

4-0242

A G R E E M E N T
between
THE BOARD OF EDUCATION
TOWNSHIP OF CRANFORD
COUNTY OF UNION
and
CRANFORD EDUCATION ASSOCIATION
Commencing: July 1, 1976
Terminating: June 30, 1978

*includes
articles
pertaining to*

B O A R D O F E D U C A T I O N

Mrs. Rosemary Charles, President

Stephen Gracey, Vice President

Harry Baron

Lawrence Carnevale

Ronald Erikson

William Raftery

Mrs. Evelyn Rodstein

Mrs. Josephine Varanelli

Mrs. Arleen Walsh

Marc F. Bernstein, Assistant Superintendent in Charge
of Business/Board Secretary

CRANFORD EDUCATION ASSOCIATION

NEGOTIATIONS COMMITTEE

1975 - 76

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Elizabeth Casciano	Vice President, C.E.A.
Bridget DePinto	Elementary Schools Representative
Barbara Kinnear	Elementary Schools Representative
Franklyn D. R. Preston	Secondary Schools Representative
Evelyn Hamilton) Elizabeth O'Brien)	Secretarial-Clerical Representatives
Jay Grubbs) James Hearn) Fritz Kosar)	Building Services Representatives

C.E.A. OFFICERS

1976 - 77

Carol Rosenfeld	President
Yvonne Hamilton	Vice President
Franklyn D. R. Preston	Treasurer
Dolores Sugalski	Recording Secretary
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ATTACHMENTS:

- SCHEDULE A, Salary Policies for Non-Administrative Instructional Staff,
Effective July 1, 1976 through June 30, 1978.
- SCHEDULE B, Salary Schedules for Coaches,
Effective July 1, 1976 and July 1, 1977.
- SCHEDULE C, Salary Schedules for Non-Athletic Extra Assignments Including
Intramurals, Effective July 1, 1976 and July 1, 1977.
- SCHEDULE D, Salary Policies for Building Services Personnel,
Effective July 1, 1976 through June 30, 1978.
- SCHEDULE E, Salary Policies for Office Personnel,
Effective July 1, 1976 through June 30, 1978.

PREAMBLE

This Agreement entered into this seventh day of November, 1976 by and between the Board of Education of the Township of Cranford, in the County of Union, New Jersey, hereinafter called the "Board," and the Cranford Education Association, hereinafter also called the "Association."

WITNESSETH:

WHEREAS, the Board and the Association have an obligation, pursuant to Chapter 303, Public Laws 1968 as amended by Chapter 123, Public Laws of 1974, to negotiate with respect to the terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

PURPOSE

The general purpose of this Agreement is in the mutual interest of the Board of Education and its employees to record the terms of the Agreement between the parties signatory hereto arrived at through collective bargaining with respect to rates of pay and other conditions of employment.

ARTICLE 1

RECOGNITION

Pursuant to the provisions of Chapter 303 of the Laws of 1968, as amended by Chapter 123 of the Laws of 1974, the Cranford Board of Education hereby recognizes the Cranford Education Association as the majority representative and as exclusive representative for collective negotiations concerning terms and conditions of employment for the following certificated personnel under contract or on leave, now employed or as shall hereafter be employed by the Board: teachers, librarians, learning disability teacher consultants, nurses, social workers, guidance counselors, and department heads; and the following non-certificated personnel under contract or employment, now employed or as shall hereafter be employed by the Board: secretaries, clerks, custodians and maintenance personnel, but excluding: Superintendent of Schools, Assistant Superintendents of Schools, Director of Learning, principals, assistant principals, directors, Secretary of the Board, school business administrator, office manager, psychologists, doctors and dentists, school plant engineer, substitutes, and home and supplementary instructors.

ARTICLE 2

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws of 1968, as amended by Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employees' employment. Such negotiations shall begin on a date mutually agreed upon by both parties no later than November 1. Any Agreement so negotiated, shall apply to all employees, be reduced to writing, and be signed by the Board of Education and the Association after ratification by the Association and the Board of Education.
- B. During the negotiation, the Board and the Association shall present relevant data, present points of view and make proposals and counter proposals. The Board shall make available to the Association for inspection all pertinent records, data and information of the Cranford School District, except confidential information. As soon as it is available, the Board shall provide the Association with a complete tentative line budget for the next fiscal year.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other. The parties mutually 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. Nothing herein contained shall be construed as a delegation of the authority of the Board of Education to its representatives.
- D.
 1. Representatives of the Board and the Association's negotiating committee shall meet according to a mutually agreed upon schedule. The purpose of these meetings is to review the administration of the Agreement and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.
 2. Each party shall submit to the other, at least forty-eight hours prior to the meeting, an agenda covering matters they wish to discuss.
 3. All meetings between the parties shall be scheduled, whenever possible, to take place when the employees involved are free from assigned instructional responsibilities, unless otherwise agreed.
 4. Should a mutually acceptable amendment to the Agreement be negotiated by the parties and adopted by the Board, it shall be reduced to writing.
- E. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any employee benefit existing prior to its effective date.

ARTICLE 2 (Continued)
Negotiation Procedure

- F. This agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation.
- G. 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. Definitions

- 1. A "grievance" shall be defined as a complaint alleging a violation or misinterpretation of this Agreement.
- 2. A "grievant" is the person or persons making the complaint.
- 3. All matters related to discharge or reduction in pay shall not be the subject of a grievance or arbitration but shall be processed by the grievant to the Commissioner of Education as provided for under Title 18A:1 etc. seq. as amended.
- 4. A complaint of a non-tenure employee which arises by reason of his/her not being re-employed, or a complaint by any employee occasioned by lack of appointment to, or lack of retention in any position for which tenure either is not possible or not required may not be appealed further than to the Board of Education and shall not be the subject of any arbitration proceeding.

B. Procedure

- 1. A grievance to be considered under this procedure must be initiated by a grievant within thirty (30) calendar days from the time when the grievant is apprised of the occurrence constituting the grievance.
- 2. a. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant 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 may be deemed to be waiver of further appeal of the decision.
 - b. It is understood that an employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.

ARTICLE 3 (Continued)
Grievance Procedure

3. Any employee who has a complaint as defined in ARTICLE 3, A-1 shall discuss it first with his/her principal (or immediate superior, if applicable) in an attempt to resolve the matter informally at that level. If the informal discussion does not resolve the employee's complaint, the employee may then initiate a grievance to the principal or immediate superior, who shall respond thereto within five (5) school days.
4. The employee grievant, no later than ten (10) school days after receipt of the decision of his/her principal or other immediate superior, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of any injury, loss, or inconvenience; (c) the results of previous discussions; (d) his/her dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed fifteen (15) school days from the receipt of the appeal. The Superintendent shall communicate his/her decision in writing to the employee grievant, to the Association and to the principal or other immediate superior.
5. If the grievance is not resolved to the grievant's satisfaction, he/she no later than ten (10) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board or a committee thereof, shall review the grievance and shall, at the option of the Board hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within thirty (30) days of receipt of the appeal. Such hearings held pursuant to the within provision shall only permit the grievant and/or his/her representative to present whatever evidence the grievant and/or the representative deems appropriate; this shall not include any right to cross-examine any members of the Board of Education, administrators or staff members.
6. If a decision of the Board does not resolve the grievance to the satisfaction of the employee grievant, and he/she wishes further review of the grievance, he/she shall so notify the Association within ten (10) school days of the receipt of the Board's decision. If the Association determines that the grievance should be further reviewed, it shall so advise the Board through the Superintendent within twenty (20) school days of the receipt of the Board's decision. A request by the Association or the Board shall then be made to the American Arbitration Association, New York office only, which shall not be referred to the New Jersey regional office. The decision of the Arbitrator shall be final and binding upon the parties.

ARTICLE 3 (Continued)
Grievance Procedure

7. Rights of Employees to Representation:

- a. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself or at his/her option, by the Association or by a representative selected or approved by the Association.
- b. When an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent or any later level, be notified by the Superintendent that the grievance is in process, and shall have the right to be present and present its views at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.
- c. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his/her appeal with respect to his/her personal grievances.

8. If, in the judgment of the Association, a grievance affects it or a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly in accordance with the procedure set forth above and the processing of such grievance shall commence at said level. The Association may process such grievance through all levels of the grievance procedure.

9. Since it is important that grievances be processed as rapidly as possible, every effort should be made to expedite the process. If adherence to the time limits set forth above will result in a grievance not being processed through all steps of the grievance procedure in time to prevent irreparable harm to a party, the time limits set forth above shall be reduced on request of such party in writing so that the grievance procedure may be exhausted as soon as it is practicable.

C. Costs

1. The fees and expenses of arbitration shall be borne equally by the Board of Education and the Cranford Education Association.
2. The costs and expenses for witnesses, transcripts, attorney's expenses, if any, shall be borne by the party utilizing or requesting such services or witnesses.

D. Miscellaneous

1. In the event of arbitration, the Arbitrator shall have no power or authority to add to or subtract from or modify, in any way, the terms of this Agreement.

ARTICLE 3 (Continued)
Grievance Procedure

2. The Arbitrator will be required to issue his/her decision within thirty (30) calendar days from the date of the closing of the hearing. The Arbitrator's decision shall be in writing and will set forth his/her finding of fact and conclusions on the issues submitted. The decision of the Arbitrator shall be binding upon the parties.
3. Grievance and arbitration hearings shall be held after school hours.
4. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to those problems which may from time to time arise concerning matters constituting grievances. Both parties agree that the proceedings provided for above will be kept as informal and confidential as may be appropriate at any level of the procedure.
5. All meetings and hearings under this procedure shall not be conducted in public and shall include only parties to the proceedings and their designated or selected representatives and any representative of the Association entitled to be present in cases where employee grievants are not represented by the Association.

ARTICLE 4

EMPLOYEE RIGHTS

- A. Pursuant to Chapter 303, Public Laws 1968, as amended by Chapter 123, Public Laws of 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other lawful activities for mutual aid. As a duly selected body exercising governmental power under color or law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 303, Public Laws 1968, as amended by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any lawful activities of the Association and its affiliates, collective negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

ARTICLE 4 (Continued)
Employee Rights

- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey school laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage in violation of law. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth, except, however, discharge cases and reduction in compensation cases shall be heard before the Commissioner of Education and shall not be subject to the grievance and arbitration procedure herein provided for. Any suspension of an employee pending charges shall be without pay, but if the employee is found not guilty, he/she shall be compensated for all loss of such pay.
- D. Whenever any employee is required to appear before the Superintendent, Assistant Superintendent, Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview not later than forty-eight (48) hours before said meeting and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.
- E. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

ARTICLE 5

BOARD OF EDUCATION
MANAGEMENT FUNCTIONS AND RIGHTS

- A. Except as modified, altered or amended by the within Agreement, the Board of Education shall not be limited in the exercise of the statutory Board of Education management functions. The Board, on its own behalf and on behalf of the voters encompassing the area covered by the Township of Cranford, hereby retains and reserves unto itself, including but not limited to all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws of the State of New Jersey, the Constitution of the State of New Jersey, and of the United States, including, but not limited to the following rights, privileges and functions:

ARTICLE 5 (Continued)

Board of Education Management Functions and Rights

1. The executive management and administrative control of the school system and its properties and facilities, and the activities of its employees during their hours of employment.
 2. The right to hire all employees and subject to the provisions of law to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees except as modified by the terms of the Agreement.
 3. The right to establish grade levels and courses of instruction including, special programs and to provide for athletic, recreational and social activities for students, all as deemed necessary or advisable by the Board.
 4. The right to make the final determination and approval of the selection of textbooks and other teaching materials; and the use of teaching aids of every kind and nature.
 5. To determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of teachers and other employees whether related to teaching or non teaching activities, except as modified by the terms of the Agreement.
 6. The right to relieve employees from duties because of lack of work or for cause, subject to the statutory provisions in such case made and provided.
 7. The right to carry out and/or implement any action mandated by the State Board of Education, the Commissioner of Education or any governmental agency, State, Federal, Municipal or subdivision thereof, provided such governmental agency has the statutory or legislative right to mandate.
- B. The exercise of the foregoing powers, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms thereof are in conformance with the laws of the State of New Jersey, and the Constitution and laws of the United States.
- C. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under Title 18A of the Laws of the State of New Jersey or any other State Laws or regulations as they pertain to education except as may be modified by the terms of this Agreement.

