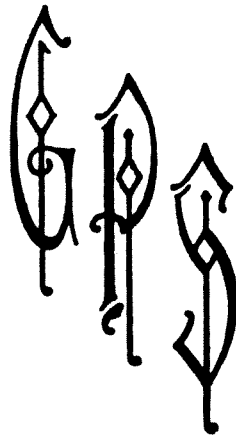


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Agreement



1969-70

Between
THE BOARD OF EDUCATION
GLASSBORO, NEW JERSEY
and
THE GLASSBORO TEACHERS ASSOCIATION

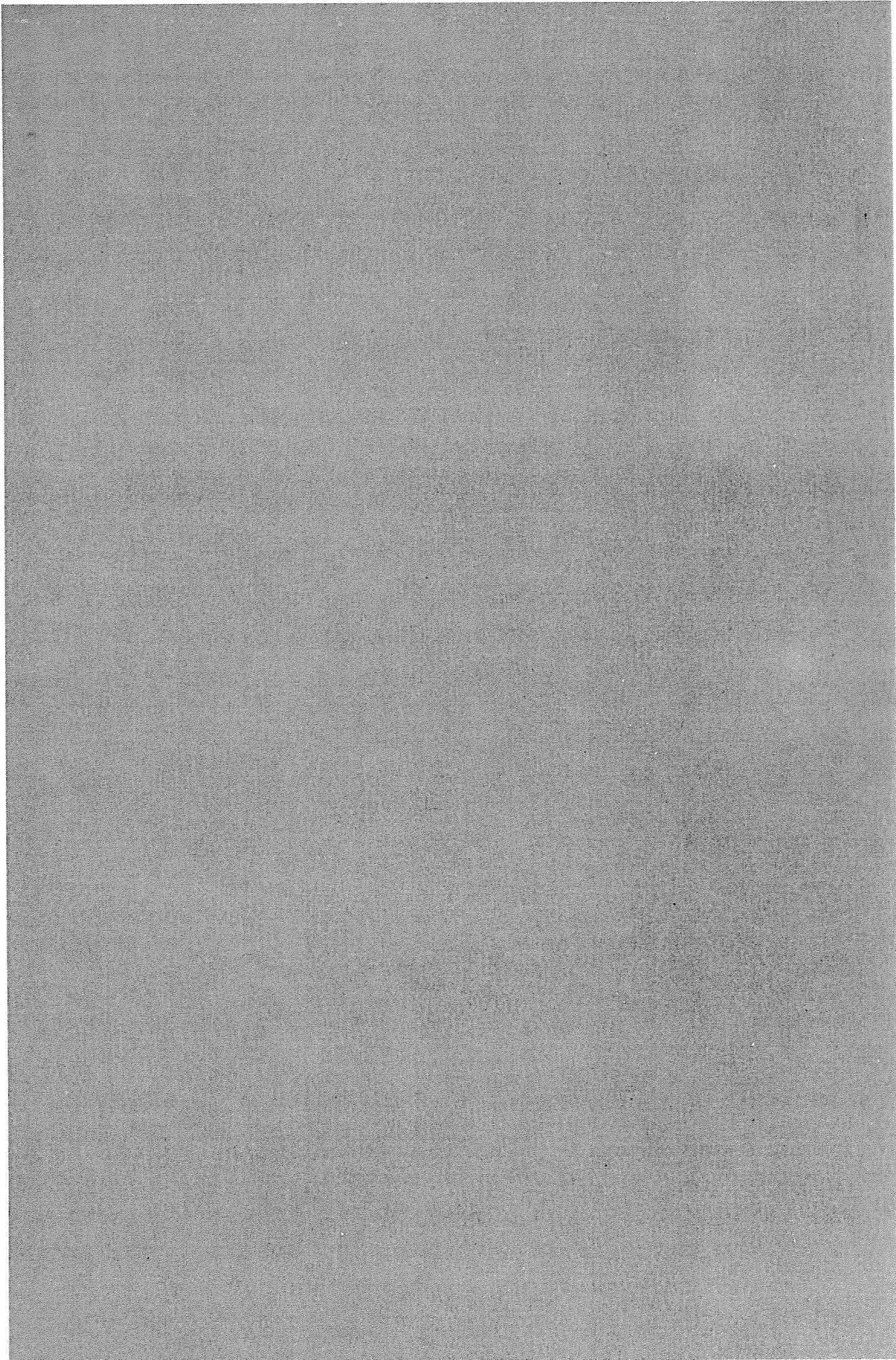


TABLE OF CONTENTS

Article I	Recognition of the Majority Representative Unit - Glassboro Teachers Association
Article II	Procedures for Meetings
Article III	Rights and Responsibilities
Article IV	Formal Grievance Procedure
Article V	Salaries
Article VI	Advanced Placement on Salary Guide
Article VII	Reimbursement for Professional Courses
Article VIII	Consultative Process
Article IX	Teacher Absence
Article X	Sabbatical Leave
Article XI	Attendance at Conventions and Meetings
Article XII	Duration of Agreement
Appendix	Salary Guide

ARTICLE I

Recognition of the Majority Representative Unit - Glassboro Teachers Association

A. Whereas a majority of the teachers in the Glassboro School District have designated the Glassboro Teachers Association as their majority representative unit, now, therefore be it

B. Resolved that, pursuant to Chapter 303, Public Laws, 1968, the Board of Education of the Glassboro Public Schools, Glassboro, New Jersey (hereinafter referred to as the Board) recognizes the Glassboro Teachers Association as the representative of the majority (hereinafter referred to as the Association) of the certificated personnel designated as teacher and who are compensated on a salary guide on an annual contractual basis, and excluding all other employed personnel, for the purpose of collective negotiations concerning the terms and conditions of employment of the employees in such unit.

C. This recognition shall not impair the rights of any employee or group of employees under Section 19 of Article I of the New Jersey Constitution.

ARTICLE II

Procedures for Meetings

A. Collective negotiations concerning the terms and conditions of employment shall begin on a mutually agreeable date not later than September 15 to conclude by December 15 of the year preceding the expiration date of this agreement.

B. The Glassboro Teachers Association (majority representative) and the Board shall individually name their respective representatives for the purpose of collective negotiations concerning the terms and conditions of employment.

