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TEACHERS' SALARY AGREEMENT

1974 - 1975

1975 - 1976

CLIFFSIDE PARK BOARD OF EDUCATION
CLIFFSIDE PARK, NEW JERSEY

TEACHERS' SALARY AGREEMENT

1974-1975 1975-1976

ARTICLE I - RECOGNITION

Pursuant to Chapter 303 Public Laws of New Jersey, 1968, the Cliffside Park Board of Education hereby recognizes the Cliffside Park Education Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certified personnel under contract or on leave, as specified below:

Teachers	Librarians	Special Subject Teachers
Guidance Counselors	Nurses	Special Class Teachers
Co-ordinator of	Co-operative	Industrial Education

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

ARTICLE II - POLICY ON PROFESSIONAL RELATIONS PROCEDURES

I. Basic Principles

- A. A "Grievance" is a complaint by an employee of the Cliffside Park School System that there has been to him a personal loss, injury or inconvenience because of a violation, misinterpretation, or inequitable application of an established policy governing employees, or agreement with the recognized professional organization, except that the term "grievance" shall not apply to (1) a complaint of a non-tenure teacher which arises by reason of his not being re-employed, or (2) a complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required. A grievance to be considered under this procedure must be initiated by the employee within thirty (30) days of its occurrence.
- B. A member of the professional staff or the recognized professional association may present, in appeal, through administrative channels, grievances affecting them, free from restraint, interference, coercion, discrimination or reprisal.
- C. At each step in the grievance appeal process, the responsible person in authority hearing the grievance is to apply all possible measures to adjust the grievance professionally and with complete fairness. Proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure and consistent with prescribed procedures.

Teachers' Salary Agreement -- continued

Professional Relations Procedures -- continued

- D. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administrative staff and having the grievance adjusted without intervention of the recognized professional organization.
- E. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits may, however, be extended by mutual agreement. If a grievance appeal is filed at such time that it cannot be processed through all of the prescribed steps by the end of the school year, and if left unresolved until the beginning of the following school year, could result in substantial harm to a party in interest, the stipulated time limit shall be reduced so that the grievance procedures may be exhausted prior to the end of the school year or as soon thereafter as practical.

II. Grievance Procedure

- A. If a teacher believes there is a basis for a grievance, he shall first discuss the alleged grievance with his building principal, either personally or accompanied by a representative of the recognized professional organization. If, as a result of the informal discussion with the principal, the grievance still exists, the teacher may invoke formal grievance procedure and present his grievance to the principal on a Teacher Grievance Form*.
- B. The principal shall indicate his disposition of the grievance on the original copy of the Teacher Grievance Form and shall inform the teacher of his decision by memorandum within five (5) days from the date the teacher filed his grievance. (See Appendix for the procedures with respect to the number of copies of the principal's memorandum which must be filed, and their disposition.) The teacher may accept the decision of the principal or he may appeal the decision or the lack of one, to the superintendent of schools. In either case he will notify the principal by memorandum of his decision. (See Appendix for the number of copies of the memorandum and their distribution.) The principal will record the teacher's decision on the original grievance form and request the teacher to sign it.
- C. If the teacher decides to appeal the decision to the superintendent of schools, the principal will forward the original Teacher Grievance Form to the superintendent. The superintendent shall arrive at a decision within ten (10) school days

*See Appendix for the number of copies and processing procedures of the Teacher Grievance Form.

Teachers' Salary Agreement -- continued

Professional Relations Procedures -- continued

following date of submission of the grievance to him. The superintendent shall record his decision, along with supporting reasons, on the original copy of the Teacher Grievance Form. He shall inform the teacher of his decision by memorandum. (See Appendix for procedures with respect to the number of copies of the superintendent's memorandum which must be prepared and their disposition.) The decision shall state explicitly what action or recommendation the superintendent proposes in order to resolve the problem. The superintendent shall consult, if necessary, with the principal and the teacher involved. If the superintendent calls for a meeting of the parties involved, and the teacher feels he may be at a disadvantage in such a conference, he shall be privileged to be accompanied by a representative of the Cliffside Park Education Association, and if necessary and upon request, a later meeting with a representative of the New Jersey Education Association may be arranged.

