

Contract no. 1519

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AGREEMENT  
BETWEEN THE  
BOARD OF EDUCATION  
BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
AND THE  
SPECIAL SERVICES EDUCATION ASSOCIATION

THREE YEAR PACKAGE

1992-93

1993-94

1994-95

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ARTICLE I  
RECOGNITION AGREEMENT

Between

Burlington County Special Services Board of Education

and

Special Services Education Association

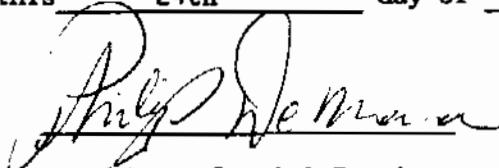
The Burlington County Special Services Board of Education hereby recognizes the Special Services Education Association as the representative for professional negotiations concerning term and conditions of employment for all designated personnel in the Burlington County Special Services School District within the scope of NJSA Title 34:13A-1 et seq.

This recognition agreement between the Burlington County Special Services School District Board of Education and the Special Services Education Association will only include certificated professional personnel hired on the teacher salary schedule and equivalent positions which, after the execution hereof, may be created by the Board.

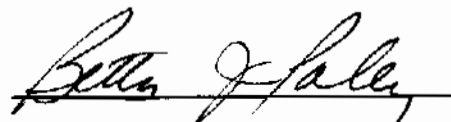
The Board agrees not to negotiate with any organization other than that designated as the exclusive representative.

Unless otherwise indicated, the term "teacher," when used hereinafter in this agreement, shall refer to all professional employees represented by the association in the negotiating unit as defined above.

Dated this 24th day of June, 1992.




President, Special Services  
Education Association



President, Board of Education



Secretary, Special Services  
Education Association



Secretary, Board of Education

## ARTICLE II

### NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The Special Services Education Association and the Burlington County Special Services Board of Education agree to enter into negotiations concerning a "Collective Bargaining Agreement" (herein and hereafter referred to as an Agreement) in accordance with NJSA Title 34:13A-1 et seq. in good faith, concerning the terms and conditions of employment. Such negotiations shall begin not later than the beginning date set by the Rules and Regulations of the Public Employment Relations Commission. Any agreement so negotiated shall apply to members of the negotiating unit, be reduced to writing, and be signed by the Board of Education and the Association.

Each party shall appoint no more five (5) members to the negotiating team as negotiators and shall have complete control over the selection of their respective teams.

#### NEGOTIATIONS

1. The negotiators will be responsible to meet periodically until a "Collective Bargaining Agreement" is reached.
2. All meetings shall be scheduled to take place when negotiators are available and are free from assigned duties.
3. Negotiations sessions shall be less than three (3) hours in length unless it has been mutually agreed to lengthen the session when the meeting is scheduled.

The Board of Education agrees to negotiate with the Association so long as the Association represents the majority of the employees in the unit.

New proposals suggested after the scheduled meeting date as defined in paragraph A of this article must be placed under negotiations in a succeeding year unless both parties agree in writing to reopen the proposal submitted prior to the meeting date as heretofore noted.

Amendments to the proposal may be made and included in the final agreement when submitted in writing, agreed to by both parties for negotiation, negotiated and settled.

This agreement incorporates the entire understanding of the parties on all matters which were subjected to negotiation.


Nothing contained herein shall be contrary to New Jersey School Law.

This "Negotiation Procedure" may be modified in whole or in part when both parties agree in writing to a change in procedure. The new procedure will take effect in a subsequent fiscal year.

Dated this 24th day of June, 1992

  
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President, Special Services  
Education Association

  
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President, Board of Education

  
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Secretary, Special Services  
Education Association

  
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Secretary, Board of Education

## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. Definitions

1. A grievance is a claim based on the interpretation, application or violation of policies, agreements and administrative decisions affecting employees of the school district. It does not include:
  - a. The failure or refusal of the Board to renew a contract of a non-tenured employee.
  - b. Any claim where a method of review has heretofore been or hereafter is established by law, rule or regulations by way of appeal to any commissioner, commission, board, agency or court, whether said rights having been created for general application (e.g. civil service) or specific application (e.g. to the Commissioner of Education).
  - c. Matters where the Board is prohibited by law, regulation or decision from acting.
  - d. Matters beyond this contract involving the sole discretion of the Board.
2. Aggrieved Person is the person making the claim.
  - a. The Special Services Teachers Association has the right to initiate a grievance based on the interpretation or violation of the negotiated agreement.
3. Representative is an individual selected by the aggrieved person to counsel, advise and represent him. The aggrieved person must be present at all times. The Association will not be responsible for expenses incurred by the aggrieved for the services of a representative unless so authorized by the Association.
4. Association is the Association which has been recognized by the employer for purposes of negotiation under the provisions of N.J.S.A. Title 34:13A-1 et. seq.

#### B. Purpose

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

Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with terms of the Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

## C. Procedures

Since it is important that grievances be presented 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.

### 1. Level One

A teacher with a grievance shall notify his Principal or appropriate administrator within seven (7) school days of the grievance, with the objective of resolving the matter informally. The Principal and/or supervisor shall act on the grievance within five (5) school days after the initial conference.

The involvement of the Principal in the first step of the grievance procedure should be a personal dialogue between the Principal and teacher. If a teacher wishes representation at this level, written notice must be given to the Principal at least twenty-four (24) hours before the scheduled meeting.

### 2. Level Two

If the complaint is not settled by the respective supervisor to whom the appeal is made in Level One in five (5) school days, or the aggrieved receives no communication on the resolution of the grievance in five (5) school days after presentation of the grievance, the teacher may file his grievance in writing within ten (10) days after the original presentation to the Principal with the Superintendent of schools.

Such communication should notify the Superintendent whether the aggrieved wishes the Association representation to be or not to be present and should be filed with the knowledge of his Principal and/or supervisor that this second step is being taken.

A report from the principal and/or supervisor shall be submitted to the Superintendent in conjunction with the appeal of the employee.

The Superintendent of Schools shall act on the grievance within twenty (20) school days.

### 3. Level Three

If the aggrieved person is not satisfied with the Superintendent's decision or if no decision has been rendered within twenty (20) school days after the grievance was received by the Superintendent of Schools, the aggrieved may arrange an appointment through the Superintendent with the Board of Education for discussion.