ARTICLE 6

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available non-confidential 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, agenda and minutes of all public Board meetings, census data, names and addresses of all employees, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees and the teachers and their students.
- B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss of pay except as provided in paragraph C, Article 4.
- C. The Association and its representatives shall be permitted to transact official Association business on school property and hold meetings at all reasonable times, provided that this shall not interfere with or interrupt normal school operations; and provided further, that the principal will be notified in advance.
- D. The Association shall have the privilege to use school equipment on the site, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at all reasonable times when such equipment is not otherwise in use, provided that this shall not interfere with or interrupt normal school operations, and provided further, that the principal will be notified in advance. The Association shall pay for the cost of all materials and supplies incident to such use and assume liability for any damage to any equipment occurring during such use.
- E. The Association shall be assigned adequate space on existing and subsequently created bulletin boards in each building and in the central office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.
- F. The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary.
- G. The rights and privileges of the Association and its representatives as set forth in this Agreement are intended to be granted only to the Association as the exclusive representative of the employees, and are not intended to create any rights and privileges in any other employee organization.

ARTICLE 7

SCHOOL CALENDAR

- A. The Association shall be furnished a copy of the tentative school calendar with respect to certificated employees and shall have the opportunity to meet and confer with the Superintendent or his/her designee concerning the tentative school calendar prior to its adoption by the Board. A tentative work calendar which may be applicable to custodial and maintenance personnel, and secretaries and clerks, shall be furnished separately after the opportunity is afforded the Association to meet and confer with the Superintendent, and the work days provided for the custodial and maintenance, and secretarial and clerk personnel shall not be the same as required for teaching personnel.
- B. The middle school schedule of sessions to be held at the close of the school year shall coincide with the elementary school schedule of school sessions.
- C. A statement of work assignments on special school closing days shall be published so that it is generally understood which employees perform essential services requiring them to report for work.
- D. The total number of work days for teaching staff personnel shall not exceed 186 days.

ARTICLE 8

TEACHING HOURS AND TEACHING LOAD

- A.
 - 1. The provisions hereinafter provided for shall only be applicable to certificated personnel and, specifically, shall not be applicable to custodial and maintenance personnel or secretarial and clerical personnel which shall be provided for specially as hereinafter provided.
 - 2. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. Each teacher shall indicate his/her presence for duty by personally signing his/her initials in the "sign-in" column of the faculty "sign-in" roster. Teachers shall indicate their departure by initialing the "sign-out" column.
 - 3. The arrival and departure times for all teachers shall be as hereinafter set forth and the total school work day shall include a duty free lunch period as set forth in Section "C" of this Article.

ARTICLE 8 (Continued)
Teaching Hours and Teaching Load

	<u>Regular Schedule</u>		<u>Abbreviated Schedule</u>
	<u>A.M.</u>	<u>P.M.</u>	
Kindergarten	8:25-11:20	12:20-3:30	8:10-12:30
Elementary Teachers*	8:25-11:50	12:50-3:30	8:10-12:30
Secondary Teachers	8:00	3:20	8:00-12:30

*Elementary school librarians and all special education teachers maintain the same hours as listed above for their respective levels of assignments.

Social Workers, Learning Disabilities Teacher Consultants, Remedial Reading Teachers and Speech Correctionists

8:25 a.m. - 3:30 p.m.

Guidance Counselors and Secondary School Librarians

8:00 a.m. - 4:00 p.m.

Sixth grade teachers will begin and end their regular work schedule either according to the elementary school schedule or the secondary school schedule depending upon whether or not the sixth grade remains in the elementary school or whether it becomes part of the secondary school.

NOTE: Minor deviations in these schedules may be made by the administrator in charge of the school or office where special conditions make it necessary or advantageous to the effective administration of his/her area of major responsibility. If such deviations are to be on a continuing basis for all or most of the school year, they should have prior approval of the Superintendent of Schools.

- B. 1. The Board acknowledges the present practice of limiting the teachers to five (5) subject matter periods per day and will continue every effort to do so; however, the Association acknowledges there may be occasions when the Superintendent may be required because of emergencies or scheduling problems, or the like, to schedule six (6) subject matter periods per day which he/she is hereby authorized to do under such circumstances. In such circumstances the Superintendent shall consult with the teacher involved and the President of the Association and/or his or her designee prior to the assignment.
2. Middle and senior high school teachers shall not be required to teach more than two (2) subject areas, nor more than a total of three (3) teaching preparations at any one time.

ARTICLE 8 (Continued)
Teaching Hours and Teaching Load

3. Department heads assigned during the 1973-1974 school year and who are annually reappointed shall not be assigned more than two (2) student instruction-supervision periods each day.
 4. Department heads initially appointed after July 1, 1974 may be assigned more than two (2) student instruction-supervision periods each day. Department heads shall be excused from regular study hall duties and homeroom assignments.
 5. Any changes made by the Superintendent in the provisions of paragraphs B-1 through B-4 shall not be grievable or arbitrable either as to the procedure utilized or the decision made.
- C. 1. Teachers shall have a daily duty-free lunch period of at least the following lengths:
- | | |
|--|------------|
| a. Elementary School | 1 hour |
| b. Middle School | 25 minutes |
| c. Senior High School | 25 minutes |
| d. Other (including elementary
special education teachers) | 1 hour |
| e. For the 1976-1977 school year, sixth grade teachers shall have their lunch periods in accordance with the elementary school schedule set forth in C-1.a. For the 1977-1978 school year, sixth grade teachers shall either have a one hour lunch period, with a 60 minute weekly preparation period, or a 25 minute lunch period, with a daily preparation period as determined by policy set for each individual school program but shall not be less than the above periods. | |
2. Teachers may leave the building without requesting permission during their scheduled duty-free lunch periods.
- D. 1. Teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty or other professional meetings up to four (4) days each month. Such meetings shall begin as soon as practicable after the student dismissal time and shall run for no more than sixty (60) minutes.
2. An Association representative may speak to the teachers at any meeting referred to in Paragraph 1 above for at least fifteen (15) minutes on the request of the representative, subject, however, to the requirements of the agenda of the meeting.
 3. The notice of and agenda for any meeting shall be given to the teachers involved at least one (1) day prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

ARTICLE 8 (Continued)

Teaching Hours and Teaching Load

E. 1. Classroom teachers shall, in addition to their lunch periods, have daily preparation time during which they shall not be assigned to any other duties as follows:

- a. Sixth Grade Teachers See Section C.1.e. above
- b. Middle School One (1) period
- c. Senior High School One (1) period
- d. Elementary School (Grades K-5)

In order to provide time to carry on professional activities such as parent and staff conferences, the preparation of instructional equipment and materials, observations of other professional staff members for in-service education and other similar and worthwhile pursuits, each elementary classroom teacher will be released from the regular classroom instructional and supervisory responsibilities for a minimum of 60 minutes per school week as determined by the principal.

The released time assigned will not exceed the time allotment of pupil instruction in the special subject areas such as art, music or physical education. Elementary principals will provide released time for kindergarten teachers within the framework of the building schedule. When feasible, this released time will be scheduled on three or more different school days.

ARTICLE 9

NON-TEACHING DUTIES

(Applicable Only to Teachers)

- A. 1. Teachers shall not be required to drive students to activities which take place away from the school building. A teacher may do so voluntarily, however, with the advance approval of his/her principal or immediate supervisor. He/she shall be compensated at the rate of fifteen cents (15¢) per mile for the use of his/her own automobile.
- 2. The Board shall continue to arrange for and maintain appropriate insurance to cover all damages, losses, and expenses incurred by a teacher against whom any action shall be brought for any act or omission arising out of the authorized use of his/her own automobile in the performance of school duties.

ARTICLE 10

TEACHER EMPLOYMENT

(Applicable Only to Teachers)

- A. 1. Each teacher shall be placed on his/her proper step of the salary schedule as of the beginning of the school year in accordance with Paragraph 2 below.
- 2. Full credit on the Teacher Salary Guide shall be given for previous outside teaching experience in a duly accredited United States public school upon initial employment in accordance with existing regulations (Schedule A). Additional credit not to exceed four (4) years for military experience or alternative civilian service required by the Selective Service System shall be given upon initial employment. In computing the total years of creditable service, the final fraction of one-half (1/2) year (5 months or more) will be counted as one (1) full year and a smaller fraction will be dropped.
- B. Teachers with previous teaching experience in the Cranford School District shall upon returning to the system receive full credit on the salary schedule for all outside United States public school teaching experience, military experience or alternative civilian service required by the Selective Service System up to the maximum set forth in Section A above. Such teachers who have not been engaged in other teaching or the other activities indicated above shall upon returning to the system be restored to the next position on the salary schedule above that at which they left.
- C. Previously accumulated unused leave days will be restored to all teachers returning from leaves of absence.
- D. 1. All teachers shall be notified of their contract and agreed upon salary status for the ensuing year not later than April 22 unless no agreement has been reached by that date. In this event, all non-tenure teachers shall be informed in writing of the intent of the Board of Education to offer or not to offer a contract for the ensuing year not later than April 22.
- 2. In the event an agreement is not reached by April 22, all teachers shall be notified of their contract and agreed upon salary status not later than two weeks following the Board of Education's public ratification of the final agreement.

ARTICLE 11

SALARIES

(Applicable Only to Teachers)

- A. The salaries of all teachers covered by this Agreement are set forth in Schedule A; said Salary Guide, Schedule A, shall be enforced in accordance with existing rules and regulations for application thereof.
- B. 1. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments, the first of which shall be made September 15 with succeeding payments to be made on the last day and the fifteenth day of each month when due.
2. If a teacher so elects, he/she may, on a form prescribed by the Business Office request that a specific amount of his/her monthly net pay be deducted, which sum of monies shall be paid to him/her by separate check at the time the second payroll check is issued in June. There will be only one enrollment period for this savings plan. The final payment will consist of the amounts so deducted without interest. It is understood that this plan does not displace the existing Credit Union Payroll Deduction Plan.
3. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.
4. Teachers shall receive their final checks and the salary explanation sheet for the following year by the last working day in June.
- C. The salaries of certificated personnel covered by this Agreement who are appointed to extra assignments are set forth in Schedules B and C; said salary schedules B and C shall be enforced with existing rules and regulations for application thereof.

ARTICLE 12

TEACHER ASSIGNMENT

(Applicable Only to Teachers)

- A. 1. All teachers shall be given written notice of their tentative class and subject assignments for the forthcoming year not later than June 15 by their building principals.
2. All teachers shall be given written notice of their class and subject assignments and building assignments for the forthcoming year not later than August 15 by the Superintendent of Schools.
3. The Superintendent shall assign all newly-appointed personnel to their specific positions within that subject area and grade level for which the Board has appointed the teacher.

