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**AGREEMENT**

**WALL TOWNSHIP BOARD OF EDUCATION**

**AND**

**WALL TOWNSHIP EDUCATION ASSOCIATION**

**EDUCATIONAL EMPLOYEES**

**SECRETARIAL & CLERICAL EMPLOYEES**

**1989 - 90**

**1990 - 91**

**1991 - 92**

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ARTICLE 1RECOGNITION

The Board of Education of Wall Township and the Wall Township Education Association do hereby agree that the welfare of the children of Wall Township is paramount in the operation of the schools and will be promoted by both parties. The parties do hereby agree as follows:

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

Classroom Teachers  
 Nurses  
 Guidance Counselors  
 Librarians  
 Social Workers  
 Psychologists  
 Speech Therapists  
 Special Education Instructors  
 Reading Specialists  
 Unit Chairpersons  
 Learning Disabilities Teacher Consultants  
 Cooperative Industrial Education Coordinator  
 Career/Job Placement Counselor  
 Resource Supplemental Instructors  
 Substance Awareness Coordinator  
 12 Month Guidance Counselor

SC I            Clerks  
                  Clerk/Typists

SC II           Secretary II  
                  Switchboard Operator/Secretary  
                  Library Assistant

SC III          Secretary III  
                  Attendance Officer  
                  Accounting Assistant/Typist

SC IV          Accounts Payable  
                  Bookkeeper  
                  Data Processing Operator  
                  Secretary IV

and all others not listed above,

but excluding:

Superintendent  
 Assistant Superintendent  
 Business Administrator  
 Comptroller  
 Principals  
 Assistant Principals  
 Director of Special Services  
 Curriculum Coordinator  
 Adult School Director  
 Athletic Director  
 High School Guidance Director  
 Department Supervisors  
 Custodial Staff  
 Cafeteria Workers  
 Bus Drivers  
 Teacher and Lunch Aides  
 Supervisory and confidential employees as defined  
 in New Jersey Statutes  
 Business Administrator Secretarial Assistant  
 Data Processing Coordinator

and all others not listed above.

1. Unless otherwise indicated the term "teachers", when used hereinafter in this agreement, shall refer to all professional employees; the term "secretary" shall refer to all clerical employees; the term "employee" shall refer to all employees represented by the Association in the negotiating unit as above defined.
  2. It is agreed that the Board has the right to create new classifications during the life of this Agreement. Whenever, new classifications of secretarial-clerical personnel are created, the Board shall notify the W.T.E.A. of the classification and the salary grade assigned. If requested the Board will discuss for clarification such designation with the W.T.E.A. before the job is posted.
- B. As of 1991-92, SC I and SC II will be combined. Categories will then be SC II, SC III, and SC IV. It is agreed that, effective 1992-93, there will be only two (2) secretarial categories for the purpose of classification.

ARTICLE 2NEGOTIATION PROCEDURE

## A. Deadline Date

The parties agree to enter into collective negotiations over a successor agreement provided the Association represents the majority of employees in the bargaining unit, in accordance with Chapter 303 Public Law 1968 as amended by Chapter 123, P.L. 1974, in good faith effort to reach agreement on all matters concerning the terms and conditions of teachers and secretaries employment. Such negotiations shall begin in accordance with a time established under the rules and regulations of the Public Employment Relations Commission. Any Agreement so negotiated shall apply to all employees, be reduced to writing and be signed by the Board and the Association upon ratification by the Board and Association.

- B. During negotiations, the Board and the Association shall present relevant data and exchange points of view. The Board shall make available to the Association for inspection all pertinent records, data and information of the Wall Township School District. The Board shall provide the Association with a complete, tentative line budget for the next fiscal year as well as preliminary budgetary proposals, requirements and allocations at the same time it submits the tentative budget to the County Superintendent.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. 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. The negotiating representatives shall submit all tentative agreements contained in the memorandum of understanding to their respective parties who retain final authority to accept or reject them.
- D. This agreement incorporates the entire understanding of the parties on all matters which were negotiated.
- E. Proposed new rules or modifications of existing rules shall be bargained with W.T.E.A. before they are enacted, as provided for in the N.J.S.A. 34:13A-53.
- F. The Board agrees not to negotiate concerning said employees in the negotiating unit, as defined by this Agreement, with any organization other than the Association for the duration of this Agreement.
- G. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE 3GRIEVANCE PROCEDURE

## A. Definitions

## Grievance

A "grievance" is a complaint by which an employee or employees in the bargaining unit, or a bargaining representative, may appeal the interpretation, application or violation of policies, agreements, and administrative decisions affecting them.

## B. Purpose

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

## C. Principles

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits shall be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as possible by changing all references to working days or school days in Section D., Procedure to calendar days, except that in no event shall a party have less than five (5) calendar days to take action.

All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives.

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 personal file of any of the participants. This file shall be maintained until such time as final decision is made, at which time all records except the final decision shall be destroyed.

Any aggrieved employee may be represented at all stages of the grievance procedure by him or herself, or, at his or her option, by a representative. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

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#### D. Procedure

##### 1. Teachers:

Any teacher who has a grievance shall discuss it with his or her immediate supervisor or principal, in an attempt to resolve the matter informally at that level. To be considered, a grievance must be initiated by the employee within thirty (30) calendar days of its occurrence.

If as a result of the discussion, the matter is not resolved to the satisfaction of the teacher within five (5) school days, the teacher shall present the complaint in writing to the principal, or immediate supervisor, within five (5) school days. The principal shall communicate the decision to the teacher within three (3) school days of receipt of the written complaint.

The teacher may appeal this decision to the Superintendent of Schools within five (5) school days. The appeal to the Superintendent must be made in writing and must set forth grounds upon which the grievance is based. The Superintendent shall receive a report on the grievance and shall confer with the concerned parties. Either party may request a private conference. The Superintendent shall attempt to resolve the matter as quickly as possible, and within a period not to exceed ten (10) school days. The Superintendent shall communicate the decision in writing, along with supporting reasons, to the teacher and the principal, or immediate supervisor, and the Association.

If the grievance is not resolved to the teacher's satisfaction, the teacher may request a review by the Board of Education within five (5) school days. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related materials and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance, hold a hearing with the teacher if requested, and render a decision within thirty-five (35) calendar days.

If the Association is dissatisfied with the determination of the Board of Education and in the further event that the grievance involves the interpretation of application of this contract, but does not involve a tenure charge (18A:6-10), withholding of an increment (18A:29-14), or a non-renewal of a non-tenured teacher's contract (18A:27-10), then a request for arbitration shall be made by the Association within fifteen (15) calendar days following the determination by the Board of Education, with a copy sent to the Board of Education. The parties shall then be bound by the rules and procedures of the American Arbitration Association as to the selection of an arbitrator. The Arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be final and binding on the parties. The compensation of the Arbitrator shall be borne equally by the parties. Failure by the grievant at any step of this procedure to appeal a grievance to the next step within a specified time limit shall be deemed to be acceptance of the

decision rendered at that step. Failure at any step of this procedure to communicate a decision of the grievance to the grievant within the specified time limits shall be deemed to be acceptance of the grievant's position.

## 2. Secretaries:

The secretary shall first discuss his/her complaint with his/her immediate supervisor. The immediate supervisor shall give his/her decision on the matter within five (5) working days of the date of the discussion.

If the grievance is not resolved to the secretary's satisfaction with the immediate supervisor, the secretary may within five (5) working days of receipt of the answer of the immediate supervisor, submit to the Business Administrator of the Board of Education in writing, specifying his/her dissatisfaction with the decision previously rendered. (Copy to be sent to the immediate supervisor.) The Business Administrator shall meet with the concerned parties and respond to the grievance within five (5) working days of submission of said grievance.

If the grievance is not settled at the above step, the grievance shall proceed to the Superintendent of Schools within five (5) working days of the above decision. The Superintendent shall take such steps as he deems necessary and desirable, which shall include a hearing with the secretary and Association representative to effect an equitable determination of the grievance and shall render his decision in writing to the secretary within ten (10) working days from the receipt of said grievance. The Superintendent shall, prior to rendering his decision, consult with the majority of the Board of Education. If the Board of Education desires additional information on the grievance, they can request the presence of the secretary for review with his/her representative. If the Board agrees with the Superintendent's determination, he shall so notify the Association of his determination within five (5) working days and the Association may then proceed to the next step.

If the grievance is not resolved at the above step, the Association may request within fifteen (15) calendar days arbitration using the following procedure provided the dispute concerns the application, meaning or interpretation of the Agreement.

- a. The Superintendent and a representative of the Association will attempt to select a mutually satisfactory arbitrator.

- b. If the parties are unable to determine a mutually satisfactory arbitrator within fifteen (15) days, the Public Employment Relations Commission (PERC) may be requested by either party to submit a list of five names. Both the Board and the Association shall have the right to strike names alternately from the list, with the Board striking first, until there is one name left. The remaining person shall be the arbitrator.
- c. All costs of, and expenses incurred by the Arbitrator, shall be shared equally by the Board and the Association.

