

7-0485

14-00

THIS DOES NOT
CIRCULATE
LIBRARY
Institute of Management and
Labor Relations

JUN 10 1985

RUTGERS UNIVERSITY

AN AGREEMENT

BETWEEN

~~THE~~ MORRIS HILLS REGIONAL DISTRICT
EDUCATION ASSOCIATION, INC.

AND

~~THE~~ MORRIS HILLS REGIONAL DISTRICT
BOARD OF EDUCATION

(Employer)

JULY 1, 1984

THROUGH

X

JUNE 30, 1986

TABLE OF CONTENTS

PREAMBLE		1
I	RECOGNITION	2
II	TEACHER WORK YEAR	3
III	TEACHING HOURS AND TEACHING LOAD	4 - 5
IV	TEACHER CONTRACT AND ASSIGNMENT	7 - 8
V	TEACHER EVALUATION	9 -10
VI	TEACHER FACILITIES	11
VII	AIDES	12
VIII	GRIEVANCE PROCEDURE	13-16
IX	SALARIES	17
X	EXTRA-CURRICULAR ACTIVITIES SALARIES AND PROCEDURES	18-19
XI	COACHES SALARIES AND PROCEDURES	20
XII	INSURANCE PROTECTION	21-22
XIII	DEDUCTION FROM SALARY	23
XIV	PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT	24-25
XV	HORIZONTAL ADVANCEMENT ON GUIDE	26
XVI	VACANCIES AND PROMOTIONAL OPPORTUNITIES	27
XVII	SICK LEAVE.	29-29
XVIII	TEMPORARY LEAVES OF ABSENCE	30-31
XIX	EXTENDED LEAVES OF ABSENCE.	32
XX	SABBATICAL LEAVE.	33-36
XXI	INSTRUCTIONAL FREEDOM	37
XXII	FACULTY-ADMINISTRATION COUNCIL.	38
XXIII	PRIVILEGES OF THE ASSOCIATION	39

PREAMBLE

THIS AGREEMENT ENTERED INTO THIS EIGHTEENTH DAY OF
JUNE, 1984 BY AND BETWEEN THE BOARD OF EDUCATION OF THE
MORRIS HILLS REGIONAL DISTRICT, THE COUNTY OF MORRIS, NEW
JERSEY HEREINAFTER CALLED THE "BOARD", AND THE MORRIS HILLS
REGIONAL DISTRICT EDUCATION ASSOCIATION, HEREINAFTER CALLED
THE "ASSOCIATION".

WITNESSETH:

WHEREAS, THE BOARD HAS AN OBLIGATION, PURSUANT TO
CHAPTER 123, PUBLIC LAWS OF 1974, TO NEGOTIATE WITH THE ASSOCIA-
TION; THE REPRESENTATIVE OF EMPLOYEES HEREINAFTER DESIGNATED
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, BE IT

RESOLVED, IN CONSIDERATION OF THE FOLLOWING MUTUAL
COVENANTS, IT IS HEREBY AGREED AS FOLLOWS:

ARTICLE II

TEACHER WORK YEAR

- A. 1. THE IN-SCHOOL WORK YEAR FOR TEACHERS EMPLOYED ON A TEN (10) MONTH BASIS (OTHER THAN NEW PERSONNEL WHO SHALL BE REQUIRED TO ATTEND AN ADDITIONAL TWO (2) OR MORE DAYS OF ORIENTATION) SHALL BE ONE HUNDRED AND EIGHTY-SIX (186) DAYS.
- 2. THE IN-SCHOOL WORK YEAR SHALL INCLUDE DAYS WHEN PUPILS ARE IN ATTENDANCE, ORIENTATION DAYS, AND ANY OTHER DAY ON WHICH TEACHER ATTENDANCE IS REQUIRED.
- B. THE ASSOCIATION'S OFFICERS SHALL MEET WITH THE SUPERINTENDENT TO ADVISE IN THE FORMULATION OF THE WORK CALENDAR FOR EACH YEAR FOR THE TERM OF THIS AGREEMENT. SUCH MEETINGS SHALL BEGIN NO LATER THAN DECEMBER FIRST OF THE PREVIOUS YEAR.
- C. CHANGES IN THE APPROVED WORK CALENDAR FOR THAT YEAR SHALL BE MADE ONLY AFTER CONSULTATION BETWEEN THE ASSOCIATION AND THE SUPERINTENDENT, EXCEPT IN AN EMERGENCY SITUATION INVOLVING THE HEALTH AND SAFETY OF THE STUDENTS AND THE STAFF.

ARTICLE III (Continued)

3. EACH TEACHER SHALL PLAN LESSONS AND TEACH COURSE CONTENT IN A PRACTICAL AND USEFUL MANNER WITHIN THE GUIDELINES PRESCRIBED IN THE APPROVED COURSES OF STUDY, UNLESS OTHERWISE AUTHORIZED BY THE ADMINISTRATION.
- C.
1. MEETINGS MAY BE CALLED BY THE PRINCIPAL OR SUPERVISORS AS NEEDED.
 2. AFTER SCHOOL MEETINGS SHALL NOT BE CALLED ON A FRIDAY OR ANY SCHOOL DAY IMMEDIATELY PRECEDING ANY DISTRICT-RECOGNIZED HOLIDAY.
 3. NOTICE OF THE TENTATIVE AGENDA FOR ANY MEETINGS SHALL BE GIVEN TO THE TEACHERS INVOLVED AT LEAST THREE (3) DAYS PRIOR TO THE MEETING EXCEPT IN AN EMERGENCY. TEACHERS SHALL HAVE THE OPPORTUNITY TO SUGGEST ITEMS FOR THE AGENDA.
- D.
- TEACHER ASSIGNMENTS SHALL BE MADE CONSISTENT WITH SUBJECT PREPARATION AND SUBJECT AREA NEEDS. THE BOARD AND ADMINISTRATION SHALL ATTEMPT TO IMPLEMENT THIS, PROVIDING THE FACILITIES AND SCHEDULING ALLOW SUCH IMPLEMENTATION, ACCORDING TO THE FOLLOWING GUIDELINES:
1. TEACHERS SHALL NOT BE REQUIRED TO TEACH CLASSES IN MORE THAN TWO (2) DEPARTMENTS, NOR MORE THAN A TOTAL OF THREE (3) COURSES INVOLVING DIFFERENT COURSES OF STUDY;
 2. REGULAR CLASSROOM TEACHERS SHALL NOT BE REQUIRED TO CHANGE TEACHING STATIONS MORE THAN TWICE DURING THE SCHOOL DAY;
 3. TEACHERS SHALL NOT BE REQUIRED TO TEACH AND/OR SUPERVISE CONTINUOUSLY FOR MORE THAN THREE (3) PERIODS;
 4. TEACHERS SHALL HAVE A DAILY DUTY-FREE LUNCH PERIOD OF AT LEAST TWENTY-NINE (29) MINUTES; AND
 5. A TEACHER MAY AGREE TO EXCEED THE LIMITATIONS STATED IN THIS SECTION D.
- E.
1. TEACHERS SHALL, IN ADDITION TO THEIR LUNCH PERIOD, HAVE ONE (1) DAILY PREPARATION PERIOD DURING WHICH THEY SHALL NOT BE ASSIGNED TO OTHER DUTIES. THIS PERIOD IS TO BE USED BY THE TEACHER ONLY TO PREPARE HIS LESSONS OR TESTS, WORK PAPERS, OR ANY OTHER RELATED TEACHING FUNCTIONS.

