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Agreement between the Board of Education
of the Burlington County Vocational
District and the Burlington County
Vocational and Technical Education
Association.
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THIS BOOK DOES
NOT CIRCULATE

Agreement between the Board of Education
of the Burlington County Vocational District
and the Burlington County Vocational and
Technical Education Association.

For terms and conditions for Employment,
July 1, 1971 to June 30, 1972

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This Agreement entered into this 26th day of April, 1971, by and between the Board of Education of the Burlington County New Jersey Vocational District hereinafter called the "Board," and the Burlington County Vocational and Technical Education Association, hereinafter called the "Association," is for the purpose of mutually recording terms and conditions for employment and is entered into after negotiations pursuant to Chapter 303 of the Laws of 1968 of the State of New Jersey.

The Association is the representative of the employees hereinafter designated with respect to terms and conditions of employment. The Board has by letter dated April 16, 1969 recognized the Association as representing those Employees as a negotiating unit.

ARTICLE I
RECOGNITION

1 A. The Board hereby recognizes the Association as the exclusive
2 bargaining representative as defined in Chapter 303 aforesaid
3 Laws of New Jersey concerning grievances and terms and
4 conditions of employment for all designated personnel
5 whether under contract, on leave, or employed on a per
6 diem basis employed by the Board including:

Classroom Teachers

Vocational Technical Subject Teachers

Vocational Technical Related Teachers

Nurses

Librarians

Guidance Counselors

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

9 B. Unless otherwise indicated the term "teachers," when used
10 hereinafter in this Agreement, shall refer to all pro-
11 fessional employees represented by the Association in the
12 negotiating unit as defined above.

ARTICLE II

NEGOTIATION PROCEDURE

- 1 A. The parties agree to enter into collective negotiations in
2 accordance with Chapter 303, Laws of 1968 of New Jersey
3 Statutes Annotated, in a good faith effort to reach agreement.
4 Any agreement so negotiated shall apply to all teachers, be
5 reduced to writing, and be signed by authoritarian repre-
6 sentatives of the Board of the Association.
- 7 B. This agreement incorporates the entire understanding of the
8 parties on all matters which were subjected to negotiation.
- 9 C. Nothing contained herein shall be contrary to New Jersey
10 School Law.

ARTICLE III
GRIEVANCE PROCEDURE

1 A. Definitions

- 2 1. A grievance is a claim based upon an event or condition
3 which affects the welfare and/or terms and conditions of
4 employment of a teacher or group of teachers and/or the
5 interpretation, meaning or application of any of the pro-
6 visions of this Agreement.
- 7 2. An aggrieved person is the person or persons making the
8 claim.
- 9 3. A party in interest is the person or persons making the
10 claim and any person who might be required to take action
11 or against whom action might be taken in order to resolve
12 the claim.

13 B. Purpose

- 14 1. The purpose of this procedure is to secure, at the lowest
15 possible level, equitable solutions to the problems which
16 may from time to time arise affecting the welfare or terms
17 and conditions of employment of teachers. Both parties
18 agree that these proceedings will be kept as informal and
19 confidential as may be appropriate at any level of the
20 procedure.

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ARTICLE III (Continued)

GRIEVANCE PROCEDURE

1 2. Nothing herein contained shall be construed as limiting
2 the right of any teacher having a grievance to discuss the
3 matter informally with the principal or immediate superior,
4 and having the grievance adjusted without intervention of
5 the Association, provided the adjustment is not inconsistent
6 with terms of this Agreement.

7 C. Formal Procedure

8 1. Since it is important that grievances be processed as rapidly
9 as possible, the number of days indicated at each level
10 should be considered as a maximum and every effort should
11 be made to expedite the process. The time limits specified
12 may, however, be extended by mutual agreement.

13 2. In the event a grievance is filed at such time that it cannot
14 be processed through all the steps in this grievance pro-
15 cedure by the end of the school year and, if left unresolved
16 until the beginning of the following school year, could result
17 in irreparable harm to a party in interest, the time limits set
18 forth herein may be reduced so that the grievance procedure
19 may be exhausted prior to the end of the school year or as
20 soon thereafter as is practicable.

ARTICLE III (Continued)

GRIEVANCE PROCEDURE

1 3. Level One

2 A teacher with a grievance shall first discuss it with his
3 principal, either directly or through the Association's
4 designated Representative, with the objective of resolving "
5 the matter.

6 4. Level Two

7 If the aggrieved person is not satisfied with the disposition
8 of his grievance at Level One, or if no decision has been
9 rendered within five (5) calendar days after presentation of
10 the grievance, he may file the grievance in writing with the
11 Chairman of the Association's Committee on Professional
12 Rights and Responsibilities (hereinafter referred to as the
13 PR & R Committee) within five (5) calendar days after the
14 decision at Level One or ten (10) school days after the
15 grievance was presented, whichever is sooner. Within
16 five (5) calendar days after receiving the written grievance,
17 the Chairman of the PR & R Committee shall refer it to the
18 Superintendent of the Burlington County Vocational and
19 Technical High School.

