

Contract no. 1020

LIBRARY  
INSTITUTE OF MANAGEMENT  
AND LABOR RELATIONS

JUN 30 1992

RUTGERS UNIVERSITY

PREAMBLE

This Agreement entered into this 23rd day of April 1992, by and between the Board of Education of the Borough of Berlin, New Jersey, hereinafter called the "Board", and the Berlin Teachers' Association, hereinafter called the "Association".

Article I

RECOGNITION

I:1 The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning grievances and the terms and conditions of employment for classroom teachers, specialists, nurses, special area teachers, reading teachers, and librarians.

but excluding:

Superintendent	Social Worker
Principal	LDT/C
Community School Supervisor	Instructional Aides
Board Secretary/Business Admin.	Non-Instructional Aides
Supervisors	Secretaries and Clerks
Psychologist	Administrative Assistants
Custodians	Cafeteria Workers

1:2 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 2

### NEGOTIATION OF SUCCESSOR AGREEMENT

- 2:1 The parties agree to enter into collective negotiation over a successor Agreement in accordance with Chapter 303, Laws of 1968, and as amended by Chapters 123, Laws of 1974, 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 January 15 of the 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.
- 2:2 Pursuant to Chapter 202, Laws of 1968, and as amended by Chapter 123, Laws of 1974, the Board agrees not to negotiate concerning said employees in the negotiating unit, as defined in Article 1 of this Agreement, with any organization other than the Association for the term of this Agreement.
- 2:3 Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement to employees covered by this Agreement as established by the rules, regulations and policies of the Board administrative procedures and practices in force on said date, shall continue to be so applicable during the terms of the 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 or responsibility existing prior to its effective date.
- 2:4 This Agreement incorporates the entire understanding of the parties on all matters which have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter covered by this Agreement.
- 2:5 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.
- 2:6 To assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the teachers and their students, the Board agrees to provide the Association access to all records, data and information in the possession of the Berlin Borough School District which is in the public domain.

## Article 3

### GRIEVANCE PROCEDURE

#### 3:1 Definitions:

##### 3:1.1

A "grievance" is a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of a teacher or group of teachers, including any complaint by an employee that there has been to him a personal loss, injury or inconvenience because there has been a violation, misinterpretation, misapplication or infringement upon the provisions of this Agreement, or that there has been a violation, misinterpretation or misapplication of established Board policy or as a result of administrative decision pertaining to Board policy or this Agreement.

##### 3:1.2

An "aggrieved person" is the person or persons or the Association making the claim.

3:2 The purpose of the procedure set forth hereunder is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or terms and conditions of employment of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

3:3 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.

3:4 Any aggrieved person may be represented at any or all stages of the grievance procedure by himself, or, at his option, at any stage by a selected representative. When a teacher is not represented by the Association, the Association shall have the right to be present at any stage after the completion of Stage 3.

#### 3:5 Procedure

##### 3:5.1

Stage One: A teacher with a grievance shall, with thirty (30) calendar days of its occurrence, first discuss it with his/her immediate superior with the objective of resolving the matter informally.

Article 3 - Continued

3:5.2

Stage Two: If, as a result of the discussion the matter is not resolved to the satisfaction of the employee within five (5) school days, he may set forth his complaint in writing to the immediate superior. The immediate superior shall communicate this decision to the employee in writing, within five (5) school days of receipt of the written complaint.

3:5.3

Stage Three: If the grievance is not satisfactorily adjusted under the provisions of Stages One and Two, or if no decision has been rendered by the immediate superior within five (5) school days under the provisions of Stage Two, the teacher may appeal the immediate superior's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing and must set forth the grounds on which the grievance is based. The Superintendent shall give his decision in writing to the employee and the immediate superior within ten (10) school days of receipt of the written grievance.

3:5.4

Stage Four: If the grievance is not yet resolved to the employee's satisfaction, he may appeal within ten (10) school days of receipt of the Superintendent's decision to the Board of Education. The request shall be submitted in writing through the Superintendent, who shall attach all related papers and forward the request to the Board. Copies of the request and all related papers shall be given to the Association. The Board, or a committee thereof, shall hold a hearing with the employee with fifteen (15) school days of receipt of the written grievance or the next regular Board meeting, whichever is later, and render a decision in writing within twenty (20) school days of the hearing.

