

COLLECTIVE BARGAINING AGREEMENT
BETWEEN
CITY OF CAMDEN SCHOOL DISTRICT
and
CAMDEN CITY PRINCIPALS AND SUPERVISORS ASSOCIATION
JULY 1, 2020 – JUNE 30, 2024

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AGREEMENT

THIS AGREEMENT is entered into this day of , 2022 by and between the School District of the City of Camden, New Jersey, hereinafter called the “District”, and the Camden City Principals and Supervisors Association, hereinafter called the “CCPSA.”

ARTICLE I **RECOGNITION**

A. Pursuant to the New Jersey Employer-Employee Relations Act, the Camden City School District, recognizes the CCPSA as the exclusive representative of all personnel designated as principal; director; supervisor; and lead educator.

B. Unless otherwise indicated, the term “Administrator” when used hereinafter in the Agreement shall refer to all professional employees represented by the CCPSA in the negotiating unit as above-defined.

ARTICLE II **NEGOTIATIONS PROCEDURE**

A. Upon reasonable written request by the CCPSA, the District agrees to advise the CCPSA in writing of the place and manner of obtaining information or documentation, pertinent to negotiations, which the District is by law required to release.

B. This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed by both parties.

ARTICLE III **GRIEVANCE PROCEDURE**

A. Definition

“Grievance” shall mean a complaint by an Administrator or the CCPSA that there has been to him/her a personal loss, injury or inconvenience because of a violation, misinterpretation or misapplication of this Agreement. A grievance to be considered under this procedure must be initiated in writing by the Administrator or CCPSA within twenty (20) calendar days from the time when the Administrator or the CCPSA knew or should have known of its occurrence.

B. Procedure

1. (a) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall constitute a denial of the grievance by the District. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

(b) It is understood that grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the District until such grievance and any effect thereof shall have been fully determined.

2. Any complainant who has a grievance shall discuss it first with his/her immediate superior, in an attempt to resolve the matter informally at that level.

3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within ten (10) school days, he/she may initiate a grievance in writing to the immediate superior, specifying:

- (a) The nature of the grievance;
- (b) The nature and extent of the injury, loss or inconvenience;
- (c) The results of the previous discussions;
- (d) His/her dissatisfaction with decisions previously rendered.

The immediate superior shall communicate his/her decision to the grievant in writing within ten (10) school days of receipt of the written grievance.

4. The Administrator, no later than ten (10) school days after receipt of the immediate superior’s decision, may appeal the immediate supervisor’s decision to the State Superintendent. The appeal to the State Superintendent must be made in writing, reciting the matter submitted to the immediate superior as specified above and his/her dissatisfaction with decisions previously rendered. The State Superintendent shall attempt to resolve the matter as

quickly as possible, but within a period not to exceed twenty (20) work days. The Superintendent shall communicate his/her decision in writing to the grievant and to the CCPSA.

5. If the decision of the State Superintendent does not resolve the grievance to the satisfaction of the CCPSA and the CCPSA wishes review by a third party, it shall notify the State Superintendent within ten (10) school days of receipt of his decision.

6. (a) The following procedure will be used to secure an arbitration: The parties have agreed that the CCPSA must file a demand for arbitration with the Public Employment Relations Commission (PERC) no later than fifteen (15) work days from receipt of the State Superintendent's decision. The parties agree that the arbitrator shall be appointed pursuant to the procedures of the Public Employment Relations Commission (PERC) subject to the limitations in this Agreement. The other party shall be copied on the demand for arbitration.

(b) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties and the policy of the District. The recommendations of the Arbitrator shall be binding on the parties. Only the District and the aggrieved and his/her representatives shall be given copies of the Arbitrator's report of findings and recommendations.

C. Costs

1. Each party will bear the total cost incurred by them.

2. The fees and expenses of the Arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.

ARTICLE IV **ADMINISTRATORS' RIGHTS**

A. Pursuant to Chapter 303, Public Laws of 1968, the District hereby agrees that every member of the CCPSA shall have the right freely to organize, join and support the CCPSA and its affiliates.

