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**AGREEMENT**

between the

**HANOVER TOWNSHIP BOARD OF EDUCATION**

and the

**HANOVER TOWNSHIP EDUCATION ASSOCIATION**

For the Years

X July

to June 30, 1983

**LIBRARY**  
Institute of Management  
Labor  
AUG 27 1981  
RUTGERS UNIVERSITY

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## ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Hanover Township Education Association as the exclusive and sole representative for collective negotiation under Chapter 123, Laws of 1974, concerning the terms and conditions of employment for all certified personnel whether under contract or on leave.

Including and limited exclusively to the following classes of certificated teaching staff members contracted for tenure:

Teachers  
Nurses  
Guidance Counselors  
Social Workers  
Librarians  
Remedial Teachers  
Learning Disabilities Teacher-Consultants

but excluding hourly Supplemental Teachers.

- B. Unless otherwise indicated, the term "teachers", when used hereafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and references to male teachers shall include female teachers.
- C. Hanover Township Education Association shall be referred to as the "Association".
- D. The Hanover Township Board of Education is a body corporate charged with the statutory responsibility of conducting the schools existing within the Township of Hanover School District, Kindergarten through eighth grade, hereafter referred to as the "Board".

## ARTICLE II

NEGOTIATION PROCEDURE

- A. The Board shall make available to the negotiating team of the Association for inspection all pertinent records, data, and information normally available to citizens of Hanover Township.
- B. This Agreement and any amendments shall not be modified in whole or in part by the parties, except by an instrument in writing duly executed by both parties.

## ARTICLE III

GRIEVANCE PROCEDUREA. Definition

1. Grievance. A grievance is an appeal of a specific:
  - a. Interpretation, application, or violation of Board policy.
  - b. Interpretation, application, or violation of an Agreement provision.
  - c. Administrative decision.

B. Conditions

1. The grievance procedure must be initiated within ten (10) school days of the occurrence of the incident.
2. Time limits specified herein shall be strictly adhered to by both parties.
3. Failure to appeal to the next level within the times specified shall bar further appeal with respect to the particular grievance then under consideration. Failure to respond to the aggrieved party within the specified time shall constitute a right of appeal to the next level.
4. All deadlines provided in these procedures may be extended only by mutual written agreement of the Board and the Association.
5. In the event that a grievance is filed at such time that it cannot be processed through all the steps in the grievance procedure by the end of the school year, it is agreed by the Board and the Association that both parties will work in good faith to resolve the matter expeditiously, by reducing the time factors involved.
6. Either party shall be represented by a representative of his own choosing. A representative of the Association shall be present.
7. The term "grievance" shall not apply to any matter for which:
  - a. A method of review is prescribed by law or State Board ruling; or wherein
  - b. The Board of Education is without authority to act; or wherein
  - c. A complaint relates to the non-renewal or termination on notice of a non-tenure employee's contract.

C. Procedure

1. Level 1. An aggrieved party shall submit the grievance on Grievance Form 1 to the Building Principal within ten (10) school days of the

occurrence of the incident, Within five (5) school days of the receipt of the written form from the aggrieved party, the Building Principal or his representative shall submit his written response to the aggrieved party.

If a grievance affects a group or class of teachers in more than one (1) building, or a teacher who is not primarily assigned to one (1) building, the group or the individual, and/or Association may submit such a grievance on Grievance Appeal Form 2 to the Superintendent directly, with copies to the Principal/Principals, and the processing of such a grievance shall be commenced at Level 2. Prior discussion with the Principal/Principals of the school/schools involved is encouraged.