ARTICLE 12 (Continued)
Teacher Assignment

4. In the event that changes in such class or subject assignments, or building assignments, are proposed after August 15, the teacher affected shall be notified promptly in writing and, upon the request of the teacher and the Association, the changes shall be promptly reviewed between the Superintendent or his/her representative and the teacher affected and at his/her option a representative of the Association. In the event of any disagreement as to the change, the dispute shall be subject to the grievance procedure set forth herein, but limited as to review up to and through the Board of Education.
- B. Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel in accordance with existing rules and regulations (Policy No. 3545.6) at the rate of fifteen (15¢) cents per mile. The foregoing mileage allowance shall include teachers who are required to travel between schools because of their assignments during their lunch period.
- C. Teacher assignments shall be made in accordance with the guidelines set forth in existing rules and regulations (Policy No. 4114).

ARTICLE 13

VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Any employee who feels that a change in assignment within his/her building would enhance his/her value to the school system or contribute a greater sense of personal and professional achievement and satisfaction should notify his/her building principal or office head.
- B. No later than May 1 of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies as of that date.
- C. 1. A teacher who desires to transfer to another building shall file a written statement of such desire with his/her principal not later than March 1 and such statement shall immediately be forwarded by the principal to the Superintendent. Such statement shall include the grade or subject to which the teacher desires to be reassigned and the school or schools to which he/she desires to be transferred in order of preference. The foregoing written statement or application must be renewed annually, in writing, and be filed not later than March 1 of each school year.

ARTICLE 13 (Continued)
Voluntary Transfers and Reassignments

2. Any other employee who desires to transfer to another building shall file a written statement of such desire with his/her principal or supervisor not later than March 1 and such statement shall immediately be forwarded by the principal or supervisor to the Superintendent. Such statement shall include the assignment to which the employee desires to be reassigned and the school or schools to which he/she desires to be transferred in order of preference. The foregoing written statement or application must be renewed annually, in writing, and be filed not later than March 1 of each school year.
3. The Superintendent shall acknowledge the employee's request for transfer or reassignment within fifteen (15) days of receipt. In the event the request for transfer or reassignment is denied, the applicant shall be so notified within (15) days after such denial. Upon request, the Superintendent may state the reason or reasons for such denial. However, the decision of the Superintendent with respect to such matters shall be final and binding upon the employee and shall not be subject to the grievance and arbitration procedure.
- D. In the determination of requests for voluntary reassignment or transfer, the wishes of the individual employee shall be considered to the extent that the reassignment or transfer does not conflict with instructional requirements (for teachers only) and is for the best interest of the school system.

ARTICLE 14

INVOLUNTARY TRANSFERS AND REASSIGNMENTS
(Applicable Only to Teachers)

- A. Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable, and except in cases of emergency, not later than June 1.
- B. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the principal, at which time the teacher shall be notified of the reason therefor. In the event that a teacher objects to the transfer or reassignment at this meeting, upon the request of the teacher, the Superintendent shall meet with him/her. The teacher may, at his/her option, have an Association representative present at such meeting.

ARTICLE 14 (Continued)

Involuntary Transfers and Reassignments

- C. Before the Superintendent transfers a teacher involuntarily, except in cases of emergency, the Superintendent shall notify the staff by posting the requirement to fill a vacancy or to make a transfer, and if someone volunteers to take the assignment, the Superintendent shall determine in his/her sole discretion whether or not the volunteer is qualified to be given the assignment. Neither the reasons given nor the involuntary transfer or assignment shall be the subject of the grievance or arbitration procedures herein provided.

ARTICLE 15

PROMOTIONS

- A. Promotional positions are: administrative-supervisory positions, department heads, building chairpersons, secretarial-clerical and building service positions on a higher scale on the Salary Guide.

All vacancies in promotional positions, including specialist and special projects teachers, pupil personnel workers and positions in programs funded by the federal government shall be adequately publicized by the Superintendent in accordance with the following procedure:

1. When school is in session, a notice shall be posted in each school as far in advance as practicable, and ordinarily at least five (5) school days before the final date when applications must be submitted. A copy of said notice shall be given to the Association at the time of posting. 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, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. When the vacancy described in the notice is filled, the Superintendent may destroy all applications for said position.
2. Employees who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session may submit their applications to the Superintendent and an address where they can be reached during the summer. In addition, the Superintendent shall, as far in advance as practicable and ordinarily at least twenty-one (21) days before the final date when applications must be submitted, post a list of promotional positions to be filled during the summer period at the administration office, and in each open school, and a copy of said notice shall be given to the Association.

ARTICLE 15 (Continued)
Promotions

- B. In both situations set forth in Section A above, the job description including the qualifications for the position, its duties and its salary scale shall be posted with the notice. The qualifications set forth for a particular position shall not be changed when such future vacancies occur unless the Association has been notified in advance of such changes and the reasons therefor. A disagreement over the necessity for such changes shall be subject to the grievance procedures set forth in the Agreement. No vacancy in a promotional position shall be filled other than in accordance with the above procedure except in case of emergency.
- C. All qualified employees shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors. In filling such vacancies, due weight shall be given to applications by qualified employees already employed by the Board. Announcements of appointments shall be made by posting a list in the office of the central administration and in each school building. The list shall be given to the Association and shall indicate which positions have been filled and by whom.

ARTICLE 16

SUMMER SCHOOL, HOME TEACHING
AND FEDERAL PROGRAMS
(Applicable Only to Teachers)

- A. All openings for positions in the summer school, home teaching, federal projects, and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be adequately and timely publicized by the Superintendent in accordance with the procedure for publicizing promotional vacancies set forth in ARTICLE 15 of this Agreement. Applications for home teaching positions may be submitted at any time.
- B. In filling such positions, consideration shall be given to the teacher's area of competence, major or minor field of study, quality of teaching performance, attendance record and to experience of teachers who have taught the subject area or grade level in question during the regular school year and/or in summer school. Employees employed in the Cranford School District shall have priority to such assignments over applicants from outside the district.

ARTICLE 16 (Continued)

Summer School, Home Teaching, and Federal Programs

- C. Salary schedules for positions included in this ARTICLE shall be negotiated under procedures outlined in ARTICLE 2 of this Agreement along with regular salary schedules wherever possible, or at such other times as may be appropriate in order to conform to the time requirements for the implementation of said programs.
- D. Provisions of this Agreement which are pertinent shall apply to teachers holding positions in the summer school, home teaching or under federal programs.

ARTICLE 17

TEACHER EVALUATION

(Applicable Only to Teachers)

- A. 1. A teacher shall be given a copy of every class visit or evaluation report prepared by his/her evaluators. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form, but he/she shall sign a complete form to indicate that he/she has witnessed the contents of the form. Space shall be provided on the evaluation form for the teacher's reaction which he/she will have twenty-four (24) hours to prepare after having first witnessed the evaluation form.
- 2. Each teacher will be provided with copies of all evaluation reports submitted to the central office.
- B. The Board of Education agrees to comply with the Statute pursuant to Title 18 which provides for teacher evaluation of non-tenure teachers.

ARTICLE 18

TEACHER FACILITIES

- A. The Board agrees to maintain current or comparable physical facilities for teachers including faculty rest rooms, faculty lounges, and at the secondary schools, faculty dining rooms. These facilities are not to be used for instructional purposes during the school day except temporarily in the case of emergency.

ARTICLE 19

EMPLOYEE-ADMINISTRATION LIAISON

- A. The Association shall select a Liaison Committee of employees in and for each school building which shall meet with the principal at the call of either the principal or the Committee during the school day at reasonable times which will not interfere with classes, to review and discuss local school problems and practices, and to play an active role in the revision or development of building practices.
- B. The Association's representatives shall meet with the Superintendent periodically during the school year to review and discuss current school problems and practices and the administration of this Agreement.

ARTICLE 20

SICK LEAVE

- A. All employees shall be entitled to sick leave days each school year as of the first official day of said school year whether or not they report for duty as hereinafter set forth. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. At least once each year the Board shall inform each employee as to the total number of accumulated sick leave days said employee has and the number of additional sick leave days said employee shall be entitled to for the ensuing year.
- C. Sick leave is defined as absence on work days by an employee from his/her post or duty because of personal disability due to illness or injury.
- D. Annual sick leave without loss of salary is available to all employees in accordance with the following schedule:

ARTICLE 20 (Continued)
Sick Leave

Length of Experience in Cranford

Length of Work Year	0 - 5 Years	6 - 10 Years	11 - 20 Years	Over 20 Years
10 mos.	10 days	12 days + 10 days add'l benefits @ $\frac{1}{2}$ pay	15 days + 20 days add'l benefits @ $\frac{1}{2}$ pay	20 days + 40 days add'l benefits @ $\frac{1}{2}$ pay (+ 40 days @ $\frac{1}{2}$ pay at the Board's discretion for terminal illness)
11 mos.	11 days	13 days + 11 days add'l benefits @ $\frac{1}{2}$ pay	16 days + 22 days add'l benefits @ $\frac{1}{2}$ pay	22 days + 44 days add'l benefits @ $\frac{1}{2}$ pay (+ 44 days @ $\frac{1}{2}$ pay at the Board's discretion for terminal illness)
12 mos.	12 days	14 days + 12 days add'l benefits @ $\frac{1}{2}$ pay	18 days + 24 days add'l benefits @ $\frac{1}{2}$ pay	24 days + 48 days add'l benefits @ $\frac{1}{2}$ pay (+ 48 days @ $\frac{1}{2}$ pay at the Board's discretion for terminal illness)

E. The unused portion of the annual sick leave allowance shall accumulate without limitation at the maximum rate of 10 days each year for ten-month employees, 11 days each year for eleven-month employees, and 12 days each year for twelve-month employees:

For example: Annual allowance (11-20 year category): 15 days
Absence due to personal illness: 2 days
Cumulative sick leave forwarded: 10 days

- F. All sick leave days must be reported to the Superintendent of Schools on the Absence Allowance Form within seven calendar days following an employee's return to duty. In cases of more than four consecutive days, the certificate included on the Absence Allowance Form shall be executed by the attending physician.
- G. Sick leave allowance shall be prorated for employees who begin their services one month or more after the work year for their employee category has begun.
- H. Summer School employees are not covered by the above policies, but shall be entitled to one day of sick leave per summer session, not cumulative, without loss of pay.
- I. Absences on work days due to personal illness shall be charged to the annual allowance.

ARTICLE 20 (Continued)
Sick Leave

- J. Absences in excess of the Annual Allowance shall be charged to the employee's accumulated leave, if any.
- K. After all accumulative leave has been used up, absences shall be charged to the Additional Benefits Allowance, if any. This allowance is available to all employees during the sixth year of service and each year thereafter, but is not accumulative.
- L. The number of days at half pay, which become available during the sixth year of service and each year thereafter, shall be charged to such annual allowance on a day-to-day basis and are not accumulative.
- M. In cases of individual hardship, when the number of days absent exceeds the annual, accumulative, and the additional leave benefits, an employee may request from the Board of Education, through the Superintendent of Schools, consideration for extra sick leave benefits.