This request must be made in writing through the Superintendent of Schools, and must be filed no later than ten (10) school days after the Superintendent's decision or thirty (30) school days after referral to him. The Association, at the written request of the aggrieved, may be represented at all sessions involving the aggrieved and the Board of Education.



3. The Board of Education shall take action on the grievance in twenty (20) school days after the written request is received and communicate its decision through the Superintendent of Schools to the aggrieved with a copy to the Association if represented as set forth above.

#### 4. Level Four

If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within twenty (20) school days after the grievance was delivered to the Board of Education, he may, within ten (10) school days after a decision by the Board of Education or thirty (30) school days after the grievance was delivered to the Board of Education, whichever is sooner, request in writing that the Association submit his grievance to arbitration. A copy of this request shall be delivered to the Superintendent's Office.

If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within twenty (20) school days after receipt of a request by the aggrieved person.

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.

In the event that the parties cannot agree on the arbitrator within twenty (20) school days, or if the arbitrator does not agree to serve, the parties jointly or either one of them may issue a request for a list of arbitrators from the American Arbitration Association. Upon receipt of said list, each party will separately strike the names of the arbitrators whom they find unacceptable and list numerically the names, if any, of the arbitrators whom they would accept.

The arbitrator who will ultimately be chosen shall be the one, if any, who appears on both acceptable lists with the lowest average number of placement. In the event that there are no arbitrators that are agreeable to the parties, a new list will be requested and the same procedure will be followed until a satisfactory arbitrator is chosen.

The arbitrator so selected shall confer with the representatives of the Board and the individual, or at the option of the individual, with representatives of his Association, and hold hearings promptly and shall issue his decision not later than ten (10) school days from the date of the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be advisory and non-binding, but may be made available to the public without consent of the other parties.

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 individual or, if endorsed by the Association, if applicable.

- a. All meetings and hearings under this procedure shall be conducted in private and shall include only such parties interested and their designated or selected representatives, heretofore referred to in this section.
- b. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents, shall be prepared jointly by the Superintendent and the Association, and given appropriate distribution so as to facilitate operation of the grievance procedure.

ARTICLE IV  
TEACHER RIGHTS

Pursuant to N.J.S.A. Title 34:13A-1 et. seq., the Board hereby agrees that every employee of the Board shall have the right to freely organize, join and support the Association for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental powers under the Laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 303, Public Law 1968 or any other Laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any teacher in any way whatsoever because of his or her relationship in the Association.

Any individual contract between the Board and an individual teacher heretofore or hereafter executed shall be subject to and consistent with the terms of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement for its duration shall be controlling.

The Board of Education of the Burlington County Special Services School District retains the right granted under New Jersey Statutes Annotated Title 18A, Section 18A:54-20d, "Employ and dismiss principals, teachers, janitors, mechanics and laborers, fix, alter and order paid their salaries and compensation, and prescribed the course of study to be pursued."

## ARTICLE V

### ASSOCIATION PRIVILEGES

- A. The Association, if approved by the Superintendent's Office, may use school facilities for meetings after school hours, provided that such use shall not interfere with, not interrupt, normal school operation and does not conflict with any scheduled or emergent use authorized by the Burlington County Board of Chosen Freeholders. The facilities usage request requires a five-day advance notice to the Superintendent's Office, unless an emergency arises.
- B. The Association, upon approval by the Superintendent's Office, may use school equipment when such equipment is not otherwise in use, and provided that this use will not interfere with, nor interrupt, normal school operation and does not conflict with any scheduled or emergent use authorized by the Burlington County Board of Chosen Freeholders. The Association will pay for the cost of materials and supplies incident to such use. Usage of district equipment will be limited to on-site use only.
- C. The Association may use the inter-school mail facilities and school mail boxes, provided that a copy of such material is submitted to the Superintendent for approval at least one day prior to the mailing; and such use shall not interfere with, nor interrupt, normal school operation and shall not be so voluminous so as to obscure regular school mail. No response will be interpreted as approval.
- D. The Association shall have, in each Campus, the use of a bulletin board.

## ARTICLE VI

### TEACHING HOURS

1. All teachers shall indicate their presence by initialing in the appropriate column of the staff "sign-in" sheet.
2. The teachers in-school work day shall consist of not more than seven (7) hours, which shall include a duty-free lunch period and preparation periods.
3. It is recognized that an effective school - community relations program is necessary and essential to continue public confidence and increased support of the school by the community. It is mutually agreed that those programs already in effect such as parent-teacher conferences, back-to-school night, open house, fairs, exhibits, Holiday programs and musical programs are a part of a teacher's professionalism. It is further agreed that teachers will offer their support, professional skill and cooperation on a voluntary basis in cooperation planning with the school administration to insure an increasingly effective program.

ARTICLE VII  
LUNCH PERIODS

The District, through the principal, will schedule teachers for a thirty-five (35) minute duty-free lunch time. However, in the event of an emergency or lack of supervision, the Principal has the responsibility to ensure proper supervision of the children.

Teachers may leave the building without requesting permission during their scheduled duty-free lunch period, on occasion for good reason, after informing the Principal and signing out.

## ARTICLE VIII

### PREPARATION TIME

The Board of Education and the Superintendent recognize the teachers need for preparation time. The individual Principal, when scheduling, will take into consideration preparation for each teacher. The Principal shall be responsible to schedule preparation time that the teacher may have, especially when class is scheduled for a special class of some type.

During the term of this contract all full time certified teachers will receive one (1) preparation period per day for a maximum of five (5) preparation periods per week, thirty-five (35) minutes per period, to be scheduled during the student day. During the thirty-five (35) minute preparation period it is expected that teachers are preparing lessons or materials for their class.

ARTICLE IX

LEAVES OF ABSENCE

A. Sick Leave

1. Sick Leave is defined for absences required because of personal disability due to illness or injury or because of medical exclusion from school due to a contagious disease.
2. All 10-month contracted teachers shall be allowed sick leave with full pay for ten (10) school days in any school year. All 12-month contracted teachers shall be allowed sick leave with full pay for twelve (12) school days in any school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.

Those teachers not using more than two (2) sick leave days per school year, will receive one (1) extra sick leave day to be added the following school year. Those teachers not using any sick leave days per school year, will receive two (2) extra sick leave days to be added the following school year and a dinner with the superintendent, or a free lunch in the cafeteria for one (1) week.

