

AGREEMENT

BETWEEN

DENNIS TOWNSHIP
BOARD OF EDUCATION

AND

DENNIS TOWNSHIP
EDUCATION ASSOCIATION

LIBRARY
Institute of Management and
Labor Relations

MAR 01 1982

RUTGERS UNIVERSITY

X. July 1, 1981 - June 30, 1983

PREAMBLE

This agreement entered into this First day of July, 1981 by and between the Board of Education of Dennis Township, Dennisville, New Jersey, hereinafter called The Board and The Dennis Township Education Association, hereinafter called the Association.

ARTICLE 1

Bargaining Unit and Duration of Agreement

- A. The Board hereby recognizes the Dennis Township Education Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions for all certified teaching personnel under contract, regularly employed bus drivers and aides.
- B. This Agreement shall be in force during the period July 1, 1981 to June 30, 1983.
- C. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board Policy.
- D. 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.
- E. Any individual contract between the Board and an individual unit member, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

ARTICLE 2

Negotiation Procedure

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1975 in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin on or before the date established by PERC and by mutual agreement between the parties of this contract. Any Agreement so negotiated shall apply to unit members, as indicated in each clause, be reduced to writing, be signed by the Board and Association, and be adopted by the Board.
- B. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make

present relevant data, exchange points of view, and make proposals. In support of such negotiations, the Board shall make available to the Association, upon written request, all information in the public domain.

- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other part. The parties mutually pledge their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations.
- D. Each party shall submit to the other, at least three (3) days prior to the meeting, an agenda covering matters they wish to discuss. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.
- E. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement as established by the rules, regulations, and/or policies of the Board in force on said date, shall continue to be so applicable during the terms of this Agreement.
- F. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in paragraph 1.A of this Agreement, with any other organization other than the Association for the duration of this Agreement.
- G. It is understood by all parties that the Association expressly agrees that negotiations will be conducted without the use of pressure tactics or any practice generally defined within the terms "sanctions." The parties also agree, during the period of negotiations that the only publicity accorded the negotiations by the parties will consist of a joint press release or, in the event the parties are unable to agree upon wording a joint press release stating that "No progress has been made."
- H. It is understood by all parties that under the rulings of the Courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights or powers granted it by law.
- I. The parties agree to follow the procedures outlined in

the Agreement, and to use no other channels to resolve any questions or proposal until the procedures within this Agreement are fully exhausted.

- J. 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.

ARTICLE 3 **Grievance Procedure**

A. Definition:

A grievance is an appeal of an event or condition which adversely affects the terms and conditions of employment of a unit member or a group of unit members.

B. Purpose:

The purpose of this procedure is to secure, at lowest possible level, equitable solutions to the problems which may from time to time arise affecting the terms and conditions of employment of unit members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of procedure.

Nothing herein contained shall be construed as limiting the right of any unit member having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. Procedure:

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

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest,

the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as practicable.

1. Level One

A unit member with a grievance shall first discuss it with the assistant principal either directly or through the Association's designated representative, with the objective of resolving the matter informally. Any unit member or unit members having a grievance, or the Association, must institute the proceedings at this level **within 21 days after the unit member, or unit members or the Association know of the grievance.**

2. Level Two

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance in writing with the Association's designated representative within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. The Principal shall receive a copy of this Grievance.

3. Level Three

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Administrative Principal, he may, within five (5) school days after a decision by the Administrative Principal or fifteen (15) school days after the grievance was delivered to the Administrative Principal, whichever is sooner, request in writing that the Association's designated representative submit his grievance for review by the Board of Education. The Board shall review his case; shall hold a hearing with the employee if requested by the employee; and shall render a decision in writing within twenty-one (21) calendar days of receipt of the grievance. Copies of the decision of the Board of Education shall be sent to the aggrieved, to the Administrative Principal, and the Association's designated representative.

4. Level Four

- a. A grievance which remains unresolved to the satis-

faction of the employee, after a decision has been rendered by the Board, may be submitted to arbitration within ten (10) school days after such written notice of submission to arbitration; the Board and the Association's designated representative shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain a commitment within the specified period, a request for a list of arbitrators may be made to the Public Employees Relations Committee in the selection of an arbitrator.

- b. The arbitrator so selected shall confer with the representatives of the Board and the Association's designated representative and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearings, or if oral hearings have been waived, then from the date of final statements and proofs on the issues that are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.
- c. The costs for the services of the arbitrator including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring the same.

