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AND LABOR RELATIONS

JUL 21 1989

RUTGERS UNIVERSITY

AGREEMENT

between the

Bernardsville Borough of

BOARD OF EDUCATION

of

BOROUGH OF BERNARDSVILLE

THE COUNTY OF (SOMERSET)

NEW JERSEY

and the

BERNARDSVILLE

EDUCATION ASSOCIATION, INC.

1988-1991

X July 1, 1988 - June 30, 1991

PREAMBLE

This agreement entered into as required under Chapter 303, Public Law 1968, on the date indicated below and expressly made retroactive in effect to July 1, 1988 by and between the Board of Education of the Borough of Bernardsville, New Jersey, hereinafter called the "Board" and the Bernardsville Education Association, hereinafter called the "Association".

ARTICLE I
RECOGNITION

A. RECOGNITION

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all personnel listed below and restricted to such personnel:

1. Certified Personnel (including, but not limited to):
 - a. Classroom Teachers - whose normal schedule includes only classroom teaching.
 - b. Teaching Specialists - whose normal schedule includes both classroom teaching and other assignments during the school day.
 - (1) Department Heads/Subject Area Coordinators
 - (2) Attendance Directors
 - (3) Administrative Assistant
 - (4) Team Leaders
 - c. Pupil Service Personnel - whose normal schedule includes no classroom teaching.
 - (1) Guidance Counselors
 - (2) Librarians
 - (3) Nurses
 - (4) Members of the Child Study Team (excluding Director)
 - (5) Staff and Pupil Coordinators
2. Co-Curricular Personnel
3. Support Staff
 - a. Office Staff (excluding confidential employees: secretaries in Superintendent's office and secretaries in Board Secretary's office)
 - b. Cafeteria Personnel (except Manager)
 - c. Custodial and Maintenance Personnel (except Head of Buildings and Grounds)
 - d. Teacher Aides

B. AGENCY SHOP

All non-dues personnel cited in item 1.a-c shall be required to remit 85% of dues to respective organizations through payroll deduction for services rendered. Excluded from this are confidential employees (see 3.a. above).

Indemnification and Save Harmless Provision

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

C. BOARD RIGHTS

1. The Association recognizes the Board as the duly elected and/or appointed representative of the people and agrees to negotiate only with the Board through the negotiating agent or agents officially designated by the Board to act in its behalf.
2. The Association and all members thereof, as defined in Section A of this Article, hereby recognize the Board and its representatives as the sole management authority of the Bernardsville School System.

D. NEGOTIATIONS INFORMATION

1. The Board agrees to assist the Association in the negotiation process by providing information available to and used by the Board negotiating committee and which may reasonably be expected to assist the Association to assess Board proposals and formulate their own proposals.
2. Upon request, the Superintendent shall furnish to the President of the Association the names, salaries, degrees and prior experience of any teacher.
3. The Board will make available for inspection by the BEA negotiating team all pertinent records, data, information normally available to the citizens of Bernardsville.

E. ASSOCIATION RIGHTS

1. The Association shall have the right to use school rooms and buildings for its meetings, providing such meetings do not interfere with the normal operations of the school program, and that prior approval for such building use is obtained through the "Application of Use of School Facilities" form.
2. Permission of the Principal is necessary for the Association to use inter-school mail or school boxes. The Association agrees to share equally with the Board in costs of any litigation arising from the use of inter-school mail services.

3. The Association has the right to use school equipment i.e. typewriters, duplication machines, etc. and will provide for materials and supplies consumed in such use.
4. The Association and the Board shall share equally in the cost of preparation and printing of the BEA/Board Agreement and salary schedules including typing.

ARTICLE II

GRIEVANCES

A. DEFINITION

A grievance is an appeal by a member or members of the negotiation unit, or by the Association on behalf of a member or members, alleging improper interpretation or application or violation of this agreement, policies or administrative decisions.

Saturdays, Sundays, holidays and any days on which the school shall not be open shall be excluded from the computation of "working days" or "school days" as the term is used in this Grievance Procedure. Summers shall be counted for those who are employed on a twelve (12) month contract.

It shall be the general practice of all parties of interest to process grievances during times which do not interfere with the assigned responsibilities of the parties concerned.

B. PURPOSE

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

C. TIME LIMITS

1. Failure at any step to communicate the decision on a grievance within the specified time limits shall permit the employee(s) to proceed to the next step.
2. Failure at any step to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at the step.
3. 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 written agreement.
4. In the event a grievance is filed at such a 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 is practicable.

5. A grievance must be raised at Step 1 no later than 45 days following its occurrence, or within 45 days after the aggrieved party knew or should have known of the events or conditions on which it is based.

D. PROCEDURE

1. Step 1

The employee who has a grievance shall discuss it first with the immediate superior in an attempt to resolve the complaint. If, as a result of the discussions, the matter is not resolved to the satisfaction of the employee within five (5) school days, the complaints shall be set forth in writing to said superior.

The superior shall communicate a decision in writing to the employee within five (5) school days after personally receiving the written complaint.

2. Step 2

The employee may appeal the decision of the superior to the appropriate school Principal within five (5) school days after the decision of the superior has been mailed or given to the employee. The appeal shall be in writing and shall set forth specifically the reasons for the appeal. A copy of this appeal shall be sent by the employee to the superior who rendered the decision.

The Principal shall hold a hearing on the grievance. At least two (2) school days prior to the hearing, the employee and the immediate superior shall be given a written notice thereof. At the hearing the employee shall be present. The immediate superior has the option to be present and participate in the hearing.

The Principal shall communicate a decision in writing to the employee and the immediate superior within ten (10) school days after personally receiving the appeal.

3. Step 3

The employee may appeal the decision of the school Principal to the Superintendent within five (5) school days after the decision of the Principal has been mailed or delivered to the employee. The appeal shall be in writing and shall set forth specifically the reasons for the appeal. A copy of this appeal shall be sent by the

employee to the Principal who rendered the decision.

The Superintendent of Schools shall hold a hearing of the grievance. At least two (2) school days prior to the hearing, the employee and the school Principal shall be given written notice thereof. The employee shall be present at the hearing. The Principal may be present. A maximum of three (3) witnesses each to offer facts on behalf of the employee and/or the Principal may be present. The employee may be represented by the Association. Each party shall notify the other and the Superintendent at least 24 hours before the hearing if witnesses are to be present.

The Superintendent of Schools shall communicate a decision in writing to the employee and Principal within ten (10) school days after personally receiving the appeal.

4. Step 4

The employee may appeal the decision of the Superintendent within five (5) school days after the decision of the Superintendent has been mailed or delivered. The appeal shall be in writing and shall set forth specifically the reasons for the appeal. This appeal shall be sent or given to the Superintendent of Schools who shall present it to the Board.

The Board, after reviewing the appeal and the report of the Superintendent of Schools, may hold a hearing. At least two (2) school days prior to the possible hearing all necessary parties shall be given written notice thereof. At the hearing all parties concerned shall be present and may be represented by persons of their own choosing.

The Board shall communicate its decision in writing to the employee and the superior involved, through the Superintendent of Schools, within thirty (30) days after the receipt of the appeal to the Board by the Superintendent.

