

295

22

Professional Staff Board of Education Relationship

Table of Contents

I. Directory of Names	
Morristown Teachers Association	2
Morristown Board of Education	3
II. Constitution	
Morristown Teachers Association	3
III. Contractual Agreement	6
IV. Actions of the Advisory Board on Administrative Procedures	23
V. Explanation of Payroll Deductions	28

Morristown Teachers Association 1970 – 1971

Executive Committee

Anton Schulzki – High School – President
James Frendak – High School – Vice President
Norma Vender – George Washington School – Secretary
Barbara Nadolny – Alexander Hamilton School – Treasurer
Robert Schechner – High School – Representative
Betty Morrison – Thomas Jefferson School – Representative
Genevieve Troyan – George Washington School – Representative
Catherine Lacey – Alexander Hamilton School – Representative
Phyllis McCormack – Thomas Jefferson School – Immediate Past
President

Committee Chairmen

Leil Smith – High School – Salary
Howard Walker – Lafayette Junior School – Welfare
Harold Weigand – High School – Membership
Eleanor Dixon – Alexander Hamilton School – Professional
Development

Professional Staff Relations

Committee Representatives

Anton Schulzki, James Frendak, Norma Vender, Barbara Nadolny

Advisory Board For Administrative Procedure

Anton Schulzki – MTA President
James Frendak – MTA Vice President
Leil Smith – High School – Appointment
Chloe Thorne – Thomas Jefferson School – Appointment
Tomayne Olsommer – Lafayette Junior School – Appointment
Robert Schechner – High School – Representative
Anet Watkins – Thomas Jefferson School – Representative
Catherine Lacey – George Washington School – Representative

Morristown Board of Education 1970 – 1971

Mrs. William O. Montgomery	President
Mr. David V. Manahan	Vice-President
Mr. Emanuel Averbach	
Mr. Paul J. Marinaccio	
Mr. John A. McCarthy	
Mrs. Nancy Dusenberry	Secretary of the Board
Dr. Harry W. Wenner	Superintendent

Professional Staff Relations Committee

Mr. Paul J. Marinaccio	Board Representative
Mr. David V. Manahan	Board Representative
Dr. Harry W. Wenner	Chairman
Mr. Rocco Feravolo	Secretary

Administrative Representatives on Advisory

Board For Administrative Procedures

Dr. Harry W. Wenner	Ex Officio
Mr. Rocco Feravolo	Central Office Administration
Mr. William E. Kogen	High School Principal
Dr. Stephen B. Fisher	Junior School Principal
Mr. Anthony A. Cirirot	Elementary Principal

Constitution of The Morristown Teachers' Association

Article I – Name

This association shall be called the **Morristown Teachers' Association**.

Article II – Purpose of the Association

The purpose of this Association shall be to foster the spirit of co-operation among its members, to promote professional growth, to promote and protect their welfare and to encourage free and democratic expression by its members.

Article III – Membership

All certified professional employees except the Superintendent of Schools, the assistants to the Superintendent of Schools, all principals and all vice-principals shall be eligible to membership in the Association.

Any question of membership eligibility shall be considered by a membership committee composed of the building representatives of the various schools. This committee will send its recommendation to the President of the Association who will submit the recommendation to the association at the very next general meeting for a final determination.

Article IV – Officers, Methods of Election, Terms of Office

Section 1. The officers of this Association shall be a President, Vice-President, Secretary, and Treasurer.

Section 2. The officers shall be elected by a ballot at the March general meeting from a slate of candidates prepared by the nominating committee. Nominations may also be made from the floor.

Section 3. The officers shall assume their duties after their installation at the annual meeting of the Association and shall serve until the next succeeding annual meeting.

Section 4. No person shall hold the same office more than two years successively.

Article V — Duties of Officers

Section 1. It shall be the duty of the President to preside at all meetings of the Association and to call special meetings of the Association when, upon his sole discretion, the occasion shall require or upon petition as herein provided. The President shall be a member ex officio of all committees.

Section 2. The Vice-President shall preside in the absence of the President and discharge all duties usually performed by that officer.

Section 3. The Secretary shall record the proceedings of the Association and of the Executive Committee, and shall make a report at each meeting. The Secretary shall also serve as the Association Historian and shall be responsible for the storage and protection of all records of the Association.

Section 4. The Treasurer shall receive all monies of the Association and give receipts for same, deposit all funds to his credit as Treasurer, pay all bills which have been approved by the President and Treasurer, and make a report at each meeting.

Section 5. There shall be a parliamentarian appointed by the President whose duties shall be to interpret all rules of order at all general meetings.

Section 6. There shall be a Sergeant at Arms appointed by the President whose duties shall be to assist the President in the conduct of the general meeting.

Article VI — Organization and Duties of Committees

Section 1. There shall be an Executive Committee which shall consist of the officers of the Association, the immediate past President and one teacher from each school chosen by the members of the Association from that school and called the "building representative".

) The Executive Committee shall supervise the work of the Association and between meetings shall transact all business not specially entrusted to officers or other committees, except as otherwise provided by resolution of the Association.

) All matters to be voted upon in the meetings, except routine business, shall be submitted to the Executive Committee and reported with its recommendations at the next meeting of the Association.

) The Executive Committee shall keep in touch with local, state and national matters of importance to teachers, and shall represent the Association before individuals and organizations to promote the interests of the schools and the teaching body.

Section 2. There shall be a negotiations committee composed of the President, the Vice-President, and three others appointed by the President. This committee shall represent the Association in all matters dealing with the Board of Education. The President shall lead this committee or may delegate the leadership responsibility to another member of the committee.

At the completion of negotiations a general meeting of the Association shall be held at which time the negotiated package shall be presented to the membership. A second general meeting of the Association shall be held within seven days at which time the Association shall vote by secret ballot to either accept or reject by a single majority, the negotiated package.

Section 3. There shall be an advisory committee composed of ten (10) members who shall be the President, the Vice-President, three (3) members chosen by the President, and one member from each school chosen by the members of the Association from that school.

Section 4. There shall be a nominating committee which shall be responsible for the selection of a slate of officers to be presented to the Association. The President shall appoint this committee by January 15 and the members of the Association shall be informed at that time of the appointments. This committee shall present a slate of officers to the Association by February 15. The election of officers shall be held at a general meeting of the Association during the first working week of March. The new officers shall take office at the annual installation dinner dance.

Section 5. There shall be such other committees as may be established from time to time by the Association. The President shall appoint the members of such other committees with the advice and consent of the Executive Committee.

Article VII – Dues

The amount of dues shall be established by vote of the membership at the annual meeting.

Article VIII – Meetings

Section 1. The annual meeting shall be an installation of officers dinner dance to be held during the first working week in April.

