

AGREEMENT BETWEEN

OCEAN COUNTY VOCATIONAL BOARD OF EDUCATION  
TOMAS RIVER, N. J.

and the

OCEAN COUNTY VOCATIONAL-TECHNICAL EDUCATION ASSOCIATION

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Labor Relations  
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THIS DOES NOT  
CIRCULATE

JULY 1, 1983 through June 30, 1985

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ARTICLE I

RECOGNITION

A. The Ocean County Vocational Board of Education, having received a certified membership list of "OCVTEA", hereby recognizes said Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment beginning July 1, 1983 and ending June 30, 1985 for the following classes of employees:

1. All certified teaching personnel under contract including department heads and personnel on maternity leave.
2. All full time secretaries under contract, custodians, groundskeeper and maintenance men.

But excluding:

Administration  
Supervisors  
School Psychologist  
Cafeteria Employees  
Transportation Employees  
Per diem Substitute  
Temporary and Part-Time hourly employees  
Employees of special programs paid in whole or part  
by Federal, State or County funds  
Secretary to Superintendent  
Secretary to Assistant Superintendent  
Secretary to Board Secretary  
Confidential Secretary

B. Definition

1. The term "Teachers" when used hereinafter in this agreement shall refer only to all professional personnel as defined under A-1 above.
2. The term "Employee" when used hereinafter in this agreement shall refer only to all personnel as defined under A-2 above.

ARTICLE II  
NEGOTIATION PROCEDURE

A. In accordance with Chapters 303 and 123, Public Law 196 and 1974, the parties agree to enter into negotiations in a good-faith effort to reach agreement concerning the terms and conditions of employment.

B. Representatives of the Board and the Association shall begin negotiations during the month of October.

C. Negotiation meetings shall be held at reasonable times at which facts, opinions, proposals, and counter proposals will be exchanged freely in an effort to reach mutual understanding in agreement.

D. The parties also agree that during the period of negotiations the only publicity accorded the negotiations by the parties will consist of a joint press release or, in the event the parties are unable to agree upon wording, a joint press release stating that "No progress has been made."

E. This agreement incorporates the entire understanding of the parties on matters which were or could have been the subject of negotiation. During the term of this agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this agreement.

F. Except as this agreement shall hereinafter provide, all terms and conditions of employment applicable on the effective date of this agreement shall remain in full force and effect except that proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established.

G. This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III  
GRIEVANCE PROCEDURE

A "grievance" is defined as a complaint by any teacher or employee that there has been an unjust application, interpretation, or decision affecting the terms and conditions of employment of said teacher or employee provided for by this agreement.

Any aggrieved person may be represented at all stages of the grievance procedure by himself or herself, or, at his or her option, by a representative selected or approved by the Association. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his appeal with respect to his personal grievances. The term "grievance" and procedure relative thereto, shall not be deemed applicable in the following instances:

- (a) The failure or refusal of the Board to renew a contract of a non-tenure teacher or employee. In the specific case of the non-tenure teacher or employee who does not receive a new contract, the Board need not give written reasons for its decision.
- (b) Any matter for which a method of review is prescribed by law or any rule or regulation of the State Commissioner of Education such as, but not limited to questions on tenure, increment denial, or suspension.
- (c) A complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position for which tenure is either not possible or not required.
- (d) In matters involving the sole and unlimited discretion of the Board.
- (e) A complaint by a teacher or employee occasioned by the withholding of a salary increase or increment.

A grievance, to be considered under this procedure, must be initiated in writing by the teacher or employee within ten (10) calendar days from the time when the teacher or employee knew or should know of its occurrence.  
Procedure:

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

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

2. Any teacher or employee who has a grievance shall discuss it first with his or her principal and immediate superior or department head, as applicable in an attempt to resolve the matter informally at that level.

3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved, the aggrieved shall within five (5) school working days, set forth his or her grievance in writing to the principal specifying:

- (a) The nature of the grievance
- (b) The results of previous discussions
- (c) The dissatisfaction with decisions previously rendered

The principal or superior shall communicate his decision to the aggrieved in writing within three (3) school days of receipt of the written grievance.

4. The aggrieved, no later than five (5) school days after receipt of the principal's or superior's decision, may appeal said decision to the superintendent of schools.

The appeal to the superintendent must be made in writing reciting the matter submitted to the principal or superior as specified above and his or her dissatisfaction with decisions previously rendered. The superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days. The Superintendent shall communicate his decision in writing to the aggrieved and the Principal or Superior.

5. If the grievance is not resolved to the aggrieved teacher or employee's satisfaction, he or she, no later than five (5) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall, within thirty (30) calendar days of receipt of the grievance by the Board, review the grievance and may hold a hearing with the aggrieved teacher or employee.

6. In the event the Board is unable to resolve the grievance to the mutual satisfaction of both parties within ten (10) days after review, the matter may be submitted to arbitration by either party.

It shall be the responsibility of the party moving the matter to arbitration to notify the other in writing and request a list of five (5) names from "PERC" within ten (10) days from the time the Board rendered its decision. Failure to notify or make the request for a list in the prescribed period of time shall result in a waiver of the claim.