3:5.5

Stage Five: If after the decision of the Board of Education the aggrieved person is still dissatisfied with the disposition of his grievance, he may request the Teachers' Association to submit it to arbitration. If the Association determines that the grievance is meritorious it shall notify the Board that it wishes arbitration within twenty (20) days after receipt of a request by the aggrieved person. The twenty (20) days shall be calendar days.

3:5.5.1

Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association in the selection of an arbitrator.

Article 3 - Continued

3:5.5.2

The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to nor subtract anything from the Agreement between the parties of any policy of the Board of Education. The recommendations of the arbitrator shall be advisory only. Only the Board and the aggrieved and his representative shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) calendar days of the completion of the arbitrator's hearings.

3:5.5.3

The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same. Arbitration proceedings shall not take place during school working hours.

3:6 General Provisions

3:6.1

In the event a grievance is filed at such time that it cannot be processed through all the stages 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 the aggrieved person, 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 is practicable. Otherwise, any grievance not processed in accordance with the time limits specified herein shall be deemed relinquished by the aggrieved person.

3:6.2

Administrative failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved person to proceed promptly to the next stage. The time limits specified at any stage may be extended in any particular instance by agreement between the Superintendent or his designee and the aggrieved.

3:6.3

No aggrieved person nor the Association shall seek any relief until it exhausts its remedies under the grievance procedure.

Article 3 - Continued

3:6.4

The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his appeal with respect to his personal grievance.

3:6.5

It is understood that aggrieved person or persons shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulation of the Board until such grievance and any effect thereof shall have been fully determined.

## Article 4

### TEACHER RIGHTS AND RESPONSIBILITIES

- 4:1 Nothing contained herein shall be construed to deny to or restrict from any teacher or the Board such right as either may have under N.J. School Laws or other applicable laws and regulations. The rights granted to teachers herein shall be deemed to be in addition to those provided elsewhere.
- 4:2 Any questioning or criticism by a supervisor, administrator, or a board member of a teacher and his instructional methodology and/or professional performance shall be made in confidence and not in the presence of students, parents, or other public gatherings.
- 4:3 Before any teacher is required to appear before the Board or a Board Committee concerning any matter which could adversely affect the continuation of that teacher in his office, the following steps must be taken:
- a) A meeting with the superintendent or his designee shall be held.
  - b) The teacher shall be provided with prior written notice of the Board or Committee meeting and the reason(s) for such meeting or interview.
  - c) The teacher shall be entitled to have a representative of the Association present with him at any disciplinary meeting with an administrator or supervisor or with the Board or with a Board Committee occurring under the provisions of this section. This representative may speak on behalf of the teacher at the teacher's request.
  - d) Other meetings between teachers and administrators shall not be subject to the above.
- 4:4 Any suspension of a teacher pending charges may be with or without pay at the discretion of the Board. If without pay it shall be placed in escrow pending outcome.
- 4:5 The teachers shall have the right to make known their views regarding equitable distribution of responsibilities and work load amongst the staff to the administrative personnel.
- 4:6 A teacher shall have the right to review and to copy at his expense the contents of his personnel file with the exception of any documents sent to the Board to be held in confidence. The review of the file must be arranged at a time mutually agreeable to the superintendent and the teacher and be held in the presence of the superintendent or his designee.

Article 4 - Continued

4:7.1

The teacher workday shall begin at 8:00 am and end at 3:00 pm. Pupil contact time shall not exceed 1986-87 levels (8:05 am to 2:35 pm.) These specific times relate to current school hours and will be appropriately altered if student hours are changed.

4:7.2

Teachers may be required to remain after the end of the regular work day without additional compensation, for the purpose of attending faculty or grade level meetings not more than seventeen (17) hours in the school year, nor more than three (3) in any calendar month. An attempt shall be made to convene such meetings not later than fifteen (15) minutes after the students' dismissal and to limit the duration to one and one-half (1-1/2) hours. No teacher shall be required to remain in attendance at these meetings beyond 4:30 p.m. The notice of an agenda for any such meeting shall be given to the teachers at least two (2) days prior to the meeting, except in the case of an emergency. Teachers shall have the opportunity to suggest items for the agenda of after-school meetings. The provisions of this section shall not prohibit the calling of extra meetings where emergency situations necessitate such extra meetings. In addition, teachers will be required to return after the end of the work day for the purpose of attending four (4) evening sessions. The two evening sessions for Back to School Night and spring conferences will follow regular school days. If any of the remaining evening sessions follow a student school day it will be preceded by a two hour shortened instructional day. Compensation will be \$60.00 per evening session.

