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JUN 7 1979

AGREEMENT

Between the

CINNAMINSON TOWNSHIP
BOARD OF EDUCATION

and the

CINNAMINSON TEACHERS' ASSOCIATION, INC.

For the School Years

1978 - 1980

Burlington County

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ARTICLE I

AGREEMENT

A. This Agreement made and entered into between the Cinnaminson Township Board of Education (hereinafter referred to as the "Board") and the Cinnaminson Teachers' Association, Inc., (hereinafter referred to as the "Association") defines areas of negotiated agreement between the Board and the Association.

B. It is stipulated by both the Board and the Association that this Agreement is entered into in good faith, and that both parties will work cooperatively to carry out the Agreement, herein set forth, within the framework of the laws of the State of New Jersey.

C. This Agreement incorporates the entire understanding of the parties on all negotiable matters and shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE II
RECOGNITION

A. The Association recognizes the Board as the representative of the government of the State of New Jersey charged with the responsibility under the laws of the State for operating the Public Schools in the Township of Cinnaminson and recognizes the District Superintendent and his Administrative Staff as representatives of the Board in carrying out policies and operating instructions.

B. Pursuant to the New Jersey Employer-Employee Relations Act, the Board hereby recognizes the Association during the lifetime of this Agreement as the exclusive representative for purposes of collective negotiations concerning the terms and conditions of employment for the following groups: contracted teaching staff members (excluding full time administrators), psychologists, nurses, librarian aides, secretaries, clerks, teacher aides and media assistants, but excluding all employees statutorily excluded by the Act.

C. Unless otherwise indicated, the term "covered employees", when used hereinafter in this Agreement,

shall refer to all employees represented by the Association in the negotiations unit as defined above, and references to male covered employees shall include female covered employees.

ARTICLE III
NEGOTIATIONS PROCEDURE

A. Negotiations for a successor agreement to this Agreement shall commence not later than September 15, 1979.

B. Either Board or Association may have as representatives persons not members of their respective organizations.

C. Meeting procedures shall be agreed upon by the negotiating teams at their first meeting.

ARTICLE IV
BOARD RIGHTS

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

ARTICLE V
EMPLOYEE RIGHTS

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

B. Nothing contained herein shall deny any covered employee the rights he has under Federal Law or Laws of the State of New Jersey.

C. Whenever any covered employee is required to appear before the Superintendent, Board, or any committee thereof, for a meeting the purpose of which is to advise a covered employee of a matter adversely affecting his

status and/or income in position, he shall be given prior written notice of the reasons for such a meeting or interview and shall, at his option, be entitled to have up to two representatives of his own choice present to advise him and represent him during such meeting or interview. If the covered employee chooses to have representatives present, the meeting may be delayed for a reasonable period of time in order to have his representatives available.

D. A covered employee shall not be subject to disciplinary action or formal reprimand, be reduced in rank or compensation, or be deprived of professional advantage without just cause.

E. No pupil grade and/or pupil evaluation will be changed without consultation with the teacher involved. If a grade is assigned by anyone other than the teacher involved, that person shall note the change and initial the official transcript. If the teacher involved cannot be reached for consultation, that teacher shall be notified of any grade or evaluation change within a reasonable period of time thereafter.

F. No covered employee shall be prevented from wearing Association-approved jewelry, or other similar identification of membership in the Association or its affiliates.

ARTICLE VI

ASSOCIATION RIGHTS AND PRIVILEGES

A. If any representative of the Association or any covered employee is mutually scheduled by the Board and Association to participate during working hours in negotiations, grievance proceedings, conferences, or meetings between the above-named parties, he shall suffer no loss in pay.

B. Representatives of the Association will be permitted to hold meetings to transact official Association business on school property provided that this does not interfere with or interrupt school operations; does not conflict with Board-approved activities or facility rentals; does not require buildings to be opened at a time they are normally closed; and does not require additional janitorial or maintenance time. Clearance for such meetings must be obtained from the Building Principal.

C. The Association will have in each school building the exclusive use of a bulletin board in the faculty lounge and staff dining room. The Association will also be allowed space on the bulletin board in each central office for Association notices. Copies of all

materials to be posted on such bulletin boards will be given to the Building Principal for informational purposes, but no approval will be required. Subject matter and presentation of such materials may be subject to Article VII.

D. The Association will pay for all materials and supplies incident to use of school-owned equipment. The Association will be responsible for the equipment while using same, and will reimburse the Board for any damage to, or loss of, the equipment while in such use.

E. The Association will have the right to use the inter-school mail facilities and school mail boxes without the approval of the Building Principals or other members of the administration as long as it does not disrupt mail distribution for school operations.

F. The Board will make available, upon written request of the Association, information that is in the public domain.

ARTICLE VII

GRIEVANCES

A. GENERAL

1. A "grievance" is a claim by a covered employee, or the Association, that there has been a violation of the Agreement or of Board policies in the interpretation or application thereof with respect to said employee or Association, hereinafter called the "aggrieved".

2. The "aggrieved" is a person or persons making the complaint.

3. Consideration of grievance will not be deemed to make any matters subject to negotiation unless specifically included in this Agreement by mutual consent of the Board and Association.

4. If the Administration and/or Board believes a grievance exists (concerning this Agreement only), the procedure set up for covered employees will be followed through Levels Two and Three.

5. In an Association grievance, the procedure to be followed is the same as that for a covered employee through Levels One, Two, and Three.

B. PURPOSE

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

C. PROCEDURE

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level is to be considered as a maximum and every effort will be made to expedite the process. The time limits may, however, be reduced or extended by mutual consent of all parties of interest as defined.

2. The "aggrieved" should discuss the matter with his immediate administrative superior of the Administration to resolve it. If the matter is not resolved at this stage, both parties will sign a written statement that a discussion was held.

3. Any complaint brought under this procedure must be presented within ten (10) school days of the action under complaint, or it may not be considered a grievance unless mutually consented to by both Board and Association.

