

4-0332
04-30

Agreement
Between
The Runnemed Board of Education
and
The Runnemed Education Association
For the Contract Period
July 1, 1973
to
June 30, 1975

**Table of Contents for Agreement Between Runnemede Board of
Education and Runnemede Education Association for Contract
Period July 1, 1973 to June 30, 1975.**

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ARTICLE I
RECOGNITION

A. The Board hereby recognizes the Runnemedde Education Association Negotiations Committee as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certificated and non-certificated personnel whether under contract, implied or stated, including: Teachers, Nurses, Librarians, Social Workers, Reading Teachers, Speech Therapist, Learning Disabilities Specialist, Secretaries, Custodians, and Janitors but excluding: Superintendent, Assistant Superintendent, Board Secretary and Principals.

B. Unless otherwise indicated, the term "teachers", when hereinafter used in this Agreement, shall refer to all professional and non-professional employees represented by the Association Committee in the negotiating unit as above defined.

ARTICLE II
NEGOTIATION PROCEDURE

A. The parties agree to enter into collective negotiations over successor agreement in accordance with Chapter 303 Public Laws 1968 in a good-faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin not later than October 1 of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all teachers, be reduced to writing, be ratified by the general membership of the Association, be signed by the Board and Association and be adopted by the Board.

B. During negotiation, the Board Negotiations Committee and the Association Committee shall present relevant data, exchange points of view and make proposals and counter-proposals. The Board Committee shall make available to the Association Committee for inspection the following records, data, and information of the Runnemed School District: An audit report, a complete list of teachers names, salaries, and step on guide.

C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, and make counter-proposals in the course of negotiations.

D. 1. Representatives of the Board and the Association's negotiating committee shall meet upon request of either party for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.

2. Each party shall submit to the other, at least three (3) days prior to the meeting, an agenda covering matters they wish to discuss.

3. All meetings between the parties shall be regularly scheduled, whenever possible, to take place when the teachers involved are free from instructional responsibilities, unless other wise agreed.

4. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

E. The Board agrees not to negotiate concerning said employees in the majority negotiating unit as defined in ARTICLE I of this agreement, with any organization other than the Association for the duration of this Agreement.

ARTICLE II (continued)

F. This Agreement incorporates the entire understanding of the parties on all matters which were the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

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

ARTICLE III

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to make available to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district as required by law, or in the public domain including, but not limited to: annual personnel, tentative budgetary allocations and requirements, agendas and minutes of all Board meetings and names and addresses of all teachers, that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students.
- B. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.
- C. Representatives of the Association, and the New Jersey Education Association, shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations, provided permission has been obtained from the Superintendent or his representative.
- D. The Association and its representatives may have the privilege to use school buildings at all reasonable hours for meetings, provided permission has been obtained from the Superintendent or his representative. The principal of the building in question shall be notified in advance of the time and place of all such meetings.
- E. The Association may have the privilege to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use, providing permission has been obtained from the Superintendent or his representative.
- F. Orientation programs for new teachers shall be encouraged by the Board and the Association.
- G. As long as it does not interfere with the educational process, it shall be the intent of the administration to release one P.M. split session teacher in each building to attend Association meetings.

ARTICLE IV
TEACHER RIGHTS

- A. Pursuant to Chapter 303, Public Laws of 1968, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 303, Public Laws of 1968, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey School Laws or state and federal regulations.
- C. No teacher shall be reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.
- D. Whenever any tenure teacher is required to appear before the Superintendent, Board, or any committee concerning termination of employment or salary, then he shall be given prior written notice of the reason(s) for such meeting or interview and shall be entitled to have a representative of the Association or its affiliates to advise him and represent him during such meeting or interview. Any suspension of a teacher pending charges shall be with pay until the Board renders its final decision.

ARTICLE V
GRIEVANCE PROCEDURE

A. It is agreed by both parties that the contents of Pages 9 and 10 of the Faculty Handbook, under heading Grievance and Proposal Procedure Policy, shall continue as stated with an addition to item 5 and additional items 7 and 8, for the duration of the Contract Agreement period.

From handbook-

GRIEVANCE AND PROPOSAL PROCEDURE POLICY

POLICY:

The Board of Education and the staff are dedicated to the important task of providing the best education possible for the children of Runnemed Public Schools. Satisfactory fulfillment of this great responsibility requires a climate of mutual trust and dependability on the part of the Board, and the staff. To accomplish this, both must work together cooperatively to develop a procedure which will insure high standards of performance and at the same time, contribute to the morale and well being of the staff.

The policy which pertains to the entire staff should promote harmonious relationships among various groups as well as between Board and staff members.