4:8 In order to continue to maximize the educational effort being put forth by the professional staff, which thereby insures the continued excellence in education, the Association agrees that no Association business matters will be discussed during scheduled instruction times but will be permitted during a teacher's scheduled lunch time and all official meetings will be conducted after the normal workday. All reasonable expenses incurred in support of Association activities will be borne exclusively by the Association.

4:9 All teachers shall receive a minimum of 210 minutes preparation time each week. Administration shall make an effort to provide each teacher with 42 continuous minutes of preparation time each day. A preparation period shall consist of 42 continuous minutes. Preparation time can be used for classroom related activities such as parent conferences, child study team meetings, and teacher observation conference. All teachers shall have a 40 minutes duty free lunch. Teachers may be assigned lunchroom supervision in lieu of an instructional assignment without any additional compensation.



## Article 5

### TEACHER PERFORMANCE AND EVALUATION

- 5:1 Although this article is titled "Teacher Performance and Evaluation, it deals with some specifics of formal classroom observation, a small part in the total evaluation of a teacher, and is not to be construed as a total performance and evaluation procedure.
- 5:2 After any formal classroom observation, a written observation report shall be presented to the teacher at a post-observational conference. The purpose of observations and post-observational conferences will be specifically to discuss ways and techniques for improving the learning situation for the children of our school.
- 5:3 All written evaluations of a teacher which are to be placed in the teacher's personnel file shall be signed by him attesting to the fact that the contents of the evaluation are known to him. No written evaluation may become part of the teacher's personnel file without the teacher's signature. The teacher's signature shall not be construed as other than a simple acknowledgment by the teacher that he read the evaluation.
- 5:4 The teacher is entitled to attach a written answer or comment to any evaluation, conference report, or other material susceptible to evaluative use which is placed in his file.
- 5:5 During a classroom observation/evaluation, whether formal or informal, no tape recorders or videotape equipment shall be used.

Article 6

FACULTY - ADMINISTRATION LIAISON

6:1 The Association shall establish a liaison committee which shall meet during the school year as needed with the Superintendent and the Principal to review and to discuss school district problems and practices.

No item may be presented through the liaison committee unless it has been discussed at a Berlin Teachers Association meeting.

The liaison committee is strictly an advisory group.

6:2 A tape recorder or videotape equipment may be used for staff development or public relation purposes if mutually agreeable between the teacher and administrator/supervisor.

## Article 7

### BOARD RIGHTS AND RESPONSIBILITIES

- 7:1 The Board reserves to itself sole jurisdiction and authority over all matters of policy and retains those rights which derive from applicable laws and regulations, subject only to the limitations imposed by the language of this agreement.
- 7:2 It is understood by all parties that under the rulings of the Courts of New Jersey and the State Commissioner of Education, the board of education is forbidden to waive any rights or powers granted it by law.

## Article 8

### TEACHER FACILITIES

8:1 The Board will provide facilities for the use of teachers as faculty lounges. These facilities will be reserved for teacher use until 6:00 p.m. during every normal school day. Although these facilities shall be regularly cleaned by the school custodial staff, teachers shall exercise reasonable care in maintaining the appearance and cleanliness of the lounges.

## Article 9

### LEAVES OF ABSENCE

9:1 The law requires or permits the following with respect to the absence of teachers:

- a) Eleven days sick leave with full pay as guaranteed during each school year.
- b) The Board of Education must allow accumulations of sick leave from unused days to eleven (11) days per year, for later use with full pay.
- c) The Board will pay 33-1/3 percent of all accumulated sick time upon retirement, after fifteen (15) years in the district. Notification to the Board shall be required by the December preceding the fiscal year in which payment is to be made. Time on authorized extended leave shall not count as credit toward fifteen (15) years service, but time worked before or after such leave may be counted to total fifteen (15) years. If employment is terminated for other than a RIF, and if re-employment occurs, the previous service will not be applicable to this provision.