C. Rights of Unit Members to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association. When a unit member is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.
2. No reprisals of any kind shall be taken by the Board

or by any member of the Administration against any party in interest, any building representative, the Association's designated representative or any other participant in the grievance by reason of such participation.

D. Miscellaneous

1. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three of the Grievance Procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association's designated representative and the Principal. Decisions rendered at Level Four shall be in accordance with the procedures set forth in Section C.4.b. of this Article.
2. All unit members, including a unit member who has filed a grievance under this Agreement, shall continue to work in accordance with the direction of the Superintendent, Principal, or other supervisory personnel, regardless of the pendency of any grievance, until such grievance is properly determined.
3. 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 personnel file of any of the participants.
4. Forms for filing grievances, serving notices, taking appeals, making reports, and recommendations and other necessary documents shall be prepared jointly by the Administrative Principal and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
5. 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 representative, heretofore referred to in the Article.
6. Any member of Dennis Township Education Association involved in any part of the Grievance Procedure which required his presence during the school day shall suffer no loss of pay if Grievance is adjudicated in favor of the grievant.

ARTICLE 4
Unit Members' Rights

- A. Nothing contained herein shall be construed to deny or restrict to any unit member such rights as he may have under New Jersey School Laws, other applicable laws and regulations or Board policy.
- B. Whenever any unit member is required to appear before the Administrative Principal, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that unit member in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview. Any suspension of a teacher pending charges shall be with pay.
- C. Evaluation of Students. The teacher shall maintain the sole responsibility to determine grades of students within the grading policies of the Dennis Township School District based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. No grade or evaluation shall be changed without prior consultation with the teacher. When a grade change is deemed appropriate by the Administrator and/or the Board, said change shall be signed with the signature of the person making the change.
- D. Any reprimand by a supervisor, administrator, or board member of a teacher and his instructional methodology shall be made in confidence.

ARTICLE 5
Association Rights and Privileges

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, agendas and minutes of all Board meetings, census data, names and addresses of all unit members, and such other information that shall assist the Association in developing intelligent,

accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.

- B. Representative of the Dennis Township Education Association, the N.J. Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operation.
- C. The Dennis Township Association shall have the privilege to use the school building at all reasonable hours for meetings provided that this shall not interfere with or interrupt normal school operation. The Administrative Principal of the building in question shall be notified in writing at least 24 hours in advance of the time and place of all such meetings.
- D. In order to carry out Association business, the Association shall have the right to use school equipment including, but not limited to, typewriters, mimeographing and spirit duplicating machines, calculating machines, Xerox machines, and all types of audio-visual equipment during two (2) hours each day designated by the Board Secretary and when such equipment is not in use by the school. The Association may be required to furnish or reimburse the school for materials and supplies for such use.
- E. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of these unit members and not to any other organization.

ARTICLE 6

Work Year

A. Teachers

1. The in-school work year of teachers employed on a ten (10) month basis (other than new personnel who may be required to attend an additional two (2) days of orientation) shall not exceed one hundred eighty-five (185) days. The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required. This includes two (2) days for N.J.E.A. Convention and one (1) day for County

workshop day.

2. Inclement Weather. Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.

B. Bus Drivers

The work year shall not exceed 183 days, exclusive of extra-duty runs: 180 days of student transportation; 1 orientation day; 1 bus inspection; 1 bus re-inspection if necessary.

ARTICLE 7

Teaching Hours and Teaching Load

- A. No teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of the pupils' school day, and shall be permitted to leave fifteen (15) minutes after the close of the pupils' day, but shall check in and out at the main office in the faculty roster.
- B. Teachers may leave the building with the permission of the Administrative Principal during their scheduled duty-free lunch period. A written check in and out system has been established, primarily for emergency reasons.
- C. On inclement weather days only, full-time teachers shall receive a duty-free lunch period of thirty (30) minutes per full school day.

ARTICLE 8

Salaries

A. Teachers

1. The salaries for 1981-1982 and 1982-1983 of all teachers covered by this Agreement are set forth in Schedule A.1. and A.2.
2. After fifteen (15) years of service to Dennis Township School System, a teacher shall be compensated by receiving a stipend of \$500.00, which will remain as part of basic salary, until retirement.
3. Chaperones shall receive \$10.00 per activity immediately after school and \$12.00 for evening activities provided teachers are requested to attend. (Payment to be included in the following paycheck.)

There shall be no additional compensation for mileage.