#### ARTICLE 4

##### ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association, in response to reasonable requests from time to time, all available information concerning the financial reports and audits, register of certificated personnel, agendas and minutes of all Board meetings, census data and names and addresses of all Association members.
- B. Whenever any representatives of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the teacher shall suffer no loss in pay.
- C. Representatives of the Association, the Monmouth County Education Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official association business on school property at all reasonable times after regular school hours or during regular school hours with the approval of the principal or the designee.
- D. The Association and its representatives shall have 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. Prior approval shall be required by the building principal. In case of an evening meeting or workshop involving outside groups named in (C) above, all such organizations will complete the necessary forms required by the Board of Education for the use of school facilities.
- E. With prior approval of the principal, the Association shall have the right to use school facilities and equipment including typewriters, mimeographing machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall supply all materials and supplies necessary to such use. It shall be the obligation of the Association to provide qualified, adequately trained personnel to operate the equipment. The Association

shall be held responsible for any damage to the equipment. The Association shall submit to the Board Secretary copies of receipts for materials and supplies used in equipment referred to above.

- F. The Association shall have the right to install a bulletin board for its exclusive use in faculty lounges and faculty work rooms.
- G. The Association shall have the right to use inter-school mail facilities and school mail boxes. The exception that there shall be no bulk mailing.
- H. The rights and privileges of the Association and its representatives as set forth in the agreement may be granted only to the Association as the exclusive representative of the employees and to no other organization.
- I. The President of the Association shall not be scheduled for homeroom or duty periods, but will be given this time for Association business.
- J. Professional days for representatives of an Association to attend state and national conferences and conventions may be taken under Article 22 - Paragraph "B".

The term "representative used herein shall apply to any employee(s) representing the bargaining unit.

ARTICLE 5

DEDUCTION FROM SALARIES

- A. The Board agrees to deduct from the salaries of its employees dues for the Wall Township Education Association, the Monmouth County Education Association, the New Jersey Education Association, the National Education Association, as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with the records of any corrections shall be transmitted to the Treasurer of the Wall Township Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association Treasurer shall disperse such monies to the appropriate association or associations. Employee authorization shall be in writing in the following form:

**AUTHORIZATION TO DEDUCT  
ASSOCIATION MEMBERSHIP DUES**

Name.....

Social Security No.....

School Building.....

Date.....

TO: Disbursing Officer, Wall Township Board of Education

I hereby request and authorize the above named disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those yearly dues as certified by W.T.E.A., N.J.E.A., M.C.E.A., and N.E.A. in equal monthly payments for all or part of the current school year and for succeeding school years. I understand that the disbursing officer will discontinue such deductions only if I file such notice of withdrawal as of January 1st next succeeding the date on which the withdrawal is filed. I also agree that upon termination of employment, the disbursing officer shall deduct any remaining amount due for that current year. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization and relieve the governing board and all its officers from any liability therefor.

.....

Signature

B. Payroll Deductions for Government Bonds:

A membership list of a minimum of 10% of the staff shall be required to authorize a payroll deduction plan for purchase of Government Bonds.

The list shall be given to the Secretary of the Board of Education by August 1st of each year. A participant shall not change the amount of the deduction authorized during the school year. A participant may withdraw from the plan, but once having withdrawn shall not be eligible to participate again during the year of withdrawal.

ARTICLE 6

MISCELLANEOUS PROVISIONS

- A. This agreement constitutes Board policy, insofar as said policies have been incorporated herein, for the term of said agreement, and the Board and the Association shall carry out the commitments herein and give them full force and effect as Board policy.
- B. If any provision of this agreement or any application of any provision of this agreement to any employee or group of employees is held to be contrary of law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual employee heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this agreement. If any individual contract

contains any language inconsistent with this agreement, this agreement, during its duration, shall be controlling.

- D. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system will clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- E. Copies of this agreement shall be published at the combined expense of the Board and the W.T.E.A. The Board shall be limited to \$350.00.

## ARTICLE 7

### EXTENDED LEAVES OF ABSENCE

#### 1. Maternity and Child Care Leave

The Board shall grant maternity leave without pay to any employee upon request subject to the following stipulations and limitations:

- A. The Board may remove any pregnant employee from her working duties on any one of the following bases:
  - 1. Her work performance substantially declines from the period preceding pregnancy.
  - 2. Her physical condition or capacity renders her incapable of performing her assigned duties, which shall be deemed to exist if:
    - a. The pregnant employee fails to produce physician's certificate that she is medically able to continue working, or the Board's physician concludes that she is unable to continue working.
  - 3. Any other Just cause that is found to exist in N.J.S.A. Title 18A.
- B. The Board shall grant a leave of absence for medical reason associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absence for other illness or medical disabilities, as set forth in N.J.S.A. Title 18A:30-1 et seq.
- C. It is recognized that an employee's maternity leave application involves both a disability phase and a child care phase. The disability phase is that period of time, both pre-natal and post-natal, during which time the employee voluntarily suspends his or her working career to care for the newborn child.

## 1. Disability Phase

- a. An employee shall notify the Superintendent of Schools of her pregnancy as soon as it is medically confirmed. Any employee seeking such leave shall apply to the Board within sixty (60) days prior to the beginning of leave unless an emergency prevents such notice.
- b. At the time of application the employee shall specify in writing the date on which he or she wishes to commence leave and the date on which he or she wishes to return to work after birth.
- c. An employee is required to produce a certificate from her physician in support of the requested leave dates. Where the projected disability period exceeds four (4) weeks in either the pre-natal or post-natal period the employee's physician shall give specific reasons for the period so certified.
- d. Any employee granted maternity leave without pay according to the provisions of this section may at his or her decision elect to use all or any part of the accumulated sick leave during the period of such absence and receive full pay and benefits for the same. The employee shall indicate on his or her application whether or not he or she elects to exercise this right.
- e. The physician's certificate is subject to agreement by the Board's physician based upon the employee's medical records and upon consultation with the employee's physician. If after such analysis the Board of Education's physician and the employee's physician are unable to agree then the two physicians shall agree in good faith on a third impartial physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the medical issue. Where medical opinion is supportive of the leave dates requested, such leave shall be granted by the Board. Following the grant of such leave to any employee, the commencement and termination dates thereof may be further extended or reduced for medical reasons upon application by the employee to the Board. Such extension or reduction shall be granted by the Board for an additional reasonable period of time, provided the employee produces a physician's certificate in support of the requested change, which certificate is subject to agreement by the Board's physician as above provided.

## 2. Child Care Phase:

- a. Where the requested leave dates are beyond the period of disability associated with pregnancy and is for child care purposes as defined above, the tenured employee shall be entitled as a matter of right, and at his or her discretion to a child care leave;
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- 1.) for the balance of the school year in which the birth occurred.
- 11.) If the birth occurred less than ninety (90) working days from the end of the school year, for the balance of the school in which the birth occurred and the entire following school year.
  - b. The Board need not grant or exceed the leave of any non-tenured employee beyond the end of the contract school year in which leave was obtained.
  - c. An employee returning from a pregnancy leave shall be entitled to all benefits to which employees returning from other types of sick or disability leave would be entitled.
- D. An employee who becomes pregnant while on a child care phase leave of absence shall be entitled to all of the rights hereunder.
- E. The Board is under no compulsion to continue the employment of a non-tenured employee beyond the contracted period so long as the non-renewal of employment is not based solely upon a condition of pregnancy or childbirth. The maternity leave period shall not be counted for tenure purposes.
- F. Advancement on the salary guide shall be based upon the date of commencement of the leave of absence. The employee will be granted a full salary guide step and credit for longevity if he or she works more than ninety (90) working days during the year. Working ninety (90) days or less does not allow for advancement on the salary guide or credit for longevity.
- G. Upon return from a maternity leave of absence, the employee shall be reinstated in his or her same or similar position for which he or she is certified. The following year the employee shall be returned to the same position subject to the Board's right to make involuntary transfers.

#### ARTICLE 8

##### TEACHER RIGHTS

- A. The parties agree to TEACHER RIGHTS as defined in Chapter 303, Public Laws 1968, as amended by Chapter 123, P.L. 1974.
  - B. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he or she may have under New Jersey School Laws or other applicable laws and regulations.
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- C. No teacher shall be disciplined or reprimanded 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. Any criticism of a teacher by a superior shall be made in confidence and not in the presence of teachers, parents, students, or a public gathering.
- D. Whenever any teacher is required to appear before the Superintendent, the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that teacher in the office, position or employment, or the salary or any increments pertaining thereto, then the teacher shall be given prior notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise and represent him or her during such meeting or interview.
- E. No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates (NEA, NJEA, MCEA, WTEA).
- F. The teacher shall maintain the primary right and responsibility to determine grades and other evaluations of students within the grading policies of the school district based upon the teacher's professional judgment. The Board of Education has final supervisory power to review student grades and evaluation but shall not make any change without receiving a report from or consulting with the teacher involved, the building principal involved, and at least one other teacher teaching either the same grade or the same subject matter area.

