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AGREEMENT BY AND BETWEEN
THE BOARD OF EDUCATION OF
THE BOROUGH OF OLD TAPPAN, *Borough of*
NEW JERSEY AND THE OLD
TAPPAN TEACHERS ASSOCIATION

SCHOOL YEARS: *X* 1981 - 1983

AGREEMENT BY AND BETWEEN
THE BOARD OF EDUCATION OF THE BOROUGH OF
OLD TAPPAN, NEW JERSEY AND
THE OLD TAPPAN TEACHERS ASSOCIATION
(SCHOOL YEARS: 1981-1983)

WHEREAS, the Board of Education of the Borough of Old Tappan, New Jersey and the Old Tappan Teachers Association have agreed upon certain proposals and understandings, which both parties desire to confirm by written agreement,

NOW, THEREFORE, WITNESSETH: This AGREEMENT ENTERED into this 14th day of September, 1981, by and between the Board of Education of the Borough of Old Tappan, Bergen County, New Jersey (hereinafter called the "Board") and the Old Tappan Teachers Association (hereinafter called the "Association").

ARTICLE I

RECOGNITION

1. The "Board" hereby recognizes the "Association" as the exclusive representative to act as the collective negotiating and bargaining agent for the professional members of the staff, that is, the teachers and nurses, concerning the terms and conditions of their employment

ARTICLE II

NEGOTIATING PROCEDURE

1. The "Board" and the "Association" agree that all

negotiations shall be entered into in good faith according to Chapter 303 of the Public Laws of 1968, as amended by Chapter 123 of the Laws of 1974.

2. The Liaison Committee of the "Association" and the "Board" will arrange and establish a schedule of negotiations by such date as is required by law.

3. Negotiations shall commence no later than fifteen (15) days after said schedule has been arranged and established as aforesaid.

4. The "Association" shall present its proposal at least two weeks before the first scheduled meeting date set for negotiations, and the "Board" shall reply to the same at least one week before said scheduled meeting date.

5. Any agreement so negotiated, which has been reduced to writing shall be presented to the "Board" and the "Association" for their respective adoptions.

ARTICLE III

GRIEVANCE PROCEDURE

1. Any individual member or members of the staff shall have the right to appeal grievances affecting him or her through administrative channels as set forth in Schedule "A" annexed hereto and made a part hereof.

ARTICLE IV

PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT

1. The "Board" will provide tuition assistance to all full-time tenure teachers entitling them to receive a partial tuition refund for prior approved and successfully completed courses for the period from July 1, 1981 through June 30, 1983, based upon the following guidelines and requirements:

(a) The calendar limitations above mentioned refer to the time of taking the course and/or obtaining tenure, rather than the date of tuition refund.

(b) Tuition refunds shall be limited to fifty (50%) per cent of the tuition costs paid by the eligible teacher with a maximum reimbursement of \$400.00 for the following periods, to wit: July 1, 1981 through June 30, 1983.

(c) All courses and/or programs of study must be approved in advance, by the administration and the "Board" in writing.

(d) The official transcript and the receipt for tuition must be received by the "Board" before refund is granted.

2. All part-time tenure teachers employed as of June 30, 1973, shall be entitled to the tuition assistance provisions of Paragraph 1 (a) through (d), inclusive,

aforementioned.

3. All part-time tenure teachers employed after June 30, 1973, shall be entitled to a pro-rata portion of the tuition assistance provisions consistent with their normal teaching employment, that is, a one-day-a-week teacher shall be entitled to twenty (20%) per cent of the fifty (50%) per cent of the tuition costs to a maximum of twenty (20%) per cent of \$400.00.

ARTICLE V

REIMBURSABLE EXPENSES

1. The "Board" agrees to reimburse members of the professional staff for reasonable expenses which may be incurred by such members only when prior approval is given therefor, in writing, by the "Board." Approval to attend conferences, workshops, seminars or courses shall not be construed as approval of attendant expenses.

ARTICLE VI

COMPENSATION

1. (a) The compensation, wages and/or salaries to be paid to all personnel covered by the Agreement is as set forth in Schedule "B" for the school-year 1981 - 1982, and Schedule "C" for the school year 1982 - 1983, both of which are annexed hereto and made a part hereof.

