

AGREEMENT BETWEEN
THE BOARD OF EDUCATION
OF THE
TOWNSHIP OF WASHINGTON
WARREN COUNTY, N. J.
AND THE
WASHINGTON TOWNSHIP EDUCATION ASSOCIATION

JULY 1, 2004 JUNE 30, 2007

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AGREEMENT

AGREEMENT made this 30th day of July, 2004 Between THE BOARD OF EDUCATION OF THE TOWNSHIP OF WASHINGTON, in the County of Warren, hereinafter referred to as "employer", And THE WASHINGTON TOWNSHIP EDUCATION ASSOCIATION, hereinafter referred to as "representative" for period July 1, 2004 - June 30, 2007.

PREAMBLE

WHEREAS, in accordance with the provisions of the New Jersey Employer-Employee Relations Act L. 1941, c. 100, as amended by L. 1968, c. 303; (N.J.S.A. 34:13A-1 et seq.) the employer and the representative have engaged in collective negotiations concerning the terms and conditions of employment of the teachers in the Washington Township School District; and,

WHEREAS, the parties have reached certain understandings which they desire to evidence hereby; NOW, THEREFORE, this instrument witnesses the following agreement:

ARTICLE I

RECOGNITION

- A. The employer recognizes the Washington Township Education Association as the exclusive and sole representative for collective negotiation concerning grievances and terms and conditions of employment for all certified personnel.
- B. Additionally the Washington Township Education Association shall be the representative for the Media Center Coordinator and Library Clerk

ARTICLE II

PART-TIME STAFF

- A. Part-time staff shall be defined as those staff members employed for twenty-five (25) hours per week or less.
- B. Staff hired on a part-time basis shall be eligible to receive pro-rated coverage for all contract benefits, as allowed by law, contract and insurance company.
- C. Part-time staff hired prior to July 1, 1993 shall continue to maintain existing benefits at the level in effect prior to July 1, 1993.

ARTICLE III

SALARY SCHEDULE

- A. SALARY - Effective July 1, 2004 there shall be a 4.5% increase to the guide; effective July 1, 2005 there shall be a 4.5% increase to the guide; and effective July 1, 2006 there shall be a 4.4% increase to the guide. The increase is based on the agreed upon base of \$2,818,053. The guide shall be mutually developed.

B. SALARY GUIDE PLACEMENT - Initial discussions as to credit on guide for experience shall be between the applicant and the Superintendent. Upon the determination of what years of credit will be recognized, the new employee shall be placed on the salary guide at a position which matches where a Washington Township teacher would be placed with similar experience credit. For difficult to fill positions (determined by lack of applicants), placement level of new employees shall be at the discretion of the superintendent and board.

C. SALARY GUIDE - The salary guide for the school year commencing July 1, 2004, and terminating June 30, 2007, applicable to certified personnel in the Washington Township School District shall be as follows:

YEAR 1

2004-05

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	37,120	37,990	38,970	40,045	41,095	42,445	43,270	44,120
2	37,620	38,490	39,470	40,545	41,595	42,945	43,770	44,620
3	38,320	39,190	40,170	41,245	42,295	43,645	44,470	45,320
4	39,070	39,940	40,920	41,995	43,045	44,395	45,220	46,070
5	40,780	41,650	42,630	43,705	44,755	46,105	46,930	47,780
6	42,570	43,440	44,420	45,495	46,545	47,895	48,720	49,570
7	44,440	45,310	46,290	47,365	48,415	49,765	50,590	51,440
8	46,390	47,260	48,240	49,315	50,365	51,715	52,540	53,390
9	48,430	49,300	50,280	51,355	52,405	53,755	54,580	55,430
10	50,560	51,430	52,410	53,485	54,535	55,885	56,710	57,560
11	52,780	53,650	54,630	55,705	56,755	58,105	58,930	59,780
12	55,100	55,970	56,950	58,025	59,075	60,425	61,250	62,100
13	57,520	58,390	59,370	60,445	61,495	62,845	63,670	64,520
14	60,050	60,920	61,900	62,975	64,025	65,375	66,200	67,050
15	62,690	63,560	64,540	65,615	66,665	68,015	68,840	69,690

