

#2660

# **AGREEMENT**

**between**

**THE GLASSBORO BOARD OF EDUCATION**

**and**

**THE GLASSBORO EDUCATION ASSOCIATION**

**July 1, 1995 - June 30, 1998**



## TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
I Recognition	1
II Procedures for Meetings	1
III Association and Teacher/Secretary Rights	2
IV Management Rights	3
V No Strike Clause	3
VI Formal Grievance Procedure	3
VII Salaries	5
VIII Change of Degree and Salary Status	10
IX Health Benefits	11
X Reimbursement for Professional Courses	12
XI Equivalency Credit	13
XII Sick Leave and Absence	14
XIII Sabbatical Leave for Teaching Personnel	16
XIV Teacher/Secretary/Transportation Employee Attendance at Conventions and Meetings	17
XV Personnel Records of Teachers	18
XVI Assignment of Professional Personnel	19
XVII Class Loads and Duties	20
XVIII Consultative Process	20
XIX Teacher Work Year	21
XX Evaluation Procedures, Personnel Records and Salary Increments of Secretaries	22
XXI Secretarial Seniority and Tenure	23

**ARTICLE****PAGE**

XXII	Secretarial/Transportation Employee Daily Hours, Snow Days, Office Closures and Work Year Reductions	23
XXIII	Holidays for Secretaries/Transportation Employees	24
XXIV	Secretarial/Transportation Personnel Vacancies	25
XXV	Secretarial/Transportation Personnel Attendance at Workshops and Courses	26
XXVI	Secretarial/Transportation Personnel Salary Schedules	26
XXVII	Overtime Compensation for Secretarial Personnel	27
XXVIII	Secretarial Vacation	27
XXIX	Severance Pay for Teachers, Secretaries, and Transportation Personnel	28
XXX	Representation Fee	28
XXXI	Separability Clause	30
XXXII	Fully-Bargained Clause	30
	Duration of Agreement	31

**SALARY GUIDES**

Schedule A - Teachers	32
Schedule B - Athletic	35
Schedule C - Co-Curricular	37
Schedule D - Secretaries	41
Schedule E - Transportation Employee	44
Grievance Procedure Form	46

## ARTICLE I

### RECOGNITION OF THE MAJORITY REPRESENTATIVE UNIT - GLASSBORO EDUCATION ASSOCIATION

- A. Whereas a majority of the teachers, secretaries and transportation employees in the Glassboro School District have designated the Glassboro Education Association as their exclusive representative unit, now, therefore be it,
- B. Resolved that, pursuant to Chapter 123, Public Law 1974, the Board of Education of the Glassboro Public Schools, Glassboro, New Jersey, (hereinafter referred to as the Board), recognizes the Glassboro Education Association as the representative of personnel designated as teachers who are compensated on the salary guides attached to this Agreement, including teachers, librarians, guidance counselors, nurses, social workers, speech correctionists, disability specialists, reading specialists, project teachers, secretaries, bus drivers, bus mechanics, bus aides 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 including all secretarial positions assigned to the office of the Superintendent and the Assistant Superintendents.

## ARTICLE II

### PROCEDURES FOR MEETINGS

- A. In recognition of Public Laws 123, enacted in 1974, which requires both the local Boards of Education and the Education Association to negotiate in good faith, and in further recognition of specific dates for budget commitments set by State Statute, it is, therefore, agreed that the G.E.A. will present its proposals to the Glassboro Board of Education on or before January 15th of the year preceding the expiration of this contract. Negotiations will commence at this time. Final proposals by both parties will be submitted by March 1st. Both parties will make every effort to conclude negotiations by May 20th.
- B. 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 discretionary releases to the Board and to the Association and a joint press release; in the event that the parties are unable to agree upon wording, the joint press release shall state that "no progress has been made."
- C. The G.E.A. and the Board shall individually name their respective representatives for the purpose of collective negotiations concerning the terms and conditions of employment.
- D. The chairpersons of the respective teams shall determine the final agenda and shall establish mutually acceptable meeting dates.



**ARTICLE III****ASSOCIATION AND TEACHER/SECRETARY/TRANSPORTATION PERSONNEL RIGHTS****A. Information**

The parties agree that any information regarding negotiations or grievance proceedings, necessary for the Association to represent unit members shall be made available to the Association after receipt of a written request from the Association to the Office of the. The information will be provided as soon as possible, provided that it is available within the district.

**B. Use of School Buildings**

The G.E.A., in accordance with Board Policy, KG, "Use of School Facilities," shall be entitled to the use of the school buildings for the purpose of conducting meetings.

**C. Orientation**

The Association shall be granted use of school facilities to conduct orientation programs. These programs shall be conducted after the general Board of Education orientation activities have concluded.

**D. Exclusive Rights**

The parties agree that the Association as the duly certified representative of this unit shall possess the rights enumerated in this Agreement and these rights will not be conferred on any organizations seeking to represent members of this unit.

**E. Teachers/secretaries/transportation personnel** shall immediately report in writing cases of assault suffered by them in connection with their employment to their principal or immediate supervisor. Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the *teacher/secretary/transportation employee* for the information in the possession of the Superintendent relating to the incident or the person involved, and shall act in appropriate ways as liaison between the *teacher/secretary/transportation employee*, the police and the courts.

**F.** The Board shall reimburse *teachers/secretaries/transportation personnel* for any loss, damage, or destruction of clothing or personal property of a *teacher/secretary/transportation employee* as a result of an assault, while on duty in school, on the school premises, or in a school sponsored activity, up to a maximum of one hundred dollars (\$100). Such reimbursement shall cover only those items not covered by any insurance.

**G.** *Teachers/secretaries/transportation personnel* shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health or safety.

**H.** Pursuant to Chapter 123, Public Law of 1974, 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."

- I. Except as hereinafter provided, the rights of teachers/secretaries/*transportaion personnel* under New Jersey School laws or other applicable laws and regulations are neither denied nor restricted.
- J. Teachers/secretaries/*transportation personnel* shall be entitled to full rights of citizenship, and no religious or political activities of any teacher/secretary/*transportation personnel* or the lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such teacher/secretary/*transportation employee* providing said activities do not violate any local, state, or federal law.

#### ARTICLE IV

##### MANAGEMENT RIGHTS

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 judgment and discretion in connection therewith, by the Board 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 V

##### NO STRIKE CLAUSE

Neither the Glassboro Education Association, nor any of its individual members, no any of its agents, nor persons acting on its behalf, shall take action individually nor in concert which will interrupt the operations of the school system.

#### ARTICLE VI

##### FORMAL GRIEVANCE PROCEDURE

###### Definitions

A "grievance" is a claim by an employee or representative of an employee based upon the interpretation, application, or violation of this Agreement.

A grievance, to be considered under this procedure, must be initiated by the teacher/secretary within *twenty (20) days* of the time the teacher/secretary/*transportation employee* knew or should reasonably have known of its occurrence.

A "grievant" is the person or persons making the claim.



- A. Employees or representatives of employees may appeal the interpretation, application or violation of this Agreement, provided that such grievance procedures shall be included in this Agreement, entered into between the public employer and the representative organization.
- B. 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 grievant and/or the G.E.A. representative under/or chairperson of the Grievance Committee of the G.E.A. 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 five (5) school days, a written formal grievance, designating the grievance and all parties to the grievance may be filed with the building principal. The grievant shall state the remedy or solution sought in writing.

Grievant will submit grievance on the form agreed upon by the negotiating teams. See sample attached. Form may be secured from the Superintendent's office. 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/her written grievance Step 2, or if no decision has been remedied within five (5) school days after presentation of the written grievance, he/she 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, within ten (10) school days after receipt of the Superintendent's decision, 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 arbitrator.
7. The grievant and the Board may utilize the services of a mutually agreed upon arbitrator.
8. If the grievant is not satisfied with the disposition of his/her grievance, he/she may, within fifteen (15) school days after notification of the decision by the Board, *file a demand for arbitration with the American Arbitration Association for the selection of an arbitrator and a hearing in accordance with its rules and procedures.*
9. The arbitrator so selected will confer with the parties and hold hearings promptly and will issue his/her decision no later than twenty (20) days from the date of the close of the hearing. The arbitrator's decision shall be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this

Agreement. His/her authority shall be limited to deciding whether a specific Article and section of this Agreement has been violated and shall be subject to, in all cases, the rights, responsibilities and authority of the parties under the New Jersey School laws or any other national, state, county, district or local laws. The arbitrator shall not usurp the functions of the Board of Education or the proper exercise of its judgment and discretion under law and this Agreement. The decision of the arbitrator shall be final and binding on both parties.

10. The costs for the services of the arbitrator 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 and the individual if acting on his/her own behalf. Any other expenses incurred shall be paid for by the party incurring the same.
11. 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 of privacy.
12. It shall be the general practice to process grievance procedures during time which does not interfere with assigned duties, provided, however, in the event it is agreed by the Board to hold proceedings during the school day, a grievant participating at any level of the procedure with any representative of the Board shall be released from assigned duties without any loss of salary.
13. An individual employee or the G.E.A. representative during the course of the processing of a grievance shall continue to follow administrative directives and Board policy.
14. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:
  - a. The termination of services of or failure to re-employ any probationary teacher/secretary/transportation employee.
  - b. Any claim or complaint for which there is another remedial procedure or form established by law or by regulation having the force of law, including any matter subject to the procedures specified in the N.J. Statutes Annotated, Title 18:A.
16. "Binding arbitration" as used in this Agreement shall be used only within the procedures set forth in Article VI, Formal Grievance Procedure.