3. Cashing in Accumulated Sick Leave

Payment shall be made to an employee by the Board of Education for all of that employees unused accumulated sick leave upon an official retirement which has been approved by the New Jersey Division of Pensions. Such payment shall be made at the retiree's daily rate of pay at the date of retirement for each unused sick leave day. Daily rate of pay is defined as 1/200th of a 10-month employee's salary and 1/240th of a 12-month employees annual salary. To be eligible for the payment a teacher must notify the Board of the intention to retire at least 6 full months prior to the effective day of the retirement.

Payment for accumulated days will be as follows:

From 1 to 150 days	- 20% of daily rate
From 151 days	- 25% of daily rate

B. Temporary Leaves of Absence

This policy shall cover absences not chargeable to sick leave, or professional or semi-professional assignments directly beneficial to the school system.

1. Death in the immediate family, four (4) days total. The four (4) death days must be completed within six (6) calendar days of the death of the immediate family member. In the event of the death of another immediate family member the same process will be applied upon valid certification. Immediate family to include:

- a. Parents
- b. Grandparents
- c. Mother-in-law
- d. Father-in-law
- e. Legal Guardian(s)
- f. Spouses
- g. Children
- h. Brothers and Sisters



2. Death of a relative not in the immediate family one (1) day total. The one (1) death day must be completed within six (6) calendar days of the death of the relative. In the event of the death of another relative the same process will be applied upon valid certification.
3. Leave may be granted for other reasons if approved by the Superintendent of the Burlington County Special Services School District.
4. Requests for temporary leaves of absence shall be submitted in writing (in advance, when possible), recommended by the principal, and approved by the Superintendent.
5. Personal Days
  - A. The Board will provide for four (4) personal days at full pay during any one year for personal business during the school year, upon application to the Superintendent through the principal/supervisor at least four (4) days in advance except in the case of an emergency (No unused days shall be accumulated for use in another school year).
  - B. Personal Leave shall be limited to urgent legal, family, or personal matters which necessitate the teacher's absence on a school day or for matters which can not be scheduled outside of school hours. When the request for personal days fall within these guidelines, no explanation is required on the request form. All that is necessary is to indicate the area for which you are requesting a personal day. The Board recognizes that not every situation for use of personal days can be anticipated. Therefore, the Board makes available the category of Other, which require full explanation which may be, at the direction of the Teacher, confidential to the Superintendent. Application to the Superintendent shall be in his office at least four (4) days in advance, except in the case of an emergency.
  - C. Those teachers not using any personal days per school year will receive two (2) extra sick leave days to be added the following school year.

#### 6. Professional Days

The Board of Education recognizes that teachers need the opportunity to visit other schools and to attend meetings or conferences of an educational nature for the development of increased competence beyond that which they may attain through the performance of their assigned duties. For this reason and during the length of this contract a teacher will be entitled to one (1) professional day per academic year, to be taken during in-service days. Any special request, for a day, other than an in-service day must be submitted in writing to the superintendent three (3) days prior to the requested professional day.

#### 7. SABBATICAL LEAVE:

- 1-A sabbatical leave with pay will be granted to a teacher for professional study, or for travel combined with professional study under the auspices of a college or university, or for other reasons which the Board may consider to be of value in improving instruction in the school district, subject to the following regulations and conditions:

- a) Beginning with the 1992-93 school year, a leave shall be granted for one-half (1/2) or one (1) school year only, September through June.
- b) Sabbatical leave will not be granted to holders of emergency or provisional certificates in their Teacher Assignment.
- c) Sabbatical leave will be granted only to Teachers who have completed seven (7) consecutive full-time years of service in the school district, prior to the effective date of said leave, or since his/her last sabbatical leave, if any.
- d) Sabbatical leaves will be granted to no more than two (2) Teachers in the district at any one time. If more than two (2) Teachers requests such leave, selection shall be made on the basis of seniority.
- e) A Teacher on sabbatical leave beginning with the 1992-93 school year will receive fifty per cent (50%) of their contract salary. In each year the contract salary is what he/she would have received had he/she remained on active duty, less such deductions as may be required by Board policies, rules and regulations, State and Federal statues, the rules of regulations of the State Board of Education and Commissioner of Education, and the Terms of this agreement.
- f) The payment of salary for a Teacher on sabbatical leave will be made in accordance with regular payroll dates.
- g) Before receiving sabbatical leave, the Teacher shall agree in writing with the Board that he/she will meet the conditions herein prescribed and that he/she will return to regular service with the Board after expiration of said leave for a period of not less than two (2) full school years and, that, in the event of breach of said agreement by the Teacher, all sums paid the Teacher during the leave shall become due and payable immediately to the board in proportion to the unfulfilled portion of the two (2) years commitment, except that such provision shall not apply in the event of temporary or permanent disablement upon return to duty, nor shall it apply to the estate in the event of death.
- h) Application for sabbatical leave shall be made by January 1st, in the school year preceding the sabbatical leave. The application must include a carefully developed plan of study, or travel combined with study. Evidence that the Teacher has been accepted into a program shall be presented to the Board no later than April 1 in the school year preceding the sabbatical leave.
- i) The leave will be in the field of the Teacher's subject area or certification.
- j) At the beginning of each semester, the Teacher must submit evidence of registration in an approved college or university. The teacher shall be enrolled in sufficient number of courses to meet the residency requirements of the college or university.

- k) Regular attendance in the planned program of the college or university is required. If the Teacher on sabbatical leave fails to meet the attendance requirements of the college or university or withdraws from the program, or demonstrates unsatisfactory progress in his/her program he/she shall immediately notify the Board of Education at which time all payments for sabbatical leave will be terminated, and the Teacher continues on sabbatical leave without pay.
- 2- At the conclusion of each semester, the Teacher shall submit transcripts of credits indicating satisfactory progress.
  - 3- The Teacher granted a sabbatical leave shall be eligible for the following employment considerations upon return.
    - a) The salary increment will be added as if he/she had been in the Boards active employ during the time of such leave.
    - b) Accumulated sick leave held immediately prior to such leave shall be retained.
  - 4- The Teachers return to the same campus, grade, or assignment held prior to the granting of leave will not be guaranteed, except the Teacher shall be returned to a position of like nature, status, and pay.
  - 5- At the conclusion of the leave of absence, the employee shall submit a written report to the Board of Education through the Superintendent of Schools containing all the pertinent data and information on the activities during the Sabbatical leave in verification of the stated purposes made in the original application.
    - a) If the Board finds the report does not verify the approved stated program, the Board, at its discretion, may seek reimbursement of up to one-half (1/2) the amount the district paid the employee while on sabbatical leave.