YEAR 2

2005-06

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	38,890	39,890	40,640	41,890	43,140	44,390	45,640	47,140
2	39,190	40,190	40,940	42,190	43,440	44,690	45,940	47,440
3	39,690	40,690	41,440	42,690	43,940	45,190	46,440	47,940
4	40,430	41,430	42,180	43,430	44,680	45,930	47,180	48,680
5	42,080	43,080	43,830	45,080	46,330	47,580	48,830	50,330
6	43,835	44,835	45,585	46,835	48,085	49,335	50,585	52,085
7	45,690	46,690	47,440	48,690	49,940	51,190	52,440	53,940
8	47,645	48,645	49,395	50,645	51,895	53,145	54,395	55,895
9	49,700	50,700	51,450	52,700	53,950	55,200	56,450	57,950
10	51,855	52,855	53,605	54,855	56,105	57,355	58,605	60,105
11	54,110	55,110	55,860	57,110	58,360	59,610	60,860	62,360
12	56,465	57,465	58,215	59,465	60,715	61,965	63,215	64,715
13	58,920	59,920	60,670	61,920	63,170	64,420	65,670	67,170
14	61,475	62,475	63,225	64,475	65,725	66,975	68,225	69,725
15	64,130	65,130	65,880	67,130	68,380	69,630	70,880	72,380

YEAR 3

2006-07

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	40,465	41,465	42,215	43,465	44,715	45,965	47,215	48,715
2	40,765	41,765	42,515	43,765	45,015	46,265	47,515	49,015
3	41,265	42,265	43,015	44,265	45,515	46,765	48,015	49,515
4	42,005	43,005	43,755	45,005	46,255	47,505	48,755	50,255
5	43,645	44,645	45,395	46,645	47,895	49,145	50,395	51,895
6	45,385	46,385	47,135	48,385	49,635	50,885	52,135	53,635
7	47,225	48,225	48,975	50,225	51,475	52,725	53,975	55,475
8	49,165	50,165	50,915	52,165	53,415	54,665	55,915	57,415
9	51,205	52,205	52,955	54,205	55,455	56,705	57,955	59,455
10	53,345	54,345	55,095	56,345	57,595	58,845	60,095	61,595
11	55,585	56,585	57,335	58,585	59,835	61,085	62,335	63,835
12	57,925	58,925	59,675	60,925	62,175	63,425	64,675	66,175
13	60,365	61,365	62,115	63,365	64,615	65,865	67,115	68,615
14	62,905	63,905	64,655	65,905	67,155	68,405	69,655	71,155
15	65,545	66,545	67,295	68,545	69,795	71,045	72,295	73,795

D. LONGEVITY -

Service in this District of 15 – 19 years	\$ 700./ yr.
Service in this District of 20 – 24 years	\$1400. / yr.
Service in this District of 25 – 29 years	\$1900. / yr.
Service in this District of 30 + years	\$2200. / yr.

Beginning July 1, 2006 longevity payments will increase to:

Service in this District of 15 – 19 years	\$ 800./ yr.
Service in this District of 20 – 24 years	\$1500. / yr.
Service in this District of 25 – 29 years	\$2000. / yr.
Service in this District of 30 + years	\$2500. / yr.

Longevity payments are not cumulative.

E. CHANGE IN PREPARATION CLASSIFICATION - Changes in preparation classification will be as follows:

1. The certified staff member concerned shall present written notice of any anticipated change in preparation classification by the first of November preceding the expected change in classification.
2. Additional credits or degrees acquired within a school year will not become effective for additional salary increments until the following school year.
3. Official college certification of the conferring of a degree or official transcripts of course credits shall be presented as proof of a change in classification.

F. WITHHOLDING OF SALARY INCREMENTS – Procedures for withholding of salary increments will be as specified in 18A:29-14. There is a current copy of 18A in the board office and in the possession of the WTEA President

18A:29-14. Withholding increments; causes; notice of appeals. Any board of education may withhold for inefficiency or other good cause, the employment increment, or the adjustment increment, or both, of any member in any year by a recorded roll call majority vote of the full membership of the board of education. It shall be the duty of the board of education, within 10 days, to give written notice of such action, together with the reasons therefore, to the member concerned. The member may appeal from such action to the commissioner under rules prescribed by him. The commissioner shall consider such appeal and shall either affirm the actions of the board of education or direct that the increment or increments be paid. The commissioner may designate an assistant commissioner of education to act for him in his place and with his powers on such appeals. It shall not be mandatory upon the board of education to pay any such denied increment in any future year as an adjustment increment.
Amended. L. 1968, c. 295, 13

G. REIMBURSEMENTS AND COMPENSATIONS

1. COURSE REIMBURSEMENT - The Board will support appropriate graduate and undergraduate college training for certified personnel to the extent of paying the highest New Jersey State College rate.

