

**PAUL VI HIGH SCHOOL**  
**AND**  
**CATHOLIC TEACHERS UNION**

**September 1, 2021 - August 31, 2025 Contract**



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## **PREAMBLE**

This Agreement is made this 26<sup>th</sup> day of April, 2021 by and between Paul VI High School (hereinafter referred to as the School) and the Catholic Teachers Union (hereinafter referred to as the Union);

And whereas, the said parties desire to establish the terms and conditions relating to the professional employment of lay teachers in the School; to affirm the Catholic identity and mission of the School in the Diocese of Camden in the context of the Catholic Church's teaching mission; to advance the Catholic educational objectives of the School as set forth by the Bishop of the Diocese; to indicate the areas of authority and responsibility of both parties; and to provide a reasonable means of adjustment of differences that may arise between them, they agree as follows:

## **ARTICLE I Recognition and Scope of Agreement**

**A.** The Union is hereby recognized by the School as the sole and exclusive collective bargaining agent for the following lay employees at the School.

1. All full-time classroom teachers;
2. All full-time guidance counselors;
3. All full-time librarians and media specialists;
4. All long term substitutes: long term substitutes are defined as those hired to teach one quarter or more or the equivalent of one quarter or more in school days. If a vacancy occurs after the beginning of school, it will be filled by a full-time employee. However, if the principal receives less than thirty [30] school days notice from the time the vacancy occurs, he/she may hire a substitute to fill the position for that period of time up to thirty (30) school days from the date of notice. In the event that the substitute is subsequently hired to fill the position, the hiring shall be retroactive, to the first day the substitute worked, for all aspects of employment including salary, seniority, benefits, etc.

[a] The above notwithstanding, whenever a vacancy occurs during the fourth quarter, the principal may fill the position with a substitute for the remainder of the school year.

5. All permanent part-time employees: permanent part-time employees are defined as those teaching or working the equivalent of an average of three classes per day.

6. The position of nurse shall be held by a full-time employee. The nurse shall have no additional duties, such as classroom teaching, service periods, etc. The medical facilities shall be open at all times and the nurse available.

**B.** Full-time positions shall not be filled with part-time employees.

**C.** Excluding all others including:

1. The president, principal, vice principal, all assistant principals appointed by the Bishop of the Diocese, and all deans of students.

[a] These administrators shall teach no more than two (2) periods per day.

2. All short term substitute teachers, clerical employees, custodial-maintenance personnel, cafeteria employees and teacher aides.

3. The Director of Athletics.

[a] This position shall not have any teaching duties.

**D.** The subjects covered by this Agreement are wages, benefits and other terms and conditions of employment.

**E.** Excluded from the scope of negotiations are the following:

1. Decisions involving educational policies touching upon the Catholic identity and mission of the School, and/or ecclesiastical considerations, and/or any matter touching upon the Catholic identity and mission of the School.

2. The right and obligation of the Bishop to assign priests, deacons and religious to any School position.

3. The administrator's right to assign, supervise, discipline and demand responsible teacher accountability in all curricular and extra curricular areas.

4. The school ratio.

**F.** The Union declares that its aim is to provide a quality education for the students who attend the School.

**G.** The School and the Union recognize the uniqueness of the Catholic school: it is established to provide a Catholic education - that is, education

based on Catholic faith and Catholic principles under the direction and authority of the Bishop of Camden. Moreover, nothing in the agreement shall be construed to interfere in any way with the religious, ecclesiastical or canonical functions and duties of the Diocese.

**H.** The School and the Union recognize the importance of employees giving witness to the Faith by upholding and presenting the doctrinal and moral teachings of the Catholic Church and the policies of the Diocese of Camden related thereto, accurately, authentically and faithfully in all aspects of their educational ministry. Furthermore, Catholic teachers are called to a personal fidelity to the Church; they are to be outstanding for their correct doctrine and integrity of life.

**I.** The Union recognizes the non-profit nature of the School and that it is a non-tax supported enterprise, primarily dependent upon tuition, and fees and voluntary offerings of the people, and that, accordingly, it is non-compatible to tax-supported enterprises.

**J.** The Union recognizes the sole right and duty of the Bishop of the Diocese functioning through the Diocese to see that the School is operated in accordance with the philosophy of Catholic education, the doctrine, the teachings, the laws and norms of the Catholic Church, and the policies of the Diocese of Camden related thereto as stated by the Bishop.

**K.** The School and the Union shall establish a Joint Committee for the purpose of being proactive in addressing mutual concerns.

**L.** The right to hire, suspend, discharge or otherwise discipline a teacher is reserved to the president or principal of the School subject to the right and duty of the Bishop as acknowledged in this Agreement.

**M.** The school administrators retain the sole right to operate the School and nothing shall be deemed to limit or restrict them in any way in the exercise of all their functions in management operations. This includes the right to make such rules relating to its operation as they shall deem advisable providing they are not inconsistent with the terms of the agreement.

**N.** In accordance with part III(2), pages 6&7 of the Settlement Agreement and Release dated October 15, 2001, new diocesan schools are automatically covered under this Agreement.

**O.** All employees hired on or after 9/1/2005 are subject to criminal background checks by the diocese's designated provider at the prospective employee's expense.

## **ARTICLE II Certificates**

**A.** Anything herein to the contrary notwithstanding, the School reserve the right to require of all employees such New Jersey State certifications as may be required under the provisions of any statute or regulation.

**B.** Degreed, non-certified teachers may be hired, but will be required to obtain certification within

four years or they may not be rehired for a fifth year.

**C.** Degreed religion teachers may be hired but will be required to obtain Diocesan catechetical certification within four (4) years, or they may not be hired for a fifth year.

## **ARTICLE III Tenure**

**A.** Tenure is defined as full-time employment by a degree holding employee for three (3) successive years and one (1) day. The calculation of tenure shall begin on the first paid day of employment.

**B.** An employee having tenure shall not be discharged except for reasons of serious and/or public immorality, insubordination, incompetency, serious neglect of duty or other just cause. Such discharge, when based upon incompetency shall be preceded by at least a

ninety (90) calendar day period during which the employee shall have the opportunity to correct the areas of incompetency. The ninety (90) day period shall commence following a conference with and a written evaluation of the employee detailing the areas of incompetency and the requirements to correct the same.

1. Employee may be otherwise disciplined for just cause which warrants disciplinary action, but falls short of cause for dismissal. This may include suspensions without pay. The School shall endeavor to provide written

notice of the reason for any suspension at the time of the suspension. However, in no event shall such notice be provided later than 24 hours thereafter. Verbal notice of the reason shall be given at the time of suspension.

**C.** Upon dismissal, the employee shall be presented with a written statement of the reasons for such action, which shall be subject to the grievance procedure, except as noted below:

**1.** Notwithstanding grievance and arbitration procedures hereinafter specified, any grievance arising from the dismissal of a teacher for serious and/or public immorality and/or public rejection of official doctrine or teachings of the Church, and/or the policies of the Diocese of Camden related thereto as stated by the Bishop of the Diocese shall first

be discussed orally with the principal. The charge shall then be reduced to writing and presented to the teacher. The teacher or Union may then file a grievance at the Office of Superintendent level. If the grievance is not resolved at the previous level, the teacher or the Union may request arbitration by the Bishop of the Diocese, or his designee. In those matters which, in the sole and absolute discretion of the Bishop of the Diocese, concern serious and/or public immorality and/or public rejection of official doctrine and/or teachings of the Church and/or the policies of the Diocese of Camden related thereto as stated by the Bishop, the Bishop of the Diocese shall be the ultimate judge whose decision shall be final and binding on all concerned.

#### **ARTICLE IV Non-Tenure**

**A.** An employee who has not acquired tenure as defined in Article III, or who is not eligible therefor, may not be dismissed during the term of the school year except for just cause. Such an employee may be otherwise disciplined for just cause which warrants disciplinary action, but falls short of cause for dismissal. This may include suspension without pay.

**1.** Notwithstanding grievance and arbitration procedures hereinafter specified, any grievance arising from the dismissal during the school year of a teacher for serious and/or public immorality, and/or public rejection of official doctrine or teaching of the Church, and/or the policies of the Diocese of Camden related thereto as stated by the Bishop of the Diocese shall first be discussed orally with the principal. The charge shall then be reduced to writing and presented to the teacher. The teacher or Union may then file a grievance at the Office of Superintendent level. If the grievance is not resolved at the previous level, the teacher or the Union may request arbitration by the Bishop of the Diocese, or his designee. In those matters which, in the sole and absolute discretion of the Bishop of the Diocese, concern serious and/or public immorality and/or public rejection of official doctrine and/or teachings of the Church and/or the policies of the Diocese of Camden related thereto as stated by the Bishop, the Bishop of the Diocese shall be the ultimate judge whose decision shall be final and binding on all concerned.

**B.** Any dismissal or other discipline during the school year, not falling under section A.1., of a non-tenure employee may be appealed to Step 3 of the Grievance Procedure. The decision at that Step shall be final.

**C.** Non renewal of the contract of a non-tenured employee may not be for reasons arbitrary and capricious. Any non-tenured employee whose contract is not renewed shall be notified by the principal to that effect in writing by May 20 of any school year in which such termination shall take effect at the close of the school year in which the contract is so terminated. Such notification of non-renewal shall be preceded by a written notice given to the employee no later than twenty-five (25) school days prior to May 20 unless the cause for such action specifically arises after this date. This notice shall contain the reasons for considering non-renewal of the employee's contract and should be interpreted to include but not be limited to the evaluation reports and notices of deficiency. Non renewal of a non-tenured employee may be appealed to step 2 of the grievance procedure. The decision at that step shall be final.

**D.** All teachers hired after September 1, 2013 must, as a condition of employment, either be certified or show continued progress toward certification, for up to four (4) years. Failure to comply will result in no tenure and loss of employment.

## **ARTICLE V**

### **Seniority**

**A.** There will be two levels of seniority within the School, as follows: School Seniority, based on the length of continuous service in a particular School, and Bargaining Unit Seniority, based on the length of continuous service within the Schools. This provision will be interpreted in a manner consistent with Part IV, pages 8 & 9 of the Settlement Agreement and Release dated October 15, 2001. Employees who transfer to or are placed in another School maintain their prior School seniority in the new School. Seniority shall be calculated from the first paid day of employment.

**B.** A newly hired employee having prior teaching experience in any Catholic school in the Diocese of Camden shall receive full credit for such experience, for salary purposes only. Prior teaching experience in private Catholic schools within the Diocese shall not be covered by this provision.

1. Any other newly hired employee's salary shall be determined by the School, although not more than ten (10) years credit for prior teaching experience can be given.

**C.** If an employee who has taught in the School is rehired, he/she shall return with full salary increments and Bargaining Unit Seniority previously acquired provided the employee is rehired within two (2) school years of prior service. Tenure previously obtained will be restored after one (1) year of satisfactory service.

**D.** Any employee who works at least one-half of the employee work year or one full semester shall

receive credit for a full year on the salary guide. Any employee on an approved leave of absence taken because of disability shall receive credit on the salary scale for time spent on leave. However, no more than one year of credit shall be granted to an employee on disability leave.

**E.** The Catholic Schools Office or School Administrators shall have the right to return to the bargaining unit and upon return they shall obtain full credit and benefits and School and Bargaining Unit Seniority for years of service both in their teaching and administrative capacities.

**F.** Seniority credit shall be given for approved leaves of absence taken because of disability.

**G.** Previously acquired seniority shall be maintained for employees returning upon the conclusion of other approved leaves of absence.

**H.** Rights of employees regarding military service shall be determined in accordance with law.

**I.** A member of the bargaining unit who becomes a Director of Athletics or a Director of Campus Ministry shall have the right to return to the bargaining unit and upon return he/she shall obtain full credit and benefits and School and Bargaining Unit Seniority for years of service both in his/her teacher and campus ministry capacities.

## **ARTICLE VI**

### **Constriction**

**A.** It may be necessary to reduce teaching personnel due to a reduction in student enrollment, dropping or changing courses by students or for other good reason.

1. Such notification shall ordinarily be given by May 15.
2. However, constriction may occur at a later date as conditions warrant.
3. Under no circumstances shall the School delay notification of any intended constriction.

