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THIS BOOK DOES
NOT CIRCULATE

AGREEMENT

Between

NORTHERN VALLEY REGIONAL HIGH SCHOOL

DISTRICT BOARD OF EDUCATION

and

NORTHERN VALLEY REGIONAL HIGH SCHOOL

EDUCATION ASSOCIATION

July 1, 1972 — June 30, 1973

48

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DISTRICT BOARD OF EDUCATION

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PREAMBLE

This Agreement developed and entered into by the Northern Valley Regional High School District Board of Education, hereinafter referred to as the "Board" and the Northern Valley Regional High School Education Association, hereinafter referred to as the "Association," shall be in force for the period specified in Article XV "Duration" unless changed by the procedures provided in the Agreement.

MEMORANDUM OF INTENT

In order to consolidate those items which have been resolved, it is mutually agreed by the Board and the Association that the welfare of the students is of paramount importance and will be the first concern of both parties. It is also agreed that both parties are desirous of formulating an orderly procedure of collective negotiations concerning conditions of employment between the Board and the Association and that mutual understanding and cooperation prevail at all times. Therefore, it is mutually agreed as follows:

Article I:

RECOGNITION

A. The Board recognizes the Association as the exclusive representative of the following full time employees for the purposes of collective negotiations concerning the terms and conditions of employment:

- teachers
- guidance counselors
- librarians
- learning disabilities specialists
- coordinators of trades and industries
- coordinators of distributive education
- coordinators of clerical-secretarial work experience programs
- social workers
- school nurses
- coordinators of special education
- janitors
- janitor-maintenance
- maintenance
- matrons
- audio-visual specialists

B. All other employees of the Northern Valley Regional High School District are specifically excluded from the provisions of this Agreement.

C. The parties agree that the Board reserves all rights, authority and responsibilities, in accordance with applicable laws and regulations.

Article II:

NEGOTIATION PROCEDURE

A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 303, Public Laws of New Jersey 1968 in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. (By "terms and conditions of employment" is meant matters which the Board and the Association agree are within the purview of this negotiation Agreement.) Such negotiations shall begin not later than October 15 of the year preceeding the calendar year in which this Agreement expires. Any agreement so negotiated shall apply to those employees referred to in Article I above. Such agreement shall be reduced to writing and adopted and signed by the Board and the Association.

B. During discussions, the Board and the Association shall continue to present relevant data, exchange points of view and make proposals and counter-proposals of mutual interest. Upon request from the Association, the Board will make available for inspection to the Association's negotiating unit all information from its public records relevant to the subject matter of the negotiating session.

C. Neither party of any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representative shall be clothed with all necessary power and are properly authorized to consider proposals and make counter-proposals in the course of negotiation.

Article III:

REOPENING NEGOTIATIONS

In the event either party herein should desire to amend this Agreement prior to its expiration, such party shall notify the other party in writing and request a meeting for such purpose not less than ten days before the date of such meeting. The notice of the meeting shall set forth an agenda which shall include:

1. The provisions of the Agreement to be amended
2. The proposed amendment

3. The reasons, specifically stated, for such amendment.

If the other party, for any reason whatever, should decline to attend such a meeting, it shall notify in writing the party requesting the same at least two days before the date of such meeting, and the failure of such other party to attend such meeting shall not be sufficient grounds to constitute an impasse under the terms of R.S. 34:13A-6 (b). Further, in the event such meeting is held and no agreement is reached between the parties amending the Agreement, then neither party shall be charged with having created an impasse as set forth in said statute. It is understood and agreed that this Agreement shall not be amended except by an instrument in writing duly executed by both parties.

Article IV:

DEDUCTIONS FROM SALARY

The Board agrees to deduct Association dues from the salaries of employees upon request in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.9e).

Article V

GRIEVANCE PROCEDURE

The parties to this Agreement agree to be bound to the grievance procedure annexed hereto and designated as Appendix A. The listing of grievance procedures in Appendix A, which pertain to employees other than those within the bargaining unit designated by Article I (A) shall not be construed as a recognition by the Board that any employees, other than those designated in Article I (A), are properly members of the unit recognized herein, and shall not be construed to expand that unit recognized by Article I (A).

ARTICLE VI:

SALARIES

1. The parties to this Agreement agree to be bound to schedule of salaries annexed hereto and designated as Appendix B-1, B-2, B-3, B-4, and B-5. The listing of salaries in Appendix B, which pertain to employees other than those within the bargaining unit designated by Article I (A), shall not be

construed as a recognition by the Board that any employee, other than those designated in Article I (A), are properly members of the unit recognized herein, and shall not be construed to expand that unit recognized by Article I (A).

