

AGREEMENT

BETWEEN THE

HANOVER TOWNSHIP BOARD OF EDUCATION

and the

HANOVER TOWNSHIP EDUCATION ASSOCIATION

For the Years

JULY 1, 2002 to JUNE 30, 2005

ARTICLE I

RECOGNITION

A. The Board hereby recognizes the Hanover Township Education Association as the exclusive and sole representative for collective negotiation under Chapter 123, Laws of 1974, concerning the terms and conditions of employment for all certified and support staff personnel whether under contract or on leave.

1. Including and limited exclusively to the following classes of contracted certificated teaching staff members:

Teachers
Nurses
Guidance Counselors
Social Workers
Librarians

Speech/Language Specialists
Learning Disabilities Teacher-Consultants
Psychologists

2. Including and limited exclusively to the following full-time and regular part-time personnel:

Custodians I
Custodians II
Maintenance Personnel
Secretarial Personnel (Except Executive Secretary to the Superintendent of Schools, Secretary to the Superintendent of Schools, Secretary to the Business Administrator/Board Secretary; Payroll/Benefits Specialist)
Bus Drivers/Van Drivers
School Aides
Courier/Bus Driver
Secretary/Bus Driver
Bus Mechanic
Excluding all others

- B.
 - 1. Unless otherwise indicated, the term "teachers" when used hereafter in this Agreement shall refer to all professional employees represented by the Association in the negotiating unit as above defined.
 - 2. The term "employee" shall encompass both certificated and support staff members of the bargaining unit and references to male teachers/employees shall include female teachers/employees.
- C. Hanover Township Education Association shall be referred to as the "Association."
- D. The Hanover Township Board of Education is a body corporate charged with the statutory responsibility of conducting the public schools existing within the Hanover Township School District, hereafter referred to as the "Board."

ARTICLE II

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of 1974, and any amendment thereof, in a good faith effort to reach agreement on matters concerning the terms and conditions of employment. An organizational meeting shall take place prior to January 1st of the school year preceding the school year in which this Agreement expires. Any agreement so negotiated shall be subject to ratification by the Board and the Association.
- B. The Board shall make available to the Negotiating Team of the Association for inspection all pertinent records, data and information normally available to citizens of Hanover Township.
- C. This Agreement and any amendments shall not be modified in whole or in part by the parties, except by an instrument in writing, duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definition

1. Grievance. A grievance is an appeal of a specific:
 - a. Interpretation, application or violation of Board policy;
 - b. Interpretation, application or violation of an Agreement provision;
 - c. Administrative decision.

B. Conditions

1. The grievance procedure must be initiated within twenty (20) school days of the occurrence of the incident.
2. Both parties shall strictly adhere to the specified time limits at each step of this procedure. Time limits specified herein shall be strictly adhered to by both parties, except that suspension of a grievance during the summer months shall occur if both sides agree in writing. Such agreement shall be in writing and signed by both parties.
3. Failure to appeal to the next level within the time specified shall bar further appeal with respect to the particular grievance then under consideration. Failure to respond to the aggrieved party within the specified time shall constitute a right of appeal to the next level.
4. All deadlines provided in these procedures may be extended only by mutual written agreement of the Board and the Association.

5. In the event that a grievance is filed at such time that it cannot be processed through all the steps in the grievance procedure by the end of the school year it is agreed by the Board and the Association that both parties will work in good faith to resolve the matter expeditiously, by reducing the time factors involved.
6. Either party may be represented by a representative of his own choosing. A representative of the Association shall be present at all levels of the grievance, and shall have the right to state the Association's views.
7. The term "grievance" shall not apply to any matter for which:
 - a. A method of review is prescribed by law or State Board ruling; or wherein
 - b. The Board of Education is without authority to act; or wherein
 - c. A complaint relates to the non-renewal or termination on notice of a non-tenure employee's contract.
8. The Association and the representative of the grievant shall, upon demand, be provided with copies of all applicable grievance forms and decisions undertaken in the course of the grievance, at the cost of reproduction.

C. Procedure

1. Level 1.

An aggrieved party shall submit the grievance on Grievance Form 1 to the Building Principal, or other immediate supervisor where appropriate, within twenty (20) school days of the occurrence of the incident. Within five (5) school days of the receipt of the written form from the aggrieved party, the Building Principal, his representative, or other immediate supervisor shall submit his written response to the aggrieved party.

If a grievance affects a group or class of teachers or other employees in more than one building, or an employee who is not primarily assigned to one (1) building, the group or the individual, and/or the Association may submit such a grievance on Grievance Appeal Form 2 to the Superintendent directly, with copies to the Principals/Supervisors, and the processing of such a grievance shall be commenced at Level 2. Prior discussion with the Principals/Supervisors of the school(s) involved is encouraged.

2. Level 2.

If the aggrieved party is not satisfied with the disposition of the grievance at Level 1, he must within five (5) school days of the receipt of the Level 1 response, file the grievance on Grievance Appeal Form 2 set forth herein with the Superintendent of Schools. The Superintendent shall, within seven (7) school days, afford the aggrieved party an opportunity to present the grievance. The Superintendent shall render a decision on the grievance within seventeen (17) school days after the grievance has been filed at Level 2. The decision shall be in writing. (One copy to the aggrieved party, one copy to the Association, and one copy to the Principal/Supervisor.)

3. Level 3.

If the aggrieved party is dissatisfied with the decision of the Superintendent, he must, within five (5) school days, file Grievance Appeal Form 3 with the Secretary of the Board of Education. The Board of Education shall afford the aggrieved party an opportunity to present the grievance to the Board at a conference meeting or a committee of the Board within twenty (20) school days of the filing of the grievance with the Board Secretary. The Board shall render a decision in writing to the aggrieved party, with copies to the Association, Superintendent and Principal/Supervisor, within five (5) school days after the hearing.

4. Level 4.

Those grievances arising from an action of the Board of Education or the Superintendent of Schools shall be initiated at the level of the grievance procedure at which the earliest resolution is possible. For the purpose of this article said level shall be the level at which the decision being grieved was initially made.

D. Arbitration Procedure

1. If the aggrieved party is dissatisfied with the Board's decision, the Association shall decide whether or not to pursue the grievance on the aggrieved party's behalf and shall file for arbitration with the Public Employment Relations Commission (PERC) and simultaneously notify the Secretary of the Board of Education to that effect within fifteen (15) school days of receipt of the Board of Education's decision. No hearing shall be held sooner than ten (10) school days after the Board has received notification. Both parties to this Agreement agree to advisory arbitration for grievances arising under Sections A (1)(a) and (c). Costs are to be shared equally by the Board and the Association.
2. Grievances arising under Section A(1)(b) shall be subject to final and binding arbitration in accordance with the procedure outlined in paragraph (1) above. The jurisdiction and authority of the arbitrator shall be confined exclusively to the terms of this Agreement. He shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement, or impose on either party hereto a limitation or obligation not explicitly provided for in this Agreement. Costs are to be shared equally by the Board and the Association.

GRIEVANCE APPEAL FORM (LEVEL 1)

1. a) Name of aggrieved party:
 b) Building Assignment:
 c) Date of Submission:
 d) Name of Association Representative:

2. State precisely the policy, agreement provision or administrative decision which is the subject of your appeal.

3. State in detail the reason for your dissatisfaction with the interpretation, application or violation of policy, agreement provision, or administrative decision which you are appealing.

 (Note: State date and time of incident.)

4. State what you consider to be a fair and equitable disposition.

Signature of Aggrieved Party

GRIEVANCE APPEAL FORM (LEVEL 2)

1. a) Name of aggrieved party:
 b) Building Assignment:
 c) Date of Submission:

2. Attach to this form a copy of your original Grievance Appeal Level 1 and a copy of the Principal's/Immediate Supervisor's decision.

3. State in detail your reasons for your dissatisfaction with the decision of the Principal/Immediate Supervisor.

Signature of Aggrieved Party

GRIEVANCE APPEAL FORM (LEVEL 3)

1. a) Name of aggrieved party:
 b) Building Assignment:
 c) Date of Submission:
 d) Name of Association Representative:

2. Attach to this form a copy of your original Grievance Appeal Level 2 and a copy of the Superintendent's decision.

3. State in detail your reasons for your dissatisfaction with the decision of the superintendent.

Signature of Aggrieved Party

GRIEVANCE APPEAL FORM (LEVEL 4)

1. a) Name of aggrieved party:
 b) Building Assignment:
 c) Date of Submission:
 d) Name of Association Representative:

2. State precisely the policy, agreement provision or administrative decision which is the subject of your appeal.

3. State in detail the reason for your dissatisfaction with the interpretation, application or violation of policy, agreement provision, or administrative decision which you are appealing.

