

AGREEMENT
between the
READINGTON EDUCATION ASSOCIATION
and the
BOARD OF EDUCATION OF READINGTON TOWNSHIP
Readington Township

LIBRARY
Institute of Management and
Labor Relations

SEP 21 1981

RUTGERS UNIVERSITY

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PREAMBLE

This Agreement entered into this 15th day of April, 1969, by and between the Board of Education of Readington Township in the Township of Readington, New Jersey, hereinafter called the "Board", and the Readington Education Association, hereinafter called the "Association."

WITNESSETH:

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Readington School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS, the members of the teaching profession are particularly qualified to advise the formulation of policies and programs designed to improve educational standards, and

WHEREAS, the Board has an obligation, pursuant to Chapter 303, Public Laws 1968 to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

RECOGNITION

- A. For the period of this contract, the Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certificated personnel whether under contract, on leave, on a per diem basis, employed or to be employed by the Board, including:

Classroom Teachers
Nurses
Librarians
Learning Disabilities Specialist

but excluding:

Principals
Supervisors
Custodians
Cafeteria Employees
Bus Drivers
Office Staff

- B. 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 unit as above defined, and references to male teachers shall include female teachers.

ARTICLE II

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a 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 signed by the Board and the Association, and be adopted by the Board.
- B. During negotiation, the Board and the Association shall present relevant data, exchange points of view and make proposals and counter-proposals. The Board shall make available to the Association for inspection all pertinent records, data and information of the Readington School District.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
- D. 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. This agreement incorporates the entire understanding of the parties on all matters which were or could have been 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.
- F. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE I of this Agreement, with any organization other than the Association for the duration of 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

GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim based upon an event or condition which affects the terms and conditions of employment of a teacher or group of teachers and/or the interpretation, meaning or application of any of the provisions of this Agreement.

2. An "aggrieved person" is the person or persons making the claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the terms and conditions of employment of teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

2. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement and if the aggrieved person so requests the Association shall be given the opportunity to be present at such adjustment and to state its views.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. Level One

A teacher with a grievance shall first discuss it with his principal or immediate superior, either directly or through the Association's designated Representative, with the objective of resolving the matter informally.

3. Level Two

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within ten (10) school days after presentation of the grievance, he may file the grievance in writing with the Chairman of the Association's Committee on Professional Rights and Responsibilities (hereinafter referred to as the "PR&R Committee") within ten (10) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. Within ten (10) school days after receiving the written grievance, the Chairman of the PR&R Committee shall refer it to the superintendent of schools.

4. Level Three

(a) If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the superintendent, he may, within five (5) school days after a decision by the superintendent or fifteen (15) school days after the grievance was delivered to the superintendent, whichever is sooner, request in writing that the Chairman of the PR&R Committee submit his grievance to arbitration. If the PR&R Committee determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person.

5. Level Four

The Board of Education shall receive representatives of organizations acting for individuals or groups of employees only after individual employees or representative employees have exhausted earlier methods for seeking redress of grievances and have requested audience for their representatives.

D. Rights of Teachers to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by 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 the grievance procedure if the teacher so requests.

E. Miscellaneous

1. All grievances and all discussions in respect thereof shall be in writing and transmitted promptly to all parties in interest (and to the Chairman of the PR&R Committee if involved).

2. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file in superintendent's office and shall not be kept in the personnel file of any of the participants.

3. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

4. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this ARTICLE.

ARTICLE IV

TEACHER AND BOARD RIGHTS

- A. Pursuant to Chapter 303, Public Laws 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 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. The Board reserves the right (without negotiation) to establish its budget, manage the schools and school system, including but not limited to the following:
1. With the advice and counsel of the Superintendent:
 - a. The determination of what is considered to be the school program or curriculum.
 - b. The introduction of or modification of, co-curricular activities or other special school programs.
 - c. The selection of textbooks.
 - d. The types and amounts of instructional materials and equipment to be available.
 - e. The criteria for grade placement, promotion or retention of pupils.
 - f. The application for, and use of, federal or state funds.
 - g. The number, type, assignment and qualifications of additional personnel.
 - h. The form of personnel evaluation report, method of making evaluation, and use made of evaluation.