If the Superintendent approves a course to be taken through East Stroudsburg University, reimbursement shall be made at the East Stroudsburg University rate.

The credit limit shall be 12 credits per year for each certified staff member.

Payment, by the Board, shall not exceed the per credit cost paid by the certified staff member.

The maximum expenditure for the 2004-2007 school years shall be limited to and capped at \$65,000. During the 2006-2007 school year no monies shall be paid to any certified personnel taking courses hereunder, until, at the latest, the end of the school year, at which time whatever monies are available would be distributed on a pro-rated per credit basis among all who have taken courses. (In the 2006-2007 year, the Administration, Board, and Association may review and mutually agree to distribute these monies at an earlier date.) If a course begins prior to July 1 of any given year, payment will be made at the successful completion of the course, providing the maximum contracted amount has not been exceeded, and providing it is not the last year of the contract.

It is recognized that such distribution may result in certified staff members receiving less per credit than the New Jersey/East Stroudsburg University rate.

The Board reserves the right to approve a change in the salary of a certified staff member who meets the following standards for advanced studies:

1. Courses must have been offered by an accredited institution of higher education, except as this requirement is waived by the Superintendent.

2. Courses must contribute to the member's performance in this school district. Any courses taken should apply to a job description within the district in the field of education.

3. Course registration must be approved in advance by the Superintendent.

4. Courses must have been taken after the award of the last earned degree credited on the guide.

5. Course credit will be given on the salary guide only for the successful completion of the course, which may be demonstrated by an earned grade of "B" or better on a transcript submitted directly to the Superintendent by the institution in which the course was taken.

6. A change in salary guide placement will be made at the beginning of the school year following the successful completion of the course of study.

7. Summer course reimbursement will be paid only if the employee returns to work the following school year. If an employee does not return to work in September, only courses completed before June 30th of that year will be reimbursed.

8. Up to 12 credits will be reimbursed per year running from July 1st to June 30th

2. AFTER SCHOOL ACTIVITIES

After school clubs and activities that are approved by the Board shall be paid at the rate of \$900.00 for up to 36 hours. Activities compensated on an hourly rate shall be paid at \$25.00 per hour. Payment to be made upon receipt of voucher. Vouchers to cover a minimum period of one (1) month.

Also included are up to four (4) after school homework assistants, two (2) at Brass Castle and two (2) at Port Colden. A maximum of four (4) hours per week per school will be scheduled with approval by the Superintendent. Homework Assistance Group teachers will be compensated at an hourly rate of \$30.

3. NJEA CONVENTION

Certified staff members attending the New Jersey Education Association convention shall receive the following amounts: \$20.00 for attendance, upon receipt of attendance voucher, up to \$40.00 for instructional material, payment subject to approval by the school Superintendent.

4. TUTORING/HOME INSTRUCTION

Certified staff members shall be further compensated for tutoring and home instruction given by them at a rate of \$25.00 per hour. For every five hours (5) of teaching the same student one hour (1) of preparation time will be paid.

5. MILEAGE

The IRS rate is to be paid to staff members directed by the administration to travel between schools as needed and approved by the administration. Vouchers are to be submitted to the Business Administrator on a monthly basis. The allowable Federal I.R.S. rate will be the mileage rate for the duration of this contract.

6. UNUSED SICK DAY/RETIREMENT

2004-2007 School Years - \$40.00 per unused sick day up to a maximum of 150 unused sick days upon retirement with a minimum of 20 years of service in the district. For the purpose of budgeting un-used sick day reimbursement, an employee must notify the Superintendent, in writing, of his or her intention to retire, no later than December 1, of the school year in which he or she intends to retire. The letter of intent is non-binding but should be submitted in good faith. Failure to meet this requirement may result in the delay of one year of the aforementioned reimbursement

7. 6th GRADE ENVIRONMENTAL TRIP STIPEND

Effective July 1, 2004 the stipend shall be as follows for the trip each year:

- A. 6th Grade Environmental Trip Coordinator - \$400 per trip
- B. 6th Grade Environmental Trip Teachers/Staff - \$175.00 per trip

8. CURRICULUM WORK

Remuneration for curriculum work performed at time beyond the work day or beyond the regular school year, shall be \$25.00 per hour per participant for the duration of the contract.