 (Note: State date and time of incident.)

4. State what you consider to be a fair and equitable disposition.

Signature of Aggrieved Party

ARTICLE IV

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Association shall have the right of using school facilities, equipment and services subject to prior approval of the Superintendent or his designee. The costs of materials and supplies used shall be borne by the Association.
- B. The Association shall have the right of using the interschool mail facilities and school mailboxes.
- C. Once a year, no later than September 30, the Association will be given copies of all employees' schedules for informational purposes only. Updated changes of all schedules shall be provided to the Association within a reasonable time after they occur.
- D. Whenever grievance procedures, negotiations, PERC hearings, or court appearances are required by the Board, PERC, the court, or by the Association and mutually agreed upon by the Superintendent, whose decision shall not be arbitrary, necessitate for any representative(s) of the Association or any teacher/employee to be present during working hours, no loss of pay or personal days will be incurred.
- E. When the Superintendent is going to submit a recommendation to the Board of Education on any matter which will adversely affect that employee's salary, increments and/or position of employment, such employee shall be afforded written notice including reasons at least five (5) school days prior to such submission to the Board of Education during which time the employee may request in writing and shall be granted an opportunity to meet with the Superintendent. Said employee shall, if he wishes, be accompanied by a representative of the

Association.

- F. When any employee is required to appear before the Board of Education or a committee thereof, on any matter adversely affecting his salary, increments and/or position, written notice including reasons shall be given him at least five (5) school days before the meeting, and he shall, if he wishes, be accompanied by a representative of the Association.
- G. Teachers who have been employed continuously since the preceding September 30th shall be notified of their contract and salary status according to State law, by May 15.
- H. Non-tenure teachers will notify the Board of their acceptance or non-acceptance of contract offers for the succeeding year according to State law.
- I. Teachers shall have the right of representation provided under N.J.S.A. 18A:25-7.
- J. The Board will provide the Association with an updated Board Policy Handbook and District Teacher's Handbook, and advise the Association of all changes in these documents.
- K. All vacancies which may arise within the district shall be posted in each building's main office, transportation office, and maintenance/custodial shop areas and by written notification to the President of the Association. All postings shall be for a minimum period of five (5) work days.
- L. The Board may provide in-service professional improvement programs which shall be planned cooperatively by a district-wide in-service committee to meet the priorities of the school district. The committee will recommend in-service programs to the Superintendent for his consideration.

- M. If requested, secretaries shall be granted release time to attend the annual convention of the New Jersey Education Association and shall suffer no loss of pay or personal leave. Such leave shall be utilized and certified in accordance with statute (18A:31-2).
- N. The Association recognizes its responsibility to abide by all provisions of this Agreement, Board Policies to the extent that they are not in conflict with the terms and conditions of this Agreement, and the law.

ARTICLE V

TEACHING HOURS AND PROFESSIONAL DUTIES

- A. 1. Effective July 1, 1999, there shall be 184 teacher work days, comprised of 182 pupil contact days and 2 in-service days.
- 2. The middle school teacher instructional day shall be six hours and forty minutes long, exclusive of the additional time requirements set forth in C.1., below.
- 3. The elementary school teacher instructional day shall be six hours and twenty minutes long, exclusive of the additional time requirements set forth in C.1., below.
- B. Teachers shall indicate their presence for duty by placing their written initials in the appropriate column of the faculty "in-out" roster.
- C. 1. Teachers will arrive at their respective assignments at least fifteen (15) minutes before the official school day begins, and may leave their respective assignments fifteen (15) minutes after the close of the school day, except when their presence is required to perform the professional duties listed in number 2 below.
- 2. As part of their professional duties teachers shall be required to participate in the following:
 - a. Building, departmental meetings, workshops or other professional meetings, scheduled after the close of the regular school day, not to exceed one (1) hour in length.
 - b. Meetings, whenever necessary, with parents of their students, as well as with special services personnel and administrative personnel concerning the welfare of their students. Such meetings shall be arranged at mutually

convenient times.

- c. Completing field trips that extend beyond the regular work day.
- d. Assisting or disciplining students when necessary.
- e. Teachers are required to attend a maximum of four (4) night functions (i.e., back-to-school night, fall and spring conferences, curriculum presentations to the Board by curriculum committee members).
- f. Extra-compensation per evening shall be paid after the four (4) night maximum is reached, as follows:

2002/03 - \$25.00

2003/04 - \$27.50

2004/05 - \$30.00

D. 1. Preparation Periods

- a. All teachers will receive at least one (1) continuous and uninterrupted preparation period per day equal to one (1) academic period of regular length.
Note: the length of periods may differ between the elementary and middle schools.
- b. The above provision shall not apply to guidance counselors, psychologists, LDT-C'S, social worker, and nurses who shall be governed by past practice for scheduling of preparation periods.

2. The schedules of teachers who are assigned to more than one (1) school shall be arranged so that adequate travel time is available. Travel time shall not diminish a teacher's preparation or lunch time.
 3. Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed for travel at the rate established for business travel by the U.S. Internal Revenue Service. The rate in effect on each September 1 shall be applied to all employees. Such reimbursement shall not include commutation to and from work.
 4. Teachers shall work a full school day on the day of "Back-to-School Night."
- E. Provision will be made for at least a 45 minute continuous and uninterrupted duty-free lunch period for all teachers.
- F. The principal may require teachers to be on duty during lunch periods, preparation periods, and other unassigned periods or whenever he determines that it is necessary for the safety and welfare of the students.
- G. Effective September 1, 1995, Kindergarten teachers shall be considered to be .71 FTE.
- H. Part-time Teachers
1. The Board will compensate part-time teachers solely for their participation in the following activities:
 - a. Any meeting or workshop scheduled on a day on which the teacher does not work;
 - b. Kindergarten orientation in which direct pupil contact is involved;
 - c. Bedside tutoring; and

- d. Required evening meetings in excess of four per school year that will be compensated for the entire evening in accordance with Article V (C) (f) of the Agreement.
2. Part-time teachers shall participate without compensation in all other activities not expressly enumerated in paragraph one, including but not necessarily limited to: child study team meetings, grade level meetings, in-service, curriculum workshops, task force meetings, building level meetings, etc.
3. When a part-time teacher's work hours are not contiguous to a scheduled after school meeting, the part-time teacher will be compensated at the regular hourly rate, prorated for the time period between the end of the teacher's work day and the commencement of the aforesaid meeting ("down-time"). There shall be no compensation for the time spent in the actual activity. The Board may assign part-time teachers work, including pupil contact activities, during this down-time. A paid lunch not in excess of 45 minutes shall be included in the compensated down-time.

ARTICLE VI

TEACHER ADMINISTRATOR COUNCILS

The purpose of the Teacher-Administrator Councils shall be to promote communications between Administrators and teachers by the discussion of issues affecting individual schools.

1. Membership, K-5:

- a. Three (3) elected members from the teaching staff assigned to the building.
- b. The Principal of the building.
- c. Any person within the school system whose specialized knowledge may be of value to the discussion may be invited.

2. Membership, Memorial Junior School:

- a. An elected ten percent (10%) of the teachers assigned to that building.
- b. The Principal of the school.
- c. Any person within the school system whose specialized knowledge may be of value to the discussion may be invited.

3. Meetings:

- a. Monthly meetings shall be scheduled throughout the school year. Meetings may be cancelled by the mutual consent of all parties.
- b. The HTEA President and the Superintendent shall be notified in writing of the monthly scheduled meeting dates or their cancellation.

4. Procedures:

- a. Members of the Council shall propose, examine and discuss fully various courses of action with the intention of arriving at a consensus.

- b. The Principal has the responsibility to make all decisions. The Principal shall present to the Council the reasons for his decision whenever a consensus has not been reached.
 - c. The teaching staff elected to this council shall report agenda and decisions reached to the staff members at a general meeting.
 - d. The Principal may discuss any decision made at a staff meeting if he deems it appropriate.
5. September and February district meetings shall be held with the Superintendent, Principals, HTEA President and Vice President, and building representatives to review guidelines of the Teacher-Administrator Councils.