ARTICLE 21

TEMPORARY LEAVES OF ABSENCE

A. Absences for Personal Reasons

- 1. Absences for personal reasons shall be allowed each employee without loss of salary, not to exceed three (3) days per year. Unused personal leave days shall not be carried over from one year to the next.
- 2. Requests for personal leave shall be made on forms provided by the administration and except for those reasons specified in Paragraph A-4 (c) and (d) below, or in the case of an emergency, shall be made at least two (2) school days in advance of the proposed date of leave. All requests shall be countersigned by the principal or head of office, and submitted for approval to the Superintendent of Schools.
- 3. One (1) of the three (3) personal leave days may be taken for any reason important to the employee without stating the reason. This "personal day" will not be available for use on days immediately preceding or immediately following a school holiday or vacation period.
- 4. Two (2) personal leave days may be taken for one or more of the following reasons: (a) religious observance, (b) employee's marriage, (c) illness of a member of the employee's immediate family, the employee's household (any person who regularly resides with and functions on a continuing basis as a member of the employee's family unit, regardless of nature of legal relationship), (d) death of a relative, friend, or close associate, (e) for any other reason not specified above and granted at the discretion of the Superintendent of Schools.

ARTICLE 21 (Continued)

Temporary Leaves of Absence

5. In addition to the foregoing three (3) personal leave days per year, additional personal leave days may be granted at the discretion of the Superintendent of Schools upon written application by an individual employee.
 6. Personal leave days for any regular employee whose employment begins after the midpoint of the work year for his/her category will be prorated as follows:
 - a. Ten (10) month employees beginning service after February 1 and eleven (11) and twelve (12) month employees beginning service after January 1 shall be entitled to a maximum of one and one-half (1½) personal leave days during the remainder of the year.
 - b. Employees of all categories whose employment begins after April 1 shall not be entitled to personal leave days during the remainder of that year.
 7. Persons employed on a half-time annual salary basis shall be entitled to a maximum of one and one-half (1½) personal leave days.
- B. In addition to temporary leaves of absence for personal reasons pursuant to Section A above, employees shall be entitled to the following non-accumulative leaves of absence each year with full pay except as otherwise specifically provided:
1. Time necessary for appearance in any legal proceeding connected with the employee's employment or with the school system, other than for action against the Board.
 2. Time necessary for jury duty as follows:
 - a. All certificated personnel are automatically exempt by law from serving on jury duty and shall not be entitled to claim personal leaves of absence for this reason.
 - b. All non-certificated personnel who are called to serve on jury duty shall receive their full salary during the period of jury duty less the amount of compensation paid them for jury service.
 3. Absences not to exceed five (5) days each year for each death, not cumulative, shall be allowed without loss of salary because of the death of a member of the employee's household, his/her natural parent, de facto parent, spouse, spouse's parent, child or sibling.

ARTICLE 21 (Continued)
Temporary Leaves of Absence

4. Such other leaves of absence with pay as may be granted by the Superintendent of Schools at his/her discretion for valid reasons.
- C. Leaves taken pursuant to Sections A and B above shall be in addition to any sick leave to which the employee is entitled.

ARTICLE 22

EXTENDED LEAVES OF ABSENCE

- A. The Board agrees to consider, upon recommendation of its Superintendent of Schools, extended leaves of absence, some with salary and some without salary, for the various purposes indicated hereafter and in accordance with the following procedure:

1. Applications for such leaves of absence shall be made in writing to the Superintendent of Schools by February 15 of the school year preceding the anticipated beginning of the leave. The Superintendent shall notify the employee of his/her decision by April 1.

In case of emergency affecting the health of the employee or the welfare of the school system, these deadlines may be waived by the Superintendent of Schools provided that the applicant files an adequate statement regarding the type, purpose, and justification for the leave.

2. The Board reserves the right to grant or reject any application on its individual merits. Approval or reasons for disapproval shall be communicated in writing to the applicant by the Superintendent of Schools.
3. During an extended leave, the contractual status of the employee shall be preserved, except as otherwise indicated hereafter.
4. During an extended leave, policies providing benefits for current sick leave, bereavement and personal leaves will not apply. Accumulated sick leave available at the beginning of the leave will be preserved.
5. Except for extended leaves with salary and leaves involving creditable teaching or teaching-related experiences, the period of leave will not be counted as credit for salary advancement purposes.

ARTICLE 22 (Continued)
Extended Leaves of Absence

6. An employee on extended leave shall notify the Superintendent of Schools in writing at least six (6) months in advance of the termination date of the approved leave regarding his/her intentions to resume his/her duties with the Cranford School system. Failure to fulfill this obligation may be interpreted as an indication of the employee's intention not to resume his/her position at the end of the approved leave. Such notification may be made a part of the application for the leave if the leave is to be for less than a year.
7. Should the Superintendent of Schools become informed that the purposes and requirements of a leave are not being adequately fulfilled, he/she shall so advise the Board. The Board may terminate the leave as of the date of its violation and its decision shall be subject to the grievance procedure.
8. The Board reserves the right to require evidence of good health at the termination of a leave as a condition of reinstatement to active duty.

B. Leaves for Professional Growth through Study and/or Travel with Salary
(Applicable Only to Teachers)

1. This type leave may be granted to any full-time member of the instructional staff who has rendered seven or more years of continuous service to the school system.
2. The leave may be granted for a period of a half school year or a full school year.
3. A detailed plan of study or educational travel to be pursued shall be submitted with the application.
4. The employee on full school year leave for professional growth through study will be paid one-half of his/her regular contractual salary for the period of leave, such payment to be made in accordance with the regular salary schedule of the school system.
5. The employee on half school year leave for professional growth through study will be paid his/her regular contractual salary for the period of leave, such payment to be made in accordance with the regular salary schedule of the school system.
6. The employee on leave for professional growth through travel will be paid one-half of his/her regular contractual salary for the period of leave, such payment to be made in accordance with the regular salary schedule of the school system.

ARTICLE 22 (Continued)
Extended Leaves of Absence

7. The period of leave shall count as regular service for fringe benefits, retirement and salary advancement purposes.
8. Acceptance of this type of leave obligates the employee to resume and to continue his/her service with the school system for a period at least equal to the period of leave, and in any event not less than for one (1) school year. Failing this obligation the employee will be obligated to reimburse the Board the full amount of salary received during the leave, unless he/she has become incapacitated, has been discharged or voluntarily released from this obligation by the Board.
9. Should the program of study or travel be interrupted by illness or injury and this fact is promptly reported to the Superintendent of Schools, such interruption shall not constitute a breach of agreement.
10. Upon satisfactory completion of the leave the employee will be returned to service in the school system and his/her salary shall be determined on the same basis as if he/she had rendered full-time satisfactory service in the school system during the period of leave.
11. Subsequent leaves for professional growth may be requested at intervals of seven years of continuous Cranford service.

C. Leaves for Rest or Recuperation Without Salary

1. This type of leave may be granted to any full-time employee who has rendered 15 or more years of satisfactory service in the school system or 15 years of school service outside of Cranford plus 10 years in the local school system.
2. This type of leave may be granted for a period of one-half year or one full year, or for any longer or shorter period at the discretion of the Board without salary.
3. Application for leave shall be accompanied by a statement of need, supported by the employee's principal, head of office and by the school physician.
4. Applications for subsequent leaves may be made at intervals of ten years.

ARTICLE 22 (Continued)
Extended Leaves of Absence

D. Other Leaves Without Salary

1. Other extended leaves without salary may be granted by the Board for good reason including: (1) formal study (other than sabbatical leave), (2) prolonged illness or incapacity, (3) major home and family responsibilities, (4) temporary work assignment of spouse away from locale, (5) employment in overseas schools, Peace Corps and other government-sponsored activities and (6) other personal interests, whether or not involving gainful employment.

E. Maternity Leave Without Salary

1. Maternity leaves of absence and leaves for the care of an adopted child shall be granted without salary upon request. Such leave when granted to non-tenured employees shall not extend beyond the term of the employee's then existing contract.
2. A request in writing for a maternity leave shall be accompanied by a statement from a physician confirming the pregnancy and anticipated date of birth or an affidavit stating the intent to adopt a child.
3. An employee who is pregnant and who wishes a maternity leave shall apply for such leave at least sixty (60) days in advance, except in cases of emergency. In the case of adoption of a child, where the employee desires a leave, the Superintendent shall be notified, whenever possible, at least thirty (30) days prior to the de facto custody of the adopted child.
4. The leave shall commence and terminate on the days requested by the employee provided the employee notifies the Superintendent of such days at least sixty (60) days prior to the commencement of the leave or where this is not possible, as early as is reasonably possible. The Superintendent may change the days requested upon a finding by the Superintendent that the grant of a leave for those days would substantially interfere with the administration of the schools or with the education of students and provided that the change is not medically contraindicated.
5. The Superintendent may at any time during the pregnancy of an active employee remove the employee from her duties on any of the following bases:
 - a. Her performance has substantially declined from the time immediately prior to her pregnancy or;

ARTICLE 22 (Continued)
Extended Leaves of Absence

- b. Her physical condition or capacity is such that her health would be impaired if she were to continue teaching, which physical condition or capacity shall be deemed to exist only if: the pregnant teacher fails to produce a certification from her physician that she is medically able to continue teaching; or the Board's physician and the teacher's physician agree that she should not continue teaching; or in the event of a difference of medical opinion between the Board's physician and the teacher's physician, a third physician chosen by the employee and approved in advance by the Board determines that the teacher should not continue teaching in which case the full expense of the examination shall be borne by the employee.
6. The terminal date of the leave may be modified upon application of the employee.
7. It will be assumed by the Board that the employee will resume her duties at the termination of her leave unless arrangements have been made with the Board at least five (5) months in advance, except in cases of emergency, to terminate her employment, to modify the termination date of her leave or to grant another maternity leave.

ARTICLE 23

SOLICITING AND SELLING

A. Solicitations by Employees

Employees shall not solicit money or other material contributions from pupils or fellow employees except contributions to the United Fund of Cranford, dues for professional or Association membership, or for welfare and professional purposes.

B. Selling by Employees

Employees shall not sell on behalf of themselves, another person, organization, or agency merchandise or marketable items within their work day or on school property. This prohibition does not apply to the disposal of surplus school property, the selling of school store items, advertising space for school publications, admissions to school-sponsored functions, school produced publications, and instructional supplies and materials approved by the Administration.

ARTICLE 23 (Continued)
Soliciting and Selling

C. Soliciting and Selling by Persons other than School Personnel

No soliciting or selling of merchandise or services to employees except by Administration approved vendors of school supplies, equipment, and services shall be permitted within the work day or on school property.

D. Prospect Lists

No lists of pupils or employees shall be submitted to persons, organizations, or agencies outside the school system to be used as a prospect list for solicitations or sales.

ARTICLE 24

PROFESSIONAL DEVELOPMENT AND
EDUCATION IMPROVEMENT
(Applicable Only to Teachers)

- A. In our rapidly changing society teachers must constantly review curricular 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 the upgrading and updating of teacher performance and attitudes. The Board and the Association support the principle of continuing training of teachers and improvement of instruction.
- B. To work toward the ends stated above, the Board agrees to the following:
1. The Board agrees to make available for the 1976-1977 school year, up to a maximum of \$5,000.00, and for the 1977-1978 school year, up to a maximum of \$7,000.00 for tuition reimbursement purposes in accordance with the following regulations:
 - a. Application for tuition reimbursement shall be made in writing to the Superintendent of Schools within one week after registration for the semester.
 - b. The Superintendent of Schools shall notify the applicant in writing of the approval or disapproval of his/her request within 30 days of the receipt of the application.
 - c. Application for tuition reimbursement shall be made only for courses which are required or may be taken as electives for an approved college or university advanced degree program or for such other courses as the Superintendent may approve on the basis of a written application submitted at least one month prior to the beginning of the course wherever possible.

