

CRESSKILL, NEW JERSEY 07626

CONTRACT between the Cresskill Board of Education and the Cresskill Teachers Association, Cresskill, New Jersey.

- a) The Cresskill Board of Education recognizes the Cresskill Teachers Association as the bargaining representative for all full time certified teaching personnel under contract, but excluding substitute teachers, summer school teachers, the Superintendent of Schools, School Business Administrator, Principals, Assistant Principals and Administrative Assistant-Central Office.

The term "teacher" in this agreement shall refer to all employees represented by the Cresskill Teachers Association as defined above. The term "Board" shall refer to its members, officers, and appointed agents.

- b) The teachers' salary guide for the school year September 1, 1978 to June 30, 1979, is attached, and is hereby made a part of this agreement.
- c) The stipend guides for the school year September 1, 1978 to June 30, 1979 is attached and is hereby made a part of this agreement.
- d) Teachers may enroll in "in-service" courses offered and underwritten at the discretion of the Board. Such courses shall serve the education objectives of the Board, and shall be taught at the equivalent of graduate-level standing by instructors qualified to teach them in a college or university. For each such course the subject matter, choice of instructor, the number of credits to be granted, the number and length of sessions, and the specific academic and attendance requirements shall be approved, in advance, by the Superintendent and the Board. Teachers who complete such courses may apply up to an accumulated total of six credits to their respective salary guides.
- e) The Board shall underwrite the cost of health insurance premiums (New Jersey State plan currently in effect for hospitalization, surgical and major medical) for teachers and their eligible dependents.
- f) The Board shall underwrite the cost of dental insurance premiums for all teachers, under the Health Service Inc., of New Jersey, Indemnity Schedule C, no deductible, basic plan riders 1-3, as administered by the Hospital Service Plan of New Jersey. The Board shall additionally pay those teachers eligible for family plan dental coverage a sum of \$75.00. Such payment shall be made in the checks issued in September of each school year covered by this agreement.
- g) The Board's policy for absence and sick leave as found in the Board's Policy Manual is hereby made a part of this agreement. Copy attached.
- h) The section of the Board's Policy Manual entitled "Relationship: Board, Superintendent, Staff" is hereby made a part of this agreement. Copy attached.
- i) This agreement shall be effective as of ~~July 1, 1978~~ July 1, 1978 to June 30, 1979.
- j) In the event that any portion of this agreement shall be found contrary to law, the remainder of the agreement shall continue in force for the period noted in section "i" of this agreement.

LIBRARY
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OCT 16 1981

RUTGERS UNIVERSITY

CRESSKILL BOARD OF EDUCATION

(Date)

(President)

CRESSKILL TEACHERS ASSOCIATION

(Date)

(President)



ABSENCE AND SICK LEAVE**Sick leave Credit**

Each employce shall be given sick leave credit of one day for each month's employment during the school year, i.e., ten (10) days if employed on a ten months' basis (September 1st to June 30th) and twelve (12) days if employed on a twelve months' basis (July 1st to June 30th).

All sick leave credit shall be calculated in terms of a full day. A new employee starting employment on or before that 15th of the month shall be allowed one day's credit for that month but no credit will be allowed for that month if employment begins after the 15th of the month.

Accumulative Credit for Unused Sick Leave

Effective from July 1, 1954, an employee's annual unused sick leave credit may be accumulative from year to year without limit.

No employee shall lose or add to his or her previously accumulated unused days of sick leave by reason of having been granted a leave of absence by the Board of Education. Unused accumulated sick leave credit is automatically dropped when an employee fails to return from such leave of absence and also when the employee's services are terminated for any other reason.

USE OF SICK LEAVE CREDIT

The entire sick leave credit both annual and accumulated shall be available for the employee's use for sick leave absence at the beginning of the term of employment each year.

When such absence at full pay for the reasons prescribed below has used up all of the employee's annual and accumulated unused sick leave credit, the employee shall be allowed additional days of absence for sick leave that year as outlined in the following table, and in all such cases, half on the basic substitute pay shall be deducted from the absent employee's salary.

1 to 3 years of Cresskill Service	-	10	days
4 to 9 " " " "	"	20	"
10 to 14 " " " "	"	30	"
15 to 19 " " " "	"	40	"
20 to 24 " " " "	"	50	"
25 to 29 " " " "	"	60	"
30 to 34 " " " "	"	70	"
35 and over " " " "	"	80	"

For sick leave beyond that as outlined the basic substitute pay shall be deducted.

The sick leave credit accumulated as provided herein may be used by the employee at any time for the purpose for which such sick leave is intended.