Upon the receipt of the list, the party moving the matter to arbitration shall strike two names from the list and immediately submit the list to the other party, who shall, within three (3) working days, select one name from the remaining three. All concerned parties shall be notified of the Arbitrator selected and a commitment to serve shall be obtained from the selected Arbitrator. In the event the selected Arbitrator is unable to serve, a second list shall be obtained and the procedure repeated.

The Arbitrator so selected shall confer with the representative of the Board and the Teacher or Employee and hold hearings promptly and shall issue his decision not later than fifteen (15) days from the date of the close of the hearings or if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The Arbitrator's decision shall be in writing and shall set forth its findings of fact, reasoning and conclusions on the issues submitted. The Arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The Arbitrator shall limit himself to the express language of this Agreement and shall be without power or authority to alter said Agreement or to fashion punitive damages award. The written decision of the Arbitrator shall be final and binding on all parties.

In the event the Teacher or Employee commences to process a grievance procedure in accordance with this Agreement, the said method of redressing said grievance shall represent an exclusive remedy to that Teacher or Employee with respect to the factual and legal issues raised therein. Such election of remedies shall be conclusive. It is the intention of this paragraph to preclude a multiplicity of applications before a different forum other than the forum set forth therein.

Notwithstanding this paragraph, in the event a Teacher or Employee or other grievant initially makes application to some other forum permitted by law, this Agreement shall not prevent same, but such application before another forum shall prevent the utilization of this grievance procedure.

All fees of the Arbitrator, including but not limited to the necessary travel expenses in any arbitration proceedings, shall be borne by the party losing the arbitration, except where the Arbitrator does not exclusively rule in one party's favor, then both parties shall share the costs.

#### ARTICLE IV TEACHER AND EMPLOYEE RIGHTS

A. Pursuant to Chapter 303 and 123, Public Laws, 1968 and 1974, public employees included in the negotiating unit have, and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join and assist any employee organization or refrain from any such activity. As a duly selected body exercising governmental powers under cover of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher or employee in the enjoyment of any rights conferred by Chapter 303 and 123, Public Laws 1968 and 1974, or other laws of New Jersey, or the Constitution of New Jersey and the United States.

B. Whenever any teacher or employee is required to appear before the Board or committee or members thereof concerning any matter in his or her office, position, or employment, or the salary or any increments pertaining to, then he or she shall be given prior written notice of the reasons for such a meeting or interview and shall be entitled to have a person of his own choosing to advise and represent him or her during such meeting or interview.



ARTICLE V  
ASSOCIATION RIGHTS AND PRIVILEGES

A. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business with individual teachers and employees on school property after school hours provided that prior approval is obtained from the school principal on each occasion, and that it will not interfere with or interrupt normal school operations.

B. The Association, its representatives, and committees, shall meet and conduct its business on non-school time unless otherwise approved by the administration. The privilege of use of any part of school building facilities and rooms shall be governed by the needs of the educational program and use of the facility at the time of the request upon authority and approval of the Board of Education as delegated to the building principal or superintendent. Any costs incurred above normal usage for maintenance, operation, or custodial care shall be borne by the Association.

C. The Association shall recognize that school facilities, equipment and supplies are the property of the people in the District with legal custodial responsibility vested in the Board of Education. Legal accountability mandates that general use of School District property be upon expressed authorization by the Board of Education, or as delegated by the Board to its administrative representatives.

D. Where available and consistent with the education program and constant practice, the Association shall have in each school building the use of a bulletin board in each faculty lounge. In the above listed location, where one board is available, the use shall be shared in common with the needs of the educational program, as mutually arrived at with the building principal. Copies of all materials to be posted on such bulletin boards shall be given to the building principal for approval. Materials to be posted shall not contain anything political or controversial.

E. The Association shall be permitted to use the teacher mail boxes for communication with its members, for the transaction of its business with the limitation that such does not interfere with the primary purpose of such facility. Copies of all material to be placed in mail boxes shall be given to the building principal for approval. Such material shall not contain anything political or controversial.

F. The Board retains the right to immediately cancel the provision of the sections dealing with "Bulletin Boards" and "Mail Boxes" for any violation thereof.

G. All documents classified as public information and required by law to be given to the public shall be made available upon request to the Association within a reasonable time of their request concerning same. The cost of photocopying such document shall be imposed upon the Association with the discretion of the School Board.

H. One (1) Custodial and one (1) Secretarial Executive Committee Member may be excused at 3:00 p.m. one (1) day a month to attend Executive Meetings upon approval by the Superintendent.

I. Agency Shop

a. Purpose

If an employee does not become a member of the Association within 6 months after being employed, or continue his or her membership during any membership year (July 1 to June 30) which is covered in whole or in part by this Agreement, said employees will be required to pay a representation fee to the Association for that membership year or portion thereof. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

b. Amount of Fee - Notification

Prior to the beginning of each membership year, the Association will certify to the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be in accordance with Chapter 477, P.L. 1979 and shall not exceed 85% of that amount.

c. Deduction and Transmission of Fee

1. Notification

Once during each membership year covered in whole or in part by this agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year.

