

Contract No: 118

7

AGREEMENT

between the

ATLANTIC COUNTY SPECIAL SERVICES EDUCATION ASSOCIATION

and the

ATLANTIC COUNTY SPECIAL SERVICES BOARD OF EDUCATION

JULY 1, 1992

THROUGH

JUNE 30, 1995

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confirm in this Agreement, it is hereby agreed as follows:

Since the parties have reached certain understandings which they desire to

enumerated in Article I.

conditions of employment for all employees in this bargaining unit as

mandates of Chapter 123, Public Laws, 1974, concerning the terms and

The Board and Association shall enter into negotiations in accordance with the

EDUCATION ASSOCIATION, hereinafter called the "Association."

hereinafter called the "Board", and the ATLANTIC COUNTY SPECIAL SERVICES

ATLANTIC COUNTY SPECIAL SERVICES DISTRICT, Atlantic County, New Jersey,

THIS AGREEMENT entered into by and between the BOARD OF EDUCATION OF THE

PREAMBLE

female employees.

2. Wherever the term "he" is used, it shall refer to both male and

are used, they shall refer to all the personnel mentioned above.

1. Wherever the terms "employees" or "members" of the bargaining unit

C. Terms unless otherwise indicated:

126.

Paragraph A. above, which is in accordance with P.E.R.C. Docket No. R.O. 89-

employees, confidential employees, and all others not expressly included in

B. Specifically excluded are all supervisory employees and all transportation

Certified bus aides

Therapy assistants

Maintenance workers

Custodians

Food Service workers

Secretaries and clerks

All nonsupervisory aides

All nonsupervisory certificated personnel

for the following unit of full and part-time personnel:

negotiation concerning grievances and the terms and conditions of employment

Association as the exclusive and sole representative for collective

A. The Board hereby recognizes the Atlantic County Special Services Education

RECOGNITION

ARTICLE I

E. Neither party in any negotiation shall have control over the selection of the negotiating representatives of the other party. The parties mutually

D. During negotiation, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals.

C. Revisions

Consistent with NLSA 34:13A et. seq., the Board shall negotiate with the Association prior to any changes in terms and conditions of employment included as part of this Agreement and contained herein.

B. Modification

This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

A. Deadline Date

The parties agree to enter into collective negotiations over a successor Agreement in accordance with NLSA 34:13A et. seq. in a good faith effort to reach agreement on all matters concerning the terms and conditions of employees employment. Such negotiations shall begin on or about November 15 of the calendar year preceding the year in which the agreement expires. Any Agreement so negotiated shall apply to all employees, be reduced to writing, and be signed by the Board and the Association.

NEGOTIATION OF SUCCESSOR AGREEMENT

ARTICLE II

G. This Agreement incorporates the entire understanding of the parties on all matters which have been the subject of negotiation.

F. Nothing herein precludes representatives of the Board and the Association meeting when necessary for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.

pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations. Any disputes over this issue shall not be subject to the grievance procedure but should be processed through the appropriate forum.

not inconsistent with the terms of this Agreement. adjusted without intervention of the Association, provided adjustment is the appropriate member of the administration, and having the grievance any employee having a grievance to discuss the matter informally with 2. Nothing herein contained shall be construed as limiting the right of

of the procedure. be kept as informal and confidential as may be appropriate at any level lowest possible level. Both parties agree that these proceedings will 1. The purpose of this procedure is to resolve differences at the

B. Purpose

making the claim. An "aggrieved person" is the person or persons or the Association

2. Aggrieved Person

employees. policies or administrative decisions affecting an employee or a group of upon the interpretation, application, or violation of this Agreement, A "Grievance" is a claim by an employee or the Association based

1. Grievance

A. Definitions

GRIEVANCE PROCEDURE

ARTICLE III

shall be initiated by the employee or Association, in writing,
 (b) Formal - A grievance to be considered under this procedure
 the matter informally prior to formally filing the grievance.
 with his principal or supervisor with the objective of resolving
 (a) Informal - An employee with a grievance may first discuss it

4. Level One - Principal or Supervisor of Auxiliary Services

disposition.
 grievance may be submitted at the next level appropriate for authorized
 3. If an administrator is not empowered to resolve a grievance then the

school year or as soon as thereafter as is practicable.
 that the grievance procedure may be exhausted prior to the end of the
 of the school year, the time limits set forth herein may be reduced so
 processed through all the steps in this grievance procedure by the end
 In the event a grievance is filed at such time that it cannot be

2. Year End Grievances

extended by mutual agreement.
 to expedite the process. The time limits specified may, however, be
 level should be considered as a maximum and every effort should be made
 reasonably known of the event. The number of days indicated at each
 days of the event, or the date on which the employee knew or could have
 A grievance must be filed in writing within twenty (20) calendar

1. Time Limits

C. Procedure

If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within seven (7) school days after the presentation of the grievance at Level Two, the grievance may be filed in writing with the Superintendent within seven (7) school days of receipt or the earliest date when response was due. The Superintendent shall render his decision in writing within seven (7) school days after receiving the written grievance.

Level Three - Superintendent

If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within seven (7) school days after the presentation of the grievance at Level One, the grievance may be filed in writing with the Director of Curriculum, Instruction and Staff Development within seven (7) school days of receipt or the latest date when response was due. The Director shall render his decision in writing within seven (7) school days after receiving the written grievance.

Level Two - Director of Curriculum, Instruction and Staff Development

within twenty (20) calendar days of its occurrence or when the employee could have reasonably known of the occurrence. A decision shall be made within (7) school days after presentation of the grievance at this level.

Level Four - Board of Education

If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within seven (7) school days after the grievance was delivered to the Superintendent, he may within seven (7) school days after a decision by the Superintendent or ten (10) school days after the grievance was delivered to the Superintendent, whichever is sooner, submit the grievance to the Board. The request shall be submitted in writing through the Superintendent who shall attach all related papers and forward the request. The Board shall review the grievance and shall, at the option of the Board, hold a hearing with the aggrieved person and render a decision in writing within thirty-five (35) calendar days of receipt of the grievance by the Board.

No claim by a unit member shall constitute a grievable matter beyond Level Four, unless required by law, if it pertains to:

- (a) any matter for which a method of review is prescribed by law or
- (b) any rule or regulation of the State Commissioner of Education or
- (c) any matter which according to law is beyond the scope of the Board authority or
- (d) any complaint of a non-tenure employee which arises by reason of his not being reemployed or
- (e) a complaint by a unit member occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required.

contract.

understood that arbitration is limited to the four (4) corners of the

of the arbitrator shall be binding upon the parties. It is further

contractual rights incorporated in this Agreement. The recommendations

Education. However, no policy of the Board shall violate the expressed

add nothing to, or subtract anything from any policy of the Board of

3. The arbitrator shall limit himself to the issue submitted. He can

procedures of the New Jersey Public Employment Relations Commission.

2. The arbitrator shall function in accordance with the rules and

qualified to function as an arbitrator in the dispute in question.

1. A request will be made to P.E.R.C. to submit a roster of persons

arbitrator:

The following procedure will be used to secure the services of an

Procedure for Securing the Service of an Arbitrator

the Association.

grievance to proceed beyond Level Four, such action must be initiated by

shall be made known to the Superintendent in writing. In order for a

Association may request the appointment of an arbitrator. Such request

formal agreement herein between the Board and the Association, the

Education, and if the grievance pertains to a matter of the expressed

If the Association is dissatisfied with the decision of the Board of

Level Five - Arbitration

shall not apply to the informal stage.

of the grievance procedure. Such procedure concerning representation have the right to be present and to state its views at all formal stages

employee is not represented by the Association, the Association shall with a representative selected or approved by the Association. When an formal stages of the grievance procedure by himself, or at his option, Any individual employee who files a grievance may be represented at all

E. Representation

the party incurring same.

Board and the Association. Any other expenses incurred shall be paid by expenses and the cost of the hearing room shall be borne equally by the The cost for services of the arbitrator and actual and necessary travel

D. Costs

decisions of the Courts of New Jersey, and all New Jersey Statutes. Education of New Jersey, decisions of the State Board of Education, the 4. The arbitrator shall be bound by decisions of the Commissioner of

Atlantic County Special Services School District Board of Education.

sanction or support any strike or job action against the employing its members collectively and separately shall not cause, participate, binding arbitration of disputes as above set forth the Association and arbitrator's hearings. It is also understood that in acknowledging

accomplished within thirty (30) days of the completion of the copies of the arbitrator's findings and recommendations. This shall be Only the Board and the aggrieved and his representative shall be given

1. All filings, responses and appeals shall be in writing and delivered to the aggrieved person(s) at formal Levels One, Two, Three and Four setting forth the decision and shall be transmitted promptly to the grievant and to the Association.

2. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personal file of the participants.

3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this procedure.

4. Failure by the grievant to strictly follow the timelines at any step shall mean abandonment of the grievance. Failure by management to follow the timelines at any step shall allow the grievant to process the grievance to the next step. Nothing herein precludes mutual extension of grievance timelines in writing.

G. Miscellaneous

Neither party to this Agreement shall take punitive action against any individual because of participation in, or lack of participation in the grievance procedure.

F. Reprisals

forth.

C. No employee shall be disciplined, fined or suspended without compensation except for just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set

other applicable laws and regulations.

either party such rights as they may have under New Jersey School Laws or

Nothing contained herein shall be construed to deny or restrict to

B. Statutory Savings Clause

respect to any terms or conditions of employment.

grievance, complaint or proceeding under this Agreement or otherwise with

affiliates, collective negotiations with the Board, or his institution of any

affiliates, his participation in any activities of the Association and

reason of his membership, or lack of membership, in the Association and its

with respect to hours, wages, or any terms or conditions of employment by

the United States, nor shall either party discriminate against any employee

et. seq. or other laws of New Jersey or the Constitutions of New Jersey and

coerce any employee in the enjoyment of any rights conferred by N.J.S.A. 34:13A

actions. Neither party shall directly or indirectly discourage, deprive or

the purpose of engaging in collective negotiations or to refrain from such

freely to organize, join and support the Association and its affiliates for

A. Pursuant to N.J.S.A. 34:13A et. seq., every employee shall have the right

EMPLOYEE RIGHTS AND PRIVILEGES

ARTICLE IV

anticipated to be in attendance.

requested, and if known, the employee will be advised of each person whenever possible, of such meeting and the reason(s) for such meeting. If

employee's conduct, decision, action, etc., shall receive prior notice and/or administrators regarding problems, complaints, and/or concerns about an Any employee required to attend any meeting with parents, students,

F. Meetings/Conferences

3. The Superintendent's personnel file shall be the official file.

reasonable length which shall also be retained in the file. document to note this acknowledgement. The unit member may file a response of had an opportunity to review the material and the employee shall initial the or personally shall be placed in his personnel file unless the employee has 2. No material derogatory to an employee's conduct, service, character

materials shall be honored.

the Superintendent or his designee. Reasonable requests for copies of during such review. Review of the documents shall be done in the presence of shall be entitled to have a representative(s) of the Association accompany him the contents of his personnel file, at a mutually scheduled time. An employee 1. An employee shall have the right, with reasonable notice, to review

E. Personnel Records

reasonable opportunity for consultation.

given by a professional staff member shall be changed without providing students within the policies of the school district. No grade or evaluation The teacher shall maintain the responsibility to determine grades of

D. Grades and Evaluations of Students

such meetings.

principal of the building in question in advance of the time and place of all

meeting facilities at all reasonable hours. Requests shall be made to the

D. The Association and its representatives shall have the right to use

provided that this shall not interfere with or interrupt school operations.

official Association business on school property at all reasonable times,

C. Representatives of the Association, shall be permitted to transact

majority representative of the employees, and to no other organizations.

set forth in the Agreement shall be granted only to the Association as the

The right and privileges of the Association and its representatives as

B. Exclusive Rights

to know law currently in effect.

to process any grievance or complaint as per the mandates of the Public Right

employees together with information which may be necessary for the Association

intelligent, accurate, informed and constructive programs on behalf of the

such other information that shall assist the Association in developing

reasonable requests from time to time, information in the public domain and

A. The Board agrees to make available to the Association in response to

ASSOCIATION RIGHTS AND RESPONSIBILITIES

ARTICLE V

adoption as possible.

current Board Policy and shall incorporate any changes/additions as soon after

The Board shall make available to all employees complete copies of the

H. Copies of Board Policy

its representatives, and the Association.

conferences or meetings shall be subject to mutual scheduling by the Board or

in pay; however, it is agreed that such negotiations, grievance proceedings,

Association business with the Board or Administration, he shall suffer no loss

negotiations, grievance proceedings, conferences or meetings which relate to

required or expressly permitted to participate during working hours in

Whenever any representative of the Association or any employee is

G. Released Time for Meetings

authorized representative.

such use. Application for permission shall be in writing from an Association

shall pay for the reasonable costs of all materials and supplies incident to

reasonable times when such equipment is not otherwise in use. The Association

equipment i.e., typewriters, copy machines and overhead projector at

F. The Association shall have the right to use school facilities and

the building principals or other members of the Administration.

facilities and school mail boxes for routine notices without the approval of

E. The Association shall have the right to use the inter-school mail

Service System.

military experience or alternative civilian service required by the selective credit shall be granted for all teachers not to exceed four (4) years for In accordance with and to the extent required by law, additional initial hire up to a maximum of ten (10) years.

experience for salary guide placement shall be granted to a new employee upon Effective with the signing of this Agreement, creditable

2. Credit for Experience

toward the next increment step for the following year. prior to January 1st, shall be given full credit for one (1) year of service 1st of any school year, or any twelve (12) month employee actively employed Any ten (10) month employee actively employed prior to February

1. Adjustment to Salary Schedule

B. Placement on Salary Schedule

of Education.

shall be in accordance with the rules and regulations of the N.J. Department substitute teacher at the discretion of the administration. Such assignments holding a substitute certificate may be utilized in a classroom as a certification and appropriate to each job classification. Teacher aides Duties to be performed by all employees shall be within required

A. Employment Duties

EMPLOYMENT PROCEDURES

ARTICLE VI

License.

materials for any custodial/maintenance required to obtain a Black Seal

The Board agrees to pay the full cost of the course and course

G. Black Seal License

F. Employees will be notified of any transfers as soon as possible.

following year by April 30th.

E. Employees shall be notified of their contract and salary status for the

position consistent with their general job description and certification.

D. Employees shall be assigned to duties within the purview of their

accumulated sick leave benefits restored upon their return to work.

Employees on approved leaves of absence shall have previously

C. Previous Sick Leave Accumulation

prerogative of the Board.

Training Corps or Fulbright Scholarship. Such credit shall be at the sole

service required by the Selective Service System, Peace Corps, Vista, National

experience including creditable military experience or alternative civilian

Special Services School District may be credited for all prior active

has resigned and who subsequently seeks re-employment with Atlantic County

City/Atlantic County Special Services School District Board of Education, who

An employee with previous experience in the Longport/Corbin

3. Returning to the District

H. Transporting Students

Employees shall not be required to drive students. An employee may do so voluntarily, however, with the advance approval of his Principal or immediate supervisor. He shall be compensated on an overtime rate (if over 40 hours) plus mileage at the rate of 24 cents per mile for the use of his own automobile.

	Teachers	\$24.00 per net hour	\$25.00 per net hour
	Aides	\$11.00 per net hour	\$12.00 per net hour
	P.T./O.T. Ass'ts	\$16.00 per net hour	\$17.00 per net hour
	Cafeteria Wkr.	\$ 8.00 per net hour plus \$.50/hr. for cook duties	\$12.00 per net hour plus \$.50/hr. for cook duties
		July 1, 1993	July 1, 1994

Voluntary Summer Work:

and close-out requirements.

employees will be made on the last working day after completion of work at the employees work place. The final pay in June for ten (10) month will be distributed on the last work day prior to the holiday or weekend every other Friday. When the payday falls on a school holiday, checks Each ten month employee shall be paid in equal installments on

2. Ten Month Employees:

every other Friday from July through June.

All twelve month employees shall be paid in equal installments on

1. Twelve Month Employees:

B. Method of Payment

hereof.