## ARTICLE VII

### SALARIES

#### A. Teachers

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

2. *"Each employee shall be placed on his/her proper step of the salary schedule. Personnel who work ninety-four (94) working days in a school year shall be granted one full year's experience and shall advance to the next salary level at the beginning of the following school year. The figure of ninety-four (94) working days shall also be used to calculate longevity and maternity/paternity leave."*

B. Payments and Deductions

1. Teachers/secretaries/transportation personnel employed on a twelve (12) month basis shall be paid in twenty-six (26) equal installments on alternating Fridays.
2. Teachers/secretaries/transportation personnel employed on a ten (10) month basis shall be paid in twenty-one (21) equal installments on alternating Fridays.
3. Teachers/secretaries/transportation employees may individually elect to have ten (10) percent of their monthly salary deducted from their pay. Upon the written request of the teacher/secretary/transportation employee these funds shall be paid to the teacher/secretary/transportation employee on the final pay day in June, or one-half (1/2) of the withheld ten (10) percent 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. Teachers/secretaries/transportation personnel employed after September 1st may request pay deductions at time of employment.
5. The Board agrees to allow a payroll deduction for an employee's personal savings account (statement account) at the Commerce Bank or such bank as the Board may designate.
6. Written request for such payroll deduction must be submitted not later than September 1, but employees employed after September 1 may request pay deductions at the time of employment. Employees may increase or decrease the payroll deduction only once per year.
7. The Board agrees to allow the A.P.D. deduction for a credit union established and operated by the employees of the district.

C. Guidance Counselors

1. The salary ratio shall be 1.15 for guidance counselors who work eleven months.
2. The work year for eleven-month guidance counselors shall be the teacher's work year plus twenty (20) working days. Dates for the twenty (20) additional working days shall be recommended by the principal and approved by the Superintendent.
3. It is the intent of the Board to maintain the present work year of counselors. However, at the discretion of the Board, if for economy and efficiency the work year must be reduced, then the Board may reduce the work year upon written notification to the employees involved, and the Association, by March 15.

4. The salary ratio shall be 1.05 for ten-month guidance counselors (teacher work year).
5. If any additional days are required of a ten-month counselor the compensation shall be pro-rated on the employee's per diem salary.

D. Cooperative Work Supervisors

1. The salary ratio shall be 1.10 for 11 months.
2. The work year for cooperative work supervisors shall be the teacher's work year plus twenty (20) working days. Dates for the twenty additional working days shall be recommended by the principal and approved by the Superintendent.
3. It is the intent of the Board to maintain the present work year of counselors and work-study supervisors. However, at the discretion of the Board if for economy and efficiency the work year must be reduced, then the Board may reduce the work year upon written notification to the employees involved, and the Association, by March 15.
4. If any additional days are required of a ten-month work-study supervisor the compensation shall be pro-rated on the employee's per diem salary.

E. Department Chairpersons

1. Department chairpersons shall be appointed by the Board upon recommendation of the Superintendent for no more than one school year. The position of department chairperson shall be undersupplemental contract.
2. Tenure shall not accrue to the position of department chairperson.
3. The Board reserves the right to eliminate, add or combine the positions of department chairpersons, or otherwise organize departments for the accomplishment of administrative objectives.
4. Academic department chairpersons' compensation for the 1995-96 year is based upon \$855, the 1996-97 is based on \$900, and the 1997-98 salary is based on \$945 base salary plus \$25 for each department's member

Number of Members		<u>95-96</u>	<u>96-97</u>	<u>97-98</u>
3	Business	930	975	1020
9	English	1080	1125	1170
3	Foreign Language	930	975	1020
3	Home Economics	930	975	1020
7	Mathematics	1030	1075	1120
4	Music	955	1000	1045
4	Physical Education	955	1000	1045
5	Science	980	1025	1070
5	Social Studies	980	1025	1070
6	Special Education	1005	1050	1095

Other

Guidance Department Chairperson	\$1225	\$1290	\$1365
Coordinator of Music (K-12)	\$1875	\$1925	\$1975
Audio Visual Coordinator	\$ 880	\$ 930	\$ 980

*The music directors of Band, Orchestra and Choir who must supervise extra assignments off-campus, will be reimbursed at the rate of \$18 per hour.*

F. Head Teachers

1. In the event that the principal is not in the building, a teacher will be designated and appointed by the Board of Education as Head Teacher prior to the start of the school year and serve in the place and instead of the principal when he/she is not in the building. The following stipend will be paid:

	<u>95-96</u>	<u>96-97</u>	<u>97-98</u>
Full-time	\$850	\$850	\$850
Half-time	\$425	\$425	\$425

2. In schools having a part-time assistant principal a half-time Head Teacher shall be designated and appointed and shall be remunerated at the rate of half the rate of a full-time teacher.

*Intermediate School - Full time*  
*Bowe School - Half time*  
*Bullock School - Half time*  
*Rodgers School - Full time*

G. Bedside Instruction

1. The pay for bedside instruction shall be *\$21.00 per hour for the duration of the contract.*

H. Athletics

1. The athletic salary schedule is set forth in Schedule 'B' which is attached hereto and made a part hereof.
2. Compensation for the Athletic Director, summer work, will be paid at the rate of summer teachers' hourly rate for a maximum of 80 hours *for the duration of the contract.*

I. Co-Curricular

1. The co-curricular salary schedule is set forth in Schedule 'C' which is attached hereto and made a part hereof and will reflect *the following increases as percentages for the duration of the contract: 4.3%, 4.25% and 4.2% respectively.*

J. Secretarial Salaries and Placement

1. Classification:
  - a. Class A  
High School Principal's Secretary
  - b. Class B
    - (1) Principal's secretaries (other than listed in 'A' above)
    - (2) Director's secretaries
    - (3) Director of Guidance at High School
  - c. Class C  
All other secretarial
2. New employees shall be hired for a probationary period of *sixty (60) days plus an additional thirty (30) days if the employee needs an improvement plan.* At an hourly rate based upon the salary of the category under which they will be hired. After the probation period, and upon recommendation by the Assistant Superintendent for Business, and with the approval of the Board of Education, they shall be given permanent status.
3. A three hundred dollar (\$300) increment may be given for each year of secretarial experience up to, but not exceeding six (6) years to a newly hired secretary; for previous experience or higher education as follows:
  - a. Secretarial experience either in another school district or industry.

- b. Previous work experience within this school district in a position where secretarial duties were required.
  - c. Certification of completion of education beyond high school graduation from a recognized secretarial or business training school or college.
4. Any secretary moving up to another category shall be properly compensated with a minimum increment of three hundred dollars (\$300).
  5. If in the event that the person employed for the purpose of calling substitutes becomes unavailable and it becomes necessary that a secretary, or secretaries, be used to call substitutes they will be designated by the Assistant Superintendent for Business and the secretary(s) will receive compensatory time off or pro-rated hourly pay for this activity. This time off will be determined by the Assistant Superintendent for Business. It will be based on the actual amount of time worked in the substitute calling function.

K. Dentention Supervisor

<u>Position</u>	<u>Salary - Hourly Wage</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
HS Saturday School Supervisor		\$20.00	\$20.00	\$20.00

L. Assistant Mechanic

*When after the fifth day of absence of the Head Mechanic, the Assistant Mechanic must assume the duties of the Head Mechanic, the Assistant Mechanic shall be paid at the hourly rate equal to that of the Head Mechanic, times the number of hours worked in that capacity.*

ARTICLE VIII

CHANGE OF DEGREE AND SALARY STATUS

- A. Any teacher planning to advance to the next professional training level on the salary schedule should inform the Superintendent, in writing, as soon as the requirements for advancement have been met.
- B. To meet requirements for advancement on the salary scale, courses taken by a teacher shall be at an accredited institution and toward a degree, toward a pre-determined education goal, or courses in his/her teaching area, and approved by the Superintendent or his/her designee.

At the point of hiring, a new teacher may be granted approval for pre-existing academic achievements after a review of academic records by the Superintendent or his/her designee.

- C. To be eligible for the first payroll in September, teachers must submit to the Superintendent, confirmation by transcripts and letters or forms verifying that requirements have been met, on or before August 25. A teacher who has completed course work or received a degree at the end of the college spring semester or summer session shall be eligible for salary advancement on the first payroll in September, (September 15).
- D. A teacher who has completed course work or received a degree at the end of a college fall semester shall be eligible for salary advancement according to pay schedule. To be eligible teachers must submit to the Superintendent confirmation by transcripts and letters or forms verifying that requirements have been met, on or before January 25.
- E. For new personnel, contracted for the 1990-91 school year and thereafter in order to attain advancement to the next training column, credits taken beyond the attainment of a particular degree must be attained after the degree is granted. No advancement will be given for credits attained prior to or along with the attainment of the degree.

