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BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT

J. C. HARTWIG, Secretary - School Business Administrator
CLOSTER PLAZA, CLOSTER, N. J. 07624
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THIS BOOK DOES
NOT CIRCULATE

Bergen County

AGREEMENT BETWEEN
NORTHERN VALLEY REGIONAL HIGH SCHOOL EDUCATION ASSOCIATION
and
NORTHERN VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION

September 20, 1977

*sanitorial
maintenance*

The attached Agreement between the Northern Valley Regional High School Education Association and the Northern Valley Regional High School Board of Education for the period July 1, 1976 - June 30, 1978 is submitted for approval and signature as corrected as follows:

1. Page 14 - insert "continuously" in Article XV under A #1.
2. Page 14 - add 1a. Any Board approved leave of absence shall not be considered as less than continuously employed for the purpose of Supplemental Compensation.
3. Page 37 - add Veterans Day and Martin Luther King Day.
4. Page 41 - add November 11 - Veterans Day.
5. Page 41 - Add January 16 - Martin Luther King Day.

Wm. Smith

President

Beatrice G. Patrosky

President

J. C. Hartwig

Secretary
Board of Education
Northern Valley Regional High
School District

May Kelly

Secretary
Northern Valley Regional High
School Education Association.

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1976-78

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PREAMBLE

This Agreement developed and entered into by the Northern Valley Regional High School District Board of Education, hereinafter referred to as the "Board" and the Northern Valley Education Association, hereinafter referred to as the "Association," shall be in force for the period specified in Article XVII "Duration" unless changed by the procedures provided in the Agreement.

MEMORANDUM OF INTENT

In order to consolidate those items which have been resolved, it is mutually agreed by the Board and the Association that the welfare of the students is of paramount importance and will be the first concern of both parties. It is also agreed that both parties are desirous of formulating an orderly procedure of collective negotiations concerning conditions of employment between the Board and the Association and that mutual understanding and cooperation prevail at all times. Therefore, it is mutually agreed as follows:

ARTICLE I:

RECOGNITION

A. The Board recognizes the Association as the exclusive representative of the following full time employees for the purposes of collective negotiations concerning the terms and conditions of employment:

teachers, including
 guidance counselors
 librarians
 learning disabilities specialists
 coordinators of trades and industries
 coordinators of distributive education
 coordinators of clerical-secretarial work experience programs
 social workers
 audio-visual specialists
 school nurses
 janitors
 janitor-maintenance
 maintenance
 matrons
 school treasurer
 clerks
 associate secretaries
 assistant bookkeeper
 secretaries
 head bookkeeper

B. Any change in job title will not exclude that employee from the membership unit provided there are no changes in duties.

C. All other employees of the Northern Valley Regional High School District are specifically excluded from the provisions of this Agreement.

D. The parties agree that the Board reserves all rights, authority and responsibilities, in accordance with applicable laws and regulations including but not limited to New Jersey Statutes Annotated Title 18A, Education and New Jersey Administrative Code, Title 6, Education.

E. The Association recognizes the Board of Education as the public agency charged by the Legislature, under the mandate of the Constitution, with the management and organization of the Northern Valley Regional High Schools.

ARTICLE II:

NEGOTIATION PROCEDURE

A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of New Jersey 1974 in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. (By "terms and conditions of employment" is meant matters which the Board and the Association agree are within the purview of this negotiation Agreement.) Such negotiations shall begin not later than October 3 of the year preceding the calendar year in which this Agreement expires. Any agreement so negotiated shall apply to those employees referred to in Article I above. Such agreement shall be reduced in writing and adopted and signed by the Board and the Association.

B. During discussions, the Board and the Association shall continue to present relevant data, exchange points of view and make proposals and counter-proposals of mutual interest. Upon request from the Association, the Board will make available for inspection to the Association's negotiating unit all information from its public records relevant to the subject matter of the negotiating session.

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

D. Both parties shall exert maximum effort to reach agreement by December 15, or earlier.

E. At the opening session of negotiations, a mutually agreed upon list of dates and times at which the negotiating team of the Board and the negotiating team of the Association are to meet will be scheduled. In the event of extenuating circumstances, a meeting can be cancelled by either party.

ARTICLE III:

REOPENING NEGOTIATIONS

In the event either party herein should desire to amend this Agreement prior to its expiration, such party shall notify the other party in writing and request a meeting for such purpose not less than ten days before the date of such meeting. The notice of the meeting shall set forth an agenda which shall include:

1. The provisions of the Agreement to be amended
2. The proposed amendment
3. The reasons, specifically stated, for such amendment.

If the other party, for any reason whatever, should decline to attend such a meeting, it shall notify in writing the party requesting the same at least two days before the date of such meeting, and the failure of such other party to attend such meeting shall not be sufficient grounds to constitute an impasse under the

terms of R.S. 34:13A-6 (b). Further, in the event such meeting is held and no agreement is reached between the parties amending the Agreement, then neither party shall be charged with having created an impasse as set forth in said statute. It is understood and agreed that this Agreement shall not be amended except by an instrument in writing duly executed by both parties.

ARTICLE IV:

DEDUCTIONS FROM SALARY

The Board agrees to deduct Association dues from the salaries of employees upon request in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.9e).

