

**COLLECTIVE BARGAINING
AGREEMENT**

**EASTAMPTON TOWNSHIP
BOARD OF EDUCATION**

**EASTAMPTON TOWNSHIP
EDUCATION ASSOCIATION**

1995-1998

PREAMBLE

This agreement is entered into this 22nd
day of April, 1996 between the Eastampton Township
Board of Education, hereinafter called the Board,
and the Eastampton Township Education Association,
hereinafter called the Association.

This agreement shall extend between the two
parties from July 1, 1995 to June 30, 1998.

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ARTICLE I

Recognition

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for certified and non-certified personnel whether under contract, on leave, employed or to be employed by the Board.

Certified personnel included in this agreement:

Classroom Teachers
Nurses
Librarians
School Counselor(s)

Non-certified personnel included in this agreement:

Secretaries (not including the board clerk)
Custodians (not including the supervisor of buildings and grounds)

B. Unless otherwise indicated, the term "employees" when used in this document shall refer to all the certified and non-certified employees represented by the Association in the negotiating unit as defined above.

ARTICLE II

Negotiation Procedure

A. Except as this agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this agreement to employees covered by this agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this agreement. Unless otherwise provided in this agreement, nothing contained herein shall be interpreted and/or applied as to eliminate, reduce or otherwise detract from any employee benefit existing prior to its effective date.

B. This agreement incorporates the entire understanding of the parties on all matters 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 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 executed this agreement.

ARTICLE III

Grievance Procedure

Informal disposition of a grievance - The parties recognize that the informal disposition of problems is often preferable to formalized proceedings. Therefore, members of the staff are encouraged by the Association and the Board to attempt to achieve informal disposition of their grievance.

Definition - A grievance shall mean a complaint by an employee that there has been a violation or misinterpretation of the provisions of this agreement, or that there has been a violation or misinterpretation of established board policy, that has altered the working conditions of the employee. As used in Article III, the term "employee" shall mean (a) an individual, (b) a group of employees having the same grievance.

Procedure - Any employee who decides that he/she has a grievance shall within twenty school days from the time that he/she knew or should have known of the grievance discuss it with his/her immediate supervisor in an attempt to resolve the matter informally. An employee's failure to meet the twenty day timeline for initiating a grievance as defined in this paragraph constitutes the forfeiture of the employee's right to continue the grievance process concerning the alleged matter. If as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five school days of such discussion he/she shall set forth his/her grievance in writing to the principal, or if the grievance results from an action taken by a school official higher than the rank of principal, the grievant may set forth his/her grievance in writing to that official specifying:

- a. The nature of the grievance;
- b. The results of previous discussions;
- c. That he/she is dissatisfied with the decision(s) previously rendered;
- d. The remedy sought;
- e. The contractual provision or board policy(ies) alleged to have been violated.

The principal or such official shall give his/her decision to the employee in writing within five school days of the receipt of the written grievance.

The employee may within ten school days of the receipt of the decision of the principal or other official appeal the decision to the chief school administrator in writing. The chief school administrator must respond in writing to the grievant within ten school days of the receipt of the written grievance.

If the grievance is not resolved to the employee's satisfaction, he/she may appeal within ten school days of the receipt of the chief school administrator's decision to the board of education. The request shall be submitted in writing through the chief school administrator who shall attach all related papers and forward the request to the board. The board, or a committee thereof, shall hold a hearing with the employee within twenty days of the receipt of the written grievance and render a decision in writing within ten school days of the hearing.

In the event that a grievance shall not have been settled under the procedure above, and only if such grievance involves a claim or an infringement upon the provision of this agreement, the grievant may proceed directly to arbitration, which shall be advisory subject to the limitation of statute. However, no matter shall be considered a grievance subject to arbitration if it pertains to :

- a. Any matter for which a method of review is prescribed by law or any rule or regulation of the State Commissioner of Education or any matter which according to the law is either beyond the scope of the Board's authority or limited to the action by the Board alone;
- b. A complaint made by a non-tenured teacher which arises by reason of his/her not being re-employed;
- c. A complaint made by any certified personnel occasioned by the appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required.

Arbitration shall be initiated by certified letter from the grievant bearing the written approval of the president of the Association to proceed and addressed to the chief school administrator. Such letter shall be mailed within twenty school days of the receipt of the written decision of the Board.