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(b) Annexed hereto as Schedule "D" is the "Index Ratio" guide upon which the 1981 - 1982 salary guide was computed, and which "Index Ratio" guide is intended to be used as a basis for future years' salary computations.

(c) Annexed hereto as Schedule "E" is the "Index Ratio" guide upon which the 1982 - 1983 salary guide was computed.

2. No increment or salary increase shall be automatic. The personnel covered hereby shall only be entitled to the increases and increments provided in Schedule "B" and/or Schedule "C" which are annexed hereto and made a part hereof, upon the recommendations, in writing of the Superintendent of Schools to the "Board," and the affirmative approval by the "Board" of the Superintendent's recommendations at a regular meeting of the Board of Education designated therefor. All credits leading to lateral movement on a Salary Guide must be graduate credits and approved by the Superintendent of Schools and the "Board." Satisfactory notice, in writing, of the intention to acquire the necessary credits leading to lateral movement on the salary guide for the following semester must be submitted to the Superintendent of Schools on or before March 15th to be effective the following September 1st, and on or before June 15th to be effective for the following February 1st.

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3. All members of the professional staff who are employed by the Board of Education during the summer months in a teaching capacity in programs funded to the extent of fifty-one (51%) per cent or more from the local district budget shall be paid therefor at the rate of ten (10%) per cent of their annual base pay pro-rated for the amount of summer time employed.

4. Summer teaching positions in programs funded to the extent of fifty (50%) per cent or more from other than the local district budget (i.e., Federal, State, etc.) shall be at the discretion of the "Board" as they relate to the establishment, salary and/or description.

5. Educationally related summer position salaries shall be negotiated by the "Board" and the "Association."

6. Summer positions not educationally related shall be at the discretion of the "Board" as they relate to establishment, salary and/or description.

7. It is the intention of Paragraphs 3 through 6, inclusive, that all such positions be announced to present personnel within the district prior to being offered to others. It is the intention that all persons covered hereunder shall have the opportunity to apply for such summer positions prior to their being offered to others and then to be considered for such summer positions. The aforementioned

positions shall not be filled until seven (7) school days after posting of the announcement referred to above.

8. The "Board" reserves the right to select the candidate for all positions in the school system, which selection shall not be subject to review.

9. Each member of the professional staff shall be entitled to receive from the "Board" a separate contract for said summer work.

ARTICLE VII

TEMPORARY ABSENCE

1. Each member of the professional staff covered hereunder shall be entitled to an absence for bereavement of five (5) working days in connection with the death of a member of the aforementioned staff's immediate family, and one (1) day would be allowed for all other relatives. The "Board" and the "Association" agree that a certain amount of time is required for bereavement; however, both the "Board" and the "Association" also agree and acknowledge that the bereavement leave is not intended to be abused.

2. The immediate family includes the following: Mother, Mother-in-law, Father, Father-in-law, Husband, Wife, Sister, Brother, Son, Daughter, Grandmother, Grandfather.

3. The Superintendent of Schools, within his

sole discretion may grant additional personal days without penalty, and a denial of which, shall be subject to review, by written application to the Board of Education within ninety (90) days of such denial. A denial by the Board of Education, however, is not subject to review.

4. Each full-time teacher or nurse covered under this agreement shall be entitled to thirteen (13) days absence for sickness only, ten (10) days of which shall be cumulative. Included in the thirteen (13) days aforementioned are the ten (10) days provided by the Revised Statute 18A:30-1. Each person covered by this paragraph shall first use the three (3) non-cumulative days to which each is entitled each year as provided by Revised Statute 18A:30-1 (e.g., the first three (3) days of sick leave will not be charged against the ten (10) cumulative days).

5. All part-time teachers or nurses shall be entitled to their pro-rata share of the three (3) non-cumulative sick days rounded to the nearest whole number.

ARTICLE VIII

INSURANCE

1. The "Board" shall provide and maintain full coverage for each half-time or more employee, Major Medical, Blue Cross, Blue Shield and Rider "J" health insurance coverage

as is now in existence. The effective date of said coverage for new employees shall be November first (1st) or such earlier date as may be arranged by the "Board" with the appropriate insurance carrier.