#### C. Other Leaves

1. Other leaves of absence with or without pay may be granted by the Board, upon recommendation by the Superintendent, for good reasons.
2. All such requests must be approved in advance by the Superintendent of Schools upon recommendation of the building principal.

#### D. Disability Leave

1. Disability leave (including pregnancy) shall be guided by terms and conditions governing leaves of absence as set forth in N.J.S.A. 18A 30-1 et. seq.

2. An employee who anticipates a disability because of anticipated surgery, hospitalization or pregnancy shall apply to the Board no later than ninety (90) days prior to such disability.
  - a. At the time of such notice the employee shall request either a leave of absence for the period of disability, for which accumulated sick leave may be utilized, or an unpaid leave of absence.
  - b. Any teacher granted a disability leave because of pregnancy, childbirth or related medical conditions may elect sick leave during this period of disability if certified by the attending physician. Such time shall not exceed thirty (30) calendar days prior to and thirty (30) calendar days after childbirth.
  - c. A teacher on a period of disability shall be entitled to sick leave, the accrual of all insurance benefits and advancement on the salary guide.
  - d. To be eligible for a salary increment, credit toward longevity payment and seniority status, a teacher must work at least ninety (90) days in the school year that the leave commences or terminates.
  - e. The Board of Education reserves the right to regulate the commencement and termination dates of anticipated disability leaves in order to preserve the educational continuity, provided that such date change is not medically contradicted.
  - f. Before the return from a disability leave of absence, the teacher shall provide a physician's certificate stating that the teacher is physically able to resume his/her duties on the date requested by the teacher.

#### E. Child Rearing Leave

1. The Board of Education, upon the recommendation of the Superintendent, shall grant an unpaid child rearing leave of absence of not more than one year to any tenured teacher upon request, subject to the following conditions:
  - a. Such request shall be made at the time the teacher applies for a pregnancy disability leave, subject to the ninety (90) day notice requirement.
  - b. At the time of application, the teacher shall specify in writing the date on which the leave of absence is to commence and the date on which s/he wishes to return to work. The leave shall commence on the date requested by the teacher if the request is supported by a written statement from the teacher's attending physician to the Superintendent of Schools stating the anticipated date of delivery. The Board may adjust the requested leave dates upon finding that the dates would substantially interfere with the administration of the school. The employee on a voluntary child rearing leave of absence is not eligible for sick leave pay when disability occurs.

- c. Following the grant of such leave to any teacher, the commencement and termination dates thereof may be further extended or reduced for medical reasons upon application by the teacher to the Board, provided the application for such extension or reduction is made at least thirty (30) days prior to the original commencement or termination date, unless a medical emergency develops to invalidate the 30 day limit, in which case a physician's certificate is required in the case of such an emergency. Such extension or reduction may be granted by the Board for a reasonable period of time, except that the Board may alter the requested dates upon finding that such extension or reduction would substantially interfere with the administration of the school and provided that such change is not medically contradicted. The Board may require any teacher to produce a physician's certificate in support of the requested change and is subject to agreement by the Board's physician. If there is a disagreement between doctors, a third neutral doctor appointed by the County Medical Society or by the two doctors themselves can issue a final binding opinion.
  - d. During the unpaid child rearing leave, the teacher shall not be eligible to receive benefits, except at the teacher's expense.
  - e. Upon return from a child rearing leave of absence, the teacher shall be reinstated in the same position or other position for which s/he is certified, if said teacher returns to such position within one year and a day from the date of the commencement of said leave.
  - f. Before return from a child rearing leave of absence, the teacher shall provide a written statement to the Superintendent of Schools stating the date s/he wishes to return to work. Such statements shall be submitted to the Superintendent not later than thirty (30) days prior to the date requested to return to work.
2. The Board of Education may grant an unpaid child rearing leave of absence to any non-tenured teacher subject to the following conditions:
- a. Items a, b, c, d and f as specified in the preceding tenured teacher child rearing leave of absence clause.
  - b. The Board is under no compulsion to continue the employment of a non-tenured teacher beyond the contracted period so long as the non-renewal of employment is not based solely upon a condition of pregnancy or childbirth. The child rearing period shall not be counted for tenure purposes.
  - c. The Board shall be under no compulsion to hold open the same position of a non-tenured teacher on said leave, rather the return shall be predicated on positions available on the date of return and the certification of the returning teacher.

## ARTICLE X

### SALARIES

- A. Teachers may individually select to be paid by one of the following plans:
1. Twenty equal pay checks distributed throughout the ten (10) working months.
  2. Twenty equal pay checks distributed throughout the ten (10) working months with ten percent (10%) of each month's salary deducted. The accumulated ten percent will be divided and paid to the individual teacher in two equal payments - one on the 15th day of July and one on the 15th day of August.
  3. The same plan as Plan 2 above, with this exception - the accumulated ten percent will be paid to the teacher, upon his election, on the last day of school in June.
- B. When a pay date falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day. Every effort will be made to release pay checks before the first lunch period.
- C. The Superintendent is authorized to credit for placement on the salary schedule past service of an applicant for employment in this district on the basis of one year credit for each year of teaching the same or a related subject in a public school located in this state or in any state or territory under USA cognizance, and for service in the military of this country, one year credit on schedule for each year served, to a maximum of four years credit.
- D. Deductions from Salary

The Board agrees to deduct from the salaries of these teachers dues for the Special Services Teachers Association, the Burlington County Education Association, the New Jersey Education Association or the National Education Association; as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 NJ Public Laws of 1969 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education. Such monies, together with current records of any corrections, shall be transmitted to such persons as may from time to time be designated by the Special Services Teachers Association by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate association or associations. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

- 2. Any teacher may have such deductions discontinued at any time upon forty-five (45) days written notice to the Board, subject to statute.

**E. Withholding of Increments**

The Board of Education reserves the right to withhold increments and adjustments in any given year with due notice to the teacher at least three months prior to the issuance of contract.