ARTICLE IV

TEACHER CONTRACT AND ASSIGNMENT

A. NON-TENURED TEACHERS HIRED BEFORE SEPTEMBER 30:

ON OR BEFORE APRIL 30, THE BOARD SHALL GIVE TO EACH NON-TENURED TEACHER CONTINUOUSLY EMPLOYED BY IT SINCE THE PRECEDING SEPTEMBER 30, EITHER:

1. A WRITTEN OFFER OF A CONTRACT FOR EMPLOYMENT FOR THE NEXT SUCCEEDING YEAR. SAID OFFER SHALL STATE SALARY STEP AND DEPARTMENT ASSIGNMENT (WITHIN THE SCOPE OF THE TEACHER'S CERTIFICATION).
2. A WRITTEN NOTICE THAT SUCH EMPLOYMENT WILL NOT BE OFFERED.
3. IF THE TEACHER DESIRES TO ACCEPT SUCH EMPLOYMENT, HE SHALL NOTIFY THE BOARD OF SUCH ACCEPTANCE, IN WRITING, ON OR BEFORE JUNE 1. IN THE ABSENCE OF SUCH NOTICE OF ACCEPTANCE, THE WRITTEN NOTICE OF CONTRACT OFFER SHALL BE NULL AND VOID.

B. NON-TENURED TEACHERS HIRED AFTER SEPTEMBER 30:

ON OR BEFORE JUNE 1, THE BOARD SHALL GIVE TO EACH NON-TENURED TEACHER CONTINUOUSLY EMPLOYED BY IT, BUT HIRED AFTER SEPTEMBER 30, EITHER:

1. A WRITTEN OFFER OF A CONTRACT FOR EMPLOYMENT FOR THE NEXT SUCCEEDING YEAR. SAID OFFER SHALL STATE SALARY STEP AND DEPARTMENT ASSIGNMENT (WITHIN THE SCOPE OF THE TEACHER'S CERTIFICATION).
2. A WRITTEN NOTICE THAT SUCH EMPLOYMENT WILL NOT BE OFFERED.
3. IF THE TEACHER DESIRES TO ACCEPT SUCH EMPLOYMENT, HE SHALL NOTIFY THE BOARD OF SUCH ACCEPTANCE, IN WRITING, ON OR BEFORE JUNE 15. IN THE ABSENCE OF SUCH NOTICE OF ACCEPTANCE, THE WRITTEN NOTICE OF CONTRACT OFFER SHALL BE NULL AND VOID.

C. TENURED TEACHERS:

ON OR BEFORE JUNE 1, THE BOARD SHALL GIVE TO EACH TENURED TEACHER A WRITTEN NOTICE OF SALARY STEP AND DEPARTMENT ASSIGNMENT (WITHIN THE SCOPE OF THE TEACHER'S CERTIFICATION).

- D. 1. IN THE EVENT THAT CHANGES IN THE TEACHER'S SUBJECT ASSIGNMENTS ARE MADE DURING THE SUMMER, THE TEACHER AFFECTED SHALL BE NOTIFIED AS SOON AS PRACTICABLE.

ARTICLE V

TEACHER EVALUATION

- A. 1. ALL PLANNED MONITORING OR OBSERVATION OF THE WORK PERFORMANCE OF A TEACHER SHALL BE CONDUCTED OPENLY WITH FULL KNOWLEDGE OF THE TEACHER.
 2. TEACHERS SHALL BE EVALUATED BY CERTIFIED EVALUATORS.
 - a) NON-TENURE TEACHERS CONTINUOUSLY EMPLOYED SINCE THE PRECEDING SEPTEMBER 30 SHALL BE EVALUATED AT LEAST THREE (3) TIMES PRIOR TO APRIL 30 OF EACH YEAR. THESE THREE (3) EVALUATIONS SHALL BE CONDUCTED OVER A PERIOD OF AT LEAST FIVE (5) MONTHS TO ENABLE SAID TEACHER AND EVALUATOR TO BE COGNIZANT OF AREAS OF IMPROVEMENT, STRENGTHS, AND WEAKNESSES. AN EVALUATION MAY CONSIST OF AN OBSERVATION OF MORE THAN ONE CONSECUTIVE OR NON-CONSECUTIVE DAYS.
 - b) TENURE TEACHERS SHALL BE EVALUATED AT LEAST ONE TIME DURING EACH SCHOOL YEAR.
 3. A TEACHER SHALL BE GIVEN A COPY OF ANY EVALUATION REPORT PREPARED BY HIS EVALUATORS AT LEAST ONE (1) DAY BEFORE ANY CONFERENCE TO DISCUSS IT, OR EITHER PARTY MAY REQUEST THAT THE EVALUATION BE DISCUSSED WHEN THE COPY IS ISSUED. NO SUCH REPORT SHALL BE SUBMITTED TO THE CENTRAL OFFICE, PLACED IN A TEACHER'S FILE, OR OTHERWISE ACTED UPON WITHOUT PRIOR CONFERENCE WITH THE TEACHER. ALL TEACHERS SHALL BE REQUIRED TO SIGN THE EVALUATION REPORT. SUCH SIGNATURE DOES NOT INDICATE AGREEMENT, SIMPLY THAT THE TEACHER HAS SEEN IT.
- B. ANY TEACHER ACHIEVING A SATISFACTORY RATING SHALL RECEIVE A FULL INCREMENT. ANY TEACHER RECEIVING AN UNSATISFACTORY RATING MAY BE DENIED A FULL INCREMENT.
- C. 1. A TEACHER SHALL HAVE THE RIGHT, NO MORE THAN TWICE A YEAR, UPON REQUEST, TO REVIEW THE CONTENTS OF HIS PERSONNEL FILE WITH THE SUPERINTENDENT. A TEACHER, AT HIS REQUEST, SHALL BE ENTITLED TO HAVE A REPRESENTATIVE OF THE ASSOCIATION ACCOMPANY HIM DURING SUCH REVIEW.
2. 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 AND AFFIX HIS SIGNATURE TO THE COPY TO BE FILED WITH THE EXPRESS UNDERSTANDING THAT SUCH SIGNATURE IN NO WAY INDICATES AGREEMENT WITH THE CONTENTS THEREOF. THE TEACHER SHALL ALSO HAVE THE RIGHT TO SUBMIT A WRITTEN ANSWER TO SUCH MATERIAL AND HIS ANSWER SHALL BE REVIEWED BY THE SUPERINTENDENT OR HIS DESIGNEE AND ATTACHED TO THE FILE COPY.