The grievant, or the person designated by the grievant to represent him/her in this phase of the grievance process, and the chief school administrator, or the person designated by the board to represent it in this same phase of the grievance process, shall promptly attempt to agree upon an engage an arbitrator. If either party determines that no purpose will be served by the attempting or the continuing to attempt to so agree, either party may submit the choice of the arbitrator to the American Arbitration Association.

The arbitrator shall hear and decide only one grievance in each case. He/she shall be bound by and comply with all the terms of this agreement. He/she shall have no power to add to, delete from or modify in any way any of the provisions of this agreement. The recommendation of the arbitrator shall be advisory. Fees and expenses of the arbitration shall be borne equally by both parties.

General Provisions - Any grievance not processed in accordance with the time limits specified herein shall be deemed relinquished by the grievant.

The failure of the administration at any step of this procedure to communicate a decision within the specified time limits shall permit the grievant to proceed promptly to the next step. The time limits specified at any step may be extended in any particular instance by the agreement of the chief school administrator or his/her designee with the grievant.

Copies of all written grievances, responses and notices shall be mailed to the Association. Meetings held under this procedure shall be conducted at a place which will afford a fair and reasonable opportunity for all the proper persons to be present. Such persons are defined as the aggrieved, the appropriate Association and Board representatives, and witnesses.

Nothing in this agreement shall be construed as compelling the Association to submit a grievance to arbitration.

No reprisals of any kind shall be taken by either party or any member of the administration against any participants in the grievance procedure by reason of such participation.

It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

Since it is important that grievances be processed as rapidly as possible, the number of days established for each level of the process should be considered as a maximum and every effort should be made to expedite these timelines.

All documents, communications and records dealing with the processing of a grievance shall be kept in a separate grievance file.

The grievance form that is included as an attachment to this agreement will be utilized in the submission of a grievance by any employee represented by the Association

Rights of Teachers to Representation - Any aggrieved party may be represented in all stages of the grievance procedure by himself/herself, or, at his/her option, with a representative. Any representative must present satisfactory written evidence of his/her authority to act with the grievant.

ARTICLE IV

Employee Procedures

A. When the purpose of a meeting between an employee and an administrator is to inform the employee that a recommendation to the Board will be made to relieve the employee of his/her duties or to reduce or change his/her salary (including increments), the administration will give prior written notice of such intent in order that the employee may be properly represented.

B. An employee shall have the right, upon request, to review the contents of his/her personnel file. A request shall be made to the chief school administrator in writing, who shall schedule a review of the file with the employee within a reasonable period of time. Such review shall not include the employee's confidential references pertaining to the employee's initial employment.

C. Whenever the Board requires an employee to appear before it concerning any matter directly relating to the continuation of that employee in his/her office, position of employment, or the salary or any increments pertaining thereto, then he/she shall be entitled to have a representative of the Association to advise him/her during such a meeting or interview.

D. Copies of all materials placed in the employee's file (except as noted under B of this article) shall be given to the employee.

E. No grade or evaluation of a student shall be changed without the knowledge of the teacher.

F. Principals shall provide forms to employees for reporting incidents of student violence and or vandalism to school buildings, teachers and/or their property. Employees shall follow established procedures using the forms for reporting such incidents. No reprimand shall be made against any school employee for filing such a report.

ARTICLE V

Association Rights and Privileges

A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information which is in the public domain.

B. Whenever any representative of the Association or any employee participates during working hours in negotiations, grievance proceedings, conferences or meetings, called at the request of the Board, he/she shall suffer no loss of pay.

C. The Association shall have the privilege of using the following school owned equipment: a typewriter, computer, copy machine, adding machine, and any other related equipment at the discretion of the building principal. The Association shall pay for the reasonable cost of all materials that are used.

D. The Association shall have the privilege of purchasing expendable office supplies and other materials from the Board at the price paid by the Board.

E. The Association shall have in each building the exclusive use of a bulletin board in the faculty lounge. Copies of all materials posted on the bulletin boards shall be given to the building principal, but no approval shall be required.

F. The Association shall have the privilege of using the inner-school mail facilities and school mail boxes as it deems necessary without the approval of the building principal or other members of the Association.

G. The Board will pay for the installation and one half of the base monthly charge of a private line for the use of employees in the faculty lounge in both the Elementary and the Middle School. The Association will pay for all other charges.

H. The rights and privileges of the Association and its representatives as set forth in this agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other teacher organizations.

