

PREAMBLE

This agreement entered into this 13th day of May, 1971 by and between the Board of Education of Parsippany-Troy Hills, the Township of Parsippany, New Jersey, hereinafter called the "Board," and the Parsippany-Troy Hills Education Association, herein-after called the "Association."

ARTICLE I

RECOGNITION

That pursuant to Chapter 303, Public Laws 1968, the Board of Education of Parsippany-Troy Hills, New Jersey recognizes the Parsippany-Troy Hills Education Association as the exclusive representative for collective negotiation concerning the terms and conditions of employment of the persons included in the unit described below:

Teachers	Teaching Assistants
Librarians	Area Chairmen
Nurses	Coaches
Secretaries	Specialists, e.g. A. V. A.
Coordinators	Psychologists
Social Workers	Guidance Personnel

DEFINITIONS

1. Unless otherwise indicated, the term "teachers," when used hereinafter in this agreement, shall refer to all professional employees represented by the association in the negotiating unit as above defined except substitutes, summer school and adult school teachers. References to male teachers shall include female teachers.
2. Where appropriate all terms shall apply to secretaries as well.
3. The term elementary school shall apply to grades K through 6.
4. The term junior high school shall apply to grades 7 and 8.
5. The term senior high school shall apply to grades 9 through 12.
6. The term secondary school shall apply to grades 7 through 12.
7. The term "days" shall apply to school days.

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 1968 in a good faith effort to reach agreement on matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin not later than October 15 of the school year preceding the school year in which this agreement expires and at a time mutually agreeable to both parties. Any agreement so negotiated shall apply to teachers, be reduced to writing, be signed by the Board and the Association.
- B. 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.
- C. This agreement incorporates the entire understanding of the parties on all matters which were the subject of negotiation.
- D. 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.

PROFESSIONAL GRIEVANCE PROCEDURES

- A. A grievance is a complaint by a teacher that his rights, as contained in the collective agreement, have been violated or, that he has been treated contrary to established policy.
- B. If a teacher does not file a grievance in writing with the principal or other designated Board representative within 30 days after the occurrence, then the grievance shall be considered as waived.
- C. Level 1. If a teacher believes there is a basis for a grievance, he shall first discuss the alleged grievance with a designated Board representative either personally or accompanied by an Association representative.
- D. Level 2. If, after the informal discussion with the Board representative, the grievance still exists, the teacher may invoke formal grievance procedure on the form provided, signed by the grievant and the association representative. One copy of the grievance form shall be delivered to the Board representative and one copy filed with the Association and should specify:
1. The nature of the grievance.
 2. The nature and extent of the injury, loss or inconvenience.
 3. The results of previous discussions.
 4. His dissatisfaction with decisions previously rendered.

- E. Level 3. If the grievant is not satisfied with the disposition of the grievance or if no disposition has been made within 5 days, the grievance shall be transmitted to the Assistant Superintendent. Within 5 days of the receipt of the grievance, the Assistant Superintendent shall meet with the grievant and Association representative and shall indicate his disposition of the grievance in writing to the teacher and the Association within 5 days of such meeting.
- F. Level 4. If the grievant is not satisfied with the disposition of the grievance or if no disposition has been made within the required 5 days, the grievance shall be transmitted to the Superintendent. Within 5 days of the receipt of the grievance, the Superintendent shall meet with the grievant and Association representative and shall indicate his disposition of the grievance in writing to the teacher and the Association within 5 days of such meeting.
- G. Level 5. If the grievant is not satisfied with the disposition of the grievance or if no disposition has been made within the required 5 days, the grievance shall be transmitted to the Board of Education by filing a written copy with the Secretary of the Board. Disposition of the grievance in writing shall be made within 10 days of such appropriate action. Copies of such disposition shall be furnished the teacher and the Association.
- H. Level 6. If the Board of Education, the aggrieved teacher and the Association shall be unable to resolve any grievance, and it shall involve an alleged violation of a specific article and section of this agreement, it may within ten (10) days after the decision of the Board of Education be appealed to binding arbitration. Such appeal shall be in writing and shall be delivered within a ten day period, and if not so delivered, the grievance shall be abandoned.