ARTICLE 24 (Continued)

Professional Development and Education Improvement

- d. Reimbursement for tuition costs will be based on the teacher receiving a minimum grade of "B" for each course. Where a particular course does not offer the opportunity to obtain a letter or numerical grade higher than a passing grade, reimbursement will be made for a passing grade.
 - e. The maximum number of credits for which reimbursement will be made shall be nine (9) credits in any academic year.
 - f. The maximum tuition reimbursement for each credit shall be forty (\$40.00) dollars per credit (or three hundred and sixty (\$360.00) dollars per teacher per academic year).
 - g. For courses completed after July 1, 1973 reimbursement will be made as follows:
 - (1) Spring Semester and Summer Session courses will be reimbursed during the following fall and Fall Semester courses will be reimbursed during the following spring.
 - (2) The date of payment will be determined by the date of receipt of the official transcript indicating course completion and the date of the next regular public meeting when payment orders are approved.
2. Participation by employees in approved in-service activities which are designed to develop increased competency in their assignments shall be made without loss of salary. In-service activities include (a) visits to other classrooms, schools, colleges, industrial or business establishments, etc., (b) conferences, conventions or committee work including other personnel from the district, county, state, region or nation, and (c) training in classes and workshops sponsored by the district or other institutions.
 3. All requests for permission to be absent for in-service purposes must be in writing and must have the approval of the principal or other appropriate supervisor and the Superintendent of Schools. Approval will be based on (a) the nature of the activity in relation to the assignment and growth potential of the employee, (b) the availability of substitute service, (c) time limitations in relation to work demands, (d) number of persons involved on applying for in-service activities at a given time, and (e) the relative importance of the project in terms of the needs of the school system.
 4. Approval or reason for disapproval for permission to be absent for in-service purposes shall be communicated to the employee in writing.

ARTICLE 24 (Continued)

Professional Development and Education Improvement

5. Reimbursement for travel, lodging, registration and meals may be granted at the discretion of the Superintendent of Schools if not otherwise specifically provided for in related policy.
6. Written and/or oral reports to appropriate members of the staff or Board of Education on the in-service activity may be required at the discretion of the Superintendent of Schools.

ARTICLE 25

MAINTENANCE OF CLASSROOM CONTROL
AND DISCIPLINE

(Applicable Only to Teachers)

- A. A definition of the duties and responsibilities of all administrators, supervisors, teachers and other employees pertaining to student discipline shall be reduced to writing by the Superintendent and presented to each employee at the start of each school year.
- B. When, in the judgment of a teacher, a student requires the attention of the principal, assistant principal, a counselor, or a nurse or other specialist, he/she shall so inform his/her principal or immediate superior.
- C. When, in the judgment of the teacher, a student is by his/her behavior seriously disrupting the instructional program to the detriment of other students, the teacher may exclude the student from the classroom and refer him/her to the principal.

ARTICLE 26

INSURANCE PROTECTION

- A. The Board will provide Blue Cross and Blue Shield hospital and surgical plans, Rider J and a major medical program and shall pay the full premium for each employee and 100% of the premium for employees' dependents.

ARTICLE 27

HEALTH EXAMINATIONS AND REQUIREMENTS

- A. Health examinations and requirements for initial and continuing employment shall be in accordance with existing rules and regulations (Policy No. 4113).

ARTICLE 28

DEDUCTION FROM SALARY

- A. 1. The Board agrees to deduct from the salaries of its certificated employees dues for the Cranford Education Association, a unified association with its affiliates as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (NJSA 52:14-15.9e) and under the rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Cranford Education Association by the fifteenth of each month following the monthly pay period in which the deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.
2. The Board agrees to deduct from the salaries of its non-certificated employees dues for the Cranford Education Association, solely as a local, or associate member dues in the New Jersey Education Association or the National Education Association, or any one or any combination of such associations if said non-certificated employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (NJSA 52:14-15.9e) and under the rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Cranford Education Association by the fifteenth of each month following the monthly pay period in which the deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.
3. 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 sixty (60) days written notice prior to the effective date of such change.

ARTICLE 28 (Continued)
Deduction from Salary

4. Additional authorizations for dues deductions may be received after August 1 under rules established by the State Department of Education.
 5. The filing of notice of an employee's withdrawal shall be the fifteenth of June for July 1 termination or the fifteenth of November for January 1 termination.
- B. The Board agrees to deduct from employees' salaries money for local, state and national association services and programs of a continuing or general nature as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such association or associations. Any employee may have such deductions discontinued at any time upon sixty (60) days written notice to the Board and the appropriate association.

ARTICLE 29

MISCELLANEOUS PROVISIONS

- A. Any individual contract between the Board and an individual employee, 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.
- B. The Board and the Association agree that there shall be no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, age, color, religion, national origin, sex, domicile, marital status, or economic status.
- C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party may do so at the following address:
 1. If by Association, to Board at Lincoln School, Thomas Street, Cranford, New Jersey, or by mail to Post Office Box 646, Cranford, New Jersey 07016.
 2. If by Board, to Association at home address of president.

ARTICLE 29 (Continued)
Miscellaneous Provisions

- D. The Board and the Association will each individually reproduce copies of this Agreement, at their respective expense, to meet their respective requirements.
- E. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the negotiating unit as above defined.
- F. Unless otherwise indicated, references in this Agreement to male employees and teachers shall include female employees and teachers, and words used in the singular shall include words used in the plural where the text so requires.

ARTICLE 30

SEPARABILITY AND SAVINGS

- A. If any provisions 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.

ARTICLE 31

THE FOLLOWING PROVISIONS WILL BE APPLICABLE
ONLY TO THE CUSTODIAL STAFF

A. HOLIDAYS

1. All custodial and maintenance employees covered by this Agreement shall not receive any deductions from their pay for not working holidays set forth as follows:

Independence Day	Christmas Day
Labor Day	New Year's Eve Day
Veterans Day	New Year's Day
Thanksgiving Day	George Washington's Birthday
Day After Thanksgiving	Good Friday
Christmas Eve Day	Memorial Day

2. In addition to the days hereinabove set forth all custodial employees shall receive one additional holiday which shall be designated as such in a calendar of holidays. The employees will be guaranteed 13 holidays. If any of the aforesaid holidays falls on a Saturday or Sunday and are not otherwise observed the Board will give other days off in substitution therefor either on an individual basis or during school vacation.
3. School Shutdown

When school is not in session employees shall be notified in advance of the shutdown as to whether or not they will be scheduled or not scheduled for work, as the case may be. If an employee is not scheduled to work it shall not be considered part of the holiday schedule.

B. HOURS OF WORK

1. A work day shall consist of eight (8) consecutive hours exclusive of a lunch period.
2. The normal first shift shall be from 7:30 a.m. to 4:30 p.m. including one (1) hour for lunch.
3. The normal second shift shall be from 11:30 a.m. to 8:00 p.m. including a one-half (1/2) hour lunch period.
4. The normal third shift shall be from 3:00 p.m. to 11:30 p.m. including a one-half (1/2) hour dinner period.
5. All employees who work the second shift as hereinabove set forth, in addition to their regular pay, shall receive a stipend of \$400.00 per year.

ARTICLE 31 (Continued)

The Following Provisions Will Be Applicable

Only To The Custodial Staff

6. All employees who work the third shift as hereinabove set forth, in addition to their regular pay, shall receive a stipend of \$600.00 per year.
7. Assignments to the second and third shifts shall be offered to the most senior employees and if not filled by the most senior employees volunteering to fill said assignments then the Board of Education shall assign employees to fill the said assignments in the inverse order of seniority and the third shift shall be filled before the second shift.
8. The Board of Education reserves the right to change work schedules of employees at any time. Any such changes that are brought about by emergency such as, but not limited to, absenteeism of employees, power failure, Act of God, or any other cause which is beyond the control of the Board of Education, shall require no notice of change. All other changes in schedule shall require one (1) week's notice from the Board of Education to any employee affected.

C. OVERTIME

1. Overtime shall be distributed as equally as possible among those employees performing work in the same classifications.
2. Time and one-half the regular rate of pay will be paid to an employee for performing the following work:
 - a. All hours worked in excess of forty (40) hours in any work week excluding an unpaid lunch period.
 - b. All hours worked on any of the holidays set forth by the Board of Education in the school calendar made applicable to building service personnel.
 - c. There shall be no duplication of premiums for the same hours of work.
 - d. It is expected that each and every employee shall perform a reasonable amount of overtime work when assigned.
 - e. Head Custodian stipends shall be increased in elementary schools to \$450.00 annually, and to Head Custodians in the middle schools to \$650.00 annually.

ARTICLE 31 (Continued)

The Following Provisions Will Be Applicable
Only To The Custodial Staff

D. CALL-IN TIME

1. Any employee called-in to work after the termination of his/her regular shift, or called-in prior to the start of his/her regular shift, shall be paid for such hours called-in at the rate of one and one-half times his/her regular hourly rate of pay. Call-in prior to the start of a scheduled shift will be calculated in accordance with the premiums as herein provided up to the start of the regular scheduled shift. Straight time pay will be paid for the duration of his or her shift. The call-in provisions will not be utilized to deprive an employee of his/her working his/her regularly scheduled work shift.
2. Any employee called-in to work after the termination of his/her regular shift shall be guaranteed two (2) hours' pay at the premium rate of pay hereinabove referred to for work performed that is completed within two (2) hours or less. If the work performed exceeds two (2) hours then the hours worked, multiplied by the appropriate premium rate, shall be the amount of pay earned for the call-in.
3. Any employee called-in prior to the start of his/her regular shift shall only receive the premium rate for those hours actually worked prior to the start of his/her regular shift.

E. VACATIONS

1. Twelve (12) month employees are entitled to paid vacations of ten (10) work days following the first through the ninth years of employment, fifteen (15) work days following the tenth through the sixteenth years of service, sixteen (16) work days following the sixteenth year of service and twenty (20) work days following the twentieth year of service and each year thereafter. All vacation schedules are to be approved by the Superintendent of Schools.

A person who has worked less than a full year on a twelve (12) month contract basis shall be entitled to a vacation allowance on a prorated basis as determined by the Superintendent of Schools (10/12) of a day for each month employed to the nearest half day).

2. Upon termination of employment, personnel on annual contracts will receive compensation for all unused vacation days.

ARTICLE 31 (Continued)

The Following Provisions Will Be Applicable
Only To The Custodial Staff

3. All employees entitled to a vacation shall take ten (10) days of the same during the period from the week after school closes for the summer to no later than two (2) weeks before school commences in September. A vacation week may not be split. All employees who are entitled to more than ten (10) days of vacation shall be assigned or shall take the excess vacation beyond ten (10) days between the commencement of the school year and June 30th of each school year during inactive periods within the school year. If an employee is unable because of personal reasons, in the opinion of the Superintendent of Schools, to take all or part of his or her annual vacation during or immediately following the school year in which it is earned, such vacation time can be accumulated for a period of one (1) year and if not then utilized shall cease, terminate and expire.
4. Anything herein stated to the contrary notwithstanding, if a building has up to a maximum of three (3) custodial persons or maintenance persons working then not more than one (1) person from the said school or building may take a vacation period at the same time as another person from the same school or building; in a building or school with five (5) custodial or maintenance persons not more than two (2) persons may take the same vacation period; in a building or school with ten (10) or more custodial or maintenance persons not more than five (5) persons may take the same vacation period. In any case where there is a conflict with respect to the selection of a vacation period the person with the most seniority in the school system shall have a preference to the selection of a vacation period over someone who has less seniority who has selected the same vacation period.
5. Wherever vacation periods conflict with work loads within a respective unit or school, seniority shall prevail within the unit or school, for vacation preference.
6. Any deviation from above shall be approved only in advance by the Superintendent of Schools.
7. Custodians C-1 (ten-month employees) shall not be entitled to vacation days but they shall receive the same holidays as teachers except their work year shall begin September 1 and end on June 30.