#### ARTICLE 9

##### PERSONAL AND ACADEMIC FREEDOM

- A. Where the observable behavior of a teacher may be damaging to the image of the profession or could have the capacity to affect the lives of the students, the Board then has the right to make appropriate judgments. In all other matters, the personal life of a teacher is not an appropriate concern or attention of the Board except as it may prevent the teacher from performing the assigned functions during the work day.
- B. Citizenship

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.

C. Academic Freedom

According to existing Board policy on Controversial Issues and subject to changes as subsequent Board policy may dictate. Board of Education policy is stated in the policy book.

ARTICLE 10

SCHOOL CALENDAR

- A. A Joint committee comprised of the Board, the Association and the Superintendent shall meet on or about January 1, but not later than February 1, to consult on a school calendar for the ensuing school year.
- B. If this Joint committee cannot reach mutual agreement on a proposed school calendar, the Association representative shall have the right to meet with the Board not later than February 15 to present its view-points and proposals regarding the calendar.

ARTICLE 11

TEACHING HOURS AND TEACHING LOAD

- A. The parties agree that teachers are to commence and terminate the school day in accordance with the following schedule:

Elementary teachers:

Commence 15 minutes prior to pupil hours. Terminate 15 minutes after pupil hours.

Intermediate teachers:

Commence 15 minutes prior to pupil hours. Terminate 15 minutes after pupil hours.

High School teachers:

Commence 10 minutes prior to pupil hours. Terminate 10 minutes after pupil hours.

The above hours are based on present school hours for students:

Elementary -- 6 hrs. 15 mins. (incl. lunch)  
Intermediate -- 6 hrs. 34 mins. (incl. lunch)  
High School -- 6 hrs. 42 mins. (incl. lunch)

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- B. All teachers shall indicate their presence for duty by placing their initials in the appropriate column of the faculty "sign-in" and "sign-out" roster.
  - C. It shall be the responsibility of the teaching staff members, as well as the Board, to provide the highest quality educational program to every boy and girl in the school district. Teachers are encouraged to participate in all activities of the school; particularly those activities in which their students are involved.
  - D. The Board shall continue to recognize that teacher and department efficiency results from optimum teaching loads and hours or pupil contact, and shall continue its effort to maintain the same.
  - E. Efforts shall be made so that regular classroom teachers in the Intermediate School and the High School shall not be required to change subject area teaching stations more than two times during the school day. However, teachers shall accept flexibility in cases of innovation and curriculum change.
  - F. Teachers shall have a daily duty-free lunch period in accordance with the State Board of Education regulations, and in accordance with present practice.
  - G. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period so long as said teachers sign out and sign in.
  - H. No meetings, conferences, or interviews shall be scheduled with the teachers by the Administration during this duty-free lunch period.
  - I. Teachers may be required to remain after the end of the regular work day for the purpose of attending faculty or other professional meetings three (3) days each month. Such meetings shall begin no later than ten (10) minutes after the student dismissal time and shall run for no more than fifty (50) minutes. If travel between buildings is required, such meetings shall begin no later than thirty (30) minutes after student dismissal. This section does not apply to Association meetings needed for self-evaluation in preparation for State and Middle State evaluations. All new teachers are required to participate in workshops concerned with the educational program of Wall Township.
  - J. Teachers may be required to remain after the end of the regular workday for the purpose of giving students extra help, for helping students who have been absent due to illness, etc., one (1) afternoon each week. Efforts will be limited to no more than one (1) hour.
  - K. An Association representative may speak to the teachers at any meeting referred to in "I" above for at least ten (10) minutes at the end of the meeting.
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- L. When possible, the notice and the agenda for any meetings shall be given to the teachers involved prior to the meeting. Teachers shall have the right to suggest items for the agenda.
- M. Classroom teachers shall have, in addition to their duty-free lunch period, a daily preparation time during which they shall not be assigned to other duties:
  - a. Self-contained classes -- thirty (30) min. per day
  - b. Departmental classes -- not less than one (1) class period per day.
- N. Teachers participating in extra-curricular activities during the regular school day and beyond the school day shall be compensated according to the currently existing negotiated guide.
- O. Elementary school teachers may be required to participate in evening parent conferences up to a maximum of two (2) evenings per school year during the Fall conference schedule. Such meetings shall not exceed the allotted time frame of daytime conferences. On days that evening conferences are scheduled, the teacher shall be dismissed fifteen (15) minutes following the student half-day dismissal.
- P. K - 8 students will be released after the required minimum school day the last three (3) days of the school year in order to permit teachers (K-8) time for the necessary end-of-the-year reporting.

## ARTICLE 12

### TEACHER EMPLOYMENT

- A. Each teacher shall be placed on his or her proper step of the salary schedule as of the beginning of each school year.
  - B. The basis for placement of newly hired teachers on the salary guide shall be equivalent years of experience to that of a teacher currently employed in the district. However, the starting salary step for teachers entering the district may be set at no less than one-half of their accumulated teaching experience and/or related industrial experience. Additional credit, not to exceed four years will be given for military experience.
  - C. Teachers with previous teaching experience in the Wall Township School District shall upon returning to the system receive full credit on the salary schedule for all outside teaching experience and military experience. A teacher who has been rehired after leaving the Wall School System shall receive credit for ten (10) unused sick days, but in no case more than was accumulated through past experience in Wall.
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- D. Previously accumulated unused sick leave days shall be restored to all teachers returning from a Board approved leave.
- E. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30.
- F. The Board will offer written contracts of summer employment on or before May 15th and which will be cancellable upon the giving of ten (10) working days notice. The notice shall be given at least ten (10) working days prior to commencement of the summer employment. Those teachers who have applied and will not receive contracts will be so notified.

### ARTICLE 13

#### SALARIES

- A. For the purpose of administration of the salary schedule, each "step" shall be defined as one year of employment in a duly accredited school or institution academic year, or major part thereof. Teachers who plan to complete sufficient academic study to entitle them to reclassification or adjustment in salary shall be required to notify the Superintendent, in writing, before December first (1) of the preceding fiscal year. The Superintendent shall acknowledge in writing, receipt of such notification as soon as possible. The burden of proof of sufficient academic study (transcripts) to justify salary reclassification will rest with the teacher. Such academic study to be concluded prior to September first (1) and evidence forwarded to the Superintendent's office prior to October first (1).
- B. Teachers shall be provided with a statement of earnings, and deductions made from these earnings, for each monthly salary payment.
- C. Professional employees shall be reimbursed at the rate of 25 cents per mile for using their personal car when required to travel outside the township in the course of employment, at the request of the administration. If the nature of a position changes substantially to include commuting among the district schools, the teacher, upon the recommendation of the Superintendent, shall be reimbursed at the prevailing rate.
- D. Longevity Increments: An additional \$450 increment for teachers entering their 15th, 18th, and 21st year of teaching as a fully certified teacher.
- E. To qualify for the "D" scale , a teacher:

Shall possess a Master's Degree in an educational field containing a minimum of 18 hours of graduate credit in the subject or area in which he or she is assigned.

Possess a Master's Degree in any other field of education, plus a minimum of 18 hours of graduate credit in the subject or area of his or her assignment.

For elementary teachers the above requirements can be interpreted to include general elementary education or child growth and development.

For secondary teachers the above requirements can be interpreted to include a Master's Degree in general secondary education.

F. To qualify for the "E" scale, a teacher must: Have previously qualified for the "D" scale.

G. Recognition of Educational credits for the purpose of Salary Classifications:

All credits accepted in a graduate program toward an advanced degree apply. Burden of proof rests upon the teacher.

All credits used to improve quality of subject being taught apply if prior approval is given by the administration (before taking the course(s)).

#### Elementary

Approval by Principal  
Final Approval by Superintendent

#### Secondary

Approval by Department Supervisor  
Approval by Principal  
Final Approval by Superintendent

#### H. Co-Curricular Activities

All present head and assistant coaches in the Wall School System will go on scale as experience within the system dictates.

Coaches from other school districts assuming Head Coach positions in the Wall Township System will receive 1/2 year credit for each year spent as a Head Coach, up to a maximum of three (3) additional steps on scale in the same sport.

Coaches within the Wall School System assuming Head Coach positions will receive 1/2 year credit for each year spent as an Assistant Coach in the Wall School System, up to a maximum of three (3) additional steps on scale in the same sport.

All of the above refer to each respective sport and are effective for the school year.

See salary guides at the end of this document.

ARTICLE 14TEACHER ASSIGNMENT

- A. All teachers shall be given written notice of their salary schedule, class and/or subject assignments, building and room assignments for the forthcoming school year not later than August 15th.
- B. Assignments shall be made at the discretion of the administration and within the area of teacher competency, teaching certificate, or major or minor fields of study.
- C. The Superintendent shall give notice of assignments to new teachers as soon as possible.