ARTICLE IV

SALARY PAYMENT PROCEDURE

A. Certified personnel that are employed on a ten month basis shall be paid in twenty-two (22) equal gross pay installments. If 20 members of the Association sign a commitment requesting that their annual wages be paid by means of twenty-six (26) checks instead of twenty-two (22) checks, the Board of Education will honor the request.

B. Certified staff members may individually elect to have a percentage of their monthly salary deducted from their pay and deposited within three (3) days after each pay by the Board Secretary to the Tri-County Credit Union. These funds shall be paid on agreement between the Credit Union and certified staff members or upon death or termination of employment if earlier.

C. Certified staff members shall receive payment on a bi-weekly basis beginning on the first Friday after Labor Day. When a pay day falls on or during a school holiday, vacation or weekend, certified staff members shall receive their pay checks on the last previous working day.

D. Certified staff members shall receive their 22nd pay check of the school year on the last working day provided they have satisfactorily discharged their responsibilities, as determined by the administration.

ARTICLE V

GRIEVANCE PROCEDURE

A. Definitions

Any individual member or members of the staff shall have the right to appeal the application of policies and administrative decisions affecting the terms and conditions of employment. With respect to a personal grievance, the grievant, grievants, and his/her representatives and the Washington Township Education Association shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal.

B. Procedure

(1) Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. All days are business days when school is in session.

(2) Level One

Any employee who has a grievance shall identify it as such within 30 days of the grievable occurrence and discuss it with the immediate superior in an attempt to resolve the matter informally at that level. The employer has the right to be represented at any level. Within 10 days of the presentation of the oral grievance, the immediate superior shall give his/her verbal response.

(3) Level Two

If, as a result of the Level One decision, the matter is not resolved to the satisfaction of the employee, within 10 days of receipt of the verbal response, he/she shall set forth his/her grievance in writing to the Superintendent of Schools, who shall communicate his/her decision to the employee in writing within 10 days of receipt of the written grievance.

(4) Level Three

If the grievance is not resolved to the employee's satisfaction, he/she may, within 10 days of receipt of written response from his/her superior, request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward the request to the Board of Education for appropriate action. The Board shall acknowledge receipt within 5 days, schedule a hearing to be held with the aggrieved employee within 20 days, and render a decision in writing within 20 days of the hearing.

(5) Level Four

The final step shall culminate with advisory arbitration. The parties shall mutually agree upon the selection of an arbitrator, whose fees and expenses shall be borne equally by and between the parties. If agreement of an arbitrator can't be achieved, application shall be made to the Public Employment Relations Commission for the submission of a panel from which the selection shall be made.

ARTICLE VI

HEALTH BENEFITS PROGRAM

A. Health Care Insurance

1. The employer shall provide the health-care insurance protection hereinafter set forth. The employer shall pay the full premium for individual coverage and full family coverage for all employees, as requested in accordance with the regulations of the benefits provider. Insurance premiums (hospitalization, physician, and major medical) are paid by the Board of Education.

2. The existing health insurance coverage is provided through Horizon Blue Cross / Blue Shield of New Jersey.

3. For each certified staff member who remains in the employ of the employer for the full school year, the employer shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1st, and ending August 31st. When necessary, payment of premiums in behalf of the certified staff member shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

4. The employer shall provide to a newly hired certified staff member a description of the health-care insurance coverage provided under this ARTICLE, as soon as available, which shall include a clear description of conditions and limits of coverage listed.

5. The Insurance Carrier to be determined by the Board after discussion with the Washington Township Education Association. The final decision as to selection of carrier will be the Board's prerogative after extending consideration to the suggestions and comments made by the Washington Township Education Association. The coverage benefits of any new carrier must be equal to or superior to coverage and benefits of the current plan.

6. An employee may elect to waive health care. In this case, the employee will be paid in lieu of benefits at the following rates:

Medical and prescription

Single	\$1590
Parent/Child	\$2290
Husband/ Wife	\$3,575
Family	\$4,040

Dental

Single	\$210
Parent/Child	\$290
Husband / Wife	\$290
Family	\$480

Such payments will be made on June 30th of each year

B. Dental/Prescription Drug Plans

1. Dental

The Board of Education shall provide a dental health insurance program that continues the existing coverage as provided to each unit member through Delta Dental Plan of New Jersey, Contract # 7245-001. Each employee will pay \$36.40 toward the annual cost of their dental coverage. This will be accomplished through payroll deductions. The board will pay the remainder of the premium.