A. The salaries of all members of the unit covered by this Agreement are set forth in the Salary Schedules which are attached hereto and made a part

SALARIES

ARTICLE VII

Effective Sept. 1, 1992	\$2159.00
Effective Feb. 1, 1993	\$2224.00
Effective Sept. 1, 1993	\$2335.00
Effective Feb. 1, 1994	\$2405.00
Effective Sept. 1, 1994	\$2574.00

additional compensation each year as follows:

substitutes and is designated the Substitute Coordinator shall receive

D. Substitute Coordinator—Any employee who is responsible for calling

procedures.

herein except for those actions appropriate to alternate statutory

suspensions without pay shall be subject to the grievance procedure

Disciplinary actions including withholding of increments, fines or

C. Procedure for Withholding Employment or Adjustment Increments

December 1st, effective implementation January 1st.

enrolled in September, may elect to enroll in the program by

participate in this plan upon initial employment. All employees not

soon as possible thereafter. New employees shall be eligible to

in two equal installments, one on July 1st and one on August 1st, or as

amount deducted, plus the interest earned, shall be paid to the employee

no later than the last working day in June of the prior work year. The

amount deducted from each paycheck shall be determined by the employee

an interest bearing account at a bank designated by the Board. The

salary deducted in equal installments from his paycheck, and placed in

Each employee may elect to have a specific amount of his gross

3. Optional Savings for the Summer:

E. Child Study Team Chairperson-Any employee assigned the position of Child Study Team Chairperson shall receive:

Effective Sept. 1, 1992	\$2159.00
Effective Feb. 1, 1993	\$2224.00
Effective Sept. 1, 1993	\$2335.00
Effective Feb. 1, 1994	\$2405.00
Effective Sept. 1, 1994	\$2574.00

SALARY SCHEDULE A-1 - TEACHERS & THERAPISTS

Effective September, 1992

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	\$25,842	26,242	26,642	27,442	27,842	28,242	28,642	29,042
2	26,142	26,542	26,942	27,742	28,142	28,542	28,942	29,342
3	27,077	27,477	27,877	28,677	29,077	29,477	29,877	30,277
4	28,012	28,412	28,812	29,612	30,012	30,412	30,812	31,212
5	28,947	29,347	29,747	30,547	30,947	31,347	31,747	32,147
6	29,883	30,283	30,683	31,483	31,883	32,283	32,683	33,083
7	30,818	31,218	31,618	32,418	32,818	33,218	33,618	34,018
8	31,754	32,154	32,554	33,354	33,754	34,154	34,554	34,954
9	32,689	33,089	33,489	34,289	34,689	35,089	35,489	35,889
10	33,624	34,024	34,424	35,224	35,624	36,024	36,424	36,824
11	34,559	34,959	35,359	36,159	36,559	36,959	37,359	37,759
12	35,499	35,899	36,299	37,099	37,499	37,899	38,299	38,699
13	36,429	36,829	37,229	38,029	38,429	38,829	39,229	39,629
14	37,364	37,764	38,164	38,964	39,364	39,764	40,164	40,564
15	38,532	38,932	39,332	40,132	40,532	40,932	41,332	41,732
16	39,702	40,102	40,502	41,302	41,702	42,102	42,502	42,902
17	40,871	41,271	41,671	42,471	42,871	43,271	43,671	44,071
18	42,593	42,993	43,393	44,193	44,593	44,993	45,393	45,793

NOTE: The four (4) individuals receiving OG salaries shall receive the salary on Step 18 of the Schedule plus the amounts shown above for as long as those four (4) employees remain in the employ of the Board.

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:

Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in the District.....addit. \$750.00
 (total \$1400.00)

SALARY SCHEDULE A-1 - TEACHERS & THERAPISTS

Effective February, 1993

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	\$26,634	27,034	27,434	28,234	28,634	29,034	29,434	29,834
2	26,944	27,344	27,744	28,544	28,944	29,344	29,744	30,144
3	27,907	28,307	28,707	29,507	29,907	30,307	30,707	31,107
4	28,871	29,271	29,671	30,471	30,871	31,271	31,671	32,071
5	29,835	30,235	30,635	31,435	31,835	32,235	32,635	33,035
6	30,848	31,248	31,648	32,448	32,848	33,248	33,648	34,048
7	31,762	32,162	32,562	33,362	33,762	34,162	34,562	34,962
8	32,727	33,127	33,527	34,327	34,727	35,127	35,527	35,927
9	33,740	34,140	34,540	35,340	35,740	36,140	36,540	36,940
10	34,654	35,054	35,454	36,254	36,654	37,054	37,454	37,854
11	35,618	36,018	36,418	37,218	37,618	38,018	38,418	38,818
12	36,587	36,987	37,387	38,187	38,587	38,987	39,387	39,787
13	37,545	37,945	38,345	39,145	39,545	39,945	40,345	40,745
14	38,509	38,909	39,309	40,109	40,509	40,909	41,309	41,709
15	39,713	40,113	40,513	41,313	41,713	42,113	42,513	42,913
16	40,918	41,318	41,718	42,518	42,918	43,318	43,718	44,118
17	42,123	42,523	42,923	43,723	44,123	44,523	44,923	45,323
18	43,897	44,297	44,697	45,497	45,897	46,297	46,697	47,097

NOTE: The four (4) individuals receiving OC salaries shall receive the salary on Step 18 of the Schedule plus the amounts shown above for as long as those four (4) employees remain in the employ of the Board.

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:

Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in the District.....addit. \$750.00
 (total \$1400.00)

SALARY SCHEDULE A-2 - TEACHERS & THERAPISTS

Effective September, 1993

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	\$28,000	28,450	28,900	29,800	30,250	30,700	31,150	31,600
2	28,300	28,750	29,200	30,100	30,550	31,000	31,450	31,900
3	28,600	29,050	29,500	30,400	30,850	31,300	31,750	32,200
4	29,638	30,088	30538	31,438	31,888	32,338	32,788	33,238
5	30,575	31,025	31,475	32,375	32,825	33,275	33,725	34,175
6	31,563	32,013	32,463	33,363	33,813	34,263	34,713	35,163
7	32,551	33,001	33,451	34,351	34,801	35,251	35,701	36,151
8	33,540	33,990	34,440	35,340	35,790	36,240	36,690	37,140
9	34,528	34,978	35,428	36,328	36,778	37,228	37,678	38,128
10	35,515	35,965	36,414	37,315	37,765	38,215	38,665	39,115
11	36,503	36,953	37,403	38,303	38,753	39,203	39,653	40,103
12	37,496	37,946	38,396	39,296	39,746	40,196	40,646	41,096
13	38,479	38,929	39,379	40,279	40,729	41,179	41,629	42,079
14	39,466	39,916	40,366	41,266	41,716	42,166	42,616	43,066
15	40,701	41,151	41,601	42,501	42,951	43,401	43,851	44,301
16	41,936	42,386	42,836	43,736	44,186	44,636	45,086	45,536
17	43,171	43,621	44,071	44,971	45,421	45,871	46,321	46,771
18	44,297	44,747	45,197	46,097	46,547	46,997	47,447	47,897
OG-1	+4,069							
OG-2	+5,171							
OG-3		+7,261						
OG-4			+8,197					

NOTE: The four (4) individuals receiving OG salaries shall receive the salary on Step 18 of the Schedule plus the amounts shown above for as long as those four (4) employees remain in the employ of the Board.

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:

Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in the District.....addit. \$750.00
 (total \$1400.00)

SALARY SCHEDULE A-2 - TEACHERS & THERAPISTS

Effective February, 1994

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	\$28,841	29,291	29,741	30,641	31,091	31,541	31,991	32,441
2	29,150	29,600	30,050	30,950	31,400	31,850	32,300	32,750
3	29,459	29,909	30,359	31,259	31,709	32,159	32,609	33,059
4	30,477	30,927	31,377	32,277	32,727	33,177	33,627	34,077
5	31,494	31,944	32,394	33,294	33,744	34,194	34,644	35,094
6	32,511	32,961	33,411	34,311	34,761	35,211	35,661	36,111
7	33,529	33,979	34,429	35,329	35,779	36,229	36,679	37,129
8	34,547	34,997	35,447	36,347	36,797	37,247	37,697	38,147
9	35,565	36,015	36,465	37,365	37,815	38,265	38,715	39,165
10	36,582	37,032	37,482	38,382	38,832	39,282	39,732	40,182
11	37,600	38,050	38,500	39,400	39,850	40,300	40,750	41,200
12	38,623	39,073	39,523	40,423	40,873	41,323	41,773	42,223
13	39,634	40,084	40,534	41,434	41,884	42,334	42,784	43,234
14	40,652	41,102	41,552	42,452	42,902	43,352	43,802	44,252
15	41,923	42,373	42,823	43,723	44,173	44,623	45,073	45,523
16	43,196	43,646	44,096	44,996	45,446	45,896	46,346	46,796
17	44,467	44,917	45,367	46,267	46,717	47,167	47,617	48,067
18	45,626	46,076	46,526	47,426	47,876	48,326	48,776	49,226

NOTE: The four (4) individuals receiving OG salaries shall receive the salary

on Step 18 of the Schedule plus the amounts shown above for as long as those four (4) employees remain in the employ of the Board.