The following procedure will be used to secure the services of an arbitrator:

1. A joint request will be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question. Either party may institute the request.
2. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association to submit a second roster of names.
3. If the parties are unable to determine, within 10 school days the initial request for arbitration a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.
4. The arbitrator so selected will confer with the parties and hold hearings promptly and will issue his decision not later than twenty (20) days from the date of the close of the hearing. The arbitrator's decision shall be in writing and will set forth his findings of fact, reasoning, and conclusions on the issues submitted and shall be binding on both parties.
5. The arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this agreement.

- I. The following matters shall not be the basis of any grievance filed under the procedure outlined in this article:
 1. The termination of services of or failure to reemploy any non-tenure teacher.
 2. The placing of a non-tenure teacher on a third year of probation.
 3. Any claim or complaint for which there is another remedial procedure or form established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teacher's Tenure Act.
- J. It shall be the general practice of all parties in interest to process grievance procedures during times which do not interfere with assigned duties.
- K. The costs of the services of the arbitrator including per diem expenses, if any, and actual and necessary travel and subsistence expenses shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.
- L. If any teacher for whom a grievance is sustained shall be found to have been unjustly discharged, he shall be reinstated with full reimbursement of professional compensation lost, except as in I. above.
- M. Any individual employee at any time may present grievances to his employer and have the grievances adjusted, without intervention of the bargaining representative if the adjustment is not inconsistent with the terms of a collective bargaining contract or agreement then in effect.

ARTICLE IV

TEACHING HOURS AND TEACHING LOAD

- A. 1. The weekly teaching load in the senior high school shall be approximately forty-five (45) teaching segments and shall not exceed fifty-five (55) segments of pupil contact per week. Segments shall be approximately 25 minutes in duration. Vocational Education teachers will be required to teach approximately sixty (60) segments per week. The Cosmetology instructor shall teach six (6) hours per day.
2. The weekly teaching load in the junior high school shall be approximately 25 teaching periods and shall not exceed 30 periods of pupil contact per week. Periods shall not exceed fifty (50) minutes in duration.
3. Cooperative education teacher/coordinators shall be assigned four (4) segments per day in addition to their duties in supervising students on-the-job and a two (2) segment related class.
4. The daily teaching load in the elementary schools shall not exceed five and one-half (5 1/2) hours of pupil contact.
5. The junior and senior high teachers' day shall be seven hours in duration.

6. The elementary school teachers' day shall be six and one-half (6 1/2) hours in duration.

7. All teachers of special education plus specialists in the elementary schools shall work the same length of day as the teachers in the schools to which they are assigned.

B. The teachers shall have a daily duty-free lunch period of at least the following lengths:

1.	Elementary School	-	30 minutes
2.	Junior High School	-	30 minutes
3.	Senior High School	-	30 minutes
4.	Other	-	30 minutes

Employment of noon-time aides shall be made in each elementary school to assure duty-free lunch periods. The number of aides shall be based upon school enrollment, exclusive of kindergarten.

C. Extra-curricular activities after school shall be considered as part of a teacher's professional obligation. (i. e. Chaperoning, ski club, Spanish club, concerts, etc.)

D. Any teacher having the maximum amount of pupil contact as provided in Section A, parts 1 and 2 of this article shall not be required to sponsor an extra-curricular activity. Lunch duty, bus duty, hall duty, shall be considered pupil contact periods.

E. Teacher participation in extra-curricular activities in certain areas shall be compensated according to the rate of pay and/or released time in Schedule C.

F. Parent-teacher conferences and teacher meetings shall be part of all teachers' professional obligations and shall not be limited by Section A, parts 5 and 6 above.

ARTICLE V

CLASS SIZE

A. A guide to class size shall be determined by the Board with the advice of the Superintendent and the professional staff in accordance with sound educational practice.