If an employee uses sick leave benefits for reasons other than those for which sick leave is intended, such employee shall be subject to dismissal from further services.

Employees shall be allowed sick leave absence with full pay for the reasons and within the limits specified below. The number of days for such absences shall be deducted from the employee's annual and accumulated sick leave credit.

Personal illness or injury to the employee or his immediate family; i.e., husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law, daughter-in-law, son-in-law, and any other relative provided such other relative lives within the employee's immediate household.

A doctor's certificate may be required in the event of an extended absence. If a doctor's certificate is requested and is not furnished, an amount equivalent to the basic substitute's pay shall be deducted for the third day after the request is made and the succeeding days of absence.

In case of death in immediate family as defined above, an employee may be absent for five (5) consecutive school days, with no salary deduction. The basic substitute pay shall be deducted from the employee's pay for any such absence in excess of five (5) consecutive school days.

Death of a friend or relative other than the immediate family defined above, provided, however, that in case such absence exceeds two (2) consecutive school days, the basic substitute pay shall be deducted for the next three school days of absence and any such absence in excess of five (5) consecutive school days shall be without pay.

In the case of employees for whom no substitute is provided, any salary deductions shall be on the basis of what a substitute would be paid.

ABSENCES NOT CHARGEABLE

The following absences, which are not chargeable to an employee's sick leave credit, shall be allowed with full pay:

Absence of an employee due to quarantine either by the Health Officer of the community in which the employee resides, or by direction of the school physician because of a contagious disease in the employee's immediate household but not because of personal illness, provided, proper evidence is submitted by the absent employee to the Superintendent through the Principal's Office.

Enforce absence of an employee by reason of a subpoena or legal process issued by a court provided that the subpoena or other evidence of legal process is filed with the Superintendent through the Principal's Office, and provided further that the employee is not a party to the suit involved i.e., indicting or being indicted, or suing or being sued. If the employee is a party to the suit, the basic substitute pay shall be deducted for a period of five (5) days with full deduction thereafter.

Absences which are for school purposes as recommended by the Principal and approved by the Superintendent.

Absences for reasons other than sickness shall be allowed as stated below:

One personal day for each employee regardless of length of time in the system without the necessity of stating the reasons but with prior approval of date by the administration.

One additional day's leave shall be allowed upon the recommendation in advance of the Superintendent of employees who have less than ten years in the system.

Two additional day's leave shall be allowed upon the recommendation in advance of the Superintendent for employees who have more than ten years in the system.

Additional days may be allowed for reasons other than sickness in addition to those provided in Section 1-d above, upon the recommendation in advance of the Superintendent, but the basic substitute pay shall be deducted.

The allowance for days absence with or without pay for personal reasons is not automatic, but is only granted when, in the judgment of the administration, it is necessary and justifiable by the attending circumstances. Such allowance is not cumulative.

A teacher belonging to a minority religion may apply for one additional religious holiday over and above the holidays of the major religions included in the school calendar. Each application shall be decided on an individual basis.

APPROVED LEAVE WITHOUT PAY

Leave of absence granted in accordance with the Section shall be without pay in all cases.

Maternity leaves of absences of tenure teachers shall be granted for a period not to exceed two consecutive academic years, and the time limits of the absences shall be at the convenience of the school.

The Board may approve an initial request for leave of absence not to exceed twelve months upon the recommendation of the Principal and the Superintendent for the reasons below. The granting of an extension of this period beyond the twelve months shall be at the discretion of the Board.

Personal illness, injury, or disability including rest and recuperation.

Educational and professional growth.

DEDUCTION FROM PAY

In all cases in which absences are without pay the deduction from the employee's pay for each day's absence not paid for shall be made on the basis of:

1/200th of the annual 10 months' basic salary or

1/300th of the annual 12 months' basic salary.

SABBATICAL LEAVE

Definition: The word "teacher" shall be considered as those persons who hold a teaching position for which a teaching certificate is required.

Any teacher who has completed ten or more years in the teaching profession and at least seven years of continuous full time service in the Cresskill Schools, may upon recommendation of the Superintendent, be granted a leave of absence by the Board of Education for one full year for study.

Application for such leave shall be made prior to December 1 previous to the school year for which such absence is requested. Such application shall be made upon a regular form furnished by the Board and shall indicate a program, approved by the Superintendent and the Board, to be followed by the teacher during the period of leave.

Applicants shall agree to abide by all conditions determined upon by the Board to govern such leaves of absence.

As a condition to such leave the teacher shall enter into a contract to continue in the service of the Cresskill Schools for a period of at least two years after the expiration of the leave of absence.