ARTICLE 31 (Continued)

The Following Provisions Will Be Applicable
Only To The Custodial Staff

F. EVALUATION

1. Custodial and maintenance employees shall be given a copy of every evaluation report prepared by his or her evaluators. No such report shall be submitted to the Central Office, placed in a custodial or maintenance person's file, or otherwise acted upon, without prior conference with the custodian or maintenance person. No custodian or maintenance person shall be required to sign a blank or incomplete evaluation form but he/she shall sign a complete form to indicate that he/she has witnessed the contents of the form. Space shall be provided on the evaluation form for the custodian or maintenance person's reaction which he/she will have twenty-four (24) hours to prepare after having first witnessed the evaluation form.
2. Each custodian or maintenance person will be provided with copies of all evaluation reports submitted to the Central Office.

G. SALARIES

The salaries of all custodial employees covered by this Agreement are set forth in Schedule D; said Salary Guide Schedule D, shall be enforced in accordance with existing rules and regulations for application thereof.

H. TENURE

Custodial employees shall be eligible for tenure under provisions of Title 18A after five (5) consecutive years of probationary service in the district.

ARTICLE 32

THE FOLLOWING PROVISIONS WILL BE APPLICABLE
ONLY TO THE SECRETARIES AND CLERKS

A. The Board reserves the right to file by Petition, or otherwise, contending that certain secretaries or clerks are confidential employees and should not be included in the Unit.

B. HOLIDAYS - OFFICE CALENDAR

1. All twelve (12) month employees covered by this Agreement shall not receive any deductions from their pay for not working holidays set forth as follows:

Independence Day
Labor Day
One Day to Attend the NJEA Convention
Veterans Day
One-half Day Prior to Thanksgiving
Thanksgiving Day
Day After Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
George Washington's Birthday
Good Friday
Memorial Day
50% of the Christmas Recess
50% of the Easter Recess

2. Twelve (12) month secretarial and clerical personnel will be guaranteed 13½ holidays which shall be designated in a calendar of holidays. Additionally they will be guaranteed 50% of the Christmas and Easter recesses as time off. If any of the afore-said holidays falls on a Saturday or Sunday, and are not otherwise observed, the Board will give other days off in substitution therefor either on an individual basis or during school vacation.

3. School Shutdown

When school is not in session the employee shall be notified in advance of the shutdown as to whether or not they will be scheduled or not scheduled for work, as the case may be. If an employee is not scheduled to work it shall not be considered part of the holiday schedule.

ARTICLE 32 (Continued)

The Following Provisions Will Be Applicable
Only To The Secretaries and Clerks

4. Ten (10) month employees shall receive the same holidays as teachers do provided, however, it is recognized that the ten (10) month secretarial and clerical work year commences on September 1 and terminates on June 30.

C. HOURS OF WORK

1. The normal work day for secretaries and clerks who work in school buildings will be from 8:00 a.m. to 4:00 p.m., including a lunch period of one hour. During the summer when schools are not in session the work day shall be from 8:00 a.m. to 3:00 p.m. including one hour for lunch. Summer hours are in effect between July 1 and August 31. Summer hours will also be in effect during the Christmas and Easter Recess.
2. The normal work day for secretaries and clerks who work in the Central Office shall be from 8:30 a.m. to 4:30 p.m. In the summer-time when school is not in session the work day shall be from 9:00 a.m. to 4:00 p.m. including one hour for lunch. Summer hours are in effect between July 1 and August 31. Summer hours will also be in effect during the Christmas and Easter Recess.
3. Overtime shall be paid to secretaries and clerks at the rate of time and one-half their regular hourly rate for all hours worked in excess of thirty-five (35) hours per week.

D. VACATIONS

1. Twelve (12) month employees are entitled to paid vacations of ten (10) work days following the first through the ninth years of employment, fifteen (15) work days following the tenth through the sixteenth years of service, sixteen (16) work days following the sixteenth year of service and twenty (20) work days following the twentieth year of service and each year thereafter. All vacation schedules are to be approved by the Superintendent of Schools. A person who has worked less than a full year on a twelve (12) month contract basis shall be entitled to a vacation allowance on a prorated basis as determined by the Superintendent of Schools (10/12 of a day for each month employed to the nearest half day).
2. Wherever vacation periods conflict with work loads within a respective unit or school, seniority shall prevail within the unit or school, for vacation preference.

ARTICLE 32 (Continued)

The Following Provisions Will Be Applicable
Only To The Secretaries and Clerks

3. Any deviation from above shall be approved only in advance by the Superintendent of Schools.
4. Upon termination of employment, personnel on annual contracts will receive compensation for all unused vacation days.
5. Ten-month secretarial and clerical employees shall not be entitled to vacation days.

E. EVALUATION

1. Secretarial and Clerical employees shall be given a copy of every evaluation report prepared by his or her evaluators. No such report shall be submitted to the Central Office, placed in a secretarial or clerical person's file, or otherwise acted upon, without prior conference with the secretarial or clerical person. No secretarial or clerical person shall be required to sign a blank or incomplete evaluation form but he/she shall sign a complete form to indicate that he/she has witnessed the contents of the form. Space shall be provided on the evaluation form for the clerical or secretarial person's reaction which he/she will have twenty-four (24) hours to prepare after having first witnessed the evaluation form.
2. Each secretarial or clerical person will be provided with copies of all evaluation reports submitted to the Central Office.

F. SALARIES

The salaries of all secretarial and clerical employees covered by this Agreement are set forth in Schedule E; said Salary Guide Schedule E, shall be enforced in accordance with existing rules and regulations for application thereof.

ARTICLE 33

DURATION OF AND EXECUTION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 1976, except where otherwise provided, and shall continue in effect until June 30, 1978, subject to the Association's right to negotiate over a successor Agreement as provided in ARTICLE 2. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

Attest:

THE BOARD OF EDUCATION OF THE
TOWNSHIP OF CRANFORD, IN THE
COUNTY OF UNION

Marc F. Blumstein
Secretary

By Rosemary B. Charles
President

Attest:

CRANFORD EDUCATION ASSOCIATION

Valerie J. Jurgalski
Secretary

By Carol Rosenfeld
President

CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey

SALARY POLICIES FOR NON-ADMINISTRATIVE INSTRUCTIONAL STAFF

(Effective July 1, 1976 through June 30, 1978)

REGULATIONS

This schedule of salary rates establishes the basis of compensation for the various types of teaching services* for the 1976-77 and 1977-78 school years.

Initial placement on the guide shall be determined by (a) level of training and (b) years of creditable teaching, teaching-related, or active military services (maximum of four years credit for military service). Only continuous service (not day-to-day nor on call service) is creditable. Credit for teaching service in non-public schools may be credited in part or in full at the discretion of the Superintendent of Schools. In computing the total years of creditable service, a final fraction of one-half year (5 months) or more will be counted as one full year and a smaller fraction will be dropped.

Movement from any step on an existing salary guide to the corresponding or next higher step on any succeeding year's salary guide will be granted only for continuing satisfactory service as attested by the Superintendent of Schools and approved by the Board of Education.

Continuous service for as long as five or more months of a school year will be counted as a full year of service for movement to the next higher step. A lesser period of continuous service will not be recognized in determining movement to the next higher step.

Movement from a step on one scale to the corresponding step on the next higher training scale (salary reclassification) becomes effective on September first of the year in which the teacher has furnished the Superintendent acceptable evidence of the satisfactory completion of the study required for placement on the higher scale NOT LATER THAN SEPTEMBER THE TENTH OF THE YEAR IN WHICH THE SALARY CHANGE IS TO BE INITIATED: Payment for "salary reclassification" is not retroactive, but is initiated on September first of the year the level of training has been duly certified to and accepted by the Superintendent.

College course credit for advancement beyond Scale IV (Master's Scale) will be granted only for graduate courses approved by the Superintendent of Schools.

*Includes all classroom teachers, all Special Services personnel (except school psychologists, physicians and nurses not holding a standard school nurse certificate), and all teachers of "special subjects" employed on a full-time continuing basis. Salaries of teachers employed on a half day, continuing basis will be prorated.

(continued)

Cranford Public Schools
Cranford, New Jersey

SCHEDULE A

Effective July 1, 1976

I. SALARY POLICY FOR TEACHERS*

Year	NON-DEGREE SCALE	SCALE I BA DEGREE	SCALE II BA + 15	SCALE III BA + 30	SCALE IV MA DEGREE	SCALE V MA + 15	SCALE VI MA + 30	Year
1	\$ 8,725	\$ 9,950	\$10,050	\$10,250	\$10,825	\$11,025	\$11,450	1
2	9,000	10,275	10,375	10,575	11,175	11,375	11,800	2
3	9,275	10,625	10,725	10,925	11,550	11,750	12,175	3
4	9,550	11,000	11,100	11,300	11,925	12,125	12,550	4
5	9,850	11,400	11,500	11,700	12,325	12,525	12,950	5
6	10,150	11,800	11,900	12,100	12,725	12,925	13,350	6
7	10,450	12,200	12,300	12,500	13,175	13,375	13,800	7
8	10,750	12,650	12,750	12,950	13,650	13,850	14,275	8
9	11,075	13,100	13,200	13,400	14,125	14,325	14,750	9
10	11,475	13,600	13,700	13,900	14,675	14,875	15,300	10
11	11,925	14,100	14,200	14,400	15,225	15,425	15,850	11
12	12,425	14,700	14,800	15,000	15,825	16,025	16,450	12
13	12,925	15,300	15,400	15,600	16,475	16,675	17,100	13
14		15,950	16,050	16,250	17,125	17,325	17,750	14
15		16,650	16,750	16,950	17,825	18,025	18,450	15
16		17,350	17,450	17,650	18,525	18,725	19,150	16
17					19,325	19,525	19,850	17
18							20,650	18

Note 1: Add \$500 at each step of Scale VI for recognition of doctorate.

Note 2: An additional \$300 for all personnel paid on this guide who by June 30, 1976 will have completed 20 years of creditable service, with a minimum of 15 years service completed in Cranford.

Note 3: An additional \$500 for all personnel paid on this guide who by June 30, 1976 will have completed 25 years of creditable service, with a minimum of 20 years service completed in Cranford.

*Includes all classroom teachers, all Special Services personnel (except school psychologists, physicians and nurses not holding a standard school nurse certificate), and all teachers of "special subjects" employed on a full-time continuing basis. Salaries of teachers employed on a half day, continuing basis will be prorated.

II. HEADS OF DEPARTMENTS

Department heads shall be paid an annual stipend of \$500.

Chairpersons of guidance shall be paid an annual stipend of \$200.

III. DRIVER EDUCATION TEACHERS (For behind-the-wheel instruction)

Driver education teachers shall be paid on the basis of \$7.00 per clock hour of behind-the-wheel instruction.

(continued)

CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey

Effective July 1, 1976

IV. SUMMER SCHOOL TEACHERS

Teachers of summer school classes shall be paid on the basis of clock hours of teaching at the following rates:

SCALE S.S.T.

<u>Year of Service</u>	<u>Rate per Clock Hour</u>
1	\$6.00
2	6.25
3	6.50
4	6.75
5	7.00

Note: Full credit for summer school teaching within and outside Cranford may be granted in determining initial placement on this scale.

