

Contract no. 350

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**EAST BRUNSWICK
BOARD OF EDUCATION**

AND

**EAST BRUNSWICK
EDUCATION ASSOCIATION
AGREEMENT**

1989-1992

**Ratified By The
East Brunswick Education Association**

August 11, 1989

East Brunswick Board of Education

August 24, 1989

BOARD OF EDUCATION MEMBERS

1988/89

Dr. Charles Beede
Richard Lowenstein
Kitty Martin, Vice President
Thomas Maugham
Neal Rosen
Dr. David Seiden, President
Patrick Sirt
Randy Ellen Solomon
Robert Van Wagner

1989/90

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Dr. David Seiden
Kitty Martin
Dr. Jon Kopko, Superintendent
Brenda Witt, Asst. Supt.

EAST BRUNSWICK EDUCATION ASSOCIATION OFFICERS

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Sue Dreifus, Vice President
Nancy Wilson, Secretary
Joseph Fortino, Treasurer
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EAST BRUNSWICK EDUCATION ASSOCIATION NEGOTIATING TEAM

Kathleen DeSimon
Sue Dreifus
Joseph Fortino
Joyce Lentz
Chester Maciorowski
Kevin McEvoy
Michael Parise
Catherine Schwartz

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PREAMBLE

This Agreement is entered into the 24th day of August, 1989 between the Board of Education of East Brunswick Township, New Jersey, hereinafter called the "Board", and the East Brunswick Education Association, hereinafter called the "Association".

ARTICLE I
RECOGNITION

A. The East Brunswick Board of Education hereby recognizes the East Brunswick Education Association as the exclusive and sole representative for collective negotiations concerning all matters that shall be properly negotiated under N.J.S.A. 34:13A-1 et seq. for the following personnel employed by the Board and excluding all other personnel:

Aides
Athletic Trainer
Athletic Events Coordinator
Attendance Officer
Cooperative Education Teacher Coordinators
Consultative Psychologists
Custodians, Maintenance & Grounds Personnel
Data Terminal Operators
Food Services
Guidance Counselors
Instructional Staff
Lead Data Terminal Operator
Learning Disability Teacher Consultants
Librarians/Media Specialists
Nurses
Psychologists
Purchasing Agent
Secretaries, Clerks & Data Processing Personnel
Social Workers
Speech & Language Pathologists
Transportation - Vehicle Drivers
Special Education Teachers

but excluding:

Superintendent
Deputy & Asst. Superintendents
Board Secretary/Business Administrator
Director of Support Services/Asst. Bd Secy
Asst. Business Manager
Department Chairpersons
Officers in Charge of Food Services & Transportation
Personnel on a Per Diem Basis

Principals
Assistant Principals
Supervisors
Director of Data Processing
Programmer
Information & Publications Officer,
Affirmative Action Officer
Foreman - Buildings & Maintenance

B. 1. It is further agreed that neither the Association nor the Board will discriminate against any person in the employ of the Board on the basis of race, creed, color, age, national origin, sex, marital status, political activities, domicile, or membership or participation in or association with the activities of any employee organization.

2. It is understood that alleged violations of paragraph B1 above must be brought to appropriate statutorily prescribed administrative and/or judicial forums for adjudication. Only if no such forum exists may these matters be subject to the grievance procedure contained in this Agreement.

C. Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement shall refer to all personnel represented by the Association in the negotiating unit as above defined.

D. Unless otherwise indicated, the term "teacher" when used hereinafter in this Agreement shall refer only to certificated personnel.

ARTICLE II

PROCEDURE FOR NEGOTIATION OF A SUCCESSOR AGREEMENT

A. Meetings.

1. Negotiations for a successor Agreement shall commence by the exchange of written proposals on a mutually selected date on or about October 15 of the calendar year in which the Agreement terminates. These submissions shall contain all proposals and requests and no new issues shall be introduced thereafter.

2. The parties thereafter shall convene a meeting for the purpose of conducting negotiations. A mutually convenient date shall be set within fifteen (15) working days of the submissions.

3. The Board and the Association have the right to utilize the services of consultants during the negotiations process.

B. When the Board and the Association reach agreement, it will be reduced to writing and signed by the parties.

C. Mediation.

1. If an impasse is reached during negotiations, the impasse will be resolved in accordance with the rules and regulations of the Public Employment Relations Commission.

2. Although it is recognized by all parties concerned that fact-finding must be merely advisory, both

the neutral and the disputants are expected to treat the process with the proper gravity as the terminal step.

3. Every effort will be made to have mediation and fact-finding conducted after normal school hours. However, if it is necessary that such take place during normal school hours requiring the release of Association officers, committee members or teachers, the Board will release only four (4) persons designated by the Association, such designees to suffer no loss of pay, and as for any other employees involved, the Board will pay only the cost necessary to provide substitutes, and the lost time will be borne by either the employee or the Association as they determine. If the Board requires employees of the school district as witnesses in the proceedings, the Board will designate those of their witnesses who will suffer no loss of pay.

4. If mediation or fact-finding does take place during normal school hours in such a manner that only four (4) hours or less is required, the Association hereby agrees that regularly assigned teachers will assume, as required, classes left uncovered as a result of such mediation or fact-finding, and that other similarly employed non-certificated employees such as secretaries for secretaries and custodians for custodians will assume the duties as required by the Board of any non-certificated employees whom the parties deem necessary to attend.

D. This Agreement shall not be modified in whole or in part by the Board or the Association except by an instrument in writing duly executed by both parties.

ARTICLE III
GRIEVANCE PROCEDURE

A. Definition. A "grievance" shall mean a complaint by an employee (1) that there has been as to him/her a violation, misinterpretation or inequitable application of any of the provisions of this Agreement, or (2) that there has been as to him/her a violation, misinterpretation, or improper application of a Board policy, or an administrative decision affecting negotiable terms and conditions of employment, except that the term "grievance" shall not apply to any matter as to which (a) a method of review is prescribed by law or any rule or regulation of the State Commissioner of Education having the force and effect of law, or (b) the Board of Education is without authority to act. As used in this definition, the term "employee" shall mean also a group of employees having the same grievance.

B. Employees shall be assured freedom from restraint, interference, or coercion in the exercise of their grievance rights as contained in this Agreement. The employee shall have the right to present his/her own appeal or to have a representative of his/her choosing appear with him/her.

C. Procedure.

1. Failure of the grievant to meet the scheduled time deadlines at any step of the procedure will constitute a waiver, and the employee shall relinquish claim to the

right to file. Failure of the Principal, Superintendent, designee, or Board to meet the scheduled time deadlines shall be deemed to permit the grievance to be moved to the next step.

2. Mutual agreement in writing by the parties shall be necessary to extend the timelines of the grievance procedure.

3. When the grievant and/or the Association is satisfied with the resolution of the grievance at any of the procedure steps, he/she shall so notify the person to whom the appeal was last directed.

4. By mutual agreement in writing, between the Superintendent or his/her designee and the Association, a grievance may be initiated at any level that resolution can be effected.

5. Every attempt shall be made to resolve the grievance informally at the level of its initiation.

Level 1.

a. The employee shall notify the immediate supervisor that a grievance hearing is taking place.

b. Any employee who has a grievance shall discuss it first with his/her Principal or immediate superior within twenty (20) school days of occurrence of such grievance in an attempt to resolve the matter informally at this level.

c. The Principal or immediate supervisor

shall communicate to the employee his/her decision in writing, with reasons, within three (3) work days following the discussion.

Level 2.

a. If, as a result of the informal discussion with the Principal or immediate superior, the matter is not resolved to the satisfaction of the employee within five (5) school days of the response, he/she shall set forth his/her grievance in writing to the Principal or superior specifying:

(1) the nature of the grievance.

(2) the results of previous discussions;

(3) the grievant's dissatisfaction with decisions previously rendered; and

(4) the relief requested by the grievant.

b. The Principal or immediate superior shall communicate his/her decision in writing, with reasons, to the employee within five (5) school days of receipt of the written grievance.

Level 3.

a. If dissatisfied, the employee may appeal the Principal's decision to the Superintendent of Schools or his/her designee within five (5) school days from receipt of said decision. The appeal to the Superintendent or his/her

designee must be made in writing specifying:

(1) the nature of the grievance.

(2) the results of previous discussions;

(3) the grievant's dissatisfaction with decisions previously rendered; and

(4) the relief requested by the grievant.

b. The Superintendent or his/her designee shall meet with the concerned parties within ten (10) school days. He/she shall attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days from the date of the meeting. The Superintendent or his/her designee shall communicate his/her decision in writing, with reasons, to the employee and the Principal.

Level 4.

a. If the grievance is not resolved to the employee's satisfaction, he/she may request a review by the Board within ten (10) school days of the receipt of the decision of the Superintendent. The request shall be submitted in writing through the Board Secretary, who shall attach all related papers and forward the request to the Board. Confirmation of the transmittal to the Board shall be submitted to the Association in writing.

b. The Board, or a committee thereof, shall

review the grievance. The Board reserves the right to hold a hearing with the employee or to refuse to hold a hearing in the event the Board is in agreement with the action of the Superintendent at the previous step. In either case, the Board shall render a decision in writing, with reasons, within fifteen (15) work days from receipt of the grievance, or if a hearing is held, from the date of the hearing.

Level 5.

a. If the Association is dissatisfied with the decision of the Board, the Association may request, where applicable, the appointment of an arbitrator, such request to be made known to the Superintendent no later than two (2) calendar weeks after the decision of the Board was made known to the employee and/or the Association.

b. The following procedure will be used to secure the services of an arbitrator:

(1) A request will be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

(2) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association to submit a second roster of names.

(3) If the parties are unable to determine, within five (5) school days of the receipt of the

second list, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.

c. The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she can add nothing to, nor subtract anything from the Agreement between the parties or any applicable policy of the Board.

d. The recommendations of the arbitrator shall be binding on grievances processed as a violation, misinterpretation or inequitable application of the provisions of this Agreement per III.A(1), and shall be only advisory for all grievances processed per III.A(2).

e. (1) Grievances of a non-tenured teacher which are occasioned by his/her not being offered a new contract are not arbitrable. Therefore, the non-tenured teacher who is not offered a new contract may initiate, if he/she so desires, his/her grievance in writing at the level of the Principal within five (5) days after receipt of his/her notice.

(2) Grievances of a non-tenured teacher or non-certificated probationary employee which are occasioned by his/her not being offered a new contract or reemployment are not arbitrable.

f. Only the Board and the aggrieved and his/her representative shall be given copies of the report

of findings and recommendations, except by mutual agreement to the contrary. This shall be accomplished within thirty (30) calendar days of the completion of the arbitration hearings.

g. Each party shall pay its own costs for arbitration preparation. Costs to be shared equally by the parties shall be the fee and the expense, if any, of the arbitrator and arbitration proceedings.

D. Forms for filing grievances shall be designed by the Superintendent or his/her designee in consultation with the Association to facilitate the grievance procedure.

E. All written communications concerning grievances shall be sent to the respective parties via certified mail. Date of certified postmark shall be used for the purposes of the grievance procedure.

ARTICLE IV
RIGHTS OF THE EMPLOYEE

A. Personal and Private Life.

1. The private and personal life of any employee is not within the appropriate concern or attention of the Board, except insofar as it affects his/her work.

2. No restriction shall be placed upon the freedom of an employee to use his/her own time for gainful employment insofar as it does not interfere with satisfactory performance of his/her school duties.

B. All audio-monitoring and formal evaluation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. There shall be no monitoring of the lounges and workrooms.

C. 1. The Board hereby agrees it shall not discriminate against any employee with respect to any terms and conditions of employment by reason of his/her membership or participation in any activities of the Association and its affiliates, or his/her institution of any grievance, complaint or proceeding under this Agreement.

2. The Association agrees that it shall not interfere with, restrain, or coerce employees in the exercise of the provisions granted them by this Agreement.

D. No employee shall be disciplined, reprimanded, reduced in rank or compensation without just cause.

E. Whenever any employee is required to appear officially before the Board, or any committee thereof, concerning any matter which could adversely affect the continuation of that employee in his/her position or employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview. The employee shall inform the Superintendent in writing prior to the meeting that he/she will have a representative of the Association present.