B. Nothing contained herein shall be construed to deny or restrict to any Administrator such rights as he/she may have under New Jersey School Laws or other application laws and regulations.

C. Whenever any Administrator is required to appear before the State Superintendent or his/her designees, Advisory Board or any committee of the Board representative or agent thereof concerning any matter which could adversely affect the continuation in his/her office, position or employment or the salary or any increments pertaining hereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the CCPSA or of his/her choice present to advise him/her and represent him/her during such meeting or interview.

ARTICLE V
CCPSA'S RIGHTS

A. Whenever any representative of the CCPSA or any Administrator participates during working hours in negotiations or grievance proceedings, he/she shall suffer no loss of pay.

B. The CCPSA may use school building facilities at all reasonable hours for meeting subject to reasonable rules and regulations which uniformly apply to the use of school facilities and subject to the approval of the School Business Administrator. Bulletin boards, Administrators' mailboxes and school mail shall be made available to the CCPSA.

C. Up to three (3) days of paid leave per year shall be made available to individuals designated by the CCPSA for the performance of CCPSA business, provided that advance notice of such leave is given to the State Superintendent.

D. The State Superintendent shall present the calendar to the CCPSA, for its review and comments, prior to official adoption. Prior to adoption, the CCPSA shall meet with the State Superintendent to submit its recommendations for the calendar for the following year.

ARTICLE VI
TRANSFERS AND REASSIGNMENTS

A. Any changes in assignment shall be given immediately to the personnel involved and to the CCPSA. Any changes occurring after the closing of school shall be given at the earliest possible opportunity, in writing.

B. Administrators who wish to apply for transfer to any other location shall submit their request in writing to the State Superintendent.

C. **Voluntary Transfers**

1. Administrators may request a reassignment to a vacant position at a new school, pursuant to the instructions of, and process administered by, the Division of Talent and Labor Relations (DTLR). An administrator may only be transferred to a position having the same title and certification requirements as their current position.

2. The District will administer the transfer process such that all qualified Administrators shall be given an adequate opportunity to apply for any vacancies and no transfer shall be finalized until all timely and properly submitted applications have been considered. Each applicant not selected, shall be notified in writing by DTLR.

3. Prior to initiating a voluntary transfer process, DTLR will email to the CCPSA president a list of all vacancies in the positions represented by the CCPSA unit. A duly constituted vacancy exists when a position has been

permanently vacated because of termination, resignation, retirement, promotion, transfer or death of the individual appointed. When any of the above mentioned events occur, no vacancy exists if the vacated position is eliminated. In such cases, the President of CCPSA will be notified within fifteen (15) days after the effective date of the vacancy. No vacancy exists because of a temporary absence due to sabbatical leave, furlough, other leaves, illness, or for any reason where return to duty in that position by the Administrator is contemplated.

4. Any changes in assignment shall be given immediately in writing to the personnel involved and to the CCPSA. Any changes occurring after the closing of school shall be given at the earliest possible opportunity, in writing.

D. **Involuntary Transfers**

1. When an involuntary transfer of an individual occurs, that person may request and be granted a meeting together with a representative of the CCPSA and the State Superintendent or their designees. Involuntary transfers will be effective after oral and written notice, together with the reasons therefore, to the individual five (5) days prior to the effective date of the transfer. However, if the involuntary transfer is predicated on an emergency situation, no meeting or advanced notice is required, and shall be held after the transfer.

ARTICLE VII
PROTECTION OF ADMINISTRATORS

A. The State Superintendent shall appoint a committee to study incidents of assault and accident involving Administrators which may be connected with their employment. They shall file a report with the State Superintendent on each such incident. Membership of this Committee shall be selected from names recommended to the State Superintendent by the CCPSA, such recommendations to be submitted by July 1 of each year.

B. Administrators shall immediately report cases of assault or accident by them in connection with their employment to their Principal or other immediate supervisor. Such notification shall also be immediately forwarded to the State Superintendent. The CCPSA may consult with the State Superintendent, who shall comply with any reasonable request from the CCPSA for information in the possession of the State Superintendent relating to the incident or person involved, subject to review by the Board Solicitor.

