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AGREEMENT

BETWEEN

*Essex County Vocational Schools
Board of Education*

ESSEX COUNTY, NEW JERSEY

AND

*Essex County Vocational and Technical
Teachers' Association*

JULY 1, 1971 THROUGH JUNE 30, 1973

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PREAMBLE

This Agreement entered into this 12th day of August by and between the Board of Education of Essex County Vocational Schools, Essex County, New Jersey, hereinafter called the "Board," and the Essex County Vocational-Technical Teachers' Association, hereinafter called the "Association."

W I T N E S S E T H :

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Essex County Vocational Schools is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS, the members of the teaching profession are particularly qualified to advise the formulation of policies and programs designed to improve educational standards, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

Recognition

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certificated full-time and part-time personnel whether under contract, on leave, on a per diem basis, employed or to be employed by the Board, including:

Classroom Teachers, Shop, and Special Instructors

Nurses

Guidance Counselors

Librarians

Coaches and Athletic Directors

Teaching Specialists
Evening School Instructors
Associate Members

but excluding:

Superintendent and Assistant Superintendent
Business Administrator and Assistant Business
Administrator

Supervisors and Coordinators
Principals and Vice Principals
Administrative Assistants
Secretary of the Board.

B. Unless otherwise indicated, the term "teachers," when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and references to male teachers shall include female teachers.

ARTICLE II

Negotiation Procedure

A. 1. The parties agree to enter collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws of 1968, in good faith and mutual respect to reach agreement on all matters concerning the terms and conditions of teachers' employment. Any Agreement so negotiated shall apply to all personnel for whom the Association is authorized to negotiate, shall be reduced to writing and shall be adopted by appropriate resolution of the Board and shall be signed by the Board and the Association. The Association agrees to confirm in writing action by the membership on the negotiated agreement. The signature of the Association on the contract shall be pursuant to authorization received from the membership.

2. The negotiations shall begin within a week of the annual reorganization meeting of the Board of Education, in November.

3. During this first meeting of negotiations a calendar of negotiations meetings shall be established, a

mutually acceptable place or places for the meetings, as well as all details relative to negotiations procedures shall be agreed to.

4. Negotiations meetings shall generally begin at 4:00 p.m. on whatever days agreed upon and shall continue until adjourned by mutual consent. If during a negotiation meeting adjournment hour is not set by 7:00 p.m., a supper recess shall be called and the meeting shall resume no later than 8:00 p.m., and continue to no later than 10:00 p.m.

5. During the period of negotiations the Association representatives shall be excused from faculty and staff meetings.

B. 1. Before negotiations begin, during the months of September and October, the Board shall make available to the Association for inspection and use all pertinent public records, data and information concerning the Essex County Vocational Schools.

C. 1. The Association shall submit to the Board, in writing, in advance of the first actual negotiations meeting, the date of which shall be set at the first joint meeting in November, its proposals for a successor Agreement.

D. 1. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The Association has the right to designate any person as its representative, including persons not employed by the Essex County Vocational Schools. (The Board and the Association undertake and agree that they shall not directly or indirectly coerce or discourage any representative or employee of the Board or the Association.) The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations.

ARTICLE III

Administration of Agreement

A. 1. Representatives of the Association and the Board shall meet for the purpose of reviewing the administration of the Agreement and to resolve differences in interpretation or problems which may arise.

They shall meet in committee which shall be known as the Association-Board Contract (ABC) Committee.

3. These meetings and procedures are not intended to bypass the Grievance Procedure.

B. 1. All meetings of the ABC Committee shall take place, whenever possible, when the teachers involved are free from assigned responsibilities, unless otherwise agreed.

2. During the times of such meetings the Association Representatives shall be excused from faculty and staff meetings.

C. 1. Any matters brought up at such meetings, whether through a submitted agenda, or as a result of being introduced during discussions at the meetings, can be resolved by mutual agreement, without recourse to formal grievance procedure.

2. All such understandings, amendments or agreements, resulting from such meetings, shall be put in writing and signed by both sides.

ARTICLE IV

Association Rights, Privileges and Responsibilities

A. Whenever any representative of the Association or any teacher is mutually scheduled by the party to participate during working hours in negotiations for grievance proceedings, he shall suffer no loss in pay.

B. Representatives of the Association, NJEA and NEA may transact official Local Association business on school property at reasonable times, with the prior approval of the Principal, provided that this shall not interfere with or interrupt normal school operations. The Principal shall be given reasonable notice in advance of the time and place of all said meetings.

C. No meeting shall be held without prior approval of the Principal. The Association and its representatives shall request permission from the Principal for the right to use school buildings at all reasonable hours for meetings. The Principal of the building in question shall be notified in advance of the time and place of all such meetings.

D. The Association shall have the right to use school facilities and equipment, including typewriters, mimeograph machines, other duplicating equipment, calculating machines and all other types of audio-visual equipment, at reasonable times when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incidental to such use. In the event any equipment is damaged due to negligence, when being used by the Association, the Association shall be responsible for such damage.

E. The Association shall have, in each school building, a bulletin board in a designated faculty lounge. The Association also shall be assigned, by the Principal, space on the bulletin board in the main office for Association notices. Copies of all materials to be posted on such bulletin boards shall be furnished to the building Principal.

F. The Association shall have the right to use the inter-school mail facilities and school mailboxes.

G. The Board shall grant up to six (6) days leave with pay to the President of the Association as requested, for Association business, during his year in office. The Board also shall grant two (2) days to one other designation.

H. The room in which the President of the Association normally teaches, or some mutually agreed location, shall be equipped with a telephone at the expense of the Association. Association business calls should be made on non-teaching time.

I. All orientation programs for new teachers shall include two (2) hours for a presentation by the Association.

J. The Association shall be responsible for acquainting its members with the provisions of this Agreement and shall be responsible for the adherence to the provisions of this Agreement by its members during the life of this Agreement. The foregoing shall also apply to the Board with respect to the Administration.

ARTICLE V

Teacher Rights

A. Pursuant to Chapter 303, Public Laws of 1968, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection.

B. No teacher shall be disciplined, reprimanded, reduced in rank or compensation without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

C. Whenever a teacher is requested to appear before the Superintendent or the Board concerning a matter referred to in paragraph B above, he shall be notified in writing and shall be entitled at his option to representation.