2. For just cause to:

- a. Discipline, reprimand, reduce in rank or compensation, discharge or otherwise take disciplinary action against any employee. Provided however that not withstanding anything to the contrary in Article III or this Article, the Board shall have the right to decide with or without cause to not offer employment or renewal contracts to any non-tenure teacher (during the period prior to such teacher acquiring tenure pursuant to New Jersey Law) and the Board's decision in such matters with respect to non-tenure teachers shall not be the subject matter of a grievance.

C. Whenever any teacher is required to appear before the board or any committee or member thereof concerning any matter which could adversely affect the continuation of that teacher in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview. Any suspension of a teacher pending charges shall be with pay provided however that nothing in this paragraph C shall be deemed to impair the Board's right to decide with or without cause against the continuation of employment of a non-tenure teacher as provided in paragraph B above.

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

E. Any tenured teacher not living in Readington Township School District may request that his/her child (ren) be admitted as a student into the Readington Township Schools.

- a. The Board and superintendent shall decide whether there is appropriate space available for the child.
- b. The Board shall decide what the tuition rate shall be for the child attending the Readington Township Schools.
- c. The employee must accept whatever grade placement the district administrators feel is appropriate.
- d. The employee must accept whatever classroom teacher(s) the child is assigned to.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, agendas and minutes of all Board meetings, census data, names and addresses of all teachers, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.
- 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, the New Jersey Education Association, and the National 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.
- D. The Association and its representatives shall have the right to use the school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings.
- E. The Association shall have the right 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. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- F. The Association shall have the right to purchase expendable office supplies and other materials from the Board's suppliers at the rate paid by the Board.
- G. The Association shall have, in each school building, use of a bulletin board in each faculty lounge and teachers' dining room. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. The location of Association bulletin boards in each room shall be designated by the Association. Copies of all materials to be posted on such bulletin boards shall be given to the building principal.

- H. The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary with the knowledge of building principals.
- I. The Board shall grant 3 days leave with pay to the president of the Association in order to attend to association business of the county or state. Additional days to be granted at the discretion of the Superintendent.
- J. Each year the superintendent and Association will consider jointly sponsoring new teacher orientation programs if it be to our mutual benefit.
- K. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers, and to no other organizations.

ARTICLE VI

TEACHER EMPLOYMENT

- A. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 15.

ARTICLE VII

SALARIES

- A. The salaries of all teachers and nurses covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part hereof.
- B. 1. Teachers employed on a twelve (12) month basis shall have the option of being paid in twenty-four (24) semi-monthly installments or in twelve (12) monthly installments.
2. Teachers employed on a ten (10) month basis shall have the option of being paid in twenty (20) equal semi-monthly installments or ten (10) equal monthly installments.
3. Teachers may individually elect to have ten (10%) percent of their monthly salary deducted from their pay. These funds shall be paid to the teacher on the final pay day in June or according to a schedule of payment throughout the summer.
4. When a pay day falls on or during a school holiday, vacation or week-end, teachers shall receive their pay checks on the last previous working day.
5. Teachers shall receive their final checks and the pay schedule for the following year on the last working day in June.
6. The Board of Education will pay 100% of the cost of the dependent coverage portion of the plan of the New Jersey Health Benefits (Blue Cross & Blue Shield with Major Medical) subscribed by the employee.
7. Teachers of the handicapped classes in the categories that follow will be entitled to an extra increment on the salary schedule "A" within the degree category that they presently occupy, for instance, step #7 in the Bachelor's category will automatically be paid at step #8 until he is relieved of such duties.

Emotionally Disturbed
Neurologically Impaired
Visually Handicapped
Auditorially Handicapped
Multiple Handicapped
Trainable Mentally Retarded
Communication Handicapped
Socially Maladjusted
Educable Mentally Retarded
Orthopedically Handicapped

Upon completion of such assignment the teacher will revert to his regular pay category.

8. Nurses will receive no extra compensation for late duty since late duty is understood as a condition of employment.

9. Bus duty - It being agreed between the Association and the Board that, although many of the extra duties or extra-curricular activities to which teachers are assigned form part of their regular duties, or are of such a professional nature as to require no extra compensation, certain of the supervisory duties involved in connection with loading and unloading of school buses is of different nature, and justifies an extra payment to the teachers performing such duties generally described below. The extra compensation for teachers assigned to such duties is hereby fixed at a rate of \$5.00 per hour (pro-rated for fractions of an hour - but not for time spent which is less than 10 minutes).

