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AGREEMENT

Between the

CINNAMINSON TOWNSHIP BOARD OF EDUCATION

and the

CINNAMINSON TEACHERS' ASSOCIATION, INC.

For the School Years

1989 - 1991

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ARTICLE 1

AGREEMENT

- A. This Agreement made and entered into between the Cinnaminson Township Board of Education (hereinafter referred to as the "Board") and the Cinnaminson Teachers' Association, Inc. (hereinafter referred to as the "Association") defines areas of negotiated agreement between the Board and the Association.
- B. It is stipulated by both the Board and the Association that this Agreement is entered into in good faith, and that both parties will work cooperatively to carry out the Agreement, herein set forth, within the framework of the laws of the State of New Jersey.
- C. This Agreement incorporates the entire understanding of the parties on all negotiable matters and shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE 2

RECOGNITION

- A. The Association recognizes the Board as the representative of the government of the State of New Jersey charged with the responsibility under the laws of the State for operating the public schools in the Township of Cinnaminson and recognizes the Superintendent and his administrative staff as representatives of the Board in carrying out policies and operating instructions.
- B. Pursuant to the New Jersey Employer-Employee Relations Act, the Board hereby recognizes the Association during the lifetime of this Agreement as the exclusive representative for purposes of collective negotiations concerning the terms and conditions of employment for the following groups: contracted teaching staff members (excluding full-time administrators, supervisors and department chairpersons), psychologists, nurses, librarian aides, secretaries, clerks teacher aides, media assistants, computer operators, and bookkeepers, but excluding all employees statutorily excluded by the Act.
- C. Unless otherwise indicated, the term "covered employees," when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiations unit as defined above, and references to male covered employees shall include female covered employees.

ARTICLE 3

NEGOTIATIONS PROCEDURE

- A. Negotiations for a successor agreement to this Agreement shall commence not later than November 15, 1990. The parties shall exchange proposals not later than November 1, 1990.
- B. Either Board or Association may have as representatives persons not members of their respective organizations.
- C. Meeting procedures shall be agreed upon by the negotiating teams at their first meeting.

ARTICLE 4

BOARD RIGHTS

The Board reserves to itself, except as otherwise specified in this Agreement, sole jurisdiction and authority over matters of policy, and the implementation thereof, to carry out its state-mandated responsibility to manage and direct all of the operations and activities of the school district in accordance with applicable laws and regulations.

ARTICLE 5

EMPLOYEE RIGHTS

- A. It is agreed that, pursuant to the New Jersey Employer-Employee Relations Act, employees eligible for membership in the negotiating unit, as recognized in Article 2 of this Agreement, have the right freely to join and support an employee organization and its affiliates for the purpose of engaging in collective negotiations as set forth in N.J.S.A. 34:13A-1, et seq. It is agreed that neither the Board nor the Association shall discriminate against any covered employee because of his membership and participation or refusal to join or participate in any activities of the Association and its affiliates.

- B. Nothing contained herein shall deny any covered employee the rights he has under federal law or laws of the State of New Jersey.
- C. Whenever any covered employee is required to appear before the Superintendent, Board, or any committee thereof, for a meeting the purpose of which is to advise a covered employee of a matter adversely affecting his status and/or income in position, he shall be given prior written notice of the reasons for such a meeting or interview and shall, at his option, be entitled to have up to two representatives of his own choice present to advise him and represent him during such meeting or interview. If the covered employee chooses to have representatives present, the meeting may be delayed for a reasonable period of time in order to have his representatives available.
- D. A covered employee shall not be subject to disciplinary action or formal reprimand, be reduced in rank or compensation, or be deprived of professional advantage without just cause.
- E. No pupil grade and/or pupil evaluation will be changed without consultation with the teacher involved. If a grade is assigned by anyone other than the teacher involved, that person shall note the change and initial the official transcript. If the teacher involved cannot be reached for consultation, that teacher shall be notified of any grade or evaluation change within a reasonable period of time thereafter.
- F. No covered employee shall be prevented from wearing Association-approved jewelry, or other similar identification of membership in the Association or its affiliates.
- G.
 - 1. A unit member shall, at his request, have the assistance and representation of the Association at any meeting or conference called by an administrator which could adversely affect the unit member with respect to the continuation of his employment, salary, or other increments pertaining thereto.
 - 2. Any conference or meeting held with respect to professional evaluation of a unit member shall not be covered by the above provision.

ARTICLE 6

ASSOCIATION RIGHTS AND PRIVILEGES

- A. If any representative of the Association or any covered employee is mutually scheduled by the Board and Association to participate during working hours in negotiations, grievance proceedings, conferences, or meetings between the above-named parties, he shall suffer no loss in pay.
- B. Representatives of the Association will be permitted to hold meetings to transact official Association business on school property provided that this does not interfere with or interrupt school operations; does not conflict with Board approved activities or facility rentals; does not require buildings to be opened at a time they are normally closed; and does not require additional janitorial or maintenance time. Clearance for such meetings must be obtained from the building principal.
- C. The Association will have in each school building the exclusive use of a bulletin board in the faculty lounge and staff dining room. The Association will also be allowed space on the bulletin board in each central office for Association notices. Copies of all materials to be posted on such bulletin boards will be given to the building principal for informational purposes, but no approval will be required. Subject matter and presentation of such materials may be subject to Article 7.
- D. The Association will pay for all materials and supplies incident to use of school-owned equipment. The Association will be responsible for the equipment while using same, and will reimburse the Board for any damage to, or loss of, the equipment while in such use.
- E. The Association will have the exclusive right to use the inter-school mail facilities and school mail boxes without the approval of the building principals or other members of the administration as long as it does not disrupt mail distribution for school operations.
- F. The Board will make available, upon written request of the Association, information that is in the public domain.

ARTICLE 7

GRIEVANCES

A. General

1. A "grievance" is a claim by a covered employee, or the Association, that there has been a violation of the Agreement or of Board policies or in the interpretation or application thereof with respect to said employee or Association, hereinafter called the "aggrieved."
2. The "aggrieved" is a person or persons making the complaint.
3. Consideration of grievance will not be deemed to make any matters subject to negotiation unless specifically included in this Agreement by mutual consent of the Board and Association.
4. In an Association grievance, the procedure to be followed is the same as that for a covered employee through Levels One, Two, Three and Four.

B. Purpose

The purpose of this procedure is to resolve, at the lowest possible level, complaints which may be brought to grievance. Both parties agree that these proceedings will be kept as informal and as confidential as possible at any level of the procedure.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level is to be considered as a maximum and every effort will be made to expedite the process. The time limits may, however, be reduced or extended by mutual consent of all parties of interest as defined.
2. The "aggrieved" should discuss the matter with his immediate administrative superior to resolve it. If the matter is not resolved at this stage, both parties will sign a written statement that a discussion was held.
3. Any complaint brought under this procedure must be presented within fifteen (15) school days of the action under complaint, or it may not be considered a grievance unless mutually consented to by both Board and Association.

4. Once submitted, the formal written grievance must stand as written through all steps. The "aggrieved" must specify the particular provision of this Agreement or Board policy that the "aggrieved" alleges to have been violated, his contention with respect thereto, and the specific remedy being sought.

Level One

If a covered employee is unable to have his complaint adjusted to his satisfaction informally, he may proceed to formal grievance. If the covered employee wishes to present a formal grievance, it must be presented in writing to his immediate administrator or the administrator's assigned designee within fifteen (15) school days of the action under complaint. (See C.2. above.) The administrator or his assigned designee must reply in writing to the aggrieved within five (5) school days.