2. All employees will be paid not later than their regularly scheduled payday. In those cases where initial checks may be delayed because of the relationship of employment date to payroll preparation date, the employee may be advanced, on the paydays between employment and the 15th of the succeeding month, an amount up to 99% of the net amount due the employee. Such advances will be deducted from the initial regularly prepared salary check.

3. Certificated employees will be allowed credit on the salary guide as follows:

A. Full credit for the year if employee is under contract before November 1 and assigned full teaching assignment.

B. One-half year of credit for full assignment and contract issued between November 1 and February 28 or a contract of one semester for full assignment.

C. No credit for services on or after March 1.

4. Part-time certificated employees will receive one-half year of credit on the salary guide if their employment is under contract and equals one-half of the regular teaching assignment for a full year or equals a full teaching assignment for a minimum of ninety days. No credit will be allowed for substitute teaching unless it is under a long term substitute contract in which case it will be equated as explained above.

Article VII:

INSURANCE PROTECTION

1. As of July 1, 1971 the Board shall provide for a period of one year the health-care insurance protection designated below:

A. Payment by the Board of 100% of the premium for a single person and 75% of the premium for an employee with dependents (family) in Comprehensive Medical Insurance Program (Hospitalization, Surgical-Medical, Major Medical).

B. Provisions of the health-care insurance program shall be detailed in master policies and contracts agreed upon by the Board and the Association and shall include:

Hospital room and board and miscellaneous costs
Out-patient benefits
Laboratory fees, diagnostic expenses and therapy
treatments
Maternity costs
Surgical costs
Major-medical coverage

2. The Board shall provide to each employee a description of the health-care insurance coverage provided under this Article which shall include a clear description of conditions and limits of coverage as listed above.

3. The Board will provide full hospital coverage to \$3,000; maximum lifetime benefits to \$25,000; and maternity benefits to \$600 under the existing arrangement outlined above.

Article VIII:

TEMPORARY LEAVES OF ABSENCE

1. Sick Leave:

A. The sick leave allowance for all 10 month employees will be 10 days annually, cumulative from year to year and 12 days annually for 12 month contract employees, cumulative from year to year.

B. After an employee has exhausted his accumulated sick leave, for each two years of continuous service with this school district, after the first three years, the allowance for sick leave will be one month at full pay and one month at half pay for up to eleven years of continuous service with the school district; for all employees with eleven years or more service consideration beyond the above sick leave allowance will be given in accordance with the conditions prevailing.

In the case of sick leave claimed, the superintendent may require that a physician's certificate be filed with the secretary of the Board.

C. The following absences will not be chargeable to the Sick Leave Allowance:

Absence from school due to being quarantined by the Board of Health for a contagious disease within the employee's household.

Absence from school due to an injury sustained while on official business of the school which is eligible for Workmen's Compensation.

2. *Discretionary Leave:*

A. It shall be within the jurisdiction of the superintendent to grant up to three days a year leave of absence with pay to a Board employee for personal, legal, business, household or family matters and religious holidays which require absence during school hours. Application to the employee's principal or other immediate superior for personal leave shall be made at least five days before taking such leave except in the case of emergencies.

3. *Death in Family:*

Three days absence with pay are allowed for death in the "immediate" family. One day's absence with pay is allowed for "second-degree" relatives. The "immediate" family is considered to include, wife, husband, father, mother, son, daughter, brother, sister, mother-in-law or father-in-law. "Second-degree" relatives are considered to be aunt, uncle, grandfather, grandmother and cousin.

4. *Hardship Cases:*

Any undue hardships, caused by circumstances not covered above, may be reviewed by the superintendent upon the request of the employee.

Article IX:

EXTENDED LEAVES OF ABSENCE

1. *Maternity Leave:*

A. The Board shall grant any request by an employee under tenure for a maternity leave of absence. This shall be in accordance with the following provisions:

As soon as any married woman employee under tenure shall become aware of her pregnancy, she shall apply at once for a leave of absence, and shall accept a leave of absence, as provided in these regulations, when granted by the Board.

A maternity leave of absence shall begin not less than four months or more than five months before the approximate date of the expected confinement, and shall continue to a year from the September immediately following the date the leave begins, except that the Board may, upon recommendation of the superintendent, change either or both of said periods if, in its opinion, it appears to be for the best interests of the pupils involved.

No salary or other fringe benefit shall be paid for an employee while she is on maternity leave.

On or before the March 1 prior to the September 1 specified in 1, A, above, a teacher on maternity leave shall indicate to the Board in writing, whether she intends to return to teaching the following September. Failure to do so shall constitute grounds for dismissal.

Any female teacher adopting an infant child shall receive similar leave which shall commence upon her receiving *de facto* custody of said infant, or earlier if necessary to fulfill the requirements for the adoption, providing she registered with the superintendent when making application for such adoption.

No leave of absence shall be granted to married women employees who are not under tenure.

All non-tenure employees' contracts shall be terminated on a date not less than four months before the approximate date of the expected confinement.