2. Payroll Deduction Schedule

The Board will deduct the representation fee on the first pay period falling between 30 and 45 days after notification by the Association.

3. Procedure

Except as otherwise provided in this Article, the process for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

4. Changes

The Association will notify the Board in writing of any changes in the list provided for in paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in payroll deductions made more than 10 days after the Board received said notice.

## 5. Indemnification and Save Harmless Provision

The Association shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, that may arise out of, or by reason of any action taken or not taken by the employer in conformance with this provision.

ARTICLE VI  
SCHOOL CALENDAR

The authority for establishing, adopting and approving deviation from the school calendar is vested in the Board of Education. The Association will be notified of any change.

ARTICLE VII A  
TEACHING HOURS AND TEACHING LOAD

1. Teachers shall indicate their presence for duty by initialing the appropriate arrival and departure columns of the faculty roster.
2. Any teacher employed in both a morning and afternoon session shall be entitled to a duty free lunch period during the hours normally used for lunch periods in the school day. Such duty free lunch period shall be not less than thirty (30) minutes.
3. Teachers may leave the building without requesting permission during their scheduled duty free lunch periods after notifying principal's office.
4. Teachers may be required to remain after the end of the regular work day without additional compensation for the purpose of attending general staff, school faculty, or other professional meetings four (4) days a month. The limitations on number of meetings shall not apply to individual committee or study meeting.
5. An Association representative may speak to the teachers at any faculty meeting at the conclusion of the meeting with the approval of the principal.

It is recognized by the parties that the principle of the forty (40) hour normal work week cannot be interpreted literally. Nothing contained herein prohibits or limits the right of the administration/superintendent from assigning the extra duties normally associated with the teaching profession, and consistent with this agreement.

ARTICLE VII B  
EMPLOYEES WORK WEEK AND WORK DAY

A. Work Week

The Work Week shall consist of five (5) days except as otherwise provided in the contract.

B. Work Day

The Work Day shall consist of eight (8) hours including one (1) hour for lunch for secretaries; eight and one-half (8½) hours including one-half (½) hour for lunch for the operational staff, except as otherwise provided in this Article.

C. Shift Differential

Custodians working on shifts other than day shift will be paid \$200.00 additional annually over their base salary pre-rated over each pay period.

D. Overtime for secretaries and custodians, when required, shall be remunerated by compensatory time on an equal basis of time worked, time given. Compensatory time off will be given at a time mutually agreed upon between the employee and his or her supervisor.

E. Maintenance men are employed with the understanding that they are on call twenty-four (24) hours per day; seven (7) days per week, fifty-two (52) weeks per year, except for their vacation period, which is reflected in their salary rate and no time adjustment is to be made for those additional hours worked.

F. In the event that custodians shall be called back to school for an emergency, he shall receive a minimum call out time pay of twenty dollars (\$20.00) or his straight time hourly rate for the time he is at the school, whichever is greater.

ARTICLE VIII  
NON-TEACHING DUTIES

A teacher who used his or her personal car for school purposes, approved by the Superintendent, will be reimbursed at the current rate per mile approved by the Board.

ARTICLE IX A  
TEACHER EMPLOYMENT

A. As provided by New Jersey Statutes 18A:29-9: "Whenever a person shall hereafter accept office, position of employment as a teacher in any school district of this State, his initial place on the salary schedule shall be at such point as may be agreed upon by the teacher and the employing Board of Education".

B. Credit for military services shall be as determined by N.J.S.A. Title 18A:29-11.

C. The withholding of increments for inefficiency or other good cause shall be as provided in the New Jersey Statutes 18A:29-14, and decision of the Commissioner and/or courts of New Jersey interpreting the said statutes.

D. Tenure and non-tenure teachers shall be given written notice of their contract and salary status not later than April 30th, providing a master contract has been negotiated by that time.

ARTICLE IX B  
EMPLOYMENT PROCEDURES FOR SECRETARIES & OPERATIONAL STAFF

A. Resignation

1. An employee who is resigning from his or her position shall give two (2) weeks prior notice.

2. Earned vacation shall be paid according to the prorating of full months worked to the total year. Unless proper notice as stated in Article IX B, has been given as stated above proportionate credit shall be forfeited.

B. Transporting Students

1. Employees shall not be required to transport students.

ARTICLE X  
SALARIES

A. The salaries of all teachers and employees covered by this Agreement are based on the "APPROPRIATE" salary schedule which is attached hereto and made a part hereof.

B. Teachers and employees shall be paid in "BI-WEEKLY" installments based on the terms of their individual contract beginning with the school year 1984-85.

C. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.

D. Teachers shall receive their final checks on the last working day in June provided all legal requirements have been met and information found to be accurate.