ARTICLE 15VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. The Superintendent shall post in all school buildings a list of known vacancies which shall be available for the following year. The Superintendent shall post such vacancies as soon as possible so that teachers desiring to be considered for reassignment and transfer shall have knowledge of the vacancies which are anticipated for the next school year unless the vacancy occurs between August 15 and the first day of school in September.
- B. 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 a desire with the Superintendent and their building principal within one (1) week of the posting of the known vacancies. 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 or she desires to be transferred, in order of preference.
- C. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the teacher shall be considered to the extent that the transfer does not conflict with the educational requirements and best interests of the school system. If a teacher's request for transfer or reassignment has been denied, a renewal or subsequent request may be made in the following school year under the conditions prescribed above.

**ARTICLE 16****INVOLUNTARY TRANSFERS AND REASSIGNMENTS**

- A. Notice of an involuntary transfer or reassignment shall be given to teachers as soon as possible.
- B. An involuntary transfer or reassignment shall be made only when it is in the best interest of the school system.
- C. An involuntary reassignment within a school shall be made only after a meeting between the teacher and the principal involved, at which time the teacher shall be notified of the reason for the reassignment. The teacher shall have the option to discuss the involuntary reassignment with the Superintendent.
- D. An involuntary transfer or transfer/reassignment to another school shall be made only after a meeting between the teacher and the Superintendent or his/her designee, at which time the teacher shall be notified of the reason, upon request.

**ARTICLE 17****PROMOTIONS**

- A. Promotional positions are defined as follows: Positions paying a salary differential and/or positions on the administrative/supervisory levels of responsibility. All vacancies in promotional positions, including specialists and/or special project teachers, pupil personnel workers and positions in programs funded by the federal government shall be adequately publicized by the Superintendent in accordance with the following procedure:

When school is in session, a notice shall be posted in each school as far in advance as possible. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent, but within the time limit specified in the notice, and the Superintendent shall acknowledge in writing receipt of all such applications.

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 positions for which they desire to apply, and an address where they can be reached for the summer. Such notice shall be sent as far in advance as possible.

- B. Upon request, any individual denied a promotion may meet and discuss same with the Superintendent.
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- C. Notices advertising all vacancies relating to co and extra-curricular positions would be posted where notices are normally posted. Specific procedures respecting these notices would be developed by the parties to this agreement. Criteria for filling these positions will not be subject to negotiations.

The Board of Education will be able to utilize non-unit school district personnel to perform co and extra-curricular responsibilities if there are not more qualified volunteers within the teachers unit. Present incumbents of these positions, who are not included within the teachers unit, will be able to maintain their present positions as long as the individuals and the Board of Education so agree.

#### ARTICLE 18

##### TEACHER EVALUATION

- A. All monitoring and observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. Observation and evaluation of professional staff members will be in accordance with adopted Board policies and applicable statutes.
- B. Any teacher shall, upon request with 24 hour notice, be given an opportunity to review any evaluation of his/her work performance or conduct during the term of this agreement and included in his/her permanent personnel folder. The teacher may file a written response to such materials and, upon request, such response will be forwarded to the Superintendent for review, and will then be attached and retained with the particular document concerned. Each teacher will be provided with a copy of any evaluation, reprimand, or other document that is to be placed in his/her personnel folder.

Separate file - The Board shall not establish any file which contains materials that have not been available for teacher inspection.

The formal written reports of observation of tenured teaching staff members shall not exceed three (3) per year unless additional observations are requested by the teacher. A fourth observation may take place if the teacher is informed at least one (1) day in advance of the administrator's intent to observe.

#### ARTICLE 19

##### TEACHER FACILITIES

- A. The Board will continue its efforts to keep the school reasonably and properly equipped and maintained.

- B. The Board shall make available in each school a teacher's lounge. When practicable and possible, a teachers' lavatory facility, workroom, storage space and lockable filing cabinets will also be provided.

ARTICLE 20

SICK LEAVE AND MEDICAL COVERAGE

- A. Ten days, same as current policy allows.

In any instance of extended illness, additional sick days, up to a total not to exceed three (3) days for each year of previous employment may be granted, upon the recommendation of the Superintendent of Schools and the approval of the Board.

Used portions of these extended illness sick leave days shall not be re-instated.

When requested by the Superintendent, a physician's certificate shall be submitted in case of personal illness which extends beyond four (4) consecutive school days.

- B. A teacher who is certified absent due to injury caused on the job shall not have such absence charged against his or her sick leave. The teacher must complete the proper accident forms prior to leaving school on the date of the accident or if unable because of the injury, such forms should be filed by the building principal to the school nurse.

- C. Preventive Care

Preventive flu shots shall be given by the school physician according to a schedule established by the administration.

- D. Medical Insurance Coverage

The Board agrees to provide full family medical insurance, both basic and major medical, and assume full cost for such coverage. Benefits of such coverage shall not be reduced below the coverage for 1988-89.

- E. Dental Plan

The Board agrees to provide full family dental coverage at the rate of 70% of the Reasonable and Customary schedule at no premium costs to the teacher.

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#### F. Prescription Drug Plan

The Board agrees to provide a Prescription Drug Plan effective July 1, 1984 as detailed in the District's Group Prescription Drug Plan. The W.T.E.A. member shall pay one-half (1/2) of the annual premium for his/her elected coverage. Sixty-five (65) percent W.T.E.A. membership is required for this benefit.

#### G. Reimbursement of Sick Leave Upon Retirement

\$25.00 per day to a maximum of \$5,000.

Fifteen years of service in the district is required to participate in this reimbursement. Retirement will be as per the statutory definition. The Board of Education must be notified by December 15 for reimbursement to occur by the following July 1. If this notification is not given, the employee must wait until the following July 1.

### ARTICLE 21

#### TEMPORARY LEAVES OF ABSENCE

##### A. Each teacher is entitled to:

Three (3) personal days without specified reasons unless the personal day is a workday immediately prior to or following a holiday. In such an instance, approval of the Superintendent of Schools or his/her designee is required. All unused personal days shall be converted to accumulated sick leave on June 30 of each year. Any willful misuse of these days is considered unprofessional.

Time necessary for appearances in any legal proceeding directly connected with the teacher's employment or with the school system if the teacher is required by law to attend.

Seven (?) consecutive calendar days for death in the family (spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, sister, brother, brother-in-law, sister-in-law, aunt, uncle, grandparents, grandchildren, niece and nephew or any other members of the immediate household).

In the event of the death of a teacher or student in the Wall Township District, the principal of said teacher or student shall grant to an appropriate number of teachers sufficient time to attend the funeral.

Up to a total of five (5) days at the end of a school year and/or at the beginning of a school year as may be required to attend summer classes and/or to travel to the place where such classes are held. Subject to the recommendation of the Superintendent of Schools and approval of the Board.

A leave for the purpose of marriage and honeymoon may be taken under the first paragraph as Personal Days.

Permission for temporary leaves of absence must be secured from the Superintendent prior to the date of the absence. Exceptions will be made for cases of emergency.

ARTICLE 22

EXTENDED LEAVES OF ABSENCE

1. Association Activities

The Board agrees that up to one (1) teacher designated by the Association shall, upon request, be granted a leave of absence without pay for up to one (1) year for the purpose of engaging in activities of the Association or its affiliates.

2. Peace Corps

A leave of absence without pay of up to two (2) years shall be granted to any teacher who joins the Peace Corps, Vista National Teacher Corps, or serve as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.

3. Military Leave

Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment or to the spouse of any teacher who is so inducted or who enlists to join him or her for the period of special training in preparation for duty overseas in combat zones.

4. Adoption

A teacher adopting an infant child may receive similar leave which shall commence upon the teacher receiving "de facto" custody of said infant, or earlier if necessary to fulfill the requirements of the adoption. No teacher on maternity shall, on the basis of said leave, be denied the opportunity to substitute in the Wall Township School District in the area of certification or competence.

5. Family Illness

A leave of absence without pay of up to one (1) year shall be granted for the purpose of caring for a sick member of the teacher's immediate family. Additional leave may be granted at the discretion of the Board.

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6. Public Office

The Board shall grant a leave of absence without pay to any teacher to campaign for or serve in public office.

7. Other Leaves

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

8. Seniority

Any teacher who, for purposes of maternity, extends her/his leave to additional contract years shall not accrue seniority for those additional years.

9. Leave Benefits

Upon return from leave granted pursuant 1,2,3, or this Article, a teacher shall be considered as if he or she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he or she would have achieved if the teacher had not been absent; provided, however, that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure. A teacher shall not receive increment credit for time spent on leave granted pursuant to Section 5, 6,7, or 8 of this Article nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.