2. The "Board" shall provide and pay for one hundred (100%) per cent of the applicable increased costs of the premiums towards the purchase of a family plan coverage with the same carrier who provides the coverage for the employees in the preceding paragraph, provided, however, that no employees shall be entitled to receive the benefit of any payment by the "Board" for its health insurance premiums as it relates to family coverage, if the said employee is within the coverage of any similar plan held by some other individual and that employee can voluntarily withdraw his inclusion in such plan.

3. The "Board" agrees, when requested in writing by a teacher, to make deductions from said teacher's pay for the cost of any other forms of insurance arranged by the teachers, such as family coverage for a dental plan, tax sheltered annuity, income protection plan, etc., provided that such action by the "Board" shall not be construed as an indication by the "Board" that such insurance coverage is a negotiable item under this or any other agreement with the "Association." The "Board" agrees to arrange for the administration of any of

said plans, if such plans are available to the group, and further, provided that such administration shall not be at "Board" expense.

4. For the School Year 1981 - 1982, the "Board" agrees to pay towards the total cost of a staff member only dental plan, the maximum sum of \$6,000.00. It is the intention that the aforementioned \$6,000.00 sum shall cover the entire cost of such plan covering as a group, all ^{eligible} professional staff members in such plan as selected by the Association.

The "Board's" contribution, during the 1982 - 1983 School Year, will be no greater than the sum of \$6,600.00, if necessary.

Administration, that is, billing and/or processing of the payment for the dental plan for individual employees covered hereunder, shall be arranged at the "Board's" expense, but all claims under the dental plan shall be on a direct basis between the individual employee and the carrier.

ARTICLE IX

JOB VACANCIES AND PROMOTIONS

1. The "Board" agrees that in the event that any vacancy occurs, as it relates to positions within the bargaining unit, including administrative and extra-curricular positions during the period covered by this Agreement,

including positions for the subsequent school year, it shall be posted immediately upon the "Board's" having actual knowledge and prior to any other public disclosure of the same by the "Board," other than to announce a resignation.

2. Such notices shall describe such vacancy position together with the procedure necessary for members of the bargaining unit to make application for said vacancy.

3. It is the intention of this Article that all such vacancies be announced to present personnel within the district prior to being offered to others. It is the intention of this Article that all persons covered hereunder shall have the opportunity to apply for all such vacancies prior to their being offered to others and then to be considered for such vacancies. The aforementioned positions shall not be filled until seven (7) school days after the posting of the notice referred to above.

4. The "Board" reserves the right to select the candidate for all positions in the school system, which selection shall not be subject to any review.

ARTICLE X

MISCELLANEOUS PROVISIONS

1. The "Board" agrees to issue, in writing, professional staff contracts to all non-tenured teachers who

have been continuously employed by the "Board" on or before April 30th of each year, in accordance with Revised Statute 18A:27-10 et seq. The said professional staff members shall return to the "Board" their respective contracts duly executed by them on or before the first day of June of each year, which contract shall be formally acted upon by the "Board" at its First Regular Meeting during the month of June of each year. The execution of such contract shall, in no way, prejudice the negotiations between the "Board" and the "Association" if the same have not been concluded.

2. All professional staff members assigned to the T. Baldwin Demarest School, and not otherwise excluded hereafter, shall be entitled to a duty-free lunch period of one (1) hour duration.

During the terms of this contract, professional staff members assigned to the Charles De Wolf School, or those whose major assignment is in the Charles De Wolf School, will be entitled to a minimum half-hour duty-free lunch period. At the expiration of this contract, the duty-free lunch period will revert to a one hour duty-free lunch period, unless the successor agreement provides otherwise.

In the event that a member of the professional staff agrees to monitor either the students' lunch period and/or the students during lunch period, such staff member shall be paid such compensation as shall be determined by this "Board" for each

interval of monitoring.

3. All "Board" policies and procedures heretofore adopted and in existence at the date hereof are hereby ratified and confirmed and incorporated herein by reference as though set forth herein at length.

4. The "Board" agrees to provide designated representatives in each building with a copy of all applicable policy within ten (10) days of adoption by the "Board."

5. The "Board" agrees to provide members of the professional staff with an accounting of all accumulated sick leave.

6. The "Board" acknowledges that since it is desirable for each teacher to use an uninterrupted preparation period each day, where the practice presently exists, the practice of using a regular teacher as a substitute shall be discouraged. The "Board" agrees to establish strict control to discourage the practice of using a regular teacher as a substitute.