ARTICLE VI
TEACHER FACILITIES

- A. EACH SCHOOL SHALL CONTINUE TO MAKE EVERY EFFORT TO MAKE THE FOLLOWING AVAILABLE:
1. A SERVICEABLE DESK AND CHAIR FOR EACH TEACHER.
 2. EXCEPT IN TIMES OF EMERGENCY, WELL-LIGHTED, VENTILATED, AND CLEAN TEACHER REST ROOMS SEPARATE FROM THE STUDENTS' REST ROOMS.
 3. SUITABLE SPACE, EITHER IN THE TEACHERS' LOUNGE OR IN THE CLASSROOM, FOR EACH TEACHER TO STORE COATS, OVERSHOES, AND PERSONAL ARTICLES.
 4. COPIES FOR EACH TEACHER'S USE OF ALL TEXTS USED IN EACH OF THE COURSES HE IS TO TEACH, AS WELL AS TEACHERS' EDITIONS FOR ALL TEXTS, WORKBOOKS AND LABORATORY BOOKS, AND A DESK DICTIONARY FOR EVERY ACADEMIC CLASSROOM. TEACHERS SHALL BE HELD ACCOUNTABLE FOR ALL SUCH ITEMS.
 5. CHALKBOARD SPACE IN EVERY CLASSROOM.
 6. AIR CONDITIONING IN EACH OF THE FACULTY ROOMS.
 7. STORAGE FACILITIES FOR TEACHING SUPPLIES AND MATERIALS IN EACH CLASSROOM.
 8. THREE ELECTRIC TYPEWRITERS SHALL BE PROVIDED IN EACH BUILDING FOR TEACHER USE. TYPEWRITERS ARE TO BE PLACED BY THE BUILDING PRINCIPAL.

ARTICLE VIII

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A "GRIEVANCE" IS A CLAIM BY A TEACHER OR THE ASSOCIATION BASED UPON THE INTERPRETATION, APPLICATION, OR ALLEGED VIOLATION OF THIS AGREEMENT, POLICIES, OR ADMINISTRATIVE DECISIONS WHICH AFFECT THE TERMS AND CONDITIONS OF EMPLOYMENT OF A TEACHER OR A GROUP OF TEACHERS. ASSOCIATION GRIEVANCES MUST SPECIFY THE GROUP OR GROUPS.
2. A "GRIEVANT" IS THE PERSON OR PERSONS MAKING THE CLAIM.
3. A "PARTY IN INTEREST" IS THE PERSON OR PERSONS MAKING THE CLAIM AND ANY PERSON WHO MIGHT BE REQUIRED TO TAKE ACTION OR AGAINST WHOM ACTION MIGHT BE TAKEN IN ORDER TO RESOLVE THE CLAIM.

B. PURPOSE

THE PURPOSE OF THIS PROCEDURE IS TO SECURE, AT THE LOWEST POSSIBLE LEVEL, EQUITABLE SOLUTIONS TO THE PROBLEMS WHICH MAY FROM TIME TO TIME ARISE AFFECTING TEACHERS. BOTH PARTIES AGREE THAT THESE PROCEDURES WILL BE KEPT INFORMAL AT ALL LEVELS OF THE PROCEDURE.

C. PROCEDURE

1. SINCE IT IS IMPORTANT THAT GRIEVANCES BE PROCESSED AS RAPIDLY AS POSSIBLE, THE NUMBER OF DAYS INDICATED AT EACH LEVEL SHOULD BE CONSIDERED AS A MAXIMUM AND EVERY EFFORT SHOULD BE MADE TO EXPEDITE THE PROCESS. THE TIME LIMITS SPECIFIED AT ANY LEVEL MAY BE EXTENDED BY MUTUAL AGREEMENT.
2. IN THE EVENT A GRIEVANCE IS FILED AT SUCH TIME THAT IT CANNOT BE PROCESSED THROUGH ALL THE STEPS IN THIS GRIEVANCE PROCEDURE BY THE END OF THE SCHOOL YEAR AND, IF LEFT UNRESOLVED UNTIL THE BEGINNING OF THE FOLLOWING SCHOOL YEAR, COULD RESULT IN IRREPARABLE HARM TO A PARTY IN INTEREST, THE TIME LIMITS SET FORTH HEREIN SHALL BE REDUCED SO THAT THE GRIEVANCE PROCEDURE MAY BE EXHAUSTED PRIOR TO THE END OF THE SCHOOL YEAR OR A MUTUALLY DETERMINED TIME THEREAFTER.
3. THE GRIEVANCE TO BE CONSIDERED UNDER THIS PROCEDURE MUST BE INITIATED BY THE GRIEVANT WITHIN TWENTY (20) CALENDAR DAYS OF THE ALLEGED OCCURRENCE, EXCEPT DURING CHRISTMAS AND EASTER VACATION PERIODS WHEN THE TIME LIMITS SHALL BE EXTENDED BY THE NUMBER OF DAYS IN THE VACATION PERIOD.

ARTICLE VIII (Continued)

THE FOLLOWING ARE NOT SUBJECT TO ARBITRATION:

- a) ANY MATTER FOR WHICH A SPECIFIC METHOD OF REVIEW IS PRESCRIBED EITHER BY LAW OR ANY REGULATION OF THE STATE COMMISSIONER OF EDUCATION,
- b) A COMPLAINT OF A NON-TENURED TEACHER WHICH ARISES BY REASON OF HIS NOT BEING RE-EMPLOYED,
- c) A COMPLAINT BY ANY TEACHER OCCASIONED BY APPOINTMENT TO, RETENTION IN OR LACK OF RETENTION IN ANY POSITION FOR WHICH TENURE IS EITHER NOT POSSIBLE OR NOT REQUIRED, AND
- d) ANY MATTER NOT SPECIFICALLY PART OF THIS AGREEMENT OR NOT PERTAINING TO MATTERS WHICH FIT THE DESCRIPTION OF THE TERM "GRIEVANCE" AS STATED IN PARAGRAPH ONE OF THIS ARTICLE.

9. STEP SIX

THE FOLLOWING PROCEDURE SHALL BE USED TO SECURE THE SERVICES OF AN ARBITRATOR:

- a) IF THE ASSOCIATION WISHES TO SECURE THE SERVICES OF AN ARBITRATOR, IT SHALL REQUEST THE AMERICAN ARBITRATION ASSOCIATION TO PROVIDE A LIST OF ARBITRATORS TO SETTLE THE DISPUTE.
- b) ONCE A REQUEST IS MADE TO THE AMERICAN ARBITRATION ASSOCIATION, THE PARTIES SHALL BE BOUND BY ITS RULES AND REGULATIONS.
- c) THE DECISION OF THE ARBITRATOR SHALL BE SUBMITTED TO THE BOARD AND THE ASSOCIATION AND SHALL BE FINAL AND BINDING ON THE PARTIES.
- d) THE COSTS FOR THE SERVICES OF THE ARBITRATOR SHALL BE BORNE EQUALLY BY BOTH PARTIES. ANY OTHER EXPENSES SHALL BE PAID BY THE PARTY INCURRING SAME.