4. Once submitted, the formal written grievance must stand as written through all steps. The "aggrieved" must specify the particular provision of this Agreement

or Board policy that the "aggrieved" alleges to have been violated, his contention with respect thereto, and the specific remedy being sought.

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

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

decision to the aggrieved in writing within seven (7) school days. If the aggrieved is not satisfied with the written decision of the Superintendent of Schools, the aggrieved may, within seven (7) school days of the written decision, or, if no decision has been rendered by the Superintendent, within twelve (12) school days of the filing of the grievance with the Superintendent, proceed to Level Three.

LEVEL THREE:

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

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

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

- b. Type One grievance shall be submitted to the American Arbitration Association (AAA). The recommendation for settlement made by the arbitrator will be binding upon both parties.

c. Type Two grievance will follow the same procedure as Type One, except the recommendations resulting from arbitration will be non-binding, although both Board and Association agree that they will give consideration to any recommendation for settlement.

D. GENERAL STIPULATIONS

1. When the decision has been made to request the assistance of the AAA, such request may be made by either the Solicitor of the Board or the Association. The party who makes such a request will advise the AAA of the names and addresses of both parties and serve a copy of said demand on the other side.

2. The fee and expenses of the AAA and the arbitrator which are incurred under Level Three will be shared equally by the Board and the Association or the non-member covered employee.

3. The rules of the AAA will be followed in all proceedings connected with the arbitration.

4. It is agreed that the decision of the arbitrator will not add to, subtract from, or modify the wording of any provision of the Agreement, and that the arbitration will be confined to the interpretation of the contract based upon the facts disclosed by the evidence presented at a hearing with both parties present.

5. All meetings relative to grievances will be private, with proper notice of date, time and place given to those persons participating.

ARTICLE VIII

NO STRIKE -- NO LOCK-OUT

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

ARTICLE IX
PERSONAL AND ACADEMIC FREEDOM

A. The personal life of a teacher is not an appropriate concern of the Board except as it affects his suitability or qualification as a teacher or prevents him from performing his assigned duties.

B. Teachers are expected to exercise reasonable judgment regarding the propriety of materials and methods to be used in the classroom. Classroom presentations should be made with due regard to the age and maturity level of the students.

C. Potentially controversial materials and methods will be discussed with the immediate supervisor.

ARTICLE X

TEACHERS' PROFESSIONAL FILES

A. No material derogatory to a teacher's conduct, service, character, or personality will be placed in his professional file unless the teacher has had an opportunity to review and discuss the material with an appropriate administrator. The teacher will acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed, with the understanding that such signature does not indicate agreement with the contents thereof. The teacher will have the right to submit a written answer to such material and his answer will be reviewed by the Superintendent and attached to the file copy. In the event that the teacher is unavailable to review the material in accordance with this paragraph, a copy of the material will be sent to the last known address of that teacher by registered mail.

B. In addition, formal evaluations will be made periodically. Such evaluations will be reduced to writing, discussed with the teacher, and signed by the teacher with the right to append responsive comments to them.

C. Any materials from a teacher's professional file to be used in disciplinary action, formal reprimand, loss of increment, or dismissal must have been placed in the file in accordance with the provisions of this Article. When a formal disciplinary action is to be taken, based not upon the content of the professional file but on material from either the other records of the Board or some specific fact pattern in issue, written supportive data concerning the problem will have been placed in the file in accordance with this Article. Such supportive data will consist of materials placed in the file recording initial and subsequent contracts between the teacher and the Administration.

ARTICLE XI

TRANSFERS AND REASSIGNMENTS

A. The Administration will give consideration to any request for transfer or reassignment received in writing from a teacher in the district. The teacher's request shall follow the same procedure as an application received from outside, starting with the Principal of the building into which a transfer is requested. When, in the judgment of the Administration, such transfer will be to the mutual benefit of the teacher and the operation of the district, effort will be made to honor the request. At least once a month during the school year, a list of all vacancies prepared by the Superintendent's Office will be posted in each school on bulletin boards. During the summer months, such lists will be mailed to those teachers who have requested transfers.

ARTICLE XII
FAIR DISMISSAL PROCEDURE

A. NON-TENURE TEACHERS

1. A non-tenure teacher must receive at least one evaluation, with written summary of alleged deficiencies which might cause dismissal, and written recommendations for improvement, at least six (6) weeks prior to the April Board meeting. He will then be re-evaluated at least two weeks prior to the April Board meeting by the original evaluator and will be given another evaluation by one additional administrator. All re-evaluations will be written.

2. If a non-tenure teacher is not to be rehired, he will be so notified at least one (1) week prior to the April Board meeting by means of a conference with appropriate administrative personnel.

3. (a) Any non-tenure teacher dismissed during the school year for just cause concerning his teaching proficiency will receive sixty (60) days' notice or pay in lieu of notice. Such dismissal is not subject to grievance.

(b) Dismissal during the school year on grounds not related to teaching proficiency may be appealed.

4. Any non-tenure teacher who is dismissed or not rehired, may, if he desires, request a statement of reasons for this action. If requested, such a statement will be furnished in writing within ten (10) school days of the request. A copy will be placed in the teacher's file. A teacher will have the right to attach a formal reply to the aforementioned statement.

5. If a teacher hired after March 1st is not to be rehired for the next school year, he will be so notified within six (6) weeks after the start of employment, with official action being taken at the next regular Board meeting. There will be at least one evaluation prior to the recommendation not to rehire.

6. Failure to rehire a non-tenure teacher is not subject to grievance, except as outlined in Article XII, A-3(b).

ARTICLE XIII

TEACHING HOURS AND TEACHING LOAD

A. TEACHING HOURS

1. The length of the teacher's basic academic day will not exceed seven and one-half (7 1/2) hours and will encompass the students' standard day.

2. Guidance counselors shall provide counseling hours one evening a week during the school year, the duty to be rotated equally among all members of the Department. Counselors who participate in this program will receive compensatory time for their evening work.

