

PREAMBLE

This Agreement is entered into as of July 13, 2005 by and between the Board of Education of the Borough of Hopatcong, New Jersey, hereinafter called the "Board," and the Hopatcong Education Association, hereinafter called the "Association."

ARTICLE I

RECOGNITION

A. Unit

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all personnel under contract or on leave. Members of the bargaining unit shall include:

Teachers	Media Specialists
Nurses	Guidance Counselors
Librarians	Social Workers
Speech Therapists	Psychologists
Learning Disabilities Teacher Consultants	

Membership in the bargaining unit shall be determined by duties performed, not by title of position, or the full or part-time status of the person in that position.

B. Definition of Teacher

Unless otherwise indicated, the term "Teachers," when used hereinafter, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and reference to male teachers shall include female teachers.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. Deadline Date

The parties agree to enter into collective negotiations over a Successor Agreement in accordance with Chapter 123, Public Laws 1974 in a good faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin not later than December 1st of the calendar year preceding the calendar year in which this Agreement expires or pursuant to statute. Any agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association when ratified by both parties.

B. Modification

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

C. Reopening Clause

Both parties agree to reopen negotiations upon mutual consent.

ARTICLE III

GRIEVANCE PROCEDURE

A. Grievance

1. A grievance is a claim based upon the interpretation, application or violation of express contract terms, statutes, and rules affecting terms and conditions, and policies and administration decisions.
2. An aggrieved person is the person, persons, or the Association making the claim.
3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file, and shall not be kept in the personnel file of any teacher.
4. A teacher with a grievance may discuss the matter informally with the appropriate member of the Administration and have the grievance adjusted providing the adjustment is not inconsistent with the terms of this Agreement.

B. Procedure

1. Alleged violations of express contract terms may proceed to level four; alleged violations of statutes and rules affecting terms and conditions may proceed to level two; and alleged violations of policies and administration decisions may proceed to level three.
2. The number of days indicated at each level of the grievance procedure should be considered as a maximum time limit, which may be extended by mutual agreement in writing.
3. Disposition of grievances at all levels shall be in writing and state the reason for the decision. Copies of correspondence at all levels shall be mailed to the Superintendent.
- 4a. In the event that a grievance cannot be resolved prior to the conclusion of a school year, the grievance shall be resumed as of the first day of the following school year. The Association has the option of continuing a grievance over the vacation period.

- 4b. Grievances must be initiated within three (3) days after the close of the teacher's work year in order to be carried over to the following school year. The Association shall notify the Superintendent of its intent to delay processing a grievance until the following year.
5. Grievances affecting teachers in more than one building shall begin at level two.

C. Level One – Building Principal or Immediate Supervisor

All grievances shall be submitted in writing to the principal or immediate supervisor within thirty (30) working days of the alleged occurrence or date of impact on the teacher. All grievances shall be filed on an Association grievance form.

D. Level Two – Superintendent of Schools

1. If the aggrieved teacher is not satisfied with the disposition of his grievance at level one, or if no decision has been rendered within five (5) school days after the grievance was delivered to the principal or immediate supervisor, the Association may submit the grievance to the Superintendent within five (5) school days of receipt.
2. The Superintendent of Schools shall render a written decision within five (5) school days of receipt of the grievance.

E. Level Three – Board of Education

1. If the aggrieved person is not satisfied with the disposition of his grievance at level two, or if no decision has been rendered within five (5) school days after the grievance was delivered to the Superintendent, the Association may submit the grievance to the Board of Education within five (5) school days of receipt.
2. The Board of Education shall render a written decision within ten (10) school days of receipt of the grievance or two (2) days after the next regularly scheduled public Board meeting, whichever is longer.

F. Level Four – Arbitration

1. If the aggrieved person is not satisfied with the disposition of his grievance at level three or if no decision has been rendered as per E above, the Association may within ten (10) days submit the grievance to the Public Employment Relations Commission and shall notify the Board in writing of said request for arbitration. The parties shall be bound by the rules and procedures of the Public Employment Relations Commission.
2. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decisions which would require the commission of an act prohibited by law, which is violative of the terms of this Agreement, or which would

significantly interfere with the exercises of inherent management prerogatives pertaining to the determination of governmental policy. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on both parties.

3. The costs of the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

G. Rights of Teachers to Representation

1. Any aggrieved person shall be represented at all levels of the grievance procedure by a representative appointed by the Association.
2. No reprisals of any kind shall be taken by the Association, by any teacher, by the Board or by any member of the Administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

ARTICLE IV

TEACHER RIGHTS

A. Rights and Protection in Representation

Pursuant to Chapter 123, Public Laws 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 legal activities for mutual aid and protection. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974 or other laws of New Jersey of the Constitutions of New Jersey and the United States. The Board also agrees that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey School Laws or applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

C. Just Cause Provision

No teacher shall be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

D. Required Meetings or Hearings

Whenever any teacher is required to appear before the Board, Superintendent, or agent thereof concerning any matter which could adversely effect the continuation of that teacher in his office, position of employment, or the salary or any increment pertaining thereto, then he shall be given prior written notice of the reasons of such meeting or interview and shall be entitled to have a representative of the Association present to advise.

E. Criticism of Teachers

Any criticism of a teacher by a supervisor, administrator or Board member shall be made in confidence.

F. Association Identification

No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

G. Designated Faculty Areas

Designated faculty areas shall be provided in each building for the private and confidential use of teachers. No teacher shall be disciplined, reprimanded, or held accountable for any statement made in the sanctity of a designated faculty area.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVELEGES

A. Information

The Board agrees to furnish to the Association information in accordance with the “Right to Know” laws of the State of New Jersey together with information which may be necessary for the Association to process a grievance or conduct negotiations provided the information requested is legally subject to public distribution.

