven (11) month employees are eligible for 4.5 personal days. Twelve (12) month employees are eligible for five (5) personal days without reason.
5. At the end of each school year, unused personal days, as defined in D 2, shall be transferred to accumulated sick leave except that a total of no more than fifteen (15) days shall be accumulated pursuant to N J S A 18A 30-7.

E. Jury Duty

Upon receipt of a jury duty summons, an employee must submit a copy within five (5) school days to the office of the superintendent. These days shall not result in loss of salary or time for the employee if the summons was submitted within five (5) school days of receipt in the office of the superintendent.

F. Absences for Professional and Legal Reasons

No deduction in salary will be made if a teacher is absent for professional reasons such as attending a convention, conference or meeting, visiting schools, or on school business relating to the teacher's work, provided that approval has been given in advance by the superintendent and the Board of Education.

G. Schedule of Pay Deduction

1. When an employee has used during any year the sick or personal leave allowed by this policy and all accumulated sick leave allowed under this policy, full deduction (one two-hundredth or one two-hundred sixtieth of the annual salary) will be made for each day's absence, unless waived by vote of the Board of Education.
 2. When an employee is absent for any reason not recorded in this policy and not excused or excusable under the provisions of this policy, full deduction (one two-hundredth or one two-hundred sixtieth of the annual salary) will be made for each day's absence unless waived by vote of the Board of Education.
- H. As per Statute 18A 30-4, district administration has the right to seek medical certifications as they deem necessary.
- I. Report of Reason for Absence
- Each employee, upon return to school following absence, shall report on a form supplied by the superintendent the dates and reason for absence.
- J. Accumulation of Sick Leave Days
- A full-time employee may accumulate for future use at full pay a maximum of eleven (11) days per year less the number of days used. Each day's absence reduces the possible accumulation. There is no limit to the number of days which may be accumulated. Part-time employees will be allowed sick leave in proportion to the time employed.
- K. Payment for Unused Sick Days
1. When any employee retires from the district, he/she shall be reimbursed as follows:
 - 2015-18 -- 20 years of service / \$60 00 per day / monetary cap of \$ 11,000
 - 15 years of service/ \$50 00 per day / monetary cap of \$ 11,000
 - 10 years of service / \$40 00 per day / monetary cap of \$ 11,000
 - a. The employee, in order to be eligible for this benefit, must notify the Board of Education prior to the adoption of the budget for the fiscal year in which he/she plans to retire (December 1).
 - b. If the employee fails to provide such notice, payment shall occur in the following fiscal year. The only exception to this rule would be unforeseen illness that necessitated retirement.
 - c. If an employee with qualified service time dies while in the employ of the Board of Education, his/her heir shall be entitled to the reimbursement under the applicable termination provision.
- L. Record of Absence
- The Board secretary shall keep a record of all deductions authorized, all exceptions made, all absences with reasons for same. Employees shall be notified when sick leave is used completely. Employees will be informed at contract time of sick leave available.
- M. Maternity Leave
- An employee who becomes pregnant must apply in writing to the superintendent for a leave of absence at the end of the first trimester or before the end of the fourth month of pregnancy. The Board of Education shall grant such leave of absence without pay, not to exceed two (2) years from the effective date of leaving.
- N. Reinstatement
1. Leave reinstatement dates shall be July 1 or September 1 if said leave request extends beyond the

school year in which the leave request is made. The exception shall be for disability. If request is made for early reinstatement, preference will be given to personnel on leave if an opening becomes available.

2. No experience credit shall be earned while on a child care leave of absence.
3. Short Term Leave (one year or less).

The reinstatement date of an employee to whom a short term leave of absence has been granted shall be mutually determined at the time of the requested leave. Any employee granted a short term leave shall, at his/her request, be restored to the exact same position providing extenuating circumstances do not exist. If an exact same assignment is not possible during the year of reinstatement, the said employee will be guaranteed an option for his/her exact same position the following year.

4. Long Term Leave (more than one but not more than two (2) years.)

In the event that the leave request is for more than one (1) year, the employee must notify the superintendent of his or her intent in writing prior to March 1 of the year in which the reinstatement is requested.

Should such notification not be filed prior to the established date, the contract of the employee shall be terminated with written notice and by action of the Board of Education.

The Board of Education will assume no responsibility for reassignment of such employee to the same school, classroom, grade, or subject. However, the superintendent will try to the best of his or her ability to reassign an employee to the requested classroom and grade considering all factors as not to jeopardize the welfare of the students.

Any teacher adopting an infant child may receive similar leave which shall commence upon his or her receiving de facto custody of said infant or earlier if necessary to fulfill the requirements for the adoption. The timeline of this leave will conform to the FMLA and NJFLA regulations that govern adoption. No teacher on maternity leave shall on the basis of said leave be denied an opportunity to substitute in the Lindenwold School District in the area of her certification or competence.

ARTICLE IX EXTENDED LEAVES OF ABSENCE

A. Public Service

A leave of absence without pay for up to two (2) years may be granted to any employee who joins the Peace Corps, VISTA, the National Teacher Corps, or serves as an exchange teacher or overseas teacher and is a full time participant in such programs or accepts a Fulbright scholarship.

B. College Teaching

A tenured teacher may be granted a leave of absence without pay for up to two (2) years to teach in an accredited college or university.

C. Military Leave

Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment. Such leave also will be granted to any employee who wishes to accompany a spouse.

D. Other Leaves of Absence

Other leaves of absence without pay may be granted as determined by the Board of Education.

E. Return from Leave

1. Upon return from leaves granted pursuant to Sections B and C of this article, employees shall be considered as if they were actively employed by the Board during the leaves and shall be placed on the salary schedule at the level they would have achieved, not to exceed one vertical step, if they had not been absent, provided however, that time spent on such leave shall not count toward the fulfillment of the time requirements for acquiring tenure. If an employee earned sufficient credits to move horizontally on the guide during a leave of absence, the employee shall be placed accordingly on the guide provided the required transcripts are received by October 1 of the year of return.
2. Upon return from an approved leave of absence, previously accumulated sick leave days shall be restored.

F. Extension of Leave

All extensions or renewals of leaves shall be applied for and granted in writing.

ARTICLE X PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT

The Board will agree

- A. To pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which a teacher is required and/or requested by the administration to take provided Board approval is obtained.
- B. The Board will allocate \$700 in each year of this agreement for in-service and workshop programs for the LEA.
- C. Courses required to be taken to acquire permanent certification shall not be paid for by the Board, except as requested by the Board.
- D. The teachers will receive notification of all workshops.
- E. In accordance with N.J.S.A. 18A:6-8.5, the Board of Education will pay a maximum of \$1,950 for all teachers, tenured, and non tenured. In order to receive reimbursement, a teacher must receive a grade of "B" or better for graduate courses pertaining to or enhancing the educational field from a duly authorized institution as defined in PL 1986 C87 (18A:3-15.3). Payment is subject to prior approval of the superintendent. Undergraduate courses may also be reimbursed at the same rate with the superintendent's approval. If a non tenured teacher leaves voluntarily within one (1) year of reimbursement, they will be required to reimburse the district 100 percent of all monies for educational courses. Tenured teachers that leave voluntarily within one (1) year of reimbursement shall reimburse the Board 50 percent of all monies for educational courses. The total cost to the Board of Education in each year of the contract will not exceed \$40,000. If administration requires employee to take course, the Board pays in full not to be deducted from pool or individual's allocation. By December 1 of each year the superintendent will provide Association members with an accounting of remaining funds.
- F. The Board of Education shall pay \$45 in each year of this agreement per teacher for educational materials purchased at any conference that is approved by the superintendent. Receipts for the purchase must be filed through the principal within ten (10) days.
- G. The Board of Education will pay the maximum of \$450 in each year of this agreement to support staff for job related courses and/or workshops from a duly authorized institution as defined in PL 1986 C87(18A:3-15.3). Payment is subject to prior approval of the superintendent. Payment will be made directly to the vendor when applicable. In the case of courses for black seal, the course will be paid in full by Board, one course per employee. Prior approval is needed by Board secretary, reimbursement will be made to the employee. Employees must pass the course for reimbursement.
- H. Service personnel: Professional development workshops, courses, and conferences, conducted at NJEA Convention may be granted pending prior approval by the superintendent, utilizing the professional development request form. Employees will be required to submit a certificate of attendance to the superintendent's office upon return to the district.

ARTICLE XI INSURANCE PROTECTION

- A. For this agreement full time for teaching staff is defined as working 20 hours or more; full time for all support staff (instructional assistants, secretaries, and custodians) is defined as working 30 hours or more to be eligible for health care coverage.. Effective September 10, 2015, all newly hired full time support staff (instructional assistants, secretaries and custodians) will be entitled to single health benefits coverage only with the option to purchase additional coverage as needed. All teaching staff will remain eligible for full family health benefits coverage. Employees as of the effective date of this agreement, moving from one District position to another District position, shall not be impacted by this change and shall remain entitled to their existing level of eligibility. Description of benefits is in attached appendix A-C.