B. TEACHING LOAD

1. HIGH SCHOOL

a. Every high school teacher will have five (5) duty-free lunch periods and at least five (5) other preparation and planning periods per week. Combined teaching and assigned duty periods, exclusive of homeroom or morning corridor duty, will not exceed thirty (30) per week. Of the thirty, teaching periods will not exceed twenty-five (25), and the maximum assigned

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

- b. Science, Related Arts, and Physical Education Teachers may be required to teach up to twenty-eight (28) periods per week, combined teaching and duty still to remain at thirty (30) maximum periods.
- c. In the high school, there will be a nine-period (9) student day. The regular required work week shall be composed of no more than twenty-five (25) teaching and five (5) assigned duty periods per week with one exception. Said exception

is that the parties agree that teachers may be assigned to no more than three (3) extra non-teaching duty periods per week performing tutorial-media center duties at a stipend of four hundred (\$400.00) dollars per year. Any assignment of less than three (3) such periods is to be paid on a pro rata basis. Such assignment shall be on a voluntary basis first, and a resort to administrative assignment shall take place only in the instance where an insufficient number of teachers at the high school have volunteered.

Notwithstanding the above, it is also recognized that whenever there is unassigned time, teachers will continue to perform professional activities of the type set forth in the memorandum of June 7, 1976, from the Superintendent, and the memorandum of October 18, 1976, from the High School Principal. Such professional activities will be performed at no stipend. Professional activities

are not to be construed as including hall supervision, cafeteria duty, quiet study and commons supervision.

- d. Notwithstanding the total teaching and assigned period time performed by High School teachers during the term of this Agreement, the Association agrees that if and when the Board of Education implements the return to an eight-period (8) student day in the High School similar to the 1975-76 schedule that all High School teachers will perform the total teaching and assigned period time as was the case in the 1975-76 school year.

2. MIDDLE SCHOOL

- a. Sixth Grade teachers will have five (5) duty-free lunch periods, and at least ten (10) unassigned mods per week. At least four (4) of these ten (10) mods will be scheduled at coinciding times for team partners. Sixth grade teachers shall have playground duty on a rotating basis. Teaching mods will not exceed fifty-five (55) per week.

- b. Seventh and Eighth Grade teachers will have five (5) duty free lunch periods and at least ten (10) unassigned mods per week. Combined teaching, planning and duty mods will not exceed sixty (60) per week. Of the sixty (60), teaching mods will not exceed fifty (50), and assigned duty will not exceed sixteen (16) mods. Each teacher on a team will have four (4) mods for team planning. The assigned duty mod under this provision, as directed by the Superintendent of Schools or his designee, may be used for professional duties including tutoring and curriculum work but shall not be used for a sixth hour of teaching per day.
- c. Teaching load for specialists in the Middle School will be the same as for Seventh and Eighth Grade teachers.

3. ELEMENTARY SCHOOLS

- a. Every elementary schoolteacher will have five (5) 45-55 minute duty-free lunch periods per week and four (4) planned unassigned periods when a specialist is scheduled. During the Outdoor Education

Week, substitutes will be provided for specialists who participate in this program.

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

4. Psychologist hours and load will be determined by the employment contract between them and the Board.

5. An exception to any part of B-1, 2, or 3 above can be made by mutual agreement among the Building Principal, the Association, and the teacher involved.

C. SIGN-IN AND SIGN OUT

1. Teachers will indicate their presence for duty by initialing the appropriate column of the faculty sign-in roster fifteen (15) minutes before the start of the pupils' day.

2. Teachers will be free to leave fifteen (15) minutes after the close of the pupils' day except as noted in D. They will initial the sign-out roster, unless otherwise arranged with the Building Principal.

D. FACULTY MEETINGS.

1. Faculty meetings may be scheduled after the academic day to begin not later than ten (10) minutes after the close of the pupils' day and to run for a maximum of forty-five (45) minutes. The number of faculty meetings will not exceed nineteen (19) per school year. Notice of a faculty meeting will be given no later than one week prior to the meeting. Attendance is required unless excused by the Building Principal.

2. Emergency faculty meetings may be called by the Administration, and attendance of teachers is required unless excused by the Building Principal. Such meetings will, when possible, be held within the time limits of D-1 above.

3. Notice of all meetings will include the proposed agenda.

4. The Association President or his designee will be allotted five (5) minutes at the end of each meeting for announcements, etc.

5. Educational Improvement Program--each teacher shall be obligated to devote fifteen (15) hours of time

per year to curriculum development during time other than the regular school day. Three (3) hours credit shall be granted for participation in Back-To-School Night. The remaining time shall be utilized in the performance of such curriculum development tasks as may be assigned by the Superintendent of Schools or his designee. Any time in addition to the specified fifteen (15) hours shall be compensated at five (\$5.00) dollars per hour.

E. MISCELLANEOUS

1. Teachers, having notified the Administration, may leave the building during their scheduled duty-free lunch periods.

2. Secondary teachers will not be required to teach more than two (2) subject areas except in cases of emergency.

3. The Board and the Administration recognize the desirability of limiting the number of times in any day a regular classroom teacher is required to change subject area teaching stations and will attempt to hold such changes to a minimum.

4. The Board and the Association recognize that teaching and learning take place in contact other than the formal classroom situation during the academic day and that all staff members have a responsibility of control and direction of students at all times on school property.

ARTICLE XIV
SABBATICAL LEAVE

A. Sabbatical Leave may be allowed under the following terms and conditions to members of the staff:

1. No more than two (2) staff members may be granted such leave in any one year.
2. Such staff members must have served in Cinnaminson for seven (7) consecutive years at the time leave is granted. For fulfilling the Sabbatical Leave service requirements, military leave will count as time served in the district for purpose of establishing both continuity and length of service. Other officially granted leaves will count as time served in the district for purposes of establishing continuity only.
3. Sabbatical Leave will be granted for the purpose of fulfilling institutional residency requirements (full-time study) or work done full-time at an accredited institution, for an advanced degree in the staff member's major teaching field, in

education, in any Board-approved course of study, or in any Board-approved educational experience.