B. Release Time for Meetings

No representative of the Association or teacher shall suffer loss of pay while participating in any meeting called by the Board of Education during working hours.

C. Use of School Buildings

The Association and its representatives shall have the right to use school buildings for Association activities in accordance with Board policy.

D. Mail Facilities and Mail Boxes

The Association shall have the right to use the interschool mail facilities and mail boxes for Association business.

E. Bulletin Boards

The Association shall, at their discretion, have in each school building the use of a bulletin board in each faculty lounge.

F. Exclusive Rights

The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers, and to no other organizations.

G. Telephones

Faculty Telephones: A non-coin operated telephone shall be provided in each building for the professional use of teachers. Said telephone shall be placed in a location where conversations can be held in private.

H. Association Days

The President of the HEA or his designee shall be entitled to two (2) days, release time per month for the purpose of conducting Association business. Said days shall be termed Association Days and shall be with full pay. In the event a substitute is necessary, the Association shall reimburse the Board for that salary.

ARTICLE VI

TEACHER WORK YEAR

A. The in-school work year for ten-month teachers shall not exceed 185 days (one hundred eighty-five). There shall be no scheduled student contact for those contract days in excess of 180. To the extent the remaining 5 days are used for in-service days or workshops, such days shall be structured so that attendance shall be creditable toward the State Professional Development Requirement. A minimum of 2 in-service days shall be used for such qualified in-service. No teacher shall be required to report before September 1st.

B. Any teacher assigned to work in his/her regular professional capacity beyond the regular in-school year shall be compensated at a rate of 1/200th of his/her previous year's salary.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

A. Teacher Day

1. Check-In Procedure – At all times when teachers are required to work, they shall signify their presence in each building by initialing in and out. Listing times of arrival and departure shall be at the option of the teacher.
2. Length of Day
 - a. The total in-school work day shall be determined by the building policy and/or practice. In the event of an emergency, the in-school work day may be extended by the Administration.
 - b. The length of a teacher's day shall be as herein specified except as needed to give individual instruction to his/her own students as determined by the teacher and/or administrator. If such instruction is deemed necessary, the teacher and administrator shall be responsible for scheduling the time, which shall exclude Fridays.
3. Arrival and Dismissal Time – Teachers K-12: The teacher's work day includes instructional duties, non-teaching duties, (i.e., Article VIII), preparation periods, recess periods and lunch periods. The time before and after the student's day shall be assigned by the principal in accordance with this Article.
4. Arrival and Dismissal Time – K-5:
 - a. No teacher shall be required to report for duty earlier than twenty (20) minutes before the opening of the pupil's school day, and all teachers shall be permitted to leave twenty (20) minutes after the close of the last teaching period of the pupil's day.
 - b. A teacher's day shall extend no longer than six (6) hours and fifty-five (55) minutes from the time he is required to check in.
5. Arrival and Dismissal Time – 6-12:
 - a. No teacher shall be required to report for duty earlier than ten (10) minutes before the opening of the pupil's school day, and all teachers shall be permitted to leave ten (10) minutes after the close of the last teaching period of the pupil's day.

5. b. A teacher's day shall extend no longer than six (6) hours and fifty-five (55) minutes from the time he is required to check in.
6. On Fridays and on days preceding holidays and vacations, the teacher's day shall end at the conclusion of the pupil's day, with the exception of those teachers scheduled for bus duty.

B. Teaching Load 6-12

1. The daily teaching load for teachers of grades 6 through 12 shall consist of no more than five (5) instructional periods and no more than one (1) assigned non-teaching duty. Said non-teaching duty is not to exceed an instructional period in length, except in special areas where assignments shall not exceed six (6) periods. The Basic Skills Department is not considered a special area. Teachers assigned six classes within this department may do so provided it is not in violation of Article VII, B1.
2. Teachers of grades 6 through 12 shall not be required to teach more than two (2) subject areas unless a staff member who is certified volunteers to teach in a third area. The total teaching preparations should not exceed three (3). If the class load in a department is such that an additional staff member would have to be hired to teach a class, the additional class should be assigned to another teacher, in accordance with B1 above. The principal will try to find a volunteer before the assignment is made. Four (4) preparations may be required in emergency circumstances upon approval of the Superintendent.
3. Teachers of grades 6 through 12 shall not be required to teach continuously for more than three (3) periods nor more than two (2) where double periods are used, whenever possible.
4. Exceptions may occur within areas where there is only one teacher for a discipline. In this situation, the teacher assignment may be reviewed on a case by case basis.

C. Teaching Load K-5

Teachers in grades K-5 shall no be required to teach continuously for more than three (3) hours where possible.

D. Preparation Time and Lunch

1. All teachers shall, in addition to their duty free lunch period, have preparation time during which they shall not be assigned other duties.
2. All teachers will have a minimum of five (5) preparation periods per week.
- 3a. Preparation periods shall be a minimum of forty (40) minutes in duration.

- 3b. All teachers K-5 shall have each week five (5) preparation periods of not less than forty (40) minutes in duration.
- 4a. All teachers of grades 6-12 shall have a minimum of forty (40) minutes for lunch each day.
 - b. All teachers of grades K-5 shall have a minimum of four (4) fifty-six (56) minute lunch periods each week, and they may have one (1) twenty-eight (28) minute lunch period each week. On said day twenty-eight (28) minute lunch period, teachers will have twenty-eight (28) minutes for lunch and an assignment of twenty-eight (28) minutes of either cafeteria supervision or recess and/or playground supervision, and shall not be assigned any other non-teaching duty that day.
 - c. In addition to the above 4b, the Board may seek volunteers to cover cafeteria supervision or recess and/or playground supervision for the entire year. Said teachers will be remunerated at one-half of the annual rate of reimbursement for each cafeteria supervision or for each recess and/or playground supervision. If one person covers both segments, i.e., cafeteria and recess and/or playground supervision, he shall be remunerated at the rate of \$2,850.
5. Teachers may leave the building without requesting permission during their duty free periods, but must initial in and out at the General Office.
6. Although teachers are free to use prep time at their discretion, it is expressly understood that parent conferences and/or CST staffings shall supersede any other activity and such parent conferences and/or CST staffings may be scheduled by the building principal. The building principal will so schedule such parent conferences and/or CST staffings for a teacher no more than 20 times per year. The teacher shall be given written notification of two school days prior to said scheduled meeting.
7. Teachers who are required to write Present Levels of Academic Achievement and Functional Performance [i.e. PLEPS] will receive one release day for each 12 Present Levels of Academic Achievement and Functional Performance that need to be completed.