RULES AND REGULATIONS:

1. Any employee who has either a grievance or a proposal shall first discuss it with his immediate superior in an attempt to resolve the matter at that level.
2. If the matter is not resolved to the satisfaction of the employee, he may then submit his grievance or proposal to the Principal in writing.
Action on the request shall be taken by the Principal within a period not to exceed five days after receipt of same. A copy of the decision shall be submitted to both the employee and the Superintendent.
3. If the matter is not resolved to the satisfaction of the employee, he may then present his appeal to the Superintendent in writing, setting forth the grounds upon which the grievance or proposal is based. Action on the request shall be taken by the Superintendent within a period not to exceed ten days after receipt of same. His decision shall be submitted to the employee in writing.

ARTICLE V (continued)

- 4. If the matter is not resolved to the satisfaction of the employee, he may then present his grievance or proposal to the Executive Committee of the organization of which he is a member.
 - (a) If this Executive Committee determines that the grievance or proposal is without merit, it will so advise the employee. A copy of this decision shall be forwarded to the Superintendent and to the Board.
 - (b) If this Executive Committee determines that the grievance or proposal has merit, it shall refer it to the Board-Staff Relations Committee. This body shall act upon the referral within a period not to exceed 15 days after receipt of same. A copy of the decision shall be submitted to the employee and to the Board.

- 5. If it is the decision of the Executive Committee of the organization of which the employee is a member, that the grievance or proposal is without merit, he shall still have the right to appeal to the Board as a whole.
 Or if the matter is not resolved to the satisfaction of the employee by the Board-Staff Relations Committee, he may then present his grievance or proposal to the Board as a whole.
 - (a) It shall be agreed that the Board of Education shall not unduly delay a meeting, or a decision on a grievance. Whenever possible, and within reason, the Board will endeavor to rule on a grievance prior to its next regular meeting. If this is not feasible, the Board shall rule on the grievance no later than the following regular meeting.

- 6. The Board-Staff Relations Committee shall be composed of the three members of Board Teachers Committee and the three members composing the Teachers Committee of the local Education Association.

- 7. It is hereby agreed that consultive arbitration shall be recognized by both parties to this Agreement, providing the matter is not resolved according to paragraph #5 as stated above. Said arbitration to be non-binding, and the cost, if any, to be borne by the party requesting such arbitration service.

ARTICLE V (continued)

8. In the event arbitration is agreed upon, the following procedure shall be maintained:

- (a) Both parties shall agree upon a satisfactory third party.
- (b) If no agreement can be achieved on a satisfactory third party, then the American Arbitration Association shall be selected, and rules and regulations of that Association will govern such arbitration. This paragraph shall not change the intent and contents of paragraph 7.

ARTICLE VI
SCHOOL CALENDAR

- A. The Board of Education shall have the right to annually establish the school calendar for the following year.
- B. The views of the Association regarding the calendar shall be considered through consultation with the administration and or Board of Education.

ARTICLE VII
TEACHER FACILITIES

A. The Board and the Association agree that there shall be in each building an appropriately furnished room which shall be reserved for the exclusive use of teachers as a faculty center. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said center, it shall be regularly cleaned by the school's custodial staff. It is to be understood that said center is frequently the repository of confidential personnel (both faculty and student) data and information, and that the privacy and confidence of said center shall be strictly observed.

ARTICLE VIII
HOSPITALIZATION

The Board and the Association agree to transfer of group to the State Plan, Blue Cross-Blue Shield which also provides Major Medical coverage. (October 1971)

For the 1973-74 school year the Board of Education shall assume payment of employees rate, and \$325.00 plus 1/2 the remaining balance toward family coverage.

For the 1974-1975 school year the Board of Education shall assume payment of all costs for Hospitalization for employees rate, and family coverage.

ARTICLE IX
TEACHERS' SALARY SCHEDULE 1973-1974

	<u>Bachelor Degree</u>	<u>Bachelor Degree +15 Grad. Credits (+150)</u>	<u>Master Degree (+300)</u>	<u>Master Degree +15 Grad. Credits (+150)</u>
1.	\$ 7,950	8,100	8,400	8,550
2.	8,250	8,400	8,700	8,850
3.	8,560	8,710	9,010	9,160
4.	8,950	9,100	9,400	9,550
5.	9,330	9,480	9,780	9,930
6.	9,770	9,920	10,220	10,370
7.	10,210	10,360	10,660	10,810
8.	10,660	10,810	11,110	11,260
9.	11,100	11,250	11,550	11,700
10.	11,540	11,690	11,990	12,140
11.	11,990	12,140	12,440	12,590

Salary scale 14 years total teaching experience.

14.	12,510	12,660	12,960	13,110
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Credit for military service up to 4 years.