ARTICLE XI

BOARD RIGHTS

1. The "Board" reserves to itself sole jurisdiction and authority over matters of policy and retains and reserves unto itself, without limitations, all the powers,

rights, authority, duties and responsibilities conferred upon and vested in it by the Laws and Constitution of the State of New Jersey and of the United States, by the decision of the Courts of the United States and of the State of New Jersey, the Commissioner of Education and the State Board of Education of the State of New Jersey and by the Rules and Regulations of the State Board of Education and the State of New Jersey, subject to the terms herein.

2. The willingness of the "Board" to discuss matters which are within the sole prerogative of the "Board" shall not be deemed to constitute a waiver or relinquishment of any such prerogative.

ARTICLE XII

TEACHER'S RIGHTS

1. All unit members shall enjoy all rights granted under and by virtue of the provisions of Chapter 303 of the Laws of 1968 as amended by Chapter 123 of the Laws of 1974 or under any laws of the State of New Jersey, the United States and the Constitution of the United States and of the State of New Jersey. No staff member or teacher shall be discriminated against, coerced or reprimanded by virtue of their exercise of such rights, subject to the terms herein.

ARTICLE XIII

ASSOCIATION BUSINESS

1. The "Board" agrees that the "Association" may use the school address as its official address, with the understanding that the "Board" shall not be responsible for lost or misplaced mail or correspondence.

2. In order that "Association" meetings do not conflict with other school meetings and/or functions, the "Board" and the "Association," at the beginning of each school year in September, agree to designate a specific time and place for "Association" regular meetings within the school building.

IN WITNESS WHEREOF, the parties hereunto have caused this Agreement to be signed by their respective Presidents, attested to by their respective Secretaries and their respective seals to be placed hereon, all on the day and year first above written.

BOARD OF EDUCATION OF THE BOROUGH
OF OLD TAPPAN, NEW JERSEY

ATTEST:

Doris H. Eckerson
Doris H. Eckerson, Secretary

by Daniel T. Morro
DANIEL T. MORRO, President

OLD TAPPAN TEACHERS ASSOCIATION

ATTEST:

Lawrence J. [Signature]
Secretary

by Dennis C. Rossi
DENNIS C. ROSSI, President

SCHEDULE "A"

GRIEVANCE PROCEDURE

1. Definition:

A. The term "grievance" shall mean an alleged violation, misinterpretation or misapplication of this agreement or of "Board" policy or administrative decision rendered thereunder. "Board" policies and administrative decisions which do not affect the terms and/or conditions of employment shall not be considered to be within the definition of the term "grievance" as used herein. However, the term "grievance" and the procedures stated herein shall not apply to any matter in which:

- (a) A method of review and/or legal remedy is prescribed by law and/or State Board Rules and/or Regulations and/or the New Jersey Administrative Code, having the force and effect of law or judicial decision, or
- (b) The Board of Education is without authority to act, or
- (c) A complaint that relates to the non-renewal, termination or notice thereof, of any non-tenure employee's contract, or
- (d) Charges against a tenured employee pursuant to the Tenure Employees Hearing Act (N.J.S. 18A:6-10, et seq.) or
- (e) The withholding of an increment to salaries pursuant to N.J.S. 18A:29-14.

The term "employee" as used in this definition, shall mean also a group of employees having the same grievance.

B. Representative: The term "Representative" shall mean:

1. As to an Employee: A member or group of members of the Old Tappan Teachers Association or an attorney designated in writing by the individual or by the Old Tappan Teachers Association, as the case may be, or a representative or an attorney from the New Jersey Education Association.

2. As to the Board: A member of the Board, the Superintendent, a member of the administration, or an attorney designated by the Board in writing. The Association shall have the right not to name a representative, but, in that event, the employee may name a representative. The Board and the Association shall have the right to change such representative at any level but not during the pendency of a decision at any given level. Such change shall be made by notice in writing.

- C. Immediate Superior: The term "Immediate Superior" shall mean the person to whom the aggrieved employee is directly responsible under the Table of Organization prevailing in this School District. If no such chart is furnished, then it is any person reasonably believed by the employee to be his immediate superior.
- D. Superintendent. The term "Superintendent" shall mean the person employed as the chief administrative officer of the school district, regardless of official title.