5. Step 5

If the grievance concerns the specific terms of this Agreement except as provided herein, and if the employee is not satisfied with the disposition of his grievance at Step 4, then within ten (10) working days after receipt of the answer by the Association, the employee may request in writing that the Association submit the grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration by filing a request to PERC

within fifteen (15) days after the receipt of the request from the employee. The parties shall be bound by PERC rules and procedures governing grievance arbitration.

The decision of the arbitrator shall be final and binding regarding any of the specific terms of this Agreement, except as provided herein. In all other matters the Board of Education shall be the final step in the grievance procedure. All exclusions from the grievance procedure as provided herein shall remain in effect for the duration of this Agreement.

The decision of the arbitrator, in writing, shall be submitted to the Board and the Association.

The costs for the services of the arbitrator shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

ARTICLE III

RIGHTS AND RESPONSIBILITIES OF ALL EMPLOYEES

A. DISCIPLINARY MEETINGS

1. At any meeting or interview where the primary purpose is to charge or discipline an employee and where more than one (1) Board or administrative representative or interested party is to be present, the employee shall be given twenty-four (24) hours notice, advised of the reasons for the meeting and entitled to be accompanied by a chosen representative.
2. No employee shall be formally disciplined without a formal explanation.
3. Any criticism by a supervisor, administrator, teacher or Board Member of an employee shall be made in confidence and not in the presence of students, parents, other employees, or at a public meeting.

B. PERSONNEL RECORDS

1. An employee shall have the right to review the contents of that employee's own personnel file at least once every year upon request. Employees shall have the right to indicate in writing those documents which are believed inappropriate to retain, together with the reasons they are deemed to be inappropriate to retain. Said documents shall be reviewed by the Superintendent or his designee, who shall determine whether they should be retained. This provision shall not be arbitrable.
2. An employee shall have the right to submit a written answer to any material in the file which may be derogatory to the employee's conduct, service, character or personality. Such answer will be included in the file. In general, material which is clearly derogatory in nature shall be called to the employee's attention when it is placed in the file.
3. The official personnel records shall be kept in a central file in the Superintendent's office and materials kept by any Administrator in any other Bernardsville school file may not be used in any disciplinary action against an employee or for employee advancement.
4. All employees required, as part of their job, to be finger printed shall do so at the expense of the Board of Education.

ARTICLE IV

SICKNESS AND TEMPORARY DISABILITY LEAVE

A. ALLOWANCE

1. EMPLOYEES

- a. One day of absence, without pay deduction, per month of employment contract shall be allowed for personal illness each year for full-time employees.
- b. All part-time employees shall be allowed ten (10) employment days, without pay deduction, for personal illness each year.

2. All unused days allowed for personal illness in Paragraphs a. and b. of this Section shall be cumulative without limit, and are available for additional absence without pay deduction in subsequent years.

B. VERIFICATION OF ILLNESS

An employee who is absent from work five (5) consecutive days shall upon return to duty, verify the absence by a doctor's certification of illness.

C. PROCEDURE

An employee anticipating absence because of illness shall, as soon as possible, notify the building Principal or immediate superior by the procedures set forth. Upon return to duty, the employee shall report the absence on the Report of Absence Form.

D. FAMILY ILLNESS DAYS

Employees may use sick leave days in the event of illness of a family member. Family member shall be defined as a spouse, child, parent, grandparent, mother-in-law, father-in-law or a relative who permanently resides in the home of the employee.

E. TERMINAL PAY FOR UNUSED SICK DAYS

(excluding part-time employees who work less than twenty hours per week.)

There shall be a provision for terminal pay on the basis of sick leave wherein upon retirement from the district after at least ten (10) years of service fourteen (\$14.00) dollars per sick day for 1988-1991 shall be paid up to a maximum of one hundred twenty (120) days in the sick bank. Said payment should be made as soon as possible, but no later than 45 days from the last day of employment.

ARTICLE V

TEMPORARY LEAVES OF ABSENCES

A. ALLOWANCES

1. ALL EMPLOYEES

Three (3) work days of absence per school year shall be allowed, without pay deduction, for urgent personal business. Urgent personal business may include absence for the purpose of caring for a sick member of the immediate family, legal commitments other than jury duty, and other urgent personal business which cannot be handled outside of school hours. It does not include personal illness, vacations, non-urgent business or other activities which can reasonably be expected to be scheduled outside of school hours.

2. EMPLOYEES WHO WORK MORE THAN TWENTY (20) HOURS PER WEEK

- a. A maximum of five (5) work days of absence with full pay shall be allowed for each death in the immediate family. The immediate family shall be considered: father, mother, father-in-law, mother-in-law, spouse, child, brother, sister and any relative who permanently resides in the immediate household.
- b. A maximum of two (2) work days of absence with full pay shall be allowed for each death in the non-immediate family. The non-immediate family shall be considered anyone not mentioned in Section 1B of this article who is related by blood or marriage.
- c. A maximum of one (1) work day of absence with full pay shall be allowed for the death of a close friend.
- d. Absences not covered above or in excess of the allowance specified above, and which the Board is required by law to grant, shall be granted.
- e. Urgent personal business days which are left unused at the end of the year shall be added to the employee's accumulated sick days.

B. SUPPLEMENTAL ALLOWANCE FOR URGENT PERSONAL BUSINESS

Personal absence for urgent personal business in excess of those specified in Section A.1 may be granted, without pay deduction, by the Superintendent of Schools. In granting such absence, the Superintendent shall be guided by the personal circumstances requiring the absence, the circumstances of the school, and shall be limited to the

unused urgent personal business days from previous years. The decision of the Superintendent shall not be arbitrable.

C. OTHER TEMPORARY LEAVES OF ABSENCE

Upon the request of the employee, temporary leaves of absence other than those specified in Sections A and B of this article may be granted by the Superintendent.

When granted they shall be without pay, except in extraordinary circumstances and with the approval of the Board. The decision to grant or deny said leave shall not be arbitrable.

D. PROCEDURE

1. Requests for temporary leaves of absence shall be made by the employee to the Superintendent of Schools through the building Principal at least 24 hours in advance. In emergency situations, the 24 hours notice shall be waived provided such notices shall be given as soon as practicable.
2. Upon return to duty, the employee shall report the absence on the Report of Absence Form.

E. VERIFICATION

The employee shall be responsible and accountable for correctly categorizing each absence according to the categories of Section A of this article. In the case of absence under Section A.1., it shall not be necessary to specify the nature of the urgent personal business in order to be granted leave of absence, but the employee shall be accountable for the determination that the business is urgent and cannot be handled outside of school hours.

ARTICLE VI

A. INSURANCE - EXCLUDING EMPLOYEES WHO WORK LESS THAN 20 HOURS PER WEEK

1. Through the New Jersey Public and School Employee's Health Benefits Program, the Board of Education shall provide all covered employees working 20 or more hours per week with full individual or family (spouse and/or dependent children) health benefit coverage which shall include.
 - a. Blue Cross
 - b. Blue Shield
 - c. Rider J
 - d. Major Medical
2. In lieu of the above for employees over 65 years of age, Medicare payments shall be reimbursed by the Board of Education.
3. The Board of Education shall request the carrier to provide each teacher with a description of the conditions and limits of the health benefit coverage herein provided.
4. Through a carrier selected by the Board of Education, the Board will underwrite and administer a non-contributory Dental Insurance Plan for all covered employees working 20 or more hours per week. For the life of this contract, the following amounts shall represent the maximum amounts that the Board shall expend. Premium costs above this amount will be borne by the employee.