E. Meetings

1. Teachers may be required to come before or to remain after the end of the regular workday, without additional compensation for the purpose of attending no more than thirty-three (33) meetings per academic year, three (3) of which may be at night. Such meetings shall begin no later than fifteen (15) minutes after the student dismissal and shall run for no longer than one (1) hour whenever possible. Except in cases of emergency, meetings which take place after the regular in-school workday and which require attendance, shall not be called on Fridays, and days immediately preceding any holiday, or days upon which teacher attendance is not required at school.

2. An Association representative may speak at the conclusion of any faculty meeting at the request of the representative.
3. No staff member shall be required to attend a meeting in which the agenda is not pertinent to his or her professional responsibilities, and when only part of the agenda is pertinent to a staff member, those items shall be discussed first and a staff member shall be permitted, at the discretion of the building principal, to leave at the conclusion of those items.
4. It is agreed that a faculty meeting agenda will be distributed in advance of the meeting, to include items reasonably expected to be discussed.

F. Extracurricular Activities

1. Teacher participation in extracurricular activities beyond the school day shall be voluntary.
2. Teachers shall be compensated in accordance with the Extra Pay/Extra Duty Guide.
3. No teacher shall participate in an extracurricular activity until a signed, written agreement pertaining to terms and conditions for said position has been executed by the Board and the Association.
4. Teachers shall be compensated for Extra Pay/Extra Duty Guide assignments in three (3) payments over the course of the activity for athletics and two (2) payments over the course of the activity for advisorships.

ARTICLE VIII

NON-TEACHING DUTIES

A. Teachers may be required to perform the following non-teaching duties as determined by the building principal and according to need, including but not limited to:

1. Cafeteria supervision;
2. Recess and/or playground supervision;
3. Bus duty;
4. Hall duty;
5. Supervision of lavatories; and
6. Detention duty.

B. 1. No teacher in grades 6-12 shall be assigned to either cafeteria supervision, and/or recess and/or playground supervision more than twenty (20) times per school year. On the high school level, teachers may be assigned a maximum of twenty (20) additional cafeteria duty assignments and shall be compensated \$30.00 per assignment.

- B.** 2. In addition to B1 above, the Board may seek volunteers to cover cafeteria supervision and recess and/or playground supervision for the entire school year. Said supervision shall be one (1) period in length. Volunteers shall be remunerated at twenty-four hundred dollars (\$2,400) per year for the duration of this contract.
- C.** No teacher shall perform more than one non-teaching duty per day. Such assignments shall not be greater than one regular instruction period of time. No teacher shall be assigned a duty on days on which they are involved in Middle School team meetings.
- D.** Teachers who volunteer may be assigned to a non-teaching duty prior to, during, or after the close of the teacher workday.
- E.** Curriculum work/In-Service workshops – Teachers who are involved in Summer curriculum work and/or in-service workshops, as well as school nurses who perform Summer work in preparation of the new school year, shall be paid at the Summer curriculum rate of \$20 per hour. Nurses will be permitted to work up to two (2) days each Summer.
- F.** The selection of teachers who apply for the posted paid positions of cafeteria duty, after school detention, homework club, and Saturday detention shall be governed by the following procedure: Teachers shall apply for each separate duty. If only one teacher applies for the position, that person shall receive it. If more than one teacher applies for a single duty, then the order of selection shall be: first the teacher who has never held the specific position, followed by teachers who served from the least recent to the most recent. Should there be an equal number of years served, then selection shall be made by administration between those tied at first position.

ARTICLE IX

TEACHER EMPLOYMENT

- A.** Each teacher shall be placed on his proper step of the salary guide. Proper placement on the salary guide step may not necessarily reflect the years of teaching experience. Any teacher employed by Contract on or before February 1st of any school year and who completes five (5) months of continuous service or who completes six (6) months of contracted full-time employment in one school year shall be given full credit for one year of service toward the next increment step for the following year. Credit up to the maximum step of any salary level on the Teachers' Salary Guide shall be given for previous outside teaching experience and for service in the Peace Corps, Vista or National Teacher Corps, or time spent on a Fulbright Scholarship. This credit and step placement may not correspond to actual years of service.
1. A teacher returning to the district shall be placed on his proper step of the salary guide. Proper placement shall be the step on the guide that is equivalent to the placement of any other teacher with the equivalent years of teaching experience.

2. Any teacher returning from a leave or other extended absence shall be placed on the proper step of the guide, i.e., equivalent to any other teacher with the same number of credited years of experience.
3. Placement on the salary guide for new employees will be such that placement will correspond to the placement of existing employees with similar work experience.

B. Previously accumulated unused sick leave days shall be restored to all teachers returning from leave. Whenever the Board employs any person who has an unused accumulation of sick leave days from another school district in New Jersey, the Board will grant full credit therefore from the immediate previous district only. Proof of unused sick leave is the responsibility of the employee and must be in written form from the previous district.

C. All teachers shall be notified of their contract and salary steps for the ensuing year no later than April 30th, or as per statute.

ARTICLE X

SALARIES

A. Salary Schedule

The salary guides shall be attached hereto and made a part hereof.