E. In the event 10% or more of the teachers elect to receive his or her salary in "26" equal pay periods over a 12 month period instead of the regular 20 pay periods over a 10 month period, said teachers shall give written notice to the school administration no later than May 15 preceding the next September 1 when the program would come into effect. If such election is made by said teachers, said program must remain in effect for an entire 12 month period. If the teacher elects not to continue said "26" pay period program for the following year, he or she shall give notice to the school administration to that intent by the following May 15.

ARTICLE XI  
TEACHER OR EMPLOYEE ASSIGNMENT

A. Teacher placement and assignment are made with the primary concern for the needs of students within the framework of experience, background, competency, certification, and interest of the teacher.

B. A notice announcing impending vacancies in all teaching and employee positions will be posted in each school for five (5) days prior to filling any such vacancy.

C. In filling a vacancy from within the negotiation unit, the Board agrees to consider the professional background and attainments of all applicants, the length of time each has been in the school system and other relative factors. The Board retains its authority and prerogative to hire staff from outside the system as required.

ARTICLE XII  
PROMOTIONS

A. A teacher may apply for any position at any time. Such applications should be in writing addressed to the Superintendent of Schools. Applications will be considered should such vacancy occur, either during the school year or during the summer. This application should be renewed annually. All applicants from within the system shall be given the opportunity of a formal interview with the Superintendent of Schools before the appointments are finalized.

B. In filling promotional vacancies to administrative positions the Board shall consider the professional qualifications, requirements, background, attainments, and other relevant factors, including service in the school district, as well as applicants from outside the school district. The Board declares its support of filling vacancies including supervisory positions from within the teaching staff, etc. The parties recognize, however, that the filling of vacancies at the supervisory and administrative levels and the filling of newly created supervisory and administrative positions is a prerogative of the Board, and the decision of the Board with respect to such matters shall be final.

C. Notices of vacancies of promotional nature shall be posted for five (5) school days. During the summer time, notification of such vacancies will be forwarded to the secretary of the Association.

ARTICLE XIII  
TEACHER OR EMPLOYEE EVALUATION

A. The Association recognizes that it is the responsibility of the Board and the administration to establish a program for teacher and employee evaluations.

Evaluation of teachers and employees will be conducted professionally, openly and with full knowledge of the teacher or employee. All class visits and/or evaluation reports will be reviewed in a conference between the teacher or employee and the person making the report. All such reports will be signed by the teacher or employer indicating that he or she has seen it and discussed it. Signing the report in no way indicates agreement with its content.

ARTICLE XIV  
TEACHER FACILITIES

Each school will have, where practical and possible, the following facilities:

1. Space in each classroom in which the permanent-based teacher may store instructional materials and supplies.
2. Free off-street parking facilities.
3. Closet space for teachers to store coats, overshoes.
4. Adequate chalkboard space in every classroom.
5. An appropriately furnished room reserved for the exclusive use of teachers as a combination faculty-work area lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.

ARTICLE XV  
ADMINISTRATION LIAISON

Individual school principals shall meet with Association representatives from that individual school building, normally once a month. The Association and the principal shall agree on a calendar of meetings. These meetings shall in no way disrupt the educational program. Matters that pertain to individual grievances shall not be subject of these meetings. The Association representatives shall number no more than three (3). The Superintendent shall be an Ex-officio member and receive copies of all agendas and minutes.

ARTICLE XVI  
SICK LEAVE

Sick leave is hereby defined to mean the absence from his or her post of duty, of any such person because of personal illness or injury, or because he or she has been excluded from school by the school doctor on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.

Days allowed for illness will be accumulative making it possible for unused days of any year to be added to those already accumulated with no limit. When absence on sick leave exceeds five (5) successive school days, a physician's certificate covering the period of absence shall be filed in the Superintendent's office. A doctor's certificate for absences on individual days may be requested at the discretion of the Superintendent.

A doctor's certificate is required for any absence before or after a holiday period. Failure to submit a doctor's certificate shall result in full loss of pay.

A. All full time teachers and employees shall be entitled to sick leave days for each school year as follows:

1. Ten (10) month contract - 10 days
2. Eleven (11) month contract - 11 days
3. Twelve (12) month contract - 12 days

B. Leave is provided for three (3) days per school year for bonafide business of personal nature, such as requires the teacher's presence during working hours and which cannot be attended to at any other time, provided, however, that the Superintendent approves the leave in advance. Such approved leave shall be without reduction or loss of pay.

C. Up to five (5) school days at any one time shall be granted to teachers or employees in the event of death of a teacher's or employee's spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, brother and sister.

D. In the case of the death of a near relative, defined as first cousin, grandparent, uncle, aunt, niece or nephew, there shall be no deduction in the salary for absence on the day of the funeral subject to advance notice and approval of the administrator.

E. No leave of absence shall be granted due to other business or gainful employment.

F. Professional leave for such purposes as attending meetings, seminars and visiting other schools may be granted at the discretion of the Board upon the recommendation of the administrator.

ARTICLE XVII  
EXTENDED LEAVE OF ABSENCE

A. Maternity Leave of Absence: A teacher or employee shall notify the Superintendent of Schools as soon as her pregnancy is medically certified.