The Board shall provide health benefit coverages for medical, vision, prescription and dental at a level equal to or better than the current coverage provided at the date of this contract. All members are subject to health care contribution deductions as defined in Chapter 78 PL 2011 legislation. Specifically, the year 4 contribution rate of Chapter 78 PL 2011 shall be used as the basis of the healthcare contribution deduction amount for each member.

- B. The Board agrees to establish a Section 125 (IRS Cost) plan for the purpose of making available a voluntary cash option. The Board agrees to administer and complete all necessary reporting forms in order to satisfy the requirements of the plan.
- C. An employee otherwise entitled to insurance coverage shall have the option to withdraw from any such coverage and to be paid as set forth in the attached appendix. All withdrawals from insurance coverage shall be a minimum of one year. The payment shall be in the form of a stipend in each payroll as reflected in Appendix D.
1. Notwithstanding the above, employees who have a change in status (e g , birth of a child, termination of employment, divorce (copy of decree required), legal separation (copy of decree required), death (copy of certificate required), military discharge (form DD214 required), which causes them to lose coverage elsewhere shall be entitled to re-enroll in the health plan during the year provided the employee gives the Board notice of the change in status within thirty (30) days of the event causing change. Otherwise, all elections for a cash option shall be in effect for the entire twelve (12) month benefit period . The Board's obligation for the cash option shall be prorated for those employees subject to a change in status.
 - a. Employees may request other good cause which must be presented to the Board for approval.
 - b. Return to the benefits plan for reasons other than change of status is subject to the terms of the earner.

ARTICLE XII PROTECTION OF EMPLOYEE AND PROPERTY

- A. The Board of Education will make every effort to provide safe working conditions.
- B. Employees shall immediately report cases of stolen property suffered by them in connection with their employment to the principal or other immediate supervisor. This should be done on appropriate forms. Such notification shall be immediately forwarded to the superintendent by the building principal.
- C. No unit member shall be required to transport students.
- D. Assistance in Assault
 1. Any case of assault on an employee on or off school property when the employee is engaged in school business shall be promptly reported in writing to the principal, superintendent, and school nurse.
 2. The Board shall provide legal counsel and assistance in accordance with N J S A 18A 16-6 1.
- E. Time required for appearance in any criminal aspect of a legal proceeding connected with an assault on an

employee sustained in the course of employment shall be granted as leave and shall not be deducted from sick or other days.

ARTICLE XIII DEDUCTION FROM SALARY

Deductions shall be made in compliance with Chapter 123, Public Laws of 1974 (N J S A 52 14-15 93) and under rules established by the State Department of Education.

ARTICLE XIV SALARIES AND EXTRA COMPENSATION

- A. The twelve month 10% pay option will be extended to all employees Five (5) days prior to the first pay period is the last date of notification and must be done in writing to the Board secretary. Ten percent of the total monthly pay will be deducted and placed into an employee interest bearing account. Any withdrawals of said moneys are contracted by the employee through a mutually agreed to financial institution.
- B. Employees shall be paid on the 15th and 30th of the months during which they are actively employed. When a pay day falls on or during a school holiday, vacation or weekend, the employees shall receive their paychecks on the last previous working day.
- C. Ten month employees shall receive their final checks and pay schedule for the following year on the last working day in June.
- D. All salary deductions will be made by the Board Secretary in accordance with the statutes.
- E. The Board will provide for payroll deductions for tax-sheltered annuity programs.
- F. The board shall provide payroll deductions for the South Jersey Federal Credit Union or any other financial institution.
- G. The Board agrees to make available electronic direct deposit of employees' paychecks, provided the Employees individually authorize it to do so.
- H. To be eligible for salary increment, all employees must work one (1) day more than half of their work year.
- I. Black Seal License
 - 1. Service personnel holding a Black Seal License shall receive additional compensation as follows:

2015-16	\$500.00
2016-17	\$500.00
2017-18	\$500.00

All custodians must remain in the building for lunch.
- J. The Board shall provide service personnel work boots in each year of the contract. They shall also provide five (5) work shirts which have been personalized (three (3) short sleeved, two (2) long sleeved).
- K. Extra Compensation – Instructional Assistants/Hall Monitors
 - 1. Any time worked outside the length of the normal students' day will be compensated at their hourly rate of pay.

ARTICLE XV POSTINGS AND SUMMER SCHOOL

All summer school positions shall be first posted internally. Summer school teachers shall be paid at the contracted hourly rate based on their hours worked.

ARTICLE XVI BOOKS AND OTHER INSTRUCTIONAL MATERIALS AND SUPPLIES

- A. The Board of Education shall allocate funds to provide for the purchase and/or replacement of textbooks, library books, instructional materials, supplies, and equipment of quality and quantity to enable teachers to

properly fulfill their teaching responsibilities. Extra-curricular coordinators shall be provided with materials to perform their duties.

- B. A revised book and supply list shall be returned to the teachers after the supply list has been approved.
- C. With prior approval of the superintendent, teachers shall be permitted to request the business office to substitute comparable priced items for all no-bid supplies not received prior to October 15. Teacher requests for such items are due in the business office on October 20.

ARTICLE XVII MILEAGE REIMBURSEMENT

- A. Any employee who is required to use his automobile by the Board of Education in the course of the school district's business shall be compensated at the mileage rate allowed by recognized N. J. mileage regulations on July 1 of the preceding school year. The superintendent shall promulgate rules and forms suitable to accomplish this end.
- B. Specialists will be consulted before their schedules are implemented.

ARTICLE XVIII SUBSTITUTES

Substitute Procedure

No classroom teacher or specialist should be required to substitute for a classroom teacher, except in unpredictable emergencies as determined by the administrator. A substitute will be provided in these emergencies as soon as possible.

ARTICLE XIX MISCELLANEOUS PROVISIONS

- A. If any provision of this agreement or any application of the agreement to any employee or groups of employees is held to be contrary to law, then such provision or application shall not be deemed valid and substituting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract between the Board and an individual teacher heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this agreement. If any individual contract contains any language inconsistent with this agreement, this agreement during its duration shall be controlling.
- C. Upon ratification by both parties, copies of this agreement shall be printed at the expense of the Board and Association, each paying half. Copies of the printed agreement will be distributed by the Association to its membership. The Board shall provide a copy of the agreement to unit employees hired after the initial distribution.
- D. Whenever any notice is required to be given by either of the parties to this agreement to the other pursuant to the provisions of this agreement, either party shall do so by registered letter to the Board office and the building housing the LEA President.

Section B: Certificated Staff Only

ARTICLE XX TEACHER EMPLOYMENT/ASSIGNMENT

- A. The district intends to employ only professional staff members who hold, or are entitled to hold, appropriate New Jersey Teaching Certificates.
- B. Each new certificated staff member shall be placed on his/her proper experience step of the salary guide schedule as mutually determined by the superintendent of schools and the candidate, and in no case shall the certificated staff be credited with more experience than actually documented.
- C. Teachers shall be notified of their contract and salary status for the ensuing year by the date recognized by law.

- D. Pursuant to N.J.S.A. 18A:27-10, on or before May 15 in each year, each non-tenured teaching staff member continuously employed by the board since the preceding September 30 shall receive either: (a) A written offer of a contract for employment from the board for the next succeeding year; or (b) A written notice from the chief school administrator that such employment will not be offered. Should the board fail to give to any non-tenure teaching staff member either an offer of contract for employment for the next succeeding year or a notice that such employment will not be offered, on or before May 15, then the LBOE shall be deemed to have offered to the teaching staff member, continued employment for the next succeeding school year pursuant to N.J.S.A. 18A:27-11.
- E. All teachers shall be given written notice of their tentative salary schedule class and or subject assignments, building assignment, and room assignments for the forthcoming year by June 1.
- F. In the event that changes in such schedules, class, and/or subject assignment, building assignment, or room assignment are proposed, the employee affected shall be notified not less than five (5) days before the anticipated change in writing by a letter sent to the summer address previously designated by the employee.
- G. The superintendent shall assign newly appointed personnel to areas to which they are certified as required by law. When circumstances permit, the superintendent shall give tentative notice of assignments to new teachers not later than June 1.
- H. In the event that a certified employee is required to move his/her classroom during the school year, said employee will be granted one (1) professional day provided that the move is administratively driven.
- I. Each employee shall be given a copy of the job description at the beginning of employment in the district or if their job assignment changes to one for which there is a different job description or if there is a change in job description for each specific position.

ARTICLE XXI WORK YEAR

- A. School Calendar

Prior to the final adoption of the annual school calendar, the Board will seek and consider the suggestions of the Association. Suggestions shall be submitted to the superintendent by February 1 of the prior school year. The Board reserves the right to establish and adopt the final school calendar.
- B.
 - 1. During the course of this agreement, the teacher's work year shall not exceed 185 days, with no more than 189 for first year teachers.
 - 2. During the course of this agreement, all eleven month employees shall be required to work four (4) additional days between September 1 and June 30, not exceeding 189 days.
 - 3. All eleven month employees who are compensated at an additional 1.20 ratio shall be required to work the equivalent of twenty (20) additional days during the period of July and August. All employees who were hired after March 10, 1993 shall be compensated at a 1.0 ratio and shall be ten (10) month employees.
- C. Teachers' shall attend three (3) evening sessions per year.
 - 1. One (1) open house
 - 2. One (1) parent conference
 - 3. Other as mutually agreed upon
- D. Early Dismissal

The school day for students and teachers on early dismissal days shall include four (4) hours of instruction with the addition of not more than a twenty (20) minute lunch.