**F. Extra-Curricular Activities**

Both the teachers and the Board of recognize the importance of the involvement of the faculty and staff in all aspects of the school program and activities. In some cases extra curricular activities are as important as the regular curriculum. Therefore, we encourage and look with a positive view on those staff members who work within this concept. We recognize that some activities demand remuneration. Appointments will be made by the Board of Education on the recommendation of the Superintendent of Schools and compensation will be as follows:

Yearbook Coordinator	\$575.00 per annum
Yearbook Assistant	\$325.00 per annum
Parade Assistance (Other than School Day)	\$ 45.00 per parade
Parade Assistance (If Overnight)	\$ 55.00 per day after school hours (3:15 P.M.)
Student Field Experience (Other Than A School Day)	\$ 50.00 per day
Student Field Experience (If Overnight)	\$ 60.00 per day after school hours (3:15 P.M.)
Respite Recreation Leader	\$ 14.00 per hour
Special Olympics	\$ 45.00 per after School Competition
Tournament of Champions	\$ 45.00 per after School Competition
Scorekeeper/Time Keeper	\$ 25.00 per Event
Intramural Sports	\$ 9.00 per Hour per after school competition.
Night School Teacher	\$ 35.00 per night
Writing Curriculum	\$ 14.00 per hour

Outside Tutoring	\$ 20.00 per hour
Night/Saturday Detention	\$ 35.00 per session
Bus Driving	\$ 20.00 per day by approved school calendar
	\$ 10.00 additional other than approved school calendar
<b>Summer School Teacher</b>	
1992-93	\$ 61.00 per day
1993-94	\$ 64.00 per day
1994-95	\$ 67.00 per day

If during the length of this contract, interscholastic sports are re-instituted as part of the program, only this portion of the contract will be re-opened and coaches salaries for those sports will be negotiated between the Association and the Board.



## ARTICLE XI

### TEACHERS WORK STATION

1. Whenever a vacancy occurs in the school district, notice shall be posted for at least one week on the official bulletin board for the district schools and in all teacher lounges. Such notice shall state the date by which applications are to be made.
2. A teacher who would like to be reassigned to said vacancy should discuss the matter with his/her principal and formally request such reassignment in writing to the Superintendent of Schools within the designed cut-off date. A teacher who would like to be reassigned to another campus shall discuss the matter with his/her principal and formally request such reassignment to the Superintendent of Schools. When reassigning teachers, the seniority of each staff member shall be considered.
3. Notice of a reassignment shall be made to the individual employee and notice will be given to all applicants.
4. When a teacher is involuntarily reassigned, he shall receive notice as soon as the Superintendent of Schools has taken formal action. If the teacher requests within seven (7) days of the notice, he shall receive a statement of reasons for the transfer from the Superintendent within thirty (30) days of the request.

ARTICLE XII  
TEACHER EVALUATION

The Burlington County Special Services School District Tenured Teacher packet shall be distributed to all tenured teaching personnel no later than October 1. Amendments shall be distributed no later than ten (10) days after adoption.

A. Procedure

1. The Professional Development Plan shall be jointly composed by the Supervisor and tenured staff member no later than November 15 for that same school year's evaluation.

The Professional Development Plan (PDP) is a written statement of actions developed by the supervisor and the teaching staff member to continue professional growth and correct deficiencies, timeliness for the implementation and the responsibilities of the individual teacher and the district for implementing the plan.

2. The pre-evaluation conference will be held at least five (5) days prior to the formal observation.

The objective of this conference will be to determine the time and date of the observation and criteria the staff member will be evaluated by.

3. The first formal observation will take place by February 1.

The observation is a visitation to an assigned work station by a certified supervisor for the purpose of formally collecting data on the performance of the teaching staff members assigned duties and responsibilities and of a duration appropriate to same.

4. The post observation conference shall take place between the supervisor and teacher within 15 days of the observation.

This conference shall provide a written appraisal of the teaching staff member's performance prepared by an appropriately certified supervisor. This is to be the evaluation.

It may be necessary to have additional formal observations. If additional observations need to be conducted, then the above procedures (2 - 4) will be followed.

5. The professional staff evaluation will be completed by June 1.

The professional staff evaluation will be a conference between the certified supervisor and the teaching staff member.

The teacher will receive a written appraisal of his/her performance. It is understood that the major portions of the appraisal will be based upon the formal observation made by the supervisor.

6. The annual summary conference shall take place between the supervisor and the teacher by the last school day.

This conference shall provide a written annual performance report prepared by the certified supervisor who had participated in the above procedures. This report and conference shall include:

- a. Performance areas of strength.
- b. Performance areas needing improvement based upon the job description.
- c. The Professional Development Plan.
- d. Review of available indicators of pupil progress and growth toward the programs objectives.
- e. A provision for the inclusion of a rebuttal or appendix by the evaluatee within 15 working days after the signing of the report.

Although the teaching staff member shall sign the evaluation, his or her signature in no way implies agreement or accuracy of said report.

ARTICLE XIII

INSURANCE PROTECTION

A. Blue Cross/Blue Shield

The Board assumes the cost full coverage of Blue Cross/Blue Shield and Major Medical for contracted members of the staff and their dependents.

B. Prescription Drug Plan

The Board of Education will also assume the cost of the prescription drug plan for individuals and their dependents with a \$1.00 deductible for the 1992-93 school year. Beginning with the 1993-94 school year the prescription drug plan for individuals and their dependents will have a \$3.00 deductible.

C. Dental Plan

The Board will provide dental insurance for all contracted employees and dependents with the New Jersey Dental Service Plan, Inc. The type of plan to be provided is Program I, which consists of the following:

- |                              |      |
|------------------------------|------|
| 1. Preventive and Diagnostic | 100% |
| 2. Remaining Basic Services  | 100% |
| 3. Prosthodontic Benefits    | 60%  |

The maximum amount payable by New Jersey Dental Service Plan for the above dental services provided an eligible patient in any calendar year is \$1,000.00.

4. Orthodontic Benefits - 50%, subject to a \$1,000 maximum per case.
5. Beginning with the 1992-93 school year the Board will provide dental insurance for all contracted employees and their dependants with the New Jersey Dental Service Plan, Inc. under program II A, which consists of the following:

- |                              |       |
|------------------------------|-------|
| a) Preventive and diagnostic | 100%. |
| b) Remaining basic services  | 100%. |
| c) Prosthodontic Benefits    | 80%.  |

The maximum payable by New Jersey Dental Service Plan for the above dental services provided an eligible patient in any calendar year is \$1500.00.