**B.** All transfers and lay-offs shall conform to the provisions of the contract unless otherwise mutually agreed to by the Union and the School.

**C.** In the event of a reduction in force which involves only non-tenured employees, credentials, evaluations, and evidence of ongoing formal education shall be utilized to determine who shall be laid off. All things being equal, seniority shall prevail.

**D.** The seniority of tenured employees is determined by the following criteria, in the order of priority:

1. First day of work;
2. Academic credentials (graduate credits);
3. Certification;
4. Evaluations;
5. Date of hire; (contract signing date).



**E.** In the event of a reduction in force which involves tenured employees, those who are senior under school seniority and qualified shall be retained in the available positions. Senior employees who are not qualified shall be dismissed.

**F.** A dismissal of a tenured employee based upon lack of qualification for available positions may be appealed in accordance with the Grievance Procedure. A dismissal based upon lack of seniority is not subject to appeal (although disputes over who is senior are).

**G.** No new teacher will be hired to fill vacancies until a constricted tenured teacher has been placed. If a constricted tenured teacher has not been placed by July 15th, that teacher will be assigned by the superintendent, provided there is within the Schools a non-tenured teacher holding a position for which the constricted tenured teacher is qualified.

**H.** In the event that the school where the reduction took place subsequently has a position available for which a displaced tenured employee is qualified, he/she shall be offered the employment. If two (2) or more qualified displaced employees apply for the position, seniority at that school shall prevail.

**I.** An employee who accepted a position in another school due to a constriction shall be given the opportunity to return to his/her previous school when a position for which he/she is qualified becomes vacant, retaining previously held school seniority, provided that such return shall be permitted only at the beginning of the school year.

**J.** All rights under this Article shall cease two (2) years following dismissal due to reduction in force.

**K.** If an employee who has taught in the School is rehired, he/she shall return with full salary increments and Bargaining Unit Seniority previously acquired provided the employee is rehired within the time period set forth in paragraph J of this Article. Tenure previously obtained will be restored after one (1) year of satisfactory service. If health benefits coverage from the prior employer are not available, the employee may enroll in a private plan secured through Diocesan assistance.

**L.** A list of all known available openings at the school shall be sent to the Union by the 15th day of May of each year. Periodic updates shall be given to all displaced tenured employees and the Union as openings occur.

**M.** All transfers and lay-offs and the procedures involved shall conform to the provisions of this contract and all appropriate Constriction Guidelines unless mutually agreed to by the Union and the Office of the Superintendent.

**N.** The principal or his/her designee shall meet with the Union regarding the application of the procedures in this Article.

**O.** The provisions of this Article include by reference thereto the provisions of Part IV, page 8 (Employee Portability), of the Settlement Agreement and Release dated October 15, 2001.

## **ARTICLE VII**

### **Grievance Procedure**

**A. Definition.**

A grievance is defined as an alleged violation, misinterpretation or misapplication of this Agreement.

**B. Procedure.**

**1. Step 1.** Any employee having a grievance shall submit a written, signed statement on a standard form to the school principal outlining the nature of the grievance, the specific section of the Agreement alleged to be violated, misinterpreted or misapplied and the remedy sought. This statement must be in the school principal's office within ten (10) school days following the occurrence of or the common knowledge of the occurrence of the situation giving rise to the grievance. The school principal shall meet with the employee and his/her Union representative, if any,

within ten (10) school days following receipt of the grievance statement in order to discuss the grievance. The school principal shall submit a written reply within five (5) school days thereafter.

**2. Step 2.** In the event that the school principal's reply is not satisfactory, or in the event that he/she does not submit his/her reply within five (5) school days, the employee may submit the grievance statement, along with the school principal's reply, if any, to the Superintendent of Schools. The statement must be in the superintendent's office within five (5) school days following either the aforesaid reply or expiration of time to reply, as the case may be. The superintendent shall meet with the employee and his Union representative, if any, within ten (10) school

days following submission of the grievance statement in order to discuss the grievance.

Within five (5) school days thereafter, the superintendent shall submit a written reply.

**3. Step 3A.** In the event that the superintendent's reply is not satisfactory, and the grievance is not contesting the suspension or discharge of a tenured employee, the Union shall inform the superintendent within ten (10) school days. The grievance will be submitted to a professional arbitrator from a panel of three arbitrators with Catholic school arbitration experience for a hearing. Selection of the arbitrator for the hearing will be by mutual agreement or by alternately striking names until one remains who shall then be the selected person.

Within ten (10) school days from the date of the submission at (3A), the arbitrator shall convene a hearing at the School Office to hear the grievance, within a reasonable period of time.

Within thirty (30) calendar days after the hearing is closed, the arbitrator shall provide a written answer to the parties.

The costs of the arbitrator shall be borne equally by the Schools and the Union. However, any additional costs shall be borne by the party incurring them.

The arbitrator shall have no power or authority to add to, subtract from, alter or modify this Agreement.

The disposition of the grievance by the arbitrator shall be final and binding on all concerned.

**4. Step 3B.** In the event that the superintendent's reply is not satisfactory, and the grievance is contesting the suspension or discharge of a tenured employee (except where such suspension or discharge results from a teacher violating the teachings of the Roman Catholic Church), the Union may submit the grievance statement within ten [10] school days, along with any replies thereto, to the American Arbitration Association (Philadelphia Office) for arbitration. The selection of the Arbitrator and the conduct of the arbitration hearing shall be in accordance with the Association's rules.

The costs of the Arbitrator shall be borne equally by the Schools and the Union. However, any additional costs shall be borne by the party incurring them.

The Arbitrator shall have no power or authority to add to, subtract from, alter or modify this Agreement.

The decision of the Arbitrator shall be final and binding on all concerned.

#### **C. Grievance Processing.**

**1.** Every effort shall be made to resolve the problem at the local school level since all concerned agree that such problems can best be handled on a local level.

**2.** All grievance meetings shall be held outside of the employee's normal school work hours at a time mutually agreed upon by those involved.

**3.** Failure of the employee to file the grievance within the time limits specified at each step shall result in a disallowance of the grievance.

**4.** A teacher shall have the option of processing his/her grievance at any and all steps, except arbitration, on his/her own, without the assistance and participation of his Union representative if he/she so desires. In such event the representative shall receive copies of all written documents if the grievance would have an effect on the Union or other employees.

**5.** No reprisal of any kind shall be taken against any employee who participates in the processing of a grievance or the Union representative involved.

**6.** The grievance may be withdrawn by the employee at any level. However, the Union shall have the option to continue such grievance if it affects a group of employees.

**7.** The disposition of any grievance at any step which is agreed upon by the School and the employee shall be final and binding on all concerned, subject, however, to the option of the Union to process a grievance which affects a group of employees.

**8.** The superintendent or the Union may request additional individuals to be present at the grievance meeting as it is determined to be necessary to assist in a full and fair grievance hearing.

**9.** A grievance involving the dismissal of an employee under tenure shall be initially submitted at Step 2 of the Grievance Procedure.

**D.** The Union may initiate at the level of the superintendent a grievance regarding interpretation of the contract provided there is an actual case. This means that an employee or employees must have in fact been affected by an administrative decision under the contract. Assertions which in effect are seeking advisory opinions shall not constitute a grievance.

## **ARTICLE VIII**

### **Teacher Assignments**

**A.** No later than sixty (60) calendar days before the end of the school year, teaching, service and homeroom preference forms shall be distributed to all employees and returned no later than ten (10) school days thereafter. The talents and professional skills and experience of the individual employee in conjunction with the preference form choices shall be considered.

Where preference form choices are not assigned, the administrator and department head at the local school shall, when requested, discuss the reasons. The administration's decision is not grievable.

**B.** The Department Head shall submit a recommendation to the Administration regarding the rotation of qualified persons within an academic field in matters of assigning employees to special, honor, voc-tech, and various track sections.

**C.** No later than *June 15*, each employee shall receive a tentative roster from the principal including subject, grade levels, track levels or any special groupings. At this time the employee shall also be informed of his/her tentative service schedule and homeroom assignment, if known. It must be understood that these recommendations are tentative in nature and subject to change.

**D.** Employees shall receive a complete roster no later than two (2) weeks prior to the start of the school year. Complete roster shall be defined to include:

1. Subject area, grade level, track level, any special grouping, academically talented, accelerated, honor or seminar section.
2. Service period assignments.
3. Lunch period.
4. Homeroom.
5. Preparation period.
6. Service assignment during homeroom period

**E.** When the principal is developing employees' rosters, he/she shall give consideration to the following elements:

1. Assignment of employees to teach subjects within their areas of competency, as demonstrated by college credits and/or teaching experience;
2. Rosters, however, and their development, shall not be subject to the grievance procedure

and the Principal's determination shall be final.

**F.** Rosters may be modified as required by changes in staff, changes in student population, dropping or changing of courses by students, or for other good reason.

**G.** Employees shall not be assigned to teach subjects outside their field of competency (qualifications) unless agreed to in writing on the prescribed form by the employee and the principal. A copy will be forwarded to the Union. Competency (qualifications) shall be determined as demonstrated by academic background which shall mean twenty-four (24) minimum semester hours of college credit or teaching experience in the subject which shall mean three (3) years and one day.

In each department there are specific competencies, which should be honored where possible, such as:

Science – Biology, Physical Science, Physics, etc.

Language – Spanish, French, etc.

Mathematics – Calculus, Pre-calculus, Statistics, etc.

Social Studies – History, Sociology, Economics

General Arts – Business, Technology, Dance, Music, Phys. Ed. Art, etc.

**H.** A preparation is defined according to differences in subject area, primary textbook, or course of studies.

**I.** No employee shall be assigned a course load requiring more than three (3) preparations, unless section S of this article prevails.

**J.** No employee shall be assigned more than four (4) consecutive periods, i.e., three (3) class instructional periods and one (1) service period, unless section S of this article prevails.

**K.** No employee shall have a teaching load exceeding 25 teaching periods in a five (5) day cycle, 30 in a six (6) day cycle or 35 in a seven (7) day cycle.

**L.** A preparation period is one during which the employee is not assigned to a program responsibility.

1. One (1) preparation period per day and one (1) duty free lunch period per day, which is to be the same length as a teaching period, but

no less than 30 minutes, shall be rostered to each employee.

2. Science lab teachers shall have one service period per cycle designated for laboratory preparation.

**M.** No employee shall be assigned a total teaching load more than 165 students. No employee shall be assigned a class larger than 35 students.

1. Science lab classes shall not exceed 32.

2. The School will have three (3) full class days at the beginning of each school year to rectify initial deviations from roster numbers, during which time such deviations will not be subject to the grievance procedure. In the absence of a signed volunteer form, any such deviations will be noted at the time that rosters are distributed.

**N.** Guidance counselors shall not be assigned more than 350 students.

1. Guidance counselors with more than 280 students shall not be assigned teaching or service period responsibilities.

**O.** Heads of departments with two to four persons including the chairperson shall have reduction of two service periods per week. Heads of departments with five or more persons including the chairperson shall have no service periods assigned.

1. For purposes of supervision, a department head may request additional time from the principal by providing a supervision schedule.

**P.** The librarian/media specialist shall have a lunch period and one other break during the day.

**Q.** Each newly-hired teacher shall audit the classes of consenting teachers according to the following schedule:

1. Non-certified teacher with no prior experience: five periods during the first

semester, three periods during the second semester.

2. Certified teacher with no prior experience: four periods during the first semester, two periods during the second semester.

3. Teacher with prior full-time teaching experience: three periods during the first semester, two periods during the second semester.

The newly-hired teacher must submit a written record to the department chair and principal listing class audited, period of class, and teacher. A conference shall be held with the department chair following the audit.

During the first semester of the school year, audits will take place during service periods. During that semester, the administrator charged with assigning substitutions can override, in the case of emergency, a scheduled audit.

During the subsequent semester, audits will take place during preparation periods.

**R.** It is agreed that the requirements of this Article may be altered only where the employee voluntarily agrees according to the provisions as outlined under the General Teaching Conditions, Section B, in which case the volunteer form shall accompany the roster, or in the cases of academic necessity in which event, the Principal or his designee shall provide the opportunity to discuss the situation with the employee concerned. Academic necessity shall be understood as a unique situation where the implementation of a requirement would result in serious academic harm to a student or group of students. Academic necessity will only be applied after consultation with the Union.