 - a. Open House
 - b. At least the last two (2) days of school

- c. Days preceding the following vacations Thanksgiving and Winter Vacation . Past practice shall prevail regarding all student early dismissal days in terms of the work day for the various categories of employees.

E. The Opening of School

Effective September 1, 2010, the opening for the school year will be as follows:

1. The first full day of school shall be for staff in-service activities.
2. The next full day shall be uninterrupted and used for classroom preparation. An incidental meeting of no longer than thirty (30) minutes may be scheduled within the workday.
3. Day 3 shall be a full day with students.

ARTICLE XXII WORK DAY AND WORK LOAD

A. Teachers shall indicate their presence for duty by initialing the teachers' attendance register in the main office. A second register will be placed to record late arrivals. Employees will initial the register and record arrival times. No association member shall be asked to police the attendance or the lateness of another association member.

B. The starting and ending times of each day shall be determined by the superintendent of schools after consultation with the administrative staff and input from the Teacher - Administration Liaison Committee. The length of the workday for teachers shall be seven (7) hours, except as set forth in Article XXII Item F.

C. Teaching Load

1. The normal daily teaching load in grades 5-12 for all teachers shall be 240 minutes.
 - a. Student contact time instructional time shall not exceed the limit set forth above.
 - b. If teacher schedule exceeds time limits above, teacher shall be compensated as follows:

If a teacher is scheduled an additional full class of students on a daily basis for a full school year, that teacher shall receive the full stipend of \$4,200. If a teacher is scheduled less than a full class, the payment will be on a pro-rata basis (i e , such as a full class one day per week for a full year, that teacher shall receive 1 5th of \$4,200) and will not forfeit their duty free lunch or their guaranteed prep period.
 - c. All teachers PK-12 are guaranteed not less than a 40 minute continuous preparation period and not less than a 40 minute continuous lunch and not more than 47 minutes of duty time per day. On early dismissal days, all teachers PK-12 will be guaranteed not less than a 30 minute continuous prep period and not less than a 20 minute continuous lunch period.
 - i. Preparation is to be considered time used in preparation for students and/or classroom, and it is understood that this time may be utilized for meetings and conferences with mutual consent. One prep period per month shall be used for conferences with parents or guardians as determined by the administration.
 - ii. Certified personnel may leave the building without requesting permission during their scheduled duty free lunch periods. Personnel should not overstay their time or a penalty may be imposed. One two-hundredths divided by sixteen or 1/16th of their daily pay may be deducted.
 - d. In those cases where regular substitutes are not available, regular classroom teachers may be used as substitutes during their non-teaching time on a rotating basis.
 - e. Substitute coverage, administratively assigned, shall not exceed five (5) per school year with the following exceptions.

1. Teachers failing to call to report absence.
 2. Teachers arriving late.
 3. Teachers leaving before the conclusion of the school day for illness or other emergency.
- f. Regular classroom teachers in grades 5-12, assigned as substitutes where preparation will be required and a long-term situation exists, or assigned beyond five (5) periods as noted in 1 e, shall be paid at the rate of \$7 50 per forty (40) minute period.
- g. Elementary teachers in grades PK-4, who suffer a loss of guaranteed prep time shall be compensated at a rate of \$7.50 per forty (40) minute period. Payment shall begin with the loss of the sixth (6th) prep period.
2. School nurses that are assigned to teach lessons shall be given a 40 minute prep period, otherwise they are to receive a 15 minute break daily. Nurses will have a forty (40) minute lunch.
 3. Whenever possible, a common preparation period will be scheduled for regular education and special education teachers that do in-class support.
 4. Elementary classroom teachers shall not be required to be present when specialist teachers, such as teachers of physical education, music, art, world languages, and library are working with their students during the normally scheduled rotation time. This normally scheduled rotation time is to be considered preparation time by the teacher so relieved elementary school teachers, including specialist teachers, shall receive preparation time of not less than forty (40) continuous minutes per working day.
 5. No employee other than nurses shall be required to perform nursing services.
- D. Hours and duties for “specialized personnel” (social workers, psychologists, guidance counselors, and learning disability specialists) shall be the same as enumerated in the contract for teachers with the following exceptions.
1. Except in extreme emergencies they will not be assigned to the following:
 - a. Study halls
 - b. Homerooms
 - c. Bus duty
 - d. Corridor duty
 - e. Cafeteria supervision (Guidance counselors may cover cafeteria supervision as needed. They shall not be required to cover any duties listed above.)
 2. They will have one (1) fifteen (15) minute break in the morning.
 3. They will have a forty (40) minute duty-free lunch period.
 4. Guidance counselors who work up to two additional required evening meetings (at the high school only) will be compensated with a flexible time schedule (i e , half day on day of evening meeting or late arrival on the day following an evening meeting.) High school building principal will schedule the flex time.
- E. No certificated personnel shall be required to report for duty earlier than ten (10) minutes before the opening of the pupils’ school day and shall be permitted to leave fifteen (15) minutes after the close of the pupils’ school day, except for duty persons twenty (20) minutes before and bus duty persons twenty-five (25) minutes after, system wide. Also, except as otherwise indicated in F 1 on Fridays and on days

preceding holidays and vacations, the teachers' day shall end at the close of the pupils' day. Any other reasons shall require permission by the building supervisor.

F. Bus Duty:

The current practice of bus duty and current bus duty staffing will remain in effect during the term of this agreement. No additional bus runs may be added to any school in the district, be it AM or PM. Any changes to the current practice can only be accomplished through collective negotiations. This is not an intrusion on managerial rights; it is a term and condition of employment.

Middle School – AM or PM bus duty assignments not to exceed a total of two bus duty assignments per week. Assignment is based upon the length of the teacher's in-school duty assignments.

Middle School Schedules:

Students – 8:00 – 2:45
Teachers – 7:55 – 2:55
AM Bus Duty starts at 7:45
PM Bus Duty ends at 3:05

School 4 – AM or PM bus duty assignments not to exceed a total of four bus duty assignments per week.

School 5 – AM or PM bus duty assignments not to exceed a total of four bus duty assignments per week.

A rotating schedule of bus duty on a semester basis will be developed for those employees who can be part of a rotating schedule. The schedule will be provided to employees by the first day of school.

Student Day currently is 8:45 to 3:20
Teacher Day currently is 8:35 to 3:35
AM bus Duty starts at 8:25
PM Bus Duty ends at 3:45

Preschool - AM or PM bus duty assignments not to exceed a total of five bus duty assignments per week

Student Day currently is 9:15 to 3:50
Teacher Day currently is 9:05 to 4:05
AM Bus Duty starts at 9:00
PM Bus Duty ends at 4:15

Teachers may volunteer to cover assignments.

G. After-School Meetings

1. All certificated personnel may be required to remain after the end of the regular work day without additional compensation to attend faculty or other professional meetings four (4) days each month. Building meetings conducted on regular school days shall begin no later than fifteen (15) minutes after the end of the regular scheduled student day and district meetings shall begin no later than thirty (30) minutes after the end of the regularly scheduled student day. Every effort will be made to limit the duration of said meetings to one (1) hour. In case of emergency the administration may call one (1) additional meeting per month with consent of LEA.
2. An Association representative may speak to the certificated personnel at any meeting referred to in paragraph F 1 above for at least ten (10) minutes on the request of the representative.
3. The notice and the tentative agenda for any meetings shall be given to certificated personnel at least three (3) days prior to the meeting, except in an emergency. Certificated personnel shall have the opportunity to recommend items for the agenda.

The length of the workday for teachers shall be seven (7) hours, except as set forth in Article XXII. F.

ARTICLE XXIII EDUCATIONAL FACILITIES

- A. Each school shall have the following facilities.
 - 1. An appropriately furnished room which shall be reserved exclusively for the use of the teachers as a faculty lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.
 - 2. A serviceable desk and chair for the exclusive use of each teacher and access to a locking filing cabinet and a computer.
- B. Upon request of the Association, vending machines shall be installed in the teachers' lounge and teachers' lunch room areas. The profits from all such machines shall be placed in the teachers' Association fund to be used at their discretion.

ARTICLE XXIV VOLUNTARY TRANSFER

- A. Staff members who would like to change grade, building and/or subject may file a request with the superintendent. This letter will stay on file for one year and will be reviewed by the superintendent if a vacancy of that nature arises.
- B. By May 15 of each school year, the superintendent shall notify the Association president of Board approved staff reassignments and transfers.