4. Staff members receiving Sabbatical Leave must agree to return to Cinnaminson upon completion of the Sabbatical. Such agreement will be in contractual form. Failure to perform under the provisions for return will make the teacher liable for repayment of all monies expended on his behalf during the Sabbatical Leave year.
 5. Application in writing must be received by the Superintendent no later than March 1 of the school year preceding the Sabbatical year.
- B. The Board will provide teachers on Sabbatical Leave:
1. A grant equal to three-fourths ($3/4$) of the base salary, including length of service increments which would be earned by the teacher during the year he would be on Sabbatical Leave, with a maximum payment of ten thousand five hundred (\$10,500.00) dollars.
 2. Payment of the percentage of hospitalization, medical and major medical and prescription

coverage which the Board provides for all staff members.

C. ADMINISTRATION OF PROGRAM

1. The Superintendent will draw up the notices and forms necessary to implement the program and will discuss them with the President of the Association.
2. The Superintendent will provide written information helpful to the Association's review of the Sabbatical candidate. He shall make recommendations concerning each candidate.
3. The Superintendent shall review all applications for Sabbatical Leave and make any recommendations to the Board of Education.

D. SELECTION

1. The final determination as to the granting of Sabbatical Leave shall be with the Board of Education.

ARTICLE XV

TEACHERS' CONTRACTS AND SCHOOL YEAR

A. In accordance with established Board policy, the following procedure will apply to teachers' contracts:

1. Salary notices for tenure teachers will be issued during the two-week period following the March Board meeting at which they are approved. Teachers must advise the Superintendent within ten (10) school days of their intention to return.
2. Contracts to non-tenure teachers will be issued during the two-week period following the April Board meeting at which they are approved. Contracts must be signed and returned by the teachers within ten (10) school days as evidence of their intention to accept the contract.
3. All extra-pay contracts will be issued during the two-week period following Board appointment. Contracts must be signed and returned by the teachers within ten (10) school days as evidence of their intention to accept the contract.

- B. 1. A teacher's work year under the basic salary schedule will not exceed one hundred eighty-five (185) days.
2. A tentative school calendar will be prepared by the Administration and presented to a committee of Association Building Representatives for their review and recommendations prior to its adoption by the Board. Each Building Principal will review the proposed calendar with his staff insofar as possible.

ARTICLE XVI

PAYMENT OF SALARY CHECKS

A. Salary checks will be distributed on the fifteenth and last day of the month. If these dates fall on a weekend, the checks will be distributed the Friday before those dates. Exceptions will be made in December and June. In December, one payment for the full month will be made on the fifteenth. The June payment will be made to teachers, librarians, and nurses for the entire month on their last day of work.

B. Salaries for ten-month employees may be paid in one of the following ways:

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

C. SUMMER PAYMENT PLAN FUNDS:

1. Deductions for the Summer Payment Plan, as in B-2 and 3 above, will be deposited in an interest-bearing account. Such interest

earned will be turned over to the Association for use in its scholarship fund.

2. Once persons sign to have deductions made for Summer Payment Plan, this amount must be deducted until the end of the school year, unless a personal emergency demands that a refund be made. When deductions are terminated, they cannot be resumed for the remainder of that school year.

ARTICLE XVII
DUES DEDUCTIONS

A. In accordance with New Jersey Statutes Title 52:14-15. 9e. and as implemented by State Department of Education regulations, the Secretary of the Board is directed, upon submission to him of written authorization by the employee, to deduct organization dues from salary checks. Payment of such dues will be made to the Association according to provisions of the Statute.

ARTICLE XVIII

SICK LEAVE AND PERSONAL DAYS

A. SICK LEAVE

1. Sick leave is hereby defined to mean the absence from his or her post of duty, of any person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.
2. Covered employees shall be given a written notice of accumulated sick leave days no later than October 1st of each school year.
3. Sick leave will be granted for each school year to all covered employees employed by the district on the basis of ten (10) sick leave days for those employed on a ten-month basis and twelve (12) sick leave days for those employed on a twelve-month basis.
4. Unused sick leave will be accumulative from year to year with no maximum limit.

5. No transfer of sick leave days accumulated in other districts will be allowed.
6. For covered employees who are starting their second or later school year in the district, a salary continuance plan may become effective on the first official school day in September as follows:

The number of sick leave days accumulated in the district from prior years may be matched by the Board up to a maximum of forty-five (45) days. After a covered employee uses all accumulated and current sick leave, he may petition the Board to pay one hundred (100%) percent of the difference between the covered employee's daily pay and the cost of a substitute up to a maximum of \$25.00 per day for the matching number of days not to exceed forty-five (45). Calculations will be based on 1/200th of annual salary for each day.

B. EMERGENCY PERSONAL DAYS

1. Covered employees may be granted up to two (2) days per year with pay for personal

emergencies. These days are not accumulative. Permission must be granted by the Building Principal for personal leave on the working day preceding or the working day following a school holiday or vacation period. Request must be made in writing with a statement of reasons.

2. Written request must be made twenty-four (24) hours in advance to, and approved by, the immediate administrative superior before such absence. In the event of last minute emergencies, the administrative supervisor may grant approval by telephone, but written request must follow. Such a request will state the date desired and that the request conforms to contractual stipulation.
3. Time necessary for court appearances in any legal proceeding connected with the teacher's employment or with the school system will not be deducted from personal days or sick leave.
4. In addition, teachers will be granted up to a maximum of two (2) days for mandatory court appearances.