2. Purpose:

An individual employee or group shall have the right to present a grievance affecting him or it. With respect to his personal grievance, he shall be assured freedom from restraint, interference, coercion, discrimination or reprisal in presenting his grievance. He shall have the right to present his own grievance or to request a representative of his own choice, or the "Association" may appoint a representative. The employee has the right to have a representative appear with him commencing with Level Three and all subsequent levels of the Grievance Procedure.

3. Procedural Steps:

Level One (the informal level)

An employee who has a grievance is to discuss it first with his principal or immediate superior, if this is not the principal, in an attempt to resolve the matter informally within fifteen (15) school days of the date of the occurrence causing the alleged grievance. If fifteen (15) school days do not remain in the current school year, the grievance shall be filed within twenty-one (21) calendar days of the last day of school. If the immediate superior is not a principal, the principal should be notified of the grievance. A written decision by the principal or immediate superior shall be rendered within ten (10) school days of said "informal" meeting.

Level Two

If the grievance is not settled at the informal level, the matter may be referred to the Professional Rights and Responsibility Committee of the Old Tappan Teachers Association for consideration. This committee will make a determination as to whether or not the grievance shall be processed by the "Association," and, if in the affirmative, the "Association" shall appoint a representative. If in the negative, the "Association" shall decline to appoint a representative.

Level Three

Within fifteen (15) school days, the employee, or the "Association," on behalf of the employee, may appeal the decision made at Level One to the Superintendent of Schools, The appeal to the Superintendent must be made in writing and shall set forth the grounds upon which the grievance is based. The Superintendent shall request a report on the grievance from the Principal, shall conduct a closed hearing with the concerned parties and the representative, if any, and upon request with the employee or Principal separately. The Superintendent shall communicate his decision in writing, with the reasons therefor, to the employee and the Principal within fifteen (15) school days from the original notice of appeal.

Level Four

If the grievance has not been resolved to the employee's satisfaction, he may file, in writing, a Notice of Appeal to the Board of Education by filing the same with the School Board Secretary within fifteen (15) school days from the date of the Superintendent's decision, or from the date last provided for such a decision, if a decision was not timely rendered. The Notice of Appeal shall set forth the grounds of the grievance and there should be

appended thereto all related papers, documents and prior decisions. A copy of the Notice of Appeal shall be furnished to the Superintendent.

If the appellant, in his appeal to the Board, does not demand a private or a public hearing, the Board may consider the appeal on the written record submitted to it, or the Board may, on its own, conduct a public hearing; or it may request the submission of additional written material.

Where additional written materials are requested by the Board, copies thereof, if any are furnished, shall be served upon the adverse parties who shall have the right to reply thereto.

Where the appellant demands in writing a hearing before the Board, a hearing shall be held.

The Board shall make a determination within thirty (30) school days (or within forty-five (45) days during the summer months) from the receipt of the grievance and shall, in writing, notify the employee, his representative if there be one, the Principal and the Superintendent of its determination and the reasons therefor.

This time period may be extended by mutual agreement of the parties.

Level Five

Any grievance supported by the Old Tappan Teachers

Association and not resolved to the satisfaction of the employee or the "Association" after review by the Board of Education shall, at the request of the "Association," be submitted to arbitration. A demand for such arbitration shall be made no later than fifteen (15) school days following receipt of the written determination of the "Board." Failure to file within said time shall constitute a bar to such arbitration unless the aggrieved employee and the "Board" shall mutually agree upon a longer time period within which to assert such a demand.

The "Board" and the "Association" shall attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon an arbitrator, they shall immediately and jointly request the Public Employment Relations Commission to appoint an arbitrator. In the event the said Commission shall be unable or unwilling to appoint an arbitrator, then a request shall be made to the American Arbitration Association to appoint an arbitrator.

The arbitrator shall confer with the representative of the "Board" and of the "Association" and shall proceed with a hearing and submit a written report in the shortest possible time, setting forth his findings of fact, reasoning and conclusions on the issues submitted.