B. Staff members with questions on class size should discuss them with their principals. If a satisfactory answer is not forthcoming, said staff member may institute grievance procedure as set forth in Article III, Level No. 2.

ARTICLE VI

TEACHER EMPLOYMENT

- A. Each teacher shall be placed on his proper step of the salary schedule as of the beginning of the 1971-72 school year. Normal increments as indicated shall be granted each year if approved by the Superintendent.
- B. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 1. These contracts shall be returnable no later than May 15.
- C. Any tenure teacher may terminate his employment with the Board of Education by presenting 60 days notice in writing.
- D. Any non-tenure teacher's employment may be terminated by either party giving to the other 60 days notice in writing.

ARTICLE VII

PROMOTIONS

The Board shall make all appointments to positions in the Parsippany-Troy Hills Township Schools on the basis of merit only. To implement the desire of the Board to appoint on the basis of merit only, all those who have responsibility for staffing the schools should search diligently within and outside the system for qualified candidates to fill staff positions. Flexibility is permitted when a vacancy occurs during the summer months or because of unusual circumstances.

TEACHER EVALUATION

- A. Probationary teachers will be evaluated at least two (2) times during each year, and tenure teachers will be evaluated at least once during each year, by their principals. A written report shall be completed and signed by the principal and the teacher. A copy of the report shall be given to the teacher. A teacher may submit his own evaluation on the back of the principal's evaluation if he does not agree with the principal's evaluation. Both evaluations are to be placed in the teacher's personnel file. A teacher may also confer with the Assistant Superintendent or Superintendent regarding his evaluation.
- B. Derogatory notations should only be a part of a teacher's file if he is aware of them and has a chance to write his reactions. Exception to this would be references from other employers.

ARTICLE IX

SALARIES

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

1. Teachers may individually elect to have a given amount of their monthly salary deducted from their pay. These funds shall be deposited in the Tri-County Federal Credit Union in their name and may be withdrawn at their discretion. This amount may not be varied within the contract year.
2. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.
3. Teachers shall receive their final checks on the last working day in June upon completion of all professional obligations.

ARTICLE X

TEACHER ADMINISTRATION LIAISON

- A. The Association shall select a Liaison Committee for each school building which shall meet with the principal periodically by mutual agreement for the duration of the school year to review and discuss local school problems and practices, and to play an active role in the revision or development of building policies. Said committee shall consist of not more than one (1) member for every twenty (20) teachers in the school building but shall in no event have less than two (2) members.
- B. The Association's Executive Committee shall meet with the Superintendent periodically during the school year to review and discuss current school problems and practices.

ARTICLE XI

SICK LEAVE

- A. As of September 1, 1971, all teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit. An additional day of sick leave will be given for each additional month employed in the contract year. Only 10 days are accumulative.
- B. Nonaccumulative additional sick leave benefits shall be allowed to teachers according to the following schedule:
1. The Board may grant upon recommendation of the Superintendent additional sick leave up to thirty (30) days at half pay to employees who are subjected to long absence from work due to severe illness.
- C. After all sick leave has been exhausted a teacher shall upon the recommendation of the Superintendent be entitled to receive the difference in salary between the substitute's pay and the standard rate of the teacher, (1/200 of yearly contract per day) for a period of time as recommended by the Superintendent.

ARTICLE XII

TEMPORARY LEAVES OF ABSENCE

- A. As of the beginning of the 1971-72 school year, teachers shall be entitled to the following temporary nonaccumulative leaves of absence with full pay each school year:
1. Two (2) days leave of absence for personal, legal, business, household or family matters which require absence during school hours. Application to the teacher's principal or other immediate superior for personal leave shall be made at least two (2) days before taking such leave (except in the case of emergencies). These days shall be granted without the requirement of a stated reason other than personal.
 2. Up to two (2) days for the purpose of visiting other schools or attending meetings or conferences of an educational nature with prior approval of principal.
 3. Time necessary for appearances in any legal proceeding connected with the teacher's employment or with the school system.
 4. Up to three (3) days at any one time in the event of death or serious illness of a teacher's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, and any