- D. If the teacher still feels that the problem is unsolved, he may present it to the Cliffside Park Education Association. After a thorough study of the grievance and the decision already rendered, the Cliffside Park Education Association will decide within ten (10) school days following the submission, on the following action:
1. Agree with the decision arrived at by the superintendent and recommend that the grievance be dropped, or
 2. Request that the grievance be heard by the Board of Education.

After the teacher has received the decision of the Cliffside Park Education Association, he will notify the superintendent of schools of his decision by memorandum. (See Appendix for procedure with respect to the number of copies of the teacher's memorandum which must be prepared and their disposition.) The superintendent will record the teacher's decision on the original copy of the Teacher Grievance Form.

- E. Nothing in this agreement shall preclude an individual's right to appeal an administrative decision, through normal channels to the Board of Education. If the teacher decides to appeal the decision of the superintendent, the original copy of the Teacher Grievance Form shall be forwarded to the Board of Education by the superintendent. After the Board of Education has rendered its decision, it will so notify the teacher by memorandum including reasons for the action. (See Appendix for procedures, with respect to the number of copies of the memorandum of the Board of Education which must be prepared and their disposition.) The Board of Education will

Teachers' Salary Agreement -- continued

Professional Relations Procedures --- continued

record its decision along with supporting reasons, on the original copy of the Teacher Grievance Form.

F. If the employee is dissatisfied with the decision of the Board of Education, the following action may be taken:

1. The employee or the teacher's association may request the appointment of a fact-finder; such request to be made known to the superintendent no later than two (2) weeks after the written decision of the Board of Education is made known.
2. Such request can be honored only if the grievant or grievants and the organization representing them waive the right, if any, in writing of said grievant or grievants and the organization representing them to submit the underlying dispute to any other administrative or judicial tribunal until such time as the fact-finders' procedures have been completed.
3. Within a ten-day period of time after the fact-finders' recommendations have been received, each party shall arrive at a decision relative to the recommendations of the fact-finder and shall inform the other party of its action in writing.

G. The following procedure will be used to secure the services of a fact-finder:

1. A formal request will be made to the American Arbitration Association to submit a roster of persons qualified to function as a fact-finder in the dispute.
2. If a joint request for a fact-finder is not made to the American Arbitration Association within five days of the grievant or the grievants' request, either party may request a roster of persons qualified to function as a fact-finder in the dispute in question.
3. If the parties are unable to determine a mutually satisfactory fact-finder from the submitted list, either party may request the American Arbitration Association to submit a second roster of names.
4. If the parties are unable to determine, within ten (10) school days of the initial request for fact-finding, a mutually satisfactory fact-finder from the second submitted list, the

Teachers' Salary Agreement -- continued

Professional Relations Procedures -- continued

American Arbitration Association may be requested by either party to designate a fact-finder.

H. The fact-finder shall limit himself to the issues submitted to him and shall consider nothing else. The recommendations of the fact-finder shall only be advisory. Only the Board and the aggrieved and his representatives shall be given copies of the fact-finder's report of findings and recommendations. This shall be accomplished within thirty (30) days of the completion of the fact-finding hearings. All findings and recommendations shall be kept confidential until action has been taken in accordance with paragraph IIF 3.

I. Costs:

1. Each party will bear the total cost incurred by themselves.
2. The fees and expenses of the fact-finder are the only costs which will be shared by the two parties and such costs will be shared equally.
3. If time is lost by any employee due to the fact-finding proceedings necessitating the retention of a substitute, the Board of Education will pay the cost of the substitute. The time lost by the employee may be charged to personal business time.

III. Group Relations

Basically, the group procedures are the same as the individual procedures including the time periods specified above.

IV. Emergency Procedure

Recognizing that emergencies may arise, and that time may not permit the prescribed procedures to operate, the following provision is inserted:

In the event an individual, or group of individuals or the Association as a whole, has a grievance of such nature that time will not permit the prescribed time periods from operating, they may have the procedure expedited if they state, in writing, the nature of the grievance together with explicit reasons why the prescribed procedures must be expedited. The chain of authority shall be the same but each party shall be duty bound to act upon the appeal as quickly as possible.