D. No teacher shall be prevented from wearing lapel pins or other similar identification of membership in the Association or its affiliates.

E. The personal life of a teacher is not an appropriate concern or attention of the Board except as it may directly prevent the teacher from performing properly his assigned functions during the workday.

F. Teachers shall be entitled to full rights of citizenship, and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities do not violate any local, state or federal law.

G. The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the Essex County Vocational School District, and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions.

H. Teachers' Responsibilities shall conform to the Profession's Code of Ethics.

ARTICLE VI

Grievance Procedure

A. *Definitions*

1. The term "grievance" means a complaint by any teacher, group of teachers, or the Association, that there has been an inequitable, improper, or unjust application, interpretation, or violation of a policy, agreement, or administrative decision affecting the terms and conditions of employment of said teacher or group of teachers.

2. The term "grievance" and the procedure relative thereto shall not be deemed applicable in the case of the failure or refusal of the Board to renew the contract of a non-tenure employee.

3. The term "employee" shall mean any regularly

employed individual covered in Article I "Recognition."

4. The term "representative" shall include any organization, agency or person authorized or designated by any employee or any group of employees, or by the Board to act on its or their behalf and to represent it or them.

5. The term "immediate" superior shall mean the person to whom the aggrieved employee is directly responsible.

B. Purpose

1. It is understood and agreed that both the Board and the Association have the right to utilize all provisions of this Article and that grievances may be processed either by the employee who has been aggrieved or by the Board or the Association.

2. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the working conditions of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the grievance procedure.

3. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with the appropriate member of the administration, and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given notice of such adjustment.

4. All employees covered in Article I, "Recognition" shall be entitled to resort to the full procedure herein set forth.

C. Procedure

1. An employee processing a grievance, shall be assured freedom from restraint, interference, coercion, discrimination or reprisal.

2. In the presentation of a grievance, the employee shall have the right to present his own case or to designate a representative to appear with him at any step. A minority organization shall not have the right to present or process a grievance.

3. Whenever the employee appears with a representative, the Board shall have the right to designate a representative to participate at any stage of the grievance procedure.

4. An employee may first discuss the grievance orally with his immediate superior (supervisor, or principal). Where the immediate superior is below the rank of principal, the principal shall be notified and shall have the right to be present at and to participate in said hearing. A decision shall be rendered within two (2) school days of said hearing.

5. If the grievance is not resolved to the employee's satisfaction, within two (2) school days from the determination referred to in Paragraph 4 above, the employee shall submit his grievance to the Superintendent of Schools in writing, specifying:

- a. The nature of the grievance
- b. The results of the previous discussion
- c. The basis of his dissatisfaction with the determination.

6. A copy of the writing called for in Paragraph 5 above, shall be furnished to the school principal and to the immediate superior of the aggrieved employee.

7. Within five (5) school days from the receipt of the written grievance, the Superintendent shall hold a hearing at which all parties in interest shall have the right to be heard.

8. Within three (3) school days of said hearing the Superintendent shall, in writing, advise the employee and

his representative if there be one, of his determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved employee.

9. In the event of the failure of the Superintendent to act in accordance with the provisions of Paragraph 7 and 8 or, in the event a determination by him in accordance with the provisions thereof, is deemed unsatisfactory by either party, — the dissatisfied party, within ten (10) school days of the failure of the Superintendent to act or within ten (10) school days of the determination by him, may appeal to the Board of Education.

10. Where an appeal is taken to the Board, there shall be submitted by the appellant the following:

The writing set forth in Paragraphs 5 and 9, and a further statement in writing setting forth the appellant's dissatisfaction with the Superintendent's action. A copy of said statement shall be furnished to the Superintendent and to the adverse party.

11. If the appellant, in his appeal to the Board, does not request a hearing, the Board may consider the appeal on the written record submitted to it, or the Board may, on its own, conduct a hearing; or it may request the submission of additional written material. Where additional written materials are requested by the Board, copies thereof shall be served upon the adverse parties who shall have the right to reply thereto. Where the appellant requests in writing, a hearing before the Board, a hearing shall be held.

12. The Board shall make a determination within ten (10) calendar days from the receipt of the grievance and shall in writing notify the employee, his representative if there be one, the principal, and the Superintendent of its determination. This time period may be extended by mutual agreement of the parties.

13. In any case, where a grievance is based upon the direct order, ruling or determination of the Superintendent, the aggrieved employee or Association may appeal directly to the Board within ten (10) school days of the issuance of said order, ruling or directive by filing with the Secretary of the Board, a statement setting forth:

- a. The order, ruling or determination complained of.
- b. The basis of the complaint.
- c. A request for a hearing if a hearing is desired.

A copy of the statement set forth above shall be served upon the Superintendent who shall have the right to reply in writing thereto. A copy of such reply shall be served upon the aggrieved employee.

14. Upon receipt of a grievance filed under the provisions of Paragraph 13 and the procedure shall be as set forth in Paragraphs 11 and 12.

15. In the event a teacher or Association is dissatisfied with the determination of the Board he shall have the right to request advisory arbitration pursuant to rules and regulations established by the American Arbitration Association. The authority of any arbitrator shall be limited solely to the interpretation of the Agreement to which this procedure is annexed and he shall have no authority to add to, subtract from, or modify any of said provisions.

16. A request for advisory arbitration shall be made no later than twenty (20) days following the Board determination. If the Board and the Association agree, a request for binding arbitration may be filed.

17. In the event of arbitration, the costs of the arbitrator's services shall be shared by the Board and the teacher, or if represented by the Association, by the Board and the Association. Each of the parties shall bear their own costs.

18. In the event a grievance should be filed by any

teacher who is not subject to the jurisdiction of any principal or who may be answerable to more than one principal, he shall discuss his grievance initially with the Superintendent and if dissatisfied with the determination, may appeal to the Board in accordance with the provisions herein set forth.

19. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

20. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this Article.