The Board may, upon recommendation of the superintendent, reduce the period set forth in 1. A. above, if in their opinion it appears to be for the best interests of the pupils and the school under the then existing circumstances of any individual case.

2. *Sabbatical Leave:*

Purpose: A Sabbatical Leave Policy is herewith established to benefit the student body, curriculum, faculty and administration of the Northern Valley Regional High School District. It provides for releasing a maximum of three percent of the faculty at any one time from regular teaching or administrative duties in order that these employees may undertake courses of study or other endeavor which in the opinion of the committee, will benefit the students of the district as well as the teachers.

Eligibility: All certified employees (hereafter referred to as employees) with seven years of accredited service as teachers or administrators in this district are eligible.

Application Procedure: The employee shall make a written request to the superintendent. The request should not exceed 1000 words and should state the length of leave, the purpose of leave, and an outline of activities which indicates the expected benefits to self and school.

The Superintendent as chairman of the selection committee shall:

- A. Inform the employee of the date of receipt of application.
- B. Advise the Board and applicants, in writing, of the recommendations of the selection committee.
- C. Advise the employee promptly, in writing, of the decision of the Board.

Applications may be filed any time during the school year, however, those filed by February 1 will be acted upon at the March Board meeting; those filed after February 1 will be acted upon at the discretion of the Sabbatical Leave Committee and the Board.

Selection: Leaves will be recommended by a selection committee composed of the Association, administration and Board representatives and will be awarded by the Board. The Sabbatical Leave Selection Committee shall be chaired by the superintendent of schools and shall be composed of three members of the Board, three members of the Association designated by its executive committee and the building principals, none of whom may be its current applicants.

Requirements: The recipient shall establish a specific goal, make interim reports and submit a final summary of accomplishments to the school system. The recipient also accepts the moral and professional obligation to rejoin the faculty after the leave and remain for at least two years. The Board accepts the obligation to provide the necessary funds and to review and take prompt action of the selection committee's recommendations. The Board shall also periodically review operation of this policy, revising it as required to assure it is fulfilling its purpose.

Authorized Leaves: Leaves of absence without pay shall not be construed as part of the three percent quota. The obligation of the employee to return to the school system shall be waived in the event of poor health, pregnancy and/or other unusual circumstances at the discretion of the Board.

Sabbatical leaves shall not be granted for the purpose of engaging in gainful occupations or for the purpose

of studying a trade or another profession, except where it can be clearly shown that in the opinion of the committee such study will benefit the school system.

Outside activities in which the employee is engaged for pay during the regular school year may be continued, but must not be expanded in any way during the period of the leave excepting as approved by the Board.

Forfeiture of Leave: If there is evidence that the employee is not fulfilling the purpose of the leave, the Board may terminate the leave after a hearing with the employee.

Interruption of Leave: Should the program of study or itinerary being pursued by the employee on a sabbatical leave be interrupted by serious accident or illness during such leave, this fact shall not constitute a breach of the conditions of such leave nor prejudice the employee against receiving all the rights and benefits provided for under the terms of the program, providing the Board is notified of such accident or illness by registered letter within ten days of its occurrence.

A leave may be terminated or interrupted by mutual consent of the employee and the Board without prejudice to all parties.

Maternity, sickness and accident policies of the Board will apply.

Salary—Base Pay: The salary paid the employee by the Board during the sabbatical leave shall be his or her contractual pay less \$2500 for a full year's sabbatical leave. In the event of a half year sabbatical leave being granted, not more than \$1250 will be deducted from the employee's contractual base pay.

The Board shall continue to pay any contributions it normally pays or would pay. Contributions normally made by the individual employee shall be paid by the employee. The payroll policy of the Board will apply. The period of sabbatical leave shall count as regular service.

Reporting: The employee shall submit periodic reports at three-month intervals during his sabbatical leave

and a final summary of accomplishments, incorporating any recommendations applicable to the school system.

Reinstatement: At the expiration of the sabbatical leave, the employee shall be reinstated in the position held by such employee at the time the leave was granted.

3. *General:* (Extended Leaves)

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

B. All benefits to which an employee was entitled at the time his leave of absence commenced, including unused accumulated sick leave and longevity credits shall be restored to him upon his return.

C. All extensions or renewals of leaves shall be applied for and granted on the recommendation of the superintendent and approval of the Board.

4. *Tuition Reimbursement*, not applicable during any leave: Any employee on leave of absence—sabbatical, maternity or extended leave shall not be eligible for tuition reimbursement while on such leave. (For policy on Professional Improvement see the Teachers' Handbook.)

Article X:

CO-CURRICULAR PROGRAM

The co-curricular program offerings and minimum stipends for each assignment will be posted in each building prior to contract offerings.

Complete job description and requirements of activity will be negotiated by the building principal and applicants.