2. Level 2. If the aggrieved party is not satisfied with the disposition of the grievance at Level 1, he must, within five (5) school days of the receipt of the Level 1 response file the grievance on Grievance Appeal Form 2 set forth herein with the Superintendent of Schools. The Superintendent shall, within seven (7) school days, afford the aggrieved party an opportunity to present the grievance. The Superintendent shall render a decision on the grievance within seventeen (17) school days after the grievance has been filed at Level 2. The Decision shall be in writing. (One copy to the aggrieved party and one copy to the Association, and one copy to the Principal.)
3. Level 3. If the aggrieved party is dissatisfied with the decision of the Superintendent, he must, within five (5) school days file Grievance Appeal Form 3 with the Secretary of the Board of Education. The Board of Education shall afford the aggrieved party an opportunity to present the grievance to the Board at a conference meeting within ten (10) school days of the filing of the grievance with the Board Secretary. The Board shall render a decision in writing to the aggrieved party, with copies to the Association, Superintendent and Principal/Principals within ten (10) school days after the hearing.

#### D. Arbitration Procedure

1. If the decision is unsatisfactory, the Association may declare an impasse, and if it does so, the Secretary of the Board shall be so notified in writing within fifteen (15) school days of the receipt of the Board's decision. Thereupon, the Association, shall have the right to appeal to the New Jersey Public Employment Relations Commission, for obtaining an arbitrator to serve pursuant to their rules

and regulations and statement of procedure. No hearing shall be held sooner than ten (10) school days after the Board has received notification of impasse. Both parties to this Agreement agree to advisory arbitration for grievances arising under Sections A (1) (a) and (c). Costs are to be shared equally by the Board and the Association.

2. Grievances arising under Section A (1) (b) shall be subject to final and binding arbitration in accordance with the procedure outlined in paragraph (1) above. The jurisdiction and authority of the arbitrator shall be confined exclusively to the terms of this Agreement. He shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement, or impose on either party hereto a limitation or obligation not explicitly provided for in this Agreement. Costs are to be shared equally by the Board and the Association.

**GRIEVANCE APPEAL FORM (LEVEL 1)**

1. a) Name of aggrieved party: \_\_\_\_\_
- b) Building Assignment: \_\_\_\_\_
- c) Date of Submission: \_\_\_\_\_
- d) Name of Association Representative: \_\_\_\_\_

2. State precisely the policy, agreement provision or administrative decision which is the subject of your appeal.

3. State in detail the reasons for your dissatisfaction with the interpretation, application or violation of policy, agreement provision, or administrative decision concerning which you are appealing.  
(Note: State date and time of incident.)

4. State what you consider to be a fair and equitable disposition.

\_\_\_\_\_  
Signature of Aggrieved Party



GRIEVANCE APPEAL FORM (LEVEL 2)

1. a) Name of aggrieved party: \_\_\_\_\_
- b) Building Assignment: \_\_\_\_\_
- c) Date of Submission: \_\_\_\_\_

2. Attach to this form a copy of your original Grievance Appeal at Level 1 and a copy of the Principal's decision.

3. State in detail your reasons for your dissatisfaction with the decision of the Principal.

\_\_\_\_\_  
Signature of Aggrieved Party

**GRIEVANCE APPEAL FORM (LEVEL 3)**

1. a) Name of aggrieved party: \_\_\_\_\_  
b) Building Assignment: \_\_\_\_\_  
c) Date of Submission: \_\_\_\_\_  
d) Name of Association Representative: \_\_\_\_\_
  