ARTICLE VII

Teacher-Administration Liaison

A. 1. The Liaison Committee for each school building shall consist of the ABC Committee member from that school, the Vice President representing that school and a Representative Council member from that school. This Committee shall meet with the principal whenever necessary after school hours to review and discuss local school problems and practices.

2. Areas for consideration shall include but not be limited to such matters as curriculum, textbooks, distribution of materials and supplies, discipline and parent visitation.

B. 1. The Superintendent shall be available to the Liaison Committees of Schools during emergencies.

ARTICLE VIII

District Advisory Council

A District Advisory Council shall be established for the purpose of encouraging the cooperative involvement of all professional staff in the District.

A. Structure

1. Membership shall consist of five (5) members appointed by Administration and five (5) members appointed by the Teachers' Association.

2. The Council shall select its own chairman and establish the necessary rules for organization and operation.

3. The term of Council members shall coincide with the term of the Agreement between the Teachers' Association and the Board of Education.

4. The term of the Council chairman shall be for one (1) year.

B. Scope of the District Advisory Council

1. The District Advisory Council shall encourage the initiation of innovative ideas and suggestions and will consider matters referred to it which have district-wide implications including curricular improvements, teaching techniques, extra-curricular programs, in-service training, philosophical goals for vocational education in our district, criteria for teacher evaluation, procedures for discipline, research and experimentation and other related matters.

2. It shall serve as a clearing house for professional communications.

C. Procedures

1. The Council will have at least one regularly scheduled meeting each month.

2. The Council will form from its membership an agenda committee whose function will be to accept and place on the agenda all matters appropriate to the committee referred to it by individual staff members or groups of members.

3. The Council will be authorized to establish ad hoc committees as necessary to engage those staff members most familiar with problems or topics referred for study.

4. The Council will have the following means of dealing with matters referred to it:

- a. establish machinery it feels will be effective and then make recommendations to the Superintendent and/or the Board of Education.
- b. refer the matters to existing structures.
- c. call the matter to the attention of the Superintendent.
- d. minutes of the meetings will be taken and distributed to all members of the Council. A synopsis will be compiled and posted on the bulletin boards of each school.

D. Cooperative Involvement of the Board

1. Reasonable requests for operational funds presented by the Council through the Superintendent to the Board of Education will be given utmost consideration.

2. After considering recommendations submitted by the Council, the Board of Education will advise the Council of its actions including reasons for its decision.

ARTICLE IX

Teacher Employment

A. The Board agrees to hire only certificated teachers or those qualified to obtain certificates issued by the New Jersey State Board of Examiners for every teaching assignment.

B. 1. The teacher salary schedule (Schedule A attached hereto), shall be applied. It shall consist of three levels of training: The Fourth, Fifth and Sixth Year Levels.

2. All new teachers shall be placed on the Fourth Year Level unless they meet the qualifications for the Fifth or Sixth Year Levels, as specified in Section C of Article XXXI in which case they shall be placed on the level for which they qualify.

3. A new teacher can be granted advanced standing, but not beyond five steps on the salary level for which he qualifies, as follows:

- a. For each two years of approved public school teaching — one (1) step.
- b. For each two years of approved industrial experience beyond the minimum required for certification — one (1) step.
- c. For each year of military service which interrupted public school teaching — one (1) step.

C. 1. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 1.

D. 1. All personnel who desire to leave the employment of the Board through retirement must apply in writing to the Superintendent the effective date of such retirement.

E. 1. A full-time employee is understood to be one who is under contract and works a full day (or night, as the case may be) as differentiated from a part-time employee who is hired for service for short time periods of less than a full working day. A person may be employed for substitute or temporary service but still be a full-time employee.

ARTICLE X

Teacher Assignment

A. 1. In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall be assigned within the scope of their teaching certificates and/or their major or minor fields of study.

B. 1. Teachers shall be given notice of any changes in their basic subject and/or grade assignments for the forthcoming year by June 1.

2. Any changes due to enrollment or other emergency situations made thereafter, the teacher shall be notified as soon as possible of any such changes and if a request is made will be given an opportunity to discuss the reasons for the changes.

3. The Superintendent shall assign all newly-appointed personnel to their specific positions within that subject area and/or grade level for which the Board has appointed the teacher.

C. 1. Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of inter-school travel. Such teachers shall be notified of any changes in their schedules as soon as practicable.

2. Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the rate of ten (10) cents per mile.

ARTICLE XI

Transfers and Reassignments

A. 1. No later than April 15 of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies which shall occur during the following school year.

2. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than May 15. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he desires to be transferred in order of preference.

3. As soon as practicable, and no later than June 15, the Superintendent shall post in each school and deliver to the Association a system-wide schedule showing the names of all teachers who have been reassigned or transferred and the nature of such reassignment or transfer. Such individual transfers or reassignments shall be confirmed in writing to the teacher.

B. 1. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system. If a teacher's request for transfer has been denied, the reasons for such denial shall be given in writing.

2. Notice of involuntary transfer or reassignment shall be given to teachers as soon as practicable and except in cases of emergency not later than April 1.

C. 1. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the Superintendent, at which time the teacher shall be notified in writing of the reason therefor and a copy shall be sent to the Association.

2. In the event that a teacher objects to the transfer or reassignment at this meeting, upon the request of the teacher, the Superintendent shall meet with him. The teacher may at his option, have an Association representative present at such meeting.

ARTICLE XII

Evening School, Industrial, Apprentice and Federal Programs

A. 1. All openings for positions in the accredited evening school, part-time, apprentice, and federal programs for which teachers may be qualified and eligible, shall be publicized by the Superintendent in accordance with the procedure for publicizing promotional vacancies set forth in Article XIII Sections A, B, C, of this Agreement.

B. 1. In filling such positions, consideration shall be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record and length of service in the Essex County Vocational High School District.

2. Suitable full-time teachers, employed in the District, shall have priority for such openings.

ARTICLE XIII

Promotions

A. Promotional positions are defined as follows:

Positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibility. The Board agrees to publicize all vacancies of teaching, supervisory or administrative natures which may occur.

Procedures:

1. When school is in session a notice shall be posted in each school at least ten (10) school days before the final date applications must be submitted. Said notice shall contain a job description, salary, experience and educational requirements.