The individual contracts will contain the job description, minimum requirements and negotiated stipend. Contracts for such activities will be issued to the involved individual before the activity begins.

If the contract is terminated prior to the stated duration and the building principal deems that minimum requirements have been fulfilled to date, the stipend shall be pro-rated for that period of time under which his duties shall have been performed.

On completion of the contract with outstanding performance in evidence, additional remuneration may be recommended by the building principal.

**Article XI:
IN-SCHOOL WORK YEAR**

A. The in-school work year for the ten (10) month professional staff shall consist of the student calendar plus five (5) full days and additional days for teachers new to our district for purposes of orientation as the Administration shall determine. The in-school work year schedule shall be published not later than May 1 preceding the school year in which it is to become effective.

B. The superintendent shall prepare a student calendar and shall consult with the Association, other individuals and organizations within the school system, and, as he sees fit, individuals and organizations other than within the school community, and shall recommend a student calendar to the Board.

C. The five (5) professional staff days mentioned above shall be designated within the dates of the ten (10) month contracted year and shall be exclusive of the NJEA convention.

D. The superintendent shall consult with the Association, other individuals and organizations within the school system prior to any modification of the "in-school work year" due to an emergency situation.

E. It is hereby understood that the student calendar is a non-negotiable item and same is appended hereto (Appendix C) for reference purposes only.

**Article XII:
TEACHER IN-SCHOOL WORK DAY**

The teacher in-school work day shall be seven and one-half (7½) hours of scheduled time. In addition, there will be regular faculty meetings and such other meetings which the Administration may consider necessary.

**Article XIII:
TEACHER WORK LOAD**

The teacher work load shall be a weekly assignment of eighty-five (85) scheduled mods per week, with each assignment to include twenty (20) mods for professional planning and lunch and not more than sixty (60) instructional mods. The remaining mods shall be assigned by the Administration where needed.

**Article XIV:
MISCELLANEOUS PROVISIONS**

1. *Conflict with Existing Law:*

A. If any provision of the Agreement is held to be contrary to law, then such provision shall be deemed invalid and all other provisions shall continue in full force and effect.

B. The Association and the Board recognize that strikes and other forms of work stoppages by employees are contrary to public policy. The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association, therefore, agrees that there shall be no strikes, work stoppages, or other concerted refusal to perform work, by the employees covered by this Agreement nor any instigation thereof.

2. *Printing of Agreement:*

Copies of this Agreement shall be printed after agreement between the parties on format, at the expense of both the Board and the Association, share and share alike. The Agreement shall be presented to all persons designated in Article I-A, herein, now employed, hereafter employed, or considered for employment by the Board. The method of reproduction and the selection of the printer will be mutually agreed upon by both parties.

3. *Notice:*

All communications between the parties relating to this Agreement shall be made in writing, addressed and given to the President and Secretary of and for the Association and to the Superintendent and Board Secretary on behalf of the Board.

**Article XV:
DURATION**

The provisions of this Agreement will be effective as of July 1, 1972 and will continue and remain in force and effect through June 30, 1973.

**Article XVI:
WITNESS OF AGREEMENT**

It is further agreed that the terms of this Agreement shall become a part of the employee's contract and such Agreement by reference shall be incorporated in each employee's contract.

In witness whereof the parties have executed this Agreement
this 17th day of July 1972.

Northern Valley Regional High School
District Board of Education

by

HERBERT F. SAVOYE JR.
President

by

JAMES C. HARTWIG
Secretary

Northern Valley Regional High School
Education Association

by

THOMAS CONNOR
President

by

JAMES NEWTON
Secretary

APPENDIX A

Grievance Policy

- (1) The Northern Valley Regional High School District Board of Education (hereinafter referred to as "Board") and the Northern Valley Teachers' Association (hereinafter referred to as "Association") are mutually concerned with providing the best education possible for the pupils of the Northern Valley Regional High School District.
- (2) The "Board" and the "Association" have regularly engaged in mutual consultation and interchange of ideas for the welfare of the children and the teachers of the school district.
- (3) The "Board" recognizes the "Association," their officers, and such committees designated by them as the representatives of the teaching staff for the purpose of joint consultation on the formation of policies with respect to conditions of employment and personnel practices. As an aid to serving this common purpose, the following procedures are established in order to provide teachers

and the Board with a method to reach mutually satisfactory agreement in a professional manner.

- (4) It is understood and agreed that these procedures are to include all employees in the manner shown on the Order of Appeals chart which becomes a part of these procedures. Nothing contained herein shall be construed as limiting the right of any person having a grievance to proceed independently through the established Order of Appeals or through the following procedures.
- (5) With respect to personal grievances, an employee shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his appeal. Any employee shall have the right to present his own appeal or designate representatives of the Association or another person of his own choosing to appear with him or for him at any step of his appeal.