Teachers' Salary Agreement - continued

Professional Relations Procedures - continued

V. Liaison Committee

The Executive Committee of the Cliffside Park Education Association shall serve as a continuing liaison committee with the Board of Education. This committee shall meet once every other month beginning with the month of October, and more frequently if necessary, unless both parties mutually agree that such a meeting is unnecessary. The board or the committee shall be free to discuss any problem of mutual concern or interest, but may not discuss any grievance currently being considered by a principal or the superintendent of schools, unless all parties concerned concur.

VI. The original copy of the Teacher Grievance Form of all cases at the principal's and the superintendent's levels are to be filed with the Secretary of the Board of Education in a separate file folder.

ARTICLE III -- SALARIES

The salaries of all teachers covered by this agreement are set forth in the appendix which is attached hereto and made a part hereof.

The Board of Education reserves the right to withhold increments in the salary guide set forth in the aforementioned appendix. Salary increments are subject to the recommendation of the Superintendent of Schools and approval by the Board of Education.

Reference: Title 18A:29-14

Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments, to be received on the 15th, and last day of each month. When a pay day falls on or before a school holiday, vacation or a week-end, teachers shall receive their pay checks on the last previous working day. The December pay checks may be combined and distributed to the teachers on December 15th. Teachers shall receive their final check no later than the last working day in June, except in special circumstances.

Teachers may individually elect to have ten (10) per cent of their monthly salary deducted from their pay. The funds so deducted shall be placed in an interest bearing account. Interest earned on these funds shall be calculated individually and paid to the teachers with the funds so deducted, on or before July 15th.

ARTICLE IV - SABBATICAL LEAVE

A Sabbatical Leave shall be granted to a teacher by the Board for study in the area of his specialization or a related field, subject to the following conditions:

1. The teacher shall have completed at least seven (7) full school years in the service of the Cliffside Park public schools.

Teachers' Salary Agreement -- continued

Sabbatical Leave -- continued

2. Requests for sabbatical leaves must be received by the superintendent in writing no later than January 15th and action must be taken on all such requests no later than May 1st of the school year preceding the school year for which the sabbatical leave is requested.
3. Candidates not selected for a sabbatical leave in one year due to the number of applicants shall be given priority when reapplying the following year for sabbatical leave.
4. A teacher on sabbatical leave shall be paid at the rate of full pay for the duration of a half year sabbatical, and half pay for the duration of a full year sabbatical.
5. The opportunity for a sabbatical leave shall be made available to three (3) teachers per school year providing there are sufficient applications, but no more than one (1) teacher from a department of each school may be on leave during a school year.
6. Upon returning from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his sabbatical leave.
7. The teacher shall enter into a written agreement with the Board to return to Cliffside Park schools for a minimum of two years upon completion of his sabbatical. Failure to serve the full two years will require the teacher to reimburse the Board the money paid to him while absent on sabbatical.

Exceptions to this shall be (1) the inability of the teacher to complete the agreement for reasons of health, or (2) a waiver of this agreement by the Board for special circumstances.

ARTICLE V - INSURANCE PROTECTION

As of the beginning of the 1974-1975 school year the Cliffside Park Board of Education shall provide the health care insurance protection designated below:

1. For all personnel covered by this Agreement who remain in the employ of the Board of Education for the full school year, the Board shall make payment of full individual or full family insurance premiums, as appropriate, in the State Health Benefit Plan, for

Teachers' Salary Agreement -- continued

Insurance Protection -- continued

the full twelve (12) month period, commencing July 1st and ending June 30th. Coverage provided by the State Health Benefit Plan includes hospitalization, surgical, Rider J, and Major Medical benefits.

- 2. For all personnel covered by this agreement who remain in the employ of the Board of Education for the full school year, the Board shall make payment as follows in the New Jersey Dental Service Plan for twelve (12) full months commencing July 1st and ending June 30th:
 - a. Full individual coverage
 - b. Approximately 25% of dependent coverage;

It being understood, however, that the cost of the above payments is not to exceed \$15,000.00

- 3. If available from the insurance carrier, the Board shall provide to each employee a description of the health care benefits insurance coverage provided under this Article no later than the beginning of the 1974-1975 school year.

ARTICLE VI - DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1974, and shall continue in effect until June 30, 1976.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the _____ day of _____, 19____.