1. An employee may agree to complete a volunteer form at the time he/she is informed by the Administration of his/her tentative roster. If there are no changes to the roster between this time and thirty (30) days prior to the opening of school, the signed volunteer form shall remain in force.

## **ARTICLE IX**

### **Duties and Assignments**

**A.** The school year shall not exceed one hundred-eighty (180) days, one (1) orientation day and two (2) in-service days.

**B.** The employee work day shall not exceed seven and one-half (7-1/2) hours per day, provided, however, that employees may leave for the day fifteen (15) minutes after the dismissal of students from the building at the end of the day

and the completion of meetings (if any) and detention monitoring (if any).

1. All employees shall sign-in at least fifteen (15) minutes before morning homeroom and all teachers must be in their assigned areas of responsibility within the building ten (10) minutes prior to the beginning of morning homeroom.

**[a]** Employees not assigned duties shall be available to students during the fifteen (15) minutes prior to morning homeroom.

**2.** Employees shall not be assigned duties, but shall remain available to students in their teaching rooms or department offices during the fifteen (15) minutes after dismissal of students at the end of the day.

**3.** Detention monitoring shall be equitably distributed among all faculty members and shall not exceed three (3) times per year.

**[a]** The number of students shall not normally exceed thirty (30).

**[b]** An administrator shall be present in the school during all detention monitoring.

**[c]** Detention monitoring only includes duty at the end of a school day. No teacher will be expected to proctor Saturday detention.

**4.** In no event will the employee be required to participate in faculty meetings or department meetings beyond 3:30 p.m.

**C.** On days when school is not held to allow attendance at professional meetings, and employees are required to attend these meetings, the School shall make provisions for lunch and provide reasonable reimbursement for parking upon submission of a receipted bill.

**D.** Employees shall not be required to be present for more than seven (7) professional duties a year which may include parent-teacher conferences, graduation, baccalaureate, and open house. These duties will be distributed equitably, including by hours over all duties, among all faculty members.

**1.** These duties shall not exceed five (5) hours each.

**2.** No employee shall be assigned a meeting or duty, excluding graduation, on a Sunday.

**3.** When baccalaureate and graduation occur on the same day they shall be considered one (1) duty.

**4.** Professional duties that are attached to specific classes (i.e. dance, choir, band, etc.) will be assigned to that employee teaching that class as his or her required professional duty. Professional duties that are attached to the guidance department will be assigned to a guidance counselor as his or her required professional duty.

The above notwithstanding, the band director and the choral director may be assigned one additional professional duty related to his or her particular classes.

**E.** An agenda and related printed material shall be distributed, if possible, to employees at least 24 hours prior to a faculty meeting or department meeting.

**F.** Employees may indicate in writing their desire to place a specific topic on the agenda. The topic shall be included on the agenda of the next regularly scheduled faculty meeting or department meeting provided notice is given twenty-four (24) hours prior to the meeting. This request shall not be unreasonably denied.

**G.** A yearly calendar in the School shall be published in September indicating system holidays, school events, and meetings, especially faculty meetings, parent-teacher meetings, examination dates and closing of marks. Local holidays and necessary changes to the yearly calendar will be published on the first of each month.

**1.** Ten (10) post school general faculty meetings will be scheduled at the beginning of the year. During evaluation periods (Middle States) the committee meetings shall be scheduled at the beginning of the year and shall not exceed one meeting per week.

**H.** A teaching period is one in which the employee is actively involved in the act of teaching, either as an individual or a member of a Teaching Team. This shall usually be a forty-five (45) minute period; however, by mutual agreement of both parties, an alternate schedule could be developed allowing for period length adjustment.

**I.** A service period is one in which the employee is assigned any professional duties other than teaching. They shall include, but not be limited to, study halls, cafeteria supervision, maintaining of classrooms, halls and lavatories, and teacher substitution. There shall be equitable assignment of duties.

**1.** It is agreed that during service period supervision in the cafeteria setting at least one teacher will be assigned per 100 students. During lunch periods no teacher will be assigned to supervise more than 250 students.

**J.** In the case of absence of three (3) or fewer consecutive work days, substitutions shall first be assigned to employees who have been rostered to serve as substitutes during a specific period which is to be their service period.

**1.** If there are no personnel available under Section J, then a member of the administration or a para-professional substitute shall be utilized.

2. If no teachers are available who have been rostered for substitution during that period then substitutes may be drawn from other service periods such as hall duty, lavatory duty, lab prep, except where this will adversely affect the efficient operation of the school. If such substitutes are drawn from cafeteria duty, an administrator shall be present in the cafeteria for the entire period.

3. Teachers may volunteer to give up a prep period for substitution and will be given a personal day after giving up four preparation periods.

K. In the case of an employee absence of more than three (3) consecutive work days due to illness or other comparable circumstances, an administrator may be utilized as a substitute or a professional or para-professional substitute shall be hired

L. Teachers will only be responsible for maintaining bulletin boards and the teacher's desk. All other major cleaning responsibilities will fall to building maintenance or custodial personnet and teachers will not be responsible for furnishing cleaning materials.

## **ARTICLE X**

### **Leaves of Absence**

#### **A. Sick Leave**

1. All full time employees shall be entitled to ten (10) sick leave days each year. Unused sick leave days shall be accumulated from year to year with a maximum of 200 days.

2. Each employee shall be provided a written account of all accumulated sick days available to him/her by September 30th of each year of the contract.

3. Sick leave is occasioned by the absence of an individual from duty because of illness, disability or injury. Employees who find it necessary to be absent must communicate with their principal as early as possible to facilitate alternative arrangements which will need to be made due to their absence.

[a] In the event of immediate family illness or emergency, an employee may take up to ten (10) days from the total number of current and accumulated sick days. A plan for the employee's absence must be approved by the principal. The School reserves the right to require appropriate documentation in regard to such use.

4. A certificate from the employee's doctor may be required prior to payment of sick leave where a teacher is absent for three (3) consecutive days, absent for three (3) days in any calendar week, or where an absence is part of a pattern of abuse or is indicative of a health problem.

[a] Any non-renewed employee who has two (2) days absence within one calendar week following notice of non-renewal shall be required to provide medical documentation in regard thereto in order to be paid.

5. If an employee transfers to a different School, as a full-time employee, he/she shall

maintain all accumulated and unused sick days which were available to him/her at the time of transfer.

6. Exclusively upon retirement under this Agreement, employees covered hereunder shall be paid for unused accumulated sick leave days, up to a maximum of 180 days, as follows:

at age 55 and after 20 years of service:

\$52.50 per day

at age 55 and after 25 years of service:

\$57.50 per day

At the employee's option, the amount shall be deposited into the employee's 401(a) account in accordance with law. Payment may be in equal installments each year for four (4) years following retirement.

If a teacher dies while still employed as a teacher but who otherwise meets the criteria for sick-day redemption, the School shall pay to the estate of that teacher for any unused sick days as outlined above.

#### **B. Bereavement Leave**

1. All employees shall be granted paid time off from three (3) days up to a maximum of six (6) working days, as circumstances require, immediately following the date of death of members of the employee's immediate family. The immediate family shall be defined as husband, wife, child, father, mother, brother or sister.

2. In the event of death of employee's grandparents, grand-child, mother-in-law, father-in-law, brother-in-law, sister-in law, or anyone living in the employee's home, two working days with pay shall be granted.

3. All employees shall be granted one (1) additional bereavement day per year for the death of someone not mentioned above. The

day will be subtracted from the employee's accumulated sick leave days.

4. In all cases, to be eligible for such leave, the employee must give notice of absence to his/her principal and the principal has the right to request proof of the deceased's relationship to the employee.

5. An employee shall not be entitled to bereavement leave if at the time of death in the family, the employee is on vacation, leave, or otherwise absent from work under any other provision of his/her employment contract.

### **C. Personal Leave**

1. All employees shall be entitled to receive up to three (3) personal days with full pay per year for the purpose of transacting or attending to personal, legal, religious or business matters which require absence during working hours. No more than one (1) personal day may be used before or after Thanksgiving, Christmas, and Easter breaks in order to extend vacations. No more than one (1) personal day may be used before or after long weekends.

[a] The use of personal days will be calculated on a period basis, i.e. each period shall count as one-eighth of one personal day (based on a regular eight (8) period school day). The homeroom period, along with the first period, will count as one period; and the availability time at the end of the day, along with eighth period, will count as one period.

2. In the case of serious need, one additional sick leave day from the block of ten days granted each school year may be used.

3. As a condition of payment, it is mandatory that at least five (5) calendar days notice of intention to take a personal day be given to the principal except in an emergency.

4. The School may require additional information from the employee concerning the nature of the matter to insure that the time requested properly falls within the terms of this paragraph.

5. Personal days shall not accumulate from year to year.

### **D. Professional Leave**

1. Each employee shall have an opportunity to attend one (1) professional day during the school year subject to the prior approval of the school principal. This professional day must be related to the teacher's classroom responsibilities. The employee shall make

written application to the principal according to published guidelines. The principal may grant other professional days at their discretion.

### **E. Disability Leave**

1. The School shall provide a Long Term Disability Plan in accordance with the attached exhibit.

2. The School shall not pay disability leave pay during the summer months when school is not in session.

### **F. Child Bearing Leave**

1. In the event an employee desires a child bearing leave of absence in anticipation of, and prior to, any disability or inability to work due to her pregnancy related condition, she shall notify the Principal in writing of her intent to take child bearing leave of absence. The notice must contain information sufficient to verify the pregnancy including the expected date of delivery. The notice must be given at least sixty (60) days prior to the date the employee wishes to commence said leave except in case of emergency. Upon receipt of said notice, the Principal shall confirm in writing the child bearing leave of absence.

[a] Sick leave and the Long Term Disability Plan as outlined above may be utilized by an employee on a child bearing leave upon certification by the employee's attending physician of the employee's disability by reason of pregnancy or pregnancy related conditions during the period of the child bearing leave of absence. All portions of the child bearing leave shall be unpaid except for the period of disability.

[b] The child bearing leave of absence shall extend for a period of one year from the date when the leave commenced, or, at the option of the employee, for a shorter period of time. The employee shall notify the Principal in writing by June 1 if she plans to return by September 1 or November 15 if she plans to return for the second semester.

[c] When the requested date of return substantially interferes with the continuity of instruction, then the Principal may adjust those dates to a more suitable time. The Union shall be notified in writing concerning any adjustment of said dates. An employee returning from such leave shall return to the same school and same department which she left without loss of Bargaining Unit or School Seniority as previously acquired. In the absence of

such a position, the employee shall return to a position mutually agreed upon by the Union and the superintendent without loss of Bargaining Unit or School Seniority as previously acquired.

[d] The substitute teacher hired as a replacement shall be notified at the time of employment with this clearly stated on the employee's contract.

2. In the event the employee desires a leave to care for a newborn child, the employee may take up to five (5) days of personal and/or accumulated sick time. Notice of intent must be given thirty (30) days prior to the date he wishes to commence the leave, except in case of emergency.

### **G. Child Rearing Leave**

An employee upon request may be granted up to one year leave of absence without pay for child rearing. Notice must be given sixty (60) calendar days prior to the date he/she wishes to commence such leave, except in emergency. The commencement of the leave and the teacher's return, and all other aspects of the leave shall be governed by the provisions for unpaid leaves of absence.

### **H. Adoption Leave**

In the event that an employee adopts a child, he or she shall apply to the Principal at least thirty (30) days prior to the adoption except in cases of emergency for an adoption leave of absence which shall be for one (1) year following the date of adoption, but may, at the option of the employee, be for a shorter period of time. The office shall confirm in writing the adoption leave of absence. All restrictions and benefits applicable to the child bearing leave shall be in effect during the adoption leave.

### **I. Unpaid Leave of Absence**

1. An approved leave of absence without pay for a period not to exceed one (1) year may be granted to an employee who has received tenure.

[a] Such leave may include, but not be limited to, academic and curriculum leave.

