

2314

May 3, 1995

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AGREEMENT BETWEEN  
LONG HILL TOWNSHIP BOARD OF EDUCATION

AND

LONG HILL EDUCATION ASSOCIATION

1994-1997

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PREAMBLE

This Agreement entered into this day of 1995, by and between the Board of Education of Long Hill Township, Stirling, New Jersey, hereinafter called the "Board", and the Long Hill Education Association, hereinafter called the "Association".

ARTICLE I

RECOGNITION

- A. The Long Hill Township Board of Education, hereinafter called "The Board", hereby recognizes the Long Hill Education Association, hereinafter called "the Association", as the exclusive representative for collective negotiations concerning the terms and conditions of employment for the following certified and noncertified personnel under contract to the Board, including:

Teachers

Classroom Teachers  
Supplemental Teachers  
Special Subject Area Teachers  
Nurse  
Social Worker  
Learning Disability Specialist  
Speech Therapists  
Librarians  
Guidance Counselors  
School Psychologist

Secretaries & Clerical Help

Bookkeepers  
Building Secretaries  
District Secretary  
School Secretary  
Special Services Secretary  
Teachers' Clerk

- B. Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement, shall refer to the above employees represented by the Association in the negotiating unit.
- C. This recognition shall not impair the rights of any employee or group of employees under Section 19 of Article I of the New Jersey Constitution.

## ARTICLE II

### DURATION OF AGREEMENT

- A. This Agreement shall become effective on July 1, 1994 and shall remain in effect until June 30, 1997.
- B. In the event either party wishes to amend and/or modify this Agreement, notice shall be given by February 1, of each year during the life of this Agreement. Negotiations can be opened only upon the agreement of both parties.
- C. Should a mutually acceptable amendment and/or modification to this agreement be negotiated, it shall be reduced to writing, adopted by the Board and ratified by the Association and then signed by the Board and the Association.

## ARTICLE III

### BOARD POLICY

#### A. Separability

If any provision of this Agreement or any application of this Agreement to any employee is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

#### B. Board Rights

Except as otherwise provided in this Agreement and under the provisions of NJSA 34:13A-1 et. seq., the Association recognizes that the Board has the responsibility and authority to manage and direct, in behalf of the public, all of the operations and activities of the Long Hill Township School District to the extent authorized by law.

## ARTICLE IV

### NEGOTIATIONS PROCEDURE

- A. The Board and Association agree to enter into collective negotiations for a successive agreement in accordance with NJSA 34:13A-1 et. seq., in a good-faith effort to reach agreement on matters concerning the terms and conditions of employment. Where specific provisions covering reopening of negotiations are included in this contract, such negotiations shall be subject to the terms of those provisions. Any agreement so negotiated shall apply to all employees covered by this agreement as listed in Article I. It shall be reduced to writing and presented to the Board for adoption and the Association for ratification. It shall then be signed by the Presidents and attested by the Secretary of the Board and a secretary in the Association.
- B. During formal negotiations, the Board and the Association may present relevant data, exchange points of view and make proposals and counter proposals. The Board shall make available to the Association for inspection, current data available to the public of the Long Hill Township School District.
- C. During each negotiations session, the Board and the Association shall establish the agenda and date for each succeeding session.

## ARTICLE V

### GRIEVANCE PROCEDURE

#### A. Purpose and Definition

- 1. The purpose of this procedure is to resolve, at the lowest possible level, grievances which may arise affecting the welfare or terms and conditions of employment of employees. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate and lawful at any level of the procedure.
- 2. Nothing herein contained shall be construed as limiting the rights of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, prior to filing the formal grievance provided the adjustment is not inconsistent with terms of the Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

3. A grievance is a claim by an employee or representative that harm has been suffered by the interpretation or violation of policies and agreements affecting the employee.

B. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level is maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended in writing by mutual agreement or if they conflict with statutes directly affecting the ability of either party to act.
2. a. A grievance to be considered under this procedure must be initiated in writing within thirty (30) calendar days from the time the grievant knew of its occurrence.  
b. In the event the filed grievance cannot be processed through all the steps necessary in this grievance procedure by the end of the work year, the time set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the work year or as soon thereafter as is practicable.

3. Level One

- a. An employee with a problem shall first discuss it with the immediate superior, either directly or through the Association's designated representative, with the objective of resolving the matter informally.
- b. If an agreeable solution is not forthcoming within the next five (5) work days, the aggrieved employee may submit the written grievance to the immediate superior. The immediate superior shall offer a written response within the next five (5) work days.

4. Level Two

- a. If the aggrieved party is not satisfied with the disposition of the grievance at Level One, the employee may, within five (5) work days of receipt of the response, or in the absence of a response, within ten (10) work days from date of submission of written grievance to the immediate superior, whichever is sooner, submit the written grievance to the Superintendent of Schools with a copy of the response from the immediate superior, and a statement of specific reasons for dissatisfaction with the

disposition of the grievance at Level One. The Superintendent shall meet with the aggrieved party and shall, within ten (10) work days, render a decision in writing.

- b. If, in the judgment of the Association, a grievance affects a group of employees and more than one building, the Association may submit directly such grievance in writing to the Superintendent and the processing of such a grievance shall be commenced at Level Two.

5. Level Three

If the aggrieved party or the Association is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) work days after the grievance was delivered to the Superintendent, the employee, within five (5) work days after a decision by the Superintendent or fifteen (15) work days after the grievance was delivered to the Superintendent, whichever is sooner, may submit the written grievance to the Secretary of the Board of Education. The grievance shall be submitted to the Board with copies of all prior correspondence relating thereto, and a statement of the aggrieved party's specific reason for dissatisfaction with the disposition of the grievance at Level Two. Within ten (10) work days after such written notice of submission to the Board of Education, the Board and the grievant shall attempt to resolve the grievance. The Board shall render its decision on the grievance no later than thirty (30) days after receipt of the grievance at Level Three. The decision of the Board in matters not involving the Terms and Conditions of employment reduced to writing in this agreement shall be final.

6. Level Four

- a. However, any grievance concerning the interpretation of terms and conditions of employment reduced to writing in this contract may, upon request of either the Board or the Association, be submitted to advisory arbitration, provided the party desiring arbitration advises the other party in writing of such desire, within ten (10) work days after the Board of Education has rendered its decision, or within thirty (30) days of the date of submission of the grievance to the Board, if no decision is rendered by the Board. The Board and the Association shall immediately attempt to agree upon an arbitrator. If the Board and the Association are unable to agree upon the Arbitrator within ten (10) work days from the date written notice

of the desire for arbitration is received, the party desiring arbitration shall within ten (10) additional work days request of the American Arbitration Association the selection of an arbitrator. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator. If the party desiring arbitration fails to apply to the American Arbitration Association for the appointment of an arbitrator within said ten (10) additional work day period, it shall be understood that arbitration is no longer required, the matter shall be considered closed, and no further appeal shall be allowed. Cost of the services of an arbitrator shall be shared equally by the Board and the Association.

b. In the event that arbitrability of a grievance is at issue between the parties, jurisdiction to resolve the issue shall rest solely with the arbitrator selected in accordance with the provisions of Section 6 of this Article.