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:

Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in the District.....addit. \$750.00
 (total \$1400.00)

SALARY SCHEDULE A-3 - TEACHERS & THERAPISTS

1994-1995

Effective September, 1994

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	\$30,913	31,377	31,841	32,769	33,233	33,697	34,161	34,625
2	32,212	31,677	32141	33,069	33,533	33,997	34,461	34,925
3	31,513	31,977	32,441	33,369	33,833	34,297	34,761	35,225
4	31,813	32,277	32,741	33,669	34,133	34,597	35,061	35,525
5	32,880	33,574	34,220	35,512	36,158	36,804	37,450	38,096
6	33,937	34,401	34,865	35,793	36,257	36,721	37,185	37,649
7	34,998	35,462	35,926	36,854	37,318	37,782	38,246	38,710
8	36,062	36,526	36,990	37,918	38,382	38,846	39,310	39,774
9	37,124	37,588	38,052	38,980	39,444	39,908	40,372	40,836
10	38,240	38,704	39,168	40,096	40,560	41,024	41,488	41,952
11	39,247	39,711	40,175	41,103	41,567	42,031	42,495	42,959
12	40,315	40,779	41,243	42,171	42,635	43,099	43,563	44,027
13	41,371	41,835	42,299	43,227	43,691	44,155	44,619	45,083
14	42,433	42,897	43,361	44,289	44,753	45,217	45,681	46,145
15	43,760	44,224	44,688	45,616	46,080	46,544	47,008	47,472
16	45,089	45,553	46,017	46,945	47,409	47,873	48,337	48,801
17	46,416	46,880	47,344	48,272	48,736	49,200	49,664	50,128
18	48,135	48,599	49,063	49,991	50,455	50,919	51,383	51,847
OG-1	+4,069							
OG-2	+5,171							
OG-3		+7,261						
OG-4			+8,197					

NOTE: The four (4) individuals receiving OG salaries shall receive the salary

on Step 18 of the Schedule plus the amounts shown above for as long as those four (4) employees remain in the employ of the Board.

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:

Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in the District....addit. \$750.00
 (total \$1400.00)

SALARY SCHEDULE B-1 - THERAPY ASSISTANTS
1992-1993

Effective February 1993

Effective September, 1992

<u>Step</u>	<u>Salary</u>	<u>Step</u>	<u>Salary</u>
1	\$19,181	1	\$19,758
2	19,481	2	20,067
3	19,781	3	20,376
4	20,081	4	20,685
5	20,381	5	20,994
6	20,942	6	21,571
7	21,515	7	22,162
8	22,076	8	22,739
9	22,648	9	23,329
10	23,197	10	23,895
11	23,758	11	24,472
12	24,332	12	25,063
13	25,505	13	26,271

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:

Beginning an employee's 20th year in the District.....\$650.00
Beginning an employee's 25th year in the District.....addit. \$750.00
(total \$1400.00)

SALARY SCHEDULE B-2 - THERAPY ASSISTANTS

1993-1994

Effective September, 1993 Effective February 1994

<u>Step</u>	<u>Salary</u>	<u>Step</u>	<u>Salary</u>
1	\$20,539	1	\$21,157
2	20,839	2	21,466
3	21,139	3	21,775
4	21,439	4	22,131
5	21,689	5	22,393
6	21,989	6	22,702
7	22,693	7	23,327
8	23,266	8	23,965
9	23,872	9	24,590
10	24,491	10	25,228
11	25,085	11	25,839
12	25,692	12	26,464
13	27,584	13	28,412

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:

Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in the District.....addit. \$750.00
 (total \$1400.00)

SALARY SCHEDULE B-3 - THERAPY ASSISTANTS
1994-1995

Effective September, 1994

<u>Step</u>	<u>Salary</u>
1	\$22,291
2	22,592
3	22,891
4	23,191
5	23,491
6	23,791
7	24,091
8	24,751
9	25,396
10	26,054
11	26,686
12	27,331
13	29,342

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:

Beginning an employee's 20th year in the District.....\$650.00
Beginning an employee's 25th year in the District.....addit. \$750.00
(total \$1400.00)

SALARY SCHEDULE C-1 - TEACHER AIDES

1992-1993

Effective February 1993

Effective September, 1992

<u>Step</u>	<u>Salary</u>	<u>Step</u>	<u>Salary</u>
1	\$11,762	1	\$11,405
2	12,072	2	11,725
3	12,642	3	12,272
4	13,106	4	12,723
5	13,727	5	13,326
6	14,346	6	13,927
7	14,967	7	14,529
8	15,588	8	15,133
9	16,208	9	15,735
10	16,827	10	16,336
11	17,442	11	16,938
12	18,067	12	17,540
13	18,686	13	18,141
14	19,303	14	18,740

- OG-1 +1,493
- OG-2 +2,566
- OG-3 +3,103
- OG-4 +4,176

NOTE: The four (4) individuals receiving OG salaries shall receive the salary on Step 14 of the schedule plus the amounts shown above for as long as those four (4) employees remain in the employ of the Board.

Extra Pay for Sub Cert/Credits

SUB/60 Credits = Additional \$402.00 to yearly salary.
SUB/90+ Credits = Additional \$670.00 to yearly salary.

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:

Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in the District.....addit. \$750.00
 (total \$1400.00)

SALARY SCHEDULE C-2 - TEACHER AIDES
1993-1994

Effective February 1994

Effective September, 1993

Step	Salary	Step	Salary
1	\$12,693	1	\$12,322
2	13,002	2	12,622
3	13,311	3	12,922
4	13,620	4	13,221
5	14,266	5	13,849
6	14,910	6	14,474
7	15,555	7	15,100
8	16,200	8	15,774
9	16,845	9	16,353
10	17,489	10	16,978
11	18,133	11	17,604
12	18,778	12	18,230
13	19,422	13	18,854
14	20,379	14	19,785

- OG-1 +1,493
- OG-2 +2,566
- OG-3 +3,103
- OG-4 +4,176

NOTE: The four (4) individuals receiving OG salaries shall receive the salary on Step 14 of the Schedule plus the amounts shown above for as long as those four (4) employees remain in the employ of the Board.

Extra Pay for Sub Cert./Credits
SUB/60 Credits = Additional \$402.00 to yearly salary.
SUB/90+ Credits = Additional \$670.00 to yearly salary.

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:

Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in the District.....addit. \$750.00
 (total \$1400.00)

SALARY SCHEDULE C-3 - TEACHER AIDES

1994-1995

Effective September, 1994

<u>Step</u>	<u>Salary</u>
1	\$13,165
2	13,486
3	13,806
4	14,127
5	14,796
6	15,464
7	16,132
8	16,802
9	17,471
10	18,138
11	18,907
12	19,475
13	20,143
14	21,135

OG-1	+1,493
OG-2	+2,566
OG-3	+3,103
OG-4	+4,176

NOTE: The four (4) individuals receiving OG salaries shall receive the salary on Step 14 of the Schedule plus the amounts shown above for as long as those four (4) employees remain in the employ of the Board.

Extra Pay for Sub Cert./Credits

SUB/60 Credits = Additional \$402.00 to yearly salary.

SUB/90+ Credits = Additional \$670.00 to yearly salary.

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:

Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in the District.....addit. \$750.00
 (total \$1400.00)

SALARY SCHEDULE D-1 - SECRETARIES

1992-1993

Effective July 1992	Effective January 1993
Step 1 \$14,904	Step 1 \$15,352
2 15,204	2 15,661
3 15,504	3 15,970
4 15,804	4 16,279
5 16,407	5 16,900
6 17,012	6 17,524
7 17,619	7 18,148
8 18,224	8 18,772
9 18,828	9 19,394
10 19,696	10 20,288
11 20,561	11 21,179
12 21,426	12 22,070
13 22,333	13 23,003

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:

Beginning an employee's 20th year in the district.....\$650.00
 Beginning an employee's 25th year in the District.....addt...\$750.00

(total \$1400.00)

SALARY SCHEDULE D-2 - SECRETARIES
1993-1994

<u>Effective July 1993</u>		<u>Effective January, 1994</u>	
Step	Salary	Step	Salary
1	\$16,048	1	\$16,531
2	16,348	2	16,840
3	16,648	3	17,149
4	16,948	4	17,458
5	17,248	5	17,767
6	17,548	6	18,076
7	18,196	7	18,743
8	18,844	8	19,411
9	19,492	9	20,078
10	20,088	10	20,744
11	21,067	11	21,700
12	22,456	12	23,131
13	23,891	13	24,608

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:

Beginning an employee's 20th year in the District.....\$650.00
Beginning an employee's 25th year in the District.....addt....\$750.00

(total \$1400.00)

SALARY SCHEDULE D-3 - SECRETARIES

1994-1995

Effective July 1, 1994

Step	Salary
1	\$17,243
2	17,565
3	17,888
4	18,210
5	18,532
6	18,855
7	19,550
8	20,247
9	20,943
10	21,637
11	22,635
12	24,126
13	25,838

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:
 Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in the District.....\$750.00
 (total \$1400.00)

Employees shall have their base salaries adjusted to include the following longevity payments:
 Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in the District.....addit. \$750.00
 (total \$1400.00)