1. Tenured and non-tenured teachers and employees may remain in regular employment status during those months of pregnancy which occur during the year for which she has signed a contract for employment, provided, however, that the Board of Education may remove any pregnant teacher or employee from her duties on any one of the following bases:

A. Performance. Her work performance has substantially declined from the time immediately prior to her pregnancy.



B. Physical Incapacity. Her physical condition or capacity is such that her health would be impaired if she were to continue working, and which physical incapacity shall be deemed to exist only if:

1. The pregnant teacher or employee fails to produce a certification from her physician that she is medically able to continue working, or
2. The Board of Education's physician and her physician agree that she cannot continue her duties, or
3. Following any difference of medical opinion between the Board's physician and the teacher or employee's physician, the Board requests expert consultation in which case the Ocean County Medical Society shall appoint an impartial third physician who shall examine the teacher or employee and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the teacher or employee and the Board.

C. Just Cause. Any other "just cause" as defined in N.J.S.A. Title 18 A.

2. The Board shall grant extended leaves of absence without pay to pregnant teachers and employees under the following terms:

a. Leaves terminating within the contract year.

Any tenured or non-tenured teacher or employee seeking a leave of absence for pregnancy and wishing to return to employment within the contract year in which she commences her leave shall apply to the Board for said leave at any time prior to birth. At the time of application, the teacher or employee shall specify in writing the date on which she wishes to commence leave and the date on which she wishes to return to work after birth.

b. Leaves terminating subsequent to the school year. Any tenured teacher seeking a leave of absence for pregnancy and wishing to return to employment subsequent to the school year in which they commence their leave shall apply for said leave at any time prior to birth. At the time of application, the teacher shall specify the date on which she wishes to commence leave and the fact that she wishes that leave to extend beyond the school year in which that leave commences. The maternity leave of absence shall be without pay. The teacher may return to employment at the beginning of any of the three (3) school years following the school year in which her leave commences. The expiration of all maternity leaves of absence shall coincide with the beginning of the school year and the teacher shall give the Board written notice of her intention to return by April 1, or no less than four (4) months prior to the beginning of a school year in which she wishes to return.

c. Leaves of absence of any non-tenured teacher shall not extend beyond the end of the contract school year in which that leave is obtained.

d. Maternity leave time shall not be credited toward salary or in-service increments nor shall the time involved in such pregnancy leave be counted toward the fulfillment of the time requirements for acquiring tenure.

e. Prior to return to teaching from maternity leave, the teacher shall produce a certificate from her physician stating that she is physically capable of resuming her duties, provided that if the Board's physician is in disagreement, that conflict of medical opinion shall be resolved in the same manner as is set out in Paragraph 1-B.

f. The Board and the principal assume no responsibility for re-assigning the teacher to the same classroom or the same grade.

3. Other leaves of absence without pay may be granted at the sole discretion of the Board. Time spent on said leave shall not be credited toward salary or in-service increments nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.

#### ARTICLE XVIII TERMINAL LEAVE COMPENSATION

A retiring teacher or employee who notifies the Board in writing on or before December 1st prior to the year of retirement, and who actually files a retirement paper with the N. J. State Retirement System, shall be entitled to receive "Terminal Leave Compensation" computed by using the average of the last three (3) years salary at 1/400 of each salary for ten (10) month teachers, 1/440 of such salary for eleven (11) month teachers and 1/520 of such salary for twelve (12) month employees times the unused accumulated sick time. Such compensation shall not exceed five thousand dollars (\$5,000.00) and shall be paid within one (1) year from the date of retirement.

#### ARTICLE XIX TEACHER'S SABBATICAL LEAVE

A. Sabbatical leave of absence may be granted by the Board of Education to qualified personnel for the purpose of Educational Study of Research to improve their current teaching assignment or for other reasons of value to the School System.

Sabbatical leave will be granted subject to the following conditions:

1. To be eligible to apply for a sabbatical leave of absence the following minimum requirements must be met by the teacher:
  - A. For undergraduate study or over the teacher must have completed a minimum of 90 undergraduate credits, hold a standard vocational certificate and taught at least ten (10) years in the District.
  - B. For Post Secondary Technical Training or Industrial Training to upgrade their occupational background, the teacher must hold a standard certificate, have taught at least eight (8) years in the District and show verification of acceptance for training.
2. No teacher will be eligible for more than one full year's leave during his or her tenure in the District. However, Post Secondary Technical Training or Industrial Training could be taken for one-half ( $\frac{1}{2}$ ) year periods at a time over a period of years.
3. Each leave will be for a full or half year ( $\frac{1}{2}$ ) period as approved at 50% of the teachers contractual salary minus pension payments, social security and other deductions elected by the teacher, and payments from industry.
4. Leave will be granted for further educational study in the specific field of the teacher. The plan and program of such study to be approved in advance by the Superintendent of Schools and the Board of Education.
5. All teachers granted leave must agree to return to the District at the end of the leave period and work at least three more years in the District. Failure to complete the agreed upon period of study or return to the District for the required period of time will require a teacher to return to the Board of Education all funds paid during the year.
6. A maximum of 1% of the teaching staff or one whichever is the largest number may be out on leave in any given school year. Funds will be provided in the budget at the time a sabbatical leave is approved.
7. During the leave, the teacher will retain all the rights granted to the professional staff and shall be considered in the employment of the Ocean County Vocational Board of Education.
8. A teacher on sabbatical leave will not engage in employment for remuneration unless otherwise employed by the business where Industrial Training is being taken. The teacher will file transcripts and required reports with the Superintendent upon return to the District.
9. Applications must be filed with the Superintendent by November 15 preceding the year of leave and the Board of Education will notify the teacher by March 1 of its decision.