Section 2. The number and character of additional meetings of this Association shall be determined by the President, except that the President shall call a meeting upon petition of one-fifth (1/5) of the members.

Section 3. A quorum at any meeting of the Association shall be one-fifth (1/5) of the members.

Article IX – Amendments, Changes in the Constitution

Amendments to this Constitution shall require a two-thirds (2/3) vote at a meeting of the Association, and, except by unanimous consent, no amendment shall be considered unless notice of the

eneral nature thereof shall have been given to the membership by a mailing to all members at least two weeks prior to the meeting or by announcement at the meeting of the Association next preceding the meeting in question.

Agreement

This Agreement entered in this 16th day of June 1970 by and between the **Board of Education of the Town of Morristown in the County of Morris**, hereinafter called the "Board", and the **Morristown Teachers Association**, hereinafter called the "Association".

Witnesseth:

Whereas, The Board has an obligation pursuant to Chapter 303, Public Laws of 1968, to negotiate with the Association as the duly recognized majority representative of the certified personnel employed by the Board with respect to the terms and conditions of employment and grievance procedures; and

Whereas, The Board and the Association have reached certain understandings in regard to the negotiation procedure to be followed, matters affecting terms and conditions of employment and individual grievance procedures.

Now, Therefore, The Board and the Association in consideration of the following mutual covenants, do hereby agree as follows:

Negotiation Procedure

The Board hereby recognizes the Association as the majority representative for collective negotiation concerning the terms and conditions of employment of all certificated personnel employed by the Board, except the Superintendent of Schools, the Assistant Superintendent of Schools, the Assistants to the Superintendent of Schools, all principals and vice-principals.

1) Unless otherwise indicated, the term "teachers", when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating units as above defined, and references to male teachers shall include female teachers.

Upon request, the Association shall file adequate proof with the Secretary of the Board that the Association continues to represent a majority of the said certificated personnel as their duly designated elected collective negotiation representative.

The Board and the Association agree to enter into collective negotiations in accordance with Chapter 303, Laws of 1968 in a good-faith effort to reach agreement on the terms and conditions of teachers' employment. For purposes of representing the Board in such negotiations, the Board shall designate two permanent negotiation representatives for the current school year. The Board shall, however, be permitted in its sole and absolute discretion to designate such additional representatives, or appoint substitutes

for these two permanently designated representatives, for any particular negotiating session. The Board representatives shall agree to attend five regularly scheduled meetings.

4. The Association shall designate not more than five permanent negotiating representatives for the current school year. The Association shall, however, in its sole and absolute discretion, be permitted to designate such additional representatives, or appoint substitutes for its five permanently designated representatives, for any particular negotiating session.

5. The Superintendent of Schools, or his designated representative, shall attend all collective negotiation meetings between the Board and the Association, and shall preside at such meetings if requested to do so by the representatives of the Board and the Association.

6. One member of the Central Office Administrative Staff shall perform the following secretarial duties for all collective negotiation meetings:

(a) Receive duly authorized written requests from the Board and the Association not less than five working days prior to each collective negotiation meeting of matters desired to be placed upon the agenda for discussion and negotiation;

(b) Prepare an agenda for each collective negotiation meeting based upon written requests received as aforesaid;

(c) Secure approval of the agenda by the respective presidents of the Board and the Association, or their duly authorized designees, and distribute copies of same to the appropriate representatives of the Board and the Association at least three days prior to the scheduled meeting; and

(d) Take or cause to be taken minutes of each meeting and prepare in final form and distribute within five working days of the meeting, copies of said minutes, after the minutes have first been attested to as to accuracy by the presidents of the Board and the Association, or their duly authorized designees, to all representatives and persons in attendance at the meeting in question, and the Secretaries of the Board and the Association.

7. The Board and the Association agree to have their representatives meet for the purposes of collective negotiation and discussion concerning terms and conditions of employment, in February, April, June, October and December of each year on the first Monday evening of each respective month at hours to be set by mutual agreement.

(a) In addition to the regularly scheduled meetings, collective negotiation representatives of the Board and the Association shall meet whenever either party of this agreement, through a duly authorized representative, shall request a meeting.

(b) Only matters set forth in the agenda agreed upon in advance shall be considered at these collective negotiation meetings, unless otherwise mutually agreed.

- c) The Board and the Association mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals and make counter proposals in the course of these collective negotiation meetings.
- l. Nothing contained herein shall be construed to prevent the Board or any of its school officials or representatives from meeting with individual certificated employees other than the Morristown Teachers Association for the purpose of hearing their views and requests concerning terms and conditions of employment, other than matters properly within the scope of individual grievance procedure, provided
 - a) the permanent collective negotiation representatives of the Association are informed of any such meetings at least two days in advance, and
 - (b) no changes or modifications in terms and conditions of employment agreed upon by the Board and the Association through collective negotiation shall be made, except through further negotiation with the Association.
- l. The Board and the Association agree that their respective representatives at these collective negotiation meetings shall have an obligation and duty to:
 - a) Identify the problems concerning the terms and conditions of employment insofar as teachers are concerned;
 - b) Gather facts which contribute to a complete understanding of these problems;
 - c) Exchange and discuss proposals for the solution of such problems;
 - d) Review the administration of negotiated agreements and resolve such problems as may develop thereunder and which are not properly subject to established grievance machinery;
 - e) Consider proposed amendments and supplements to this agreement;
 - f) Consider proposed amendments and supplements to the individual grievance procedure established by the Board; and
 - g) Strive to achieve agreement on all matters under negotiation, which agreement shall without delay be reduced to writing attested to as to accuracy by the Presidents of the Board and the Association, or their duly authorized designees, and submitted to the membership of the Association and the entire Board for approval.
- 0. Any mutually acceptable proposal submitted to the membership of the Association and the entire Board as provided in paragraph 9 (g) above, approved by a majority of said membership and the entire board shall be formalized as a written amendment or supplement to this agreement and signed by the duly authorized officers of the board and the Association.

II Grievance Procedure

A. Purpose:

The purpose of this procedure is to reduce employer-employee conflict, and to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise concerning the terms and conditions of a teacher's professional service. Every effort shall be made to settle the grievance with the employee's immediate superior. All grievances shall be given prompt attention and consideration and ample opportunity for discussion shall be allowed at all administrative levels.

B. Definitions:

1. Grievance: "Grievance" as used herein shall mean a claim by any teacher that there has been an improper or unjust administrative decision, application, interpretation or violation of a policy or agreement, including the application or interpretation of the terms of this agreement, affecting the terms and conditions of his employment.
2. "Teacher" shall mean any certified professional employee or group of certificated employees of the Board, except the Superintendent of Schools, the Assistant Superintendent of Schools, the Assistants to the Superintendent of Schools, all Principals, Vice Principals.
3. "Day" means school day, except when school is not in session for a period exceeding two weeks. The term will then mean weekday, exclusive of Saturday or Sunday.
4. If a person is not directly responsible to a principal, the term "principal" will be taken to mean "immediate superior".