1988-1989	\$50,000
1989-1990	50,000
1990-1991	65,000

For the contract year 1990-1991, the Board shall pay, so far as the Dental CAP is concerned and permits, the following improvements:

- a. Decreasing the deductible to \$25 per individual-\$50 per family.
- b. Increase maximum benefits from \$1000 to \$1250.
- c. Allow for orthodontia coverage to a maximum of \$1000.

B. AUTHORIZED USE OF PERSONAL AUTOMOBILES

The Board shall cover all liability incurred by an

employee and the first one hundred dollars (\$100) of any damage incurred by the employee's vehicle arising directly from the authorized use of the employee's vehicle on school business in accord with all policies and regulations pertaining thereto.

ARTICLE VII

MISCELLANEOUS PROVISIONS

A. COMPENSATION FOR USE OF PERSONAL AUTOMOBILES

Upon the authorized use of the employee's own automobile for school business, the Board shall compensate said employee at the current IRS rate.

B. TUITION REIMBURSEMENT

1. The tuition paid for graduate courses and monies paid for books and fees shall be reimbursed by the Board of Education subject to the following conditions:
 - a. Courses are approved by the Superintendent of Schools prior to enrollment and denial of same is non-arbitrable.
 - b. Courses are completed satisfactorily.
 - c. Tuition shall be paid by the Board of Education up to a maximum of the prevailing Rutgers University rate times 12 credits per year. All full-time employees matriculated in a degree-related program as of midnight June 30, 1988 shall continue to have their tuition reimbursed at the full rate of the college or university to which they are attending until the completion of that degree.
 - d. Applicant has not received tuition scholarship aid from some other sources which equals or exceeds tuition rate. If aid does not equal the Rutgers's University rate, reimbursement will be the difference.
 - e. \$60 per school fiscal year shall be allowed for the payment of fees and books related to the courses.
 - f. Evidence of payment of tuition, books and other course fees must be presented before reimbursement will be paid.
 - g. For staff members on Salary Schedule BA or BA+15 tuition reimbursement shall be applicable only for courses included in an approved Masters Degree program in the subject field taught. This shall be interpreted for elementary teachers so as to include subject areas in which actual class instruction is

given, Elementary Education or Learning Disabilities. Related areas listed below shall also be approved for Schedule BA or BA+15.

- (1) Guidance
- (2) Computers
- (3) Child Psychology
- (4) Human Development
- (5) Writing
- (6) Learning Disabilities

- h. Tuition reimbursement is subject to Internal Revenue Service rules and regulations.

ARTICLE VIII

CERTIFIED PERSONNEL RIGHTS

A. TEACHER WORKLOAD

1. WORKYEAR

- a. The normal work year shall be ten (10) months, beginning September 1 and ending June 30.
- b. The teacher work year shall be three (3) days more than the Student Calendar year without additional compensation, but in no event more than 186 days, except for newly hired teachers who may be required to work two (2) additional days of orientation. The additional days shall be scheduled so as not to include any school holiday. The Student Calendar shall call for 180 days unless the Commissioner of Education or the State Board of Education mandates a greater number.
- c. The school calendar shall be defined by the Board. Before any changes in the calendar are proposed by the administration to the Board, the Association shall be consulted to obtain their opinion on the changes.
- d. Teachers are not required to report to school on days when school is closed by the Superintendent or his designee.

2. WORKDAY

- a. The teachers shall not be required to be present in school more than seven (7) hours in a normal work day without additional monetary or time compensation.
 - (1) On days immediately preceding holidays or vacations, teachers will be allowed to leave with the pupils or upon completion of their assigned duties, whichever is later.
 - (2) Teachers shall indicate their presence for duty daily by initialling the appropriate column on a faculty "in-out roster" which shall be developed by the school principal.
 - (3) Teachers may leave the school building during their lunch periods, but must notify the building Principal when leaving and returning. Teachers may request, from the building Principal, to leave the building during their

Preparation or Conference period for a school related activity. Such requests will not unreasonably be denied.

- b. The required teacher work day shall not be more than five and one-half (5.5) hours of academic teaching. The teacher shall not be required to teach more than three and one-half (3.5) hours of academic classroom teaching continuously.
- c. The required teacher work day shall not be more than five and one-half (5.5) hours of assigned pupil contact time in Kindergarten through Grade 4. Full-time teachers in Grades 5-12 will teach five (5) periods of academic teaching or the equivalent plus a homeroom and one pupil contact period. Teachers of Music, Physical Education, Related Arts, Supplementary Education, Special Education and Reading may teach six (6) periods without additional pupil contact.

For the purposes of this article, pupil contact time includes academic classroom teaching, during school activity programs, homeroom and homeroom related programs; full period hall supervision; supervision of: study halls, cafeteria, playground, high school central detention, in-school suspension, computer labs, CIE workers, in addition to on-call duty.

- d. Scheduling of high school academic classroom teachers for six (6) periods of instruction may occur only if the total pupil load for that teacher is 90 or less as of the 30th of September for the 1st semester or the fifth (5th) class meeting for the second semester. No additional pupil contact periods including homeroom shall be given to these teachers.
- e. The remainder of the teacher work day shall be devoted to "non-pupil contact time". For purposes of this Article, "non-pupil contact time" includes teaching preparation, previewing audio-visual materials, preparing laboratory work, conferences with supervisors, administrators, colleagues, students or parents and faculty meetings. In the 1989-1990 school year, additional special programs for the fifth and sixth grades (e.g. Foreign Language) will be implemented. This shall make teachers in Grades 5-8 equal in terms of team planning and individual preparation period. This shall be one individual preparation period and no more than one team planning period daily. The duty-free lunch period for a teacher shall be the same length as the cafeteria period for students at the

school to which the teacher is assigned. Elementary classroom teachers will use the time in which special teachers are providing instruction to their students, as team planning time.

- f. The normal work day for a full-time teacher shall be continuous starting no earlier than 7:00 A.M. and no later than 9:30 A.M.
- g. Teachers may be required to perform the following in addition to the normal seven (7) hour work day:
 - (1) Teachers may be required to attend faculty or other staff meetings no more than four (4) days each month. Such meetings shall not be scheduled for Fridays or any day upon which a teacher attendance is not required in school, except in cases of emergency involving the health and safety of the students or teachers. These meetings shall not extend beyond the regular school day by more than one and one half (1.5) hours. All such meetings will be announced at least five (5) school days prior to the meeting. An Association representative may speak at the end of any faculty meeting.
 - (2) Teachers may be required to attend no more than two (2) evening professional assignments or meetings each year without additional time compensation. Those teachers who have as their assignments grades 7 and 8, and who have professional assignments above the two (and while school is in session) shall be paid monetary compensation in accordance with Article VIII 2.j.
 - (3) Every attempt shall be made to chaperone and supervise activities occurring outside the normal work day with volunteers. If required, non-volunteers may be assigned on a rotating basis, no more than once a year, so as to distribute the duties as equally as possible. If additional assignments are made, individuals shall be compensated at a rate equal to their hourly salary for the time utilized (calculated as the base rate divided by 1400).
 - (4) Home instruction (tutoring) shall be compensated as shown in the Salary Schedule B.
 - (5) The provisions of this section are not intended to apply to those curricular program where field trips and other outside-of-school activities are considered a normal part of the

curricular program.