I. Opportunities for summer employment, whether full or part-time, will be posted in the respective faculty lounges at the time the advertisement is made to the general public.

ARTICLE VI

School Calendar

A. The establishment of a school calendar shall be at the discretion of the Board and will be subject to such changes as may be necessitated by emergencies.

B. Proposals from the Association to be considered by the Board for the development of the school calendar for the following school year must be received by the Board through the chief school administrator by January 1 of the previous school year.

ARTICLE VII

- A. 1. All employees shall indicate their presence for duty each day by signing the arrival/departure sheet designated for that purpose, which is located in the school's office.
2. No teacher will be required to report to work earlier than thirty minutes prior to the opening of school for the pupils' school day; all teachers shall be permitted to leave thirty minutes after the close of the pupils' school day, except in the case of an emergency as declared by the administration.
3. On Friday and on the last day before holidays, teachers may leave immediately after the last bus.
- B. 1. In an attempt to work with the faculty in a professional manner, attendance at faculty meetings will be optional. Meetings will begin promptly at 3:30 P.M. and will conclude when the agenda has been completed. Teachers who choose not to attend faculty meetings will be held responsible for understanding and implementing appropriately any matters brought to resolution at that time.
2. Faculty meetings which take place after the regular in-school workday shall not be called on Fridays or on any day immediately preceding a holiday, or any other day where teacher attendance is not required at school, except in the case of an emergency declared by the administrator.
3. An Association representative may speak to the teachers at any meeting for fifteen minutes based upon the prior request of the Association.
4. The notice of an agenda for any meetings shall be given to the teachers involved three days prior to the

meeting except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

C. Teacher participation in extracurricular activities, which may extend beyond the regularly scheduled school day, shall be compensated for according to the rate established in schedule B of this agreement.

D. In-service days, when needed, will be scheduled upon the recommendation of the chief school administrator and approved by the Board. Those days which require the entire staff shall be scheduled during the normal school workday.

E. In the assignment of preparation time for teachers, the administration shall make every available effort to ensure that such assignments are made as equitable as possible.

F. All classroom teachers, as well as art, music, and physical education specialists shall begin instruction on the first day for pupils and conclude instruction on the final day for pupils each school year.

G. In the event that a teacher is assigned a duty (e.g. emergency classroom coverage, substitute duties, in-service demonstrations, ...) by an administrator in lieu of his/her normal classroom assignment, he/she shall receive a remuneration fee at the rate of \$15 for every extra period/duty/ assignment that he/she serves beginning with the fifth coverage of any period/duty/assignment that he/she provides within a school year.

When a teacher is asked to give up a preparation period in order to provide the aforementioned coverage, he/she shall receive \$20 for each instance that is requested by an administrator.

ARTICLE VIII

Class Size

The Board and the administration are aware of the problems that arise with overcrowding. Every effort has and will be made to eliminate such situations.

ARTICLE IX

Non-Teaching Duties

A. Lunch duty and playground duty shall be considered part of the normal workload of teachers. All teachers in the bargaining unit shall perform these duties without additional compensation. The building principal shall maintain a duty roster and make assignments as equitable as possible.

B. The Board will hire four teacher aides to provide supportive assistance to the teachers in the cafeteria and on the playground at the Elementary and Middle Schools, subject to the following condition: The Board's ability to hire aides for this short period of time.

C. Teachers shall not be required to transport students.

ARTICLE X

Teacher Employment

On or before May 15 of each year, employees shall be notified of their contract and salary status for the ensuing year.

ARTICLE XI

Salaries

A. The salaries of all employees covered by this agreement will be set forth in the attached salary schedules.

- B. 1. Teachers may elect to have ten percent of their monthly salary deducted from their pay. These funds shall be paid to the employees on the final day of June.
2. Salary payments to employees will be made on the 15th and 30th of each month, where possible.
3. When a pay period ends on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the previous work day.
4. Teachers shall receive their final checks at the close of the last day of work in June.
5. Employees may elect to have direct deposit of their pay checks into either a savings account or a checking account. Employees who wish to have this service must have the direct deposit made to only one account. Employees may only change the account designation to another preference at the beginning of each school year.
6. The salary guides attached hereto for the 1995-1996, 1996-1997, and 1997-1998 school years and unit member placement thereon have been mutually developed by the parties, and shall be interpreted so as to provide a unit wide increase which increased the 1994-1995 salary base by (4%) for the 1995-1996 salary guide; increased the 1995-1996 salary guide to provide a unit

wide (4%) increase to achieve the 1996-1997 salary guide; and, increased the 1996-1997 salary guide to provide a unit wide (3.8%) increase to achieve the 1997-1998 salary guide. These increases are on a unit wide basis and individual member increases may vary.