Employees Grievances Defined:—A grievance is defined as any dissatisfaction with an application of policy or an administrative decision regarding an employee's (or group of employees') condition of employment.

TEACHER-BOARD COMMITTEE

- (1) *Composition of Committee:*—A Teacher-Board Committee composed of three members designated by the local Teachers' Association, three members of the Board of Education and the Superintendent, shall be created for the purpose of conducting professional discussions in good faith on grievances involving salaries, personnel policies, working conditions, fringe benefits and other conditions.
- (2) *The Duties of the Chairman:*
 - A. The Superintendent, as Chairman, shall convene meetings.
 - (1) At the request of the Teachers' representatives
 - (2) At the request of the Board of Education
 - (3) At the discretion of the Superintendent, with at least three meetings per year.
 - B. To act as Chairman of all meetings of the Teacher-Board Committee.
 - C. Notify all interested parties of the determination made by the Committee.
- (3) *Responsibilities and duties of the Board and Teacher Representatives shall be:*

- A. Evaluate the problems presented to the Committee.
- B. Gather facts to provide for a complete understanding of these problems.
- C. Discuss and attempt to arrive at a solution in keeping with the philosophies of each organization.
- D. Present conclusions and recommendations to the Board of Education.

OUTLINE OF PROCEDURES—Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limit specified may, however, be extended by mutual agreement.

- (1) Any employee who has a grievance shall, within five days, discuss it first with his principal (or immediate supervisor or department head, if applicable) in an attempt to resolve the matter informally at that level. (Schedule I entitled, "Order of Appeals" is attached hereto and made a part hereof).
- (2) If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five school days, he shall set forth his complaint, in writing, to the principal and his supervisor. The principal shall communicate his decision to the employee in writing within five school days of receipt of the written complaint.
- (3) The employee may appeal the principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing and must set forth the grounds upon which the grievance is based. The Superintendent shall request a report on the grievance from the principal and shall confer with the concerned parties or, upon request, with the aggrieved party or principal separately. He shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten school days. The Superintendent shall communicate his decision in writing, along with supporting reasons, to the aggrieved party, the supervisor and the principal.
- (4) In the event that any supervisor, principal, or superintendent shall fail to act in accordance with these regulations, or in the further event that said employee is dissatisfied with the supervisor's, principal's or superin-

tendent's determination, the employee may submit in writing his grievance to the Teacher-Board Committee, setting forth each step taken, the result achieved at each level and the reason for the employee's dissatisfaction with the earlier determination.

- (5) If the Teacher-Board Committee determines that the grievance has or may have merit, it shall recommend that the grievance be heard by the Board of Education or a committee of that Board. The Teacher-Board Committee shall take steps as deemed necessary and desirable to effect an equitable determination of the grievance and shall within twenty school days from the receipt of said grievance, submit its finding to the Board of Education.
- (6) If the Board is required to make an independent determination, it shall approve or reject the Teacher-Board Committee's determination at its next monthly meeting or within thirty days, and shall provide for notification to all interested parties of its determination.
- (7) The decision of the Board of Education is final unless and until this decision is set aside by higher authority.
- (8) Anything to the contrary notwithstanding, nothing contained in this procedure shall be deemed to grant to any non-tenure employee the right to a hearing regarding re-employment of said employee if re-employment has not been recommended to or approved by the Board.

SCHEDULE I ORDER OF APPEALS

FROM COL 1 COL 2 COL 3 COL 4

Custodian of School Monies	Board			
Superintendent	Board			
Superintendent's Secretary	Supt.	Board		
Superintendent's Clerical Staff	Supt.	Board		
Secretary, Board of Education	Board			
School Business Administrator	Superintendent	Board		
Asst. School Business Administrator	School Bus. Admin.	Supt.	Board	
Secy. to School Business Admin.	School Bus. Admin.	Supt.	Board-	
Bookkeepers	School Bus. Admin.	Supt.	Board	
Payroll Clerks	School Bus. Admin.	Supt.	Board	
Board Office Clerks	School Bus. Admin.	Supt.	Board	
Consulting Surgeon	Superintendent	Board		
Consulting Dentist	Superintendent	Board		
Director of Curr. & Inst.	Superintendent	Board	NVAA	
Coordinator of Spec. Education	Dir. of Curr. & Inst.	Supt.	Board	NVAA
Secy. to Coord. & Dir. Curr. & Inst.	Dir. of Curr. & Inst.	Supt.	Board	
Chief Medical Inspector	Superintendent	Board		
Supervisor, Data Processing	Superintendent	Board		
Dir. of Special Pupil Services	Superintendent	Board		
Psychologist	Dir. of Spec. Pup. Ser.	Supt.	Board	
Consulting Psychiatrist	Dir. of Spec. Pup. Ser.	Supt.	Board	