V. HOME TEACHING

Cranford classroom teachers engaged in home teaching shall be paid on the basis of \$7.00 per clock hour of teaching.

CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey

SCHEDULE A

Effective July 1, 1977

I. SALARY POLICY FOR TEACHERS*

Year	NON-DEGREE SCALE	SCALE I BA DEGREE	SCALE II BA + 15	SCALE III BA + 30	SCALE IV MA DEGREE	SCALE V MA + 15	SCALE VI MA + 30	Year
1	\$ 8,930	\$10,200	\$10,300	\$10,500	\$11,150	\$11,350	\$11,800	1
2	9,180	10,500	10,600	10,800	11,475	11,675	12,125	2
3	9,490	10,850	10,950	11,150	11,850	12,050	12,500	3
4	9,800	11,250	11,350	11,550	12,250	12,450	12,900	4
5	10,130	11,675	11,775	11,975	12,675	12,875	13,325	5
6	10,465	12,125	12,225	12,425	13,125	13,325	13,775	6
7	10,800	12,575	12,675	12,875	13,625	13,825	14,275	7
8	11,135	13,075	13,175	13,375	14,150	14,350	14,800	8
9	11,475	13,600	13,700	13,900	14,675	14,875	15,325	9
10	11,915	14,150	14,250	14,450	15,275	15,475	15,925	10
11	12,425	14,725	14,825	15,025	15,875	16,075	16,525	11
12	12,950	15,375	15,475	15,675	16,525	16,725	17,175	12
13	13,475	16,025	16,125	16,325	17,225	17,425	17,875	13
14		16,675	16,775	16,975	17,925	18,125	18,575	14
15		17,375	17,475	17,675	18,625	18,825	19,275	15
16		18,100	18,200	18,400	19,325	19,525	19,975	16
17					20,150	20,350	20,775	17
18							21,600	18

Note 1: Add \$500 at each step of Scale VI for recognition of doctorate.

Note 2: An additional \$300 for all personnel paid on this guide who by June 30, 1977 will have completed 20 years of creditable service, with a minimum of 15 years service completed in Cranford.

Note 3: An additional \$500 for all personnel paid on this guide who by June 30, 1977 will have completed 25 years of creditable service, with a minimum of 20 years service completed in Cranford.

*Includes all classroom teachers, all Special Services personnel (except school psychologists, physicians and nurses not holding a standard school nurse certificate), and all teachers of "special subjects" employed on a full-time continuing basis. Salaries of teachers employed on a half day, continuing basis will be prorated.

II. HEADS OF DEPARTMENTS

Department heads shall be paid an annual stipend of \$500.
Chairpersons of guidance shall be paid an annual stipend of \$200.

III. DRIVER EDUCATION TEACHERS (For behind-the-wheel instruction)

Driver education teachers shall be paid on the basis of \$7.00 per clock hour of behind-the-wheel instruction.

(continued)

CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey

Effective July 1, 1977

IV. SUMMER SCHOOL TEACHERS

Teachers of summer school classes shall be paid on the basis of clock hours of teaching at the following rates:

SCALE S.S.T.

<u>Year of Service</u>	<u>Rate per Clock Hour</u>
1	\$6.00
2	6.25
3	6.50
4	6.75
5	7.00

Note: Full credit for summer school teaching within and outside Cranford may be granted in determining initial placement on this scale.

V. HOME TEACHING

Cranford classroom teachers engaged in home teaching shall be paid on the basis of \$7.00 per clock hour of teaching.

CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey

SCHEDULE B

SALARY SCHEDULE FOR COACHES
(Effective July 1, 1976)

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
<u>FOOTBALL</u>							
Head Varsity Coach	\$1,020	\$1,152	\$1,284	\$1,416	\$1,548	\$1,812	\$1,944
Assistant Varsity Coach	560	632	704	776	848	992	1,064
Ninth Grade Head Coach	475	536	597	658	719	841	902
Ninth Grade Assistant Coach	330	373	416	459	502	588	631
Eighth Grade Head Coach	425	480	535	590	645	755	810
<u>BASKETBALL (Boys')</u>							
Head Varsity Coach	820	926	1,032	1,138	1,244	1,456	1,562
Assistant Varsity Coach	455	514	573	632	691	809	868
Ninth Grade Head Coach	440	495	550	605	660	770	825
Eighth Grade Head Coach	395	445	495	545	595	695	745
<u>BASKETBALL (Girls')</u>							
Head Varsity Coach	700	790	880	970	1,060	1,240	1,330
Assistant Varsity Coach	390	440	490	540	590	690	740
Ninth Grade Head Coach	375	420	465	520	565	655	700
<u>BASEBALL, FIELD HOCKEY, GYMNASTICS, SOCCER, SOFTBALL, SWIMMING, TRACK, INTER TRACK, WRESTLING</u>							
Head Varsity Coach	665	750	835	920	1,005	1,175	1,260
Assistant Varsity Coach	420	475	530	585	640	750	805
Ninth Grade Head Coach	400	451	502	553	604	706	757
<u>CROSS COUNTRY, VOLLEY BALL</u>							
Head Varsity Coach	440	495	550	605	660	770	825
<u>TENNIS (Boys')</u>							
Head Varsity Coach	370	416	462	508	554	646	692
<u>TENNIS (Girls')</u>							
Head Varsity Coach	325	365	405	445	485	565	605
<u>GOLF, BOWLING</u>							
Head Varsity Coach	280	318	356	394	432	508	546

ATHLETIC TRAINER-EQUIPMENT MANAGER

The Athletic Trainer-Equipment Manager shall be paid an annual stipend of \$1,575.

CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey

SALARY SCHEDULE FOR COACHES
(Effective July 1, 1977)

	<u>Step</u> <u>1</u>	<u>Step</u> <u>2</u>	<u>Step</u> <u>3</u>	<u>Step</u> <u>4</u>	<u>Step</u> <u>5</u>	<u>Step</u> <u>6</u>	<u>Step</u> <u>7</u>	<u>Step</u> <u>8</u>
<u>FOOTBALL</u>								
Head Varsity Coach	\$1,020	\$1,152	\$1,284	\$1,416	\$1,548	\$1,812	\$1,944	\$2,076
Assistant Varsity Coach	560	632	704	776	848	992	1,064	1,136
Ninth Grade Head Coach	475	536	597	658	719	841	902	963
Ninth Grade Assistant Coach	330	373	416	459	502	588	631	674
Eighth Grade Head Coach	425	480	535	590	645	755	810	865
<u>BASKETBALL (Boys')</u>								
Head Varsity Coach	820	926	1,032	1,138	1,244	1,456	1,562	1,668
Assistant Varsity Coach	455	514	573	632	691	809	868	927
Ninth Grade Head Coach	440	495	550	605	660	770	825	880
Eighth Grade Head Coach	395	445	495	545	595	695	745	795
<u>BASKETBALL (Girls')</u>								
Head Varsity Coach	700	790	880	970	1,060	1,240	1,330	1,420
Assistant Varsity Coach	390	440	490	540	590	690	740	790
Ninth Grade Head Coach	375	420	465	520	565	655	700	745
<u>BASEBALL, FIELD HOCKEY, GYMNASTICS, SOCCER, SOFTBALL, SWIMMING, TRACK, WINTER TRACK, WRESTLING</u>								
Head Varsity Coach	665	750	835	920	1,005	1,175	1,260	1,345
Assistant Varsity Coach	420	475	530	585	640	750	805	860
Ninth Grade Head Coach	400	451	502	553	604	706	757	808
<u>CROSS COUNTRY, VOLLEY BALL</u>								
Head Varsity Coach	440	495	550	605	660	770	825	880
<u>TENNIS (Boys')</u>								
Head Varsity Coach	370	416	462	508	554	646	692	738
<u>TENNIS (Girls')</u>								
Head Varsity Coach	325	365	405	445	485	565	605	645
<u>GOLF, BOWLING</u>								
Head Varsity Coach	280	318	356	394	432	508	546	584

ATHLETIC TRAINER-EQUIPMENT MANAGER

The Athletic Trainer-Equipment Manager shall be paid an annual stipend of \$1,675.

SCHEDULE C

CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey

SALARY SCHEDULE FOR NON-ATHLETIC EXTRA ASSIGNMENTS
INCLUDING INTRAMURALS

(Effective July 1, 1976)

LEVEL I ACTIVITIES

	Step <u>1</u>	Step <u>2</u>	Step <u>3</u>	Step <u>4</u>	Step <u>5</u>	Step <u>6</u>	Step <u>7</u>	Step <u>8</u>
<u>GROUP A</u>								
Art Services at C.H.S.)							
Choral Music at C.H.S.)	\$400	\$440	\$480	\$530	\$580	\$630	\$690
Instrumental Music at C.H.S.)							\$730

<u>GROUP B</u>								
Art Services at Middle Schools)							
Choral Music at Middle Schools)	300	330	360	397	435	472	517
Instrumental Music at Middle Schools)							547

LEVEL II ACTIVITIES

<u>GROUP A</u>								
Intramural sports for secondary schools boys and girls--3 SEASONS)	320	352	384	424	464	504	552
)							584

<u>GROUP A-1</u>								
Intramural sports for ELEMENTARY pupils throughout year)	250	275	300	331	362	393	431
)							456

<u>GROUP B</u>								
Student Council advisor)							
Senior Class play director)							
School Newspaper advisor)							
School Magazine advisor)							
Yearbook advisor)							
Audio-visual aids coordinator and A.V.A. Club advisor)	150	165	180	198	217	236	258
Cheerleading)							273
Varsity coach and junior varsity coach)							
Forensic advisor)							
School Musical director)							

<u>GROUP C</u>								
Intramural WINTER sports for girls and boys)							
Cheerleading--Freshman coach)	120	132	144	159	174	189	207
Class advisor)							219

<u>GROUP D</u>								
Intramural sports for girls and boys--FALL season)							
Intramural sports for girls and boys--SPRING season)	100	110	120	132	145	157	172
)							182

(continued)

SALARY SCHEDULE FOR NON-ATHLETIC EXTRA
ASSIGNMENTS INCLUDING INTRAMURALS (Cont.)
Effective July 1, 1976

LEVEL III ACTIVITIES

	<u>Step</u> <u>1</u>	<u>Step</u> <u>2</u>	<u>Step</u> <u>3</u>	<u>Step</u> <u>4</u>	<u>Step</u> <u>5</u>	<u>Step</u> <u>6</u>	<u>Step</u> <u>7</u>	<u>Step</u> <u>8</u>
<u>GROUP A</u>								
Yearbook--Business Manager)								
Make-up for productions)								
Costuming for productions)	\$ 60	\$ 66	\$ 72	\$ 79	\$ 87	\$ 94	\$103	\$109
Club Sponsor and advisor)								
(See NOTE below)								

NOTE: Clubs with fewer than ten active members and receiving less than 20 hours of the sponsor's time will not be eligible for extra compensation.

CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey

SALARY SCHEDULE FOR NON-ATHLETIC EXTRA ASSIGNMENTS
INCLUDING INTRAMURALS

(Effective July 1, 1977)

LEVEL I ACTIVITIES

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
<u>GROUP A</u>									
Art Services at C.H.S.)								
Choral Music at C.H.S.) \$400	\$440	\$480	\$530	\$580	\$630	\$690	\$730	\$770
Instrumental Music at C.H.S.)								
<u>GROUP B</u>									
Art Services at Middle Schools)								
Choral Music at Middle Schools) 300	330	360	397	435	472	517	547	577
Instrumental Music at Middle Schools)								

LEVEL II ACTIVITIES

<u>GROUP A</u>									
Intramural sports for secondary schools) boys and girls--3 SEASONS) 320	352	384	424	464	504	552	584	616
<u>GROUP A-1</u>									
Intramural sports for ELEMENTARY pupils throughout year) 250	275	300	331	362	393	431	456	481
<u>GROUP B</u>									
Student Council advisor)								
Senior Class play director)								
School Newspaper advisor)								
School Magazine advisor)								
Yearbook advisor)								
Audio-visual aids coordinator and A.V.A. Club advisor) 150	165	180	198	217	236	258	273	288
Cheerleading)								
Varsity coach and junior varsity coach)								
Forensic advisor)								
School Musical director)								
<u>GROUP C</u>									
Intramural WINTER sports for girls and boys) 120	132	144	159	174	189	207	219	231
Cheerleading--Freshman coach)								
Class advisor)								
<u>GROUP D</u>									
Intramural sports for girls and boys--FALL season) 100	110	120	132	145	157	172	182	192
Intramural sports for girls and boys--SPRING season)								

(continued)

SALARY SCHEDULE FOR NON-ATHLETIC EXTRA
ASSIGNMENTS INCLUDING INTRAMURALS (Cont.)
Effective July 1, 1977

LEVEL III ACTIVITIES

	<u>Step</u> <u>1</u>	<u>Step</u> <u>2</u>	<u>Step</u> <u>3</u>	<u>Step</u> <u>4</u>	<u>Step</u> <u>5</u>	<u>Step</u> <u>6</u>	<u>Step</u> <u>7</u>	<u>Step</u> <u>8</u>	<u>Step</u> <u>9</u>
<u>GROUP A</u>									
Yearbook--Business Manager)								
Make-up for productions)	\$ 60	\$ 66	\$ 72	\$ 79	\$ 87	\$ 94	\$103	\$109
Costuming for productions)								\$115
Club Sponsor and advisor)								
(See NOTE below)									

NOTE: Clubs with fewer than ten active members and receiving less than 20 hours of the sponsor's time will not be eligible for extra compensation.

CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey

SALARY POLICIES FOR BUILDING SERVICES PERSONNEL

(Effective July 1, 1976 - June 30, 1978)

REGULATIONS

1. For the purpose of initial placement on the appropriate scale for building service personnel, credit for prior comparable or equivalent service, outside the school system, not to exceed three years, may be granted by the Superintendent of Schools. For maintenance personnel, credit for prior comparable or equivalent service not to exceed six years may be granted by the Superintendent of Schools.
2. Advancement on the schedule may be achieved by annual increments and/or promotions to higher ranking assignments and scales upon the recommendation of the Superintendent of Schools and approval of the Board of Education. In the case of promotion to a higher scale, the individual will be placed on the higher scale at a point to provide for an increase of at least \$250.00 per year in salary rate regardless of years of service.
3. Full-time, twelve-month personnel employed prior to January 1 will be eligible for a full increment for the following year. Full-time, ten-month personnel employed prior to February 1 will be eligible for a full increment the following year.
4. Deviations from normal work schedules, including extra work assignments, shall be approved in advance by the Superintendent of Schools.
5. The work schedule for first shift custodians will be from 7:30 a.m. to 4:00 p.m. (including one-half hour for lunch) during the Christmas and spring recesses and during the period July 1 through August 31.
6. Approved extra work assignments for non-administrative building service personnel beyond the regular work week shall be compensated at the rate of $1\frac{1}{2}$ times the regular hourly salary and shall be determined by dividing the annual salary by 2,080 hours for twelve-month employees and 1,720 hours for ten-month employees.

(continued)

CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey

SALARY POLICY FOR BUILDING SERVICES PERSONNEL

(Effective July 1, 1976)

Step	<u>SCALE C-1</u>	<u>SCALE C-2</u>	<u>SCALE C-3</u>	<u>SCALE 4</u>	Step
	<u>10 Months</u>	Basic Custodial <u>12 Months</u>	Advanced Custodial <u>12 Months</u>	Maintenance <u>12 Months</u>	
1	\$ 3,825	\$ 6,845	\$ 7,110	\$ 7,830	1
2	4,050	7,185	7,450	8,180	2
3	4,275	7,525	7,790	8,530	3
4	4,500	7,870	8,135	8,880	4
5	4,735	8,215	8,480	9,230	5
6	4,970	8,560	8,825	9,580	6
7	5,205	8,910	9,175	9,930	7
8	5,450	9,260	9,525	10,280	8
9	5,695	9,610	9,875	10,630	9
10			10,275	10,980	10
11			10,675	11,330	11
12				11,805	12
At maximum:					
	+ \$300	+ \$400	+ \$305	+ \$485	
Beyond maximum:					
		+ \$800	+ \$615	+ \$970	

ANNUAL STIPENDS: (Paid in addition to regular salary)

Elementary School Head Custodian:	\$450
Middle School Head Custodian:	\$650
Custodian-Bus Drivers:	\$250
Maintenance Foreperson:	\$500

ANNUAL SHIFT DIFFERENTIALS: (Paid in addition to regular salary)

Second Shift:	\$400
Third Shift:	\$600

CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey

SALARY POLICY FOR BUILDING SERVICES PERSONNEL

(Effective July 1, 1977)

Step	<u>SCALE C-1</u>	<u>SCALE C-2</u>	<u>SCALE C-3</u>	<u>SCALE 4</u>	Step
	<u>10 Months</u>	<u>Basic Custodial 12 Months</u>	<u>Advanced Custodial 12 Months</u>	<u>Maintenance 12 Months</u>	
1	\$ 3,940	\$ 7,045	\$ 7,310	\$ 8,145	1
2	4,205	7,395	7,660	8,495	2
3	4,470	7,745	8,010	8,845	3
4	4,735	8,105	8,370	9,195	4
5	5,000	8,465	8,730	9,545	5
6	5,265	8,825	9,090	9,895	6
7	5,530	9,200	9,465	10,245	7
8	5,805	9,575	9,840	10,595	8
9	6,080	9,950	10,215	10,945	9
10			10,590	11,295	10
11			11,290	11,645	11
12				11,995	12

At maximum:

+ \$275

+ \$375

+ \$305

+ \$720

Beyond maximum:

+ \$1,075

+ \$615

+ \$1,445

ANNUAL STIPENDS: (Paid in addition to regular salary)

Elementary School Head Custodian:	\$450
Middle School Head Custodian:	\$650
Custodian-Bus Drivers:	\$250
Maintenance Foreperson:	\$500

ANNUAL SHIFT DIFFERENTIALS: (Paid in addition to regular salary)

Second Shift:	\$400
Third Shift:	\$600

CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey

SALARY POLICIES FOR OFFICE PERSONNEL
(Effective July 1, 1976 - June 30, 1978)

REGULATIONS

1. Credit for prior office experience, not to exceed three years, may be granted by the Superintendent of Schools for initial placement on the appropriate scale.
2. Advancement on the schedule may be achieved by annual increments and/or promotions to higher ranking assignments and scales upon the recommendation of the Superintendent of Schools and approval of the Board of Education. In the case of promotion to a higher scale, the individual will be placed on a step that provides an increase of at least \$350.00 per year regardless of years of service.
3. Full-time twelve-month personnel employed prior to January 1 will be eligible for a full increment for the following year. Full-time ten-month personnel employed prior to February 1 will be eligible for a full increment the following year.
4. Deviations from normal work schedules, including extra work assignments, shall be approved in advance by the Superintendent of Schools.
5. In the event the Superintendent determines that it is desirable for ten-month clerical or secretarial personnel to work prior to the opening of school, they shall be compensated only for the actual hours worked on an hourly rate, extra compensation basis, based on their annual salary. Work prior to the opening of school shall be on a voluntary basis and personnel involved shall be given at least two weeks advance notice for same.

(continued)

SCHEDULE E

-2-

CRANFORD PUBLIC SCHOOLS
Cranford, New Jersey

SALARY POLICY FOR OFFICE PERSONNEL
(Effective July 1, 1976)

Step	<u>SCALE I</u>	<u>SCALE II</u>		<u>SCALE III</u>	<u>SCALE IV</u>		<u>SCALE V</u>	Step
	<u>Teacher Aide</u> 10 mo.	<u>General Clerk</u> 10 mo. (A)	<u>12 mo.</u> (B)	<u>Secretary</u> 10 mo.	<u>Secretary</u> 12 mo.	<u>Bookkeeper</u> 12 mo.	<u>Head Secretary</u> 12 mo.	
1	\$2,835	\$4,000	\$4,800	\$4,775	\$5,730	\$6,230	\$6,730	1
2	2,955	4,245	5,075	5,025	6,020	6,520	7,030	2
3	3,075	4,490	5,350	5,275	6,310	6,810	7,330	3
4	3,195	4,735	5,625	5,525	6,600	7,100	7,630	4
5	3,315	4,990	5,920	5,785	6,945	7,445	7,980	5
6	3,435	5,245	6,215	6,045	7,290	7,790	8,330	6
7	3,565	5,500	6,510	6,305	7,635	8,135	8,680	7
8	3,695	5,765	6,865	6,575	8,020	8,520	9,080	8
9	3,825	6,030	7,220	6,845	8,405	8,905	9,480	9
10	3,955	6,305	7,585	7,120	8,790	9,290	9,980	10
At maximum:								
	+ \$120	+ \$350	+ \$500	+ \$425	+ \$525	+ \$525	+ \$600	
Beyond maximum:								
	+ \$240	+ \$700	+ \$1,000	+ \$850	+ \$1,050	+ \$1,050	+ \$1,200	

The Secretary to the Superintendent of Schools shall be paid an annual stipend of \$600.

Cranford Public Schools
Cranford, New Jersey

SALARY POLICY FOR OFFICE PERSONNEL
(Effective July 1, 1977)

Step	<u>SCALE I</u>	<u>SCALE II</u>		<u>SCALE III</u>	<u>SCALE IV</u>		<u>SCALE V</u>	Step
	<u>Teacher Aide</u>	<u>General Clerk</u>		<u>Secretary</u>	<u>Secretary</u>	<u>Bookkeeper</u>	<u>Head Secretary</u>	
	<u>10 mo.</u>	<u>10 mo.</u>	<u>12 mo.</u>	<u>10 mo.</u>	<u>12 mo.</u>	<u>12 mo.</u>	<u>12 mo.</u>	
		(A)	(B)					
1	\$2,835	\$4,060	\$4,875	\$4,875	\$5,850	\$6,350	\$6,850	1
2	2,955	4,325	5,170	5,150	6,170	6,670	7,195	2
3	3,075	4,590	5,465	5,425	6,490	6,990	7,540	3
4	3,195	4,855	5,760	5,700	6,810	7,310	7,885	4
5	3,315	5,120	6,075	5,975	7,185	7,685	8,275	5
6	3,435	5,385	6,390	6,250	7,560	8,060	8,665	6
7	3,565	5,660	6,705	6,545	7,935	8,435	9,055	7
8	3,695	5,975	7,090	6,840	8,345	8,845	9,500	8
9	3,825	6,290	7,475	7,135	8,775	9,255	9,945	9
10	3,955	6,605	7,870	7,430	9,170	9,670	10,495	10
At maximum:								
	+ \$120	+ \$400	+ \$600	+ \$495	+ \$600	+ \$600	+ \$650	
Beyond maximum:								
	+ \$240	+ \$800	+ \$1,200	+ \$990	+ \$1,200	+ \$1,200	+ \$1,300	

The Secretary to the Superintendent of Schools shall be paid an annual stipend of \$600.