- h. Each teacher shall present to the administrator appointed by the principal a substitute folder, by the end of the day on the third day of school in September and update the folder monthly on a schedule established by the principal or designated supervisor. The folder will contain three days' work for students and is to be used by substitute teachers in conjunction with the plan book.
- i. Teaching and Pupil Personnel Specialists have specialized responsibilities which do not lend themselves to the normal classroom teaching schedule. However, they will perform their duties throughout the normal work day according to the schedules developed by their immediate supervisors.
- j. If teachers are required to use their planning or preparation period to teach, excluding those teachers on call, they shall be paid \$14 per period.

B. TEACHER OBSERVATIONS

A teacher shall be given a copy of written teacher observation reports. Either the teacher or administration may request a conference to discuss the report after it has been given to the teacher. If such a conference is requested, it shall be held prior to placing the evaluation report in the teacher's file.

C. EVALUATION OF STUDENTS

The teachers shall have the exclusive right to determine grades or evaluations of students based on professional judgment of available criteria pertinent to the subject area or activity for which said teacher is responsible and within the grading policies of the Bernardsville School District. No grade shall be changed without the approval of the teacher unless it is determined by the Principal that the above criteria have not been met, and no grade shall be changed without prior notification to the responsible teacher.

D. TRAVEL BETWEEN CAMPUS

Those teachers who travel between the Olcott Campus and the Bedwell Campus shall have no more than five (5) instructional periods per day and be relieved of that day's duty period. They shall be limited to a one-way trip between campuses on that day.

E. PARENTHOOD LEAVE

1. APPLICATION FOR LEAVE

- a. A teaching staff member shall as soon as possible after learning of his or her impending parenthood promptly notify the Superintendent of Schools, through the building Principal, of such impending parenthood, including adoption.
- b. The teaching staff member shall then submit a written request for a parenthood leave to the Board of Education, through the Superintendent of Schools. Such request shall specify the requested date for commencement and termination of the leave, within the limit specified in Section 2 of this article, and shall be accompanied by the statement of a licensed physician, giving the approximate date of the birth of the child and in the case of adoption, a statement from the proper authority.

2. DURATION OF LEAVE

- a. The termination date of a parenthood leave for a non-tenured teaching staff member whose child is born or adopted between April 1 and September 1 shall be no later than September 1 next after the expiration of one year following the birth or adoption of the child.

The termination date of a parenthood leave for a non-tenured teaching staff member whose child is born or adopted between September 2 and March 31, shall be no later than the expiration of the teaching staff member's then current contract.

- b. The termination date of a parenthood leave for a tenured teaching staff member whose child is born or adopted between April 1 and September 1, shall be no later than September 1 next after the expiration of two years following the birth or adoption of the child.

The termination date of a parenthood leave for a tenured teaching staff member whose child is born or adopted between September 2 and March 31, shall be no later than September 1 next after the expiration of one year following the birth or adoption of the child.

3. NORMAL RETURN TO DUTY

- a. If any teaching staff member intends to return to duty upon the expiration of leave, written

application shall be made to the Superintendent of Schools on or before April 1 preceding the school year in which the leave terminates.

- b. Accompanying the request shall be a written verification of a duly licensed physician stating that such teaching staff member is physically, mentally and emotionally able to resume normal duties as previously assigned.
- c. Failure to make such an application on or before April 1 shall be deemed to be a resignation by such teaching staff member from the staff of the Bernardsville Schools.
- d. All benefits to which a teaching staff member was entitled at the initiation of the leave of absence including unused accumulated sick leave and credit toward sabbatical eligibility shall be restored upon return to full service.

4. MODIFICATION OF LEAVE

- a. If normal conditions attendant upon pregnancy or adoption do not prevail, resulting in non-parenthood, a teaching staff member may apply in writing to return to duty prior to the expiration of the parenthood leave. If modification of the leave is granted, at the teaching staff members option, regular sick leave provision shall be applied to cover the time the teaching staff member was under a doctor's care. The request for sick leave must be made in writing to the Superintendent of Schools.
- b. Accompanying the request shall be a written verification by a duly licensed physician stating that such teaching staff member is physically, mentally and emotionally able to resume normal duties as previously assigned.
- c. Upon verification, such request will be granted no later than the beginning of the next school semester.
- d. All other requests to modify parenthood leaves may be granted provided such requests are received by April 1 preceding the school year in which the leave to be modified terminates and provided that the modified termination date meets the requirement of Section 2 of this article.

5. SALARY ARRANGEMENT

- a. No salary shall be paid by the Board for the period covered by the leave of absence.
- b. Upon return to duty after the expiration of the leave of absence, the teaching staff member shall be placed on the salary guide then in effect and the following conditions shall determine the placement on step:
 - (1) If the leave of absence started before February 1st, there shall be no advancement on the salary guide.
 - (2) If the leave of absence started on or after February 1, the teaching staff member shall be placed on the next step; however, if modification of the leave duration is granted and the teaching staff member returns before the end of the school year in which the leave began, the salary will remain at the same step.
 - (3) If modification of the leave duration is granted and the teaching staff member returns before the end of the school year in which leave commenced, then at the teaching staff member's option, regular sick leave provision shall be applied. If the teaching staff member desires the sick leave provision to be applied, this request must be made in writing to the Superintendent of Schools.

6. ADOPTION DAY

Teaching staff members, in active employment by the Board at the time of legal adoption proceedings, will be eligible for one day of leave with full pay in order to attend the formal court proceedings.

F. SABBATICAL LEAVE

The Board of Education shall grant a sabbatical leave of absence to a teacher for a full school year upon the recommendation of the Superintendent of Schools and subject to the following conditions:

1. The teacher has completed at least six (6) years of continuous, full-time service in the Bernardsville School System prior to the first

sabbatical leave, and six (6) continuous full years of service between subsequent sabbatical leaves. For the purpose of this article, continuous service does permit interruption of service for parenthood leave, but the period of parenthood leave does not apply toward the six years of service requirement.