ARTICLE V:

GRIEVANCE PROCEDURE

The parties to this Agreement agree to be bound to the grievance procedure annexed hereto and designated as Appendix A. The listing of grievance procedures in Appendix A, which pertain to employees other than those within the bargaining unit designated by Article I (A) shall not be construed as a recognition by the Board that any employees, other than those designated in Article I (A), are properly members of the unit recognized herein, and shall not be construed to expand that unit recognized by Article I (A).

ARTICLE VI:

SALARIES

1. The parties to this Agreement agree to be bound to schedule of salaries annexed hereto and designated as Appendix B-1, B-1a, B-2, B-2a, B-3, B-3a, B-4, B-4a, B-5, B-5a, B-6, B-6a. The listing of salaries in Appendix B, which pertain to employees other than those within the bargaining unit designated by Article I (A) shall not be construed as a recognition by the Board that any employee, other than those designated in Article I (A), are properly members of the unit recognized herein, and shall not be construed to expand that unit recognized by Article I (A).

2. All employees will be paid not later than their regularly scheduled payday. In those cases where initial checks may be delayed because of the relationship of employment date to payroll preparation date, the employee may be advanced, on the paydays between employment and the 15th of the succeeding month, an amount up to 99% of the net amount due the employee. Such advances will be deducted from the initial regularly prepared salary check.

3. Certificated employees will be allowed credit on the salary guide as follows:

A. Full credit for the year if employee is under contract before November 1 and assigned full teaching assignment.

B. One-half year of credit for full assignment and contract issued between November 1 and February 28 or a contract of one semester for full assignment.

C. No credit for services on or after March 1.

4. Part-time certificated employees will receive one-half year of credit on the salary guide if their employment is under contract and equals one-half of the regular teaching assignment for a full year or equals a full teaching assignment for a minimum of ninety days. No credit will be allowed for substitute teaching unless it is under a long term substitute contract in which case it will be equated as explained above.

ARTICLE VII:

INSURANCE PROTECTION

1. As of July 1, 1976, the Board shall provide for a period of two years the health-care insurance protection designated below:

A. For 1976-77, payment by the Board in the first year of 100% of the premium for a single person and 90% of the premium for an employee with dependents (family) in the New Jersey State Health Benefits Program as administered by the New Jersey Division of Pensions. As of July 1, 1977, the Board will pay 100% of the premium for all employees.

B. Provisions of the health-care insurance program shall be detailed in master policies and contracts agreed upon by the Board and the Association and shall include:

Hospital room and board and miscellaneous costs
 Out-patient benefits
 Laboratory fees, diagnostic expenses and therapy treatments
 Maternity costs
 Surgical costs
 Major-medical coverage

2. The Board shall provide to each employee a description of the health-care insurance coverage provided under this Article which shall include a clear description of conditions and limits of coverage as listed above.

ARTICLE VIII:

TEMPORARY LEAVES OF ABSENCE

1. Sick Leave:

A. The sick leave allowance for all 10 month employees will be 10 days annually, cumulative from year to year and 12 days annually for 12 month contract employees, cumulative from year to year.

B. After an employee has exhausted his accumulated sick leave, for each two years of continuous service with this school district, after the first three years, the allowance for sick leave will be one month at full pay and one month at half pay for up to eleven years of continuous service with the school district; for all employees with eleven years or more service consideration beyond the above sick leave allowance will be given in accordance with the conditions prevailing.

In the case of sick leave claimed, the superintendent may require that a physician's certificate be filed with the secretary of the Board.

C. The following absences will not be chargeable to the Sick Leave Allowance:

Absence from school due to being quarantined by the Board of Health for a contagious disease within the employee's household.

Absence from school due to an injury sustained while on official business of the school which is eligible for Workmen's Compensation.

2. Discretionary Leave:

A. It shall be within the jurisdiction of the superintendent to grant up to three days a year leave of absence with pay to a Board employee for personal, legal, business, household or family matters and religious holidays which require absence during school hours. Application to the employee's principal or other immediate superior for personal leave shall be made at least five days before taking such leave except in the case of emergencies.

3. Death in Family:

Three days absence with pay are allowed for death in the "immediate" family. One day's absence with pay is allowed for "second-degree" relatives. The "immediate" family is considered to include, wife, husband, father, mother, son, daughter, brother, sister, mother-in-law or father-in-law. "Second-degree" relatives are considered to be aunt, uncle, grandfather, grandmother and cousin.

4. Hardship Cases:

Any unique hardships, caused by circumstances not covered above, may be reviewed by the superintendent upon the request of the employee.

