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AGREEMENT

BETWEEN THE

UPPER PITTSBORO EDUCATION ASSOCIATION

AND THE

BOARD OF EDUCATION OF UPPER PITTSBORO TOWNSHIP, BOARD of Education
THE COUNTY OF SALEM, NEW JERSEY (EMPLOYER)

FOR

1983-84 YEAR

X 7/1/83 - 6/30/84

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- F. Teachers shall receive their final checks on the last working day in June. In the event that the last working day of the school year comes after June 15th one check will be issued on the 15th and the final check on the last working day of June.
- G. Qualifications for placement on Bachelor's Degree plus fifteen (15) credits column on the Salary Guide shall be based upon courses toward a Master's Degree as indicated in the College catalog. Request for such placement shall be made through the Administrative Principal to the Board, who shall review the courses and determine eligibility as to the beginning of each teacher's contract year.
- H. Professional staff members who may be required to use their own automobiles in the performance of their duties, and who are assigned to more than one (1) school per day shall be reimbursed for all inter-school travel at the rate of twenty-two (22) cents per mile.
- I. During the 1983-84 contract year, all degree teachers shall be reimbursed \$50.00 per credit hour up to \$600.00 per contract year for courses leading toward an additional degree or certification in education. Undergraduate courses approved by the Administrative Principal shall be reimbursed \$30.00 per credit hour up to \$360.00 per contract year. However, in no case shall reimbursement exceed \$600.00 per contract year.
- J. The Board shall pay, in addition to the teacher's salary, the sum of \$115.00 per intramural sport program conducted by the teacher as agreed to in his individual employment contract.
- K. The Board shall pay, in addition to the teacher's salary, the sum of \$115.00 to manage school sponsored dances and safety patrol as agreed to in his individual employment contract.
- L. Head teachers shall receive, in addition to their regular salary, forty (\$40.00) per classroom for their additional services.

ARTICLE V
TEMPORARY LEAVES OF ABSENCE

- A. As of the beginning of 1983-84 school year, teachers shall be entitled to the following temporary nonaccumulative leaves of absence with full pay each school year.
 - 1. A teacher shall be entitled to two (2) days nonaccumulative leave of absence for personal, legal, business, household or family matters which require absence during school hours with full pay, each school year. Request for approval by the Administrative Principal for personal leave shall be made eighteen (18) hours prior to taking such leave, except in the case of extreme emergencies, when shorter notice will be permissible.
 - 2. Death in the immediate family shall entitle a teacher up to a maximum of five (5) working days per death without loss of pay. "Immediate family" shall mean father, mother, wife, husband, son or daughter. Death of aunts, uncles, grandparents, grandchildren, first cousins, brothers, sisters, and in-laws shall entitle the teacher to two (2) working days leave per death without loss of pay. The teacher

by any certificated personnel occasioned by appointment to or lack of retention to any position for which tenure is either not possible or not required.

- B. A grievance to be considered under this procedure must be initiated by the teacher within thirty (30) calendar days of its occurrence.
- C. It is understood that teachers shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievances and any effect thereof shall have been fully determined.
- D. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved teacher to proceed to the next step. Failure at any step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
- E. Procedure
 1. Any teacher who has a grievance shall discuss it first with his head-teacher in an attempt to resolve the matter informally at that level.
 2. (a) If as a result of the discussion the matter is not resolved to the satisfaction of the teacher within five (5) school days, he shall set forth his grievance in writing specifying the policy, agreement section, or administrative decision in dispute, the results of previous discussions and his dissatisfaction therewith, and shall transmit it, on his own time, to the Administrative Principal's office.
 - (b) The Administrative Principal shall communicate his decision to the teacher in writing within five (5) school days of receipt of the written grievance.
 3. (a) The teacher, within five (5) school days after receipt of the Administrative Principal's decision, may appeal that decision to the Board of Education by submitting a copy of the written material as outlined in Step 2 of this procedure, along with the additional information supporting his dissatisfaction with the decision rendered in Step 2, to the Board of Education at the address and in the manner agreed to in this agreement.
 - (b) The Board, or a committee thereof, shall review the grievance and shall at the option of the Board or at the option of the Association, hold a hearing with the teacher and render a decision in writing within thirty (30) calendar days of receipt of the grievance by the Board or of the date of the hearing with the teacher, whichever comes later.

- B. A grievance to be considered under this procedure must be initiated by the teacher within thirty (30) calendar days of its occurrence.
- C. It is understood that teachers shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievances and any effect thereof shall have been fully determined.
- D. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved teacher to proceed to the next step. Failure at any step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
- E. Procedure:
 - 1. Any teacher who has a grievance shall discuss it first with his headteacher in an attempt to resolve the matter informally at that level.
 - 2. (a) If as a result of the discussion, the matter is not resolved to the satisfaction of the teacher within five (5) school days, he shall set forth his grievance in writing specifying the policy or administrative decision in dispute, the results of previous discussions and his dissatisfaction therewith, and shall transmit it, on his own time, to the Administrative Principal's office.
 - (b) The Administrative Principal shall communicate his decision to the teacher in writing within five (5) school days of receipt of the written grievance.
 - 3. (a) The teacher, within five (5) school days after receipt of the Administrative Principal's decision, may appeal that decision to the Board of Education by submitting a copy of the written material, as outlined in Step 2 of this procedure, along with the additional information supporting his dissatisfaction with the decision rendered in Step 2, to the Board of Education at the address and in the manner agreed to in this agreement.
 - (b) The Board, or a committee thereof, shall review the grievance and shall at the option of the Board or at the option of the Association, hold a hearing with the teacher and render a decision in writing within thirty (30) calendar days of receipt of the grievance by the Board or of the date of the hearing with the teacher, whichever comes later.
 - (c) If not resolved at this point teacher shall have the option of appeal to the Commissioner of Education.