ARTICLE XII

Teachers' Assignment

A list of the teachers' assignments and known vacancies shall be posted on the faculty bulletin boards in both schools not later than June 1st. All teachers will be given notices of their class or subject assignments, building assignments, and room assignments for the forthcoming year not later than the last day in May.

A. Voluntary Transfers and Reassignments

Teachers who desire a change in grade or subject assignment may file a written request to that effect with their building principal not later than May 15th.

B. Involuntary Transfers

1. Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practical and, except in the case of an emergency, not later than June 1st.
2. In the event of an involuntary transfer or reassignment, the teacher shall have the opportunity to meet and discuss the matter with his/her principal or chief school administrator. The teacher may, at his/her option, have an Association representative present at such meetings.

ARTICLE XIII

Promotions

A. All vacancies in promotional and transfer positions shall be adequately publicized by the administration after the vacancy has been reviewed with the Board and a job description for the position determined. The Board will supply the Association with all necessary information concerning vacancies in promotional positions as soon as possible.

B. An employee who desires to apply for an announced vacancy shall submit an application in writing to his/her building principal within the time line specified in the notice.

C. An employee who desires to apply for an anticipated promotional vacancy, which may occur during the vacation period, shall submit his/her name to his/her building principal for the position /positions for which the applicant desires, along with an address where the employee can be contacted during the summer.

D. Where all the qualifications are equal, seniority rights shall be honored in the selection of a candidate.

ARTICLE XIV

Teacher Evaluation

Evaluation procedures shall be implemented in accordance with Board policy, established in consultation with tenure teaching staff members, and shall be subject to annual review by a subcommittee composed of administrative and faculty representatives. The purpose of the review is to consider and to recommend any changes deemed necessary.

ARTICLE XV

Sick Leave

Teachers employed on a ten month contract shall be entitled to ten days of sick leave each school year. Employees on a twelve month contract shall be entitled to twelve days of sick leave each school year. Eligibility for sick leave will commence on the first official day of said school year whether or not the employee reports for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit. The administration may request a written excuse on a day preceding or following a school holiday. An employee's refusal to provide a request by the administration for a physicians confirmation of illness within one week of the employee's return to duty will result in the automatic loss of credit by the employee for the sick leave in question.

B. A teacher who terminates or retires, has completed fifteen years of teaching service, is vested in the pension plan, and has completed ten years of teaching service in the Eastampton School District will receive \$19 per unused sick day in 1995-1996, \$25 per unused sick day in 1996-1997, and \$27 per unused sick day in 1997-1998 with no maximum number of days.

ARTICLE XVI

Temporary Leaves of Absence

A. Employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay each year.

Such leaves shall be non-accumulative unless otherwise specified below.

1. Three days leave of absence for personal business which require absence during school hours. A request for a personal day shall be made only when the nature of the business is such that it cannot possibly be taken care of during other than school hours. Application to the building principal for personal leave shall be made at least two days before taking such leave, except in the case of an emergency, as determined by the building principal. After the third Monday of May, only two personal days per building per day will be permitted, except in the case of an emergency, as determined by the building principal. Approval shall be granted on a first come basis.
2. All employees unused personal days each year will be added to their accumulated sick days the next year.
3. Up to two professional days, with the approval of the building principal, for the purpose of visiting other schools or attending meetings for conferences of an educational nature, not inclusive of the NJEA Convention.
4. Time necessary for appearances in any legal proceeding connected with the teacher's employment or with the school system if the teacher is required to attend. A teacher shall not be paid if the legal proceedings are the result of illegal Association activities or if legal action connected with the Teacher's employment is upheld. The definition of a teacher's employment concerns only suspensions, dismissals, or a reduction in pay.
5. In the event of the death of a teacher's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, grandparents, brother-in-law, sister-in-law, and any other member of the immediate household, up to three days will be granted. When adverse circumstances prevail, additional leave of up to two days may be granted by the building principal upon the request of the teacher.
6. In the event of the death of a teacher or a student in the district, the chief school administrator shall grant to an appropriate number of employees sufficient time off to attend the funeral. The time and number of days shall be at the chief school administrator's discretion.

