

CONTENTS

	<u>Page</u>
PREAMBLE.....	6
ARTICLE I, RECOGNITION.....	6
A. Unit	
B. Definition of Teacher	
ARTICLE II, NEGOTIATION OF SUCCESSOR AGREEMENT.....	6
A. Deadline Date	
B. Modification	
ARTICLE III, GRIEVANCE PROCEDURE.....	7
A. Definition	
B. Purpose	
C. Procedure	
1. Time Limits	
2. Year End Grievances	
3. Level One - Principal or Immediate Supervisor	
4. Level Two - Superintendent	
5. Level Three - Board	
6. Level Four - Arbitration	
D. Confidential Material	
ARTICLE IV, TEACHER RIGHTS.....	9
A. Required Meetings or Hearings	
B. Criticism of Teachers	
C. Association Identification	
D. Insurance for Personal Property	
E. Discipline of Teachers	
ARTICLE V, ASSOCIATION RIGHTS AND PRIVILEGES.....	11
A. Information	
B. Released Time for Meetings	
C. Use of School Buildings	
D. Use of School Equipment	
E. Bulletin Boards	
F. Mail Facilities and Mail Boxes	

Contents (Con't.)

	<u>Page</u>
ARTICLE VI, TEACHER WORK YEAR.....	13
A. In School Work Year	
1. Length of School	
2. Definition	
3. Inclement Weather	
B. School Calendar	
ARTICLE VII, TEACHING HOURS AND TEACHING LOAD.....	13
A. Teacher Day	
1. Arrival and Dismissal Time	
2. Extra Pay for Extra Service	
B. Lunch and Break Periods	
1. Lunch Period	
2. Break Periods	
3. Leaving the Building	
C. Meetings	
1. Faculty and Other	
2. Association Right to Speak	
3. Prior to Holidays and Weekends	
4. Notice and Agenda	
ARTICLE VIII, SALARIES.....	15, 15a
A. Salary Schedules	
B. Method of Payment	
1. Ten Plus One Month	
2. Ten Month	
3. Summer Pay Plan	
4. Exceptions	
5. Final Pay	
C. Adjustment to Salary Schedule	
D. Credit for Experience	
E. Returning to the District	
F. Notification of Contract and Salary	

CONTENTS (Con't.)

	Page
ARTICLE IX, TEACHER ASSIGNMENT.....	18
A. Assignment Criteria	
B. Traveling Expenses	
ARTICLE X, PROMOTIONS.....	18
A. Positions Included	
1. Date of Posting	
2. Application Procedure	
B. Criteria for Notice	
C. Notification	
ARTICLE XI, TEACHER EVALUATION.....	20
A. Evaluation for Teachers	
B. General Criteria	
1. Open Evaluation	
2. Evaluation by Certified Supervisors	
3. Evaluation Procedures	
4. Copy of Report	
C. Assistance for Teachers	
D. Personnel Records	
1. File	
2. Derogatory Material	
3. No Separate File	
E. Termination of Employment	
ARTICLE XII, COMPLAINT PROCEDURE.....	22
ARTICLE XIII, SPECIAL CLOTHING.....	22
ARTICLE XIV, INSTRUCTIONAL COUNCIL.....	22
ARTICLE XV, SICK LEAVE.....	23
A. Accumulative	
B. Non-Accumulative	
C. Notification of Accumulation	

CONTENTS (Con't.)

	<u>Page</u>
ARTICLE XVI, TEMPORARY LEAVES OF ABSENCE.....	24
A. Personal Leave	
1. Prior Approval	
2. Without Reason	
3. Procedure	
4. Before or After Holiday	
5. Bereavement Leave	
ARTICLE XVII, EXTENDED LEAVES OF ABSENCE.....	25
A. Maternity	
1. Natural Birth	
2. Substituting During Leave	
3. Benefits	
4. Extensions and Renewals	
ARTICLE XVIII, PROFESSIONAL DEVELOPMENT AND EDUCATIONAL DEVELOPMENT.....	26
A. Pay and Expense for Training	
B. Educational Reimbursement	
ARTICLE XIX, RESERVED	
ARTICLE XX, INSURANCE PROTECTION.....	27
A. Full Health Care Coverage	
B. Description to Teachers	
C. Washington National Meetings	
ARTICLE XXI, DEDUCTION FROM SALARY.....	28
A. Association Payroll Dues Deduction	
1. Voluntary Deduction of Association Dues	
2. Current Rate of Membership Dues	

CONTENTS (Con't.)

