

ABSECON BOARD OF EDUCATION

AND

**ABSECON ASSOCIATION OF CLASSROOM
TEACHER AIDES**

1989 - 1992

ARTICLE 1

RECOGNITION

The Board hereby recognizes the Absecon Association of Classroom Teacher Aides as the exclusive and sole representatives for collective negotiations concerning grievances and terms and conditions of employment for all classroom teacher aides under contract to the Board or on leave.

ARTICLE II

GRIEVANCE PROCEDURE

A. Definitions

1. **Grievance**

A "grievance" is a claim by a classroom teacher aide based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting a classroom teacher aide or a group of classroom teacher aides.

2. **Aggrieved Person**

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

B. **Purpose**

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

C. Procedure

1. **Year End Grievances.** In the event a grievance is filed at such time that it cannot be processed through all steps in this grievance procedure by the end of the school year, every effort shall be made to complete the procedure as soon as possible.

2. **Informal Meeting With Supervisor.** Classroom teacher aides with a grievance shall, within thirty (30) calendar days of its occurrence, first discuss it with his/her immediate supervisor, either directly or through a designated representative, with the objective of resolving the matter informally.

3. **Level One - Immediate Supervisor.** If the employee is not satisfied at the informal step, he/she will submit a written grievance without five (5) school days of the receipt of this grievance.

4. Level Two - Superintendent. If the employee is not satisfied with the disposition of the grievance at level one, the grievance may be filed in writing with the superintendent within five (5) school days after the decision is made at level one. The superintendent shall render a decision in writing within five (5) school days after receiving the written grievance.

5. Level Three - Board of Education. If the employee is not satisfied with the disposition of his/her grievance at level two, the grievance may be filed in writing with the board of education through the board secretary within five (5) school days after the Superintendent's decision. The board of education shall make a decision in writing on the grievance within thirty (30) calendar days after receipt of the grievance.

6. Level Four - Mediation. If the employee is not satisfied with the disposition of the grievance at level three, and the grievance is based on the interpretation, application or violation of this Agreement, the parties will, within sixty (60) days following the board decision agree on a neutral third party who will review the facts and will meet with both parties to seek a mutually acceptable solution.

7. Meetings and Hearings. No meetings and hearings under this procedure shall be conducted in public. They shall include only such parties in interest and their designated or selected representatives

8. Rights of Classroom Teacher Aides to Representation. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or at his/her option by a designated or selected representative.

9. Reprisals. No reprisals of any kind shall be taken by the Board or any member of the administration against any party in interest, any representative, or any other participant in the grievance procedure by reason of such participation.

ARTICLE III

PERSONAL DAY

Two (2) days leave of absence for personal, legal, business, household or family matters which require absence during school hours. Notification to the classroom teacher aide's immediate supervisor shall be given twenty-four hours prior to the request, except in cases of emergency. The personal days, if not used, will be added to the accumulated sick leave.

ARTICLE IV

SICK LEAVE

Teacher aides will be granted ten (10) sick days which may be accumulated from year to year.

Payment for unused sick leave shall be provided under the same terms and procedures as for teaching staff members, with payment as follows:

1989/90	\$10 per day to a maximum of \$1600
1990/91	\$12 per day to a maximum of \$2000
1991/92	\$14 per day to a maximum of \$2400

ARTICLE V

DEATH OR BEREAVEMENT

Up to five (5) days at any one time in the event of death of any employee's spouse, child, son or daughter-in-law, parent or grandparent, mother or father-in-law, brother or sister, brother or sister-in-law and any other member of the immediate household. In the event of the death of a teacher or administrator in the Absecon school district, sufficient time shall be granted to attend the funeral.

ARTICLE VI

SALARIES, COMPENSATION, HOURS

Shall be as per attached salary guide.

ARTICLE VI

DURATION PERIOD

This Agreement shall be effective July 1, 1989 and continue in effect until June 30, 1992.

CLASSROOM TEACHER AIDE SALARY GUIDE
1989/90 - 1990/91 - 1991/92

LEVEL	1989/90	1990/91	1991/92
1	6,679	6,847	7,000
2	7,014	7,344	7,446
3	7,349	7,679	7,987
4	7,765	8,014	8,351
5	8,179	8,430	8,715
6	8,595	8,844	9,168
7	9,011	9,260	9,618
8	9,427	9,676	10,070
9	9,843	10,092	10,522
10	10,259	10,508	10,974

1. Teacher aides will be paid an annual salary approved by the Board of Education.
2. Teacher aides will work a six (6) hour day according to a schedule established by the building principal.
3. Teacher Aides shall be paid 1/182 of their annual salary for each day worked above 182 days per year.
4. If requested to work during early closing days, beyond four (4) hours, they will be granted compensatory time approved by the building principal.
5. Substitute Aides will be paid at 175th of the beginning step of the salary guide.
6. Teacher aides will be eligible for full hospitalization, major medical, prescription, and dental coverage. The full cost of prescription and dental plans will be borne by the Board of Education through June 1989. The prescription and dental plans cap will be set at the payment total on June 30, 1989.
7. For 1989/90, teacher aides will attend one (1) day inservice training.
 For 1990.91, teacher aides will attend two (2) days inservice training.
 For 1991/92, teacher aides will attend two (2) days inservice training.
8. Tuition reimbursement may be granted at the sole discretion of the Superintendent. The terms and conditions shall be as noted in the teacher contract.

DURATION OF AGREEMENT

A. Duration Period

This Agreement shall be effective as of July 1, 1989 and continue in effect until June 30, 1992.

ABSECON EDUCATION ASOCIATION
BY ITS PRESIDENT

ABSECON BOARD OF EDUCATION
BY ITS PRESIDENT

ABSECON BOARD OF EDUCATION
BY ITS SECRETARY

DATE

DATE