Such compensable extra duty shall apply to teachers specifically assigned responsibility by the Superintendent for receiving and dismissal of the total transported student body.

The assignment of teachers to such duty shall be in the sole discretion of the Superintendent. He shall also be the sole judge of the number of teachers required.

10. When a teacher has been employed in Readington Township Schools for a period of 12 years and attained at least 50 years of age, (12th step on Schedule A) and decides to retire within 5 years of the notice date, he may upon written notification to and agreement with the Superintendent, be placed on the super-maximum salary level--the last step in his degree category as shown on Schedule A, or, if he is already at the top step of that category, he will move to the top of the next higher level category, i.e., from Bachelor's to Master's, Master's to Master's plus 30, etc. In recognition of long years of service to Readington Township Schools, those persons who have reached the final step on the non-degree category shall be advanced to the corresponding step in the Bachelor's category.

(currently void by State ruling)

11. Teachers not using their personal day in any one school year will be reimbursed the cost of the substitute for that day. Reimbursement will be included in the teacher's final check in June.
12. The Board agrees to hire three additional physical education teachers to assure each classroom teacher at least one unassigned period per day to meet minimum state requirements for teachers lunch.

In the event of an absence on the part of the physical education teacher, the classroom teacher shall assume the responsibility for the class on that day.

13. The Board of Education will pay 100% of the cost of disability insurance

as provided by the Unionmutual Life Insurance Company submitted as proposal #311096 by S. Thomas Bristow Associates of 8 Main Street, Flemington, N. J.

14. The Board of Education will pay 100% of the cost of employee and dependent coverage of a Dental Health Plan to be mutually agreed upon. (Plan to include two (2) diagnostic visits per year and 80% coverage).
15. The Board of Education agrees to pay \$7.50 per hour to an employee who is engaged in curriculum work outside of those duties listed in the original agreement and the amendments thereof.
16. The Board of Education agrees to pay 100% of the cost of the employee, parent-child, and family plan for the \$1.00 co-pay rate of the prescription program agreed upon by both parties.
17. The Board of Education agrees to pay 100% of the cost of an additional major medical policy to cover a minimum of \$100,000 in medical expenses.
18. The Board of Education agrees to pay \$12.50 per hour, plus mileage when applicable, to an employee who is engaged in homebound instruction.

Section C Accumulation of sick days.

1. Accumulation date: The effective starting date for accounting unused sick leave days is July 1, 1978.
2. A stipend of three hundred dollars (\$300.00) shall be given to a full-time employee who has acquired forty (40) unused accumulated sick days at the close of the school year in which said employee has accumulated forty (40) days. The stipend shall be given to any particular employee only once.
3. A stipend of three hundred dollars (\$300.00) will be given each additional time a full-time employee accumulates thirty (30) unused accumulated sick days at the close of the school year in which said employee has accumulated the additional thirty (30) unused accumulated sick days. Each additional stipend will be (70, 100, 130, 160, etc.) be given to any employee only once.

ARTICLE VIII

TEACHER ASSIGNMENT

A. 1. All teachers shall be given notice of their salary schedules, class and/or subject assignments, building assignments and room assignments for the forthcoming year not later than August 1.

B. 1. Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of inter-school travel. Such teachers shall be notified of any changes in their schedules as soon as practicable.

2. Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the rate set annually by the board for all driving done between arrival at the first location at the beginning of their workday and his departure from the last location.

ARTICLE IX
SICK LEAVE

- A. As of September 1, 1969, all teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. Notwithstanding anything to the contrary set forth in the salary policy of the Board, should a teacher be absent because of doctor certified illness or injury for a number of days in excess of that teacher's accumulated sick leave (as provided in this Article IX) and a substitute teacher is employed by the Board to fulfill that teacher's assignment, there shall be deducted from the teacher's salary for days in excess of sick leave the actual salary amount paid by the Board to the substitute; (but in no event more per day than 1/200th of the absent teachers annual contract salary) except that after said substitute shall have been so employed for 20 consecutive days in that assignment the daily deduction from the absent teacher's salary shall be equal to 1/200th of that teacher's annual contract amount until the teacher returns to work or his contract otherwise terminates.