	Page
ARTICLE XXII, MISCELLANEOUS PROVISIONS.....	29
A. Board Policy	
B. Savings Clause	
C. Separability	
D. Compliance Between Individual Contract and Master Agreement	
E. Notice	
F. Board Rights	
ARTICLE XXIII, DURATION OF AGREEMENT.....	31
A. Duration Period	
B. Status of Incorporation	

Schedule "A"	
1985-86 Salary Schedule for Instructional Personnel.....	15
Schedule "B"	
Schedule for Extra Services.....	15

PREAMBLE

This Agreement entered into this 16th day of November by and between the Board of Vocational Education, the County of Cumberland, New Jersey, hereinafter called the "Board", and CCVTE Association, hereafter called the "Association".

ARTICLE I

RECOGNITION

A. UNIT

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for instructional personnel, including those full time day teaching staff, whether under contract, on leave, on a per diem basis, employed or to be employed by the Board.

B. DEFINITION OF TEACHER

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, and references to male teachers shall include female teachers.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. Deadline Date

The parties agree to enter into collective negotiation over a Successor Agreement in accordance with Chapter 123, Public Law 1974, in good faith effort to reach agreement on matters concerning the terms and conditions of teachers employment. Such negotiations shall hereinafter begin 120 calendar days prior to the budget submission but no later than November 15 of the preceding calendar year in which this "Agreement" expires. Any agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board and the Association.

B. Modification

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

A. DEFINITION

Disputes by a teacher or the Association as to the interpretation of or an alleged violation of the application of the terms of this Agreement, or as to terms and conditions of employment shall be considered a grievance and shall be handled in the manner and sequence outlined below.

B. PURPOSE

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

C. PROCEDURE

1. TIME LIMITS

The number of days indicated at each level shall be considered as a maximum and every effort shall be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. YEAR END GRIEVANCES

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as it is practicable.

ARTICLE III (Con't.)

GRIEVANCE PROCEDURE (Con't.)

3. Level One - Principal or Immediate Superior

- a. A teacher with a grievance shall first discuss with his Principal or immediate supervisor, within twenty (20) school days after the alleged occurrence, either directly or through the Association's designated representative, with the objective of resolving the matter informally.
- b. If the informal resolution is not agreeable to grievant, a formal written statement of the grievance shall be submitted to the Principal/immediate supervisor within five (5) school days after the informal meeting. The Principal shall render a written decision to all parties within ten (10) school days after receipt of the written grievance.

4. Level Two - Superintendent

If the employee is not satisfied with the disposition of his grievance at Level One, he may appeal the supervisor's decision to the Superintendent. The appeal to the Superintendent must be made within five (5) school days of receiving the decision of Level One. It must be in writing and must set forth the grounds on which the grievance is based. The Superintendent shall then confer with the concerned parties and will attempt to resolve the matter as quickly as possible. The Superintendent shall communicate his decision in writing, along with supporting references, to all parties within ten (10) school days after receiving the grievance.

5. Level Three - Board of Education

If the grievance is not settled after reaching the Superintendent, the grievant and/or Association may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent and he shall forward the request to the Board. The Board shall review the grievance, if requested, and render a decision in writing within thirty (30) calendar days.

ARTICLE III (Con't.)

Grievance Procedure (Con't.)

6. Level Four - Arbitration

If a grievance of an employee is not resolved after review by the board, it may be referred by either party to arbitration by written notice to the other party within thirty (30) working days of the decision rendered at level three of this grievance procedure. The rules of the American Arbitration Association shall be followed in selecting an arbitrator and in the arbitration procedures. The arbitrator, in making his award, shall limit himself to the issues submitted to him and shall consider nothing else. He shall not alter any part of the Agreement between the parties. The decision of the arbitrator shall be binding. The Board and the aggrieved and his representatives shall be given copies of the arbitrator's report of findings with recommendations. The expense and salary for the services of the arbitrator shall be shared equally by the Board and the Association representing the employee.