ARTICLE XXV INVOLUNTARY TRANSFERS AND REASSIGNMENTS

Involuntary transfers and reassignments will be discussed by the teacher involved and the superintendent before any decision is reached. One day after the decision is communicated to both parties, the teacher(s) and superintendent may put their positions in writing to be filed in the teacher's personnel folder and a copy given to the LEA president.

ARTICLE XXVI VACANCIES

- 1. Positions shall be posted ordinarily for fourteen (14) calendar days, but no less than seven (7) calendar days, in the district's administrative offices and in clearly identified central locations in each building.
- 2. Said posting shall clearly set forth the qualifications for the position and will be sent via email.
- 3. Qualified persons who desire to apply for such vacancies shall file their applications in writing with the office of the superintendent within the time limit specified in the notice.
- 4. A copy of each posting shall be sent at the time of initial posting to the Association president.
- 5. All vacancies will be posted via email and in school buildings year round as they arise. During July and August, the superintendent shall mail copies of all postings and vacancies to the LEA president or designee.
- 6. All summer vacancies shall be posted on the district web page and will be modified anytime there is a change.

ARTICLE XXVII EVALUATION OF CERTIFIED EMPLOYEES

The evaluation of certified staff will be conducted in accordance with current State guidelines and corresponding legislation and statutes.

- A. All certificated employees shall be evaluated only by persons properly certificated by the New Jersey Department of Education to supervise instruction. Members of the same bargaining unit shall not be assigned to evaluate other Association members.
- B. Before any evaluation report is finalized, submitted to the Central Administration or placed in a personnel file, such report shall be discussed at a post-evaluation conference of the teaching staff member and the evaluator. If agreed to by the teacher, post-observation conferences and pre-conferences for short observations of tenured teachers who are not on a corrective action plan may be conducted via written communication, including electronic.

Teachers shall have a minimum of seventy two (72) hours to review the evaluation report before the scheduled post conference. A post observation conference shall occur no more than 15 teaching staff member working days following each observation. The teaching staff member shall have the right to submit a written response to any material within the report or any additional material within ten (10) work days after the post evaluation conference.
- C. Every evaluation shall be signed or e-signed by the evaluator and the certificated employee. The staff member's signature or e-signature shall not be interpreted as an assent to the report's contents. In no event shall anyone be asked to sign an incomplete evaluation. The contents of the evaluation records shall be held confidential, subject to relevant law and regulation.
- D. The annual summary conference between designated supervisors and teaching staff members shall be held before the written performance report is filed. The conferences shall occur on or before five (5) working days prior to the last teacher day in June and shall include, but not be limited to, a review of the following:
 - 1. The performance of the teaching staff member based upon the job description and the scores or evidence compiled using the teaching staff member's evaluation;
 - 2. The progress of the teaching staff member toward meeting the goals of the individual professional development plan or, when applicable, the corrective action plan;
 - 3. Available indicators or scores of student achievement or growth percentile scores; and
 - 4. The preliminary annual written performance report.
- E. The annual written performance report shall be prepared by the designated supervisor. The annual written performance report shall include, but not be limited to:
 - 1. A summative rating based on the evaluation rubric, including, when applicable a total score for each component as described in N.J.A.C. 6A:10-4 and 5;
 - 2. Performance area(s) of strength and areas(s) needing improvement based upon the job description, observations for the purpose of evaluation and, when applicable, the educator practice instrument; and
 - 3. An individual professional development plan developed by the supervisor and the teaching staff member or, when applicable, a corrective action plan from the evaluation year being reviewed in the report.
- F. The teaching staff member and the designated supervisor shall sign the report within five working days of the review.
- G. Corrective Action Plans
 - 1. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation, as measured by the evaluation rubrics, a corrective action plan shall be developed by the teaching staff member and the chief school administrator or the teaching staff member's designated supervisor.
 - 2. Any professional development required of any unit member through the Corrective Action Plan (CAP) shall be provided during the regularly scheduled work year and work day. Any experiences which can help address the identified deficiency or deficiencies that are outside of the school day or

year must be mutually agreed upon by the unit member and designated supervisor. In all instances, the district shall be responsible for payment of all fees, expenses, required resources, and additional compensation based on the contracted hourly rate if outside the work day.

3. The Corrective Action Plan shall define both the individual's responsibilities and the district's and supervisors'/administrators' responsibilities in helping the employee address any identified deficiencies.
4. The unit member who is required to have a Corrective Action Plan shall have the right to have an association representative present during any conference where a Corrective Action Plan is created.
5. No School Improvement Panel teacher member will be involved in creating or attending a meeting regarding another staff member's Corrective Action Plan.

FAIR DISMISSAL PROCEDURE

Dismissal of any type shall be in accordance with State Laws and the Tenure Hearing Act.

No tenured employee shall be disciplined, reprimanded or reduced in rank or compensation or deprived of any professional advantage without just cause.

A verbal reprimand of any employee by administrator, supervisor or board member shall not be delivered publicly or in the presence of other personnel, students or parents whenever possible.

ARTICLE XXVIII MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- A. When, in the judgment of a teacher, a student requires the attention of a principal, a counselor, psychologist, physician, or other specialist, the teacher shall inform the principal or immediate supervisor. The principal shall arrange for a conference among the teacher, appropriate specialist(s) and the principal and/or supervisor to discuss the problem and to decide upon appropriate steps for resolution.
- B. When, in the judgment of a teacher, a student is seriously disrupting the instructional program to the detriment of other students, the teacher may refer the pupil to the principal. In such cases the principal shall arrange as soon as possible a conference between or among the teacher, a supervisor, the pupil's parents/guardians and/or district/school specialists to discuss the problem and to decide upon appropriate steps for resolution.

ARTICLE XXIX- SABBATICAL LEAVES

Upon recommendation by the superintendent of schools, sabbatical leave may be granted to any certified teacher by the Board of Education subject to the following conditions:

- A. The leave is used for study in a recognized college or in an approved program to enhance the educational field of the school district granting such a leave.
 1. Criteria
Present verification of intent to attain
 - a. No less than twelve (12) credit hours of graduate study at a recognized college if intent is for graduate studies.
 - b. Present at least one interim progress report and a summary report upon which to enhance resources of our district.
 - c. Upon completion present proof that original intent has been attained.
 - B. Requests for sabbatical leave must be received by the superintendent of schools in writing in such form as may be required. Such requests may be in the superintendent's possession no later than December 31 of the fiscal year preceding the school year for which the sabbatical leave is requested.

- C. Notification of applicant selected should be given to applicant by April 15 of the fiscal year preceding the school year in which the sabbatical leave is requested.
- D. The applicant must have completed at least seven (7) consecutive full school years of service in the Lindenwold School District.
- E. The applicant agrees to remain in the Lindenwold School District at least three (3) years following the expiration of a sabbatical leave.
- F. Sabbatical leaves may be granted for less than one (1) school year with sixty percent (60%) pay and a full year of health benefits.
- G. A limit of one (1) sabbatical leave will be extended each year.
- H. No one teacher may receive a sabbatical leave more often than every ten (10) years.
- I. The teacher granted a sabbatical leave will be eligible for the following employment considerations upon return.
 - 1. The salary increments will be added if the employee had been in the Board's active employment during such time of such leave.
 - 2. Accumulated sick leave held immediately prior to such leave shall be retained.
 - 3. Reinstatement date of employees to whom a sabbatical leave of absence has been granted shall be mutually determined at the time of the requested leave. Any teacher granted a sabbatical leave shall at his/her request be restored to the exact same teaching position providing extenuating circumstances do not exist which affect the welfare of more than two classes on the same grade level. If an exact same teaching assignment is not possible during the year of reinstatement, the said teacher will be guaranteed an option for his/her exact same teaching position the following school year.

ARTICLE XXX SALARIES AND EXTRA COMPENSATION

- A. Horizontal Step Advancement
 - 1. A letter of intent is to be submitted to the superintendent on or before December 1 in the year preceding the status change.
 - 2. Adjustments will be made to teachers obtaining an advanced degree or sufficient credits to warrant adjustment on the salary scale if evidence is presented prior to September 21 (adjustments retroactive to September 1) or February 21 (adjustments retroactive to February 1).
 - 3. Evidence shall be in the form of an official transcript or a certified letter from the college which will be followed later by a transcript.
- B. Salaries of employees covered by this agreement shall correspond to those set forth on the schedules in the salary guides. Initial placement on guide shall be by statute. No retroactive adjustments shall be made once placement is made.
- C. Home Instruction
 - 1. The Board will attempt to employ qualified teachers from the Lindenwold Public Schools for home instruction. The rates shall be as follows:

2015-16	\$36.00 per hour
2016-17	\$36.50 per hour
2017-18	\$37.00 per hour

 - a. This rate shall be used for compensation of certified staff for other hourly assignments.
- D. The extra compensation for instruction and coaching covered by this agreement are set forth in the attached

schedules.