The doctor certified illness referred to previously shall be deemed to require the submission of a written statement by a duly licensed M.D. that the teacher is or was unable to perform his or her regular duties during the period of absence.

Any other absence of a teacher in excess of authorized leave shall result in the deduction from the teacher's contract salary of 1/200th thereof for each day of such absence.

EXTENDED LEAVES OF ABSENCES

- A. 1. A teacher shall notify the superintendent of her pregnancy as soon as there is medical confirmation of the condition. Said teacher may request a maternity leave without pay and said leave shall be granted. The leave shall become effective three (3) months prior to the projected birth date of the child and shall terminate six (6) months after the birth of the child, except in extraordinary cases in which leave termination shall then be at the discretion of the superintendent. In cases of stillbirth, the teacher may elect to return at an earlier date. Upon the recommendation of the superintendent and the approval of the Board, a teacher may leave at an earlier or a later date or return at an earlier date than provided herewith. The return of teachers from a maternity leave will be contingent upon medical approval.
2. Any teacher adopting a child may receive similar leave which will commence upon receiving de facto custody of said child, or earlier if necessary to fulfill the legal requirements for adoption.
- B. A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of the teacher's immediate family. Upon recommendation of the superintendent and the approval of the Board, additional leave may be granted.
- C. Other leaves of absence, for hitherto unspecified reasons, upon the recommendation of the superintendent and the approval of the Board, may be granted.

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

ARTICLE X

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. In our rapidly changing society teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board and the Association support the principles of continuing training of teachers and the improvement of instruction.

B. To work toward the ends stated above, the Board agrees to implement the following:

1. To pay tuition costs at the current New Jersey State College rate. The full cost of books will be borne by the Board provided that said books be given to the professional library. The number of courses to be taken per semester shall not exceed two (2), unless approval of the Superintendent is obtained. All courses must be approved before the courses are taken.

2. Courses taken at other than a State University will be reimbursed at actual cost with no more than twelve (12) credits allowable in any one year. Permission of the superintendent must be received before taking the courses.

ARTICLE XI

MISCELLANEOUS PROVISIONS

- A. Copies of this Agreement shall be printed at the expense of the Board after the Agreement is signed and presented to all teachers now employed or hereafter employed as part of their administrators handbooks.
- B. Contractual agreements.
1. The provisions stated here in conjunction with New Jersey statutes shall serve as the provisions of employment by the Board of Education:
 - a. A teacher must be properly certified and under written contract.
 - b. A teacher's contract ceases without proper certification.
 - c. A teacher holding an emergency certificate does not attain tenure.
 2. Staff members who expect to occupy a new position on the salary schedule due to college or university training shall notify the superintendent of schools in writing of such intent by October 15 of any year prior to the change.
 3. Teachers under tenure who expect to discontinue their services at the close of any school year due to retirement shall notify the superintendent in writing by October 15th of that year.
 4. All contracted employees are permitted 10 days sick leave each year with full pay. All days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years.
 5. The following leaves of absence may be granted per school year.
 - a. Serious illness in the immediate family - (3 days)
 - b. Death in the immediate family - 5 days. "Immediate family" means any of the following:
 - (1) the teacher's spouse, parents, grandparents, brother, sister, or child or any other relative who resides with the teacher or with whom the teacher resides:

- (2) the mother or father of the teacher's spouse.
- c. Personal business - 1 day with a 3 day notice. Application to the teacher's principal or other immediate superior for personal leave shall be made at least 3 days before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than that he is taking it under this Section.
 - d. Religious observance and professional growth - 2 days each.
 - e. Additional needed days shall be granted at the discretion of the administration.
6. Teachers intending to resign must give notice of such intent 60 days prior to resignation. Failure to give such notice may result in the suspension of their certificates.
 7. Members of the staff shall be permitted to attend the New Jersey Education Association Convention. If evidence of attendance is presented they shall receive their full salary. Remuneration for convention expenses shall be \$20. for one day and \$60. for extended attendance upon presentation of hotel or motel receipt.
 8. The Board of Education shall not consider race, religion, or national origin as pertinent factors for employment.
 9. Teachers shall not come under full-time contract unless they are citizens of the United States of America or are involved in naturalization proceedings.
 10. The Board of Education shall require a physical examination of every employee of the Board once a year. The scope of examination shall be as prescribed by the New Jersey State Board of Health.
 11. The Board of Education shall protect personnel from financial loss due to legal action arising from professional duties. (18:5-50.4)
 12. The Board of Education shall maintain the right to make rules and regulations not inconsistent with state law. (18:13-5)

