

PAUL VI HIGH SCHOOL

AND

CATHOLIC TEACHERS UNION

September 1, 2025 - August 31, 2029 Contract

Contents

PREAMBLE	1
ARTICLE I Recognition and Scope of Agreement	1
ARTICLE II Certificates	2
ARTICLE III Tenure	2
ARTICLE IV Non-Tenure	3
ARTICLE V Seniority	4
ARTICLE VI Constriction	4
ARTICLE VII Grievance Procedure	5
ARTICLE VIII Teacher Assignments	7
ARTICLE IX Duties and Assignments	8
ARTICLE X Leaves of Absence	10
A. Sick Leave	10
B. Bereavement Leave	10
C. Personal Leave	11
D. Professional Leave	11
E. Disability Leave	11
F. Child-Bearing Leave	11
G. Child-Rearing Leave	12
H. Adoption Leave	12
I. Unpaid Leave of Absence	12
J. Extended Leave	13
K. Jury Duty	13
ARTICLE XI Benefits	13
A. Medical Insurance	13
B. Dental Insurance	14
C. Prescription Drug Plan	14
D. Life Insurance	14
E. Continuation of Health Insurance Coverage	14
F. Retirement Plan	14
G. Tuition Reimbursement for Graduate Credits	15
H. Early Retirement Incentive	15
J. Medical Insurance Option	15
K. Vision Care	16
L. Healthcare Program for Early Retirees	16
M. 125 Plan Coverage	16
N. Severance Plan	16
ARTICLE XII Lunch	16
ARTICLE XIII Tax Sheltered Annuity	16
ARTICLE XIV Tuition Waiver	16
ARTICLE XV Salaries	17
ARTICLE XVI No Strike - No Lockout	17
ARTICLE XVII General Conditions	17
ARTICLE XVIII Extra-Curricular Activities	18
ARTICLE XIX Advancement	18
ARTICLE XX Check-Off	19
ARTICLE XXI Union Representation	19
ARTICLE XXII Term of Agreement	21
Long Term Disability	21
Salary Scale 2025-2026	22
Salary Scale 2026-2027	23

Salary Scale 2027-2028	24
Salary Scale 2028-2029	25
Secondary Department Salary Scales	26
Secondary Activity/Moderator Salary Scales	26
Diocese of Camden Benefit Plan	27
Personal/Bereavement/Professional Day Request Form	34
Teacher Preference Form	36
Teacher Volunteer Form	37
Competency Form	38
Disciplinary Meeting Form	38
New Teacher Audit Form	39
Preparation Period Use for Substitution	39
Tuition Reimbursement Request Form	40
Grievance Report Form	41
Health Plan	41
Healthcare Program for Early Retirees	42
Severance Pay Plan	43

PREAMBLE

This Agreement is made this 21st day of July, 2025 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 (4) years or they may not be rehired.

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 rehired.

ARTICLE III **Tenure**

A. Tenure is defined as full-time employment by a degree-holding, certified 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, 2021 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 may result in the 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 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;
 - a. New Jersey state certification
 - b. Other 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 of more than 165 students in 2025/2026 contract year; no more than 164 students in the 2026/2027 contract year; no more than 162 students in the 2027/2028 contract year; no more than 161 students in the 2028/2029 contract year. Total teaching load for physical education will remain at 165 for the duration of the contract. 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 personnel 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. If an absence is determined to be a pattern of abuse, this pattern may be considered a serious neglect of duty. (See Article III, Section B).

[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. This includes the employee's disability by reason of pregnancy or pregnancy-related conditions. All portions of the leave shall be unpaid, except during the period of disability (10 or 12 consecutive weeks). During this period of disability, the employee may use accumulated sick leave for up to fifty (50) work days, provided such time is available. Employees with insufficient accumulated sick time to cover the period of disability may utilize the Long-Term Disability Plan (see Article XXII).

[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 2025-2026 school year – 11.5%; for the 2026-2027 school year – 12%; for the 2027-2028 – 12.5% and 2028-2029 school years – 12.5%.

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 2025-2026 school year – 11.5%; for the 2026-2027 school year – 12%; for the 2027-2028 – 12.5% and 2028-2029 school years – 12.5%.

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/state certification credits at the rate of \$833 per credit hour up to a maximum of \$2,500 per 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 two 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 institution(s) of the employee's choice. The total salary shall be paid over twenty-four (24) installments on the 15th and 30th of each month from September through August. All applicable voluntary deductions will be withheld over twenty (20) installments from September through June.

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.

his/her willingness to voluntarily accept the assignment

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.