C. Joint committee of members appointed by the Superintendent and members appointed by the CCPSA shall review emergent and non-emergent health and safety conditions.

D. The District agrees to prosecute to the fullest extent permitted by law any person or group or persons involved in an assault against an Administrator or vandalism or theft of his/her property which such Administrator is in the performance of his/her duties.

E. Each school year, the District shall schedule an in-service in each building to deal with security and safety. Such in-service shall deal with specific responsibilities of both the Administration, building and central, and teachers in working towards a healthful and safe work place.

F. The State Superintendent, or his/her designee, and one (1) representative of the CCPSA agree to meet to review and/or amend existing programs to aid and maintain the safety of Administrators. The State Superintendent has the discretion to call any such meeting.

ARTICLE VIII
ADMINISTRATOR EVALUATION

All Administrator evaluations shall be conducted in accordance with the Teacher Effectiveness and Accountability for the Children of New Jersey Act ("TEACHNJ"), N.J.S.A. 18A:6-117, et seq., applicable regulations, as well as District policies.

ARTICLE IX
ADMINISTRATION-CCPSA LIAISON

The State Superintendent shall meet with the Liaison Committee of the CCPSA upon request of either party. The agenda of such liaison meetings shall be mutually developed by the parties and when possible shall be provided in advance of the scheduled meeting.

ARTICLE X
PROFESSIONAL GROWTH

A. Attendance at professional seminars, workshops, symposiums, etc. shall be considered a professional obligation.

B. Attendance at such meetings shall be determined by the State Superintendent. Special requests by the Administrators for permission to attend any other such meetings shall be reviewed by the State Superintendent and recommended, at his/her discretion.

C. There shall be an available amount of \$35,000 per year for tuition reimbursement. No sums will be encumbered above the aggregate available amount listed in this section.

D. Administrators may apply for tuition reimbursement by submitting a written request to the State Superintendent or his/her designee a minimum of one (1) month prior to the commencement of a course including the Leader to Leader. The application for tuition reimbursement shall include all reasons for taking a course or courses. In order to be eligible for tuition reimbursement, any course must be directly related to an Administrator's duties.

E. Approval of courses shall be subject to the State Superintendent or his/her designee. This decision shall be made no later than three (3) weeks after receipt of the written request for tuition reimbursement. At the time of approval, funds shall be encumbered for this individual. However, except as provided in Section F below, no administrator shall be entitled to be reimbursed in any year of the contract in an amount which exceeds the tuition cost for two (2) credits graduate level courses based upon the Rutgers University Camden Campus, part time student, NJ Resident, per credit rate for the Graduate School. No funds shall be encumbered for any administrator in an amount which exceeds this level.

F. Employees must submit transcripts for reimbursement no later than the following dates: January 15th (for approved Fall courses), June 15th (for approved Winter courses) and July 30th (for approved Summer courses). The Board will reimburse employees once annually for approved courses taken in the Fall and Winter semesters by July 30th and for the Summer semester by August 30th, only if all required paperwork has been submitted no later than the above noted deadline and reimbursement will be made based on the funding available. Once all annual tuition information is submitted a review will be conducted to determine if the full amount of potential reimbursement is available. However, if the requests submitted exceed the amount in the fund for full value reimbursement, then each individual will receive their reimbursement on a pro-rata basis so that each qualified individual receives some amount of

reimbursement, not to exceed the amount provided in Article 10(c). If an employee fails to complete and submit all the required paperwork by the deadline for the year, he/she shall forfeit any right to reimbursement for the same.

G. Tuition reimbursement shall be contingent on an Administrator receiving a grade of “B” or better, or its numerical equivalent, or “PASS” if the pass/fail system is used and the course is completed. The Administrator must submit an official transcript upon completion of the course(s).

H. An Administrator who has satisfactorily completed an approved work related training course shall be eligible to receive educational credits subject to the same provisions applicable to other educational credits. This provision excludes workshops or in-services for which an administrator is compensated to attend. The decision as to whether a course is work related and if so the amount of credit to be given shall be subject to the State Superintendent or his/her designee’s determination.