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The arbitrator shall be without power or authority to make any recommendations which require the commission of an act prohibited by law. He shall render his findings and recommendations consistent with the terms of this agreement. The recommendations shall be binding on the parties.

In the event of arbitration, the costs of the arbitrator's service shall be shared equally by the appellant and the "Board." If the appellant is represented by the "Association," the "Association" will bear the expense for the appellant. In addition, it is expressly provided that the arbitrator shall have the power to recommend that the costs of the arbitrator's services be borne by one party if, in his judgment, that party unnecessarily created the need for the arbitration, or did so for the purpose of delay, or which party's contentions are deemed by him to have been unreasonable and a sham.

Failure at any step of this procedure to communicate the decision on a grievance within the time limits shall permit the employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step, and an abandonment of

further grievance procedure. The parties, however, may mutually agree to extend the time periods specified herein.

In the event a grievance should be filed by any employee who is not subject to the jurisdiction of any Principal, or who may be answerable to more than one Principal, such employee shall initiate his grievance with his immediate superior.

In any case where a grievance is based upon the direct order, ruling or determination of the Superintendent, the aggrieved employee may appeal directly to the "Board" within ten (10) school days of the issuance of said order, ruling or directive, or within ten (10) school days of the time when the same have been brought to the employee's attention, by filing with the Secretary of the Board a writing setting forth:

- (a) The order, ruling or determination complained of,
- (b) The basis of the complaint,
- (c) A request for hearing if a hearing is desired.

A copy of the writing set forth above shall be served upon the Superintendent who shall have the right to reply in writing thereto. A copy of such reply shall be served upon the aggrieved employee.

The "Association" shall have the right to be present

by representative at any hearing above the informal level, and to make its views known.

It is understood that neither the aggrieved party nor the Principal and/or the Superintendent of Schools shall have a right to have counsel at any appearance by the aggrieved party before either the Principal and/or the Superintendent of Schools at the informal level in order that the grievance requested at this level would be non-adversary in nature. It is, however, understood that the aggrieved party may appear at the informal level before the Principal and Superintendent of Schools with any member or members of the Old Tappan Teachers Association Committee having jurisdiction over grievances.

Until a grievance is fully resolved to the satisfaction of all parties, all employees, including the grievant, shall continue under the direction of the Superintendent of Schools and the administrators regardless of the pendency of any grievance, until such grievance is duly determined and the "Board" agrees not to harass nor discriminate against the appellant because of his having filed a grievance.

No complaint arising from a source other than through the normal administrative procedure shall be noted in the personnel file of any employee without first:

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- (a) Notifying the employee in writing by certified mail, return receipt requested, of the source and contents of the complaint, and
- (b) Affording the employee a hearing on such complaint if the employee shall file written demand therefor within ten (10) school days of the notice.

The conduct of the said hearing shall be according to the procedures outlined in the grievance procedure. Subsequent notation of the complaint and determination shall be made only after a determination in such hearing which is adverse to the said employee.

If the arbitrator failed to make a recommendation acceptable to both parties within fifteen (15) school days after the hearing of the same, the aggrieved party shall pursue its rights and remedies afforded by the laws in such cases made and provided, if any.

SCHEDULE "B"

TEACHERS SALARY GUIDE FOR THE SCHOOL YEAR
1981 - 1982

	<u>BA</u>	<u>BA + 15</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA + 15</u>	<u>MA + 30</u>
1.	13,186	13,577.	14,106.	14,636.	15,472.	15,946.
2.	13,827.	14,246.	14,775.	15,417.	16,086.	16,727.
3.	14,497.	14,887.	15,417.	16,281.	16,950.	17,591.
4.	15,166.	15,556.	16,086.	17,145.	17,786.	18,455.
5.	15,807.	16,225.	16,727.	18,009.	18,650.	19,292.
6.	16,476.	16,866.	17,396.	18,846.	19,515.	20,156.
7.	17,145.	17,535.	18,065.	19,710.	20,379.	21,020.
8.	17,786.	18,176.	18,706.	20,574.	21,215.	21,884.
9.	18,455.	18,846.	19,375.	21,410.	22,079.	22,748.
10.	19,124.	19,515.	20,044.	22,275.	22,944.	23,585.
11.	19,766.	20,156.	20,685.	23,139.	23,780.	24,449.
12.	20,435.	20,825.	21,355.	24,003.	24,644.	25,313.
13.	21,633.	22,302.	22,442.	24,839.	25,508.	26,177.
14.	22,220.	22,915.	24,114.	25,704.	26,373.	27,014.
15.	--	--	24,784.	26,400.	27,097.	27,878.
16.	--	--	--	--	--	28,644.