LONGEVITY

<u>Effective July 1992</u>		<u>Effective January 1993</u>	
Step	Salary	Step	Salary
1	\$13,270	1	\$13,670
2	13,570	2	13,979
3	13,870	3	14,288
4	14,170	4	14,592
5	14,470	5	14,906
6	14,770	6	15,215
7	15,438	7	15,903
8	16,105	8	16,589
9	16,773	9	17,277
10	17,441	10	17,965
11	18,108	11	18,653
12	18,775	12	19,340
13	19,443	13	20,027
14	20,111	14	20,715
15	20,818	15	21,443

SALARY SCHEDULE E-1 - CUSTODIANS
1992-1993

Employees shall have their base salaries adjusted to include the following longevity payments:
 Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in the District.....\$750.00
 (total \$1400.00)

LONGEVITY

Step	Salary	Step	Salary
1	\$14,172	1	\$14,598
2	14,472	2	14,907
3	14,772	3	15,221
4	15,072	4	15,525
5	15,372	5	15,834
6	15,672	6	16,143
7	15,972	7	16,452
8	16,424	8	17,196
9	17,415	9	17,939
10	18,137	10	18,683
11	18,859	11	19,426
12	19,581	12	20,170
13	20,303	13	20,913
14	21,025	14	21,657
15	21,794	15	22,448

SALARY SCHEDULE R-2 - CUSTODIANS
1993-1994

Effective July 1993

Effective January 1994

Employees shall have their base salaries adjusted to include the following longevity payments:
 Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in District.....addit.....\$750.00
 (total \$1400.00)

LONGEVITY

Step	Salary
1	\$15,506
2	15,806
3	16,106
4	16,406
5	16,706
6	17,006
7	17,306
8	17,606
9	18,402
10	19,197
11	19,993
12	20,789
13	21,585
14	22,379
15	23,223

SALARY SCHEDULE B-3 - CUSTODIANS
1994-1995
 Effective July 1994

Employees shall have their base salaries adjusted to include the following longevity payments:
 Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in the District.....addit. \$750.00
 (total \$1400.00)

LONGEVITY

NOTE: Each Assistant Manager and/or Cook shall receive an additional \$.55 per hour to the salary rate as specified above.

<u>Effective February 1993</u>	<u>Effective September, 1992</u>
\$16.04 per hour	\$15.57 per hour

ASSISTANT MANAGER/COOK:

<u>Effective February 1993</u>	<u>Effective September, 1992</u>
<u>Year</u>	<u>Year</u>
Start..... \$6.98 per hour	Start..... \$6.78 per hour
2nd & 3rd yrs.. 8.35 per hour	2nd & 3rd yrs.. 8.11 per hour
4th yr + 9.72 per hour	4th yr + 9.44 per hour
<u>Salary</u>	<u>Salary</u>

1992-1993
SALARY SCHEDULE F-1 - FOOD SERVICE PERSONNEL

SALARY SCHEDULE F-2 - FOOD SERVICE PERSONNEL
1993-1994

<u>Effective September, 1993</u>		<u>Effective February 1994</u>	
<u>Year</u>	<u>Salary</u>	<u>Year</u>	<u>Salary</u>
Start.....	\$7.33 per hour	Start.....	\$7.55 per hour
2nd & 3rd Yrs..	8.77 per hour	2nd & 3rd Yrs..	9.03 per hour
4th Yr +.....	10.21 per hour	4th Yr +.....	10.52 per hour

ASSISTANT MANAGER/COOK:

<u>Effective September, 1993</u>	<u>Effective February 1994</u>
\$16.84 per hour	\$17.35 per hour

NOTE: Each Assistant Manager and/or Cook shall receive an additional \$.60 per hour to the salary rate as specified above.

LONGEVITY

Employees shall have their base salaries adjusted to include the following longevity payments:

Beginning an employee's 20th year in the District.....\$650.00
 Beginning an employee's 25th year in the District.....addit. \$750.00
 (total \$1400.00)

(total \$1400.00)

Beginning an employee's 25th year in the District.....addt...\$750.00
Beginning an employee's 20th year in the District.....\$650.00

Employees shall have their base salaries adjusted to include the following longevity payments:

LONGEVITY

NOTE: Each Assistant Manager and/or Cook shall receive an additional \$.65 per hour to the salary rate as specified above.

Effective September, 1994
\$18.56 per hour

ASSISTANT MANAGER/COOK:

<u>Year</u>	<u>Salary</u>
Start.....	\$8.08 per hour
2nd & 3rd Yrs..	9.66 per hour
4th Yr +.....	11.26 per hour

Effective September, 1994

1994-1995

SALARY SCHEDULE F-3 - FOOD SERVICE PERSONNEL

SALARY SCHEDULE G-1 - CERTIFIED BUS AIDES

1992-1995

Effective September, 1992
\$11.50 per hour

Effective February, 1993
\$11.96 per hour

Effective September, 1993
\$12.56 per hour

Effective February, 1994
\$12.93 per hour

Effective September, 1994
\$13.84 per hour

The Board shall continue to provide adequate facilities for employee use.

EMPLOYEE FACILITIES

ARTICLE VIII

calendar days after the hearing.

days and determination shall be provided within an additional three (3) employment. Such hearing shall be provided within thirty (30) calendar Board within five (5) calendar days after notification of non- for such appearance is received in the office of the Secretary of the entitled to an appearance before the Board, provided a written request employee who has received such notice of non-employment shall be In accordance with and to the extent required by law, any non-tenured

2. Informal Appearance

(b) A written notice that such employment shall not be offered.

the Board and the Association, or

salary and benefits as may be required by law or agreement between

(a) A written offer of re-employment but with such increases in non-tenured employee.

On or before April 30 of each year, the Board shall give to each

1. Dates

A. Notification of Status

FAIR DISMISSAL PROCEDURE

ARTICLE IX

school calendar, plus July 4th and Labor Day shall be holidays.

3. The work schedule for twelve (12) month secretaries shall be the

maintenance employees shall be July 1 through June 30.

2. The work year for twelve (12) month secretaries, custodial and

eighty-six work days (186) days.

1. The work year for aides and cafeteria workers shall be one hundred

B. Supportive Staff

required to report.

orientation day prior to the first day that other employees are

required, at the Superintendent's discretion to attend an

Newly hired employees, in addition to paragraph A above, may be

2. Orientation

hundred eighty-six (186) days.

The In-School work year for ten month employees shall be one

1. In-School Work Year

A. Certificated Staff

EMPLOYEE WORK YEAR

ARTICLE X

work days

After completion of the tenth contractual year of employment.....twenty (20)

work days

After completion of the sixth contractual year of employment.....fifteen (15)

work days

After completion of the second contractual year of employment.....twelve (12)

work days (pro rata if less)

After completion of the first contractual year of employment.....ten (10)

VACATION SCHEDULE:

vacation days per year:

All Twelve (12) month employees shall be credited with the following

D. Vacations

Christmas and New Year's work, the overtime rate will be paid.

supervisor and the employee, to be taken within sixty (60) days. For

and New Year's Day, then a compensatory day will be jointly scheduled by the

If an employee is required to work on a holiday, except for Christmas

determined.

In July of each year, Four (4) additional holidays shall be mutually

- 6. December 25
- 12. Memorial Day
- 5. Day after Thanksgiving
- 11. Easter Monday
- 4. Thanksgiving Day
- 10. Good Friday
- 3. Columbus Day
- 9. Presidents Day
- 2. Labor Day
- 8. Martin Luther King Day
- 1. Independence Day
- 7. January 1

month maintenance and custodial employees:

The following holidays or compensatory time shall be provided to twelve

C. Holidays

per practice.
The workday for Secretarial employees shall not exceed a total of seven and one-half (7 1/2) hours per day inclusive of a duty free meal period as per practice.

The workday for Cafeteria/Custodial/Maintenance employees shall not exceed a total of eight (8) hours per day inclusive of a duty free meal period as per practice.

C. Cafeteria Employees, Custodial/Maintenance Staff and Secretaries

event shall be made after submission of voucher(s).
with the fourth (4th) occasion, compensation of ten dollars (\$10.00) per entitled preparation/professional time is not provided, then commencing "short" work days (i.e. early dismissal, etc.) In the event that such but shall be modified for "short" work weeks (i.e. holidays, etc.) and preparation/professional time daily, provided operational schedules allow, week of duty. Reasonable effort shall be made to distribute such

per week for preparation and other professional duties during each full shall be provided one hundred and fifty (150) minutes of professional time per week for preparation and other professional duties during each full

B. Effective September 1, 1993, professional employees (teachers, therapists)

non-instructional time.
lunch as per practice. Such additional fifteen (15) minutes shall be total of six (6) hours and forty-five (45) minutes including a duty free Effective September, 1993, the in-school workday shall not exceed a thirty (30) minutes per day including a duty free lunch as per practice. The in-school workday shall not exceed a total of six (6) hours and

A. Teacher, Therapists, Therapist Assistants and Aides

EMPLOYEE WORK DAY/HOURS

ARTICLE XI

D. Overtime

Any non-certificated employee working in excess of forty net work hours shall be compensated overtime at one and one-half (1 1/2) times their normal hourly rate. Compensatory time based on the same calculation (1 1/2 times) may be granted in lieu of overtime payment. All such overtime must be approved and directed in advance by the Administration.