7. Grievances not involving the interpretation of terms and conditions of employment reduced to writing as part of this Contract shall terminate at the Board level. Grievances involving administrative decisions and Board policies which by law are conferred upon or reserved to the Board, shall end at the Board level.

C. Rights of Employees to Representation

1. Any party in interest may be represented at all stages of the grievance procedure by said party, or at said party's option, by a representative selected or approved by the Association.
2. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure, provided that by its presence the Association does not impair the rights of the employee as provided in the statutes or Constitution of the State of New Jersey.

D. Miscellaneous

1. Decisions rendered at Level One which are unsatisfactory to the aggrieved person or persons, and all decisions rendered at Level Two and Level Three of the grievance procedure shall be in writing setting forth the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association. Reasons for decisions may be obtained in writing by the aggrieved person or the Association at any

level of the procedure at the written request of the aggrieved person.

2. All pertinent data shall be kept in a separate grievance file and maintained by the Board Secretary for five years and shall not be kept in the personnel file of the participants.
3. A form for filing grievances shall be revised periodically at the request of the Administration and/or the Association and grievances shall be filed using these forms.
4. Meetings and hearings under this procedure shall not be conducted in public except as provided by law.
5. Due and reasonable exceptions to the time limits shall be made for unexpected absences of those concerned and their representatives.
6. The Association shall be notified by the Secretary of the Board of Education of any formal grievance filed by a member of the bargaining unit who is not represented by the Association when such grievance reaches Board level.

E. Arbitration

1. In the event that the Board rejects the recommendation of the arbitrator (which is advisory) on three separate occasions, the Association may invoke binding arbitration on any succeeding contractual grievances. This provision is effective as of July 1, 1985.

ARTICLE VI

TRANSFERS REQUESTED BY EMPLOYEES WITHIN THE DISTRICT

In recognition of the fact that employees may from time to time wish to transfer from grade to grade within the same building or at other times, between buildings, the following guidelines are established:

- A. A listing of all vacancies shall be posted and made available to all employees as they occur. Announcements of vacancies occurring during the summer will be sent to teachers who leave self-addressed envelopes in the Superintendent's office by the last day of school. Any notice of vacancy occurring during the summer shall be mailed to all teachers certified in the area in which the vacancy occurs.

- B. All requests for transfer should be formal in nature and be in written form.
- C. Reason for the request should be given.
- D. The transfer must have the approval of the Superintendent of Schools.
- E. All employees requesting transfers to another building shall be interviewed by the immediate superior of the building to which they wish to transfer.
- F. The Board of Education shall have the final approval of the transfer.

## ARTICLE VII

### REDUCTION IN FORCE

#### A. Teachers

If during the period of this agreement, the Board determines that it is necessary to dismiss one or more tenured employees covered by this contract, the Board and the Association agree to enter into discussions at that time solely for the purpose of:

1. Considering procedures for carrying out the reduction in force.
2. Assisting affected employees in obtaining added certification if it would be in their interests.
3. Identifying procedures for giving a tenured employee preference in re-employment for a finite period of time following dismissal.

The Board agrees to make every reasonable effort to determine the need for a reduction in force affecting tenured employees immediately after the Board adopts the budget to be submitted to the voters and to so inform the Association in writing. If such a determination can be made by the Board before March 1st, the Association shall be so informed in writing. Discussions shall commence forthwith.

#### B. Secretaries/Clerical Staff

Reduction In Force (RIF) for secretarial/clerical employees, who are included in the bargaining unit, shall be district wide in order of inverse seniority; last in, first out. An employee who

has been RIF'ed shall have recall rights in the inverse order of the RIF; last out, first back.

#### ARTICLE VIII

##### ALL SCHOOLS COUNCIL

- A. The Association shall select an All Schools Council which shall meet as the need arises, with representatives of the Administration and the Board.
- B. The Board of Education shall receive all minutes of the All Schools Council which shall be prepared by a Council member appointed by the Chairman of the All Schools Council.
- C. Nothing in this article shall be interpreted as an enlargement of the Negotiations Procedures or to bypass Grievance Procedures of this Agreement.

#### ARTICLE IX

##### SICK LEAVE

###### A. 12 Month Employees

Twelve month employees shall be granted 14 accumulative sick days annually.

###### B. 10 Month Employees

Ten month employees shall be granted 12 accumulative sick days annually.

- C. Entitlement of sick leave shall begin on the first official work day of said work year. Sick leave entitlement for employees hired after the start of the work year shall be proportional to the number of months the employee will work during the year, and all the days will be credited to the employee as of his/her first work day.

- D. Any sick days not used in the school year are cumulative for later use as provided by statute.

ARTICLE X

TEMPORARY LEAVES OF ABSENCE

The provisions stated below for absence shall be for each work year (July 1 - June 30). Unused days are not cumulative or transferable.

- A. Death in the Immediate Family: An allowance of days shall be granted with full pay starting from the day of death. This applies to the immediate family: spouse, child, and any other member of the same household or if said household was last residence. It also includes mother, father, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, regardless of residence. The total allowance under this provision shall not exceed five (5) working days in any one year, except as follows: If the deceased is a parent, spouse, or child of the employee, the allowance will be five (5) working days for each death.
- B. Serious Illness in the Immediate Family: Two (2) days annually are permitted, with full pay, for all employees for illness in the employee's immediate family living in the employee's household and mother and father whether or not they are living in the employee's household.
- C. Marriage of Employee or Employee Son's or Daughter: An allowance of one day with pay LESS deduction of the established rate for a substitute\*.
- D. Personal: An absence of two days for personal reasons for which an explanation is not required may be granted after notifying the building principal or the employee's immediate supervisor. If a third day is used, it shall be with pay LESS deduction of the established rate for a substitute\*. The request shall be made a minimum of three (3) days in advance unless an unforeseen emergency arises. Personal absence may be granted for one (1) or two (2) consecutive days before or after a school calendar holiday or vacation period subject to three days advance notice prior to the date of absence, holiday or vacation period, whichever is sooner, and subject to the Superintendent's approval.

Beginning in 1987-88, all personal leave days not used by an employee at the end of a contract year will be converted to sick leave and added to the employee's accumulated sick leave account.