5. Covered employees employed full-time may request a leave not to exceed three (3) days in case of a death in the immediate family which includes: spouse, children, parents, grandparents, brother, sister, mother and father-in-law, daughter and son-in-law.
6. Covered employees employed full-time may request a leave not to exceed three (3) days in any one school year in the case of serious illness of the covered employee's spouse, children and parents. Serious illness will be defined in reasonable terms, with the following considerations as guidelines:
 - a. Emergencies involving spouse, children, and parents that are totally unforeseen.
 - b. The illness being attended to is of an acute nature in which the staff member's presence is required, particularly in the case of possibility of imminent death.
 - c. Where it is imperative for a staff member to be present in order to provide medical nursing functions that could not be provided by another person.

- d. Leave for serious illness will not be provided under the following circumstances: taking a spouse, children or parents to a doctor or hospital when such appointments could reasonably be scheduled at some other time, such as Saturdays, holidays or vacation time. This is not an all-inclusive list.
 - e. Personal leave days may be used for those matters not covered by the above.
7. Other leaves of absence with or without pay may be granted by the Board for good reason.

ARTICLE XIX
MEDICAL PLAN

Immediately upon ratification by both parties, the Board of Education will pay one hundred (100%) percent of the cost of Blue Cross/Blue Shield 14/20 series with Rider J and major medical coverage which will be changed to the Blue Cross/Blue Shield program effective in the 1978-79 school year, which will apply to the covered employees, including his/her respective spouse and dependents, provided that such coverage shall not include the spouse of a covered employee if the spouse has and intends to continue similar or more extensive coverage with any group or insurance carrier. A family prescription drug plan shall be given to covered employees which will be a \$1.00 co-pay plan. The Board of Education will pay in full the premium cost for this plan.

ARTICLE XX
EXTRA DUTY PAY

A. CO-CURRICULAR SALARIES

1. Co-curricular salaries are established on a three-year step plan for service in Cinnaminson.
2. Full credit will be given for any previous experience in Cinnaminson in the same assignment.
3. In no case, will experience as an Assistant Coach count as previous service for establishing position on a head coaching scale.
4. When it is necessary to make new assignments in any listed co-curricular position, newly assigned personnel will be placed on the first step.

B. DEPARTMENT HEADS

1. High School Department Heads may be required to teach up to twenty (20) periods per week during the 1978 through 1980 school years.

2. Department Heads will be paid as in Schedule E-2 based on years of experience as a Department Head in Cinnaminson with the following stipulations:
 - a. Time as "Acting" Department Head will be counted in calculating years of experience.
 - b. A partial year's experience will count as a full year for pay purposes.

C. MIDDLE SCHOOL SUBJECT COORDINATORS

1. Each Coordinator will have:
 - a. Five (5) duty-free lunch periods and a minimum of ten (10) unassigned mods per week.
 - b. No more than forty (40) teaching mods per week.
 - c. Ten (10) mods for Coordinator duties.
 - d. Ten (10) mods for possible duty assignments. The assigned duty period may be used for professional duties including tutoring and curriculum work, but shall not be used for a sixth hour of teaching per day.
2. Payment will be made in accordance with Schedule E-3.
 - a. Time as "Acting" Coordinator will be counted in calculating years of experience.

- b. A partial year's experience will count as a full year for pay purposes.

D. GRADE LEVEL CHAIRPERSONS

1. Elementary Grade Level Chairpersons (K-6) will be paid an annual stipend of two hundred (\$200.00) dollars when there are no more than four (4) teachers on that level in a particular school year. When there are five (5) or more, exclusive of the Chairperson, an annual stipend of twenty-five (\$25.00) dollars per teacher will be paid.

E. GUIDANCE PERSONNEL

1. All certificated guidance personnel working in addition to teachers' work year will be paid as follows:
 - a. One-half month in addition to the teachers' work year -- 1.05 base salary plus length-of-service increments.
 - b. Twelve-Month Guidance Personnel -- 1.18 of base salary plus length-of-service increments.

F. EXTRA RESPONSIBILITY REWARD PLAN

1. It is recognized that certain teachers assume extra responsibility either voluntarily or by

request. A stipend of one hundred seventy-five (\$175.00) dollars (\$87.50 in December, \$87.50 in June) will be paid in the following situations:

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

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

ARTICLE XXI
SALARY SCHEDULE

A. The salary schedules annexed hereto as S-1 and S-2 become effective July 1 of each year for the ensuing school year as designated on the schedules, contingent upon the approval of the entire school budget at the annual school election in February.

B. ADVANCEMENT ON SALARY GUIDES

1. Before a teacher may advance to any salary schedule beyond that of the Bachelor's, he must have met all requirements for standard (permanent) certification in New Jersey.
2. All credits and all advanced degrees must be in areas where educational certification is available.
 - a. Credit for salary purposes will be granted on the BA scale up to and including BA+30 for additional graduate courses.
 - b. Upon conferment of an MA degree, credit for salary purposes will be granted on

the MA scale for that degree and for any additional graduate courses taken either before or after conferment of the MA degree.

c. The Superintendent will acknowledge the receipt of teachers' written notification.

3. Verification in writing of the applicability of courses for such certification is the responsibility of the person claiming such credit. Notification of courses to be claimed for salary credit must be made to the Superintendent prior to December 15 in order to be granted for the following school year. Such courses must be completed prior to August 31 for salary credit to be effective for the following school year.

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

C. WITHHOLDING OF INCREMENTS

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

ARTICLE XXII

EXTENDED LEAVE OF ABSENCE

A. The Board agrees that one (1) tenured teacher, designated by the Association may, upon request, be granted a leave of absence without pay for two (2) full school years for the purpose of engaging in the educational activities of the Association or its affiliates.

B. A leave of absence without pay of up to two (2) full school years may be granted to any teacher: (1) to participate in an education activity in the Peace Corps, VISTA National Teacher Corps, or (2) serve as an exchange teacher or overseas teacher or (3) to accept a Fulbright Scholarship. Credit for this experience shall be given on the salary guide. However, it will not be applied toward tenure.

C. All leaves including extensions or renewals of leaves shall be applied for and granted in writing.

D. All covered employees on such leaves shall be allowed to continue participation in all health programs for the duration of their leaves at their own expense.