E. Call-Back

Any custodian or maintenance worker who is called in to work at times outside his/her normally scheduled work hours shall be compensated for a minimum of two (2) hours pay or paid for the time actually worked whichever is greater. It is understood that this call-back minimum guarantee is not for time worked contiguous to an employee's normal work schedule.

F. Meetings

All secretarial, custodial and cafeteria staff meetings shall be held within the employees' normal workday as described above.

School Districts shall be creditable for this stipulation).

service in the District. (Service with the Corbin City and Longport

(a) The employee must have at least fifteen (15) years of active

been complied with:

sick leave day if the following additional provisions and restrictions have

to twenty-eight dollars (\$28.00) effective July 1, 1994 for each accumulated

July 1, 1992 and increased to twenty-seven (\$27.00) effective July 1, 1993 and

the employee), a lump-sum payment of twenty-six dollars (\$26.00) effective

receive upon retirement (or January 2nd of the year thereafter, if selected by

in accordance with New Jersey State retirement provisions, the employee shall

C. Upon retirement from the Atlantic County Special Services School District,

employment.

(10) months will carry sick leave equivalent to one (1) day per month of

under the same conditions. Contracts issued for less than the term of ten

Twelve (12) month employees shall have twelve (12) sick leave days per year

leave days shall be accumulated from year to year with no maximum limit.

shall be entitled to ten (10) sick leave days each school year. Unused sick

B. In accordance with statute, all employees on a ten (10) month contract

medical inspector because of contagious disease in the immediate household.

due to illness or injury, or exclusion from school by the school district's

mean employee absence from his/her post of duty because of personal disability

A. In accordance with and as specified by statute, sick leave is defined to

LEAVES

ARTICLE XII

after initiation of this Agreement.
the District. Such credit shall only be prospective for employees hired
days sick leave credit upon commencement of the fourth year of service in
An employee will be credited with a transfer of a maximum of thirty (30)

E. Transfer Sick Leave Credit

Employees shall be given a written accounting of accumulated sick leave
days no later than October 1st of each school year.

D. Notification of Accumulation

no longer be paid.
(e) Disability insurance benefits provided by the A.C.S.S.S.D. shall

with Longport as well as A.C.S.S.S.D.

shall have all accumulated days compensated, i.e. those days earned

leave days while in the employment of the Longport School District

(d) Employees of A.C.S.S.S.D. who have previously accumulated sick

A.C.S.S.S.D. shall be monetarily compensated.)

days earned after June 30, 1989, while in the active employment of

meeting the seventy-five day minimum requirement. However, only the

City, as well as those accrued with A.C.S.S.S.D. for purposes of

given credit for the accumulated sick leave days accrued with Corbin

accumulated sick leave. (Former employees of Corbin City, shall be

accumulated sick leave in order to receive payment for unused

(c) Eligible employees must have at least seventy-five (75) days of

shall no longer be compensated for sick leave with Savings Bonds.

(b) Employees formerly employed by the Corbin City Board of Education

F. Nothing herein precludes an employee from applying for differential pay in accordance with N.J.S.A. 18A:30-6. Determination concerning this provision is understood to be the Board's sole prerogative.

2. If a permanent vacancy shall be filled by means of involuntary transfer of an employee, then such employee shall be entitled to a conference with the Superintendent prior to the transfer.

transfers.

1. Employees who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the school or schools to which he desires to be transferred in order of preference. The Board retains sole authority concerning

C. Transfers

Employees who wish to receive notification of vacancies that occur in July and August shall make such request in writing to the Superintendent and supply a stamped, self-addressed envelope. Vacancy notices shall be sent to those employees.

B. Summer Vacancies

A. The Superintendent shall post a list of job vacancies in each District facility for at least five (5) work days prior to the closing date on the notice. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice. Nothing herein precludes interim appointments or withdrawal of filling such positions.

TRANSFERS AND REASSIGNMENTS

ARTICLE XIII

- A. It is mutually understood that evaluation is the measure of the overall performance of an employee, and formal observation is but one portion.
- B. All employees shall be formally evaluated by their Supervisors as often as deemed necessary during each year to be followed by a written report and by a conference between the employee and his immediate Supervisor for the purpose of identifying deficiencies and extending assistance for their correction and improving job performance. All monitoring or formal observations of the work performance of an employee shall continue to be conducted openly.
- C. An employee shall be given a copy of any formal observation(s) report prepared by his observer at least one (1) day before any conference to discuss it. Such conference shall be held within ten (10) school days of the observation, except in cases of emergency. No such report shall be submitted to the central office, placed in the employee's file or otherwise acted upon without prior conference with the employee. The employee shall be required to sign a completed formal observation form as acknowledgment of its contents.
- D. In accordance with statute, each non-tenure teacher shall receive at least three (3) formal observations per school year.

EMPLOYEE EVALUATION

ARTICLE XIV

- H. All evaluations shall be done by a member of the Administration.
- G. If any written material from an employee's file is to be used in a disciplinary hearing against an employee, then a copy of such material shall be made available to the employee concerned prior to the hearing.
- F. All other employees shall receive at least one (1) formal evaluation per school year.
- E. In accordance with statute, each tenure teacher shall receive at least one (1) formal observation per school year.

provided to the employee.

connection with a legal action, then the time necessary for attendance will be

If an employee is required to testify by the School District in

3. Legal

If granted, reasonable expenses will be paid.

Written requests must be submitted, in advance, and list any required costs.

conferences may be granted by the Superintendent at his sole discretion.

Professional days to visit another school district or for professional

2. Professional

shall be converted to sick leave at the end of each fiscal year (June 30).

other than that he is taking it under this Section. Unused personal leave

for such leave shall not be required to state the reason for taking such leave

before taking such leave (except in the case of emergencies) and the applicant

immediate supervisor for personal leave shall be made at least four (4) days

contiguous to a holiday or recess. Application to the Principal or other

taken, subject to approval by the Superintendent. Such leave may not be

household or family matters which require absence during school hours may be

Three (3) days of leave of absence for personal, legal, business,

1. Personal

leaves of absence with full pay each school year.

Employees shall be entitled to the following temporary non-accumulative

A. Types of Leave

TEMPORARY LEAVES OF ABSENCE

ARTICLE XV

without pay at its sole discretion.

C. Nothing herein precludes the Board from granting other leaves with or

leave to which the employee is entitled.

B. Leaves taken pursuant to this Article shall be in addition to any sick

over 250 miles in one direction.

Five (5) days will be granted if travel is required

other than those enumerated in paragraph a). above.

or a member of the employees immediate household

brother-in-law, grandparents, grandchildren,

employee's father-in-law, mother-in-law, sister-in-law,

b). three (3) days at any one time in the event of death of an

parent surrogates,

employee's father, mother, spouse, children, siblings,

a). five (5) days at any one time in the event of death of an

Employees may be granted up to:

6. Bereavement

on days when work is not required.

New Jersey State National Guard, provided such obligations cannot be fulfilled

into temporary active duty of any unit of the United States Reserves or the

Time necessary as provided for in New Jersey Statutes for persons called

5. Military

such duty be performed during the summer months.

Duty pay, for the time served. Ten month employees shall request that any

employee serving on Jury Duty shall receive their full salary less any Jury

Time as necessary to perform Jury Duty if required to do so. Any

4. Jury Duty

commencement of said leave.

leave shall be restored to the employment position vacated at the
2. Upon return from such leave, the employee granted child rearing
employee.

