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PERSONNEL

Lawrence Township Board of Education

Teachers' Association Contract

This Agreement entered into this Sixth day of November, 1978, between the Cedarville Teachers' Association, hereinafter called the "Association," and the Lawrence Township Board of Education, hereinafter called the "Board," wherein it is mutually agreed as follows:

W I T N E S S E T H:

WHEREAS, there is presently in effect an Agreement between the Board and the Association originally entered in to the school years 1978-79 and 1979-80 for a two-year period, terminating on June 30, 1980, it is hereby agreed that the original Agreement is hereby incorporated in this Agreement by reference thereto as though the same had been fully set forth herein, except as modified, the language of the existing Agreement shall remain in full force and effect.

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation for all CERTIFIED TEACHING PERSONNEL UNDER CONTRACT, but excluding administrative personnel and all other employees.
- B. The Board agrees not to negotiate with any organization other than the Association for the duration of this Agreement.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. Modification

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

- B. Negotiations must begin by October 4th of each negotiating year.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definition

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

Handwritten signature/initials at the bottom of the page.

B. Use of School Equipment

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

C. Mail Facilities and Mail Boxes

The Association shall have the right to use the inter-school mail facilities and school mail boxes.

ARTICLE V

TEACHER WORK YEAR

A. In-School Work Year

1. Definition of in-school work year

The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required, but not to exceed 187 days.

2. Inclement weather

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

ARTICLE VI

TEACHING HOURS AND TEACHING LOAD

A. Teacher Day

1. Check-In Procedure

As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes.

Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "Sign-in" roster thirty (30) minutes before the official daily opening of school for pupils, and be in the classroom fifteen (15) minutes before the official opening of school for pupils. Teachers may leave following the dismissal of the last bus.

B. Lunch Periods

1. Grade level and other

Teachers shall have a daily duty-free lunch period of thirty (30) minutes.

2. Leaving the building

Teachers may leave the building during their duty-free lunch periods, as long as they check in and out in the main office.

ARTICLE VII

NON-TEACHING DUTIES

A. List of Non-Teaching Duties

1. Teachers shall not be required to perform the following duties:

- a. The Board shall employ part-time aides for the purpose of performing morning bus duty, which consists of playground supervision on such days as weather permits pupils to be outdoors on the playground before the start of school, plus playground before the start of school, plus playground and cafeteria supervision during lunch periods, and bus loading at the close of the school day.
- b. Keeping Registers - Board adopted Central Registers and half-time Secretary for same.
- c. Correcting standardized tests used at the direction of the Board or the Administration.

ARTICLE VIII

TEACHER EMPLOYMENT

A. Notification of Contract and Salary

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

ARTICLE IX

SALARIES

A. Salary Schedule

The salary of each teacher covered by this Agreement (Schedule "A") is attached hereto and made a part hereof.

ARTICLE X

TEACHER EVALUATION

A. A teacher shall have the right to review all evaluation reports prepared by his evaluators. The teacher shall have a copy of all such reports.

B. Whenever and wherever formal classroom evaluations are conducted by an evaluator, there shall be a follow-up conference between the evaluator and the teacher, and the teacher shall be given a copy of every evaluation prepared by his evaluators.

C. Non-tenure teachers shall be formally evaluated a minimum of four times per year, and any other times as deemed necessary. Tenure teachers shall be formally evaluated one time per year.

D. General Criteria

1. Evaluation by certificated supervisors

Teachers shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.

2. Copies of evaluation

No report shall be submitted to the central office, placed in the teacher's file, or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

3. Standardized tests

Results of standardized tests used for evaluating students shall not be used to evaluate teacher performance.

4. a. An informal evaluation is an observation which is not formally scheduled and consists of observation of routine, day-to-day activities related to teaching.
- b. Reports of informal evaluations shall be signed by the teacher to acknowledge receipt, and the teacher may request a conference concerning such evaluations and may respond in writing.
5. An evaluation form shall be compiled by the Administration with input from C.T.A.

ARTICLE XI

COMPLAINT PROCEDURE

A. Procedural Requirement

Any complaints in writing regarding a teacher-made to any member of the administration by any parent, student, or other person which does, or may, influence evaluation of a teacher, shall be reported to the teacher involved, and he may state his viewpoints.

1. A complaint form shall be compiled with input from C.T.A.

B. No teacher shall be disciplined in public at any time, and neither shall any teacher be reduced in compensation without just cause.

ARTICLE XII

SICK LEAVE

A. Accumulative

All teachers employed shall be entitled to ten (10) sick leave days each school year. Unused sick leave shall be accumulated from year to year with no maximum limit.

B. Utilization of Sick Leave

1. In this district, employees absent for personal illness or quarantine shall receive full salary during absence of ten (10) days in any given school year, plus the accumulated days that an employee has to his, or her, credit.
2. An employee may be allowed full pay for absence of three (3) days for death in the immediate family. (Immediate family as here pertained to includes parent, brother, sister, husband, wife, children, grandparents, sister-in-law, brother-in-law, mother-in-law, father-in-law.) An employee may be allowed full pay for the absence of one day for the death of an aunt, uncle, niece, or nephew.
3. Any employee who has an ill member of his or her immediate family may take the day as one of his or her accumulated sick days. If an employee exhausts his or her accumulated sick days as a result of taking such days, subsequent sick days taken will result in a loss of pay.