F. Review of Employee Personnel File. All employees' files shall be maintained under the following circumstances:

1. No material derogatory to an employee's conduct, service, character, or personality shall be placed in the files unless the employee has had an opportunity to read the material. The employee shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he/she has read the material to be filed. Such signature does not necessarily indicate agreement with the content, nor shall the refusal to sign prevent such material from being placed into and remaining in the file.

2. The employee shall have the right to answer

any material filed, and his/her answer shall be attached to the file copy within fifteen (15) school days following his/her receipt of the material. Failure of the employee to file a response for attachment to the file copy within fifteen (15) school days following his/her receipt of material shall result in forfeiture of the employee's right to respond.

3. Upon written request by the employee, he/she shall be given access to his/her file without undue delay, minus confidential credentials and personal references. If the employee wishes to be accompanied by another person or a representative of the Association, such request must be made in writing to the Superintendent or his/her designee.

4. Except in emergency situations, teachers shall be evaluated only by persons certificated to supervise instruction. The responsibility to become certificated will be solely that of the employee.

5. Employees shall be granted the right to reproduce any materials in their file not considered to be privileged, such as confidential credentials and related personal references normally sought at the time of employment. Notice of such requests shall be made in writing to the Superintendent or his/her designee at least twenty-four (24) hours in advance.

6. No employee shall engage in any activity related to outside employment during school hours unless approved by the building Principal or immediate supervisor.

ARTICLE V

NOTIFICATION OF RETURN/DISMISSAL PROCEDURE

A. On or before April 30 of each year, the Board shall give to each non-tenured teacher or other probationary employee continuously employed since the preceding September 30, either a written offer of a contract for employment for the next succeeding year, providing for at least the same terms and conditions of employment, but with such increases in salary and benefits as may be required by law or agreement between the Board and the Association, or a notice of non-renewal.

B. Notification of Intention to Return. If the employee intends to accept such employment, he/she shall notify the Board of such acceptance, in writing, on or before May 30, in which event such employment shall continue as provided for herein. In default of such notice, the Board shall not be required to continue the employment of the employee.

C. Tenured teachers who submit their resignation for the purpose of their retirement to the Board by January 15, effective the following June 30, shall receive \$500 additional compensation at the time of their retirement on June 30.

ARTICLE VI
PROTECTION OF EMPLOYEES

A. An employee believing he/she is working under unsafe or hazardous conditions or performing tasks endangering health or safety should notify, in writing, his/her immediate superior of such conditions. If such conditions persist, a grievance may be initiated.

B. 1. No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution; but any such person may, within the scope of his/her employment, use and apply such amount of force as is reasonable and necessary:

a. to quell a disturbance threatening physical injury to others;

b. to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;

c. for the purpose of self-defense; and

d. for the protection of persons or property.

2. Such acts, or any of them, shall not be construed to constitute corporal punishment within the meaning and intent of this Section. Every resolution, by-law, rule, ordinance, or other act of authority

permitting or authorizing corporal punishment to be inflicted upon a pupil attending a school or educational institution shall be void.

C. It is agreed that whenever any civil action has been or shall be brought against any person holding any office, position, or employment under the jurisdiction of any board of education, including any student teacher, for any act or omission arising out of and in the course of the performance of the duties in such office, position, employment or student teaching, the Board shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting therefrom; and said Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses. This indemnification provision shall not be interpreted as providing any additional protection beyond that mandated by law.

D. Should any criminal action be instituted against any such person for any such act or omission, and should such proceeding be dismissed or result in a final disposition in favor of such person, the Board shall reimburse him/her for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.

E. 1. All cases of assault suffered by an employee in connection with his/her employment shall be immediately reported, in writing, to his/her Principal or immediate superior.

2. Such notification shall be immediately forwarded to the Superintendent, who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee, the police and the courts.

F. The Board reserves the right to have accident claims confirmed by a physician designated by the Board. The fee for such examinations shall be paid by the Board.

ARTICLE VII

MAINTENANCE OF STUDENT CONTROL & DISCIPLINE

A. The Board recognizes its responsibility to continue to give administrative support and backing to teachers in maintaining student control and discipline, provided that all disciplinary actions and methods for which such backing is sought shall be reasonable and just and in accordance with law, established Board policies, and administrative procedures and regulations. Such policies, procedures and regulations shall be provided to the Association, and shall be available in the main office of each building.

B. It shall be the responsibility of the teacher to report to his/her Principal, in writing, on forms provided, the name of any student who, in the opinion of the teacher, needs particular assistance from skilled personnel, and such forms shall provide for a response from the Principal to the initiating teacher within ten (10) days. The response may merely be a progress report on the action taken.

C. Administrative decisions and responses issued in the course of student disciplining are not grievable.

ARTICLE VIII

ASSOCIATION RIGHTS & PRIVILEGES

A. If a complaint is received against any employee, group of teachers, or non-certificated personnel, and if in the judgment of the administrator it does not warrant a written report or memo in the individual's personnel file, such administrator may, if he/she considers it warranted, discuss the matter with the individual concerned. If subsequent meetings are necessary, the employee has the option of having a representative of the Association present and the opportunity to respond to and rebut such complaint.

B. The Board agrees to make available to the Association, in response to reasonable requests, the information which is in the public domain.

C. Association officers and committees will not perform Association business during assigned school hours, nor will Association meetings be conducted on school premises, without authorization from the appropriate administrative officer. Association business and meetings may be conducted during lunch periods or unassigned periods.

1. An Association representative may speak during a building faculty meeting at a time agreed to in conference with the Principal.

D. The Association shall, at reasonable times, with permission and at the discretion of the building

administrator, have the use of facilities, typewriters, duplicating equipment, calculating machines and audio-visual equipment. The Association shall reimburse the school district for all materials and supplies incident to such use, and for any repairs necessitated as a result thereof.

E. 1. The Association shall continue to have in each school building the use of a bulletin board in the faculty lounge and each separate teachers' dining room, if such exists. The Association shall also continue to have adequate space on the bulletin board in the central office for Association notices. Copies of all materials to be posted on such bulletin board shall be given to the building Principal, but no approval should be required.

2. Posters or announcements pertaining to Association affairs will not be posted on bulletin boards in any area accessible to the public or the students, unless such have first been approved by the appropriate administrator.

F. The Association shall have the right to use the inter-school mail facilities and school mail boxes.

G. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees of the unit and to no other organizations.

H. The Association has the right to address new

employees at a general meeting, should employees be assembled by the administration for orientation day at the beginning of the school year.

I. The Association, on or before May 15, shall notify the Board of the Association's selection of either I.1 or I.2 of this Article:

1. If the President of the Association is a member of the certificated staff, he/she shall be assigned the first four periods, three of which will be instructional assignments, and one for preparation period. In the event the President is a member of the non-certificated staff, his/her work assignment shall be for the first half of the workday. The President shall receive full salary according to his/her place on the salary schedule; or

2. The Board shall grant an approved leave to the President of the Association at full pay. The Board will be reimbursed by the Association for half of this amount.

a. Upon return from approved leave, the President shall be reinstated to a position within his/her certification and as similar as possible to the position held prior to beginning said leave. The Board does not guarantee reinstatement to the same assignment, but only to a position. Upon reinstatement, he/she shall be placed on his/her proper step on the salary guide as if he/she had been actively employed by the Board during his/her leave.

b. The Board shall pay 100% of the premiums

for health insurance coverage for the President during his/her leave.

ARTICLE IX
EMPLOYEE WORK YEAR

A. 1. The work year for ten (10) month employees employed in East Brunswick on a ten (10) month basis shall consist of 187 workdays, and newly employed certificated personnel are required to attend one (1) additional day for orientation. The number of workdays shall be reduced by three (3) for certificated ten (10) month employees if those days are not used for unexpected school closings.

2. The in-school work year for employees employed on a twelve (12) month basis shall be the number of days from July 1 to June 30, less sixteen (16) holidays, less accrued vacation.

3. a. All twelve (12) month guidance counselors employed prior to July 1, 1988 shall, on the first day that the teachers report to work, join the ten (10) month calendar and on the last day of the teacher's work year shall revert to the twelve (12) month calendar. All twelve (12) month guidance counselors hired after July 1, 1988 shall work the twelve (12) month calendar as per A2 above.

b. The Board shall have the right, effective July 1, 1987, to hire ten (10) month guidance counselors, who shall work the ten (10) month calendar.

4. The work year for Cooperative Education Teacher-Coordinators shall consist of the ten (10) month

calendar plus twenty (20) additional days.

5. Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.

6. Secretarial employees will not be required to report to work during the winter and spring recess periods when children are not required to report. Secretarial employees will not be required to report due to snow, for up to three (3) days per year. Switchboard operators may be required to work, and if so, will be compensated at the rate of one and one-half (1 1/2) times their regular rate. Secretarial employees will not be required to report to work on an election day when students and teachers are not required to report.

7. In the event of an emergency school closing after the school day has begun, hourly employees shall be paid for their normal work day if they were present.

8. No twelve (12) month employee shall be permitted to take vacation during the Monday through Friday of the week prior to the opening of school for students, except as may be approved by their immediate supervisor.

B. Non-Certificated Employees.

1. Ten (10) month non-certificated personnel attendance shall not be required whenever student attendance is not required due to inclement weather. Cafeteria managers may be required to attend under emergency

conditions. Transportation personnel shall be required to work during inclement weather when parochial and private schools are in session.

2. Food services salaried personnel shall work the ten (10) month calendar, including the orientation day for new teachers. Food services salaried personnel shall not be required to work on the first full day of teacher workshop. Hourly paid food service personnel shall work only on the days students are in attendance.

C. 1. If summer school session exceeds thirty (30) days, the stipend paid summer school teachers shall be adjusted on a pro-rated basis.

2. Teacher attendance shall not be required when summer school student attendance is not required.

D. The employee work calendar for all employees shall be as set forth herein.

ARTICLE X
HOURS AND WORK LOAD

A. Hours.

1. All employees shall indicate their presence for work by placing a check mark in the appropriate column of the employee sign-in roster. Such roster shall be located in the central area. Non-certified employee hours shall be verified weekly by their superior.

2. a. All teachers shall report for work twenty (20) minutes before the opening of the students' day and, except as required by assigned duties and professional meetings, shall not be required to remain beyond twenty (20) minutes after the close of the student school day.

b. School Librarians/Media Specialists and school nurses may be assigned continuous hours different from that set forth in 2a above in order to achieve afternoon coverage pursuant to procedures set forth in Article XIV.

c. Teachers who are assigned to travel between two (2) or more buildings on a daily basis shall be required to report only ten (10) minutes before the opening of the students' day and not be required to remain beyond ten (10) minutes after the close of the students' day (except when professional meetings or assigned duties require otherwise), if the travel time impinges on the

teacher's lunch or preparation time.

d. Counselors shall work an additional thirty (30) minutes over that which is required of other teachers in the particular building.

e. If Counselors or Student Assistant Specialists are required to attend evening guidance programs or to schedule parent conferences after their normal workday, they shall receive compensatory time off on an hour-for-hour basis. Said compensatory time will be scheduled to be taken with the approval of the supervisor, and shall be used not later than the end of the school year in which it was earned.

f. Special education teachers shall have the same arrival and departure times as other teachers in the particular building.

g. Psychologists, social workers, learning disability teacher consultants and speech therapists shall work an eight (8) hour day. Speech therapists hired after July 1, 1976 shall work regular teacher hours.

3. Teachers may leave the building during their duty-free lunch, providing they sign in and out. Teachers may request permission of their building administrator to leave the building for an emergency during their planning period. Approval may be granted at the discretion of the building administrator.

B. Meetings.

1. a. Except as required for purposes of accreditation or in the event of emergencies, building-based teachers may be required to attend no more than ten (10) building faculty meetings per school year.

b. High School, Jr. High School, and Middle School teachers shall not be required to attend more than ten (10) departmental meetings per year, except for purposes of accreditation or curriculum revision.

c. Staff may be required to attend up to two (2) multi-building meetings per school year, which will be called at the discretion of the Superintendent.

2. a. Building faculty meetings shall begin no later than fifteen (15) minutes after the student dismissal time and shall run for no more than sixty (60) minutes. Nothing in this Article shall be interpreted as to preclude morning meetings if agreed by a majority of faculty members and the Principal.

b. Other meetings shall commence twenty (20) minutes after the latest school's student dismissal and shall run for no more than sixty (60) minutes in duration.