9:2 Absence for reasons given below, not allowable as sick leave, will be granted as follows:

- a) Up to five (5) days leave of absence will be granted to regular employees whose home is saddened by the death of an immediate member of his/her family (husband, wife, son, daughter, parent, parent-in-law, sister, brother) or any other member of the household. At the employees discretion these days may be taken any time prior to the seventh day following interment.
- b) Up to two (2) days per school year with full pay shall be granted for personal reasons. The person applying for leave will notify the immediate supervisor at least twenty-four (24) hours in advance. Emergency leave will be granted when necessary and the 24 hour notification period will be waived. All notifications will be on form 9:2b appended hereto. For each personal leave day unused at the end of the school year, one day shall be added as available sick leave days.
- c) Personal days cannot be taken the day before or the day after a holiday or school closing. Personal days requested on Monday and/or Friday must be submitted with a reason.

Article 9 - continued

9:3 The Board shall grant maternity leave to a teacher upon request subject to the following stipulations and limitations:

- a) Any teacher who anticipates a maternity, disability or child-rearing leave of absence shall notify the Superintendent in writing of such necessity within sixty (60) days of medical confirmation.
- b) A teacher shall be entitled to all sick leave during the normal disability period as prescribed by law. this normal disability period shall be one month prior to the birth and six weeks subsequent to the birth.
  1. The Board can request the teacher to produce a certificate from her doctor stating she is not medically able to continue to perform her normal teaching duties by completing Form 9:3b (attached).
  2. The Board's appointed physician may be requested to agree that she is not medically able to continue to perform her normal teaching duties.
  3. Following a difference of medical opinions between the Board's physician and the teacher's physician, the Board may request expert consultation in which case the two (2) physicians shall agree in good faith on a third impartial physician who shall examine the teacher and whose medical opinion shall be conclusive and binding on the issues of the use of sick days during the extended disability period due to the teacher's inability to perform the normal teaching duties.
- c) The Board shall grant a maternity leave of absence to a tenure teacher without pay for a period of not more than one (1) year from the effective date of the application for such leave.
- d) Reinstatement of employees to whom such a leave of absence has been granted shall commence with the next regular school year following the expiration of such leave, provided that the application for reinstatement has been made in writing to the superintendent prior to March 1st of the calendar year in which reinstatement is requested. If application for the reinstatement is not made prior to March 1st, the contract of the teacher shall be terminated.
- e) The Board will assume no responsibility for reassignment of such teacher to the same classroom, grade, or subject area. However, the superintendent will attempt, to the fullest extent, to return a teacher to the same grade level that the teacher left.

Article 9 - Continued

- f) No teacher on maternity leave shall, on the basis of said leave, be denied an opportunity to substitute in the Berlin Community School in the area of her certification or competence.
- g) Any teacher adopting an infant child shall receive similar leave which shall commence upon the teacher receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements of the adoption.

9:4 Other leaves of absence with or without pay may be granted by the Board of Education.

Article 10  
SALARIES

- 10:1 The salaries of all teachers covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part thereof.
- 10:2 Each teacher employed on a ten (10) month basis shall be paid on bi-weekly basis.
- 10:3 When a payday falls on or during a school holiday or school is closed other than for emergency, teachers shall receive their pay checks on the last previous working day, or a date agreed to by the Board and the Association.
- 10:4 Each teacher shall receive his/her final check on the last work day in June, provided that he/she has complied with all closing procedures as required by the principal.
- 10:5.1 Saving account money will be deposited in the respective account no later than five (5) working days following the deduction.
- 10:5.2 Each teacher may individually elect to have a percentage of his/her salary deducted from his/her pay and transmitted to an annuity. Monies collected for annuities shall be deposited within five (5) working days following the paycheck from which the money is deducted.
- 10:6 The Board agrees to compensate teachers supervising certain extra-curricular activities as set forth in Schedule "B" which is attached hereto and made part hereof.
- 10:7 Full-time teachers performing after hours home instruction and summer school instruction at the request of the Administration will be paid at the rate of \$22.00 per hour in 1992-93, \$23.00 per hour in 1993-94 and \$24.00 per hour in 1994-95.
- 10:8 Payment of monies earned under 10:6 or 10:7 will be paid in the next regular pay after earning or on special "extra-pay" paydays in October, December, February, April and June.
- 10:9 Teachers who may be required to use their own automobiles to conduct school business at the request of the administration shall be reimbursed for all such travel according to the current Internal Revenue Service Mileage Reimbursement Schedule.
- 10:10 Teachers shall not be entitled to advancement to the next step on Schedule "A" until after successful completion of six (6) months on the prior step.