OTHER MEMBERS OF THE IMMEDIATE HOUSEHOLD. A LEAVE OF ABSENCE UP TO ONE (1) DAY IN THE EVENT OF DEATH OF A TEACHER'S FRIEND OR RELATIVE OUTSIDE OF THE TEACHER'S IMMEDIATE FAMILY AS DEFINED ABOVE. IN THE EVENT OF THE DEATH OF A TEACHER OR STUDENT IN THE PARSIPPANY-TROY HILLS SCHOOL DISTRICT, THE PRINCIPAL OR IMMEDIATE SUPERIOR OF SAID TEACHER OR STUDENT SHALL GRANT TO AN APPROPRIATE NUMBER OF TEACHERS SUFFICIENT TIME OFF TO ATTEND THE FUNERAL.

5. Other leaves of absence with pay may be granted by the Board for good reason.
- B. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the teacher is entitled.

ARTICLE XIII

EXTENDED LEAVES OF ABSENCE

- A. The Board agrees that up to two (2) teachers shall upon request and approval of the Superintendent, be granted a leave of absence without pay for one year for the purpose of engaging in activities of the Association or its affiliates.
- B. 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 Teachers Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs or accepts a Fulbright Scholarship.

- C. A teacher on tenure shall be granted a leave of absence subject to the approval of the Superintendent, without pay for up to one (1) year to teach in an accredited college or university.
- D. 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 for the period of special training in preparation for duty overseas in combat zones.
- E. 1. A teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed. Said teacher may request a maternity leave without pay and said leave may be granted. The leave shall become effective 3-5 months prior to the anticipated date of birth of the child and shall terminate twelve (12) months after the birth of the child, except in cases of stillbirth, in which case the teacher may elect to return to her position at an earlier date. Upon the recommendation of the Superintendent and the approval of the Board, a teacher may leave at a later date or return at an earlier date than provided herewith.
2. Any female teacher adopting a child under school age may 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. No teacher on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Parsippany-Troy Hills School District in the area of her certification or competence.
- F. Other leaves of absence without pay may be granted by the Board for good reason.

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

H. All extensions or renewals of leaves shall be applied for in writing and the disposition shall be in writing.

ARTICLE XIV

SABBATICAL LEAVE

Any teacher who has completed seven or more years of continuous full-time service in the Parsippany-Troy Hills Schools may, upon recommendation of the Superintendent, be granted a leave of absence by the Board for one full year for study. After each subsequent period of seven or more years of such service, a further leave for study may be granted.

Application for such leave shall be made prior to December 1st previous to the school year for which such absence is requested. Such application shall be made upon a regular form furnished by the Board and shall indicate a program, approved by the Superintendent and the Board, to be followed by the teacher during the period of leave.

Applicants shall agree to abide by all conditions determined upon by the Board to govern such leaves of absence.

As a condition to such leave, the teacher shall enter into a contract to continue in the service of the Parsippany-Troy Hills Public Schools for a period of at least two years after the expiration of the leave of absence. Failing to so continue in service, the teacher shall repay the Board the full salary received while on leave.

The salary granted to a teacher on such leave shall be one-half of the salary to which he or she would be entitled if not on leave. From such half-salary shall be deducted monthly the regular deductions for the Teachers' Pension Fund and other deductions authorized by the teacher. Salary payments shall be made monthly in accordance with the schedule for payment of salaries in the school system.

Not more than two percent of the total staff shall be granted sabbatical leave for the same year. In granting such leaves of absence due consideration shall be given to seniority, the reasonable and equitable distribution of the applicants among the different schools and the possible benefits to the total school system.

If more than two percent of the staff shall apply for leave, selection shall be made on basis of benefits to the school system. At all times the needs of the school system as a whole shall be paramount. The Superintendent shall make recommendations regarding this matter.

Teachers on such leave may not associate for compensation with any person, persons, or organization during the school year, unless the Board approves such association as beneficial to this school system and only then upon the condition prescribed by the Board.