ARTICLE IX

SALARIES

- A. THE SALARIES OF ALL TEACHERS COVERED BY THIS AGREEMENT ARE SET FORTH IN SCHEDULES A-1 AND A-2 .
1. TEACHERS EMPLOYED ON A TEN (10) MONTH BASIS SHALL BE PAID IN TWENTY (20) EQUAL SEMI-MONTHLY INSTALLMENTS.
 2. TEACHERS MAY INDIVIDUALLY ELECT TO HAVE A SPECIFIED DOLLAR AMOUNT OF THEIR MONTHLY SALARY DEDUCTED FROM THEIR PAY. THESE FUNDS SHALL BE DEPOSITED IN AN INTEREST BEARING ACCOUNT, PAYABLE TO THE TEACHER, IN THE TRI-CO FEDERAL CREDIT UNION.
 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 (BARRING UNFORESEEN CIRCUMSTANCES).
 4. TEACHERS SHALL RECEIVE THEIR FINAL CHECK FOR THE CURRENT YEAR ON THE LAST WORKING DAY IN JUNE, PROVIDED THE TEACHER HAS COMPLETED ALL AREAS OF THE CHECKOUT PROCEDURE.

ARTICLE X (Continued)

- D. NOVEMBER 30, MARCH 15 AND THE LAST PAYDAY IN JUNE ARE DESIGNATED AS DATES ON WHICH PAYMENT FOR ACTIVITIES SHALL BE MADE. UPON COMPLETION OF THE SPONSOR'S RESPONSIBILITIES FOR THAT ACTIVITY, THE DISTRICT'S BUSINESS OFFICE SHALL ISSUE PAYMENT ON THE CLOSEST DESIGNATED PAYDAY AS SHOWN ABOVE.

ARTICLE XII

INSURANCE PROTECTION

- A. THE BOARD SHALL PROVIDE AND PAY THE FULL PREMIUM FOR THE HEALTH CARE INSURANCE PROTECTION DESIGNATED BELOW:
1. THE BOARD SHALL DETERMINE THE TYPE OF COVERAGE APPROPRIATE FOR EACH EMPLOYEE.
 - A. EMPLOYEE WITH SPOUSE AND FAMILY - THE BOARD WILL PROVIDE FAMILY COVERAGE.
 - B. EMPLOYEE AND SPOUSE BOTH EMPLOYED BY THE BOARD AND WITHOUT CHILDREN - THE BOARD WILL PROVIDE ONE HUSBAND/WIFE COVERAGE AND ONE HUSBAND/WIFE COVERAGE.
 - C. EMPLOYEE WHO IS A SINGLE PARENT - THE BOARD WILL PROVIDE PARENT AND CHILD COVERAGE.
 - D. EMPLOYEE AND SPOUSE BOTH EMPLOYED BY THE BOARD AND WITH CHILDREN - THE BOARD WILL PROVIDE ONE FAMILY COVERAGE AND ONE HUSBAND/WIFE COVERAGE.
 - E. EMPLOYEE WHO IS SINGLE - THE BOARD WILL PROVIDE SINGLE COVERAGE.
 2. THE BOARD SHALL PROVIDE THE BLUE CROSS/BLUE SHIELD 750 PLAN, OR COMPARABLE, AND MAJOR MEDICAL COVERAGE.
 3. FOR EACH TEACHER WHO REMAINS IN THE EMPLOY OF THE BOARD FOR THE FULL SCHOOL YEAR, THE BOARD SHALL CONTINUE TO MAKE PAYMENT OF INSURANCE PREMIUMS TO PROVIDE INSURANCE COVERAGE FOR A FULL TWELVE-MONTH PERIOD.
 4. FOR EACH NEW TEACHER, COVERAGE SHALL COMMENCE SEPTEMBER 1 (PROVIDED SAID TEACHER EXECUTES AND SUBMITS APPROPRIATE FORMS TO THE DISTRICT BUSINESS OFFICE BY AUGUST 25) AND CONTINUE FOR THE FULL TERM AS DESCRIBED IN PARAGRAPH 3 ABOVE.
 5. IT IS THE RESPONSIBILITY OF THE TEACHER TO NOTIFY THE BOARD SECRETARY OF ANY CHANGES IN MARITAL OR DEPENDENT STATUS IN ACCORDANCE WITH THE MASTER PLAN(S).
- B. THE BOARD SHALL PROVIDE EACH NEW TEACHER A DESCRIPTION OF THE HEALTH-CARE INSURANCE COVERAGE PROVIDED UNDER THIS ARTICLE AT THE BEGINNING OF THE SCHOOL YEAR, WHICH SHALL INCLUDE A DESCRIPTION OF CONDITIONS AND LIMITS OF COVERAGE. ALL TEACHERS SHALL BE PROVIDED WITH A COPY OF ANY CARRIER CHANGES IN COVERAGE AS THEY OCCUR.

ARTICLE XIII

DEDUCTION FROM SALARY

A. THE BOARD AGREES TO DEDUCT FROM THE SALARIES OF ITS TEACHERS DUES FOR THE MORRIS HILLS REGIONAL DISTRICT EDUCATION ASSOCIATION, THE MORRIS COUNTY COUNCIL OF EDUCATION ASSOCIATIONS, THE NEW JERSEY EDUCATION ASSOCIATION, AND THE NATIONAL EDUCATION ASSOCIATION, AS SAID TEACHERS INDIVIDUALLY AND VOLUNTARILY AUTHORIZE THE BOARD TO DEDUCT. SUCH DEDUCTIONS SHALL BE MADE IN COMPLIANCE WITH CHAPTER 310, PUBLIC LAWS OF 1967 (NJSA 18:14-15.9E) AND UNDER RULES ESTABLISHED BY THE STATE DEPARTMENT OF EDUCATION. SAID MONIES, TOGETHER WITH RECORDS OF ANY CORRECTIONS, SHALL BE TRANSMITTED TO THE TREASURER OF THE MORRIS HILLS REGIONAL DISTRICT EDUCATION ASSOCIATION BY THE FIFTEENTH OF EACH MONTH FOLLOWING THE MONTHLY PAY PERIOD IN WHICH DEDUCTIONS WERE MADE. THE ASSOCIATION TREASURER SHALL DISBURSE SUCH MONIES TO THE APPROPRIATE ASSOCIATION OR ASSOCIATIONS.

B. THE BOARD AGREES TO DEDUCT FROM TEACHERS' SALARIES MONEY FOR THE FOLLOWING:

WASHINGTON NATIONAL INSURANCE
ASSOCIATION DUES
T.I.A.F.
P.E.R.S.
SOCIAL SECURITY
TRUST CO FEDERAL CREDIT UNION
TRUST SHELTERED ANNUITY PLANS AS APPROVED BY THE BOARD
U.S. SAVINGS BONDS
PENSION LOANS
INCOME TAX
AND ANY OTHER PROGRAM AGREED TO BY THE BOARD AND ASSOCIATION OR REQUIRED BY LAW

AS SAID TEACHERS INDIVIDUALLY AND VOLUNTARILY AUTHORIZE THE BOARD TO DEDUCT AND TO TRANSMIT THE MONIES PROMPTLY TO SUCH ASSOCIATION OR ASSOCIATIONS.