**ARTICLE IX**

**HEALTH BENEFITS**

- A. The Board shall pay the full cost of employee and dependent coverage equal to the coverage of the U.C.R. Plan\* from the previous carrier, BlueCross/Blue Shield of New Jersey, that existed prior to February 1, 1995. \* This plan included Major Medical and Rider J.
- B. The Board will also pay the full cost of employee and dependent coverage equal to the coverage of the Blue Cross/Blue Shield Prescription that existed prior to February 1, 1995, at the following rates:
 

<u>1995-96</u>	<u>1996-98</u>
\$5.00 (all types)	\$5.00 for Generic and \$10.00 for Brand
- C. The Board shall pay 100% per annum per employee for employee only dental plan. Said amount may also be utilized as credit toward cost of family coverage.
- D. The Board shall determine the carrier for all hospitalization and insurance benefits provided that the benefits are no less than those of the above programs.
- E. *Disability Insurance* - The Board shall contribute up to \$13.00 per month per employee toward Washington National Insurance and/or the Franklin Insurance for the duration of the contract.

*\*Note: Major Medical deductible changes from \$100 to \$200 on January 1, 1996.  
Co-pay for HMO doctor visits increases to \$10.00 per visit effective 7/1/96.*



**ARTICLE X**

**REIMBURSEMENT FOR PROFESSIONAL COURSES**

**A. Graduate Courses**

Any teacher taking graduate professional courses at an accredited institution toward a degree, toward a pre-determined educational goal, or graduate courses in his/her teaching area, upon approval by the Superintendent shall receive the cost of tuition/books for such graduate courses up to \$750 per school year for the duration of the contract.

**B. Undergraduate Courses**

Any teacher taking undergraduate professional courses at an accredited institution toward a degree, toward a pre-determined educational goal, or undergraduate courses in his/her teaching area, upon approval by the Superintendent shall receive the cost of tuition/books for such undergraduate courses up to \$600 for the duration of the contract.

**C. Secretaries**

Any secretary taking courses at an accredited institution toward an educational goal, upon approval by the Superintendent, shall receive the cost of tuition/books for such courses up to \$600 for the duration of the contract.

**D.** The superintendent will approve all courses and programs prior to enrollment. Applications will be made in writing. Teachers will be expected to pursue course work in their teaching fields or closely related fields.

Secretaries will be expected to pursue course work that is related to their areas of employment.

**E. Application for Reimbursement**

*Application for reimbursement for professional courses will be submitted to the Superintendent's office in the following manner:*

- Fall courses.....apply by 1/15.....payment by 2/15*
- Spring courses.....apply by 6/15.....payment by 7/15*
- Summer courses.....apply by 9/15..... payment by 10/15*

*Payment will be made contingent upon the receipt of official transcripts showing passing grades, and upon presentation of proper receipts for tuition/books, and the teacher's or secretary's, return to the Glassboro school system.*

**F. Bus Driver Fingerprinting**

*After one (1) year of successful employment within the Glassboro District, bus drivers shall be reimbursed for the cost of fingerprinting. All fingerprinting costs shall be borne by the Glassboro Board of Education.*

**ARTICLE XI**

**EQUIVALENCY CREDIT**

- A. Equivalency credit recognizes that formal courses in subject matter and methodology serve as only one method for teachers to improve professionally. In granting equivalency credits the beneficial educational value to the school system of the teacher's activities will be of singular importance.
- B. Equivalency credit applications will be reviewed in advance by the District Advisory Council. Forms will be provided for this purpose. Recommendations will be forwarded to the Superintendent. Final approval of the Board of Education is required. At the conclusion of such activity a second review will be made by the Council, the Superintendent and the Board to determine its value to the school system. The granting of equivalency credits will be determined on the basis of this evaluation.
- C. **Equivalency Credit Activities**
  - 1. Formalized Inservice Programs - Formal workshops and inservice courses that are sponsored either by the Glassboro Board of Education, other school systems, or institutions, and organizations that do not grant academic credit. The amount of credit approved for such programs will be dependent upon attendance requirements and outside preparation. In general, college standards are followed.
  - 2. "Original Writing" shall be defined as ideas expressed first-hand by the writer as opposed to a compilation or interpretation of material written by others. An article of not less than one thousand words published in current educational magazine or a published book on education may be eligible for equivalency credit. A maximum of three semester hours of credit may be earned in this area.
  - 3. Research projects resulting in the compilation and/or publication of data of special significance to the school system are eligible. Research proposals must be approved in advance by the Superintendent of Schools. This is not intended to include work which a teacher would do as a part of his/her normal responsibilities. A maximum of three semester hours of credit may be earned in this area.
  - 4. Original works shall be defined as ideas expressed first-hand by the creator as opposed to the compilation or interpretation of materials presented by others. A maximum of three semester hours of credit may be earned in this area.
- D. A maximum of nine (9) equivalency credits may be used for movement to the next step on the salary schedule and nine (9) equivalency credits *in each year for the duration of the contract.*
- E. Only teachers who are permanently certified in their field are eligible to receive equivalency credit.

ARTICLE XII

SICK LEAVE AND ABSENCE

A. Sick Leave

1. Teacher/Transportation Employees (10 Month Employees)

- a. Absence for personal illness or personal injury allowed up to ten (10) days without pay deduction. Medical verification may be required. Proportional sick leave time will be granted to part-time teachers under contract.
- 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.

2. Secretary/Transportation Employees (12 Month Employees)

- a. Absence for personal illness or personal injury allowed up to eleven (11) days without pay deduction for secretaries on 12 month contract. Medical verification may be required. Proportional sick leave time will be granted to part-time secretaries under contract. Ten days shall be allowed for secretaries on a ten (10) month contract.
  - b. If less than the allotted sick leave days are used during a school year/work year, balance of unused time to be cumulative without limit.
  - c. When a secretary is absent for a period of five (5) days or more, a substitute secretary may be hired upon recommendation of the administrator and approved by the Assistant Superintendent for Business or the Superintendent.
3. Should all accumulated sick leave of an employee be depleted in any one year, upon the presentation of a medical certificate requesting further sick leave, a leave of absence for a maximum of 30 additional school or work days shall be granted to any district employee who has been in the employ of the Board of Education for a period of four (4) years or more and such employee shall receive the difference between their salary and that paid a substitute.

NOTE: For a ten (10) month position, the daily rate shall be 1/200 of annual salary.  
For a twelve (12) month position, the daily rate shall be 1/240 of annual salary.

B. Other Absence

1. Family Illness

In case of critical illness in family requiring a member's presence, absence allowed without deduction. This is to be emergency only and not extended to personal care of members of the G.E.A. member'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

Employees under contract shall be allowed personal leave\* without pay deduction for a maximum of two days during each school year.

- \* Personal leave will not be granted for the purpose of extending a school holiday.

Application for personal leave shall be initially made to the building principal, or immediate supervisor, at least five days before such leave is to begin. All requests for personal leave will be approved by the Superintendent. In serious emergencies, requests may be immediately granted by the principal.

Personal leave days shall be accumulated as stipulated in paragraph 'H' of Article XII.

For the protection of the employee, and for proper payroll accounting and audit, personal leave days must be accounted for and reported to the Superintendent.

3. Quarantine

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

4. Other leaves

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

C. Maternity Leave

An employee requesting a leave of absence for disability for maternity reasons shall request such leave in writing, at least thirty (30) days prior to the date for the commencement of such leave. The request shall state the date for the commencement of the leave, and the date of return. Teachers returning from maternity leave may return on two occasions during the school year. In schools that operate on a semester basis, the teacher is permitted to return on the first day of either the first or the second semester. In schools operating on another basis, the teacher is permitted to return on the first day of the first or the third marking period. *Employees shall be credited for salary increment for salary purposes as follows: the ninety-fourth (94th) paid working day shall be credited as a full year.*

Disability for maternity reasons for which sick days are used will commence on the date requested by the teacher, provided that a physician's certification of disability is submitted before commencement of the leave.

Disability for maternity reasons for which sick days are used will terminate on the date requested by the employee, provided that a physician's certification is submitted stating that the employee is physically able to work, prior to the date of termination of such leave.

An extended leave of absence under this Article may be granted for the remainder of a contract year and for one additional school year.

In the event that sick days are not available to an employee, the employee may request a leave of absence without pay for disability for maternity reasons, provided that a physician's certification is submitted verifying the disability.

Employees must inform the Board prior to April 1, in writing, of their decision to return for the following school year.

For teachers requesting extended leave of absence for maternity reasons, the return date shall be the first day of a semester.

Existing State and Federal statutes shall apply in policies for maternity leave.

E. Days for Funeral

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

F. 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.

G. Jury Duty

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

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

H. Personal Days Converted to Unused Sick Leave

Two days of unused personal leave may be permitted to accumulate into sick leave each year. All persons covered by this Agreement if they have any unused personal leave at the end of the school year may transfer two days of that personal leave into their sick leave. A record of such transfers shall be maintained in conformance with the district sick leave allowance records.