Any grant, fellowship or scholarship which does not entail teaching a regularly scheduled class shall not diminish the salary received while on leave.

Teachers on such leave shall make such regular written reports to the Superintendent as he may require.

Teachers on such leave will be considered as in the employ of the Board and the time thus spent shall count as regular service toward retirement and for consideration in regard to salary adjustments.

Such leave of absence shall be without prejudice to the teacher's tenure rights.

ARTICLE XV

INSURANCE PROTECTION

- A. As of the beginning of the 1971-72 school year, the Board, after agreement with the Association regarding appropriate insurance carriers, shall provide the health-care insurance protection designated below. The Board shall pay the full premium for each teacher and in cases where appropriate for family-plan insurance coverage.

1. For each teacher who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing July 1st and ending June 30th. Teachers terminating employment may continue coverage for 90 days after said termination at their own expense.
2. The Board shall continue all health-care programs presently in effect.
3. The Board shall maintain the contracted health-care program as established in the 1970-71 contract.

ARTICLE XVI

EXTRA RESPONSIBILITY COMPENSATIONS

A. Stipends for Extra Services

All of the following shall work a teachers' calendar year. Those coordinators who carry major extra responsibilities receive stipends for services they perform. Some are employed during the summer because of the nature of their duties. This employment shall be determined annually by the Superintendent. Those employed shall be notified by April 1st. Any one who is employed to work an additional month (22 days) receives 1/10 of his basic teachers pay as compensation for services rendered.

1. Coordinators

- A. Guidance - Proper place on the teachers' salary guide plus a stipend of \$500. for the first two years and \$700. after two years of successful experience.
- B. Athletic - Proper place on the teachers' salary guide plus a stipend of \$500. for the first two years and \$700. after two years of successful experience.
- C. Student Activities - Proper place on the teachers' salary guide plus a stipend of \$500. for the first two years and \$700. after two years of successful experience.
- D. Student Employment - Proper place on teachers' salary guide plus a stipend of \$500. for the first two years and \$700. after two years of successful experience.

2. Area Chairmen (High School)

Area Chairmen will be on their proper place of the teachers' salary guide and receive a stipend of \$400. for the first two years and \$500. after two years for the extra duties they perform. In addition, released time will be granted to them for supervisory functions.

3. Area Chairmen (Junior High)

Area Chairmen will be on their proper place of the teachers' salary guide and receive a stipend of \$300. for the first two years and \$400. after two years for the extra duties they perform. In addition, released time will be granted to them for supervisory functions.

4. Elementary Teaching Assistants

Teaching Assistants are employed to assist the principal. He receives an annual stipend for his extra responsibilities. The stipends are \$500. during the first two years of service and \$700. after two years of successful experience, except for the teaching assistant at Rockaway Neck three room school who receives a stipend of \$300.

5. Psychologists

The psychologists receive a ratio salary of 1.1% x their proper place on the teachers' salary guide. They work two weeks beyond the school calendar.

B. Refer to Schedule C.

ARTICLE XVII

TEACHER WORK YEAR

- A. The school work year for teachers employed on a ten (10) months basis shall not exceed one hundred eighty-four (184) days.
- B. The school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.
- C. Teachers new to the system shall be required to attend no more than three (3) additional orientation days.

ARTICLE XVIII

CENTRAL CURRICULUM PLANNING COMMITTEE

- A. These are alert committees. Their primary function is to be aware of and to make regular reports on the current status of curriculum within the school system, to recommend new approaches, and in-depth action committees. All recommendations come before the monthly meeting for consideration. Those recommendations acted on favorably are transmitted to the Administrative Council. The Administrative Council in turn makes recommendations to the Board of Education.

The individuals on the various committees are volunteers representing the K - 12 range of responsibilities. They have elected their own chairman, who then became a member of the Steering Committee.

Meetings are held monthly.