2. Prescription Plan

The Board of Education shall provide a \$12 brand/\$5.00 generic/1x mail. co-pay prescription drug program to maintain the level of coverage now in existence as provided for each unit member by the Horizon Blue Cross / Blue Shield of New Jersey.

3. New Staff

Staff hired after July 1, 2004 will be provided family coverage (medical and prescription) under the Horizon Blue Cross/ Blue Shield of NJ Direct Access Plan and family dental coverage. If a staff member hired after July 1, 2004 wishes to have traditional coverage, he/she may pay the board's difference in premium for such coverage.

ARTICLE VII

DEDUCTIONS

A. The employer agrees to deduct from the salaries of its certified personnel dues for the Washington Township Education Association, the New Jersey Education Association, the National Education Association, or any one or combination of such Associations. Deductions to be made under the Agency Shop Clause will follow the adopted rules, regulations and policies of the Washington Township Education Association and New Jersey Education Association.

B. The NJEA shall certify to the employer in writing, before September 1st of the current school year, the current rate of membership dues of each of the above named associations.

C. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of, any action taken or not taken by the Board in conformance with this provision.

ARTICLE VIII

CERTIFIED STAFF/SCHOOL CALENDAR

A. Days - It has been agreed that the teachers' calendar shall consist of 186 days as follows:

1. 182 instructional days for pupils
 - a. 177 regular days
 - b. 4 shortened days for students and staff
 - before 3 holidays - Thanksgiving, Winter Break and Spring Break
 - last day of school
 - c. 1 shortened day for students only - the day preceding the last day of school (regular day for teachers)
 - d. shortened days for students on Parent/Teacher Conference days

2. Staff Development/Staff Articulation

- a. 2 Staff Development Days for certified personnel. (One to be the same as the County In-service Day, the other to be decided by the Professional Development Committee)
- b. 1 Staff Articulation Day for certified personnel (May)

3. Before the first day for students

- a) 1 staff day before start of school year
- b) 2 staff days before the start of school year for new hires

B. Hours - It has been agreed that the teachers' hours will be as follows:

1. Regular days

Monday - Thursday..	7 hours
Friday.....	6 hours & 55 minutes

2. Shortened days - teachers may leave 10 minutes after students leave (pupil day is 4 hours) providing all remaining students are supervised.

C. Instructional Time

1. Certified staff members will be scheduled such that each full time employee will receive a minimum of 300 minutes of non pupil contact time per week. The 150 minutes of duty free lunch shall be included as part of the 300 minutes. Time intervals less than fifteen (15) minutes will not be counted toward the 300 minutes. Staff members who are close to 300 minutes have the option to meet with the administration to adjust their schedule. Administration will make a good faith attempt to improve the schedule. Every effort will be made so that people close to 300 minutes will not be assigned duties.

2. The Board shall have the ability to change the start time for each school resulting in a staggered start time for each school. This provision applies to the school as a whole and not any individual teacher.

3.

STAFF/SCHOOL CALENDAR - continued

D. Meetings – Certified staff members may be required to attend a maximum of 15 faculty meetings as determined and scheduled by the Administration plus 6 additional meetings for articulation / professional development, without additional compensation. The same day of each week shall be reserved for faculty meetings. The set day will be determined at the beginning of each school year by the building principals after polling the staff. Articulation meeting times and dates shall be set in cooperation with the building principal and the staff required to attend the meeting.

Meetings shall be conducted so as to terminate no later than 4:35 p.m. at Brass Castle and 4:50 at Port Colden or not begin prior to 7:45 a.m. at Brass Castle and 8:00 a.m. at Port Colden.

ARTICLE IX

RIGHTS - BOARDS/EMPLOYEE

Board's Rights -

A. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right subject only to the limitations imposed by the language of this Agreement. In accordance with applicable laws and regulations pertaining to the following:

1. To direct employees of the school district;
2. To hire, promote, transfer, assign, and retain employees in positions in the school district, and for causes stipulated by law or in this Agreement, to suspend, to demote, discharge, or take other disciplinary action against employees;
3. To relieve employees from duty because of reduction in force or for other reasons as determined by law;
4. To maintain the efficiency of the school district operations entrusted to them;
5. To determine the methods, means and personnel by which such operations are to be conducted; and
6. To take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

Employee Rights -

A. Rights and Protection in Representation

Pursuant to Chapter 123 Public Laws 1975, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws 1975 or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this agreement or otherwise with respect to any terms or conditions or employment.