### ARTICLE XIII

#### SABBATICAL LEAVE FOR TEACHING PERSONNEL

- A. The Board of Education *shall*, 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.

A full-time professional staff member who has returned from sabbatical leave shall not be eligible for such leave until he/she has completed an additional seven consecutive years within the Glassboro Public School system.

- B. No more than two (2) 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 (1/2) the salary. 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 a 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. As a condition of each sabbatical leave granted by the Board, the teacher to whom the sabbatical is granted shall thereby become obligated to remain in the Glassboro Public School system for a continuous period of not less than two (2) years immediately following the conclusion of the sabbatical leave.

In the event that the teacher fails to satisfy this condition by resignation or other voluntary departure, the teacher shall refund to the Board at the time of departure such portion of the salary paid during the sabbatical leave as the unexpired portion of the two-year period shall bear to the entire two-year period.

#### ARTICLE XIV

#### TEACHER/SECRETARY/TRANSPORTATION PERSONNEL ATTENDANCE AT CONVENTIONS AND MEETINGS

- A. Attendance of teachers/secretaries/transportation employees 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/secretaries/transportation employees and those assigned other responsibilities shall not be away from their classes/job responsibilities 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 a teacher/secretary/transportation employee requests and receives permission to attend a meeting or convention, mileage reimbursement will be paid at current State of New Jersey rate. (Sliding scale.)

3. When a teacher/secretary/transportation employee requests, and the request is granted to attend a convention, the Board of Education will pay transportation and up to \$50 per day for other expenses, meals, lodging, etc.
4. When a teacher/secretary /transportation employees requests and is permitted to attend a convention and is commuting, actual expenses, other than transportation itemized up to \$30 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 teacher/secretary/transportation employees 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.
9. A professional association or organization may initiate a request for teacher/secretary/transportation employee attendance at a convention, through the Board, G.E.A., or Superintendent for an individual teacher/secretary.

## ARTICLE XV

### PERSONNEL RECORDS OF TEACHERS

- A. A teacher shall have the right, upon request, to review the contents of his/her personnel file, and to receive copies at his/her own expense, of any documents contained therein, except that the teacher may not have access to privileged documents or information such as personal references and similar documents. Such review shall be at a convenient time to be determined by the Superintendent or his/her designee, and accomplished in the presence of the Superintendent or his/her designee.
- B. At least once every five years (5) a teacher may indicate those documents or materials in his/her file which he/she believes to be obsolete or inappropriate to retain. Said documents shall be reviewed by the Superintendent or his/her designee and, if in his/her judgment, he/she decides they are obsolete or otherwise inappropriate to retain, they shall be destroyed and the teacher so informed.
- C. A teacher may submit a written explanation or answer to a document, report, or other material in his/her personal file. Such written explanation or answer shall be reviewed by the Superintendent or his/her designee and it shall be included in the file.

- D. Any substantial complaints regarding an employee made to a member of the administrative staff which are acted upon and becomes a part of the personnel file of the employee and influences the evaluation of an employee shall be brought to the attention of the employee.
1. The principal or other supervisor shall meet with the employee to apprise the employee of the full nature of the complaint and they shall attempt to resolve the matter informally.
  2. In the event a substantial complaint is unresolved the employee, principal or other supervisor may request a conference with the complainant to attempt to resolve the complaint.
  3. An unresolved complaint may be pursued in accordance with the grievance procedure, except that such grievance shall not proceed beyond Step 6 of the Grievance Procedure and shall not be subject to binding arbitration.

## ARTICLE XVI

### ASSIGNMENT OF PROFESSIONAL PERSONNEL

- A. Teachers shall be notified of their tentative teaching assignments by the closing day of school.
- B. In the event of changes in schedules, class or subject assignments, or building assignments, any teacher affected shall be notified as soon as possible in writing.
- C. In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall not be assigned outside the scope of their teaching certificates and/or their major or minor fields except in cases of emergency or necessity. This shall not preclude administrators from assigning them non-teaching duties.
- D. "Assignment" shall mean:
1. High School level - course assignment
  2. Intermediate School level - subject and grade assignments.
  3. Elementary level - building and level assignments.
- E. No later than May 15 of each school year, the Superintendent shall make known to the Association and shall have posted in all school buildings a list of the known vacancies or new positions for the following school year.
1. Teachers who desire a change in grade and/or subject assignment shall file a written statement of such desire with the Superintendent not later than May 30. Such statement shall include the grade and/or subject to which the teacher desires to be assigned.
  2. Teachers requesting transfer within the school system shall be notified in writing of the results at least one month before teaching duties commence, provided that decisions have been formally approved by the Board of Education.



**ARTICLE XVII**

**CLASS LOADS AND DUTIES**

- A. Teachers shall have at least thirty (30) minutes duty-free lunch time.
- B. Teachers assigned to more than one school will have time allowed for travel between schools with reimbursement at current State of New Jersey rate. (Sliding scale.)
- C. The Board of Education will make every effort to provide the amount of preparation time currently in effect for teachers of grade levels K-6 as determined by the Board. The Board agrees that such preparation time shall be no less than one hundred minutes per week (normal five-day work week).
- D. Any regular classroom teacher who loses preparation time as defined in the collective negotiations agreement as well as established in grades 7-12 (one period per day) due to substituting for teachers who are absent shall, after the second (2nd) such coverage, be paid an additional sum of \$18 per hour for the amount of preparation time lost. This provision does not apply to such special area teachers as guidance counselors, librarians and gifted and talented.
- E. *If a seventh instructional period is assigned to any teaching member at the seventh through twelfth grade level, the teacher will be remunerated at the rate of \$18 per hour. If a High School Department Chairperson is assigned a sixth instructional period they will be remunerated at the rate of \$18 per hour.*
- F. *No teacher will be assigned or be expected to discharge any duties outside the in-school contractual day, with the exception of one Open House per year, unless such duties are compensated at the rate of \$18 per hour.*

**ARTICLE XVIII**

**CONSULTATIVE PROCESS**

- A. The Superintendent shall evolve appropriate channels for intercommunication and consultation with staff in the development of recommendations for planning educational programs and school facilities.

- B. The District Advisory Council shall be composed of:
1. Representatives elected by teachers as follows:
    - Two representatives from the High School
    - Two representatives from the Intermediate School
    - Two representatives from the Thomas E. Bowe School
    - Two representatives from the Bullock Memorial School
    - One representative from the J. Harvey Rodgers School
    - One representative from the *Genesis Program*
  2. One representative appointed by the G.E.A. Executive Committee  
The Superintendent of Schools  
One representative from the Administrative Council  
Such members as the Superintendent of Schools shall deem necessary.
  3. Alternates may be appointed by elected members.
  4. At least one of each building's representatives shall be from the Principal's Advisory Committee.
- C. Quorum shall be six (6) elected members or alternatives.
- D. The Superintendent shall review and give consideration to such recommendations submitted by the District Advisory Council. He/she shall inform the Board of such recommendations when presenting recommendations or reports of administrative rules and regulations.

## ARTICLE XIX

### TEACHER WORK YEAR

- A. The Superintendent in consultation with the District Advisory Council will prepare, prior to February 15th of each year, a proposed school calendar for the ensuing school year.
- B. The Superintendent in determining his recommendation to the Board of Education, will consider the recommendations of the District Advisory Council. During the development of the proposed calendar the District Advisory Council will consult with the G.E.A. and/or individual building faculties.
- C. The parties agree that the work year for teachers will be one hundred and eighty-six (186) days. The N.J.E.A. convention of no more than two (2) days duration will be included in the one hundred and eighty-six (186) day work year. New personnel employed in the district will work one (1) additional day beyond the one hundred and eighty-six (186) day regular work year. New personnel will, therefore, work a one hundred and eighty-seven (187) day work year in their first year of employment.

- D. On the day before a holiday and on Fridays teachers may leave their respective school buildings fifteen minutes following the students' departure, provided that professional responsibilities have been completed and provided that the teacher's presence is not otherwise needed, as determined by building administrators.

**ARTICLE XX**

**EVALUATION PROCEDURES, PERSONNEL RECORDS AND SALARY INCREMENTS FOR SECRETARIES/TRANSPORTATION PERSONNEL**

A. Evaluation Procedures

Salary increments will be based on a semi-yearly evaluation and will be based upon performance at the discretion of the evaluator. These evaluations will be on the forms adopted by the Assistant Superintendent for Business after consultation with the G.E.A. representative. A copy of a tentative evaluation will be provided to the *employee* at least one week before the evaluation conference and the *employee* will have the right to respond to the evaluation no later than one week after the conference has been held.

B. Personnel Records of Secretaries/Transportation Employees

1. An *employee* shall have the right, upon request, to review the contents of his/her personnel file, and to receive copies at his/her own expense, of any documents contained therein, except that the *employee* may not have access to privileged documents or information such as personal references and similar documents. Such review shall be at a convenient time to be determined by the Assistant Superintendent for Business or his/her designee, and accomplished in the presence of the Assistant Superintendent for Business or his/her designee.
2. At least once every five years (5) an *employee* may indicate those documents or materials in his/her file which he/she believes to be obsolete or inappropriate to retain. Said documents shall be reviewed by the Assistant Superintendent for Business or his/her designee and, if in his/her judgment he/she decides they are obsolete or otherwise inappropriate to retain, they will be destroyed and the *employee* so informed.
3. An *employee* may submit a written explanation or answer to a document, report, or other material in his/her personnel file. Such written explanation or answer shall be reviewed by the Assistant Superintendent for Business or his/her designee and it will be included in the file.