- E. Additional Absences: Additional absences may be granted at the discretion of the Superintendent for reasons that are considered clearly exceptional in any of the following ways:
  - 1. With full pay.
  - 2. With pay LESS deduction of the established rate for substitute\*.
  - 3. Without pay.

\* For secretaries the substitute rate will be defined at \$45.00 per day.

ARTICLE XI

EXTENDED LEAVES OF ABSENCE

A. Maternity Leave

Maternity leave without pay shall be granted to tenured and non-tenured employees, upon written application, to a maximum limit of one full school year following the school year in which the birth takes place. For 10-month employees, if birth occurs during the summer recess, maternity leave shall be limited to a maximum of the full school year immediately following birth.

Employees on maternity leave may use accumulated sick days from the date of their leaving active duty for that portion of maternity leave during which disability exists, receiving pay for said days, to the limit of availability.

Employees wishing maternity leave must file application with the Superintendent of Schools as soon as pregnancy is clearly established, but not later than three (3) months before expected birth, fully stating all dates and other particulars of the case, including the date of anticipated return.

An employee on maternity leave may return to work whenever her physician recommends such a return. Should the Board disagree with that recommendation, it may require the employee to submit to an examination by a Board-selected physician. Employees should notify the Superintendent and the Board thirty (30) days prior to requested date of return unless the anticipated return is September, in which case the employee shall give notice by April of the preceding year. If the employee is unable to return at the anticipated time, the employee's leave status shall remain as stated in the contract. In the event a teacher has decided not to return and the position is filled for the following year, the teacher may not return until the subsequent year.

The Board has the right to bar an employee on maternity leave from returning to work if such a return is requested for a date after April 30th.

B. International and Federal Programs

Employees may be granted leaves of absence without pay for a maximum of two years for service in the Peace Corps, V.I.S.T.A., National Teachers Corps, Overseas Teaching, Exchange Teaching, and Graduate Fellowship. Service in programs similar in nature and leaves for good cause may be approved upon the recommendation of the Superintendent.

C. Military Service

Employees in the employ of the school system will be granted leaves of absence for meeting reserve military service and National Guard training requirements in accordance with the provisions of N.J.S.A. 38:23-1 and N.J.S.A. 38A:4-4.

D. Illness in Family

Employees may be granted leaves of absence without pay upon verification by the family physician of a long-term illness in the immediate family.

E. General Conditions

Upon return from leave, with proper substantiation of applicable experience or military service, the employee may be placed on the salary schedule at the level which would have been achieved if the employee had not been absent. Accumulated sick leave to which an employee was entitled at the time of this leave shall be restored to the employee upon return. The employee will not accumulate additional sick leave for time of absence.

Additional, proper substantiation of teaching or military service, when recognized in lieu of resident teaching experience, shall be accounted as requisite teaching experience in awarding service premiums.

ARTICLE XII

SABBATICAL LEAVE

Upon application of the teacher involved and subsequent recommendation of the Superintendent of Schools, the Board of Education may grant, by individual consideration, sabbatical leave of absence to a teacher subject to the following conditions, limitations and provisions.

A. Conditions under which leave may be granted:

1. The teacher must have serviced the Long Hill Township School System for eight (8) or more years of continuous full-time employment.
2. The sabbatical leave is for only one full academic school year.

B. Limitations

1. Sabbatical leave will be considered for any program approved by the Superintendent of Schools and the Board of Education.
2. In cases of sabbatical leave for the pursuance of formal graduate study, a minimum of 20 credit points will be required. The study must be in courses for which formal college graduate credit is granted.
3. Sabbatical leave will not be granted for the purpose of engaging in gainful employment or for the purpose of study for a trade or another profession.
4. Sabbatical leave will not be granted for study in the field of administration or special education unless, through prior arrangement, the teacher will be employed in either of these fields following the expiration of the sabbatical leave of absence, and provisions of C. 2. of this Article are fulfilled.
5. Salary and Tenure Rights
  - a. A teacher on sabbatical leave shall receive a salary equal to one-half the annual contracted salary to which the teacher would have been entitled had the teacher remained in the regular teaching position. Said half salary shall be paid in twenty (20) installments as outlined in Article XVII or by special arrangements agreed to by the teacher and the Board of Education.
  - b. In the event a scholarship stipend is part of the sabbatical arrangement, the total cash remuneration (stipend plus sabbatical salary) may not exceed the regular salary of the teacher.
  - c. From the salary received while on sabbatical leave, there shall be made regular payroll deductions required by law and authorized by the teacher.
6. Upon expiration of a sabbatical leave, a teacher shall not again be eligible for sabbatical leave until another seven (7) continuous years of full-time service have been completed.

C. Provisions

1. The request for sabbatical leave shall be in writing and must be submitted prior to November 1 of the school year previous to the year for which the leave of absence is desired.

2. The teacher shall enter into a contract with the Board of Education to continue in service for a period of two years after expiration of the leave of absence.
3. When formal college credit has been granted during the leave, an official transcript will be required and when leave has been granted for any other purpose, written reports planned in consultation with the Superintendent will be required.
4. During the period of sabbatical absence, the teacher's tenure rights, salary advancements and accumulated sick days shall be safeguarded and retained, but the teacher will not receive credit for unused sick days accumulated during the period of sabbatical leave of absence.

### ARTICLE XIII

#### TUITION REIMBURSEMENT

The Long Hill Township Board of Education will reimburse teachers for the tuition costs of advance credits beyond those required for a bachelor's degree.

A. Limits

Tuition reimbursement per teacher during any one contract year will be limited to the dollar equivalent of twelve (12) times the tuition per graduate credit charged at a state college (for example Kean or Montclair State).

This reimbursement shall be specifically limited to tuition costs and only for the maximum number of credits set forth in the Limits section of this Article, and shall not cover or include fees, charges and costs for room, board, textbooks and supplies, transportation or any other such costs, fees or charges. Where it is not possible to so segregate such costs into covered and not covered segments, the college or university shall be requested by the teacher concerned to make an appropriate allocation, which must be comparable in result to like institutions so offering an appropriate allocation in the degree of comparability to be subject to the determination by the Board of Education.

- B. Teachers will be required to have Superintendent's approval for all reimbursable credits above six (6) in one contractual year. Teachers will be required to notify the Superintendent prior to taking any course for reimbursement. In any event, total reimbursement shall be limited to the maximum specified in paragraph A. of this article.