ARTICLE VII

SALARIES

Teachers' Salaries

- A.
 - 1. Salary schedules for all personnel covered under this contract are set forth on wage schedules included in this Agreement and in Article XIV, below.
 - 2. Extra-compensation rates for the school years 2002-03; 2003-04 and 2004-05 are set forth on the schedules annexed hereto and made a part hereof.
- B.
 - 1. Teachers employed on a ten (10) month basis shall be paid twenty (20) equal semi-monthly installments on the fifteenth (15th) and on the thirtieth (30th) of each month, unless they elect a 12-month salary payout, in which case they shall be paid in appropriately reduced semi-monthly installments on the fifteenth (15th) and the thirtieth (30th) of each month, subject to law. The School Business Administrator

shall promulgate administrative procedures for all employees regarding the election process in a timely fashion..

2. Teachers employed on an eleven (11) month basis (on a contract called "twelve (12) months") shall be paid twenty-four (24) equal semi-monthly installments on the fifteenth (15th) and on the thirtieth (30th) of each month.
- C.
1. Employees may individually elect to have a designated portion of their monthly salary deducted from their pay checks. These funds shall be deposited with the TRI-CO Federal Credit Union of Morristown, New Jersey, by the fifth business day of the month following the distribution of the first payroll check in which the money was earned.
 2. Present ten-month employees are to notify the payroll office of the Board of Education by June 15th of each year of the intention to:
 - a. Enroll in this program.
 - b. Discontinue their TRI-CO deduction.
 3. Employees may change the amount of the deduction a maximum of four (4) times per year, provided that thirty-five (35) days notice is given to the Board to effect the change.
- D.
1. When a pay day falls on or during a school holiday, vacation, weekend, or legal holiday, (see Appendix A) employees shall receive their pay checks on the last previous working day.
 2. All contracted employees shall receive their second June payroll check on the last working day for teaching staff members.

- E.
 - 1. If a teacher receives satisfactory ratings for a period of two (2) years from the date of the withholding of a salary increment, he shall be restored to his proper place on the salary guide in the next school year.
 - 2. If the proposed withholding of any teacher's salary increment occurs less than sixty (60) days prior to April 15th, the teacher shall be required to waive notification of salary as indicated elsewhere in this Agreement. No salary notification in this instance shall occur later than August 15th.
- F. Part-time teachers shall be paid a pro-rata portion of the regular teacher's guide according to the following formula:
 - 1. Number of daily hours worked, divided by 6.58, times place on Teacher's Guide; or
 - 2. Number of weekly hours worked, divided by 32.9, times place on Teacher's Guide.

Staff Salaries

- A. Salaries for the year(s) 2002-03, 2003-04 and 2004-05 agreed upon by the Board and the Association are set forth in the attached schedules as listed.
 - Schedule A: Secretarial personnel
 - Schedule B: Custodian I and II, and Maintenance Personnel
 - Schedule C: School Aides
 - Schedule CB: Courier
 - Schedule D: Bus Drivers
 - Schedule E: Bus Driver/Secretary
 - Schedule F: Teachers
- B. Employees' contracts shall specify the number of hours to be worked daily.

C. Withholding of Increment

1. It shall be the duty of the Board of Education to give, within ten (10) days following their action to withhold increment, written notice of action, together with statement of the reasons, to the employee concerned.
2. It shall not be mandatory upon the Board of Education to pay any such denied increment in any future year as an adjustment increment.

SCHEDULE "A"

HANOVER TOWNSHIP BOARD OF EDUCATION

Salary Guides for Hanover Secretaries

2002 - 2003

YEAR 1
2002-03

Salary Guide

Step	12 Month	10 Month (.72 FTE)
1	21,761	15,668
2	22,261	16,028
3	22,761	16,388
4	23,261	16,748
5	23,761	17,108
6	24,897	17,926
7	25,910	18,655
8	27,155	19,552
9	28,647	20,626
10	29,729	21,405
11	31,324	22,553
12	32,590	23,465
13	34,615	24,923
14	36,670	26,402
15	38,009	27,366
16	40,408	29,094
	500	250

HANOVER TOWNSHIP BOARD OF EDUCATION

Salary Guides for Hanover Secretaries

2003 - 2004

YEAR 2
2003-04

Salary Guide

Step	12 Month	10 Month (.72 FTE)
1	22,897	16,486
2	23,397	16,846
3	23,897	17,206
4	24,397	17,566
5	24,897	17,926
6	25,397	18,286
7	26,410	19,015
8	27,655	19,912
9	29,147	20,986
10	30,229	21,765
11	31,824	22,913
12	33,090	23,825
13	35,115	25,283
14	37,170	26,762
15	38,509	27,726
16	41,033	29,544
	500	250

HANOVER TOWNSHIP BOARD OF EDUCATION

Salary Guides for Hanover Secretaries

2004 - 2005

YEAR 3
2004-05

Salary Guide

Step	12 Month	10 Month (.72 FTE)
1	25,125	18,090
2	25,625	18,450
3	26,125	18,810
4	26,625	19,170
5	27,125	19,530
6	27,625	19,890
7	28,125	20,250
8	28,625	20,610
9	30,117	21,684
10	31,199	22,463
11	32,794	23,612
12	34,060	24,523
13	36,085	25,981
14	38,140	27,461
15	39,479	28,425
16	42,133	30,336
	500	250

Salary Guides for Hanover Secretaries

1. Full-time secretaries are employed 7-½ hours daily with vacations according to Article XII.
2. Part-time secretaries are employed for 6-½ hours daily for 207 days and do not report for work on school holidays.
3. For work performed beyond the hours set forth in paragraph 1 above, full-time secretaries shall be paid at their regular hourly rate of pay for that contracted year.
4. Overtime pay for full-time secretaries at the rate of one and one-half (1-½) times the employee's regular hourly rate shall be paid for employees who have worked beyond forty (40) hours per week. The forty (40) hours worked may consist of a combination of approved sick day(s), designated holiday(s), day(s) worked and approved personal day(s).
5. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.
6. Part-time secretaries who perform overtime work between thirty-two and one-half (32-½) and forty (40) hours per week shall be paid at the straight time rate (same step) as the full time secretary. Part-time secretaries who perform overtime work in excess of forty (40) hours per week shall be paid at one and one-half (1-½) times the full-time secretary rate (same step).
7. Secretaries will not be required to work when school is closed due to inclement weather.
8. All secretaries will be placed on the single guide entitled "Full Time Twelve Months". Those secretaries working the full time schedule (1860 hours) shall receive the amount indicated on the guide. Part time secretaries working six and one-half (6-½) hours per day (1345.5 hours per year) shall be paid at the rate indicated on the guide. Secretaries working less than six and one-half (6-½) hours per day shall receive a proportionate salary of the secretary working six and one-half (6-½) hours.

SCHEDULE "B"

HANOVER TOWNSHIP BOARD OF EDUCATION

MAINTENANCE & CUSTODIAL PERSONNEL

SALARY GUIDE 2002 – 2003

**YEAR 1
2002-03**

Salary Guide

Step	Maint.	Maint. Asst.	Custodian I	Custodian II
1	27,820	25,379	18,365	17,872
2	29,553	26,705	19,435	18,542
3	31,142	28,156	20,503	19,239
4	32,729	29,676	21,573	20,752
5	34,462	31,197	22,641	22,265
6	36,194	32,994	23,836	23,916
7	37,300	33,915	24,542	25,568
8	38,407	34,933	25,550	26,942
9	39,562	36,175	26,558	28,317
10	40,553	38,854	27,566	29,830
11	41,806	40,124	29,177	31,206
12	43,057		30,125	31,372
13	44,310		31,013	
14	47,512		32,021	
15	49,344		33,743	
16			35,280	
17			36,537	

Everyone remains on the same step each year of the agreement.

Seniority				
Payment	550	400	400	300

HANOVER TOWNSHIP BOARD OF EDUCATION

MAINTENANCE & CUSTODIAL PERSONNEL

SALARY GUIDE 2003 – 2004

YEAR 2
2003-04

Salary Guide

Step	Maint.	Maint. Asst.	Custodian I	Custodian II
1	29,590	27,099	19,584	19,041
2	31,323	28,425	20,654	19,711
3	32,912	29,876	21,722	20,408
4	34,499	31,396	22,792	21,921
5	36,232	32,917	23,860	23,434
6	37,964	34,714	25,055	25,085
7	39,070	35,635	25,761	26,737
8	40,177	36,653	26,769	28,111
9	41,332	37,895	27,777	29,486
10	42,323	40,574	28,785	30,999
11	43,576	41,844	30,396	32,375
12	44,827		31,344	32,541
13	46,080		32,232	
14	49,282		33,240	
15	51,114		34,962	
16			36,499	
17			37,756	

Everyone remains on the same step each year of the agreement.