C. Salary Increment for Secretaries

1. The Assistant Superintendent for Business shall recommend to the Board of Education his/her specific recommendations on increments for each individual covered by this Agreement. The Board of Education, at its discretion, shall determine which increments are to be granted. Any appeal of the decision of the Board of Education shall be in accordance with Title 18A.

2. An increment of \$500 shall be granted to any secretary, while employed by the Glassboro Board of Education, upon completion of a two (2) year secretarial program or its equivalent, at a recognized secretarial or business training school or college. Proof of completion of the program on a successful basis must be submitted prior to consideration by the administration on the granting of the increment.

## ARTICLE XXI

### SECRETARIAL SENIORITY AND TENURE

Secretaries will have seniority and tenure in their position in accordance with New Jersey School law.

## ARTICLE XXII

### SECRETARIAL/TRANSPORTATION PERSONNEL DAILY HOURS, SNOW DAYS, OFFICE CLOSURES AND WORK YEAR REDUCTION.

#### A. Secretarial Daily Hours

Secretarial daily hours for the summer season will be thirty-two and one-half (32.5) hours plus one hour for lunch and for the school year and the week immediately prior to and following it, thirty-seven and one-half (37.5) hours plus one hour for lunch.

#### B. Snow Days

On days on which the school is closed due to snow, employees working in secretarial capacities are *not* expected to report to work unless otherwise directed by their superiors. *If their services are required they will be remunerated in the form of compensatory time.*

#### C. Office Closures

Offices are normally closed over the Christmas vacation, the spring vacation (if one exists) and the day after Thanksgiving, and two days during the N.J.E.A. convention. If secretarial services are needed during any time when the offices are closed, the secretary will be notified when to report for work by his or her immediate superior and will receive compensatory time for the time worked as determined by mutual agreement between the secretary and her supervisor with the approval of the Superintendent of Schools.

#### D. Work Year Reduction

##### 1. Secretaries

The Board retains the right to reduce the work year of secretaries from twelve to ten and one-half months. Should the Board so reduce the work year of any secretary, notification of this reduction will be given to the secretary by *March 15*. Secretaries so reduced shall be given the first preference for available work during the summer on the basis of category seniority. Payment shall be made for such summer work on a pro-rated basis.

- a. Twelve-month secretaries will work from July 1 to June 30.
- b. Ten and one-half month secretaries will work from August 15 to June 30.
- c. Ten-month secretaries will work from September 1 until June 30.
- d. The schedules in D 2 and D 3 above may be revised to designate an earlier reporting date, and days so utilized will be deducted from the termination date for said personnel.

**2. Mechanics**

- a. *"Mechanics will work twelve (12) months per year."*
- b. *"Work day shall be eight (8) hours excluding lunch but including two (2) fifteen-minute breaks."*
- c. *"Mechanics called back to work shall be guaranteed at least two (2) hours compensation."*
- d. *"Time worked in any week in excess of forty (40) hours shall be compensated at time-and-a-half rate."*

**3. Bus Drivers/Aides**

- a. *"Regular work hours shall be determined by the transportation supervisor as each set of routes is packaged."*
- b. *"Packaged routes shall be offered to Bus Drivers and Aides on the basis of seniority."*
- c. *"Time worked in any one week in excess of forty (40) hours shall be compensated at the time-and-a-half rate."*

**4. Mechanics/ Bus Drivers/ Aides**

- a. *"In the event that reduction in force is made necessary, the principle of seniority shall apply. Such reductions shall take place with those Mechanics, Bus Drivers and Aides with the least service in their respective job classification."*
- b. *"In the event of reduction in force, transportation employees shall retain recall rights for a period of two (2) years from the last date of employment, within the school district."*

**ARTICLE XXIII**

**HOLIDAYS FOR SECRETARIES AND TRANSPORTATION PERSONNEL**

- A. Holidays are defined as any day designated as a state holiday or any day designated by the Board of Education as a holiday for administrative personnel within the school district.
- B. Secretaries are normally expected to be available for work on days other than holidays or vacation days. In case of emergency, the Superintendent or his/her designee may contact a secretary for work on a holiday or vacation day. Upon receiving contact, the secretary is expected to report for work at the location designated to assist in handling the emergency. Compensation for such work will be at time and one-half of the hourly rate of the employee. Board will pay time and one-half and send letter or compensatory time.

C. The secretary may elect compensatory time in lieu of salary upon approval of the supervisor and Assistant Superintendent for Business.

D. Bus Drivers/Aides

*Current employees and those hired in the first year of the contract (1995-96) will receive eleven (11) paid holidays. Anyone hired on or after the date 7/1/96 will receive ten (10) paid holidays. Anyone hired on or after the date 7/1/97 will receive nine (9) paid holidays."*

E. Mechanics

*Mechanics will receive thirteen (13) paid holidays per year.*

**ARTICLE XXIV**

**SECRETARIAL AND TRANSPORTATION PERSONNEL VACANCIES**

A. Secretarial

Vacancies of secretarial positions within the district shall be announced to all secretarial staff so that anyone who wishes the opportunity can apply for the open position. Applications must be filed within one (1) week of date posted. The vacancies shall be filled upon recommendation of the Assistant Superintendent for Business and final approval by the Board of Education. The decision of the Board of Education on such matters shall be final and binding.

B. Transportation Employees

1. Transportation Positions

*Transportation positions shall be announced to all Bus Drivers/Aides so that anyone who wishes the opportunity may apply for the position. Applications must be filed within one week of the date posted. Positions will be awarded by seniority based on date of hire, and any subsequent openings created by such awarding of positions will be posted in the same manner. One sign-up form shall be posted for each newly created position as such position becomes vacant. "*

2. Posting of Additional Work

*a. Posting of additional work for Bus Drivers/Aides shall be provided by the transportation supervisor at the start of each school year. Drivers shall have the opportunity to sign up for additional work in all areas of extra assignments. Separate lists shall be maintained but not limited to the following areas:*

- 1. P.M. activities (after-school activities after 4 PM.)*
- 2. P.M. activities (sports runs)*
- 3. Day trips (Monday through Friday.)*
- 4. Saturday/Sunday and Holiday trips*
- 5. Overnight and Eight-hour trips*

b. *In each additional work area, the initial list shall be developed based upon the seniority of the drivers who indicate the desire to be considered. Each type of extra work assignment shall have a separate listing."*

c. *Drivers who miss an assignment because of absence for any reason other than personal illness, or who are unable to accept an assignment on the day their name comes up in the rotation, shall remain in the regular rotation for assignment."*

## ARTICLE XXV

### ATTENDANCE AT WORKSHOPS AND COURSES

#### A. Secretarial

Attendance at secretarial workshops and courses related to secretarial training is encouraged. Application to attend workshops or courses must be approved by the Assistant Superintendent for Business. Upon satisfactory completion of the workshop or course, reimbursement for tuition and books will be recommended by the Assistant Superintendent for Business to the Board of Education. Prior approval of the secretary's attendance at the workshop must be obtained before participation in any workshop can occur.

#### B. Transportation Employees

*Bus Drivers and Bus Aides may receive up to eight (8) hours of paid inservice per school year to be used for training programs. Prior approval must be received from the Transportation Supervisor or the Superintendent for Business. Hours and program will be assigned by the Assistant Superintendent for Business.*

#### C. Mechanics

*Mechanics will be provided with approved uniforms.*

## ARTICLE XXVI

### SALARY SCHEDULES

#### A. Secretarial

The secretarial salary schedule applicable for each year of this Agreement covering secretaries is attached as Schedule 'D' of this Agreement.

#### B. Transportation Personnel

*The transportation employee salary schedule for each year of this Agreement is attached as Schedule 'E' and will reflect the following rate increases of \$ .25 per hour for Bus Drivers currently employed at the \$15 per hour rate for each year of the contract. All other levels will increase at the rate of 4.3 %, 4.25 % and 4.2 % for each year of the contract.*

**C. Bus Aides**

*The bus aides salary schedule for each year of this Agreement is attached as Schedule 'E' and will reflect the following rate of increases of 2.6 % if the employee is currently at the \$10.50 rate and all other salaries will increase at the rate of 4.3 %, 4.25 % and 4.2 % for each year of the contract.*

**D. Mechanics/Assistant Mechanic**

*The mechanics/assistant mechanic salary schedule for each year of this Agreement is attached as Schedule 'E' and will reflect the following rate of increases of 2.6 % for each year of the contract if the employee is currently at maximum salary.*

**ARTICLE XXVII**

**OVERTIME COMPENSATION**

*Any overtime shall be compensated at the rate of time and one-half, after forty (40) hours in accordance with New Jersey State Labor Laws.*

**ARTICLE XXVIII**

**VACATION**

**A. Secretarial /Mechanics**

*Personnel who are employed for twelve months will continue to receive the following vacation schedule:*

1. An employee with six months service in Glassboro prior to July 1st shall receive one (1) week vacation.
2. After one year of service in Glassboro - two weeks vacation.
3. After nine years of employment in Glassboro - three weeks vacation.
4. After fifteen years employment in Glassboro - four weeks vacation.