- C. This reimbursement shall be made in total by the Board of Education within sixty (60) days following successful completion of the course of studies.
- D. Teachers not offered contracts for the subsequent school year and teachers leaving of their own volition at the end or during the current contract year shall not be entitled to tuition reimbursement for courses taken during the semester in which the employee leaves the district, except that teachers not offered contracts for reasons of economic necessity will be reimbursed for tuition consistent with paragraph A of this article.
- E. Reimbursement shall be made for tuition to bona fide degree-granting and accredited four-year colleges and universities for college level courses consistent with the limits of this article. Single courses or groups of courses not leading to an advanced degree, only providing a certain skill or filling a certain lack, shall be subject to tuition reimbursement, consistent with the limits of this article.
- F. Provisions
1. All courses and courses of study referred to in this article and covered by this tuition reimbursement practice shall be taken and attended on the teacher's own time and at a time and in such a manner as to not interfere with the regular conduct on the instruction in the Long Hill Township Schools or with the presence of the teacher in the school on his or her job. No early release from regular duties or school year end or late reporting date at school year start will be permitted under this article.
  2. All courses of instruction shall be completed with a satisfactory or passing grade or level of achievement to be eligible for reimbursement. A satisfactory or passing grade shall be at the discretion of the college or university.
- G. Secretaries Tuition Reimbursement
- Secretaries may receive reimbursement for attending courses in work-related skills, subject to recommendation of the immediate supervisor and, with the approval of the Board. Secretaries will be required to notify the Superintendent prior to taking any courses for reimbursement.

ARTICLE XIV

INSURANCE PROTECTION

A. Medical, Surgical, Major Medical

The Board shall provide hospital, surgical, medical and major medical insurance coverage for employees and their families, by enrollment of all eligible employees and their dependents in the "Public and School Employees Health Benefits Act: (N.J.S.A. 52:14-17:25, et seq.) Program". The Board shall pay the entire cost of such coverage for each employee and immediate family dependents (spouse and children) who are eligible and whom the employee elects to have covered.

B. Dental

The Board shall provide dental insurance coverage (including Orthodontia for dependent children 18 years old or younger) for employees and their families, through enrollment in the Delta Dental Plan of New Jersey, Inc. or substantially similar plan.

C. Prescription

The Board shall provide prescription drug expense insurance coverage for employees and their families through enrollment in the Pre-Drug 100 Program administered by "Sircusa Benefits Programs" and underwritten by Dominion Life Assurance Company, or substantially similar plan.

- 1 The prescription drug co-payment shall be eight dollars (\$8) for specific name drugs and five dollars (\$5) for the generic equivalent drug.
2. Effective July 1, 1995 the prescription drug co-payment shall be ten dollars (\$10) for specific name drugs and zero dollars (\$0) for the generic equivalent drug.
3. Employees, at their discretion, may use the mail order option for long term prescriptions.

- D. The Board shall pay the entire cost of Dental and Prescription coverage for each employee and immediate family dependents (spouse and children) who are eligible and whom the employee elects to have covered except that new employees hired effective July 1, 1992 and after will not be provided dental and prescription insurance at Board expense until they acquire tenure in Long Hill Township. However, they will be provided the opportunity to enroll in the group plans provided herein at their own expense.

E. Changes

If during the period covered by this Agreement, benefits under any of the programs referred to in Sections A., B. or C. of this article are expanded to provide coverage not specifically provided in these sections, any increases in cost resulting therefrom shall be paid in full by the employee. In the event State Law requires the employer to pay the increased cost of such additional coverage for the employee, then the contribution of the employer toward present dependent coverage shall be reduced by the additional amount the employer is required to pay for such additional employee coverage.

If prior to the effective date or during the term of this contract other dental and/or prescription drug plans offering substantially the same benefits at lower premium cost are available, such plan or plans shall be substituted for the plan or plans indicated herein. Such change must be approved by both the Board and Association.

F. Less Than 1/2 Time Employees

For less than 1/2 time employees the benefits described above will be provided by the Board but the Board will only pay a portion of the cost. That is equivalent to the ratio of time worked to Full Time (i.e. 1/3 time would receive 1/3 of the benefit payment from the Board). This provision shall apply only to employees with an initial hire date after July 1, 1979.

G. All employees who wish to continue health insurance benefits after retirement will be allowed to do so at the Board group rate but at their own expense and only to the extent and as long as permitted by the terms of the policies of insurance in effect in the district. The Board of Education will assume the responsibility for administering this plan.

ARTICLE XV

DEDUCTION FROM SALARY

A. The Board agrees to deduct from the salaries of its employees, dues for the Long Hill Education Association, the Morris County Council of Education Associations, the New Jersey Education Association, or the National Education Associations or any one or combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.1 et seq.) and under rules established by the

State Department of Education. Said monies together with records of any corrections shall be transmitted to the Treasurer of the Long Hill Education Association by the 15th of each month following the monthly payment period in which deductions were made.

- B. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its dues shall give the Board written notice prior to the effective date of such change.
- C. Additional authorization for dues deductions may be received after August 1, under rules established by the State Department of Education.
- D. The filing of notice of an employee's withdrawal shall be made prior to December 1 or June 1 and become effective to halt deductions as of January 1, or July 1, next succeeding the date on which notice of withdrawal is filed.

#### ARTICLE XVI

#### MISCELLANEOUS

##### A. Complaints Against Members Covered By This Contract

Board of Education members and/or employees who receive information in the nature of a complaint should advise persons presenting such information to discuss the matter with the employee directly involved. If satisfaction is not derived from the original contact, the citizen should move to the next higher level. The sequence of approach should be employee to immediate superior to Superintendent. As a last resort, request may be made to bring the problem to the Board of Education by requesting a meeting, through the Superintendent, to discuss the complaint. It shall be within the discretion of the Board whether or not to grant such a meeting and to determine who shall be present. The Board shall, however, investigate all such complaints lodged with it, including those made by members of the public who fail to follow the suggested procedure. The employee, against whom the complaint is made, may elect to be present and/or to have his or her representative present at any such meetings or at any discussion held with the Board of Education.

B. Contracted Addresses

For purposes of communication concerning this Agreement, the following addresses will be in effect for the term of this Agreement:

Board of Education  
c/o Secretary of the Board of Education  
Long Hill Township Public Schools  
331 Elm Street  
Stirling, N.J. 07980

Long Hill Education Association  
Home address of current president

C. Association Business

The President of the Association shall be permitted to be absent from the school building for the purpose of carrying on Association business. Absences for this purpose shall be limited to once each week and to the time between dismissal of children and sign-out, day of week to be mutually agreed upon by the president of the Association and the building principal. After school extra help for students and other system required responsibilities shall take precedence over Association business.