2. Requests for such leave shall be made in writing to the Principal. Leave of absence shall be granted at the discretion of the Principal.
3. A leave of absence may only begin on the first day of the school year or on the first day of the second semester. An employee may return from leave only on the first day of the school year or the first day of the second

semester, but in no event more than one year from the commencement of his/her leave.

4. An employee seeking to return on September 1st must notify the Principal no later than April 30th. An employee seeking to return on the first day of the second semester must notify the Principal by November 15th.

5. An employee applying for a full year's leave of absence may return earlier, provided he/she returns at the beginning of the school year or the second semester and timely advises the Principal.

6. All applications for a leave of absence must be submitted by the employee to the Principal no less than sixty (60) calendar days prior to the requested date of commencement of the leave.

7. While on leave of absence, an employee shall not continue to accrue benefits. However, benefits already accrued shall not be lost, and upon return from leave shall be restored to him/her.

8. Upon return from leave, an employee shall be placed at the salary step following that step which he/she was on while last working, provided the employee actually worked at least one-half of the work year in which the leave commenced.

9. Upon return from leave, an employee shall return to the school and the same department which he/she left without loss of system or school seniority as previously acquired. In the absence of such a position, the employee shall return to a position mutually agreed upon by the Union and the Principal without loss of Bargaining Unit or School seniority as previously acquired.

10. If the teacher has tenure prior to the commencement of the leave of absence, upon his/her return from the leave, such tenure shall continue.

11. A leave of absence shall not be granted simply to allow a teacher to work for another employer during such leave period. If the purpose of the requested leave is appropriate, such as continuing education, and the teacher anticipates that he/she may work as part of the acceptable reason for leave, the teacher must so advise the Principal. If an employee fails to obtain advance approval to work during the leave of absence as set out above, or if an employee falsifies his reasons for such a leave, such employee shall be subject to immediate termination at the discretion of the Principal.



**12.** Employees who are on approved unpaid leaves as provided in this agreement, shall have the option of continuing the medical health plan. The full cost of the plan will be borne by the employee.

**13.** The substitute teacher hired as a replacement for a teacher on an approved leave of absence shall be notified at the time of employment with this clearly stated on the employee's contract.

**14.** Where applicable, the New Jersey Family Leave Act and the Family and Medical Leave Act of 1993 shall prevail.

#### **J. Extended Leave**

**1.** Due to accident or illness and after a period equal to all sick leave days plus twenty-six [26] weeks during the school year have been exhausted, it may be necessary for an employee to be placed on extended unpaid leave. The employee seeking such leave will supply the necessary medical verification, as well as the expected length of time for the leave, to the Principal. In the event of a disagreement between the employee's doctor and the doctor selected by the Diocese, the employee will be examined by a third doctor mutually selected by the Diocese and the CTU, with the cost being shared equally between them. This doctor's determination shall be final and accepted by the Diocese, CTU and the employee. The extended leave will be granted for up to six months.

[a] When the requested date of return substantially interferes with the continuity

of instruction, then the Principal may adjust those dates to a more suitable time. The Union shall be notified in writing concerning any adjustment of such a date. An employee returning from such leave shall return to the school and same department which he/she left without loss of Bargaining Unit or School seniority as previously acquired. In the absence of such a position, the employee shall return to a position mutually agreed upon by the Union and the superintendent without loss of Bargaining Unit or School Seniority as previously acquired.

[b] The substitute teacher hired as a replacement for a teacher on an extended leave shall be notified at the time of employment with this clearly stated on the employee's contract.

[c] An employee on an extended leave shall have the option to continue the medical health plan. The full cost of the plan will be borne by the employee.

#### **K. Jury Duty**

**1.** The School will pay one full-day's salary for an employee summoned for jury duty.

**2.** The employee must submit a letter seeking excusal from jury duty until school is not in session. A proposed letter requesting that excusal is attached to this contract.

### **ARTICLE XI Benefits**

#### **A. Medical Insurance**

**1.** The School shall provide 365 benefit days individual hospitalization coverage to all full-time employees under an EPO plan of its choosing. Employees may, at their own expense, enroll in the Schools' PPO/Direct Access plan. The cost to the employee will be equal to the difference between the EPO and PPO/Direct Access premiums. However, the following shall be excluded from any plan:

Any illicit procedure as described in the Ethical and Religious Directives for Catholic Health Facilities issued by the U.S. Catholic Conference and approved by the National Conference of Catholic Bishops (November 1, 1971 and as subsequently revised).

**2.** Family coverage under the diocesan EPO plan shall be available to all full-time employees who desire such coverage at no

cost for premiums to the employees. Employees who select the PPO/Direct Access Plan shall pay for the difference in cost between the EPO and PPO/Direct Access Plan.

**3.** Employees will pay for the yearly cost of the EPO plan at the following rates: for the 2021-2022 school year – 9.5%; for the 2022-2023 school year – 10%; for the 2023-2024 school year – 10.5%; and for the 2024-2025 school year – 11%. Should they choose the PPO/Direct Access plan they will pay the stated percentage rate for the EPO plan plus the difference in the premiums.

**4.** These and other coverages are provided in accordance with the plan summary attached hereto.

**5.** If a newly hired employee does not have health benefits coverage, he/she may enroll in

a private plan at his/her own expense. The Diocese will assist the employee in securing the plan.

#### **B. Dental Insurance**

1. The School shall provide individual dental coverage to all full-time employees for the term of the agreement. This coverage shall include coinsurance, a \$1500 maximum per year and \$50 deductible.
2. The choice of the insurance carrier is at the sole discretion of the School.
3. A family dental program at employee option and expense is available.

#### **C. Prescription Drug Plan**

1. The School shall provide full family coverage under the Drug and Prescription Plan to all full-time employees for the term of this agreement. After a \$50 deduction this prescription drug program shall have a co-pay of \$60 non-formulary, \$35 formulary, and \$15 generic. The co-pay for ninety [90] day mail order prescriptions shall be \$120 non-formulary, \$70 formulary, and \$30 generic. The co-pay for approved injectables (other than diabetic medications) is \$100.
2. Employees will pay for the yearly cost of the Drug and Prescription Plan at the following rates: for the 2021-2022 school year – 9.5%; for the 2022-2023 school year – 10%; for the 2023-2024 school year – 10.5%; and for the 2024-2025 school year – 11%.
3. The choice of the insurance carrier is at the sole discretion of the School.

#### **D. Life Insurance**

1. Each full time employee will participate in a group term life insurance program. Each employee shall receive life insurance coverage in an amount equal to one and a half (1½) times his/her annual base salary.
2. Employees shall be given the option of purchasing additional life insurance in the amount of \$20,000 or in the amount of \$40,000 in accordance with the carrier rules and regulations.
3. At age 65, life insurance benefits are reduced to 50% of the amount in effect at the time the benefits are paid.

#### **E. Continuation of Health Insurance Coverage**

1. Former full-time employees, whose employment has terminated for any reason other than gross misconduct, shall have available to them and selected dependents the opportunity to purchase health insurance at

group rates from the School for a specified time. The participants pay the entire cost of health insurance; the School pays nothing. The coverage period shall be:

[a] Disabled employees - up to eighteen (18) months from the date original coverage ceases;

[b] Spouses and dependents of deceased employees (children up to age 19) - up to eighteen (18) months from date original coverage ceases; and

[c] All other employees - six (6) months from date original coverage ceases.

2. Coverage shall include hospitalization, medical and major medical, and the prescription card system. Employee dental and life insurance will not be offered.

3. Participants may drop coverage but not drop and re-add at a later date.

4. Former employees who retire under the Early Retirement Incentive may participate in the Healthcare program for early retirees in accordance with the attached exhibit.

#### **F. Retirement Plan**

1. The School shall contribute five percent (5%) of the individual employee's annual salary to a 403(b)7 plan mutually agreed to by the Union and Schools.

2. Contributions shall be made for employees who have completed one (1) years of service or more in the Diocese and who have attained the age of 21.

3. New teachers who meet the eligibility requirements have the option to:

a. Join the 403(b)7 plan, or

b. Participate in the Diocesan Pension Plan for Lay Employees.

Note: All teachers who do not participate in the Diocesan Pension Plan for Lay Employees must participate in the 403(b)7 plan.

4. The above notwithstanding, employees who are participating in the Diocesan Pension Plan for Lay Employees at the time of hire may choose to remain in the Diocesan Pension Plan for Lay Employees in lieu of receiving employer contributions to the 403(b)7 plan.

5. If option a. above is exercised by a new teacher or a teacher presently participating in the Diocesan Pension Plan for Lay Employees, it is not reversible and the employee will no longer be eligible to participate in the Diocesan Pension Plan for Lay Employees.

## **G. Tuition Reimbursement for Graduate Credits**

1. Full-time employees will be reimbursed for tuition for graduate credits at the rate of \$600 per credit hour up to a maximum of \$1,800 per 2017-2018 contract year; \$650 per credit hour up to a maximum of \$1,950 per 2018-2019 contract year; \$700 per credit hour up to a maximum of \$2,100 per 2019-2020 contract year; and \$750 per credit hour up to a maximum of \$2,250 per 2020-2021 contract year.

[a] Notification must be given prior to engaging in graduate studies. Such notification shall be indicated on the teacher preference form.

[b] Graduate courses should be related to high school curriculum or high school advancement.

[c] Proof of receipt of credit hours with a grade of B or better shall be provided to the principal.

[d] Reimbursement shall be paid by October 1 for courses taken the previous spring or summer and by April 1 for courses taken the previous fall, provided the employee remains in the School.

## **H. Early Retirement Incentive**

1. A full-time employee who will be at least 60 years of age by January 31 of the coming contract year may, after 20 years of service, choose the this early retirement plan. The employee must declare his/her intent to exercise the option by September 20 of the current year (if intending to retire at the beginning of the second semester) or June 10 of the preceding year (if intending to retire at the beginning of the subsequent year). The payment plan under this option is as follows:

For each year that the option is exercised, the employee's compensation will be 50% of the difference between Step 4 of the current salary scale of the year in which the retiring employee first exercises the option and the current base salary step of the retiring employee on that same salary scale. Compensation for any ensuing years until the employee attains the age of 65 will be calculated on the same basis and salary scale as those used for the year in which the employee first exercised the option.

The employee's remuneration for one-half school year of retirement will be 50% of what would have been paid for a full school year of retirement.

No payments will be made after the contract year during which the employee attains the age of 65.

The retiring employee's compensation is subject to all applicable tax and social security obligations.

2. Payments are to be made to the teacher by the 30th of each month from September through June. If a teacher leaves after the start of a school year but before June, payments shall begin on the 30th of the month following the month the teacher retires.

## **I. Long Term Disability Plan**

1. The School shall provide a Long Term Disability Plan in accordance with the attached exhibit.

[a] The School shall pay 50% of the annual cost and the employees, by payroll deduction, will pay the other 50%, subject, however, to the Schools' contribution not exceeding 50% of \$.56/\$100 for the first two years. Before the end of the two year period, the parties shall meet to review the Long Term Disability Plan. The Union shall choose the carrier to continue the Plan, with the employee paying for any cost exceeding the School's contribution of 50% of the lowest bidder with an A- ["A minus"] rating from the A.M. Best Co.

## **J. Medical Insurance Option**

1. Any full-time employee who has completed three months of service (waiting period) in the School shall have the option of not participating in the School's Health benefits package. Instead he/she may opt to receive from the school the following amounts which the school would have contributed on behalf of the employee under the health plan: Family \$1900; Husband & Wife \$1300; Parent & Child \$1175; Single \$700.

[a] The option must be exercised during the open enrollment period during which employees can make changes in their coverage to enroll, add or delete optional benefits or opt out of the plan. All changes are effective the following July 1. In exercising the option, the employee must state that he/she has current medical and major medical insurance elsewhere.

[b] When waiving medical, major medical and hospitalization coverage, the employee shall agree to notify the principal within thirty (30) days of the date when coverage under an alternative insurance plan is lost or lapses. The employee shall be re-instated in the diocesan plan on the first day of the month

following loss or lapse of coverage under an alternative insurance plan due to a life-changing event.