10. Requests for Extended Leaves

Requests for extended leaves of absence, and extensions of same, are to be made on or before April 1st of the preceding year. (Exceptions to the deadline on 4,5,6). Every effort will be made to have extended leaves of absence start at the beginning of a school year (September) and conclude at the end of a school year (June). (This is recommended so as to allow reasonable time to secure capable replacements and so as to cause the least amount of disruption to a continuing school program).

Requests for extended leaves of absence are to be presented in writing to the Superintendent of Schools by April 1st in order that formal Board action can be taken at the annual April meeting. The applicant is to be advised of Board action in writing, within one (1) week of the regular April meeting.

ARTICLE 23SABBATICAL LEAVE

The Board of Education, upon the recommendation of the Superintendent of Schools, shall grant a sabbatical leave to qualified personnel for the purpose of study, and for such other purposes as may be approved by the Board of Education.

Upon the recommendation of the Superintendent of School, the Board of Education shall grant a sabbatical leave to a certified teacher who has rendered satisfactory service seven (7) years in this school system. Such leave shall not exceed the period of one (1) academic year.

The number of certified personnel to be granted sabbatical leave shall not exceed more than five (5) members of the total professional staff.

Applications outlining the plans for the teacher must be submitted to the Superintendent of Schools not later than November 15 preceding the year in which the leave is to become effective. If the number requesting sabbatical leave exceeds the number of such leaves available, as determined by the Board of Education, the selection shall be based upon:

1. The estimated value of the plan of the individual to the school system.
2. The amount of seniority.
3. The length of time since the last sabbatical leave.

The teacher may be granted a personal appearance with the Board of Education in order to justify his/her request for a sabbatical leave.

The teacher on sabbatical leave shall receive as compensation during the period of absence, one-half of his or her regularly scheduled salary for the year in which sabbatical leave is to be taken. It shall be paid in equal semi-monthly installments during the year's leave of absence.

The teacher shall retain his or her seniority, retirement and all other rights afforded by the district. Any additional benefits granted to a certificated teacher will automatically accrue to the person on sabbatical leave.

The teacher on sabbatical leave shall report all compensation received from sources other than the Board of Education, provided that compensation shall not include such items as allowance for travel, cost of living adjustments for foreign service, research, and other expense in connection with the project. Should such other compensation, when added to the compensation paid by the Board of Education, exceed the salary which the recipient would have received if on active duty, the compensation allowed by the

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Board of Education shall be reduced to bring the total to the amount of salary he or she would have received if on active duty.

The teacher granted a sabbatical leave shall agree to return to the service of the Wall Township Public Schools for the period of two (2) years following expiration of the sabbatical leave period or at the discretion of the Board of Education, or must return all or part of the grant received.

A teacher returning from sabbatical leave shall be restored to his or her former certificated position, or to one of comparable status. The teacher shall make such reports of his or her activities as may be required by the Superintendent of Schools and Board of Education.

1. A brief report on professional activity during Sabbatical (Follow-up of outlying plans for the employee for the period of absence) and a report on financial earnings during Sabbatical will be submitted to the Superintendent within thirty (30) days of return from Sabbatical leave.

#### ARTICLE 24

##### HOSPITALIZATION UPON RETIREMENT

Teachers who are members of the W.T.E.A. and their spouses will be eligible to participate in a retirement benefit wherein the Board will assume a percentage of the costs of hospitalization insurance upon retirement subject to the following requirements:

1. A teacher, who has 25 years of service in education and is 55 years old may participate in the plan.
2. A teacher who has 20 years of service in the Wall Township Schools and is at least 52 years old will have the option to retire and participate in this benefit.
3. Retirement during the first year of eligibility - the Board pays 100% of the cost; the teacher pays nothing.

Retirement during the second year of eligibility - the Board pays 75% of the cost; the teacher pays 25%.

Retirement during the third year of eligibility - the Board pays 50% of the cost; the teacher pays 50%.

Retirement during the fourth year of eligibility, and every year thereafter until age 65 - the Board pays 25% of the cost; the teacher pays 75%.

All payment for coverage by the Board will continue at the rate specified until age 65. Ninety (90) days notice to the Board is required for this benefit to take effect upon retirement. This requirement may be waived at the discretion of the Superintendent.

#### ARTICLE 25

##### PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. The Board and the association support the principle of continuing training of teachers and improvement of instruction. To work toward these ends the Board agrees:

To pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which a teacher is requested to take by the Administration.

To cooperate with the Association in arranging those in-service courses, workshops, conferences and programs to improve the quality of instruction.

- B. Two (2) professional days. Approval must be obtained, in advance of the event, from the building principal and the Superintendent, or a representative. A written report of the activity of the professional day shall be forwarded to the Superintendent (through the building principal), within five (5) working days following the activity.

- C. Tuition Reimbursement:

50% up to \$300 per fiscal year for a grade of "B" or better, with prior approval of the Superintendent.

#### ARTICLE 26

##### STUDENT DISCIPLINE AND TEACHER PROTECTION

- A. The Board recognizes its responsibility to continue to give administrative backing and support to its teachers, although each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. The teachers recognize that all disciplinary actions and methods invoked by them shall be reasonable and just, and in accordance with established Board policy and State Law. It shall be the responsibility of the teacher to report to his or her principal the name of any student who, in the opinion of the teacher, needs particular assistance
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from specialized personnel. The teacher shall, upon request, be advised by the principal of the disposition of the teacher's report that a particular student needs such assistance.

- B. The duties and responsibilities of all teachers will appear in the Teacher's Handbook as prepared by the building principals and approved by the Superintendent.
- C. When a student requires the attention of specialized personnel, the teacher will secure help through proper channels.
- D. When in the judgment of a teacher, a student is by his or her behavior seriously disrupting the instructional program to the detriment of other students, the teacher may refer him or her to the attending administrator. In such cases the administrator shall arrange as soon as possible, and under normal circumstances not later than the conclusion of the following day, a conference between him or herself and the teacher to discuss the problem.
- E. Teachers are to be guided by applicable School Law.
- F. Teachers shall immediately report to their principal, or other immediate supervisor, cases of assault suffered by them in connection with their employment. Such notification 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.

The Board shall reimburse teachers for personal property damaged or destroyed as a result of an assault suffered by a teacher while the teacher was acting in the discharge of his or her duties within the scope of employment. (The above shall hold true only if the teacher is not otherwise covered by personal insurance or workmen's compensation).

In the event of any disorder or disruption in the regular school program the Board, the Administration and Staff shall act in accordance with Board policy in effect at the time of the disruption.

## ARTICLE 27

### SUBSTITUTES

- A. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall notify the principal's office (or the principal's home) or other designated answering service as soon as possible, and in any event, prior to the opening of the school day, to report unavailability for work. Once a teacher has so reported, it shall be the responsibility of the administration to arrange for a substitute.

- B. Teachers may be assigned to provide substitute coverage for a class. Such assignments should be made on a voluntary basis. If there are no volunteers and no teachers can be reassigned from another assignment, substitute coverage assignments may be made on an involuntary basis. If involuntary assignments are necessary, they shall be made on a rotation basis among the staff schedule for conference periods.
- C. Teachers assigned to provide substitute coverage for a class during a conference period shall be compensated at a rate of \$9.00 per period.

#### ARTICLE 28

##### MISCELLANEOUS PROVISIONS

- A. Notices advertising all vacancies relating to co and extra-curricular positions would be posted where notices are normally posted. Specific procedures respecting these notices would be developed by the parties to this agreement. Criteria for filling these positions will not be subject to negotiations.
- B. The Board of Education will be able to utilize non-unit school district personnel to perform co and extra-curricular responsibilities if there are not more qualified volunteers within the teachers unit. Present incumbents of these positions, who are not included within the teachers unit, will be able to maintain their present positions as long as the individuals and the Board of Education so agree.

#### ARTICLE 29

##### DURATION OF AGREEMENT

- A. This agreement shall be effective as of July 1, 1989 and shall be effective until June 30, 1992 subject to the Association's right to negotiate a successor agreement as provided in the Negotiation Procedure.
  - B. In witness where of the Association has caused this agreement to be signed by its President and Negotiators and the Board has caused this agreement to be signed by its President and by its Secretary and its corporate seal to be placed hereon.
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SECRETARIESARTICLE 30ADMINISTRATION OF SALARY POLICY

Upon initial employment, experience gained in related fields of work which are closely related to the prospective assignment may be considered by the Superintendent of Schools and the Board of Education for salary guide placement. A maximum of three (3) such years may be applied.

ARTICLE 31INCREMENTS

- A. Any and all increments may be withheld by the Board of Education upon its own motion in a manner consistent with existing statutes. Reasons for withholding shall be furnished the employee. If the employee does not agree with the reasons, he/she can grieve the action.
- B. An employee shall be in the employ of the Board of Education not less than five months for ten-month personnel, or six months for twelve-month personnel, the previous school year in order to be eligible for an increment the following year.

ARTICLE 32STEPS

- A. Each step of the salary guide shall be defined as one calendar year of occupational experience within the school district.