C. Grievance Procedure:

1. An aggrieved teacher shall verbally notify his principal. They shall discuss the problem in good faith with the object of resolving the matter informally.
2. If an agreeable solution is not forthcoming, the aggrieved teacher may submit a written grievance to the principal. The principal shall offer a written response within five days.
3. If the teacher is still aggrieved, he may, within five days of receipt of response, or in the absence of a response within ten days from date of submission of written grievance to principal, whichever is sooner, submit the written grievance along with the principal's response to the Superintendent of Schools. The Superintendent shall, within ten days, conduct discussions with the parties concerned and shall recommend a settlement in writing.
4. If the teacher finds the Superintendent's recommendation to be unsatisfactory, the grievance can, within five days of receipt of response or, in the absence of a recommendation, within 15 days from date of submission of written grievance to superintendent,

whichever is sooner, be submitted to the board in writing. The Board shall, within thirty days, conduct discussions with all parties concerned, and submit a written decision.

5. Except where the grievance involves negotiated term or condition of employment forming part of this collective bargaining agreement and in regard to which all details are set forth in full herein, the written decision of the Board shall be final and binding on all concerned insofar as consistent with prevailing law.

Furthermore, the written decision of the Board shall in any event be final and binding on all concerned and shall not be subject to the arbitration procedure set forth below where the grievance involves:

- (a) The failure or refusal of the Board to renew a contract of a non-tenure teacher;
- (b) In matters where a specific method of review is prescribed by statute, or by any rule or regulation of the State Commissioner of Education or State Board of Education, including, but not by way of imitation, the right to a review and a hearing under the Tenure Employees Hearing Law (N.J.S.A. 18A:6-10 *et seq.*) and the right to review pursuant to N.J.S.A. 18A:29-14 in cases involving the withholding of increments;
- (c) In matters where the Board is without authority to act;
- (d) Reduction in the number of persons holding particular offices, positions or employments with the Board;
- (e) Transfer of a teacher from one school to another, one grade to another, or one position to another;
- (f) Fulfillment of vacancies occurring in offices, positions, or employments with the Board; and
- (g) In matters involving the sole and unlimited discretion of the Board, including those matters negotiated and reduced to writing as part of his agreement and with respect to which the Board is expressly vested with unrestricted authority to make the final decision.

If the grievance involves the interpretation and application of any term or condition of employment which has been negotiated and in regard to which all details are set forth in full in this agreement (excluding, therefore, all items listed above as possible subjects for review by the Advisory Board for Administrative Procedures, as well as all policies not set forth in full above but adopted by reference) and provided the grievance does not involve any matter described in sub-paragraphs (a) through (g) of the preceding paragraph, any teacher dissatisfied with the written determination of the Board, may within five days of receipt of such determination, request in writing that the Association's Executive Committee pursue an impartial settlement by arbitration.

3. If the Association's Executive Committee finds the grievance to be worthy of further consideration, it will, within five days, so notify the Board, whereupon the Association and the Board shall jointly petition

the Public Employment Relations Commission for the appointment of an arbitrator in accordance with the rules and regulations of said commission.

7. The decision of the arbitrator shall be final and binding upon all parties insofar as it is consistent with prevailing law. Cost of arbitration shall be equally borne by the Board and the Association.

8. Failure of the grieving teacher to appeal to the next level of appeal within the times specified shall bar further appeal with respect to the particular grievance then under consideration.

9. To entitle an aggrieved party to have his grievance processed, the grievant shall be required to follow the administrative decision, directive or Board policy which is the basis for the grievance, until such grievance is properly decided in accordance with this procedure.

D. General Provisions

1. Nothing in this procedure will abridge the right of a teacher or school official to attempt to resolve a grievance directly and informally.

2. All deadlines provided in this procedure may be extended by mutual written agreement only.

3. The aggrieved party and/or his representative shall have the right to be present at all discussions conducted at any step of the procedure.

4. Any party of interest may be accompanied or represented at all stages of this grievance procedure by a person of his own choosing, except that he may not be represented by a representative or by an officer of any teacher organization other than the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of this grievance procedure.

5. No grievance settlement may amend the terms and conditions of employment agreed to by the Board and the Association. If either party considers such a change to be necessary, the agreed upon negotiation procedure must be followed.

6. Copies of all written exchanges between aggrieved teachers and school officials shall be transmitted to the Association President.

7. The Board agrees not to discriminate or take reprisals against any teacher who processes a grievance pursuant to this procedure.

III General Conditions of Employment

A. Leave of Absence with Pay

1. Employee Illness: An employee steadily employed or under tenure is entitled to leave of absence with pay for personal disability due to illness or injury, or other cause specified in N.J.S.A. 18A:30-1, for

(a) ten days in each school year and (b) as many additional days as the employee shall then have to his credit in unused sick leave which has accumulated from prior years as required by law. (N.J.S.A. 18A:30-3)

ny employee who is absent from his post of duty as a result of a personal injury caused by an accident arising out of and in the course of his employment shall be paid full salary for the period of such absence for up to one calendar year without having such absence charged to the annual sick leave or the accumulated sick leave. Salary payments made pursuant hereto shall be made for absence during the waiting period and during the period the employee received or was eligible to receive a temporary disability benefit under workmen's compensation law. Any amount of salary so paid to the employee shall be reduced by the amount of any workmen's compensation award made for temporary disability. (N.J.S.A. 18A:30-2.1)

Personal Leave: An employee shall be entitled to leave of absence with pay for not more than a total of five days in each school year upon certification of need arising from one or more of the following:

- 1) Severe illness of his spouse, ancestor, descendant or any relative living in his household;
- 2) Religious observance as recognized by state law for students; and
- 3) Marriage of the employee or his close relative.

Such personal leave also may be granted for other compelling and just cause.

Death in Family: In addition to personal leave which may be granted pursuant to the above, an employee is entitled to leave of absence with pay on account of death of any relative described in (a) above, for three days in each school year, and, with the permission of his principal for good cause shown, for not more than five additional days in each school year.

Legal Proceedings: An employee is entitled to leave with differential pay for such period as the employee is required to be elsewhere by reason of jury service or subpoena. "Differential pay" shall be the employee's normal salary for the period less the amount of any compensation received by the employee by reason of the jury service or compliance with the subpoena.

Professional Leave: An employee may be granted leave of absence with pay to attend meetings or conventions or engage in other temporary activity related to the employee's work where it appears that the interests of the school district will be served to advantage.

Sabbatical Leave: Definition: The word "teacher" shall be considered as including all certificated personnel.