3. Unless an emergency meeting is required, no meetings shall be scheduled on Fridays or on any day immediately preceding any holiday. In case of any emergency meeting, the appropriate building administrator shall notify and confer with the Association building representative(s) prior to calling said meeting.

4. The notice of an agenda for any meeting shall be given to the teachers involved at least two (2) school days prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

5. Teachers shall continue to perform duties at Back-To-School nights in accordance with existing practice.

C. Class Coverage.

1. In departmentalized situations, the Principal shall establish a pool of all available teachers each period.

2. In the event a teacher in a departmentalized situation is absent, and a substitute is not available, or the situation requires substitution for less than a full school day, the Principal shall assign on a rotating basis those from the availability pool to perform such substitution.

3. Any teacher who performs this required assignment shall be remunerated at the rate of twenty-five (\$25.00) dollars per period effective on the first coverage.

4. In the event the preparation period of an elementary teacher shall be used for substituting, he/she shall be remunerated at the same rates outlined in paragraph #3 above.

5. Nurses may be assigned to teaching duties within their certification. On such days, they will be guaranteed a preparation period, a lunch period equal to

that of the other certificated staff, and a pro-rata reduction in office hours.

D. **Work Load.** The following constitutes guidelines for the administrators concerned with scheduling practices as they now exist. Administrators shall make reasonable effort to arrange teachers' schedules to comply with these established guidelines.

1. In the High School, Junior High School and Middle School:

a. In an eight (8) period day situation, the normal load shall consist of five (5) classroom teaching periods, one (1) preparation period, one (1) duty-free lunch period daily **AND ONE (1) DUTY PERIOD DAILY.**

b. The Board may assign a teacher to a sixth (6th) classroom teaching period in lieu of a preparation period or a duty period, and either provide an additional preparation period or a duty period, as the case may be, in the other semester during that school year or compensate the teacher at the rate of \$1,500 in 1989-90; \$1,640 in 1990-91; and \$1,790 in 1991-92, per each semester of six (6) assigned teaching periods.

c. No teacher shall teach more than three (3) consecutive periods per day.

d. In a nine (9) period day situation, the above schedule shall pertain, except that the second (2nd) preparation period in each day shall be available for

professional assignments not involving the responsibilities of planning lessons or monitoring student progress.

e. Payment will be made pursuant to paragraph D.1.b. of this Article on December 15 and May 31 for each semester, respectively.

2. Elementary teachers, excluding kindergarten teachers, shall be assigned five (5) thirty (30) minute preparation planning periods per week, and should teach continuously for no more than two (2) hours and thirty (30) minutes.

3. Kindergarten teachers shall be assigned a one (1) hour duty-free period between morning and afternoon sessions each day.

4. In the event that the Board or administration makes changes or cannot adhere to the guidelines established, the teacher affected shall be notified by the administrator in writing, and if after the close of the school year, by certified mail. Within ten (10) days of receipt of notification and upon written request, by certified mail if after the close of the school year, the teacher may have a conference with the administrator to review the schedule. The teacher, at his/her option and upon notifying the administrator, may have a representative of the Association present at the conference. If the teacher affected fails to initiate a request for a conference within the ten (10) day period following

notification to review the schedule, the matter shall not be subject to the grievance procedure.

5. All teachers shall have a daily duty-free lunch period at least equal in length to that of the student.

E. Vacation (12 month certificated personnel).

1. All certificated personnel on a twelve (12) month contract will have their vacation days credited at the rate of two per month until their maximum of twenty (20) days per year is reached, and will have the right to utilize all vacation days before expiration of their contract if they so desire. Said employee may accumulate and carry over into any future year no more than ten (10) vacation days, effective with the 1989-90 school year. All days previously accumulated shall be banked.

2. All requests for vacation are subject to approval in advance, consistent with existing practice.

3. Certificated personnel, or their estate, shall be paid for all vacation days accrued at time of termination of employment or retirement.

4. No certificated employee shall take vacation days one (1) week prior to the opening of the school year, or use more than five (5) consecutive vacation days on days when students are present in school, except by mutual agreement between the employee and the immediate supervisor.

F. Non-Certificated Employees.

1. Secretary-Clerk.

a. The working day for secretaries-clerks shall be seven (7) hours in length excluding lunch.

b. Vacation - 12 month personnel only:

(1) Completion of 1 through 4 years of the anniversary date of employment - 2 weeks.

Completion of 5 through 9 years of the anniversary date of employment - 3 weeks.

Completion of 10 years of the anniversary date of employment - 4 weeks.

Completion of 20 years of the anniversary date of employment - 21 days.

Completion of 21 years of the anniversary date of employment - 22 days.

Completion of 22 years of the anniversary date of employment - 23 days.

Completion of 23 years of the anniversary date of employment - 24 days.

Completion of 24 years of the anniversary date of employment - 25 days.

c. All requests for vacation shall be subject to approval in advance, consistent with existing practice.

d. All vacation shall be accrued on a pro-rata basis.

e. No secretary or clerk may accumulate and

carry over into any future year more than **10 DAYS** allotment of vacation, effective with the 1989-90 school year. All days previously accumulated shall be banked.

2. Custodians, Maintenance & Grounds Personnel.

a. For custodial, maintenance and grounds personnel, i.e., full-time contracted employees defined as forty (40) hours per week for day staff and thirty-seven and one-half (37 1/2) hours for night staff, pay shall be time and one-half for hours worked in excess of their schedule. Custodial overtime for Saturdays, Sundays and holidays shall be a minimum of two (2) hours.

b. Vacation - 12 month personnel only:

Completion of 1 through 4 years of the anniversary date of employment - 2 weeks.

Completion of 5 through 9 years of the anniversary date of employment - 3 weeks.

Completion of 10 years of the anniversary date of employment - 4 weeks.

Completion of 20 years of the anniversary date of employment - 21 days.

Completion of 21 years of the anniversary date of employment - 22 days.

Completion of 22 years of the anniversary date of employment - 23 days.

Completion of 23 years of the anniversary date of employment - 24 days.

Completion of 24 years of the anniversary date of employment - 25 days.

c. All requests for vacation shall be subject to approval in advance, consistent with existing practice.

d. All vacation shall be accrued on a pro-rata basis.

e. No custodians, maintenance and grounds personnel may accumulate and carry over to any future year more than **10 DAYS** allotment of vacation, effective with the 1989-90 school year. All days previously accumulated shall be banked.

3. Transportation.

a. The scheduled work load for transportation personnel shall not exceed forty (40) hours per week. Hours worked in excess of forty (40) hours per week shall be paid at straight time and one-half. The start and end of the work day is dependent on route assignments for all drivers. The school bus driver will work a minimum of twenty (20) hours per week.

b. Any employee may be required by the employer, at Board expense, to undergo a complete physical and/or psychological examination to ascertain fitness for continued employment.

4. Aides.

a. The workday for school aides shall not

exceed eight (8) hours per day.

5. Food Services Personnel.

a. All food services personnel who work four (4) or more hours per day shall be paid a half-hour lunch period. Any employee working less than four (4) hours shall receive a fifteen (15) minute break.

b. All salaried employees will work in accordance with the ten (10) month teacher calendar.

- c. 1. High School Cafeteria Manager/Head Satellite Lead - 8 hour day.
2. Junior High School Cook Manager - 6 1/2 hour day.
3. Satellite Leads - 4 1/2 hour day, 5 hour day, or 6 hour day.
4. High School Cook - 8 hour day.
5. High School Assistant Cook/Asst. Head Satellite Lead - 8 hour day.
6. Junior High School Assistant Cook - 6 1/2 hour day.
7. Middle School Cook Manager - 6 1/2 hour day.
8. Middle School Assistant Cook - 6 1/2 hour day.
9. Hourly employees range from 3 to 6 hours per day.

G. Should a change in summer school hours be implemented, the stipend shall be adjusted on a pro-rata basis.

H. When a non-certificated employee is assigned to substitute for another employee and serves in the higher paid title for one full week or longer, then in that event the employee who substitutes shall be remunerated at the higher rate for all time served as a substitute. The Board agrees that it will not rotate substitutes for the purpose of avoiding payment under this paragraph.

ARTICLE XI
NON-TEACHING DUTIES

A. Teachers shall not be required to perform the following duties:

1. Keeping registers.

2. Transporting books and other instructional materials of such quantity without carts and assistance at the opening and closing of the school year.

3. Chaperoning of dances, the variety show, the Battle of the Bands, or evening public orchestra, and/or chorus concerts of 50 students or more, except under the following conditions:

(a) Chaperoning for the above events shall be done by the advisors of the sponsoring activity as part of their advisor stipend. Additional chaperones as may be determined by the building administrator shall be determined on a voluntary basis. However, in the event there are insufficient volunteers, the administration shall make assignments on a rotating basis. Volunteer, or assigned, chaperones shall be paid a stipend for the entire affair of \$33.00 per person in 1989-90, \$36.00 in 1990-91, and \$39.00 in 1991-92.

4. Chaperoning of any field trip that is scheduled to extend more than one (1) hour beyond the school day, except under the following conditions:

a. Chaperoning for the above events shall be done by the advisors of the sponsoring activity as part of their advisor stipend. Additional chaperones as may be determined by the building administrator shall be determined on a voluntary basis. However, in the event there are insufficient volunteers, the administration shall make assignments on a rotating basis. Volunteer or assigned chaperones shall be paid a stipend equal to one quarter (1/4) of the stipend for employees who participate in overnight education programs.

5. Correcting standardized tests used at the direction of the Board or the administration, and administered to class size or larger groups. This item shall not apply to mid-term and final examinations.

6. Picture taking and/or lamination of identification cards.

7. Counting or verifying insurance and picture money collections.

B. No employee shall be required to use their cars to transport students.

C. Teachers need not transfer grades from report cards to cumulative records or folders in schools where guidance counselors exist.

D. Any teacher whose presence is required at the 5:00-9:00 p.m. night conferences shall be paid a stipend of \$54.00 for 1989-90, \$59.00 for 1990-91, and \$65.00 for

1991-92. On those days, all teachers will teach no more than one-half (1/2) day.

ARTICLE XII

EMPLOYMENT PROCEDURES

A. 1. Each presently employed employee shall be placed on his/her proper step of his/her salary schedule in accordance with his/her status as of the beginning of his/her contractual year.

2. The Board reserves unto itself the right to grant credit for any experience which it deems of value to the school system at the time of initial employment.

B. Previously accumulated unused sick leave days, in this particular district, shall be restored to all returning employees who were on Board approved leave.

C. 1. Certificated Personnel:

a. Full credit for teaching experience is allowed.

b. Full credit for up to four (4) years military service is allowed.

c. All changes in salary based upon additional training become effective on September 1 or February 1 of each school year. This training must be completed prior to September 1 for the salary change to take effect September 1 and prior to February 1 for the change to take effect February 1. Requests for salary changes must be supported by official transcripts from accredited colleges or universities, and filed in the Superintendent's office.

Credits taken for certification are not valid for B + 18 or M + 30.

d. (1) Bachelors + 18 placement must consist of graduate level courses.

(2) For movement beyond the Masters column on the guide, the graduate credits must be in addition to those required for the degree. Graduate credits earned prior to July 1, 1989 must have been acquired after the Masters degree was earned. However, graduate credits earned after July 1, 1989 are applicable.

2. Non-Certificated Personnel:

a. All twelve (12) month contract personnel will have their vacation days credited on a monthly basis.

b. Upon termination of employment, accrued vacation shall be paid at time of severance, except as noted in c below.

c. If the minimal full two (2) weeks notice is not given by a non-certificated employee, earned vacation shall be paid by subtracting the number of days less than ten (10) that the notice was not given from the days accrued.

d. Should an employee die while in the employ of the Board, the employee's estate shall be paid as set forth in b above. Paragraph c shall not apply to d.

e. Seniority is defined as an employee's continuous length of service and shall commence as of the

original date of hire. An employee's seniority shall be his/her date of commencement of employment, including the probationary period, for purposes of benefits. Seniority shall prevail among tenured employees in matters concerning layoffs, recalls, when the skill and ability in performing the work in question are relatively equal among the employees involved, in the opinion of management.