2. Attach to this form a copy of your original Grievance Appeal at Level 2 and a copy of the Superintendent's decision.
  
3. State in detail your reasons for your dissatisfaction with the decisions of the Superintendent.

\_\_\_\_\_  
**Signature of Aggrieved Party**

## ARTICLE IV

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Association shall have the right of using school facilities, equipment, and services subject to prior approval of the Superintendent or his designee. The costs of materials and supplies used shall be borne by the Association.
- B. The Association shall have the right of using the inter-school mail facilities and school mailboxes with the permission of the building principal.
- C. The Association will be given, upon request, copies of all teachers' schedules as soon as available, for information purposes only.
- D. Whenever grievance procedures or negotiations require the presence of any representative of the Association or any teacher during working hours, he shall suffer no loss of pay.
- E. When the Superintendent or other administrator is going to submit a recommendation to the Board of Education on any matter which will adversely affect that teacher's salary, increments, and/or position of employment, such teacher shall be afforded written notice including reasons at least three (3) school days prior to such submission to the Board of Education during which time the teacher may request in writing and shall be granted an opportunity to meet with the Superintendent. Said teacher shall, if he or she wishes, be accompanied by a representative of the Association.
- F. When any teacher is required to appear before the Board of Education or a committee thereof, on any matter adversely affecting his salary, increments and/or position, written notice including reasons shall be given him at least three (3) school days before the meeting, and he or she shall, if he or she wishes, be accompanied by a representative of the Association.
- G. Teachers who have been employed continuously since the preceding September 30th shall be notified of their contract and salary status according to State law.
- H. Non-tenure teachers will notify the Board of their acceptance or non-acceptance of contract offers for the succeeding school year according to State law.
- I. Teachers shall have the right of representation provided under NJSA 18A:25

## ARTICLE V

TEACHING HOURS AND PROFESSIONAL DUTIES

- A. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "in-out" roster.
- B. 1. Teachers will arrive at their respective assignments at least fifteen (15) minutes before the official school day begins and may leave their respective assignments fifteen (15) minutes after the close of the school day, except when their presence is required to perform the professional duties listed in number 2. below.
2. As a part of their professional duties teachers shall be required to participate in the following:
- a. Building, departmental meetings, workshops or other professional meetings, scheduled after the close of the regular school day.
  - b. Meetings, whenever necessary, with parents of their students, as well as with special services personnel and administrative personnel concerning the welfare of the students.
  - c. Completing field trips that extend beyond the regular work day.
  - d. Assisting or disciplining students when necessary.
  - e. Student functions, P.T.A. meetings, school board meetings, or other community meetings whenever pertinent.
3. It is the intention of the Board to negotiate with the Association with regard to those night meetings which are in addition to those now scheduled. The Board maintains its right to schedule parent-teacher conference night meetings at its discretion.
- C. 1. Preparation Periods:
- a. Teachers in K-5 buildings will be provided a preparation/consultation team planning period whenever, and for the length of time, their class is regularly assigned to a special subject teacher.
  - b. Teachers in Memorial Junior School will receive at least one (1) preparation period of forty-five (45) minutes a day.

- c. The provisions in a. and b. shall not apply to guidance counselors, learning disabilities teacher-consultants (LDT-C's), social workers, nurses in K-5 buildings, speech therapists, remedial teachers, and art, music, physical education, industrial arts, home economics and health teachers, who shall be governed by past practice for scheduling of preparation periods.
  - d. The schedules of teachers who are assigned to more than one school shall be arranged so that adequate travel time is available.
  - e. Teachers who are required to use their own automobiles in the performance of their duties shall be reimbursed for travel at a rate to be determined by the Board of Education. Such reimbursement shall not include commutation to and from work.
  - f. Students shall be released from school after a half-day preceding "Back to School Night". All teachers required to attend "Back to School Night" shall be granted appropriate release time that day for the purpose of preparing for "Back to School Night".
- D. Provision will be made for at least a thirty minute duty free lunch period for all teachers.
- E. The principal may require teachers to be on duty during lunch periods, preparation periods, and other unassigned periods or whenever he determines that it is necessary for the safety and welfare of the students.

## ARTICLE VI

TEACHER-ADMINISTRATOR COUNCILS

The purpose of the Teacher-Administrator Councils shall be to promote communications between Administrators and teachers by the discussion of issues affecting individual schools.

1. Membership, K-5:
  - a. Three (3) elected members from the teaching staff assigned to that building.
  - b. The Principal of that building.
  - c. Any person within the school system whose specialized knowledge may be of value to the discussion may be invited.
2. Membership, Memorial Junior School:
  - a. An elected ten percent (10%) of the teachers assigned to that building.
  - b. The Principal of that school.
  - c. Any person within the school system whose specialized knowledge may be of value to the discussion may be invited.
3. Meetings:
  - a. Meetings shall be scheduled throughout the school year. Meetings may be cancelled by the mutual consent of all parties.
4. Policy:
  - a. Members of the Council shall propose, examine and discuss fully various courses of action with the intention of arriving at a consensus.
  - b. The Principal has the responsibility to make all decisions. The Principal shall present to the Council the reasons for his decision whenever a consensus has not been reached.