ARTICLE XVII

Extended Leaves of Absence

A. A military leave without pay shall be granted for the period of said induction or initial enlistment based upon a written request from an employee who is inducted into any branch of the armed forces of the United States.

B. Extended leaves of absence without pay may be granted to employees with tenure, at the discretion of the Board. Upon his/her return, an employee shall be entitled to all unused accumulated sick leave. No sick leave shall be earned during the leave of absence.

C. A request for a maternity/paternity leave may be granted by the Board for a period not to exceed two years. The employee must remain on leave for the full time granted by the Board.

D. Sabbatical leave - A leave of absence for the purpose of participation in a graduate school program or a program or an activity deemed necessarily valuable to the district may be granted by the Board. Remuneration will be the difference between the applicant's normal salary and step 1 of the B.A. salary scale. A faculty member who has been granted a sabbatical leave will continue receiving full health benefits during this period.

ARTICLE XVIII

Personal and Academic Freedom

Teachers shall be entitled to full rights of citizenship; no religious or political activities of any teacher, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities do not violate any local, state or federal law.

ARTICLE XIX

Books and Other Instructional Materials and Supplies

A. The Board agrees to provide a filing cabinet in the classroom for each teacher's use.

B. A formal Educational Curriculum Improvement Committee will be implemented in the district. The composition of the committee will be as follows:

Curriculum coordinator selected by the Board

A representative(s) from grades K-2 selected by the Association

A representative(s) from grades 3-5 selected by the Association

A representative(s) from grades 6-8 selected by the Association

C. Each member of the Educational Curriculum Improvement Committee will be compensated at the rate of \$20 per hour. Faculty members to be considered for the committee are to be recommended to the chief school administrator by the Association and are subject to the approval of the Board. Each committee meeting is not to exceed two hours; there will be no more than two meetings per month during the school year.

D. The Board shall pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which a teacher is required by the chief school administrator or his/her designee to take.

ARTICLE XX

Insurance

A. Health

1. The Board agrees to pay 100% of the cost of the premiums for the traditional health insurance plan coverage up to family coverage for all employees covered by the contract with the Association on an equal to or equivalent basis, as these programs are described in the present plans of the insurance carriers under contract to the Board.
2. For those unit members who select health coverage other than that provided in the traditional plan, such as HMO coverage, if the cost of such coverage exceeds the cost of the traditional plan, the employee will pay 100% of that differential.
3. The Board will maintain the Section 125 Plan to allow the possibility of the paying for this differential with pre-tax funds rather than post-tax funds.
4. The second surgical opinion shall be included in the provisions of the health plan.

B. Prescription and Dental

1. The Board agrees to pay 100% of the cost of the premiums for prescription drugs and the dental plan up to family coverage for all employees covered by the contract with the Association.
2. The dental program will continue as described in the present plan of the insurance carrier under contract to the Board, provided, however, there shall be a dental deductible for Class II and III procedures of twenty five dollars for single coverage and seventy five dollars for coverage more than single.
3. The prescription plan shall be equivalent coverage to that provided by the State Health Benefits Plan, with a co-pay of \$5/\$0 for brand name/generic prescription drug coverage.

C. To the extent that is allowable under law, a waiver of full medical coverage for the full year shall entitle a unit member to the following reimbursement:

1. Two thousand five hundred dollars if all the coverage, i.e., health insurance, prescription and dental are waived.
2. Two thousand dollars if health insurance coverage is waived.
3. Five hundred dollars if both prescription and dental coverages are waived.
4. Any of these waivers and reimbursements for health insurance, prescription and/or dental coverage shall be contingent upon the employee providing proof of having and maintaining equivalent alternative coverage during all periods for which a waiver and reimbursement is sought, as well as the inclusion in the district's respective group policy of re-entry language acceptable to the Association and the Board.

D. The Board agrees to permit those covered by this agreement to belong to more than one tax sheltered annuity program.

E. The capping of premium rates pending negotiations of a successor agreement. The Board's obligation for the payment of dental and prescription premiums during the 1995-1996 and successor years, pending the modification of this paragraph in future negotiations shall be capped at the 1994-1995 premium rates.

ARTICLE XXI

Miscellaneous Provisions

A. 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; all other provisions or applications shall continue in full force or effect.

B. The Board and the Association agree that there shall be no discrimination; that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignments, promotion, transfer or disciplining of teachers or in the application or the administration of this agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status or participation as a representative of the Association.