ARTICLE XIII

SALARIES

A. Salary guides for personnel are set forth in enclosed guides and made a part hereof, except for ratios and extra stipends.

1. Special education teachers employed through June 30, 1976 shall receive an additional \$500.00 stipend above guide placement.

2. All speech therapists currently employed and receiving an additional ratio of .08 above guide placement for the position shall continue to receive said stipend yearly until termination of employment as a speech therapist.

a. Effective July 1, 1976, no newly employed speech therapist shall receive the additional ratio stipend.

3. All learning disability teacher consultants and social workers employed prior to July 1, 1980 shall receive an additional .08 ratio above guide placement for the position.

a. Effective July 1, 1980, newly employed learning disability teacher consultants and social workers shall receive a stipend of \$1,316 in 1989-90, \$1,438 in 1990-91, and \$1,567 in 1991-92 above guide placement.

4. Psychologists employed prior to July 1, 1980 shall receive an additional .23 ratio above guide placement,

of which .10 shall be for the position, and .13 shall be for the work year as defined in Article IX.A2.

a. Effective July 1, 1980, newly employed psychologists shall receive a stipend of \$3,948 in 1989-90, \$4,313 in 1990-91, and \$4,701 in 1991-92 above guide placement.

b. Stipends for 10-month consultative psychologists are \$1,631 in 1989-90, \$1,782 in 1990-91, and \$1,942 in 1991-92.

5. Guidance counselors who were employed prior to July 1, 1980 and who continue in twelve (12) month positions shall receive an additional .16 ratio above guide placement, of which .03 is for the position, and .13 is for the work year as defined in Article IX.A3.

a. Counselors employed for a ten (10) month work year shall receive a stipend of \$1,316 in 1989-90, \$1,438 in 1990-91, and \$1,567 in 1991-92 above guide placement.

b. Counselors employed for a twelve (12) month work year hired after July 1, 1980 shall receive a stipend of \$2,895 in 1989-90, \$3,163 in 1990-91, and \$3,448 in 1991-92 above guide placement.

6. The stipends for 10-month student assistance specialists shall be determined by their endorsements.

7. Cooperative education teacher coordinators shall receive an additional .15 ratio above guide placement,

of which .05 shall be for the position, and an additional .10 for the extended work year during July and August as defined in Article IX.A4.

a. Effective July 1, 1980, newly hired cooperative education teacher coordinators shall receive a stipend of \$2,632 in 1989-90, \$2,875 in 1990-91, and \$3,134 in 1991-92 above guide placement.

8. All tenured teachers shall receive \$250 above guide placement, to be included in the regular paychecks.

9. Summer Workshops.

a. Teachers participating in summer workshops shall be remunerated at the following rates:

1989-90	\$53.00 per day
1990-91	\$58.00 per day
1991-92	\$63.00 per day

b. Non-certificated 10-month employees participating in summer workshops shall be remunerated at the following rates:

1989-90	\$30.00 per day
1990-91	\$33.00 per day
1991-92	\$36.00 per day

c. Employees who are required to present an in-house summer or in-service workshop shall be paid \$26 per hour in 1989-90, \$29 per hour in 1990-91, and \$31 per hour in 1991-92.

10. Summer Employment.

a. 10-month certificated employees who are required to work during the summer season shall receive their per diem rate for such service. If required to work less than a full day, the per diem rate shall be pro-rated.

b. 10-month non-certificated employees who are requested to work during the summer at their same jobs shall be remunerated at their regular hourly rate. If said employees are requested to work during the summer at jobs different from their regularly assigned jobs, they shall be remunerated at the following rates:

1989-90	\$7.00 per hour
1990-91	\$8.00 per hour
1991-92	\$9.00 per hour

B. Teachers receiving payment for directing extra-curricular activities and coaching interscholastic sports will receive their stipend in two (2) equal payments as follows:

1. For seasonal activities:

Fall sports - October 15 & November 30.

Winter sports - December 15 & February 15.

Spring sports - April 15 & May 31.

2. For full-year activities the payment will be made on December 15 and May 31.

C. Employees who participate in overnight education programs with the approval of their building Principal shall be reimbursed for legitimate out-of-pocket expenses.

Employees remaining with students overnight shall be compensated at the rate of \$51.00 per night per person in 1989-90, \$56.00 in 1990-91, and \$61.00 in 1991-92.

D. 1. Non-certificated personnel who work in excess of a forty (40) hour work week shall be paid straight time and one-half. Overtime shall be voluntary.

2. Secretaries and clerks who work overtime shall be paid at straight time and one-half for the hours worked in excess of their forty (40) hour work week.

3. Food services personnel shall be paid straight time up to forty (40) hours per week and time and one-half for hours in excess of forty (40) hours per week.

4. Overtime opportunities shall be rotated among qualified employees in the work unit in which the overtime exists. Such overtime shall be accepted on a voluntary basis with rotation on a seniority basis. The use of seniority is limited to this issue.

5. a. At most, 240 hours of compensatory time off will be provided in lieu of monetary overtime compensation that would otherwise be required.

b. Compensatory time received by an employee in lieu of cash must be at the premium rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime work.

c. Any employee who has accrued 240 hours of compensatory time off shall, for additional overtime hours

of work, be paid overtime compensation (in cash).

d. An employee who has accrued compensatory time off shall, upon termination of employment, be paid for the unused compensatory time at a rate of compensation not less than:

(1) the average regular rate received by such employee during the last three (3) years of the employee's employment, or

(2) the final regular rate received by such employee, whichever is higher.

e. The employee who has accrued compensatory time off, and who has requested the use of such compensatory time, shall be permitted to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt operations.

f. The use of compensatory time off in lieu of overtime payment in cash requires an agreement or understanding reached prior to the performance of work.

E. No employee shall be required to pay for any medical examination required by the Board as a condition for continued employment, providing that he/she goes to a Board approved physician.

F. Payroll Dates. Pay periods end on the 15th of each month and on the last day of each month. Employees shall be given their checks on these specified days, with the exception that if such days fall on a weekend or within a

vacation period, the checks shall be distributed to all employees on the last work day, as determined by the ten (10) month calendar, preceding such weekend and vacation periods.

G. Employees may individually elect to have a percentage of their monthly salary deducted from their pay. Payroll deductions, in multiples of \$10.00, can be deposited in a summer savings program and/or regular savings program with the Southern Middlesex County Federal Teachers Credit Union.

H. Employees employed on a ten (10) month basis shall receive their final checks on their last working day in June following clearance approval from their Principal and/or supervisor.

I. On or before September 15, each employee shall receive a statement explaining the deductions from his/her salary. On or before the end of any pay period wherein a significant change is made in any employee's deductions, the employee shall receive a written explanation.

J. No hourly employee shall work for less than minimum wage. In the event the minimum wage is altered and an hourly employee is below, the parties agree to negotiate adjustments.

K. Nothing in this Agreement can be construed to mean that the Board has waived either the right to grant an extra increment or to withhold an increment.

1. Any increment or part thereof, if such is withheld, shall not be required to be restored in subsequent years in whole or in part. No employee shall have an increment withheld without just cause.

ARTICLE XIV
PROCEDURE FOR ASSIGNMENTS

A. Contracts normally will be distributed between April 15 and May 1 of the school year. Notice and/or contracts normally shall be returned, signed by the employee, within two (2) weeks of receipt of said notice or contract.

B. 1. No later than the last day of school of any year or earlier if conditions make possible, all teachers shall be notified of the following matters concerning their assignment for the following year:

- a. subject to be taught,
- b. grade or class assignment,
- c. building assignment,
- d. length of school day and required hours.

2. No later than the last working day of school of each non-certificated employee, he/she shall be notified of the following matters concerning his/her assignment for the following year where appropriate.

- a. building assignment
- b. required hours

C. In the event that changes are made in B1, 2, following the last day of school in any year, the employee affected shall be notified promptly in writing by certified mail. The employee may request a conference to review the change with the Superintendent or his/her designee. The employee at his/her option may have a representative of the

Association present upon so notifying the Superintendent in writing.

D. No later than May 15 of any year, and earlier if conditions make possible, all teachers shall be notified of the school calendar for the following year.

E. 1. It is understood by all parties that many factors are involved in determining the items specified under B and D.

2. Circumstances and/or emergencies may necessitate a change. This Section is not to prohibit changes to individual employees. The individuals and/or the Association shall be notified prior to implementation of such change.

F. In the event of a change pertaining to B after the last day of school to a specific teacher, such teacher is released from the requirement to provide a sixty (60) day notice of intent to resign unless the change occurs as a result of a decrease in the number of students. The teacher is required to notify the Superintendent of resignation within two (2) weeks after receiving the mailed notification of changed status to the specific teacher.

G. Traveling Employees.

1. Schedules of teachers who are assigned to more than one (1) school will be arranged to keep to a minimum interschool travel, recognizing first the instructional needs of students. Such teachers will be notified of any

changes in their schedule as soon as practicable.

2. Employees who may be required to use their own automobiles in the performance of their duties and employees who are assigned to more than one (1) school per day:

a. will be reimbursed for all such travel between schools at a rate equal to the Internal Revenue Service allowance for travel;

b. will receive this reimbursement within a reasonable time after the proper submission of forms to the appropriate administrative office.

ARTICLE XV

PROCEDURE FOR PROMOTIONS

A. All job vacancies will be publicized by notice on faculty bulletin boards and in areas where support staff bulletin boards are located. A notice shall be posted in each school. A copy of said notice shall be made available to the Association at the time of posting.

1. If any vacancy occurs after the close of school in June and before the opening of school in September, notice of such vacancies will be mailed to the Association at the time of posting.

2. The sole remedy for non-compliance shall be a requirement to re-post the position.

B. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent or his/her authorized agent within the time limits specified in the notice. In the event the employee is not offered the position, the Superintendent or his/her authorized agent shall notify the employee in writing.

C. Nothing contained herein can be construed to imply that the Board has waived the right to fill any position in the school system with other than presently employed personnel, nor has it waived any right to determine qualifications of all those considered for such positions. In the event the employee is not offered the position, the

Superintendent or his/her authorized agent shall notify the employee in writing.

D. In situations set forth in A above, position descriptions and/or qualifications shall be clearly set forth.

E. Advancement of employees desiring reclassification shall be based upon qualifications. Considerations for advancement from one classification to the next highest classification shall be afforded to employees (1) when vacancies occur, and (2) when the employee has acquired such skills and proficiencies as are required in the next highest classification and the employee has demonstrated capability in performing duties specified in the job requirements of the higher classification. The Superintendent shall make the decision after giving due consideration to the employee request and the needs of the district.

ARTICLE XVI
PROCEDURE FOR TRANSFERS

A. All transfers will be made at the discretion of the Superintendent after giving due consideration to area of employee competency, teacher's major and/or minor field of study, quality of work performance and length of service in the school district. Nothing contained herein can be construed to imply that the Board has waived the right to consider other factors such as the desired balance of any teaching staff or non-certificated employees in any school within the system.

B. Employee Request.

1. An employee, other than non-tenured, may request a change of school, assignment, or both when such request is made before May 1. A written request should be sent to the Superintendent through the Principal.

2. When a teacher is requesting transfer, such teacher will request up to three (3) choices of grade assignment and school.

C. Administrative Decision.

1. When the Superintendent believes that a transfer is necessary, the employee will be advised of this decision in writing immediately upon its becoming firm. The employee will have recourse to the provisions in Sections B2.

2. Notice of all transfers will be given to the teachers concerned as soon as practicable, and under normal circumstances, before the end of the school year.

3. Teachers transferred within the building or to a new building shall be provided with custodial assistance and packing supplies.

D. Notification of Vacancies.

1. No later than April 1 of each school year there shall be posted in all school buildings a list of known vacancies as of that date which shall occur during the following school year. A copy of said list shall be furnished to the Association.

2. Certificated and non-certificated employees who desire a transfer or reassignment of position or to another building may file a written statement of such desire with the Superintendent or his/her designee. Such statement or request shall include the specific change or changes in order of preference, if such exists. Requests for transfer or reassignment shall be submitted not later than April 1 of a school year.