## ARTICLE VII

SALARIES

- A. 1. Salary schedules for all personnel covered under this contract are set forth on wage schedules attached hereto and made a part hereof.
2. Extra compensation rates for the school years 1980-83 are set forth on the schedules annexed hereto and made a part hereof.
- B. 1. Teachers employed on a ten (10) month basis shall be paid twenty (20) equal semi-monthly installments on the fifteenth (15th) and on the thirtieth (30th) of each month.
2. Teachers employed on an eleven (11) month basis (on a contract called "twelve (12) months") shall be paid in twenty-four (24) equal semi-monthly installments on the fifteenth (15th) and on the thirtieth (30th) of each month.
- C. 1. Teachers may individually elect to have a designated portion of their monthly salary deducted from their pay checks. These funds shall be deposited with the TRI-CO Federal Teachers' Credit Union of Morristown, New Jersey two (2) days after the third (3rd) business day of the month following the month in which the money was earned.
2. Presently employed teachers are to notify the payroll office of the Board of Education by June 15th of each year of their intention to:
- a. Enroll in this program.
  - b. Discontinue their TRI-CO deduction.
3. Teachers may change the amount of the deduction a maximum of four times per year, provided that thirty-five (35) days notice is given to the Board to effect the change.
- D. 1. 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.
2. Teachers shall receive their final checks on the last working day in June.
- E. 1. If a teacher receives satisfactory ratings for a period of two (2) years from the date of the withholding of a salary increment, he shall be restored to his proper place on the salary guide in the next school year.

- F. 1. If the proposed withholding of any teacher's salary increment occurs less than sixty (60) days prior to April 15th, the teacher shall be required to waive notification of salary as indicated elsewhere in this Agreement. No salary notification in this instance shall occur later than August 15th.



PERSONAL LEAVES OF ABSENCE

A. Personal leave at full pay shall be granted for the following reasons:

1. Up to five (5) days leave shall be granted to an employee for each death in the immediate family to attend funeral services and/or to handle personal business related to the death. Immediate family shall be considered to be father, mother, spouse, child, brother, sister, grandfather, grandmother, mother-in-law, father-in-law, sister-in-law, brother-in-law, or any member of the immediate household excluding employees or tenants.
2. Up to two (2) days shall be allowed for the President of the Association or an alternate he designates to attend conferences and conventions of state and national affiliated organizations.
3. Up to a total of three (3) days (non-cumulative) shall be allowed in any one school year for the following reasons:
  - a) Serious illness in the immediate family. (Immediate family same as in (1).)
  - b) Recognition of religious holiday.
  - c) Court subpoena.
  - d) Marriage of the employee or marriage in the immediate family. (A maximum of one day shall be allowed.)
  - e) College graduation of employee or a member of his immediate family. (A maximum of one day shall be allowed.)
  - f) Any other emergency or urgent reason not included in a) thru e) above if approved by the Superintendent.
4. Up to a total of two (2) days (non-cumulative) may be allowed in any one school year for any personal business, emergency or urgent reason not included in 3 a) through e) above, if approved in advance by the Superintendent of Schools. The Superintendent may waive advance notice.
5. If neither day under 4 above is taken in a given year, they will then accumulate without limit and may be used in subsequent years only as excess sick leave to be taken after all regular sick leave has been used.

- B. The Superintendent shall be notified, via the immediate supervisor a minimum of one (1) day in advance when personal leave is to be granted under A 2, and A 3 b), c), d), and e). The Superintendent may waive advance notice.
- C. For proper payroll accounting, audit and employee protection, every absence granted under Article VIII, leave for a half day, full day or more, must be accounted for in writing and reported to the Superintendent. Such reasons as they apply to A.4. of this Article shall be given as "death, personal, or legal".
- D. For each day leave taken in excess of the amount specified in paragraphs A or B above, 1/200 part of the employee's annual salary shall be deducted.
- E. At the discretion of the immediate supervisor, non-cumulative leave without pay of up to five (5) days per year may be granted. (Reference: Article X, paragraph H).