Seniority				
Payment	550	400	400	300

HANOVER TOWNSHIP BOARD OF EDUCATION

MAINTENANCE & CUSTODIAL PERSONNEL

SALARY GUIDE 2004 – 2005

**YEAR 3
2004-05**

Salary Guide

Step	Maint.	Maint. Asst.	Custodian I	Custodian II
1	31,435	28,884	20,851	20,268
2	33,168	30,210	21,921	20,938
3	34,757	31,661	22,989	21,635
4	36,344	33,181	24,059	23,148
5	38,077	34,702	25,127	24,661
6	39,809	36,499	26,322	26,312
7	40,915	37,420	27,028	27,964
8	42,022	38,438	28,036	29,338
9	43,177	39,680	29,044	30,713
10	44,168	42,359	30,052	32,226
11	45,421	43,629	31,663	33,602
12	46,672		32,611	33,768
13	47,925		33,499	
14	51,127		34,507	
15	52,959		36,229	
16			37,766	
17			39,023	

Everyone remains on the same step each year of the agreement.

Seniority Payment	550	400	400	300
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1. Employees shall work an eight (8) hour day for five (5) days per week. The total hours per week at regular pay shall be no more than forty (40).
2. Overtime pay at the rate of one and one-half (1-½) times the employee's regular hourly rate shall be paid for employees who have worked beyond forty (40) hours per week. The forty (40) hours worked may consist of a combination of approved sick day(s), designated holiday(s), day(s) worked and approved personal day(s).
3. All custodians (day and night employees) shall work a straight eight (8) hour day, which shall include their lunch period. They shall not leave the building during their lunch period. This shall apply only on days school is in session.
4. Any time an employee is called out for any reason or at any time, a minimum of two (2) hours pay at the applicable rate shall be paid.
5. A 10% differential of salary shall be added to the night employees' salary for the ten (10) months school is in session.
6. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.
7. An employee who is assigned to perform work which is regularly compensated on a higher salary guide for five or more consecutive work days, shall be paid at his step of the higher guide retroactive to the first day of such assignment.
8. It is mutually agreed by the Board and the Association that the extra-compensation position of Maintenance Foreman shall be compensated in the amount of \$5,500 per annum in 2002/03; \$6,000 in 2003/04, and \$6,500 in 2004/05.
9. Generally, overtime shall be established on a rotating basis, but the Board and Administrators retain discretion, depending upon needs.

MECHANICS HOURLY RATE ON GUIDE

Mechanics employed on a part-time basis will be paid hourly. The hourly rate will be computed using the step where they are placed on the Maintenance column of the Maintenance and Custodial Personnel Salary Guide, and by dividing the step by 2,080 hours.

SCHEDULE "C"

HANOVER TOWNSHIP BOARD OF EDUCATION

SCHOOL AIDS SALARY GUIDE 2002- 2003

YEAR 1
2002-03

Salary Guide

Step	Gen.	Lib & SpEd
1	9,687	10,463
2	9,987	10,763
3	10,496	11,183
4	10,902	11,722
5	11,236	12,163
6	11,811	12,606
7	12,278	13,025
8	12,991	13,564
9	13,704	14,104
10	14,417	15,090
11	15,130	16,076
12	15,843	17,062
13	16,556	18,048
14	17,269	19,037
15	17,883	

Seniority Payment	150	200
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+5% for special ed. aides

+20 % for ABA trained special ed. aides assigned to autistic children

HANOVER TOWNSHIP BOARD OF EDUCATION

SCHOOL AIDS SALARY GUIDE 2003- 2004

YEAR 2
2003-04

Salary Guide

Step	Gen.	Lib & SpEd
1	10,108	10,795
2	10,408	11,095
3	10,708	11,395
4	11,114	11,934
5	11,448	12,375
6	12,023	12,818
7	12,490	13,237
8	13,203	13,776
9	13,916	14,316
10	14,629	15,302
11	15,342	16,288
12	16,055	17,274
13	16,768	18,260
14	17,481	19,266
15	18,112	

Seniority		
Payment	150	200

+5% for special ed. aides

+20 % for ABA trained special ed. aides assigned to autistic children

HANOVER TOWNSHIP BOARD OF EDUCATION

SCHOOL AIDS SALARY GUIDE 2004- 2005

YEAR 3
2004-05

Salary Guide

Step	Gen.	Lib & SpEd
1	10,414	11,234
2	10,714	11,534
3	11,014	11,834
4	11,314	12,134
5	11,648	12,575
6	12,223	13,018
7	12,690	13,437
8	13,403	13,976
9	14,116	14,516
10	14,829	15,502
11	15,542	16,488
12	16,255	17,474
13	16,968	18,460
14	17,681	19,486
15	18,332	

Seniority		
Payment	150	200

+5% for special ed. aides

+20 % for ABA trained special ed. aides assigned to autistic children

1. Aides are employed for not more than six (6) hours per day when school is in session. They do not report for work on school holidays.
2. For work performed in the summer or beyond the regular school hours, aides shall be paid at their regular hourly rate of pay for the contract year beginning July 1.
3. Overtime pay, at the rate of one and one-half (1-½) times the employee's regular hourly rate, shall be paid for employees who have worked beyond forty (40) hours per week. The forty (40) hours worked may consist of a combination of approved sick day(s), designated holiday(s), day(s) worked and approved personal day(s).
4. Personnel contracted for less than the normal hours shown on the salary guides shall be paid at their regular hourly rate of pay.
5. Each employee assigned to path duty on school property shall be compensated at the rate of \$5.00 per assignment. There may be more than one assignment in any given day.
6. Special education aides shall conference with their primary teachers, as mutually determined.
7. Special education aides shall receive a daily duty free lunch of no less than thirty (30) minutes.

SCHEDULE "CB"

HANOVER TOWNSHIP BOARD OF EDUCATION

COURIER

SALARY GUIDE 2002 – 2003

YEAR 1
2002-03

Salary Guide

Step	Courier
1	16,955
2	17,955
3	18,955
4	19,955
5	20,955
6	21,955
7	22,955
8	23,955
9	24,955
10	25,955
11	26,955
12	27,955
13	28,955

HANOVER TOWNSHIP BOARD OF EDUCATION

COURIER

SALARY GUIDE 2003 – 2004

YEAR 2
2003-04

Salary Guide

Step	Courier
1	17,730
2	18,680
3	19,630
4	20,580
5	21,530
6	22,480
7	23,430
8	24,380
9	25,330
10	26,280
11	27,230
12	28,180
13	29,130

HANOVER TOWNSHIP BOARD OF EDUCATION

COURIER

SALARY GUIDE 2004 – 2005

YEAR 3
2004-05

Salary Guide

Step	Courier
1	19,554
2	20,454
3	21,354
4	22,254
5	23,154
6	24,054
7	24,954
8	25,854
9	26,754
10	27,654
11	28,554
12	29,454
13	30,354

SCHEDULE "D"

HANOVER TOWNSHIP BOARD OF EDUCATION

BUS DRIVERS SALARY GUIDE 2002 – 2003

YEAR 1

2002-03

Salary Guide

Step	SV	BD
1	12,988	11,852
2	13,443	12,646
3	13,900	13,441
4	14,380	14,235
5	14,814	15,030
6	15,269	15,824
7	15,726	16,618
8	16,183	17,413
9	16,638	18,207
10	17,095	19,002
11	17,552	19,796
12	18,007	20,589
13		21,163
14		23,428

Everyone remains on the same step each year of the agreement.

Seniority		
Payment	175	250

HANOVER TOWNSHIP BOARD OF EDUCATION

BUS DRIVERS SALARY GUIDE 2003 – 2004

YEAR 2
2003-04

Salary Guide

Step	SV	BD
1	13,782	12,646
2	14,237	13,440
3	14,694	14,235
4	15,174	15,029
5	15,608	15,824
6	16,063	16,618
7	16,520	17,412
8	16,977	18,207
9	17,432	19,001
10	17,889	19,796
11	18,346	20,590
12	18,801	21,383
13		21,957
14		24,222

Everyone remains on the same step each year of the agreement.