2. Three copies of said notice shall be given to the Association at time of posting.

3. Teachers who desire to apply for such vacancies shall submit their applications in writing to the superintendent, within the time limit specified in the notice, and the superintendent shall acknowledge in writing the receipt of all such applications.

4. Applications shall be kept on file in the superintendent's office for a period of three years.

5. Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the superintendent, together with the position(s)

for which they desire to apply and an address where they can be reached during the summer.

6. In addition, the superintendent shall post a list of promotional positions to be filled during the summer period at the administration office in each school.

B. The Board acknowledges and the Association agrees that each of the following factors enter into promotions:

1. Certification for position.
2. The nature of the promotion as to duties.
3. Experience in the area of promotion.
4. Seniority of employment.

C. The Association acknowledges that the Board has the final authority and responsibility for promotion.

1. The Board agrees to give due weight to the professional background and attainments of all applicants and other relevant factors.

2. In filling such vacancies, preference shall be given to qualified teachers already employed by the Board when all other factors are substantially equal, seniority shall be a major factor.

3. Announcements of appointments shall be made by posting a list in the office of the central administration and in each school building, and a list shall be given to the Association indicating which positions have been filled and by whom immediately after Board approval.

ARTICLE XIV

Professional Development and Educational Improvement

A. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board and the Association support the principle of continuing training of teachers and the improvement of instruction. The parties further agree that each teacher should fulfill the obligation for professional improvement in ways that

best serve his own problems, functions, interests, and needs.

B. The Board agrees to cooperate with the Association in arranging in-service courses, workshops, conferences, and programs designed to improve the quality of instruction. Such activities shall be coordinated through the established Workshop Committee.

Whenever the Board of Education requests an in-service course to be offered for the benefit of the system, all related charges approved by the Superintendent shall be paid by the Board.

C. In-service programs shall be conducted during the in-school teacher workday if teacher attendance is required. All such programs conducted after the teacher workday or during the summer shall be voluntary.

ARTICLE XV

Teacher Evaluation

A. All evaluation of work performance of teacher personnel shall be conducted openly and with full knowledge of the teacher involved and by persons certificated by the New Jersey State Board of Examiners to supervise instruction.

B. Lesson plans shall be maintained in a form consistent with the needs of the supervisory staff and the teacher and shall be regularly submitted as required by the supervisory staff. They shall be in sufficient detail to permit a proper continuance of the instructional program by a substitute in the event of the teacher's absence.

C. The Board of Education and the Administration subscribe to the principal that a teacher has the right to full knowledge regarding the judgment of his supervisors respecting the effectiveness of his performance and that, further, he is entitled to receive such recommendations that will assist him in increasing the effectiveness of his performance.

D. The Administration shall establish supervisory procedures that will guarantee a minimum of three (3) written evaluations per year for each non-tenure teacher, and one (1) for each tenure teacher.

E. Each teacher shall sign all copies of the written evaluation attesting to the fact that the contents of the evaluation are known to him. No written evaluation may become a part of the teachers' personnel file without the teacher's signature. Each teacher shall receive a copy of each written evaluation.

F. A conference shall be arranged between the principal and the teacher as soon as possible after receipt of the evaluation by the teacher. At such time, the teacher is entitled to have his response to the evaluation heard and attached to said evaluation.

G. Each non-tenure teacher shall receive written notice as to whether or not the Administration intends to recommend a renewal of contract for the ensuing year on or before April 15.

H. A teacher shall be advised of all written complaints from parents and other sources relative to his performance or activities and shall be given an opportunity to respond thereto. No derogatory material can be placed in a teacher's personnel file unless a teacher has had an opportunity to review said material. The teacher shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed. The teacher shall have the right to submit a written answer to such material.

1. Reports or evaluations shall be in writing and shall include, but not be limited to:
 1. Strengths of the teacher.
 2. Weaknesses of the teacher.
 3. Specific suggestions as to how the teacher might improve his performance.

ARTICLE XVI

School Calendar

A completed school calendar shall be presented to the Association by the Superintendent no later than April 1st of the year preceding the school year which the calendar controls. Within thirty (30) days of its receipt a committee of the Association shall then have the opportunity to meet with the Superintendent to discuss the same. The Superintendent shall then make a recommendation of the school calendar to the Board and the Board shall make the final decision as to the entire school calendar.

See attached Schedule F.

ARTICLE XVII

Teaching Load

The Association and the Board agree that effective immediately the Association shall appoint teachers in each school to be actively engaged with the building principal in developing the schedule and assignments for the 1971-72 academic year.

ARTICLE XVIII

Teaching Hours

A. *Teachers, Counselors and Nurses*

1. All must check in and check out in the appropriate column of the personnel roster.
2. Late arrivals or early leavers shall record the exact time.

B. *School Day*

1. For students, the school day is six hours excluding lunch period.
2. Instructors and nurses are expected to be on the job at least fifteen minutes before the start of the pupils' school day and to remain fifteen minutes after the close

of the pupils' school day or until in their professional judgment their work is completed.

3. Guidance Counselors will be required to remain on duty for one additional period beyond the pupil's school day.

C. Staff Meetings

1. Building-based teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending building faculty or other professional meetings. Teachers may suggest items for the agenda of faculty or other professional meetings.

ARTICLE XIX

Class Size

A. Educators are generally agreed that good teaching requires that reasonable limits be set on the number of students in particular shops, laboratories and classrooms. In order that the education offered by the Essex County Vocational Schools shall be quality education, the Board will cooperate in a policy of establishing reasonable class sizes.

Recognizing the differences in programs, facilities, educational goals and student needs, each principal will make an effort to schedule shop and laboratory classes to a maximum of 25 students. The same effort will be directed toward maintaining this number of students in related and academic classes with the possible exceptions of physical education and library.

B. Where class sizes exceed reasonable numbers, the concerned instructor shall have the right to consult with the principal in reference to alleviating the condition.

In the event further discussions are necessary, problems related to class size shall be subject for discus-

sion by Teacher-Administration Liaison Committee and if necessary by the Association-Board Contract Committee.