D. School Calendar

The Association shall be given the opportunity to submit recommendations with reasons therefore, in regard to the School Calendar for the subsequent year to the Superintendent by October 1st, and on new inclusions not covered by their recommendations, prior to submission of the Calendar to the Board. The Board and the Administration shall give due and proper consideration to all such recommendations, and will furnish in writing its reason(s) for rejection of any such recommendations; provided, however, that the final decision in all matters pertaining to the School Calendar shall rest with the Board.

E. Personnel Records

Employees shall have the right to review their Central Office and school personnel files by appointment. The employees may attach a written comment within 30 calendar days to any materials they believe require clarification and send a copy of such comments to the Superintendent at that time. Receipt of such comments will be acknowledged by the Superintendent within ten (10) working days.

F. Committee Work - Curriculum Development & T. & E. Program  
(Teachers Only)

Teachers may be required to participate in two meetings per month beyond the normal working hours. The meetings are subject to the following limitations:

1. They shall be scheduled for Mondays.
2. They shall be scheduled to end no later than one hour after student departure time at Millington and Gillette schools.
3. Under normal circumstances there shall be no advance preparation required. Some reasonable amount of preparation may be necessary from time to time.
4. Teachers shall be assigned to one committee only.

Nothing in this Agreement shall prohibit the use of other parts of the working day or of any or all of Institute Days for committee and/or curriculum work.

- G. Lunch Aides will be provided to Millington and Gillette schools. The aides will normally provide lunch recess supervision.
- H. It is the intent of the Board of Education to provide a safe working environment for its employees and, to the extent possible, to endeavor to have a responsible person working on or about the premises while the employee is working in a building. If circumstances result in an employee being alone on the premises for an extended period of time and an employee feels unsafe, the employee may, upon notification to the Board Office, leave work with the understanding that the lost time is to be made up.
- I. Teachers who travel to two (2) or more schools shall be based in one (1) school for nonteaching duties.

ARTICLE XVII

SALARIES

The salaries of all teachers covered by this Agreement are set forth in Schedule A, all secretaries and clerical help are set forth in Schedule B; both are attached hereto and made part hereof.

- A. Employees employed on a ten (10) month basis shall be paid twenty (20) semi-monthly installments.

- B. Employees may individually elect to have a portion (not less than \$25.00 per month) of their monthly salary deducted from their pay and forwarded to the Tri-Co Federal Credit Union by the 15th and 30th day of the month in which the deduction is made.
- C. When a pay day falls on or during a school holiday, vacation or weekend, the employees shall receive their paychecks on the last working day.
- D. It is the intent of the Board of Education that ten month employees shall receive their final checks on the last working day in June, or as soon thereafter as possible provided they have fulfilled all obligations.
- E. A contract and request for signing or a written notification of employment status shall be given to all teachers no later than 60 calendar days prior to the termination of their current contract. All teachers offered a contract for the ensuing year shall return the signed contract, or the unsigned contract together with a letter of resignation no later than June 1 of the current contract year.
- F.
  - 1. Extra pay shall be provided for those services which are clearly beyond the realm of regular teaching duties and which require services extending past the normal work day. Services which are performed in lieu of normal teaching duties, however, are not considered as extra services unless specifically recommended by the Superintendent and authorized by the Board of Education.
  - 2. Availability of any position or activity which is classified as an extra service shall be posted in all three schools along with its job description and its stipend. Upon appointment, the employee hired for the position or activity shall receive a copy of the job description. The Board of Education agrees to publish within a reasonable time (30 days) all designated stipends associated with activities as listed in Section F. 3. of this article.
  - 3. The following services will be considered as extra services when they meet the criteria as specified in F. 1. above:
    - a. Directing or assisting in school related affairs.
    - b. Curriculum work of a special nature.
    - c. Extra administrative work (inventory, Title II application, etc.)
    - d. Supervision of school sponsored activities.

The stipends to be received are set forth in Article XIX, Schedule C.

G. Secretaries' and Clerk's Salary Compensation

1. The classifications used herein are solely for the establishment of the Schedule B Salary Guides and are not in conflict with the categories of employees recognized by this Board in Article I.
2. The annual salaries listed in the salary guide are all computed on the basis of 2080 hours per year and are included for comparative purposes only.

An employee's Individual Base Salary is derived by prorating the annual salary on the basis of the hours worked annually and the hours attributed to paid holidays. For computational purposes, an employee's regular hourly rate is obtained by dividing an Individual's Base Salary by the sum of the hours worked annually and the hours attributed to paid holidays.

3. The steps of the salary guide are annual increments granted in the first five (5) years of service, step 5 being granted on the fifth year of service.

H. A Service Premium shall be granted to all Teaching Staff Members upon completing the following years of teaching service. Teaching service shall be defined as the total number of years of net credited service as a full-time teacher regardless of the place of such employment.

<u>Years of Service</u>	<u>Added to Base Salary</u>
15 years	\$500.00
20 years	500.00
25 years	500.00
30 years	500.00
35 years	500.00
40 years	500.00

The term "Net Credited Service" is defined as the number of years credited by the Long Hill Township Board of Education to a teacher upon employment, or at a subsequent point in time, as evidenced by the experience step in the salary guide such teacher is placed upon, or to which the employee is subsequently elevated.

I. The secretaries and clerical staff with continuous service in the Long Hill Township School District shall receive longevity pay in accordance with the following schedule:

- After 5 years of service - 2% of Individual Base Salary
- After 10 years of service - 3% of Individual Base Salary
- After 15 years of service - 4% of Individual Base Salary
- After 20 years of service - 5% of Individual Base Salary

These percentages are non-compounding and are limited to the Individual Base Salary only. Payment under this section is deemed regular pay and shall be made part of and along with individual base salary payments. Such longevity payments shall begin the contractual year following the employee's service anniversary date.

J. For advancement on a salary guide, one year of service will be granted to a 10-month employee who has worked at least 90 work days within a district, and a 12-month employee who has worked at least 106 work days.

K. Employees having completed at least ten (10) years of service in Long Hill Township shall receive a retirement bonus equal to the number of years worked, times ten (10) established sick days per year, which equals total number of sick days, minus the number of sick days used, which equals remaining unused sick days time 0.25 which will give the number of paid sick days upon retirement, times 1/200 for 10-month employees and 1/240 for 12-month employees, of the final yearly salary or they will receive a retirement bonus equal to the number of years worked, times ten (10) established sick days per year, which equals the total number of sick days at the rate of \$60.00 per day if this will produce a greater payment. Employees will receive their retirement bonus only if eligible to draw a pension from the Pension and Annuity Fund. Such eligibility does not include deferred retirement option.

1. This benefit will also be payable to the estate of any employee who dies while in service in Long Hill Township and who has completed at least the required ten years of service.