Seniority		
Payment	175	250

HANOVER TOWNSHIP BOARD OF EDUCATION

BUS DRIVERS SALARY GUIDE 2004 – 2005

**YEAR 3
2004-05**

Salary Guide

Step	SV	BD
1	14,608	13,472
2	15,063	14,266
3	15,520	15,061
4	16,000	15,855
5	16,434	16,650
6	16,889	17,444
7	17,346	18,238
8	17,803	19,033
9	18,258	19,827
10	18,715	20,622
11	19,172	21,416
12	19,627	22,209
13		22,783
14		25,048

Everyone remains on the same step each year of the agreement.

Seniority		
Payment	175	250

1. Small Vehicles drivers and bus drivers are employed for five (5) hours daily. They do not report for work on school holidays. When a driver is scheduled regularly to work a daily schedule in excess of five (5) hours, his/her contract shall be revised to reflect this and he/she shall be paid on a pro-rated basis to compensate for the additional time.
2. For work performed in the summer or beyond the regular school hours, drivers shall be paid at their regular hourly rate of pay for that contracted year.
3. Overtime pay, at the rate of one and one-half (1-1/2) times the employee's regular hourly rate, shall be paid to employees who have worked beyond forty (40) hours per week. The forty (40) hours worked may consist of a combination of approved sick day(s), designated holiday(s), day(s) worked and approved personal day(s).
4. Personnel contracted for less than the normal hours shown on the salary guides shall be paid

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at their regular hourly rate of pay.

5. Changes of a bus driver's route shall be made in writing at least 24 hours in advance of the change, except in emergency situations.
6. Drivers do not report for work on school holidays. However, if requested to do so, they shall be paid according to ARTICLE XXII.D.

SCHEDULE "E"
BUS DRIVER/SECRETARY
SALARY GUIDE

	2002 - 03	2003 - 04	2004 - 05
STEP 1	27,453	28,606	29,807
STEP 2	28,551	29,750	31,056
STEP 3	29,693	30,940	32,239

SCHEDULE "F"

HANOVER TOWNSHIP BOARD OF EDUCATION

TEACHER SALARY GUIDE 2002 - 2003

**YEAR 1
2002-03**

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	39,413	40,510	41,608	42,630	43,805	44,902	46,000
2	39,713	40,810	41,908	42,930	44,105	45,202	46,300
3	40,799	42,232	43,324	44,450	45,523	46,617	47,673
4	42,300	43,537	44,661	45,843	46,944	48,612	49,144
5	43,580	44,956	46,119	47,351	48,481	49,642	50,733
6	45,191	46,376	47,519	48,860	50,012	51,211	52,320
7	46,715	47,901	49,161	50,557	51,751	53,011	54,134
8	48,817	50,049	51,677	52,812	54,244	55,365	56,532
9	50,436	51,703	53,050	54,557	55,822	57,170	58,354
10	51,721	52,970	54,396	55,956	57,249	58,632	59,834
11	53,005	54,324	55,744	57,356	58,675	60,093	61,314
12	54,291	55,634	57,089	58,758	60,104	61,556	62,798
13	55,852	57,233	58,730	60,458	61,839	63,334	64,597
14	57,141	58,551	60,083	61,864	63,272	64,803	66,083
15	58,547	59,867	61,548	63,272	64,703	66,272	67,572
16	59,951	61,413	63,015	64,677	66,228	67,743	69,060
17	62,090	63,430	64,918	66,319	67,850	69,539	70,906
18	64,423	65,816	67,364	68,777	70,337	72,083	73,482
19	66,126	67,592	68,413	70,867	72,405	74,123	75,497
20	67,829	69,366	71,141	72,957	74,472	76,163	77,514
21	69,518	71,056	72,790	75,068	76,583	78,275	79,625
Seniority Payment	2,375	2,428	2,487	2,567	2,680	2,678	2,725

HANOVER TOWNSHIP BOARD OF EDUCATION

TEACHER SALARY GUIDE 2003 - 2004

**YEAR 2
2003-04**

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	41,324	42,757	43,849	44,975	46,048	47,142	48,198
2	41,624	43,057	44,149	45,275	46,348	47,442	48,498
3	41,924	43,357	44,449	45,575	46,648	47,742	48,798
4	43,425	44,662	45,786	46,968	48,069	49,737	50,269
5	44,705	46,081	47,244	48,476	49,606	50,767	51,858
6	46,316	47,501	48,644	49,985	51,137	52,336	53,445
7	47,840	49,026	50,286	51,682	52,876	54,136	55,259
8	49,942	51,174	52,802	53,937	55,369	56,490	57,657
9	51,561	52,828	54,175	55,682	56,947	58,295	59,479
10	52,846	54,095	55,521	57,081	58,374	59,757	60,959
11	54,130	55,449	56,869	58,481	59,800	61,218	62,439
12	55,416	56,759	58,214	59,883	61,229	62,681	63,923
13	56,977	58,358	59,855	61,583	62,964	64,459	65,722
14	58,266	59,676	61,208	62,989	64,397	65,928	67,208
15	59,672	60,992	62,673	64,397	65,828	67,397	68,697
16	61,076	62,538	64,140	65,802	67,353	68,868	70,185
17	63,215	64,555	66,043	67,444	68,975	70,664	72,031
18	65,548	66,941	68,489	69,902	71,462	73,208	74,607
19	67,251	68,717	69,538	71,992	73,530	75,248	76,622
20	68,954	70,491	72,266	74,082	75,597	77,288	78,639
21	70,643	72,181	73,915	76,193	77,708	79,400	80,750
Seniority Payment	2,375	2,428	2,487	2,567	2,620	2,678	2,725

HANOVER TOWNSHIP BOARD OF EDUCATION

TEACHER SALARY GUIDE 2004 - 2005

YEAR 3

2004-05

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	43,720	44,957	46,081	47,263	48,364	50,032	50,564
2	44,020	45,257	46,381	47,563	48,664	50,332	50,864
3	44,320	45,557	46,681	47,863	48,964	50,632	51,164
4	44,620	45,857	46,981	48,163	49,264	50,932	51,464
5	45,900	47,276	48,439	49,671	50,801	51,962	53,053
6	47,511	48,696	49,839	51,180	52,332	53,531	54,640
7	49,035	50,221	51,481	52,877	54,071	55,331	56,454
8	51,137	52,369	53,997	55,132	56,564	57,685	58,852
9	52,756	54,023	55,370	56,877	58,142	59,490	60,674
10	54,041	55,290	56,716	58,276	59,569	60,952	62,154
11	55,325	56,644	58,064	59,676	60,995	62,413	63,634
12	56,611	57,954	59,409	61,078	62,424	63,876	65,118
13	58,172	59,553	61,050	62,778	64,159	65,654	66,917
14	59,461	60,871	62,403	64,184	65,592	67,123	68,403
15	60,867	62,187	63,868	65,592	67,023	68,592	69,892
16	62,271	63,733	65,335	66,997	68,548	70,063	71,380
17	64,410	65,750	67,238	68,639	70,170	71,859	73,226
18	66,743	68,136	69,684	71,097	72,657	74,403	75,802
19	68,446	69,912	70,733	73,187	74,725	76,443	77,817
20	70,149	71,686	73,461	75,277	76,792	78,483	79,834
21	71,838	73,376	75,110	77,388	78,903	80,595	81,945
Seniority Payment	2,375	2,428	2,487	2,567	2,620	2,678	2,725

EXTRA COMPENSATION RATES (2002-05)

SPORTS:

Varsity	2002-03	2003-04	2004-05
Steps 1:	\$2,345	2,443	2,545
Step 2:	\$2,539	2,645	2,756
Step 3 & over	\$2,660	2,771	2,887
 Intramurals			
Steps 1:	1,787	1,844	1,903
Step 2:	1,935	1,997	2,060
Step 3 & over:	2,026	2,090	2,158

ACTIVITIES:

Cheerleading, Yearbook Advisors, Newspaper (1 Journalism, 1 Graphic)
Dramatics, Dramatics Assistant

Steps 1:	1,787	1,844	1,903
Step 2:	1,935	1,997	2,060
Step 3 & over	2,026	2,090	2,158

Team Leaders: 450 per team member to maximum of 5 members

Area Coordinators: 2,000 + 5 non-teaching periods per week.