ARTICLE 33PROBATIONARY PERIOD

- A. All newly hired non-certified personnel shall serve a six month probationary period. After three (3) months, a written evaluation shall be given to newly hired employees by their immediate supervisor. At the end of the six (6) month period, a second evaluation will be given upon the employees request.
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ARTICLE 37HOURS

- A. School year: 7 hours and 30 minutes daily, exclusive of lunch.
- B. Summer hours: 5 hours daily, exclusive of lunch. Summer hours to begin two (2) weeks after close of school or July 1st, whichever comes first. Winter hours begin two (2) weeks before the teachers come back in September.

ARTICLE 38VACATION DAYS

- A. All personnel employed on a 12-month basis will be eligible for vacation as follows:
 

After 1 year of service:	10 working days vacation
After 8 years of service:	15 working days vacation
After 15 years of service:	20 working days vacation
  - B. In general, vacation time granted may not be taken in amounts greater than 10 working days in any one period. The cooperation of the employees and district administration is required to avoid peak work load periods whenever possible.
  - C. If an employee has less than one (1) year of service, the employee shall accrue one (1) day vacation per month, not to exceed ten (10) vacation days for a 12-month employee.
  - D. Employees with greater than ten (10) days vacation, under unusual circumstances, may request a vacation duration in excess of ten (10) consecutive days. The employee must first apply to the Building Principal or immediate supervisor for permission. If the Building Principal or supervisor agrees to arrange the office work load to accommodate the request without creating undue hardship, the employee may then apply to the Superintendent of Schools for permission. All such extended vacation requests (over 10 consecutive days) require a minimum of sixty (60) days notice.
  - E. In the case of an employee who has ten (10) vacation days; in unusual circumstances (as described in Paragraph D above), the Board may grant permission for an employee to take an extra week or more without pay, following the procedure described in the paragraph above.
  - F. 10-month employees, who have completed at least one contract year, going on to the 12-month contract, will be entitled to ten (10) working days paid vacation as of the July 1st of the new contract year.
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- G. The following July 1st they will be entitled to full credit for their years of service on a contract basis in the district toward their fifteen (15) or twenty (20) working days paid vacation.

#### ARTICLE 39

##### HOLIDAYS

- A. A holiday schedule, jointly developed and mutually agreed to, will be presented to the W.T.E.A. prior to July 1st of each year.
- B. In the event the work load in any given office requires the administrator in charge to use the secretarial/clerical personnel to work during the Christmas recess, they shall do so.
- C. They should be notified prior to December 15th whether they (a) will be required to work the full block of time, or (b) specified days during the holiday.
- D. If required to work the full block of time, the employee shall have the option to choose whether to be compensated with an equal block or time agreeable to the employee, or individual days off during the remainder of the school year.
- E. The same procedure applies to the Easter recess holidays as above Paragraphs B through D.

#### ARTICLE 40

##### SICK DAYS

- A. Pursuant to the current Board of Education policy, employees shall be allowed annual personal sick leave without loss of pay for such absences as follows:
- 12 days for employees on a 12-month contract
- 10 days for employees on a 10-month contract
- B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Employees may not apply accrued sick leave to any period of time contiguous to their employment termination, except for those cases where illness precludes the fulfillment of their contractual duties. Doctor's appointments which have to be made during the workday can be deducted as a sick day at the employees' discretion.
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- C. A certificate of absence shall be filed by each employee for any absence, and for absences due to illness over four (4) consecutive days duration. A doctor's certificate shall be required to be filed in the office of the Superintendent.

After the first such occurrence in a contract year, a certificate may be requested for absences due to illness over three (3) days duration.

- D. Sick leave accrued in one school district may not be carried over with subsequent employment in another school district, except by action of the Board of Education.
- E. In any instance of extended illness, an employee that has used all regular sick days, vacation days, and extended sick days, will be placed on a Leave of Absence status and the vacated job may be posted. For ninety (90) days thereafter, the employee shall enjoy full group insurance benefits. The employee is entitled to reinstatement to his/her regular job upon presentation of a doctor's certificate for a period of up to six (6) months from the date the disability began. Upon mutual agreement of the Board and the Union, the Leave of Absence can be extended.
- F. Reimbursement of sick leave upon retirement:

\$15.00 per day to a maximum of \$1500

Fifteen years of service in the district is required to participate in this reimbursement. Retirement will be as per the P.E.R.S. definition. The Board of Education must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

#### ARTICLE 41

##### EXTENDED SICK LEAVE

- A. In any instances of EXTENDED ILLNESS, additional sick days up to a total not to exceed two (2) days for each year of previous employment may be granted upon the recommendation of the Superintendent of Schools and approval by the Board. Used portions of these extended sick leave days shall not be reinstated.

#### ARTICLE 42

##### MEDICAL INSURANCE

- A. Full family coverage will be provided by the Board (Basic and Major Medical).

- B. Dental Plan to include member and spouse. Premium to be paid by the Board of Education.
- C. Preventative Flu Shots will be offered by the school physician according to a schedule established by the Administration at no expense to the employee.
- D. Prescription Drug Plan:

The Board agrees to provide a Prescription Drug Plan effective July 1, 1989 as detailed in the District's Group Prescription Drug Plan. The W.T.E.A. member shall pay one-half (1/2) of the annual premium for his/her elected coverage. Sixty-five (65) percent W.T.E.A. membership is required for this benefit.

#### ARTICLE 43

##### LEAVE OF ABSENCE

- A. Staff members shall not absent themselves from duty without obtaining leave of absence from the Superintendent of Schools. Approval of such leave must be obtained before the absence occurs, unless circumstances are such as to render advance approval impossible.
- B. Request for absence should be addressed to the Superintendent of Schools through the employee's immediate supervisor during school hours. When emergencies occasioning absence occur in the morning before 7:30 A.M., contact either the Building Principal, or your immediate supervisor, advising him of the circumstances and possible length of absence.
- C. Employees covered by this Agreement may request leave of absence, without pay, for a period not to exceed one year. Leaves for valid reasons, such as maternity and illness or pressing personal matters will be considered. Leave to assume other employment will not be considered. Applications will be subject to approval and discretion of the Board of Education. The employee's employment status (including seniority, tenure or longevity) will be maintained at the level of the start of the leave of absence. Time spent on said level will not be applied to the seniority, tenure or longevity. However, the employee will be compensated in accordance with salary schedule applicable at the time of his or her return.

The employee must notify the Board in writing, at least ten working days prior to the termination of the leave, of his or her intention to return. Failure to comply with notification, or return to work within ten working days from the termination of the leave of absence, will be grounds for dismissal.

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- D. Employees covered by this Agreement shall be entitled to pregnancy leave without pay for a period not to exceed one year. Request for sick leave must be made by the employee in writing to the Superintendent or his designated representative. The employee shall not be required to exhaust sick leave before requesting a leave without pay for pregnancy.

This provision shall not be construed as allowing the employee to utilize sick leave in place of leave without pay.

#### ARTICLE 44

##### PERSONAL DAYS

- A. Each secretary is entitled to three (3) personal days without specified reasons unless the personal day is a workday immediately prior to or following a holiday. In such an instance, approval of the Superintendent or his/her designee is required. Consecutive personal days will not be permitted without the approval of the Superintendent or his/her designee. All unused personal days shall be converted to accumulated sick leave on June 30 of each year. Any willful misuse of these days is considered unprofessional.

#### ARTICLE 45

##### DEATH IN FAMILY

- A. Employees shall be entitled to a maximum of seven (7) consecutive calendar days for death in family (spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, sister, brother, brother-in-law, sister-in-law, aunt, uncle, grandparents, grandchildren, niece, nephew, or any other members of the immediate household).

#### ARTICLE 46

##### JURY DUTY

- A. Employees serving Jury Duty will limit their days of absence to the days of actual jury service. They shall receive their regular salary during the time of service and will turn over the Jury duty check to the Board of Education up to the amount of their salary.
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ARTICLE 47

EMERGENCY CLOSINGS

- A. Employees are not required to work in case of school closings due to snow days, unless called to work before 11:00 A.M. by the Building Principal.
- B. Employees are required to work in case of school closings other than snow days, if the emergency does not affect their working conditions.

ARTICLE 48

VACANCY POSTINGS

- A. The Superintendent or his/her designated representative shall post in all buildings where unit members work, a listing of any vacancy which may occur so that members of the Union may apply for such vacancy. The posting will be in effect for ten (10) days.
- B. In filling these vacancies, the Board shall consider the qualifications, background, and other relevant factors, including years of service within the School District. The parties recognize, however, that the filling of these vacancies is a prerogative of the Board and the decision of the Board with respect to such matters shall be final.

ARTICLE 49

OFFICE CONDUCT

- A. The Board agrees to provide two (2) fifteen (15) minute coffee breaks at times assigned by the immediate supervisor. Times will be so staggered, where possible, so as to provide courteous service to members of the General Public entering the office or calling on the phone.