**[c]** The health care package includes hospitalization, medical and major medical, dental, prescription drugs and life insurance. An employee may choose to opt out of all or some of the plans offered. However, the medical, major medical and hospitalization plan must be retained or waived in its entirety.

**[d]** All amounts to be paid directly to the employee who exercises this option should be paid in two installments which will be distributed February 1st (September through January) and June 1st (February through August). Appropriate federal and state tax deductions will be deducted.

**[e]** Dental and life insurance plans may not be rejoined for the life of the contract.

**[f]** An employee who has rejoined the plan may not choose to opt out again during the contract year.

**[g]** In cases where both spouses are employees of the Diocese or an entity affiliated with the Diocese, neither will be permitted to participate in the opt out program and the Birthday Rule will apply.

**K. Vision Care**

At their own expense and option, employees may purchase vision care coverage in accordance with the attached plan summary.

**L. Healthcare Program for Early Retirees**

The School shall provide a Healthcare Program for Early Retirees Plan in accordance with the attached exhibit.

**M. 125 Plan Coverage**

The School shall offer a 125 Plan for employees who: enroll in the health plan, make payments for family dental coverage; pay for vision coverage; buy extra life insurance coverage; and/or pay for dependent care coverage.

**N. Severance Plan**

Constricted Teachers shall participate in the severance plan in accordance with the attached exhibit.

**ARTICLE XII**

**Lunch**

The School will provide at no cost to the employees lunch on all regularly scheduled school days.

**ARTICLE XIII**

**Tax Sheltered Annuity**

Two voluntary tax sheltered annuities of the Union's choosing shall be offered to the employees.

**ARTICLE XIV**

**Tuition Waiver**

**A.** The School shall set aside in a trust account a sum of money to be utilized to defray the entire cost of tuition, registration and all other fees for the children of employees attending diocesan or parish secondary schools.

**B.** The aforementioned sum shall be disbursed by the School on behalf of the eligible students, who are enrolled in a diocesan or parish secondary

school as of October 31st of each year of the contract.

**C.** Eligible students are defined as children of employees who are then teaching in one of the diocesan or parish secondary schools and who are enrolled as of October 31st of each year of the contract in a diocesan or parish secondary school.

**ARTICLE XV**

**Salaries**

**A.** Salaries for all full-time employees, including long-term substitutes, shall be paid in accordance with Schedules attached, including co-curricular and extra-curricular stipends.

**1.** The employee shall have the option of having his/her salary deposited directly into account(s) at the financial institutions(s) of the employee's choice.

**B.** A permanent part-time employee shall be paid according to the number of classes per cycle that he/she works. Such salary shall be based on a payment of one-sixth (1/6) of the appropriate

scale (BA, BA + 15, etc.) for each five (5) classes per five-day cycle that the employee works.

## **ARTICLE XVI**

### **No Strike - No Lockout**

**A.** For the term of this Agreement, neither the Union nor the employees shall engage in any strikes, job actions, sick-outs, slowdowns or any other concerted or individual action designed for or having the effect of withholding or causing the withholding of services to the School. This provision shall apply to any matter, whether subject to the Grievance Procedure or not.

**1.** In the event of action in violation of this provision, the Union and its officers shall promptly and publicly urge the offending employees to cease such action.

**B.** For the terms of this Agreement, the School shall not engage in any activity known as a lockout.

## **ARTICLE XVII**

### **General Conditions**

**A.** A uniform procedure of supervision and evaluation will be utilized in the School as specified in published guidelines.

**B.** The provisions of this contract are not intended to limit an employee's rights to accept voluntarily any school activity offered to him/her.

**1.** If an employee does not wish to volunteer for any assignment which is beyond the terms of this contract, he/she is free to decline to volunteer.

**2.** In either case, the employee's right to volunteer or not to volunteer shall be without prejudice to his/her standing in the School and without censure from the School or Union.

**3.** When an employee is requested to or volunteers to accept an assignment which is beyond the terms of this contract, he/she must be given the written request for his/her signature which need not be returned sooner than twenty-four (24) hours after receipt of said request in order to demonstrate in writing his/her willingness to voluntarily accept the assignment

**C.** The School shall provide storage space (e.g., lockers), employee's lounges, and lavatory facilities.

**D.** Individual mailboxes shall be provided for each lay employee in the School, and mail

received shall be placed in the employee's mailbox.

**E.** Expenses directly related to activities for which prior approval has been obtained from the principal shall be reimbursed at a rate and/or amount agreed to in advance.

**F.** An employee's grade for a student shall not be changed except by the principal and then only for serious and compelling reasons. Should circumstances indicate that a change might be necessary, the administration shall attempt reasonable means of discussing these circumstances with the employee before making a change in the grade. If the employee cannot be informed verbally, the employee shall be notified in writing if the grade is changed and given the reasons for the change as soon as possible.

**G.** The School shall pay registration fees for conferences required by the Schools.

**H.** The School and the Union shall equally share the cost of providing copies of this Agreement to all employees.

**I.** The School shall provide a bulletin board in a place mutually agreed to by the administration and the delegate, upon which the Union may display Union business and which is accessible to all members of the Union.

## **ARTICLE XVIII**

### **Extra-Curricular Activities**

**A.** The faculty and the Union will be notified by posting in the School of openings in extra-curricular activities. All eligible faculty members in the local school may apply and they shall be

given serious consideration. The Union will be notified of the results through information given to the building delegate in the School.

**B.** All appointments to an extra-curricular activities position shall be for one school year. The principal will be responsible for making

appointments for each new school year by June 5, unless extenuating circumstances make such an appointment by this date impossible.

## **ARTICLE XIX Advancement**

### **A. Posting Procedures**

**1.** All openings for administrative positions, athletic directors and department heads in the academic areas shall be posted in the School. The School shall include the following: English, Math, Social Studies, Science, Religion, General Arts [including Fine Arts, Performing Arts, Visual Arts, Business and Physical Education], Language, and Guidance. If the opening occurs during the school year then it shall be posted no later than fifteen (15) days after it occurs and shall remain posted for ten (10) school days, after which time applications will close.

**[a]** Notwithstanding the above, vice principals, assistant principals, deans of students, and department heads for Religion shall be appointed by the Bishop of the Diocese.

**[b]** Notwithstanding the above, presidents shall be appointed by the Diocese and principals shall be named by the president in consultation with the boards of trustees and with the advice and consent of the Bishop.

**2.** All openings for these positions not posted for ten (10) school days before the end of the school year, or those openings which occur after the close of school, shall be submitted to the building representative and the Union and posted for at least fifteen (15) days thereafter in all schools. All applications for these positions must be submitted in writing or postmarked within the fifteen (15) day period.

**3.** All qualified candidates may apply and consideration shall be given to every application.

**4.** The Department Head shall be selected within twenty (20) working days after the closing date for applications and he/she shall be notified of his/her appointment no later than seven (7) working days thereafter.

**[a]** A written response confirming his/her acceptance must be received by the principal within seven (7) working days. Failure to respond will be considered as rejection of the offer.

**[b]** The principal shall conduct interviews with qualified applicants to establish who is best suited for appointment to the post of Department Head.

**[c]** In the event that an acting Department Head is appointed pending permanent assignment, he shall be paid the increment provided elsewhere in the basic contract on a pro-rata basis.

**[d]** Department heads shall be afforded the opportunity to interview prospective employees in their departments.

**[e]** All appointments to a department head position shall be for two (2) years. Each principal will be responsible for making new appointments by May 15th, unless extenuating circumstances make an appointment by this date impossible.

## **ARTICLE XX Check-Off**

**A.** All employees in the bargaining unit have the right to join the Union. The School shall cause to be deducted the Union dues from the salary of each member who shall furnish the proper authorization to make such deductions.

**B.** In addition to the check-off of dues of Union members, the School will also check-off service fees of non-members. Non-members shall be required to execute a written authorization for said check-off. The amount of the service fee shall not exceed 85% of the Union dues.

**1.** The above notwithstanding, those employees hired prior to 9/1/87 and who have

never paid either a service fee or union dues are not subject to the mandatory service fee.

**2.** Service fee shall be remitted through payroll deductions.

**3.** The Union agrees to hold the School and Diocese harmless from any claims or liabilities which the School may incur by reason of making such deductions.

**C.** The Union will advise the School in writing as to any change in the amount of said dues at least thirty (30) days prior to the effective date of any change. All dues authorizations shall be irrevocable for the term of this contract and thereafter, unless the individual employee shall

submit in writing his resignation from the Union by certified mail to the Union's office during the period of fifteen (15) days prior to the expiration of this contract or succeeding contracts.

**D.** All deductions above shall be remitted to the Union on each pay date.

## **ARTICLE XXI**

### **Union Representation**

**A.** The School and the Union will not discriminate against or show preferential treatment toward any employee or member because of creed, race, sex, color, national origin, union activity, or lack thereof, membership or non-membership in the Union.

**B.** No employee may be asked to attend a meeting of a disciplinary nature with the school or diocesan administration without the opportunity of having a representative of the Union present. Such an employee shall be advised in writing of the nature of the meeting if it will, or may, lead to disciplinary action against him/her.

**C.** In the School, the members of the Union shall designate one of their members as delegate for purposes of liaison among faculty members and between members of the Union and the school administration in matters pertaining to the administration and application of this contract and other matters of mutual concern.

**D.** The president or his/her designee from the Union's executive committee or board of delegates shall have access and must notify the School administration of his/her presence in the building. He/she may consult with any member of the staff or administration of the School privately, as long as such consultation does not interfere with the school schedule in operation.

**E.** School membership meetings may be held on school premises outside the school day.

**F.** Notice of such meetings shall be given to the principal at least twenty-four (24) hours in advance. The principal shall schedule the meetings at reasonable times.

**G.** An employee's personnel file shall be used as a report of his/her documented performance and shall be kept in a place accessible only to the Bishop of the Diocese, superintendent, assistant superintendents, presidents and principals. Proper reports relating to special competencies, academic, civil, and social achievements should also be placed in the file. An employee may

examine his/her personnel file at his request. The employee shall acknowledge his/her examination of the file in writing and shall have the right to answer any material. Such answers shall be included in the file.

**H.** No material detrimental to the employee's record or derogatory to his/her conduct, service, character, or personality shall be placed in his/her personnel file unless the employee has had a dated copy given to him/her. The employee shall acknowledge that he/she has read such material by affixing his/her signature on the copy to be filed with the understanding that his/her signature merely signifies that he/she has read such material and does not necessarily indicate agreement with its content. The employee shall have the right to answer any such material filed, and his/her answer shall be attached to that material. Anonymous material shall never be placed in the personnel file.

**I.** No such detrimental or derogatory material contained in the above selection may be used in any disciplinary action against an employee unless he/she has been supplied a copy of the material being used. The employee shall acknowledge that he/she has received such material by affixing his/her signature to said material.

**J.** The union delegate shall be supplied with a copy of the faculty handbook to be forwarded to the Union. The School shall give notice of any change from the prior year's handbook.

#### **K. Union Leave**

**1.** Any two members of the Union may take one or more years unpaid leave of absence for Union/Affiliate business. During the term of the leave, the employee shall continue to accrue seniority and advance a step per year on the salary scale.

**2.** The School shall attempt to give the president and vice-president of the Union scheduling consideration by having a preparation period assigned as the last period of the day.

**ARTICLE XXII**  
**Term of Agreement**

- A.** This Agreement shall be effective from September 1, 2021 through August 31, 2025.
- B.** At any time subsequent to March 1, 2025, either party may give written notice of its intention to open negotiations for a new agreement. The parties shall commence negotiation within thirty (30) days thereafter.

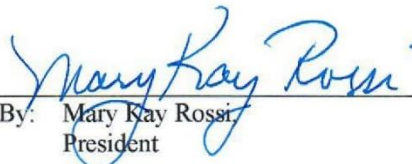
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives on this 26<sup>th</sup> day of April, 2021.

Paul VI High School

Catholic Teachers Union



By: Michael Chambers,  
President



By: Mary Kay Rossi,  
President

Note: It is agreed that the commencement of medical coverage shall be delayed at the time of hire so that the coverage extends through July and August for teachers who complete the school year and have either been non-renewed or have resigned, provided it is not contrary to the carrier's requirements.