The salary granted to a teacher on such leave shall be one-half of the salary to which he or she would be entitled if not on leave. From such half-salary shall be deducted monthly the regular deductions, based on full pay, for the Teachers' Pension Fund and other deductions authorized by the teacher. Salary payments shall be made monthly in accordance with the schedule for payment of salaries in the school system.

Not more than one staff member shall be granted sabbatical leave for the same year. In granting such leaves of absence due consideration shall be given to seniority, the reasonable and equitable distribution of the applicants among the different schools and the possible benefits to the total school system.

If more than one staff member applies for leave, selection shall be made on basis of seniority and the benefits to the school system. At all times the needs of the school system shall be paramount. The Superintendent shall make recommendations regarding this matter.

Teachers on such leave may not associate for compensation with any person, persons, or organization during the school year, unless the Board approves such association as beneficial to this school system and only then upon the condition prescribed by the Board.

LEAVE OF ABSENCE - PHYSICAL EXAMINATION REGULATIONS

The Board may require an examination by a physician acceptable to the Board before:

Granting to the employee a leave of absence for any reason connected with the health of that employee in order to determine either the extent of the illness, or injury, or the necessity for rest or recuperation.

Permitting an employee to return to service after a leave of absence in order to determine that the employee is physically able to take up his assigned duties. Such examination details shall be kept in the confidential files of the Superintendent.

An employee on leave of absence shall advise the Superintendent, by registered mail, of his intention to return at the end of the leave of absence. Such notice shall be given by November 1st or March 1st, respectively, if the leave is to expire on February 1st or July 1st. If such notice is not given by the employee, this failure shall be construed as meaning the employee does not intend to return but is resigning instead.

An employee on leave of absence terminates his employment in the Cresskill Public Schools when upon his return he declines to accept an equal position in which he is certified.

RELATIONSHIP: BOARD, SUPERINTENDENT, STAFF

Employees shall have opportunities to confer with supervisors and administrators, from the immediate supervisor and administrator to the Superintendent of Schools, and through the Superintendent, with the Board of Education.

The solution of employee problems, individual or group, shall be fully explored at all supervisory and administrative levels in an expeditious manner.

Employee problems, individual or group, that cannot be solved satisfactorily to all parties at a supervisory or administrative level may be brought to the Board according to the following guidelines; and solutions shall be sought by following the procedures set forth below.

Guidelines for the solution of staff member problems that cannot be solved at the administrative level are as follows:

Any employee or a group of employees shall have the right to appeal the application of policies and administrative decisions affecting them through recognized administrative channels.

In presenting professional grievances, employees shall be assured freedom from prejudicial action in presenting an appeal.

Employees shall have the right to present their own appeal or to designate representatives of a local employee organization or another person of their own choosing to appear with them at any step in an appeal.

If the grievance is not settled after consultation with the Superintendent of Schools, the grievance may be referred by the employee to the professional relations committee of the local employee organization for consideration.

If the professional relations committee of the local employees organization finds that the grievance has merit, it may request, in writing, a meeting with the Superintendent.

If solution is not attained the professional relations committee, may request in writing that the grievance be heard by the Board.

If the professional relations committee of the local employees organization advises the employee that the grievance is without merit, it should send a copy of its findings to the Superintendent.

Guidelines to be used by the Board, Superintendent, employees and employee groups when appeals are to be heard by the Board.

The Board of Education

The Board shall meet with an employee or a group of employees to hear appeals.

The Board will provide an opportunity for all employee groups - whether representing a majority or minority of employees to be heard.

The Board may designate the Superintendent as Chairman of meetings between Board and employee or employee representatives.

When the Board has heard an appeal, the Board shall communicate, in writing, its final decision through the Superintendent to the employee and/or his representatives.

Employees

An employee or group of employees may request to appear personally before the Board to present an appeal.

An employee or group of employees may request that his appeal be handled by members of his employee organization or person or persons of his own choosing. Such representatives shall present to the Board written evidence of their authority to participate and act for the employee.

The Superintendent shall -

Make certain that administrative remedies have been exhausted before arranging any meeting of Board and employee or designated representatives. The Superintendent shall be given a reasonable amount of time to solve problems prior to Board participation.*

Through regularly established meetings of Superintendent and employee representative.

Through properly established channels for resolving grievances.

Convene the meetings of the Board and employee or employee representatives.

At the request of the Board

At the request of employee or employee representatives.

(*Reasonable amount of time - fifteen (15) days after Superintendent formally receives grievance from employee or representative of employee.)

At the discretion of the Superintendent

Prepare in consultation with Board and employee or employee representatives, a written agenda for all meetings.

Meetings and Procedural Policies

The initial meeting of the Board with an employee or employee representatives should be arranged through the Superintendent at a time and place mutually agreeable to Board and employees.