ARTICLE 50

PERSONNEL FILES

- A. Each secretary shall, upon request with 24 hour notice, be given an opportunity to review any evaluation of her work performance or conduct during the term of this Agreement and included in her permanent personnel folder. The secretary may file a written response to such materials and, upon request, such response will be forwarded to the Superintendent for review, and will then be attached and retained with the particular document concerned. Each secretary will be provided with a copy of any evaluation, reprimand, or other document that is to be placed in her personnel folder.
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ARTICLE 51

TERMINATION OF EMPLOYMENT

- A. Fifteen (15) days notice shall be required for the termination of all contracts.

ARTICLE 52

EXISTING BENEFITS

- A. All present conditions beneficial to secretaries not covered by this Agreement as of the date of signing and now in effect as regular employer practice, shall remain in effect unless provided for otherwise in this Agreement, or unless otherwise changed hereafter by mutual consent of the Board and the Association.

ARTICLE 53

WORKSHOPS AND SEMINARS

- A. Registration and transportation fees to be paid by the Board of Education for job related workshops, seminars, etc., if requested to attend by the Building Supervisor and approved by the Board of Education.
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STEP 89/90	A	128/BA B	BA +15 C-1	MA BA+30 C-2	MA IN FIELD D	MA+15 E-1	MA+30 E-2	MA+45 F-1	MA+60 F-2
1	18740	19690	20065	20490	20890	21315	21665	22040	22440
2	18840	19790	20165	20590	20990	21415	21765	22140	22540
3	19240	20190	20565	20990	21390	21815	22165	22540	22940
4	19640	20590	20965	21390	21790	22215	22565	22940	23340
5	20040	20990	21365	21790	22190	22615	22965	23340	23740
6	20840	21790	22165	22590	22990	23415	23765	24140	24540
7	21740	22690	23065	23490	23890	24315	24665	25040	25440
8	22740	23690	24065	24490	24890	25315	25665	26040	26440
9	23340	24290	24665	25090	25490	25915	26265	26640	27040
10	24140	25090	25465	25890	26290	26715	27065	27440	27840
11	25240	26190	26565	26990	27390	27815	28165	28540	28940
12	26640	27590	27965	28390	28790	29215	29565	29940	30340
13	28040	28990	29365	29790	30190	30615	30965	31340	31740
14	29440	30390	30765	31190	31590	32015	32365	32740	33140
15	30940	31890	32265	32690	33090	33515	33865	34240	34640
16	32940	33890	34265	34690	35090	35515	35865	36240	36640
17	39950	40900	41275	41700	42100	42525	42875	43250	43650

Longevity: 15 yrs. - \$450 - 18 yrs. - \$450. - 21 yrs. - \$450.

STEP MA+45 1990-91	128/BA		MA BA+15		MA in BA+30		FIELD		MA+15	MA+30
	A	B	C-1	C-2	D	E-1	E-2	F-1		
1	19075	20025	20425	20875	21300	21725	22100	22500		
2	19175	20125	20525	20975	21400	21825	22200	22600		
3	19625	20575	20975	21425	21850	22275	22650	23050		
4	20125	21075	21475	21925	22350	22775	23150	23550		
5	20675	21625	22025	22475	22900	23325	23700	24100		
6	21475	22425	22825	23275	23700	24125	24500	24900		
7	22375	23325	23725	24175	24600	25025	25400	25800		
8	23375	24325	24725	25175	25600	26025	26400	26800		
9	24075	25025	25425	25875	26300	26725	27100	27500		
10	24975	25925	26325	26775	27200	27625	28000	28400		
11	26175	27125	27525	27975	28400	28825	29200	29600		
12	27575	28525	28925	29375	29800	30225	30600	31000		
13	29075	30025	30425	30875	31300	31725	32100	32500		
14	30675	31625	32025	32475	32900	33325	33700	34100		
15	32675	33625	34025	34475	34900	35325	35700	36100		
16	35175	36125	36525	36975	37400	37825	38200	38600		
17	42950	43900	44300	44750	45175	45600	45975	46375		

Longevity: 15 yrs. - \$450. - 18 yrs. - \$450. - 21 yrs. - \$450

STEP 1991-92	A	128/BA B	BA+15 C-1	MA BA+30 C-2	MA In FIELD D	MA+15 E-1	MA+30 E-2	MA+45 F-1	MA+60 F-2
1	19855	20805	21230	21705	22155	22605	23005	23405	23805
2	19955	20905	21330	21805	22255	22705	23105	23505	23905
3	20455	21405	21830	22305	22755	23205	23605	24005	24405
4	21055	22005	22430	22905	23355	23805	24205	24605	25005
5	21705	22655	23080	23555	24005	24455	24855	25255	25655
6	22505	23455	23880	24355	24805	25255	25655	26055	26455
7	23455	24405	24830	25305	25755	26205	26605	27005	27405
8	24455	25405	25830	26305	26755	27205	27605	28005	28405
9	25255	26205	26630	27105	27555	28005	28405	28805	29205
10	26205	27155	27580	28055	28505	28955	29355	29755	30155
11	27455	28405	28830	29305	29755	30205	30605	31005	31405
12	28855	29805	30230	30705	31155	31605	32005	32405	32805
13	30455	31405	31830	32305	32755	33205	33605	34005	34405
14	32455	33405	33830	34305	34755	35205	35605	36005	36405
15	34955	35905	36330	36805	37255	37705	38105	38505	38905
16	37955	38905	39330	39805	40255	40705	41105	41505	41905
17	45950	46900	47325	47800	48250	48700	49100	49500	49900

Longevity: 15 yrs. - \*450 - 18 yrs. - \*450. - 21 yrs. - \*450.

CO-CURRICULAR ACTIVITIES SALARY SCHEDULE  
HIGH SCHOOL  
1989/90 - 1990/91 - 1991/92

SPORT	1	2	3	4	5	6	7
EQUIPMENT	2700	2880	3075	3265	3460	3655	4045
MANAGER	2760	2945	3140	3350	3560	3770	4410
	2820	3010	3210	3425	3650	3880	4805
HEAD BASEBALL	2845	3035	3235	3435	3625	3820	4205
&	2910	3100	3310	3525	3745	3950	4585
SOFTBALL	2980	3170	3380	3610	3840	4080	5000
ASST. BASEBALL	1600	1735	1910	2090	2280	2475	2860
&	1620	1745	1920	2100	2290	2485	3115
SOFTBALL	1640	1765	1930	2110	2300	2495	3395
HEAD	3020	3205	3400	3595	3790	3985	4370
BASKETBALL	3095	3290	3495	3705	3920	4130	4765
(MEN & WOMEN)	3175	3375	3585	3810	4040	4275	5195
ASST.	1725	1885	2060	2245	2440	2640	3025
BASKETBALL	1745	1895	2070	2255	2445	2660	3295
(MEN & WOMEN)	1765	1905	2080	2265	2460	2665	3590
BAND FRONT	840	1005	1185	1360	1540	1715	2060
	860	1015	1195	1370	1550	1725	2245
	880	1025	1205	1380	1560	1735	2445
BOWLING	1105	1265	1435	1620	1800	1975	2350
(WINTER)	1125	1275	1445	1630	1810	1985	2560
	1145	1285	1455	1640	1820	1995	2790
BOWLING	840	1005	1185	1360	1540	1715	2060
(INTRAMURAL)	860	1015	1195	1370	1550	1725	2245
	880	1025	1205	1380	1560	1735	2445
CHEERLEADING	910	1075	1250	1425	1600	1785	2140
(FALL & WINTER)	930	1085	1260	1435	1610	1795	2335
	950	1095	1270	1445	1620	1805	2545
ASST. CHEERLEAD	780	940	1115	1295	1475	1650	1990
CHEERLEADING	800	950	1125	1305	1485	1660	2170
(FALL & WINTER)	820	960	1135	1315	1495	1670	2365
CHESS	1025	1170	1330	1500	1665	1815	2170
	1045	1180	1340	1510	1675	1825	2365
	1065	1190	1350	1520	1685	1835	2580