- 1) Any teacher who has completed seven or more years of continuous, full-time service in the Morristown Schools, may upon recommendation of the Superintendent, be granted leave of absence by the Board of Education for one full year for advanced study or travel combined with study. After each subsequent period of seven or more years of such service, a further leave for advanced study or travel combined with study may be granted.

(b) Application for such leave shall be made prior to February 1st, previous to the year for which such absence is requested. Such application shall be made upon a regular blank form furnished by the Board of Education, and shall indicate a program to be followed by the teacher during the period of leave.

(c) Applicants shall agree to abide by all conditions set by the Board of Education to govern such leaves of absence.

(d) As a condition to such leave the teacher shall be deemed to have agreed, by acceptance of such leave, to continue in the service of the Morristown Public Schools for a period of at least two years after the expiration of the leave of absence. Voluntarily failing to so continue in service, the teacher shall repay to the Board of Education the full salary received while on leave.

(e) A teacher granted sabbatical leave to engage in full-time study toward an advanced degree shall receive 75% of the salary he would be entitled to receive if not on leave. Full-time study means matriculation in an advance degree program at a fully accredited, advance degree granting institution for a full academic year.

A teacher may also be granted sabbatical leave to engage in academic work and study, related to his area of specialization, combined with travel. If granted sabbatical leave for such purpose, or if engaged in a program of study less than full-time, the teacher shall receive 50% of the salary he would be entitled to receive if not on leave.

Salary payments for teachers on sabbatical leave shall be made in accordance with the schedule for payment of salaries in the school year and all regular deductions for salaries, including pension fund deductions and others authorized by the teacher shall be made.

(f) Not more than two teachers of the system shall be granted sabbatical leave for the same year.

(g) In passing upon applications for such leave the Board will be guided entirely by its appraisal of the resulting benefits to the school system, and such leave will be granted only where the Board is satisfied that the loss of the applicant's services for the period of the leave, together with the financial cost, will be more than offset, in terms of value to the school system, by the benefits to the school system reasonably to be anticipated from the granting of the application. Among other factors arising from this standard, due consideration will be given to a reasonable distribution of sabbatical leaves among the personnel of the several buildings and departments.

(h) Teachers on such leave may not associate for compensation with any person, persons, or organization during the school year, unless the Board of Education shall approve such association as beneficial to this school system and only then upon any conditions prescribed by it.

(i) Teachers on such leave shall make such regular written reports as may be required.

Teachers on such leave will be considered as in the employ of the Orristown Board of Education, and the time thus spent shall count as regular service toward retirement and for consideration in regard to salary adjustments.

) Such leave of absence shall be without prejudice to the teacher's tenure rights.

Extended Sick Leave:

) Any teacher who has exhausted his current and accumulated sick leave may be granted extended leave of absence with partial pay for personal disability due to illness or injury, or other cause specified in N.J.S.A. 18A:30-1, for the remainder of any school year in which such extended leave begins; "partial pay" shall be the employee's normal salary for the period less the amount paid to a substitute. Decision of the Board on whether or not to grant extended sick leave shall be final and not subject (as part of a grievance procedure) to settlement by binding arbitration.

) Teachers shall be given a written accounting of accumulated sick leave days annually.

Leave of Absence Without Pay

Maternity Leave: An employee who is pregnant shall notify the superintendent six months or more before the expected date of birth. Upon such notification from an employee under tenure, leave of absence without pay shall be granted and accepted commencing not later than five months before the expected date of birth. In the case of any employee or employees who by reason of the nature or place of their work do not normally come into substantial contact with the student body, such shorter interval of leave without pay before the expected date of birth as is suitable in the circumstances may be fixed. Postponement of the commencement of leave without pay shall be allowed for such period as the employee takes leave with pay. The leave without pay shall extend until July 1st next following the termination of the pregnancy.

The employment of an employee who does not give notice as provided who is not under tenure shall be automatically terminated on the last day of the fifth month of her pregnancy.

Special circumstances exceptions may be made to the provisions of this section as may be deemed necessary in the best interest of the school district.

Military Leave: An employee who enlists or is called into the military service of this State or of the United States shall be granted leave of absence without pay for the period of his service in any case where the time is provided by N.J.S.A. 38:23-4, the Soldiers and Sailors Civil Relief Act, or other law. The leave shall extend to such date beyond the termination of military service as is required by law. The employee upon his return from leave of absence shall enjoy all rights granted by any such law.

3. Other Leave of Absence: Other leave of absence may be granted with or without pay if the same is authorized or validated by the Board of Education.

C. Professional Development

The Board and the Association agree to jointly consider, plan and support a program for professional development and educational improvement, to be financed by an approximate budget item of \$25,000.00 for the 1970-71 school year.

D. Duty Free Lunch Period

Teachers in the elementary and junior schools shall be entitled to a lunch period free of cafeteria duty.

E. Payment Plan and Deductions for Payments to Tri-County Federal Credit Union

1. In lieu of continuing the summer payment program now in force, effective July 1, 1970, the Board agrees to deduct and withhold for each payroll period, from such compensation as may be due to any teacher, such sum as may have been specifically authorized in writing by said teacher, and pay overall amounts so deducted to the Tri-County Federal Credit Union.

2. A teacher may withdraw written authorization at any time by filing written notice with the Secretary of the Board and no teacher shall be required to participate in this program.

F. Insurance

1. The Board shall provide New Jersey Blue Shield and Blue Cross, including Rider J, and major-medical group insurance coverage for each teacher and his dependents upon the following basis:

The Board shall pay 100% of the cost for single contracts for the teacher and 75% of all costs above single contract costs for any and all dependents of the teacher eligible for enrollment.

2. The major-medical coverage shall be the same or comparable to the insurance in effect with Travelers Insurance Company for the 1969-1970 school year.

G. Salary Guide and Salary Guide Provisions

I. Salary Guide for Teachers: The Board and the Association agree that the following salary guide shall become effective July 1, 1970:

Step	I	II	III	IV	V	VI	VII
0	7,030	7,400	7,770	8,140	8,510	8,880	9,620
1	7,280	7,650	8,020	8,390	8,760	9,130	9,870
2	7,530	7,900	8,270	8,640	9,010	9,380	10,120
3	8,140	8,510	8,880	9,250	9,620	9,990	10,730
4	8,510	8,880	9,250	9,620	9,990	10,360	11,100
5	8,880	9,250	9,620	9,990	10,360	10,730	11,470
6	9,250	9,620	9,990	10,360	10,730	11,100	11,840
7	9,620	9,990	10,360	10,730	11,100	11,470	12,210
8	9,990	10,360	10,730	11,100	11,470	11,840	12,580
9	10,360	10,730	11,100	11,470	11,840	12,210	12,950
10	10,730	11,100	11,470	11,840	12,210	12,580	13,320
11	11,100	11,470	11,840	12,210	12,580	12,950	13,690
12	11,470	11,840	12,210	12,580	12,950	13,320	14,060
13	11,840	12,210	12,580	12,950	13,320	13,690	14,430
14	12,210	12,580	12,950	13,320	13,690	14,060	14,800
15	12,580	12,950	13,320*	13,690*	14,060	14,430	15,170
16					14,430*	14,800*	15,540
17							15,910*

Column I – Non-degree teachers. No non-degree teachers shall be hired without at least seven years experience.