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

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.

D. Individual mailboxes shall be provided for each lay employee in the School, and mail received shall be placed in the employee's mailbox.

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.

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.

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

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, 2025 through August 31, 2029.
B. At any time subsequent to February 1, 2029, 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 21st day of July 2025.

Paul VI High School

Catholic Teachers Union



By: Michael Chambers,
President



By: Bob Cranston,
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 2025-2026								
STEP	YEARS*	BA	BA+15	BA+30	MA	MA+15	MA+30	2MA/PhD
A	1	50,400	51,252	52,104	53,126	53,977	54,829	55,850
B	2	51,116	51,968	52,819	53,841	54,693	55,545	56,565
C	3	51,831	52,683	53,535	54,557	55,408	56,260	57,281
D	4	52,547	53,398	54,250	55,272	56,124	56,976	57,996
E	5	53,262	54,114	54,966	55,988	56,839	57,691	58,712
F	6	53,978	54,829	55,681	56,703	57,555	58,407	59,427
G	7	54,693	55,545	56,397	57,419	58,270	59,122	60,143
H	8	55,409	56,260	57,112	58,134	58,986	59,837	60,858
I	9	56,124	56,976	57,828	58,849	59,701	60,553	61,574
J	10	56,840	57,691	58,543	59,565	60,417	61,268	62,289
K	11	57,555	58,407	59,259	60,280	61,132	61,984	63,005
L	12	58,270	59,122	59,974	60,996	61,848	62,699	63,720
M	13	58,987	59,839	60,691	61,712	62,564	63,416	64,437
N	14	59,704	60,555	61,407	62,429	63,281	64,133	65,153
O	15	60,419	61,271	62,123	63,145	63,996	64,848	65,869
P	16	61,136	61,988	62,839	63,861	64,713	65,565	66,585
Q	17	61,852	62,704	63,556	64,578	65,430	66,281	67,302
R	18	62,568	63,420	64,271	65,293	66,145	66,997	68,018
S	19	63,285	64,136	64,988	66,010	66,862	67,713	68,734
T	20	64,001	64,853	65,705	66,727	67,578	68,430	69,451
U	21	64,717	65,568	66,420	67,442	68,294	69,146	70,166
V	22	66,149	67,001	67,852	68,874	69,726	70,578	71,598
W	23	67,581	68,433	69,284	70,306	71,158	72,010	73,030
X	24	69,013	69,865	70,716	71,738	72,590	73,442	74,463
Y	25	70,445	71,297	72,149	73,170	74,022	74,874	75,895
Z	26	71,877	72,728	73,580	74,602	75,454	76,306	77,326
AA	27	73,310	74,162	75,013	76,035	76,887	77,739	78,760
BB	28	74,742	75,594	76,446	77,467	78,319	79,171	80,192
CC	29-32	76,173	77,025	77,877	78,898	79,750	80,602	81,623
DD	33-35	76,889	77,741	78,592	79,614	80,466	81,318	82,339
EE	36-37	78,322	79,174	80,026	81,048	81,899	82,751	83,772
FF	38-39	79,754	80,606	81,458	82,480	83,331	84,183	85,204
GG	40-41	81,186	82,038	82,890	83,912	84,764	85,615	86,636
HH	42	82,617	83,469	84,321	85,343	86,194	87,046	88,067
II	43	84,051	84,902	85,754	86,776	87,628	88,480	89,500
JJ	44	85,483	86,334	87,186	88,208	89,060	89,912	90,932
KK	45	86,915	87,767	88,618	89,640	90,492	91,344	92,364
LL	46	88,348	89,200	90,052	91,073	91,925	92,777	93,798
MM	47	89,780	90,632	91,484	92,506	93,357	94,209	95,230
NN	48+	90,877	91,728	92,580	93,602	94,454	95,306	96,326

*Including current year

Deduct \$425 for non-certified teachers hired after September 1, 2013.