2. The teacher shall agree to devote the sabbatical leave of absence to study which will contribute substantially to the teacher's educational growth or travel that directly relates to the teacher's course(s) of instruction.
3. During a sabbatical leave, a teacher shall remain in the inactive employ of the Board.
4. A teacher on sabbatical leave shall be paid by the Board at the full rate to which he/she is entitled to in the ten-month contract for that year. If a sabbatical leave is due to a fellowship or grant, the teacher will receive the full rate less the amount of the fellowship or grant. From this compensation, there shall be made the regular deductions required by law and/or normally requested by the teacher.
5. The sabbatical leave may be granted based on the following, in order of priority:
 - (a) Matriculated in post-graduate study program leading to a degree where residence is required.
 - (b) Matriculated in post-graduate study program leading to a degree where residence is not required.
 - (c) Continuation of graduate level courses in one's teaching field. A minimum of 18 credits would be required.
 - (d) Continuation of graduate level courses in a related field as listed below. A minimum of 18 credits would be required.
 - 1 Guidance
 - 2 Computers
 - 3 Child Psychology
 - 4 Human Development
 - 5 Learning Disabilities
 - 6 Writing

- (e) After having earned at least one master's degree, the continuation of graduate level courses. A minimum of 18 credits would be required.
 - (f) Accepting an educational grant, writing a text or similar educational work, or educational travel directly related to the subject matter taught by the applicant.
6. Further selection factors in order of priority are:
- (a) No previous sabbaticals.
 - (b) Years of seniority in Bernardsville.
 - (c) Years of seniority in teaching.
 - (d) Years since last sabbatical.
7. Upon return from sabbatical leave, the teacher shall be placed on the same level of the salary schedule which he/she would have achieved had he/she remained employed in the system during the period of leave.
8. During the sabbatical leave, the teacher shall be eligible for all insurance coverage paid for by the Board in full or in part on behalf of all teachers in the active employ of the district.
9. The request for a full-year sabbatical leave shall be filed with the Superintendent of Schools. The application shall be filed by December 1 of the year preceding the school year for which the leave is requested. The applicant shall be notified on or before February 1 of the action taken upon her/his request. The application shall contain the following information:
- (a) A detailed description of the sabbatical study/travel program and its significance as a contribution to the district.
 - (b) The relationship of the study/travel program to the applicant's long-range professional objectives.
 - (c) A detailed description of all other financial support to which the applicant is entitled, e.g. fellowships and grants.

10. MAXIMUM ELIGIBILITY

The Superintendent of Schools shall recommend for sabbatical leave no more than two (2) eligible teachers.

5. GRANTING OF INCREMENTS

Neither increments nor adjustments are automatic. They will be granted only when they are recommended by the administration and approved by the Board of Education.

6. ADJUSTMENTS

Teachers denied increments or adjustments may be adjusted at a later date to their places on the salary guides upon the recommendation of the Superintendent of Schools and approval of the Board of Education.

7. SUMMER SCHOOL

Teachers will be compensated at the same hourly rate as their previous 10-month contracted salary. The method of calculating the hourly rate will be the yearly salary divided by 1400.

ARTICLE IX

CLERICAL PERSONNEL RIGHTS

A. CLASSIFICATION

1. General Office
2. Administrative, Bookkeeper, Secretary to Principals/
Directors
3. Special Stipend

B. WORKING TIME

1. The normal work year shall be twelve (12) months; the normal work week shall be five (5) days Monday through Friday; the normal work day shall be eight (8) hours including one fifteen (15) minute coffee break and a 45 minute daily lunch break.
2. Secretarial employees may, with the permission of their supervisors, work a six (6) hour day beginning the Monday after school closes for the summer vacation through the last day of August. The six (6) hour day shall be exclusive of lunch period.

C. STARTING AND ENDING TIMES

Daily starting and ending times shall be determined by the employee's supervisor. Employees will be notified of any change in starting and ending times at least one week in advance.

D. INCLEMENT WEATHER

When schools are closed by the Superintendent or his designee for inclement weather or other emergency reasons, office personnel will be expected to report for work as soon as possible. Any absence shall be charged as Urgent Personal Business as described in Article V, A.1. of this agreement.

E. RE-EMPLOYMENT

Personnel will be notified by June 1 if they will be issued a contract for the following school year.

F. HOLIDAYS

The office personnel shall be granted the following paid holidays:

Independence Day
Labor Day
Thanksgiving

Christmas
New Year's Day
Good Friday
Memorial Day

Plus five (5) additional holidays according to the school calendar, among which will be Christmas Eve and the Friday following Thanksgiving Day.

G. VACATIONS

1. Personnel employed less than five (5) consecutive months are not eligible for a vacation.
2. Personnel employed less than twelve (12) consecutive months, but more than five (5) consecutive months shall be entitled to one day per month of employment; said vacation shall not exceed ten (10) working days. A part of a month shall be considered a full month. Vacations earned under this paragraph must be taken in the contract year in which they are earned.
3. After twelve (12) consecutive months of employment, an employee shall be entitled to two (2) weeks, ten (10) working days. Vacations under this paragraph become available on July 1 of the contract year.
4. After five (5) consecutive years of employment, an employee shall be entitled to three (3) weeks, fifteen (15) working days of vacation period.
5. After ten (10) consecutive years of employment, an employee shall be entitled to four (4) weeks, twenty (20) working days, of vacation period.
6. At least two-thirds of all accrued vacation time earned by twelve month employees shall be taken during July and the first three weeks of August, subject to the approval of the Principal and the Superintendent. Vacations taken during the school year are subject to the approval of the Principal and the Superintendent and the denial of same shall not be subject to arbitration.
7. During school vacations in December, February and April a total of two (2) days of the week in which schools are closed, a total of six (6) days for the school year.
8. During NJEA Convention Days, one (1) of the days on which schools are closed.
9. The entire school system may be closed for one week

each summer at the discretion of the Superintendent of Schools. Employee vacation shall be applied to this period of absence.

H. TEN MONTH SCHEDULE

Secretaries who are full time and working a full ten month schedule shall be paid five sixths (5/6) of the established twelve month guide.

I. IN SERVICE COMPENSATION

"In service" courses shall be defined so as to mean courses or classes sponsored by the Bernardsville Public Schools, scheduled after normal working hours and held in the schools.

For clerical staff, the compensation will be as follows:

Thirty (\$30) dollars one-time cash bonus for satisfactory completion of a full-point (12 hours) course.

Fifteen (\$15) dollars one-time cash bonus for satisfactory completion of the half-point (6 hour) course.

J. SALARIES

1. SALARY SCHEDULE

Attached hereto as Schedule C

2. METHOD OF PAYMENT

a. Personnel employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.

b. Personnel employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.

3. LONGEVITY

After employees have completed the final step on their guides and have completed their tenth consecutive year of employment in the Bernardsville School System, they will receive longevity compensation according to Schedule C.

4. GRANTING OF INCREMENTS

When office personnel move from General to

Administrative their annual salary will regress two (2) steps. Neither increments nor adjustments are automatic. They will be granted only when they are recommended by the administration and approved by the Board of Education.

5. ADJUSTMENTS

Office personnel denied increments or adjustments may be adjusted at a later date to their place on the salary guide upon the recommendation of the Superintendent of Schools and approved by the Board of Education.

ARTICLE X

CUSTODIAL/MAINTENANCE PERSONNEL RIGHTS

A. CLASSIFICATION

1. Custodian
2. Buildings and Grounds Maintenance
3. Special Stipend

B. WORKING TIME

The normal work year shall be twelve (12) months; the normal work week shall be five (5) days excluding Sunday; the normal work day shall be eight (8) continuous hours including a half-hour lunch period except by employee request and approval of the supervisor. Overtime will be compensated at the rate of time-and-one-half defined as hours in excess of forty (40) hours per week or eight (8) hours per day. Overtime for Thanksgiving, Christmas, Memorial, Labor, New Year's days and Sundays will be compensated at the rate of two (2) times the normal rate.