Level Two

If the aggrieved is not satisfied with the disposition of his or her grievance at Level One, or if no decision has been rendered within five (5) school days, he may proceed to the next level. To proceed to the next level, he must submit within five (5) school days a copy of the original grievance and the reply, if any, to the Superintendent. The Superintendent must report his decision to the aggrieved in writing within seven (7) school days.

Level Three

If the grievance is not resolved to the aggrieved's satisfaction, the aggrieved may request a review by the Board. This request must be submitted no later than five (5) school days after receipt of the Superintendent's written decision or within twelve (12) school days of the filing of the grievance with the Superintendent if no decision has been issued. The request shall be submitted in writing through the Superintendent who shall forward it to the Board. The Board shall review the grievance, and the Board or its committee shall hold a hearing with the aggrieved and shall render a decision in writing within thirty (30) calendar days of receipt of the grievance by the Board.

Level Four

- a. Grievances reaching Level Four will be of two (2) types only:

Type One - Alleged violation, misinterpretation or misapplication of the terms of this Agreement.

Type Two - Alleged misinterpretation or misapplication of Board policy or administrative decision involving the interpretation of Board policy.

- b. Type One grievance shall be submitted to the American Arbitration Association (AAA). The recommendation for settlement made by the arbitrator will be binding upon both parties.
- c. Type Two grievance will follow the same procedure as Type One, except the recommendations resulting from arbitration will be nonbinding, although both the Board and Association agree that they will give consideration to any recommendation for settlement.

General Stipulations

- 1. When the decision has been made to request the assistance of the AAA, such request may be made by either the solicitor of the Board or the Association. The party who makes such a request will advise the AAA of the names and addresses of both parties and serve a copy of said demand on the other side.
- 2. The fee and expenses of the AAA and the arbitrator which are incurred under Level Four will be shared equally by the Board and the Association or the non-member covered employee.
- 3. The rules of the AAA will be followed in all proceedings connected with the arbitration.
- 4. It is agreed that the decision of the arbitrator will not add to, subtract from, or modify the wording of any provision of the Agreement, and that the arbitration will be confined to the interpretation of the contract based upon the facts disclosed by the evidence presented at a hearing with both parties present.
- 5. All meetings relative to grievances will be private, with proper notice of date, time and place given to those persons participating.

ARTICLE 8

NO STRIKE - NO LOCK-OUT

It is mutually agreed by the Board and the Association that neither party will resort to a lock-out, strike, or sanctions for the duration of this Agreement.

ARTICLE 9

PERSONAL AND ACADEMIC FREEDOM

- A. The personal life of a teacher is not an appropriate concern of the Board except as it affects his suitability or qualification as a teacher or prevents him from performing his assigned duties.
- B. Teachers are expected to exercise reasonable judgment regarding the propriety of materials and methods to be used in the classroom. Classroom presentations should be made with due regard to the age and maturity level of the students.
- C. Potentially controversial materials and methods will be discussed with the immediate supervisor.

ARTICLE 10

PERSONNEL FILES

- A. No material derogatory to a covered employee's conduct, service, character, or personality will be placed in his personnel file unless the covered employee has had an opportunity to review and discuss the material with an appropriate administrator. The covered employee will acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed, with the understanding that such signature does not indicate agreement with the contents thereof. The covered employee will have the right to submit a written answer to such material and his answer will be reviewed by the Superintendent and attached to the file copy. In the event that the covered employee is unavailable to review the material in accordance with this paragraph, a copy of the material will be sent to the last known address of that covered employee by registered mail.
- B. In addition, formal evaluations will be made periodically. Such evaluations will be reduced to writing, discussed with the covered employee, and signed by the covered employee with the right to append responsive comments to them.
- C. Any materials from a covered employee's personnel file to be used in disciplinary action, formal reprimand, loss of increment, or dismissal must have been placed in the file in accordance with the provisions of this Article.

Such supportive data will consist of materials placed in the file recording initial and subsequent contacts between the covered employee and the Administration.

ARTICLE 11

TRANSFERS AND REASSIGNMENTS

- A. The Administration will give consideration to any request for transfer or reassignment received in writing from a covered employee in the District. The covered employee's request shall follow the same procedure as an application received from outside, starting with the principal of the building into which a transfer is requested. When, in the judgment of the administration, such transfer will be to the mutual benefit of the covered employee and the operation of the District, effort will be made to honor the request.
- B. 1. At least once a month during the school year, a list of all vacancies prepared by the Superintendent's Office will be posted in each school on bulletin boards. During the summer months, such lists will be mailed to those covered employees who have requested transfers. Lists under B. will be separated by job area.
2. A vacancy shall be defined as an opening through resignation, death, retirement, a reduction in force, leave of absence and voluntary transfers except in the case of an involuntary transfer which occurs simultaneously with a voluntary transfer.
- C. 1. When a teacher has been involuntarily transferred between schools, grades or departments, he may apply to the Superintendent for approval to take a course or attend a conference related to the new area at Board expense. Such application shall be made on forms devised by the administration. If approved in advance by the Superintendent, the Board shall reimburse the teacher the cost of tuition, fees and required books for course/conference attendance.
2. The teacher must present to the administration sufficient materials to support the reimbursement request. If a graded course is involved, no reimbursement shall be made unless the teacher passes the course.
- D. Effective upon ratification of this Agreement, any teacher whose permanent classroom is changed from one building to another shall be compensated for the time necessary to transfer materials. Compensation shall be in the form of

the E.I.P. rate set in Article 13, D.5. The amount of compensated hours requested by the teacher shall require prior written approval of the Superintendent. Teacher-initiated transfers are not included in these provisions.

ARTICLE 12

FAIR DISMISSAL PROCEDURE

A. Non-Tenure Teachers

1. A non-tenure teacher must receive at least one evaluation, with written summary of alleged deficiencies which might cause dismissal, and written recommendations for improvement, at least seven (7) weeks prior to April 30. He will then be re-evaluated at least two (2) weeks prior to the April Board meeting by the original evaluator and will be given another evaluation by one additional administrator. All re-evaluations will be written.
2. If a non-tenure teacher is not to be rehired, he will be so notified at least one (1) week prior to the April Board meeting by means of a conference with appropriate administrative personnel.
3.
 - a. Any non-tenure teacher dismissed during the school year for just cause concerning his teaching proficiency will receive sixty (60) days' notice or pay in lieu of notice. Such dismissal is not subject to grievance.
 - b. Dismissal during the school year on grounds not related to teaching proficiency may be appealed.
4. Any non-tenure teacher who is dismissed or not rehired, may, if he desires, request a statement of reasons for this action within fifteen (15) days of the action. If requested, such a statement will be furnished in writing within thirty (30) days of the request. A copy will be placed in the teacher's file. A teacher will have the right to attach a formal reply to the aforementioned statement.
5. If a teacher hired after March 1 is not to be rehired for the next school year, he will be so notified within six (6) weeks after the start of employment, with official action being taken at the next regular Board meeting. There will be at least one evaluation prior to the recommendation not to rehire.

6. Failure to rehire a non-tenured teacher is not subject to grievance.
- B. The following provisions shall be in effect for all non-teaching covered employees:
1. There shall be a minimum of one (1) written evaluation per year.
 2. If an employee will not be rehired, they shall be notified one (1) week before the May meeting.
 3. Employees who are dismissed or not renewed shall receive thirty (30) days' notice unless separation is for gross misconduct.
 4. Any non-teaching covered employee who is dismissed or not rehired may, if he desires, request a statement of reasons for this action within ten (10) days of the action. If requested, such a statement will be furnished in writing within ten (10) school days of the request. A copy will be placed in the employee's file. An employee will have the right to attach a formal reply to the aforementioned statement.