ARTICLE IX:

EXTENDED LEAVES OF ABSENCE

1. Maternity Leave: 502.1

The Board of Education shall grant any request by an employee for a maternity leave of absence. This shall be in accordance with the following provisions:

1. A request for maternity leave must be submitted at least 60 days prior to commencement of such leave. The request for maternity leave shall state a specific commencement date at any time prior to the expected date of birth and specific return date which in no case shall be later than the first day of the second September following the beginning of the maternity leave.
2. At the employee's request, or at the request of the Board of Education and upon the recommendation of the superintendent, the commencement and/or return dates may be extended or reduced for a reasonable period for medical reasons associated with the pregnancy or birth. In no case shall the employee on maternity leave be returned to duty until the Board's contractual obligations for the employee's replacement have been fulfilled and such action is deemed by the Board to be in the best interests of the pupils and the school under the then existing circumstances of any individual case.
3. No salary or other fringe benefits shall be paid to an employee on maternity leave of absence, and time spent on maternity leave of absence shall not count toward placement on the salary guide or seniority.
4. The Board of Education shall not be obligated to extend the maternity leave of absence of a non-tenured employee beyond the expiration date of the employment contract in effect at the time the maternity leave of absence commences.
5. Any employee giving notice of intent to adopt an infant child shall receive similar leave which shall commence upon the receipt of de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption, providing the superintendent received notice at the time of the making of the application for adoption.
6. Failure of the employee to resume duties on the return date shall constitute grounds for dismissal.

502.2

Notwithstanding the provisions set forth in 502.1 above, upon the recommendation of the superintendent, the Board of Education may require a maternity leave of absence to commence on a date earlier than applied for if:

- (a) The Board of Education determines that the pregnant employee's teaching or other performance has noticeably declined; or
- (b) The pregnant employee is determined to be not medically able to continue teaching or perform other regular duties by written notice following examination and consultation by employee's physician and Board's physician. However, if there is a difference of medical opinion between the physicians, the two shall in good faith designate a third impartial physician who shall examine the employee, and whose medical opinion shall be conclusive and binding on the medical capacity to continue teaching or other regular duties; or
- (c) There is any other just cause.

2. Sabbatical Leave: (Will be held in abeyance for 1977-1978.)

Purpose: A Sabbatical Leave Policy is herewith established to benefit the student body, curriculum, faculty and administration of the Northern Valley Regional High School District. It provides for releasing a maximum of three percent of the faculty at any one time from regular teaching or administrative duties in order that these employees may undertake courses of study or other endeavor which in the opinion of the committee, will benefit the students of the district as well as the teachers.

Eligibility: All certified employees (hereafter referred to as employees) with seven years of accredited service as teachers or administrators in this district are eligible.

Application Procedure: The employee shall make a written request to the superintendent. The request should not exceed 1000 words and should state the length of leave, the purpose of leave, and an outline of activities which indicates the expected benefits to self and school.

The Superintendent as chairman of the selection committee shall:

- A. Inform the employee of the date of receipt of application.
- B. Advise the Board and applicants, in writing, of the recommendations of the selection committee.
- C. Advise the employee promptly, in writing, of the decision of the Board.

Applications may be filed any time during the school year, however, those filed by February 1 will be acted upon at the March Board meeting; those filed after February 1 will be acted upon at the discretion of the Sabbatical Leave Committee and the Board.

Selection: Leaves will be recommended by a selection committee composed of the Association, administration and Board representatives and will be awarded by the Board. The Sabbatical Leave Selection Committee shall be chaired by the superintendent of schools and shall be composed of three members of the Board, three members of the Association designated by its executive committee and the building principals, none of whom may be its current applicants.

Requirements: The recipient shall establish a specific goal, make interim reports and submit a final summary of accomplishments to the school system. The recipient also accepts the moral and professional obligation to rejoin the faculty after the leave and remain for at least two years. The Board accepts the obligation to provide the necessary funds and to review and take prompt action of the selection committee's recommendations. The Board shall also periodically review operation of this policy, revising it as required to assure it is fulfilling its purpose.

Authorized Leaves: Leaves of absence without pay shall not be construed as part of the three percent quota. The obligation of the employee to return to the school system shall be waived in the event of poor health, pregnancy and/or other unusual circumstances at the discretion of the Board.

Sabbatical leaves shall not be granted for the purpose of engaging in gainful occupations or for the purpose of studying a trade or another profession, except where it can be clearly shown that in the opinion of the committee such study will benefit the school system. Outside activities in which the employee is engaged for pay during the regular school year may be continued, but must not be expanded in any way during the period of the leave excepting as approved by the Board.

Forfeiture of Leave: If there is evidence that the employee is not fulfilling the purpose of the leave, the Board may terminate the leave after a hearing with the employee.

Interruption of Leave: Should the program of study or itinerary being pursued by the employee on a sabbatical leave be interrupted by serious accident or illness during such leave, this fact shall not constitute a breach of the conditions of such leave nor prejudice the employee against receiving all the rights and benefits provided for under the terms of the program, providing the Board is notified of such accident or illness by registered letter within ten days of its occurrence.

A leave may be terminated or interrupted by mutual consent of the employee and the Board without prejudice to all parties.

Maternity, sickness and accident policies of the Board will apply.

Salary-Base Pay: The salary paid the employee by the Board during the sabbatical leave shall be his or her contractual pay less \$2500 for a full year's sabbatical leave. In the event of a half year sabbatical leave being granted, not more than \$1250 will be deducted from the employee's contractual base pay.

The Board shall continue to pay any contributions it normally pays or would pay. Contributions normally made by the individual employee shall be paid by the employee. The payroll policy of the Board will apply. The period of sabbatical leave shall count as regular service.

Reporting: The employee shall submit periodic reports at three-month intervals during his sabbatical leave and a final summary of accomplishments, incorporating any recommendations applicable to the school system.