C. TEACHERS SHALL BE PERMITTED TO MAKE CHANGES DURING THE PERIODS SEPTEMBER 1 - 30 AND JANUARY 1 - 30.

ARTICLE XIV (Continued)

5. A TEACHER WILL BE LIMITED TO SIX (6) CREDITS PER SEMESTER WITH THE EXCEPTION OF THE SUMMER SEMESTER AND INTERSESSION, BEGINNING IN JUNE, DURING WHICH THERE SHALL BE NO LIMIT ON THE CREDITS TAKEN OTHER THAN THE LIMITATION IMPOSED BY THE ANNUAL MAXIMUM. THE MAXIMUM NUMBER OF CREDITS FOR WHICH A TEACHER MAY BE REIMBURSED PER YEAR SHALL BE TWENTY-ONE (21) CREDITS FOR COURSES COMPLETED BETWEEN JULY 1 AND JUNE 30.
6. THE BOARD SHALL ALLOCATE A SUM NOT TO EXCEED \$30,000 FOR THE 1984/85 YEAR AND A SUM NOT TO EXCEED \$30,000 FOR THE 1985/86 YEAR. THESE FUNDS SHALL NOT ACCUMULATE OR CARRY OVER FROM ONE YEAR TO THE NEXT.
7. REIMBURSEMENT WILL ONLY BE MADE FOR COURSES IN WHICH A GRADE OF "B" OR BETTER IS ATTAINED. THIS LIMITATION SHALL NOT APPLY TO HORIZONTAL ADVANCEMENT.
8. ONCE THE FUNDS AVAILABLE FOR TUITION REIMBURSEMENT ARE WITHIN TWO THOUSAND DOLLARS (\$2,000) OF BEING EXHAUSTED, THE SUPERINTENDENT SHALL NOTIFY THE ASSOCIATION OF THE BALANCE REMAINING. AT THIS POINT PREFERENCE FOR REIMBURSEMENT SHALL BE GIVEN TO THOSE APPLICANTS WHO ARE WITHIN SIX (6) CREDITS OF HORIZONTAL MOVEMENT. THEREAFTER, PREFERENCE FOR THE REMAINING FUNDS SHALL BE GIVEN IN THE ORDER OF THE DATE THE APPLICATION IS SUBMITTED TO THE SUPERINTENDENT'S OFFICE. IN THE EVENT OF TIES IN THE ABOVE CATEGORIES, THE BALANCE SHALL BE DISTRIBUTED EQUALLY IN DOLLARS PER CREDIT AMONG THE APPLICANTS

C. SPECIAL COURSES

1. THE SUPERINTENDENT MAY GRANT APPROVAL FOR TUITION REIMBURSEMENT, IN ACCORDANCE WITH THE PROVISIONS OF SECTION B ABOVE, FOR UNDERGRADUATE COURSES IN THE TEACHER'S ASSIGNED AREA OR AREA TO WHICH HE MAY BE ASSIGNED PROVIDED THE COURSE OR A COMPARABLE COURSE IS NOT AVAILABLE AT THE GRADUATE LEVEL AT MONTCLAIR, KEAN, PATERSON, SETON HALL, OR FAIRLEIGH DICKINSON. COURSES REIMBURSED UNDER THIS SECTION SHALL NOT BE APPLIED FOR HORIZONTAL MOVEMENT. UNDERGRADUATE COURSES SHALL NOT BE REIMBURSED AFTER TWENTY THOUSAND DOLLARS (\$20,000) OF THE TUITION REIMBURSEMENT FUNDS HAVE BEEN COMMITTED DURING ANY SCHOOL YEAR.

D. WAIVER OF RIGHT TO PAYMENT

1. A TEACHER LEAVING THE MORRIS HILLS REGIONAL DISTRICT SHALL FORFEIT REIMBURSEMENT OF TUITION FOR THE TERM IN WHICH HE LEAVES IF IT IS PRIOR TO THE END OF THE SCHOOL YEAR. EXCEPTIONS ARE: A TEACHER WHO IS ON MATERNITY LEAVE, NON-TENURED TEACHER WHOSE CONTRACT WAS NOT RENEWED.
2. A TEACHER SHALL NOT RECEIVE REIMBURSEMENT FOR SUCH COURSES IF HE INDICATES, IN WRITING, THE INTENT TO LEAVE THE DISTRICT PRIOR TO THE RECEIPT OF NOTICE OF OFFICIAL SATISFACTORY COMPLETION OF THE COURSES.

ARTICLE XVI

VACANCIES AND PROMOTIONAL OPPORTUNITIES

- A. THE BOARD AGREES, THROUGH THE SUPERINTENDENT, TO PUBLICIZE ALL PROFESSIONAL VACANCIES AND PROMOTIONAL OPPORTUNITIES. WHEN SCHOOL IS IN SESSION, A NOTICE SHALL BE POSTED IN THE GENERAL OFFICE OF EACH SCHOOL AS FAR IN ADVANCE AS IS PRACTICABLE. IN THE EVENT POSTING OF THE VACANCY IS NOT FEASIBLE, THE SUPERINTENDENT WILL COMMUNICATE THE EXISTENCE OF THAT VACANCY TO THE PRESIDENT OF THE ASSOCIATION. TEACHERS WHO DESIRE TO APPLY FOR SUCH VACANCIES OR PROMOTIONAL OPPORTUNITIES SHALL SUBMIT THEIR APPLICATIONS, IN WRITING, TO THE SUPERINTENDENT WITHIN THE TIME LIMIT SPECIFIED IN THE NOTICE, AND THE SUPERINTENDENT SHALL ACKNOWLEDGE, IN WRITING, ALL SUCH APPLICATIONS. DURING THE SUMMER MONTHS, WHEN SCHOOL IS NOT IN SESSION, THE SUPERINTENDENT SHALL POST A NOTICE IN EACH BUILDING AS THOUGH SCHOOL WERE IN SESSION, MAIL A NOTICE TO THE PRESIDENT OF THE ASSOCIATION, AND MAIL A NOTICE TO EACH TEACHER WHO INDICATES, IN WRITING, PRIOR TO THE CLOSE OF THE SCHOOL YEAR THAT HE WISHES TO BE NOTIFIED OF SUCH NOTICES AND HAS PROVIDED THE SUPERINTENDENT'S OFFICE WITH A STAMPED, SELF-ADDRESSED ENVELOPE.
- B. THE NOTICES PERTAINING TO PROMOTIONAL OPPORTUNITIES SHALL DESCRIBE THE POSITION AND ITS DUTIES SHALL BE CLEARLY STATED.
- C. ALL QUALIFIED TEACHERS SHALL BE GIVEN ADEQUATE OPPORTUNITY TO MAKE APPLICATION (AS HEREIN AGREED), AND NO POSITION SHALL BE FILLED UNTIL ALL PROPERLY SUBMITTED APPLICATIONS HAVE BEEN CONSIDERED.