C. The respective parties shall submit to the other, at least three school days prior to the meeting, an agenda for the meeting. The chairman of the re-

spective teams shall determine the final agenda, and shall establish mutually acceptable meeting dates.

D. This written agreement incorporates the entire understanding of the respective parties concerning the terms and conditions of employment which were or could have been the subject of collective negotiations.

E. The respective parties agree to follow the procedures outlined in the Agreement and will use no other legal channels to resolve any question or proposal until the procedures within the Agreement are fully exhausted.

F. It is further agreed by the respective parties, during the period of negotiations that the only publicity accorded the negotiations by the parties will consist of a joint press release or, in the event the parties are unable to agree upon wording, a joint press release stating that, "no progress has been made."

ARTICLE III

Rights and Responsibilities

A. Pursuant to Chapter 303, Public Laws of 1968, the Board hereby agrees that except as hereinafter provided, "public employees shall have, and shall be protected in the exercise of, the right, freely and without fear of penalty or reprisals, to form, join, and assist any employee organization or to refrain from such activity."

B. Except as hereinafter provided the rights of teachers under New Jersey School Laws or other applicable laws and regulations are neither denied nor restricted.

C. The Glassboro Teachers Association, nor its individual members, nor any of its agents, or persons acting on its behalf shall take action individually or in concert which will interrupt the operation in its totality, of the school system.

D. The Board, on its own behalf and on the behalf of the citizens of the school district, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey, and of the United States.

The adoption of policies, rules, regulations, and the right to employ and assign personnel, and to determine the methods, means, and personnel necessary to maintain and operate the school district, and the use of judgement and discretion in connection therewith shall be limited only by the specific and express terms of this agreement, and then only to the extent such specific and express terms are in conformance with the laws and Constitution of the State of New Jersey, and of the United States.