3. A list of the known vacancies that will exist the following year should be posted in all schools by April 1 so that the teachers may apply for open positions. This list should be kept up to date with new openings added periodically. During the summer, this list will be kept posted in the Board office.

ARTICLE XVII

EMPLOYEE FACILITIES

A. The Board will continue its efforts to keep the schools reasonably and properly equipped and maintained. Each school shall have the following facilities:

1. Conveniently located appropriate and secure space for each teacher to store instructional materials and supplies.

2. A furnished, air-conditioned room, which shall be reserved for the exclusive use of employees as a lounge and/or dining area, shall be provided in each of the schools, but excluding the small elementary schools. Employees shall be expected to exercise care in maintaining the appearance and cleanliness of said lounge and/or dining area. It shall be regularly cleaned by the school's custodial staff.

3. One (1) serviceable desk, chair and filing cabinet shall be provided for the exclusive use of each teacher within one of the buildings to which the teacher is assigned.

4. Adjustable chairs, glare shields, and workstands will be provided for employees who use computer video display terminals.

B. 1. Lab and shop coats and smocks for art shall continue to be provided in accordance with present practices

for those who request them.

2. Custodians shall receive two (2) uniforms during probationary period and a third uniform upon satisfactory completion of probation. One (1) additional uniform will be provided upon request. Subsequent replacement may be had to a maximum of five (5) uniforms in any one (1) working year by turning in the worn-out uniforms to the Superintendent or his/her designee. Part-time custodial employees shall receive two (2) uniforms per year.

3. Maintenance and grounds personnel shall receive three (3) uniforms during probation period and a fourth uniform upon satisfactory completion of probation. One (1) additional uniform will be provided upon request. Subsequent replacement may be had to a maximum of six (6) uniforms in any one (1) working year by turning in the worn-out uniform to the Superintendent or his/her designee.

4. Custodians, maintenance and grounds personnel will, after one (1) year of employment, receive an allowance toward the cost of safety shoes. The allowance will be \$54.00 in 1989-90, \$59.00 in 1990-91, and \$65.00 in 1991-92.

5. Cafeteria, food services personnel, shall receive three (3) uniforms and one (1) pair of shoes per annum.

6. Custodial, maintenance, and grounds personnel whose duties require outdoor work in foul weather shall be supplied with a parka, boots and gloves on a turn-in basis.

C. Suitable locker or closet space shall be provided for each teacher at the secondary schools.

D. The proceeds from all vending machines in teachers' lounges shall be placed in a student scholarship fund, and such fund shall be administered by the Association. If any proceeds of vending machines in the past have been used for other purposes, it shall be the option of the teachers involved to use those proceeds as they deem appropriate.

ARTICLE XVIII

SICK LEAVE

A. 1. It is agreed that sick leave is hereby defined to mean the absence from his/her post of duty of any person because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his/her immediate household.

2. It is agreed that all persons holding any office position, or employment in all local school districts, regional school districts, or county vocational schools of the state, who are steadily employed by the Board of Education, or who are protected by tenure in their office, position or employment under the provisions of this or any other law, except persons in the classified service of the Civil Service under Title II, Civil Service, of the Revised Statutes, shall be allowed sick leave with full pay for a minimum of ten (10) school days in any school year. Two (2) additional days per year shall be added for personnel employed full time on a twelve (12) month basis.

3. It is agreed that if any such person requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be

used for additional sick leave as needed in subsequent years.

a. All unused personal days will be converted to sick leave days and credited to the employee's accumulated sick leave.

4. Employees shall be given a written accounting of accumulated sick leave days no later than September 30 of each school year.

B. Payment for Unused Sick Days.

1. To be eligible for payment for unused sick days, an employee must take an early retirement, a disability retirement, or a service retirement, and must have completed ten (10) years of service within the district.

2. Payment shall be based upon sick leave days which the retiring staff member has accumulated beyond 47 days at the rate of \$38.00 per day in 1989-90, \$42.00 per day in 1990-91, and \$46.00 per day in 1991-92 for certificated staff, and \$27.00 per day in 1989-90, \$29.00 per day in 1990-91, and \$32.00 per day in 1991-92 for non-certificated staff.

3. Any employee who dies shall be entitled to have the benefits as outlined in B1 and B2 paid to his/her estate.

ARTICLE XIX
TEMPORARY LEAVE OF ABSENCE

A. In the event of death in the immediate family, an allowance up to five (5) school days shall be granted.

1. Immediate family shall be considered father, mother, father-in-law, mother-in-law, spouse, child, brother, sister, grandparents, son-in-law, daughter-in-law, grandchildren, or any relative or friend domiciled with the employee.

B. In the event of serious illness in the immediate family, an allowance of up to three (3) school days leave shall be granted. Immediate family is defined the same as A1 above.

C. In the event of a death of any other relative or close friend, an allowance of one (1) school day leave per year shall be granted if such is necessary.

D. In addition to those days of personal leave granted in paragraphs A, B and C above, an allowance of up to three (3) school days leave shall be granted for personal reasons.

E. In accordance with the present Board policy, an employee who is required to go on temporary military leave, including activation in the U.S. Reserves, State or National Guard, during his/her calendar work year, shall be paid an amount equal to his/her regular pay less any monies received for such temporary military service.

F. In the event an employee is required to serve on jury duty, such employee will have deducted from his/her salary the amount of money which will have been paid him/her for his/her service.

G. The Superintendent, at his/her sole discretion, may grant time to attend professional meetings, conferences, and visitations. The Board will bear the full cost of workshops, conferences, and conventions attended, provided prior approval of the cost is acquired. The costs shall include tuition, travel, room and board.

H. Temporary leaves granted shall not be charged against an employee's individual sick leave.

ARTICLE XX

EXTENDED LEAVE OF ABSENCE

A. An unlimited number of fully compensated days of illness or approved medical care, in excess of accumulated sick leave, in accordance with need and after proper application to the Superintendent, may be granted to all employees. In all cases, the Superintendent will review all the details with the Board and make recommendation concerning the status of the employee. The Superintendent may require a physician's certificate in case of sick leave claimed. Grievances initiated under this paragraph shall terminate at the Board level.

B. A leave of absence without pay of one or two years, as dictated by the program, may be granted subject to the recommendation of the Superintendent and subsequent Board approval to a tenured teacher who joins the Peace Corps, Vista, National Teacher Corps, or becomes an overseas exchange teacher. The employee must be a full-time participant with verification of acceptance in the program and dates of participation to be filed in the office of the Superintendent.

C. Child Rearing Leave.

1. A child rearing leave shall be granted upon request to any tenured employee for a period which shall not extend beyond the second June 30th for 12-month employees,

and August 31st for 10-month employees, after the date on which the leave is granted. All such leaves shall end on the last day of a marking period, or the last day of the school year in the case of the last marking period.

2. All requests for such leave shall be made at least sixty (60) days prior to the date of commencement of the child rearing leave. In the event of an adoption or other emergency in which the employee does not have sufficient notice to meet this sixty (60) day requirement, the employee shall provide such notice as is possible under the circumstances, and the Board shall have the right to waive the notice and commencement date requirements set forth herein.

3. If the need for a child rearing leave is negated prior to its commencement, the employee shall notify the Superintendent/designee as soon as possible, and the leave shall be cancelled, provided the Board is not obligated thereby to employing both the employee and a replacement employee already under contract. If such leave has commenced and the need for it is negated, the employee shall notify the Superintendent/designee and be entitled to return at the beginning of the next marking period, provided the Board is not obligated thereby to employing both the employee and a replacement employee under contract.

4. Non-tenured employees may request and may be granted leave under the provisions above. However, such

leave shall not go beyond the contract year in which it commenced.

D. 1. Employees shall be allowed to continue work during pregnancy contingent upon regular attendance and satisfactory job performance. Employees may be asked to submit a physician's statement to certify their continued fitness.

2. Employees may use accumulated sick leave as paid leave for reasons of disability related to pregnancy. The Superintendent/designee may require a physician's certificate verifying the disability and the duration thereof.

E. Upon return from leave granted pursuant to paragraph B of this Article, an employee shall be considered as if he/she were actively employed by the Board during the leave for salary purposes only, and not other benefits, and shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been on leave.

F. All unused accumulated sick leave benefits accrued at the time of the starting date of any Board approved unpaid leave shall be restored to the employee upon return. Sick leave credit shall not accrue for the time of any Board approved unpaid leave of absence.

G. Other leaves without pay may be granted by the Board upon recommendation by the Superintendent.

H. Upon return from a one (1) year Board approved

unpaid leave of absence, an employee shall be considered as if he/she were actively employed by the Board during the leave for salary purposes and shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been on leave. Upon return from a Board approved unpaid leave of absence for more than one (1) year, but not more than two (2) years, the employee shall not advance one step on the salary guide, except as specified in paragraph E.

I. During any Board approved unpaid leave of absence, the employee shall be afforded the opportunity of participation in the group health insurance plan at his/her own expense.

ARTICLE XXI

EMPLOYEE EVALUATION PROCEDURES

A. All audio-monitoring and formal evaluation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. There shall be no monitoring of the lounges and workrooms.

B. Any written evaluation made after an observation by an administrative officer shall be submitted to the employee within two (2) calendar weeks after such evaluation was made.

C. Written observations by supervisory personnel shall include a follow-up conference with the employee.

D. An employee shall be given a copy of his/her written evaluation report and be asked to sign it. This signature shall indicate only that the employee has seen the completed evaluation report. The employee has up to fifteen (15) school days to return the evaluation. Notwithstanding the timelines set forth in this paragraph, nothing contained herein shall preclude subsequent evaluations during the fifteen (15) day period.

E. No evaluation report shall be submitted to the central office or placed in the employee's file without his/her knowledge. No employee shall be required to sign a blank or incomplete evaluation form.

F. The administration will consult with designated

Association representatives in developing forms used for formal observation and evaluation reports.

G. All non-certificated personnel will be entitled to at least one (1) supervisory report prior to action concerning contract renewal for the subsequent or next employment year. All non-tenured teachers will be entitled to at least two (2) supervisory reports prior to April 1 of a school year and prior to recommendation concerning contract renewal.

H. The end-of-the-year summary evaluation shall be submitted to staff members by June 15.

ARTICLE XXII

PROFESSIONAL DEVELOPMENT & EDUCATIONAL IMPROVEMENT

A. All full-time certificated staff members shall be eligible to receive reimbursement of tuition costs and fees for courses taken in an accredited college or university pursuant to the following:

1. Courses to be taken and institutions to be attended must be approved by the Superintendent of Schools or his/her designee in advance of the start of the proposed course.

2. Each teacher, upon submission of an invoice copy, a college bill (or copy), and a transcript indicating completion of graduate level studies with a grade of "B" or better in the area of the teacher's current certification, or courses leading to certification in administration and/or supervision, or as part of an approved degree-granting program, will be reimbursed subject to paragraph A1 to a maximum of \$408 per year in 1989-90, \$446 in 1990-91, and \$486 in 1991-92.

3. Payments will be made until December 31 following each contract year.

4. Tuition reimbursement will be made to eligible certificated staff up to B + 30 credits (unless more than thirty [30] credits are required for a Master's degree). To qualify for further reimbursement, a Master's degree is

required.

5. Failure to achieve a grade of "B" or better shall negate reimbursement.

6. The cost of courses not completed, or which will be completed after resignation from the school system, shall be borne by the individual.

B. Where the Board recognizes a need for increased skills in an employee's current job category, full-time non-certificated employees shall be eligible to receive reimbursement for tuition costs and fees for courses taken on a voluntary basis pursuant to the following:

1. Courses to be taken and institutions to be attended must be approved by the Superintendent or his/her designee in advance of the start of the proposed course.

2. Each employee, upon submission of an invoice copy, a bill (or copy), and evidence of satisfactory completion of the course will be reimbursed subject to paragraph B1 to a maximum of \$408 per year in 1989-90, \$446 in 1990-91, and \$486 in 1991-92.

3. Payments will be made until December 31 following each contract year.

C. 1. The Board shall maintain a grant program to encourage creative and innovative teachers to experiment in improving instruction and student learning during the ten (10) month school year. These proposed program grants must clearly define the objectives of the program and demonstrate

measurable criteria for the accomplishment of objectives.