EXAMPLE -- 10 MONTH EMPLOYEES

<u>Number of years worked</u> x	20 years worked
10 established sick days per year	x 10 days per year
	200 total sick days
Minus the number of sick days used	- 40
	160 remaining sick days
Remaining unused sick day x 0.25	x .25
	40 paid days upon retirement

Number of days paid upon retirement x 1/200 of the final yearly salary = retirement bonus (40 x 1/200 x \$40,000 = \$8,000).

ALTERNATE EXAMPLE -- 10 MONTH EMPLOYEES

<u>Number of years worked</u> x	20 years worked
10 established sick days per year	x 10 days per year
	200 total sick days
Minus the number of sick days used	- 40
	160 remaining sick days

@ \$60 per day (160 x \$60) = \$9,600

In this instance, the alternate method of computation produces the higher payment and would be used.

- L. The Board shall notify each employee of the number of sick days used the previous year and the total number of sick days being applied to the formula in Article XVII, Sec. K. This shall be done by October 1st of each year.
- M. To Qualify for the M.A. Plus 30 Salary
1. At least 15 of the 30 credits shall have been acquired in the special subject matter area in which the teacher is working in LONG HILL Township Schools, such as English composition and literature; history and geography, mathematics, reading and science.
  2. The other 15 credits may have been acquired in one or more of the special subject matter areas listed above in which the teacher is NOT working in Long Hill Township Schools, or they may have been acquired in general supportive subject matter areas, such as anthropology, philosophy, psychology, sociology or they may have been acquired in a combination of special and general subject matter areas.
  3. In each case, the Superintendent shall certify to the Board of Education that the 30 credits submitted are applicable. Before beginning the program outlined above, the teacher shall have approval in writing from the Superintendent.
- N. Withholding of Employment Increments

The Board of Education, upon recommendation of the Superintendent may withhold for inefficiency, or other good cause, the employment increment, or the adjustment increment, or both, of any employee in any year by a recorded roll call majority vote of full membership of the Board of Education.

The procedure for withholding of the employment increment, of the adjustment increment, or both, is as follows:

1. The Principal or Supervisor of the teacher shall notify the teacher in writing of the area(s) in which the administrator finds the teacher's work deficient. Such notice must first be given by December 15, or sooner. The Principal or Supervisor shall follow up the initial notice with two or more written observations in which the administrator shall note whether or not the administrator sees improvement in the teacher's work. If by February 15, the Principal or Supervisor finds that the administrator is still not satisfied with the teacher's performance, the administrator shall notify the teacher in writing that the administrator is recommending withholding the teacher's increment(s) for the coming school year, and state the reason(s) therefore.
  2. The teacher may appeal in writing, through the principal, from such action within ten days upon receipt of the latter notice, and request to have the teacher's case reviewed by the Superintendent. The Superintendent will render a decision within ten days in writing.
  3. If the recommendation of the Principal, or Supervisor is affirmed by the Superintendent, the employee may within ten days appeal in writing to the Secretary of the Board for a review by the Board of Education. After the review by the Board of Education, the Board will formally vote on the recommendation of the Superintendent, and shall notify the employee in writing of such action within ten days, together with the reasons therefore.
  4. If the employee is not satisfied with the decision of the Board of Education, the employee may appeal from such action to the Commissioner of Education, State of New Jersey, under the rules prescribed by the Commissioner.
0. Overtime: When authorized by the Superintendent, the overtime rate for secretaries and clerical help shall be based on one and one-half (1-1/2) times the employee's regular hourly rate for any hours worked over an eight (8) hour day and forty (40) hour week. When compensatory time is given in lieu of overtime payment, it will be on a time and one-half (1-1/2) basis.

ARTICLE XVIII

WORK PERIOD

A. Teacher's Work Day

1. The teaching day will not normally exceed seven (7) hours and fifteen (15) minutes. On Fridays and before holidays, teachers may leave after student dismissal. This provision does not preclude early release of teachers if dictated by extraordinary circumstances.

2. Normal starting and ending times at the schools are as follows:

Central School

Monday through Thursday - Starting 8:00 a.m., Ending 3:15 p.m.

Friday and days preceding school holidays -Starting 8:00 a.m., Ending 2:45 p.m.

Gillette and Millington Schools

Monday through Thursday - Starting 8:15 a.m., Ending 3:30 p.m.

Friday and days preceding school holidays -Starting 8:30 a.m., Ending 3:15 p.m.

Nothing stated herein shall supersede Article XVI, Section F.

3. One reporting conference day will be switched to the evening, with an early dismissal on the day of the conference.
4. Starting and ending times may be revised by the Board if dictated by economic and/or educational necessity. In such a case the Board will notify the Association and receive their comments prior to any final decision.
5. Beginning in September, 1989, the pupil contact time of teachers in all schools will be increased by fifteen (15) minutes per day. This time will be within the normal seven (7) hour and fifteen (15) minute day and will not be taken from the existing teacher lunch or student recess time.

6. Middle School

- a. Central School Teachers will be provided with the equivalent of five (5) periods of preparation time per week, one per day, when feasible.
- b. As long as the split period exists, teachers will have either:
  1. lunch for one part of the period, and a non-teaching student contact supervisory assignment for the other part of the period;
  - or
  2. a non-teaching student contact supervisory assignment for one part of the period, and a teaching assignment during the other part of the period with lunch scheduled during either the 4th, 6th, or 7th period.

The non-teaching student contact supervisory assignment will occur on no more than 90 student days. On the other 90 student days, the teacher will use this time for non-student contact educationally related activities such as but not limited to curriculum development, team meetings, grade level meetings, department meetings, conferences, childstudy team meetings, and, at the discretion of the teacher, student tutoring.

- c. Maximum of six student contact periods in conjunction with section 6.b.2 or plus section 6.b.1
7. All Millington and Gillette teachers will be provided with one hundred and ninety (190) minutes of preparation time per week.
8. In the event of an emergency school closing (i.e. snow emergency), teachers shall be released ten (10) minutes after the students have boarded the buses. Two teachers selected by the building faculty shall stay an additional twenty (20) minutes to help in the event a bus should return to the building. If a bus does return, the two employees shall take charge of the students while arrangements are being made for their return home. At no time shall the employee be required to stay beyond their regular school day.

B. Teacher's Work Year

1. The teacher work year will consist of 180 teaching days, one orientation day prior to the start of school, and up to two

in-service days. The first two snow days will not count as days worked; the next two snow days will count as days worked and will replace the in-service days. All other snow days will be made up at the end of the school year, if possible.