- E. Any monies to be paid for any extra compensation shall be paid in a single check format which separates out these amounts and allows for separate withholding of taxes.
- F. Coaches for fall sports shall be paid on November 15, coaches for winter sports shall be paid March 30, coaches for spring sports shall be paid on June 15. Employees engaged in year- long activities shall be paid in three (3) installments as follows forty (40) percent on November 15, thirty (30) percent on March 30 and thirty (30) percent on June 15. Date shall apply only if all responsibilities and paperwork have been completed.

ARTICLE XXXI NON-TEACHING DUTIES

- A. The Board retains the right of its administrators, principals and superintendent to assign such duties and responsibilities to the teachers as the administrators determine to be necessary for the efficient operation of the schools. Changes in assignments will be communicated to staff members by administrators as soon as appropriately and efficiently possible.
- B. Monies shall be collected by teachers for lunchroom, pictures and student insurance. Other monies may be collected with prior written approval of the superintendent. No teacher bookkeeping is to be involved. Monies collected are to be sent to the office as early as possible on a daily basis. The teacher is responsible for all monies until turned over to the proper authority. The established money collecting procedures will be continued.

Section C: Non-certified staff members

ARTICLE XXXII NON CERTIFICATED WORK DAY/WORK LOAD

- A. Secretaries
 - 1. Secretaries shall be entitled to one duty-free fifteen (15) minute break per day.
 - 2. No secretary shall be required to report to work when schools are closed due to inclement weather.
 - 3. The approved office hours will be eight (8) hours per day depending upon the schedule in each building from September 1 to last day of school.
 - a. Office staff has one hour for lunch.
 - 4. Employees may elect to have a one-half hour lunch from July 1 to August 31 in order to shorten their workday by thirty (30) minutes.
 - 5. On early dismissal days preceding holidays and on open house, secretaries may leave early. Secretaries may be asked to return for open house. Last two student days shall be full work days for secretaries.
- B. Instructional Assistants
 - 1. During the course of this agreement the instructional assistants work year shall be 181 days.
 - a. The assistants work year may be increased up to four (4) full days with full pay for in-service to be used at the Board's discretion. This shall be reflected on the September calendar. Notice of such days shall be included in the summer mailing. Any changes shall be done thirty (30) days prior to the change. These days shall be paid at the regular daily rate and will be pensionable. Any changes shall be done thirty (30) days prior to the change with official notification in writing to said employees. Email will satisfy as written notification.
 - 2. The work day shall be the same length as the students' day (6.08 hrs . excluding lunch as current), unless students IEP require a modification. All instructional assistants will be paid on a salary

guide which will be based on the work day reflected above. Time beyond that will be compensated at their hourly rate of pay.

3. Every instructional aide shall have the same length lunch as the teachers in their respective building.
4. Non-certified assistants shall not be required to cover classes.
5. All full-time (greater than six hours) instructional assistants shall receive a fifteen (15) minute break per day.
6. On early dismissal days, assistants may leave early on days preceding a holiday. On conference days and open house, the instructional assistants will work a full day or work until early dismissal and then return for the evening session. This will be determined by the building principal. The students' last two days the assistants may leave early. Early is defined as 15 minutes after the student day ends.

C. Hall Monitors

1. During the course of the agreement, the hall monitors work year shall be 181 days.
 - a. The hall monitors work year may be increased up to four (4) full days with full pay for inservice to be used at the Board's discretion. This shall be reflected on the September calendar. Notice of such days shall be included in the summer mailing. Any changes shall be done so thirty (30) days prior to the change. These days shall be paid at the regular daily rate and will be pensionable.
2. The work day shall be the same length as the students' day (6.08 hrs, excluding lunch as current). All hall monitors will be paid on a salary guide which will be based on the work day reflected above. Time beyond that will be compensated at their hourly rate of pay.
3. Each hall monitor shall receive a minimum of a forty minute duty-free lunch per day and one fifteen (15) minute duty-free break per day.
4. On early dismissal days, hall monitors may leave early on days preceding a holiday. On conference days and open house, the hall monitors will work a full day or work until early dismissal and then return for the evening session. This will be determined by the building principal. The students' last two days the hall monitors may leave early. Early is defined as 15 minutes after the student day ends.

ARTICLE XXXIII TRANSFER REQUESTS

- A. Should a vacancy occur, it will be posted ordinarily for fourteen (14) working days but no less than seven (7) working days. Employees will indicate their interest by submitting a written response to the notice.
- B. All notices will include the deadline for application and will be posted in clearly identified central locations in each building. Said notice shall set forth the qualifications for the position.
- C. The Association will receive a copy of the notice at the same time of posting.
- D. Notice of transfers or reassignments shall be given to employees as soon as is practical, and except in cases of emergency, not later than three (3) weeks prior to the anticipated transfer.
- E. In the event that an employee objects to the transfer or reassignment, upon the request of the employee, the superintendent shall meet with him/her. The employee may have an Association representative(s) present at such meeting.
- F. Should the Board reassignment require a course to be taken, the Board agrees to pay the full cost of tuition, books, and materials related to the course(s).

ARTICLE XXXIV EVALUATION AND FAIR DISMISSAL PROCEDURE

- A. All unit members excluding teachers shall be evaluated by their administrative and/or supervisory personnel at least once a year, in each instance by a written evaluation report and by a conference between the unit member and the evaluator.
- B. All monitoring of the work performance, if it is included in a written evaluation report, shall be conducted openly. The evaluator shall not resort to surveillance/recording devices without the employee's consent.
- C. A unit member shall be given a copy of all evaluation reports at least 24 hours before the conference. No unit member shall be required to sign a blank or incomplete evaluation form. The unit member shall have the right to submit a written response to any material with the written evaluation report within five (5) school days of the date the post-evaluation conference has been scheduled.
- D. This language is not intended to impede any administrator or supervisor from keeping personal anecdotal notes or references of employees which may become a future part of an employee's personnel file. Said notes are not subject to employee inspection.
- E. No employee shall be reprimanded, reduced in rank, reduced in compensation, deprived of any form of salary increment or increase, terminated, deprived of any form of occupational advantage or benefit, have his employment contract or status or any other form of discipline without just cause.

ARTICLE XXXV WORK RULES/SERVICE PERSONNEL

- A. Absence
 - 1. When an employee finds it necessary to be absent due to illness, etc (other than absence approved in advance), at least two (2) hours notice must be given to the immediate supervisor.
 - 2. Shift Compensation
 - a. Custodians who work midnight – 8:00 am shall receive extra compensation at a rate of \$300 per year.
 - b. New employees or existing employees who volunteer may be assigned to work a Tuesday through Saturday shift.
 - c. Ten (10) days notice, except in emergency situations, shall be given to all custodians in the event of a shift change.

- B. Call Back Time

Any employee called back to duty for emergencies on other than regular shift will be guaranteed a minimum of two (2) hours pay in addition to their regular pay.

- C. Overtime

- 1. Overtime payments shall be as follows:
 - a. All hours worked in excess of forty (40) in one calendar week (Sunday - Saturday) shall be paid at the rate of one and one half (1-1/2) times the established hourly rate of each employee.
 - b. Before using any substitutes, the Board will offer all overtime to Association members unless an emergency situation exists. Regular staff absences shall be filled by substitutes.
 - c. If an employee is absent and has exhausted all entitlements such as sick, personal, or vacation time, then the employee will not be eligible for overtime payments that week.
- 2. Overtime lists will be kept by building, not district. Grounds department workers will be treated as their own building for purposes of overtime management.

3. Association members are asked first in the order of seniority in their respective buildings and thereafter on a rotating basis throughout the list.
4. The overtime records will be kept up to date and available. The records shall be updated weekly by the supervisor and available in each building.
5. An overtime shift may be divided between Association members at the discretion of a supervisor provided the Association agrees.
6. Association members may make a written request to have their names removed from the overtime list.
7. Once an Association member removes his name from the overtime list, he may restore his name with one week's written notice.
8. Weekend/holiday boiler watch overtime will be offered to all service personnel with a valid Black Seal License utilizing the agreed upon rotation.
9. Weekend boiler watch overtime will be kept on a separate list but will use the same format as weekday overtime.
10. Overtime arising when an Association member is on sick or personal leave is counted as a refusal.

D. Classification of Employment Probation

1. Employment Probation
 - a. The probationary period for a prospective new employee will be a maximum of ninety (90) working days. The probationary employee shall receive their regular rate of pay.
 - b. At the conclusion of the probationary period, the prospective employee shall either be terminated or offered a contract.
 - c. During the probationary period the prospective employee is non-contractual.

E. Lunch Break

1. The eight (8) hour work shifts will include one (1) 45 minute duty-free lunch period and a fifteen (15) minute break within the day.