Salary Scale 2026-2027

STEP	YEARS*	BA	BA+15	BA+30	MA	MA+15	MA+30	2MA/PhD
A	1	52,054	52,922	53,789	54,830	55,697	56,565	57,604
B	2	52,783	53,650	54,518	55,558	56,426	57,293	58,333
C	3	53,512	54,379	55,246	56,287	57,154	58,022	59,061
D	4	54,240	55,108	55,975	57,016	57,883	58,750	59,790
E	5	54,969	55,836	56,704	57,744	58,612	59,479	60,518
F	6	55,697	56,565	57,432	58,473	59,340	60,208	61,247
G	7	56,426	57,293	58,161	59,201	60,069	60,936	61,976
H	8	57,155	58,022	58,889	59,930	60,797	61,665	62,704
I	9	57,883	58,751	59,618	60,659	61,526	62,393	63,433
J	10	58,612	59,479	60,346	61,387	62,254	63,122	64,161
K	11	59,340	60,208	61,075	62,116	62,983	63,850	64,890
L	12	60,069	60,936	61,804	62,844	63,712	64,579	65,618
M	13	60,798	61,665	62,532	63,573	64,440	65,308	66,347
N	14	61,527	62,395	63,262	64,303	65,170	66,037	67,077
O	15	62,257	63,124	63,992	65,032	65,900	66,767	67,807
P	16	62,986	63,853	64,720	65,761	66,628	67,496	68,535
Q	17	63,715	64,583	65,450	66,491	67,358	68,226	69,265
R	18	64,445	65,313	66,180	67,221	68,088	68,955	69,995
S	19	65,174	66,041	66,909	67,949	68,817	69,684	70,723
T	20	65,904	66,771	67,638	68,679	69,546	70,414	71,453
U	21	66,633	67,501	68,368	69,409	70,276	71,143	72,183
V	22	67,362	68,229	69,097	70,137	71,005	71,872	72,911
W	23	68,820	69,688	70,555	71,596	72,463	73,330	74,370
X	24	70,279	71,146	72,013	73,054	73,921	74,789	75,828
Y	25	71,737	72,604	73,472	74,512	75,380	76,247	77,287
Z	26	73,195	74,063	74,930	75,971	76,838	77,706	78,745
AA	27	74,653	75,521	76,388	77,429	78,296	79,163	80,203
BB	28	76,113	76,980	77,848	78,888	79,756	80,623	81,662
CC	29	77,571	78,439	79,306	80,347	81,214	82,081	83,121
DD	30-33	79,028	79,896	80,763	81,804	82,671	83,539	84,578
EE	34-36	79,757	80,625	81,492	82,533	83,400	84,268	85,307
FF	37-38	81,217	82,084	82,952	83,992	84,860	85,727	86,767
GG	39-40	82,675	83,543	84,410	85,451	86,318	87,185	88,225
HH	41-42	84,134	85,001	85,868	86,909	87,776	88,644	89,683
II	43	85,591	86,458	87,326	88,366	89,234	90,101	91,140
JJ	44	87,050	87,918	88,785	89,826	90,693	91,561	92,600
KK	45	88,509	89,376	90,244	91,284	92,152	93,019	94,058
LL	46	89,967	90,835	91,702	92,743	93,610	94,477	95,517
MM	47	91,427	92,294	93,161	94,202	95,069	95,937	96,976
NN	48+	92,000	92,867	93,734	94,775	95,642	96,510	97,549

***Including current year**

Deduct \$425 for non-certified teachers hired after September 1, 2013.