ARTICLE 13

WORKING HOURS AND WORK LOAD

A. Teaching Hours

1. The length of the teachers' basic academic day will not exceed seven and one-half (7-1/2) hours and will encompass the students' standard day. Full day in-service days shall not exceed seven hours in length.
2. Guidance counselors shall provide counseling hours one evening a week during the school year, the duty to be rotated equally among all members of the Department. Counselors who participate in this program will receive compensatory time for their evening work.

B. Teaching Load

1. High School

- a. Every high school teacher will have five (5) duty-free lunch periods and at least five (5) other preparation and planning periods per week. Combined teaching and assigned duty periods, exclusive of homeroom or morning corridor duty, will not exceed thirty (30)

per week. Of the thirty (30) teaching periods will not exceed twenty-five (25), and the maximum assigned duty periods will not exceed the equivalent of seven (7) regular periods. Teachers who have not been assigned homeroom duty may be assigned to morning corridor duty for a period of one-half of an academic year. The assigned duty period under this provision, as directed by the Superintendent or his designee, may be used for professional duties including tutoring and curriculum work, but shall not be used for a sixth period of teaching per day.

- b. Science, related arts, and physical education teachers may be required to teach up to twenty-eight (28) periods per week, combined teaching and duty still to remain at thirty (30) maximum periods.
- c. In the high school, if there is a return to a nine (9)-period student day, the regular required work week shall be composed of no more than twenty-five (25) teaching and five (5) assigned duty periods per week with one exception. Said exception is that the parties agree that teachers may be assigned to no more than three (3) extra non-teaching duty periods per week performing tutorial-media center duties at a stipend of \$475.00. Any assignment of less than three (3) such periods is to be paid on a pro rata basis. Such assignment shall be on a voluntary basis first, and a resort to administrative assignment shall take place only in the instance where an insufficient number of teachers at the high school have volunteered.

Notwithstanding the above, it is also recognized that whenever there is unassigned time, teachers will continue to perform professional activities of the type set forth in the memorandum of June 7, 1976, from the Superintendent, and the memorandum of October 18, 1976, from the High School Principal. Such professional activities will be performed at no stipend. Professional activities are not to be construed as including hall supervision, cafeteria duty, quiet study, and common supervision.

- d. Every reasonable effort shall be made to provide high school teachers with one preparation period per day.

2. Middle School

- a. Fifth and sixth grade teachers will have five (5) duty-free lunch periods and at least ten (10) unassigned mods per week. For sixth grade teachers, at least four (4) of these ten (10) mods will be scheduled at coinciding times for team partners. Fifth and sixth grade teachers shall have playground duty on a rotating basis. Teaching mods will not exceed fifty-five (55) per week.
- b. Seventh and eighth grade teachers will have five (5) duty-free lunch periods and at least ten (10) unassigned mods per week. Combined teaching, planning and duty mods will not exceed sixty (60) per week. Of the sixty (60), teaching mods will not exceed (50), and assigned duty will not exceed sixteen (16) mods. Each teacher on a team will have four (4) mods for team planning. The assigned duty mod under this provision, as directed by the Superintendent or his designee, may be used for professional duties including tutoring and curriculum work but shall not be used for a sixth period of teaching per day.
- c. Teaching load of specialists in the middle school will be the same as for seventh and eighth grade teachers.
- d. Every reasonable effort shall be made to provide middle school teachers with at least one preparation period per day.

3. Elementary Schools

- a. Every elementary school teacher will have five (5) 45-55 minute duty-free lunch periods per week and four (4) planned unassigned periods when a specialist is scheduled. Every reasonable effort shall be made so that of the four (4) planned unassigned periods per week, no more than one (1) planned unassigned period shall be scheduled in a day. During the Outdoor Education Week, substitutes will be provided for specialists who participate in this program.

b. During the week prior to parent-teacher conferences, every classroom elementary teacher and classroom fifth and sixth grade teachers will have two and one-half (2-1/2) hours of released time for conference preparation.

4. Psychologist hours and load will be determined by the employment contract between them and the Board.
5. An exception to any part of B. 1, 2, or 3 above can be made by mutual agreement among the building principal, the Association, and the teacher involved.

C. Sign-In and Sign-Out

1. Teachers will indicate their presence for duty by initialing the appropriate column of the faculty sign-in roster fifteen (15) minutes before the start of the students' day.
2. Teachers will be free to leave fifteen (15) minutes after the close of the students' day except as noted in D. The provisions of the first sentence shall not apply on in-service days. They will initial the sign-out roster, unless otherwise arranged with the building principal.

D. Faculty Meetings

1. Faculty meetings may be scheduled after the academic day to begin not later than ten (10) minutes after the close of the students' day and to run for a maximum of forty-five (45) minutes. The number of faculty meetings will not exceed nineteen (19) per school year. Notice of a faculty meeting will be given no later than one week prior to the meeting. Attendance is required unless excused by the building principal.
2. Emergency faculty meetings may be called by the administration, and attendance of teachers is required unless excused by the building principal. Such meetings will, when possible, be held within the time limits of D. 1. above.
3. Notice of all meetings will include the proposed agenda.
4. The Association President or his designee will be allotted five (5) minutes at the end of each meeting for announcements, etc.

5. Educational Improvement Program - Each teacher may be required to devote up to fifteen (15) hours of time per year to curriculum development during time other than the regular school day. Three (3) hours credit shall be granted for participation in Back-To-School Night. The remaining time shall be utilized in the performance of such curriculum development tasks as may be assigned by the Superintendent or his designee. Any time in addition to the specified fifteen (15) hours shall be compensated at the rate of sixteen dollars thirty-five cents (\$16.35). Performance of IEP writing will constitute completion of 12 hours of EIP under this section for special education teachers.

E. Miscellaneous

1. Teachers, having notified the administration, may leave the building during their scheduled duty-free lunch periods.
2. Secondary teachers will not be required to teach more than two (2) subject areas except in cases of emergency.
3. The Board and the administration recognize the desirability of limiting the number of times in any day a regular classroom teacher is required to change subject area teaching stations and will attempt to hold such changes to a minimum.
4. The Board and the Association recognize that teaching and learning take place in contact other than the formal classroom situation during the academic day and that all staff members have a responsibility of control and direction of students at all times on school property.
5. Every reasonable effort shall be made to provide any teacher assigned to more than one building with adequate travel time.

F. Secretarial Work Hours

Effective upon ratification of this Agreement, the following provisions are in effect:

1. The length of the work day will not exceed eight (8) hours and will include one (1) hour for lunch.
2. Summer hours--the length of the work day will not exceed seven (7) hours including one (1) hour for lunch. The secretarial staff shall work the same

seven (7) hour day. Summer hours for secretaries shall be in effect from July 1 through August 31.

3. On the work day before Thanksgiving and Christmas, secretaries shall be released one-half hour after the last bus.
4. When school is cancelled in advance because of inclement weather, secretarial employees are not expected to come to work.
5. On days when school is curtailed as a result of inclement weather, secretaries shall be released one-half (1/2) hour after the last bus.

ARTICLE 14

SABBATICAL LEAVE

- A. Sabbatical leave may be allowed under the following terms and conditions to members of the staff:
 1. No more than two (2) staff members may be granted such leave in any one year.
 2. Such staff members must have served in Cinnaminson for seven (7) consecutive years at the time leave is granted. For fulfilling the sabbatical leave service requirements, military leave will count as time served in the District for purpose of establishing both continuity and length of service. Other officially granted leaves will count as time served in the District for purposes of establishing continuity only.
 3. Sabbatical leave will be granted for the purpose of fulfilling institutional residency requirements (full-time study) or work done full-time at an accredited institution, for an advanced degree in the staff member's major teaching field, in education, in any Board-approved course of study, or in any Board-approved educational experience.
 4. Staff members receiving sabbatical leave must agree to return to Cinnaminson upon completion of the sabbatical. Such agreement will be in contractual form. Failure to perform under the provisions for return will make the teacher liable for repayment of all monies expended on his behalf during the sabbatical leave year.

