

**THE CAMDEN CITY SCHOOL DISTRICT
AND THE CAMDEN CITY PRINCIPALS AND SUPERVISORS ASSOCIATION
(CCPSA)**

MEMORANDUM OF UNDERSTANDING

December 1, 2021

The Camden City School District ("District") and the Camden City Principals and Supervisors Association ("CCPSA") agree that the following sets forth the material terms to be recommended for ratification by the membership of the CCPSA and approval by the State Superintendent. Strikethroughs will be agreed to as deletions and underlines will be agreed to as additions within the Collective Bargaining Agreement.

**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.

1. 3Administrators 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) working 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 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 from 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 discretion 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 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 Supervisor, 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, or by law, 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.

E. 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 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 , 2021.

**CAMDEN CITY
SCHOOL DISTRICT**

**CAMDEN CITY PRINCIPALS AND
SUPERVISORS ASSOCIATION**

**Katrina McCombs
State Superintendent**

**Dr. Davida Coe-Brockington
President**

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.

The following individuals are having their base salaries adjusted to the below numbers effective June 30, 2020 at 11:59pm.

Name	New Salary
Evelyn Ruiz	\$135,000
Timothy Jenkins	\$128,000
- Nicole Harrigan-Nash	\$123,000

Signatures on Next Page -

- FOR THE UNION:

- *Sananda Cox-Buckington*
- *CCPSA - President*

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

- **Date:** _____

FOR THE EMPLOYER:

Date: _____

Date:

Samantha L Price
 Jeff Hauer
 Christie M. Whitzell
 Raymond W. Cope

Date: _____