



2024-2027

AGREEMENT

of

**TERMS AND CONDITIONS
OF EMPLOYMENT**

BETWEEN

**THE BOARD OF EDUCATION OF THE
SPECIAL SERVICES SCHOOLS IN THE
COUNTY OF BERGEN**

and

**THE BERGEN COUNTY SPECIAL SERVICES
ADMINISTRATORS ASSOCIATION**

TABLE OF CONTENTS

Preamble	Page 3
Article I Recognition	Page 3
Article II Negotiation of Successor Agreement	Page 3
Article III Grievances	Page 4
Article IV Administrator's Rights	Page 4
Article V Association Rights	Page 5
Article VI Evaluation	Page 5
Article VII Vacations, Holidays, Summer Hours	Page 5
Article VIII Salaries and Longevity	Page 7
Article IX Insurance Protection	Page 7
Article X Retirement Stipend	Page 8
Article XI Tuition Reimbursement/Professional Development	Page 8
Article XII Personal and Sick Leave	Page 9
Article XIII Bereavement Leave	Page 9
Article XIV Miscellaneous	Page 10

PREAMBLE

This Agreement entered into July 1, 2024 by and between the Board of Education of Bergen County Special Services School District, hereinafter called the "Board", and the Administrators Association of the Special Services School District of Bergen County, hereinafter called the "Association", represents the complete and final understanding by and between the Board and the Association with regard to all matters which were or could have been the subject of negotiations for the period of this Agreement.

This Agreement is established in accordance with all applicable New Jersey Statutes and Codes and is intended to fix the terms and conditions of employment between the Board and members of the Association for a term of three (3) years, commencing July 1, 2024, through June 30, 2027, and until a successor agreement is negotiated and executed.

ARTICLE I

RECOGNITION

- A. During the term of this Agreement, the Board recognizes the Association as the exclusive representative for the collective negotiations concerning the terms and conditions of employment between the Board and the following full-time regular certified employees:

Principals
Assistant Principals
Vice Principals
Supervisors-Building Level
Behavior Department Director

- B. Unless otherwise indicated, the term "Administrator" refers to employees as indicated in Section A of this Article.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The Board and the Association agree to enter into negotiations over a successor agreement in accordance with rules and regulations of the Public Employment Relations Commission. The parties of this Agreement pledge to engage in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Negotiations shall begin according to the time established by the Public Employment Relations Commission.
- B. In the event that a successor agreement has not been ratified by both parties, the existing contract will remain in force until such ratification.

GRIEVANCES

The term "grievance" means a complaint by any employee that there has been an inequitable, improper application or interpretation of the rules, regulations or contract affecting terms and conditions of employment. The grievance procedure shall not be deemed applicable in the following instances:

- a. the failure or refusal of the Board to renew a contract of a non-tenured employee;
- b. in matters where the Board is without authority to act;
- c. in matters where a method of review is prescribed by any law or any rule, regulation or directive of the State Commissioner of Education or the State Board of Education.

The following grievance procedure steps are required:

Step 1: Informal discussion with the designated Central Office Administrator of the Grievant. If no resolution is reached, the Grievant shall present a written grievance to their immediate supervisor within ten (10) calendar days of such informal discussion. The written grievance shall specifically identify which rule, regulation or contract provision has been violated. The Supervisor shall provide a written response within ten (10) school days of the receipt of such written grievance. No grievance shall be filed later than thirty (30) calendar days after the alleged grievance became known or shall have been known to the Grievant.

Step 2: If the grievance is not resolved at Step 1, the Grievant shall present the written grievance to the Superintendent of Schools within ten (10) calendar days of the Central Office Administrator's response. A meeting shall be held within ten (10) school days of such submission. The Superintendent shall provide a written response within ten (10) school days of the meeting.

Step 3: If the grievance is not resolved at Step 2, the Grievant shall present the written grievance to the Board of Education within ten (10) calendar days of the Superintendent's response. Within thirty (30) calendar days of the presentation of the grievance, the Board shall provide a written response to the Grievant. Step 3 will be the final step of the grievance procedure.