C. Instrucional directives.

1. Teachers, as the executives of the instructional program in their classrooms, shall be directly responsible to the principal.
2. Teachers shall be with the class according to the regulations designated by the building principal.
3. Teachers shall observe the N. J. State Law regarding daily opening exercises. The teaching of sectarian or religious doctrine during this time is strictly prohibited. This restriction does not apply to the teaching of comparative doctrines as they relate to the social scene during regular classes. (18:14-77)
4. Teachers shall attend any meetings that may be called by the superintendent, the principals or the department chairmen provided that adequate notice has been given. The person in charge shall retain the right to excuse any teacher from attending.
5. Teachers shall prepare definite outlines or unit plans of work one week in advance under the direction of the building principal.
6. Teachers shall prepare daily schedules and keep them available in their desks. Copies of the schedules shall be filed with the administration within two weeks of the opening of school.
7. Teachers shall see that text books and all other school property committed to their charge are given proper care. They shall be empowered to levy appropriate fines for student damage according to predetermined schedules.
8. Teachers shall properly light, heat and ventilate their rooms at all times.
9. Teachers shall keep their rooms neat and attractive. They shall not be expected to perform janitorial services, but items such as having the children keep their desks and the floor free from paper, pulling window shades to the proper level and locking windows at end of the day may be properly expected.
10. Teachers shall not use school materials and equipment for non-scholastic purposes without the approval of the administration.
11. Teachers' responsibilities for the advancement of education extends outside of the classroom. They shall be expected to cooperate with administrators and supervisors for the improvement of instruction.

12. Teachers, nurses, medical inspector and attendance officers shall mutually cooperate to implement the school health program.
13. School attendance officers shall be responsible for ascertaining the validity of student absences.
14. Teachers shall report all injuries, no matter how minor, to the building principal or the person in charge. The report shall include the time, the place, and the circumstances under which the injury took place. Any teacher who administers first aid assumes legal responsibility for the consequences.
15. Teachers planning field trips which require transportation shall obtain written permission from the building principal and the superintendent. Written permission from the parents shall also be obtained.
16. Teachers shall not permit any student to remain after school unless a note of permission, initialled by the teacher involved is presented to the school office by 9:00 a.m. of the day the student is to remain. The note shall state the reason the student is staying, with whom the student is staying, and at what time and by whom the student will be picked up. The note must be signed by the parent or guardian of the student.
17. Teachers shall not ask students to do personal errands except by permission of the building principal. A personal errand shall be defined as one that is not involved with the educational process. At no time during school sessions may a student leave the school grounds except by the authority of the principal.
18. All students shall be supervised, when practical, on the school property at all times. This applies to both individual students or groups of students before, during or after school. Any teacher unable to provide proper coverage must obtain a certificated person to replace him temporarily.
19. Teachers shall not tutor for pay any student for whose promotion they are personally responsible. If any teacher wishes to tutor a student or a group of students for pay on school premises, he must obtain Board of Education permission to do so.
20. Teachers having cause to send any student to the building principal for discipline shall report student's name, the date and a description of the offense. The principal shall note the disposition of the case and file the record in a special folder designated for this purpose.
21. In matters of emergency, teacher shall contact the building principal or the person in charge at once.