- B.** *Personnel who are twelve month secretaries and who are reduced by the Board of Education, at its sole discretion, to a work year of 10 1/2 or 10-months, will receive a reduced vacation allowance in accordance with the schedule enumerated below until the fourth consecutive year that they are assigned to a reduced work year. In the fourth consecutive work year they shall cease to receive any vacation allowance.*

First Year:	1/2 vacation allowance
Second Year:	1/3 vacation allowance
Third Year:	1/4 vacation allowance
Fourth Year:	No vacation allowance entitlement for 10 and 10 1/2 month personnel.



C. Unused Vacation Days

*In 1995-96 contract year, secretaries will receive payment for all unused vacation days with the exception of five (5) which may be saved but must be used before July 1, 1996. Thereafter, five (5) vacation days may be saved each year but must be used prior to July 1st of the following year. Extenuating circumstances will be determined by the Superintendent."*

ARTICLE XXIX

SEVERANCE PAY FOR TEACHERS, SECRETARIES, TRANSPORTATION PERSONNEL

- A. Teaching personnel who complete fifteen (15) years in the Glassboro School district will be eligible for severance pay upon retirement from the school district as follows:

1995-96	\$34.00 per day, up to a maximum of (135 days)
1996-97	\$34.00 per day, up to a maximum of (140 days)
1997-98	\$34.00 per day, up to a maximum of (150 days)

Employees must be officially retired and upon retirement the total number of days left in accumulated unused sick leave will be reimbursed to the employee(s) at the rates and maximum amounts listed above.

- B. Secretarial/transportation personnel who complete fifteen (15) years in the Glassboro School district will be eligible for severance pay upon retirement from the school district as follows:

1995-96	\$26.00 per day, up to a maximum of (135 days)
1996-97	\$26.00 per day, up to a maximum of (140 days)
1997-98	\$26.00 per day, up to a maximum of (150 days)

Employees must be officially retired and upon retirement the total number of days left in accumulated unused sick leave will be reimbursed to the employee(s) at the rate and maximum amounts listed above.

- C. Approved leaves of absence without pay shall not accrue to years of service.

ARTICLE XXX

REPRESENTATION FEE

- A. Purpose of Fee

If an employee does not become a member of the Association during any membership year which is covered in whole or part by this Agreement, said employees will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employees per capita cost of services rendered by the Association as majority representative.

For the purpose of this provision, employee means all members included in the bargaining unit who are receiving benefits.

Employees who are non-members employed by the Board after January 1 will pay 85% of one-half (1/2) the sum of regular dues, initiation fees and assessments for that membership year. Employees who are non-members who work twenty (20) hours or more will pay 85% of the entire sum of regular duties, initiation fees and assessments. *Out-of-district co-curricular advisors who are not members of any bargaining unit will be assessed a fee of \$50 per individual per contract year, regardless of the number of co-curricular contracts are awarded to that individual.*

**B. Amount of Fees**

Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount.

**C. Deduction and Transmission of Fee**

**1. Notification**

The Association will submit to the Board a list of those employees in the bargaining unit who have not become members of the Association for the then current membership year. The Board will deduct the full amount of the representative fee (85%) from the salaries of such employees and promptly will transmit the amount so deducted to the Association.

**2. Payroll Deductions**

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks of the employees on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid within 30 days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 15 days after the resumption of the employees employment in a bargaining unit position, whichever is later.

**D. Termination of Employment**

If an employee who is required to pay a representation fee terminates his or her employment with the Board during the year, the Board will deduct the unpaid portion from the last paycheck paid to said employee during the membership year in question.

**E. Method of Payment**

The means for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues in the Association.

F. Changes

The Association will notify the Board in writing of any changes in the aforesaid list and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 30 days after the Board received said notice.

G. New Employees

On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding 30-day period. The list will include names, job titles and dates of employment for all such employees.

H. Indemnification and Save Harmless Provision

The Association agrees to indemnify and hold the Board harmless against any liability suit (except willful misconduct by the Board) at law or equity, or before a state or federal agency which may arise by reason of any action taken by the Board in complying with this Article provided that the Board cooperates fully with the Association in gathering evidence, securing witnesses and in all other aspects of said defense. Also, provided that the Board gives the Association timely notice in writing of any such claim, demand or suit of liability.

ARTICLE XXXI

SEPARABILITY CLAUSE

If any part, clause, portion or Article of this Agreement is subsequently deemed by a court of competent jurisdiction to be illegal, such clause, portion or article shall be deleted and the remainder of the Agreement not so affected shall continue in full force and effect absent the affected clause.

ARTICLE XXXII

FULLY-BARGAINED CLAUSE

The written Agreement incorporates the entire understanding of the respective parties concerning the terms and conditions of employment which were the subject of collective negotiations.

**DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 1995 and shall continue in effect until June 30, 1998.

Collective negotiations concerning the terms and conditions of employment shall commence no later than *January 15, final proposals by March 1 and conclusion of bargaining by May 20 of the year of the expiration date of the Agreement.* This Agreement may be extended upon the mutual agreement of the respective parties.

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

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested to by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and year below written.

Dated this 14th day of December, Board of Education of the Borough of Glassboro, County of Gloucester.

**GLASSBORO EDUCATION ASSOCIATION**

**GLASSBORO BOARD OF EDUCATION**

By: *Stephen Deutchman*  
President

By: *David S. Kalapa*  
President

By: *Jennifer L. Harrison*  
Secretary

By: *George A. Leone*  
Secretary

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**SCHEDULE A:  
TEACHER SALARY SCHEDULE - 1995-1996**

Step	B.A.	B.A.+15	B.A.+30	M.A.	M.A.+15	M.A.+30	Doctor M.A.+60
1	30000	30750	31750	33500	34300	34950	36150
2	30585	31335	32335	34085	34885	35535	36735
3	31545	32295	33295	35045	35845	36495	37695
4	31875	32625	33625	35375	36175	36825	38025
5	32290	33040	34040	35790	36590	37240	38440
6	33375	34125	35125	36875	37675	38325	39525
7	34410	35160	36160	37910	38710	39360	40560
8	35485	36235	37235	38985	39785	40435	41635
9	37110	37860	38860	40610	41410	42060	43260
10	38515	39265	40265	42015	42815	43465	44665
11	39760	40510	41510	43260	44060	44710	45910
12	41185	41935	42935	44685	45485	46135	47335
13	42480	43230	44230	45980	46780	47430	48630
14	44105	44855	45855	47605	48405	49055	50255
15	46190	46940	47940	49690	50490	51140	52340
16	50040	50790	51790	53540	54340	54990	56190

Percent increase over 94/95 Guide: 4.31 %

**STEP Interpretation of the 1995-1996 Salary Guide**

- 1 You are in your 1st year of teaching
- 2 You are in your 2nd year of teaching
- 3 You are in your 3rd year of teaching
- 4 You are in your 4th year of teaching
- 5 You are in your 5th year of teaching
- 6 You are in your 6th year of teaching
- 7 You are in your 7th and 8th year of teaching
- 8 You are in your 9th year of teaching
- 9 You are in your 10th - 13th year of teaching
- 10 You are in your 14th and 15th year of teaching
- 11 You are in your 16th year of teaching
- 12 You have completed your 17th and 18th year of teaching
- 13 You have completed your 19th year of teaching
- 14 You have completed your 20th year of teaching
- 15 You have completed your 21st year of teaching
- 16 You have completed your 22nd year or more

\$700 longevity increase shall be granted to any teacher who has completed 20 years of service, and an additional 30 for the completion of 25 years of service, in the Glassboro Public School System.

Increases are not automatic, all are discretionary with the Board, in accordance with Section 18A 29-14 of the Education Laws of the State of New Jersey.