Salary Scale 2027-2028

STEP	YEARS*	BA	BA+15	BA+30	MA	MA+15	MA+30	2MA/PhD
A	1	53,793	54,677	55,561	56,622	57,506	58,390	59,449
B	2	54,536	55,420	56,304	57,364	58,248	59,132	60,192
C	3	55,278	56,162	57,046	58,107	58,991	59,875	60,934
D	4	56,021	56,905	57,789	58,849	59,733	60,617	61,677
E	5	56,764	57,647	58,531	59,592	60,476	61,360	62,419
F	6	57,506	58,390	59,274	60,334	61,218	62,102	63,162
G	7	58,249	59,133	60,016	61,077	61,961	62,845	63,904
H	8	58,991	59,875	60,759	61,820	62,703	63,587	64,647
I	9	59,734	60,618	61,502	62,562	63,446	64,330	65,389
J	10	60,476	61,360	62,244	63,305	64,189	65,072	66,132
K	11	61,219	62,103	62,987	64,047	64,931	65,815	66,874
L	12	61,961	62,845	63,729	64,790	65,674	66,558	67,617
M	13	62,704	63,588	64,472	65,532	66,416	67,300	68,359
N	14	63,446	64,330	65,214	66,275	67,159	68,043	69,102
O	15	64,190	65,074	65,958	67,018	67,902	68,786	69,846
P	16	64,934	65,818	66,702	67,762	68,646	69,530	70,589
Q	17	65,676	66,560	67,444	68,505	69,389	70,273	71,332
R	18	66,420	67,304	68,188	69,248	70,132	71,016	72,076
S	19	67,164	68,048	68,932	69,992	70,876	71,760	72,819
T	20	67,906	68,790	69,674	70,735	71,619	72,503	73,562
U	21	68,650	69,534	70,418	71,478	72,362	73,246	74,306
V	22	69,394	70,278	71,162	72,222	73,106	73,990	75,049
W	23	70,136	71,020	71,904	72,965	73,849	74,733	75,792
X	24	71,622	72,506	73,390	74,451	75,335	76,219	77,278
Y	25	73,109	73,993	74,877	75,937	76,821	77,705	78,764
Z	26	74,595	75,479	76,363	77,423	78,307	79,191	80,251
AA	27	76,081	76,965	77,849	78,910	79,794	80,678	81,737
BB	28	77,567	78,451	79,335	80,395	81,279	82,163	83,223
CC	29	79,054	79,938	80,822	81,883	82,767	83,651	84,710
DD	30	80,541	81,425	82,309	83,369	84,253	85,137	86,196
EE	31-34	82,026	82,910	83,794	84,854	85,738	86,622	87,681
FF	35-37	82,769	83,653	84,537	85,597	86,481	87,365	88,424
GG	38-39	84,256	85,140	86,024	87,085	87,969	88,852	89,912
HH	40-41	85,742	86,626	87,510	88,571	89,455	90,339	91,398
II	42-43	87,229	88,113	88,997	90,057	90,941	91,825	92,884
JJ	44	88,714	89,598	90,482	91,542	92,426	93,310	94,369
KK	45	90,201	91,085	91,969	93,030	93,914	94,797	95,857
LL	46	91,687	92,571	93,455	94,516	95,400	96,284	97,343
MM	47+	92,000	92,884	93,768	94,828	95,712	96,596	97,655

***Including current year**

Deduct \$425 for non-certified teachers hired after September 1, 2013.

Salary Scale 2028-2029

STEP	YEARS*	BA	BA+15	BA+30	MA	MA+15	MA+30	2MA/PhD
A	1	55,531	56,432	57,333	58,414	59,315	60,216	61,295
B	2	56,287	57,188	58,089	59,170	60,071	60,972	62,051
C	3	57,043	57,944	58,845	59,926	60,827	61,728	62,807
D	4	57,800	58,700	59,601	60,682	61,583	62,484	63,563
E	5	58,556	59,456	60,357	61,438	62,339	63,240	64,319
F	6	59,312	60,213	61,113	62,194	63,095	63,996	65,075
G	7	60,068	60,969	61,869	62,950	63,851	64,752	65,832
H	8	60,824	61,725	62,626	63,706	64,607	65,508	66,588
I	9	61,580	62,481	63,382	64,462	65,363	66,264	67,344
J	10	62,336	63,237	64,138	65,218	66,119	67,020	68,100
K	11	63,092	63,993	64,894	65,974	66,875	67,776	68,856
L	12	63,848	64,749	65,650	66,731	67,631	68,532	69,612
M	13	64,604	65,505	66,406	67,487	68,387	69,288	70,368
N	14	65,360	66,261	67,162	68,243	69,143	70,044	71,124
O	15	66,116	67,017	67,918	68,999	69,900	70,800	71,880
P	16	66,873	67,774	68,675	69,756	70,657	71,558	72,637
Q	17	67,631	68,532	69,432	70,513	71,414	72,315	73,395
R	18	68,387	69,288	70,189	71,269	72,170	73,071	74,151
S	19	69,144	70,045	70,946	72,027	72,927	73,828	74,908
T	20	69,901	70,802	71,703	72,784	73,685	74,586	75,665
U	21	70,657	71,558	72,459	73,540	74,441	75,342	76,421
V	22	71,415	72,316	73,216	74,297	75,198	76,099	77,179
W	23	72,172	73,073	73,974	75,055	75,955	76,856	77,936
X	24	72,928	73,829	74,730	75,811	76,711	77,612	78,692
Y	25	74,441	75,342	76,243	77,324	78,225	79,126	80,205
Z	26	75,955	76,856	77,756	78,837	79,738	80,639	81,719
AA	27	77,468	78,369	79,270	80,351	81,251	82,152	83,232
BB	28	78,981	79,882	80,783	81,864	82,765	83,666	84,745
CC	29	80,494	81,395	82,296	83,377	84,278	85,179	86,258
DD	30	82,009	82,910	83,811	84,891	85,792	86,693	87,773
EE	31	83,522	84,423	85,324	86,405	87,306	88,206	89,286
FF	32-35	85,034	85,935	86,836	87,917	88,818	89,719	90,798
GG	36-38	85,791	86,692	87,593	88,673	89,574	90,475	91,555
HH	39-40	87,305	88,206	89,107	90,188	91,089	91,990	93,069
II	41-42	88,819	89,720	90,621	91,701	92,602	93,503	94,583
JJ	43-44	90,332	91,233	92,134	93,215	94,116	95,016	96,096
KK	45	91,844	92,745	93,646	94,727	95,628	96,528	97,608
LL	46+	92,000	92,901	93,801	94,882	95,783	96,684	97,763

***Including current year**

Deduct \$425 for non-certified teachers hired after September 1, 2013.