SPORT	1	2	3	4	5	6	7
CROSS COUNTRY (MEN & WOMEN)	1435 1465 1485	1580 1590 1595	1755 1765 1775	1940 1950 1960	2115 2125 2135	2305 2315 2325	2685 2925 3190
ASST. CROSS COUNTRY (MEN & WOMEN)	1115 1125 1145	1265 1275 1285	1435 1445 1455	1620 1630 1640	1800 1810 1820	1975 1985 1995	2350 2560 2790
FIELD HOCKEY	2845 2910 2980	3035 3100 3170	3235 3310 3380	3435 3525 3610	3625 3745 3840	3820 3950 4080	4205 4585 5000
ASST. FIELD HOCKEY	1600 1620 1640	1735 1745 1765	1910 1920 1930	2090 2100 2110	2280 2290 2300	2475 2485 2495	2860 3115 3395
FOOTBALL	3190 3285 3390	3375 3475 3580	3570 3680 3790	3765 3890 4010	3955 4105 4240	4155 4310 4475	4545 4955 5400
ASST. FOOTBALL	1885 2005 2025	2040 2055 2185	2225 2230 2240	2420 2425 2435	2605 2640 2645	2800 2840 2880	3195 3485 3800
GOLF (MEN & WOMEN)	1525 1550 1575	1675 1685 1690	1860 1870 1880	2035 2045 2055	2220 2230 2240	2420 2430 2440	2805 3055 3330
GYMNASTICS (MEN & WOMEN)	1950 1975 2000	2105 2125 2155	2295 2295 2315	2490 2500 2500	2685 2715 2725	2885 2925 2960	3275 3570 3890
ASST. GYMNASTIC (MEN & WOMEN)	1460 1485 1510	1620 1630 1640	1805 1815 1825	1985 1995 2005	2165 2175 2185	2355 2360 2370	2745 2990 3260
SOCCER (MEN & WOMEN)	2845 2910 2980	3035 3100 3170	3235 3310 3380	3435 3525 3610	3625 3745 3840	3820 3950 4080	4205 4585 5000
ASST. SOCCER (MEN & WOMEN)	1600 1620 1640	1735 1745 1765	1910 1920 1930	2090 2100 2110	2280 2290 2300	2475 2485 2495	2860 3115 3395
TENNIS (MEN & WOMEN)	1625 1650 1675	1780 1790 1800	1965 1975 1985	2145 2155 2165	2340 2350 2360	2530 2550 2560	2925 3190 3475



SPORT	1	2	3	4	5	6	7
ASST. TENNIS	910	1075	1250	1425	1600	1785	2140
(MEN & WOMEN)	930	1085	1260	1435	1610	1795	2335
	950	1095	1270	1445	1620	1805	2545
TRACK	2040	2195	2385	2590	2785	2975	3280
(MEN & WOMEN)	2070	2225	2395	2600	2825	3035	3575
	2100	2255	2425	2610	2835	3080	3895
ASST. TRACK	1435	1580	1755	1940	2115	2305	2685
(MEN & WOMEN)	1465	1590	1765	1950	2125	2315	2925
	1485	1595	1775	1960	2135	2325	3190
WRESTLING	2860	3035	3235	3435	3625	3820	4205
	2935	3115	3310	3525	3745	3950	4585
	3020	3200	3395	3610	3840	4080	5000
ASST.	1600	1735	1910	2090	2280	2475	2860
WRESTLING	1620	1745	1920	2100	2290	2485	3115
	1640	1765	1930	2110	2300	2495	3395

ADDITIONAL \$200.00 SHALL BE PAID UPON THE TENTH (10TH) YEAR OF SERVICE TO EACH HIGH SCHOOL AND INTERMEDIATE SCHOOL COACH HAVING SERVED TEN (10) OR MORE YEARS. ADDITIONAL \$200.00 SHALL BE PAID UPON THE TWENTIETH (20TH) YEAR OF SERVICE TO EACH HIGH SCHOOL AND INTERMEDIATE SCHOOL COACH HAVING SERVED TWENTY (20) OR MORE YEARS.

CO-CURRICULAR ACTIVITIES SALARY SCHEDULE  
 INTERMEDIATE SCHOOL  
 1989/90 - 1990/91 - 1991/92

	1	2	3	4	5	6	7
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ASST. ATHLETIC DIRECTOR	1815	1955	2110	2275	2445	2650	3065
	1840	1980	2130	2300	2480	2665	3340
	1865	2005	2160	2320	2505	2705	3640
 <u>INTERSCHOLASTIC ACTIVITIES</u>							
HEAD COACH	1435	1580	1755	1940	2115	2305	2685
	1465	1590	1765	1950	2125	2315	2925
	1485	1595	1775	1960	2135	2325	3190
ASST. COACH	865	995	1175	1325	1480	1650	1975
	890	1005	1185	1335	1490	1660	2155
	925	1015	1195	1345	1500	1670	2350
 <u>INTRAMURAL ACTIVITIES</u>							
COACH	620	730	860	1015	1145	1280	1560
	645	740	870	1025	1155	1290	1700
	670	750	880	1035	1165	1300	1855
 <u>HIGH SCHOOL AYA</u>							
	2430	2595	2775	2950	3135	3310	3670
	2490	2650	2830	3025	3215	3415	4000
	2560	2715	2890	3085	3295	3505	4360

## CO-CURRICULAR ACTIVITIES

1989/90 - 1990/91 - 1991/92

VOCAL (MUSICAL & CONCERTS)		\$1400
		1525
		1660
INSTRUMENTAL (MUSICAL, BAND & CONCERTS)		\$2660
		2900
		3160
DRAMATICS (MUSICAL & DRAMA)		\$2220
		2420
		2640
CLASS SPONSORS -	GRADE 9	\$235
		255
		280
	GRADE 10	\$295
		320
		350
	GRADE 11	\$465
		505
		550
	GRADE 12	\$465
		505
		550
AVA COORDINAATOR (INTERMEDIATE)		\$1300
		1500
		1700
SCHOOL NEWS MEDIA		\$1050
		1145
		1250
YEARBOOK		\$1650
		1800
		1960
STUDENT COUNCIL ADVISOR		\$935
		1020
		1110



GERMAN CLUB	\$325
	350
	400
KEY CLUB	\$450
	475
	500
COMPUTER CLUB	\$450
	475
	500
PHOTOGRAPHY CLUB	\$325
	350
	400
NATIONAL ART HONOR SOCIETY	\$300
	350
	400
SKI CLUB	\$800
	850
	900
SADD	\$1000
	1050
	1100
STUDENT COUNCIL (INTERMEDIATE)	\$450
	475
	500
COMPUTER CLUB (INTERMEDIATE)	\$450
	475
	500
TEACHER IN CHARGE	\$1000
	1000
	1000

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WALL TOWNSHIP SCHOOL SYSTEM  
EXTRA PAY FOR EXTRA SERVICES

	1989-90	1990-91	1991-92
DRIVER EDUCATION	\$12.00	\$13.00	\$14.10
SUMMER CURRICULUM - BA	\$13.60	\$14.75	\$15.95
SUMMER CURRICULUM - MA	\$17.05	\$18.45	\$20.00
IN-SERVICE ORIENTATION FOR NEW COURSES	\$12.00	\$13.00	\$14.10
BEDSIDE INSTRUCTION	\$15.25	\$16.50	\$17.85
PAY FOR AFTER SCHOOL ACTIVITIES (TO BE PAID FOR FROM FUND- RAISING ACTIVITIES)	\$5.25	\$5.70	\$6.15
PROFESSIONAL	\$1800 PROFESSIONAL MEETINGS (ACADEMIC AND ATHLETIC)  \$1200 CHAPERONES - WASHINGTON, D.C. TRIP		

## SECRETARIAL GUIDES: 1989-90/1990-91/1991-92

1989-90	STEP			
	SC1	SC2	SC3	SC4
1	11350	12000	13000	14000
2	11650	12300	13300	14300
3	11975	12625	13625	14625
4	12425	13075	14075	15075
5	12925	13575	14575	15575
6	13450	14100	15100	16100
7	14000	14650	15650	16650
8	14575	15225	16225	17225
9	15175	15825	16825	17825
10	16680	17330	18330	19330

1990-91	STEP			
	SC1	SC2	SC3	SC4
1	12500	12750	13500	14500
2	12700	12950	13700	14700
3	13050	13300	14050	15050
4	13525	13775	14525	15525
5	14050	14300	15050	16050
6	14600	14850	15600	16600
7	15200	15450	16200	17200
8	15900	16150	16900	17900
9	16700	16950	17700	18700
10	18600	18850	19600	20600

1991-92	STEP		
	SC2	SC3	SC4
1	12950	13700	14700
2	13100	13850	14850
3	13350	14100	15100
4	13750	14500	15500
5	14300	15050	16050
6	14900	15650	16650
7	15550	16300	17300
8	16350	17100	18100
9	17250	18000	19000
10	19955	20705	21705

RATIFICATION CERTIFICATION

We hereby certify that this Agreement incorporates the entire understanding of the parties above for the period July 1, 1989 through June 30, 1992.

Wall Township Education Association:

<u>Wayne Ammits</u>	<u>6-14-89</u>
Name	Date
<u>Robert R. Smith</u>	<u>6-14-</u>
Name	Date
<u>Joseph Tonzola</u>	<u>6-14-89</u>
Name	Date
<u>Patricia Kehoe</u>	<u>6-14-89</u>
Name	Date

*Mariaime M. Slonecy 4/14/89*

Wall Township Board of Education:

<u>Edmond J. Heddon</u>	<u>6/13/89</u>
Name	Date
<u>Michael Prognier</u>	<u>6/13/89</u>
Name	Date
<u>Steve M. Tandy</u>	<u>6/13/89</u>
Name	Date
<u>Edward W. Thors</u>	<u>6/14/89</u>
Name	Date