ARTICLE XXIII

FULLY BARGAINED PROVISIONS

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

ARTICLE XXIV

SEPARABILITY AND SAVINGS

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

ARTICLE XXV
REDUCTION IN FORCE

A. PROCEDURE

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

B. SELECTION OF TEACHERS AFFECTED

1. All teachers shall be notified of their employment status no later than April 30th of each school year.
2. Any reduction in force of tenure teachers shall be in accordance with N.J.S.A. 18A:28-9 et seq.

C. RECALL OF TEACHERS AFFECTED

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

ARTICLE XXVI
NON-DISCRIMINATION

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



ARTICLE XXVII

DURATION OF AGREEMENT

A. This Agreement will be effective as of July 1, 1978, and supersedes all previous Agreements and will continue in effect until June 30, 1980.

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

Signed this day of , 19 .

Paul V. Graf

President, Cinnaminson Teachers' Association, Inc.

Joyce Myers

Secretary, Cinnaminson Teachers' Association, Inc.

Lillian E. Fof

President, Cinnaminson Board of Education

Margaret Ehl

Secretary, Cinnaminson Board of Education



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SCHEDULE E-1

1978-79

<u>MEN'S ATHLETICS</u>	<u>1st Yr.</u>	<u>2nd Yr.</u>	<u>3rd & Succeeding Yrs.</u>
Football - Head	1388	1601	1813
Assts. - 6	857	963	1069
Boys' Basketball - Head	1229	1441	1654
Assts. - 2	750	857	963
Track - Head	1229	1441	1654
Assts. - 2	750	857	963
Baseball - Head	1123	1335	1548
Assts. - 2	697	804	910
Wrestling - Head	1123	1335	1548
Assts. - 2	697	804	910
Soccer - Head	1123	1335	1548
Assts. - 2	697	804	910
Cross Country - Head	591	804	1016
Asst.	378	485	591
Golf - Head	325	432	538
Bowling - Head	325	432	538
Winter Track - Head	325	432	538
Boys' Tennis	538	750	963
Equipment Manager	1069	1282	1495
Trainer	1069	1282	1495
Asst. Trainer	644	750	857
Intramurals - H.S. - 3	182	240	293
M.S. - 9	182	240	293
<u>WOMEN'S ATHLETICS</u>			
Field Hockey - Head	804	1016	1229
Assts. - 2	485	612	740
Girls' Basketball - Head	857	1069	1282
Assts. - 2	517	644	772
LaCrosse - Head	804	1016	1229
Assts. - 2	485	612	740
Softball - Head	804	1016	1229
Assts. - 1	485	612	740
Girls' Tennis - Head	485	644	804
Assts. - 1	293	389	485
Cheerleader Sponsors 2	432	538	644
Intramurals - H.S. 3	182	240	293
M.S. 9	182	240	293

SCHEDULE E-1 (Cont.)
1978-79

<u>NON-ATHLETIC</u>	<u>1st Yr.</u>	<u>2nd Yr.</u>	<u>3rd & Succeeding Yrs.</u>
AV - H.S.	409	475	547
M.S.	409	475	547
Stage Manager	243	276	309
Class Advisors 12 -2	299	337	382
11 -2	243	276	299
10 -2	166	205	243
9 -2	166	205	243
Newspapers H.S.	409	465	525
M.S.	299	354	426
Yearbook	575	630	686
National Honor Society	188	216	243
Forensics	161	193	232
Instrumental Music			
Dist. Coordinator	409	514	625
Instrumental Music Act.			
Director - M.S.	243	276	299
Vocal Music Dir. H.S.	387	442	487
M.S.	221	243	266
Chaperones (Dances)	9.00 per night		
Outdoor Ed. Prog. - Elem.	23.00 per night per teacher		
Director	177.00 + 23.00 per night		
Play Director H.S.	354	404	459
M.S.	301	351	406
Asst. Play Director	161	193	233
Marching Band Director	603	713	824
Treasurer	520	570	620
Twirlers	354	409	487
Color Guard	243	332	426
Jazz Band - H.S.	376	432	487
M.S.	221	243	266
Student Council Sponsors			
H.S. 2	359	465	575
M.S.	243	276	309
Club Sponsors			
H.S. 13	178	210	243
M.S. 11	178	210	243

D.E., C.O.E., and C.I.E. Coordinators - 1 Month Summer Employment @ 1/10 of Annual Salary

NOTE: Applicable to E-1 Schedule:

When a loss would be incurred by moving from Assistant to Head Coach, salary will be paid on Head Coach scale at next highest figure.

*SCHEDULE E-2

1978/79 - 1979/80

DEPARTMENT HEAD SALARIES

Years

Experience (1)

Base Salary

Staff Size (2)

Business Education

Physical Education

English

Related Arts

Foreign Languages

Science

Guidance

Social Studies

Mathematics

*The parties recognize that Schedule E-2 is subject to a PERC ruling and must be held in abeyance.

SCHEDULE E-3

1978/79

MIDDLE SCHOOL SUBJECT COORDINATORS

Years

Experience (1)	Base Salary	Staff Size (2)
0-2	\$441	\$25 each teacher
3-5	494	25 each teacher
6-Up	547	25 each teacher
Social Studies	Foreign Languages	
Science	Mathematics	
English		

Notes: Applicable to Schedules E-2 and E-3

1. Years of experience as a Department Head or Subject Coordinator in Cinnaminson Schools.
2. Each teacher in addition to Department Head or Subject Coordinator. If a teacher is shared by two departments, each Department Head or Subject Coordinator will receive \$12.50.