6. Beginning with the 1992-93 school year the Board will provide orthodontic benefits - 50%, subject to a \$1500.00 maximum per case.

D. Optical Plan

The Board will provide for optical insurance for all contracted employees and their dependents under Option 2 with Blue Cross/Blue Shield.

Beginning with the 1992-93 school year the Board will provide optical insurance with all contracted employees and their dependants under Option II with Blue Cross/Blue Shield which consists of the following:

OPTION II

For subscribers under 19 years of age, eye examinations and lenses to be covered 2 times per year, every 12 months.

For subscribers over 19 years of age, eye examinations and lenses to be covered once per year, every 12 months.

1- Frame	\$36.00
2- Single vision lenses	\$36.00
3- Bifocal lenses	\$54.00
4- Trifocal lenses	\$69.00
5- Aphakic lenses	\$92.00
6- Hard/soft contact lenses	\$72.00

The Board reserves the right to change to a different insurance plan provided that it will give comparable or better benefits to our school employees.

At the beginning of the school year material will be distributed to the teachers containing all the necessary information regarding the health, prescription, optical and dental plans and their benefits.

## ARTICLE XIV

### GRADUATE SCHOOL REIMBURSEMENT

The Board shall provide for a course reimbursement program for teachers who attend an approved college or university to the maximum amount of Fourteen Thousand Dollars (\$14,000) per fiscal year. In order to qualify for reimbursement, the following requirements shall be met:

- A. Courses will be of a graduate level, directly related to the teacher's area of instruction, specialty or related field, and approved by the Superintendent of Schools.
- B. Supervisory and administrative courses are not to be included, except in the case of a department chairperson or cases previously approved by the Superintendent.
- C. During the length of this contract, the Board shall pay sixty-five percent (65%) of the Tuition for any Teacher successfully completing three (3) to six credit (6) hours of graduate level courses taken during the fiscal year. The maximum amount per teacher shall not exceed \$750.00
- D. Any teacher who successfully completes nine (9) to twelve (12) credit hours of graduate level courses will receive seventy percent (70%) of the tuition cost. The maximum amount per teacher shall not exceed \$900.00.
- E. The Board will make every effort to reimburse for courses three (3) times a year. All requests for reimbursement submitted prior to September 15, January 15, and June 15 may be paid at the next regularly scheduled Board Meeting. To obtain reimbursement, it is the teacher's responsibility to submit an official transcript which contains a passing grade from the institution through which the course was taken.
- F. Undergraduate courses shall be reimbursed with the prior written approval of the Superintendent.

## ARTICLE XV

### REDUCTION IN FORCE

Should it become necessary to reduce the number of employees in the District, the laws and regulations of the State shall be the controlling guides. If, in the case of such reduction, candidates for termination are non-tenured personnel only, selection shall be based on effectiveness of the employees in their position, length of service in the district, range of certificates held, and educational accomplishments.

It is the responsibility of the Board to provide the necessary staff on the furtherance of the educational program and the operation of the schools of the district, but to do so in an efficient manner consistent with the responsibility of the Board to its constituency for the judicious allocation of its resources.

The Board reserves the right, in accordance with statute, to reduce the number of teaching staff members employed in the district whenever, in the judgment of the Board, it is advisable to abolish any such positions for reasons of economy, or because of reduction in the number of pupils, or of change in the administrative or supervisory organization of the district, or for good cause.

The Superintendent shall recommend to the Board, for its deliberation, the abolishment of existing positions. In the exercise of its authority to abolish a position, the Board shall give primary consideration to the balance between effective education and efficient operation.

Should it become necessary to abolish a position to which two or more teaching staff members have the same entitlement, the selection of the staff member for that job shall be made by reference to past evaluations, training and experience.

When, as a result of the abolishment of a position, it is necessary to reduce employee's grade, said employee shall be entitled only to the salary of the new position.

When staff reduction is contemplated after the award of contracts, but before the beginning of the school year, the date on which notice shall take effect shall be the first day of the contract. Notice of the abolishment of a tenured employee's position may include a sum of money in the amount which he/she would have earned during the period of notice called for in the contract.

The Superintendent shall prepare guidelines for restructuring positions and for determining objectively which employees are to be dismissed as a result. In no event shall any choice be based upon the arbitrary, capricious or discriminatory reasons.

Should the Board of Education deem it necessary to reduce the number of employees in the district, at that time, and before finalization of such plans are acted upon, the superintendent will seek input from the association.

In accordance with the Board's policy for abolishing a position, the following guidelines are specified to assist in restructuring staff patterns and in determining those who would be affected by a reduction in staff.

A. Procedure for Eliminating a Position

1. Reducing the number of employees in a particular category.
2. Combining two or more jobs into a single position or dividing the duties of an existing position among two or more persons.
3. Eliminating a portion of a job and combining the remainder in one or more existing positions.
4. Should it be necessary to eliminate a portion of a job, care must be taken to insure that if at least half of the job is preserved, based upon the time spent at each task, the original job holder, if tenured, be entitled to perform said newly structured job.
5. Any change in number of positions, or duties assigned to a position, shall be presented to the Superintendent in writing for consideration by the Board.

B. Procedure for Reducing Staff

When the Board has approved the elimination of a position, it shall be the responsibility of the Board secretary to:

1. Publish the seniority list of all employees in the affected category in accordance with the procedures specified in the NJ Administrative Code for education (N.J.A.C. 6:3-1.10).
2. Indicate on the seniority list the employee's name, years of seniority in the district, whether or not s/he is a tenured staff member, and the certificate(s) s/he holds.
3. In the event that two or more non-tenured employees are immediately liable for dismissal or reduction in grade, request from the cognizant principal(s) all material relevant to their performance on the job and forward same to the Superintendent of Schools for review.
4. In the event that two or more tenured employees having the identical seniority entitlement are immediately liable for dismissal or reduction in grade, request from the cognizant principal(s) all material relevant to their performance on the job and forward same to the Superintendent for review.
5. Maintain an eligibility list of those tenured employees dismissed due to reduction in staff, as a guide for reemployment whenever a vacancy occurs for a position in which the former employee is qualified.
6. Provide written notice to each affected staff member including the reason for reduction in staff.