Speech Therapist	Dir. of Spec. Pup. Ser.	Supt.	Board
Social Workers	Dir. of Spec. Pup. Ser.	Supt.	Board
Learning Disabilities Specialist	Dir. of Spec. Pup. Ser.	Supt.	Board
Secy. Special Pupil Services	Dir. of Spec. Pup. Ser.	Supt.	Board
Principals	Superintendent	Board	
Assistant Principals	Principal	Supt.	Board
Department Chairmen	Principal	Supt.	Board
Teachers	Department Chairman	Prin.	Board
Secretaries & Clerks, Office, Prin.	Principal	Supt.	Board
Guidance Directors	Principal	Supt.	Board
Counselors	Guidance Director	Principal	Supt.
Secretaries & Clerks, Office, Guid.	Guidance Director	Principal	Supt.
Medical Officers	Principal	Supt.	Board
Nurses	Principal	Supt.	Board
Attendance Officers	Principal	Supt.	Board
Librarians	Principal	Supt.	Board
Librarian Clerks	Librarian	Prin.	Board
Audio Visual Specialists	Principal	Supt.	Board
Cafeteria Managers	Principal	Supt.	Board
Cafeteria Workers	Cafeteria Manager	Principal	Supt.
Head Custodians	Principal	Supt.	Board
Matrons	Head Custodian	Principal	Supt.
Janitors	Head Custodian	Principal	Supt.
Maintenance Workers	Head Custodian	Principal	Supt.
Janitor Maintenance	Head Custodian	Principal	Supt.

TEACHERS SALARY GUIDE — 1972-73*

APPENDIX B-1

Step	Scale I Bachelors	Scale II B+16	Scale IIa B+32	Scale III Masters	Scale IV M+16	Scale V M+32	Scale Va M+48	Scale VI Doctorate (Earned)
1.	\$ 8,700	\$ 8,961	\$ 9,222	\$ 9,657	\$10,092	\$10,527	\$10,962	\$11,127
2.	9,135	9,396	9,657	10,179	10,614	11,049	11,484	11,649
3.	9,570	9,831	10,092	10,745	11,180	11,615	12,050	12,215
4.	10,005	10,266	10,527	11,310	11,745	12,180	12,615	12,780
5.	10,440	10,701	10,962	11,876	12,311	12,746	13,181	13,346
6.	10,875	11,136	11,397	12,441	12,876	13,311	13,746	13,911
7.	11,310	11,571	11,832	13,007	13,442	13,877	14,312	14,477
8.	11,745	12,006	12,267	13,572	14,007	14,442	14,877	15,042
9.	12,180	12,441	12,702	14,138	14,573	15,008	15,443	15,608
10.	12,615	12,876	13,137	14,703	15,138	15,573	16,008	16,173
11.	13,050	13,311	13,572	15,269	15,704	16,139	16,574	16,739
12.	13,485	13,746	14,007	15,834	16,269	16,704	17,139	17,304
13.				16,400	16,835	17,270	17,705	17,870
14.				16,965	17,400	17,835	18,270	18,435

1. Experience credit shall be given for full time teaching service under contract in steps of one half (½) or one (1) school year only and for each full year (12 months) of military service up to a maximum of four (4) years, combined total experience credit not to exceed seventeen (17) years. Full credit shall be given for the first nine (9) years and half credit for the next eight (8) years.

2. Increments shall be granted only upon recommendation of the Superintendent of Schools.

3. There will be additional long service increments of \$300 each to any teacher who has completed three and ten years of continuous service in the Northern Valley Regional High School District by the beginning of the school year.

*Based on 1.00 — 2.10 "Ratio Teachers Salary Guide 1972-73 attached hereto as Addenda "A."

BASED ON 1.00 — 2.10 "RATIO TEACHERS SALARY GUIDE 1972-73" ADDENDA A

Step	Scale I Bachelors	Scale II B+16	Scale IIa B+32	Scale III Masters	Scale IV M+16	Scale V M+32	Scale Va M+48
1.	1.000	1.030	1.060	1.110	1.160	1.210	1.260
2.	1.050	1.080	1.110	1.170	1.220	1.270	1.320
3.	1.100	1.130	1.160	1.235	1.285	1.335	1.385
4.	1.150	1.180	1.210	1.300	1.350	1.400	1.450
5.	1.200	1.230	1.260	1.365	1.415	1.465	1.515
6.	1.250	1.280	1.310	1.430	1.480	1.530	1.580
7.	1.300	1.330	1.360	1.495	1.545	1.595	1.645
8.	1.350	1.380	1.410	1.560	1.610	1.660	1.710
9.	1.400	1.430	1.460	1.625	1.675	1.725	1.775
10.	1.450	1.480	1.510	1.690	1.740	1.790	1.840
11.	1.500	1.530	1.560	1.755	1.805	1.855	1.905
12.	1.550	1.580	1.610	1.820	1.870	1.920	1.970
13.				1.885	1.935	1.985	2.035
14.				1.950	2.000	2.050	2.100