CLIFFSIDE PARK BOARD
OF EDUCATION

CLIFFSIDE PARK EDUCATION
ASSOCIATION

By _____
(President)

By _____
(President)

By _____
(Secretary)

By _____
(Secretary)

A P P E N D I X

T E A C H E R S ' S A L A R Y A G R E E M E N T

1974 - 1975

1975 - 1976

CLIFFSIDE PARK BOARD OF EDUCATION - TEACHERS' SALARY GUIDE
1974 -- 1975

YEARS OF CREDITED SERVICE	AMOUNT OF INCREMENT	CLASS I	CLASS IA	CLASS IB	CLASS IC	CLASS II	CLASS IIA	CLASS IIB	CLASS IIC	CLASS III
0	300	9250	9500	9750	10,000	10,500	10,850	11,200	11,550	12,250
1	400	9550	9800	10,050	10,300	10,800	11,150	11,500	11,850	12,550
2	600	9950	10,200	10,450	10,700	11,200	11,550	11,900	12,250	12,950
3	400	10,550	10,800	11,050	11,300	11,800	12,150	12,500	12,850	13,550
4	400	10,950	11,200	11,450	11,700	12,200	12,550	12,900	13,250	13,950
5	400	11,350	11,600	11,850	12,100	12,600	12,950	13,300	13,650	14,350
6	500	11,750	12,000	12,250	12,500	13,000	13,350	13,700	14,050	14,750
7	500	12,250	12,500	12,750	13,000	13,500	13,850	14,200	14,550	15,250
8	600	12,750	13,000	13,250	13,500	14,000	14,350	14,700	15,050	15,750
9	600	13,350	13,600	13,850	14,100	14,600	14,950	15,300	15,650	16,350
10	600	13,950	14,200	14,450	14,700	15,200	15,550	15,900	16,250	16,950
11	700	14,550	14,800	15,050	15,300	15,800	16,150	16,500	16,850	17,550
12	700	15,250	15,500	15,750	16,000	16,500	16,850	17,200	17,550	18,250
13		15,950	16,200	16,450	16,700	17,200	17,550	17,900	18,250	18,950

THE BOARD OF EDUCATION RESERVES THE RIGHT TO WITHHOLD SALARY INCREMENTS IN THE ABOVE GUIDE. THE SALARY INCREMENTS ARE SUBJECT TO THE RECOMMENDATION OF THE SUPERINTENDENT OF SCHOOLS AND APPROVAL BY THE BOARD OF EDUCATION. REFERENCE: TITLE 18A:29-14

- Class I-BA or less
- Class IA-BA +10
- Class IB-BA +20
- Class IC-BA + 30
- Class II-MA
- Class IIA-MA + 10
- Class IIB-MA + 20
- Class IIC-MA + 30
- Class III-PHD

CLIFFSIDE PARK BOARD OF EDUCATION -- TEACHERS' SALARY GUIDE
1975 -- 1976

YEARS OF CREDITED SERVICE	AMOUNT OF INCREMENT	CLASS I	CLASS IA	CLASS IB	CLASS IC	CLASS II	CLASS IIA	CLASS IIB	CLASS IIC	CLASS III
0	300	9750	10,050	10,350	10,650	11,250	11,650	12,050	12,450	13,150
1	400	10,050	10,350	10,650	10,950	11,550	11,950	12,350	12,750	13,450
2	600	10,450	10,750	11,050	11,350	11,950	12,350	12,750	13,150	13,850
3	400	11,050	11,350	11,650	11,950	12,550	12,950	13,350	13,750	14,450
4	400	11,450	11,750	12,050	12,350	12,950	13,350	13,750	14,150	14,850
5	500	11,850	12,150	12,450	12,750	13,350	13,750	14,150	14,550	15,250
6	500	12,350	12,650	12,950	13,250	13,850	14,250	14,650	15,050	15,750
7	600	12,850	13,150	13,450	13,750	14,350	14,750	15,150	15,550	16,250
8	600	13,450	13,750	14,050	14,350	14,950	15,350	15,750	16,150	16,850
9	600	14,050	14,350	14,650	14,950	15,550	15,950	16,350	16,750	17,450
10	700	14,650	14,950	15,250	15,550	16,150	16,550	16,950	17,350	18,050
11	700	15,350	15,650	15,950	16,250	16,850	17,250	17,650	18,050	18,750
12	700	16,050	16,350	16,650	16,950	17,550	17,950	18,350	18,750	19,450
13		16,750	17,050	17,350	17,650	18,250	18,650	19,050	19,450	20,150