20 5. Level Three

21 If the aggrieved person is not satisfied with the disposition
22 of his grievance at Level Two,

ARTICLE III (Continued)
GRIEVANCE PROCEDURE

1 5. Level Three (Continued)

2 or if no decision has been rendered within ten (10) calendar
3 days after the grievance was delivered to the Superintendent,
4 he may, within five (5) calendar days after a decision by the
5 Superintendent or fifteen (15) school days after the grievance
6 was delivered to the Superintendent, which ever is sooner,
7 request in writing that the Chairman of the PR&R Committee
8 submit his grievance to the Board. The Board shall consider
9 the grievance at its next regular meeting or at the Board's
10 discretion at an earlier special meeting.

11 6. Level Four

12 a. If the aggrieved person is still not satisfied, he may,
13 within five (5) school days, request in writing direct
14 to the Commissioner that the Commissioner of Education,
15 State of New Jersey, render a decision in his case, in
16 conformance with New Jersey Statutes Title 18:A.

17 D. Rights of Teachers to Representation

18 1. Any party in interest may be represented at all formal levels
19 of the formal grievance procedure by himself, or, at his
20 option, by a representative selected or approved by the
21 Association. When a teacher is not represented by the

ARTICLE III (Continued)

GRIEVANCE PROCEDURE

1 D. Rights of Teachers to Representation (Continued)

2 Association, the Association shall have the right to be
3 present and to state its views at all formal levels of the
4 grievance procedure.

5 2. No reprisals, restraints, interference, coercion, discrimination,
6 intimidation of any kind shall be taken by the Board or by any
7 member of the administration against any party in interest,
8 any building representative, any member of the PR& R Committee
9 or any other participant in the grievance procedure by reason
10 of such participation.

11 E. Miscellaneous

12 1. If, in the judgment of the PR&R Committee, a grievance
13 affects a group or class of teachers, the PR&R Committee
14 may submit such grievance in writing to commence at Level
15 One. The PR&R Committee may process such a grievance
16 through all levels of the grievance procedure even though
17 the aggrieved person does not wish to do so.

18 2. Decisions rendered at Level One which are unsatisfactory
19 to the aggrieved person and all decisions rendered at
20 Levels Two and Three of the grievance procedure shall be
21 in writing setting forth the decision and the reasons therefore

ARTICLE III (Continued)

GRIEVANCE PROCEDURE

1 E. Miscellaneous (Continued)

2 and shall be transmitted promptly to all parties in interest
3 and to the Chairman of the PR&R Committee.

4 3. All documents, communications and records dealing with
5 the processing of a grievance shall be filed in a separate
6 grievance file and shall not be kept in the personnel file
7 of any of the participants if the decision is in favor of
8 the teacher.

ARTICLE IV

TEACHER RIGHTS

- 1 A. Pursuant to Chapter 303, Public Laws 1968, the Board hereby
2 agrees that every employee of the Board shall have the right
3 to freely organize, join, and support the Association for the
4 purpose of engaging in collective negotiations and other con-
5 certed activities for mutual aid and protection. As a duly
6 selected body exercising governmental powers under the Laws
7 of the State of New Jersey, the Board undertakes and agrees
8 that it shall not directly or indirectly discourage or deprive
9 or coerce any teacher in the enjoyment of any rights conferred
10 by Chapter 303, Public Law 1968 or other Laws of New Jersey
11 or the Constitutions of New Jersey and the United States; that
12 it shall not discriminate against any teacher in any way whatso-
13 ever because of his or her relationship in the Association.
- 14 B. Any individual contract between the Board and an individual
15 teacher heretofore or hereafter executed shall be subject to
16 and consistent with the terms of this Agreement. If an individual
17 contract contains any language inconsistent with this Agreement,
18 this Agreement for its duration shall be controlling.

ARTICLE V

TEACHING HOURS AND TEACHING LOAD

- 1 A. The daily teaching assignment of a shop teacher shall not
- 2 exceed eight (8) teaching periods. Assignments to a super-
- 3 vised study hall shop coverage, or non-compensated extra
- 4 curricular activity shall be considered a teaching period for
- 5 purposes of this Article.

ARTICLE VI

LEAVE

1 A. Sick Leave

2 1. All teachers shall be allowed sick leave with full pay
3 for ten (10) school days in any school year. Unused
4 sick leave days shall be accumulated from year to year
5 with no maximum limit.

6 B. Temporary Leaves of Absence

7 1. This policy shall cover absences not chargeable to sick
8 leave, or professional or semi-professional assignments
9 directly beneficial to the school system. The Board will
10 provide leave at full pay for any of the following reasons,
11 (no unused days shall be accumulated for use in another
12 year):

- 13 a. Death in the immediate family three (3) days.
14 b. Death of a relative, not in immediate family, one (1) day.
15 c. Leave may be granted for other reasons if approved by
16 the Superintendent of the Burlington County Vocational
17 and Technical High Schools.