Reinstatement: At the expiration of the sabbatical leave, the employee shall be reinstated in the position held by such employee at the time the leave was granted.

3. General: (Extended Leaves)

- A. Other leaves of absence without pay may be granted by the Board for good reason.
- B. All benefits to which an employee was entitled at the time of his leave of absence commenced, including un-used accumulated sick leave and longevity credits shall be restored to him upon his return.
- C. All extensions or renewals of leaves shall be applied for and granted on the recommendation of the superintendent and approval of the Board.

4. Tuition Reimbursement, not applicable during any leave:

Any employee on leave of absence--sabbatical, maternity, or extended leave shall not be eligible for tuition reimbursement while on such leave. (For policy on Professional Improvement see the Teachers' Handbook.)

ARTICLE X:

CO-CURRICULAR PROGRAM

The co-curricular program offerings and minimum stipends for each assignment will be posted in each building prior to contract offerings.

Complete job description and requirements of activity will be negotiated by the building principal and applicants.

The individual contracts will contain the job description, minimum requirements and negotiated stipend. Contracts for such activities will be issued to the involved individual before the activity begins.

If the contract is terminated prior to the stated duration and the building principal deems that minimum requirements have been fulfilled to date, the stipend shall be pro-rated for that period of time under which his duties shall have been performed.

On completion of the contract with outstanding performance in evidence, additional remuneration may be recommended by the building principal.

ARTICLE XI:

IN-SCHOOL WORK YEAR

A. The in-school work year for the ten (10) month professional staff shall consist of the student calendar plus five (5) full days and additional days for teachers new to our district for purposes of orientation as the Administration shall determine. The in-school work year schedule shall be published not later than May 1 preceding the school year in which it is to become effective.

B. The superintendent shall prepare a student calendar and shall consult with the Association, other individuals and organizations within the school system, and, as he sees fit, individuals and organizations other than within the school community and shall recommend a student calendar to the Board.

C. The five (5) professional staff days mentioned above shall be designated within the dates of the ten (10) month contracted year and shall be exclusive of the NJEA convention.

D. The superintendent shall consult with the Association, other individuals and organizations within the school system prior to any modification of the "in-school work year" due to an emergency situation.

E. It is hereby understood that the student calendar is a non-negotiable item and the same is appended hereto (Appendix C) for reference purposes only.

ARTICLE XII:

TEACHER IN-SCHOOL WORK DAY

The teacher in-school work day shall be seven and one-half (7½) hours of scheduled time. In addition, there will be regular faculty meetings and such other meetings which the Administration may consider necessary.

ARTICLE XIII:

TEACHER WORK LOAD

The teacher work load shall be a weekly assignment of eighty-five (85) scheduled mods per week, with each assignment to include twenty (20) mods for professional planning and lunch and not more than sixty (60) instructional mods. The remaining mods shall be assigned by the Administration where needed.

ARTICLE XIV:

TUITION AID PROGRAM

1. The Northern Valley Regional High School Board of Education will provide a Tuition Aid Plan as approved.

2. The purpose of the plan is to assist employees who wish voluntarily to study in the fields that would be of benefit to Northern Valley Regional High School District as well as the individual.

Generally, the plan contemplates that such study will be in the field in which the employee is working and such course will improve the job performance and contribute to the individual's progress in his position. (For the professional staff, the studies should be at the graduate level, except in the cases in which the department chairperson, principal and superintendent consider undergraduate courses to be more beneficial to the District.)

3. The plan is subject to the following features:

- a. Control of the plan will remain with the Board of Education.
- b. Applicants must receive approval to pursue courses from the department chairperson, principal and superintendent prior to two weeks before registration.
- c. If the initial request for tuition aid is denied, a tuition-aid committee of one administrator and two teachers will try to resolve the difference.

4. The Board of Education will pay tuition in accordance with the following provisions:

a. Tuition reimbursement will be granted for approved courses to those certified teachers who have completed the first three years of employment and have received tenure.

b. Tuition reimbursement will be granted to all other personnel at the discretion of the superintendent.

c. Tuition reimbursement will not exceed \$175 per full contract year, reimbursement shall not exceed \$525 for a three-year period, (not cumulative).

5. All regular full-time employees will be eligible to participate in the plan. Employees granted any form of leave shall not be eligible for tuition reimbursement.

6. The plan will operate July 1 through June 30. Credits earned will be evaluated and, where applicable, applied towards salary improvement, if transcripts are submitted prior to October 1. Transcripts received after this date will be credited to the next annual salary.

7. Professional improvement is expected of employees of the Northern Valley Regional High School District.

8. The ten thousand dollar (\$10,000) annual tuition aid limit will be dispersed on a time priority program, e.g., early acceptances in summer and fall will be guaranteed until money is exhausted. Spring requests will not be funded unless money is available. The amount is not to exceed \$10,000 for the school year 1977-78.

ARTICLE XV:

SUPPLEMENTAL COMPENSATION PLAN

A. Qualifications:

1. The employee must have been employed on a full-time basis in the Northern Valley Regional High School District at least 15 years and certificated personnel must have a total of 20 years teaching experience immediately prior to the effective date of retirement.
2. The employee must notify the Superintendent of Schools of his/her intention to retire in writing by June 1, 1977.
3. The plan is applicable to employees 55 years of age through 64 years of age. Employees will not qualify for any benefit provided for in this plan on reaching their 65th birthday.