THE BOARD OF EDUCATION RESERVES THE RIGHT TO WITHHOLD SALARY INCREMENTS IN THE ABOVE GUIDE. THE SALARY INCREMENTS ARE SUBJECT TO THE RECOMMENDATION OF THE SUPERINTENDENT OF SCHOOLS AND APPROVAL BY THE BOARD OF EDUCATION. REFERENCE: TITLE 18A:29-14

Class I-BA or less Class IB-BA+20 Class II-MA Class IIB-MA+20 Class III-PHD
 Class IA-BA+10 Class IC-BA+30 Class IIA-MA+10 Class IIC-MA+30

Salary of Guidance Counsellors

Salaries for full time guidance counsellors in the high school and middle school shall be the same as for a teacher on the same step and salary classification, plus: \$800 for 1974-1975
\$900 for 1975-1976

ADDITIONAL COMPENSATION

1. Additional Compensation for Heads of Departments

- a. Heads of Departments in the high school with seven or more teachers in their Department shall receive the following amounts per year in additional compensation:
1974-1975.....\$1100
1975-1976.....\$1200
- b. The Audio-Visual Aids Coordinator at High School shall receive the following amounts per year in additional compensation:
1974-1975.....\$1000
1975-1976.....\$1100
- c. Heads of Departments in the middle school shall receive the following amounts per year in additional compensation:
1974-1975.....\$350
1975-1976.....\$450

2. Additional Compensation for Co-Curricular Duties

	<u>1974-75</u>	<u>1975-76</u>
Director of Yearbook.....	\$ 700.....	\$ 800
Coach of Dramatics/Speech.....	700.....	800
Director of High School Band.....	1200.....	1300
Director of Co-Curricular Activities.....	700.....	800
Audio-Visual Coordinator, Sch#4 & Middle Sch.	325.....	475
Newspaper Advisor.....	600.....	700
Choral Director.....	600.....	700
High School Student Council Advisor.....	900.....	1000
Secretary of Internal Accounts.....	500.....	600
Flag Waver Advisor.....	275.....	350
Color Guard Advisor.....	275.....	350
Math Team Advisor.....	200.....	275

3. Additional Compensation for Athletic Personnel

Director of Athletics.....	\$1900.....	\$2000
Head Football Coach.....	1500.....	1600
Assistant Football Coach.....	1000.....	1100
Freshman Football Coach.....	1000.....	1100
Head Basketball Coach.....	1375.....	1475
Assistant Basketball Coach.....	900.....	1000
Freshman Basketball Coach.....	900.....	1000

Appendix -- continued

3. Additional Compensation for Athletic Personnel, cont.

	<u>1974-75</u>	<u>1975-76</u>
Head Baseball Coach.....	\$1300.....	\$1400
Assistant Baseball Coach.....	900.....	1000
Freshman Baseball Coach.....	900.....	1000
Head Wrestling Coach.....	1150.....	1250
Assistant Wrestling Coach.....	900.....	1000
Freshman Wrestling Coach.....	900.....	1000
Head Soccer Coach.....	1000.....	1100
Assistant Soccer Coach.....	750.....	850
Head Track Coach.....	1050.....	1150
Assistant Track Coach.....	750.....	850
Cross Country Coach.....	875.....	975
Bowling Coach.....	500.....	600
Golf Coach.....	500.....	600
Coach, Varsity Cheerleaders.....	700.....	800
Coach, J.V. Cheerleaders.....	400.....	500
Coach, Freshman Cheerleaders.....	400.....	500
Girls' Volleyball Coach.....	450.....	550
Girls' Basketball Coach.....	550.....	650
Girls' Track & Field Coach.....	450.....	550

NEW ATHLETIC COACHES APPOINTED SHALL
RECEIVE 75% OF THE SALARY LISTED ABOVE
FOR THAT POSITION.

4. Additional Compensation for Years of Service

All personnel covered by this agreement who have been employed by the Cliffside Park Board of Education twenty (20) or more years, shall receive an additional \$300 over and above their 1974-1975, and 1975-1976 salary.