B. Method of Payment

1. Each teacher employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
2. When a payday falls on or during a school holiday, vacation or weekend, paychecks shall be available to all unit members on the last working day.
3. Upon completion of year-end duties and release by the principal, teachers will be paid on the last day of school.
4. A teacher may annually choose to have any amount deducted and deposited in his account at Tri-Co Federal Credit Union.
5. A teacher may choose to have any amount deducted and deposited in his account for tax sheltered annuity.

C. Travel

All requests for travel reimbursement must be made to the Board through the Superintendent and have approval prior to the travel date. This approval by the Board will permit reimbursement at the IRS rate. The following rates will be the maximum reimbursement permitted by the Board: Lodging – Maximum of \$75.00 per night and only upon an original bill being presented to the Board;

Food - \$8.00 for breakfast, \$10.00 for lunch and \$25.00 for Dinner. Reimbursement will also be made for parking and tolls upon submission of receipts.

ARTICLE XI

TEACHER ASSIGNMENT

- A.** All teachers shall be given written notice of their class and/or subject assignments, building assignments and elementary room assignments for the forthcoming year not later than May 15th, if possible. A list of said schedules and assignments shall be made available to the Association.
- B.** The Superintendent shall give notice of assignments to new teachers as soon as practicable.
- C.** Teachers who use their own automobiles in the performance of their duties shall be reimbursed at the IRS rate.
- D.** The Board will designate one parking space at each school for traveling teachers.
- E.** No later than May 1st of the school year, the Superintendent shall forward to the Association and post in all school buildings a list of the known vacancies which shall occur during the following school year.
- F.** For a known vacancy, teachers who desire a change in grade and/or subject assignment may file a written statement of such desire with the Superintendent.
- G.** Teachers who are required to travel between buildings shall be provided with thirty (30) minutes of travel time, where possible, in addition to their preparation time.

ARTICLE XII

TEACHER EVALUATION

- A.** All classroom monitoring or observation of the work performance of a teacher shall be conducted openly. There will be no use of public address/audio video systems and similar devices without the full knowledge of the teacher. Formal observations should be made during the school year to make the teacher aware of progress or lack of progress for contractual purposes. All non-tenure teachers will be observed at least two (2) times before January 1st provided the teacher was employed prior to September 30th. Evaluations shall be conducted in accordance with the provisions of N.J.A.C. 6:31-1-19 and 1-21.
- B.** A teacher shall be given a copy of any class visit or evaluation report prepared by his evaluators within a reasonable time before any conference to discuss it. The conference shall be held within six (6) school days following the receipt of the evaluation report. No such report shall be submitted to the central office, placed in the teacher's file, or otherwise acted upon without prior knowledge of the teacher. The observed teacher may respond by way of a reaction paper if he so

chooses and this shall be attached to the original observation sheet. No teacher shall be required to sign a blank or incomplete evaluation form.

C. A teacher shall have the right, upon request, to review the contents of his personnel file through his building principal or his district personnel file through the Superintendent of Schools. A teacher shall be entitled to have a representative of the Association accompany him during such review.

D. No material derogatory to a teacher's conduct, service, character or personality shall be placed in his personnel file unless the teacher has had an opportunity to review such material. The teacher shall have the right to submit a written answer to such material. His answer shall be reviewed by the Superintendent or his designee and attached to the file copy.

E. The Board, or agent thereof, shall not establish any separate personnel file.

F. The Board agrees to protect the confidentiality of personnel references, academic credentials and other similar documents.

ARTICLE XIII

FAIR DISMISSAL PROCEDURE

The dismissal of any teacher shall comply with prevailing statutes.

ARTICLE XIV

TEMPORARY LEAVES OF ABSENCE

A. Accumulative

1. As of September 1st, all teachers employed shall be entitled to ten (10) sick leave days and four (4) personal days each school year as of the first official day of said school year whether or not they report for duty on that day. At least three (3) days notice must be given of personal days. No more than one personal day per year may be taken before or after a school designated holiday or vacation. A teacher who requests three (3) or more days in a row shall be required to submit reason for such leave to the Superintendent for approval.
2. Teachers employed after the beginning of the school year shall receive one sick day for each month employed. A teacher beginning employment on or before the 15th or terminating after the 15th of the month shall receive one (1) full sick day for that month. Where teachers are contracted to work for less than a full contractual year, the number of sick days will be prorated accordingly.

3. In the event of an emergency, the three (3) day request period shall be waived by notification to attendance service prior to 7:00 a.m. of said day of absence. One additional personal day with pay may be granted by the Superintendent upon receipt of adequate reasons for the additional personal time off required. Unused sick leave and personal leave shall be accumulated from year to year with no maximum limit as sick leave.
4. Additional personal leave may be granted without pay to any teachers who require it. At least three (3) days notice must be given of same, except in the event of an emergency.
5. Any day used in excess of the number of days earned sick leave shall be deducted from the teacher's salary at a rate of 1/200th of the employee's annual salary rate for each day so absent. Days shall be charged against the employee's sick leave allowance as follows:
 - a. No days will be charged if the employee works more than one-half of the employee's total workday.
 - b. One-half day will be charged if an employee works less than one-half of the employee's workday.
 - c. "Workday" shall be defined as the contractual hours of employment for a normal school day.

B. Non-Accumulative

Non-accumulative additional sick leave benefits shall be allowed to teachers as follows: The teacher may be given the difference between his pay and a substitute's pay for each sick day over and above the total accumulated sick days. In the event of refusal, reasons for same will be forwarded to the employee by the Board of Education in writing.

C. Types of Leave

Teachers shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year.

1. School Visitation
 - a. With administrative approval, two (2) days for the purpose of visiting other schools or attending meetings or conferences of an educational nature.
 - b. Additional days will be granted at the discretion of the building principal and superintendent.