CONFIDENTIAL MATERIAL

All meetings and hearings under the grievance procedures outlined in the four levels shall not be conducted in public. The Board and the employee shall mutually respect confidence regarding the public disclosure of the nature of the grievance through all levels of this procedure.

ARTICLE IV

TEACHER RIGHTS

A. 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 office, position or employment of the salary or any increments pertaining thereof, then he shall be given prior written notice of the reasons for such meetings or interview and shall be entitled to have representative(s) of the Association present to advise him and represent him during such meeting or interview. Any suspension of a teacher pending charges shall be without pay.

ARTICLE IV (Con't.)

Teacher Rights (Con't.)

B. Criticism of Teachers

Any question of criticism by a supervisor, administrator or Board member, of a teacher or his instructional methodology, shall be made in confidence and not in the presence of students, parents, or other public gatherings.

C. Association Identification

No teacher shall be prevented from wearing pins or other identification of membership in this Association or any other organization.

D. Insurance for Personal Property

The Board shall provide insurance coverage for personal property of employees while on premises and during the performance of their duties to the extent covered under Section I of the school physical damage policy.

E. Discipline of Teachers

1. No teacher shall be reprimanded or disciplined without just cause.
2. Grievances alleging a violation of this clause shall not be arbitrable under Article III of this Agreement.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

The Board agrees to furnish to the Association in response to reasonable requests, all available information that is public record, which may be necessary for the Association to process any grievance or negotiations.

B. Released Time for Meetings

Whenever any representative of the Association or any teacher participated in mutually scheduled meetings during working hours in negotiations, grievance proceedings, conferences or other meetings, he shall suffer no loss in pay.

C. Use of School Buildings

The Association and its representatives shall have the privilege of using school buildings at all reasonable hours for meetings, following approval by the Principal. The Principal shall be notified in advance of the time and place of all such meetings.

D. Use of School Equipment

The Association may use school facilities and equipment including typewriters, mimeographing machines, other duplicating equipment, calculating machine, and all types of audiovisual equipment at reasonable times, when such equipment is not otherwise in use, with permission of the Principal. The Association shall pay for the reasonable cost of all materials and supplies incident to such use, and/or any repairs necessitated as a result thereof.

ARTICLE V (Con't.)

Association Rights and Privileges (Con't.)

E. Bulletin Boards

The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge and teachers' dining room. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. The location of the bulletin boards in each room shall be designated by the administration. Copies of all materials to be posted on such bulletin boards shall be given to the building Principal, but no approval shall be required.

F. Mail Facilities and Mail Boxes

The Association shall have the right to use the interschool mail facilities and school mail boxes as it deems necessary and without the approval of the building Principals or other members of the administration.

ARTICLE VI

TEACHER WORK YEAR

A. In School Work Year

1. The school year will be 183 days plus 3 days if the Commissioner mandates workshops or inservice days.

2. Definition of In School Work Year

The in school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.

3. Inclement Weather

Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.

B. Posting of Calendar

The calendar for the ensuing year will be posted.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

A. Teacher Day

1. No teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of the pupil's school day and shall be permitted to leave fifteen (15) minutes after the close of the pupil's school day. The teacher's work day shall not exceed seven (7) hours.

2. Extra Pay for Extra Service

Salary schedules for extra services are set forth in Schedule "B" which is attached hereto and made a part of.

Teaching Hours and Teacher Load (Con't.)

B. Lunch and Break Periods

1. Lunch Period

Teachers shall have a daily duty free uninterrupted lunch period of at least thirty-five (35) minutes which will be part of the workday.

2. Break Periods

All personnel shall receive one duty free uninterrupted a.m. and p.m. break of not less than ten (10) minutes nor more than fifteen (15) minutes in length.

3. Leaving the Building

Teachers may leave the building during their scheduled duty free lunch period without requesting permission. Teachers shall sign out and indicate their destination when leaving the building.

C. Meetings

1. Faculty and Other

Teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty or other professional meetings one (1) day each month. Such meetings shall begin no later than five (5) minutes after student dismissal time and shall run for no more than thirty (30) minutes in length.

2. Association Right to Speak

An Association representative may speak to the teachers at the close of any meeting for the length of time needed.

3. Summer Pay Plan

Each teacher may individually elect to have ten (10) percent of his monthly salary deducted from his pay. These funds shall be paid to the teacher according to a schedule of payment throughout the summer, or upon death or termination of employment, if earlier.