2. In-service days will be scheduled after April 1st and prior to the last day of school.
3. Teachers will not be required to attend the N.J.E.A. Convention nor will they be required to be at school during the convention days. If a teacher attends the N.J.E.A. Convention it will not be counted as a work day.
4. The Board shall grant one release day per contract year to the L.H.E.A. President to attend one National, State or County Association Function.

C. Secretaries Work Period

1. 12 Month Employees - The work period for 12 month employees will begin on the first week in July of each year and extend through the last week day in June of the following year and include 13 paid holidays listed in H.2. of this article.
2. 10 Month Employees - The work year for 10 month employees will begin 10 working days prior to the start of school and end on June 30. The total number of days will be 212 and shall include the 12 paid holidays listed in H.1. of this article. Employees shall not work any holiday on which school is closed. Employees shall work during the mid-winter recess or other days if necessary to bring the total days worked to 200 days. The starting and ending dates may be changed if mutually agreeable to the individual employee and the Superintendent, provided the required number of work days are covered.

Ten month employees may be asked to work additional days during the summer. They will be paid per diem prorated at their annual salary, and this work will be done by mutual agreement.

3. Teachers' Clerk - The work calendar will be determined by the Superintendent of Schools subject to the following conditions:
  - a. The standard work year shall consist of 183 days.
  - b. The Superintendent may not schedule work days for Thanksgiving Day, the day after Thanksgiving, New

Year's Day, Christmas Day, Memorial Day, or Good Friday.

- c. Any holiday in which school is open is considered a regular work day for teachers' clerk.
- d. Teachers' clerk may be required to work up to 3 days in excess of the standard school year, but will be compensated at clerk's regular hourly rate for any day worked in excess of 183.
- e. Teachers' clerk will not be required to report to work during the Christmas, Mid-Winter or Spring Recess or Snow Days. However, these are not considered paid vacation days.

D. Secretaries' Work Week

1. The work week of the Board Office staff has been established and may be altered by mutual consent of the employee and the Board Secretary. Any changes in time will be calculated at the secretary's regular hourly rate.
2. The work week of all other employees has been established and may be altered by mutual consent of the employee and the Superintendent. Any change in time will be calculated at the secretary's hourly rate.
3. The work week for full time employees whether 12 month employees or 10 month employees is 5 days per week, 8 hours per day.
4. A District Secretary Works 5 days per week, 8 hours per day.
5. A Teachers' clerk works 5 days per week, 8 hours per day.

E. Secretaries' Work Day

1. The work day of all employees shall include a duty free 30 minute lunch period.
2. The beginning and ending times will be established by the Board Secretary for the Board Office staff and by the Superintendent for all other employees.
3. Not more than five (5) times in each year, secretaries will be released one-half (1/2) hour before the end of their workday if they attend previously scheduled meetings of the Association.

F. Secretaries' Snow Days

1. In the event schools are closed because of hazardous weather conditions, there shall be a delayed opening for secretaries. Delayed opening is defined as two (2) hours later than normal starting time unless otherwise directed by the Superintendent. Every secretary shall report for work. If a secretary chooses not to come in, the secretary must make up that day. However, if the Administration determines that school is closed for employees, the snow day does not need to be made up.
2. In the event of an emergency school closing secretaries shall be permitted to leave thirty (30) minutes after the volunteer teachers specified in Article XVIII A.8.

G. Secretaries' Days Off

Ten month employees will not be required to report to work during the Christmas and Spring recess (if scheduled) and Good Friday. However, these are not considered paid vacation days.

H. Secretaries' Paid Holiday

1. 10 Month Employees

Paid Holidays (12) shall include Thanksgiving Day, the Day after Thanksgiving Day, New Year's Day, Washington's Birthday\*, Christmas Day, Lincoln's Birthday\*, Memorial Day\*, Labor Day, Veterans' Day\*, Election Day\*, Columbus Day\*, and Martin Luther King Day\*.

2. 12 Month Employees

Paid holidays shall include the above plus Independence Day.

\*NOTE: If school is open on any of the holidays asterisked, the secretaries will work those days but will receive days off with pay sometime during the mid-winter vacation period or other time prior to June 30 mutually agreeable to the individual and the Superintendent to compensate for working on a holiday.

I. Vacation - Twelve (12) Month Employees

1. In addition to "all employee holidays," secretarial and clerical employees who are under contract to the Board of Education on a 12-month basis shall be granted vacations with pay at the following rates:

- a. Employees who have been regularly employed for less than five years: two (2) weeks.
- b. Employees who have been regularly employed for five years but less than ten years: three (3) weeks.
- c. Employees who have been regularly employed for ten or more years: four (4) weeks.

2. General Conditions Applicable to all Twelve-Month Employees

- a. An employee shall not be deemed to have worked, for the purpose of earning vacation time, during absences for vacation or extended leave of absences granted for sickness, disability, maternity, military service or otherwise.
- b. Overtime shall not count in the calculation of vacation time earned by an employee.

3. Time of Vacation

Certified and other Professional employees, secretarial and clerical employees shall take vacations only when school is not in session, with approval of the person to whom they are responsible. No vacation time shall be taken later than the end of the employment year next following the employment year in which it is earned.

4. Scheduling Particular Vacations

Prior to June 1 each year, all employees will submit to the person to whom they are immediately responsible a written statement in which the desired vacation time is specified. In arranging a vacation schedule, the responsible person will give due consideration to seniority within job classification.

5. Vacation Upon Termination of Employment

Special Provision is hereby made for vacation time upon termination of employment.

The Superintendent shall recommend one of the following courses of action to the Board. The Board (not the employee) shall determine which plan to follow in each individual case. This vacation time and/or its equivalent in pay shall be in proportion to vacation time that would otherwise have been granted according to other portions of this section.

- a. Employee shall take vacation with pay during the regular employment year prior to July 1.
- b. Employee shall take part of vacation with pay during employment year before July 1 and for remaining vacation time shall be paid at the same yearly rate as the employee was earning previously.\*
- c. Employees shall take no paid vacation during last employment year, but shall be paid for vacation time starting July 1 at the same yearly rate of pay as the employee was earning prior to July 1.\*

\*In these cases, the fact that compensation for vacation time is paid does not entitle an employee to additional earned vacation days after July 1.

J. Jury Duty

Any employee serving on a jury of the United States, State of New Jersey, or any other judicial body, shall be paid by the Board of Education at his/her daily rate of pay for every day the employee is required to serve. Upon being called, the employee will make every effort to defer jury service to a time when school is not in session.

Monies received as a result of jury service shall be turned over to the Board of Education Business Administrator. "On Call" jurors will report to their assigned duties.