1. Child rearing leave shall commence on the day requested by the

subject to the following stipulations and limitations:

to twelve (12) months to any employee with a child less than one year in age
days in advance, the Board shall grant child rearing leave without pay for up
Upon request, and with written application at least thirty (30) calendar

C. Child Rearing

inducted or enlists.

similar leave shall be granted to the spouse of any employee who is so

months after recovery of any wound or sickness at time of discharge. A

the period of said service and three (3) months thereafter, or three (3)

inducted or enlists in any branch of the armed forces of the United States for

Military leave without pay shall be granted to any employee who is

B. Military

participant in either of such programs, or accepts a Fulbright Scholarship.

serves as an exchange teacher or overseas teacher, and is a full-time

to any teacher who joins the Peace Corps, VISTA, National Teacher Corps, or

A leave of absence without pay of a maximum of two years shall be granted

A. International and Federal Programs

EXTENDED LEAVES

ARTICLE XVI

Superintendent.

the area of his/her certification or competence at the discretion of the

substitute in the Atlantic County Special Services School District in

8. An employee on child rearing leave may have the opportunity to

requirements for the adoption.

custody of said child, or earlier if necessary, to fulfill the

similar leave which shall commence upon him/her receiving de facto

7. Any employee adopting a child less than 5 years of age may receive

child rearing leave.

child rearing leave, the Board will grant an additional full year of

6. If requested, in writing, no later than April 1st of the initial

duration of the person's contract.

rearing leave for a non-tenured employee shall only be for the

allowing an earlier return date for a tenured employee. Child

Nothing herein precludes the Board, at its sole option, from

academic year.

5. Return to duty from child rearing leave shall be at the start of an

attesting that she is medically able to continue teaching.

unless the employee cannot produce a certificate from her physician

4. An employee shall not be removed from her duties during pregnancy

between childbirth and the desired date of return.

childbirth solely on the ground that there has not been a time lapse

3. An employee shall not be prevented from returning to work after

District.

In the Longport/Corbin City Schools-Atlantic County Special Services least seven (7) consecutive years (inclusive of any Board approved leave) 2. To be eligible for such leave, an employee must have been employed at

of the Board.

(1) school year may be granted on a case by case basis at the discretion (September 1 through June 30). Extended personal leave for less than one academic year. Such leaves shall be for a period of one (1) school year

In writing at least ninety (90) days prior to the beginning of the to a maximum of two (2) employees per year, provided application is made 1. An extended leave for personal reasons, without pay, shall be granted

G. Extended Personal Leave for Certificated Staff

writing.

F. All extensions, renewals, approvals and denials of leaves shall be in

Article shall have all benefits restored upon return to duty.

E. Any employee on extended leaves of absence under any section of this

writing by the Board of Education.

forth the beginning and termination of such leave shall be set forth in for a sick member of an employee's immediate family. The terms setting A leave of absence, without pay, may be granted for the purpose of caring

D. Illness in Family

5. The employee on leave shall not be entitled to any benefits provided by this Agreement except as expressly provided by this Article and by law.

- (e) Other valid purposes.
- (d) Educational purposes.
- (c) Engaging in activities of the Association or its affiliates.
- (b) Outside teaching in a college, university or other public school.
- (a) Service in a public office and/or campaign for such service for himself.

reasons:

4. Extended personal leave without pay shall be granted for the following reasons:

3. In the event more than two (2) employees request such leave, extended personal leave shall be granted based upon total length of service.

6. Upon return from leave pursuant to this Article, an employee shall be placed on the salary schedule at the next salary step, providing he has actively taught or worked not less than five (5) months for ten (10) month employees or six (6) months for twelve (12) month employees of the school year or work year in which he began his leave of absence and/or will teach or work not less than five (5) months for ten (10) month employees or six (6) months for twelve (12) month employees of the school or work year in which he returns from such leave of absence. However, time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure or seniority.

taken during the term of such leave.

previously been approved by the Board of Education, with the credits being expected to complete the degree, or the area of specialization which has leave must include documentation that the applicant may reasonably be (and/or Longport or Corbin City School District). Request for sabbatical school years of service in the Atlantic County Special Services District C. The teacher applicant must have completed at least seven (7) full requested.

year preceding the school year for which the sabbatical leave is shall be taken on all such requests no later than March 1 of the school prescribed form must be submitted no later than December 1, and the action insurance, social security and withholding tax. Such requests on the reference to the status of the applicant's T.P.A.F. Pension, group life in writing in such form as prescribed by the Board of Education to include B. Requests for sabbatical leaves must be received by the Superintendent be granted to a maximum of one (1) teacher at any one time.

A. If there are sufficient qualified applicants, sabbatical leaves shall

system, subject to the following conditions:

Degree or Doctorate, or for other reasons deemed of value by the school study in the area of specialization for the purpose of obtaining a Master's A sabbatical leave shall be granted to a teacher by the Board for graduate

SABBATICAL LEAVES FOR TEACHERS

ARTICLE XVII

D. For reasons other than obtaining a Master's Degree or Doctorate, the leave applicant shall file with the Superintendent an interim and final report of accomplishments obtained pursuant to objectives for having taken a sabbatical.

E. A teacher on sabbatical leave (either for one-half (1/2) of a school year or for a full school year) shall be paid by the Board at fifty percent (50%) of the entitled salary rate and shall be continued in the District's Insurance Benefits program. No other benefits shall be granted while on leave and those previously earned shall be restored upon return from leave.

F. Upon return from sabbatical leave, a teacher shall present reasonable certification of accomplishment of the purpose for such leave and be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence.

submitted (i.e. receipts).

discharge of his duties within the scope of his employment with proof
assault suffered by an employee while the employee was acting in the legal
clothing or other personal property damaged or destroyed as a result of an
3. The Board shall reimburse employees for the reasonable repair of any

forfeit any sick leave or personal leave.

salary and other benefits for the period of such absence but shall not
verified by the school physician, the employee shall be entitled to full
2. When absence arises out of assault or injury, and such need is

his duties.

for any assault upon an employee while acting in the legal discharge of
B. 1. The Board shall give full support including legal and other assistance

protection of persons or property.

within the control of the pupil; for the purpose of self-defense; and for the
to obtain possession of weapons or other dangerous objects upon the person or
and necessary: to quell a disturbance threatening physical injury to others;
scope of his employment, use and apply such amount of force as is reasonable
A. As specified and in accordance with 18A:6-1, an employee may, within the

PROTECTION OF EMPLOYEES

ARTICLE XVIII

- 4. The Board agrees to pay medical costs incurred as the result of any injury sustained in the course of an employee's employment by workmen's compensation policy presently in effect at the time of the claimed injury.
- C. 1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their Principal or other immediate supervisor.
- 2. Such notification shall be immediately forwarded to the Superintendent who shall act in appropriate ways as liaison between the employee, the police and the courts.
- D. Workmen's Compensation
 - Benefits derived under this Article shall be in conformity with Workmen's Compensation provisions and any other applicable Statutes.

The Board shall request the carrier(s) to provide to each employee a description of the health care insurance provided under these benefits not later than the beginning of each school year which shall include a description of conditions and limits of coverage.

D. Description

contraceptives.
Effective July 1, 1993, the co-pay shall be \$5.00, and shall include oral per week, a Prescription Drug Plan including dependents where appropriate. The Board shall provide to each employee working twenty (20) or more hours

C. Prescription Drug Plan

- 50/50 Orthodontic Services
- 50/50 for Prosthodontic Benefits
- 70/30 for Basic Services
- Co-Insurance -- 100% for Preventive & Diagnostic

extent provided in the master policy, such coverage shall include:
where appropriate, coverage for dependents. In accordance with and to the
The Board agrees to provide a Dental Plan for each eligible employee, and

B. Dental Insurance

dependents.
State of New Jersey Health Benefits Program) plan for all employees and their
The Board agrees to provide a full family hospitalization (presently the

A. Health Insurance

INSURANCE PROTECTION

ARTICLE XIX

The Board shall continue to provide for the purchase and/or replacement of textbooks, library books, instructional materials, supplies and equipment of sufficient quality and quantity to enable teachers to properly fulfill their teaching responsibilities.

BOOKS AND OTHER INSTRUCTIONAL MATERIALS AND SUPPLIES

ARTICLE XX

A. 1. The Board agrees to deduct from the salaries of its employees, dues for the Atlantic County Special Services Education Association, the Atlantic County Council of Education Associations, the New Jersey Education Association, or any one or any combination of such associations, as said employee 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, '9e, 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 Atlantic County Special Services Education Association or the N.J.E.A. as may be determined by the Association by the fifteenth (15th) of each month following the monthly pay period in which deductions are made. The Association Treasurer shall disburse such monies to the appropriate association or associations. Employee authorizations shall be in writing.

2. 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 membership dues shall give the Board written notice prior to the effective date of such change.

DEDUCTIONS FROM SALARY

ARTICLE XXI

B. The Board agrees to deduct from employee's salaries money for local, state, and/or national associations services and programs as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to the Atlantic County Special Services Education Association, or the N.J.E.A. as may be determined by the Association. Any employee may have such deductions discontinued at any time upon sixty (60) days written notice to the Board and the appropriate Association.