I. At the end of each deadline in Section F, upon the request of the CCPSA, the District will provide a list of administrators receiving tuition reimbursement and the amount each has received.

J. Any Administrator who receives tuition reimbursement shall remain in the School District for at least two (2) consecutive years after receipt of said monies. If an Administrator leaves the School District prior to the expiration of the two (2) year period, the tuition reimbursement monies received shall be prorated for the time actually worked and the monies for the time not yet worked shall be deducted from the employee’s last paycheck. Any such recouped reimbursement monies shall be added to the amounts set forth in Section C for use by the bargaining unit.

K. Professional development shall not end later than 5:00pm.

ARTICLE XI

WORK YEAR

A. The Administrators' work year is twelve (12) months in duration, while being able to take off District designated holidays, vacation days and personal days.

B. 1. All Administrators shall have the right to schedule their twenty-one (21) days of vacation subject to prior written approval by the State Superintendent or their supervisor as designated by the State Superintendent, which is not grievable and additionally, shall not be required to report on holidays designated in the District school year calendar. An Administrator seeking to take up to two (2) vacation days off shall submit the request no less than five (5) work days prior to the vacation. An Administrator seeking to take three (3) or more vacation days off shall submit the request no less than ten (10) work days prior to the vacation. If an administrator is seeking five (5) days off or more, that request must be submitted no less than thirty (30) days prior to the vacation. During the instructional school year an administrator cannot take more than five (5) consecutive days off. Approval of vacation is at the discretion of the State Superintendent or their designee. An Administrator cannot take days off on either end of an extended break or holiday weekend (eg. winter break, spring break, etc.) unless specific prior written approval is provided by the State Superintendent or their designee.

2. Up to and including the 2020-2021 school year, vacation days are earned in one year for use in the following year. No vacation days may be taken the week prior to May 15th, during the last two weeks of August, or the first two weeks of September, or the last week of school in June. Vacations during the week before the last week of school in June may not exceed one (1) day. Any unused vacation days, up to a maximum of five (5) days, may be carried over for use in the next school year. Notification to exercise this option must be made in writing to the State Superintendent or designee no later than June 30th. No carryover days shall be compensated at time of retirement or resignation. In addition, any vacation days that are earned during the 2020-21 year of service do not count as carryover vacation days ("Earned SY21 Vacation Days") and shall be held and paid out at the time of separation from the district. For the sake of clarity, Earned SY21 Vacation Days will not be considered when determining a unit member's available vacation days for use during the 2021-22 school year or beyond. In addition, the District presumes that all unit members employed before July 1, 2019 also had five (5) carry over vacation days from the 2019-2020 school year and those days will be added to those earned in SY21, all of which will be paid out at the time of separation. Under no circumstances will the aggregate payout of these days exceed twenty-six (26) days. Effective July 1, 2021, the terms of accrual and usage of vacation days will be provided in paragraph (3) of this section.

3. Effective July 1, 2021 all unit members will earn vacation days in the current school year, for use within the same year at a rate of 1.75 days per month of actual working time, for a maximum number of days not to exceed twenty-one (21) in any given school year. The twenty-one (21) vacation days will be available for use as of July 1st of the current year, but if the employee separates from the District prior to June 30th, any days used but not accrued will be deducted from the employees' last paycheck. Any carry over days from the prior

year shall be used first (for example 2020-2021), then the individual can use their now accrued time in 2021-2022 going forward. No vacation days may be taken the week prior to May 15th, during the last two weeks of August, or the first two weeks of September, or the last week of school in June. Vacations during the week before the last week of school in June may not exceed one (1) day. Any unused vacation days, up to a maximum of five (5) days, may be carried over for use in the next school year. Notification to exercise this option must be made in writing to the State Superintendent or designee no later than June 30th. No carryover days shall be compensated at time of retirement or resignation. No member shall use more than twenty-one (21) days in any given year, unless prior written approval is received from the State Superintendent or their designee prior to the requested time. Such request shall only be considered at the decision of the State Superintendent, such a decision cannot be grieved.

4. All Administrators are entitled to vacation days earned during the last year of service and shall be paid for those earned but unused days at the time they leave employment.