4. Stipends

- a. The teacher of the handicapped shall receive a stipend of \$300.00.
 - b. Coaches shall receive a stipend of \$475.00 per sport, and Assistant Coaches \$250.00.
 - c. Director of Athletic Activities shall receive a stipend of \$250.00.
 - d. Director of Audio Visual shall receive a stipend of \$200.00.
- B. The rates of pay for 1981-1982 and 1982-1983 for all aides covered by this Agreement are set forth in Schedules B-1 and B-2.

**SCHEDULE B-1
1981-1982 AIDES RATES OF PAY**

	per hour
Step 1 Less than one (1) year	\$3.50
Step 2 Over one (1) through five (5) years	4.25
Step 3 Over five (5) through ten (10) years	5.25
Step 4 Over ten (10) years	6.25

**SCHEDULE B-2
1982-1983 AIDES RATES OF PAY**

	per hour
Step 1 Less than one (1) year	\$3.80
Step 2 Over one (1) through five (5) years	4.70
Step 3 Over five (5) through ten (10) years	5.80
Step 4 Over ten (10) years	6.90

- C. The rates of pay for 1981-1982 and 1982-1983 for all regularly-employed bus drivers are set forth in Schedules C-1 and C-2.

SCHEDULE C-1
1981-1982 BUS DRIVERS RATES OF PAY

	per hour
Step 1 Less than one (1) year	\$5.25
Step 2 Over one (1) through four (4) years	6.25
Step 3 Over four (4) through twelve (12) years	7.65
Step 4 Over twelve (12) years	8.75

Extra-Duty-Runs — Regularly-employed bus drivers shall be paid at the rate of \$5.00 per hour. The administration shall solicit volunteers for these duties. In the absence of volunteers, extra-duty runs may be assigned by the administration.

SCHEDULE C-2
1982-1983 BUS DRIVERS RATES OF PAY

	per hour
Step 1 Less than one (1) year	\$4.25
Step 2 Over one (1) through four (4) years	6.25
Step 3 Over four (4) through twelve (12) years	8.05
Step 4 Over twelve (12) years	9.20

Extra-Duty-Runs — Regularly-employed bus drivers shall be paid at the rate of \$5.00 per hour. The administration shall solicit volunteers for these duties. In the absence of volunteers, extra-duty runs may be assigned by the administration.

- D. Incremental movement under B. and C. shall occur as of July 1, of each year following the anniversary date of employment.
- E.
 - 1. Unit members employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
 - 2. Unit members may individually elect to have ten (10) percent of their monthly salary deducted from their pay. The funds shall be paid to the unit member according to a schedule of payment throughout the summer as determined by Board payday. Arrangements may be made through the bank servicing the Board's payroll account.
 - 3. When payday falls on or during a school holiday, vacation or weekend, unit members shall receive their pay checks on the last previous working day.
 - 4. Unit members shall receive their final checks and the

pay schedule for the following year on the last working day in June unless an E-2 election has been made.

5. No checks will be given unless final check-out is satisfactory as per negotiated check list.

ARTICLE 9

Teacher Evaluation

1. Frequency

- A. Teachers shall be observed through classroom visitation at least three (3) times in each school year if a nontenured teacher and at least one (1) time in each school year if a tenured teacher, to be followed in each instance by a written evaluation as outlined in 4. below and by a conference between the teacher and his/her evaluation as outlined in 3. below.
- B. Classroom visitations/observations, as outlined in A. above, shall be reasonably spaced throughout the school year to allow the teacher to act upon any recommendations. The last visitation of non-tenured teachers shall be prior to April 15.

2. Open Evaluation

All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address, camera, audio systems, and similar surveillance devices shall be prohibited.

3. Post Visitation Conference

- A. The evaluator may meet informally with the teacher following a classroom visitation to discuss the visitation. After a teacher has received a written report as outlined in 4. below, he/she may request a formal followup conference with the evaluator and such conference shall be held. The teacher shall be given a copy of the written report prepared by his/her evaluator at least one (1) day before the followup conference.
- B. Followup conferences as outlined in 3.B. above shall occur within ten (10) school days of the observation. The conferences shall be held within the school day.

4. Written Reports

A. Reports shall be written and shall include, when pertinent:

- (1) Strengths of the teacher as evidenced during the period since the previous report.
- (2) Areas of improvement needed by the teacher as evidenced during the period since the previous report.
- (3) Specific suggestions as to measure which the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated.

B. Teacher Response

An evaluated teacher may respond in writing to the evaluation within ten (10) school days of the evaluation conference described in Section 3. above. Such response shall be attached to each party's copy of the evaluation report.