During the 1977-78 school year only, any employee meeting all qualifications of this plan except the maximum age limitation of sixty-four years (64) shall be permitted to elect retirement under this plan as if he/she were age sixty-four (64).

B. Calculation of Benefit:

As of July 1, 1977 any employee who will have reached the age of 55 or over and has been continuously employed by the Northern Valley Regional High School District for at least 15 years prior to July 1, 1977 must notify the Board of Education in writing prior to June 1, 1977 of his/her intention to retire (during the 1977-78) school year shall upon retirement receive additional renumerations according to the following schedule:

1. 55 years but not more than 56 20% of the 1976-77 salary
 56 years but not more than 57 20% of the 1976-77 salary
 57 years but not more than 58 20% of the 1976-77 salary
 58 years but not more than 59 15% of the 1976-77 salary
 59 years but not more than 60 15% of the 1976-77 salary
 60 years but not more than 61 15% of the 1976-77 salary
 61 years but not more than 62 10% of the 1976-77 salary
 62 years but not more than 63 10% of the 1976-77 salary
 63 years but not more than 64 5% of the 1976-77 salary
 64 years but not more than 65 5% of the 1976-77 salary
 65 years or over 0%
2. Each eligible retiring employee shall be compensated for one-half of his/her unused accumulated sick leave days. Compensation shall be paid for a maximum of 100 unused accumulated days (one-half of the unused accumulated sick leave not to exceed a total of 100 days).
 - a) Certificated employees shall be paid \$27 per day for each day of unused accumulated sick leave days, maximum \$2700.
 - b) Non-certificated employees shall be paid \$15 per day for each day of unused accumulated sick leave days maximum \$1500.
3. The maximum total supplemental compensation payment shall not exceed:
 - a) \$7500 for certificated employees
 - b) \$4500 for non-certificated employees

C. Payment of Benefit:

1. The supplemental compensation payment shall be paid in a lump sum payment in January, 1978.
2. In the event an employee retires after January, 1978 but before June 30, 1978, the supplemental compensation shall be paid in a lump sum payment in January, 1979.
3. In the event of an eligible employee's death after the effective date of retirement, but before payment is made, payment shall be made to his/her estate.
4. The lump sum supplemental compensation provided herein shall in no way affect, increase, or decrease any pension or retirement benefits to such retired employee under any other statute.

ARTICLE XVI:

MISCELLANEOUS PROVISIONS

1. Conflict with Existing Law:

A. If any provision of the Agreement is held to be contrary to law, then such provision shall be deemed invalid and all other provisions shall continue in full force and effect.

B. The Association and the Board recognize that strikes and other forms of work stoppages by employees are contrary to public policy. The Association and the Board subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association, therefore, agrees that there shall be no strikes, work stoppages, or other concerted refusal to perform work, by the employees covered by this Agreement nor any instigation thereof.

2. Violation of Contract:

A. Should either the Board of Education or the Northern Valley Education Association feel that a violation of contract has occurred or that an interpretation of a contract is required, then at the request of either party, in writing, setting forth the nature of the alleged violation or misinterpretation and outlining the facts and circumstances, the superintendent shall call a meeting of the respective negotiations committees within fifteen (15) calendar days after receipt of such written notice.

B. In the event the two negotiating committees cannot agree within ten days, either party may appeal to the appropriate agencies or courts.

3. Printing of Agreement:

Copies of this Agreement shall be printed after agreement between the parties on format, at the expense of both the Board and the Association, share and share alike. The Agreement shall be presented to all persons designated in Article I-A, herein, now employed, hereafter employed, or considered for employment by the Board. The method of reproduction and the selection of the printer will be mutually agreed upon by both parties.

4. Notice:

All communications between the parties relating to this Agreement shall be made in writing, addressed and given to the President and Secretary of the Association and to the Superintendent and Board Secretary on behalf of the Board.

ARTICLE XVII:

DURATION

The provisions of this Agreement will be effective as of July 1, 1976 and will continue and remain in force and effect through June 30, 1978.

ARTICLE XVIII:

WITNESS OF AGREEMENT

It is further agreed that the terms of this Agreement shall become a part of the employee's contract and such Agreement by reference shall be incorporated in each employee's contract.

In witness whereof the parties have executed this Agreement this 20th day of September, 1976.