A. Seniority

1. School District seniority for purposes of a reduction in force is defined as service by appointed employees in the School District, inclusive of service in Longport and/or Corbin City, in the collective bargaining unit covered by this Agreement. An appointed employee shall lose all accumulated School District seniority only if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently rehired by the School District.
2. In the event of a work location reduction in force, including reductions caused by the discontinuance of a facility or its relocation, the employees shall be laid off in the reverse order of district wide seniority of all employees in the district in the same job classification (Secretary, Clerk/Typist, Cafeteria Employee, Aide, Custodian, Maintenance Employee and Therapy Assistant). Any employee laid off shall remain on a recall roster for a period of two (2) years from the date of lay-off. Recalls shall be based on seniority in the category.
3. In the event that, within two (2) years of an employee's layoff, a vacancy occurs in the same classification from which the employee was laid off, and covered by this Agreement, a laid-off employee shall be entitled to a one time recall thereto in order of seniority.

(Non-Certificated Personnel)

SENIORITY AND JOB SECURITY

ARTICLE XXII

B. Job Security

After completion of three (3) years and one (1) day of consecutive employment, no employee shall be dismissed, fined or suspended without pay except for inefficiency, incapacity, conduct unbecoming an employee, violation of School District regulations or other just cause. Any such action may be appealed to the Board of Education for a hearing. Should the employee not be satisfied by the determination of the Board, at his request, the matter shall be subject to the grievance procedure.

The Board of Education reserves to itself sole jurisdiction and right, in compliance with the laws of the State of New Jersey and the rulings of the State Commissioner of Education, to hire, assign, promote, transfer and direct employees covered by this Agreement or to take disciplinary action against said employees (up to and including discharge) for just cause, to manage school operations, and to take whatever actions may be necessary to accomplish the mission of the School District except as may be specifically provided by the language of this Agreement.

BOARD'S RIGHTS

ARTICLE XXIII

TUITION REIMBURSEMENT PLAN

ARTICLE XXIV

- A. To qualify for reimbursement, the course(s) must be directly related to the employee's job. Approval must be secured in advance, in writing, from the Superintendent.
- B. Employees shall be reimbursed upon submitting an official transcript or proof of completion containing the titles of the course(s) and the grade(s) received, if applicable.
- C. The employee must earn a grade of B or better in order to qualify for reimbursement, provided a grade is given.
- D. An employee shall be reimbursed the tuition cost up to the Rowan State College Credit Rate for any approved courses taken at the rate of six (6) credits effective July 1, 1992, seven (7) credits effective July 1, 1993, and nine (9) credits effective July 1, 1994. In the event the cost exceeds the Rowan State College Credit Hour Rate, the Board agrees to pay the entire cost of the courses up to a total of the Rowan State Credit Rate for six (6) credit hours per employee in 1992-93, seven (7) credit hours per employee-1993-94, and nine (9) credit hours per employee in 1994-95, upon approval of the Superintendent. In no event shall the reimbursement exceed the actual cost of the course(s) taken.
- E. Courses required for certification in the current position held, shall not be eligible for compensation.
- F. Approved seminars and workshops shall be reimbursed for necessary costs.
- G. Approval or disapproval is the sole prerogative of the district's Superintendent or designee(s).

who have not become members of the Association for the then current membership Agreement, the Association will submit to the Board a list of those employees 1. Once during each membership year covered in whole or in part by this

C. Deduction and Transmission of Fee

presently allowed by law.

and the representation fee may set up to 85% of that amount as the maximum initiation fees and assessments charged by the Association to its own members, representation fee should be equal in amount to the regular membership dues, services rendered by the Association as majority representative, the

2. Legal Maximum - In order to adequately offset the per capita cost of by non-members will be determined by the Association in accordance with law. its own members for that membership year. The representation fee to be paid membership dues, initiation fees and assessments charged by the Association to Association will notify the Board in writing of the amount of the regular

B. Amount of Fee

1. Notification - prior to the beginning of each membership year, the services rendered by the Association as majority representative. purpose of this fee will be to offset the employee's per capita cost of to pay a representation fee to the Association for that membership year. The covered in whole or in part by this Agreement, said employee will be required membership year (i.e. from September 1 to the following August 31) which is If an employee does not become a member of the Association during any

A. Purpose of Fee

REPRESENTATION FEE-AGENCY SHOP

ARTICLE XXV

year. The Board will deduct from the salaries of such employees, in accordance with paragraph B below, the full amount of the representation fee and promptly will transmit the amount to the Association.

2. **Payroll Deduction Schedule** - The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

a. Ten (10) days after receipt of the aforesaid list by the Board or

b. Thirty (30) days after the employee begins his or her employment in a bargaining unit position unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

3. **Termination of Employment** - If an employee who is required to pay a representation fee terminates his/her employment with the Board before the Association has received the full prorated share of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid prorata portion of the fee from the last paycheck paid to said employee during the membership year in question.

4. **Mechanics** - Except as otherwise provided in this Article, the mechanics for the deduction of the representation fees and the transmittal of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association. Such shall be forwarded monthly.

year. The Board will deduct from the salaries of such employees, in

accordance with paragraph B below, the full amount of the representation fee and promptly will transmit the amount to the Association.

2. Payroll Deduction Schedule - The Board will deduct the representation

fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership

year in question. The deductions will begin with the first paycheck paid:

a. Ten (10) days after receipt of the aforesaid list by the Board or

b. Thirty (30) days after the employee begins his or her employment

in a bargaining unit position unless the employee previously

served in a bargaining unit position and continued in the employ

of the Board in a non-bargaining unit position or was on layoff,

in which event the deductions will begin with the first paycheck

paid ten (10) days after the resumption of the employee's

employment in a bargaining unit position, whichever is later.

3. Termination of Employment - If an employee who is required to pay a

representation fee terminates his/her employment with the Board before the

Association has received the full prorated share of the representation fee to

which it is entitled under this Article, the Board will deduct the unpaid

prorata portion of the fee from the last paycheck paid to said employee during

the membership year in question.

4. Mechanics - Except as otherwise provided in this Article, the

mechanics for the deduction of the representation fees and the transmittal of

such fees to the Association will, as nearly as possible, be the same as those

used for the deduction and transmission of regular membership dues to the

Association. Such shall be forwarded monthly.

It is expressly understood that paragraph one (1) above will not apply to any claim, demand, suit, or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

2. Exception

The Association agrees to indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that the Board give the Association timely notice, in writing, of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph.

1. Liability

D. Indemnification and Save Harmless Provision

6. **New Employees** - On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles and dates of employment for all such employees.
5. The Association will notify the Board, in writing, of any changes in the list provided for in Paragraph One (1) above and/or the amount of the representation fees, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

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

C. Separability

majority representative of employees in the bargaining unit. conditions of employment shall first be negotiated with the Association as In accordance with and to the extent required by law, changes in terms and

B. Savings Clause

them full force and effect. and both parties shall carry out the commitments contained herein and give This Agreement constitutes mutual policy for the term of said Agreement,

A. Board Policy

MISCELLANEOUS PROVISIONS

ARTICLE XXVI

home address during vacations.

2. If by the Board, to the Association's President's school address, or

Secretary.

1. If by the Association, to the Board at the Board's office to the

either party shall do so by certified mail at the following addresses:

this Agreement to the other, pursuant to the provisions of this Agreement,

G. Whenever any notice is required to be given by either of the parties to

provide fifteen (15) extra copies of the printed Agreement to the Association.

within thirty (30) days after the Agreement is signed. The Board agrees to

F. Copies of this Agreement shall be provided at the expense of the Board

shall clearly exemptify that there is no discrimination.

shall be no discrimination, and that all practices, procedures and policies

E. Per the requirements of law, the Board and Association agree that there

duration shall be controlling.

any language inconsistent with this Agreement, this Agreement, during its

terms and conditions of this Agreement. If any individual contract contains

heretofore or hereafter executed, shall be subject to and consistent with the

Any individual contract between the Board and an individual teacher,

D. Compliance Between Individual Contract and Master Agreement

Secretary

By Charles E. Curry

ATTEST:

President

By Cynthia A. Stool

ATLANTIC COUNTY SPECIAL SERVICES EDUCATION ASSOCIATION

Secretary

By Margaret Kelly

ATTEST:

President

By Donald J. Feltz

ATLANTIC COUNTY SPECIAL SERVICES SCHOOL DISTRICT BOARD OF EDUCATION

all on the day and the year first above written.

their respective Secretaries, and their corporate seals to be placed hereon, cause this Agreement to be signed by their respective Presidents, attested by

IN WITNESS WHEREOF, the parties hereto this 12 day of Jan/1988 thereto

July 1, 1992.

This AGREEMENT shall be effective on the date of signing and shall continue in effect until June 30, 1995. This Agreement shall not be extended orally and it is expressly understood to expire on the date indicated, except that salary guide modifications and other monetary benefits shall be retroactive to

DURATION OF AGREEMENT

ARTICLE XXVII