ARTICLE IV

ADMINISTRATOR'S RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any administrator such rights as he may have under New Jersey Laws or other applicable laws and regulations.
- B. Any formal reprimand or censure by a superior or a member of the Board of Education shall be made in confidence and not in the presence of teachers, parents, students or the public, except as may be required by law or other provisions of this agreement.

ARTICLE V

ASSOCIATION RIGHTS

- A. Whenever any member of the Association is scheduled by the BOARD to participate during working hours in negotiations or grievance proceedings, they shall suffer no loss in pay or benefits for such participation.
- B. Representatives of the Association shall be permitted to transact official business of the Association on school property at all reasonable times after school hours, provided that such activity shall not interfere with or interrupt normal operations of the school.
- C. With prior approval of the Superintendent, the Association shall have the right to use school facilities and equipment, including typewriters, photocopy machines and audiovisual equipment at reasonable times when such equipment is not otherwise being used, provided, however, that the Association pay the Board for the reasonable cost of all materials and supplies incident to such use.

ARTICLE VI

EVALUATION

The Board and the Superintendent subscribe to the principle that an employee has the right to full knowledge regarding the judgment of his/her supervisors, respecting the effectiveness of his/her performance and that he/she is entitled to receive such recommendations that will assist him/her in improving the effectiveness of his/her performance.

ARTICLE VII

VACATIONS, HOLIDAYS, SUMMER HOURS

- A. VACATION: Each administrator shall be granted twenty (20) days' vacation per year after having served one (1) full year in the district. For administrators hired after July 1, vacation entitlement for that school year will be pro-rated. All earned vacation accrues for use the following July 1.

A maximum of ten (10) vacation days may be banked for an additional use period of one (1) year from the date upon which the original vacation leave would have expired.

All regular vacation leave with the above exception must be used within a fourteen (14) month period beginning on July 1 and ending August 31 of the following year.

Vacation time may be used by the administrator with the approval of their supervisor.

- B. REQUEST FOR VACATION LEAVE:

- 1. For all vacation periods of more than one (1) week during the months of June, July, and August, request for same shall be placed with the Superintendent's office no later than May 1st of any year. The Superintendent shall respond in writing by

approving or disapproving the vacation request within fifteen (15) days from the receipt of the request. Exceptions to the amount of prior notice requirement may be granted by the Superintendent under unusual and unexpected circumstances.

2. For vacations during any other time of the year other than summer months of more than one (1) week, request shall be made to the Superintendent no less than thirty (30) days prior to the requested vacation time. The Superintendent shall respond by either approving or denying the request no more than ten (10) working days subsequent to the receipt of the request. Exceptions to the amount of prior notice requirement may be granted by the Superintendent under unusual and unexpected circumstances.
 3. (a) It is expected that building and program administrators will be at work when their schools and/or programs are in session. Toward that end, vacations should not be planned during those times. Administrators may, however, request and be approved to use vacation days while their schools or programs are in session under unusual and unexpected circumstances. Requests for such vacation use must be made as much in advance as possible, and must be supported by information (and documentation if applicable) explaining the unusual and unexpected situations. A request for vacation use while an administrator's school(s) and/or program(s) is in session must also include an acceptable plan for administrative coverage during the requested absence. The Superintendent or his/her designee will respond to each such vacation request within fourteen (14) days, or sooner if need is articulated by the administrator.
 - (b) Vacation days may not be taken during the ten (10) work days immediately prior to the teachers' first work day of the school year. The Superintendent may grant exceptions for unusual and unexpected circumstances.
- C. In addition to the other holidays granted to the ASSOCIATION members they shall be entitled to Christmas Eve Day and New Year's Eve Day as paid holidays.
- D. SUMMER HOURS
Monday through Thursday
Tuesday through Friday
8:00 am to 4:00 pm – ½ hour lunch

Staff hired into the position on or after July 1, 2012, shall work a five (5) day work week for the entire year.