Column II – B.A. or B.S.

Column III – B.A. or B.S. plus thirty graduate credits or equivalency credits for those teachers who qualified prior to September 1962.

Column IV – Earned M.A.

Column V – Six year level – applies only to those staff members who reached six year level prior to September 1962 using equivalency credits.

Column VI – M.A. plus thirty graduate credits approved by the Board of Education.

Column VII – Earned Doctorate.

* – An additional \$100.00 will be paid to those persons who have been on Step 15 as of 1969-70 for Column III.

An additional \$150.00 will be paid to those persons who were on Step 15, Column IV or Step 16, Column V and VI as of 1969-70.

An additional \$200.00 will be paid to those persons who were on Step 17, Column VII as of 1969-70.

2. Salary Guide Provisions:

(a) The starting salary of a teacher new to the system shall be determined by negotiation between the teacher and the Board of Education.

(b) Full year credit will be given to a candidate who has a partial year of experience of 100 work days or more of a regular school year. No credit on the salary guide will be given where a candidate has a partial year experience of less than 100 work days.

(c) The starting salary of a teacher new to the system is to be translated into a guide position based on years of credited experience and training level. No teacher new to the system shall be placed on a guide position higher than those teachers already employed in the system with similar credited experience and training.

(d) Non-degree teachers will be placed on Column I of the guide.

(e) To qualify for placement on Column II of the guide, a bachelor's degree is required. "Bachelor's Degree" shall mean a bachelor's degree conferred by a college or university whose courses for such degree are acceptable to the State Board of Examiners for certification purposes.

(f) To qualify for placement on Column III of the guide, a conferred bachelor's degree, plus proof of the satisfactory completion of thirty semester hours in graduate courses beyond the course requirements for the bachelor's degree in any college or university, whose graduate courses for the master's degree are acceptable to the State Board of Examiners for certification purposes, are required. Placement on this column will also include teachers who reached a five year level prior to September, 1962 using equivalency credits.

(g) To qualify for placement on Column IV of the guide, a conferred master's degree is required. "Master's Degree" shall mean a master's degree conferred by a college or university whose courses for such degree are acceptable to the State Board of Examiners for certification purposes.

(h) To qualify for placement on Column V of the guide, sixty credits beyond the conferred bachelor's degree are required. This placement is only applicable to those teachers who reached a six year level prior to September, 1962, using equivalency credits.

(i) To qualify for placement on Column VI of the guide, a conferred master's degree, plus proof of the satisfactory completion of thirty additional semester hours (reviewed by the Superintendent and approved by the Board of Education) in graduate courses beyond the course requirements for the master's degree in any college or university, whose graduate courses for the master's degree are acceptable to the State Board of Examiners for certification purposes, are required.

(j) To qualify for placement on Column VII of the guide, the doctor's degree must have been conferred. "Doctor's Degree" shall mean a

ctor's degree conferred by a college or university whose courses such degree are acceptable to the State Board of Examiners for certification purposes.

After initial placement on a guide position, movement along the scale from that position to maximum shall be in terms of annual increments based on each year of successful service in the Morristown Public Schools. To be eligible for a normal increment a teacher must have been under contract to the Board of Education during the previous year for at least 100 work days. No half steps will be granted.

Successful service shall be determined by a satisfactory yearly evaluation of the teacher by the principal. A copy of the evaluation guide shall be available to the Association. The teacher evaluation shall be in writing, reviewed by the Superintendent, and presented to the Board of Education at the time of the annual salary review.

Any teacher who prior to September 10th of any year shall have completed requirements for advancement to a class in advance of the year in which he is placed and shall have filed with the Superintendent of Schools the appropriate record shall, with the approval of the Board of Education, be advanced to the next class for which he is eligible and receive the salary indicated for this training level.

Guidance Counselors: The salaries of guidance counselors shall be 10% greater than the regularly scheduled salary for teachers with corresponding preparation and experience. The guidance counselors shall work twenty days beyond the yearly calendar requirements for teacher attendance. The principal shall determine after consulting with the guidance staff, a schedule of days to be worked to meet the requirement of the twenty days.

Extra Pay Assignments: (a) The salaries of staff required to work extra days at their regular or similar jobs will be on a per diem basis of 20 of their monthly rate for each day worked.

(b) Staff who perform extra assignments for which extra compensation is now received under current Board of Education policy will continue to receive extra compensation for such assignments at a salary and under the conditions to be determined by the nature of the assignment, the responsibility associated with the position, and by negotiation between the Board of Education and the Morristown Teachers Association.

(c) Salaries for extra staff assignments associated with student activities including sports for the 1970-1971 school year shall be according to the scale attached as "Appendix A".

It is the intent of the Board to compensate extra staff assignments associated with student activities for the 1971-1972 school year by an approximate budget item of \$40,000.00 and it is the intent of the Association in conjunction with the Board to establish a schedule based upon a point system involving a total number of 322 points.

(2) Salaries for extra instructional assignments for the 1970-1971 school year shall be in accordance with present compensation policies of the Board of Education and shall be according to the scale attached as "Appendix A".

5. Payment: Teachers shall be paid semi-monthly on the 15th and 30th day of each month in the school year. If school is not in session on a pay day, payment shall be made on the last scheduled work day prior to said pay day.

H. Establishment of Advisory Board

The Board and the Association agree that there shall be established an Advisory Board for Administrative Procedures in accordance with "Appendix B".

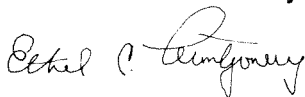
IV Duration of Agreement

This agreement shall be effective as of July 1, 1970 and shall continue in effect until June 30, 1971.

In Witness Whereof the Board and the Association have hereunto caused this agreement to be executed by its duly authorized officers and their corporate seals affixed, as of the day and year first above written.