ARTICLE IX (continued)
SALARY SCHEDULE - SCHOOL SECRETARIES 1973-74

	<u>Secretary to Superintendent</u>	<u>Secretary to Principal</u>
1.	\$ 4,030	3,140
2.	4,280	3,340
3.	4,540	3,540
4.	4,820	3,770
5.	5,100	3,995
6.	5,380	4,210
7.	5,650	4,440
8.	5,930	4,660
9.	6,210	4,880
10.	6,480	5,100
11.	6,750	5,330
	(A) 12 month contract	(A) 10 month contract

ARTICLE IX (continued)

SALARY SCALE - MAINTENANCE PERSONNEL 1973-74

	<u>Custodian</u>	<u>Janitor</u>
1.	\$ 6,030	5,480
2.	6,280	5,680
3.	6,540	5,880
4.	6,820	6,100
5.	7,100	6,330
6.	7,380	6,550
7.	7,660	6,770
8.	7,920	7,000
9.	8,210	7,210
10.	8,490	7,440

Credit active military service up to 4 years. Credit active military service up to 4 years.

ARTICLE IX (continued)

1. Additional provision 1973-1974

A. Continuation of a Joint Conference Study Committee composed of the following membership:

- (1) 2 Board Members
- (2) 2 Teacher Association Members
- (3) 1 School Administrator
- (4) 2 Members of the Community (1 appointed by each party)

This committee would study and recommend improvements and suggestions from the Board and Association for consideration in future budget formulation. The recommendations to be non-binding on all parties. Such committee to meet in full at least once every three months and report to the Board of Education and Teachers' Association of their meetings.

B. The Board shall continue to reimburse staff members for full cost of graduate credits up to one hundred fifty dollars. (\$150.00)

- (1) Reimbursement will be made only to those staff members holding standard certificates
- (2) Application must be made through the Superintendent in September of the following school year. If approved, reimbursement will be made in October.

C. In an effort to ease the non-teaching duties of the teaching staff, the Board of Education hereby agrees to hire two (2) parttime non-professional aides for each school. The duties of these non-professional aides will be limited to lunch-room, playground and line duties during the noon hour. It shall remain the responsibility of the teaching staff to temporarily assume these duties in the event of absence or emergency of these non-professional aides.

ARTICLE IX (continued)

D. It shall be agreed that an optional 10 month, ten percent (10%) withholding plan shall be established. Payment in full of the ten percent (10%) to each employee participating in the plan shall be made on July 15th following the end of the academic year or upon death or termination of employment, if earlier.

2. Provisions 1974-75

- (1) Salary Schedule - To the Salary Schedule of 1973-1974 shall be added a \$350.00 increase.
- (2) Full reimbursement for graduate level courses taken up to one hundred fifty dollars. (\$150.00)
(Holders of standard certificates only)
- (3) Hospitalization - refer to page 11.

ARTICLE IX (continued)

TEACHERS' SALARY SCHEDULE 1974-1975

	<u>Bachelor Degree</u>	<u>Bachelor Degree +15 Grad. Credits (+150)</u>	<u>Master Degree (+300)</u>	<u>Master Degree +15 Grad. Credits (+150)</u>
1.	\$ 8,300	8,450	8,750	8,900
2.	8,600	8,750	9,050	9,200
3.	8,910	9,060	9,360	9,510
4.	9,300	9,450	9,750	9,900
5.	9,680	9,830	10,130	10,280
6.	10,120	10,270	10,570	10,720
7.	10,560	10,710	11,010	11,160
8.	11,010	11,160	11,460	11,610
9.	11,450	11,600	11,900	12,050
10.	11,890	12,040	12,340	12,490
11.	12,340	12,490	12,790	12,940

Salary scale 14 years total teaching experience.

14.	12,860	13,010	13,310	13,460
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Credit for military service up to 4 years.

ARTICLE IX (continued)

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SALARY SCHEDULE - SCHOOL SECRETARIES 1974-75

	<u>Secretary to Superintendent</u>	<u>Secretary to Principal</u>
1.	\$ 4,280	3,390
2.	4,530	3,590
3.	4,790	3,790
4.	5,070	4,020
5.	5,350	4,245
6.	5,630	4,460
7.	5,900	4,690
8.	6,180	4,910
9.	6,460	5,130
10.	6,730	5,350
11.	7,000	5,580

(A) 12 month contract

(A) 10 month contract

ARTICLE IX (continued)

SALARY SCALE - MAINTENANCE PERSONNEL 1974-75

	<u>Custodian</u>	<u>Janitor</u>
1.	\$ 6,280	5,730
2.	6,530	5,930
3.	6,790	6,130
4.	7,070	6,350
5.	7,350	6,580
6.	7,630	6,800
7.	7,910	7,020
8.	8,170	7,250
9.	8,460	7,460
10.	8,740	7,690

Credit active military
service up to 4 years.

Credit active military
service up to 4 years.

ARTICLE X
DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 1973 and shall continue in effect until June 30, 1975. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. In witness whereof the Association has caused this Agreement to be signed by its President and Secretary and the Board of Education has caused this Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon.

RUNNEMEDE EDUCATION ASSOCIATION

By: Anthony A. Bertolino
President

By: Betty Ann Halter (J.P.)
Secretary

RUNNEMEDE BOROUGH BOARD OF EDUCATION

By: James E. Renshaw
President

By: H. R. Bellows, Jr.
Secretary

February 21, 1973

Date