5. Application in writing must be received by the Superintendent no later than March 1 of the school year preceding the sabbatical year.
- B. The Board will provide teachers on sabbatical leave:
1. A grant equal to one-half (1/2) of the base salary, including length of service increments which would be earned by the teacher during the year he would be on sabbatical leave.
 2. Payment of the percentage of dental, hospitalization, medical and major medical and prescription coverage which the Board provides for all staff members.
- C. Administration of Program
1. The Superintendent will draw up the notices and forms necessary to implement the program and will discuss them with the President of the Association.
 2. The Superintendent will provide written information helpful to the Association's review of the sabbatical candidate. He shall make recommendations concerning each candidate.
 3. The Superintendent shall review all applications for sabbatical leave and make any recommendations to the Board.
- D. Selection
- The final determination as to the granting of sabbatical leave shall be with the Board.

ARTICLE 15

CONTRACTS AND SCHOOL YEAR

- A. In accordance with established Board policy, the following procedure will apply to teachers' contracts:
1. Salary notices for tenured teachers will be issued during the two (2)-week period following the April Board meeting at which they are approved. Teachers must advise the Superintendent within ten (10) school days of their intention to return.

2. Contracts to non-tenured teachers will be issued prior to April 30. Contracts must be signed and returned by the teachers within ten (10) school days as evidence of their intention to accept the contract.
 3. All extra-pay contracts will be issued during the two (2)-week period following Board appointment. Contracts must be signed and returned by the teachers within ten (10) school days as evidence of their intention to accept the contract.
 4. The Board shall inform the Association in writing of the estimated number of rified unit positions, if any, by March 15 each year.
- B.
1. A teacher's work year under the basic salary schedule will not exceed one hundred eighty-five (185) days.
 2. A tentative school calendar will be prepared by the Administration and presented to a committee of Association building representatives for its review and recommendations prior to its adoption by the Board. Each building principal will review the proposed calendar with his staff insofar as possible.
- C.
1. Salary notices for non-teacher covered employees will be issued within two (2) weeks following the May meeting. Employees must advise the Superintendent within ten (10) school days of their intention to return.
 2. Contracts to non-tenured, non-teaching covered employees will be issued by May 31. Contracts must be signed and returned within ten (10) school days as evidence of their intention to accept the contract.

ARTICLE 16

PAYMENT OF SALARY CHECKS

- A. Salary checks will be distributed on the fifteenth and last day of the month. If these dates fall on a weekend, the checks will be distributed the Friday before those dates. Exceptions will be made in December and June. In December, one payment for the full month will be made on the fifteenth. The June payment will be made to certified staff for the entire month on their last day of work.
- B. Salaries for ten-month employees may be paid in one of the following ways:

1. Regular Plan - Twenty (20) payments over ten (10) months (except as noted in "A").
2. Deduction Plan - Ten (10%) or fifteen (15%) percent withheld monthly and paid in a lump sum in June.
3. Twelve (12) Month Plan - Ten (10%) or fifteen (15%) percent withheld monthly and paid in four (4) equal installments during July and August.

C. Summer Payment Plan Funds:

1. Deductions for the Summer Payment Plan, as in B. 2. and 3. above, will be deposited in an interest-bearing account. Such interest earned will be turned over to the the Association for use in its scholarship fund.
2. Once persons sign to have deductions made for Summer Payment Plan, this amount must be deducted until the end of the school year, unless a personal emergency demands that a refund be made. When deductions are terminated, they cannot be resumed for the remainder of that school year.

ARTICLE 17

DUES DEDUCTIONS

In accordance with New Jersey Statutes Title 52:14-15.9e. and as implemented by State Department of Education regulations, the Secretary of the Board is directed, upon submission to him of written authorization by the employee, to deduct organization dues from salary checks. Payment of such dues will be made to the Association according to provisions of the statute.

ARTICLE 18

SICK LEAVE AND PERSONAL DAYS

A. Sick Leave

1. Sick leave is hereby defined to mean the absence from his post of duty, of any person because of personal disability due to illness or injury, or

because he has been excluded from school by the District's medical authorities on account of a contagious disease or of being quarantined for such a disease in his immediate household.

2. Covered employees shall be given a written notice of accumulated sick leave days no later than October 1 of each school year.
3. Sick leave will be granted for each school year to all covered employees including aides employed by the District on the basis of ten (10) sick leave days for those employed on a ten-month basis and twelve (12) sick leave days for those employed on a twelve-month basis.
4. Unused sick leave will be accumulative from year to year with no maximum limit.
5. No transfer of sick leave days accumulated in other districts will be allowed.
6. 18A:30-6 - Prolonged Absence Beyond Sick Leave Period. When absence, under the circumstances described in Section A. 1. of this Article, exceeds the annual sick leave and the accumulated sick leave the Board may pay any such person each day's salary less the pay of a substitute, if a substitute is employed or the estimated cost of the employment of a substitute if none is employed, for such length of time as may be determined by the Board in each individual case. A day's salary is defined as one two-hundredth (1/200) of the annual salary.

B. Accumulated Sick Leave Payment

Any teacher or secretarial/clerical employee who retires into TPAF or PERS or is rified shall be eligible for payment for unused sick leave under the following circumstances:

1. No employee will be eligible who has less than fifty (50) days of accumulated sick leave as of the date of retirement.
2. For any employee who has met the terms of 1. the Board will pay for every day through the 200th day of accumulated sick leave.
3. Payment shall be made to teachers for these days at the rate of \$30.00 per day (\$6,000 maximum) and to secretarial/clerical employees at the rate of \$17.50 per day (\$3,500 maximum).

4. If an employee dies while still employed by the Board and that employee has been credited with twenty-five (25) years of service in either T.P.A.F. or P.E.R.S., the sick leave payment under B.1., 2. and 3. above shall be made to the employee's estate.

C. Emergency Personal Days

1. Covered employees may be granted up to two (2) days per year with pay for personal emergencies. Effective July 1, 1989, aides who work twenty (20) hours or more per week may be granted up to two (2) days per year with pay for personal emergencies and aides who work less than twenty (20) hours per week may be granted up to one (1) day per year with pay for personal emergencies. These days are not accumulative. Permission must be granted by the building principal for personal leave on the working day preceding or the working day following a school holiday or vacation period. Request must be made in writing with a statement of reasons. Unused personal emergency leave under this paragraph shall be converted to accumulated sick leave annually.
2. Written request must be made twenty-four (24) hours in advance to, and approved by, the building administrator before such absence. In the event of last minute emergencies, the administrator may grant approval by telephone, but written request must follow. Such a request will state the date desired and that the request conforms to contractual stipulation.
3. Time necessary for court appearances in any legal proceeding connected with the covered employee's employment or with the school system will not be deducted from personal days or sick leave.
4. In addition, covered employees will be granted up to a maximum of two (2) days for mandatory court appearances.
5.
 - a. Covered employees employed full-time may request a leave not to exceed five (5) days in the case of a death of a spouse, child or parent.
 - b. Covered employees employed full-time may request a leave not to exceed three (3) days in the case of a death of a grandparent, brother, sister, mother-in-law, father-in-law, grandchild, brother-in-law, sister-in-law, son-in-law and daughter-in-law.
6. Covered employees employed full-time may request a leave not to exceed three (3) days in any one school year in the case of serious illness of the covered employee's spouse, children and parents.