The Board of Education of the Town of Morristown in the County of Morris

Attest:



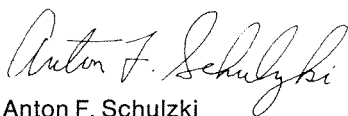
Ethel C. Montgomery, President



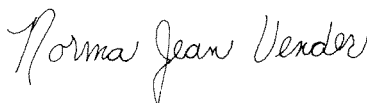
Nancy C. Dusenberry, Secretary

The Morristown Teachers Association

Attest:



Anton F. Schulzki



Norma Jean Vender, Secretary

Appendix A Authorized Extra Pay Positions and Salaries for 1970-71

Interscholastic Athletics

(J-1010 Accounts)

Football

Head Coach \$1,500.00

Assistant Coaches #1 to #8 \$600.00 to \$950.00

Cross Country

Head Coach \$250.00

Soccer

Head Coach \$675.00

Assistant Coach \$400.00

Basketball

Head Coach \$900.00

Assistant Coach #1 \$675.00

Assistant Coach #2 \$600.00

Indoor Track

Head Coach \$250.00 to \$450.00

Fencing
 Head Coach \$250.00

Wrestling
 Head Coach \$1,250.00
 Assistant Coach #1 \$625.00
 Assistant Coach #2 \$400.00 to \$550.00

Swimming
 Head Coach \$625.00

Baseball
 Head Coach \$800.00
 Assistant Coach #1 \$500.00
 Assistant Coach #2 \$400.00

Tennis
 Head Coach \$600.00

Golf
 Head Coach \$425.00

Track
 Head Coach \$850.00
 Assistant Coach #1 \$550.00
 Assistant Coach #2 \$400.00

Training Room
 Head Trainer \$1,100.00

Girls Athletics
 Position #1 \$825.00
 Position #2 \$825.00
 Position #3 \$725.00
 Position #4 \$550.00
 Position #5 \$100.00

Color Guard
 Director \$275.00

Cheerleaders
 Freshman Advisor \$100.00
 JV Advisor \$100.00
 Varsity Advisor \$100.00

Jr. School Activity Directors
 Position #1 \$775.00
 Position #2 \$675.00

Jr. School Soccer
 Head Coach \$200.00

Jr. School Basketball
 Head Coach \$200.00

Jr. School Track
 Head Coach \$200.00

Other Student Activities

Band
 Director \$500.00
 Assistant Director \$250.00

Vocal Music
 Director \$225.00

Dramatics & Forensics
 Dramatics Director \$500.00
 Assistant Director \$250.00
 Aides (Dramatic) \$100.00
 Forensics Director \$400.00
 Assistant Director \$200.00
 Aides (Forensic) \$100.00

Class Advisors
 Freshman Class \$100.00
 Sophomore Class \$100.00
 Junior Class \$225.00
 Senior Class \$225.00

Advisors
 Cobbonian – Year Book Advisor \$450.00
 Broadcaster Advisor \$375.00
 Student Council Advisor \$200.00
 Assistant Student Council Advisor \$100.00

Comptroller of Activities
 Head Comptroller \$450.00
 Assistant Comptroller \$400.00

Instructional – Other Services
 (J-200 Series)

Audio Visual Aids Director
 High School \$400.00
 Lafayette Jr. School \$400.00

Guidance
 Evening Hours \$1,000.00

Lunchroom Supervisors \$500.00
 Staff Assistants \$500.00

Appendix B

Advisory Board for Administrative Procedures

To insure that all segments of the faculty are represented in the process of developing rules, regulations and procedures affecting the education of the children, and the terms and conditions of employment of the professional staff in the Morristown Public Schools, the formation of the Advisory Board for Administrative Procedures is recommended.

Name of Organization

The name of the organization shall be "The Advisory Board for Administrative Procedures".

Purposes and Responsibilities of the Board

The major purposes and responsibilities of the Advisory Board for Administrative Procedures shall be:

1. To advise and counsel the Board of Education prior to the adoption of rules, regulations and procedures.
2. To identify important areas of school operation which require clarification of rules, regulations and procedures affecting the terms and conditions of employment of the professional staff.
3. To suggest to the Board of Education the order of priority to problems needing attention.
4. To provide assistance to the Board of Education in the formation of study committees in the areas selected.
5. To provide personnel and materials to review committees when formed.
6. To report to the Board of Education at regular intervals the results of any studies conducted by the study committee.
7. To recommend to the Board of Education various ways of instituting needed change in the rules, regulations and procedures affecting the education of the children, and the terms and conditions of employment of the professional staff in the Morristown Public Schools.

Representation on the Advisory Board for Administrative Procedures

The membership shall include ten teachers, four administrative representatives and Superintendent of Schools as ex-officio member.

There should be at least one teacher from each of the five schools on the Advisory Board for Administrative Procedures.

The administrative representation shall include:

Assistant to the Superintendent for Curriculum
High School Principal
Junior School Principal
One Elementary School Principal

Basis of Selection

The teacher representatives on the Advisory Board for Administrative Procedures shall be chosen in the manner prescribed by the Morristown Teachers Association.

Method of Selection

The method of selection for membership on the Advisory Board for Administrative Procedures shall be as follows:

1. Teacher representatives on the Advisory Board for Administrative Procedures shall be chosen in the manner prescribed by the Morristown Teachers Association.
2. Elections, where necessary, should be completed on or before October 15th of each school year, and the names of newly-elected members should be sent to the Office of the Superintendent.

Term of Membership

The rules governing term of administrative membership on the Advisory Board for Administrative Procedures shall be:

The Superintendent, Assistant to the Superintendent for Curriculum, High School Principal and Junior School Principal are permanent members of the Advisory Board for Administrative Procedures. The elementary principal is elected for a two year term so that other elementary principals will have the opportunity to serve on the Advisory Board for Administrative Procedures.

Operational Procedure

1. A chairman will be chosen by the members of the Advisory Board for Administrative Procedures. The chairman will serve for a two year term.
2. A secretary will be appointed by the members of the Advisory Board for Administrative Procedures. The secretary shall perform the following functions:
 1. Receive duly authorized written requests from the Association regarding topics which pertain to the terms and conditions of employment of the professional staff.
 2. Prepare an agenda for each Advisory Board for Administrative Procedures meeting and distribute copies of the agenda to the members of the Advisory Board for Administrative Procedures at least three days prior to the scheduled meeting.
 3. Take minutes of each meeting and prepare in final form and distribute within five working days of the meeting, copies of the minutes.
 3. A majority vote shall rule.
 4. The Superintendent of Schools shall have no vote.

Advisory Board on Administrative Procedures

Since the formation of the Advisory Board in January of 1970 the following proposals have come before it. The actions and dispositions of these proposals have been set forth in order to inform the staff of the progress of the Advisory Board.