ARTICLE XXXVI HOLIDAYS

A. School Service Personnel

1. The holiday schedule for school service personnel will be developed, adopted, and published yearly by the Board after they have established the school calendar.
 - a. Holidays falling on Saturdays will result in the employee being paid a day's pay or receive a compensatory day at the discretion of the Board which will appear in the holiday schedule policy when adopted. In the event the Board recognizes a Friday preceding the Saturday as a school closing day, the Association will also receive said Friday as a holiday and it will be contained in the holiday schedule policy.
 - b. Legal holidays falling on Sunday will be celebrated on the following Monday.
2. Approved Holidays

New Year's Day	Labor Day
Good Friday	Veterans' Day
Easter Monday	Thanksgiving Day
Memorial Day	Christmas Eve
July 4 th	Christmas Day

Martin Luther King Day
Presidents' Day
Thanksgiving Recess

New Year's Eve

3. If school is open on Easter Monday, custodians shall report to work. Custodians shall receive a full day's holiday pay in addition to their regular pay.

B. Vacations (non-certified staff)

1. Vacations will be granted on a first come, first serve basis as long as basic staffing needs can be met as determined by the superintendent. No vacations will be granted a week before school starts.
2. Vacation will be initially credited on the first July 1 following employment and every July 1 thereafter.
3. For the purposes of calculating "years of service", the number of years of service will be calculated from the hire date of the employee in a full time status.
4. Vacation time will not be paid to those employees who leave the service of the Board of Education without proper notice. Proper notice is defined as being two (2) weeks minimum.
5. Vacations - 12-month positions

One to five (1-5) years of employment in the district	Two (2) weeks vacation
Five to ten (5 - 10) years of employment in the district	Three (3) weeks vacation
More than ten (10) years of employment	Three (3) weeks and one (1) day vacation

ARTICLE XXXVII SUPPORT STAFF SENIORITY AS JOB SECURITY

Seniority is determined from the initial date of employment with the Lindenwold Board of Education for non-certified members of the Collective Bargaining Unit covered by this agreement. An appointed employee shall lose all accumulated school district seniority only if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently rehired by the school district. In the event of a RIF, seniority shall be the determinative factor.

ARTICLE XXXVIII DURATION OF AGREEMENT

- A. This agreement shall be effective as of July 1, 2015 and shall continue in effect until June 30, 2018, subject to the Association's right to negotiate a successor agreement as provided in Article II. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. 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.

Lindenwold Education/Association

Lindenwold Board of Education

By _____
President

By _____
President

By _____
Secretary

By _____
Secretary

Date _____

Date _____

**Lindenwold Board of Education
Teachers
2015-2016**

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	DOCT
1	49,507	51,024	52,542	54,058	55,575	57,209	59,309
2	49,807	51,324	52,842	54,358	55,875	57,509	59,609
3	50,107	51,624	53,142	54,658	56,175	57,809	59,909
4	50,407	51,924	53,442	54,958	56,475	58,109	60,209
5	50,624	52,141	53,659	55,176	56,692	58,325	60,426
6	50,842	52,358	53,875	55,393	56,910	58,543	60,643
7	51,075	52,592	54,109	55,626	57,142	58,777	60,877
8	51,315	52,832	54,350	55,866	57,383	59,016	61,117
9	51,951	53,468	54,985	56,502	58,019	59,652	61,753
10	53,047	54,563	56,081	57,598	59,115	60,748	62,848
11-13	54,366	55,884	57,401	58,917	60,434	62,068	64,168
14	58,353	59,870	61,386	62,903	64,420	66,054	68,155
15	63,853	65,370	66,886	68,403	69,920	71,554	73,655
16	69,353	70,870	72,386	73,903	75,420	77,054	79,155
17	75,976	77,493	79,009	80,526	82,043	83,677	85,778
OFF	82,555			85,905			90,357

Effective February 1, 2007, longevity credit will only include service to the Lindenwold School District. All those who have longevity credit from another school district as of this date, shall have the longevity credit added to their Lindenwold longevity.

Longevity for all years of the contract (based on experience):

21-22 years	\$ 1,500
22 years to retirement	\$ 2,570

**Lindenwold Board of Education
Teachers
2016-2017**

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	DOCT
1	49,706	51,223	52,741	54,257	55,774	57,408	59,508
2	50,006	51,523	53,041	54,557	56,074	57,708	59,808
3	50,306	51,823	53,341	54,857	56,374	58,008	60,108
4	50,606	52,123	53,641	55,157	56,674	58,308	60,408
5	50,823	52,340	53,858	55,375	56,891	58,524	60,625
6	51,041	52,557	54,074	55,592	57,109	58,742	60,842
7	51,274	52,791	54,308	55,825	57,341	58,976	61,076
8	51,514	53,031	54,549	56,065	57,582	59,215	61,316
9	52,150	53,667	55,184	56,701	58,218	59,851	61,952
10	53,246	54,762	56,280	57,797	59,314	60,947	63,047
11	54,366	55,884	57,401	58,917	60,434	62,068	64,168
12-14	58,353	59,870	61,386	62,903	64,420	66,054	68,155
15	63,853	65,370	66,886	68,403	69,920	71,554	73,655
16	69,353	70,870	72,386	73,903	75,420	77,054	79,155
17	76,876	78,393	79,909	81,426	82,943	84,577	86,678
OFF	83,455			86,805			91,257

Effective February 1, 2007, longevity credit will only include service to the Lindenwold School District. All those who have longevity credit from another school district as of this date, shall have the longevity credit added to their Lindenwold longevity.

Longevity for all years of the contract (based on experience):

21-22 years	\$ 1,500
22 years to retirement	\$ 2,570

**Lindenwold Board of Education
Teachers
2017-2018**

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	DOCT
1-2	50,148	51,665	53,183	54,699	56,216	57,850	59,950
3	50,448	51,965	53,483	54,999	56,516	58,150	60,250
4	50,748	52,265	53,783	55,299	56,816	58,450	60,550
5	50,965	52,482	54,000	55,517	57,033	58,666	60,767
6	51,183	52,699	54,216	55,734	57,251	58,884	60,984
7	51,416	52,933	54,450	55,967	57,483	59,118	61,218
8	51,656	53,173	54,691	56,207	57,724	59,357	61,458
9	52,500	54,017	55,534	57,051	58,568	60,201	62,302
10	53,596	55,112	56,630	58,147	59,664	61,297	63,397
11	54,716	56,234	57,751	59,267	60,784	62,418	64,518
12	58,703	60,220	61,736	63,253	64,770	66,404	68,505
13-15	64,203	65,720	67,236	68,753	70,270	71,904	74,005
16	69,703	71,220	72,736	74,253	75,770	77,404	79,505
16A	73,000	74,517	76,035	77,551	79,068	80,702	82,802
17	77,876	79,393	80,909	82,426	83,943	85,577	87,678
OFF	84,455			87,805			92,257

Effective February 1, 2007, longevity credit will only include service to the Lindenwold School District. All those who have longevity credit from another school district as of this date, shall have the longevity credit added to their Lindenwold longevity.

Longevity for all years of the contract (based on experience):

21-22 years	\$ 1,500
22 years to retirement	\$ 2,570

**Lindenwold Board of Education
2015-2018 Secretarial Guide**

2015-2016		2016-2017		2017-2018	
Step	Salary	Step	Salary	Step	Salary
1	35,553	1	35,688	1	36,078
2	35,757	2	35,892	2	36,282
3	35,961	3	36,096	3	36,486
4	36,165	4	36,300	4	36,690
5	36,459	5	36,594	5	36,984
6-7	36,754	6	36,889	6	37,279
8	37,930	7-8	38,065	7	38,455
9-11	39,108	9	39,243	8-9	39,633
12	40,098	10-12	40,233	10	40,623
13	41,088	13	41,223	11-13	41,613
14	41,893	14	42,028	14	42,418
15	42,560	15	42,695	15	43,085
16	43,226	16	43,361	16	43,751
17	44,506	17	44,641	17	45,031
18	45,672	18	45,807	18	46,197
19	47,108	19	47,243	19	47,633
20	48,680	20	48,815	20	49,205
21	50,253	21	50,388	21	50,778
22	52,006	22	52,306	22	52,706
OFF	52,700	OFF	53,000	OFF	53,400

Longevity applies to service within the district for all years of the contract.

Beginning 17-19 years	\$	460
Beginning 20-24 years	\$	510
Beginning 25 years to retirement	\$	600

**Lindenwold Board of Education
2015-2018 Instructional Assistant Guide**

2015-2016		2016-2017		2017-2018	
Step	Salary	Step	Salary	Step	Salary
1	11,524	1	11,659	1	12,049
2	11,638	2	11,773	2	12,163
3	11,960	3	12,095	3	12,485
4	12,176	4	12,311	4	12,701
5	12,662	5	12,797	5	13,187
6	13,238	6	13,373	6	13,763
7	13,812	7	13,947	7	14,337
8-9	14,388	8	14,523	8	14,913
10	15,001	9-10	15,136	9	15,526
11-13	15,385	11	15,520	10-11	15,910
14	15,755	12-14	15,890	12	16,280
15	16,113	15	16,248	13-15	16,638
16	16,778	16	16,913	16	17,303
17	17,482	17	17,617	17	18,007
18	18,197	18	18,332	18	18,722
19	18,913	19	19,048	19	19,438
20	19,630	20	19,765	20	20,155
21	21,917	21	22,217	21	22,617
OFF	22,681	OFF	22,981	OFF	23,381

Longevity applies to service within the district for all years of the contract.