A written agenda for the meeting shall be prepared by the Superintendent after consultation with both Board and employees.

The Board and the employee or his representative shall together review and discuss all pertinent information prior to reaching conclusions.

There should be agreement on policies regarding press relations and written releases for public or staff information.

On occasions it may be desirable to invite observers to attend the meetings. Such invitations shall be extended only with agreement of the Board and the employee or his representatives.

Procedure for Review of Board Decisions in Grievances

In the event of new information, evidence or circumstances relating directly to a professional grievance upon which the Board has rendered a decision, but which has not previously been considered in the course of the grievance, any of the parties to the grievance (the employee or his representatives, the Board) may reopen the case by a written request to the Board to establish a panel of consultants.

Within a reasonable time pursuant to such request the Board shall establish a panel of consultants. The panel shall be composed of three persons, one of whom shall be appointed by the employee or his representatives, one of whom shall be appointed by the Board, and one of whom shall be appointed by the two persons appointed previously.

The panel shall review the facts of the grievance, including the new information, evidence or circumstances, and may make appropriate findings or recommendations, but such findings or recommendations shall not bind any of the parties to the grievance.

General

The Board will consistently follow a policy of evaluating all decisions, using previous research or newly discovered facts.

The Board's commitment to a quality education program, fully supported by citizens and staff, is paramount.

The Board shall always be cognizant of the value gained in the use of consultants in the total evaluation process.

Consultants might be recognized community leaders, college or university faculty members who are experts in the field, retired Superintendents of Schools, representatives of the State Federation of District Boards of Education and of teacher organizations or any person or persons with appropriate qualifications.

The Board or its representative and the employee or his representative shall together present information to the consultants.

The consultants, after review of all available information, shall meet with the Board or its representatives and the employee or his representatives to present their findings.

The Board, after a review of the consultants research and conclusions will take appropriate action and inform all concerned of the action.

CRESSKILL PUBLIC SCHOOLS

TEACHER SALARY GUIDE, 1978-1979

<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>MAF</u>	<u>MA30</u>	<u>MA30F</u>
1	11,330	12,350	12,919		
2	11,860	12,900	13,549		
3	12,390	13,450	14,179		
4	12,920	14,000	14,803		
5	13,450	14,550	15,439		
6	13,980	15,100	16,069		
7	14,510	15,650	16,699	17,099	18,099
8	15,040	16,200	17,329	17,729	18,729
9	15,570	16,750	18,009	18,409	19,409
10	16,066	17,300	18,689	19,089	20,089
11	16,562	17,850	19,369	19,769	20,769
12	17,058	18,400	20,049	20,449	21,449
13	17,554	18,950	20,729	21,129	22,129
14	18,050	19,500	21,409	21,809	22,809
15	18,546	20,150	22,089	22,489	23,489
16-19	18,898	20,250	22,168	22,542	23,582
20	19,115	20,406	22,639	22,907	23,945
25	19,215	20,506	22,739	23,007	24,045
30	19,315	20,606	22,839	23,107	24,145
35	19,415	20,706	22,939	23,207	24,245

BA+20 Additional \$250 for 3 consecutive years only

PROVISIONS

1. A maximum of twelve (12) years prior experience credit may be allowed for newly employed teachers. Of the twelve years, a maximum of three year's credit may be granted for service in the armed forces.
2. Normal increments as indicated will be granted each year for satisfactory performance if recommended by the Superintendent and approved by the Board.
3. All present teachers will be eligible for placement on this guide.
4. Certificated personnel may be advanced by the Board to a salary guide above the one on at present at the beginning of any regular payroll period of a school year providing that official notification of the acquisition of the required number of graduate credits or the completion of degree requirements has been presented to, and approved by, the Superintendent of Schools ten (10) days prior to the first day of the month in which the change will take place.
5. A tuition reimbursement plan is available for certificated personnel who successfully complete approved graduate courses. Those who enroll in State of New Jersey Colleges can qualify for tuition reimbursement equal to the cost of nine (9) graduate credits in a New Jersey State College. Those who attend other Institutions can qualify for tuition reimbursement equal to the cost of nine (9) graduate credits in a New Jersey State College plus one-third of that total. Graduate course work must be approved, in advance, by the Superintendent.
6. An in-service education plan enabling teachers to earn up to a maximum of six (6) credits for salary guide advancement purposes has been established as per agreement.
7. Board financed health and dental insurance plans have been established as per agreement.
8. Sabbatical leave and sick leave plans have been established. See Operating Code.
9. Personnel may advance to the BA+20 guide as provided under No. 4 above, but may remain on it for only three years. If after three years on the BA+20 guide, and a higher degree has not been acquired, the teacher reverts to the BA guide.
10. Personnel on the MA guide may advance to the MAf guide upon the recommendation of the Superintendent and approval by the Board, by presenting evidence of the acquisition of eighteen (18) graduate credits applicable to their teaching field.
11. Personnel may be recommended for advancement from the MAf guide to the MAf+30 guide by presenting official evidence of the successful completion of thirty (30) approved graduate course credits of which eighteen (18) shall be in his assigned teaching field. Advancement to the MAf+30 may also be recommended if a teacher produces official evidence of the acquisition of an MA degree plus thirty (30) approved graduate credits and thirty-six (36) of the sixty (60) graduate credits are in his assigned teaching field.