Rights and Protection in Representation - continued

B. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

C. Just Cause Provision

No teacher shall be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage 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.

D. Required Meetings or Hearings

Whenever any teacher is required to appear before any administrator or supervisor, Board or any committee, member, representative or agent thereof concerning any matter which could adversely affect the continuation of that teacher in his/her office, position or employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have representative(s) of the Association present to advise him/her and represent him/her during such meeting or interview. Any suspension of a teacher pending charges shall be with pay.

E. Association Identification

No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates. Such pins or other identification shall be in good taste. This privilege would not extend to the wearing of negotiations-related buttons in the classroom that may be disruptive to the educational program.

ARTICLE X

MISCELLANEOUS PROVISIONS

A. OTHER ITEMS - In the event the Appellate Division of the Superior Court of the State of New Jersey or the Supreme Court of the State of New Jersey shall, during the term of this Agreement, determine that other items constitute terms and conditions of employment, the employer shall engage in collective negotiations with the representative concerning same.

B. BOARD POLICIES - It is understood that the current Board policy provisions shall apply whenever applicable.

C. SICK LEAVE – as per 18A

- a) Absences for personal illness shall be allowed with full pay for a total of ten (10) school days in any school year. The unused number of such days shall be accumulated without limit, and can be used for additional sick leave as needed in subsequent years.
- b) Absences on sick leave shall be charged first to the ten (10) days allowance for the current year until it has been fully exhausted, and thereafter charged to the accumulated credit to the extent that such credit is available.
- c) In addition to the above, the Board may allow, upon individual consideration and approval, additional absences with full pay for reasons of extended illness as per N.J.S.A. 18A:30-6 and 30-7.

D. PERSONAL DAYS - Three (3) personal days per year will be granted with three (3) days advance notice. Two (2) personal days may be carried over into the following school year for a maximum of five (5) days in any one year.

Exceptions may be made, by the Superintendent, regarding this three (3) day advanced notice in cases of extraordinary circumstance. The granting or not granting of a waiver shall not be grievable.

A maximum of fifteen (15%) percent of the staff will be approved to use personal days at any one time. The Superintendent may approve use above the fifteen (15%) for special situations. Every effort should be made to not schedule days during standardized testing days, or adjacent to vacation/holidays.

Personal days are not to be used or scheduled during Parent Conference days Up to five (5%) of the staff may take a personal day on in-service days or state testing days with a reason given. The administration shall have the discretion to waive such rule under special situations. The granting or not granting of a waiver shall not be grievable.

Personal days may be used for religious holidays or up to two (2) days without pay per year may be taken to observe religious holidays.

Staff members that have not used personal days within a given year will be compensated for each unused day at the district's beginning level substitute rate.

E. EVALUATIONS - Certified personnel have the right to add comments to evaluations.

F. REDUCTION IN FORCE - Reduction in force for tenured certified staff shall be in accord with the law.

G. BEREAVEMENT – In the event of a death of a member of the employee's immediate family, such employee will be excused without loss of pay for a period not to exceed five (5) days. The five (5) days will begin the day the employee leaves. Such leave will not be cumulative and will exclude Saturday, Sunday, and school holidays. If bereavement days are not taken immediately after the death, the superintendent must be advised within 10 days as to other arrangements for the use of the bereavement days. The board and association acknowledge and agree that there may be extenuating circumstances requiring bereavement leave in excess of the number of days set forth herein. In such a case, the employee may request from the Superintendent of schools permission to take additional days without pay. The consent of the Superintendent of Schools will not be unreasonably withheld. Immediate family shall be meant to include – spouse, parents/parents-in-law, brother/brother-in-law, sister/sister-in-law, children, son-in-law, daughter-in-law, grandparent's, grandparents-in-law, grandchildren or any person who has lived in the home of the certified staff member for a considerable length of time immediately preceding death.

There shall be an allowance of one (1) day of leave, without loss of pay, in the event of a death of a close friend or relative falling outside the previously listed categories. This allowance shall not exceed three (3) days in any given year.