Beginning 17-19 years	\$	359
Beginning 20-24 years	\$	632
Beginning 25 years to retirement	\$	727

All members that have a Bachelor Degree will receive an additional \$1,000 in compensation for the year.

**Lindenwold Board of Education
2015-2018 Custodial Guide**

2015-2016		2016-2017		2017-2018	
Step	Salary	Step	Salary	Step	Salary
1	28,432	1	28,567	1	28,957
2	28,636	2	28,771	2	29,161
3	28,840	3	28,975	3	29,365
4	29,044	4	29,179	4	29,569
5	29,671	5	29,806	5	30,196
6	30,775	6	30,910	6	31,300
7-8	31,879	7	32,014	7	32,404
9	33,501	8-9	33,636	8	34,026
10	35,111	10	35,246	9-10	35,636
11	37,066	11	37,201	11	37,591
12	39,459	12	39,594	12	39,984
13	42,698	13	42,833	13	43,223
14	46,325	14	46,625	14	47,025
OFF	48,250	OFF	48,550	OFF	48,950

Longevity applies to service within the district for all years of the contract.

Beginning 17-19 years	\$	359
Beginning 20-24 years	\$	407
Beginning 25 years to retirement	\$	502

Lindenwold Board of Education
Extra-Curricular Activities Stipends
Contract Years 2015-2018

Position	Stipend
Class Advisor - Freshman	2,356
Class Advisor - Sophomore	2,356
Class Advisor - Junior	2,826
Class Advisor - Senior	2,826
HS Concert Band Director	4,712
HS Choir Director	4,712
HS Drama - Choreographer	707
HS Drama Director	6,596
HS Drama Director – Asst.	3,768
HS Drama - Music Director	1,884
HS Drama - Set Builder	2,356
HS Drama - Stage Manager	4,712
HS Drama - Asst. Stage Manager	2,591
HS Marching Band Director	6,596
HS Marching Band Director - Assistant	4,240
HS National Honor Society	1,649
HS NJ Future Educators	2,356
HS Student Government	2,592
HS Summer Music Instructor	4,947
HS Yearbook – Editorial	3,063
HS Yearbook – Business	2,120
HS Newspaper	2,592
5th Grade Advisor	1,885
6th Grade Advisor	1,885
7th Grade Advisor	1,885
8 th Grade Advisor	1,885
MS Band Director	2,591
MS Choir Director	2,591
MS National JR. Honor Society	1,650
MS Strings/Orchestra	2,356
MS Student Government Advisor	2,356
MS Yearbook	1,885
Elementary Band Instructor	784
Elementary Chorus Instructor	784
Elementary Dance Club	784
Elementary AV Coordinator	732
Elementary Safety Patrol Coordinator	732
Elementary Newspaper	732
Elementary Student Government	732
Elementary Peer Mediation	732
Elementary National Honor Society	732
Child Study Team Coordinator	1,046
HS Club Advisors	28 positions at \$1,413 each
MS Club Advisors	20 positions at \$1,413 each

The Board of Education retains the right to establish or abolish extra-curricular positions.
The parties agree that all future curriculum projects shall be paid as a stipend.
Said stipend shall be negotiated by the parties.

Lindenwold Board of Education

Athletic Stipends

Contract Years 2015-2018

<u>Position</u>	<u>Level</u>	<u>Stipend</u>
FOOTBALL	Head	\$7,539
BASKETBALL	Asst.	\$5,654
WRESTLING		
SOCCER	Head	\$5,654
HOCKEY	Asst.	\$4,476
BASEBALL		
SOFTBALL		
TRACK & FIELD		
TENNIS	Head	\$4,712
X-COUNTRY	Asst.	\$3,534
BOWLING		
GOLF	Head	\$3,534
STRENGTHENING/CONDITIONING	Asst.	\$2,356
WINTER/FALL CHEERLEADERS		
ALL MIDDLE SCHOOL	Head	\$2,827
COACHES	Asst.	\$1,649

Stipends above will be in effect for the duration of the 2015-2018 school years.

AmeriHealth PPO

PPO 15

Lindenwold Board of Education

AmeriHealth PPO, our popular Preferred Provider Organization, gives you freedom of choice by allowing you to choose your own doctors and hospitals. You can maximize your coverage by accessing care through AmeriHealth PPO's expansive network of hospitals, doctors and specialists. Of course, with AmeriHealth PPO, you have the freedom to select providers who do not participate in the AmeriHealth PPO network. However, if you receive services from out-of-network providers, you will have higher out-of-pocket costs and may have to submit your claim for reimbursement.

With AmeriHealth PPO...

- You do not need to enroll with a primary care physician
- You never need a referral

Benefit	In-Network	Out-of-Network ¹
BENEFIT PERIOD²	Calendar Year	Calendar Year
DEDUCTIBLE		
Individual	\$0	\$100
Family	\$0	\$250
AFTER DEDUCTIBLE, PLAN PAYS	100%, except where otherwise noted	70%
OUT-OF-POCKET MAXIMUM²		
Individual	\$400	\$2,000
Family	\$800	\$5,000
LIFETIME MAXIMUM	Unlimited	Unlimited
DOCTOR'S OFFICE VISITS		
Primary Care Services	\$15 Copayment	70%, after deductible
Specialist Services	\$15 Copayment	70%, after deductible
PREVENTIVE CARE FOR ADULTS AND CHILDREN	100%, NO deductible	70%, NO deductible
PEDIATRIC IMMUNIZATIONS	100%, NO deductible	70%, NO deductible
ROUTINE GYNECOLOGICAL EXAM/PAP 1 per calendar year for women of any age ³	100%, NO deductible	70%, NO deductible

1 Out-of-network providers may bill you for differences between the Plan allowance, which is the amount paid by AmeriHealth, and the provider's actual charge. This amount may be significant. It is important to note that all percentages for out-of-network services are percentages of the Plan allowance, not the provider's actual charge.

2 Includes deductible, coinsurance and copayments, when applicable.

3 Combined in/out-of-network

+ A calendar year benefit period begins on January 1 and ends on December 31.

For more information about AmeriHealth PPO please call our Customer Service Representatives at 1-800-275-2583, or visit the AmeriHealth website at www.amerhealth.com

The benefits may be changed by AmeriHealth to comply with applicable federal/state laws and regulations.



AmeriHealth

NEW JERSEY

AmeriHealth Insurance Company of New Jersey

www.amerhealth.com

Benefit	In-Network	Out-of-Network¹
MAMMOGRAM	100%, NO deductible	70%, NO deductible
NUTRITION COUNSELING FOR WEIGHT MANAGEMENT 6 visits per calendar year ³	100%	70%, after deductible
MATERNITY		
First OB visit	\$15 Copayment	70%, after deductible
Hospital	100%	70%, after deductible
INPATIENT HOSPITAL SERVICES	100%	70%, after deductible
INPATIENT HOSPITAL DAYS	365	365
OUTPATIENT SURGERY	100%	70%, after deductible
EMERGENCY ROOM	\$50 Copayment (waived if admitted)	\$50 Copayment (waived if admitted)
OUTPATIENT LABORATORY	100%	70%, after deductible
OUTPATIENT RADIOLOGY	100%	70%, after deductible
THERAPY SERVICES		
Physical, Speech and Occupational	\$15 Copayment	70%, after deductible
Cardiac Rehabilitation 36 visits per calendar year ³	\$15 Copayment	70%, after deductible
Pulmonary Rehabilitation 12 visits per calendar year ³	\$15 Copayment	70%, after deductible
Respiratory Therapy	\$15 Copayment	70%, after deductible
Orthoptic/Pleoptic Therapy limited to 8 sessions lifetime maximum ³	\$15 Copayment	70%, after deductible
RESTORATIVE SERVICES, INCLUDING CHIROPRACTIC CARE (30 visits per calendar year)³	\$15 Copayment	70%, after deductible
INFUSION THERAPY	\$15 Copayment	70%, after deductible
CHEMO/RADIATION AND RENAL DIALYSIS THERAPY	100%	70%, after deductible
OUTPATIENT PRIVATE DUTY NURSING	100%	70%, after deductible
SKILLED NURSING FACILITY 120 days per calendar year ³	100%	70%, after deductible
HOSPICE AND HOME HEALTH CARE	100%	70%, after deductible
DURABLE MEDICAL EQUIPMENT	90%	70%, after deductible
PROSTHETICS	100%	70%, after deductible
OUTPATIENT DIABETIC EDUCATION	100%	70%, after deductible
ACUPUNCTURE	100%	100%, NO deductible

1 Out-of-network providers may bill you for differences between the Plan allowance, which is the amount paid by AmeriHealth, and the provider's actual charge. This amount may be significant. It is important to note that all percentages for out-of-network services are percentages of the Plan allowance, not the provider's actual charge.