Secondary Department Salary Scales

# of teachers	25/26	26/27	27/28	28/29
2	2,935	2,990	3,045	3,101
3	2,996	3,052	3,108	3,166
4	3,058	3,115	3,173	3,231
5	3,119	3,177	3,236	3,296
6	3,180	3,239	3,299	3,360
7	3,242	3,302	3,364	3,426
8	3,303	3,365	3,427	3,490
9	3,365	3,427	3,490	3,555
10	3,427	3,490	3,555	3,620
11	3,487	3,551	3,617	3,684
12	3,549	3,614	3,681	3,749

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	25/26	26/27	27/28	28/29
Newspaper	3,198	3,257	3,317	3,379
Magazine	2,935	2,990	3,045	3,101
Yearbook	3,461	3,526	3,591	3,657
Stud. Gobs.	3,461	3,526	3,591	3,657
Forensics	3,022	3,078	3,135	3,193
Audio-Visual	3,022	3,078	3,135	3,193
Glee Club	2,847	2,900	2,953	3,008
Nat'l Honor Society	3,022	3,078	3,135	3,193
Class Moderators:				
Frosh/Soph	2,689	2,756	2,825	2,895
Junior/Senior	2,954	3,028	3,104	3,181

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 Benefit Plan

	Horizon Advantage EPO	Horizon Direct Access	
	In-Network	In-Network	Out of Network
Benefit Period	Calendar Year	Calendar Year	
Yearly Deductible			
Individual	\$500	\$500	\$750
Family	Two deductibles per family	Two deductibles per family	
	Deductible is per calendar year	Deductible is per calendar year	
Coinsurance	80%	80%	60%
	In-Network hospital (facility/ & PCP services 100%)		
Maximum Out of Pocket			
Individual	\$1,800	\$1800	\$3,000
Family	2 times individual max.	2 times individual max.	
Maximum Out of Pocket you spend is for the Calendar year. The deductible, coinsurance and copayments apply to the Maximum out of Pocket.			
Benefit Period Maximum	Unlimited	Unlimited	
Lifetime Maximum	Unlimited	Unlimited	
Primary Care Physician Selection	Not Required	Not Required	
Doctor's Office Visits			
Primary Care Office Visit	\$30 copay	\$30 copay	60% after deductible
	A primary care physician is a general or family practitioner, internist or pediatrician.		
Specialist Office Visit	\$30 copay	\$30 copay	60% after deductible
	A referral is not required to visit a specialist		A referral is not required to visit a specialist
Maternity Visits	\$30 copay	\$30 copay	60% after deductible
	Copay applies to first visit only for Maternity/Obstetrical Benefits. Dependent children are ineligible.		

	Horizon Advantage EPO	Horizon Direct Access	
	In-Network	In-Network	Out of Network
Benefit Period	Calendar Year	Calendar Year	
Yearly Deductible			
Allergy Testing and Treatment	\$30 copay	100%	60% after deductible
Preventive Care			
Routine Adult Physicals, GYN exams, Pap, Mammograms, Prostate Cancer Screening, Immunizations	100%	100%	60% (no deductible)
Well Child Exams	100%	100%	60% (no deductible)
Well Child Immunizations and Lead Screening	100%	100%	60% (no deductible)
Diagnostic Procedures			
Laboratory	100% in PCP office, Labcorp, or Quest. 100% after deductible in outpatient facility	100% in PCP office, Labcorp, or Quest. 80% after deductible in outpatient facility	60% after deductible
Outpatient X-Ray/Radiology Services	100% office 100% after deductible in outpatient facility	100% office 80% after deductible in outpatient facility	60% after deductible

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 1-866-496 6200 and providing the necessary clinical information. Once the authorization number is received, the member may call eviCore healthcare at 1-866-969-1234 to schedule an appointment. Note: Managed Care members can call 1-866-969-1234 to obtain a confirmation number for non-Advanced Imaging diagnostic procedures.