## ARTICLE IX

SICK LEAVE

- A. Ten (10) school days a year shall be granted to all personnel working on a ten (10) month contract for personal illness, and unused sick leave shall be cumulative without limit.
- B. Eleven (11) school days a year shall be granted to all personnel working on an eleven (11) month basis (on a contract called "twelve (12) months") for personal illness, and unused sick leave shall be cumulative without limit.

## ARTICLE X

LEAVES OF ABSENCE WITHOUT PAY

- A. The Board agrees that up to two (2) tenured teachers designated by the Association shall, upon request, be granted a leave of absence for up to one (1) year for the purpose of engaging in activities of the Association or its affiliates.
- B. A leave of absence of up to two (2) years may be granted to any tenured teacher who joins the Peace Corps, Vista, National Teacher Corps, or serves as an exchange teacher or overseas teacher and is a full-time participant in either such programs or accepts a Full-bright Scholarship. Upon return from leave granted pursuant to this paragraph, a tenured teacher shall be considered as if he were actively employed by the Board during the leave period, and shall be placed on the salary schedule at the level he would have achieved if he had not been absent.
- C. The Board shall grant a medical leave of absence without pay for illness or disability (including maternity) subject to the following:
1. A leave shall commence upon receipt of written notice of illness or disability by the Board. When medically possible, advance notice of no less than sixty (60) calendar days shall be given.
  2. A leave of up to one (1) calendar year shall be granted to any tenured teacher. Non-tenured teachers may receive a leave not to exceed the remainder of the school year (June 30th). Reemployment shall not be denied solely because of the granting of a medical leave of absence.
  3. Notice of not less than sixty (60) days, when possible, of an intent to return to work must be given, in writing, to the Board.
  4. Upon the request of the Board, a teacher shall supply a satisfactory medical certification of fitness for duty.
  5. The foregoing is not intended to affect utilization of unused sick leave.
- D. Other leaves of absence may be granted by the Board upon application.

- E. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits towards Sabbatical eligibility, and advancement on the salary guide, shall be restored to him upon his return. However, a teacher on leave (except as provided under paragraph B.) shall not accumulate any sick leave, Sabbatical or other credits during his leave period. A non-tenure teacher on extended leave shall not have the leave time applied to his probationary period.
- F. All applications or granting of extension of or renewal of leaves shall be applied for and acted upon in writing and must be subject to approval by the Board of Education. All leaves, with the exception of medical leave, shall be requested on or before April 1st, and be acted upon no later than May 1st.
- G. The Board shall grant child-rearing leave without pay to any teacher immediately following maternity leave or adoption of a minor child, subject to the following provisions:
1. Child-rearing leave shall be granted to any tenured teacher for a minimum of five (5) months and maximum of one (1) year, provided the return date to duty is either February 1st or September 1st.
  2. For non-tenured teachers, such leave shall be for a minimum of five (5) months, but shall not exceed the end of the school year.
- H. At the discretion of the immediate Supervisor, non-cumulative leave without pay of up to five days per year may be granted. (Reference: Article VIII, Paragraph E).