SCHEDULE S-1

1978-79

Step	Yrs. of Prior Exper.	BA	B+10	B+20	B+30	MA	M+10	M+20	M+30	Doct.	Yrs. of Prior Exper.	Step
1	0	11,280.	11,480.	11,680.	11,880.	12,180.	12,380.	12,580.	12,780.	13,130.	0	1
2	1	11,580.	11,780.	11,980.	12,180.	12,480.	12,680.	12,880.	13,080.	13,430.	1	2
3	2	11,880.	12,080.	12,280.	12,480.	12,780.	12,980.	13,180.	13,380.	13,730.	2	3
4	3	12,230.	12,430.	12,630.	12,830.	13,130.	13,330.	13,530.	13,730.	14,080.	3	4
5	4	12,580.	12,780.	12,980.	13,180.	13,480.	13,680.	13,880.	14,080.	14,430.	4	5
6	5	12,930.	13,130.	13,330.	13,530.	13,830.	14,030.	14,230.	14,430.	14,780.	5	6
7	6	13,330.	13,530.	13,730.	13,930.	14,230.	14,430.	14,630.	14,830.	15,180.	6	7
8	7	13,830.	14,030.	14,230.	14,430.	14,730.	14,930.	15,130.	15,330.	15,680.	7	8
9	8	14,330.	14,530.	14,730.	14,930.	15,230.	15,430.	15,630.	15,830.	16,180.	8	9
10	9	14,830.	15,030.	15,230.	15,430.	15,730.	15,930.	16,130.	16,330.	16,680.	9	10
11	10	15,330.	15,530.	15,730.	15,930.	16,230.	16,430.	16,630.	16,830.	17,180.	10	11
12	11	15,830.	16,030.	16,230.	16,430.	16,730.	16,930.	17,130.	17,330.	17,680.	11	12
13	12	16,605.	16,805.	17,005.	17,205.	17,505.	17,705.	17,905.	18,105.	18,450.	12	13
14	13					18,010.	18,210.	18,410.	18,610.	18,950.	13	14
15	14								19,215.	19,555.	14	15

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

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

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

3. An additional \$1,050. is granted to those teachers who have gone beyond their respective maximums.

Schedule S-2
1978-79

<u>Year</u>	<u>12-Month Secretary</u>	<u>10-Month Secretary</u>	<u>12-Month* Clerk</u>	<u>10-Month* Clerk</u>	<u>Librarian Aide</u>	<u>Teacher Aide</u>
	\$6,503.	\$5,702.	\$5,756.	\$4,742.	\$6,818.	3.40 per hour
2	6,802	5,952.	6,006.	4,942.	7,068.	3.66 per hour
3	7,122.	6,218.	6,325.	5,156.	7,334.	3.93 per hour
4	7,440.	6,434.	6,644.	5,368.	7,600.	4.19 per hour
5	7,760.	6,750.	6,962.	5,580.	7,866.	
6	8,078.	7,122.	7,282.	5,792.	8,132.	
7	8,398.	7,383.	7,600.	6,006.	8,398.	
8	8,716.	7,654.	7,918.	6,218.	8,662.	
9	9,035.	7,918.	8,238.	6,430.	8,928.	
10	9,354.	8,185.	8,556.	6,644.	9,194.	
11					9,460.	

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

NOTE concerning Secretaries, Clerks and Librarian Aides.

1. An additional \$100 is granted at the start of the school year following completion of the 9th, 14th, and 19th years of service in Cinnaminson.
2. An additional \$200 is granted under the following conditions:
 - (a) Completion of 15 full years of prior experience.
 - (b) Completion of 3 consecutive full years in Cinnaminson at the time \$200 is granted.
 - (c) The \$200 payment will commence at the start of the school year following completion of (a) and (b) above.
3. Those people already beyond the guide maximum will receive 6.3% of their base salary, inclusive of any new longevity payments.

VACATIONS

Vacation time for 12-month positions of Secretary, Clerk and Library Aide will be earned on the basis of:

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

LEAD SECRETARY

Lead Secretary will receive compensation of \$25 per secretary or clerk exclusive of Lead Secretary when there are 4 or more secretaries and clerks employed in a school office.

SCHEDULE E-1

1979-80

<u>MEN'S ATHLETICS</u>	<u>1st Yr.</u>	<u>2nd Yr.</u>	<u>3rd & Succeeding Yrs.</u>
Football - Head	1475	1702	1927
Assts. - 6	911	1024	1136
Boys' Basketball - Head	1306	1532	1758
Assts. - 2	797	911	1024
Track - Head	1306	1532	1758
Assts. - 2	797	911	1024
Baseball - Head	1194	1419	1646
Assts. - 2	741	855	967
Wrestling - Head	1194	1419	1646
Assts. - 2	741	855	967
Soccer - Head	1194	1419	1646
Assts. - 2	741	855	967
Cross Country - Head	628	855	1080
Asst.	402	516	628
Golf - Head	345	459	572
Bowling - Head	345	459	572
Winter Track - Head	345	459	572
Boys' Tennis	572	797	1024
Equipment Manager	1136	1363	1589
Trainer	1136	1363	1589
Asst. Trainer	685	797	911
Intramurals - H.S. - 3	193	255	311
M.S. - 9	193	255	311
<u>WOMEN'S ATHLETICS</u>			
Field Hockey - Head	855	1080	1306
Assts. - 2	516	651	787
Girls' Basketball - Head	911	1137	1363
Assts. - 2	550	685	821
LaCrosse - Head	855	1080	1306
Assts. - 2	516	651	787
Softball - Head	855	1080	1306
Asst. - 1	516	651	787
Girls' Tennis - Head	516	685	855
Asst. - 1	311	414	516
Cheerleader Sponsors - 2	459	572	685
Intramurals - H.S. - 3	193	255	311
M.S. - 9	193	255	311