2. Proposal grants shall be adjunct to the regular teaching schedule and work day. Grants will include salary remuneration only when determined by the Superintendent of Schools that the project demands weekend, holiday or significant evening activity. Any salary remuneration or other funds to support the proposal shall be made on the recommendation of and at the discretion of the Superintendent.

3. Applications for grants during the ten (10) month school year should be filed by May 15 of the school year prior to the grant. Applicants shall be notified of approval by the last working day. The disapproval of a grant is not subject to the grievance procedure.

4. Grants shall be limited to a minimum of \$50.00 and to a maximum of \$2,000.00.

5. Grants shall be limited to no more than twelve (12) professional staff members in any one (1) year. Proposals may be submitted in writing, individually or by a group of teachers, for review and recommendation, through the building Principal to the Assistant Superintendent.

D. Cafeteria employees shall receive their hourly rate for each hour of in-service workshop or course work required by the Board, payable upon completion of the course work or workshop.

E. Instructional Councils.

1. Faculty Councils.

a. There shall be maintained in each school with a Principal a Faculty Council of not less than three (3) nor more than eight (8) members in the elementary schools, not less than six (6) nor more than twelve (12) in the middle and junior high schools, and not less than six (6) nor more than fifteen (15) in the senior high school, elected by the staff.

b. The Faculty Council shall meet once a month, discuss and study professional matters pertaining to the building, and make recommendations in writing to the building Principal.

(1) The building Principal shall report back to the Council the progress of the recommendations within thirty (30) days in writing.

c. In addition, the Faculty Council shall, as necessary, work cooperatively with the District-wide Council on professional matters and projects pertaining to the school system.

2. District-wide Council.

a. There shall be continued in the school district a District-wide Council of not less than five (5) nor more than seven (7) faculty members selected from the members of the Faculty Councils by the President of the Association and such administrators designated by the Superintendent, not to exceed seven (7).

b. The Superintendent and the President of the Association are ex-officio members of the District-wide Council.

c. The chairperson of the District-wide Council shall be selected yearly, rotating each year between the administrators and the faculty members. The President shall appoint a secretary at the first meeting of each school year.

d. The District-wide Council shall meet once a month on a regularly scheduled basis and such other times as is necessary. The District-wide Council may establish such committees and sub-committees as necessary.

e. The District-wide Council shall meet, discuss and study professional matters pertaining to the school system.

f. The professional matters requiring discussion and study may be initiated by the District-wide Council or the Superintendent.

g. Recommendations of the District-wide Council shall be submitted in writing to the Superintendent. The Superintendent shall convey the Council's recommendation to the Board. The Superintendent shall report back to the Council the progress of the recommendation within sixty (60) days in writing.

3. Purpose of the Faculty Council and District-wide Council.

a. Neither the Faculty Councils nor the District-wide Council shall have as their purpose, nor shall they attempt the discussion, determination or settlement of grievances, changes in interpretation of the Agreement, or practices under the Agreement, or additions to or deletions from the Agreement.

b. Matters discussed by the Faculty Councils with the Principals or the disposition of recommendations made by the District-wide Council shall not be the subject of grievances.

c. Nothing in the establishment of the Faculty Councils nor the District-wide Council shall preclude the Superintendent, Assistant Superintendents, or building Principals from appointing faculty members to or forming within the district other committees or councils of an ad hoc nature to discuss, study or recommend to the administrators on matters of educational concern to the district.

d. The District-wide Council shall not have the authority to make policy, alter existing policy, or in any way depart from the established administrative or Board regulations; nor shall it have authority to make commitments for expenditures of funds. Meetings of the District-wide Council and the Faculty Councils shall take place other than the hours school is in session, unless the Superintendent shall at his/her discretion determine otherwise.

ARTICLE XXIII
DEDUCTIONS FROM SALARY

A. Association Payroll Dues Deductions. The Board agrees to deduct from the salaries of its teachers dues for the United Teaching Profession, which includes the East Brunswick Education Association, the Middlesex County Education Association, the New Jersey Education Association, and the National Education Association, as said teachers individually and voluntarily authorize the Board to deduct. The Board agrees to deduct from the salaries of all employees, other than teachers, those dues for the above associations which the employee desires to join. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 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 East Brunswick 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.

B. The associations named above shall certify to the Board in writing by October 15 of a school year 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.

C. 1. The Board agrees to deduct from the salaries of its employees as authorized by the employees, tax sheltered annuities, credit union, United Fund contributions, United States Savings Bonds and guaranteed income protection insurance.

2. It is understood and agreed that the Board assumes no liability in connection with its agreement to make deductions in this paragraph. The sole responsibility of the Board shall be to make deductions as directed by the employee and to transmit those funds to the appropriate depositories in a businesslike manner.

D. Procedure for Withdrawal. The filing of notice of an employee's withdrawal shall be prior to June 1 and become effective to halt deductions as of July 1 next succeeding the date on which notice of withdrawal is filed.

E. The Board agrees to continue to maintain an agency shop fee system in accordance with law. Such representation fee shall be equal to 85% of the applicable dues structure as provided by the Association to the Board. The Association will hold the Board harmless in the event of any suit or judgment. The Board shall have the right to select its own attorney to represent it, and the Association will assume all attendant reasonable attorney's fees as well as costs of suit.

ARTICLE XXIV
INSURANCE PROTECTION

A. The Board agrees to continue to pay one hundred (100%) percent of the premiums for hospitalization and medical insurance coverage for all employees and their families employed by the Board prior to January 9, 1985. No employee who was eligible to receive Board payments for their health insurance as of June 30, 1984 will have such eligibility reduced as a result of a change in work schedule.

1. For employees hired after January 9, 1985, the formula for Board payment of premiums covered under this Article is as follows:

a. Employees working thirty (30) hours or more - full coverage paid by the Board.

b. Employees working twenty (20) to twenty-nine (29) hours - coverage for first six (6) months of employment is at the employee's expense; after six (6) months, the Board will pay one-half (1/2) of the cost of the premium.

c. Employees working less than twenty (20) hours - no health insurance coverage paid by the Board.

B. The Board agrees to provide coverage under health insurance contracts for college students to age 23, and further agrees to pay additional premiums up to an annual

maximum of \$2.76 per employee with coverage on a parent/child contract basis and up to an annual maximum of \$3.60 per employee with coverage on full family contract basis.

C. The Board agrees to the inclusion of a rider to the major medical insurance policy providing for dental orthodontia coverage, and further agrees to pay premiums on an individual contract basis and on a family contract basis.

D. Any employee who is granted extended sick leave without pay by the Board shall also have the right to continued health insurance coverage by the Board for a period of leave not to exceed three (3) months.

E. The Board shall provide a prescription drug insurance plan with a \$2.50 deductible per prescription. The Board agrees to reduce the deductible to \$1.00 for generic drugs only, and to zero deductible for bulk orders of generic drugs.

F. Employees shall be offered the option of waiving all health insurance benefits as set forth in this Agreement. Any employee who executes an appropriate waiver provided by the Board will, for the school year to which the waiver applies, receive a lump sum check on the July 1 following conclusion of that school year in the amount of \$500.00 for employees entitled to full coverage paid by the Board, and \$250.00 for employees for whom the Board would otherwise pay one-half (1/2) the cost of the premium. If an

employee elects to return to coverage at any time during the year, he/she may do so, but forfeits the \$500.00 or \$250.00 payment. Entry and re-entry to coverage shall be in accordance with the rules of the carrier. New employees who elect not to take coverage shall receive a pro-rated share of the bonus.

G. Employees will be afforded the rights set forth under the federal C.O.B.R.A. statute and the rules and regulations adopted thereunder.

H. Major Medical coverage for mental health shall be modified as follows:

1. Effective July 1, 1989, the program will pay eighty (80%) percent of \$50.00 per hour, with an annual maximum of \$1,000 for out-patient services.

2. Effective July 1, 1990, the program will pay eighty (80%) percent of \$75.00 per hour, with an annual maximum of \$1,000 for out-patient services.

3. Effective July 1, 1991, the program will pay eighty (80%) percent of \$75.00 per hour, with an annual maximum of \$1,500 for out-patient services, and a lifetime maximum of \$50,000 for in-patient care.

ARTICLE XXV

MISCELLANEOUS PROVISIONS

A. The Board, subject only to the language of this Agreement, reserves unto itself full jurisdiction and authority over matters of policy, and retains the right, in accordance with applicable laws and regulations, (1) to direct employees of the school district, (2) to hire, promote, transfer, assign, and retain employees in positions within the school district and to suspend, demote, discharge, or take other disciplinary action against employees, (3) to relieve employees from duties because of lack of work or other legitimate reasons, (4) to maintain the efficiency of the school district operations entrusted to them, (5) to determine the means, methods, and personnel by which such operations are to be conducted, (6) to take whatever actions might be necessary to carry out the mission of the school district in situations of emergency.

B. It is understood by all parties that the Association expressly agrees that negotiations will be conducted without the use of pressure tactics or any practice generally defined within the term "sanctions".

C. Both the Board and the Association, by mutual agreement, hereby agree to follow procedures outlined in this Agreement and to use no other channel to resolve any question or proposal until the procedures within this

Agreement are fully exhausted.

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

E. For all personnel for whom the Board authorized payment, the reimbursement for the use of privately owned automobiles shall be at a rate equal to the Internal Revenue Service allowance for travel.

F. Whenever any notice of negotiations, impasse or arbitration is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or registered letter at the following addresses:

1. If by Association to Board, at 22 Milltown Road, East Brunswick, New Jersey 08816.

2. If by Board to Association, at 46 Brunswick Woods Drive, East Brunswick, New Jersey 08816.

G. Each party shall equally share the cost of reproducing this Agreement. This Agreement shall be given to all personnel.

1. The Board shall provide the Association with a copy of job descriptions, including area of responsibility,

for all existing certificated and non-certificated positions within the unit, once annually upon request.

2. The Board shall provide the Association with a copy of any new or revised job descriptions, including area of responsibility, for certificated and non-certificated positions within the unit within ten (10) days of its or its agent's adoption of said new or revised job description.

ARTICLE XXVI

DURATION

This Agreement shall be effective as of July 1, 1989 and shall continue in effect until June 30, 1992, or until a successor Agreement has been negotiated.

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will 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 signed this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested to by their respective Secretaries, all on the day and year first above written.


EAST BRUNSWICK
EDUCATION ASSOCIATION


CATHERINE SCHWARTZ, Pres.

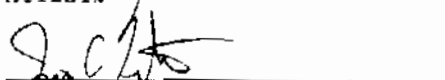
ATTEST:


BARBARA SMELTZER, Secy

EAST BRUNSWICK
BOARD OF EDUCATION


DR. DAVID SLIDEN, President

ATTEST:


Secretary

EAST BRUNSWICK PUBLIC SCHOOLS--1989-1990 CALENDAR

(Revised 8/89)

M	T	W	T	F
		1		
4	(5)	7	8	
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 Labor Day
5 Teacher Orientation
6 First Day of School For Students

M	T	W	T	F
2	3	4	5	6 [#]
9	10	11	12	13
16	17	(18)	19	20
23	24	25	26	27
30	31			

9 Yon Kippur
19 Teacher Workshop Day

M	T	W	T	F
6	7	8	9	10
13	14 [#]	15	16	17 ^{##}
20	21	22	23	24
27	28	29	30	

7 Election Day
8,10 NEA Conventions
23,24 Thanksgiving
28,30 Parent/Teacher Conferences
Elem/High School

Churchill Jr. High

Hammarfeld
Afternoon
5-8 PM
Afternoon
5-8 PM
Afternoon
5-8 PM
Afternoon

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18 [#]	19	20	21	22
25	26	27	28	29

25 Christmas Day
26-28 Winter Vacation

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23 [*]	24	25	26
29	30 [*]	31		

1 New Year's Day
15 Martin Luther King Day

M	T	W	T	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

13-15 Parent/Teacher Conferences
Elem/High School
5-9 PM
Afternoon
Afternoon
Afternoon
5-8 PM
Afternoon
5-8 PM
Afternoon

Churchill Jr. High

Hammarfeld

19 Presidents' Day

*April Open School Days
2 Hammarfeld, 3 Elementary Schools
& Churchill, 1 High School

M	T	W	T	F
5	6	7	8	9
12	13	(14)	15	16
19	20	21	22	23
26	27	28	29 [*]	30

14 Teacher Workshop Day

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17 [#]	18	19	20 ^{##}
23	24	25	26	27
30				

2,5 Open School Days*
8,16 Spring Vacation
10 First Day of Pseasner
13 Good Friday

M	T	W	T	F
7	8	9	10	11
14 [#]	15	16	17	18
21	22	23	24	25
28	29	30	31	

28 Memorial Day

M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	(20)	21	22
25	26	27	28	29

5 Primary Day
19 Last Day For Students
20 Last Day for Teachers

Tentative Graduation Date--June 19, 1990
Tentative Summer School--June 26, 1990

◇ Half day students/Full day teachers--no lunch. () Teacher Work Day-- No school for students.
 ■ Half day students--lunch grades K-7; # Progress Reports.
 □ No lunch 8-12. Full day teachers. + End of Marking Period.
 ● Half day students and staff--No Lunch k Report Cards issued--grades K-5.
 ○ Holidays & Vacations. M Report Cards issued--grades 6-12.
 ○ Non-School & Work Day--students and teachers. ○ Parent/Teacher Conferences (K-12);
 ○ Half day students K-7; No lunch grades 8-12.