5. Post-Severance Documents

After a teacher has retired, not been renewed or resigns, the Board shall forward to the teacher, at his/her last available address, copies of any documents placed in his/her file. The teacher shall have fifteen (15) days to respond in writing to any documents so placed in the file. Such response shall be placed in the file.

ARTICLE 10

Sick Leave

A. Unit members employed shall be entitled to ten (10) days sick leave each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

B. Bus Drivers and Aides

New employees shall be credited with one (1) day of sick leave per month for the number of full or part-months remaining in the school year as of the first day of work.

C. Upon retirement, a teacher shall be compensated for fifty (50) percent of unused accumulated sick days at a rate equal to one/two hundredth (1/200) of the teacher salary in his or her final year.

- D. Effective July 1, 1981, regular bus drivers and aides who are eligible for retirement under P.E.R.C. rules and regulations and who retire will be compensated for unused accumulated sick leave using the following calculation:

50% of the number of unused accumulated days converted into hours X \$7.00 per hour.

Prior to September 1, 1981, the Board and the Association shall reach an agreement concerning the sick leave and aides. The accumulation of all bus drivers and aides gained prior to July 1, 1981.

ARTICLE 11

Temporary Leaves of Absence

- A. It is recognized that while the following leaves are available when necessary, the typical employee will not expect to take every possible leave day.

Subject with notification of the Administrative Principal, unit members shall be entitled to the following (temporary nonaccumulative) leaves of absence with full pay each school year except where a leave is designated for a particular unit sub-group.

- B. Up to three (3) days leaves of absence for personal, legal, household, business, or family matters which require absence during school hours. Application to the principal for personal leave shall be made at least three (3) days before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than that he is taking it under this section. If two or more unused personal days remain at the end of year, a maximum of one personal day will be carried to the next year. Personal days should not be included with holidays or vacation days.
- C. Up to two (2) days for teachers for the purpose of visiting other schools or attending meetings or conferences of an educational or professional nature, with prior approval of the teacher's principal.
- D. Time necessary for appearances in any legal proceeding connected with the teacher's employment or with the school system if the teacher is required by law to attend.
- E. Up to ten (10) days at any one time in the event of death

or critical illness of a unit member's spouse, child, or parent.

- F. Up to five (5) days at any one time in the event of death or critical illness for any other immediate member of the household of the unit member.
- G. Up to two (2) days at any one time in the event of death or critical illness for in-laws of the unit members.
- H. Time necessary (up to two weeks) for persons called into temporary active duty of any unit of the U.S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. A unit member shall be paid his regular pay in addition to any pay which he received from the State or Federal government.
- I. Other leaves of absence with pay or without may be granted by the Board for good reason.

ARTICLE 12

Extended Leaves of Absence

- A. Any regular employee who may enlist or be conscripted into the Armed Services of the United States, during a declared military emergency, for service or training, shall be granted a military leave. If one leaves the Armed Forces, at the first possible opportunity after the military emergency has been cancelled or after the cessation of hostilities, one shall be reinstated to his position in this school system with full credit including the annual increment(s) under the salary policy, upon written request supported by competent proof that said applicant is fully qualified to perform the duties of said position. The application for reimbursement shall be made within a reasonable time after discharge or release from military service and not be later than ninety (90) days from the date of said release or discharge.
- B. **Maternity**
The length of maternity leave shall be determined according to the individual's request and the Board's approval.
- C. **Adoption**
Any unit member adopting an infant child shall receive similar leave which shall commence upon receiving de facto custody of said infant, or earlier if necessary to ful-

fill the requirements for the adoption. No teacher on maternity leave shall on the basis of said leave, be denied the opportunity to substitute in the Dennis Township School district in the area of his or her certification or competence.

D. Illness in Family

A leave of absence without pay of up to (1) year shall be granted for the purpose of caring for a sick member of the unit member's immediate family. Additional leave may be granted at the discretion of the Board. See Article 11.1.

E. Return from Leave

1. Salary

Within ninety (90) days of the return from leave granted pursuant to this Article, a teacher shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent.

2. Benefits

All accumulated benefits to which a unit member entitled at the time his leave of absence commenced, including unused accumulated sick leave shall be restored to him upon his return, and he shall be assigned to the same position which he held at the time said leave commenced, if available, or, if not, to a substantially equivalent position.

F. Extensions and Renewals

All extension or renewals of leaves shall be applied for and granted, or denied, in writing.