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**SCHEDULE A:  
TEACHER SALARY SCHEDULE - 1996-1997**

Step	B.A.	B.A.+15	B.A.+30	M.A.	M.A.+15	M.A.+30	Doctor M.A.+60
1	30500	31250	32250	34100	34900	35600	36850
2	31400	32150	33150	35000	35800	36500	37750
3	31700	32450	33450	35300	36100	36800	38050
4	32500	33250	34250	36100	36900	37600	38850
5	33075	33825	34825	36675	37475	38175	39425
6	33775	34525	35525	37375	38175	38875	40125
7	34925	35675	36675	38525	39325	40025	41275
8	36000	36750	37750	39600	40400	41100	42350
9	37150	37900	38900	40750	41550	42250	43500
10	38780	39530	40530	42380	43180	43880	45130
11	40240	40990	41990	43840	44640	45340	46590
12	41425	42175	43175	45025	45825	46525	47775
13	42800	43550	44550	46400	47200	47900	49150
14	44472	45222	46250	48100	48900	49600	50850
15	46407	47155	48250	50100	50900	51600	52850
16	51437	52186	53290	55140	55940	56640	57890

Percent increase over 95/96 Guide: 4.24 %

**STEP Interpretation of the 1996-1997 Salary Guide**

- 1 You are in your 1st year of teaching
- 2 You are in your 2nd year of teaching
- 3 You are in your 3rd year of teaching
- 4 You are in your 4th year of teaching
- 5 You are in your 5th year of teaching
- 6 You are in your 6th year of teaching
- 7 You are in your 7th year of teaching
- 8 You are in your 8th and 9th year of teaching
- 9 You are in your 10th year of teaching
- 10 You are in your 11th - 14th year of teaching
- 11 You are in your 15th and 16th year of teaching
- 12 You are in your 17th year of teaching
- 13 You have completed your 18th and 19th year of teaching
- 14 You have completed your 20th year of teaching
- 15 You have completed your 21st year of teaching
- 16 You have completed your 22nd year or more

\$700 longevity increase shall be granted to any teacher who has completed 20 years of service, and an additional 30 for the completion of 25 years of service, in the Glassboro Public School System.

Advancements are not automatic, all are discretionary with the Board, in accordance with Section 18A 29-14 of the Education Laws of the State of New Jersey.

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**SCHEDULE A:  
TEACHER SALARY SCHEDULE - 1997-1998**

Step	B.A.	B.A.+15	B.A.+30	M.A.	M.A.+15	M.A.+30	Doctor M.A.+60
1	31000	31750	32850	34800	35600	36300	37575
2	31950	32700	33800	35750	36550	37250	38525
3	32900	33650	34750	36700	37500	38200	39475
4	33000	33750	34850	36800	37600	38300	39575
5	33825	34575	35675	37625	38425	39125	40400
6	34400	35150	36250	38200	39000	39700	40975
7	35350	36100	37200	39150	39950	40650	41925
8	36500	37250	38350	40300	41100	41800	43075
9	37550	38300	39400	41350	42150	42850	44125
10	38850	39600	40700	42650	43450	44150	45425
11	40400	41150	42250	44200	45000	45700	46975
12	41850	42600	43700	45650	46450	47150	48425
13	43400	44150	45250	47200	48000	48700	49975
14	44850	45600	46700	48650	49450	50150	51425
15	47200	47950	49050	51000	51800	52500	53775
16	53000	53750	54850	56800	57600	58300	59575

Percent increase over 96/97 Guide: 4.21 %

**STEP Interpretation of the 1997-1998 Salary Guide**

- 1 You are in your 1st year of teaching
- 2 You are in your 2nd year of teaching
- 3 You are in your 3rd year of teaching
- 4 You are in your 4th year of teaching
- 5 You are in your 5th year of teaching
- 6 You are in your 6th year of teaching
- 7 You are in your 7th year of teaching
- 8 You are in your 8th year of teaching
- 9 You are in your 9th and 10th year of teaching
- 10 You are in your 11th year of teaching
- 11 You are in your 12th and 15th year of teaching
- 12 You are in your 16th and 17th year of teaching
- 13 You are in your 18th year of teaching
- 14 You have completed your 19th and 20th year of teaching
- 15 You have completed your 21st year of teaching
- 16 You have completed your 22nd year or more

\$700 longevity increase shall be granted to any teacher who has completed 20 years of service, and an additional \$0 for the completion of 25 years of service, in the Glassboro Public School System.

Advancements are not automatic, all are discretionary with the Board, in accordance with Section 18A 29-14 of the Education Laws of the State of New Jersey.

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**SCHEDULE B:  
ATHLETIC SALARY GUIDE - 1995-98**

The stipend for each position shall be the percentage of the base salary, Level A, Column B.A. of the salary schedule.

	<u>#1</u>	<u>#2</u>	<u>#3</u>	<u>#4</u>
<i>Athletic Director</i>	15%	16%	17.5%	18.5%
<u>Baseball</u>				
<i>Head Coach (1)</i>	8%	9%	10.5%	12 %
<i>Assistants (2 - J.V. &amp; Freshman)</i>	5.5%	6.5%	7. %	7.5%
<u>Basketball - Boys</u>				
<i>Head Coach (1)</i>	10.5%	11.5%	13 %	14 %
<i>Assistants (2 - J.V. &amp; Freshman)</i>	6 %	7 %	8 %	9 %
<u>Basketball - Girls</u>				
<i>Head Coach (1)</i>	10.5%	11.5%	13 %	14 %
<i>Assistants (2 - J.V. &amp; Freshman)</i>	6 %	7 %	8 %	9 %
<u>Cross Country</u>				
<i>Head Coach (1)</i>	4 %	5 %	6 %	7 %
<u>Football</u>				
<i>Head Coach (1)</i>	13 %	14 %	15.5%	16.5%
<i>Varsity Assistants (2)</i>	6.5%	7.5%	8.5%	10 %
<i>Freshman Assistants (2)</i>	5.5%	6.5%	7.5%	8.5%
<u>Golf</u>				
<i>Head Coach (1)</i>	4.5 %	5 %	6 %	7 %

3?



Hockey

Head Coach (1)	8 %	9 %	10.5%	12 %
Assistants (2 - J.V. & Freshman)	5.5%	6.5%	7 %	7.5%

Soccer

Head Coach (1)	8 %	9 %	10.5%	12 %
Assistants (2 - J.V. & Freshman)	5.5%	6.5%	7 %	7.5%

Tennis - Boys & Girls

Head Coach (1 each)	4.5 %	5 %	6 %	7 %
---------------------	-------	-----	-----	-----

Track - Spring (Outdoor)

Head Coach - Boys (1)	8 %	9 %	11 %	12 %
Head Coach - Girls (1)	8 %	9 %	11 %	12 %
Assistant Coaches (2)	5.5%	6.5 %	7 %	7.5%

Track - Winter

Head Coach (1)	4.5%	5 %	6 %	7 %
----------------	------	-----	-----	-----

Wrestling

Head Coach (1)	10.5%	11.5%	13 %	14 %
Assistants (2)	6 %	7 %	8 %	9 %

Softball

Head Coach (1)	8 %	9 %	10.5%	12 %
Assistants (2)	5.5 %	6.5%	7 %	7.5%

Cheerleading

Head Coach (2)

Football	5 %	5.5%	6.5%	7.5%
Basketball	5 %	5.5%	6.5%	7.5%

The above guide does not imply that the listed activities shall be continuous from year to year. The activities shall be approved annually by the Board of Education. The Board reserves the right to add or eliminate activities.

Sponsors of activities and coaches shall be appointed annually by the Board of Education upon recommendation of the Superintendent and shall be under supplemental contract. Tenure shall not accrue to sponsors of activities or coaches.

GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY

SCHEDULE C:  
CO-CURRICULAR SALARY GUIDE -- GLASSBORO HIGH SCHOOL

<u>CLASS ADVISORS</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
Senior Class Advisor	909	948	987
Junior Class Advisor	783	816	851
Sophomore Class Advisor	657	685	714
Freshman Class Advisor	657	685	714
Senior Class Trip Coordinator	580	606	631
 <b><u>CLUBS</u></b>			
Auditorium Manager	871	908	946
Art	712	743	774
Black Culture Club	748	776	809
Close-Up	986	1028	1070
Distributive Education (DECA)	525	548	571
Environmental	603	628	655
Foreign Language	603	628	655
Future Business Leaders	498	518	542
Health and Career	498	518	542
Humanities	498	518	542
National Art Honor Society	554	577	602
National Honor Society	554	577	602
Science (Apeiron)	603	628	655
S.A.D.D.	498	518	542
Student Government Association	1007	1050	1094
Varsity	871	908	946
World Affairs	498	518	542
 <b><u>PUBLICATIONS</u></b>			
Hub	844	880	917
Yearbook	773	806	840
Yearbook Business Manager	773	806	840

The above guide does not imply that the listed activities shall be continuous from year to year. The activities shall be approved annually by the Board of Education. The Board reserves the right to add to or eliminate activities. The sponsors of activities shall be appointed annually by the Board of Education upon recommendation of the Superintendent and shall be under supplemental contract. Tenure shall not accrue to sponsors of activities.

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**SCHEDULE C:  
CO-CURRICULAR SALARY GUIDE - GLASSBORO HIGH SCHOOL**

**MUSIC PROGRAM**

<b><u>MUSICAL PRODUCTION &amp; DRAMA PRODUCTIONS</u></b>	<b><u>1995-96</u></b>	<b><u>1996-97</u></b>	<b><u>1997-98</u></b>
Fall Drama Director	729	760	792
Fall Theatre & Scenery Advisor	603	628	655
Spring Musical Producer	810	845	880
Spring Drama Director	810	845	880
Spring Musical Vocal	810	845	880
Spring Theatre & Scenery Advisor	684	713	743
Pit Orchestra Director	810	845	880
Business/Publicity Manager	559	583	607
Choreographer	810	845	880
Stage Crew Manager	684	713	743

**MUSIC PROGRAM**

Choral Music Director (Madrigals)	684	713	743
Jazz Rock Studies Director (Ensemble)	684	713	743
Marching Band Director	1791	1867	1945
Marching Band Equipment/Uniform Director	498	520	542
Marching Unit Assistant	876	913	952
Marching Unit Assistant	876	913	952

The above guide does not imply that the listed activities shall be continuous from year to year. The activities shall be approved annually by the Board of Education. The Board reserves the right to add to or eliminate activities.