Hospital Care			
Inpatient Admission	100% after deductible	80% after deductible	60% after deductible
Room and Board			
Pre-Admission Testing			
Surgery in Hospital			
Inpatient Specialist Services	80% after deductible		
Outpatient Dept. Services	100% after deductible		
Emergency Care			

Emergency Room	\$100 copayment	80% after \$100 copay	
	Payment at the in-network level across-the-board applies only to true Medical Emergencies & Accidental injuries.		
Ambulance	80% after deductible	80% after deductible	60% after deductible
Outpatient Surgery			
Hospital Outpatient Surgery	100% after deductible	80% after deductible	60% after deductible
Ambulatory SurgiCenter			
Professional Specialist	80% after deductible		
Mental Health Services			
Inpatient	100% after deductible	80% after deductible	60% after deductible
Outpatient Department			
Office Setting	\$30 copay	\$30 copay	
Substance Abuse Services			
Inpatient	100% after deductible	80% after deductible	60% after deductible
Outpatient department			
Office Setting	\$30 copay	\$30 copay	
Alcohol Abuse Services			
Inpatient	100% after deductible	80% after deductible	60% after deductible
Outpatient department			
Office Setting	\$30 copay	\$30 copay	
Inpatient and Outpatient Mental Health/Substance Abuse/Alcoholism Services must be coordinated through Horizon Behavioral Health at 1-800-626-2212.			
Other Services			
Bariatric Surgery	100% after deductible	80% after deductible	60% after deductible
Diabetic Education	\$30 copay	\$30 copay	
Diabetic Supplies			
Durable Medical Equipment	80% after deductible	80% after deductible	
Home Health Care			

Hospice Care			deductible up to 100 visits
Orthotics & Prosthetics	100% after \$30 copay	100% after \$30 copay	
Physical Rehabilitation Facility Inpatient Services	100% after deductible	80% after deductible	60% after deductible
Limited to 60 days per Benefit Period			
Private Duty Nursing	80% after deductible	80% after deductible	60% after deductible
	Limited to 30 visits per benefit period (8-hour-shifts)		
Short Term Therapies: Physical, Occupational, Speech, Respiratory	\$30 copay	\$30 copay	60% after deductible
	30 visits maximum per therapy, per benefit period. If copay is \$30, the short term therapy copay will default to \$20.		
Skilled Nursing Facility / Extended Care Center	80% after deductible	80% after deduction	60% after deduction
	Limit: 100 days benefit period	Limit: 100 days benefit period	Limit: 60 days benefit period
Therapeutic manipulation (chiropractic)	\$30 copay	\$30 copay	60% after deduction
	30 visits maximum per benefit period		
Vision-Routine Eye Exam	\$30 copay	\$30 copay	60% after deduction
Vision-Hardware	\$100 in a 2 calendar year period	\$50 in 2 calendar year period	

Prescription Drug Benefits

Provided by RX Benefits working with Express Scripts

The Prescription Drug Program is an important part of your health care benefits. The program is administered through RX Benefits working with Express Scripts. Your prescription will only be covered if medically necessary and if you use an in network pharmacy or the mail order program.

Retail Drug Benefits

To receive benefits through the program, simply show your ID when visiting a participating pharmacy and pay the required copayment/deductible.

Mail Order Drug Benefits

For your convenience and a discounted rate, there is also a mail order system available to you. Please ask your Doctor for a 90-day prescription in addition to a 30-day when new maintenance prescriptions are prescribed. This way you can get the RX needed immediately from the pharmacist and still have plenty of time to get your mail order started. You save one month's worth of co-payment with each order by using the mail order program. Additional information can be found on the website for this benefit. The discount is not available for certain specialty drugs.

Prescription Drug Benefits Formulary

An up to date Formulary Drug list can be found on the web site: member.rxbenefits.com or call 1-877-567-5538.

Utilization Management Program

To help control sky-rocketing prescription costs, while still making sure the necessary prescriptions needed by employees are available. The program consists of:

- **Prior Authorization Program:** This program promotes the safe and effective use of medications per their FDA uses.
- **Step Therapy Program:** Promotes the safe and effective use of a less expensive, yet clinically effective, therapeutic alternative medication.
- **Drug Quantity Management:** Manages drug costs by aligning the dispensed quantity of medication with FDA approved dosage guidelines.