C. All Administrators, at their sole option, may elect to work on either or both of the days identified in the school calendar as “NJEA Convention Days.” If an Administrator elects not to work on such days, vacation day(s) must be used and submitted in accordance with Section B.

D. When there is a district wide early closing of school, all administrators shall be dismissed early regardless of their work place. The State Superintendent shall determine the early closing time for administrators which decision shall not be grievable or arbitrable.

ARTICLE XII LEAVES

A. All Administrators shall be entitled to thirteen (13) days of sick leave as of the first official day of the school year, whether or not they report for duty on that day. Unused sick leave days shall accumulate from year to year with no maximum limit. Sick leave days earned in the last school year shall be prorated for an Administrator who resigns, retires and/or is terminated prior to the end of the school year. The value of any sick leave days used in the last school year which exceed the Administrator's earned and accumulated sick leave days shall be reimbursed to the District through a payroll deduction in the Administrator's last pay check.

B. All Administrators shall be entitled to two (2) personal leave days within each school year provided that a request is initiated. Said request shall be approved by the State Superintendent and shall have been submitted at least five (5) work days prior to the day requested, except in extreme emergencies. A copy of the request shall be filed with the appropriate supervisor at the same time it is forwarded through the appropriate Assistant Superintendent to the State Superintendent. Any personal leave day not utilized by an Administrator during the school year, at the end of the school year, shall be accumulated and added to the individual Administrator's sick leave accumulation. Administrators newly hired in the District after February 1 shall not be entitled to any personal days in their first year of employment. Administrators newly hired in the District before February 1 shall be entitled to use their personal days after they have worked ninety (90) days. Except in extreme emergency, personal leave shall not be granted from September 1 to September 15th, or in the month of June, or immediately prior to or immediately after any scheduled vacation period or school holiday.

C. The Sick Leave Bank shall exist for the purposes of providing compensable leave coverage to eligible employees who are absent for an extended period due to life-threatening illness or injury. The Bank shall be administered by a committee made up an equal number of members selected by the District and one (1) member selected by each District bargaining unit and by the District's interested unaffiliated employees. The committee shall be responsible for making rules and procedures for the administration of the Bank in accordance with the provisions set forth in this Article.

1. No employee may draw leave from the Sick Bank unless authorized by the Committee.
2. The Sick Leave Bank shall be available only to those Administrators who have: (a) exhausted all of their earned and accumulated leave time, e.g. vacation, sick, personal and (b) have been absent a minimum of thirty (30) consecutive workdays.

3. An employee who is eligible to utilize the Sick Bank must submit a written request to do so to the Committee. Verification of continued disability may be required at reasonable intervals.
4. An eligible Administrator shall be entitled to no more than 150 Sick Bank days in a year (July-June).
5. Sick Leave Bank days cannot be extended automatically from one year to another. Beginning the next year, an employee who is unable to return to work must use his/her accumulated sick leave days before drawing upon the Sick Leave Bank.

D. In the case of absence on account of death of a husband or wife, domestic partner, mother, or father, son or daughter, brother or sister, a leave shall be granted with pay, for a period of up to five (5) consecutive work days, which shall commence no later than three (3) days after the date of death.

E. In the case of absence on account of death of a father-in-law, mother-in-law, grandparents, great-grandparents, or grandchild a leave shall be granted with pay for a period of up to three (3) consecutive working days which shall commence no later than three (3) days after the date of death. The use of other leave time (i.e. vacation) shall not extend the available funeral leave time under this provision except with the approval of the State Superintendent.

F. One (1) day absence without loss of pay shall be allowed to attend the funeral of an aunt, uncle, niece, nephew, first cousin or any in-laws not covered under Section E, so long as the funeral occurs on a work day, Monday through Friday.

G. Administrators shall be allowed to attend the funeral of a co-worker or a student without loss of pay upon receiving such permission from the State Superintendent.

H. All military service absence by Administrators of not more than ten (10) working days annually for temporary, short-term military service shall be treated as "Absence with Permission" requiring no refund, and shall not be counted as part of vacation days. Absence in excess of ten (10) working days shall require full refund. Military leaves shall be granted without pay to the extent provided by federal or state law and the rights of reinstatement provided by law.