The sponsors of activities shall be appointed annually by the Board of Education upon recommendation of the Superintendent and shall be under supplemental contract. Tenure shall not accrue to sponsors of activities.

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**SCHEDULE C:  
CO-CURRICULAR SALARY GUIDE - INTERMEDIATE SCHOOL**

<b><u>CLASS ADVISORS</u></b>	<b><u>1995-96</u></b>	<b><u>1996-97</u></b>	<b><u>1997-98</u></b>
Eighth Grade	728	759	791
Seventh Grade	613	639	666
<b><u>ACTIVITIES COORDINATOR</u></b>	1610	1679	1749
<b><u>CLUBS</u></b>			
Drama	684	713	743
Graphic Services	756	788	821
National Junior Honor Society	553	576	600
Newspaper	756	788	821
Student Council	810	845	880
Yearbook	756	788	821
<b><u>AFTER-SCHOOL SPORTS</u></b>			
After-School Basketball	810	845	880
Boys Basketball	810	845	880
Girls Basketball	810	845	880
Soccer	810	845	880
Volleyball	810	845	880

The above guide does not imply that the listed activities shall be continuous from year to year. The activities shall be approved annually by the Board of Education. The Board reserves the right to add to or eliminate activities. The sponsors of activities shall be appointed annually by the Board of Education upon recommendation of the Superintendent and shall be under supplemental contract. Tenure shall be accrue to sponsors of activities.

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**SCHEDULE C:  
CO-CURRICULAR SALARY GUIDE**

**THOMAS E. BOWE SCHOOL**

<b><u>CLUBS</u></b>	<b><u>1995-96</u></b>	<b><u>1996-97</u></b>	<b><u>1997-98</u></b>
Beginner Band	745	776	809
Bowe Bugle	745	776	809
Choir	1489	1553	1618
Orchestra	745	776	809
Student Council	745	776	809
Yearbook	745	776	809

The above guide does not imply that the listed activities shall be continuous from year to year. The activities shall be approved annually by the Board of Education. The Board reserves the right to add to or eliminate activities. The sponsors of activities shall be appointed annually by the Board of Education upon recommendation of the Superintendent and shall be under supplemental contract. Tenure shall be accrue to sponsors of activities.

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**SCHEDULE D:  
SECRETARIAL SALARY SCHEDULE - 1995-96**

<b>Years Experience</b>	<b>Step</b>	<b>A</b>	<b>B</b>	<b>C</b>
	1	24,400	19,200	18,00
	2	24,900	19,700	18,500
	3	25,400	20,200	19,000
	4	25,900	20,700	19,500
	5	26,400	21,200	20,000
	6	27,500	21,700	20,500
	7	28,300	22,500	21,200
	8	29,000	23,200	21,700
	9	29,500	24,600	22,400
	10	30,769	25,658	23,363
	11	32,092	26,761	24,367
	12	33,472	27,911	25,416
	13	34,911	29,111	26,509
	14	35,100	30,363	27,648
	15	35,609	31,712	28,595

1. Secretaries will receive payment for additional credit and certificates earned as follows:

9 credits -	\$100
30 credits -	\$200
64 credits -	\$300

2. Increments are not automatic, but based upon the annual evaluation of secretaries as in Article XX. Categories A, B, and C shall be designated in Article VII.
3. A \$700 longevity increase shall be granted to any secretary at the completion of 20 years of service in the Glassboro Public School System. Thereafter, a \$700 longevity increase shall be granted for each additional five years of service.

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**SCHEDULE D:  
SECRETARIAL SALARY SCHEDULE - 1996-97**

<b><u>Years Experience</u></b>	<b><u>Step</u></b>	<b><u>A</u></b>	<b><u>B</u></b>	<b><u>C</u></b>
	1	24,600	19,400	18,200
	2	25,100	19,900	18,700
	3	25,600	20,400	19,200
	4	26,100	20,900	19,700
	5	26,600	21,579	20,200
	6	27,700	22,101	20,700
	7	28,500	22,622	21,371
	8	29,200	23,456	22,101
	9	29,700	24,186	22,622
	10	30,740	25,646	23,552
	11	31,816	26,748	24,956
	12	32,930	27,898	25,402
	13	34,083	29,097	27,635
	14	35,514	30,348	28,823
	15	37,104	33,044	29,810

1. Secretaries will receive payment for additional credit and certificates earned as follows:

9 credits -	\$100
30 credits -	\$200
64 credits -	\$300

2. Increments are not automatic, but based upon the annual evaluation of secretaries as in Article XX. Categories A, B, and C shall be designated in Article VII.
3. A \$700 longevity increase shall be granted to any secretary at the completion of 20 years of service in the Glassboro Public School System. Thereafter, a \$700 longevity increase shall be granted for each additional five years of service.

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**SCHEDULE D:  
SECRETARIAL SALARY SCHEDULE - 1997-98**

<b><u>Years Experience</u></b>	<b><u>Step</u></b>	<b><u>A</u></b>	<b><u>B</u></b>	<b><u>C</u></b>
	1	24,800	19,600	18,400
	2	25,300	20,100	19,200
	3	25,800	20,600	19,700
	4	26,675	21,256	20,064
	5	27,196	21,778	20,527
	6	27,717	22,485	21,048
	7	28,863	23,029	21,569
	8	29,697	23,572	22,269
	9	30,426	24,415	23,029
	10	30,947	25,858	23,572
	11	32,031	26,723	24,963
	12	33,152	27,871	25,479
	13	34,313	29,070	26,469
	14	35,754	30,319	28,896
	15	38,588	34,366	31,002

1. Secretaries will receive payment for additional credit and certificates earned as follows:

9 credits	-	\$100
30 credits	-	\$200
64 credits	-	\$300

2. Increments are not automatic, but based upon the annual evaluation of secretaries as in Article XX. Categories A, B, and C shall be designated in Article VII.
3. A \$700 longevity increase shall be granted to any secretary at the completion of 20 years of service in the Glassboro Public School System. Thereafter, a \$700 longevity increase shall be granted for each additional five years of service.



**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**SCHEDULE E:  
TRANSPORTATION DEPARTMENT EMPLOYEES**

**BUS DRIVERS**

	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
LEVEL 1	\$ 10.50	\$ 10.95	\$ 11.40	\$ 11.90
LEVEL 2	\$ 11.50	\$ 12.00	\$ 12.50	\$ 13.05
LEVEL 3	\$ 12.10	\$ 12.60	\$ 13.15	\$ 13.70
LEVEL 4	(Proposed)	\$ 13.50	\$ 14.00	\$ 14.50
LEVEL 5	\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.75

- LEVEL 1: *Entry level (contract)*
- LEVEL 2: *Upon completion of two years service.*
- LEVEL 3: *Upon completion of four years service.*
- LEVEL 4: *(Proposed) Upon completion of six years service.*
- LEVEL 5: *Upon completion of eight years service.*

---

**MECHANIC**

	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
	\$ 18.67	\$ 19.17	\$ 19.67	\$ 20.18

**MECHANIC'S ASSISTANT**

	\$ 14.03	\$ 14.40	\$ 14.78	\$ 15.17
--	----------	----------	----------	----------

---

**GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY**

**SCHEDULE E:  
TRANSPORTATION DEPARTMENT EMPLOYEES**

**TRANSPORTATION AIDES**

	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>
LEVEL 1:		\$ 9.75	\$ 9.75	\$ 9.75
LEVEL 2:	\$ 9.75	\$ 10.17	\$ 10.60	\$11.05
LEVEL 3:	(Proposed)	\$ 10.62	\$11.05	\$ 11.50
LEVEL 4:	\$ 10.60	\$ 11.06	\$ 11.53	\$ 12.02
LEVEL 1:	Entry			
LEVEL 2:	Upon completion of two years service			
LEVEL 3:	(Proposed) Upon completion of four years service.			
LEVEL 4:	Upon completion of six years service.			

GLASSBORO BOARD OF EDUCATION  
GLASSBORO, NEW JERSEY

GRIEVANCE

Part of working agreement allegedly violated: Article \_\_\_\_\_, Section \_\_\_\_\_

Nature of Grievance:

Remedy or solution sought:

Step I

Grievance discussed with building Principal: \_\_\_\_\_

Date:

Step II

Grievance reduced to writing. Three copies filed with the building Principal and one copy forwarded to the Superintendent of Schools: \_\_\_\_\_

Date:

Signed: \_\_\_\_\_  
Administrator Employee

The Administrator shall insert his disposition on three copies of the grievance form, sign and date same. The Administrator shall return two copies to the aggrieved employee and one copy to the Superintendent of Schools immediately.

BUILDING PRINCIPAL'S DISPOSITION

- Granted ( )
- Remarks:
- Rejected ( )
- Withdrawn ( )
- Adjusted ( )
- Referred to Superintendent ( )

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

