

4-0310
15-19

1974-1975

NEGOTIATED CONTRACT
BETWEEN
THE MANCHESTER TOWNSHIP BOARD OF EDUCATION AND ITS EMPLOYEES

The following constitutes a contract between the Manchester Township Board of Education and its Employees:

I. Recognition

The Board of Education of Manchester Township, hereinafter referred to as the Board, recognizes each negotiating unit for each respective classification of employee, hereinafter referred to as the Employee, as the exclusive bargaining agent for its own group.

The Employee recognizes the Board as the elected representative of the people of Manchester Township.

II. Purpose

The Board and the Employee agree to participate in negotiations under Chapter 303 Public Laws 1968, such participation being in good faith for the purpose of arriving at mutual agreement on the terms and conditions of employment. Said negotiations are to begin no later than November 1st of the year prior to the school year for which the contract will be negotiated.

III. Procedures

A. Directing Requests

Requests for meetings from the Employee will be made directly to the Board Secretary. Requests from the Board shall be made to the representative of the Employee. A mutually convenient meeting date shall be set within 15 days of the date of request by either party.

B. Meetings

Meetings shall be called upon the written request of either party. Requests for meetings shall contain the reasons for the request.

Meetings shall be scheduled not to interfere with school schedules. Official summary minutes shall be kept and clerical assistance provided: clerical assistance shall be shared equally by both parties.

IV. Agreement

When agreement is reached, it shall be reduced to writing and when ratified by the Board and the Employee shall be signed by both parties. The agreement shall not discriminate against any member of the staff regardless of membership or non-membership in the Unit.

V. Grievance Procedure

For the purpose of this contract a grievable matter shall be understood to be a breach of this contract or a denial of legal rights.

The following procedure shall be used to effect settlement of grievances:

1. The aggrieved person shall submit his grievance in writing on Form 1 to the Building Principal within five days of the incident unless extenuating circumstances prohibit meeting this time stipulation.
2. The Building Principal will answer or settle the matter within five days of receipt of the grievance.
3. If the aggrieved person is not satisfied after Step 1 and 2, he may appeal to the Superintendent on Form 2 within ten days after the expiration of Step 2.
4. The Superintendent will answer or settle the matter within ten days after the receipt of Form 2.
5. All foregoing steps having been taken without satisfaction, the grievant may appeal to the Board of Education using Form 3. This

appeal shall be made within 10 days of the termination of the preceding time stipulation.

6. The Board of Education or its representative shall meet with the grievant within 45 days of the appeal.
7. If the Board is unable to settle the matter, both parties may appeal to the County Superintendent for settlement of the grievance.

N.B. It should be understood that in any step of the procedure the grievant may be accompanied by no more than two representatives of his choosing.

Failure to comply with the terms of this procedure shall constitute forfeiture of the rights contained herein.

Nothing in this Article shall be construed to deny to the grievant the right of appeal to the Commissioner or the courts.

VI. Costs and Expenses

Costs and expenses incurred in implementing any of the terms of this contract shall be shared mutually by the Board and the Employee.

VII. Strikes or Lockouts

During the period of this agreement or any extension thereof, there shall be neither strikes nor other stoppage of the educational process by the Unit or its members, nor any lockouts of employees by the Board.

VIII. Amendments

All or part of this contract may be amended by mutual agreement in writing.