## ARTICLE XI

SABBATICAL LEAVE

- A. A Sabbatical Leave shall be granted to a teacher by the Board of Education for research, study, including study in another area of specialization, or for other reasons of value to the school system, subject to approval by the Board of the program of study, and the following conditions:
1. If there are sufficient qualified applicants, Sabbatical Leaves shall be granted to two (2) teachers in any one (1) school year.
  2. Requests for Sabbatical Leave must be received by the Superintendent in writing in such form as he shall prescribe and prepare, not later than February 15th. Action upon such requests shall be taken not later than April 15th following.
  3. The teacher has completed at least seven (7) full school years of service in the Hanover Township school district, prior to application.
- B. A Sabbatical Leave shall be for either one-half of the school year at full pay, or the entire school year at half pay.
- C. A teacher on Sabbatical Leave upon return shall be treated for purposes of salary guide as if he had been teaching in the school system during the period of the leave. However, the teacher on Sabbatical Leave shall not accumulate any sick leave for said leave period.
- D. As a condition to such leave, the teacher shall enter into a contract to continue in the service of the Hanover Township Public Schools for a period of at least two (2) years after accepting Sabbatical Leave. Failing to so continue in service, the teacher shall repay on demand to the Board of Education the full salary received while on leave, unless such teacher has become incapacitated, has been discharged, or has been released for good and sufficient reasons by the Board from this obligation.
- E. The Board shall provide the reason, in writing, for rejection of applications received.

## ARTICLE XII

INSURANCE PROTECTION

- A. The Board shall provide the health care insurance protection, including hospitalization, medical-surgical and major-medical, designated below.
1. The Board shall pay, upon application of employee, the full premium for single person coverage for each employee.
  2. The Board shall pay, upon application of the employee, the full premium for coverage of eligible dependents of the employee.
  3. Provisions of the health care insurance program shall be detailed in master policies and contracts.
  4. The Health insurance for the basic hospitalization and medical coverage and the major-medical coverage shall be such plan as the Board shall designate, provided that the extent of coverage of such plan shall be equivalent to that provided by the New Jersey Public and School Employees Health Benefits Plan as of June 30, 1978. The Board of Education shall insure continuous coverage in any and all instances of change of carrier. The Association shall have the opportunity to meet with the carrier(s) for informational purposes only prior to the change of carrier.
  5. For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1st and ending August 31st. When necessary, payment of premiums in behalf of the employee shall be made prospectively to assure uninterrupted participation and coverage.
- B. The insurer shall provide for continuance of health care insurance at the retiree's expense after retirement on the terms detailed in the master policies and contracts. Payment for this coverage shall be made by the retiree directly to the insurance carrier to insure no loss of benefits and to maintain retirees group rate coverage.
- C. The Board shall provide to each employee upon request copies of the health care insurance policies covered under this Article.

ARTICLE XIII

DEDUCTION OF DUES

- A. 1. The Board agrees to deduct from the salaries of its teachers dues for the Hanover Township 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 233, Public Laws of 1969, (NJSA 52:14-15.9e) 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 Hanover Township Education Association by the 15th 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. Teacher authorizations shall be in writing in the form set forth below:

AUTHORIZATION  
TO  
DEDUCT ASSOCIATION MEMBERSHIP DUES

\* \* \*

NAME \_\_\_\_\_ SOC. SEC. NO. \_\_\_\_\_

SCHOOL BUILDING \_\_\_\_\_ DISTRICT \_\_\_\_\_

TO: DISBURSING OFFICER  
HANOVER TOWNSHIP BOARD OF EDUCATION

I hereby request and authorize the Disbursing Officer of the above school district to deduct from my earnings until notified of termination an amount required for current year membership dues and such amount as may be required for dues in each subsequent year, all as certified by said organizations; such amounts to be paid to such persons as may from time to time be designated by the local association. This authorization may be terminated only by prior written notice from me effective January 1st or July 1st of any year. Upon termination of employment, the Disbursing Officer shall deduct any remaining amount due for the current school year. I waive all right and claim for monies so deducted and transmitted and relieve the Board of Education and its officers from any liability thereof.



I designate the Hanover Township Education Association to receive dues and distribute them to the following organizations:

Hanover Township Education Association

Morris County Council of Education Association

New Jersey Education Association

National Education Association

\* \* \*

- B. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- C. Additional authorizations for dues deduction may be received after August 1st under rules established by the State Department of Education.
- D. The filing of notices of a teacher's withdrawal shall be effective to halt deductions as of the January 1st or July 1st next succeeding the date on which notice of withdrawal is filed.
- E. The Board agrees to deduct from teachers' salaries money for local and/or national Association services and programs as said teachers individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such Association or Associations. Any teacher may have such deductions discontinued at any time, upon sixty (60) days' written notice to the Board and the appropriate Association.