Number of days shall be reduced by three (3) for students and 10-month personnel if these days are not used for non-regular school closings.

**EAST BRUNSWICK PUBLIC SCHOOLS
1989-1990 CALENDAR
HOLIDAYS FOR TWELVE MONTH PERSONNEL**

July 4	Independence Day	January 1	New Year's Day
September 4	Labor Day	January 15	Martin Luther King Day
October 9	Yom Kippur	February 19	Presidents' Day
November 23,24	Thanksgiving	April 10,11,12,13,16	Spring Vacation
December 25,26	Winter Vacation	May 28	Memorial Day

NOTES:

1. This calendar includes maintenance, grounds and custodial personnel.
2. Schools and offices will be OPEN for 12 month personnel on November 9, 10 December 27,28,29, and April 9.
3. Secretarial employees will not be required to report to work during the winter and spring vacation periods when children are not required to attend school.

SALARY GUIDES 1989/92

All employees who would normally be entitled to a step increase shall receive said increase at the beginning of their work year. The Board and the Association further agree to attempt to limit the size of the last increment during the negotiations of the successor agreement.

TEACHER SALARY GUIDE

1988/89		1989/90		1990/91		1991/92	
STEP	BA	STEP	BA	STEP	BA	STEP	BA
L	21,000	L	21,900	L	23,150	L	24,300
K	21,600	K	22,550	K	23,800	K	24,950
J	22,250	J	23,250	J	24,550	J	25,750
I	23,100	I	24,100	I	25,450	I	26,700
H	24,350	H	25,400	H	26,850	H	28,150
G	26,000	G	27,150	G	28,700	G	30,100
F	27,700	F	28,900	F	30,550	F	32,050
E	29,450	E	30,750	E	32,500	E	34,100
D	31,300	D	32,700	D	34,550	D	36,250
C	33,400	C	34,900	C	36,900	C	38,700
B	36,575	B	38,200	B	40,350	B	42,350
A	40,700	A	43,290	A	46,090	A	49,040
BA+18	+ 550	BA+18	+ 550	BA+18	+ 600	BA+18	+ 650
MA	+2,350	MA	+2,450	MA	+2,600	MA	+2,750
MA+30	+4,150	MA+30	+4,350	MA+30	+4,600	MA+30	+4,850
DOC	+6,150	DOC	+6,450	DOC	+6,800	DOC	+7,150
TENURE	+250	TENURE	+250	TENURE	+250	TENURE	+250

SECRETARIES-CLERK SALARY GUIDE

GRADE II

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
K	11,700	K	12,100	K	12,500	K	13,000
J	12,200	J	12,600	J	13,000	J	13,500
I	12,700	I	13,100	I	13,500	I	14,000
H	13,200	H	13,600	H	14,000	H	14,500
G	14,050	G	14,100	G	14,600	G	15,100
F	15,050	F	15,100	F	15,200	F	15,800
E	16,250	E	16,300	E	16,400	E	16,600
D	17,750	D	17,800	D	17,900	D	18,000
C	19,250	C	19,600	C	20,200	C	20,600
B	20,950	B	21,900	B	22,800	B	23,800
A	23,350	A	24,800	A	26,300	A	27,900

SECRETARIES-CLERK SALARY GUIDE

GRADE III

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
K	12,900	K	13,400	K	13,900	K	14,500
J	13,400	J	13,900	J	14,400	J	15,000
I	13,900	I	14,400	I	14,900	I	15,500
H	14,400	H	14,900	H	15,400	H	16,000
G	15,250	G	15,400	G	16,000	G	16,600
F	16,250	F	16,400	F	16,600	F	17,300
E	17,450	E	17,600	E	17,800	E	18,100
D	18,950	D	19,100	D	19,300	D	19,500
C	20,450	C	20,900	C	21,600	C	22,100
B	22,150	B	23,200	B	24,200	B	25,300
A	24,550	A	26,100	A	27,700	A	29,400

The Association and the Board agree to employ, at Board expense, the services of an independent consultant for the purpose of reviewing the job classifications of all secretaries, clerks, and resource clerical aides and to make recommendations for re-classification of said positions.

SECRETARIES-CLERK SALARY GUIDE

Grade IV

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
K	14,100	K	14,700	K	15,300	K	16,000
J	14,600	J	15,200	J	15,800	J	16,500
I	15,100	I	15,700	I	16,300	I	17,000
H	15,600	H	16,200	H	16,800	H	17,500
G	16,450	G	16,700	G	17,400	G	18,100
F	17,450	F	17,700	F	18,000	F	18,800
E	18,650	E	18,900	E	19,200	E	19,600
D	20,150	D	20,400	D	20,700	D	21,000
C	21,650	C	22,200	C	23,000	C	23,600
B	23,350	B	24,500	B	25,600	B	26,800
A	25,750	A	27,400	A	29,100	A	30,900

RESOURCE/CLERICAL AIDES SALARY GUIDE

GUIDE III

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
J	7,150	J	7,500	J	7,800	J	8,100
I	7,450	I	7,800	I	8,100	I	8,400
H	7,750	H	8,100	H	8,500	H	8,800
G	8,200	G	8,400	G	8,900	G	9,200
F	8,650	F	8,900	F	9,300	F	9,700
E	9,200	E	9,400	E	9,800	E	10,200
D	9,850	D	10,100	D	10,500	D	10,800
C	10,650	C	10,900	C	11,300	C	11,600
B	11,650	B	11,900	B	12,300	B	12,600
A	12,750	A	13,600	A	14,500	A	15,500

The Association and the Board agree to employ, at Board expense, the services of an independent consultant for the purpose of reviewing the job classifications of all secretaries, clerks, and resource clerical aides and to make recommendations for re-classification of said positions.

LEAD DATA TERMINAL OPERATOR SALARY GUIDE

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
K	12,250	K	12,700	K	13,200	K	13,700
J	13,000	J	13,500	J	13,900	J	14,400
I	13,850	I	14,300	I	14,700	I	15,200
H	14,800	H	15,100	H	15,500	H	16,100
G	15,850	G	16,000	G	16,300	G	16,900
F	16,950	F	17,000	F	17,300	F	17,900
E	18,250	E	18,450	E	18,600	E	19,000
D	19,600	D	20,000	D	20,150	D	20,300
C	21,150	C	21,700	C	22,500	C	23,000
B	22,800	B	23,900	B	25,000	B	26,200
A	24,650	A	26,200	A	27,800	A	29,500

ATTENDANCE OFFICER SALARY GUIDE

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
H	12,700	H	12,800	H	12,900	H	13,000
G	13,700	G	13,800	G	13,900	G	14,000
F	14,700	F	14,800	F	14,900	F	15,000
E	15,750	E	15,900	E	16,000	E	16,100
D	16,800	D	17,000	D	17,300	D	17,400
C	17,850	C	18,200	C	18,700	C	19,000
B	18,900	B	19,400	B	20,300	B	21,500
A	20,000	A	21,200	A	22,500	A	23,900

INSTRUCTIONAL AND HEALTH AIDES SALARY GUIDE

GUIDE II

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
L	9,900	L	10,100	L	10,400	L	10,700
K	10,400	K	10,700	K	11,000	K	11,300
J	10,950	J	11,300	J	11,600	J	11,900
I	11,500	I	11,900	I	12,300	I	12,600
H	12,200	H	12,500	H	13,000	H	13,300
G	13,100	G	13,300	G	13,700	G	14,100
F	14,000	F	14,200	F	14,600	F	15,000
E	14,900	E	15,200	E	15,600	E	16,000
D	15,800	D	16,200	D	16,600	D	17,000
C	16,750	C	17,200	C	17,700	C	18,200
B	17,900	B	18,400	B	18,900	B	19,400
A	19,250	A	20,500	A	21,800	A	23,200

SCHOOL AIDES

Guide I

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1890/91</u>	<u>STEP</u>	<u>1991/92</u>
L	6.30	L	6.70	L	7.13	L	7.59
K	6.40	K	6.81	K	7.24	K	7.71
J	6.50	J	6.92	J	7.36	J	7.83
I	6.60	I	7.03	I	7.48	I	7.96
H	6.70	H	7.14	H	7.60	H	8.09
G	6.90	G	7.31	G	7.74	G	8.24
F	7.10	F	7.52	F	7.97	F	8.48
E	7.30	E	7.73	E	8.19	E	8.72
D	7.50	D	7.94	D	8.41	D	8.95
C	7.80	C	8.26	C	8.75	C	9.31
B	8.10	B	8.58	B	9.09	B	9.68
A	8.40	A	8.94	A	9.52	A	10.13

TRANSPORTATION SALARY GUIDE

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
H	8,900	H	9,100	H	9,300	H	9,500
G	9,500	G	9,700	G	9,900	G	10,200
F	10,100	F	10,300	F	10,600	F	10,900
E	10,750	E	11,000	E	11,300	E	11,600
D	11,450	D	11,700	D	12,000	D	12,300
C	12,200	C	12,500	C	13,000	C	13,300
B	13,000	B	13,600	B	14,200	B	14,600
A	13,900	A	14,800	A	15,700	A	16,700

BUS DRIVER SALARY GUIDE

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
	9.50		10.10		10.80		11.50

CUSTODIAN SALARY GUIDE I

(With License)

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
K	11,900	K	12,100	K	12,300	K	12,600
J	12,750	J	13,000	J	13,200	J	13,500
I	13,700	I	13,900	I	14,100	I	14,500
H	14,750	H	15,000	H	15,300	H	15,700
G	15,850	G	16,100	G	16,400	G	16,800
F	17,000	F	17,300	F	17,600	F	18,100
E	18,300	E	18,600	E	18,900	E	19,400
D	19,700	D	20,000	D	20,400	D	21,000
C	21,250	C	21,600	C	22,000	C	22,600
B	22,900	B	23,300	B	23,700	B	24,400
A	24,700	A	26,300	A	28,000	A	29,800

CUSTODIAN SALARY GUIDE II

(Without License)

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
K	11,400	K	11,550	K	11,650	K	11,900
J	12,250	J	12,450	J	12,550	J	12,800
I	13,200	I	13,350	I	13,450	I	13,800
H	14,250	H	14,450	H	14,650	H	15,000
G	15,350	G	15,550	G	15,750	G	16,100
F	16,500	F	16,750	F	16,950	F	17,400
E	17,800	E	18,050	E	18,250	E	18,700
D	19,200	D	19,450	D	19,750	D	20,300
C	20,750	C	21,050	C	21,350	C	21,900
B	22,400	B	22,750	B	23,050	B	23,700
A	24,200	A	25,700	A	27,350	A	29,100

HEAD CUSTODIAN SALARY GUIDE III

	<u>1988/89</u>	<u>1989/90</u>	<u>1990/91</u>	<u>1991/92</u>
High School	5,017	5,340	5,680	6,040
Asst. High School	2,510	2,670	2,840	3,020
Jr. High/Middle Schools	3,585	3,810	4,050	4,310
Single Elementary	1,076	1,140	1,210	1,280
Multi.	1,794	1,910	2,030	2,160
Grounds	2,090	2,220	2,360	2,510