ARTICLE 13

**Professional Development and
Educational Improvement**

A. Purpose

In our rapidly changing society, teachers must constantly review curriculum content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for upgrading and updating of teacher performance and attitudes. The Board and the Association support the

principal of continuing training of teachers and the improvement of instruction. The parties further agree that each teacher should fulfill the obligation for professional improvement in ways that best serve his own problems, functions, interests, and needs.

B. 1. Pay and expenses for required training

To pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which a teacher is requested by the Administration to take. Said teacher shall also be compensated for all time spent in actual attendance at said sessions beyond his regular working day and year.

2. The Board shall agree to pay a maximum of \$225.00 in tuition costs, per Board fiscal year incurred by Dennis Township teachers for courses taken in the field of education at an accredited college or university provided that:
 1. A minimum grade of B is awarded at the end of the course.
 2. A transcript of the teacher's grade is presented to the Board at the completion of the course.
 3. A copy of the bill from the college or university is presented to the Board.

ARTICLE 14

Insurance Coverage

- A. The Board shall provide individual and where appropriate, family health-care insurance to include basic hospitalization, medical-surgical coverage and major-medical coverage. Such coverage shall be at least as comprehensive as the existing Group Blue Cross/Blue Shield Rider J Plan.

It is agreed that in the case of new employees, such insurance protection, shall be provided as soon as possible consistent with the insurance carrier's enrollment procedures. Such premium payments shall be for the full 12-month period of the coverage year and shall continue every year thereafter.

- B. During the 1981-1982, the Board shall provide to each

unit member employed more than twenty (20) hours per full five-day work week a Prescription Plan at least as comprehensive as the existing group Blue Cross/Blue Shield Plan.

2. For 1981-1982 any additional coverage for the family plan will be at the employee's expense.
 3. When necessary, payment of any additional premium on behalf of the employee shall be made retroactively or prospectively to assure uninterrupted participation and coverage.
- C.
1. Effective July 1, 1982, the Board shall provide to each unit member employed more than twenty (20) hours per full five-day work week prescription coverage for single, dependent, parent-child or family not to exceed an average expenditure per unit member enrolled as of October 1, 1982 of \$135.00.
 2. The prescription plan will be discussed with the Association prior to the Board selection of a carrier.
 3. When necessary, payment of any additional premium in behalf of the employee shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

ARTICLE 15

Books and Other Instructional Materials and Supplies

The Board agrees that up to \$50.00 per teacher per school year may be expended by the teacher to purchase books, equipment and/or other educational materials, when presented with properly executed purchase order and voucher.

ARTICLE 16

Bus Drivers – Route Bidding and Recall Rights

A. Route Bidding

1. Assignment of routes at the beginning of the school year shall be made by a seniority bidding system. Regularly-employed drivers employed by the Board prior to the July 1 preceding the new school year shall have an opportunity to review "runs" destinations, time assessments and estimated mileage at least two days prior to the date for selection of runs.

2. The Board shall, in writing, notify each regularly-employed bus driver of the date for selection of runs at least seven (7) calendar days before that date.
3. The date for selection of runs will be between August 15 and August 25 each year. All drivers interested in bidding must be present during the time set aside for the run selection. The administration will request the most senior driver to select his/her run selection. Each driver, in turn according to seniority, shall choose from remaining runs.
4. The failure to select a run within ten (10) minutes shall result in the next senior driver selecting a run and the driver not selecting being placed at the bottom of the selection list. Unselected runs shall be assigned by the administration to drivers not choosing to select and to those drivers not present for selection.
5. Seniority is determined by computing the total months (part of a month equals a full month) that an employee has been employed by the Board. A break in service which is not covered by Articles 10, 11 or 12 nullifies seniority gained prior to the break in service. For the purposes of this section, bus drivers employed prior to July 1, 1981 shall be credited with all months worked for the Board, both prior to and following a break in service.
6. Vacancies in routes after the initial run selection shall be filled by means of B.1.b. below or; in the absence of available laidoff employees, new hiring by the Administration. Regularly-employed bus drivers may apply to fill such a vacancy. Final driver selection shall rest with the Administration and the Board.
7. 7. Time assessments shall include taking buses to garages presently done for maintenance and time for bus cleanliness.

B. Recall Rights

1. Regularly-employed bus drivers, employed more than one year, who are laid-off for economic or reorganization reasons shall have:
 - a. Daily preference in substitute driving. This preference shall be on a rotating basis if more than one driver is involved.