## ARTICLE XIV

ADDENDUM

- A. The parties agree to follow the procedures outlined in the Agreement, to resolve any question or proposal until the procedures within this Agreement are fully exhausted.
- B. Separability: If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. The Board reserves to itself sole jurisdiction, authority and responsibility over matters of policy and retains the right: (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district; and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty for legitimate reason; (d) to maintain efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; and (f) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.
- D. This Agreement incorporates the entire understanding of the parties on terms and conditions of employment and with respect to the establishment of grievance procedures.
- E. To the extent not inconsistent with this Agreement, terms and conditions of employment arising out of past practice shall not be deemed waived by the signing of this Agreement.

ARTICLE XV

DURATION OF CONTRACT

A. This Agreement shall remain in effect for a period of three years commencing July 1, 1980 and terminating on June 30, 1983.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, and their corporate seals affixed hereto, on the 17th day of April 19 80.

HANOVER TOWNSHIP BOARD OF EDUCATION

ATTEST:

By: Joseph Luppold  
President

Dorothy Cook  
Secretary

HANOVER TOWNSHIP EDUCATION ASSOCIATION

ATTEST:

By: Leona B. Strauss  
President

Heraldine Peay  
Secretary

HANOVER TOWNSHIP BOARD OF EDUCATIONSALARY GUIDE 1980 - 81

<u>Step</u>	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>
1	12,259	12,763	13,267	13,771	14,274	14,652	15,156
2	12,763	13,267	13,771	14,274	14,652	15,156	15,660
3	13,267	13,771	14,274	14,652	15,156	15,660	16,163
4	13,771	14,274	14,652	15,156	15,660	16,163	16,516
5	14,274	14,652	15,156	15,660	16,163	16,516	17,014
6	14,652	15,156	15,660	16,163	16,516	17,014	17,513
7	15,156	15,660	16,163	16,516	17,014	17,513	18,137
8	15,660	16,163	16,516	17,014	17,513	18,137	18,760
9	16,163	16,516	17,014	17,513	18,137	18,760	19,383
10	16,516	17,014	17,513	18,137	18,760	19,383	20,008
11	17,014	17,513	18,137	18,760	19,383	20,008	20,630
12	17,513	18,137	18,760	19,383	20,008	20,630	21,255
13	18,137	18,760	19,383	20,008	20,630	21,255	21,802
14	18,760	19,383	20,008	20,630	21,255	21,802	22,543
15	19,383	20,008	20,630	21,255	21,802	22,543	23,285
16	20,008	20,630	21,255	21,802	22,543	23,285	24,026
17	20,630	21,255	21,802	22,543	23,285	24,026	24,768
18	21,255	21,802	22,543	23,285	24,026	24,768	25,509
19	21,802	22,543	23,285	24,026	24,768	25,509	26,252
20	22,543	23,285	24,026	24,768	25,509	26,252	26,992
21	-	-	-	25,509	26,252	26,992	27,734

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<u>Step</u>	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>
1	13,000	13,484	14,039	14,593	15,148	15,701	16,117
2	13,484	14,039	14,593	15,148	15,701	16,117	16,671
3	14,039	14,593	15,148	15,701	16,117	16,671	17,226
4	14,593	15,148	15,701	16,117	16,671	17,226	17,779
5	15,148	15,701	16,117	16,671	17,226	17,779	18,167
6	15,701	16,117	16,671	17,226	17,779	18,167	18,715
7	16,117	16,671	17,226	17,779	18,167	18,715	19,226
8	16,671	17,226	17,779	18,167	18,715	19,226	19,950
9	17,226	17,779	18,167	18,715	19,226	19,950	20,448
10	17,779	18,167	18,715	19,226	19,950	20,448	21,127
11	18,167	18,715	19,226	19,950	20,448	21,127	21,809
12	18,715	19,226	19,950	20,448	21,127	21,809	22,487
13	19,226	19,950	20,448	21,127	21,809	22,487	23,168
14	19,950	20,448	21,127	21,809	22,487	23,168	23,764
15	20,448	21,127	21,809	22,487	23,168	23,764	24,459
16	21,127	21,809	22,487	23,168	23,764	24,459	25,264
17	21,809	22,487	23,168	23,764	24,459	25,264	26,068
18	22,487	23,168	23,764	24,459	25,264	26,068	26,873
19	23,168	23,764	24,459	25,264	26,068	26,873	27,677
20	23,764	24,459	25,264	26,068	26,873	27,677	28,483
21	24,459	25,264	26,068	26,873	27,677	28,483	29,286
22	-	-	-	27,677	28,483	29,286	30,091