Article 10 - continued

10:11.1

The Board agrees to pay up to a maximum of \$625.00 per semester reimbursement for tuition and books with a maximum of \$7500.00 per year. Preference will be given to courses in technical fields (e.g. math, science, computers, etc.) if balance in the account is reduced to \$1000.00. If amount applied for exceeds \$7500.00, apportionment will take place after the first payment. Payment for courses will be made upon successful completion of courses and following Board approval at its next regular meeting. Courses taken and the request for reimbursement must be approved in advance by the superintendent and the courses must be in related fields.

10:11.2

Teacher who are asked and who volunteer to be trained or to attend meetings during the summer months shall be paid at a \$45.00 per day rate outside the cap. Payment for meals must be approved prior to approval of the teacher's trip. Teachers who are asked to perform tasks on an hourly basis shall be paid the Home Instruction rate.

10:12

Salary level adjustments shall be made at the August Board meeting. Written requests for adjustment must be submitted to the Superintendent by August 1st.

Any employee taking a late summer course must notify the Superintendent by August 1st of the pending adjustment on the salary guide. Approval pending appropriate documentation may be given at the August board meeting.

10:13

The Board agrees to permit the employees to participate in the South Jersey Credit Union. The business office shall make payroll deductions as authorized by the employee and forward all monies within five (5) working days following the paycheck from which the money is deducted.

## Article 11

### INSURANCE PROTECTION

- 11:1 The insurance plan shall be the Connecticut General Group Medical Plan through Grinspec, Inc. covering, but not limited to such areas as hospitalization, surgical services, anesthesia services, in hospital services, additional outpatient hospital services, other specified services performed by a physician and major medical program. The Board of Education agrees to pay benefits for the full time teacher. The Board will pay one hundred percent (100%) for a teacher eligible for family coverage. An equivalent plan may be substituted if approved in advance by both the Board and the Association. The Board further agrees to pay HMO costs in full not to exceed the cost of US Healthcare.
- 11:2 At a teacher's option, however, the Board of Education agrees to pay Washington National Insurance, or any other comparable plan approved by the Board, for the full time employee in lieu 11:1 above. Payment by the Board will not exceed \$800 per year during the length of the contract. If the employee desires an improved plan, the balance in excess of the amounts provided will be paid by the employee.
- 11:3 The Board agrees to provide a \$3.00 deductible prescription plan for the full-time teacher and his/her family.
- 11:4 The Board agrees to provide a non deductible family dental plan.
- 11:5 The Board agrees that a retiring teacher with less than 25 pension years of service may continue his/her group benefits by notifying the Board at retirement. The retiree will be billed semi-annually for the group plan selected.
- 11:6 The Board agrees to provide a family optical plan.
- 11:7 If an employee elects not to take the coverage provided for in 11:1 or 11:2 above, then the employee shall be eligible to receive 50% of the cost of those eligible benefits under the basic insurance plan (Connecticut General).
- 11:8 If the Board intends to change insurance carriers, it is agreed the new insurance carrier shall provide benefits which are equal to or better than those benefits in existence at the time of the change.
- 11:9 This contract confirms compliance with the Consolidated Omnibus Reconciliation Act of 1985 (COBRA).

## Article 12

### MISCELLANEOUS PROVISIONS

- 12:1 The parties agree that this Agreement is a valid and binding contract upon them.
- 12:2 If any provisions 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, excepting to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- 12:3 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 any individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- 12:4 Copies of this Agreement shall be prepared 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 and hereafter employed.
- 12:5 Whenever any notice is required to be given by either parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by written notice to the following people:
- a) If by the Association, to the Board via the Superintendent.
  - b) If by the Board, to the Association President via the Superintendent.