CRESSKILL PUBLIC SCHOOLS

June 14, 1978

PROPOSED STIPEND GUIDES, 1978-79

Cross Country

	<u>Head</u>
1-	\$ 775
2-	825
3-	875
4-	925
5-	975

Wrestling

	<u>Head</u>
	\$1,100
	1,200
	1,300
	1,400
	1,500

Assistant

\$650
700
750
800
850

Intramural Wrestling

\$500
550
600
650
700

Baseball - Boys

	<u>Head</u>	<u>Ass't.</u>	<u>Fresh.</u>
1-	\$1,150	\$ 765	\$ 675
2-	1,200	865	725
3-	1,250	915	775
4-	1,350	965	825
5-	1,450	1,015	875

Golf (B)

\$ 600
650
700
750
800

Tennis (B)

\$ 760
810
860
910
935

Tennis (G)

\$ 760
810
860
910
935

Basketball - (B)

	<u>Head</u>	<u>Ass't.</u>
1-	\$1,260	\$ 770
2-	1,360	870
3-	1,460	920
4-	1,560	970
5-	1,660	1,020

Basketball- Girls

<u>Head</u>
\$ 750
800
850
950
1,000

Softball (G)

<u>Head</u>
\$ 750
800
850
950
1,000

Volleyball (G)

<u>Head</u>
\$ 750
800
800
950
1,000

Soccer - (B)

	<u>Head</u>	<u>Ass't.</u>
1-	\$ 850	\$ 500
2-	950	550
3-	1,050	600
4-	1,150	650
5-	1,250	700

Track (B)

<u>Head</u>	<u>Ass't</u>
\$1,160	\$ 710
1,260	850
1,360	910
1,460	960
1,560	1,010

Track (G)

<u>Head</u>
\$ 650
725
775
875
975

Football

	<u>Head</u>	<u>1st A</u>	<u>2nd A</u>	<u>3rd A</u>	<u>Fresh Head</u>	<u>Ass't</u>
1-	\$1,400	\$ 970	\$ 870	\$ 820	\$ 800	\$ 700
2-	1,500	1,020	920	870	855	755
3-	1,600	1,070	970	920	905	805
4-	1,700	1,120	1,020	970	955	855
5-	1,800	1,170	1,070	1,020	1,005	905

	<u>Band</u>	<u>Chorus</u>	<u>Yearbook</u>	<u>Newspaper</u>	<u>S.O. Sr.</u>	<u>S.O. Jr.</u>
1-	\$1,075	\$ 660	\$ 450	\$450	\$ 400	\$ 200
2-	1,175	710	550	550	500	250
3-	1,225	760	600	600	550	300
4-	1,275	810	650	650	600	325
5-	1,325	860	700	700	650	350

	<u>Play Director</u>	<u>Opus</u>	<u>Majorette</u>	<u>Drill Team</u>
1-	\$ 400	\$250	\$ 300	\$ 325
2-	430	275	325	350
3-	460	300	350	375
4-	490	325	375	400
5-	520	350	400	425

Cheerleaders

Class Advisors

	<u>Fall</u> <u>V-JV-F</u>	<u>Winter</u> <u>V-JV</u>	<u>Freshman</u>	<u>Senior</u>	<u>Jr.</u>
1-	\$ 300	\$ 350	\$ 200	\$ 500	\$ 375
2-	325	375	225		
3-	350	400	250		
4-	375	425	275		
5-	400	450	300		

Note:

Head coaches of Football, Boys and Girls Basketball, Wrestling, Baseball, Girls Volleyball and Softball who are above the maximum (step 5) in 1978-79 shall receive \$100 above the step 5 figure on their guide.

Head coaches of Cross-Country, Golf, Boys and Girls Tennis, all assistant coaches and all other advisors who are above the maximum (step 5) in 1978-79 shall receive \$50 above the step 5 figure on their guide.