ARTICLE XX  
PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. The Board shall provide financial reimbursement for college credits taken by teaching personnel who hold a permanent certificate or above, subject to the following regulations and provision:

1. Teacher must be fully certified and have obtained tenure in the District.
2. Applications for reimbursement shall be made in writing to the Superintendent outlining desired course, college to be attended and all other pertinent information. All courses must be part of a curriculum leading to an Undergraduate or Graduate Degree or be directly related to area of employment.
3. All courses and the college at which the course is to be taken must be approved by the Superintendent prior to enrollment to qualify for reimbursement.
4. Such approved courses will be reimbursed by the Board with a maximum reimbursement of no more than forty-five dollars (\$45.00) per credit for graduate credits and thirty-five dollars (\$35.00) per credit for under graduate credits.
5. No more than six (6) credits per teacher during a school year shall receive reimbursement by the Board.
6. Reimbursement will not be made until after successful completion (Grade C or better) of the course and after an official transcript has been received by the Superintendent of Schools.
7. No reimbursement will be made for credits for which a grant or other payment covering such costs is received by the teacher.

ARTICLE XXI  
PROTECTION OF TEACHERS, STUDENTS AND PROPERTY

A teacher may use and apply such amounts of force as reasonable and necessary as provided for in Title 18-A.

1. To quell a disturbance threatening physical injury to others.
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil.
3. For the purpose of self-defense.
4. For the protection of persons or property.

Teachers shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior followed by a full written report of the incident.

Teachers shall immediately report cases of assault upon pupils to their principal or other immediate superior followed by a full written report of the incident.

ARTICLE XXII  
INSURANCE PROTECTION

Blue Cross, Blue Shield, Rider J, Major Medical, Prescription Drug Plan and Blue Cross/Blue Shield Dental Plan shall be continued for all eligible employees as of July 1, 1983, through June 30, 1985.

It shall be understood by both parties that the cost of all of the above benefits for 1984-85 will establish the base-year figure for insurance benefit costs and that any future increased costs in insurance benefits shall be paid by the employees or be negotiated by way of any future salary increase.

ARTICLE XXIII  
DEDUCTION FROM SALARY

A. 1. The Board agrees to deduct from the salaries of its teachers and employees, dues for the Ocean County Vocational Technical Education Association, the Ocean County Education Association, and the New Jersey State Education Association, or the National Education Association, or any combination of such Associations as said teachers or employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws 1967 (NJSA 52:14-15 9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Ocean County Vocational Technical Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate Association or Associations.

AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES

NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_  
SCHOOL BUILDING \_\_\_\_\_ DISTRICT \_\_\_\_\_  
TO: DISBURSING OFFICER \_\_\_\_\_ BOARD OF EDUCATION \_\_\_\_\_

I hereby request and authorize the above named disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those membership dues as certified by the organizations indicated in equal monthly payments for all or part of the current school year and for succeeding school years. I understand that the disbursing officer will discontinue such deductions only if I file such notice of withdrawal as of January 1 next succeeding the date on which notice of withdrawal is filed. I hereby waive all rights and claim for said monies so deducted and transmitted in accordance with the authorization, and relieve the governing board and all of its officers from any liability therefore.

I designate the \_\_\_\_\_ Association to receive dues and distribute according to the organization(s) indicated:

\_\_\_\_\_  
 Association  
 \_\_\_\_\_  
 County Education Association  
 \_\_\_\_\_  
 New Jersey Education Association  
 \_\_\_\_\_  
 National Education Association  
 \_\_\_\_\_

2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

3. Additional authorizations for dues deduction may be received after August 1 under rules established by the State Department of Education.

4. The filing of notice of a teacher or employee withdrawal shall be prior to December 1 and become effective to halt deductions as of January 1 next succeeding the date on which notice of withdrawal is filed.

B. Upon filing appropriate authorization, the Board agrees to deduct from participating teachers and employees salaries money for the MON-OC Federal Teachers Credit Union.

Deductions will be made beginning on the September 15 payroll through June 30 on teachers with ten (10) month contracts in order to eliminate the necessity for double deductions each September. Deductions may be discontinued at any time. Modification of deduction may be made twice each year during the month of October and January.

ARTICLE XXIV  
RIGHTS OF THE BOARD

A. The Association recognizes that the Board has the responsibility and authority to manage and direct in behalf of the public, all the operations and activities of the Ocean County Vocational Technical Education Association to the extent authorized by law.