H. PROFESSIONAL DEVELOPMENT -

1. Training Expenses - The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any workshops, seminars, conferences, in-service training sessions, or other such sessions which a teacher attends as a part of his/her continuing education plan and/or is required and/or requested by the administration. Said expenses may include, but are not limited to, registration fees, transportation, materials, and lodging and must be approved by the Principal and Superintendent.

2. In-service, Workshops, Conferences and Programs - In any given year, the Board may provide a portion of in-service professional development experiences that will assist the teacher in attaining the required 100 hours of continuing education. When possible, in-service programs shall be conducted during the teacher workday and work year when teacher attendance is required.

3. Attendance at other programs –

- a) All programs conducted by the district administration outside the teacher workday, work year, or during the summer shall be voluntary and shall be compensated at the rate of \$25. per hour.
- b) Highly subscribed, multi-day summer workshops shall be compensated at a rate to be mutually and fairly determined.
- c) Teachers shall have the right to voluntarily attend, without compensation, Professional Development activities other than those included in the district in-service program in order to meet the 100-hour requirement. Attendance at such programs must be pre-approved by the Principal and Superintendent. No denial of such a request shall be arbitrary or capricious.

4. Travel Time - Travel time outside of the school day to and from Professional Development Activities required by the Board or administration beyond 60 miles from the employee's home or workplace, whichever is closer to the training, shall be compensated \$25.

I. MATERNITY/CHILDCARE/FAMILY LEAVE -

1. Maternity Leave - Shall be in accord with New Jersey State and Federal statutes.

Sick days may be taken for 20 working days before the due date and 20 days after the birth of the child.

If the employee is physically able to return to work, as per doctor's release, after 20 working days, but chooses not to return at this time, the employee must apply for childcare leave.

2. Childcare Leave - The Board may grant up to two (2) years childcare leave without pay or benefits.

3. Family Leave - Shall be granted in accord with New Jersey State and Federal Statutes and shall run concurrently with childcare leave.

J. LENGTH OF AGREEMENT - This Agreement shall be effective as of July 1, 2004 for the period from July 1, 2004 through June 30, 2007.

K. FILING OF AGREEMENT - A copy of this Agreement shall be filed with the New Jersey Public Employment Relations Commission as required by N.J.S.A. 34:13A-8.2.

ADDENDUM TO THE
AGREEMENT BETWEEN THE
BOARD OF EDUCATION
OF THE
TOWNSHIP OF WASHINGTON
WARREN COUNTY, N. J.
AND THE
WASHINGTON TOWNSHIP EDUCATION ASSOCIATION
FOR THE
MEDIA CENTER COORDINATOR

JULY 1, 2004 – JUNE 30, 2007

SALARY

2004-2005	increase of 4.5%
2005-2006	increase of 4.5%
2006-2007	increase of 4.5%

The following Articles from the 2004-2007 Contract shall apply to the Media

Center Coordinator (removed Library Clerk) from headings below (Page & article numbers will have to be checked / changed))

Article I	Page 3
Article II	Page 3
Article III	Page 11 - #3 Page 11 - #5, #6, & #7
Article IV	Page 13
Article V	Pages 13 & 14
Article VI	Pages 15 & 16
Article VII	Page 17
Article VIII	Page 18 with these revisions - A. Days - It has been agreed that the Media Center Coordinator's calendar shall consist of 184 days as follows: 1. 182 pupil days 2. Two additional days for planning, preparation, staff development, or articulation. The Media Center Coordinator with the approval of the Superintendent shall determine days. B. Hours - It has been agreed that the Media Center Coordinator's hours will be as follows: 1. Regular Days - 7 hours - Monday - Thursday 6 hours & 55 minutes - Friday 2. Shortened Days – Media Coordinator may leave 10 minutes after students leave (pupil day is 4 hours) C. Summer Hours - The Media Center Coordinator shall be compensated at her regular per diem rate for days worked in the summer. The number of days shall be agreed upon between the Media Center Coordinator and Superintendent and approved by the Board.
Article IX	Pages 20 & 21 - C, D, & E shall include the Media Center Coordinator
Article X	Page 22 - A, B, C & D Page 23 F & G Page 24 H Page 25 I

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

ATTEST: BOARD OF EDUCATION OF THE TOWNSHIP
OF WASHINGTON, WARREN COUNTY, N.J.

SECRETARY BY _____
VICE - PRESIDENT

ATTEST: WASHINGTON TOWNSHIP EDUCATION
ASSOCIATION

SECRETARY BY _____
PRESIDENT