ARTICLE IX
NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The Association shall by October 15 of the calendar year notify the Board of its interest to negotiate.

3. The teacher's rights to the annuity purchased by the Board on the teacher's behalf pursuant hereto shall be non-forfeitable.
- D. The Board agrees to deduct from salaries of its teachers the amounts specified by each individual teacher for the purpose of placement in an account with the Salem County Teachers' Credit Union.

The teacher must specify the amount to be deducted for the year on or before September 1 of the contract year under consideration.

The amount deducted from each check may only be changed during the contract year upon notice from the teacher to the Secretary of the Board thirty (30) days prior to such change.

ARTICLE XI SICK LEAVE

- A. Each teacher shall be entitled to ten (10) sick leave days, with unused days to be accumulated and carried to the next year.
- B. Teachers shall be given a written accounting of accumulated legal sick leave days no later than September 30 of each school year.

ARTICLE XII TEACHER EMPLOYMENT

- A. The Board and Association agree that individual teachers' contracts for the 1983-84 school year shall be issued on or before April 30, and shall be requested to be returned properly to the Board on or before May 15, of each year.

ARTICLE XIII POSTING VACANCIES

- A. Each school year the Administrative Principal will endeavor to advise, by posted notice, teacher vacancies occurring during the year and the anticipated vacancies for the coming school year, as a courtesy to those on the present staff who may wish to apply for the vacancies.

ARTICLE XIV REIMBURSEMENT FOR PERSONAL PROPERTY

- A. The Board shall reimburse teachers for the reasonable cost of any clothing or other personal property damaged or destroyed as a result of an assault suffered by a teacher while the teacher was acting in the discharge of his duties within the scope of his employment.

ARTICLE XV TEACHER EVALUATIONS

- A. The teacher will receive a written report of all formal classroom observations. The teacher may add pertinent comments to the report. A conference between the teacher and the evaluator shall follow receipt within fifteen (15) days. All nontenure teachers shall be evaluated openly and with full knowledge of the teacher at least one (1) time per semester.

- B. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by registered or certified letter at the following addresses:
1. If by Association, to Board, Upper Pittsgrove Township Schools, R.D. 2, Monroeville, N.J. 08343
 2. If by Board, to Association, Upper Pittsgrove Township Schools, R.D. 2, Monroeville, N.J. 08343
- C. If any provision of this Agreement or any application of this Agreement to any teacher or group of teachers 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 shall continue in full force and effect.
- D. Any individual contract between the Board and an individual teacher, heretofore or hereinafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, during its duration, shall be controlling.

ARTICLE XXII
ACCUMULATED SICK LEAVE COMPENSATION
(Retirement Benefit)

- A. In recognition of dedicated service to the Upper Pittsgrove Township Schools, upon retirement from teaching, and from this school system, the retiring teacher shall be compensated for his or her accumulated sick leave which has been accrued in the Upper Pittsgrove Township Schools, at the rate of ten dollars (\$10.00) for each such day.

ARTICLE XXIII
EMPLOYEE RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations.
- B. No employee shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause.
- C. Whenever any employee is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his office, position, employment, or the salary or any increments pertaining thereto, then

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STEP	B.A.	B.A.+15	B.A.+30 M.A.	M.A.+15	M.A.+30
S	\$ 13,200	\$ 13,550	\$ 13,900	\$ 14,250	\$ 14,600
1	13,850	14,200	14,550	14,900	15,250
2	14,350	14,700	15,050	15,400	15,750
3	14,900	15,250	15,600	15,950	16,300
4	15,450	15,800	16,150	16,500	16,850
5	16,000	16,350	16,700	17,050	17,400
6	16,575	16,925	17,275	17,625	17,975
7	17,175	17,525	17,875	18,225	18,575
8	17,775	18,125	18,475	18,825	19,175
9	18,400	18,750	19,100	19,450	19,800
10	18,950	19,300	19,650	20,000	20,350
11	19,550	19,900	20,250	20,600	20,950
12	20,150	20,500	20,850	21,200	21,550
13	20,750	21,100	21,450	21,800	22,150
14	21,400	21,750	22,100	22,450	22,800
15	22,100	22,450	22,800	23,150	23,500
16	22,750	23,100	23,450	23,800	24,150
17	23,300	23,650	24,000	24,350	24,700

In addition: Increments of \$100 for each additional year of credited service beyond step ¹⁷16. (Credited service includes years of prior service as credited by the Upper Pittsgrove Township Board of Education upon initial employment.)