C. STARTING AND ENDING TIMES

Daily starting and ending times shall be determined by the employee's supervisor. Employees will be notified of any change in starting and ending times at least one week in advance. A fixed five day work week shall be annually assigned on a basis of seniority. Overtime assignments will be made on an equitable basis by the Head Custodian as needed.

D. INCLEMENT WEATHER

When schools are closed by the Superintendent or his designee for inclement weather or other emergency reasons, custodial and maintenance personnel will be expected to report for work as soon as possible. Any absence shall be charged as Urgent Personal Business as described in Article V, A.1. of this agreement.

E. RE-EMPLOYMENT

Personnel will be notified by June 1 if they will be issued a contract for the following school year.

F. HOLIDAYS

The custodial and maintenance personnel shall be granted the following paid holidays:

Independence Day
Labor Day

Thanksgiving
Christmas
New Year's Day
Good Friday
Memorial Day

G. VACATIONS

1. Personnel employed less than five (5) consecutive months are not eligible for a vacation.
2. Personnel employed less than twelve (12) consecutive months, but more than five (5) consecutive months shall be entitled to one day per month of employment; said vacation shall not exceed ten (10) working days. A part of a month shall be considered a full month. Vacations earned under this paragraph must be taken in the contract year in which they are earned
3. After twelve (12) consecutive months of employment, an employee shall be entitled to two (2) weeks, ten (10) working days. Vacations under this paragraph become available on July 1 of the contract year.
4. After five (5) consecutive years of employment, an employee shall be entitled to three (3) weeks, fifteen (15) working days, of vacation period.
5. After ten (10) consecutive years of employment, an employee shall be entitled to four (4) weeks, twenty (20) working days, of vacation period.
6. At least two-thirds of all accrued vacation time earned by twelve month employees shall be taken during July and the first three weeks of August, subject to the approval of the Principal and the Superintendent. Vacations taken during the school year are subject to the approval of the Principal and the Superintendent and the denial of same shall not be subject to arbitration.

- G. The entire school system may be closed for one week each summer at the discretion of the Superintendent of Schools. Employee vacation shall be applied to this period of absence.

H. UNIFORMS

The Board shall reimburse up to one hundred ten (\$110) dollars per year for the purchase of approved uniforms.

I. SALARIES

a. SALARY SCHEDULE

Attached hereto as Schedule D

b. METHOD OF PAYMENT

(1) Personnel employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.

(2) Personnel employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.

c. LONGEVITY

After employees have completed the consecutive years of employment in the Bernardsville School System designated in Schedule D, they will receive longevity compensation according to the same schedule.

ARTICLE XI

CAFETERIA PERSONNEL RIGHTS

A. CLASSIFICATION

1. Cook
2. General Worker

B. WORKING TIME

The normal work year shall begin one (1) day before students start school and terminate one (1) days after the close of school for students; the normal work day shall vary with the position.

C. STARTING AND ENDING TIMES

Daily starting and ending times shall be determined by the employee's supervisor. Employees will be notified of any change in starting and ending times at least one week in advance.

D. RE-EMPLOYMENT

Personnel will be notified by June 1 if they will be issued a contract for the following school year.

E. VACATIONS

Personnel will have as vacation all school vacation and holidays except as outlined in paragraph 2 above.

F. UNIFORMS

The Board shall reimburse up to one hundred ten (\$110) dollars per year for the purchase of approved uniforms.

G. SALARIES

1. **SALARY SCHEDULE**

Attached hereto as Schedule E.

2. **METHOD OF PAYMENT**

- a. Personnel employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.
- b. Personnel employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.

3. CLASSIFICATION

Movement from one classification to the next higher level shall occur every three (3) years unless the increment is withheld by written justification.

4. LONGEVITY

After employees have completed ten consecutive years of employment in the Bernardsville School System, they shall be entitled to longevity compensation as listed in Schedule E.

ARTICLE XII

Part-Time Clerk/Typists

1. Classification

- a. Receptionist, general typing, copying and duplicating.
- b. Word Processor, computer applications, correspondence and record keeping.
- c. Stenographer, computer use, word processing, substitute office secretary.

2. Salary - See Schedule F.

Aides

1. Classification

- a. Regular Aide - Aide who assists a teacher in a classroom or assists supervision in the cafeteria, library or playground.
- b. Special Education Aide - Aide who assists a Special Education teacher in a classroom.

2. Salary - See Schedule F.

ARTICLE XII

Part-Time Clerk/Typists

1. Classification
 - a. Receptionist, general typing, copying and duplicating.
 - b. Word Processor, - computer applications, correspondence and record keeping.
 - c. Stenographer, computer use, word processing, substitute office secretary.
2. Salary - See Schedule F.

Aides

1. Classification
 - a. Regular Aide - Aide who assists a teacher in a classroom or assists supervision in the cafeteria, library or playground.
 - b. Special Education Aide - Aide who assists a Special Education teacher in a classroom.
2. Salary - See Schedule F.

ARTICLE XIII

A. COMPLIANCE BETWEEN INDIVIDUAL CONTRACTS AND THIS AGREEMENT

Any individual employment contract between the Board and a member of the negotiating unit 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.

B. DURATION

This agreement shall be effective as of July 1, 1988 and shall continue in effect until midnight June 30, 1991, or year after year until a successive agreement is negotiated.

C. SCOPE

This agreement represents the complete understanding of the parties and may not be modified except in writing, executed by both parties.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be signed by their respective presidents, attested by their respective secretaries.

BOROUGH OF BERNARDSVILLE BOARD OF EDUCATION

by Jane C. Zimmerman, President 8/8/88
date

Attested Philip A. Lussen, Secretary 8/8/88
date

BERNARDSVILLE EDUCATION ASSOCIATION

by Frank A. Kelly, President 8-5-88
date

Attested Beverly Wilcox, Secretary 8/5/88
date

Schedule A
1988-91

1. All teachers shall advance in accordance with the conversion chart listed below.
2. Categories which are below the last step on the guide are designated numerically to indicate the longevity portion of the guide. In order to be eligible for the longevity portion a person must have completed the last alpha step on the guide.

Conversion

1987-88	1988-89	1989-90	1990-91
A	B	C	D
B	C	D	E
C	D	E	F
D	E	F	G
E	F	G	H
F	G	H	I
G	H	I	J
H	I	J	K
I	J	K	L
J	K	L	M
K	L	M	N
L	M	N	O
M	N	O	P
N	O	P	Q
O	P	Q	R
P	Q	R	1
Q	R	1	2
R	1	2	3
	S	2	3
1	1	2	3
2	2	3	4
3	3	4	5
4	4	Off	Off

3. Department Chairpeople and Coordinators shall be compensated according to the following figures:

1988-89	1989-90	1990-91
3807.	4161.	4540.