ARTICLE VIII

A. SALARY SCHEDULE

<u>Step</u>	<u>Emergency</u>	<u>Subj. Teacher Full Cert.</u> <u>BA Related Subj. Teach</u>	<u>BA Subj. Teach Full</u> <u>MA Related Subj. Teach</u>
1	18,500	18,500	19,300
2	18,600	18,650	19,450
3	18,700	19,150	19,950
4	18,800	19,600	20,400
5	19,250	20,050	20,850
6	19,725	20,525	21,325
7	20,350	21,150	21,950
8	20,800	21,600	22,400
9	21,300	22,100	22,900
10	21,775	22,575	23,375
11	22,250	23,150	24,000
12	22,725	23,625	24,475
13	23,200	24,100	24,950
14	23,900	24,800	25,650
15	24,500	25,400	26,250
16		26,150	27,000
17		26,700	27,600
18		27,450	28,350
19		28,200	29,100
20		28,950	29,850

Upon attaining twenty (20) years credited service/experience, all such employees shall receive an additional \$400.00 plus their base salary and in the 1986-87 school year, it shall be \$600.00 plus their base salary.

1986-87 -- For 1986-87, a salary guide shall be mutually agreed to and constructed on the basis of \$1,951.00 per teacher. Upon certification from the State of New Jersey Department of Education, the amount of monies due the District for the 1985-86 school year under the "\$18,500 legislation", plus or minus adjustments, shall be distributed on to the 1986-87 salary guide by mutual agreement. (See approved 1986-87 salary guide-page 32.)

SCHEDULE "B"

EXTRA SERVICE

Coordinator	\$1,000.00 per year
VICA Club Advisor	\$450.00 per year
Extra Service Hourly Rate	\$ 12.00 per hour

CUMBERLAND COUNTY VOCATIONAL TECHNICAL CENTER
 RR 8, BOX 45, BRIDGETON, NJ 08302

1986-87 TEACHER SALARY GUIDE

SIEP	EMERGENCY	BACHELORS	MASTERS
01	19,800	20,000	20,800
02	20,160	20,200	21,000
03	20,250	20,415	21,265
04	20,300	20,880	21,750
05	20,500	21,380	22,250
06	20,980	21,850	22,720
07	21,500	22,380	23,250
08	22,150	23,060	23,890
09	22,670	23,540	24,410
10	23,220	24,090	24,960
11	23,730	24,610	25,480
12	24,250	25,230	26,160
13	24,770	25,750	26,680
14	25,290	26,270	27,200
15	26,050	27,030	27,960
16		27,690	28,620
17		28,540	29,470
18		29,150	30,150
19		30,000	31,000
20		31,100	32,100

Upon attaining twenty (20) years credited service/experience, all such employees shall receive an additional \$600.00 plus their base salary.

SCHEDULE "B"

EXTRA SERVICE

Coordinator	\$1,000.00 per year
VICA Club Advisor	\$ 450.00 per year
Extra Service Hourly Rate	\$ 12.00 per hour

gmp
 9/10/86
 Approved by the Cumberland County
 Board of Vocational Education: 9/30/86

ARTICLE VIII (Con't.)

B. Method of Payment

1. Ten (10) Plus One (1) Month

Each teacher employed ten months plus one month shall be paid in twenty-four (24) equal semi-monthly installments. The pay dates shall be set as the fifteenth (15th) and the last day of each month.

2. Ten (10) Month

Each teacher employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments. The pay dates shall be set as the fifteenth (15th) and the last day of each month.

3. Summer Pay Plan

Each teacher may individually elect to have ten (10) percent of his salary deducted from his pay. These funds shall be paid to the teacher according to a schedule of payment throughout the summer, or upon death or termination of employment, if earlier.

4. Exceptions

When a pay date falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day. If a pay day falls on a Monday, pay will be received on the previous Friday.

5. Final Pay

Each teacher shall receive his/her final pay on his/her last working day in June.

ARTICLE VIII (Con't.)

C. Adjustment to Salary Schedule

Each teacher shall be placed on his/her proper step of the salary schedule as of the beginning of the school year. Any teacher employed prior to February 1 of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year with the approval of the Superintendent in accordance with "D" below.