ARTICLE XIX

MISCELLANEOUS PROVISIONS

- A. The Board and the Association agree that there shall be no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of teachers or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.
- B. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any teacher benefit existing prior to its effective date.
- C. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to 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.

- D. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement.
- E. Copies of this Agreement shall be printed at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all teachers now employed or hereafter employed.
- F. The Association shall be permitted to use school mail facilities and school mail boxes as it deems necessary with the approval of building principals or other members of the administration.
- G. The Association shall be charged for all school materials and supplies that it uses and shall provide its own secretarial help.
- H. Teachers shall not be required to drive students to activities which take place away from the school building. A teacher may do so voluntarily, however, with the advance approval of his principal or immediate supervisor. The teachers shall be compensated at the rate of ten cents (10¢) per mile for the use of his own automobile.

ARTICLE XX

DURATION OF AGREEMENT

- A. This agreement shall be effective as of July 1, 1971, and shall continue in effect until June 30, 1972, subject to the Association's right to negotiate over a successor agreement as provided in Article II. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.
- B. In Witness Whereof the parties hereto have caused this agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

BOARD OF EDUCATION OF
PARSIPPANY-TROY HILLS

Betty S. Minor

President

Joseph R. Windish
Secretary

PARSIPPANY-TROY HILLS EDUCATION
ASSOCIATION

A. Dorothea Slocum

President

Helen E. Heerwagen
Secretary

SCHEDULE A

TEACHER-NURSE SALARY GUIDE

1971-1972

Step	Non Degree	B. A.	B. A. + 15	B. A. + 30	B. A. + 45 Including M.A.	B. A. + 60 Including M.A.
1	7450	7950	8450	8950	9450	9950
2	7750	8250	8750	9250	9750	10,250
3	8050	8550	9050	9550	10,050	10,550
4	8350	8850	9350	9850	10,350	10,850
5	8650	9150	9650	10,150	10,650	11,150
6	9000	9500	10,000	10,500	11,000	11,500
7	9350	9850	10,350	10,850	11,350	11,850
8	9750	10,250	10,750	11,250	11,750	12,250
9	10,150	10,650	11,150	11,650	12,150	12,650
10	10,650	11,150	11,650	12,150	12,650	13,150
11	11,250	11,750	12,250	12,750	13,250	13,700
12	11,750	12,250	12,750	13,450	13,950	14,450
13	12,250	12,750	13,250	13,950	14,450	15,250
14				14,400	14,900	15,600

1. Up to 12 years of experience credit may be allowed for new teachers and nurses employed by our system. Up to but not exceeding three years will be allowed for service in the armed forces.
2. Nurses are allowed up to five years credit for hospital experience.
3. Normal increments as indicated will be granted each year if approved by the Superintendent.

4. A teacher or nurse may advance to the next higher training level on this guide upon presentation to the Superintendent of the necessary degree and/or proof of course credits. Such proof must be presented by October 1 to be effective for that school year.

Fifteen approved* credits beyond the B.A. degree are required to advance to the B.A. + 15 level.

Thirty approved* credits beyond the B.A. degree are required to advance to the 5 yr. level.

Forty-five approved* credits beyond the B.A. including a Master's degree are required to advance to the B.A. + 45 level.

Sixty approved* credits beyond the B.A. including a Master's degree are required to advance to the 6 yr. level.

5. Individuals having an earned Doctorate degree shall receive an additional \$600. beyond their appropriate salary at the 6 yr. level.

6. A \$200. stipend will be paid to teachers of special education classes.

7. Longevity

A. After fourteen (14) years of teaching credit, a teacher shall receive four hundred (\$400) dollars additional on the B.A. + 60 training level.

B. After twenty (20) years of teaching credit in Parsippany-Troy Hills, a teacher shall receive five hundred (\$500) dollars additional at the beginning of his twenty-first (21) year on all levels of the guides.

C. Longevity is cumulative in that a teacher, if he qualifies, according to the above criteria, is eligible to receive a total of nine hundred (\$900) dollars at the beginning of his twenty-first (21) year in the Parsippany-Troy Hills school district.