4. Part Time Teacher Compensation:

1 class =17%
2 classes =34%
3 classes =51%
4 classes =68%
5 classes =85%

Schedule A
TEACHERS SALARY GUIDE
1988/89

<u>Years</u> <u>Exper.</u>	<u>Step</u>	<u>BA</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>	<u>MA+60</u>
0	A	\$23,771	\$24,532	\$25,321	\$26,141	\$26,989	\$27,870	\$28,783
1	B	24,439	25,226	26,042	26,888	27,765	28,674	29,617
2-3-4-5	C	25,132	25,944	26,787	27,660	28,566	29,504	30,478
6	D	25,847	26,686	27,556	28,457	29,392	30,361	31,366
7	E	26,586	27,452	28,349	29,280	30,246	31,246	32,284
8	F	27,348	28,242	29,169	30,130	31,127	32,160	33,231
9	G	28,135	29,058	30,015	31,007	32,036	33,103	34,208
10	H	28,948	29,901	30,889	31,913	32,975	34,076	35,218
11	I	29,787	30,771	31,791	32,848	33,945	35,081	36,260
12	J	30,653	31,669	32,722	33,813	34,945	36,119	37,336
13	K	31,547	32,596	33,683	34,810	35,979	37,190	38,446
14	L	32,470	33,553	34,675	35,839	37,045	38,296	39,593
15	M	33,404	34,541	35,700	36,901	38,147	39,438	40,777
16	N	34,271	35,542	36,758	37,998	39,284	40,617	41,999
17	O	35,408	36,400	37,850	39,130	40,458	41,834	43,261
18	P	36,350	37,500	38,977	40,299	41,669	43,091	44,564
19	Q	37,000	38,600	40,141	41,506	42,921	44,388	45,909
20	R	38,100	39,700	41,342	42,751	44,212	45,727	47,297
	S	39,650	41,100	43,100	44,679	46,100	47,400	48,750
21-23	1	40,539	41,997	44,056	45,546	46,947	48,389	49,650
24-28	2	41,500	42,958	45,017	46,507	47,908	49,350	50,611
29-32	3	42,199	43,657	45,716	47,206	48,607	50,049	51,310
33	4	43,066	44,524	46,583	48,073	49,474	50,916	52,177

Schedule A
TEACHERS SALARY GUIDE
1989/90

<u>Years Exper.</u>	<u>Step</u>	<u>BA</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>	<u>MA+60</u>
0-1	A/B	\$25,980	\$26,813	\$27,677	\$28,574	\$29,497	\$30,464	\$31,460
2	C	26,712	27,572	28,464	29,389	30,347	31,341	32,371
3-4-5-6	D	27,469	28,357	29,278	30,232	31,223	32,248	33,312
7	E	28,251	29,168	30,119	31,104	32,125	33,185	34,283
8	F	29,058	30,005	30,985	32,003	33,059	34,152	35,286
9	G	29,891	30,869	31,882	32,932	34,022	35,151	36,321
10	H	30,752	31,760	32,806	33,891	35,015	36,182	37,389
11	I	31,640	32,682	33,762	34,881	36,042	37,245	38,493
12	J	32,557	33,633	34,748	35,903	37,102	38,344	39,632
13	K	33,504	34,614	35,765	36,958	38,195	39,478	40,808
14	L	34,481	35,627	36,816	38,047	39,325	40,649	42,021
15	M	35,490	36,673	37,900	39,172	40,490	41,858	43,275
16	N	36,511	37,753	39,020	40,333	41,695	43,106	44,569
17	O	37,458	38,847	40,176	41,532	42,937	44,394	45,905
18	P	38,701	39,785	41,370	42,769	44,221	45,725	47,284
19	Q	39,730	40,988	42,602	44,047	45,544	47,098	48,708
20	R	40,441	42,190	43,874	45,366	46,913	48,516	50,179
21	1	42,591	44,340	46,135	47,675	49,272	50,928	52,644
22-24	2	44,309	45,903	48,153	49,792	51,313	52,899	54,268
25-29	3	45,360	46,953	49,204	50,832	52,363	53,940	55,318
30-33	4	46,124	47,717	49,968	51,596	53,128	54,704	56,082

34 Years or above of service add \$1,000 to Step 4

Schedule A

TEACHERS SALARY GUIDE

1990/91

<u>Years Exper.</u>	<u>Step</u>	<u>BA</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>	<u>MA+60</u>
0-1	A/B	\$27,700	\$28,500	\$29,500	\$30,500	\$31,500	\$32,500	\$33,600
2	C	28,144	29,253	30,193	31,169	32,182	33,236	34,320
3	D	29,143	30,081	31,054	32,063	33,109	34,193	35,317
4-5-6-7	E	29,969	30,937	31,943	32,984	34,064	35,182	36,344
8	F	30,822	31,822	32,860	33,934	35,049	36,204	37,403
9	G	31,703	32,735	33,805	34,915	36,067	37,260	38,497
10	H	32,611	33,678	34,783	35,929	37,118	38,350	39,627
11	I	33,550	34,651	35,792	36,975	38,202	39,474	40,792
12	J	34,519	35,656	36,834	38,055	39,321	40,634	41,996
13	K	35,520	36,693	37,910	39,170	40,478	41,833	43,239
14	L	36,553	37,764	39,020	40,321	41,671	43,071	44,522
15	M	37,619	38,870	40,166	41,510	42,904	44,348	45,845
16	N	38,719	40,011	41,349	42,737	44,175	45,667	47,213
17	O	39,833	41,189	42,571	44,003	45,489	47,028	48,625
18	P	40,867	42,383	43,833	45,311	46,845	48,434	50,082
19	Q	42,223	43,405	45,135	46,661	48,245	49,885	51,587
20	R	43,345	44,718	46,479	48,055	49,689	51,384	53,141
21	1	45,155	47,063	48,901	50,528	52,216	53,965	55,779
22	2	46,737	49,100	50,939	52,728	54,361	56,167	58,039
23-25	3	48,341	50,080	52,535	54,312	55,983	57,702	59,206
26-30	4	49,488	51,226	53,682	55,458	57,128	58,849	60,352
31-33	5	50,321	52,059	54,515	56,291	57,963	59,682	61,186

34 Years or above of service add \$1,000 to Step 5

SCHEDULE B

CO CURRICULAR GUIDE

STIPEND	NON-ATHLETIC Position	88-89	89-90	90-91
	Band Mar	2627	2872	3132
	Stud. Council 9-12	2083	2278	2484
	Publication Ber Li	2038	2228	2430
	Crimson	1948	2129	2322
	Musical-Dir	1721	1881	2052
	Senior Class Adv	1721	1881	2052
	Act. Tech	1676	1832	1998
	-7/8 News-Yearbook	1495	1634	1782
	-Choreo	1495	1634	1782
	-Vocal	1495	1634	1782
	Jr. Class Advisor	1495	1634	1782
	-Instrum	1495	1634	1782
	Ticket Man.	1268	1386	1512
	Drama 9-12	1268	1386	1512
	Stud. Council 7-8	1132	1238	1350
	Physics Team	1042	1139	1242
	Natl Honor Society	1042	1139	1242
	Art. Tech	1042	1139	1242
	Drama 7-8	1042	1139	1242
	Color Guard	1042	1139	1242
	Chem. Team	1042	1139	1242
	Biology Team	1042	1139	1242
	Twirling Adv.	1042	1139	1242
	-Pinnacle	951	1040	1134
	Soph Class Advisor	634	693	756
	Peer Leadership Advisor	589	644	702
	Frosh Class Advisor	589	644	702
	-Bernardian Fin	498	545	594
STIPEND	ATHLETIC Position			
	H. Football	4665	5100	5562
	H. Wrestling	4212	4605	5022
	H. Basketball	4212	4605	5022
	H. B/G Track	3442	3763	4104
	H. Softball	3442	3763	4104
	H. Baseball	3442	3763	4104
	H. Soccer	3216	3515	3834
	H. Cr. Cou.	3216	3515	3834
	H. F. Hockey	3216	3515	3834
	A. Football	3170	3466	3780
	A. Wrestling	3080	3367	3672
	A. Basket	3080	3367	3672
	As G. Basket	3080	3367	3672
	B. Football	2944	3218	3510
	H. Golf	2853	3119	3402