ARTICLE XVII (Continued)

2. IF A TEACHER FAILS TO NOTIFY THE SUBSTITUTE AGENCY OR PRINCIPAL THAT HE/SHE IS RETURNING TO WORK AND BOTH THE SUBSTITUTE TEACHER AND TEACHER APPEAR FOR WORK, THE TEACHER'S SALARY FOR THAT DAY WILL BE LESS THE SUBSTITUTE'S SALARY UNLESS THE SUBSTITUTE IS SUMMONED TO COVER FOR ANOTHER ABSENT TEACHER.

ARTICLE XVIII (Continued)

D. NOTIFICATION

WRITTEN NOTIFICATION FOR ANY OF THE ABOVE (OTHER THAN PARAGRAPH B) MUST BE SUBMITTED TO THE SUPERINTENDENT, PRIOR TO THE ABSENCE, ON A PRESCRIBED FORM AVAILABLE IN EACH PRINCIPAL'S OFFICE, COPY OF SAID FORM TO BE RETURNED TO THE TEACHER.

1. IN CASES WHERE TIME IS NOT AVAILABLE FOR WRITTEN, PRIOR NOTIFICATION, THE TEACHER MUST NOTIFY THE SUPERINTENDENT'S DESIGNATE BY TELEPHONE IN SUFFICIENT TIME TO MAKE ARRANGEMENTS FOR A SUBSTITUTE.
2. APPROVAL FROM THE SUPERINTENDENT IS REQUIRED UNDER PARAGRAPH D ABOVE ONLY WHEN ADEQUATE COVERAGE IS NOT AVAILABLE.

ARTICLE XX
SABBATICAL LEAVE

A. PURPOSE

THE PURPOSE OF SABBATICAL LEAVE IN THE MORRIS HILLS REGIONAL DISTRICT IS TO PROVIDE ELIGIBLE PERSONNEL WITH THE MEANS TO APPLY, THROUGH A PROPOSED PROGRAM, TO INCREASE THEIR KNOWLEDGE AND INSIGHT INTO THEIR SUBJECT AREAS THROUGH STUDY, INDEPENDENT RESEARCH, AND/OR TRAVEL IN ORDER THAT THEY BROADEN THEIR BACKGROUNDS AND THEREBY FULFILL THEIR PROFESSIONAL RESPONSIBILITIES IN A MORE ENRICHED MANNER FOR THE BENEFIT OF OUR STUDENTS, COMMUNITY AND THE DISTRICT THROUGH THE INDIVIDUAL'S PERSONAL GROWTH.

B. ELIGIBILITY

CERTIFIED TEACHERS WILL BE ELIGIBLE FOR A SABBATICAL LEAVE AFTER COMPLETION OF SEVEN (7) YEARS OF FULL TIME SERVICE IN THE MORRIS HILLS REGIONAL DISTRICT. A SUBSEQUENT, SECOND, ONE-YEAR SABBATICAL LEAVE MAY BE REQUESTED FOR BOARD APPROVAL TO FOLLOW THE INITIAL LEAVE AFTER AT LEAST SEVEN MORE YEARS OF FULL TIME SERVICE IN THE MORRIS HILLS REGIONAL DISTRICT.

1. NOT MORE THAN TWO (2) TEACHERS FROM THE MORRIS HILLS REGIONAL DISTRICT SHALL BE GRANTED SABBATICAL LEAVE FOR THE SAME SCHOOL YEAR.
2. IN GRANTING SABBATICAL LEAVES, DUE CONSIDERATION SHALL BE GIVEN TO THE REASONABLE AND EQUITABLE DISTRIBUTION OF SAID LEAVES AMONG THE VARIOUS CURRICULUM AREAS.

C. APPLICATION

REQUESTS FOR SABBATICAL LEAVE SHALL BE MADE TO THE SUPERINTENDENT OF SCHOOLS ON A FORM JOINTLY PREPARED BY THE SUPERINTENDENT AND THE ASSOCIATION AND ATTACHED HERETO. ANY CHANGE OR ADDITION TO THE FORM MUST BE MADE JOINTLY BY THE SUPERINTENDENT AND THE REPRESENTATIVES OF THE ASSOCIATION. APPLICATIONS FOR SABBATICAL LEAVE SHALL BE DELIVERED IN PERSON TO THE SUPERINTENDENT'S OFFICE NO LATER THAN DECEMBER FIRST, PRIOR TO THE SCHOOL YEAR FOR WHICH LEAVE IS REQUESTED.

D. NOTIFICATION

THE SUPERINTENDENT OF SCHOOLS SHALL NOTIFY ALL APPLICANTS FOR SABBATICAL LEAVE OF THE BOARD OF EDUCATION'S DECISIONS BY FEBRUARY FIRST OF THE SCHOOL YEAR PRECEDING THE REQUESTED SABBATICAL LEAVE.

ARTICLE XX (Continued)

G. OBLIGATIONS OF THE BOARD OF EDUCATION

1. THE BOARD OF EDUCATION GUARANTEES TO THE RECIPIENTS OF SABBATICAL LEAVE THAT ALL THE BENEFITS AND EXPERIENCE ACCRUED SHALL BE FROZEN AT THE INCEPTION OF THE LEAVE AND SHALL BE RESTORED TO HIM UPON RETURN.
2. UPON EVIDENCE OF SATISFACTORY COMPLETION OF THE SABBATICAL LEAVE, THE TEACHERS SHALL BE PLACED ON THE SALARY SCHEDULE AT THE LEVEL WHICH HE WOULD HAVE ACHIEVED HAD HE REMAINED ACTIVELY EMPLOYED IN THE SYSTEM DURING THE PERIOD OF HIS ABSENCE.
3. THE SALARY GRANTED TO A TEACHER ON SABBATICAL LEAVE SHALL BE FIFTY PER CENT (50%) OF THE SALARY HE WOULD HAVE RECEIVED IF NOT ON LEAVE.
4. FULL HEALTH INSURANCE SHALL CONTINUE TO BE PAID BY THE BOARD OF EDUCATION DURING THE PERIOD OF SABBATICAL LEAVE.
5. FROM SUCH SALARY SHALL BE DEDUCTED THE REGULAR DEDUCTIONS FOR THE TEACHERS' PENSION AND ANNUITY FUND AND OTHER DEDUCTIONS AS PROVIDED IN ARTICLES IX AND XIII OF THIS AGREEMENT.
6. SALARY PAYMENTS SHALL BE ISSUED IN ACCORDANCE WITH THE GENERAL TIME SCHEDULE FOR PAYMENT OF SALARIES IN THE SCHOOL SYSTEM.