D. Credit for Experience

Credit up to the maximum step of any salary level on the Teacher Salary Schedule may be given for previous outside industrial experience or previous teaching experience in a duly accredited school upon initial employment in accordance with the provisions of Schedule "A".

E. Returning to the District

A teacher with previous teaching experience in the Cumberland County Vocational School District may, upon returning to the system, receive full credit on the salary schedule for all outside teaching and military experience in accordance with the provisions of Schedule "A".

F. Notification of Contract and Salary

Teachers shall be notified of their contract and salary status for the coming year, no later than April 30 of the ensuing year.

ARTICLE IX

TEACHER ASSIGNMENT

A. Assignment Criteria

Teachers shall only be assigned to teach in areas for which they hold a teaching certificate issued by the New Jersey State Board of Examiners.

B. Traveling Expenses

Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the rate of twenty (20) cents per mile for all driving done between arrival at the first location at the beginning of their workday, provided, however, that if the distance from the home of the teacher to his first location or from his last location to his home is greater than the distance between the home of the teacher in his base school, he shall be reimbursed for the difference at the rate of twenty (20) cents per mile. There shall be no reimbursement for commuting from the home to the job.

ARTICLE X

PROMOTIONS

A. Positions Included

Promotional positions are defined as follows:

Positions on the administrator-supervisory levels of responsibility.

1. Date of Posting

When school is in session, a notice shall be posted in each school as far in advance as practical, ordinarily at least thirty (30) school days before the final date when applications must be submitted and in no event less than fifteen (15) school days before such date. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing, the receipt of all such applications.

PROMOTIONS (Con't.)

A. Date of Posting (Con't.)

2. Application Procedure

Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their name to the Superintendent together with the position(s) for which they desire to apply. The Superintendent shall notify the Association of any vacancy. Such notice shall be sent as far in advance as practical.

B. Criteria for Notice

In both situations set forth in Section A above, the qualifications for the position, its duties, and the rate of compensation, shall be clearly set forth.

C. Notification

All qualified teachers shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered. Appointments shall be posted in the schools or notification shall be given to all interested teachers. Announcement appointments shall be made by posting a list in the office of the central administration and in each school building. The list shall be given to the Association and will indicate which positions have been filled and by whom.

ARTICLE XI

TEACHER EVALUATION

A. Evaluation for Teachers

The Board will comply with Title 6:31.19 and Title 6:31.21 of the NJASA Administrative Code.

B. General Criteria

1. Open Evaluation

All monitoring or observations of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address, cameras, audio systems, and similar surveillance devices shall be strictly prohibited.

2. Evaluation Procedures

a. Pre-evaluation conference shall be held with the evaluator.

b. The post evaluation conference between the teacher and evaluator shall be held within five (5) school days after the evaluation.

c. A copy of the completed evaluation shall be presented to the teacher within three (3) school days following the observation.

d. Within ten (10) school days of the observation, the teacher may submit a rebuttal to be attached to the evaluation.

3. A teacher shall be given a copy of any class visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No teacher shall be required to sign a blank or incomplete evaluation form.

C. Assistance for Teachers

Within any one (1) week, a teacher who shall so request shall be granted at least thirty (30) minutes of counseling with his/her immediate supervisor. Such meetings shall be scheduled within the teacher work day and the teacher released from other therefore.

ARTICLE XI

Teacher Evaluation (Con't.)

D. Personnel Records

1. File

A teacher shall have the right, upon request, to review the contents of his/her personnel file and to receive one copy, at Board expense, of any document contained therein. A teacher shall be entitled to have representative(s) of the Association accompany him/her during such reviews.

2. Derogatory Material

No material derogatory to a teacher's conduct, service, character or personality shall be placed in his/her personnel file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that he has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such a signature in no way indicates agreement with the contents therein. The teacher shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his designee and attached to the file copy.

3. No Separate File

Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the teacher's inspection.

E. Termination of Employment

Final evaluation of a teacher upon termination of his employment shall be concluded prior to 60 days severance notice and no documents and/or other material shall be placed in the personnel file of such teacher after severance or otherwise than in accordance with this article.

ARTICLE XII

COMPLAINT PROCEDURE

Any complaints regarding a teacher made to any member of the administration by any parent, student or other person, which are used in any manner evaluating a teacher, shall be promptly investigated and called to the attention of the teacher. The teacher shall be given an opportunity to respond to and/or rebut such complaint, and shall have the right to be represented by the Association at any meeting or conference regarding such complaint.