**Long Term Disability**

**Effective Date:** November 1, 1997

**Employees Covered:** All full-time employees (35 hours per week) who are covered by this Agreement.

**Employee Eligibility Requirement:** At least 17 weeks of full-time employment in the year prior to the date of disability.

**Use of Sick Days:** For the first 30 calendar days of disability, employees must first use sick leave days. To the extent that an employee has an insufficient number of sick leave days, he/she will be paid based upon 2/3 of his/her average weekly wages to a maximum at least equal to the maximum provided by the state Temporary Disability Plan.

**Return from Disability:** An employee may return from disability within a period of time equal to 26 weeks plus six (6) months plus the number of unused sick leave days from the date of disability. If the employee does not return to work within that time, employment is terminated.

**Medical Plan Coverage:** During the period of used sick leave days, plus 26 weeks, plus one year, plus the number of unused accumulated sick days from the date of disability, the employee may continue the diocesan medical plan, the Schools bearing the expense during the period of used sick leave days plus 26 weeks following the date of disability, the employee bearing the expense during the one year period following the 26 week period and the Schools again bearing the expense for a period of time equal to the unused accumulated sick leave days.

a. For each sick leave day counted beyond the 26 weeks and one year periods, the number of sick leave days for sell-back purposes is reduced accordingly.



### Salary Scale 2021-2022

STEP	YEARS*	BA	BA+15	BA+30	MA	MA+15	MA+30	2MA/PhD
A	1	44,292	45,085	45,877	46,828	47,620	48,413	49,362
B	2	44,959	45,751	46,544	47,494	48,287	49,079	50,029
C	3	45,626	46,418	47,210	48,161	48,954	49,746	50,696
D	4	46,292	47,085	47,877	48,828	49,620	50,413	51,362
E	5	46,959	47,751	48,544	49,494	50,287	51,079	52,029
F	6	47,626	48,418	49,210	50,161	50,954	51,746	52,696
G	7	48,292	49,085	49,877	50,828	51,620	52,413	53,362
H	8	48,959	49,751	50,544	51,495	52,287	53,079	54,029
I	9	49,627	50,419	51,212	52,162	52,955	53,747	54,697
J	10	50,294	51,087	51,879	52,830	53,622	54,415	55,364
K	11	50,961	51,754	52,546	53,497	54,289	55,082	56,031
L	12	51,629	52,421	53,214	54,164	54,957	55,749	56,699
M	13	52,297	53,089	53,882	54,832	55,625	56,417	57,367
N	14	52,963	53,756	54,548	55,499	56,291	57,084	58,033
O	15	53,631	54,424	55,216	56,167	56,959	57,752	58,701
P	16	54,299	55,091	55,884	56,834	57,627	58,419	59,369
Q	17	54,966	55,758	56,550	57,501	58,294	59,086	60,036
R	18	56,300	57,092	57,885	58,836	59,628	60,420	61,370
S	19	57,634	58,427	59,219	60,170	60,962	61,755	62,704
T	20	58,969	59,761	60,554	61,504	62,297	63,089	64,039
U	21	60,303	61,096	61,888	62,839	63,631	64,424	65,373
V	22	61,637	62,430	63,222	64,173	64,965	65,758	66,707
W	23	62,973	63,765	64,558	65,508	66,301	67,093	68,043
X	24	64,307	65,100	65,892	66,843	67,635	68,428	69,377
Y	25-28	65,641	66,433	67,226	68,176	68,969	69,761	70,711
Z	29-31	66,308	67,100	67,893	68,843	69,636	70,428	71,378
AA	32-33	67,643	68,436	69,228	70,179	70,971	71,764	72,713
BB	34-35	68,978	69,770	70,563	71,513	72,306	73,098	74,048
CC	36-37	70,312	71,105	71,897	72,848	73,640	74,433	75,382
DD	38	71,646	72,438	73,230	74,181	74,973	75,766	76,716
EE	39	72,981	73,773	74,566	75,517	76,309	77,101	78,051
FF	40	74,315	75,108	75,900	76,851	77,643	78,436	79,385
GG	41	75,650	76,442	77,235	78,185	78,978	79,770	80,720
HH	42	76,985	77,778	78,570	79,521	80,313	81,106	82,055
II	43	78,320	79,112	79,905	80,855	81,648	82,440	83,390
JJ	44	79,654	80,447	81,239	82,190	82,982	83,775	84,724
KK	45	80,989	81,781	82,574	83,524	84,317	85,109	86,059
LL	46	82,324	83,117	83,909	84,860	85,652	86,445	87,394
MM	47	83,658	84,450	85,242	86,193	86,986	87,778	88,728
NN	48	84,679	85,472	86,264	87,215	88,007	88,800	89,749

\*Including current year

Deduct \$325 for non-certified non-tenured teachers.

### Salary Scale 2022-2023

STEP	YEARS*	BA	BA+15	BA+30	MA	MA+15	MA+30	2MA/PhD
A	1	45,756	46,562	47,369	48,336	49,143	49,949	50,916
B	2	46,434	47,241	48,047	49,015	49,821	50,628	51,594
C	3	47,113	47,919	48,726	49,693	50,500	51,306	52,272
D	4	47,791	48,598	49,404	50,372	51,178	51,985	52,951
E	5	48,470	49,276	50,083	51,050	51,857	52,663	53,629
F	6	49,148	49,955	50,761	51,729	52,535	53,341	54,308
G	7	49,827	50,633	51,440	52,407	53,214	54,020	54,986
H	8	50,505	51,312	52,118	53,086	53,892	54,698	55,665
I	9	51,184	51,990	52,796	53,764	54,570	55,377	56,343
J	10	51,863	52,670	53,476	54,444	55,250	56,056	57,023
K	11	52,543	53,349	54,156	55,123	55,930	56,736	57,702
L	12	53,221	54,028	54,834	55,802	56,608	57,415	58,381
M	13	53,901	54,707	55,514	56,481	57,288	58,094	59,061
N	14	54,580	55,387	56,193	57,161	57,967	58,774	59,740
O	15	55,259	56,065	56,872	57,839	58,646	59,452	60,419
P	16	55,938	56,745	57,551	58,519	59,325	60,132	61,098
Q	17	56,618	57,424	58,231	59,198	60,005	60,811	61,778
R	18	57,297	58,103	58,909	59,877	60,683	61,490	62,456
S	19	58,655	59,461	60,267	61,235	62,041	62,848	63,814
T	20	60,013	60,819	61,626	62,593	63,399	64,206	65,172
U	21	61,371	62,177	62,984	63,951	64,758	65,564	66,530
V	22	62,729	63,535	64,342	65,309	66,116	66,922	67,888
W	23	64,086	64,893	65,699	66,667	67,473	68,280	69,246
X	24	65,446	66,252	67,058	68,026	68,832	69,639	70,605
Y	25	66,804	67,610	68,416	69,384	70,190	70,997	71,963
Z	26-29	68,161	68,967	69,773	70,741	71,547	72,354	73,320
AA	30-32	68,839	69,646	70,452	71,420	72,226	73,033	73,999
BB	33-34	70,199	71,005	71,812	72,779	73,585	74,392	75,358
CC	35-36	71,557	72,363	73,170	74,137	74,944	75,750	76,716
DD	37-38	72,915	73,721	74,528	75,495	76,302	77,108	78,074
EE	39	74,272	75,078	75,885	76,852	77,659	78,465	79,431
FF	40	75,631	76,437	77,244	78,211	79,018	79,824	80,791
GG	41	76,989	77,795	78,602	79,569	80,376	81,182	82,149
HH	42	78,347	79,153	79,960	80,927	81,734	82,540	83,507
II	43	79,706	80,513	81,319	82,287	83,093	83,899	84,866
JJ	44	81,064	81,871	82,677	83,645	84,451	85,258	86,224
KK	45	82,422	83,229	84,035	85,003	85,809	86,616	87,582
LL	46	83,780	84,587	85,393	86,361	87,167	87,974	88,940
MM	47	85,139	85,946	86,752	87,720	88,526	89,333	90,299
NN	48+	86,178	86,985	87,791	88,759	89,565	90,371	91,338

\*Including current year

Deduct \$325 for non-certified non-tenured teachers.

### Salary Scale 2023-2024

STEP	YEARS*	BA	BA+15	BA+30	MA	MA+15	MA+30	2MA/PhD
A	1	47,283	48,104	48,925	49,910	50,731	51,553	52,537
B	2	47,974	48,795	49,616	50,601	51,422	52,244	53,228
C	3	48,665	49,486	50,307	51,292	52,113	52,934	53,918
D	4	49,355	50,177	50,998	51,983	52,804	53,625	54,609
E	5	50,046	50,867	51,689	52,674	53,495	54,316	55,300
F	6	50,737	51,558	52,379	53,365	54,186	55,007	55,991
G	7	51,428	52,249	53,070	54,055	54,877	55,698	56,682
H	8	52,119	52,940	53,761	54,746	55,567	56,389	57,373
I	9	52,810	53,631	54,452	55,437	56,258	57,080	58,064
J	10	53,501	54,322	55,143	56,128	56,949	57,770	58,754
K	11	54,193	55,014	55,835	56,820	57,641	58,462	59,446
L	12	54,884	55,706	56,527	57,512	58,333	59,154	60,138
M	13	55,575	56,397	57,218	58,203	59,024	59,845	60,829
N	14	56,267	57,089	57,910	58,895	59,716	60,537	61,521
O	15	56,959	57,780	58,602	59,587	60,408	61,229	62,213
P	16	57,650	58,471	59,293	60,278	61,099	61,920	62,904
Q	17	58,342	59,163	59,985	60,970	61,791	62,612	63,596
R	18	59,034	59,855	60,676	61,662	62,483	63,304	64,288
S	19	59,725	60,546	61,367	62,353	63,174	63,995	64,979
T	20	61,108	61,929	62,750	63,735	64,557	65,378	66,362
U	21	62,491	63,312	64,133	65,118	65,939	66,761	67,745
V	22	63,874	64,695	65,516	66,501	67,322	68,143	69,127
W	23	65,256	66,078	66,899	67,884	68,705	69,526	70,510
X	24	66,639	67,460	68,281	69,266	70,087	70,909	71,893
Y	25	68,023	68,844	69,665	70,650	71,471	72,293	73,277
Z	26	69,406	70,227	71,048	72,033	72,854	73,675	74,660
AA	27-30	70,787	71,608	72,430	73,415	74,236	75,057	76,041
BB	31-33	71,479	72,300	73,121	74,106	74,927	75,748	76,733
CC	34-35	72,863	73,684	74,505	75,490	76,311	77,132	78,116
DD	36-37	74,245	75,067	75,888	76,873	77,694	78,515	79,499
EE	38-39	75,628	76,449	77,271	78,256	79,077	79,898	80,882
FF	40	77,010	77,831	78,652	79,638	80,459	81,280	82,264
GG	41	78,394	79,215	80,036	81,021	81,843	82,664	83,648
HH	42	79,777	80,598	81,419	82,404	83,225	84,047	85,031
II	43	81,160	81,981	82,802	83,787	84,608	85,429	86,414
JJ	44	82,544	83,365	84,186	85,171	85,992	86,813	87,798
KK	45	83,926	84,748	85,569	86,554	87,375	88,196	89,180
LL	46	85,309	86,130	86,952	87,937	88,758	89,579	90,563
MM	47	86,692	87,513	88,334	89,320	90,141	90,962	91,946
NN	48	87,751	88,572	89,393	90,378	91,200	92,021	93,005

\*Including current year

Deduct \$325 for non-certified non-tenured teachers.