I. All requests for permission to be absent for reasons other than illness must be made in writing to the State Superintendent or designee for review and approval.

J. A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a sick member of an administrator's immediate family. Additional leave may be granted at the discretion of the State Superintendent.

- K. Other leaves of absence without pay may be granted by the State Superintendent.
- L. All requests for extensions or renewals of leaves shall be applied for in writing and the State Superintendent shall notify the administrator in writing of the decision.

ARTICLE XIII **INSURANCE**

A. The District shall provide medical, prescription, dental and vision insurance with premium contributions to be negotiated, from a minimum level equal to the maximum amount of c.78 P.L. 2011 (as of June 30, 2017). The employee premium contribution shall be deducted by the District through regular payroll deductions before Federal, State and Local taxes as permitted by law. No one opting out of health insurance shall be required to make this payment.

B. Effective January 1, 2010, the co-pay for generic prescription drugs shall be \$10.00 and the co-pay for non-generic prescription drugs shall be \$15.00. The mail order prices shall be \$10.00 for generic prescription drugs and \$15.00 for non-generic prescription drugs.

C. The District shall continue to provide dental coverage for the employee and his/her family at a level equal to or better than that which existed prior to this Agreement. The carrier for the dental program will be selected by the District in its discretion after consultation with the CCPSA.

D. The District shall provide optical insurance coverage for the employee and his/her family, subject to P.L. 2011 c. 78.

E. Employees eligible for coverage who provide certification that coverage is provided by a spouse's policy in accordance with P.L. 2011 c. 78 (as of June 30, 2017) may decline coverage and will be reimbursed 25% of the District's premium or \$5,000 whichever is the lesser. The reimbursement amount shall be at a rate for the current level of coverage at the time of the request for payment. This may be elected at open enrollment annually and during the plan year an employee can only get the benefit again with a documented major life event as defined in accordance with the applicable regulations. Payment will be provided at the end of the policy term. The employee must remain an active employee for the year to be entitled to this payment. If the status of the employee changes, he/she may return to the coverage provided for in this Article. The District shall maintain a Section 125 Plan.

ARTICLE XIV
COMPENSATION

A. Salaries

1. All salaries and increases are set forth in the back of this Agreement.

2. In addition to the salaries listed in the salary ranges, effective July 1, 2008, those Administrators with degrees shall receive the following amount annually: MA = \$900; MA + 15 = \$1,900; MA + 30 = \$2,900; DR = \$3,900. The stipends shall be considered salary for the purposes of pension and related calculations. Anyone not a member of this unit as of June 30, 2018 shall not be entitled to this degree dollar stipend. Existing members of this unit shall be allowed to continue to receive this benefit.

B. Adjustments

1. Any person new to the District who is appointed to a position covered by this contract shall be placed on the contractual salary guides and paid the applicable contractual salary for that position and step.

C. Starting with the 2021-2022 school year members shall be paid \$150.00 for each unused sick leave day accumulated at the time of retirement not to exceed \$15,000.00. If they provide notice of intent to retire no later than February 1, 2016 then the amount paid will be disbursed in July of 2016. If notice to retire is provided after February 1, then disbursement of the funds is not done until July 2017. This same procedure will exist prospectively. If an Administrator hired before May 21, 2010 dies, his/her estate shall receive the value of the accumulated sick days.

D. Administrators assigned in an acting capacity to a higher ranking position by formal action of the State Superintendent shall be compensated during the term of such assignment at the rate of pay provided for the higher ranking position. This provision shall be effective only after the administrator has worked for five (5) consecutive work days in an acting capacity, and shall be paid from the sixth (6th) work day forward. The appropriate pay level in each case shall be determined in accordance with the promotional provisions of this Article, Paragraph B.

E. In addition to those taxes already being deducted, the District will implement the deductions for city wage tax and state tax for residents of Philadelphia, Pennsylvania, and Delaware. This shall be at no cost to the District.

F. The District agrees to make available a payroll deduction to the South Jersey Federal Credit Union. This shall be at no cost to the District.