ARTICLE XXII

Representation Fee

A. Purpose

If an employee, covered by this agreement, does not become a member of the Association during any membership year, that person will be required to pay a representation fee to the Association for that membership year. This cost will offset the services rendered by the Association as the majority representative to the Board.

B. Notification

1. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the unified membership dues to be assessed to its members for that year. The representation fee to be paid by non-members will equal 85% of that amount.

2. During each membership year, the Association will submit to the Board a list of those employees covered by this agreement who have not become members of the Association. The Board will deduct in equal installments from the salaries of those employees the full amount of the representation fee, and promptly transmit the amount to the Association.

3. When an employee is hired during the course of the year who would be covered by this agreement, the Board will provide written notification to the Association of that employee's name, position, and the date of employment within one week of that employee's official appointment at the public meeting of the Board. The Association will notify the

Board in writing whether or not that employee falls into the category where the procedures as defined under "1" and "2" above must be implemented.

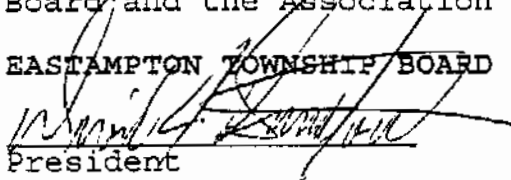
ARTICLE XXIII

Duration of Agreement

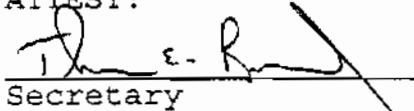
A. This agreement shall be in continuous effect from July 1, 1995 until June 30, 1998.

B. In witness thereof, the authorized representatives of the Board and the Association affix their signatures.

EASTAMPTON TOWNSHIP BOARD OF EDUCATION


President

ATTEST:

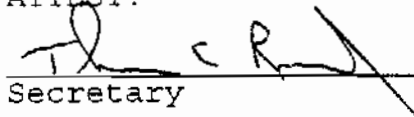

Secretary

April 22, 1996
Date

EASTAMPTON TOWNSHIP EDUCATION ASSOCIATION


President

ATTEST:


Secretary

April 24, 1996
Date

SCHEDULE B

	95-96	96-97	97-98
1. Field Hockey (1)	\$1217	\$1266	\$1314
2. Soccer (1)	\$1217	\$1266	\$1314
3. Basketball-boys (1)	\$1274	\$1325	\$1375
4. Basketball-girls (1)	\$1274	\$1325	\$1375
5. Softball-boys (1)	\$ 728	\$ 757	\$ 786
6. Softball-girls (1)	\$ 728	\$ 757	\$ 786
7. Intramural (1)	\$ 421	\$ 438	\$ 455
8. Cheerleading (1)	\$ 848	\$ 882	\$ 916
9. Student Activities Coordinators 8th grade (2) - divide equally	\$1700	\$1768	\$1835
10. Newspaper (1)	\$ 785	\$ 816	\$ 847
11. Chorus Director (1)	\$ 728	\$ 757	\$ 786
12. Chorus Assistants (2) divide equally	\$ 488	\$ 508	\$ 528
13. Chaperones for dances (3) - divide equally - to cover three dances	\$ 327	\$ 339	\$ 351
14. Detention Supervisor	\$14.46 per/hr	\$15.04	\$15.61
15. Curriculum Committee all members	\$20per/hr/pers	\$20	\$20
16. Pupil Assistance Committee all members	\$20per/hr/pers	\$20	\$20

TEACHERS' SALARY GUIDE
1995-1996

Step	BA	BA+30	MA	MA+30
1	29280	30019	30863	31706
2	29480	30219	31063	31906
3	30092	30831	31675	32518
4	30704	31443	32287	33130
5	31675	32414	33258	34101
6	33354	34093	34937	35780
7	34690	35429	36273	37116
8	35875	36614	37458	38301
9	37210	37949	38793	39636
10	38380	39119	39963	40806
11	39752	40491	41335	42178
12	41229	41968	42812	43655
13	42784	43523	44367	45210
14	45132	45871	46715	47558
15	48755	49494	50338	51181