### Salary Scale 2024-2025

STEP	YEARS*	BA	BA+15	BA+30	MA	MA+15	MA+30	2MA/PhD
A	1	48,774	49,610	50,446	51,449	52,285	53,121	54,123
B	2	49,476	50,312	51,148	52,151	52,988	53,824	54,826
C	3	50,178	51,014	51,851	52,854	53,690	54,526	55,528
D	4	50,881	51,717	52,553	53,556	54,392	55,228	56,230
E	5	51,583	52,419	53,255	54,258	55,095	55,931	56,933
F	6	52,285	53,122	53,958	54,961	55,797	56,633	57,635
G	7	52,988	53,824	54,660	55,663	56,499	57,336	58,338
H	8	53,690	54,526	55,362	56,366	57,202	58,038	59,040
I	9	54,392	55,229	56,065	57,068	57,904	58,740	59,742
J	10	55,095	55,931	56,767	57,770	58,606	59,443	60,445
K	11	55,797	56,633	57,469	58,473	59,309	60,145	61,147
L	12	56,501	57,337	58,173	59,176	60,012	60,848	61,850
M	13	57,204	58,040	58,877	59,880	60,716	61,552	62,554
N	14	57,907	58,743	59,579	60,582	61,418	62,254	63,256
O	15	58,610	59,446	60,282	61,286	62,122	62,958	63,960
P	16	59,314	60,150	60,986	61,989	62,825	63,661	64,663
Q	17	60,016	60,852	61,688	62,691	63,528	64,364	65,366
R	18	60,719	61,556	62,392	63,395	64,231	65,067	66,069
S	19	61,423	62,259	63,095	64,098	64,935	65,771	66,773
T	20	62,125	62,961	63,798	64,801	65,637	66,473	67,475
U	21	63,531	64,367	65,203	66,207	67,043	67,879	68,881
V	22	64,937	65,773	66,609	67,613	68,449	69,285	70,287
W	23	66,343	67,179	68,015	69,018	69,855	70,691	71,693
X	24	67,749	68,585	69,421	70,424	71,260	72,097	73,099
Y	25	69,154	69,990	70,827	71,830	72,666	73,502	74,504
Z	26	70,561	71,397	72,234	73,237	74,073	74,909	75,911
AA	27-30	71,967	72,803	73,639	74,643	75,479	76,315	77,317
BB	31-33	73,372	74,208	75,044	76,047	76,883	77,720	78,722
CC	34-35	74,075	74,911	75,747	76,750	77,586	78,422	79,424
DD	36-37	75,482	76,318	77,154	78,157	78,993	79,829	80,831
EE	38-39	76,887	77,724	78,560	79,563	80,399	81,235	82,237
FF	40	78,293	79,129	79,966	80,969	81,805	82,641	83,643
GG	41	79,698	80,534	81,370	82,374	83,210	84,046	85,048
HH	42	81,105	81,941	82,777	83,781	84,617	85,453	86,455
II	43	82,511	83,347	84,183	85,186	86,023	86,859	87,861
JJ	44	83,917	84,753	85,589	86,592	87,428	88,265	89,267
KK	45	85,324	86,160	86,996	87,999	88,835	89,672	90,674
LL	46	86,730	87,566	88,402	89,405	90,241	91,077	92,079
MM	47	88,136	88,972	89,808	90,811	91,647	92,483	93,485
NN	48	89,212	90,048	90,884	91,887	92,724	93,560	94,562

\*Including current year

Deduct \$325 for non-certified non-tenured teachers.

## Secondary Department Salary Scales

# of Tchrs	21/22	22/23	23/24	24/25
2	2,740	2,786	2,834	2,882
3	2,797	2,844	2,893	2,942
4	2,855	2,903	2,953	3,003
5	2,912	2,961	3,012	3,063
6	2,969	3,019	3,070	3,123
7	3,027	3,078	3,130	3,184
8	3,084	3,136	3,189	3,243
9	3,140	3,194	3,248	3,303
10	3,198	3,253	3,308	3,364
11	3,254	3,310	3,366	3,423
12	3,312	3,369	3,426	3,484

### Notes:

- 1) Compensation for positions not included in the above scales will be determined by the high school principal.
- 2) Where an individual is currently being compensated in excess of the applicable amount as prescribed in the above scales, that individual's current level of compensation will remain in effect until such time when the prescribed scale amount should exceed the current level of compensation.

## Secondary Activity/Moderator Salary Scales

Activity	21/22	22/23	23/24	24/25
Newspaper	2,985	3,036	3,087	3,140
Magazine	2,740	2,786	2,834	2,882
Yearbook	3,231	3,286	3,342	3,399
Stud. Gobs.	3,231	3,286	3,342	3,399
Forensics	2,821	2,869	2,918	2,967
Audio-Visual	2,821	2,869	2,918	2,967
Glee Club	2,657	2,703	2,749	2,795
Nat'l Honor Society	2,821	2,869	2,918	2,967
Class Moderators:				
Frosh/Soph	2,494	2,536	2,579	2,623
Junior/Senior	2,740	2,786	2,834	2,882

### Notes:

- 1) The moderator of any approved activity not mentioned above requiring 30 hours or more per year shall be compensated at a rate equal to the lowest printed moderator stipend. An agreement in writing with the principal must be made in advance of the assignment.
- 2) Where an individual is currently being compensated in excess of the applicable amount as prescribed in the above scales, that individual's current level of compensation will remain in effect until such time when the prescribed scale amount should exceed the current level of compensation.

**Diocese of Camden  
Advantage EPO Plan**

<b>Benefit</b>	<b>In-Network Benefits Only (Includes Bluecard network)</b>
<b>Benefit Period</b>	Calendar year
<b>Deductible</b>	
Individual	\$500
Family	Two deductibles per family
<b>Coinsurance</b>	100%/80% Note: In-Network Hospital/Facility and PCP services covered at 100%.
<b>Maximum Out of Pocket</b>	
Individual	\$1,800
Family	\$3,600
Split Maximum Out of Pocket is Calendar year. The deductible, coinsurance, and copayments apply to the Maximum Out of Pocket.	
<b>Benefit Period Maximum</b>	Unlimited
<b>Lifetime Maximum</b>	Unlimited
<b>Primary Care Physician Selection</b>	Not Required
<b>Doctor's Office Visits</b>	
Primary Care Office Visit	100% after \$30 copay A primary care physician is a general or family practitioner, internist or pediatrician
Specialist Office Visit	100% after \$30 copay A referral is not required to visit a specialist.
Maternity Visits	100% after \$30 copay Copay applies to 1st visit only Dependent children are ineligible for Maternity/Obstetrical Benefits.
Allergy Testing and Treatment	100% Note: A copay will only apply when an office visit is billed.
<b>Preventive Care</b>	
Routine Adult Physicals, GYN Exams, PAP, Mammograms, Prostate Cancer Screening, Colorectal Screening, Immunizations	100%
Well Child Exams	100%
Well Child Immunizations and Lead Screening	100%
<b>Diagnostic Procedures</b>	
Laboratory	100% in office setting or in a Preferred Lab 100% after deductible in outpatient facility
Outpatient X-ray/Radiology Services	100% in office setting 100% after deductible in outpatient facility
CT/CTA Scans, Pet Scans, MRIs/MRAs, Nuclear Medicine studies (including Nuclear Cardiology) require prior authorization. Advanced/Complex Radiology may pay at a different benefit level than listed above. The ordering physician should request the prior authorization by calling eviCore healthcare at <b>1-866-496-6200</b> and providing the necessary clinical information. Once the authorization number is received, the member may call eviCore healthcare at <b>1-866-969-1234</b> to schedule an appointment.	
Note: Managed Care members can call <b>1-866-969-1234</b> to obtain a confirmation number for non-Advanced Imaging diagnostic procedures. Confirmation numbers	
<b>Hospital Care</b>	
Inpatient Admission (including maternity)	100% after deductible
Pre-admission Testing	100% after deductible
Surgery in Hospital	100% after deductible
Inpatient Physician Services	80% after deductible
Outpatient Dept. Services	100% after deductible
<b>Emergency Care</b>	
Emergency Room	100% after \$100 facility copay
Ambulance	80% after deductible

<b>Outpatient Surgery</b>	
Hospital Outpatient Surgery	100% after deductible
Surgery in an Ambulatory SurgiCenter	100% after deductible
<b>Mental Health Services</b>	
Inpatient	100% after deductible
Outpatient department	100% after deductible
Office setting	100% after \$30 copay
<b>Substance Abuse Services</b>	
Inpatient	100% after deductible
Outpatient department	100% after deductible
Office setting	100% after \$30 copay
<b>Alcohol Abuse Services</b>	
Inpatient	100% after deductible
Outpatient department	100% after deductible
Office setting	100% after \$30 copay
	Inpatient and Outpatient Mental Health/Substance Abuse/Alcoholism Services must be coordinated through Horizon Behavioral Health at 1-800-626-2212.
<b>Other Services</b>	
Bariatric Surgery	100% after deductible
Diabetic Education	100% after office copayment
Diabetic Supplies	80% after deductible
Durable Medical Equipment	80% after deductible
Orthotics and Prosthetics (Per NJ mandate)	100% after \$30 copay
Home Health Care	80% after deductible
Hospice Care	80% after deductible
Infertility (including in-vitro fertilization)	Not covered
Physical Rehabilitation Facility Inpatient Services	100% after deductible Limited to 60 days per benefit period
Private Duty Nursing	80% after deductible Limited to 30 visits per benefit period (8-hour shifts)
Short-term Therapies: Physical, Occupational, Speech, Respiratory	100% after office copayment 30 visit maximum per therapy, per benefit period Note: if PCP copay is \$30, the STT copay will default to \$20.
Skilled Nursing Facility/Extended Care Center	80% after deductible Limited to 100 days per benefit period
Therapeutic Manipulation (Chiropractic Care)	100% after office copayment 30 visit maximum per benefit period
Vision - Routine Eye Exam	100% after \$30 copay
Vision Hardware	\$100 every two years
Telemedicine	100% after \$20 copay
<b>Prescription Drugs</b>	Covered under a freestanding prescription program
<b>Eligibility</b>	Dependent children, including full-time students, are covered until the end of the month in which they reach the age of 26. Handicapped dependents are covered beyond the child removal age, if the handicap occurred prior to the age of 26. Under certain conditions, coverage may be extended for qualified dependents up to age 31.
<b>Pre-Existing Conditions</b>	Not applicable
<b>Prior Authorization</b>	Some services/procedures require prior authorization. For a complete list, contact our customer service number at 1-800-355-BLUE (2583) or refer to our website at <a href="http://www.HorizonBlue.com">www.HorizonBlue.com</a> .
<b>24/7 Nurse Line</b>	Not applicable

The Advantage EPO plans cover eligible expenses rendered by providers in Horizon's Managed Care network. When you utilize participating providers, you generally only pay your copayment and any applicable in-network coinsurance or deductible. No benefits are available out-of-network, except in emergency situations.

This summary highlights the major features of your health benefit program. It is not a contract and some limitations and exclusions may apply. Payment of benefits is subject solely to the terms of the contract. Please refer to your benefit booklet for more information.

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Three Penn Plaza East, Newark, New Jersey 07105

20\_\_ **PAUL VI HIGH SCHOOL REQUEST FOR FACULTY LEAVE**

NAME: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Categories - Select one: \_\_\_\_\_ Personal \_\_\_\_\_ Bereavement \_\_\_\_\_ Professional/Workshop  
\_\_\_\_\_ Other(Specify) \_\_\_\_\_

*Please fill in the appropriate information below.*

**PERSONAL/BEREAVEMENT:**

Date(s): \_\_\_\_\_ Duration: \_\_\_\_\_

According to contract, at least five (5) days notice is to be given to the principal for personal days except in cases of emergency.

**PROFESSIONAL/WORKSHOP:** Department: \_\_\_\_\_ Budget Withdrawal: \_\_\_\_\_

Date(s) of Workshop \_\_\_\_\_ Hours of Workshop \_\_\_\_\_ Cost \$ \_\_\_\_\_

Title of Workshop \_\_\_\_\_ Location of Workshop \_\_\_\_\_

Brief Description of Workshop  
\_\_\_\_\_

Briefly state your objectives for attending the workshop  
\_\_\_\_\_

Relevance to school's educational mission/objectives  
\_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Approved**

\_\_\_\_\_ **Disapproved**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date



## Teacher Preference Form

**SCHOOL** \_\_\_\_\_

**SCHOOL YEAR** \_\_\_\_\_ **NAME OF TEACHER** \_\_\_\_\_

In accordance with the contract, Article VIII - A, you are requested to complete this "preference form", and return it to the principal's secretary by \_\_\_\_\_.