MATRON SALARY GUIDE IV

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
K	10,300	K	10,500	K	10,700	K	11,000
J	11,050	J	11,200	J	11,400	J	11,700
I	11,900	I	12,100	I	12,300	I	12,600
H	12,800	H	13,000	H	13,200	H	13,500
G	13,750	G	14,000	G	14,200	G	14,600
F	14,700	F	14,900	F	15,100	F	15,500
E	15,700	E	16,000	E	16,300	E	16,700
D	16,700	D	17,000	D	17,300	D	17,800
C	17,800	C	18,100	C	18,400	C	18,900
B	18,950	B	19,300	B	19,600	B	20,100
A	20,200	A	21,500	A	22,900	A	24,400

MAINTENANCE HELPER SALARY GUIDE V

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
K	13,450	K	13,700	K	13,900	K	14,300
J	14,300	J	14,500	J	14,700	J	15,100
I	15,250	I	15,500	I	15,800	I	16,200
H	16,200	H	16,500	H	16,800	H	17,300
G	17,250	G	17,500	G	17,800	G	18,300
F	18,350	F	18,700	F	19,000	F	19,500
E	19,500	E	19,800	E	20,100	E	20,700
D	20,700	D	21,100	D	21,500	D	22,100
C	22,000	C	22,400	C	22,800	C	23,400
B	23,500	B	23,900	B	24,300	B	25,000
A	25,250	A	26,900	A	28,700	A	30,600

MAINTENANCE JOURNEYMAN SALARY GUIDE VI

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
K	13,800	K	14,000	K	14,200	K	14,600
J	14,850	J	15,100	J	15,400	J	15,800
I	16,000	I	16,300	I	16,600	I	17,000
H	17,250	H	17,500	H	17,800	H	18,300
G	18,550	G	18,900	G	19,200	G	19,700
F	19,900	F	20,200	F	20,600	F	21,200
E	21,300	E	21,700	E	22,100	E	22,700
D	22,800	D	23,200	D	23,600	D	24,300
C	24,400	C	24,800	C	25,500	C	27,000
B	26,500	B	27,800	B	29,100	B	30,800
A	29,450	A	31,400	A	33,500	A	35,700

FOOD SERVICE SALARY GUIDE I

High School Manager/Head Satellite Lead

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
H	13,250	H	15,885	H	16,571	H	17,371
G	13,750	G	16,457	G	17,142	G	17,828
F	14,250	F	17,028	F	17,828	F	18,628
E	14,850	E	17,714	E	18,514	E	19,428
D	15,450	D	18,514	D	19,428	D	20,342
C	16,450	C	19,542	C	20,457	C	21,371
B	18,000	B	21,371	B	22,057	B	23,085
A	19,600	A	23,771	A	25,257	A	26,857

FOOD SERVICE SALARY GUIDE II

(Jr. High Cook/Manager or Middle School Cook/Manager)

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
H	8,050	H	8,200	H	8,300	H	8,300
G	8,550	G	8,700	G	8,800	G	8,800
F	9,150	F	9,300	F	9,400	F	9,400
E	9,850	E	10,000	E	10,100	E	10,200
D	10,650	D	10,800	D	10,900	D	11,000
C	11,650	C	11,800	C	11,900	C	12,000
B	12,750	B	13,100	B	13,400	B	13,500
A	14,100	A	15,000	A	15,900	A	16,900

FOOD SERVICE SALARY GUIDE III

Elementary Satellite Leads (hourly)

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
H	6,950	H	7,200	H	7,500	H	7,800
G	7,250	G	7,500	G	7,800	G	8,100
F	7,600	F	7,900	F	8,200	F	8,500
E	8,050	E	8,300	E	8,600	E	8,900
D	8,700	D	8,900	D	9,200	D	9,400
C	9,350	C	9,700	C	10,000	C	10,300
B	10,150	B	10,600	B	11,100	B	11,400
A	11,100	A	11,800	A	12,500	A	13,300
<u>LEAD STIPEND</u>		+ 275		+ 300		+ 325	

FOOD SERVICE SALARY GUIDE IV

High School Cook

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
H	8,800	H	10,628	H	11,314	H	11,885
G	8,900	G	10,742	G	11,428	G	12,000
F	9,050	F	10,857	F	11,542	F	12,228
E	9,300	E	11,085	E	11,771	E	12,457
D	9,600	D	11,428	D	12,000	D	12,800
C	10,100	C	12,000	C	12,571	C	13,485
B	10,700	B	13,028	B	13,600	B	14,400
A	11,800	A	14,285	A	15,200	A	16,114

FOOD SERVICE SALARY GUIDE V

High School Asst. Cook/Asst. Head Satellite Lead

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
H	8,150	H	9,828	H	10,285	H	10,742
G	8,400	G	10,057	G	10,514	G	10,971
F	8,650	F	10,400	F	10,857	F	11,314
E	8,950	E	10,742	E	11,314	E	11,771
D	9,350	D	11,085	D	11,771	D	12,228
C	9,800	C	11,542	C	12,228	C	12,800
B	10,350	B	12,228	B	12,800	B	13,371
A	11,050	A	13,485	A	14,285	A	15,200

FOOD SERVICE SALARY GUIDE VI

Jr. High Asst. Cook or Middle School Asst. Cook

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
H	7,400	H	7,700	H	8,000	H	8,400
G	7,650	G	8,000	G	8,300	G	8,600
F	8,000	F	8,300	F	8,700	F	9,100
E	8,300	E	8,700	E	9,100	E	9,500
D	8,750	D	9,100	D	9,500	D	9,900
C	9,250	C	9,600	C	10,000	C	10,500
B	9,850	B	10,200	B	10,700	B	11,400
A	10,550	A	11,200	A	11,900	A	12,700

FOOD SERVICE SALARY GUIDE VII

Hourly Employees

<u>STEP</u>	<u>1988/89</u>	<u>STEP</u>	<u>1989/90</u>	<u>STEP</u>	<u>1990/91</u>	<u>STEP</u>	<u>1991/92</u>
H	6.10	H	6.40	H	6.70	H	7.00
G	6.30	G	6.60	G	6.90	G	7.20
F	6.50	F	6.80	F	7.10	F	7.40
E	6.80	E	7.10	E	7.40	E	7.70
D	7.10	D	7.40	D	7.70	D	8.00
C	7.40	C	7.70	C	8.00	C	8.30
B	7.70	B	8.10	B	8.50	B	9.00
A	8.20	A	8.70	A	9.30	A	9.90

ADVISOR SALARY GUIDES

	<u>1989/90</u>	<u>1990/91</u>	<u>1991/92</u>
Level I	564	616	671
Level II	749	818	892
Level III	960	1,049	1,143
Level IV*	1,470*	1,606*	1,751*

*Plus Duty Free Period

OTHER ACTIVITIES SALARY GUIDE

	<u>1989/90</u>	<u>1990/91</u>	<u>1991/92</u>
Drama Coordinator	3,197	3,493	3,807
Band Director	1,869	2,042	2,226
Director of Auxiliary	935	1,022	1,114
Special Education IEP/Computer Coordinator	2,000	2,185	2,382
International Studies Program Coordinator	4,350	4,752	5,180

SUMMER SCHOOL SALARY GUIDE

	<u>1989/90</u>	<u>1990/91</u>	<u>1991/92</u>
Coordinator Step A	3,045	3,327	3,626
Step B	4,002	4,372	4,765
High School Step A	2,284	2,495	2,720
Step B	3,002	3,280	3,575
Elementary Step A	1,653	1,806	1,969
Step B	2,142	2,340	2,551

Step A: 0 - 3 years experience

Step B: 4 or more years experience

ATHLETIC COACHES SALARY GUIDE 1989 - 92

	1989 - 1990			1990 - 1991			1991 - 1992		
	*years experience			*years exper.			*years exper.		
	1 - 2	3 - 4	5 - 6	1 - 2	3 - 4	5 - 6	1 - 2	3 - 4	5 - 6
Head Coaches-High School									
(A) Football	Level 1	\$3,860	\$4,349	\$4,848	\$4,217	\$4,751	\$4,597	\$5,179	\$5,764
(B) Wrestling	Level 2	2,993	3,319	3,647	3,269	3,626	3,553	3,952	4,342
Basketball-Boys									
(C) Spring Track-Boys	Level 3	2,926	3,212	3,498	3,196	3,509	3,483	3,824	4,164
Spring Track-Girls									
Basketball-Girls									
Softball									
Baseball									
Soccer-Girls									
Soccer-Boys									
Swimming-Boys/Girls									
(D) Gymnastics-Boys	Level 4	2,697	2,943	3,190	2,946	3,215	3,211	3,504	3,799
Gymnastics-Girls									
Field Hockey									
Winter Track-Boys									
Winter Track-Girls									
(E) Tennis-Boys	Level 5	2,338	2,543	2,747	2,554	2,778	2,783	3,028	3,271
Tennis-Girls									
Cross Country-Boys									
Cross Country-Girls									
Bowling B/G									
Golf									
Cheerleaders									
(F) Weight Conditioning	Summer		3,376			3,688			4,028
	Fall		1,216			1,328			1,448
	Winter		1,216			1,328			1,448
	Spring		1,216			1,328			1,448

* 2 years credit for Assistant Coaches toward Head Coaching in same sport.

ATHLETIC COACHES SALARY GUIDE

	1989 - 1990 *years experience			1990 - 1991 *years exper.			1991 - 1992 *years exper.		
	1 - 2	3 - 4	5 - 6	1 - 2	3 - 4	5 - 6	1 - 2	3 - 4	5 - 6
Assistant Coaches-H.S.									
(A) Football +	\$2,371	\$2,535	\$2,697	\$2,598	\$2,769	\$2,946	\$2,823	\$3,019	\$3,212
(B) Wrestling	2,843	2,289	2,371	2,232	2,413	2,598	2,433	2,638	2,823
Basketball-Boys									
Spring Track-Boys									
Basketball-Girls									
Spring Track-Girls									
(C) Softball	1,962	2,126	2,289	2,143	2,323	2,501	2,336	2,532	2,726
Baseball									
Soccer-Boys									
Soccer-Girls									
Winter Track-Boys									
Winter Track-Girls									
Field Hockey									
Swimming (Diving) B/G									
Cheerleaders									

* 2 years credit for Assistant Coaches toward Head Coaching in same sport.

+ Football Offensive and Defensive Coordinators, High School \$180 (applies only to Asst. Coaches H.S.)

ATHLETIC COACHES SALARY GUIDE

	1989 - 1990			1990 - 1991			1991 - 1992		
	*years experience			*years exper.			*years exper.		
	1 - 2	3 - 4	5 - 6	1 - 2	3 - 4	5 - 6	1 - 2	3 - 4	5 - 6
Junior High Coaches									
(A) Football (Head)	Level 1 \$2,371	\$2,535	\$2,697	\$2,598	\$2,769	\$2,946	\$2,823	\$3,019	\$3,212
(B) Football (Asst.)	Level 2 2,043	2,209	2,371	2,232	2,413	2,598	2,433	2,638	2,823
Basketball-Boys									
(C) Wrestling	Level 3 1,962	2,126	2,289	2,143	2,323	2,501	2,336	2,532	2,726
Basketball-Girls									
Baseball									
Softball									
Soccer-Girls									
Soccer-Boys									
Spring Track									
(D) 7-8th Grade Coaches	Level 4 1,472	1,636	1,799	1,688	1,787	1,965	1,753	1,948	2,142
Soccer-Girls									
Soccer-Boys									
Wrestling									
Basketball-Boys									
Basketball-Girls									
Softball									
Trainer Jr. High	2,843	2,209	2,371	2,232	2,413	2,598	2,433	2,638	2,823

* 2 years credit for Assistant Coaches toward Head Coaching in same sport.

SALARY GUIDES FOR ATHLETIC TRAINER

1989 - 1990	1991 - 1992
41,181	46,628
1990 - 1991	
43,816	

SALARY GUIDES FOR ATHLETIC EVENTS COORDINATOR

1989 - 1990	1991 - 1992
28,058	23,885
1990 - 1991	
21,913	

SALARY GUIDES FOR PURCHASING AGENT

1989 - 1990	1991 - 1992
28,058	23,885
1990 - 1991	
21,913	

NOTES