18 2. Requests for temporary leaves of absence shall be submitted
19 in writing (in advance, when possible) recommended by the
20 principal and approved by the Superintendent.

ARTICLE VI (Continued)

LEAVE

1 3. Personal Days

2 a. The Board will provide for one (1) day personal leave
3 at full pay during any one year (no unused days shall
4 be accumulated for use in another year) for personal,
5 medical, legal, business, household or family matters
6 which require absence during school hours.

7 b. Application to the Principal for personal leave shall
8 be made at least three (3) days before taking of such
9 leave with the reason for the request.

10 C. Extended Leave

11 1. Maternity leave will be granted without pay to all tenure
12 teachers upon request to begin and end at the discretion
13 of the Superintendent of the Burlington County Vocational
14 and Technical High Schools.

15 D. Other Leave

16 1. Other leaves of absence with or without pay may be granted
17 by the Board for good reasons.

ARTICLE VII

MISCELLANEOUS PROVISIONS

- 1 A. The Board shall provide a furnished teachers' lounge and
2 workroom for use of teachers. The teachers' lounge shall
3 be provided with a Bulletin Board for use by the Association.
- 4 B. The Board agrees to pay one half of tuition costs for approved
5 courses based on fees charged by the New Jersey State Colleges.
6 Courses must be approved in advance by the Superintendent and
7 be appropriate and/or required for teaching in a vocational
8 technical high school. Reimbursement will be made by the
9 Board upon presentation of evidence of successful completion
10 of the course(s).

ARTICLE VIII

SALARIES

- 1 A. The salaries of all teachers covered by this Agreement are
2 set forth in Schedule A which is attached hereto and made
3 a part hereof.
- 4 B. The Board shall issue paychecks on the 15th day of the month
5 (if the 15th falls on a Saturday or Sunday, paychecks will be
6 issued on the last working day prior to the 15th) and on the
7 last working day of the month.
- 8 C. Teachers may individually elect to have ten (10) percent of
9 each semi-monthly gross salary deducted from their pay.
10 These funds shall be paid to the teacher on the final pay
11 day in June and are not to be withdrawn before the last
12 pay day in June.
- 13 D. Compensation for Designated Extra Curricular Assignments
14 are contained in Schedule B. If teachers agree to accept an
15 extra curricular assignment, they shall be paid the compensation
16 scheduled in Schedule B in addition to their regular salaries.
17 One half of this payment shall be made on the first pay day
18 in December of the school year and one half the first pay day
19 in May.

ARTICLE IX

DURATION OF AGREEMENT

1 A. This Agreement shall be effective as of July 1, 1971,
2 and shall continue in effect until June 30, 1972.
3 This Agreement shall expire on the date indicated
4 unless an extension is agreed to in writing by
both parties.

5 B. In Witness:

Date April 26, 1971

Burlington County Vocational and
Technical Teachers Association

Car Montgomery
(President)

Patricia Lynn Arnold
(Secretary)

Burlington County Board
for Vocational Education

George A. Sevin
(President)

Charles R. Keith
(Secretary)

SCHEDULE A
SALARY GUIDE FOR 1971-72

BURLINGTON COUNTY VOCATIONAL AND
TECHNICAL HIGH SCHOOL

ACADEMIC TEACHERS	BACHELOR's Degree	Master's Degree	Master's Degree + 32 College Credits
SHOP TEACHERS	Full Certification	Certification (Shop) + 40 College Credits	Certification Bachelor's Degree
<u>STEPS</u>			
1	\$ 7,500	\$ 7,900	\$ 8,300
2	7,800	8,200	8,600
3	8,100	8,500	8,900
4	8,400	8,800	9,200
5	8,700	9,100	9,500
6	9,000	9,400	9,800
7	9,300	9,700	10,100
8	9,600	10,000	10,400
9	9,900	10,300	10,700
10	10,200	10,600	11,000
11	10,500	10,900	11,300
12	10,800	11,200	11,600
13	11,200	11,500	11,900
14		11,900	12,200
15			12,600
Maximum with Longevity	11,800	12,500	13,200

EXTRA \$ 300 WITH TENURE CONTRACT.

EXTRA \$ 300 LONGEVITY PAY AFTER 5 AND 10 YEARS.

SCHEDULE B

COMPENSATION FOR EXTRA CURRICULAR ACTIVITY

1 The following activities are considered extra curricular and
2 will be compensated:

	<u>TITLE OF ACTIVITY</u>	<u>COMPENSATION</u>
3	Class Advisors	\$ 200.00
4	Student Council Advisor (1)	200.00
5	Drama Club Sponsor	100.00
6	Other Club requiring out of school time	
7	with previous approval*	100.00
8	School Newspaper	200.00
9	Year Book	200.00
10	School Store	200.00

- 11 1. The Association and the Board agree to negotiate
12 compensation for additional extra curricular activities
13 as they are added to the school program.
- 14 2. The compensation will be reviewed by both parties
15 with view to bringing in line with the secondary school
16 districts for school year 1972-73.

* Approval by the principal and superintendent would be based on
a written proposal presented by the group sponsor.