LONG HILL TOWNSHIP BOARD OF EDUCATION

TEACHERS' SALARY GUIDE

Schedule A-1

1994-1995

<u>STEP</u>	<u>BA</u>	<u>MA/B+30</u>	<u>MA+30</u>
1	28720	30670	32542
2	30083	32067	33939
3	30679	33027	34938
4	32042	34075	36028
5	33405	35472	37482
6	34768	36869	38936
7	36131	38266	40390
8	37492	39666	41840
9	38833	41050	43290
10	40106	42442	44775
11	42644	45189	47736
12	45576	48121	50667
13	48502	51045	53593
14	50062	52605	55153
15	51527	54072	56616
16	52989	55534	58081
17	54453	56998	59545
18	55919	58464	61007
19	57384	59928	62476
20	58848	61397	63942
21	61211	63758	66306

LONG HILL TOWNSHIP BOARD OF EDUCATION

TEACHERS' SALARY GUIDE

Schedule A-2

1995-1996

<u>STEP</u>	<u>BA</u>	<u>MA/B+30</u>	<u>MA+30</u>
1	29009	30956	32828
2	30403	32353	34225
3	31766	33750	35622
4	32362	34710	36621
5	33725	35758	37711
6	35088	37155	39165
7	36451	38552	40619
8	37814	39949	42073
9	39175	41349	43523
10	40516	42733	44973
11	42632	45177	47724
12	45564	48109	50655
13	48490	51033	53581
14	50185	52728	55276
15	51745	54288	56836
16	53210	55755	58299
17	54672	57217	59764
18	56136	58681	61228
19	57602	60147	62690
20	59067	61611	64159
21	62399	64946	67494

LONG HILL TOWNSHIP BOARD OF EDUCATION

TEACHERS' SALARY GUIDE

Schedule A-3

1996-1997

<u>STEP</u>	<u>BA</u>	<u>MA/B+30</u>	<u>MA+30</u>
1	29525	31439	33311
2	31052	33000	34872
3	32447	34397	36269
4	33810	35794	37666
5	34406	36754	38665
6	35769	37802	39755
7	37132	39199	41209
8	38495	40596	42663
9	39858	41993	44117
10	41209	43383	45557
11	42615	45160	47707
12	45547	48092	50638
13	48473	50995	53564
14	50534	53077	55625
15	52229	54772	57320
16	53789	56332	58880
17	55254	57799	60343
18	56716	59261	61808
19	58180	60725	63272
20	59646	62191	64734
21	63649	66239	68834

SECRETARIES' SALARY GUIDE

INDIVIDUAL BASE SALARIES

1994-1995

SCHEDULE B-1

STEP		Sec. Millington Gillette Sp. Svcs. <u>Central</u>	Asst Secretary Central, District <u>Secretary</u>	Teacher <u>Clerk</u>
<u>OLD</u>	<u>NEW</u>			
***	1	19597	14976	13030
1	2	20286	15681	13475
2	3	20975	16386	14021
3	4	21664	17091	14566
4	5	22488	17795	15111
5	6	23312	18500	15656
6	7	24134	19206	16205
7	8	24954	19911	16746
8	9	25769	20562	17287
9	10	26606	21216	17828
10	11	27432	21864	18380
11	12	28260	22521	18921
12	13	29086	23181	19466
13	14	29913	23836	20014
14	15	31588	25333	21401

SECRETARIES SALARY GUIDE

INDIVIDUAL BASE SALARIES

1995-1996

SCHEDULE B-2

STEP		Sec.	Asst	Teacher
		Millington	Secretary	
		Gillette	Central,	
		Sp. Svcs.	District	Teacher
		<u>Central</u>	<u>Secretary</u>	<u>Clerk</u>
<u>OLD</u>	<u>NEW</u>			
***	1	20299	15613	13630
1	2	20988	16318	14075
2	3	21677	17023	14621
3	4	22366	17728	15166
4	5	23190	18432	15711
5	6	24014	19137	16256
6	7	24836	19843	16805
7	8	25656	20548	17346
8	9	26471	21199	17887
9	10	27308	21853	18428
10	11	28134	22501	18980
11	12	28962	23158	19521
12	13	29788	23818	20066
13	14	30615	24473	20614
14	15	32588	26118	22064

SECRETARIES SALARY GUIDE

INDIVIDUAL BASE SALARIES

1996-1997

SCHEDULE B-3

STEP		Sec. Millington Gillette Sp. Svcs. <u>Central</u>	Asst Secretary Central, District <u>Secretary</u>	Teacher <u>Clerk</u>
<u>OLD</u>	<u>NEW</u>			
***	1	21066	16281	14230
1	2	21755	16986	14675
2	3	22444	17691	15221
3	4	23133	18396	15766
4	5	23957	19100	16311
5	6	24781	19805	16856
6	7	25603	20511	17405
7	8	26423	21216	17946
8	9	27238	21867	18487
9	10	28075	22521	19028
10	11	28901	23169	19580
11	12	29729	23826	20121
12	13	30555	24486	20666
13	14	31382	25141	21214
14	15	33566	26902	22726

SCHEDULE C

EXTRA SERVICES

POSITION

Affirmative Action Officer . . . . .	\$ 635
Computer Advisor. . . . .	1,695
Audio-Visual Coordinator. . . . .	803
Newspaper Advisor. . . . .	849
Student Council Advisor. . . . .	849
Intramural Coaches . . . . .	18.07 per hour
Soccer Coach . . . . .	1,724
Girls' Basketball Coach. . . . .	1,724
Girls' Softball Coach. . . . .	1,724
Boys' Baseball Coach. . . . .	1,724
Boys' Basketball Coach. . . . .	1,724
Orchestra/Band Advisor. . . . .	2,123
Cheerleading Advisor. . . . .	1,314
Theater Arts Advisor/Vocal Coach. . . . .	2,545 per year (\$1,272 and \$1,272)
Pens & Dreams . . . . .	403 each
Yearbook Advisor. . . . .	821
Approved Overnight Trips (per night). . . . .	136
Assigned Workshops-Non-School Days (per day). . . . .	136
Curriculum Work (per hour) . . . . .	27.33
Consortium Activities. . . . .	68
Cross Country. . . . .	1,724
Booster Club . . . . .	849

IN WITNESS WHEREOF, the Board and the Association have caused this Agreement to be executed by their duly authorized officers and their corporate seals affixed, the day and year first above written.

ATTEST:

THE BOARD OF EDUCATION OF  
THE TOWNSHIP OF LONG HILL

James J. Dougherty 5/1/95  
Board Secretary

David M. De Costa  
President

ATTEST:

THE LONG HILL TOWNSHIP  
EDUCATION ASSOCIATION

Allen Larson May 1, 1995  
Secretary Vice President

Jellison L. Santoro May 1, 1995  
President