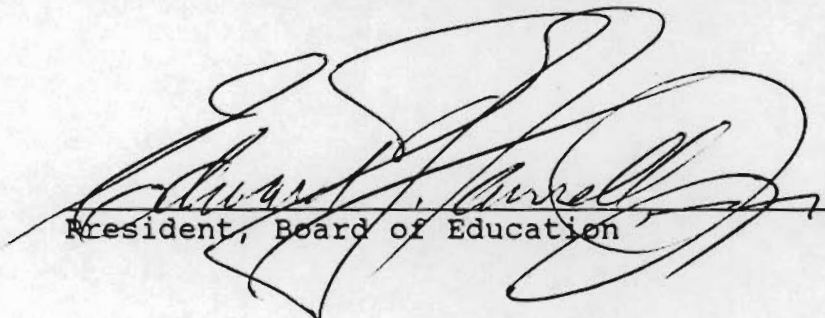
Article 13

DURATION OF AGREEMENT

All articles of this Agreement shall be in force and binding on both parties effective as of July 1, 1992. The Agreement in its entirety shall continue effective until June 30, 1995, subject to the Association's right to negotiate over a successor Agreement as provided in Article 2.

This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. Any extension may occur only if it shall be mutually agreed upon in writing by the parties to the Agreement, and unless such extensions are agreed upon this contract shall expire upon June 30, 1995.

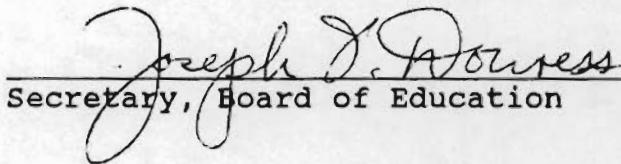
IN WITNESS WHEREOF, The Board has caused this Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon and the Association has caused this Agreement to be signed by its President and Secretary.



President, Board of Education

4-30-92

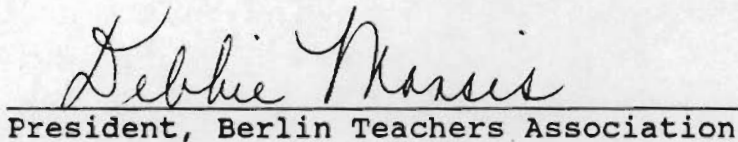
Date



Secretary, Board of Education

4-30-92

Date



President, Berlin Teachers Association

4/30/92

Date



Secretary, Berlin Teachers Association

4-30-92

Date

BERLIN BOROUGH BOARD OF EDUCATION  
215 SOUTH FRANKLIN AVENUE  
BERLIN, NEW JERSEY 08009

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Day Requested: \_\_\_\_\_

This day is personal in nature and is business that cannot be conducted at some time other than when school is normally in session.

\_\_\_\_\_

Teacher's Signature

NOTE; All personal day requests are to be submitted to the Superintendent through the Principal at least twenty-four hours in advance of the day requested. Requests received less than twenty-four (24) hours in advance will be considered for only extreme emergency reasons. Personal days cannot be taken the day before of the day after a holiday or school closing. Personal days requested on Monday and/or Friday must be submitted with a reason.

SCHEDULE "A"  
1992-95

1992-1993  
Salary

Yr	BA	BA+15	BA+30	MA	MA+15	MA+30
1	23,090	23,709	24,021	24,329	24,948	25,568
2	25,098	25,718	26,031	26,339	26,961	27,579
3	27,103	27,725	28,039	28,348	28,971	29,594
4	29,094	29,768	30,108	30,442	31,117	31,792
5	30,224	30,899	31,239	31,574	32,250	32,926
6	30,575	31,251	31,592	31,927	32,604	33,280
7	31,702	32,378	32,720	33,055	33,732	34,409
8	31,728	32,404	32,746	33,081	33,758	34,436
9	31,754	32,431	32,773	33,108	33,786	34,464
10	31,780	32,458	32,800	33,135	33,814	34,492
11	31,932	32,610	32,952	33,288	33,966	34,645
12	32,862	33,540	33,883	34,219	34,898	35,577
13	33,804	34,483	34,826	35,162	35,841	36,521
14	35,239	35,918	36,262	36,598	37,277	37,958
15	35,808	36,488	36,832	37,168	37,848	38,529
16	37,655	38,335	38,679	39,015	39,696	40,377
17	41,553	42,233	42,578	42,914	43,595	44,277
18	45,450	46,131	46,476	46,813	47,494	48,176