PROCEDURES IN PROCESSING TEACHER GRIEVANCE FORMS

The procedures to be followed in the processing of Teacher Grievance Forms shall be as follows:

- I. When formal grievance procedure is initiated by the teacher (See Section II-A of Article II) the teacher shall prepare a Teacher Grievance Form in five copies which shall be distributed as follows:
 - A. Original to the principal
 - B. One retained by grievant
 - C. One copy to the principal
 - D. One copy to the Cliffside Park Education Association
 - E. One copy to the superintendent of schools

 - II. When the principal has made his decision on the grievance (See Section II-B of Article II) he will record the decision and his reasons for it on the original copy of the Teacher Grievance Form and shall prepare within five days from the date the teacher filed the grievance, a memorandum in four copies, of this decision to be distributed as follows:
 - A. Original to teacher
 - B. One copy retained by principal
 - C. One copy to the Cliffside Park Education Association
 - D. One copy to the superintendent of schools

 - III. When a teacher decides to accept or appeal to the superintendent of schools the principal's decision (See Section II-B of this Article) he will prepare a memorandum in Four copies, reporting his action, to be distributed as follows:
 - A. Original to the principal
 - B. One copy retained by the teacher
 - C. One copy to the Cliffside Park Education Association
 - D. One copy to the superintendent of schools
- When the principal receives his copy, he will record the teacher's decision on the original copy of the Teacher Grievance Form and ask the teacher to sign it. The principal will forward the original copy of the Teacher Grievance Form to the superintendent.
- IV. When the superintendent has made his decision (See Section II-C of this Article) he will record his decision on the original copy of the grievance form and his reasons for it,

Procedures in Processing Teacher Grievance Forms - continued

within ten days following the date of submission of the grievance to him. Also, he shall prepare a memorandum, in five copies, of this decision to be distributed as follows:

- A. Original to the teacher
 - B. One copy to be retained by the superintendent
 - C. One copy to the principal
 - D. One copy to the Cliffside Park Education Association
 - E. One copy to the Board of Education
- V. When the teacher decides to accept or appeal to the Board of Education the superintendent's decision (See Section II-B and E of this Article) he will prepare a memorandum in five copies, reporting his action to be distributed as follows:
- A. Original to the superintendent
 - B. One copy to be retained by teacher
 - C. One copy to principal
 - D. One copy to Cliffside Park Education Association
 - E. One copy to Board of Education

When the superintendent receives the teacher's memorandum he will record the teacher's decision on the original copy of the Teacher Grievance Form and ask the teacher to sign it. The superintendent will forward the original copy of the Teacher Grievance Form to the Board of Education.

- VI. If the teacher decides to appeal the superintendent's decision to the Board of Education, the Board of Education will record its decision, and reasons for it, on the original copy of the Teacher Grievance Form (See Section II-E of Article II) and shall prepare a memorandum of this decision in five copies to be distributed as follows:

- A. Original to the teacher
- B. One copy to be retained by the Board of Education
- C. One copy to the principal
- D. One copy to the Cliffside Park Education Association
- E. One copy to the superintendent

- VII. When the teacher decides to accept or appeal the decision of the Board of Education and requests a fact-finder (See Section II-F of Article II) he will prepare a memorandum reporting his action in five copies distributed as follows:

- A. Original copy to the Board of Education
- B. One copy retained by the teacher
- C. One copy to principal

Procedures in Processing Teacher Grievance Forms - continued

- D. One copy to the Cliffside Park Education Association
- E. One copy to the superintendent

When the Board of Education receives the teacher's decision it will record the teacher's decision on the original copy of the Teacher Grievance Form and request the teacher to sign it.

- VIII. When the grievance is referred to the fact-finder, the Board of Education will record on the original copy of the Teacher Grievance Form the date of referral. A copy of the fact-finder's report shall be attached to the original copy of the Teacher Grievance Form and one copy of the report shall be given to the grievant.
- IX. Whenever a formal grievance is settled at any point below the Board of Education, the original copy of the grievance form shall be forwarded to the Board of Education through channels.
- X. All grievance forms and memoranda shall be kept in a separate grievance file folder in each building marked "Teacher Grievance File."