IX. Particular Items Pertaining to Teachers' Contract for 1974-75

1. The Board will pay for full coverage on the Family Plan for medical and surgical in a plan of the Board's choosing.
2. The Board will pay for full coverage on the Dental Plan (Family) in a plan of the Board's choosing.
3. The Librarian will receive all benefits pertaining to teachers.
4. Military credit will be granted in accordance with Title 18A on the following basis:
 - A. Up to four years credit.
 - B. In case of a partial year, the following schedule will be used:
 - a. Six months and over - one (1) full year of credit.
 - b. Under six months - no credit.
5. The following days of absence will be granted:
 - A. The Board will grant ten (10) sick days according to law and up to fifteen (15) days at the Board's discretion. The extra five (5) days possible are not to be construed as cumulative.
 - B. The Board will allow personal days. Duplicate forms will be submitted to the Principal and Superintendent, final decision resting with the Superintendent. Personal days will be allowed for good cause and within reasonable limits.
 - C. Three days leave with pay for death in the immediate family, unless the deaths occur simultaneously, (mother or father, husband or wife, son or daughter, brother or sister, guardian, father-in-law or mother-in-law). The Board will allow for extenuating circumstances.
6. The Board will pay 75% of the cost of books and tuition for courses taken within the following limitations: that they meet the terms of Section IX-6; they be approved by the Superintendent and the Board; they are in education

or clearly related fields, or a recognized graduate program.

- A. The teachers must indicate their intent to take these courses by May 30, 1974 for the 1974-75 school year.
- B. The Board will allow for twelve (12) teachers to take only twelve (12) credits each.
- C. The Board will reimburse the teachers after they have successfully completed the courses.

6. Approved Advance Credits:

The Board will pay the teachers on the basis of the guide for every ten (10) credits under the following conditions: that they are above the Bachelor's level, beyond credits required for certification and are approved by the Superintendent and the Board of Education.

7. The Board will pay for courses which they request a teacher to take.

X. Tutoring

\$7.00 per hour will be paid for tutoring requested by the Board.

XI. The Withholding of Increments and Raises

The Board of Education may withhold increments or other raises for inefficiency or other good cause as provided in the New Jersey Statutes 18A:29-14 and the decisions of the Commissioner and other courts of the State of New Jersey interpreting said statute.

MANCHESTER TOWNSHIP BOARD OF EDUCATION

Teacher! Salary Guide - School Year 1974-75

Years of Employment	B. A. Degree	B.A. 10 crs.	B.A. 20 crs.	B.A. 30 crs.	Master's Degree	M.A. 10 crs.	M.A. 20 crs.	M.A. 30 crs.	Doctorate Degree
0	\$ 8,810.	\$ 8,910.	\$ 9,010.	\$ 9,110.	\$ 9,410.	\$ 9,510.	\$ 9,610.	\$ 9,710.	\$ 10,010.
1	9,100.	9,200.	9,300.	9,400.	9,700.	9,800.	9,900.	10,000.	10,300.
2	9,450.	9,550.	9,650.	9,750.	10,050.	10,150.	10,250.	10,350.	10,650.
3	9,850.	9,950.	10,050.	10,150.	10,450.	10,550.	10,650.	10,750.	11,050.
4	10,400.	10,500.	10,600.	10,700.	11,000.	11,100.	11,200.	11,300.	11,600.
5	10,850.	10,950.	11,050.	11,150.	11,450.	11,550.	11,650.	11,750.	12,050.
6	11,250.	11,350.	11,450.	11,550.	11,850.	11,950.	12,050.	12,150.	12,450.
7	11,630.	11,730.	11,830.	11,930.	12,230.	12,330.	12,430.	12,530.	12,830.
8	11,995.	12,095.	12,195.	12,295.	12,595.	12,695.	12,795.	12,895.	13,195.
9	12,330.	12,430.	12,530.	12,630.	12,930.	13,030.	13,130.	13,230.	13,530.
10	12,920.	13,020.	13,120.	13,220.	13,520.	13,620.	13,720.	13,820.	14,120.
11	13,410.	13,510.	13,610.	13,710.	14,010.	14,110.	14,210.	14,310.	14,610.
12	14,000.	14,100.	14,200.	14,300.	14,600.	14,700.	14,800.	14,900.	15,200.

An increment of \$300.00 will be given after 7 years in Manchester.

An increment of \$500.00 will be given after 12 years in Manchester.

XIII. Responsibility

Each negotiating unit is responsible for informing its members of the contents of this contract.

The provisions of each article shall be effective as of July 1, 1974 and shall continue in full force and effect until June 30, 1975.

Date: _____