H. EVALUATION COMMITTEE

1. A JOINT COMMITTEE OF THE ASSOCIATION AND THE BOARD OF EDUCATION SHALL EVALUATE AND REVIEW THE APPLICATIONS FOR SABBATICAL LEAVE AND RECOMMEND CANDIDATES FOR SELECTION. THIS COMMITTEE SHALL BE COMPOSED OF FOUR (4) REPRESENTATIVES SELECTED BY THE SUPERINTENDENT, INCLUDING THE SUPERINTENDENT WHO SHALL CHAIR THE COMMITTEE, AND FOUR (4) REPRESENTATIVES OF THE ASSOCIATION APPOINTED BY THE PRESIDENT.
2. FINAL SELECTION OF THE RECIPIENTS OF SABBATICAL LEAVE IS THE RESPONSIBILITY OF THE BOARD OF EDUCATION.
3. THE BOARD MAY DETERMINE, IN ANY GIVEN YEAR, THAT NO LEAVE SHALL BE GRANTED IF THEY DEEM THAT NO CANDIDATE OR A PROGRAM OF THE CANDIDATE IS QUALIFIED.

ARTICLE XXI

INSTRUCTIONAL FREEDOM

- A. EACH TEACHER HAS THE RESPONSIBILITY TO IMPLEMENT THE OBJECTIVES OF THE MORRIS HILLS DISTRICT EDUCATIONAL PHILOSOPHY AND THE COURSES OF STUDY IN THE SUBJECT AREA, WHICH WERE DEVELOPED COOPERATIVELY INCLUDING THOSE THAT WERE DEVELOPED BY THE FEDERAL OR STATE AGENCIES OR PRIVATE OR INDEPENDENT INSTITUTIONS AND APPROVED BY THE ADMINISTRATION AND THE BOARD OF EDUCATION.
- B. ANY TEACHER-INITIATED RECOMMENDATION FOR MODIFICATION OF THE COURSES OF STUDY SHALL BE CLEARED THROUGH THE ADMINISTRATION.

ARTICLE XXIII

PRIVILEGES OF THE ASSOCIATION

- A. THE BOARD AGREES TO MAKE AVAILABLE TO THE ASSOCIATION, UPON REASONABLE ADVANCE REQUEST, ALL INFORMATION THAT IS AVAILABLE TO THE PUBLIC.
- B. UPON THE SUPERINTENDENT'S APPROVAL, ANY REPRESENTATIVES OF THE ASSOCIATION OR ANY TEACHER PARTICIPATING DURING WORKING HOURS IN A GRIEVANCE PROCEEDING SHALL SUFFER NO LOSS IN PAY.
- C. THE ASSOCIATION AND ITS REPRESENTATIVES SHALL HAVE THE USE OF SCHOOL FACILITIES NOT BEING USED FOR INSTRUCTIONAL PURPOSES FOR MEETINGS. REQUESTS FOR SUCH FACILITIES SHALL BE DECIDED BY THE PRINCIPAL IN EACH BUILDING IN QUESTION SUFFICIENTLY IN ADVANCE OF THE TIME AND PLACE OF ALL SUCH MEETINGS.
- D. THE ASSOCIATION SHALL HAVE THE USE OF SCHOOL OFFICE EQUIPMENT INCLUDING TYPERWITERS, MIMEOGRAPHING MACHINES, DUPLICATING MACHINES, CALCULATING MACHINES, AND OTHER TYPES OF AUDIO-VISUAL EQUIPMENT WHEN SUCH EQUIPMENT IS NOT OTHERWISE IN USE. REQUESTS FOR SUCH USE OF EQUIPMENT SHALL BE DECIDED BY EACH BUILDING PRINCIPAL OR HIS DESIGNEE. THE ASSOCIATION SHALL PAY FOR ANY REPAIRS NECESSITATED AS A RESULT THEREOF. REQUESTS MUST BE SUBMITTED IN WRITING TO THE BUILDING PRINCIPAL OR HIS DESIGNEE. NO EQUIPMENT MAY BE REMOVED FROM SCHOOL PROPERTY WITHOUT WRITTEN AUTHORIZATION OF THE SUPERINTENDENT OF SCHOOLS. SUCH APPROVAL SHALL NOT BE UNREASONABLY DENIED.
- E. THE ASSOCIATION SHALL HAVE, IN EACH SCHOOL BUILDING, THE EXCLUSIVE USE OF A BULLETIN BOARD IN EACH FACULTY LOUNGE FOR WHICH NO APPROVAL SHALL BE REQUIRED. A PORTION OF A BULLETIN BOARD IN EACH CENTRAL OFFICE SHALL BE PROVIDED FOR ASSOCIATION USE, SUBJECT TO PRINCIPAL'S APPROVAL. ALL MATERIAL TO BE POSTED ON THE BULLETIN BOARD OF THE BUILDING CENTRAL OFFICE MUST BE SIGNED BY THE ASSOCIATION PRESIDENT OR VICE PRESIDENT AS "ASSOCIATION MATERIAL", WITH A COPY TO THE BUILDING PRINCIPAL.
- F. THE ASSOCIATION SHALL HAVE THE RIGHT TO USE THE INTER-SCHOOL MAIL FACILITIES AND SCHOOL MAIL BOXES FOR ASSOCIATION-RELATED ITEMS AS IT DEEMS NECESSARY, WITH THE APPROVAL OF THE BUILDING PRINCIPAL OR, IN HIS ABSENCE FROM THE BUILDING, HIS DESIGNEE.

ARTICLE XXV

TEACHER USE OF PERSONAL AUTOMOBILE

TEACHERS SHALL NOT BE REQUIRED TO PROVIDE PUPIL TRANSPORTATION OFF SCHOOL GROUNDS FOR STUDENT ACTIVITIES.