G. The District agrees to make available electronic direct deposit of employees' paychecks, provided the employees individually authorize the District to do so. The District shall have the discretion to select the originating bank in which it will directly deposit the paychecks of participating employees. It shall be the employee's responsibility to notify the bank with any instructions regarding the money deposited by the District. This shall be at no cost to the District.

H. Administrators must receive timely prior written approval from the State Superintendent or his/her designee before working weekends. Compensation for District approved programs beyond the normal program shall be at the following hourly rates as of July 1, 2021:

Directors, except the Athletic Director	\$60.00
Lead Educators, Supervisors, Project Managers except Supervisors, Grants Management and Development; Athletic Director;	\$55.00
Principal	\$60.00

I. Administrators who have been employed as an administrator in the Camden City Schools shall receive additional payments during each of the school years based on the following formula:

<u>Years of Completed Service as an Administrator</u>	<u>Additional Payment</u>
5-10 years	\$800
11-15 years	\$1,300
16-20 years	\$1,800
21 years	\$2,300

These additional payments shall be considered salary for the purposes of pension and related calculations but shall not be added to an administrator's base salary as set forth on the salary guides. For purposes of calculating years of completed service as an Administrator, a September 1 date shall be utilized for all bargaining unit employees. Anyone not a member of this unit as of June 30, 2018 shall not be entitled to this Administrator longevity dollar stipend. Existing members of this unit shall be allowed to continue to receive this benefit.

J. Administrators who are required by the Superintendent to attend workshops or in-service beyond the normal work day shall be paid \$50.00 per hour.

ARTICLE XV
AGENCY SHOP

A. 1. The CCPSA will submit to the District, prior to November 1, a list of those employees who have not become members of the CCPSA for the then current membership year, but who have agreed in writing to pay the representation fee. The District will deduct from the salaries of such employees the amount of the representation fee, which shall be an amount equal to 85% of those dues certified by the CCPSA, and promptly transmit the amount so deducted to the CCPSA. Any change in the amount of said fee should be provided to impacted employees at least thirty (30) days before it goes into effect.

2. If an employee who is required to pay a representation fee terminates his/her employment with the District before the CCPSA has received the full amount of the representation fee to which it is entitled under this Article, the District will deduct the unpaid portion of the fee from the last paycheck paid to such employee during the membership year in question Provided the District receives notice in a timely manner.

3. Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the CCPSA will be the same as those used for the deduction and transmission of regular membership dues to the CCPSA.

4. On or about the last day of each month, after November 1, the District will submit to the CCPSA a list of all employees who began their employment in the bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles and dates of employment for all such employees.

B. Any member who does not want to be a member of the union or pay union dues or representation fees shall provide such request to the Division of Talent and Labor Relations (DTLR) in writing, specifically stating the same and provide a copy to their union representative. The request will take effect immediately upon receipt.

ARTICLE XVI
MISCELLANEOUS PROVISIONS

A. Administrators required to use their automobiles for out of district travel for school district business shall be compensated for such mileage at the rate of \$.31/mile. District business travel within the thirty-six (36) mile radius in-district shall also be compensated at the rate of \$.31/mile. In-district travel shall be capped at an annual rate of five hundred dollars (\$500.00).

B. Whenever any notice is required to be given by either of the parties to this Agreement, the same shall be given at the following addresses and via email:

1. Camden City School District
1033 Cambridge Street
Camden, NJ 08105
Attention: Board Secretary
2. Camden City Principals and Supervisors Association
12 Centre Drive
Monroe, NJ 08831-1564

C. Non-tenured Administrators or supervisory personnel will be notified of their contract and salary status by May 15.

D. Administrators shall receive an annual longevity payment of two hundred (\$200.00) dollars upon completion of fifteen (15) years of service in the District. Anyone not a member of this unit as of June 30, 2018 shall not be entitled to this longevity dollar stipend. Existing members of this unit shall be allowed to continue to receive this benefit.

ARTICLE XVII **COMMITTEES**

A. The President of the CCPSA shall submit to the State Superintendent recommendations of representative for any other committees established by the State Superintendent which include CCPSA representatives. The State Superintendent may accept or reject these recommendations. The State Superintendent shall inform the President of the CCPSA of the establishment of such committees.