Student Council Advisor: \$400

Teacher-in-Charge: \$750

Club Advisor: \$30.00 per hour

Path Duty: \$5 per assignment

ARTICLE VIII
PERSONAL LEAVES OF ABSENCES

- A. Personal leave at full pay shall be granted for the following reasons:
1. Up to five (5) non-consecutive days leave shall be granted to an employee for each death in the immediate family to attend funeral services and/or to handle personal business related to the death. Immediate family shall be considered to be father, mother, spouse, child, brother, sister, grandfather, grandmother, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, or any member of the immediate household excluding employees or tenants.
 2. Up to three (3) days shall be allowed for the President of the Association or an alternate he designates to attend conferences and conventions of the state and national affiliated organizations.
 3. Up to a total of three (3) days (non-cumulative) shall be allowed in any one (1) school year for the following reasons:
 - a. Serious illness in the immediate family. (Immediate family same as in 1.)
 - b. Recognition of religious holiday.
 - c. Court appearance.
 - d. Marriage of the employee or marriage in the immediate family.
 - e. College graduation of employee or a member of his immediate family.
 - f. Any other emergency or urgent reason not included in a through e above, if approved by the Superintendent.

4. Up to a total of two (2) days (non-cumulative) may be allowed in any one (1) school year for any personal business, emergency or urgent reason not included in 3a-e above, if approved in advance by the Superintendent. The Superintendent may waive advance notice.
 5. If neither day under 4 above is used in a given year, they will then accumulate without limit and may be used in subsequent years only as excess sick leave to be taken after all regular sick leave has been used.
- B. The Superintendent shall be notified, via the immediate supervisor, a minimum of one (1) day in advance when personal leave is to be granted under A2, and A3b, c, d and e. The Superintendent may waive advance notice.
 - C. For proper payroll accounting, audit and employee protection, every absence granted under Article IX, leave for a half day, full day or more, must be accounted for in writing and reported to the Superintendent. Such reasons as they apply to A4 of this Article shall be given as "death, personal or legal."
 - D. For each day leave is taken in excess of the amount specified in paragraphs A or B above, 1/200th part of the teachers salary and one (1) day's pay based upon the employee's hourly rate for non-certificated employees, shall be deducted from his/her salary.
 - E. Upon recommendation of the immediate supervisor to the Superintendent, and subject to Board approval, except in an emergency, in which case the Superintendent may exercise discretion, as warranted, non-cumulative leave without pay of up to five (5) days per year may be granted. (Reference: Article X, paragraph H).
 - F. For each day an employee is required to be absent to serve on a jury, he shall be paid the

difference between his contract salary and the amount received for his service as a juror.

G. Any requests for leave shall be submitted to the Superintendent as far in advance as possible.

ARTICLE IX

SICK LEAVE

Teachers

- A. Ten (10) school days a year shall be granted to all personnel working on a 10-month contract for personal illness, provided that such personnel were continuously employed from the beginning of the school year. A pro-rated number of paid sick days shall be granted to personnel not employed at the beginning of the school year, on the basis of one (1) sick day for each month employed during the 10-month school year. All unused sick leave shall be cumulative without limit.
- B. Eleven (11) school days a year shall be granted to all personnel working on an 11-month basis (on a contract called twelve (12) months) for personal illness, provided that such employee was continuously employed from the beginning of the school year. A pro-rata number of days shall be granted to personnel not employed at the beginning of the school year on the basis of one (1) sick day for each month employed during the 11-month period. All unused sick leave shall be cumulative without limit.
- C. Employees shall be given a written accounting of accumulated sick leave days, no later than September 30 of each school year.

Non-Certificated

- A. A total number of days equivalent to the number of months on contract shall be granted to employees for personal illness, and unused sick leave shall be cumulative without limit.
- B. Employees shall be given a written accounting of accumulated sick leave days no later than September 30 of each school year.

ARTICLE X

LEAVES OF ABSENCE WITHOUT PAY

- A. The Board agrees that up to two (2) staff members with more than three (3) years of experience in the District, designated by the Association shall, upon request, be granted a leave of absence for up to one (1) year for the purpose of engaging in activities of the Association or its affiliates.

- B. A leave of absence of up to two (2) years may be granted to any tenured teacher who joins the Peace Corps, Vista, National Teachers Corps, or serves as an exchange teacher or overseas teacher and is a full-time participant in any such program or accepts a Fullbright Scholarship. Upon return from leave granted pursuant to this paragraph, a tenured teacher shall be considered as if he were actively employed by the Board during the leave period, and shall be placed on the salary schedule at the level he would have achieved if he had not been absent.

- C. The Board shall grant a medical leave of absence without pay for illness or disability (including maternity) subject to the following:
 - 1. A leave shall commence upon formal Board approval, except in an emergency, in which case the Superintendent may exercise discretion, as warranted, following receipt of written notice of illness or disability by the Board. When medically possible, advance notice of no less than sixty (60) calendar days shall be given.

 - 2. A leave of up to one (1) calendar year shall be granted to any tenured employee. Non-tenured employees may receive a leave not to exceed the remainder of the school year (June 30th). Reemployment shall not be denied solely because of the

granting of a medical leave of absence.

3. Notice of not less than ninety (90) days, when possible, of an intent to return to work must be given, in writing, to the Board.
 4. Upon the request of the Board, an employee shall supply satisfactory medical certification of fitness for duty.
 5. The foregoing is not intended to affect utilization of unused sick leave.
- D. Other leaves of absence may be granted by the Board upon application.
- E. All benefits to which an employee was entitled at the time his leave of absence commenced, including unused accumulated sick leave, credits toward sabbatical eligibility, and advancement on the salary guide, shall be restored to him upon his return. However, an employee on leave (except as provided under paragraph B) shall not accumulate any sick leave, sabbatical or other credits during his leave period. A non-tenure employee on extended leave shall not have the time applied to his probationary period.
- F. All applications or granting of extension of or renewal of leaves shall be in writing, and must be subject to approval by the Board of Education. All leaves, with the exception of medical leave, shall be requested on or before February, and be acted upon no later than May 1st.
- G. The Board shall grant child-rearing leave without pay to any employee immediately following maternity leave or adoption of a minor child, subject to the following provisions:
1. Child-rearing leave shall be granted to any tenured employee for a minimum of five (5) months and maximum of one (1) year, provided the return date to duty is either February 1st or September 1st.
 2. For non-tenured employees, such leave shall be for a minimum of five (5) months,

but shall not exceed the end of the school year.

3. Notice of not less than ninety (90) days, when possible, of an intent to return to work must be given, in writing, to the Board.

H. Upon the recommendation of the immediate supervisor and approval of the Superintendent and approval by the Board, except in an emergency, in which case the Superintendent may exercise discretion, as warranted, non-cumulative leave without pay of up to five (5) days per year may be granted. (Reference: Article VIII, Paragraph E).

ARTICLE XI

PROFESSIONAL DEVELOPMENT

The Board shall allocate \$250 per professional development day, to be used subject to the Superintendent's discretion.

ARTICLE XII

INSURANCE PROTECTION

A. The Board shall provide the health care insurance protection, including hospitalization, medical-surgical and major-medical, prescription, vision, and dental designated below for all eligible full-time employees. Effective July 1, 2002, full-time shall mean employment for at least 20 hours per week. All personnel employed prior to July 1, 2002 shall be grandfathered from this provision..

1. The Board shall pay 100% of the cost of premiums for full family health insurance provided under the New Jersey State Health Benefits Plan (NJSHBP).
2. Prescription coverage shall be afforded through the major medical provisions of the NJSHBP.
3. Vision Care Insurance - with benefits not less than those set forth in Appendix B, annexed to this Agreement;
4. Dental Insurance - with benefits not less than those provided under the Delta Dental Plan during the 1998-99 school year, except that the prior financial cap (\$87,500) shall be eliminated;
5. The Board shall provide employees an Employee Assistance Program which shall cost a one-time initial group enrollment fee of approximately \$500 and a fee of approximately \$24 per employee per year.
6. For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage

for the full twelve (12) month period commencing September 1st and ending August 31st. When necessary, payment of premiums on behalf of the employee shall be made prospectively to assure uninterrupted participation and coverage.