Serious illness will be defined in reasonable terms, with the following considerations as guidelines:

- a. 1. The illness being attended to is of an acute nature in which the staff member's presence is required, particularly in the case of possibility of imminent death. For the purposes of this provision, the parties agree that these days may be used when a covered employee's spouse, child(ren) or parent(s) undergoes surgery which requires general anesthesia or hospitalization of the patient for at least twenty-four (24) hours.
 2. Where it is imperative for a staff member to be present in order to provide medical nursing functions that could not be provided by another person.
 - b. Leave for serious illness will not be provided under the following circumstances: Taking a spouse, children or parents to a doctor or hospital when such appointments could reasonably be scheduled at some other time, such as Saturdays, holidays or vacation time. This is not an all-inclusive list.
 - c. Personal leave days may be used for those matters not covered by the above.
 - d. In order to verify serious illness as defined above, the employee shall supply a personally signed affidavit specifically stating the nature of the illness.
7. Other leaves of absence with or without pay may be granted by the Board for good reason.

ARTICLE 19

MEDICAL PLAN

- A. 1. The Board will pay one hundred percent (100%) of the Blue Cross/Blue Shield PACE/UCR plan with Rider J and Blue Cross/Blue Shield major medical program which will apply to the covered employees including his respective spouse and dependents.
2. Effective July 1, 1987, if the carriers involved approve, there shall be a Rider J upgrade (\$400 X-Ray,

Laboratory) and a Major Medical upgrade (80%-20% to \$2,000).

- B. Eligible unit employees shall be covered by an Age 23-dependents rider. The Board's maximum contribution to this rider shall not exceed \$43.00 annually for a covered employee.
- C.
 - 1. Where an employee is eligible for full-family or husband/wife coverage under A. above and elects to take no such coverage for one year, the employee shall receive a payment in lieu of coverage.
 - 2. Forms will be distributed to all staff by April 1. The employee must return the form by May 1.
 - 3. Any employee who elects not to take such insurance may re-enroll at the open enrollment period. Employees may, in certain circumstances, be allowed to re-enter the plan at other times subject to carrier determination. These determinations are not arbitrable under Article 3, Level Four. If re-enrollment for the current year is prior to June 30 there shall be no payment under 5. below.
 - 4. New employees can elect to waive such coverage. In that case, payment under 5. below shall be prorated.
 - 5. If an employee has waived such coverage and has not re-enrolled at the open enrollment period, he shall be paid 50% of the Blue Cross/Blue Shield/Major Medical premium in a one time payment made on June 30 annually.
 - 6. If an employee has waived coverage and dies during the year, a payment shall be made to his estate on a prorated amount based upon the time elapsed in the year and the time remaining in the year.
 - 7. The provisions of C. specifically expire on June 30, 1991 unless mutually extended in writing before that date
- D. Effective August 1, 1989, a family prescription drug plan shall be given to covered employees which will be a three dollar (\$3.00) co-pay plan. The Board will pay in full the premium cost of this plan.
- E. The Board will provide family dental coverage. Effective July 1, 1989, maximum contribution required to be paid by the Board per employee for the dental plan shall be capped at \$541.00 per year. Effective July 1, 1990, this amount shall be changed to \$571.00. No carrier change shall result in a reduction of the level of benefits or method of administration within the specified dollar limits.

- F. Any employee who is transferred from a full-time to part-time position may be covered by insurances in A., B., D. and E. above. The Board shall pay a prorated share of the cost of such insurance equal to the percentage of the work week the employee actually works. The employee shall bear the remainder of the cost through a procedure set up by the Business Administrator's office. Employees in this category who are otherwise eligible for the payment under C. above shall receive a payment pro-rated to the payment set forth in C.5. and C.7 above keyed to the percentage of the premium which the Board pays. For example, if the Board pays 75% of the premiums, the employee is entitled to 75% of the payment if he complies with all other aspects of C.
- G. Retirees who receive a monthly TPAF or PERS payment may, if allowed by the carrier, buy in to insurance under A., B., D. and/or E. above. The cost to the retired employee shall be at applicable regular employee rates. The right to buy in may be exercised until Medicare age. The retiree must buy in to the specific desired insurance(s) immediately upon retirement. Failure to maintain enrollment by the retired employee is a forfeiture of the retired employee's rights under this paragraph. The administration shall set guidelines for enrollment including rules requiring receipt of retired employees' payments prior to the enrollment period.
- H. If an employee dies while still employed by the Board, all insurance benefits under A., B., D., and E. above in effect at the time of death will continue at Board expense for his/her dependents for six (6) months after his/her death.

ARTICLE 20

EXTRA DUTY PAY

A. Co-Curricular Salaries

1. Co-curricular salaries are established in 1989-1990 and 1990-1991 on a two-year step plan for service in Cinnaminson.
2. Full credit will be given for any previous experience in Cinnaminson in the same assignment.
3. In no case will experience as an assistant coach count as previous service for establishing position on a head coaching scale.
4. The Board may assign newly appointed co-curricular personnel above the first step.

B. Middle School Subject Coordinators

The Board recognizes its responsibility to negotiate relevant terms and conditions of employment of this title should it be reinstated.

C. Grade Level Chairpersons

Elementary Grade Level Chairpersons (K-6) will be paid an annual stipend of \$300.00 when there are no more than four (4) teachers on that level in a particular school year. When there are five (5) or more, exclusive of the Chairperson, an annual stipend of \$30.00 per teacher will be paid.

D. Lead teachers shall receive \$1100 per year.

E. Extra Responsibility Reward Plan

1. It is recognized that certain teachers assume extra responsibility either voluntarily or by request. The stipend shall be \$225 annually. Payments will be made in equal installments in December and in June. The stipend will be paid in the following situations:

- a. Regularly assigned teacher-in-charge of the cafeteria during lunch periods.
- b. Regularly assigned teacher-in-charge of study halls where there are more than one hundred twenty-five (125) assigned pupils.
- c. One assistant to the Department Chairperson/Supervisor whenever there are twelve (12) teachers in addition to the Department Chairperson/Supervisor or two assistants whenever there are twenty-five (25) teachers in addition to the Department Chairperson/Supervisor.

2. Payment for bedside tutoring will be \$19.50 per hour.

F. During times when teachers and/or pupils are not scheduled to report in accordance with the school calendar, and when the need arises, secretaries and clerks working in the central administrative offices may be required to report for work. The Board will pay those employees called in to work their per diem rate of their annual salary for each full day of work or a pro-rated per diem rate for a partial day of work.

- G. Guidance counselors who are assigned guidance work between the last teacher work day and the first teacher work day each year shall be paid at their per diem rate for each full day worked.
- H. D.E., C.O.E., C.I.E., Coordinators--one (1) month employment in the summer at one-tenth (1/10) of annual salary. Effective in 1990-1991, summer work for these positions shall be fifteen (15) days at the per diem rate in effect at the time the work is performed. Time beyond the fifteen (15) days shall be at the discretion of the Superintendent.