- b. An entitlement to fill any vacancy in a regular driver position on a seniority basis among all laid-off drivers. The Board shall offer such a vacancy, in writing, to the laid-off driver. The driver shall reply within twenty-four hours of receipt of the vacancy notice. Failure to respond or a rejection of the vacancy shall nullify all seniority rights of the laid-off driver under B.1.a and b.
2. For the purposes of B.1.a and b., bus drivers laid-off by the Board between May 21, 1981 through September 1, 1981 shall be treated as if they have been employed by the Board in excess of one (1) year.

ARTICLE 17

Posting

If a new teaching position is created, the Dennis Township Teacher's Association members will have the right to apply for that position. All teachers will have the right to apply for that position. All teaching job positions including summer school, shall be posted on the bulletin board in the front office for at least fifteen (15) days prior to filling these positions and a copy sent to the President of the Education Association.

ARTICLE 18

Miscellaneous Provisions

- A. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of unit members or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, social economic status, ancestry marital status, or age.
- B. The maximum of five (5) credit years for a fully certified teacher shall be given a teacher moving from a public school system or an accredited private school. The maximum of four years for military service as required by law.
- C. Any teacher who has worked a minimum of ninety (90) days in the Dennis Township School District will be given credit for one full year of experience and placed on scale.

- D. Board shall reimburse all unit members' travel incurred at the request of Dennis Township Board of Education or any representative thereof, excluding normal driving by bus drivers, but excluding coming directly to or going from the regular working day at the rate of 17 cents per mile.
- E. Home tutoring shall be \$12.00 per hour. Any tutoring position shall be posted in the faculty lounge for at least 2 days prior to the filling of that position. The Dennis Township Education Association members will have the right to apply for that position. Teachers employed in the Dennis Township School district shall have priority over applicants from outside the district.
- F. The tutor's travel between the school and the site of the tutoring shall be compensated for by reimbursing the teacher at the rate of 17 cents per mile from the school to the student's home and back to the school each day of the student's lesson.
- G. Copies of this Agreement shall be duplicated or professionally printed within thirty (30) days after ratification by both parties at a cost shared equally by the Association and the Board of Education.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed and executed, and signed by their respective Presidents and attested by their Secretaries on this day and year of September , 1981.

DENNIS TOWNSHIP
EDUCATION ASSOCIATION

DENNIS TOWNSHIP
BOARD OF EDUCATION

Robert Barnet
President

George B. Brewer, Jr.
President

Eileen C. Hoffman
Secretary

Tamara E. Sutton
Secretary

1981-1982

SALARY GUIDE

	B.A.	B.A. + 20	M.A.	M.A. + 20
1	11,500	11,850	12,200	12,550
2	12,300	12,650	13,000	13,350
3	13,150	13,500	13,850	14,200
4	14,120	14,470	14,820	15,170
5	14,700	15,050	15,400	15,750
6	15,400	15,750	16,100	16,450
7	16,020	16,370	16,720	17,070
8	16,800	17,150	17,500	17,850
9	17,500	17,850	18,200	18,550
10	18,230	18,580	18,930	19,280
11	18,920	19,270	19,620	19,970
12	19,520	19,870	20,220	20,570
13	20,550	20,900	21,250	21,600

1982-1983

SALARY GUIDE

	B.A.	B.A. + 20	M.A.	M.A. + 20
1	12,000	12,400	12,800	13,200
2	12,800	13,200	13,600	14,000
3	13,700	14,100	14,500	14,900
4	14,650	15,050	15,450	15,850
5	15,700	16,100	16,500	16,900
6	16,350	16,750	17,150	17,550
7	17,190	17,590	17,990	18,390
8	17,850	18,250	18,650	19,050
9	18,700	19,100	19,500	19,900
10	19,490	19,890	20,290	20,690
11	20,300	20,700	21,100	21,500
12	21,100	21,500	21,900	22,300
13	21,880	22,280	22,680	23,080

CHECKLIST OF ITEMS TO BE COMPLETED

This checklist is designed to help you to complete many of the usual small items which school closing requires.

1. Grade placement sheet (classroom teacher)
2. List of retentions
3. Lesson Plan Book
4. Class Record Book
5. All books on shelves covered
6. All students desks emptied and clean of pencil marks
7. All teachers closets clean and orderly
8. Book money (fine money marked on envelope) where necessary
9. List of room repairs, if any, place in custodian's mailbox
10. Desk keys and room keys to the office (if any)
11. All folders must have duplicate report card, completed and up-to-date for year
12. Return your teachers handbook so that it will be ready for next year.

Name: _____

Summer Address: _____

Summer Telephone: _____