**SPECIAL ASSIGNMENTS SALARY GUIDE
(Curricular)**

1972-73

I CURRICULAR

**Subject Supervisors*
and Department Chairman**

Group	Teachers Supervised	Yrs. of Employment	Groups			
			A	B	C	D
A	1-4	1	\$550	\$750	\$850	\$950
B	5-9	2	675	875	975	1075
C	10-15	3	800	1000	1100	1200
D	16 or more	4	1000	1200	1300	1400

*To be included in Teaching contract or salary designation

SPECIAL ASSIGNMENTS SALARY GUIDE — 1972-73
(ATHLETICS)

Head Coaches	Minimum	Maximum	Assistant Coaches	Minimum	Maximum
Football	\$998	\$1,263	Football	\$579	\$859
Basketball	840	1,105	Basketball	524	804
Baseball	772	1,052	Baseball	524	804
Wrestling	772	1,052	Wrestling	524	804
Soccer	772	1,052	Soccer	524	804
Track	772	1,052	Track	524	804
Spring Tennis	524	804	Spring Tennis	221	501
Cross Country	385	665			
Fall Tennis	221	501			
Fencing	385	665			
Golf	385	665			
Indoor Track	385	665			
Director of Athletics				Minimum	Maximum
Director of Girls' Athletic Association				\$1,208	\$1,473
Assistant Director, Girls' Athletic Association				772	1,052
Trainer				606	886
				826	1,106

- Salaries for assignment of Director of Athletics, Head Coach Football and Head Coach Basketball are to be in five steps of \$53 each; salaries for all other assignments are to be in five steps of \$56 each.
- All personnel to be placed on guide according to years of experience in the position in Northern Valley Regional High School District.
- Increments to be granted only on approval of the Superintendent of Schools.
Officially adopted 7/17/72

NURSES SALARY GUIDE — 1972-73

Yrs. of Exp.	No Degree	B.S. or Equivalent	M.S. or Equivalent	6 Yrs. of Training or Doctorate
0	\$6,760	\$7,072	\$7,384	\$7,696
1	7,020	7,332	7,644	7,956
2	7,280	7,592	7,904	8,216
3	7,540	7,852	8,164	8,476
4	7,800	8,112	8,424	8,736
5	8,060	8,372	8,684	8,996
6	8,320	8,632	8,944	9,256
7	8,580	8,892	9,204	9,516
8	8,840	9,152	9,464	9,776
9	9,100	9,412	9,724	10,036
10	9,360	9,672	9,984	10,296
11		9,932	10,244	10,556
12			10,504	10,816
13				11,076

Annual increment of \$260 until maximum for degree is reached.

The salary guide for Nurses employed in the Northern Valley Regional High School District shall be the Salary Schedule for Nurses as provided for in the New Jersey Statutes Annotated 18A:29-7, plus \$2100 on each step of each scale.* (*This is to be without establishing a precedent for future salary guides for Nurses) except for those nurses whose salary may already exceed this schedule. In the latter case, their salaries shall remain at their present salary until such time as their position on this schedule shall entitle them to a change in salary.

It is further expected that the nurse shall carry out such teaching activities as are assigned to her by the principal and/or superintendent as a part of the Health Education program of the District, and only when the nurse is assigned to full time classroom duties will she be considered a teacher and placed on the Teachers' Salary Guide of the Northern Valley Regional High School District.

There will be additional long service increments of \$300 each to any nurse who has completed three and ten years of continuous service in the Northern Valley Regional High School District by the beginning of the school year.

Approved 7/17/72
Board of Education Northern Valley
Regional High School District

J. C. Hartwig, Secretary

**OPERATIONS & MAINTENANCE SALARY GUIDE
1972-73**

Year of Employment	Janitor	Janitor Maintenance	Maintenance	Head Custodian	Matron*
1.	\$7,035	\$7,236	\$7,440	\$8,928	\$4,674
2.	7,373	7,607	7,846	9,401	4,981
3.	7,711	7,978	8,252	9,874	5,288
4.	8,049	8,349	8,658	10,347	5,595
5.	8,388	8,721	9,065	10,821	5,903
6.	8,727	9,093	9,472	11,295	6,211
7.	9,066	9,465	9,879	11,769	6,519
8.	9,405	9,837	10,286	12,243	6,827
9.	9,744	10,209	10,693	12,717	—
Increments	\$338/339	\$371/372	\$406/407	\$473/474	\$307/308

*This is a ten month contract.