3 Combined in/out-of-network

For more information about AmeriHealth PPO please call our Customer Service Representatives at 1-800-275-2583, or visit the AmeriHealth website at www.amerhealth.com

The benefits may be changed by AmeriHealth to comply with applicable federal/state laws and regulations.

Benefit	In-Network	Out-of-Network ¹
MENTAL ILLNESS CARE		
Outpatient	\$15 Copayment	70%, after deductible
Inpatient	100%	70%, after deductible
TREATMENT FOR SUBSTANCE ABUSE		
Outpatient	\$15 Copayment	70%, after deductible
Inpatient	100%	70%, after deductible

1 Out-of-network providers may bill you for differences between the Plan allowance, which is the amount paid by AmeriHealth, and the provider's actual charge. This amount may be significant. It is important to note that all percentages for out-of-network services are percentages of the Plan allowance, not the provider's actual charge.

For more information about AmeriHealth PPO please call our Customer Service Representatives at 1-800-275-2583, or visit the AmeriHealth website at www.amerhealth.com

The benefits may be changed by AmeriHealth to comply with applicable federal/state laws and regulations.

What Is Not Covered?

- Services not medically necessary
- Services or supplies which are experimental or investigative except routine costs associated with clinical trials
- Hearing aids, except as stated for dependent children, hearing examinations/tests for the prescription/fitting of hearing aids, and cochlear electromagnetic hearing devices
- Maintenance of chronic conditions
- Alternative Therapies/complementary medicine
- Dental care, including dental implants and non-surgical treatment of temporomandibular joint syndrome (TMJ)
- Inpatient private duty nursing
- Routine foot care
- Charges in excess of benefit maximums or allowable charges as set forth in the group contract
- Services not billed and performed by a provider properly licensed and qualified to render the medically appropriate and/or necessary treatment, service or supply
- Immunizations required for travel or employment
- Benefits payable by the government, Medicare or through motor vehicle insurance
- Cosmetic services/supplies
- Military or occupational injuries or illness
- Vision care



LINDENWOLD BOE

Horizon Blue Cross Blue Shield of New Jersey

Making Healthcare Work.

		Dental Option Plan
Annual Deductible		\$0 per person
Out-of-network		Yes
Annual Maximum		\$1,000
Ortho Maximum		\$800
COVERED SERVICES		OUT-OF-POCKET COSTS
Exams and Preventive Services Exams*	All exams Fluoride treatment (child) Sealant application Prophylaxis	0%
X-rays*	Panoramic Full-mouth X-rays	0%
Space Maintainers	Space maintainers – fixed unilateral/bilateral	0%
Restorations and Repairs	Amalgam restorations Composite restorations (other than for molars)	0%
Endodontics	Pulp cap/Pulpotomy Root canal therapy – anterior, bicuspid	0%
	Root Canal Therapy – molar Denture adjustments and repairs	0%
Periodontics	Scaling and root planing Gingivectomy Soft tissue grafts Periodontal maintenance	50%
	Osseous surgery	50%
Oral Surgery	Routine extractions Soft tissue surgical extractions Incision and drainage of abscess	50%
	Surgical extractions – impacted	50%
COVERED SERVICES		OUT-OF-POCKET COSTS
Major Restoration	Crowns	50%
Dentures	Complete and partial dentures	50%
Fixed Bridges	Retainers and pontics	50%
Orthodontic Procedures (per optional rider)	Children only. Limited to one complete orthodontic treatment per lifetime	50%

Services are for illustrative purposes only. For complete listing of covered services, plan limitations, deductibles and maximums, consult your benefit booklet.

Dental Vocabulary

Visits and Exams

Fluoride Treatment - a prescription strength fluoride product that helps strengthen the tooth surface and prevent cavities.

Sealant Application - a composite material used to seal the decay-prone pits, fissures and grooves of children's teeth to prevent tooth decay.

Space Maintainer - a dental appliance that fills the space of a lost tooth or teeth and prevents other teeth from moving into the space. Used especially in orthodontic and pediatric treatment.

Prophylaxis - the scaling and polishing procedure performed to remove calculus, plaque and stains from teeth.

Restorations and Repairs

Restoration - any material or device used to replace tooth structure lost because of decay or fracture.

Amalgam - an alloy used to restore teeth.

Composite Restoration - a tooth-colored material used to restore teeth.

Endodontics

Endodontics - the dental specialty that deals with injuries to or diseases of the pulp, or nerve, of the tooth.

Pulp Cap - procedure used by which pulp is covered with a dressing or cement.

Pulpotomy - to remove a portion of the tooth's pulp.

Root Canal Therapy - the process of treating disease or inflammation of the pulp or root canal. This involves removing the pulp and tooth's nerves and filling the canal(s) with an appropriate material for a permanent seal.

Anterior - refers to the teeth and tissues toward the front of the mouth.

Molar - the broad, multicusped back teeth used for grinding food.

Bicuspid - a two-cusped tooth found between the molar and the cuspid.

Periodontics

Periodontics - the dental specialty that deals with injuries or diseases of the gums and supporting tissues.

Scaling - a procedure used to remove plaque, calculus and stains from the teeth.

Root Planning - the process of scaling and planning root surfaces to remove all calculus, plaque and infected tissue.

Gingivectomy - the surgical removal of gingival (gum) tissue.

Osseous Surgery - surgery performed to correct damage to gingival (gum) tissue and supporting structures as a result of periodontal disease.

Oral Surgery

Surgical Extractions - extraction of an unerupted tooth by making a surgical incision.

Incision and Drainage of Abscess - making an incision so the trapped liquids in the infected tissue can escape.

Major Restoration

Crowns - the portion of the tooth that is covered by enamel. Also a dental restoration that covers the area of the tooth and restores it to its original shape.

Dentures

Complete Dentures - a dental prosthesis that replaces all the natural teeth of a single dental arch.

Partial Dentures - a dental prosthesis that replaces one or more, but less than all, of the natural teeth and associated structures in an arch.

Fixed Bridges

Retainers - the part of a fixed bridge that attaches a false tooth to a natural tooth or implant.

Pontics - an artificial tooth used in a fixed bridge to replace a missing tooth.

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Appendix C
SUPERIOR VISION

See yourself healthy.

Vision Plan Benefits for Lindenwold Board of Education

Co-Pays	
Exam	\$10
Materials ¹	\$0

Services/Frequency	
Exam	12 months
Frame	24 months
Lenses	24 months
Contact Lenses	24 months

(Based on date of service)

Benefits

	In-Network	Out-of-Network
Exam	Covered in full	Up to \$35 retail
Frames	\$100 retail allowance	Up to \$55 retail
Lenses (standard) per pair		
Single Vision	Covered in full	Up to \$25 retail
Bifocal	Covered in full	Up to \$40 retail
Trifocal	Covered in full	Up to \$45 retail
Progressive	See description ¹	Up to \$45 retail
Lenticular	Covered in full	Up to \$80 retail
Contact Lenses ²	\$125 retail allowance	Up to \$65 retail
Medically Necessary Contact Lenses	Covered in full	Up to \$150 retail
Laser Vision Correction	\$200 allowance ³	

Co-pays apply to in-network benefits; co-pays for out-of-network visits are deducted from reimbursements

¹ Covered to provider's in-office standard retail lined trifocal amount; member pays difference between progressive and standard retail lined trifocal, plus applicable co-pay

² Contact lenses and related professional services (fitting, evaluation and follow-up) are covered in lieu of eyeglass lenses and frames benefit

³ Lasik Vision Correction is in lieu of eyewear benefit, subject to routine regulatory filings and certain exclusions and limitations

Discount Features

Non-Covered Eyewear Discount: Members may also receive a discount of 20% from a participating provider's usual and customary fees for eyewear purchases which exceed the benefit coverage (except disposable contact lenses, for which no discount applies). This includes eyeglass frames which exceed the selected benefit coverage, specialty lenses (i.e. progressives) and lens "extras" such as tints and coatings. Eyewear purchased from a Wal-Mart Vision Center does not qualify for this additional discount because of Wal-Mart's "Always Low Prices" policy.



The Plan discount features are not insurance.

All allowances are retail; the member is responsible for paying the provider directly for all non-covered items and/or any amount over the allowances, minus available discounts. These are not covered by the plan.

Discounts are subject to change without notice.

Disclaimer: All final determinations of benefits, administrative duties, and definitions are governed by the Certificate of Insurance for your vision plan. Please check with your Human Resources department if you have any questions.



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Underwritten by National Guardian Life Insurance Company.

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Appendix D

**LINDENWOLD BOARD OF EDUCATION
INSURANCE INCENTIVE FOR WAIVING BENEFITS**

<u>PRESENT COVERAGE</u>	<u>CHANGE COVERAGE TO</u>	<u>REIMBURSEMENT TO EMPLOYEE PER YEAR</u>
MEDICAL/VISION		
Family	None	\$3,000.00
Employee/Spouse	None	\$2,000.00
PRESCRIPTION		
Family	None	\$1,000.00
Employee/Spouse	None	\$1,000.00
DENTAL		
Family	None	\$300.00
Employee/Spouse	None	\$300.00