1993-1994  
Salary

Yr	BA	BA+15	BA+30	MA	MA+15	MA+30
1	24,230	24,862	25,184	25,494	26,127	26,760
2	26,387	27,023	27,348	27,660	28,297	28,932
3	28,538	29,179	29,507	29,820	30,461	31,104
4	30,647	31,340	31,696	32,035	32,730	33,425
5	31,880	32,576	32,934	33,274	33,971	34,670
6	32,312	33,011	33,369	33,710	34,410	35,110
7	33,465	34,165	34,524	34,865	35,566	36,268
8	33,536	34,237	34,597	34,938	35,640	36,343
9	33,609	34,310	34,671	35,013	35,716	36,420
10	33,683	34,385	34,747	35,089	35,793	36,499
11	33,881	34,584	34,946	35,289	35,994	36,701
12	34,845	35,550	35,913	36,256	36,962	37,670
13	35,822	36,528	36,892	37,235	37,943	38,652
14	37,284	37,992	38,356	38,700	39,409	40,119
15	37,897	38,605	38,971	39,315	40,025	40,737
16	39,766	40,476	40,842	41,187	41,898	42,611
17	43,654	44,365	44,732	45,077	45,790	46,504
18	47,542	48,254	48,622	48,968	49,682	50,397

1994-1995  
Salary

Yr	BA	BA+15	BA+30	MA	MA+15	MA+30
1	25,435	26,069	26,399	26,704	27,340	27,977
2	27,782	28,425	28,760	29,069	29,714	30,357
3	30,117	30,768	31,110	31,421	32,075	32,730
4	32,362	33,068	33,437	33,775	34,483	35,192
5	33,735	34,446	34,820	35,159	35,873	36,589
6	34,292	35,007	35,384	35,724	36,442	37,163
7	35,454	36,171	36,549	36,891	37,611	38,334
8	35,601	36,320	36,700	37,042	37,765	38,489
9	35,750	36,472	36,853	37,196	37,921	38,648
10	35,903	36,627	37,010	37,353	38,081	38,810
11	36,173	36,900	37,284	37,628	38,358	39,090
12	37,167	37,895	38,281	38,626	39,359	40,093
13	38,173	38,904	39,292	39,638	40,373	41,110
14	39,638	40,372	40,761	41,108	41,845	42,585
15	40,305	41,042	41,433	41,780	42,520	43,262
16	42,156	42,895	43,288	43,636	44,379	45,124
17	45,906	46,648	47,042	47,392	48,137	48,885
18	49,659	50,403	50,799	51,150	51,898	52,648

SCHEDULE "B"  
1992-95  
SALARY SCHEDULE FOR ADVISORS/COACHES

	<u>1992-1993</u>	<u>1993-1994</u>	<u>1994-1995</u>
Field Hockey	1550.00	1675.00	1850.00
Soccer	1550.00	1675.00	1850.00
Girls Basketball	1800.00	1950.00	2100.00
Boys Basketball	1800.00	1950.00	2100.00
Girls Softball	1550.00	1675.00	1850.00
Boys Softball	1550.00	1675.00	1850.00
Cheerleading	1800.00	1950.00	2100.00
Student Government	1800.00	1950.00	2100.00
Dances (per dance per chaperon)	60.00	60.00	60.00
Intramurals (per activity)	600.00	600.00	600.00
Concerts/Plays (per chaperon)	60.00	60.00	60.00
Photographer/Public Relations	900.00	900.00	900.00
Director of Instrumental Music	600.00	600.00	600.00
Director of Visual Arts	600.00	600.00	600.00
Director of Vocal Music	600.00	600.00	600.00
Grant Manager*			
00- 7,500	250.00	250.00	250.00
7,500-15,000	500.00	500.00	500.00
15,001-above	750.00	750.00	750.00

\*Payment contingent upon the successful approval of the grant.