ARTICLE XVI

MISCELLANEOUS PROVISION

A. Separability

If any provision 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, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Representation Fee

1. Purpose of Fee

If a teacher does not become a member of the Association during any membership year (i.e., from September 1, to the following August 31) which is covered in whole or in part by this agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's percapita cost of services rendered by the Association as majority representative.

2. Amount of Fee

a.) Notification

Prior to the beginning of each membership year, from (September 1 to the following August 31) the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be determined by the Association in accordance with the law.

b.) Legal Maximum

In order to adequately offset the percapita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation will be 75% of that amount as the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

3. Deduction and Transmission of Fee

a.) Notification

Once during each membership year covered in whole or in part by this agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph 3B below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

b.) Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

(a) 10 days after receipt of the aforesaid list by the board;

or

(b) 30 days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

(c) Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

4. Indemnification and Save Harmless Provision

a.) Liability

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that:

(a) The Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and

(b) if the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

b.) Exception

It is expressly understood that paragraph 4a) about will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

C. Notice

Whenever any notice is required to be given by either of the parties to this agreement to the other, pursuant to the provisions of the agreement, either party shall do so by telegram or registered letter at the following addresses:

If by Association to Board:

President, Board of Education  
Burlington County Special Services  
School District  
P.O. Box 775, Woodlane Rd.  
Mt. Holly, N.J. 08060

If by Board to Association:

President, Special Services  
Education Association  
Burlington County Special Services  
School District  
P.O. Box 775, Woodlane Rd.  
Mt. Holly, N.J. 08060

ARTICLE XVII

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1992 and shall continue in effect until June 30, 1995. This Agreement shall expire on the date indicated unless an extension is agreed to in writing by both parties.

WITNESS:

*Dorinda Anderson*

Dated: June 24, 1992

Special Services Education Association

Burlington County Board of Education

*Philip DeMan*  
President

*John J. Kelly*  
President

*Caryn Oliver*  
Secretary

*Bruce W. Donnell*  
Secretary

\_\_\_\_\_  
Negotiator

*Carmine DeSopo*  
Negotiator

SALARY GUIDE 1992-93

YEARS	BACHELORS	+15	+30	MASTERS	+15	+30
1	\$28,840.00	\$29,250.00	\$30,100.00	\$30,600.00	\$31,170.00	\$31,710.00
2	\$29,430.00	\$29,840.00	\$30,690.00	\$31,200.00	\$31,760.00	\$32,300.00
3	\$30,020.00	\$30,430.00	\$31,280.00	\$31,800.00	\$32,350.00	\$32,890.00
4	\$30,610.00	\$31,020.00	\$31,870.00	\$32,390.00	\$32,940.00	\$33,480.00
5	\$30,930.00	\$31,410.00	\$32,260.00	\$32,770.00	\$33,320.00	\$33,850.00
6	\$31,240.00	\$31,790.00	\$32,640.00	\$33,160.00	\$33,710.00	\$34,240.00
7	\$31,550.00	\$32,180.00	\$33,030.00	\$33,530.00	\$34,080.00	\$34,620.00
8	\$31,870.00	\$32,550.00	\$33,420.00	\$34,260.00	\$34,800.00	\$35,380.00
9	\$32,240.00	\$33,270.00	\$34,120.00	\$34,980.00	\$35,530.00	\$36,130.00
10	\$32,960.00	\$34,000.00	\$34,850.00	\$35,710.00	\$36,310.00	\$36,930.00
11	\$33,690.00	\$34,720.00	\$35,610.00	\$36,510.00	\$37,100.00	\$37,720.00
12	\$34,420.00	\$35,520.00	\$36,410.00	\$37,310.00	\$37,900.00	\$38,510.00
13	\$35,210.00	\$36,300.00	\$37,190.00	\$38,100.00	\$38,690.00	\$39,300.00
14	\$36,200.00	\$37,300.00	\$38,190.00	\$39,090.00	\$39,680.00	\$40,290.00
15	\$37,190.00	\$38,290.00	\$39,180.00	\$40,080.00	\$40,670.00	\$41,290.00
16	\$38,190.00	\$39,280.00	\$40,170.00	\$41,070.00	\$41,660.00	\$42,280.00
17	\$39,280.00	\$40,360.00	\$41,270.00	\$42,160.00	\$42,760.00	\$43,370.00
18	\$40,360.00	\$41,460.00	\$42,350.00	\$43,250.00	\$43,850.00	\$44,460.00
19	\$41,460.00	\$42,560.00	\$43,440.00	\$44,340.00	\$44,940.00	\$45,550.00
20	\$42,590.00	\$43,690.00	\$44,590.00	\$45,480.00	\$46,070.00	\$46,690.00
21	\$43,740.00	\$44,840.00	\$45,730.00	\$46,630.00	\$47,220.00	\$47,830.00
22	\$44,890.00	\$45,970.00	\$46,870.00	\$47,760.00	\$48,370.00	\$49,020.00
23	\$46,040.00	\$47,100.00	\$48,080.00	\$48,890.00	\$49,520.00	\$50,210.00
24	\$47,190.00	\$48,230.00	\$49,290.00	\$50,020.00	\$50,670.00	\$51,600.00
25	\$48,340.00	\$49,360.00	\$50,500.00	\$51,150.00	\$51,820.00	\$52,990.00