- B. The insurer shall provide for continuance of health care insurance at the retiree's expense after retirement on the terms detailed in the master policies and contracts. Payment for this coverage shall be made by the retiree directly to the insurance carrier to insure no loss of benefits and to maintain retirees group rate coverage.
- C. The Board shall provide to each employee, upon request, copies of the health care insurance policies covered under this Article.
- D. The Association shall have the opportunity to meet with the appropriate carriers and/or brokers for informational purposes, prior to any unilateral change in insurance carriers by the Board.
- E. Employee Opt-out Provision. All employees shall have the option of opting out of any component of the Board-provided dental and/or vision insurance plan in return for a cash payment, the amount of which shall be determined annually by the Board.¹ To the extent permitted by each respective insurance carrier, any employee who has opted out may be permitted to opt back in during the year in the event of a significant change in personal circumstances (i.e., marriage, birth, death, etc.) that would justify the change. The Board shall comply with any applicable IRS regulations concerning Section 125 of the IRS code.

¹ During the life of this agreement, the annual rate of remuneration for employees who opt out shall be as follows:

\$100/yr for dental insurance
\$ 50/yr for vision insurance

ARTICLE XIII

PERSONNEL FILES

- A. An employee shall have the right, upon request, to review the contents of his personnel file and to receive copies, at actual cost to be determined by the Business Administrator, of any documents (other than pre-employment documents) contained therein. An employee shall be entitled to have representative(s) of the Association accompany him during such review. At least once every two years an employee shall have the right to indicate those documents in his file which he believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his designee and if, in the opinion of the Superintendent they are obsolete or otherwise inappropriate to retain, they shall be destroyed.
- B. Disputes over administrative decision involving retention of disciplinary documents or letters from parents may be processed through the grievance procedure, commencing at Level Two.
- C. No material derogatory to an employee's conduct, service, character or personality (other than pre-employment materials) shall be placed in his file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such materials and his answer shall be reviewed by the superintendent or his designee and attached to the file copy.

ARTICLE XIV

SUMMER SCHOOL AND SUMMER WORK

- A. All openings for positions in the summer school shall be posted as they become known and applications shall be provided for employment.
- B. The Board shall maintain the right to employ as summer school teachers persons who are not regularly employed by the district during the school year. Compensation for such individuals shall be at the rate mutually agreed upon by the individual and the Board, not to exceed the compensation paid to Hanover Township teachers.
- C. Salary rates for positions in the summer school are listed below:

Summer School Hourly Rates	
2002- 03	\$44/hr
2003-04	\$46/hr
2004-05	\$48/hr

- D. During the last week of summer school, one preparation period of 60 minutes shall be provided for each subject taught for every teaching staff member who must write individual student progress reports and evaluate testing data.
- E. Paychecks shall be issued midway and on the last day of summer school.
- F. Summer work which is not in the summer school but is directly related to work performed during the school year shall be paid in accordance with rates contained in paragraph c above.
- G. Curriculum work performed during the summer shall be compensated at the hourly rates listed below:

Curriculum Work Hourly Rates	
2002-03	\$36/hr

2003-04	\$38/hr
2004-05	\$39/hr

ARTICLE XV

DEDUCTION OF DUES AND AGENCY FEES

- A. 1. The Board agrees to deduct from the salaries of its employees dues for the Hanover Township Education Association, the Morris County Council of Education Associations, the New Jersey Education Association, and the National Education Association, as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, P.L. 1969, (N.J.S.A. 52:14-15.9(e)) 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 New Jersey Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association Treasurer shall disburse said monies to the appropriate Association or Associations. Employee authorization shall be in writing in the form set forth below:

AUTHORIZATION TO

DEDUCT ASSOCIATION MEMBERSHIP DUES

NAME	SOC. SEC.
SCHOOL BUILDING	DISTRICT
TO: DISBURSING OFFICER	
HANOVER TOWNSHIP BOARD	
OF EDUCATION	

I hereby request and authorize the Disbursing Officer of the above school district to deduct from my earnings until notified of termination, an amount required for current membership dues and such amount as may be required for dues in each subsequent

year, all as certified by said organizations; such amounts to be paid to such persons as may from time to time be designated by the local association. This authorization may be terminated only by prior written notice from me effective January 1st or July 1st of any year. Upon termination of employment, the Disbursing officer shall deduct any remaining amount due for the current school year. I waive all right and claim for monies so deducted and transmitted and relieve the Board of Education and its officers from any liability thereof.

I designate the Hanover Township Education Association to receive dues and distribute them to the following organizations:

Hanover Township Education Association
Morris County Council of Education Associations
New Jersey Education Association
National Education Association

- B. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- C. Additional authorizations for dues deduction may be received after August 1st under rules established by the State Department of Education.
- D. The filing of notices of an employee's withdrawal shall be effective to halt deductions as of the January 1st or July 1st next succeeding the date on which notice of withdrawal is filed.
- E. The Board agrees to deduct from employees' salaries money for local and/or national Association services and programs as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such Association or Associations.

Any employee may have such deductions discontinued in accordance with Title 52:14-19.9(e).

- F. The Board of Education hereby grants to the Association the right to collect a representation fee from those unit members who do not elect membership in the Association. The implementation and administration of this provision shall be in accordance with Chapter 477, P.L. of 1979. In meeting its obligations pursuant to this paragraph, the Association shall save the Board harmless from any claims, liabilities, damages or other financial demands made by an employee, whether in litigation or elsewhere, including the cost of legal fees.

ARTICLE XVI

ADDENDUM

- A. The parties agree to follow the procedures outlined in the Agreement, to resolve any question or proposal until the procedures within this Agreement are fully exhausted.
- B. Separability
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 shall continue in full force and effect.
- C. The Board reserves to itself sole jurisdiction, authority and responsibility over matters of policy and retains the right: a. to direct employees of the school district; b. to hire, promote, transfer, assign and retain employees in position in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees; c. to relieve employees from duty for legitimate reason; d. to maintain efficiency of the school district operations entrusted to them; e. to determine the methods, means and personnel by which such operations are to be conducted; and f. to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.
- D. This Agreement incorporates the entire understanding of the parties on terms and conditions of employment and with respect to the establishment of grievance procedures.
- E. To the extent not inconsistent with this Agreement, terms and conditions of employment arising out of past practice shall not be deemed waived by the signing of this Agreement.

- F. This Agreement and any amendments shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- G. No teacher shall serve as a mentor for more than one provisional teacher at a time.
- H. The Board and the Association agree to meet regularly during the term of this Agreement to resolve concerns raised during the process of reaching this Agreement, specifically, to eliminate from all salary guides irregularities in the progression of salaries from year to year and from step to step within a given year.

ARTICLE XVII

TUITION REIMBURSEMENTS

Upon submission by a teacher of a request for reimbursement form to the Office of the Superintendent prior to September 30th for the Fall semester, by January 30th for the Spring semester and by April 30 for courses taken during the summer, the Board shall reimburse a teacher up to the cost of 12 (twelve) graduate credits per year at a New Jersey State College for tuition and fees. Reimbursement shall be made for successful completion of courses taken with the Superintendent's prior approval, at any accredited college or university. There shall be an individual lifetime cap on tuition reimbursement of \$12,600.

Upon submission by a non-certificated staff member of a request for reimbursement form to the office of the Superintendent prior to September 30th for the Fall semester, by January 30th for the Spring semester and by April 30th for courses taken during the summer, the Board shall reimburse staff members up to \$350.00 each for approved tuition costs. Reimbursement shall be made for successful completion of courses taken with the Superintendent's prior approval in a subject area related to the staff member's field.

Non-tenured teachers or non-certificated employees within their first three years of employment shall go through the regular application process as all other employees at the time that courses are to be taken and upon obtaining tenure (where applicable) or commencement of the fourth year of employment, the employee will then receive reimbursement for all courses previously taken and approved.

ARTICLE XVIII

EXTRA-COMPENSATION FOR UNUSED SICK DAYS

For employees who are eligible for retirement^{*}, and who provide written notice on or before April 1st of their intention to retire by June 30th of the current school year, or, in the case of retirement other than on June 30th of the current school year, provide written notice at least 90 calendar days prior to the anticipated retirement date, the following formula of compensation shall apply:

- A. From the date of retirement, 20 days shall be deducted from the accumulated sick leave. The remaining accumulated sick leave shall be compensated at the rate of \$50 per day. This lump sum compensation shall not be considered a part of contracted salary for retirement purposes.
- B. Effective July 1, 1993 for all new hires, thirty (30) days shall be deducted from the accumulated sick leave. The remaining accumulated sick leave shall be compensated at the rate of \$50 per day up to a maximum cap of \$10,000 per person. This lump sum compensation shall not be considered a part of contracted salary for retirement purposes.