*Approved by the Superintendent

SCHEDULE B

SECRETARIAL SALARY GUIDE

1971-1972

Step	Guide I	Guide II	Guide III	Guide IV	Guide V	Guide VI	Guide VII
1	6250	5650	5450	5250	4850	4450	4350
2	6650	6050	5850	5650	5250	4850	4750
3	7050	6450	6250	6050	5650	5250	5150
4	7550	6850	6650	6450	6050	5650	5550
5	8050	7250	7050	6850	6450	6050	5950
6	8550	7650	7450	7250	6850	6450	6350
7	9050	8050	7850	7650	7250	6850	6750
8	9550	8450	8250	8050	7650	7250	7150
Guide I	Secretary to Superintendent of Schools						
Guide II	Secretaries to Assistant Superintendents and Business Administrator Secretary						
Guide III	Payroll Secretary, Machine Bookkeeper, Administrative Secretary						
Guide IV	Head Secretaries (Secondary), Special Services Secretary, Purchasing Expeditor, Transportation Secretary						
Guide V	Assistant Educational Secretaries and Clerk Typists (12 mos.), Printing Clerk, Data Processing Clerks, Secondary Librarian Secretaries						

Guide VI	Head Secretaries (Elementary - 10-1/2 mos.)
Guide VII	Assistant Educational Secretaries and Clerk Typists (10-1/2 mos.), Elementary Librarian Secretaries

PROVISIONS

1. Annual increments on this guide will be given when approved by the Superintendent.
2. K - 6 school secretaries will be off during the time school is closed for the Christmas, Mid-winter, and Spring recesses, and will not work on days when school is closed for inclement weather. They will have 1-1/2 months vacation in the summer.
3. Other secretaries will work two days during the Christmas, Mid-Winter and Spring recesses according to a schedule to be designated by their supervisor. They will work on days when school is closed for inclement weather, and will have a summer vacation of 22 working days.
4. A stipend of \$250. is paid to the secretary who secures substitutes for teachers of grades K-2.
5. A stipend of \$250. is paid to the secretary who secures substitutes for teachers of grades 3-6.
6. A stipend of \$200. is paid to the secretary who secures substitutes for teachers of grades 7 and 8.
7. A stipend of \$150. is paid to the secretary who secures substitutes for teachers of grades 9-12 PHS.
8. A stipend of \$200. is paid to the secretary who secures substitutes for teachers of grades 9-12 PHHS.
9. Secretaries will work overtime when requested to do so, but shall receive an equal amount of time off at times agreeable to the secretary and her supervisor.

SCHEDULE C

The following assignments shall be compensated as stated:

SENIOR HIGH

Newspaper Advisor	\$250.
Yearbook Sponsor	300.
Yearbook Business	300.
Forensics	250.
Stagecraft	250.
Marching Band	500.
Baton Twirlers	100.
Flag Twirlers	100.
Dramatics	250.
Class Advisors	100.
Literary Magazine	150.

JUNIOR HIGH

Newspaper	100.
Yearbook	100
Dramatics (1 Major Production per year)	150.
Stagecraft	100.
Student Activities	250.

COACHING

The following ratios shall be applied to the thirteenth (13) step on the basic salary guide; for the first and second year of experience on the four year training level; for the third and fourth year on the five year training level and from the fifth year on the sixth year training level.

Senior High

Head football	. 11
First assistant	. 066
Other assistants	. 057
Head soccer	. 070
Assistant soccer	. 051
Cross country	. 042
Head basketball	. 077
Assistant basketball	. 051
Head wrestling	. 077
Assistant wrestling	. 051
Fencing	. 036
Riflery	. 036
Head baseball	. 077
Assistant baseball	. 051
Head track	. 077
Assistant track	. 051
Golf	. 033
Tennis	. 033
G.A.A.	. 028
Cheerleaders	. 025
Trainer - Equipment Manager	. 060

Junior High

Soccer

Basketball

Baseball

.042

.042

.042