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<u>Step</u>	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>
1	13,645	14,170	14,698	15,303	15,906	16,511	17,114
2	14,170	14,698	15,303	15,906	16,511	17,114	17,568
3	14,698	15,303	15,906	16,511	17,114	17,568	18,171
4	15,303	15,906	16,511	17,114	17,568	18,171	18,776
5	15,906	16,511	17,114	17,568	18,171	18,776	19,379
6	16,511	17,114	17,568	18,171	18,776	19,379	19,802
7	17,114	17,568	18,171	18,776	19,379	19,802	20,399
8	17,568	18,171	18,776	19,379	19,802	20,399	20,956
9	18,171	18,776	19,379	19,802	20,399	20,956	21,746
10	18,776	19,379	19,802	20,399	20,956	21,746	22,288
11	19,379	19,802	20,399	20,956	21,746	22,288	23,028
12	19,802	20,399	20,956	21,746	22,288	23,028	23,772
13	20,399	20,956	21,746	22,288	23,028	23,772	24,511
14	20,956	21,746	22,288	23,028	23,772	24,511	25,253
15	21,746	22,288	23,028	23,772	24,511	25,253	25,903
16	22,288	23,028	23,772	24,511	25,253	25,903	26,660
17	23,028	23,772	24,511	25,253	25,903	26,660	27,538
18	23,772	24,511	25,253	25,903	26,660	27,538	28,414
19	24,511	25,253	25,903	26,660	27,538	28,414	29,292
20	25,253	25,903	26,660	27,538	28,414	29,292	30,168
21	25,903	26,660	27,538	28,414	29,292	30,168	31,046
22	26,660	27,538	28,414	29,292	30,168	31,046	31,922
23	-	-	-	30,168	31,046	31,922	32,799

EXTRA-COMPENSATION RATES

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## SPORTS:

Varsity & Intramural

Step 1 & 2: .025 x BA Step 13.  
 Step 3: .025 x MA Step 13.  
 Step 4 & over:  
 .025 x MA + 30 Step 13.

Intramurals

Step 1&2: .02xBA Step 13.  
 Step 3: .02xMA Step 13.  
 Step 4 & over: .02xMA + 30  
 Step 13.

## ACTIVITIES:

Cheerleading

Step 1&2: .02xBA Step 13.  
 Step 3: .02xMA Step 13.  
 Step 4 & over: .02xMA+30 Step 13.

Yearbook Advisors

Steps 1&2: .025xBA Step 13.  
 Step 3: .025xMA Step 13.  
 Step 4 & over: .025xMA+30  
 Step 13.

Newspaper (1 Journalism, 1 Graphics)

Step 1&2: .02xBA Step 13.  
 Step 3: .02xMA Step 13.  
 Step 4 & over: .02xMA+30 Step 13.

Dramatics (.025)

Dramatics Assistant (.02)  
 Step 1&2: xBA Step 13.  
 Step 3: xMA Step 13.  
 Step 4 & over: xMA+30  
 Step 13.

Team Leaders: .0075 x BA Step 13 per team member to maximum  
 of 5 members.

Area Coordinators: .03 x MA+30 Step 13, + 5 non-teaching  
 periods per week.