B. Anything to the contrary notwithstanding, nothing contained in any section, paragraph or sub-section of this Agreement shall be interpreted in any manner or be so construed as to indicate that the Board has waived rights which are expressly required by the courts to be retained by the Board.

C. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this agreement, in accordance with applicable law and regulations.

(a) to direct employees of the school district

(b) to hire, promote, transfer, assign and retain employees in positions in the school district, and to suspend, demote, discharge or take other disciplinary action against employees;

(c) to relieve employees from duty because of lack of work or for other legitimate reasons;

(d) to maintain efficiency of the school district operations entrusted to them;

(e) to determine the methods, means and personnel by which such operations are to be conducted; and

(f) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

ARTICLE XXV  
PERSONAL AND ACADEMIC FREEDOM

The Board and the Association agree that the private and personal life of a teacher or employee is not within the appropriate concern or attention of the Board, except as it may interfere with the teacher's or employee's responsibilities to the relationship with students and/or the school system.

ARTICLE XXVI  
VACATION AND HOLIDAYS FOR SECRETARIES & OPERATIONAL STAFF

A. Employees shall be eligible for vacations on the following basis:

1. After one (1) full year of service within the District two (2) weeks paid vacation.

2. After five (5) full years of service within the District, custodians will receive three (3) weeks of paid vacation, after ten (10) full years of service within the District, custodians will receive four (4) weeks of paid vacation.

3. After seven (7) full years of employment within the District, secretaries will receive three (3) weeks of paid vacation.

B. Holidays

1. Operational staff shall be granted sixteen (16) paid Holidays per contract year. Said holidays shall be established by the Superintendent and Association Representative after the School Calendar has been adopted.

ARTICLE XXVII  
MISCELLANEOUS PROVISIONS

A. If any provision of this agreement or any application of this Agreement to any employee or groups of employees is held to be contrary to law, then such provisions or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with this Agreement, during its duration shall be controlling.

C. The Board and the Association mutually agree to adhere to the requirements of the laws concerning discrimination.

D. Nothing in this agreement which changes pre-existing Board Policy rules or regulations shall operate retroactively unless expressly so stated.

E. Whenever any notice is required, pursuant to the provision of this Agreement, to be given by either of the parties to the other, it shall be done by telegram or registered letter using the following address.

1. If by Association to Board at Board Office: Toms River, N.J.

2. If by Board to the President, care of Ocean County Vocational-Technical School, Toms River, N.J.

ARTICLE XXVIII  
DURATION OF AGREEMENT

1. This Agreement shall be effective as of July 1, 1983 and shall continue in full force and effect until June 30, 1985, or until such time as a successor agreement has been completely negotiated and accepted by both parties.

LOUIS J. MAHIEU /s/  
Louis Mahieu, President  
Ocean County Vocational-Technical  
Education Association

ROBERT L. TARVER /s/  
Robert L. Tarver, President  
Board of Education of the  
Vocational School in the County  
of Ocean

Date 9/12/83

Date 9/21/83



OSAGE COUNTY VOCATIONAL-TECHNICAL SCHOOL

SALARY GUIDE

1983-84

STEP	EMERG.	PERM.	PERM.+40	B.S.	B.S.+30	M.A.	M.A.+30
1	11,800.	12,100.	12,275.	12,625.	12,975.	13,325.	13,675.
2	12,200.	12,500.	12,675.	13,025.	13,375.	13,725.	14,075.
3	12,525.	12,825.	13,000.	13,350.	13,700.	14,050.	14,400.
4	13,325.	13,625.	13,800.	14,150.	14,500.	14,850.	15,200.
5	13,975.	14,275.	14,450.	14,800.	15,150.	15,500.	15,850.
6	14,550.	14,850.	15,025.	15,725.	16,075.	16,425.	
7	15,125.	15,425.	15,600.	15,950.	16,300.	16,650.	17,000.
8	15,725.	16,025.	16,200.	16,550.	16,900.	17,250.	17,600.
9	16,375.	16,675.	16,850.	17,200.	17,550.	17,900.	18,250.
10	17,125.	17,425.	17,600.	17,950.	18,300.	18,650.	19,000.
11	17,925.	18,225.	18,400.	18,750.	19,100.	19,450.	19,800.
12	18,675.	18,975.	19,150.	19,500.	19,850.	20,200.	20,550.
13	19,475.	19,775.	19,950.	20,300.	20,650.	21,000.	21,350.
14	20,325.	20,625.	20,800.	21,150.	21,500.	21,850.	22,200.
15	21,225.	21,525.	21,700.	22,050.	22,400.	22,750.	23,100.
16	22,325.	22,625.	22,800.	23,150.	23,500.	23,850.	24,200.
17	25,425.	25,545.	25,720.	26,070.	26,420.	26,770.	27,120.