Proposal	Advisory Board Action	Disposition
Establishment of a "Letter of transmittal" procedure for Advisory Board action	Acceptance of "Letter of transmittal" form	Approved by Advisory Board (note appendix 1)
Formulation of calendar for school year 1970-71	Initial recommendation to Board of Education (March 10, 1970) Reviewed and accepted revised Board of Education calendar	1970-71 school calendar approved by Board of Education (April 21, 1970, note appendix 2)
Establishment of a policy related to "sign-in sign-out" procedures	Discussion of problem	Administrative Council recommended change and clarification of policy (note appendix 3)
Consideration for relieving teachers of non-teaching duties	Discussion and consideration of student-cadet supervision of playground (Pilot program at Alexander Hamilton School)	Initiated student-cadet supervision of playground at all elementary schools
Formulation of procedures relating to teacher assignment, vacancies, and newly created positions	Formulation of study committee. Discussion and acceptance of committee report	Adopted as policy (Note appendix 4)
Recommendation of the adoption of a policy of differentiated staffing	Formulation of a study committee. Report of study committee to Advisory Board. Recommendation to Board of Education. Conference of Study Committee with Board of Education. Report to Advisory Board	Under consideration by Board of Education. To be reviewed by Advisory Board in fall of 1970.

Proposal	Advisory Board Action	Disposition
proposal to establish guidelines for responsibilities and duties of classroom teachers	Formulation of study committee. Progress reports of study committee	Further consideration to be given by Advisory Board and study committee in fall of 1970
proposal to review and clarify certain job titles for personnel in Morrisown School system	Advisory Board requested clarification of Board of Education of positions in the school system	The Board of Education will establish job descriptions for all positions within the school system. The following have been adopted: <ol style="list-style-type: none"> 1. Teacher-counselor 2. Helping teacher 3. Elementary specialist 4. Staff assistant at Lafayette 5. Elementary school vice-principal 6. Assistant to the Principal – Lafayette School 7. Teacher-librarian (pending)
proposal to establish criteria for distribution of monies for authorized extra-pay assignments	Formation of study committee. Report of study committee	Committee will continue study. Final report to be made in the fall of 1970
proposal to reschedule parent-teacher conferences	Referred to Administrative Council	A revised schedule for parent-teacher conferences is being made by the Administrative Council

Appendix: To Advisory Board Action

1. Letter of transmittal
2. School calendar
3. Sign-in and sign-out procedure
4. Teacher assignment, vacancies, and new positions procedure

Sample Letter

Letter of Transmittal

Administrative Procedure:

Date: February 24, 1970

Calendar for School Year 1970-1971

Proposed by: Advisory Board

School:

Advisory Board Action

Proposal	Date	Action on Second Reading	Date
Request More Information		Table	
Recommend Formation of Study Committee		Rejection	
Table		Recommend to Board of Education	3/10/70
Rejection			
Draft Recommendation and Present First Reading to Staff and Administrative Council			

Board of Education Action: April 17, 1970

Changes to Advisory Board's recommendation:

Opening day for students — Sept. 8, 1970

Closing day — June 25

Remarks — Explanation:

Advisory Board recommended:

Opening day for students — Sept. 9, 1970

If any or all of our snow days are not used, school will be closed earlier than June 28, 1971

Closing day for students — June 28, 1971

Total number of days — 185

School closing days:

November 5-6 — Teachers' Convention

January 15 — Martin Luther King Day

November 25 — 4 hour session

February 15-19 — Mid-winter Recess

November 26-27 — Thanksgiving Recess

April 9 — Good Friday

December 23 — 4 hour session

April 12-16 — Easter Recess

December 24-January 1 — Christmas Recess

May 31 — Memorial Day

Morristown 1970-1971 School Calendar

	Pupil days of attendance
September	
All teachers new to Morristown	
All teachers	
Schools open	17
October	22
November	
Schools closed – teachers' convention	
1 hour session	
7 Schools closed – Thanksgiving recess	
Schools reopen	17
December	
1 hour session	
11 Schools closed – winter recess	17
January	
Schools closed – winter recess	
Schools reopen	
Schools closed – Martin Luther King's birthday	19
February	
9 Schools closed – mid-winter recess	
Schools reopen	15
March	23
April	
Schools closed – Good Friday	
6 Schools closed – spring recess	
Schools reopen	16
May	
Schools closed – Memorial Day	20
June	
Commencement	
Schools close at end of day	19
Total Days: 185	

Adopted April 21, 1970 By Morristown Board of Education, Morristown, New Jersey

Concerning the use of emergency days not utilized during this school year.

The Superintendent of Schools is directed each year to present for board approval a school calendar which shall provide for 185 student attendance days per year in order to:

- 1. Insure that minimum State pupil attendance requirements are met.
- 2. Allow sufficient days for completion of a full instructional program for the year.

(c) Provide sufficient flexibility to meet snow or other emergencies, and also to permit the Board to make adjustments and changes in the calendar days each year which may be desirable and consistent with the needs of the school system, and which at the same time safeguards the interest of all concerned.

Sign-In, Sign-Out

Procedures for “sign-in, sign-out” are to be established at the local level by building principals and staff.

Change of Position Within The School System

Any teacher who desires a change in position within the Morristown School System shall maintain a permanent application in the active file of the Superintendent of Schools in Morristown. Applications must state position(s) desired. All applications received will be acknowledged by letter. When any position becomes vacant there will be an automatic review of all applications in the active file by the principal seeking candidates for the vacancy. Applications will be kept on file for a two year period, at the close of which a renewal will be necessary.

A complete listing of all vacancies within the school system shall be published each year ten days following the collection of letters of intent from teachers within the system. At least one other listing shall be made before the close of the school year. Upon application to the appropriate principal, teachers qualified to fill vacancies within the system will be granted an interview.

Creation of New Professional Positions

New professional positions created by the Morristown Board of Education shall be made public within two days of Board action creating the position. Written notice consisting of a copy of the appropriate 702 authorization sheet noting status, general responsibilities and specific duties of such newly created position shall be sent to the MTA representative in each building and posted in the main office of each school in the system. Information made public shall also include minimum certification requirements, title and length of contract. No position shall be filled without a determined effort to select from a number of qualified candidates.

Involuntary Transfer Within The School System

No teacher shall be involuntarily transferred to a different school within the Morristown School System without sixty days prior notice of such a transfer.

Change in Assignment Within The Scope of Certification

Teachers being considered for a change in grade assignment or subject matter assignment shall be notified at least sixty days prior to the implementation of such change. If such a change in subject matter involves a change in two or less subject matter classes in a departmentalized situation, sixty days notice is not mandated.

An Explanation of Payroll Deductions

Mandatory Payroll Deductions

1. Pension
2. Contributory Insurance
3. Social Security (F. I. C. A.)
4. Withholding Tax

Pension

Who must join the pension fund?

All full time employees must be members of either the Teachers' Pension and Annuity Fund or the Public Employees' Retirement System.

Teachers and Nurses are members of the Teachers' Pension and Annuity Fund. The enrollment becomes effective the first day of their appointment.

Secretaries, Maintenance Men, Custodians and Cafeteria Workers must join the Public Employees' Retirement System. The enrollment must be on or before the fourth month after their appointment.

How is the pension rate determined?