C. Notification of Accumulation

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

ARTICLE XIII

TEMPORARY LEAVES OF ABSENCE

A. Types of Leaves

For the 1978-79 and 1979-80 school years, teachers shall be entitled to the following leaves of absence with full pay each school year:

1. Personal - Accumulative to six.

Three (3) days leave of absence for personal, legal, business, household, or family matters which require absence during school hours. Application to the teacher's Principal, or other immediate superior for such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than that he or she is taking it under this section.

Unused personal days may accumulate from year to year with a maximum of three (3). Total personal days per year shall not exceed six, but shall not be less than three.

2. School Visitation (Professional) Non-accumulative.

Up to two (2) days for the purpose of visiting other schools. Requests must be approved by the Administration.

ARTICLE XIV

INSURANCE PROTECTION

A. Full Health-Care Coverage

For the 1978-79 and 1979-80 school year, the Board shall provide the health-care insurance protection designated below.

The Board shall pay the full premium for each teacher. The Board shall pay 50% of the cost of Blue Cross/Blue Shield, Major Medical Family Plan or the equivalent in Washington National up to the maximum Washington National premiums.

B. Carrier(s)

The health insurance carrier(s) shall be Blue Cross and Blue Shield for the basic hospitalization and medical/surgical coverage, and shall also include Rider J and major/medical coverage, all of which are included under the New Jersey State Health Plan.

C. Insurance protection shall be for twelve (12) full months.

ARTICLE XV

MISCELLANEOUS PROVISIONS

A. Printing Agreement

Copies of this final Agreement shall be printed at the expense of the Board, after agreement, within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all teachers now employed.

B. Notice

Whenever any notice is required to be given by either of the parties to this Agreement, to the other, pursuant to the provision(s) of this Agreement, either party shall do so in writing.

ARTICLE XVI

PROFESSIONAL DEVELOPMENT

A. The Board of Education shall pay the cost for two graduate courses per tenured teacher per year, providing that course title and brief summary of contents of course be submitted in writing to the Administrative Principal prior to taking the course. Evidence of successful completion of course is to be submitted before reimbursement shall take place.

ARTICLE XVII

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 and subsisting, except to the extent permitted by law, but all other provisions of applications shall continue in full force and effect.

ARTICLE XVIII

DURATION OF AGREEMENT

A. Duration Period

This Agreement shall be effective as of July 1, 1978, and shall continue through June 30, 1980. This Agreement shall not be extended orally, and it is extended in writing.

B. Status of Incorporation

In witness whereof, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

CEDARVILLE TEACHERS' ASSOCIATION

By _____
President, Cedarville Teachers' Association

By _____
Secretary, Cedarville Teachers' Association

LAWRENCE TOWNSHIP BOARD OF EDUCATION

By _____
President, Lawrence Township Board of Education

By _____
Secretary, Lawrence Township Board of Education

SALARY SCHEDULE

1978-1979

SCHEDULE "A"

<u>Years of Employment</u>	<u>Non-Degree</u>	<u>Bachelor's</u>	<u>Bachelor's and 30 Graduate Credits</u>	<u>Master's</u>
1	9,950	10,150	10,400	10,700
2	10,300	10,500	10,750	11,050
3	10,650	10,850	11,100	11,400
4	11,000	11,200	11,450	11,750
5	11,350	11,550	11,800	12,100
6	11,700	11,900	12,150	12,450
7	12,050	12,250	12,500	12,800
8	12,400	12,600	12,850	13,150
9	12,1750	12,950	13,200	13,500
10	13,100	13,300	13,500	13,850
11	13,500	13,700	13,950	14,250
12	13,900	14,100	14,350	14,650
13	14,300	14,500	14,750	15,050
14	14,700	14,900	15,150	15,450
15	15,000	15,200	15,450	15,750

LONGEVITY

\$300.00 at end of first five years of continuous service in this district.

\$300.00 at end of ten years of continuous service in this district.

\$500.00 at end of fifteen years of continuous service in this district.

SALARY SCHEDULE

1979-1980

SCHEDULE "A"

<u>Years of Employment</u>	<u>Non-Degree</u>	<u>Bachelor's</u>	<u>Bachelor's and 30 Graduate Credits</u>	<u>Master's</u>
1	10,400	10,600	10,850	11,150
2	10,750	10,950	11,200	11,500
3	11,100	11,300	11,550	11,850
4	11,450	11,650	11,900	12,200
5	11,800	12,000	12,250	12,550
6	12,200	12,400	12,650	12,950
7	12,600	12,800	13,050	13,350
8	13,000	13,200	13,450	13,750
9	13,400	13,600	13,850	14,150
10	13,800	14,000	14,250	14,550
11	14,200	14,400	14,650	14,950
12	14,600	14,800	15,050	15,350
13	15,000	15,200	15,450	15,750
14	15,400	15,600	15,850	16,150
15	15,700	15,900	16,150	16,450
16	16,000	16,200	16,450	16,750

LONGEVITY

\$300.00 at end of first five years of continuous service in this district.

\$300.00 at end of ten years of continuous service in this district.

\$500.00 at end of fifteen years of continuous service in this district.