ARTICLE 21

SALARY SCHEDULE

- A. The salary schedules annexed hereto as S-1, S-2 and S-3 become effective July 1 of each year for the ensuing school year as designated on the schedules.
- B. Advancement On Salary Guides
 - 1. Before a teacher may advance to any salary schedule beyond that of the Bachelor's, he must have met all requirements for standard (permanent) certification in New Jersey.
 - 2. All credits and all advanced degrees must be in areas where educational certification is available.
 - a. Credit for salary purposes will be granted on the BA scale up to and including BA+30 for additional graduate courses.
 - b. Upon conferment of an MA degree, credit for salary purposes will be granted on the MA scale for that degree and for any additional graduate courses taken either before or after conferment of the MA degree.
 - c. The Superintendent will acknowledge the receipt of teachers' written notification.
 - 3. Verification in writing of the applicability of courses for such certification is the responsibility of the person claiming such credit. Notification of courses to be claimed for salary credit must be made to the Superintendent prior to December 15 in order to be granted for the following school year. To advance on the guide on September 1, such courses must be completed prior to August 31 prior to advancement. To

advance on the guide on February 1, such courses must be completed prior to January 31 prior to advancement.

4. Whenever a teacher is pursuing a program that combines certification and the Master's degree, advancement to another salary schedule is possible once certification deficiencies have been removed.

C. Withholding of Increments

Title 18A:29-14 of the New Jersey Statutes Annotated will control the withholding of any increment.

- D. A teacher in the unit employed for ten months shall receive an increment, if otherwise eligible, if he has been in a pay status for at least 93 days of the preceding work year. Other unit employees, including twelve-month employees, shall receive an increment, if otherwise eligible, if they have been in a pay status for 50% of the scheduled work days plus one (1) day.

ARTICLE 22

EXTENDED LEAVE OF ABSENCE

- A. The Board agrees that one (1) tenured teacher designated by the Association may, upon request, be granted a leave of absence without pay for two (2) full school years for the purpose of engaging in the educational activities of the Association or its affiliates.
- B. A leave of absence without pay of up to two (2) full school years may be granted to any teacher: (1) to participate in an education activity in the Peace Corps, VISTA, National Teacher Corps, or (2) serve as an exchange teacher or overseas teacher or (3) to accept a Fulbright Scholarship. Credit for this experience shall be given on the salary guide. However, it will not be applied toward tenure.
- C. Child-Rearing Leave
 1. Application for child-rearing leave shall be made by the employee to the Superintendent on the form contained in Appendix A at least sixty (60) days prior to the anticipated birth of the child.
 2. a. Child-rearing leave shall be granted to tenured employees for the balance of the school year (concluding June 30) in which the child is born and for one (1) additional school year. The tenured employee shall state whether he

desires a leave solely for the balance of the school year in which the child is born or for an additional school year.

- b. Non-tenured employees may apply for leave under 2.a. utilizing the same process. However, denial of such leave beyond the balance of the school year in which the child is born shall not be the basis for a grievance.
3. If an employee, under 2.a. above, has elected to take only a leave for the balance of the school year in which the child is born, the employee may apply for the additional full school year of such leave. Application shall be made on the child-rearing leave form provided by the Board and shall be received by the Superintendent no later than April 1 prior to the termination of the leave granted under 2.
4. Any employee adopting a child shall be granted a child-rearing leave in conformity with the provisions of 2., which shall commence upon the date such employee obtains custody of the child. Notice shall be given to the Superintendent at least sixty (60) days prior to the anticipated date of custody, if possible, and if not, as soon as practicable. An extension of child-rearing leave may be made under the provisions of 3.
5. Nothing herein shall prevent the employee and the Board from agreeing that an employee may return sooner than the leave termination date granted if such earlier return is administratively convenient to the Board and is not medically contraindicated.
6. Upon return from a child-rearing leave, all benefits to which the employee was entitled at the time of the commencement of leave, including unused accumulated sick leave, shall be restored.
7. Nothing in this Article shall be construed to require the Board to offer a new contract for a new school year to any non-tenured employee who would not otherwise have been offered such a contract.
8. During the term of his employment, an employee may receive no more than two (2) of the leaves under 2. above. Consecutive leave under 2./3. shall not be granted to any employee. Each of these limitations may be waived at the sole discretion of the Board. The Board decision in this regard is not subject to Level Four of the grievance procedure.
9. If, during the term of any leave under 2. or 3., an employee is employed full time by another employer or accepts part-time employment during any portion of the

regular school day, he will be deemed to have terminated leave under said provisions and to have abandoned his position. Employees on leave under 2. or 3. above shall be eligible to substitute in this District.

- D. All leaves, including extensions or renewals of leaves, shall be applied for and granted in writing.
- E. All covered employees on such leaves shall be allowed to continue participation in all health programs for the duration of their leaves at their own expense.
- F. An employee on a leave of absence under the provisions of A. through C. above shall inform the school District of his intention not to return to the District by the April 1 preceding the school year he is scheduled to return.

ARTICLE 23

MILEAGE

Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed for all driving done on school business at the IRS-approved rate.

ARTICLE 24

FULLY BARGAINED PROVISIONS

This Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable issues which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

ARTICLE 25

SEPARABILITY AND SAVINGS

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be invalid by operation of law or by a court of other competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.
- B. Any individual contract between the Board and an individual employee, 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.

ARTICLE 26

REDUCTION IN FORCE AND SCHOOL CLOSINGS

A. Procedure

The Association shall be notified of any anticipated reduction in force at least fifteen (15) days prior to the Board's public announcement in order to allow for an Association consultation with the Board.

B. Selection of Teachers Affected

- 1. All teachers shall be notified of their employment status no later than April 30 of each school year.
- 2. Any reduction in force of tenure teachers shall be in accordance with N.J.S.A. 18A:28-9, et seq.
- 3. a. A seniority list shall be supplied to the Association on or before March 1 of each school year.
b. The Association shall be supplied at all times with an accurate recall list of all personnel who are in a RIF status.

C. Recall of Teachers Affected

Tenure teachers shall be recalled in accordance with N.J.S.A. 18A:28-9, et seq.

D. Tenured Secretarial Employees

1. In the event of a reduction-in-force of tenured secretarial employees, layoffs shall be made on the following basis:

a. Seniority lists shall be prepared for:

Group 1

- (1) Computer Operator/Bookkeeper
- (2) 12 Month Bookkeeper

Group 2

- (1) 12 Month Secretary
- (2) 10 Month Secretary
- (3) 12 Month Clerk
- (4) 10 Month Clerk

Group 3

- (1) Media Technicians
- (2) Library Clerk

Each list within a Group shall be referred to as a "sublist" in the balance of this section. The Association shall receive a copy of each list by July 1 each year.

- b. Seniority in Group 1 positions may only be gained in a Group 1 position. Seniority in Group 2 positions may only be gained in Group 2 positions. Seniority in Group 3 positions may be gained in Group 1, Group 2, and Group 3 positions if the employee has ever held the specific Group 3 position which he is claiming under f., g., or h. below.
- c. Seniority is defined as the number of months worked in applicable positions in the District as a full-time employee. If an employee works one day in a calendar month, he shall be given credit for a full month.
- d. When an employee is promoted from Group to Group or within a Group (for example: Group 2, Position 3 to Group 2, Position 1), the time spent in the new position adds on to the time spent in the

position(s) held in the lower Group or the lower position(s) held within the Group.