1996-1997

Step	BA	BA+30	MA	MA+30
1	30259	31028	31906	32782
2	30459	31228	32106	32982
3	30659	31428	32306	33182
4	31296	32064	32942	33819
5	31932	32701	33578	34455
6	32942	33711	34588	35465
7	34688	35457	36334	37211
8	36078	36846	37724	38601
9	37310	38079	38956	39833
10	38698	39467	40345	41221
11	39915	40684	41562	42438
12	41342	42111	42988	43865
13	42878	43647	44524	45401
14	44495	45264	46142	47018
15	46937	47706	48584	49460
16	50705	51474	52352	53228

1997-1998

Step	BA	BA+30	MA	MA+30
1	30867	31635	32513	33390
2	31067	31835	32713	33590
3	31267	32035	32913	33790
4	31467	32235	33113	33990
5	32332	33101	33978	34855
6	32942	33711	34588	35465
7	34688	35457	36334	37211
8	36078	36846	37724	38601
9	37310	38079	38956	39833
10	38698	39467	40345	41221
11	39915	40684	41562	42438
12	41342	42111	42988	43865
13	44058	44827	45704	46851
14	46774	47543	48420	49297
15	49490	50259	51136	52013
16	52205	52974	53852	54728

LONGEVITY

The following longevity stipend shall be paid to faculty members who are on step 15 of the teachers' salary guide:

\$300	1995-1996
\$350	1996-1997
\$400	1997-1998

TUITION

A. The Board shall pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which a teacher is required by the chief school administrator or his/her designee to take.

B. The Board is willing to contribute toward the tuition for courses reasonably related to teachers' core subject areas or other extracurricular responsibilities. Courses, subject to the approval of the Board or its designee, must be taken at an accredited graduate or undergraduate school and will not be applicable towards the certification needed to maintain a position in the Eastampton School District. Provided a course has been approved, the Board will compensate the teacher the tuition/credit hour cost according to the schedule defined in this agreement, upon receiving documentation that he/she has completed the course with a grade of "B" or better.

C. Tuition reimbursement that meets the criteria defined in paragraph B above will be as follows:

\$500	1995-1996
\$525	1996-1997
\$600	1997-1998

CUSTODIAL SALARY GUIDES
1995-1998

Step	95-96	96-97	97-98
1	20000	20200	20600
2	20662	20800	20968
3	21270	21488	21590
4	21877	22121	22305
5	22486	22752	22962
6	23093	23385	23617
7	23704	24017	24274
8	24309	24652	24930
9	24916	25281	25589
10	25524	25913	26242
11	26253	26545	26898
12	26983	27303	27554
13	27719	28062	28341
14	28441	28828	29128
15	29170	29579	29923
16	29899	30337	30703
17	30629	31095	31490
18	31358	31854	32277
19	32087	32612	33064
20	32816	33370	33851
21	33751	34129	34638
22		35101	35426
			36435

CUSTODIAL STAFF

SALARY

The salary guide is developed based on the same rate of increases (4% - 1995-1996, 4% - 1996-1997, 3.8% - 1997-1998) as agreed upon in the development of the teachers' salary guides.

HEALTH BENEFITS

The custodial staff will receive the same health benefits that are defined in that portion of this agreement that concerns the teachers.

BLACK SEAL

The Board will pay \$400 per year for those custodians who have earned the Black Seal license.

VACATIONS

A. Employed by April 1 - five working days vacation to be taken during the summer months when school is closed for students.

B. Second year through the fourth year - ten working days.

C. Fifth year through the tenth year - two extra days per year until a maximum of fifteen days is reached.

D. From the second year on, vacation time may be taken at the request of the custodian through the maintenance supervisor to the building principal at any time when the work load can be adjusted. Requests for vacation must be made at least five working days prior to the dates of the vacation.

HOLIDAYS

New Year's Eve	July 4th
New Year's Day	Labor Day
Martin Luther King Day	*Columbus Day
*Friday before President's Day	*Veterans' day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
*Easter Monday	Christmas Eve
Memorial Day	Christmas Day
*(Depending on School Calendar)	NJEA Convention (one Day)

SICK LEAVE

All custodial staff members employed on a twelve month schedule shall be entitled to twelve sick leave days each school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.

WORK SCHEDULE

A. The work schedule and hourly work load for all custodians will be assigned by the building principal, with the understanding that all custodians shall maintain the right to file a grievance using the appropriate procedures, in the event that there is a disagreement concerning the work load and the time necessary to complete assignments.

B. Custodians required to work when school has been cancelled due to extreme weather conditions shall be permitted to leave once the necessary work has been completed to make the school safe for normal operations.