C. The Superintendent shall make available by October 30 individual load charts of all instructors indicating subject and class assignments as well as the number of students enrolled in each.

ARTICLE XX

Substitutes and Substitutions

1. Beginning with the 1971-72 school year, the Board agrees at all times to maintain a list of substitute teachers who shall be provided with appropriate orientation and training by the administration to help them instruct the classes they cover.

2. Ten (10) substitute teachers shall be designated as priority substitutes who will be called first to cover classes. These individuals shall be selected based upon experience and ability and will be requested to be available by telephone contact for at least one (1) hour prior to the commencement of the school day.

3. The Principals will endeavor to arrange schedules for coaches so that they will be unassigned during the last period of the day and thereby minimize the necessity of covering for such coaches.

4. The practice of using a regular teacher as a substitute, thereby depriving him of his preparation period is undesirable and wherever possible and practicable shall be discouraged.

5. In those cases where regular substitutes are not available, regular teachers may be used as substitutes during their non-teaching time, and the principal shall distribute assignments for such class coverage as equitably as possible. Such individual assignment shall be posted on the main office bulletin board within the first ten (10) days of the following month.

ARTICLE XXI

Specialists

A. The Board and the Association recognize the fact that an adequate number of competent specialists is essential to the operation of an effective educational program.

B. The Board agrees to continue the remediation programs as established if funding is continued under Title I.

C. The Board will investigate the possibility of securing the services of a child study team (psychologist, social worker, and learning disability specialist) if funds from state or federal agencies are made available for such a purpose.

ARTICLE XXII

Teacher Facilities

A. By the beginning of the 1972-73 school year, each school shall have, where space permits, the following facilities:

1. A teacher work study room containing equipment and supplies to aid in the preparation of instructional materials.

2. This teacher work study room will be in addition to an appropriately furnished room which shall be reserved for the use of teachers as a faculty lounge.

3. A separate, private dining area for the use of the teachers.

4. Off-street paved parking facilities sufficient for all teachers.

5. Closet or locker space for each teacher to store coats, overshoes, and personal articles .

6. Reference books as suggested by teachers' committee within budget limitations.

7. Chalkboard and bulletin board space in every classroom.

8. Sufficient, up-to-date visual aids, equipment, supplies, books, paper, pencils, pens, chalk, erasers and other such material required in daily teaching responsibility, the proper facilities for their use in classrooms, shops and laboratories, proper storage space for these and workable system for its use and maintenance.

ARTICLE XXIII

Protection of Teachers, Students and Property

A. 1. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.

2. In the event of any disorder or disruption in the regular school program, the Association shall have the right to meet with the Board immediately to develop mutually acceptable programs to guarantee the safety of students, teachers, and property.

3. The Board Policy on Student Grievance Procedure and Policy Statement in Regard to Student Protests and Other Demonstrations as worked out mutually by the Administration, and the representatives of the student body, shall also serve as guidelines for proceeding in this area. Copies of such Board Policy shall be distributed with this Agreement.

B. 1. Teachers shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior.

2. Such notifications shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the teacher for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the teacher, the police, and the courts.

ARTICLE XXIV

Sick Leave

1. Sick leave is hereby defined to mean the absence

from his or her post of duty, of any teacher because of personal disability due to illness or injury, or because he or she has been excluded from school by the school's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.

2. In case of personal illness for fulltime employees, an allowance of full pay will be made for twelve (12) school days in any school year. If any such person requires in a school year less than this specified number of days of sick leave with pay allowed, all days of such leave not utilized that year shall be accumulative to be used for additional sick leave with full pay as needed in subsequent years. Additional sick leave credit can be accumulated as provided in Article XXV, A-2.

3. A Doctor's certificate stating the illness, the inability of the employee to report for work, and the period of such disability will be required in case of absence on account of personal illness for more than three (3) consecutive days.

4. In the event of prolonged illness, as evidenced by a Doctor's certificate, satisfactory to the Board's Medical Examiner, if needed an additional five (5) days shall be granted for each year of employment. In no case shall less than twenty-five (25) days be available.

5. Teachers shall be given a written accounting of accumulated sick leave days no later than September 15 of each school year.

6. The Board retains its power to grant additional sick leave at its discretion.

ARTICLE XXV

Days-Off and Temporary Leaves of Absence

A. Persons employed for full-time service and paid on the basis of a year or month shall be subject to the following rules. Those employed for full-time service and

paid on the basis of a week, day or hour shall be subject to the following rules after three (3) months of continuous service:

1. Teachers represented by the Association shall not be absent from work without first obtaining permission from the Superintendent unless the absence is caused by personal illness which is covered by sick leave.

2. They shall forfeit their pay for absence from any cause except personal illness, death in the immediate family, detention on account of quarantine, enforced attendance at court, or by reason of court subpoena except where the absentee is a party to the suit in which case one day with pay shall be allowed. The Superintendent shall have the authority to excuse upon request at his discretion any employee for absence from duty of three (3) days during any school year, without forfeiture of salary. The request must be submitted in writing on a form provided five (5) days prior to the requested absence. The five (5) day limit will be waived in dire emergency cases. Unused personal days shall be accumulative and will be considered as sick leave credit.

3. In case of the death of a wife, husband, father, mother, brother, sister or child in the family, no deduction of salary will be made for absence up to four (4) working days within a week following the death.

4. In the case of the death of a grandparent, grandchild, nephew, niece, uncle, aunt, father-in-law, mother-in-law, brother-in-law or sister-in-law, no deduction in salary will be made for absence on day of funeral.

5. No deduction in salary will be made in case of unavoidable quarantine on account of contagious disease, when such quarantine is not due to personal illness, provided a certificate from the health authorities is forwarded to the Central Office.

6. In computing the salary of all employees engaged for the ten-month school year, 1/200th of the pay

for a year will constitute a day's pay, and deduction will be made only for absence on school days. No deductions will be made for holidays that may intervene, but absence on days in which there is only one session of school will be counted as a full day's absence.