- e. A voluntary resignation is a forfeit of all seniority gained to that date.
 - f. A tenured secretarial employee whose position is eliminated or filled by another employee whose position has been eliminated has the right to claim the position filled by the lowest seniority employee on the same sub-list if he possesses greater seniority than that employee.
 - g. In the event that the affected employee is not senior to the lowest seniority employee on the same sub-list, he has the right to claim the position filled by the lowest seniority employee on the next lower sub-list within the Group if he possesses greater seniority than that employee.
 - h. In the event that a Group 1 employee is not senior to any employee on either sub-list in Group 1, he has the right to claim the position filled by the lowest seniority employee on sub-list (1) in Group 2 if he has had at least twelve months of District experience in a Group 2, sub-list (1) or (2) position and if he possesses greater seniority than that employee. A Group 1 or Group 2 employee may only claim a Group 3 sub-list position if he has had at least twelve months experience in the specific sub-list position claimed.
 - i. Any employee who has a right to claim a position under f., g., and h. above and who refuses to do so shall lose all seniority rights under D.
 - j. An employee who claims a position within his sub-list shall maintain his current salary. An employee who claims a position on another sub-list shall move laterally to the same step on the new salary column.
 - k. The time limit on claims under f., g., and h. above shall be five (5) calendar days after receipt of written notice of the available position. The time of a claim is based upon the Superintendent's Office receipt of the claim.
Failure to timely file a claim constitutes a waiver of all seniority rights under D.
2. In any event, tenured secretarial employees shall not be laid off prior to non-tenured secretarial employees.

3. Effective July 1, 1984, the parties agree to establish a joint liaison committee to meet on a regular basis, composed of Association and Board/administration representatives to discuss issues of mutual concern related to potential school closings including, but not limited to, discussions of the method of employee transfer of secretarial/clerical/aide personnel. The committee shall make recommendations to the Board on issues discussed.

ARTICLE 27

NON-DISCRIMINATION

The Board and the Association agree that all persons regardless of race, color, creed, religion, sex, or national origin shall have equal access to all categories of employment in the Cinnaminson School System.

ARTICLE 28

LEAD TEACHERS

- A. The Board maintains the right to appoint lead teachers.
- B. The Board shall reappoint a lead teacher, if the employee would otherwise be reappointed, if he is gaining at least twelve (12) credits per year until a supervisory certificate is obtained.
- C. Compensation for lead teachers is in Article 20, D.
- D. Any time required of a lead teacher by the Superintendent beyond the teachers' calendar year will be reimbursed at the per diem rate.

ARTICLE 29

CHILDREN'S TUITION RATE

Children of employees may attend District schools at 40% of applicable tuition rates. School and class placement shall be made by the Administration. This agreement shall not require the

employment of additional staff to meet the requirements of kindergarten class size limits or special education class size limits.

ARTICLE 30

MISCELLANEOUS

- A. Effective July 1, 1987, the parties agree to establish an ad hoc committee to study the extent of employee assistance problems, policy and regulation needs, general intervention approaches, the use of current Board authority, and cost issues.
- B. When the Board requires a non-certified employee to take a course, the Board shall reimburse the employee for tuition, fees, and materials associated with the course.

ARTICLE 31

DURATION OF AGREEMENT

This Agreement will be effective as of July 1, 1989 and supercedes all previous agreements and will continue in effect until June 30, 1991.

It is understood that it will expire on the date indicated unless the Board and the Association agree in writing to an extension.

Signed this _____ day of _____, 1989.

CINNAMINSON BOARD OF
EDUCATION:

CINNAMINSON TEACHERS'
ASSOCIATION, INC.:

President

President

Secretary

Secretary

SCHEDULE E 1CO-CURRICULAR SALARIES

	<u>1989 - 1990</u>	<u>1990 - 1991</u>
<u>ATHLETICS</u>		
Athletic Director	\$ 8058	\$ 8799
Assistant Athletic Director	1085	1185
Equipment Manager	3328	3634
<u>MEN'S ATHLETICS</u>		
<u>Football</u>		
Head	4036	4407
Assistants - 6	2381	2600
<u>Basketball</u>		
Head	3685	4024
Assistants - 2	2145	2342
<u>Track</u>		
Head	3685	4024
Assistants - 3	2145	2342
<u>Baseball</u>		
Head	3447	3764
Assistants - 2	2024	2210
<u>Wrestling</u>		
Head	3685	4024
Assistants - 2	2080	2271
<u>Soccer</u>		
Head	3447	3764
Assistants - 3	2024	2210
<u>Cross Country</u>		
Head	2262	2470
Assistant - 1	1328	1450
<u>Golf</u>	1197	1307
<u>Bowling (Boys/Girls)</u>	1197	1307
<u>Winter Track (Boys/Girls)</u>	2262	2470
<u>Tennis</u>	2145	2342
<u>Wrestling (M.S.)</u>	1116	1219
<u>Intramurals</u>		
H.S. - 3	651	711
M.S. - 9	651	711
<u>Track (M.S.)</u>	1116	1219
Assistant (1)	651	711

SCHEDULE E 1
CO-CURRICULAR GUIDE

	<u>1989 - 1990</u>	<u>1990 - 1991</u>
<u>WOMEN'S ATHLETICS</u>		
<u>Hockey</u>		
Head	\$ 3447	\$ 3764
Assistants - 2	2024	2210
<u>Basketball</u>		
Head	3685	4024
Assistants - 2	2145	2342
<u>Lacrosse</u>		
Head	3447	3764
Assistants - 2	2024	2210
<u>Softball</u>		
Head	3447	3764
Assistants - 2	2024	2210
<u>Tennis</u>		
Head	2145	2342
Assistant - 1	1082	1182
<u>Cheerleaders - 2</u>	1434	1566
<u>Hockey (M.S.)</u>	1116	1219
<u>Basketball (M.S.)</u>		
Head	1116	1219
Assistant - 1	651	711
<u>Intramurals</u>		
H.S. - 3	651	711
M.S. - 9	651	711
<u>Swimming</u>	2738	2990
Assistant - 1	1615	1764
<u>Soccer</u>		
Head	3447	3764
Assistants - 2	2924	2210
<u>Track</u>		
Head	3685	4024
Assistants - 2	2145	2342
<u>Cross Country</u>		
Head	2262	2470
<u>Trainer</u>	3500	3822

1st year coach will receive 75% of the indicated salary.

NOTE: When a loss would be incurred by moving from Assistant to Head Coach, salary will be paid on scale.

SCHEDULE E 1

CO-CURRICULAR SALARIES

	<u>1989 - 1990</u>	<u>1990 - 1991</u>
<u>NON ATHLETICS</u>		
AV - H.S.	\$ 1429	\$ 1560
AV - M.S.	1429	1560
Stage Manager	789	862
Class Advisors		
12 - 2	1279	1397
11 - 2	1064	1162
10 - 2	775	846
9 - 2	775	846
Newspaper		
H.S.	1374	1500
M.S.	1119	1222
Yearbook-H.S.	2469	2696
Yearbook-M.S.	1119	1222
National Honor Society	635	693
Forensics	609	665
Academic Decathlon	1192	1302
Vocal Music Director		
H.S.	2081	2272
M.S.	1189	1298
Play Director		
H.S.	2081	2272
M.S.	1784	1948
Assistant Play Director		
H.S. - 3	1189	1298
M.S. - 2	742	810
Marching Band Director	2972	3245
Assistant Marching Band Director	912	996
Treasurer	1625	1775
Twirlers	1276	1393
Color Guard	1128	1232
Jazz Band		
H.S.	1287	1393
M.S.	697	761
Student Council Sponsors		
H.S. - 2	1504	1642
M.S. - 2	789	862
Club Sponsors		
H.S. - 18	636	695
M.S. - 10	636	695
Outdoor Ed. Program		
Elementary	\$58.00 per night	\$63.00 per night
Director	\$596 plus	\$651 plus
	\$58.00 per night	\$63.00 per night
Chaperones	\$25.00 per night	\$27.00 per night

SCHEDULE S-1

1989-1990

YEARS OF EXPERIENCE AS OF 6/30/89	STEP		BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	DR
	88-89	89-90									
0	**	1	24200	24600	25000	25400	25900	26200	26600	26900	27450
1	1	2	24400	24800	25200	25600	26100	26400	26800	27100	27650
2-4	2	3	24600	25000	25400	25800	26300	26600	27000	27300	27850
5-7	3	4	24650	25050	25450	25850	26350	26650	27050	27350	27900
8	4	5	25200	25600	26000	26400	26900	27200	27600	27900	28450
9	5	6	25900	26300	26700	27100	27600	27900	28300	28600	29150
10	6	7	26800	27200	27600	28000	28500	28800	29200	29500	30050
11	7	8	27650	28050	28450	28850	29350	29650	30050	30350	30900
12	8	9	28550	28950	29350	29750	30250	30550	30950	31250	31800
13	9	10	****	****	****	****	31150	31450	31850	32150	32700

1. Additional \$100 is granted at the start of the school year following the completion of the 9th, 14th and 19th years of service in Cinnaminson.