ARTICLE IV

Formal Grievance Procedure

A. A grievance is a claim by an individual teacher or the majority representative (Association) that there has been a violation of the interpretation or application of the policies, agreements or administrative decisions related to and under the terms of this Agreement.

B. **Procedures** - The purpose of this procedure is to secure, at the lowest level, equitable solutions to the problems which may arise, under the provisions of this Agreement.

1. An individual teacher and/or the majority representative (Association) shall first discuss the alleged grievance with the building principal.

2. If, after consultation with the building principal a satisfactory solution has not been reached within three (3) school days, a written formal grievance, designating the grievance and all parties to the grievance may be filed with the building prin-

principal. If such written formal grievance is not filed within eight (8) school days after the initial discussion in step 1, the grievance shall be considered to be waived.

3. If, the grievant is not satisfied with the disposition of his written grievance in step 2, or if no decision has been rendered within five (5) school days after presentation of the written grievance, he may file the grievance in writing with the Superintendent of Schools.

4. The Superintendent of Schools shall render a decision within ten (10) school days.

5. If dissatisfied with the action taken in the previous steps, the grievant may, with full knowledge of the building principal and the Superintendent of Schools, request an appointment for review by the Board of Education or its designated committee. The Superintendent shall prepare a review of the grievance for the Board or designated Board Committee.

6. The Board, or its designated committee may in its discretion formally with the grievant review the grievance, and the Board shall render its decision within thirty-one (31) days; or may in its discretion waive this procedure and refer the grievance to a mutually agreed upon fact-finder.

7. The grievant and the Board may utilize the services of a mutually agreed upon fact-finder. The fact-finder shall render his facts and representations within twenty (20) school days. The Board of Education, after consideration of the fact-finders report shall render a decision within ten (10) days.

8. The costs for the services of the fact-finder, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room, shall be borne equally by the Board, the individual if acting on his own behalf, or the majority representative acting on his or its own

behalf. Any other expenses incurred shall be paid by the party incurring the same.

9. All records dealing with processing of a grievance shall be retained in a separate file in the office of the Superintendent of Schools. They shall be held in strict confidence as a protection to the individual employee and in respect to the right to privacy.

10. It shall be the general practice to process grievance procedures during time which do not interfere with assigned duties, provided however, in the event it is agreed by the Board to hold proceedings during the school day, a teacher participating at any level of the procedure, with any representative of the Board, shall be released from assigned duties without loss of salary.

11. An individual employee or the majority representative (Association) during the course of the processing of a grievance shall continue to follow administrative directives, and Board policy and shall if the grievance is resolved or processed through the complete procedure, waive his right to further hearing at any level or through any other governmental agency.

ARTICLE V

Salaries

A. The salaries of all teachers covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part hereof.

B. (1) Teachers employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.

(2) Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.

(3) Teachers may individually elect to have ten (10) per cent of their monthly salary deducted from

their pay. Upon the written request of the teacher, these funds shall be paid to the teacher on the final pay day in June, or one-half ($\frac{1}{2}$) of the withheld ten (10) per cent shall be paid on July 20 and the balance shall be paid on August 20.

(4) Written request for pay deduction must be submitted not later than September 1st.

ARTICLE VI

Advanced Placement on Salary Guide

A. Any teacher planning to advance to the next horizontal level on the salary schedule should inform the Superintendent, in writing, as soon as the requirements for advancement have been met.

B. Advancement on the salary schedule will become effective on the next succeeding September.

C. Advancement will be considered if the Superintendent receives written confirmation of the advancement before November 1 of the preceding school year in which the advancement is to be awarded.

ARTICLE VII

Reimbursement for Professional Courses

Any teacher taking professional courses in an approved institution toward a degree, towards a pre-determined educational goal, or courses in their teaching area, upon approval of the Superintendent, shall have one-half ($\frac{1}{2}$) of the cost of tuition and books up to \$150 per year paid by the Board of Education. A year shall be construed as July 1 to June 30, and reimbursement shall be made in October following, if the teacher returns to the Glassboro system. Teachers will be expected to pursue course work in their fields or in closely related fields. Application for reimbursement for professional courses will be submitted to the Superintendent's office by October 1st.