Your Copayment

	Retail (34 days or 100 units, whichever is less)	Mail Order (90 days worth)
Deductible Per Year		\$50 per person
Generic	\$15	\$30
Preferred Formulary	\$35	\$70
Non-Formulary	\$60	\$120
Injectable/ Specialty Medication (except diabetic medications, which have the above copays)	\$100	Most injectable and specialty drugs Are filled on a 30 day basis

Dental Program

Provided by Delta Dental of NJ

Taking care of your teeth is as important as taking care of the rest of your body. That's why the Diocese of Camden offers a dental plan that covers routine check-ups and additional services needed for your health. The Delta Dental Preferred Provider Organization (PPO) is offered for three main types of expenses:

- Preventive and Diagnostic Care:
(Exams, Cleanings, Bitewing X-rays—twice a calendar year) (Fluoride Treatment—once a calendar year, children to age 19)
- Remaining Basic Treatment:
(Fillings, Extractions, Endodontics/Root Canals, Periodontics/Oral Surgery Sealants)
- Major Treatment—Crowns & Prosthodontics:
(Crowns, Gold Restorations, Bridgework, Full & Partial Dentures)

Please refer to your benefit booklet for a complete description of benefits.

	Delta Dental PPO Dentists	Delta Dental Premier & Non-Participating Dentists
Preventive & Diagnostic Services	100%	100%

Remaining Basic	85%	85%
Crowns & Prosthodontics	50%	50%
Calendar Year Maximum *Per Person	\$1,500	\$1,500
Calendar Year Deductible *Per Person (waived on Preventive & Diagnostic)	\$50	\$50
Orthodontic (adult & dependent children) Orthodontic Lifetime Maximum Per Person	50% / \$1,000	50% / \$1,000

Participants may choose either PPO participating or Premier Network dentists or any non participating dentist. More savings are possible with participating dentists who provide service at negotiated rates.

- Participating dentists will be paid directly by Delta Dental to the extent that services are covered by the contract
- Non-participating dentists will bill the patient directly, and Delta Dental will make payment directly to the subscriber
- Maximum benefit may be derived by utilizing the services of a participating dentist in the PPO or Premier Network

Where the eligible patient is treated by a Delta Dental PPO dentist, the fee for the covered service(s) will not exceed the Delta Dental PPO maximum allowable charge(s). Where the eligible patient is treated by a Delta Dental Premier dentist who does not participate in Delta Dental PPO or by a Participating Specialist, the dentist has agreed not to charge eligible patients more than the dentist's filed fee or Delta Dental's established maximum plan allowance, and Delta Dental will pay such dentists based on the least of the actual fee, the filed fee, or Delta Dental's established maximum plan allowance for the procedure(s).

**** Claims for services provided by dentists who are neither Delta Dental Premier, Delta Dental PPO dentists, nor Participating Specialists are paid based on the lesser of the dentist's actual charge or the prevailing fee.*

If you do not have a dentist or want to know if your dentist participates call 1-800-DELTA-OK, you may access the dentist search on the website at: www.deltadentalnj.com At the above site you can check on claim payments and print identification cards also.

****During your first appointment, tell your dentist that you are covered under this program, give them your Group Name, Delta Dental Group #9212, and your ID card. Your dependents, if covered, will use the same card.***

Vision Plan

Provided by Eye Med

Ready to live your best EyeMed life?

There's so much more to your vision benefits than copays and coverage.
Get ready to see the good stuff for yourself.

Your network is the place to start

See who you want, when you want. You have thousands of providers to choose from – independent eye doctors, your favorite retail stores, even online options.

Keep your eyes open for extra discounts

Members already save an average 76% off retail using their EyeMed

benefits,¹ but our long list of special offers takes benefits even further.

Remember, you're never alone

We're always here to help you use your benefits like a pro. Stay in-the-know with text alerts or healthy vision resources from the experts. If you can make benefits easier for you, we do it.

¹ Based on weighted average of sample transaction: EyeMed Insight network/\$10 exam copay/\$10 materials copay/\$150 frame or contact lens Allowance. 2021 Eye Med Commercial BOB stats.

Create a member account at eyemed.com/member

Everything is right there in one spot. Check claims and benefits, see special offers and find an eye doctor- search for one with the hours, location and branch you want. For maximum mobility, try the EyeMed Members App (Google Play or App Store).