SCHEDULE E-1 (Cont.)
1979-80

<u>NON-ATHLETIC</u>	<u>1st Yr.</u>	<u>2nd Yr.</u>	<u>3rd & Succeeding Yrs.</u>
AV - H.S.	435	505	581
M.S.	435	505	581
Stage Manager	258	293	328
Class Advisors 12 - 2	318	358	406
11 - 2	258	293	318
10 - 2	176	218	258
9 - 2	176	218	258
Newspapers H.S.	435	494	558
M.S.	318	376	453
Yearbook	611	670	729
National Honor Society	200	230	258
Forensics	171	205	247
Instrumental Music			
Dist. Coordinator	435	546	665
Instrumental Music Act.			
Director - M.S.	258	293	318
Vocal Music Dir. H.S.	411	470	518
M.S.	235	258	283
Chaperones (Dances)	10.00 per night		
Outdoor Ed. Prog. - Elem.	24.00 per night per teacher		
Director	188.00 + 24.00 per night		
Play Director - H.S.	376	429	488
M.S.	320	373	432
Asst. Play Director	171	205	248
Marching Band Director	641	758	876
Treasurer	553	606	659
Twirlers	376	435	518
Color Guard	258	353	453
Jazz Band - H.S.	400	459	518
M.S.	235	258	283
Student Council Sponsors			
H.S. - 2	382	494	611
M.S.	258	293	328
Club Sponsors			
H.S. - 13	189	223	258
M.S. - 11	189	223	258

D.E., C.O.E., and C.I.E. Coordinators - 1 Month Summer Employment @ 1/10 of Annual Salary

NOTE: Applicable to E-1 Schedule:

When a loss would be incurred by moving from Assistant to Head Coach, salary will be paid on Head Coach scale at next highest figure.

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SCHEDULE E-3

1979-80

MIDDLE SCHOOL SUBJECT COORDINATORS

Years

Experience (1)	Base Salary	Staff Size (2)
0-2	\$469	\$25 each teacher
3-5	525	25 each teacher
6-Up	581	25 each teacher
Social Studies	Foreign Languages	
Science	Mathematics	
English		

Notes: Applicable to Schedules E-2 and E-3

1. Years of experience as a Department Head or Subject Coordinator in Cinnaminson Schools.
2. Each teacher in addition to Department Head or Subject Coordinator. If a teacher is shared by two departments, each Department Head or Subject Coordinator will receive \$12.50.

SCHEDULE S-1

1979-80

Step	Yrs. of Prior Exper.	BA	B+10	B+20	B+30	MA	M+10	M+20	M+30	Doct.	Yrs. of Prior Exper.	Step
1	0	11,880.	12,080.	12,280.	12,480.	12,780.	12,980.	13,180.	13,380.	13,730.	0	1
2	1	12,180.	12,380.	12,580.	12,780.	13,080.	13,280.	13,480.	13,680.	14,030.	1	2
3	2	12,480.	12,680.	12,880.	13,080.	13,380.	13,580.	13,780.	13,980.	14,330.	2	3
4	3	12,830.	13,030.	13,230.	13,430.	13,730.	13,930.	14,130.	14,330.	14,680.	3	4
5	4	13,180.	13,380.	13,580.	13,780.	14,080.	14,280.	14,480.	14,680.	15,030.	4	5
6	5	13,530.	13,730.	13,930.	14,130.	14,430.	14,630.	14,830.	15,030.	15,380.	5	6
7	6	13,930.	14,130.	14,330.	14,530.	14,830.	15,030.	15,230.	15,430.	15,780.	6	7
8	7	14,430.	14,630.	14,830.	15,030.	15,330.	15,530.	15,730.	15,930.	16,280.	7	8
9	8	14,930.	15,130.	15,330.	15,530.	15,830.	16,030.	16,230.	16,430.	16,780.	8	9
10	9	15,430.	15,630.	15,830.	16,030.	16,330.	16,530.	16,730.	16,930.	17,280.	9	10
11	10	15,930.	16,130.	16,330.	16,530.	16,830.	17,030.	17,230.	17,430.	17,780.	10	11
12	11	16,430.	16,630.	16,830.	17,030.	17,330.	17,530.	17,730.	17,930.	18,280.	11	12
13	12	17,205.	17,405.	17,605.	17,805.	18,105.	18,305.	18,505.	18,705.	19,055.	12	13
14	13					18,610.	18,810.	19,010.	19,210.	19,560.	13	14
15	14							19,815.	20,165.		14	15

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

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

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

3. An additional \$1,050. is granted to those teachers who have gone beyond their respective maximums.

Schedule S-2
1979-80

Year	12-Month Secretary	10-Month Secretary	12-Month* Clerk	10-Month* Clerk	Librarian Aide	Teacher Aide
1	\$6,612.	\$5,811.	\$5,873.	\$4,841.	\$6,998.	3.61 per hou
2	6,912.	6,061.	6,123.	5,041.	7,248.	3.89 per hou
3	7,231.	6,327.	6,384.	5,253.	7,513.	4.17 per hou
4	7,571.	6,610.	6,723.	5,480.	7,796.	4.45 per hou
5	7,909.	6,892.	7,063.	5,706.	8,079.	
6	8,249.	7,175.	7,401.	5,932.	8,362.	
7	8,587.	7,571.	7,741.	6,157.	8,644.	
8	8,927.	7,853.	8,079.	6,384.	8,927.	
9	9,265.	8,136.	8,417.	6,610.	9,208.	
10	9,604.	8,415.	8,757.	6,835.	9,490.	
11					9,773.	

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

NOTE concerning Secretaries, Clerks and Librarian Aides:

1. An additional \$100 is granted at the start of the school year following completion of the 9th, 14th, and 19th years of service in Cinnaminson.
2. An additional \$200 is granted under the following conditions:
 - (a) Completion of 15 full years of prior experience.
 - (b) Completion of 3 consecutive full years in Cinnaminson at time the \$200 is granted.
 - (c) The \$200 payment will commence at the start of the school year following completion of (a) and (b) above.
3. Those people already beyond the guide maximum will receive 6.3% of their base salary, inclusive of any new longevity payments.

VACATIONS

Vacation time for 12-Month positions of Secretary, Clerk and Library Aide will be earned on the basis of:

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

LEAD SECRETARY

Lead Secretary will receive compensation of \$25 per secretary or clerk exclusive of Lead Secretary when there are 4 or more secretaries and clerks employed in a main office.



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