ARTICLE XXVI

Extended Leaves of Absence

A. *Maternity Leave*

1. The provisions of this section shall apply to tenured teachers only.

2. a. A teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed. Said teacher shall be placed on maternity leave without pay commencing four (4) months prior to the anticipated date of birth and terminating twelve (12) months after the birth of the child.

b. In the event of stillbirth or death of the child, the teacher, if she so elects may return to her position when physically able to perform her duties.

c. Upon the recommendation of the Superintendent and her physician and the approval of the Board, a teacher may leave at a later date or return at an earlier date than provided herewith.

3. Any female teacher adopting an infant child shall receive similar leave which shall commence upon her receiving *de facto* custody of said infant, or earlier if necessary to fulfill the requirements for the adoption.

B. *Hold Public Office*

The Board shall grant a leave of absence without pay or benefits to any teacher to serve in his first term a public office other than those covered in Title 18A or in existing contracts.

C. *Special*

Other leaves of absence without pay may be granted by the Board for good reason.

D. Benefits

1. Upon return from leave granted for special purposes, maternity leave or to hold public office a teacher shall not receive increment credit for time spent on such leave.

2. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return, and he shall be assigned to the same position which he held at the time said leave commenced, if available or, if not, to a substantially equivalent position.

E. All extensions or renewals of leave shall be applied for and answered in writing. The request for such an extension or renewal shall be made to the Superintendent at least ninety (90) days prior to the expiration of the leave.

ARTICLE XXVII

Sabbatical Leaves

A. Teachers and other personnel may be granted a sabbatical leave under the following provisions:

1. Leave may be granted for study, travel or work experience (business, technical or industrial) providing it is for professional growth.

For teaching personnel a joint screening committee, composed of the members of the Association-Board Contract Committee shall accept, review and recommend to the Board of Education written requests for sabbatical leave.

Recommendations for such leave will be based upon the professional growth values of the request as it applies to our school system. Years of service shall be considered as a factor.

2. Such leave may be granted for a period of one school year at one-half the individuals salary as approved

on the appointment list for the year in which the leave is granted.

3. The Board has the right to determine the number of employees to be granted such leave in any one year. It is understood that there will be no more than one such leave granted from any one school in any one year.

4. Not more than one year's such leave shall be granted to an individual for every seven (7) years of continuous service.

5. When an instructor has been approved to undertake a special assignment or project in the interest of the system and approved by the Board, he shall receive full salary. Only one such assignment may be approved during any one year.

6. All arrangements must have the approval of the Superintendent and school principal.

7. Request for such leave must be received by the Superintendent before November 1st of the year preceding the year for which the leave is requested.

8. Requests for withdrawal of such leave must be in the office of the Superintendent not later than the first day of May prior to the year of the leave.

9. Within one month after the resumption of service, following the termination of a sabbatical leave, each employee shall submit to the Superintendent a brief written report on the manner in which such leave was spent.

10. During the period of time the employee is on sabbatical leave, he shall retain seniority, tenure, retirement benefits and shall be entitled to such other fringe benefits as should occur during the sabbatical year period.

11. As a condition to being granted leave, the employee shall enter into a contract to continue in the service of the Essex County Vocational Schools for a period of not less than two (2) years after the expiration of the Leave of Absence.

12. If an employee fails to continue in service after such Leave of Absence, the employee shall repay to the Essex County Vocational Schools Board of Education, the sum of money bearing the same ratio to the amount of salary received while on Leave of Absence that the unperformed part of the two (2) subsequent years of service bears to the full two (2) years, unless such employee is incapacitated, has been discharged or has been relieved for good and sufficient reasons by the Board of Education from this obligation.

13. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level he would have achieved had he remained actively employed in the system during the period of his absence.

ARTICLE XXVIII

Terminal Leave

1. Each teacher with fifteen (15) or more years of service in the system at the date of his retirement (or vested retirement) shall receive a terminal leave allowance of one (1) day salary for each five (5) days of accumulated unused sick leave, not to exceed a total of forty-five (45) days salary.

2. This payment shall be made at the time of retirement in a lump sum and shall not be considered as part of the employee's annual salary.

3. The effective starting date for the calculation of accumulated days shall be as follows:

Sick days — July 1, 1954

Personal days — July 1, 1971.

ARTICLE XXIX

Insurance Protection

1. The Board shall provide the health-care and life insurance programs designated in this Agreement. The Board shall pay full premium for each regularly employed individual and dependents covered in Article I, "Recognition."

2. The family plan insurance coverage shall be the plan mutually agreed upon.

3. The Board shall continue to provide a death benefit insurance policy coverage of \$4,000 for each regularly employed individual covered in Article I, "Recognition."

ARTICLE XXX

Deductions from Salary

A. *Procedures For Deductions*

At the written request of the Association and upon the written authorization of the individual employee within the limits prescribed by law, the Board will make payroll deductions from the salaries of the employees for the specified purposes.

1. The Board agrees to deduct from the salaries of its teachers dues for the Essex County Vocational-Technical Teachers' Association, the Essex County Education Association, the New Jersey Education Association and the National Education Association, or any one or any combination of such Associations as said teachers individually and voluntarily authorize the Board to deduct.

2. Said monies together with records of any corrections shall be transmitted to the treasurer of the Essex County Vocational-Technical Teachers' Association.

3. 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.

B. *Deductions and Method of Payment*

1. All teachers employed on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments.

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

their pay, these funds to be paid to the teacher, half on July 15 and half on August 15.

3. At the written request of individual teachers and within limits prescribed by law, the Board will make payroll deductions for savings-investment plan.

4. At the written request of individual teachers the Board will make payroll deductions for U.S. Government Savings Bonds and will purchase such.

ARTICLE XXXI

Salary Provisions

A. *Instructors*

1. This salary schedule shall consist of three levels of professional training: the Fourth, the Fifth, and the Sixth Year Levels. All instructors shall be placed on the Fourth Year Level unless they meet the qualifications for the Fifth or Sixth Year levels as specified in the "Special Qualifications for Advancement on the Instructors' Salary Schedule."

2. An instructor shall advance from one level to the next higher level by meeting the requirements as specified in the "Special Qualifications for Advancement on the Instructors' Salary Schedule." However, no one will be permitted to advance beyond the maximum of any level for which he meets requirements.