Starting with the first full week after the BCSS school year ends and ending with the last full week before the BCSS school year begins, all Administrators may physically leave their buildings at 2:30 p.m. or whenever the last regularly-scheduled staff member leaves, whichever is later, unless specific program or building needs require their on-site presence longer. The parties understand and agree that all Administrators remain responsible for the needs of their programs and buildings whether the Administrators are on-site or off-site. The "summer on-site departure" rule created by this paragraph will remain in effect only through June 30, 2027, and the provisions of this paragraph will not be included in any successor to this Agreement, unless the parties mutually agree in writing to extend them. The 8:00 a.m. arrival time remains in place for all Administrators for the full "Summer Hours" period.

ARTICLE VIII

SALARIES AND LONGEVITY

- A. Upon recommendation by the Superintendent or his/her designee, it is agreed that Administrative salaries will be increased by 3.4% in 2024-2025, 3.4% in 2025-2026, and 3.4% in 2026-2027.

For all members holding a doctorate degree, or upon achieving a doctorate degree in the future, shall receive a one-time payment of \$1,500.00. Doctorate must be in the field of education or an educational related field as determined by the Superintendent.

- B. An employee whose anniversary date of employment occurs on or before December 31st, of any year, shall be deemed to have been employed for a year as of July 1st, for that school year and be entitled to a full increment. The same rule applies to the additional cumulative payments as noted below.

An employee whose anniversary date of employment occurs January 1st, or thereafter, of any year, shall not be deemed to have been employed for that school year, but rather the following July 1st and as of that date, be entitled to a full increment. The same rule applies to the additional cumulative payments as noted below.

- C. After 10 years of service in the District - \$2,500
 After 20 years of service in the District - \$1,500 (additional)

Longevity amounts will be added to the base salary after the yearly increase is calculated.

ARTICLE IX

INSURANCE PROTECTION

A. HEALTH INSURANCE:

The Board shall provide for each full-time employee, who is under contract, hospitalization and medical-surgical insurance as listed below, or its equivalent:

SEHBP or equivalent (Full coverage for employee and family)
Vision Care (Full coverage for employee and family)
Long Term Disability (employee only)

B. DENTAL INSURANCE:

1. Dental coverage provided under the previous contract shall remain in full force. The Board shall provide family dental insurance coverage with a reimbursement plan providing 80% payment by the insurance carrier and 20% payment by the employee.
2. The Board shall provide a family orthodontia plan as offered by existing dental insurance carrier.

C. PRESCRIPTION DRUG PLAN:

The Board shall provide a full family prescription drug plan at the following co-payment costs to the employee:

Retail: \$5.00 Generic
 \$10.00 Preferred Brand Name
 \$15.00 Non-Preferred Brand Name

Mail Order: [90-Day Supply]

 \$5.00 Generic
 \$10.00 Preferred Brand Name
 \$15.00 Non-Preferred Brand Name

- D. Once each of the insurance plans becomes effective as set forth above, insurance as provided in paragraph A shall commence at the first regular insurance enrollment period following employee's appointment.
- E. All employee contributions towards healthcare coverage will be paid through semi-monthly payroll deductions.

ARTICLE X

RETIREMENT STIPEND

- A. Upon retirement from the Special Services School District of Bergen County, and approval of pension payment by the NJ Division of Pension and Benefits, the individual will receive payment for $\frac{1}{2}$ accrued sick leave days x per diem salary at time of retirement. The maximum payment is \$20,000 for sick days accumulated through June 30, 2009.
- B. Employees hired into the position on or after July 1, 2009, shall be paid for their unused accumulated sick leave days based on the following formula: $\frac{1}{2}$ accrued number of sick days x per diem salary at the time of retirement to a maximum of \$15,000.

ARTICLE XI

TUITION REIMBURSEMENT/PROFESSIONAL DEVELOPMENT

The Board, upon recommendation of the Superintendent of Schools or his/her designee, will grant tuition reimbursement to each supervisory employee annually, upon completion of an approved college course(s) leading to a degree or certification, or similar charges for in-service training, dues in professional organizations, registration and mentoring costs associated with the new school leader induction program up to a maximum of \$6,000. Payment will be made upon presentation of an official college transcript or other evidence of satisfactory completion and an official receipt of tuition payment. All claims must be submitted no later than ninety (90) calendar days following the completion of the program.