### **TEACHING ASSIGNMENTS:**

In order of preference \_\_\_\_\_

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### **SERVICE ASSIGNMENTS:**

In order of preference \_\_\_\_\_

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### **HOMEROOM ASSIGNMENT:**

Level preference \_\_\_\_\_

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Please describe below any special requests you may have; e.g., room assignment, scheduling arrangement, etc.

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Please indicate below if you intend to take any graduate courses in the near future (please specify dates.)

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<b>Teacher Volunteer Form</b>
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**ARTICLE XVII**

General Conditions

B. The provisions of this contract are not intended to limit an employee's rights to accept voluntarily any school activity offered to him/her.

1. If an employee does not wish to volunteer for any assignment which is beyond the terms of this contract, he/she is free to do so.

2. In either case, the employee's right to volunteer or not to volunteer shall be without prejudice to his/her standing in the School and without censure from the School or Union.

3. When an employee is requested to or volunteers to accept an assignment which is beyond the terms of this contract, he/she must be given the written request for his signature which need not be returned sooner than twenty-four (24) hours after receipt of said request in order to demonstrate in writing his willingness

I, \_\_\_\_\_  
Name of Employee

(    ) do volunteer                      (    ) do not volunteer

for the following condition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Competency Form</b>
------------------------

Name of Teacher \_\_\_\_\_

School \_\_\_\_\_

Year \_\_\_\_\_

Subject Area to be Taught \_\_\_\_\_

Course Title \_\_\_\_\_

It is recognized that the teacher named above has agreed to teach outside of his or her field of competency as defined in this contract.

copy: Diocesan Schools Office  
President - CTU

<b>Disciplinary Meeting Form</b>
----------------------------------

To: \_\_\_\_\_ (Name of Teacher)

From: \_\_\_\_\_ (Principal)

Date for Meeting: \_\_\_\_\_ TIME: \_\_\_\_\_

Topic: \_\_\_\_\_

*You are reminded that you have the right to have a representative of the Union present at this meeting.*

If you do not wish to bring someone, please sign below

\_\_\_\_\_

<b>New Teacher Audit Form</b>
-------------------------------

Date \_\_\_\_\_ Time \_\_\_\_\_

Name of School \_\_\_\_\_

Class Audited \_\_\_\_\_

Teacher Auditing \_\_\_\_\_

copy: Department Chairperson

<b>Preparation Period Use for Substitution</b>
--

Teacher \_\_\_\_\_

School \_\_\_\_\_

Period of Substitution \_\_\_\_\_ DATE \_\_\_\_\_

*It is recognized that only those teachers who wish to volunteer will be asked to give up their Preparation Period. For every four (4) Preparation Periods used, a teacher will be given an extra Personal Day.*

## Tuition Reimbursement Request Form

This section to be completed by teacher:

Name: _____	Date of Application: _____
School: _____	
Title of Graduate Course: _____	
Graduate School: _____	
<b>N.B. Request for reimbursement for summer courses must be made by June 1 for September reimbursement</b>	

This section to be completed by principal:

Request approved: _____ <b>(Pending contractual stipulation of proof of grade of C or better)</b>
Request denied: _____
Reasons for denial: _____
_____
_____
_____
Principal's signature _____

## GRIEVANCE REPORT FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

School: \_\_\_\_\_

Position: \_\_\_\_\_

Delegate's Name: \_\_\_\_\_

I. Nature of Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

II. Applicable Article and Section: \_\_\_\_\_

III. Remedy Sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

This form is to be completed in triplicate:

Original to appropriate administrator  
One copy to the Union  
One copy to be retained by the aggrieved

Vision-Hardware	\$100 in a 2 calendar year period
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These coverages are provided for full-time employees in accordance with the provisions of Article XI.A.1.  
**Diocese of Camden Managed Vision Care Program**

***Frequency of Service***

	<b>Employee</b>	<b>Spouse</b>	<b>Children (Student Age 25)</b>
Vision Exam	12 months	12 months	12 months
Lenses	12 months	12 months	12 months
Frames	24 months	24 months	24 months

***Benefits***

		VBA Participating Doctor Amount Covered	Non-Participating Doctor Amount Reimbursed
Vision Exam		100%	\$35
Clear Standard Lenses (pair)			
	Single Vision	100%	\$30
	Bifocal	100%	\$40
	Trifocal	100%	\$60
	Lenticular	100%	\$80
Frames		100%	\$45
		(within the program's \$45 wholesale allowance – approx \$100 retail)	
OR			
Contacts (includes the vision exam allowance)			
	Selected in lieu of Glasses	\$125	\$125
	Medically Required	UCR (usual, customary, and reasonable as determined by VBA)	\$250

## Diocese of Camden Dental Insurance Plan

### Plan Features

### Dental Indemnity Plan

*Annual Deductible*

**\$50 per person**

*Annual Maximum Benefit*

**\$1,500 per person**

#### *Class I Services*

Preventive/Diagnostic (cleanings, x-rays, exams)

100% coverage; annual deductible is waived for these services

#### *Class II Services*

Basic/Restorative (filings, extractions, root canals)

85% coverage after annual deductible

#### *Class III Services*

Major (crown/bridges, dentures)

50% coverage after annual deductible

Prosthodontia is reduced from 50% to 25% for the first 24 months of coverage for new employees on and after 7/1/95 who had teeth missing when hired.

#### *Class IV Services*

Orthodontia (braces)

50% coverage after annual deductible; lifetime maximum of \$1,000 per person

Orthodontia treatment received prior to your eligibility date is not covered. Ongoing monthly treatment provided on or after your eligibility date is covered.

## Diocese of Camden Healthcare Program for Early Retirees

1. An employee who has worked at least 20 years with the Diocese and retires between the ages of 60 and 65 has the option of continuing the medical benefit [single, couple, parent/child, family] at the employee's expense. At age 65 the employee will no longer be eligible for coverage under the Diocesan plan.
2. The retired employee's spouse may participate in the current health coverage at the retired employee's expense, until the retired employee reaches the age of 65. If the spouse is not yet eligible for Medicare, the Diocese will assist the spouse in obtaining coverage, if the spouse chooses, and at the spouse's expense.
3. If a retired employee participating in this coverage dies before the age of 65, the spouse is no longer eligible to participate in the plan.

### Administrative Rules

1. An "eligible retiree" is an employee:
  - a. age 60 or older who is not qualified for Medicare coverage, and
  - b. who has served not less than 20 years of service with *covered employers*, and
  - c. who terminates employment with a *covered employer*, and
  - d. who remains current with healthcare contributions, and
  - e. who while in active employment, was covered by the Diocesan health plan for at least five years, prior to retirement.
2. A "covered employer" is:
  - a. a parish, agency or an institution of the Diocese of Camden, which provides coverage with the Diocesan health plan.
3. Healthcare premiums are due and payable by the eligible retiree no later than the tenth of the month before the month for which coverage is requested. As an example, premium for coverage for the month of July must be paid no later than June 10.
4. Coverage terminates for an eligible retiree for the earliest of the following:
  - a. notification by the eligible retiree in writing with copies of the Social Security Administration notice to show that Medicare coverage is now in effect, or
  - b. the healthcare premium is more than 15 days late, or
  - c. the death of the eligible retiree.



5. Coverage terminates for a dependent of an eligible retiree:
  - a. when documentation has been received from the eligible retiree that Medicare coverage is now in effect, or
  - b. when the healthcare premium is more than 15 days late, or
  - c. when the dependent dies, or
  - d. when the eligible retiree dies.
6. Single healthcare coverage may be changed to add dependents during the Open Enrollment Period each year. The Open Enrollment Period is the month of May for a July 1 effective date.
7. An employee and dependents form of healthcare coverage may be changed to Single coverage at any time. It will become effective on the first of the month following the month in which the covered employer is notified in writing.
8. An eligible retiree who has been covered by the Diocesan health plan and who elected coverage completes the Election Form. The completed Election Form is forwarded to the employer. Arrangements are made with the employee to remit the required monthly premium payments to the employer on a timely basis.
9. An eligible retiree who elects to waive Program coverage must complete a Waiver Form. This Waiver Form is forwarded to the employer.

### **Severance Pay Plan**

1. Severance pay will be computed and paid, when eligible, on a weekly basis according to the following schedule based upon the salary or wage of the terminated employee for the last completed weekly pay period prior to termination.

Less than 6 months	No benefit
Six months but less than two years	Two full weeks salary
Two years but less than three years	Three full weeks salary
Three years but less than four years	Four full weeks salary
Four years but less than five years	Five full weeks salary
Five years but less than six years	Six full weeks salary
Six years but less than seven years	Seven full weeks salary
Seven years but less than eight years	Eight full weeks salary
Eight years but less than nine years	Nine full weeks salary
Nine years but less than ten years	Ten full weeks salary
A minimum of ten years	Twelve full weeks salary

2. In the case of teachers, "salary" shall be calculated by dividing their annual base compensation by fifty-two (52) to ascertain a weekly salary.
3. Once it is determined that an instrumentality of the Diocese of Camden is to involuntarily terminate an employee other than "for cause," then such instrumentality shall so notify the Office of Human Resources, the Plan Administrator, forthwith so that inquiries can be effected in an attempt to secure another suitable position for such employee within the diocese. The inability of the Diocese to locate another suitable position shall entitle the employee to the previously specified benefits under this Plan.
4. Years of employment will be calculated from the first day of employment until the date of involuntary termination. Calculation of total time accumulated for the purposes of Paragraph 3 shall be for continuous and uninterrupted service with any instrumentality of the Diocese of Camden.
 

Service with one or more instrumentalities shall be deemed to be continuous and uninterrupted provided it is consecutive.

Service shall be deemed to be continuous and uninterrupted in the case of educational instrumentalities notwithstanding the fact that such educational instrumentalities do not operate during the normal and accepted vacation periods.
5. Implementation of the Plan by the Diocese of Camden is not intended to confer, and does not confer any legal, equitable, contractual or other rights on any kind on any employee of any instrumentality of the diocese. It may at any time, and with or without cause, be amended in whole or in part by the Diocese and/or abrogated in its entirety.

6. In the case of an employee who is delivered of a child, maternity leave of up to one year, during which time the employee is not otherwise gainfully employed, shall not be deemed to interrupt the continuous and uninterrupted service required in Paragraph 4; provided, however, that such maternity leave shall not be calculated as employment for purposes of Paragraph 1.

7. No payment shall be made under this plan to any employee who, at the time of involuntary termination, is entitled to receive any other type of severance pay or unemployment compensation of any kind pursuant to any type of agreement or requirement.

8. No payments shall be made under this Plan to any employee who, within 10 business days of termination has obtained another suitable position.

9. Any employee eligible for benefits under the provisions of the Diocesan pension program shall be ineligible for benefits under this Plan.

10. Roman Catholic agencies, institutions and instrumentalities which are located in the Diocese of Camden, but which are not subject to the civil authority of the Ordinary of the diocese, may participate in this program, with the approval of the said Ordinary, on a voluntary basis, provided, however, that such participation of any such agency, institution or instrumentality shall be conditioned upon such entity complying with all applicable provisions of this program. Participation by any such agency, institution or instrumentality is not intended to confer, and does not confer, any legal, equitable, contractual or other right of any kind on any employee of any such entity. Participation of any such entity in this program may be terminated, at any time and with or without cause, by such entity or by the Ordinary.

13. Notwithstanding any other provisions of this Plan no employee of any educational institution shall be entitled to any benefits hereunder during the summer vacation period between academic years.

14. Notwithstanding any other provisions of the Plan, any employee of an educational institution who has been subject to an involuntary termination at the end of the academic year, and who normally does not work at such educational institution during the summer vacation period, and who is not otherwise gainfully employed on the first day of the next succeeding year shall, only at such time, receive the appropriately computed benefits under this Plan.

### **Sample Letter Requesting Excusal From Jury Duty during the school year**

Dear Sir/Madam,

I am a teacher in a private high school. As such I do not get vacation days, nor will I get paid for days missed, if I am placed on a jury. This would be a financial hardship for me and my family. This will also cause a hardship for the school and my students.

For these reasons I ask that you postpone my service on jury duty to the time when school is not in session, between June 22 and August 15.

Thank you for your consideration of this matter. I look forward to serving next summer.