LONGEVITY: AT THE BEGINNING - 5TH YEAR \$450  
 10TH YEAR \$500  
 15TH YEAR \$600  
 20TH YEAR \$650  
 25TH YEAR \$700

SALARY GUIDE 1993-94

YEARS	RAISE	MASTERS	15	30	15	30
1	\$30,510.00	\$30,953.00	\$31,871.00	\$32,400.00	\$33,027.00	\$33,610.00
2	\$31,147.00	\$31,590.00	\$32,508.00	\$33,048.00	\$33,664.00	\$34,247.00
3	\$31,784.00	\$32,227.00	\$33,145.00	\$33,696.00	\$34,301.00	\$34,884.00
4	\$32,422.00	\$32,864.00	\$33,782.00	\$34,344.00	\$34,938.00	\$35,521.00
5	\$33,059.00	\$33,502.00	\$34,420.00	\$34,981.00	\$35,575.00	\$36,158.00
6	\$33,404.00	\$33,922.00	\$34,841.00	\$35,392.00	\$35,986.00	\$36,558.00
7	\$33,739.00	\$34,333.00	\$35,251.00	\$35,813.00	\$36,407.00	\$36,979.00
8	\$34,074.00	\$34,754.00	\$35,672.00	\$36,212.00	\$36,806.00	\$37,390.00
9	\$34,420.00	\$35,154.00	\$36,094.00	\$37,001.00	\$37,584.00	\$38,210.00
10	\$34,819.00	\$35,932.00	\$36,850.00	\$37,778.00	\$38,372.00	\$39,020.00
11	\$35,597.00	\$36,720.00	\$37,638.00	\$38,567.00	\$39,215.00	\$39,884.00
12	\$36,385.00	\$37,498.00	\$38,459.00	\$39,431.00	\$40,068.00	\$40,738.00
13	\$37,174.00	\$38,362.00	\$39,323.00	\$40,295.00	\$40,932.00	\$41,591.00
14	\$38,027.00	\$39,204.00	\$40,165.00	\$41,148.00	\$41,785.00	\$42,444.00
15	\$39,096.00	\$40,284.00	\$41,245.00	\$42,220.00	\$42,854.00	\$43,513.00
16	\$40,165.00	\$41,353.00	\$42,314.00	\$43,286.00	\$43,924.00	\$44,593.00
17	\$41,245.00	\$42,422.00	\$43,384.00	\$44,356.00	\$44,993.00	\$45,662.00
18	\$42,422.00	\$43,589.00	\$44,572.00	\$45,533.00	\$46,181.00	\$46,840.00
19	\$43,589.00	\$44,777.00	\$45,738.00	\$46,710.00	\$47,358.00	\$48,017.00
20	\$44,777.00	\$45,965.00	\$46,915.00	\$47,887.00	\$48,535.00	\$49,194.00
21	\$45,997.00	\$47,185.00	\$48,157.00	\$49,118.00	\$49,756.00	\$50,425.00
22	\$47,239.00	\$48,427.00	\$49,388.00	\$50,360.00	\$50,998.00	\$51,656.00
23	\$48,481.00	\$49,648.00	\$50,620.00	\$51,581.00	\$52,240.00	\$52,942.00
24	\$49,723.00	\$50,868.00	\$51,976.00	\$52,801.00	\$53,482.00	\$54,227.00
25	\$50,965.00	\$52,088.00	\$53,233.00	\$54,022.00	\$54,724.00	\$55,728.00

COMPLIANT: AT THE BEGINNING - 5TH YEAR \$450  
 10TH YEAR \$500  
 15TH YEAR \$600

COMPLIANT: AT THE BEGINNING - 20TH YEAR \$650  
 25TH YEAR \$700

THOSE STAFF WHO ARE ON THE SALARY WILL RECEIVE A 6% INCREASE FOR 1993-94

SALARY GUIDE 1994-95

YEARS	BACHELORS	+15	+30	MAGISTERS	+15	+30
1	\$32,263.00	\$37,741.00	\$43,753.00	\$44,292.00	\$44,981.00	\$50,611.00
2	\$32,951.00	\$38,429.00	\$44,421.00	\$44,992.00	\$45,669.00	\$51,299.00
3	\$33,639.00	\$39,117.00	\$45,109.00	\$45,692.00	\$46,357.00	\$51,987.00
4	\$34,327.00	\$39,805.00	\$45,797.00	\$46,392.00	\$47,045.00	\$52,675.00
5	\$35,016.00	\$35,493.00	\$46,485.00	\$47,092.00	\$47,733.00	\$53,363.00
6	\$35,704.00	\$36,182.00	\$47,174.00	\$47,779.00	\$48,421.00	\$54,051.00
7	\$36,392.00	\$36,870.00	\$47,862.00	\$48,465.00	\$49,109.00	\$54,739.00
8	\$37,080.00	\$37,558.00	\$48,550.00	\$49,150.00	\$49,797.00	\$55,427.00
9	\$37,768.00	\$38,246.00	\$49,238.00	\$49,890.00	\$50,485.00	\$56,115.00
10	\$38,456.00	\$38,934.00	\$49,926.00	\$50,580.00	\$51,173.00	\$56,803.00
11	\$39,144.00	\$39,622.00	\$50,614.00	\$51,270.00	\$51,861.00	\$57,491.00
12	\$39,832.00	\$40,310.00	\$51,302.00	\$51,960.00	\$52,549.00	\$58,179.00
13	\$40,520.00	\$41,000.00	\$52,000.00	\$52,650.00	\$53,240.00	\$58,867.00
14	\$41,208.00	\$41,690.00	\$52,690.00	\$53,350.00	\$53,930.00	\$59,555.00
15	\$41,896.00	\$42,380.00	\$53,380.00	\$54,050.00	\$54,620.00	\$60,243.00
16	\$42,584.00	\$43,070.00	\$54,070.00	\$54,760.00	\$55,310.00	\$60,931.00
17	\$43,272.00	\$43,760.00	\$54,760.00	\$55,470.00	\$56,000.00	\$61,619.00
18	\$43,960.00	\$44,450.00	\$55,450.00	\$56,180.00	\$56,690.00	\$62,307.00
19	\$44,648.00	\$45,140.00	\$56,140.00	\$56,890.00	\$57,380.00	\$62,995.00
20	\$45,336.00	\$45,830.00	\$56,830.00	\$57,600.00	\$58,070.00	\$63,683.00
21	\$46,024.00	\$46,520.00	\$57,520.00	\$58,310.00	\$58,760.00	\$64,371.00
22	\$46,712.00	\$47,210.00	\$58,210.00	\$59,020.00	\$59,450.00	\$65,059.00
23	\$47,400.00	\$47,900.00	\$58,900.00	\$59,730.00	\$60,140.00	\$65,747.00
24	\$48,088.00	\$48,590.00	\$59,590.00	\$60,440.00	\$60,830.00	\$66,435.00
25	\$48,776.00	\$49,280.00	\$60,280.00	\$61,150.00	\$61,520.00	\$67,123.00

LONGEVITY: AT THE BEGINNING - 5TH YEAR \$450  
 10TH YEAR \$500  
 15TH YEAR \$600  
 THOSE STAFF WHO ARE ON THE SCAFF WILL RECEIVE A 0% INCREASE FOR 1994-95