2. Legal

Time necessary for appearances in any legal proceeding with the teacher's employment or with the school system, except those actions instituted by the employee or Association against the Board.

3. Absence Due to Death

Absence due to death in a teacher's or employee's immediate family/stepfamily, spouse, child, mother, father, sister, brother, mother-in-law, father-in-law, grandparents or household shall be allowed with pay for the required period, not to exceed five (5) days.

4. Temporary Military

The time necessary for a person called into temporary active duty of any unit of the U. S. Reserve or the State National Guard shall be granted with full pay. The employee shall supply written documentation from his/her commanding officer that no non-school times are available/acceptable.

5. Emergency Situations

In the event of illness to the immediate family, that creates an emergency situation, any employee may use up to five (5) days leave at the rate of their pay less substitute's pay, without reference to sick leave. Immediate family shall include parents, spouse and own children.

6. Good Cause

Other leaves of absence with pay may be granted by the Board for good reason.

7. In Addition to Sick Leave

Leaves taken pursuant to above shall be in addition to any sick leave to which the teacher is entitled.

D. Severance Pay

The Board shall provide severance pay as per the following conditions:

1. A teacher must be retiring (collecting or vesting TPAF pension) from teaching and have fifteen (15) or more years of service in Hopatcong.
2. For each day of unused sick leave a teacher shall be paid \$50.00 per day.
3. A teacher must give the Board a six (6) month advance notice of retiring.

4. The severance pay shall be paid on July 15th the school year of retirement.

ARTICLE XV

EXTENDED LEAVES OF ABSENCE

A. Association

The Board agrees that a tenured teacher designated by the Association may, upon request, be granted a leave of absence without pay for up to one (1) year for the purpose of engaging in activities of the Association or its affiliates.

B. International and Federal Programs

A leave of absence without pay of up to two (2) years shall be granted to any tenured teacher who joins the Peace Corps, Vista, National Teacher Corps or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs or accepts a Fulbright Scholarship.

C. Outside Teaching

A tenured teacher shall be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university.

D. Maternity

1. A teacher shall notify the superintendent, in writing, of her pregnancy. Said teacher may continue to teach as long as she is medically fit and shall present the superintendent with medical certification that she is fit to teach during the last three months of her pregnancy. The teacher shall give reasonable notice to the Board prior to commencing leave and the Board shall grant leave effective on the date requested by the teacher.
2. Unpaid child rearing leave, if requested, shall commence immediately after the conclusion of any paid sick leave associated with child birth (or upon release of the infant from the hospital at the option of the parents). Child rearing leave shall be terminated prior to February 1st or August 31st immediately following the start of the leave. Teachers may request and shall be granted additional leave. The total time for child-rearing leave shall not exceed twenty-four (24) months. Teachers wishing to return from leave during the school year shall notify the Board, in writing, of intent to return sixty (60) days prior to the intended date of return. All teachers resuming from child rearing leave during the school year must return no later than February 1st.
3. Teachers whose leave of absence does not commence until after January 31st, shall receive a full year's credit on the salary guide upon return from maternity leave

provided that said teacher performed for either five (5) consecutive months of service in the school year in which the leave commences, or has completed six (6) months of service in the school year in which the leave commences.

E. Adoption

Any teacher adopting a child shall receive similar leave which shall commence upon his/her receiving de facto custody of the child, or earlier if necessary to fulfill the requirements of adoption.

F. Family Illness

A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of the teacher's immediate family.

G. Political

The Board shall grant leave of absence without pay to any teacher to serve in an elected public office for a term not to exceed one (1) year except as provided by statute.

H. Good Cause

Other leaves of absence without pay may be granted by the Board for good reason.

I. Sabbatical Leave

In the event two or more eligible people apply, the Board shall grant a sabbatical leave for one (1) teacher per year subject to the following conditions:

1. The teacher has completed six (6) consecutive years of service in the Hopatcong School District prior to submitting his request for sabbatical leave.
2. Requests for sabbatical leaves must be received by the superintendent in writing prior to January 31st of the preceding school year.
3. Requests for sabbatical leave shall state with particularity the nature and purpose of the leave.
4. In the event that more than one (1) teacher requests a sabbatical leave for a particular year, the Board will make the final decision as to which teacher is granted said leave.
5. The Board of Education shall inform each candidate in writing of his acceptance or denial for a sabbatical leave by March 31st.
6. Teachers must take sabbatical leave for a full school year and shall be paid 50% of their total salary for that full year period.

7. A teacher on sabbatical leave shall be paid in the same manner as if employed in the school district. Upon returning from sabbatical leave, the salary shall be that of the step on the schedule that he would have received had he not been absent from service in the district. If the teacher qualifies for a higher designation on the salary guide, the proper transfer will be made. Adjustments will be made only during the month of September.
 8. At the expiration of the leave, the teacher will be reinstated in the same or comparable position to the one he held at the time the leave was granted.
 9. The teacher shall agree to return to service in the Hopatcong Borough School District for a period of not less than two (2) school years after the sabbatical leave. The obligation upon return shall be waived upon the physical disability of the teacher. The disability may be certified by medical authorities selected by the Board of Education.
 10. Upon being granted a sabbatical leave, the teacher shall sign an agreement requiring that within ninety (90) days following return from his sabbatical leave he shall submit a concise report of the results of his leave to the Superintendent. The report shall contain:
 - a. An account of activities during the leave.
 - b. A statement of progress made on the sabbatical study program as proposed in the application together with an explanation of any significant changes made in the program.
 - c. A statement of future activity related to the sabbatical leave study program, including plans for completion of the program or application of new knowledge.
- J.** Upon return from Peace Corps, Vista, National Teacher Corps, or sabbatical leave, a teacher shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent. For all other types of leave granted by the Board, teachers shall not receive increment credit for times spent on leave.
- K.** All rights and benefits to which a teacher would be entitled at the time his leave commenced shall be restored to him upon his return and he shall be assigned to the same position which he held at the time said leave commenced, if available, or if not, to a substantially equivalent position.
- L.** Any teacher on leave with pay shall receive the same fringe benefits granted to actively employed teachers. The fringe benefits provided in this contract are not available to teachers on unpaid leaves of absence except to the extent that either: (1) the Board is required by the insurance carrier to continue the benefit; (2) the teacher reimburses the Board for the cost of the benefit; or (3) the Board chooses to continue the benefit.
- M.** Any teacher on leave without pay may be permitted to substitute in the Hopatcong School District at the prevailing substitute salary.