ARTICLE XIII

SPECIAL CLOTHING

By the beginning of the school year the Board shall provide over garments for shop instructors who must cover normal classroom attire in areas where there is danger of burning, oil splash, paint or other chemicals which may damage their classroom attire. Board will provide for cleaning with student help.

ARTICLE XIV

INSTRUCTIONAL COUNCIL

With the implementation of the rules and regulations pertaining to Thorough and Efficient Education (N.J.A.C. 6:8 et seq.), the Board shall meet and consult with the Association on implementation in the district of any educational changes which are mandated or suggested by N.J.A.C. 6:8 et seq. Any implementation of policy affecting terms and conditions of employment shall first be negotiated with the Association.

ARTICLE XV

SICK LEAVE

A. Accumulative

As of September 1, 1976, all teachers employed shall be entitled to one (1) sick day per working month - 10 months - 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 maximum limit.

B. Non Accumulative Sick Leave

Non accumulative additional sick leave benefits may be allowed to teachers upon due consideration by the Board of Vocational Education.

C. Notification of Accumulation

Teachers shall be given a written accounting of accumulated sick leave days no later than October 30 of each school year.

D. Retirement

Board will pay, at retirement, twenty-five dollars (\$25.00) for each day of unused sick leave up to one thousand dollars (\$1,000.00) total for any teacher with twenty (20) or more years of service in the district.

ARTICLE XVI

TEMPORARY LEAVES OF ABSENCE

A. Personal Leave

1. Personal leave with prior approval of the Superintendent may be granted for a maximum of two (2) days in any one year.
 - a. A formal request shall be written to the Superintendent requesting personal leave and the date of the absence.
 - b. This request shall be written no later than five (5) days prior to the anticipated absence. Only in emergencies may this limitation be waived.
 - c. All personal leaves are official only after receipt of the Superintendent's or his designee's approval.
 - d. Teachers serving as jurors who are unable to obtain an exemption for jury duty shall receive full pay less cost of substitute and jury fee.
2. Personal leave may not be used in conjunction with vacation on the day before or the day after a holiday.
3. Bereavement leave may be allowed for:
 - a. Up to three days leave for death in the immediate family including the employee's parent, spouse or child.
 - b. One day leave for death of any other relative or a close friend.

ARTICLE XVII

EXTENDED LEAVES OF ABSENCE

A. Maternity

1. Natural Birth

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

- a. Maternity leave shall commence and terminate on the dates requested by the teacher.
- b. Any teacher granted maternity leave without pay according to the provisions of this section may, at her discretion, elect to use all or any part of her accumulated sick leave during the period of such absence and receive full pay and benefits for the same.
- c. Any teacher granted maternity leave shall, at her request, be restored to the teaching position vacated at the commencement of said leave.
- d. No teacher shall be required to leave work because of pregnancy at any specific time prior to expected childbirth nor be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse of specific duration between childbirth and the desired date of return.
- e. The Board shall not remove any teacher from her duties during pregnancy unless the teacher cannot produce a certificate from her physician that she is medically able to continue teaching.

Article XVII (Con't.)

Extended Leaves of Absence (Con't.)

- f. The Board shall not discriminate against any person in violation of the Constitutions of the State of New Jersey and of the United States.
- g. Any teacher who does not elect to take a maternity leave may continue to perform her duties as long as physically able to do so and will be entitled to return to her duties when her physician certifies she is physically able to do so.

2. Substituting During Leave of Absence

No teacher on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Cumberland County Vocational School District in the area of her certification or competence.

3. Benefits

All benefits to which a teacher was entitled at the time of her leave of absence shall be restored upon her return. Full medical benefits shall be granted for ninety (90) days after unpaid leave starts.

4. Extensions and Renewals

All extensions or renewals of leaves shall be applied for and granted in writing.

ARTICLE XVIII

PROFESSIONAL DEVELOPMENT AND
EDUCATIONAL IMPROVEMENT

A. Pay and Expense for Training

The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any course, workshops, seminars, conferences, inservice training sessions, or other such sessions in which a teacher attends with Administrative approval. He/She will be compensated according to Schedule "B" if on a Saturday, Sunday or Holiday. Vica and student activities are excluded.