22. Teachers whose classes do not extend through the entire school day shall be subject to assignment of other duties during regular school hours. Exceptions may be allowed if the situation warrants.
23. Teachers who may be absent from duty shall notify the principal or other persons responsible for obtaining substitutes as early as possible.
24. Teachers shall not select or purchase books or school materials for which they are agents.
25. Teachers shall fulfill the responsibilities delegated to them by the administration in time of air raid drills or fire drills. Every drill shall be treated as an actual emergency.
26. Teachers shall not release confidential information concerning students without written authority from the administration.
27. Class loads within the district shall be maintained at an average of twenty-five students as nearly as possible.
28. Classroom interruptions shall be kept to a minimum so that educational efficiency may be maintained.
29. The Board of Education shall maintain an area in each building for teachers to confer, work or relax.
30. Neither students, collectors nor teachers shall be held liable for inadvertent shortages of funds of activities approved by the Board of Education provided reasonable care has been exercised.
31. The nature of alcoholic drinks and narcotics and their effects upon the human system shall be taught in all schools supported wholly or in part by public moneys in such manner as may be adapted to the age and understanding of the pupils and shall be emphasized in appropriate places of the curriculum sufficiently for a full and adequate treatment of the subject. The failure or refusal of any district to comply with the provisions of this section shall be sufficient cause for withholding from such district the State appropriation.
32. Teachers shall be encouraged to be well-informed and active regarding political affairs.
33. No printed, written, multigraphed or any other kind of matter, which in any way, in any part thereof, promotes, favors, or opposes the candidacy of any candidate for election at any annual election conducted pursuant to the provisions of article three of chapter seven of Title 18 of the Revised Statutes, or at any general or municipal or school election, whenever any

question shall be hereafter submitted pursuant to sections of the revised statutes, or which, in any way, in any part thereof, promotes, favors, or opposes the adoption of any bond issue proposal or other public question submitted at any general or municipal or school election shall be given to any public school pupil in any public school building, or on the grounds thereof, for the purpose of having such pupil take such matter to his home or to distribute it to any person or persons outside the school building or the grounds thereof. Nor shall officials or employees of public schools request or direct such pupils to engage in activities which promote, favor, or oppose any bond issue or other public question submitted at any general or municipal or school election.

D. Staff Participation in Determination of Personnel Policies.

1. In the development of policies that affect personnel, the Superintendent of Schools shall include at the planning stage those employees who will be affected by such provisions.
2. The Superintendent of Schools shall evolve with the staff channels for ready intercommunication of ideas and feelings.
3. The Superintendent of Schools shall give due consideration to suggestions submitted by employees or by groups designated to represent employees and shall inform the Board of Education of worthwhile suggestions when presenting reports of administrative action and in presenting recommendations for Board action.
4. Except in emergencies, the Board of Education shall not attempt to decide questions affecting personnel without first examining the recommendations of those staff members affected by its decision.

ARTICLE XII

DURATION OF AGREEMENT

This agreement and all subsequent amendments shall be effective as of the date of their original signing by both parties and shall continue in effect until both parties mutually agree upon any changes, additions, or deletions. By giving written notice prior to October 1st of every succeeding year either party may open negotiations of the Salary Schedule (A) and other items considered negotiable under N. J. State rules and regulations. If the Superintendent deems that other matters should be the subject of negotiation due to deteriorating teacher morale or unforeseen circumstances resulting in adverse educational conditions, the Superintendent may request both parties to re-open negotiations.

READINGTON TOWNSHIP PUBLIC SCHOOLS

SCHEDULE "A"

TEACHER SALARY GUIDE FOR THE 1981-82
SCHOOL YEAR

Years of Experience	B	B+30	Masters	M+15	M+30	M+45	M+60
0	12575	12775	12875	12975	13075		
1	14225	14425	14525	14625	14725		
2	15050	15250	15350	15450	15550		
3	15875	16075	16675	16875	17075		
4 - 6	18675	18875	19475	19675	19875		
7 - 9	19975	20575	21375	21975	22575	23175	
10	21225	21825	22625	23225	23825	24425	25025
11	21875	22475	23275	23875	24475	25075	25675
12	22425	23025	23825	24425	25025	25725	26425
13	23175	23775	24575	25175	25775	26575	27375
14	23975	24575	25375	25975	26575	27475	28375
15 - 19	24625	25225	26025	26625	27225	28225	29225
20 - 24	25475	26075	26875	27475	28075	29075	29875
25 -	26275	26875	27675	28275	28875	29875	29975

In witness whereof the Association has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its president, attested to by its secretary and its corporate seal to be placed herein, all on the day and year written below.

READINGTON TOWNSHIP BOARD OF EDUCATION

By Charles E. Robinson
President

Dated February 23, 1981

By Dorothy O. Calkin
Secretary

READINGTON EDUCATION ASSOCIATION

By R. Philip Bees
President

Dated February 23, 1981

By _____