Diocese of Camden

Insight Network

SCHEDULE OF BENEFITS		
VISION CARE SERVICES	IN-NETWORK MEMBER COST	OUT-OF-NETWORK MEMBERSHIP REIMBURSEMENT
EXAM SERVICES		
Exam	\$0 copay	Up to \$40
Retinal Imaging	Up to \$39	Not covered
CONTACT LENS FIT AND FOLLOW-UP		
Fit and Follow-up - Standard	Up to \$40; contact lens fit and two follow-up visits	Not covered
Fit and Follow up - Premium	10% off retail price	Not covered
FRAME		
Frame	0% copay; 20% off balance over \$130 allowance	Up to \$65
STANDARD PLASTIC LENSES		
Single Vision	\$0 copay	Up to \$30
Bifocal	\$0 copay	Up to \$50
Trifocal/Lenticular	\$0 copay	Up to \$70
Progressive - Standard	\$65 copay	Up to \$50
Progressive - Premium Tier 1-3	\$85-110	Up to \$50
Progressive - Premium Tier 4	\$65 copay; 20% off retail price less \$120 allowance	Up to \$50
LENS OPTIONS		
Anti Reflective Coating - Standard	\$45	Not covered
Anti Reflective Coating - Premium Tier 1-2	\$57-68	Not covered
Photochromic - Non-Glass	\$0 copay	Up to \$5
Polycarbonate - Standard	\$40	Not covered
Polycarbonate - Std < 19 years of age	\$0 copay	Up to \$20
Scratch Coating	\$0 copay	Up to \$5

Tint	\$0 copay	Up to \$5
UV Treatment	\$15	Not covered
All Other Lens Options	20% off retail price	Not covered
CONTACT LENSES		
Contacts - Conventional	\$0 copay; 15% off balance over \$100 allowance	Up to \$50
Contacts - Disposable	\$0 copay; 100% of the balance over \$100 allowance	Up to \$50
Contacts - Medically Necessary	\$0 copay; paid in-full	Up to \$300
OTHER		
Hearing Care from Ampifon Network	Discounts on hearing aids; call 1.877.203.0675	Not covered
Lasik or PRK from U.S. Laser Network	15% off retail or 5% off promo price; call 1.800.988.4221	Not covered

Log into eyemed.com/member to see all plans included with your benefits. EyeMed reserves the right to make changes to the products available on each tier. All providers are not required to carry all brands on all tiers. For current listing of brands by tier, call 866-939-3633. No benefits will be paid for services or materials connected with or charges arising from: medical or surgical treatment, services or supplies for the treatment of the eye, eyes or supporting structures; Refraction, when not provided as part of a Comprehensive Eye Examination; services provided as a result of any Workers' Compensation law, or similar legislation, or required by any governmental agency or program whether federal, state or subdivisions thereof; Orthoptic or vision training, subnormal vision aids and any associated supplemental testing; Aniseikonic lenses; any Vision Examination or any corrective Vision Materials required by a Policyholder as a condition of employment; safety eyewear; solutions, cleaning products or frame cases; non-prescription sunglasses plano (non-prescription) lenses; plano (non-prescription) contact lenses; two pair of glasses in lieu of bifocals; electronic vision devices; services rendered after the date an Insured Person ceases to be covered under the Policy, except when Vision Materials ordered before coverage ended are delivered, and the services rendered to the Insured Person are within 31 days from the date of such order; or lost or broken lenses, frames, glasses, or contact lenses that are replaced before the next Benefit Frequency when Vision Materials would next become available. Fees charged by a Provider for services other than a covered benefit and any local, state or Federal taxes must be paid in full by the Insured Person to the Provider. Such fees, taxes or materials are not covered under the Policy. Some provisions, benefits, exclusions or limitations listed herein may vary by state. Plan discounts cannot be combined with any other discounts or promotional offers. In certain states members may be required to pay the full retail rate and not the negotiated discount rate with certain participating providers. Please see online provider locator to determine which participating providers have agreed to the discounted rate. Underwritten by Fidelity Security Life Insurance Company® of Kansas City, Missouri, except in New York. Fidelity Security Life Policy number VC-146, form number M-9184. This is a snapshot of your benefits. The Certificate of Insurance is on file with your employer.

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 _____

SERVICE ASSIGNMENTS:

In order of preference _____

HOMEROOM ASSIGNMENT:

Level preference _____

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

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

Teacher Volunteer Form

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

Competency Form

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

Disciplinary Meeting Form

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

New Teacher Audit Form

Date _____ Time _____

Name of School _____

Class Audited _____

Teacher Auditing _____

copy: Department Chairperson

Preparation Period Use for Substitution

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: _____

School: _____

Date of Application: _____

Title of Graduate Course: _____

Graduate School: _____

**N.B. Request for reimbursement for summer courses must be
made by June 1 for September reimbursement**

This section to be completed by principal:

Request approved: _____

(Pending Contractual stipulations of Article XI G)

(Proof of grade of B or better and paid tuition bill per credit hour required)

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

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.