N. All extensions or renewals of leaves shall be applied for in writing.

ARTICLE XVI

SUPERVISION OF STUDENT TEACHERS

A. Mutual Responsibility

The Board and the Association mutually recognize that the education of the children of the Hopatcong School District is their primary responsibility. The Board and the Association further recognize their responsibility to assist in the effective training of future teachers under the highest standards.

B. Procedures

The procedures governing the supervision of student teachers shall be those determined by the District.

ARTICLE XVII

MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

Classroom control and discipline procedures shall be made part of the teacher's handbook.

ARTICLE XVIII

INSURANCE PROTECTION

A. Full Health Care Coverage

The Board shall provide the health care insurance protection as designated below. The Board shall pay the full premium for each teacher and, in cases where appropriate, 100% family plan insurance coverage.

1. The Board shall pay the full premium for each teacher and, in cases where appropriate, for full family plan coverage.
2. The Hopatcong Board of Education will provide dental insurance for teachers. The Board shall pay the full premium for each teacher, and in cases where appropriate, 100% for full family plan insurance coverage.

B. Carriers

The Board of Education will annually select the insurance carriers provided that the coverage is equal to or better than the current plan.

C. Complete Annual Coverage

For each teacher who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing July 1st and ending June 30th. When necessary, payment of premiums on behalf of the teachers shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

D. A mandatory second opinion per the rules and regulations of the existing insurance carrier for all elective surgery is required for all participants covered through the Board Health Insurance Program.

E. The Association shall work with the Superintendent to establish a district health insurance cost containment committee. The purpose of the committee will be to suggest strategies and programs that will assist in controlling health insurance cost increases. No recommendations suggested by the committee can be implemented without the approval of the Association and the Board.

F. Deductibles for insurance will be \$200/\$400 per school year.

G. Any employee who relinquishes all family health care coverage shall receive an incentive payment in the amount of \$5,000 per school year. A \$2,500 payment shall be made in December and \$2,500 in June. Employees leaving the district between July 1st and June 30th of any contract year shall receive a pro-rata payment for each month employed during that period. Employees who relinquish benefits will be permitted to re-enroll in the health insurance program during the last year of their employment prior to retirement.

H. Description to Teachers

A description of all insurance coverage shall be furnished to the teachers.

I. A teacher shall have the option of participating in the district's IRS §125 Plan.

ARTICLE XIX

HOMEBOUND/BEDSIDE INSTRUCTION

Teachers shall be compensated for bedside instruction at the rate of \$35.00 per hour. Mileage incurred shall be compensated at the IRS rate.

ARTICLE XX

PERSONAL AND ACADEMIC FREEDOM

A. The personal life of a teacher is not an appropriate concern or attention of the Board except as it may directly prevent the teacher from performing properly his assigned functions during the workday, or as it would disrupt the normal student routine.

B. Citizenship

Teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities do not violate any local, state or federal law.

C. Academic

The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the Hopatcong School District, and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligations to pursue truth in the performance of their teaching functions. Accordingly, they agree as follows:

1. Controversial Material

Teachers shall be guaranteed full freedom in classroom presentations and discussions, but may not introduce politically, religiously, or otherwise controversial material, unless said material is relevant to the course content and all sides of the issues are presented.

2. Personal Opinion

In performing their teaching functions, teachers shall be guaranteed full freedom in expressing their personal opinions on all matters relevant to the course content provided, however, that when they do so they shall make every effort to indicate that they are speaking personally and not on behalf of the school, its Administration, or the Board.

ARTICLE XXI

BOOKS AND OTHER INSTRUCTIONAL MATERIALS AND SUPPLIES

A fund shall be established by the Board for each building at \$50.00 per teacher per year to be used in purchasing incidental supplies for classroom use. Expenditures from this fund shall be at the discretion of the building principal and subject to his/her prior approval.

All items shall become the property of the Board.

ARTICLE XXII

DEDUCTIONS FROM SALARY

A. Association Payroll Dues Deduction

The Board agrees to deduct from the salaries of its teachers, dues for the Hopatcong Education Association, the Sussex County Education Association, the New Jersey Educational Association, and the National Education Association. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969, (N.J.S.A. 52:14-15, 9e) and under rules established by the State Department of Education. The person designated shall disburse such moneys to the Treasurer of the Hopatcong Education Association.

B. Rate Change

Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues on or before August 1st of each year. Those rates certified as of August 1st, remain in effect for the school year.

C. Representation Fee

The Board recognizes the Associations rights pursuant to N.J.S.A. 34:13A-5.4 and agrees to deduct from payroll the maximum representation fee permitted by statute.

ARTICLE XXIII

MISCELLANEOUS PROVISIONS

A. Nondiscrimination

The Board and the Association agree that there shall be no discrimination and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of teachers or in the application or administration of the agreement on the basis of race, creed, color, religion, national origin, sex or marital status.

B. Separability

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

C. Compliance Between Individual Contract and Master Agreement

Any individual contracts between the Board and an individual teacher, heretofore or hereinafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If any individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

D. The Association will be furnished the final draft of this negotiated Agreement suitable for reproductions after which a copy for each professional employee shall be distributed within thirty (30) days of ratification. This expense shall be borne equally by the Board and the Association.