HOWEVER, WHENEVER IT IS NECESSARY TO USE THEIR OWN AUTOMOBILES, TEACHERS SHALL BE COMPENSATED AT THE RATE OF

(21) TWENTY-ONE CENTS PER MILE 1984/85

(22) TWENTY-TWO CENTS PER MILE 1985/86

ARTICLE XXVII

NEGOTIATION OF SUCCESSOR AGREEMENT

- A. THE PARTIES AGREE TO ENTER INTO COLLECTIVE NEGOTIATIONS OVER A SUCCESSOR AGREEMENT IN ACCORDANCE WITH CHAPTER 123, PUBLIC LAWS OF NEW JERSEY, 1974.
- B. BEGINNING WITH THE FIRST NEGOTIATING SESSION, NOT LATER THAN SEPTEMBER 15 FOR THE FOLLOWING YEAR, THE LISTED PROCEDURES WILL BE FOLLOWED:
 1. ALL INITIAL ASSOCIATION PROPOSALS AND BOARD PROPOSALS MUST BE SUBMITTED IN WRITING AT THE FIRST MEETING.
 2. AT THE CONCLUSION OF EACH MEETING, THE DATE, TIME, AND PLACE OF THE NEXT MEETING WILL BE MUTUALLY ESTABLISHED.
 3. A ROOM SHALL BE PROVIDED FOR EITHER PARTY FOR THE PURPOSE OF CAUCUS DURING NEGOTIATIONS.
 4. DURING NEGOTIATIONS, THE BOARD AND THE ASSOCIATION SHALL PRESENT RELEVANT DATA, EXCHANGE POINTS OF VIEW, AND MAKE PROPOSALS AND COUNTERPROPOSALS. THE BOARD SHALL MAKE AVAILABLE TO THE ASSOCIATION, FOR INSPECTION, THE FOLLOWING PERTINENT RECORDS, DATA, AND INFORMATION OF THE MORRIS HILLS REGIONAL DISTRICT:
 - a. AN AUDIT REPORT.
 - b. A COMPLETE SALARY STUDY FOR THE SUCCEEDING YEAR SHOWING THE NUMBER OF TEACHERS, CONTRACTUAL SALARIES, TRAINING LEVEL, MORRIS HILLS DISTRICT EXPERIENCE, TOTAL EXPERIENCE, AND STEP ON GUIDE.
- C. NEITHER PARTY IN ANY NEGOTIATIONS SHALL HAVE ANY CONTROL OVER THE SELECTION OF THE NEGOTIATING REPRESENTATIVES OF THE OTHER PARTY. 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, AND TO REACH TENTATIVE AGREEMENT ON PROPOSALS IN THE COURSE OF NEGOTIATIONS.
- D. FINAL AGREEMENT REACHED BY THE ASSOCIATION NEGOTIATING COMMITTEE AND THE BOARD NEGOTIATING COMMITTEE WILL BE PRESENTED TO THE BOARD OF EDUCATION AND THE ASSOCIATION MEMBERSHIP FOR RATIFICATION. ONCE RATIFIED BY BOTH PARTIES, THE MEMORANDUM OF AGREEMENT WILL BE SIGNED BY OFFICIALS OF BOTH PARTIES.

SCHEDULE A-1

SALARY GUIDE (1984/85)

<u>Step</u>	<u>BA</u> <u>1984/85</u>	<u>BA+30</u> <u>1984/85</u>	<u>MA</u> <u>1984/85</u>	<u>MA+30</u> <u>1984/85</u>
1	16,500	17,260	17,710	19,910
2	16,725	17,785	18,235	20,435
3	17,075	18,135	18,585	20,785
4	17,475	18,535	18,985	21,185
5	17,900	18,960	19,410	21,610
6	18,325	19,385	19,835	22,035
7	18,775	19,835	20,285	22,485
8	19,275	20,335	20,785	22,985
9	19,800	20,860	21,310	23,510
10	20,700	21,760	22,210	24,410
11	22,050	23,110	23,560	25,760
12	23,640	24,700	25,150	27,350
13	25,240	26,300	26,750	28,950
14	26,860	27,900	28,350	30,550
15	28,540	29,600	30,050	32,250

LONGEVITY

\$900	16th through 20th year
\$1000	21st through 25th year
\$1100	26th through 30th year
\$1200	31st through 35th year
\$1300	36th through 40th year
\$1400	41st year

Longevity - May be defined as the amount to be paid for total actual years of teaching experience which shall be the basis for payment after the 15th year of teaching and step 15.

SCHEDULE B-1

EXTRA-CURRICULAR ACTIVITY SALARY GUIDE 1984/85

MARCHING BAND

YEARBOOK CHAIRPERSON; SENIOR CLASS CHAIRPERSON;
FORENSICS CHAIRPERSON; S.G.A. CHAIRPERSON;
SPORTS NIGHT CHAIRPERSON; CHORUS, CONCERTS,
DIRECTOR OF MUSICALS

DEBATING CHAIRPERSON; VARSITY CLUB; NEWSPAPER
CHAIRPERSON; DRAMA, DIRECTOR OF MUSICALS;
SCHOOL PLAY HEAD; YEARBOOK ASSISTANT

SPORTS NIGHT ASSISTANT; VARSITY CHEERLEADERS;
SOUND AND LIGHTING

AMERICAN FIELD SERVICES; CENTRAL PRESS; JUNIOR
CLASS CHAIRPERSON; FRESHMAN AND JUNIOR VARSITY
CHEERLEADERS; LITERARY PUBLICATIONS; TICKET
SALES CHAIRPERSON; S.G.A. ASSISTANT;
G.A.A. ASSISTANT; ASSISTANT MARCHING BAND
DIRECTOR; ART SERVICES; SENIOR CLASS ASSISTANT

FORENSICS ASSISTANT; BAND FRONT; MUSIC ACTIVITIES
ASSISTANT; PHOTOGRAPHY; DETENTION; WINTER GUARD

NEWSPAPER ASSISTANT; SOUND AND LIGHTING
ASSISTANT; PORTABLE SOUND; SOPHOMORE CLASS
CHAIRPERSON; FRESHMAN CLASS CHAIRPERSON;
DRAMATICS ASSISTANT; COSTUMING; JUNIOR CLASS
ASSISTANT; CHOREOGRAPHER; MATHEMATICS TEAM
CHAIRPERSON; MEDIA SERVICES COORDINATOR;
NATIONAL HONOR SOCIETY; SET DESIGNER;
FBLA ADVISOR

GAME FILMING

A 3-STEP GUIDE SHALL BE DEVELOPED WHICH SHALL REFLECT AN 8.4% INCREASE OVER
THE TOTAL AMOUNT BEING PAID FOR THE EXTRA-CURRICULAR SALARY GUIDE IN 1983/84.
SUCH GUIDE SHALL BE APPROVED BY THE BOARD OF EDUCATION AND THE EDUCATION
ASSOCIATION.

SCHEDULE C-1

COACHES SALARIES 1984/85

HEAD COACHES GUIDE

	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
<u>FOOTBALL</u>	2,188	2,495	3,005
<u>BASKETBALL</u>	1,720	1,970	2,355
<u>WRESTLING</u>	1,720	1,970	2,355
<u>BASEBALL/SOFTBALL</u>	1,720	1,970	2,355
<u>TRACK</u>	1,720	1,970	2,355
<u>SOCCER/FIELD HOCKEY</u>	1,720	1,970	2,355
<u>ICE HOCKEY</u>	1,490	1,715	2,059
<u>INDOOR TRACK</u>	1,490	1,715	2,059
<u>SWIMMING</u>	1,325	1,510	1,831
<u>FENCING</u>	1,325	1,510	1,831
<u>CROSS COUNTRY</u>	1,325	1,510	1,831
<u>TENNIS</u>	1,215	1,390	1,690
<u>GYMNASTICS</u>	1,215	1,390	1,690
<u>GOLF</u>	865	985	1,266

ASSISTANT COACHES GUIDE

<u>FOOTBALL/TRAINER</u>	1,195	1,508	1,881
<u>BASKETBALL</u>	1,000	1,178	1,549
<u>WRESTLING</u>	1,000	1,178	1,549
<u>BASEBALL/SOFTBALL</u>	1,000	1,178	1,549
<u>TRACK</u>	1,000	1,178	1,549
<u>SOCCER/FIELD HOCKEY</u>	1,000	1,178	1,549
<u>CROSS COUNTRY</u>	830	908	1,165

LONGEVITY: \$190

TUITION REIMBURSEMENT FEES

Reimbursement shall be provided for fees directly related to courses that have been approved for tuition reimbursement and are listed by the college/university on the receipt for tuition. Following are those fees, other than tuition, eligible for reimbursement:

- registration fee (excluding late registration)
- lab fee
- studio fee
- student activity fee