Northern Valley Regional High School
District Board of Education

by

FRED A. PRINCIOTTA
President

by

JAMES C. HARTWIG
Secretary

Northern Valley Education Association

by

GARY W. SAMO
President

by

MARY KELLY
Secretary

APPENDIX A

GRIEVANCE POLICY

- (1) The Northern Valley Regional High School District Board of Education (hereinafter referred to as "Board") and the Northern Valley Education Association (hereinafter referred to as "Association") are mutually concerned with providing the best education possible for the pupils of the Northern Valley Regional High School District.
- (2) The "Board" and the "Association" have regularly engaged in mutual consultation and interchange of ideas for the welfare of the children and the teachers of the school district.
- (3) The "Board" recognizes the "Association," their officers, and such committees designated by them as the representatives of the teaching staff for the purpose of joint consultation on the formation of policies with respect to conditions of employment and personnel practices. As an aid to serving this common purpose, the following procedures are established in order to provide teachers and the Board with a method to reach mutually satisfactory agreement in a professional manner.
- (4) It is understood and agreed that these procedures are to include all employees in the manner shown on the Order of Appeals chart which becomes a part of these procedures. Nothing contained herein shall be construed as limiting the right of any person having a grievance to proceed independently through the established Order of Appeals or through the following procedures.
- (5) With respect to personal grievances, an employee shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his appeal. Any employee shall have the right to present his own appeal or designate representatives of the Association or another person of his own choosing to appear with him or for him at any step of his appeal.

Employees Grievances Defined:--A grievance is defined as any dissatisfaction with an application of policy or an administrative decision regarding an employee's (or group of employees') condition of employment.

TEACHER-BOARD COMMITTEE

- (1) Composition of Committee:--A Teacher-Board Committee composed of three members designated by the local Education Association, three members of the Board of Education and the Superintendent, shall be created for the purpose of conducting professional discussions in good faith on grievances involving salaries, personnel policies, working conditions, fringe benefits and other conditions.
- (2) The Duties of the Chairman:
 - A. The Superintendent, as Chairman, shall convene meetings.

- (1) At the request of the Association representatives
 - (2) At the request of the Board of Education
 - (3) At the discretion of the Superintendent with at least three meetings per year.
- B. To act as Chairman of all meetings of the Teacher-Board Committee.
 - C. Notify all interested parties of the determination made by the Committee.
- (3) Responsibilities and duties of the Board and Association Representatives shall be:
 - A. Evaluate the problems presented to the committee.
 - B. Gather facts to provide for a complete understanding of these problems.
 - C. Discuss and attempt to arrive at a solution in keeping with the philosophies of each organization.
 - D. Present conclusions and recommendations to the aggrieved.

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

- (1) Any employee who has a grievance shall, within five days, discuss it first with his principal (or immediate supervisor or department head, if applicable) in an attempt to resolve the matter informally at that level. (Schedule I entitled, "Order of Appeals" is attached hereto and made a part hereof.)
- (2) If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five school days, he shall set forth his complaint, in writing, to the principal and his supervisor. The principal shall communicate his decision to the employee in writing within five school days of receipt of the written complaint.
- (3) The employee may appeal the principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing and must set forth the grounds upon which the grievance is based. The Superintendent shall request a report on the grievance from the principal and shall confer with the concerned parties or, upon request, with the aggrieved party or principal separately. He shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten school days. The Superintendent shall communicate his decision in writing, along with supporting reasons to the aggrieved party, the supervisor and the principal.
- (4) In the event that any supervisor, principal, or superintendent shall fail to act in accordance with these regulations, or in the further event that said employee is dissatisfied with the supervisor's, principal's or superintendent's determination, the employee may submit in

writing his grievance to the Teacher-Board Committee, setting forth each step taken, the result achieved at each level and the reason for the employee's dissatisfaction with the earlier determination.

- (5) If the Teacher-Board Committee determines that the grievance has or may have merit, it shall recommend that the grievance be heard by the Board of Education or a committee of that Board. The Teacher-Board Committee shall take steps as deemed necessary and desirable to effect an equitable determination of the grievance and shall within twenty school days from the receipt of said grievance, submit its finding to the Board of Education.
- (6) If the Board is required to make an independent determination, it shall approve or reject the Teacher-Board Committee's determination at its next monthly meeting or within thirty days, and shall provide for notification to all interested parties of its determination.
- (7) The decision of the Board of Education is final unless and until this decision is set aside by higher authority.
- (8) Anything to the contrary notwithstanding, nothing contained in this procedure shall be deemed to grant to any non-tenure employee the right to a hearing regarding re-employment of said employee if re-employment has not been recommended to or approved by the Board.

FROM

COL. 1

COL. 2

COL. 3

COL. 4

Custodian of School Monies	Board			
Superintendent	Board			
Superintendent's Secretary	Superintendent	Board		
Superintendent's Clerical Staff	Superintendent	Board		
Secretary, Board of Education	Board			
School Business Administrator	Superintendent	Board		
Office Manager	School Bus. Admin.	Supt.	Board	
Secy. to School Business Admin.	School Bus. Admin.	Supt.	Board	
Bookkeepers	School Bus. Admin.	Supt.	Board	
Payroll Clerks	School Bus. Admin.	Supt.	Board	
Board Office Clerks	School Bus. Admin.	Supt.	Board	
Consulting Surgeon	Superintendent	Board		
Director of Curr. & Inst.	Superintendent	Board		
Coordinator of Spec. Education	Dir. of Curr. & Inst.	Supt.	Board	
Secy. to Coord. & Dir. Curr. & Inst.	Dir. of Curr. & Inst.	Supt.	Board	
Chief Medical Inspector	Superintendent	Board		
Supervisor, Data Processing	Superintendent	Board		
Dir. of Special Pupil Services	Superintendent	Board		
Psychologist	Dir. of Spec. Pup. Ser.	Supt.	Board	
Consulting Psychiatrist	Dir. of Spec. Pup. Ser.	Supt.	Board	

22 Social Workers

Learning Disabilities Teacher	Dir. of Spec. Pup. Ser.	Supt.	Board	
Secy. Special Pupil Services	Dir. of Spec. Pup. Ser.	Supt.	Board	
Principals	Superintendent	Board		
Assistant Principals	Principal	Supt.	Board	
Department Chairmen	Principal	Supt.	Board	
Teachers	Department Chairman	Prin.	Supt.	Board
Secretaries & Clerks, Office, Prin.	Principal	Supt.	Board	
Guidance Directors	Principal	Supt.	Board	
Counselors	Guidance Director	Principal	Supt.	Board
Secretaries & Clerks, Office, Guid.	Guidance Director	Principal	Supt.	Board
Medical Officers	Principal	Supt.	Board	
Nurses	Principal	Supt.	Board	
Attendance Officers	Principal	Supt.	Board	
Librarians	Principal	Supt.	Board	
Librarian Clerks	Librarian	Prin.	Supt.	Board
Audio Visual Specialists	Principal	Supt.	Board	
Cafeteria Managers	Principal	Supt.	Board	
Cafeteria Workers	Cafeteria Manager	Principal	Supt.	Board
Head Custodians	Principal	Supt.	Board.	
Matrons	Head Custodian	Principal	Supt.	Board
Janitors	Head Custodian	Principal	Supt.	Board
Maintenance Workers	Head Custodian	Principal	Supt.	Board
Janitor Maintenance	Head Custodian	Principal	Supt.	Board

APPENDIX B-1

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
CLOSTER PLAZA, CLOSTER, NEW JERSEY 07624

TEACHERS' SALARY GUIDE
1976-77*

Step	Non Degree	Scale I Bachelors	Scale II B + 15	Scale III Masters	Scale IV M + 15	Scale V M + 30	Scale Va M + 45
1.	\$ 8,844	\$11,384	\$11,726	\$12,636	\$13,205	\$13,775	\$14,344
2.	9,185	11,953	12,295	13,319	13,888	14,458	15,027
3.	9,526	12,522	12,864	14,059	14,628	15,198	15,767
4.	9,866	13,092	13,433	14,799	15,368	15,938	16,507
5.	10,206	13,661	14,002	15,539	16,108	16,678	17,248
6.	10,546	14,230	14,572	16,279	16,848	17,418	17,987
7.	10,886	14,799	15,141	17,019	17,588	18,157	18,727
8.	11,227	15,368	15,710	17,759	18,328	18,897	19,467
9.	11,567	15,938	16,279	18,499	19,068	19,637	20,207
10.	11,907	16,507	16,848	19,239	19,808	20,377	20,947
11.	12,247	17,076	17,418	19,979	20,548	21,117	21,687
12.		17,645	17,987	20,719	21,288	21,857	22,426
13.				21,459	22,028	22,597	23,166
14.				22,199	22,768	23,337	23,906

- Experience credit for military service will be awarded for each full year (12 months) of military service up to a maximum of four (4) years, e.g., one (1) full year of military service equals one (1) experience step on salary guide.
- Experienced teachers, new to the district, will be hired in at a negotiated salary determined by the Superintendent and ratified by the Board of Education, but never beyond Step 6, Scale III. In all cases they will be placed on their appropriate educational scale. If the total experience is ten or more years (military included), experience credit will be granted up to a maximum of Step 6, but no less than Step 4 at their appropriate educational scale.
- Increment and adjustments shall be granted only upon the recommendation of the Superintendent of Schools and the approval of the Board of Education.
- There will be a long service increment of \$300 to any Teachers employed prior to 1973-74 school year who has completed three years of continuous service in the Northern Valley Regional High School District by the beginning of the school year. There will be an additional long-service increment of \$300 to any teacher who has completed ten (10) years of continuous service in the Northern Valley Regional High School District by the beginning of the school year.
- To advance to Scales IV, V, and Va, credits must be earned after the Master's Degree has been conferred. Exception: For four (4) years, until October, 1980, previously acquired graduate credits not directed toward a Master's Degree, can be used for advancement to Scale IV after a year on Scale III.
- Teacher holding Doctorate Degree will be paid \$600 more than the commensurate step on Scale Va (M+45).

Official Approved
February 21, 1977

*Based on 1.00-2.10 "Ratio Teachers' Salary Guide 1976-77 on reverse side as Addenda A."

APPENDIX B-2

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
CLOSTER PLAZA, CLOSTER, NEW JERSEY 07624

SPECIAL ASSIGNMENTS SALARY GUIDE

1976-77
(CURRICULAR)

CURRICULAR

Subject Supervisor*
Department Chairman

<u>GROUP</u>	<u>TEACHERS SUPERVISED</u>	<u>YR. OF EMPLOYMENT</u>	<u>GROUPS</u>			
			<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
A	1-4	1	\$ 775	\$1000	\$1125	\$1225
B	5-9	2	925	1125	1250	1350
C	10-15	3	1075	1275	1400	1500
D	16 or more	4	1275	1500	1625	1750

Official Approved
10/18/76

Board of Education
Northern Valley Regional High School Dist.