- A. Any teacher on the 17th step of the 1982-83 Salary Guide will be placed on the 17th step of the 1983-84 Salary Guide.
- B. Any teacher on the 17th step on the 1982-83 Salary Guide and step 17 on the 1983-84 Salary Guide during the term of this agreement shall be paid an amount equal to the top step of their position on the guide plus an amount not to exceed \$500.00 computed on the basis of \$25.00 for each year of service within the district.
- C. Teachers on step 16 (1983-1984) and step 17 (1984-85) will receive 50% of the two (2) year increase during the 1983-84 contract year and the remaining 50% of the increase during the 1984-1985 contract year.
- D. In-Service increments of \$300.00 after five (5) continuous years of service in the district and \$300.00 after ten (10) continuous years of service in the district shall be paid.

OCEAN COUNTY VOCATIONAL-TECHNICAL SCHOOL

SALARY GUIDE

1984-85

STEP	EMERG.	PERM.	PERM.+ 40	B.S.	B.S.+ 30	M.A.	M.A.+ 30
1	12,650.	12,950.	13,125.	13,475.	13,825.	14,175.	14,525.
2	13,000.	13,300.	13,475.	13,825.	14,175.	14,525.	14,875.
3	13,350.	13,650.	13,825.	14,175.	14,525.	14,875.	15,225.
4	13,675.	13,975.	14,150.	14,500.	14,850.	15,200.	15,550.
5	14,525.	14,825.	15,000.	15,350.	15,700.	16,050.	16,400.
6	15,225.	15,525.	15,700.	16,050.	16,400.	16,750.	17,100.
7	15,850.	16,150.	16,325.	16,675.	17,025.	17,375.	17,725.
8	16,475.	16,775.	16,950.	17,300.	17,650.	18,000.	18,350.
9	17,075.	17,375.	17,550.	17,900.	18,250.	18,600.	18,950.
10	17,775.	18,075.	18,250.	18,600.	18,950.	19,300.	19,650.
11	18,575.	18,875.	19,050.	19,400.	19,750.	20,100.	20,450.
12	19,525.	19,825.	20,000.	20,350.	20,700.	21,050.	21,400.
13	20,175.	20,475.	20,650.	21,000.	21,350.	21,700.	22,050.
14	21,025.	21,325.	21,500.	21,850.	22,200.	22,550.	22,900.
15	21,875.	22,175.	22,350.	22,700.	23,050.	23,400.	23,750.
16	23,225.	23,525.	23,700.	24,050.	24,400.	24,750.	25,100.
17,	27,045.	27,345.	27,520.	27,870.	28,220.	28,570.	28,920.

- A. Any teacher on the 17th step or above of the 1983-84 Salary Guide will be placed on the 17th step of the 1984-85 Salary Guide.
- B. Any teacher on the 17th step on the 1983-84 Guide and step 17 on the 1984-85 Salary Guide during the term of this agreement shall be paid an amount equal to the top step of their position on the guide plus an amount not to exceed \$500.00 computed on the basis of \$25.00 for each year of service within the district.
- C. In-Service increments of \$300.00 after five (5) continuous years of service in the district and \$300.00 after ten (10) continuous years of service in the district shall be paid.

OCEAN COUNTY VOCATIONAL-TECHNICAL SCHOOL

Custodial Salary Guide

STEP	1983-84	1984-85
1	9,000.	9,400.
2	9,460.	9,900.
3	9,903.	10,406.
4	10,345.	10,893.
5	10,774.	11,379.
6	11,225.	11,851.
7	11,757.	12,346.
8	12,375.	12,932.
9	13,028.	13,621.
10	13,685.	14,330.

All persons on step 10 or above in 1982-83 shall receive a 10% increase of their 1982-83 base salary in 1983-84. Those persons on step 10 or above in 1983-84 shall receive a 10% increase of their base salary in 1984-85.

OCEAN COUNTY VOCATIONAL-TECHNICAL SCHOOL

Secretarial Salary Guide

1983-84

STEP	SECRETARY	DIRECTOR'S SECRETARY	PRINCIPAL'S SECRETARY
1	7,000.	7,100.	7,200.
2	7,500.	7,600.	7,700.
3	7,927.	8,027.	8,127.
4	8,313.	8,413.	8,513.
5	8,700.	8,800.	8,900.
6	9,278.	9,378.	9,478.
7	9,543.	9,643.	9,743.
8	9,905.	10,005.	10,105.
9	10,230.	10,330.	10,430.
10	10,574.	10,674.	10,774.

1984-85

1	7,500.	7,700.	7,900.
2	7,900.	8,100.	8,300.
3	8,400.	8,600.	8,800.
4	8,827.	9,027.	9,227.
5	9,213.	9,413.	9,613.
6	9,600.	9,800.	10,000.
7	10,178.	10,378.	10,578.
8	10,443.	10,643.	10,843.
9	10,805.	11,005.	11,205.
10	11,130.	11,330.	11,530.

All persons on step 10 or above in 1982-83 shall receive an increase in 1983-84 as follows: Secretary \$900., Director's Secretary \$1,000. and Principal's Secretary \$1,100.

Those persons on step 10 or above in 1983-84 shall receive an increase in 1984-85 as follows: Secretary \$900., Director's Secretary \$1,000. and Principal's Secretary \$1,100.