ARTICLE XII

PERSONAL AND SICK LEAVE

- A. Administrators shall be entitled to four (4) personal days per year. For administrators employed for less than twelve (12) months in a year, personal days will be prorated.

Administrators must notify their immediate supervisors in advance whenever possible, of each personal day to be taken. Personal days must be approved in advance by the administrator's immediate supervisor. No reason needs to be given.

It is recognized that there will be unanticipated personal business that will require the use of personal days without prior approval, however, this should be the "exception" and not the "rule".

The number of personal days that have been "banked" through June 30, 2009, will be grandfathered. However, effective July 1, 2009, personal days can no longer be accrued.

- B. Administrators shall be entitled to twelve (12) days of sick leave per year with full pay. For administrators employed for less than twelve (12) months in a year, sick leave is prorated at one (1) day per month. All unused sick leave shall be accumulated from year to year.
- C. For tenured administrators, a leave of absence without pay and without benefits for one (1) year may be granted by the Board. Additional leave with just cause, may be granted by the Board for but not be limited to illness, personal tragedy, problems, educational or legal business.

ARTICLE XIII

BEREAVEMENT LEAVE

Administrators shall have bereavement leave as follows:

Death in the immediate family – five (5) days:

- Spouse
- Mother or Father
- Children
- Stepchildren
- Brother or Sister
- Mother-in-Law or Father-in-Law
- Domestic Partner or Civil Union Partner
- Other relatives if living in the same domicile at time of death
- Where the administrator is primarily responsible for making or setting funeral/memorial arrangements, legal affairs and/or financial affairs of the deceased

A certificate of Marriage, Domestic Partnership or Civil Union Partnership must be submitted to the District.

Bereavement leave for immediate family members must be used in increments of no less than two (2) days, and must be used within six (6) months of the immediate family member's death. Exceptions to this timeframe may be approved by the Superintendent or her/his designee. Maximum two (2) per school year.

Documentation related to the eligibility criteria for the benefit outlined above where the administrator is primarily responsible for making or setting funeral/memorial arrangements, legal affairs and/or financial affairs of the deceased must be provided by the administrator.

- B. Administrators shall have bereavement leave pursuant to Board policy. A total of two (2) days bereavement leave shall be allowed in the event of the death of a member of the administrator's immediate family, which shall be defined as follows: Grandparents and Grandchildren. This leave must be used to attend a funeral or other memorial ceremony for the relative within six (6) months of the relative's death. Exceptions to this timeframe may be approved by the Superintendent or her/his designee. Maximum two (2) per school year.
- C. Death of a relative not a member of the immediate family - one (1) day. Maximum two (2) per school year. This leave must be used to attend a funeral or other memorial ceremony for the relative within six (6) months of the relative's death. Exceptions to this timeframe may be approved by the Superintendent or her/his designee.

ARTICLE XIV

MISCELLANEOUS

- A. All members of the Association shall be reimbursed at the rate established by the State of New Jersey OMB rate when they are required to use their own vehicles in the performance of their duties.
- B. Association members wishing to attend luncheon meetings of the Special Education Administrator Association or Bergen County Principal Association may make request to the Superintendent. The Superintendent shall grant or deny these requests at the Superintendent's sole discretion. However, in order to assure the greater possibility of approval, requests shall be made on a rotating basis through the Association so that each member shall have an opportunity to attend whenever practicable.
- C. A representative of this Association shall have the opportunity to participate in the formation of the school calendar prior to its being adopted by the Board of Education.
- D. Employees shall be paid in 24 equal semi-monthly installments. Paydays shall be on the 15th day of the month and on the last day of the month. When a payday falls on a Saturday, a Sunday or a holiday when the school district's payroll bank is closed, payday will be on the last central office business day prior to that day. When the school district's central office is closed for the entire winter recess, the second December payday shall be on the last central office business day prior to the recess.