1. Credit for experience may be granted not to exceed three (3) years upon the recommendation of the Superintendent.
2. Full step credit will be given if employed before November 1. Half step credit if employed prior to March 1. No credit if employed March 1 or after.
3. There will be additional long service increments of \$150 each to any employee who has completed 3 and 10 continuous years of service in the Northern Valley Regional High School District by the beginning of the contract/school year (July 1/September 1).

Approved 7/17/72

OPERATIONS AND MAINTENANCE CONDITIONS OF EMPLOYMENT

A. *Work Schedule*

1. Work Day — will be eight hours exclusive of meal period.
2. Work Week — will be forty hours — Sunday through Saturday.
3. Overtime — shall be at the rate of time and one-half for hours worked beyond the forty-hour work week. Un-scheduled overtime on Sundays and holidays will be at a double time rate.

B. *Holidays*

Authorized holidays are as follows:

Independence Day (1), Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day after 12 noon (2), Christmas (2), New Year's Eve Day after 12 noon (2), New Year's Day (2), Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day.

1. If this day falls on a Saturday, the Friday before will be granted as a holiday. If this day falls on a Sunday, the Monday after will be granted as a holiday.
2. If Christmas or New Year's Day falls on a Saturday, the Friday before will be granted as a holiday and the half day holiday of Christmas Eve and New Year's Eve will not accrue to the employee. If Christmas or New Year's Day falls on a Sunday, the Monday after will be granted as a holiday and the half holiday of Christmas Eve and New Year's Eve will not accrue to the employee.

Work Schedules — will be arranged to omit the Saturday mornings following (1) Thanksgiving, (2) Good Friday as well as (3) Independence Day, (4) Christmas and (5) New Year's if such days fall on a Friday. Any employee required to work on such Saturdays will be compensated at the rate of time and one-half.

C. *Vacations*

Vacation time is earned from July 1 of each year and granted as follows:

1. Two weeks vacation after one year of service.
2. Three weeks vacation after seven years of service.
3. Four weeks vacation after twelve years of service.

Those employed on a twelve-month contract with less than one year of service will be granted a vacation on a prorated schedule as approved by the superintendent.

Vacation schedules will be posted no later than May 1.

Vacations may not accrue from year to year and employees will not be paid for vacation time that is not taken.

D. *Tenure*

Tenure shall be obtained after seven full years and one day of employment.

E. *Uniform Cleaning Allowance*

\$50. may be authorized for each individual who has completed one full year of employment.

1971-72
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STUDENT SCHOOL CALENDAR — 1972-73

SEPTEMBER (16)	OCTOBER (19)	NOVEMBER (17)
M T W T F	M T W T F	M T W T F
1	2 3 4 5 6	1 2 3
4 5 6* 7† 8	9 10 11 12 13	6 7 8 9 10
11 12 13 14 15	16 17 18 19 20	13 14 15 16 17
18 19 20 21 22	23 24 25 26 27	20 21 22 23 24
25 26 27 28 29	30 31	27 28 29 30

DECEMBER (16)	JANUARY (22)	FEBRUARY (14)
M T W T F	M T W T F	M T W T F
1	1 2 3 4 5	1 2
4 5 6 7 8	8 9 10 11 12	5 6 7 8 9
11 12 13 14 15	15 16 17 18 19	12 13 14 15 16
18 19 20 21 22	22 23 24 25 26	19 20 21 22 23
25 26 27 28 29	29 30 31	26 27 28

MARCH (22)	APRIL (16)	MAY (22)
M T W T F	M T W T F	M T W T F
1 2	2 3 4 5 6	1 2 3 4
5 6 7 8 9	9 10 11 12 13	7 8 9 10 11
12 13 14 15 16	16 17 18 19 20	14 15 16 17 18
19 20 21 22 23	23 24 25 26 27	21 22 23 24 25
26 27 28 29 30	30	28 29 30 31

JUNE (16)				
M	T	W	T	F
				1
	4	5	6	7 8
	11	12	13	14 15
	18	19	20	21 22

September	5 Orientation *6 Elementary School Opens †7 High School Opens 18 Yom Kippur	HIGH SCHOOL DAYS Sept. -- 16 (Elementary 17) Oct. -- 19 Nov. -- 17 Dec. -- 16 Jan. -- 22 Feb. -- 14 Mar. -- 22 Apr. -- 16 May -- 22 June -- 16
October	9 Columbus Day 20 Professional Day 23 Veteran's Day	
November	2 NJEA Convention 3 " " 7 Election Day 23 Thanksgiving Recess 24 " "	
December	25-31 Christmas Recess	180 H.S.
January	1 New Year's Day	
February	12 Lincoln's Birthday 19-23 Mid-Winter Recess	
April	16-20 Spring Recess	
May	28 Memorial Day	
June	22 School Closes	

School Holidays are shown in bold type.
This calendar will be extended or altered as necessary to account for snow days or other emergencies when school may be required to be closed.