ARTICLE VIII

Consultative Process

The Superintendent shall evolve appropriate channels for inter-communication and consultation with staff in the development of recommendations for personnel policies, planning programs, and school facilities.

B. The Superintendent shall review and give consideration to such recommendations submitted by professional staff. He shall inform the Board of such recommendations when presenting recommendations or reports of administrative rules and regulations.

C. The Superintendent reserves the right to initiate recommendations to the Board and the Board the right to adopt recommendations and policy.

ARTICLE IX

Teacher Absence

A. SICK LEAVE

1. Personal Illness

a. Absence for personal illness allowed up to ten (10) days in one school year without pay deduction.

b. If less than ten (10) days of sick leave are used during a school year, balance of unused time to be cumulative without limit.

c. In cases of extended illness, all personnel will receive, in addition to their accumulated sick leave, one month at half salary for each two years of service in the Glassboro system - over ten years, to a maximum of ten months. This is not effective in cases of total disability where the pension system would handle the situation.

d. Doctor's certificate needed after five (5) days illness.

2. Quarantine

Absences due to quarantine not involving personal illness allowed without deduction upon filing of certificate of quarantining officer.

B. OTHER ABSENCE

1. Family Illness

In cases of critical illness in family requiring a teacher's presence, absence allowed without deduction. This is to be emergency only and not extended to personal care of members of teacher's family. The period is to be from one (1) to five (5) days at the discretion of the Superintendent of Schools.

2. Personal Leave

Personal leave may be granted without pay deduction as follows:

a. By applicant submitting a special request on the special form provided, to the Superintendent prior to the occurrence of the absence, if possible. Note that this day is for emergency only. Try to plan so that personal business can be cared for outside of school hours. This privilege shall be limited to one day per year.

b. Other leaves of absence with pay may be granted by the Board upon the Superintendent's recommendation.

C. MATERNITY LEAVE

1. Any tenure employee of the Board of Education, shall as soon as she is three months pregnant, apply for a leave of absence without pay to begin as soon as suitable substitute is found.

2. Leave of absence to extend for one year following the birth of the child, and as much longer as may be required to terminate on the next succeeding September 1st.

3. In the event that normal conditions attendant upon pregnancy and birth do not prevail, the em-

ployee may apply to the Board of Education for permission to return to her position prior to the termination of the period for which leave was granted.

D. DAYS FOR FUNERALS

Absence due to death in immediate family is allowed without deduction up to five (5) days. Immediate family to mean husband, wife, father, mother, parents-in-law, or member of the household.

E. COURT ORDER

Absence due to required appearance in a court of law involving no moral turpitude on the part of the employee, and not involving an employee's suit against the board, no deduction will be made for a period not to exceed five (5) days, provided proof of such appearance is filed with the Board of Education.

F. JURY DUTY

In the event that an employee is required to serve as a juror, he shall be paid his salary in full for that period of time in which he serves.

The amount of money received by the employee for his jury service shall be submitted as a reimbursement to the Board of Education for the salary received.

ARTICLE X

Sabbatical Leave

A. To improve the quality of the professional staff, the Board of Education may, upon the recommendation of the Superintendent and the Principal concerned, grant a sabbatical leave to a full-time professional staff member who has completed seven consecutive years within the Glassboro Public School System.

B. No more than three (3) members of the professional staff may be on sabbatical leave in any school year.

C. Leave shall be granted for one (1) year at half ($\frac{1}{2}$) salary, or $\frac{1}{2}$ year at full salary for the $\frac{1}{2}$ year. The awarding of $\frac{1}{2}$ year sabbatical leave will be predicated upon the availability of an administratively approved certificated teacher as the replacement. Award of a grant or fellowship shall not affect this stipend. No person will accept employment while on sabbatical leave unless approved by the Glassboro Board of Education.