^{*} In the case of employed staff members who have 25 years of credit (or 20 years of credit at age 55 or over), in N.J. TPAF or N.J. PERS who become deceased during the term of this contract agreement, the extra-compensation described in this Article shall be paid to the estate of the deceased member.

ARTICLE XIX

HOLIDAYS

- A. Employees on 10-month contracts shall receive ten (10) paid holidays as listed in Schedule E.
- B. Employees on a 10-month contract who work past July 4th will be paid for that holiday.
- C. Employees on 12-month contact shall receive twelve (12) paid holidays as listed in Schedule E.
- D.
 - 1. The Association shall advise the Board by April 1st as to its choice of holidays.
 - 2. The specific holidays are to be taken upon the decision of the Board of Education, and shall be designated by the Board of Education for a contract year on or before May 1 of the preceding year.
 - 3. These days shall be included in the Agreement on Schedule E.
- E. If a holiday falls during an employee's yearly vacation, he shall receive another vacation day at the discretion of the employee's supervisor.
- F. An employee must work the regularly scheduled work day before and after the designated holiday for pay to be received for the paid holiday. For the purposes of this paragraph, the employee shall be considered to have worked the day before and after the holiday if he has received approval for his absence from his supervisor.
- G. Effective July 1, 1999, teachers shall work a half-day (consistent with State Department of Education requirements) on the days before Thanksgiving Recess and Early Winter Recess.
- H. Effective July 1, 1999, support staff shall be required to work a full day on the days before Thanksgiving Recess and Early Winter Recess, but may elect to work a half-day on either or

both days by charging their absence to vacation.

- I. Effective July 1, 1999, full-time special education aides may elect either the early dismissal day before Thanksgiving Recess or the early dismissal day before Early Winter Recess to work a half-day (consistent with State Department of Education requirements). On the other early dismissal day referred to here, they shall be required to work a full day.

ARTICLE XX

VACATIONS

A. Paid vacations shall be provided for full-time employees on 12-month contracts as follows:

Less than one (1) year's employment:	5/6 day per month of employment
After one (1) full year's employment:	Two (2) weeks
After five (5) full year's employment:	Three (3) weeks
After ten (10) full year's employment:	Four (4) weeks

B. For the purposes of this Article, a full year shall constitute the 12-month period of continuous employment from the employee's first day of work.

C. Support staff shall provide three (3) to five (5) weeks, but in no case less than three (3) weeks, written advance notification of their request to take vacations in excess of five (5) days. The immediate supervisor and the Superintendent will respond within two (2) weeks of its receipt. Support staff shall provide no less than five (5) days advanced notification of requests for vacation totaling less than five (5) days unless a shorter time is necessitated by extenuating circumstances.

ARTICLE XXI

UNIFORMS

- A. 1. Custodians I and II, maintenance and bus driver/van drivers personnel will be reimbursed for the purchase of uniforms up to a maximum of:

\$275 in 2002-/03

\$300 in 2003/04

\$325 in 2004/05

New employees will be reimbursed after a waiting period of six months of continuing employment.

Reimbursement shall be made within sixty (60) days after receipt of voucher.

2. Foul weather gear (including slickers, head gear, rubber-type boots) shall be provided for each employee prior to being required to work outside. This foul weather gear shall be stored at each school for use as needed. Each employee shall receive one (1) winter coat over the duration of this agreement. The cost of the coat shall not exceed \$150 and the coat shall be selected by the Board.
3. The Board shall supply picture identification badges to Drivers, Maintenance Personnel and Custodians I and II.
- B. Personnel named in paragraphs A.1 and A.2 above are required to wear their uniforms during their scheduled work day. It will be the responsibility of the employee to maintain and to care for his uniforms.
- C. The Board shall specify the color and type of uniform and safety shoes that can be used for work and are eligible for reimbursement under A.1 above.
- D. Custodial personnel who are called upon to remove snow outside of normal work hours shall

receive an additional hour's pay at their regular rate, or if applicable, at the overtime rate.

ARTICLE XXII

MISCELLANEOUS PROVISIONS - SUPPORT STAFF

- A.
 - 1. The contracts for custodians and maintenance personnel with more than three (3) years employment with the Board shall contain a sixty (60) day termination clause.
 - 2. The contracts for custodians and maintenance personnel with less than three (3) years employment with the Board shall contain a fourteen (14) day termination clause.
 - 3. In those cases where the Board terminates the services of a custodian or maintenance personnel, the employee will be entitled to use his accrued vacation days and one (1) personal day for seeking employment. The employee's immediate supervisor will authorize absences for this purpose.
 - 4. The dismissal of any employee shall be governed by those provisions of Title 18A, New Jersey Statutes, that are applicable to termination of contracts.
- B. The provisions and the benefits of this Agreement are not applicable to custodians and maintenance personnel during their ninety (90) day probationary period of employment. The provisions and the benefits of this Agreement are accruable and retroactive to the employee's first day of employment with the Board after he has attained the status of a permanent employee.
- C. The determination of the work-week shall be governed by regulations of the Federal Department of Labor. In further definition, the work-week in Hanover Township shall begin at 12:01 AM on Monday and end at midnight on the following Sunday.
- D. Employees who are asked to work on an approved holiday will receive their normal pay for the holiday plus time and one-half for the hours worked on the holiday provided that during

that holiday week the employee has either worked 32 hours or has a combination of 32 hours of work and approved sick day(s) and personal day(s). Employees who are asked to work on a holiday, who will not have worked 32 hours in the work-week in which the holiday occurs, or will not have a combination of 32 hours of work and approved sick day(s) in that work-week will not receive their normal holiday pay, but will receive time and one-half for working the holiday.

E. Seniority

In the event of a reduction in force (RIF), support staff shall be laid off in the reverse order of seniority, on the basis of the last-in, first-out principle, within each of the following job classifications:

- Custodian
- Maintenance
- Assistant Maintenance
- Secretary
- Computer Aide
- Library Aide
- Special Education Aide
- General Aide
- Bus Driver
- Van Driver
- Courier

ARTICLE XXIII

LICENSES

Reimbursement equal to the cost of license(s) shall be made by the Board to employees who are required to hold licenses to perform their duties.

ARTICLE XXIV

EVALUATION - SUPPORT STAFF

A. Definitions

1. Evaluation. An evaluation is an assessment of an individual's overall performance.

B. Frequency of Evaluations

1. All employees shall be evaluated at least once in each school year, prior to March 1.
 - a. By December 1, each employee shall receive written notification from his evaluator stating whether his performance at that date has been satisfactory.
 - b. If an employee's performance is judged to be unsatisfactory at this time, he shall receive a full evaluation of his overall performance, which shall be in addition to the evaluation provided in B.1.
2. Any employee hired after February 1 shall be evaluated prior to June 1.

C. Evaluation Reports

1. An employee shall be given a written evaluation report which will include:
 - a. strengths of the employee as evidenced during the period since the previous report.
 - b. weaknesses of the employee as evidenced during the period since the previous report.

- c. specific suggestions as to measures which the employee might take to improve his performance. Provisions shall be made for a conference between the employee and the evaluator, prior to submitting the report to the Superintendent's office. The employee shall sign the evaluation form at this conference, acknowledging receipt thereof.
2. The employee will have a period of five (5) full school days following the conference, and prior to the submission of the written report to the Office of the Superintendent, in which he may attach a memorandum to the report commenting on any or all parts of it.

ARTICLE XXV

MENTORING

A teacher who serves as a Mentor shall be paid according to the statutory rate, assuming the State funds such payments, plus an additional twenty-five cents shall be paid by the Board on each State funded dollar.

ARTICLE XXVI

DURATION OF CONTRACT

A. This Agreement shall remain in effect for a period of three years commencing July 1, 2002 and termination on June 30, 2005.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by the respective secretaries, and their corporate seals affixed hereto, on the _____ day of _____, 2003.

Attest:

HANOVER TOWNSHIP BOARD OF
EDUCATION

Board Secretary

By: _____
Board President

Attest:

HANOVER TOWNSHIP EDUCATION
ASSOCIATION

Vice President

By: _____
President

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