Article XVIII (Con't.)

Professional Development/
Educational Improvement (Con't.)

B. Pay and Expense for Training

The Board agrees to pay up to \$400 toward the cost of tuition for college courses beyond permanent certification requirement, and satisfactorily passed. All courses subject to reimbursement must be approved by the Superintendent. Verification of all courses satisfactorily passed shall be submitted by October 1 each year, following academic year in which courses are taken. The Board shall not reimburse for any courses taken that are subject to reimbursement by other agencies.

ARTICLE XIX

RESERVED

ARTICLE XX

INSURANCE PROTECTION

A. Full Health Care Coverage

1. As of the beginning of the school year, the Board shall provide the health care insurance protection known as the State Health Benefits Plan coverage with the HMO option. The Board shall pay the full premium for each teacher and in cases where appropriate, for family plan insurance coverage.
2. As of July 1, 1985, the Board shall provide a prescription \$2.00 copay plan. The Board shall pay up to \$220.00 premium.
3. The Board also agrees to pay \$150.00 for employee and family dental bills submitted for payment to the Board's fiscal officer.

b. Description to Teachers

The Board shall provide to each teacher a description of the health care insurance coverage provided under this Article no later than the beginning of the school year, which shall include a clear description of conditions and limits of coverage.

Article XX (Con't)

Insurance Protection (Con't.)

C. Washington National Meetings

The Superintendent shall permit representatives of the NJEA Washington National Income Protection Plan to meet with teachers for the purpose of enrolling new members and permitting present members to adjust their coverages at faculty meetings on a district or building level at the request of the Association. Requests for such meetings shall be made no more than one (1) per year. It is agreed that the Washington National representative shall be permitted a minimum of twenty (20) minutes for the meeting.

ARTICLE XXI

DEDUCTION FROM SALARY

A. Association Payroll Dues Deduction

1. Voluntary Deduction of Association Dues

The Board agrees to deduct from the salaries of its teachers dues for the CCVTEA Association, the Cumberland County Education Association, the New Jersey Education Association, or the National Education Association as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1979 (NJS 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such persons as may from time to time be designated by the CCVTEA by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate association or associations.

2. Current Rate of Membership Dues

Each of the associations named above shall certify to the Board in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

ARTICLE XXI (Con't.)

Deduction from Salary (Con't.)

B. Non Members

1. All non members of the Association represented under the terms and conditions set forth in this Agreement shall have an amount equivalent of 85% of current membership dues deducted from their salaries, payable to the Association, to cover those costs involved in representing them. Any unused portions of this fee shall be refunded by the Association at the end of each current school year.
2. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability including liability for 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.

- C. Payroll deduction will be made upon request for employees joining the Cumberland School Employees Federal Credit Union.

ARTICLE XXII

MISCELLANEOUS PROVISIONS

A. Board Policy

1. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board Policy.

B. Compliance Between Individual Contract and Master Agreement

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. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

ARTICLE XXII (Con't.)

Miscellaneous Provisions (Con't.)

C. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other; pursuant to the provision(s) of this Agreement, either party shall do so by certified letter at the following addresses:

1. If by Association, to Board at:

Cumberland County Vocational Technical Center
RR 8, Box 45, Bridgeton Avenue
Bridgeton, NJ 08302

2. If by Board, to Association at:

c/o President of Association
RR 8, Box 45
Bridgeton, NJ 08302

D. Board Rights

Except as otherwise provided in this Agreement and under the provisions of Chapter 123, Public Laws of 1974, the Association recognizes that the Board has the responsibility and authority to manage and direct in behalf of the public, all the operations and activities of the Cumberland County Vocational School District to the extent authorized by law.

ARTICLE XXIII

DURATION OF AGREEMENT

A. Duration Period

This Agreement shall be effective as of July 1, 1985 and shall continue in effect until June 30, 1988, subject to the Association's right to negotiate the following as defined in Article II above:

1. Salary 1987-88, and economic articles.

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

B. Status of Incorporation

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 here on, all on the day and year first above written.

Cumberland County Vocational
Education Association

By George D. Hickman
President

By Lita Hale
Secretary

Cumberland County Board of
Vocational Education

By Thomas J. Roberts
President

By Hail Rainear
Secretary

Date: