

4-6205

THIS BOOK DOES  
NOT CIRCULATE

AGREEMENT

regarding  
TERMS AND CONDITIONS  
OF EMPLOYMENT

between  
BOARD OF EDUCATION  
and  
WALDWICK EDUCATION ASSOCIATION

WALDWICK, NEW JERSEY

Effective July 1, 1971

through

June 30, 1972

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ARTICLE I  
RECOGNITION

WHEREAS, a majority of the teachers in the positions designated in the unit described below in the Waldwick School District have designated the Waldwick Education Association as their representative for the purpose of collective negotiations; and,

WHEREAS, such teachers constitute an appropriate unit for collective negotiations; now, therefore, be it

RESOLVED that pursuant to Chapter 303, Public Laws 1968, the Board of Education of Waldwick, New Jersey recognizes the Waldwick Education Association as the exclusive representative for collective negotiation concerning the terms and conditions of employment of full time certified teacher personnel under contract included in the unit described below:

Classroom teachers, nurses, guidance counselors and directors, librarians, social workers, psychologists, department chairmen, and curriculum coordinators.

The term "teacher" 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. Negotiations shall begin not later than October 1. Complete requests of the parties should be transmitted to each other not later than October 30, 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. Nothing contained herein shall prohibit either party from raising at any time during negotiations questions of administration of this agreement.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations. Any agreement negotiated between representatives of the parties shall in all cases be subject to ratification by the membership and by the Board.
- At no time shall there be more than five negotiators from either WEA or Board of Education. This number shall not include one resource person or professional negotiator on either side with forty-eight hours notice of attendance of the professional negotiator.
- C. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any teacher benefit existing prior to its effective date.
- D. 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.

- E. This agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. 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. 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.
  
- G. Negotiations must be concluded prior to the second Tuesday in January 197<sup>2</sup> unless further extended by mutual agreements.
  
- H. Minutes of each session will be kept, typed, and shall be signed by representatives after approval.

## ARTICLE III

### GRIEVANCE PROCEDURE

- 1) A grievance is a claim by a teacher or the Association concerning terms and conditions of employment based upon the interpretation, the application, or the violation of this Agreement, policies, or administrative decisions affecting a teacher or group of teachers.
- 2) An "aggrieved person" is the person, group, or the Waldwick Education Association making the claim.
- 3) A "party in interest" is the individual, group, or Waldwick Education Association making the claim and any person required to take action or against whom action might be taken to adjust the claim.

#### Purpose:

- 1) The purpose of this procedure is to resolve at the lowest possible level problems which may arise from time to time affecting the terms and conditions of employment of teachers. Both parties agree that these proceedings shall 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 his administrator and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this agreement and provided that the negotiating representative has been given the opportunity to be present at the time of such adjustment.

#### Procedure:

- 1) Since it is important that grievances be processed as soon as possible, the number of days specified for action at each level should be considered as the maximum and every effort should be made to expedite the process. Time limits, however, may be extended by mutual agreement.
- 2) When a grievance is filed at such a time that it cannot be processed through all the steps in this procedure, before the end of the school year, the time limits set forth herein shall be reduced as necessary and every effort made to resolve the complaint before the end of the school year or as soon thereafter as is practicable.
- 3) A teacher with a grievance shall first discuss it with his immediate superior, either individually or accompanied by the Association's designated representative, to try to solve the matter informally.

Level One:

- 4) If this fails, the teacher shall in writing specify the points of his grievance and the adjustment expected. Copies of this statement shall be given to the Principal and to the Association. A decision shall be rendered by the Principal within five school days of receipt of the grievance.

Level Two:

- 5) If the aggrieved person is not satisfied with the decision at Level One or if no decision has been reached within five school days of presentation of the grievance, he may request the Association to refer the matter to the Superintendent within ten school days of the original written presentation.

Level Three

- 6) A. If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) days after it was submitted to the Superintendent, he may, within five (5) days after a decision by the Superintendent or ten (10) school days after the grievance was delivered to the Superintendent, request in writing that the grievance be submitted to advisory arbitration.  
  
B. Within fifteen (15) days after such written notice of submission to the Superintendent requesting advisory arbitration, the Administration and the Association shall mutually agree upon an arbitrator. If the parties are unable to agree upon an arbitrator or to obtain a commitment within the specified period, the parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator from the roster of the American Arbitration Association.  
  
C. The arbitrator so selected shall confer with the representatives of the Administration and the Association and hold hearings promptly and shall issue his report not later than twenty (20) days from the date of the closing of the hearings or, if oral hearings have been waived, twenty (20) days from the date of the submission of the final written statement by the aggrieved. The arbitrator's report will be in writing and will set forth his findings, reasonings and recommendations on the issue.  
  
D. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, sustenance expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Other expenses incurred shall be paid by the party incurring same.

Level Four:

- 7) If the arbitrator's report is not acceptable to either the administration or to the aggrieved, the arbitrator's findings will be submitted to the Board of Education within ten (10) school days of the submission of the report.

The Board of Education will make the final decision on the issues of the grievance within fifteen (15) days after submission of the arbitrator's report.

The election to submit a grievance to the process herein outlined shall constitute a waiver of all other remedies or forums that could otherwise be employed.

Miscellaneous:

1. If, a grievance affects a group or class of teachers beyond one school, the Association shall submit such grievance to each of the principals concerned. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
2. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two, Three and Four of the grievance procedure shall be in writing and shall be transmitted promptly to all parties in interest to the President of the Waldwick Education Association.
3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
4. 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.
5. All meetings and hearings under this procedure shall be conducted in closed session and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this ARTICLE.
6. The following matters shall not be the basis of any grievance filed under the procedure outlined in this article:
  - a. The termination of services of or failure to re-employ any non-tenure teacher.



6.
    - b. Any claim or complaint for which there is another remedial procedure or form established by law or by regulation having the force of law, including any matter subject to the procedures specified in the Teacher's Tenure Act.
7. If a teacher does not file a grievance in writing with the principal or other designated board representative within twelve school days after the occurrence, then the grievance shall be considered as waived. If administration does not process a step within agreed time limits, the grievance automatically moves to the next level. If the Waldwick Education Association doesn't act within agreed time limits, further action on the grievance is waived. In this context, written notification of the expiration of the time limit will be sent to the Waldwick Education Association and the aggrieved. If the WEA does not act within three days after the receipt of this notification the grievance will be considered waived.

## ARTICLE IV

### TEACHING LOAD, NON-TEACHING DUTIES AND WORKING CONDITIONS

#### A. Teaching Hours

1. No teacher shall be required to be present more than fifteen (15) minutes before the official opening of a school or to remain more than one class period after official pupil dismissal.
2. A class period, for the purpose of defining paragraph one only, for the 1971-1972 school year shall be considered to be as follows:

Secondary school	-	Grades 8-12	-	45 minutes
Middle school	-	Grades 5- 7	-	40 minutes
Elementary school	-	Grades K- 4	-	30 minutes
3. Where it is necessary to vary these times to supervise pupils, the principal may consult with an individual staff member to report earlier or remain later with the entire time not to exceed the stated limits above.
4. Guidance Counselors may not be required to exceed daily working hours of teachers. The guidance staff (excluding the Director) shall work one additional school week (5 days) at the end of the school year for which time they shall receive a differential of .02 of their salary for the year. However, upon reasonable notice of not less than thirty (30) days prior to the close of the school term in June, the Superintendent may elect to have not more than two of the counselors utilized during the five (5) day period prior to the opening of school (teacher orientation) for the following year. The differential in such case shall be based on the previous year's salary. The payment of the differential shall be included in the counselor's pay in the next ensuing pay check.
5. Librarians shall not be required to work beyond the close of the school year without additional compensation. All school librarians shall be required to keep libraries open one hour beyond the close of the pupils' official day.
6. Extra curricular activities including clubs, intramural sports, and other secondary school activities which are conducted within the above defined teaching day will be performed without extra compensation. These also include student council, safety patrols, and intramural sports at middle and elementary school levels.

7. Each secondary school teacher shall have a duty free lunch period equivalent to that of the pupils.

#### B. After School and Evening Meetings

1. Except in cases of emergency teachers shall not be required to attend an average of more than one after school meeting per week; such meetings shall not exceed one hour in length, and they shall commence not later than fifteen (15) minutes after dismissal of pupils.

If it is necessary to begin a meeting (including teachers from two or more schools with different dismissal times) later than fifteen (15) minutes after dismissal, no teacher may be required to remain one (1) hour and fifteen (15) minutes later than dismissal of pupils of his school.

2. No teacher shall be required to be in attendance at more than two meetings or activities at times beyond the teacher specified day and the other provisions for meetings that are incorporated into this Article, plus their attendance at their school's annual open school night. Attendance shall be limited to the school or schools to which the teacher is assigned.

#### C. Teaching Load

1. No secondary school teacher shall be required to teach more than five classes of forty-five (45) minutes time or modules equivalent to five (5) forty-five (45) minute periods, and perform one extra duty such as lunch or study hall. The number of modules will not in itself increase the number of class preparations that any teacher would ordinarily be assigned in teaching five (5) periods of forty-five (45) minutes each.

If it is necessary to assign teachers to six classes the following procedure shall be adhered to:

Administration may assign 5% of the total high school teaching staff to six classes rather than five classes and a duty period. Members of music, fine and industrial arts, home economics, and physical education departments shall continue to be assigned to six classes or its equivalent.

Teachers concerned will always be consulted in this matter, and, whenever possible, taking into consideration the best interest of the pupils, those teachers who volunteer would be assigned a sixth class for a period of one year.

The following steps shall be taken:

1. When need for a sixth class assignment occurs, Administration will inform the President of the W. E. A.
  2. The Principal will discuss the matter with the Department Chairman.
  3. An agreement for one year will be signed between the teacher and the Principal, and it will accompany the contract or salary agreement.
2. Each secondary and middle school teacher shall have a homeroom or equivalent assignment.
  3. No teacher shall be required to serve on more than one current minor committee.

#### D. Non-teaching Duties and Working Conditions

1. No elementary or middle school teacher shall be required to supervise pupils in lunchrooms or on playgrounds during the noon closing period. The Board of Education shall employ aides for this supervision.
2. No teacher shall be required to collect money except for educational purposes.
3. No teacher shall be required to either keep or check pupil attendance registers. The Board of Education shall arrange for keeping and checking of attendance registers through other means.
4. The Board of Education shall provide an aide for two hours per week in each middle and elementary school to assist teachers in duplicating educational materials.

#### E. Teacher Facilities

1. Teachers in all schools shall be provided reasonable lounge and lunch facilities not to be interfered with except in emergencies.
2. Teachers shall be provided off street parking facilities which are identified exclusively for teacher use.

#### F. Association Rights and Privileges

1. The Association shall have the right to transact business on school property at reasonable times with the knowledge and consent of school administration provided same does not disrupt normal school operations.

## ARTICLE V

### PROMOTIONS

This policy on promotions shall apply to administrative positions and supervisory positions which are within the negotiations unit and which shall pay a salary differential. These include department chairmen, director of guidance, and director of athletics.

In the best interests of pupils the responsibility of the superintendent of schools is to recommend, and the Board of Education to appoint, the best qualified person to fill any professional vacancy in the staff. In filling promotional vacancies the Board of Education shall consider the professional qualifications, background, attainments and other relevant factors of all applicants within the school district as well as applicants from outside the school district. The parties recognize, however, that the filling of vacancies at the supervisory level is a responsibility of the Board and its decision with respect to such matters will be final.

In recruiting and appointing applicants for a promotional vacancy the following regulations will be followed by the Board of Education:

1. During the school calendar year a notice shall be posted in each school office and one mailed to the President of the Association ten (10) calendar days before final date when applications must be submitted. The Superintendent may also notify other sources of the vacancy. Teachers who wish to apply shall submit a letter of application within the time limit specified in the notice, through the building principal, and the superintendent shall acknowledge in writing to the candidate receipt of every application.
2. During the summer vacation period teachers who have indicated in writing to the superintendent, through the building principal, their interest in promotional positions which they desire to apply shall be notified in writing if such a position becomes vacant. Notice of the vacancy shall be sent as far in advance as practicable and the position shall not be filled until the closing date for filing applications. Notice of the vacancy shall also be mailed to the summer address of the president of the Association.

3. Notices of vacancies shall include qualifications for the position, its duties, and rate of compensation. Changes in qualifications shall be made after notice is filed, only if it is found that it is necessary in order to receive applications. The Association president will be notified in writing when the change is made.
4. All properly submitted applications shall be considered before the position is filled. As part of this consideration all personnel employed in Waldwick will be interviewed as well as those best qualified applicants who work outside the district.
5. Appointments shall be made as soon as possible following the closing date of submission of applications. Each applicant will be notified in writing of the successful candidate. Announcement shall also be posted in each school office. A copy shall also be mailed to the president of the Association.
6. Whenever any position to be filled requires specific certification, no person shall be appointed to said position who does not hold such a certificate at the time of commencement of employment in said position.

## ARTICLE VI

### SICK LEAVE

1. All persons holding any office, position or employment in all school districts, regional school districts or county vocational schools of the state who are steadily employed by the Board of Education or who are protected in their office, position or employment under the provisions of the state law shall be allowed sick leave with full pay for a minimum of eleven (11) school days in any school year for those with ten month contracts; those with twelve month contracts shall be allowed thirteen (13) school sick days yearly. If any person requires less than the specified number of days of sick leave, all days not utilized shall be accumulative.

2. Physician's Certificate

In case of sick leave claimed, a Board of Education may require a physician's certificate to be filed with the Secretary of the Board of Education.

3. Sick Leave Defined

Sick leave is hereby defined to mean the absence from his or her post of duty, of any such person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.

4. Excessive Absence; Salary; Day's Salary Defined

When absence, under the circumstances described in Section 3 of this act, exceeds the annual leave and the accumulated leave, the Board of Education may pay any teacher each day's salary less the pay of a substitute for such length of time as may be determined by the Board of Education in each individual case. a day's salary is defined as 1/200 of the annual salary.

5. Leave of Absence for Temporary Illness (A Catastrophe)

A catastrophe shall be deemed to exist when both of the following conditions are met:

- a. When a continuous illness exceeds twenty school days.
- b. When the accumulated sick leave has expired.

- c. When both of these conditions exist simultaneously, the Board of Education shall pay to the sick employee his contracted salary less the salary of the substitute for a period of time not to exceed the total number of days of accumulated sick leave accredited to the sick employee at the beginning of the continuous illness.
- d. The catastrophe pay shall commence on the 21st day of the illness or at the expiration of the accumulated sick leave, whichever event occurs later.

6. Salary In Cases of Absence Not Constituting Sick Leave -

Nothing contained herein shall affect the right of the Board of Education to fix either by rule or by individual consideration the payment of salary in cases of absence not constituting sick leave or granting sick leave over and above the minimum sick leave as defined in this act.

7. Computation of Salary Deductions -

Any deductions for leaves of absence without pay shall be made on the following basis:

- a. Ten months' employees - one two-hundredth ( $1/200$ ) of the annual salary.
- b. Twelve months' employees - one two-hundred-fortieth ( $1/240$ ) of the annual salary.

8. Transfer of Sick Leave Credit -

In accordance with P. L. 34, 1961, a teacher newly hired who has been employed immediately prior to such hiring by any other school district or districts in Bergen County shall be credited in the Waldwick School district with sick leave accumulated in such other district or districts. (This amendment shall be effective September 12, 1961).



## ARTICLE VII

### TEMPORARY LEAVES OF ABSENCE

This policy shall cover brief absences not chargeable to sick leave or for professional reasons directly beneficial to the school system. The provisions for leave at full pay stated below shall be for each school year, and no unused days shall be accumulative for use in another year.

1. Death in the Immediate Family -

An allowance of up to five days' leave shall be granted. Immediate family shall be considered: father, mother, father-in-law, mother-in-law, spouse, child, brother, sister, or any member of the immediate household.

2. Serious Illness in the Immediate Family -

An allowance of up to three days' leave shall be granted. (Immediate family same as (1) above).

3. Death of Other Relative or Close Friend -

An allowance of one day's leave shall be granted.

4. Other Emergencies of Personal Nature -

An allowance of up to three (3) days' leave with prior approval by the Superintendent for any of the following reasons:

- a. Recognition of a religious holiday
- b. Court subpoena
- c. Marriage of employee or marriage in his immediate family
- d. Personal business which cannot be handled outside of school hours
- e. Any other emergency or urgent reason not included in (a) to (e) above if approved by the Superintendent (or Board of Education).

5. Jury Duty -

Teachers who are required to serve on jury duty will have deducted from their salary the amount of money which they have been paid for this service.

6. Professional -

An allowance of up to two days with prior approval by the Superintendent.

For the protection of the employee and for proper payroll accounting and audit, every absence for a full day or more must be accounted for in writing and reported to the Superintendent.

## ARTICLE VIII

### EXTENDED LEAVES OF ABSENCE

#### A. Military Leave

Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment.

#### B. Maternity Leave

A teacher shall notify the superintendent of her pregnancy as soon as it is medically confirmed. Said teacher may request a maternity leave without pay and said leave shall be granted. The leave shall become effective five (5) months prior to the anticipated date of birth of the child and shall terminate twelve (12) months after the birth of the child.

Upon recommendation of the superintendent and approval of the Board of Education a teacher may either elect to return to her position at an earlier date or she may leave at a later date than provided herewith.

## ARTICLE IX

### EDUCATIONAL IMPROVEMENT

1. Meetings will be held between the Waldwick Board of Education and the Waldwick Education Association. The purpose of these meetings shall be to discuss educational programs. Complaints and administrative matters will not be considered; they shall be discussed with administrators, and if necessary, handled within the grievance process.
2. The Superintendent shall call such meetings upon request of the Board of Education or Association. The request shall be in writing and shall state matters to be discussed. The Superintendent will arrange for a mutually agreeable time, within thirty (30) school days, and the President of the Board of Education will act as chairman.
3. The Board and Association shall each decide the number of its representatives and shall designate the individuals including administration who shall attend a meeting representing its organization.
4. Reports of the meetings will be distributed to all staff members.
5. Such meetings do not preclude teachers from discussing educational program with Principals and Superintendent.

## ARTICLE X

### INSURANCE PROTECTION

The Board shall provide the health-care insurance protection including Blue Cross, Blue Shield, Rider J, and Major Medical. The Board shall pay the full premium for each teacher and in cases where appropriate for 100% family-plan insurance coverage.

## ARTICLE XI

### PROFESSIONAL ADVANCEMENT

The Board of Education agrees to implement the following:

1. The Board of Education will reimburse the cost of tuition, including enrollment and laboratory fee, to teachers who voluntarily engage in and satisfactorily complete educational courses beneficial to the school system. Other expenses such as graduation costs, textbooks, thesis binding, yearbooks, parking fees, transportation are not to be reimbursed. The maximum refund is \$250 within a school district fiscal year (July 1 - June 30).
  - a. Selected courses, or degree programs, must relate to a teacher's present position or to a reasonably predictable future assignment which may be requested of a teacher by the Board of Education.
  - b. To be eligible for reimbursement a teacher will be required to obtain approval in writing prior to the start of a course from the Superintendent of Schools.
  - c. Reimbursement will be made after satisfactory proof of completion of the course is furnished by the teacher to the Board of Education. Payment will be then made within thirty (30) days of this notice.
  - d. Total amount of funds shall be limited by the Board of Education to \$10,000 in implementing paragraph 1 of this policy.
2. The Board of Education will pay the full cost of tuition and ~~other~~ instructional expenses incurred in connection with any courses, workshops, seminars, conferences, or in service training sessions which a teacher is required or requested by the administration to take. Such requirements or requests should be made of a teacher by April 1st of the preceding school year.

ARTICLE XII  
SALARY . DEDUCTIONS

1. The Board agrees to deduct from the salary of its teachers dues for the Waldwick Education Association, the Bergen County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 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 Waldwick 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 authorization shall be in writing on prepared forms.
2. The Board agrees to purchase for its employees annuities in accordance with provisions of RS 18A:66-127 et seq.
3. The Board of Education through payroll deductions will provide a summer payment plan in accordance with Title 18A:29-3 and Rules and Regulations of the State Board of Education. Deductions shall be deposited in monthly individual interest bearing accounts.

## ARTICLE XIII

### EQUIVALENCY CREDIT

#### Equivalency Credit

- A. Equivalency credit recognizes that formal courses in subject matter and methodology serve as only one method for teachers to improve professionally. In granting equivalency credits the beneficial educational value to the school system of the teacher's activities, will be of singular importance.
- B. Equivalency credit applications will be reviewed in advance by the Superintendent of Schools. Forms will be provided for this purpose. Final approval of the Board of Education is required. At the conclusion of such activity, a second review will be made by the Superintendent and the Board to determine its value to the school system. The granting of equivalency credits will be determined on the basis of this evaluation.
- C. Equivalency Credit Activities
  1. Formalized Inservice Programs - Formal workshops and inservice courses that are sponsored either by the Waldwick Board of Education, other school systems, or institutions, and organizations that do not grant academic credit. The amount of credit approved for such programs will be dependent upon attendance requirements and outside preparation. In general, college standards will be followed. A maximum of six credits (6) may be earned in this area for advancement to the next vertical step on the salary guide.
  2. "Original Writing" shall be defined as ideas expressed first hand by the writer as opposed to a compilation or interpretation of material written by others. An article of not less than one thousand words published in a current educational magazine or a published book on education may be eligible for equivalency credit. A maximum of three (3) semester hours of credit may be earned in this area for advancement to the next vertical step on the salary guide.
  3. Research projects resulting in the compilation and/or publication of data of special significance to the school system are eligible. Research proposals must be developed in consultation with the Superintendent and approved in advance. This is not intended to include work which a teacher would do as a part of his normal responsibilities. A maximum of three (3) semester hours of credit may be earned in this area for advancement to the next vertical step on the salary guide.



- D. A maximum of six (6) equivalency credits may be used for movement to the next vertical step on the salary schedule.
- E. Only teachers who are permanently certified in their field are eligible to receive equivalency credit.

## ARTICLE XIV

### SABBATICAL LEAVE

An application for sabbatical leave shall be recommended by the Superintendent and approved by the Board of Education only when, in their considered judgment, the professional competence of the staff member and the general efficiency of the school system will be benefited.

A sabbatical leave shall be granted to a teacher by the Board of Education for study at a recognized institution, subject to the following conditions:

1. If there are sufficient qualified applicants, sabbatical leaves shall be granted to a maximum of 1% of the professional staff (or two teachers) within any one school year.
2. Requests for sabbatical leave must be received by the superintendent in writing no later than March 1, action to be taken no later than May 1 of the school year before the requested leave year.
3. The teacher must have completed at least seven full years of service in the Waldwick School District. A teacher may reapply for a second leave five years after return to teaching duties; however, primary consideration will be given teachers who are applying for the first time.
4. On the basis of the applications received, the Superintendent shall, after conference with other appropriate administrative officers, determine an order of eligibility and recommend same to the Board of Education which shall make the final decision.
5. The teacher on sabbatical leave shall be paid by the Board 50% of his annual salary which he would have received had he remained actively employed during the period of his leave.
6. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during his period of absence provided that all requirements of the sabbatical leave request have been fulfilled satisfactorily in the judgment of the Board of Education.
7. Applicant must remain in service of the Board of Education for two (2) years after expiration of leave; or in the case of resignation within two (2) years, he must refund to the Board of Education such proportion of his salary paid during the leave of absence as the unexpired proportion of two (2) years shall bear to said period.

ARTICLE XV

SALARY SCHEDULES AND CONDITIONS

The Salary guides and salary conditions on the following pages as Schedules A, B, C, and D are made a part hereof this agreement, and they shall apply to all members of the recognized unit.

ARTICLE XV  
SCHEDULE A

WALDWICK BOARD OF EDUCATION  
1971-72 TEACHERS' SALARY GUIDE

Step	4.5%	Non Degree		5%	B.A.	5%	BA+15	5.5%	M.A.	5.5%	MA+15	6%	MA+30	6%	MA+45
		5%	B.A.												
1	.900	7290.00	8100.00	1.05	8505.00	1.100	8910.00	1.150	9315.00	1.20	9720.00	1.25	10125.00	1.30	10611.00
2	.945	7654.50	8505.00	1.10	8910.00	1.155	9355.50	1.205	9760.50	1.26	10206.00	1.31	10611.00	1.36	11107.00
3	.990	8019.00	8910.00	1.15	9315.00	1.210	9801.00	1.260	10206.00	1.32	10692.00	1.37	11097.00	1.42	11583.00
4	1.035	8383.50	9315.00	1.20	9720.00	1.265	10246.50	1.315	10651.50	1.38	11178.00	1.43	11583.00	1.48	12069.00
5	1.080	8748.00	9720.00	1.25	10125.00	1.320	10692.00	1.370	11097.00	1.44	11664.00	1.49	12069.00	1.54	12555.00
6	1.125	9112.50	10125.00	1.30	10530.00	1.375	11137.50	1.425	11542.50	1.50	12150.00	1.55	12555.00	1.60	13041.00
7	1.170	9477.00	10530.00	1.35	10935.00	1.430	11583.00	1.480	11983.00	1.56	12636.00	1.61	13041.00	1.66	13527.00
8	1.215	9841.50	10935.00	1.40	11340.00	1.485	12028.50	1.535	12433.50	1.62	13122.00	1.67	13527.00	1.72	14013.00
9	1.260	10206.00	11340.00	1.45	11745.00	1.540	12474.00	1.590	12879.00	1.68	13608.00	1.73	14013.00	1.78	14499.00
10	1.305	10570.00	11745.00	1.50	12150.00	1.595	12919.50	1.645	13324.50	1.74	14094.00	1.79	14499.00	1.84	14985.00
11	1.350	10935.00	12150.00	1.55	12555.00	1.650	13365.00	1.700	13770.00	1.80	14530.00	1.85	14985.00	1.90	15471.00
12	1.395	11299.50	12555.00	1.60	12960.00	1.705	13810.50	1.755	14215.50	1.86	15066.00	1.91	15471.00	1.96	15957.00
13	1.440	11664.00	12960.00	1.65	13365.00	1.760	14256.00	1.810	14661.00	1.92	15552.00	1.97	15957.00	2.02	16443.00
14	1.485	12028.00	13365.00	1.70	13770.00	1.815	14701.00	1.865	15106.50	1.98	16038.00	2.03	16443.00	2.08	16929.00
15	1.530	12393.00	13770.00	1.75	14175.00	1.870	15147.00	1.920	15552.00	2.04	16524.00	2.09	16929.00	2.14	17415.00

ARTICLE XV

SCHEDULE B

1971/72 EXTRA CURRICULAR SALARIES

A three step guide is eliminated. The following amounts will be paid in 1971/72:

Assignment of Advisors

Dramatics	\$ 430
School Paper	655
Yearbook	655
Band	775
Cheerleaders	500
Assistant Cheerleaders	220
Majorettes	420
Color Guard	310
Middle School Band	440
Student Council Association	340
Freshman Class	200
Sophomore Class	230
Junior Class	340
Senior Class	440

ARTICLE XV

SCHEDULE C

1971/72 ATHLETIC COACHING SALARIES

A three step guide is eliminated. The following amounts will be paid in 1971/72:

Athletic Director \$ 1310

FALL SPORTS

Head Football Coach	1200
Asst. Football Coach	740
J.V. Football Coach	740
Frosh Football Coach	600
Frosh Asst. Football Coach	600
Head Soccer Coach	965
Asst. Soccer Coach	630
Head Cross Country Coach	655
Boys Fall Sports (\$5.00 per session to a maximum of \$310)	
Girls Fall Sports	310 annually

WINTER SPORTS

Head Basketball Coach	1040
J.V. Basketball Coach	655
Frosh Basketball Coach	600
Head Wrestling Coach	985
Asst. Wrestling Coach	630
Head Indoor Track Coach	655
Boys Winter Sports (\$5.00 per session to a maximum of \$310)	
Girls Winter Sports	310 annually

SPRING SPORTS

Head Baseball Coach	985
J.V. Baseball Coach	630
Head Track Coach	985
Asst. Track Coach	630
Frosh Track Coach	600
Tennis Coach	655
Boys Spring Sports (\$5.00 per session to a maximum of \$310)	
Girls Spring Sports	310 annually

## SCHEDULE D

### SALARY CONDITIONS

1. All staff members shall be placed on proper step on guide as of 1971-72, according to their training and experience.
2. Teachers who do satisfactory work will be recommended to the Board of Education by the Superintendent for a salary increment in accordance with the approved teachers' salary guide. This recommendation must be acted upon by the Board of Education.
3. Full credit shall be granted for comparable teaching and work experience to teachers approved for appointment by the Board of Education in the Waldwick Public Schools. A maximum of four years experience will be given for active military service. One step on the teachers' salary guide shall be granted for each year of military service (or fraction thereof in excess of six months). Total credit shall not exceed four steps. To qualify, the applicant must submit a certificate of satisfactory service or an honorable discharge. Credit for work experience which contributes to the teacher's qualifications shall be determined by the Board of Education at the time of appointment.
4. Teachers who have taught in the Waldwick Public Schools continuously for twenty years will be granted a \$300 longevity increment above their maximum salary on the teachers' salary guide which will be paid each year for the ensuing three years; a second additional increment of \$300 will be paid for the 24th, 25th, and 26th year; and a third additional increment of \$300 will be paid for the 27th, 28th, and 29th year.
5. Nurses who hold both R. N. and B. S. degrees will be placed on the teachers' salary guide on the bachelors level. Nurses who hold only the R. N. degree will be placed on the teachers' salary guide at the non-degree level.
6. Bedside and supplemental instruction of pupils will be paid at the hourly rate of \$8.50.

7. Department Chairmen will be paid salaries in addition to their teacher's salary according to the following schedule:

<u>Number of full or part-time teachers supervised</u>	<u>1971-72 Year</u>
1 - 4	\$800
5 - 9	850
10 or more	900

8. The psychologist will be paid a salary in accordance with training and experience on teachers' salary guide plus an additional increment of 13% of the base salary for a teacher with a B. S. degree and no previous teaching experience.
9. The director of guidance will receive a salary determined by his proper step on the salary guide plus \$800 for department chairmanship. At option of Board of Education extra services required beyond ten month contract will be compensated at a pro-rated share of the basic ten month contractual salary.
10. Coaches will be paid 50% of their coaching salary mid-way during their respective seasons and the remaining 50% at the end of the season. Payments will be included in the regular semi-monthly statements - dates to be established in committee.



ARTICLE XVI

DURATION OF AGREEMENT

- A. This agreement shall be effective as of July 1, 1971, and shall continue in effect until June 30, 1972. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.
- B. All statutes and laws affecting the school district shall be incorporated by reference into this contract.
- C. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, and attested to by their respective secretaries.

WALDWICK EDUCATION  
ASSOCIATION

WALDWICK BOARD OF  
EDUCATION

By \_\_\_\_\_  
President

By \_\_\_\_\_  
President

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Secretary

Dates this \_\_\_\_\_ day of \_\_\_\_\_, 1971.