2. Additional \$200 is granted under the following conditions:

- (a) Completion of 15 full years of prior experience.
- (b) Completion of 3 consecutive full years in Cinnaminson at the time the \$200 is granted.
- (c) The \$200 payment will commence at the start of the school year following completion of (a) and (b) above.

3. For those employees who were off-guide in 1988-1989, there is an increase of \$3250 over the 1988-1989 salary.

SCHEDULE S-1

1990-1991

YEARS OF EXPERIENCE AS OF	STEP		BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	DR
	6/30/90	89-90									
0	**	1	26700	27150	27550	27950	28500	28900	29300	29600	30150
1	1	2	26900	27350	27750	28150	28700	29100	29500	29800	30350
2	2	3	27150	27600	28000	28400	28950	29350	29750	30050	30600
3-5	3	4	27400	27850	28250	28650	29200	29600	30000	30300	30850
6-8	4	5	27500	27950	28350	28750	29300	29700	30100	30400	30950
9	5	6	28100	28550	28950	29350	29900	30300	30700	31000	31550
10	6	7	28850	29300	29700	30100	30650	31050	31450	31750	32300
11	7	8	29800	30250	30650	31050	31600	32000	32400	32700	33250
12	8	9	30700	31150	31550	31950	32500	32900	33300	33600	34150
13	9	10	****	****	****	****	33450	33850	34250	34550	35100

- Additional \$100 is granted at the start of the school year following the completion of the 9th, 14th and 19th years of service in Cinnaminson.
- Additional \$200 is granted under the following conditions:
 - Completion of 15 full years of prior experience.
 - Completion of 3 consecutive full years in Cinnaminson at the time the \$200 is granted.
 - The \$200 payment will commence at the start of the school year following completion of (a) and (b) above.
- For those employees who were off-guide in 1988-1989, there is an increase of \$3500 over the 1989-1990 salary.

SCHEDULE S-2

1989-1990

STEP	LIBRARY				BOOKKEEPER	COMP. OPER./ BOOKKEEPER		
	88-89	89-90	12 MONTH SECRETARY	10 MONTH SECRETARY			12 MONTH CLERK	10 MONTH CLERK
**	1	12550	10425	10650	8550	10200	13150	15600
1	2	12750	10625	10850	8750	10400	13350	15800
2	3	13400	11125	11350	9250	11025	13950	16425
3	4	13900	11600	11800	9700	11525	14575	17025
4	5	14550	12100	12450	10100	11950	15250	17650
5	6	14600	12650	13050	10550	12400	15950	18250
6	7	15800	13175	13675	10975	12850	16600	18925
7	8	*****	*****	*****	*****	13275	*****	*****

Compensation for Media Assistants will be based on the above Clerk Guides with 10 Month Media Assistants receiving \$400 above the appropriate step on the guide and 12 Month Media Assistants receiving \$450 above the appropriate step on the guide.

1. An additional \$100 is granted at the start of the school year following the completion of the 9th, 14th and 19th years of service in Cinnaminson.
2. An additional \$200 is granted under the following conditions:
 - (a) Completion of 15 full years of prior experience.
 - (b) Completion of 3 consecutive full years in Cinnaminson at the time the \$200 is granted.
 - (c) The \$200 payment will commence at the start of the school year following completion of (a) and (b) above.
3. Those employees who have gone beyond their respective maximums received an increase in salary for 1989-1990 which was agreed to by the Board and the Association. These increases are contained in the employee's files located in the Superintendent's office.

VACATIONS:

Vacation time for all twelve month positions above will be earned on the basis of:

- 2 weeks after 1 year
- 3 weeks after 5 years
- 4 weeks after 10 years

LEAD SECRETARY:

Lead Secretary will receive compensation of \$30.25 per secretary or clerk exclusive of Lead Secretary, when there are 4 or more secretaries of clerks employed in a school main office.

SCHEDULE S2
1990-1991

STEP	12 MONTH SECRETARY		10 MONTH SECRETARY		10 MONTH CLERK		LIBRARY CLERK (MEDIA TECH.)		BOOKKEEPER		COMP. OPER. / BOOKKEEPER	
	89-90	90-91	12 MONTH SECRETARY	10 MONTH SECRETARY	12 MONTH CLERK	10 MONTH CLERK	(MEDIA TECH.)	LIBRARY CLERK	BOOKKEEPER	BOOKKEEPER	COMP. OPER. / BOOKKEEPER	BOOKKEEPER
**	1	13600	11275	11500	9225	11025	14250	16925				
	2	13800	11475	11700	9425	11225	14450	17125				
	3	14000	11675	11925	9625	11450	14675	17350				
	4	14725	12225	12475	10175	12125	15325	18025				
	5	15275	12750	12975	10675	12675	16000	18700				
	6	15975	13300	13675	11100	13125	16750	19375				
	7	16050	13900	14350	11600	13625	17525	20025				
	8	****	****	****	****	14125	****	****				

Compensation for Media Assistants will be based on the above Clerk Guides with 10 Month Media Assistants receiving \$400 above the appropriate step on the guide and 12 Month Media Assistants receiving \$450 above the appropriate step on the guide.

1. An additional \$100 is granted at the start of the school year following the completion of the 9th, 14th and 19th years of service in Cinnaminson.
2. An additional \$200 is granted under the following conditions:
 - (a) Completion of 15 full years of prior experience.
 - (b) Completion of 3 consecutive full years in Cinnaminson at the time the \$200 is granted.
 - (c) The \$200 payment will commence at the start of the school year following completion of (a) and (b) above.
3. Those employees who have gone beyond their respective maximum received an increase in salary for 1990-1991 which was agreed to by the Board and the Association. These increases are contained in the employee's files located in the Superintendent's office.

VACATIONS:

Vacation time for all twelve month positions above will be earned on the basis of:

- 2 weeks after 1 year
- 3 weeks after 5 years
- 4 weeks after 10 years

LEAD SECRETARY:

Lead Secretary will receive compensation of \$30.25 per secretary or clerk exclusive of Lead Secretary, when there are 4 or more secretaries or clerks employed in a school main office.

SCHEDULE S-3

1989-1990 and 1990-1991

<u>CLASSROOM AIDES</u>				<u>NON-CLASSROOM AIDES</u>			
1988-1989	1989-1990	1990-1991	1990-1991	1988-1989	1989-1990	1990-1991	1990-1991
STEP	STEP	STEP	HOURLY	STEP	HOURLY	STEP	HOURLY
***	***	1	\$ 6.95	***	***	1	\$ 6.75
***	1	2	7.24	***	1	2	7.04
1	2	3	7.52	1	2	3	7.32
2	3	4	7.73	2	3	4	7.53
3	4	5	7.99	3	4	5	7.79
4	5	6	8.61	4	5	6	8.41
5	6	7	9.20	5	6	7	9.00
6	7	8	9.81	6	7	8	9.61

To determine hourly rate progression, move horizontally.