3. All instructors anticipating advancement from one level of the salary schedule to the next must declare such to the Superintendent in writing before March 1 of the year prior to such advancement and must present documentary evidence prior to November 1 of the year which the advancement becomes effective, and upon presentation of such evidence, advancement to the next level shall be retroactive to September 1, 1971.

4. Instructors hired on or after September 1971 who qualify, will be permitted to advance more than one level in any school year.

5. Guidance Counselors shall be placed on the same salary schedule as Instructors. However, those who are fully certified in accordance with the provisions of the New Jersey State Department of Education, Office of Teacher Education and Certification, will receive an extra \$400 increment added to their annual salary. Those qualifying for the full certification during the school year must await the new school year before receiving the extra compensation.

6. Increments shall be conditioned upon the recommendations from the Superintendent.

B. Nurses

1. This salary schedule shall consist of three levels of professional training: Non-Degree, Bachelor's Degree and Master's Degree levels. All nurses shall be placed on the Non-Degree level unless they meet the qualifications for the Bachelor's Degree or the Master's Degree levels as specified in the "Special Qualifications for Advancement on the School Nurses' Salary Schedule."

2. A nurse shall advance from one level to the next higher level by meeting the requirements as specified in the "Special Qualifications for Advancement on the Nurses' Salary Schedule."

3. All nurses anticipating advancement from one level of the salary schedule to the next must declare such to the Superintendent in writing before March 1 of the year prior to such advancement and must present documentary evidence prior to November 1 of the year in which the advancement becomes effective, and upon presentation of such evidence, advancement to the next level shall be retroactive to September 1, 1971.

4. Nurses hired on or after September 1, 1971, who qualify, will be permitted to advance more than one level in any one school year.

C. *Special Qualifications for Advancement on the Instructors' Salary Schedule*

1. All instructors are required to participate in curricula committee, school committee and extra-curricula committee activities that may be scheduled after school hours during the contract year in the interest of the school system.

2. All teacher classifications are in accordance with the New Jersey State Department of Education Rules concerning Teachers' Certificates.

3. *Fourth Year Level*

a. Vocational Trade and Industrial instructors in the Vocational Skilled Trades and Vocational areas who have completed up to four years (128 semester hours) of approved professional work on the collegiate level or the equivalent will qualify for the fourth year level.

b. Vocational Trade and Industrial instructors in the Related Subject and Technical Fields who possess a bachelor's degree (128 semester hours) from an approved institution or the equivalent will qualify for the fourth year level.

c. Counselors, ninth grade instructors who do not hold a vocational certificate and instructors of English, Social Studies, Library, Health, Physical Education, Driver Education and Music who possess a bachelor's degree (128 semester hours) from an approved institution will qualify for the fourth year level.

4. *Fifth Year Level*

a. Vocational Trade and Industrial instructors in the Vocational Skilled Trades and Vocational areas must have completed 160 semester hours of approved collegiate credits or the equivalent to advance to the fifth year level.

b. Vocational Trade and Industrial instructors in the related Subjects and Technical Fields must have completed 160 semester hours of approved collegiate credits

or the equivalent to advance to the fifth year level.

c. Counselors, ninth grade instructors, who do not hold a vocational certificate and instructors of English, Social Studies, Library, Health, Physical Education, Driver Education and Music must have completed 160 semester hours of approved collegiate credits or the equivalent to advance to the fifth year level.

5. *Sixth Year Level*

a. Vocational Trade and Industrial instructors in the Vocational Skilled Trades and Vocational areas must have completed 192 semester hours of approved collegiate credits or the equivalent, of which 80 credits must be of college grade supported by college transcripts in order to advance to the sixth year level.

b. Vocational Trade and Industrial instructors in the Related Subjects and Technical Fields must have completed 192 semester hours of approved collegiate credits or the equivalent, of which 32 credits must be approved post-baccalaureate work supported by college transcripts in order to advance to the sixth year level.

c. Counselors, ninth grade instructors who do not hold a vocational certificate and instructors of English, Social Studies, Library, Health, Physical Education, Driver Education and Music must have completed 192 semester hours of approved collegiate credits or the equivalent including a Master's Degree in order to advance to the sixth year level.

6. All instructors before being granted maximum salary must have had at least one full year of approved industrial or business experience or its equivalent.

7. *Equivalents*—For the purpose of figuring equivalents, the following rules shall prevail:

a. Two years of approved industrial experience shall equal one year of professional work on the collegiate level, but equivalents shall be granted for not

more than three (3) years of professional work on the collegiate level and equivalents shall not be granted for industrial experience unless such industrial experience is in addition to four years of high school education or four years of approved industrial experience in the field in which the instructor is employed. A year of professional work on the collegiate level shall be considered as 32 credits when figuring equivalents.

b. Activities for which equivalency credit may be granted are hereby defined as any planned professional activity which may be approved by the Superintendent. It may be a course of instruction offered by the State Department of Education, or a member of the Supervisory or Administrative Staff. It may be service on a curriculum construction committee, or the development of instructional material or devices, or trying out such material or devices. It may consist of visits to or work in industry. It may consist of study about and work with special groups, or of travel, or any one of a variety of other professional activities which produce professional growth.

8. No credits will be approved for any course or project which is essentially a duplicate of a course or project for which credit has been previously granted. To be approved, credits must be distributed in a manner which will lead to the most effective development of the instructor.

9. When the date or length of employment of an instructor is referred to it means the date of continuous employment in the regular full-time program of the Essex County Vocational Schools. Instructors on leave of absence in the Armed Forces are to be counted as employed in the regular full-time program of the Essex County Vocational Schools.

ARTICLE XXXII
Longevity Service Pay

A. An employee shall be eligible for longevity increment upon the completion of the following years of full-time actual service: 20 years, 25 years, and 30 years. Said longevity increments shall be computed from the date of original full-time appointment. However, employees will become eligible on the first of the month coinciding with or next following the completion of the required service. The employee longevity increment shall be paid to him as part of the annual salary.