ARTICLE XVIII **DISCIPLINARY MATTERS** **AND PERSONNEL FILE ENTRIES**

A. No CCPSA personnel shall be suspended, removed, or discharged except in compliance with Title 18A of the New Jersey statutes and the regulations thereunder.

B. No Non-tenured personnel shall be removed or dismissed from a position involuntarily during the period of his/her appointment to that position unless a conference has been held between the Administrator, a representative of the CCPSA, and the State Superintendent or designee. The Administrator shall be notified in writing 48-hours before the conference of the reasons for the involuntary removal or dismissal from the position. However, if the removal or dismissal is predicated on an emergency situation, no meeting or advance notice is required and shall be held after the removal or dismissal.

C. All Administrators, whenever summoned to discuss matters involving contemplated discipline, shall have the right to refrain from speaking during such discussion until a representative of the CCPSA is present or an individual designated by the administration.

D. No Administrator shall be disciplined or reduced in rank or compensation without just cause. This statement shall not extend to removal or non-removal of non-tenure employee contracts. The rights of Administrators or the District under Title 18A shall not be abridged or modified by this statement.

E. Official files of all CCPSA personnel shall be maintained under the following conditions.

1. Administrators shall have the right, upon request, to review the contents of his/her personnel file on their own time during the work day and may obtain one copy of any item in their file. The request to review must be made in the Division of Talent and Labor Relations.

2. If a complaint is made about an Administrator by any person, and if a written memorandum concerning the complaint or if the complaint is in writing and either the memorandum or the written complaint is to be placed in the

Administrator's personnel file, the Administrator shall be notified of the complaint or the memorandum before placement in the file. The Administrator may prepare a written response to be attached to the written memorandum or complaint.

3. The District shall establish one official personnel file for each Administrator and this file shall be located in the Division of Talent and Labor Relations within the District Administration offices.

4. The District shall not include in the personnel file any documents or records relating to grievances and/or arbitrations involving CCPSA personnel.

F. Any Administrator whose increment is to be withheld, shall be notified in writing of this recommendation by the State Superintendent or designee at least 48-hours before official action. In accordance with New Jersey law, any Administrator whose increment is withheld by the District, shall be sent written notice of this action, together with a statement of reasons, within ten (10) days of the District's action. This notice shall be sent to the member by certified mail, return receipt requested.

ARTICLE XIX
DURATION OF AGREEMENT

A. The provisions of this Agreement shall be effective July 1, 2020, except as herein provided, and shall remain in full force and effect to and including June 30, 2024, when it shall expire, unless an extension is agreed to by both parties and expressed in writing prior to such date.

B. In witness whereof, the parties hereto caused this Agreement to be signed by their respective Presidents, attested by the respective Secretaries and their corporate seals to be placed thereon, on day of , 2022.

**CAMDEN CITY
SCHOOL DISTRICT**

**CAMDEN CITY PRINCIPALS AND
SUPERVISORS ASSOCIATION**

**Katrina McCombs
State Superintendent**

Dr. Davida Coe-BrockingtonPresident

ATTEST

ATTEST

School Business Administrator

Secretary

SALARY INCREASES*

2020-2021	3.1% increase for all members
2021-2022	3.0% increase for all members
2022-2023	3.0% increase for all members
2023-2024	3.0% increase for all members.

* Salary ranges will remain the same for the duration of this contract.

CCPSA Salary Ranges as of July 1, 2020*

Title	Minimum	Mid-point	Maximum
Lead Educators, Vice Principals, Assistant Principals, Project Managers	\$80,000	\$112,000	\$142,500
Supervisors, Athletic Directors	\$90,000	\$125,000	\$160,000
Principals	\$100,000	\$137, 250	\$174,500
Directors	\$100,000	\$140,000	\$180,000

***All salary guides for the unit will be deleted and replaced with the above information. Members will be placed in the range at their salary as of July 1, 2020 and receive increases according to the agreed upon amounts above.**

*** Salary ranges will remain the same for the duration of this contract.**