The rate is based on age at the time of application.

Why does the amount taken for pension seem to vary if the rate does not change?

Members are allowed a 2% credit on their pension rate until their salary reaches \$7800. At that time they must pay their full pension rate.

Anyone earning over \$7800 usually pays 3 different amounts during a year.

1. low pension rate your rate minus 2% credit
2. cross-over rate part of pension is paid at low rate and part at full rate
3. full rate

Contributory Insurance

What is Contributory Insurance?

Contributory Insurance is a pension connected Group Life Insurance. It is mandatory during the first year of employment. It may be dropped by filing a "Request for Cancellation" after the first year.

What is the cost of Contributory Insurance?

1/2 of 1% of Base Salary — Teachers' Pension Fund

1% of Base Salary — Public Employees' Fund

What is the face value of the insurance?

3 1/2 times annual base salary for Teachers Pension — 3 times base salary for Public Employees.

Note: without cost to employee this insurance has face value of 1 1/2 times base salary.

F. I. C. A.

What is F. I. C. A.?

Social Security Tax

What is the rate?

4.8% of all salary until \$7800. Maximum to be paid \$374.40

Withholding Tax

Every employee must file a W-4 form stating his deductions. If you wish to change the number of deductions you claim, request a new form. Taxes are figured on the Government Tax Schedule according to the number of exemptions claimed. If you find you are paying too much or too little, contact the business office and we will try to make an adjustment if possible.

Non-Mandatory or Requested Deductions

1. Sun Life
2. Hospital Service (Blue Cross)
3. Major Medical Insurance
4. Tri-County Credit Union
5. Supplemental Annuities
6. Community Chest
7. Tax Sheltered Annuity
8. Dues Deduction

Sun Life Assurance

Since 1931 the Board of Education has made available to all full-time staff members a group insurance plan with many very attractive features which could not be provided by individuals. The terms of the contract are very liberal and the cost is especially low. Our group plan is very unique in that it contains "total and permanent disability benefits" which cannot be obtained in group policies today.

This clause has been excluded from all group insurance policies written since 1932. Since our group contract was initiated in 1931, all new employees of the Board of Education are covered by these permanent disability benefits.

Just what this clause means to a member may be explained as follows: Should a participating member become totally and permanently disabled through sickness or accident before attaining the age of 60, the Sun Life Assurance Company of Canada will pay the face amount of insurance to the member instead of to the beneficiary. This amount can be paid either in lump sum or in a number of monthly installments, such installments earning interest at the rate of 3½%.

The cost of this policy to each employee is 72¢ per \$1,000 for 10 months or \$7.20 a year per \$1,000. The Board of Education pays the balance of the premium as a service to its employees. The features of the policy are explained below:

Those Eligible All employees of the Morristown Public Schools who have not been previously rejected because of health reasons are eligible to join the plan.

Plan of Insurance Each member of the Plan will be eligible for an amount of insurance determined by his or her class as follows:

Superintendent, Principals, Male teacher	\$4,000 – Class A
All other employees	\$2,000 – Class B

Cost to Members Members of the Plan will contribute \$7.20 per year per \$1,000 of insurance. This sum will be deducted monthly at the rate of 72¢ per month; no deduction during the two vacation months.

Death Benefit The death benefit will be paid in the case of death of a member to the beneficiary named by the members.

No Medical Examination The insurance will be issued without any medical examination.

Total and Permanent Disability Benefit Should a member become totally and permanently disabled through sickness or accident before attaining the age of 60 (but not after), the Sun Life Assurance Company of Canada will pay the amount of insurance to such member instead of to his beneficiary, either in a lump sum or in a number of monthly payments, as the Board of Education may think best.

Members' Certificates Each member will receive an individual certificate showing the amount of his insurance, the name of the beneficiary, and outlining the benefits of the plan. These certificates are valuable and should be kept in a safe place.

Conversion Privilege Should a member leave the service of the Morristown Schools he may, within thirty days, convert his insurance into any of the standard plans of the Sun Life Assurance Company (excepting Term Insurance), at current rates but with no medical examination whatsoever.

Payroll Deduction This plan can be paid for by regular monthly payroll deductions in the same manner that hospitalization is being handled.

This Policy Terminates at Age 65.

Hospital Service Plan

The members of our staff maintain blanket hospitalization and medical-surgical contracts with the Hospital Service Plan of New Jersey. New members are admitted to the Plan each year. The effective date is November 10th. This means that any staff member who wishes to join the Plan should complete the required form and return it to the Payroll Department. No application form will be accepted after October 1st. You may obtain forms from Mrs. Keane, Ext. 719 or Mrs. Duane, Ext. 711.

The cost for Hospitalization, Medical-Surgical, Rider J and Coverage for dependent children to age 23 is paid as follows.

Single Contract	}	– 100% paid by Board of Education
Parent-Child		– 100% of single contract plus 75% of dependent coverage
Husband-Wife		
Family Contract		

Major Medical Insurance

Travelers Insurance Company provides us with Group Major Medical coverage. It has a maximum of \$15,000. This type of insurance is co-insurance based on Blue Cross. It will pay bills Blue Cross-Blue Shield will not cover (80%) after you pay the first \$100.00.

This insurance is to provide protection in the event of a serious, expensive illness. It will not cover small claims such as x-rays, etc.

The cost for Major Medical insurance is paid as follows:

Single Contract	– 100% paid by Board of Education
Family Contract	– 100% of single contract plus 75% of dependent coverage

Insurance enrollment is not automatic. Cards must be completed and returned to us if you desire coverage.

Tri-County Credit Union

Boards of Education, when requested by staff members, are authorized to make deductions to be deposited in the Tri-County Credit Union. Amounts deducted are deposited in each person's individual account. Withdrawals from the account are made by the individual through Tri-County. The interest rate is 5% compounded quarterly.

Supplemental Annuities

The Pension Fund has a plan whereby any contractual school employee may invest a percentage of his monthly salary in an annuity fund so he may have a larger retirement income. Booklets explaining the program are available upon request from Mrs. Keane.

Community Chest

The Board of Education recognizes the value to the community of the Community Chest. For this reason we will make payroll deductions for the Community Chest Fund when asked to do so by our employees.

ix Sheltered Annuity

The Board of Education has available through the Great-West Life Insurance Company and Prudential Insurance Company a plan whereby any contractual employee may invest a percentage of his yearly income in a Tax Sheltered Annuity so he may have a larger retirement income. Booklets explaining the program are available upon request from Mrs. Keane.

ies Deduction

Payroll deductions for organization dues will be made upon receipt of such signed and dated requests in writing.

Notice of cancellation of dues must be filed in June or November. No changes can be made on other than those dates.

Note: If you have any questions or want further information on any payroll deduction, please contact Mrs. Duane or Mrs. Keane.