D. Leave shall be for the purpose of study, travel-study, or other activities which are determined to be directly related to professional improvement. Granting of leave shall not imply a change of position or promotion related to the sabbatical activity.

E. A person desiring sabbatical leave must place a written request with the Superintendent describing in detail the reasons, plans, and dates. Requests for sabbatical leave must be in the Superintendent of Schools' office on or before May 1st of the year prior to the sabbatical. This deadline may be waived at the discretion of the Superintendent. The Board of Education will act on sabbatical leave requests at a regularly scheduled Board of Education meeting.

F. The teacher shall indicate agreement to stay in the system for two (2) years after the expiration of such leave, or in case of resignation within two (2) years, refund to the Board such proportion of the salary paid during the leave of absence as the unexpired proportion of two (2) years shall bear to said period.

ARTICLE XI

Attendance at Conventions and Meetings

A. Attendance of teachers and those assigned other responsibilities by the Board to conventions and clinics shall be handled on an individual request basis. Where the Superintendent recommends and the Board grants permission to attend, except in extreme cases, teachers and those assigned other responsibilities shall not be away from their classes more than two school days. Expenses for conventions, clinics, etc., shall be paid on the following basis:

1. When the Board of Education requests that someone attend a meeting or convention, expenses will be paid and no deduction in salary made.

2. When the staff member requests and receives permission to attend a meeting or convention, transportation at the rate of 10 cents per mile will be paid.

3. When a teacher requests and the request is granted to attend a convention, the Board of Education will pay transportation and up to \$20 per day for other expenses, meals, lodging, etc.

4. When a teacher requests and is permitted to attend a convention and is commuting, actual expenses, other than transportation itemized up to \$8 per day shall be allowed.

5. Registration fees for any one convention at which attendance is authorized, shall be paid by the Board of Education.

6. When an organization to which a staff member belongs requests that the member attend a meeting or convention, no deduction will be made in salary.

7. When a staff member is requested by the Board of Education to sponsor a group of pupils on

a trip or to a meeting, expenses will be paid and no deduction in salary made.

8. An itemized account, with any receipts, shall be submitted for reimbursement of expenses.

ARTICLE XII

Duration of Agreement

This Agreement shall be effective as of July 1, 1969, and shall continue in effect until June 30, 1970. Collective negotiations concerning the terms and conditions of employment shall commence no later than September 15, of the year preceding the expiration date of the Agreement. This Agreement may be extended upon the mutual agreement of the respective parties.

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 and year first above written.

Dated this 20th day of January, 1969, Board of Education of the Borough of Glassboro, County of Gloucester.

GLASSBORO TEACHERS ASSOCIATION

By Gordon F. Johnson, President

By Anna L. Holdstein, Secretary

GLASSBORO BOARD OF EDUCATION

By Thomas E. Bowe, President

By Harry Young, Jr., Secretary

TEACHER SALARY PLAN 1969 - 1970

Step	No Degree	B.A.	B.A. + 30	M.A.	M.A. + 30	Doctor
1	5,900	6,500	6,800	7,100	7,500	8,100
2	6,200	6,800	7,100	7,400	7,800	8,400
3	6,500	7,100	7,400	7,700	8,100	8,700
4	6,800	7,400	7,700	8,000	8,400	9,000
5	7,100	7,700	8,000	8,300	8,700	9,300
6	7,400	8,000	8,300	8,600	9,000	9,600
7	7,700	8,300	8,600	8,900	9,300	9,900
8	8,000	8,600	8,900	9,200	9,600	10,200
9	8,300	8,900	9,200	9,500	9,900	10,500
10	8,600	9,200	9,500	9,800	10,200	10,800
11	8,900	9,500	9,800	10,100	10,500	11,100
12	9,200	9,800	10,100	10,400	10,800	11,400

Glassboro Professional Incentive Plan

10,200	10,500	11,000	11,600	12,200
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Salary Increment will be awarded by the Board of Education upon the recommendation of the Superintendent of Schools.