E. Notice

Whenever any notice is required to be given by either of the parties to this Agreement, either party shall do so by telegram or certified mail, return receipt requested, at the following address.

1. If by the Association to the Board at:
Box 1029, Hopatcong, New Jersey 07843
2. If by the Board to the Association at:
Box 134, Hopatcong, New Jersey 07843

F. Binder Clause

This Agreement constitutes terms and conditions for the duration of said Agreement, and the Board and the Association shall carry out the commitments contained herein and give them full force and effect.

G. Savings Clause

Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement to employees covered by this Agreement as established by the rules, regulations, and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any teacher benefit existing prior to its effective date.

H. Association Recognition

In order that the Association's position as the duly recognized collective negotiations agent for the employees in the appropriate bargaining unit will be clear, it is agreed that representatives designated or selected by public employees for the purpose of collective negotiations by the majority of the employees in a unit appropriate for such purposes or by a majority of the employees voting in an election conducted by the Board as authorized by this act, shall be the exclusive representatives for collective negotiations concerning the terms and conditions of employment of the employees in such unit. Anything herein shall not be construed to prevent any official from meeting with an employee organization for the purpose of hearing the facts and requests of its members in such unit so long as:

1. The majority representatives are informed of the meeting.
2. Any changes or modifications in terms and conditions of employment are made only through negotiations with the majority representatives; and
3. Minority organizations shall not present or process grievances. The parties hereto agree that the definition of “Board” as used in this subsection H shall mean the Public Employment Relations Commission, except that if two competing organizations agree, the Board of Education may conduct the election.

ARTICLE XXIV

PROFESSIONAL DEVELOPMENT

The Board will fund a pool of \$42,500 each school year for the school years 2005-2006 through 2007-2008. The pool shall be available to the entire staff.

Each course must be within the scope of the staff member’s professional certification or must be in the area of general professional development, which is deemed by the Superintendent or Assistant Superintendent to be valuable in improving professional performance of the staff member.

The Board will reimburse tuition costs at 50% of the State Universities’ per credit cost average to a maximum of 9 credits per annum for full-time staff or 4 credits annum for part-time staff. A grade of “B” or better must be achieved to qualify for reimbursement. Unused funds shall roll over to the next semester, including the Summer semester. Any unused funds at the end of the year shall roll over to the next year [September].

All requests by teachers for approval of courses must be channeled through the Building Principal to the Superintendent or Assistant Superintendent as follows:

1. Requests for Fall Semester courses, no later than October 18th.
2. Requests for Spring Semester courses, no later than February 18th.
3. Requests for Summer Semester courses, no later than June 18th.

After completion of an approved course, a tuition reimbursement form must be completed and forwarded to the Superintendent or Assistant Superintendent no later than January 30th for Fall Semester, June 30th for Spring Semester and October 15th for Summer Semester, together with proof of payment [i.e., cancelled check, credit card receipt, etc.] Official transcripts showing a grade of “B” or better must also be forwarded by those dates.

Course approval for tuition reimbursement requests must be submitted on forms available through each Building Principal.

ARTICLE XXV

GROUP RATE DISCOUNT FOR TEACHERS

The Board shall support the discount providing the corporate umbrella name. The Association shall investigate the possibility and availability of group discounts for the teaching staff. The Association shall ascertain the procedure for the said discount. These discounts shall be at no costs and no responsibility of the Board.

DURATION

This Agreement shall be effective as of July 1, 2005 and shall conclude June 30, 2008.

In witness whereof, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective negotiation chairpersons, and their seals to be placed hereon, all on this day.

FOR THE BOARD:

FOR THE ASSOCIATION:

By: _____

By: _____

**EXTRA PAY/EXTRA DUTY GUIDE
JULY 1, 2005 – JUNE 30, 2008**

ATHLETIC

CLASS A		100%			
Level 1 - \$4,014	Level 2 - \$4,624	Level 3 - \$5,539		Level 4 - \$6,359	
Football	Soccer (B)	Track (B)	Softball	Basketball (B)	Cross-Country
Wrestling	Soccer (G)	Track (G)	Baseball	Basketball (G)	Field Hockey
Athletic Trainer (\$ per season)					

CLASS B		65%			
Level 1 - \$2,627	Level 2 - \$3,023	Level 3 - \$3,618		Level 4 - \$4,151	
Winter Track	Marching Band & Drill Team			Bowling	
Cheerleading [per season]	Tennis [per season]	Golf [7/8 Grade positions]			

--Coaches Clinic: Upon recommendation of the Superintendent, each Head Coach may request up to \$750.00 per coaching clinics

*-Assistant Coaches will be paid 65% of their Head Coach – adjusted to fit appropriate level of experience.

CLASS A		100%			
Level 1 - \$2,627	Level 2 - \$3,023	Level 3 - \$3,618		Level 4 - \$4,151	

CLASS B		65%			
Level 1 - \$1,725	Level 2 - \$1,982	Level 3 - \$2,369		Level 4 - \$2,710	

ADVISORSHIPS

CLASS A		100%			
Level 1 - \$2,279	Level 2 - \$2,657	Level 3 - \$3,273		Level 4 - \$3,597	
Yearbook					

CLASS B		75%			
Level 1 - \$1,547	Level 2 - \$1,774	Level 3 - \$2,210		Level 4 - \$2,710	
HS Student Council	HS Newspaper	Drama [per play]		Music	

CLASS C		65%			
Level 1 - \$1,165	Level 2 - \$1,499	Level 3 - \$1,923		Level 4 - \$2,356	
Literary Magazine	Varsity Club	National Honor Society			

CLASS D		40% *Per Play			
Level 1 - \$805	Level 2 - \$969	Level 3 - \$1,203		Level 4 - \$1,469	
Technical Director*	Musical Director*	Vocal Director*		Choreographer*	

CLASS E		35%			
Level 1 - \$506	Level 2 - \$770	Level 3 - \$1,009		Level 4 - \$1,291	
Mock Trial	Chess Club	MS Newspaper		MS Classbook	
Academic Bowl	Percussion Advisor	MS Student Council		FCCLA	
Science League	Bring It*	*Advisors to this program will be placed on Level 1 of the Guide effective with the 2006/2007 contract year.			