N.B. Applicable to all Salary Guides:

1. All credits leading to higher steps on the salary guide must be approved graduate credits.
2. Personal days without penalty at the discretion of the Superintendent.
3. Increases are not automatic. Recommendation of the administration and approval by the "Board" must be given in every individual instance.

SCHEDULE "C"

TEACHERS SALARY GUIDE FOR THE SCHOOL YEAR
1982 - 1983

	<u>BA</u>	<u>BA + 15</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA + 15</u>	<u>MA + 30</u>
1.	13,911.	14,323.	14,882.	15,441.	16,323.	16,823.
2.	14,588.	15,029.	15,588.	16,264.	16,970.	17,647.
3.	15,294.	15,705.	16,264.	17,176.	17,882.	18,559.
4.	16,000.	16,411.	16,970.	18,088.	18,764.	19,470.
5.	16,676.	17,117.	17,647.	19,000.	19,676.	20,352.
6.	17,382.	17,794.	18,352.	19,882.	20,588.	21,264.
7.	18,088.	18,500.	19,058.	20,794.	21,499.	22,176.
8.	18,764.	19,176.	19,735.	21,705.	22,382.	23,088.
9.	19,470.	19,882.	20,441.	22,588.	23,294.	23,999.
10.	20,176.	20,588.	21,147.	23,499.	24,205.	24,882.
11.	20,852.	21,264.	21,823.	24,411.	25,088.	25,793.
12.	21,558.	21,970.	22,529.	25,323.	25,999.	26,705.
13.	22,823.	23,529.	23,676.	26,205.	26,911.	27,617.
14.	23,441.	24,176.	25,441.	27,117.	27,823.	28,499.
15.	24,325.	25,090.	26,146.	27,852.	28,587.	29,411.
16.	--	--	27,130.	28,908.	29,675.	30,220.
17.	--	--	--	--	--	31,355.

N.B. Applicable to all Salary Guides:

1. All credits leading to higher steps on the salary guide must be approved graduate credits.
2. Personal days without penalty at the discretion of the Superintendent.
3. Increases are not automatic. Recommendation of the

SCHEDULDE "C" - continued

administration and approval by the "Board" must be given in every individual instance.

Handwritten marks:
K.L.
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SCHEDULE "D"

TEACHERS SALARY GUIDE INDEX RATIO

1981 - 1982

	<u>BA</u>	<u>BA + 15</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA +15</u>	<u>MA + 30</u>
1.	.473	.487	.506	.525	.555	.572
2.	.496	.511	.530	.553	.577	.600
3.	.520	.534	.553	.584	.608	.631
4.	.544	.558	.577	.615	.638	.662
5.	.567	.582	.600	.646	.669	.692
6.	.591	.605	.624	.676	.700	.723
7.	.615	.629	.648	.707	.731	.754
8.	.638	.652	.671	.738	.761	.785
9.	.662	.676	.695	.768	.792	.816
10.	.686	.700	.719	.799	.823	.846
11.	.709	.723	.742	.830	.853	.877
12.	.733	.747	.766	.861	.884	.908
13.	.776	.800	.805	.891	.915	.939
14.	.797	.822	.865	.922	.946	.969
15.			.889	.947	.972	1.000
16.						1.0275

SCHEDULE "E"

TEACHERS SALARY GUIDE INDEX RATIO

1982 - 1983

	<u>BA</u>	<u>BA + 15</u>	<u>BA + 30</u>	<u>MA</u>	<u>MA + 15</u>	<u>MA + 30</u>
1.	.473	.487	.506	.525	.555	.572
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12.	.733	.747	.766	.861	.884	.908
13.	.776	.800	.805	.891	.915	.939
14.	.797	.822	.865	.922	.946	.969
15.	.827	.853	.889	.947	.972	1.000
16.	-	-	.922	.983	1.009	1.0275
17.	-	-	-	-	-	1.066