Such employee shall receive longevity increments as follows:

<i>Years of Completed Service</i>	<i>Compensation</i>
20	1 extra \$400 increment
25	2 extra \$400 increments
30	3 extra \$400 increments

B. Should an eligibility question arise in the case of any individual, the aforementioned longevity shall not be withheld unless the person has been given full recourse under the legal provisions of Title 18A Education Act New Jersey Statutes Annotated and the grievance procedures.

ARTICLE XXXIII
Separability and Savings

If any provision or article or clause of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XXXIV
Full-Bargained Provisions

This Agreement represents and incorporates the complete and final understanding and settlement by the par-

ties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE XXXV

Duration of Agreement

A. This Agreement shall become effective July 1, 1971 and shall remain in full force and effect until June 30, 1973 with the exception economic, fringe benefits and selected areas which are identified as Class Size and Teacher Load. Subsequent negotiations shall be in accordance with Article II of this Agreement.

B. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated unless it is extended in writing.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their representative corporate seals affixed hereto, at East Orange, New Jersey on this 12th day of August, 1971.

ESSEX COUNTY VOCATIONAL AND TECHNICAL TEACHERS' ASSOCIATION

By:

Leroy F. Lynch, President
Stephen Stripp, Sr., Secretary

ESSEX COUNTY VOCATIONAL SCHOOLS, BOARD OF EDUCATION

By:

Bernice S. Davis, President
Albert J. Ciccone, Secretary

Teachers**SCHEDULE A**

<i>Step</i>	<i>Fourth Year</i>	<i>Incr.</i>	<i>Fifth Year</i>	<i>Incr.</i>	<i>Sixth Year</i>	<i>Incr.</i>
1.	\$ 8,650	\$400	\$ 9,650	\$400	\$10,650	\$400
2.	9,050	400	10,050	400	11,050	400
3.	9,450	400	10,450	400	11,450	400
4.	9,850	450	10,850	450	11,850	450
5.	10,300	450	11,300	450	12,300	450
6.	10,750	450	11,750	450	12,750	450
7.	11,200	450	12,200	450	13,200	450
8.	11,650	500	12,650	500	13,650	500
9.	12,150	500	13,150	500	14,150	500
10.	12,650	500	13,650	500	14,650	500
11.	13,150	500	14,150	500	15,150	500
12.	13,650	—	14,650	—	15,650	—

In lieu of placement on guide, all teachers would receive an adjustment of \$550 and an increment as indicated by their adjusted salaries provided that they have met the qualifications for the increment or portion thereof as defined in the Article, "Salary Provisions." However, this year no teacher would receive less than \$1,000.

Nurses**SCHEDULE B**

<i>Step</i>	<i>Non- Degree</i>	<i>Incr.</i>	<i>Bachelor's</i>	<i>Incr.</i>	<i>Master's</i>	<i>Incr.</i>
1.	\$ 7,350	\$350	\$ 7,650	\$350	\$ 7,950	\$350
2.	7,700	350	8,000	350	8,300	350
3.	8,050	350	8,350	350	8,650	350
4.	8,400	350	8,700	350	9,000	350
5.	8,750	350	9,050	350	9,350	350
6.	9,100	350	9,400	350	9,700	350
7.	9,450	350	9,750	350	10,050	350
8.	9,800	350	10,100	350	10,400	350
9.	10,150	350	10,450	350	10,750	350
10.	10,500	350	10,800	350	11,100	350
11.	10,850	350	11,150	350	11,450	350
12.	11,200	—	11,500	—	11,800	—

In lieu of placement on guide, all nurses would receive an adjustment of \$500 and an increment as indicated (\$350) provided that they have met the qualifications for the increment or portion thereof as defined in the Salary Guide. However, this year no nurse would receive less than \$850.

SCHEDULE C

Guidance Counselors

1. Guidance Counselors will be on the Teacher Salary ten (10) month schedule and shall be required to be on duty from September 1 to June 30; however, their pay for the summer coverage if required to work shall be computed in the regular manner on the basis of their base salary.

SCHEDULE D

Part-Time and Evening School Instructors

1. The pay schedule for all part-time and evening school instructors who work by the hour shall be eight dollars (\$8.00) per hour for the first year and nine dollars (\$9.00) per hour thereafter.

2. An emergency minimum of one and one-half (1½) times the hourly rate shall be paid to any of the teaching personnel if they report as scheduled but due to some emergency classes are cut short or school sessions cancelled.

SCHEDULE E

Athletic Coaches and Directors

1. There shall be a Salary Schedule for coaches as follows:

Head Coach
\$800

Junior Varsity Coach
\$600

Athletic Directors

\$1200

2. Athletic Directors shall not be permitted to serve as coaches.

SCHEDULE F

1971-72 Calendar For 10 Month Employees

Registration of Pupils Tuesday, September 7, 1971
Organization Day Wednesday, September 8, 1971
Classes Start Thursday, September 9, 1971

Holidays

Columbus Day Monday, October 11, 1971
Veteran's Day Monday, October 25, 1971
Washington's Birthday Monday, February 21, 1972
Memorial Day Monday, May 29, 1972

Religious Holidays

Rosh Hoshanna Monday, September 20, 1971
All Saints Day Monday, November 1, 1971

Conventions

N. J. Education Association Thurs., Fri., & Sat.,
November 4, 5 & 6, 1971
N. J. Voc. & Arts Association Fri. & Sat.,
March 24, 25, 1972

Thanksgiving Vacation

School Closes (1:00 P.M.) Wed., November 24, 1971
School Reopens Monday, November 29, 1971

Christmas Vacation

School Closes (1:00 P.M.)....Thursday, December 23, 1971
School Reopens Monday, January 3, 1972

Spring Vacation

School Closes (1:00 P.M.).....Thursday, March 30, 1972
School Reopens Monday, April 10, 1972

School Closes

For Pupils Friday, June 23, 1972

For Teachers Friday, June 23, 1972

School closes the last three (3) days at 1:00 P.M.

Note: Principals, vice-principals, instructors, and clerks are employed from September 1 to June 30 and maybe called for duty anytime during that period.

BOARD OF EDUCATION
for the VOCATIONAL SCHOOLS *in the*
COUNTY OF ESSEX

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ESSEX COUNTY VOCATIONAL-TECHNICAL
TEACHERS' ASSOCIATION

1970-71

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