CLASS ADVISORS

5 th Grade - \$375	6 th Grade - \$400	7 th Grade - \$625	8 th Grade - \$1,000
9 th Grade - \$625	10 th Grade - \$750	11 th Grade - \$1,420	12 th Grade - \$2,025

**YEAR 1
2005-2006
SALARY GUIDE**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
J	40,065	42,865	44,265	46,715	47,815	50,215	51,565	52,615
I	40,265	43,065	44,465	46,915	48,015	50,415	51,765	52,815
H	40,465	43,265	44,665	47,115	48,215	50,615	51,965	53,015
G	40,765	43,565	44,965	47,415	48,515	50,915	52,265	53,315
F	42,870	45,670	47,070	49,520	50,620	53,020	54,370	55,420
E	45,975	48,775	50,175	52,625	53,725	56,125	57,475	58,525
D	49,580	52,380	53,780	56,230	57,330	59,730	61,080	62,130
C	53,685	56,485	57,885	60,335	61,435	63,835	65,185	66,235
B	58,290	61,090	62,940	64,490	66,040	68,440	69,790	70,840
B1	63,395	66,195	67,595	70,045	71,145	73,545	74,895	75,945
A	69,000	71,800	73,200	75,650	76,750	79,150	80,500	81,550

LONGEVITY

A teacher who has completed ten (10) years of full-time teaching in the Hopatcong School District shall receive a longevity stipend of \$350.

A teacher who has completed fifteen (15) years of full-time teaching in the Hopatcong School District shall receive a longevity stipend of \$500.

A teacher who has completed twenty (20) years of full-time teaching in the Hopatcong School District shall receive a longevity stipend of \$1,200.

A teacher who has completed twenty-five years of full-time teaching in the Hopatcong School District shall receive a longevity stipend of \$1,500.

SALARY PLACEMENT

It should be noted that an individual's step on the salary guide does not connote years of service. Since guides have been compressed for dollar distribution, there are many instances wherein teachers with different years of service are on the same salary step. All salary placements have been verified as accurate.

**YEAR 2
2006-2007
SALARY GUIDE**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
I	41,605	44,455	45,880	48,355	49,455	51,855	53,205	54,255
H	41,805	44,655	46,080	48,555	49,655	52,055	53,405	54,455
G	42,100	44,950	46,375	48,850	49,950	52,350	53,700	54,750
F	44,410	47,260	48,685	51,160	52,260	54,660	56,010	57,060
E	47,500	50,350	51,775	54,250	55,350	57,750	59,100	60,150
D	51,090	53,940	55,365	57,840	58,940	61,340	62,690	63,740
C	55,180	58,030	59,455	61,930	63,030	65,430	66,780	67,830
B	59,770	62,620	64,045	66,520	67,620	70,020	71,370	72,420
B1	64,860	67,710	69,135	71,610	72,710	75,110	76,460	77,510
A	70,450	73,300	74,725	77,200	78,300	80,700	82,050	83,100

LONGEVITY

A teacher who has completed ten (10) years of full-time teaching in the Hopatcong School District shall receive a longevity stipend of \$350.

A teacher who has completed fifteen (15) years of full-time teaching in the Hopatcong School District shall receive a longevity stipend of \$500.

A teacher who has completed twenty (20) years of full-time teaching in the Hopatcong School District shall receive a longevity stipend of \$1,200.

A teacher who has completed twenty-five years of full-time teaching in the Hopatcong School District shall receive a longevity stipend of \$1,500.

SALARY PLACEMENT

It should be noted that an individual's step on the salary guide does not connote years of service. Since guides have been compressed for dollar distribution, there are many instances wherein teachers with different years of service are on the same salary step. All salary placements have been verified as accurate.

**YEAR 3
2007-2008
SALARY GUIDE**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
I	43,310	46,210	47,660	50,160	51,260	53,660	55,010	56,060
H	43,510	46,410	47,860	50,360	51,460	53,860	55,210	56,260
G	43,810	46,710	48,160	50,660	51,760	54,160	55,510	56,560
F	45,980	48,880	50,330	52,830	53,930	56,330	57,680	58,730
E	49,050	51,950	53,400	55,900	57,000	59,400	60,750	61,800
D	52,620	55,520	56,970	59,470	60,570	62,970	64,320	65,370
C	56,690	59,590	61,040	63,540	64,640	67,040	68,390	69,440
B	61,260	64,160	65,610	68,110	69,210	71,610	72,960	74,010
B1	66,330	69,230	70,680	73,180	74,280	76,680	78,030	79,080
A	71,900	74,800	76,250	78,750	79,850	82,250	83,600	84,650

LONGEVITY

A teacher who has completed ten (10) years of full-time teaching in the Hopatcong School District shall receive a longevity stipend of \$350.

A teacher who has completed fifteen (15) years of full-time teaching in the Hopatcong School District shall receive a longevity stipend of \$500.

A teacher who has completed twenty (20) years of full-time teaching in the Hopatcong School District shall receive a longevity stipend of \$1,200.

A teacher who has completed twenty-five years of full-time teaching in the Hopatcong School District shall receive a longevity stipend of \$1,500.

SALARY PLACEMENT

It should be noted that an individual's step on the salary guide does not connote years of service. Since guides have been compressed for dollar distribution, there are many instances wherein teachers with different years of service are on the same salary step. All salary placements have been verified as accurate.