H. Tennis	2853	3119	3402
H. Winter Track	2853	3119	3402
C. Ski Team	2853	3119	3402
B. Wrestling	2582	2822	3078
B. Basket	2582	2822	3078
A. Softball	2491	2723	2970
A. Soccer	2491	2723	2970
A. Track	2491	2723	2970
A. Baseball	2491	2723	2970
A. Field H.	2491	2723	2970
C. Basketball	2400	2624	2862
C. Wrestling	2400	2624	2862
A. Softball	2129	2327	2538
Seasonal Athl Dir/W	2129	2327	2538
B. Field H.	1993	2179	2376
B. Soccer	1993	2179	2376
H. Cheerleader	1948	2129	2322
Seasonal Athl Dir/FS	1630	1782	1944
A. Cheerleader	1630	1782	1944
Gym F/S	1386	1515	1653
O. Gym S.	693	758	826
7/8 Softball	462	505	551
W. Bas/Volley	462	505	551
7/8 F Hockey	462	505	551
O. Gym W.	462	505	551
Flag Volley	231	253	275
Flag Football	231	253	275

ELEMENTARY ATHLETICS

Position			
Gymnastic F/W/S	1388	1518	1655
Band	693	758	826
Orchestra	693	758	826
Chorus 6	693	758	826
Computers F/W/S	693	758	826
Music Ensemb	693	758	826
Chorus 5	693	758	826
Field Hockey 5	231	253	275
Basketball -5	231	253	275
Football/Soccer 5	231	253	275
Softball 5	231	253	275
Softball 6	231	253	275
Football/Soccer 6	231	253	275
Basketball -6	231	253	275
Intramurals	231	253	275
Co Curricular Bus Driver	25.98	28.40	30.98
Bedside Instruction	24.89	27.20	29.68

**Schedule C
Office Schedule**

**1988-89
Full Time**

Step	General	Step	Administrative
1-3	16,600.	1-3	18,600.
4-5	17,000.	4-5	19,000.
6	17,474.	6	19,474.
7	18,168.	7	20,021.
8	18,578.	8	20,632.
9	18,824.	9	21,002.
10	19,087.	10	21,388.
11	19,450.	11	21,898.
12	19,844.	12	22,415.
13	20,230.	13	23,018.
14	20,747.	14	23,565.
15	21,264.	15	24,214.
16	21,774.	16	24,848.
Top	22,531.	Top	25,767.
Officer Manager Stipend			1,560.
Yrs/Ser Longevity			
14-18		1,027.	
19-23		1,538.	
24-27		2,478.	
28-33		4,192.	

Schedule C
Office Schedule

1989-90
Full Time

Step	General	Step	Administrative
1-3	17,500.	1-3	19,500.
4-5	18,000.	4-5	20,000.
6	18,581.	6	20,767.
7	19,099.	7	21,285.
8	19,858.	8	21,883.
9	20,306.	9	22,551.
10	20,575.	10	22,955.
11	20,862.	11	23,377.
12	21,259.	12	23,935.
13	21,689.	13	24,500.
14	22,111.	14	25,159.
15	22,676.	15	25,757.
16	23,242.	16	26,466.
17	23,799.	17	27,159.
Top	24,626.	Top	28,163.

Office Manager Stipend

1,707.

Yrs/Ser Longevity

14-18	1123.
19-23	1681.
24-27	2708.
28-33	4582.

**Schedule C
Office Schedule**

**1990-91
Full Time**

Step	General	Step	Administrative
1-3	18,500.	1-3	20,500.
4-5	19,093.	4-5	21,128.
6	19,638.	6	21,820.
7	20,272.	7	22,657.
8	20,837.	8	23,222.
9	21,665.	9	23,874.
10	22,154.	10	24,603.
11	22,447.	11	25,044.
12	22,761.	12	25,504.
13	23,193.	13	26,113.
14	23,663.	14	26,729.
15	24,124.	15	27,448.
16	24,740.	16	28,100.
17	25,357.	17	28,874.
18	25,965.	18	29,630.
Top	26,867.	Top	30,726.

Office Manager Stipend 1,862.

Yrs/Ser Longevity

14-18	1,225.
19-23	1,834.
26-27	2,954.
28-33	4,999.

Schedule D

Custodial/Maintenance Schedule

1988-91

	1988-89	1989-90	1990-91
Base Salary	22,625.	24,729.	26,979.
System Maintenance	6,500.	7,105.	7,752.
High School Head Custodian	3,584.	3,917.	4,274.
Bedwell/Mdl Head Custodian	2,911.	3,182.	3,472.
Special Ed Bus Driver	1,397.	1,527.	1,666.
Heating Controls Mechanic	1,907.	2,084.	2,274.
Ass't Htg Cntrls Mechanic	949.	1037.	1131.
Board Messenger	933.	1020.	1113.
Plaster Mason	703.	768.	838.
Locksmith	463.	506.	552.
Boiler License	463.	506.	552.
Shift Differential	.48/hr	.53/hr	.58

Longevity

Completed Years
of Service

5-9	509.	556.	607.
10-14	1019.	1114.	1215.
15-19	1359.	1485.	1620.
20+	1699.	1857.	2026.

Schedule E
Cafeteria Workers

1988-1991

	1988-89		1989-90		1990-91	
	A	C	A	C	A	C
Cook	9.65	10.50	10.55	11.48	11.51	12.52
Genl Worker	7.45	9.07	8.14	9.91	8.88	10.81
Bedwell/Middle School Manager	1.24/hr		1.36/hr		1.48/hr	
High School Assistant Mgr	1.00/hr		1.09/hr		1.19/hr	
Longevity After 10 years	\$310.		\$339.		\$370.	

SCHEDULE F

Part-Time Clerk/Typists

1988/89

Years	A	B	C
1-3	8.19	8.71	9.32
4+	8.50	9.27	10.04

1989/90

1-3	8.95	9.52	10.19
4+	9.29	10.13	10.97

1990/91

1-3	9.76	10.39	11.12
4+	10.14	11.05	11.97

Aides

1988/89

Years	Regular Aide	Special Aide
1-3	6.95	7.93
4-9	7.66	8.64
10+	8.37	9.35

1989/90

1-3	7.60	8.67
4-9	8.37	9.44
10+	9.15	10.22

1990/91

1-3	8.29	9.46
4-9	9.13	10.30
10+	9.98	11.15