OVERTIME

A. All custodians who are called upon to perform duties beyond their normal forty hour week shall be reimbursed at the current overtime rate of time and one-half for each hour required to complete any or all such assigned tasks.

B. Any custodian who is asked to work on a holiday, e.g., Christmas Day, which would otherwise be a day off, will be compensated at a rate of double time for each hour worked.

UNIFORMS

The Board will pay \$200 per year for uniforms. A committee from the custodial staff will make recommendations to the business administrator through the supervisor of buildings and grounds as to the style and color of the uniforms. The custodial staff will use a voucher system coordinated by the business administrator to purchase the established work attire.

SECRETARIAL SALARY GUIDES
1995-1998

Step	95-96	96-97	97-98
1	16937	16900	16796
2	17650	17643	17568
3	18420	18385	18340
4	19136	19157	19112
5	19852	19901	19885
6	20568	20646	20657
7	21284	21391	21432
8	22000	22135	22204
9	22716	22880	22976
10	23432	23625	23749
11	24148	24639	24523
12	24864	25114	25295
13	25581	25859	26068
14	26297	26604	26842
15	27013	27349	27615
16	27729	28093	28388
17	28445	28838	29161
18	29100	29583	29934
Off Guide	32050	33332	34599

SECRETARIAL STAFF

SALARY

The salary guide is developed based on the same rate of increases (4% - 1995-1996, 4% - 1996-1997, 3.8% - 1997-1998) as agreed upon in the development of the teachers' salary guides.

HEALTH BENEFITS

The secretaries will receive the same benefits that are defined in that portion of this agreement that concerns the teachers.

HOLIDAYS

Listed as follows are the paid holidays:

Winter Recess	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veterans' Day
Spring Recess	NJEA Convention (one day)
Memorial Day	Thanksgiving Day and the
Independence Day	Friday following

Sick Leave

All secretaries employed on a twelve month schedule will be entitled to twelve sick leave days each school year. Unused sick leave days will be accumulated from year to year with no maximum limit.

VACATION

A. All vacation time will be credited as of July 1st of each year. A secretary employed for less than one year as of July 1st will receive one vacation day for each month worked, up to a maximum of ten days; a secretary who has eight years or more of service will receive fifteen days of vacation time annually.

B. Vacation days may be accumulated up to thirty days maximum without loss. Any days above thirty will accumulate on a two days saved equal one accumulated day basis.

C. Secretaries must apply in writing to the building principal or the chief school administrator in advance of using three or more consecutive vacation days. Application for single vacation days shall be in accordance with the procedure used for personal/emergency days.

D. In reference to the previous agreement between the Board and the secretarial staff, the Board will take the nine days

that were counted as vacation time during the winter break of December, 1994 and the spring break of April, 1995 and add them to the vacation accounts of the three secretaries who were given that credit. No more than five of these days maybe taken prior to December 31, 1995, with the remaining days to be taken by August 31, 1996.

WORK SCHEDULE

A. Secretaries will work eight hours per day, including a forty five minute lunch break, throughout the twelve month school year. During those times during the summer when vacation schedules may result in an administrator not being present, the chief school administrator or his/her designee will ensure that an adult employee will be in each building during those times when otherwise a secretary would be alone.

B. In recognition of the importance to the district's secretaries of using the winter and spring recesses as time off from their duties, and recognizing the Board's concern that the additional workload prior to these recesses be addressed at least minimally, the secretaries will be available to work uncompensated overtime during the five school days prior to both recesses, not to exceed ten hours over each of the five school day time periods preceding the winter and spring recesses.

C. When the district's schools are closed on a regularly scheduled work day due to inclement weather, the secretarial staff is not required to report for work on that day.

TUITION REIMBURSEMENT

A secretary who takes a course or workshop at the request of the building principal, the chief school administrator, or the Board will be reimbursed for tuition or fees upon the completion of the course or workshop.

GRIEVANCE FORM

Name of Grievant: _____ Date Filed: _____

Level One: Informal attempt at resolution

Level Two Principal

State of Grievance:

Relief Sought:

Signature

Date

Level Three: Chief School Administrator

Date received by the Chief School Administrator: _____

Disposition of the Chief School Administrator

Level Four: Board of Education

Position of Grievant or PR&R Committee

Date submitted to the Board of Education: _____

Disposition of the Board of Education:

Level Five: Arbitration Date submitted _____

Please use the reverse side of this form if necessary.