APPENDIX B-3

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
CLOSTER PLAZA, CLOSTER, NEW JERSEY 07624

SPECIAL ASSIGNMENTS SALARY GUIDE

1976-77
(ATHLETICS)

	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>4 STEPS OF</u>
Director of Athletics	\$1,593.	\$2,077.	\$121.
Trainer	1,206.	1,594.	97.

BOYS INTERSCHOLASTIC

<u>HEAD COACHES</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>4 STEPS OF</u>	<u>ASSISTANT COACHES</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>4 STEPS OF</u>
Football	\$1,351.	\$1,835.	\$121.	Football	\$819.	\$1,111.	\$73.
Basketball	1,206.	1,594.	97.	Basketball	807.	1,051.	61.
Baseball	1,085.	1,473.	97.	Baseball	807.	1,051.	61.
Wrestling	1,085.	1,473.	97.	Wrestling	807.	1,051.	61.
Soccer	1,085.	1,473.	97.	Soccer	807.	1,051.	61.
Track	1,085.	1,473.	97.	Track	807.	1,051.	61.
Tennis	928.	1,172.	61.	Tennis	444.	688.	61.
Cross Country	704.	948.	61.				
Fencing	704.	948.	61.				
Golf	704.	948.	61.				
Gymnastics	704.	948.	61.				
Indoor Track	704.	948.	61.				
Bowling	704.	948.	61.				

GIRLS INTERSCHOLASTIC AND INTRAMURAL

<u>COACHES</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>4 STEPS OF</u>	<u>ASSISTANT COACHES</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>4 STEPS OF</u>
Field Hockey	\$ 807	\$1,051.	\$61.	Field Hockey	\$444.	\$ 688.	\$61.*
Basketball	1,206.	1,594.	97.	Basketball	807.	1,051.	61.
Softball	1,085.	1,473.	97.	Softball	807.	1,051.	61.
Tennis	928.	1,172.	61.	Tennis	444.	688.	61.
Volley Ball	704.	948.	61.	Volley Ball	444.	688.	61.*
Gymnastics	704.	948.	61.	Gymnastics	444.	688.	61.*
Track	1,085.	1,473.	97.	Track	807.	1,051.	61.

- All personnel to be placed on guide according to years of experience in the position in the Northern Valley Regional High School District.
- Increments to be granted only on approval of the Superintendent of Schools.

* Subject to authorization for position.

Official Approved
1/17/77

Board of Education
Northern Valley Regional High School Dist.

BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
CLOSTER PLAZA, CLOSTER, NEW JERSEY 07624

SUPPLEMENTAL TEACHERS' SALARY GUIDE
1976 - 77

<u>Step</u>	<u>Scale IIa</u> <u>B + 32</u>	<u>Ratio</u>
1	\$12,067.00	1.060
2	12,636.00	1.110
3	13,205.00	1.160
4	13,775.00	1.210
5	14,344.00	1.260
6	14,913.00	1.310
7	15,482.00	1.360
8	16,051.00	1.410
9	16,621.00	1.460
10	17,190.00	1.510
11	17,759.00	1.560
12	18,328.00	1.610

1. Only for those employees who in 1972 were under contract at a salary designation in Scale II or IIa.

Approved 2/21/77

BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
CLOSTER PLAZA, CLOSTER, NEW JERSEY 07624

SPECIAL ASSIGNMENT SALARY GUIDE
1976-77
(COORDINATORS)

COORDINATORS

Distributive Education	\$700*
Industrial Arts Cooperative Education Program	700*
Clerical-Secretary Work Experience Program	700*
Special Education Class Teacher	700*

- * To be included in Teaching Contract or salary designation. Only for those employees who were under contract in these positions in the 1972-73 School Year.

APPENDIX B-5

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
 CLOSTER PLAZA, CLOSTER, NEW JERSEY 07624

OPERATIONS & MAINTENANCE SALARY GUIDE1976-77

<u>YEAR OF EMPLOYMENT</u>	<u>JANITOR</u>	<u>JANITOR MAINTENANCE</u>	<u>MAINTENANCE</u>	<u>MATRON*</u>
1	\$ 9,205.	\$ 9,468.	\$ 9,735.	\$ 7,671.
2	9,647.	9,953.	10,266.	8,040.
3	10,089.	10,439.	10,798.	8,408.
4	10,533.	10,924.	11,328.	8,777.
5	10,975.	11,411.	11,861.	9,146.
6	11,419.	11,898.	12,394.	9,516.
7	11,862.	12,385.	12,927.	9,885.
8	12,306.	12,871.	13,459.	10,255.
9	12,750.	13,358.	13,991.	---
		<u>INCREMENTS</u>		
	\$442/444	\$485/488	\$530/533	\$368/370

* This is a ten month contract.

1. Credit for experience may be granted not to exceed three (3) years upon the recommendation of the Superintendent.
2. Full step credit will be given if employed before November 1. Half step credit if employed prior to March 1. No credit if employed March 1 or after.
3. There will be additional long service increments of \$150. each to any employee who has completed 3 and 10 continuous years of service in the Northern Valley Regional High School District by the beginning of the contract school year (July 1/September 1).

Official Approved
1/17/77

Board of Education
Northern Valley Regional High School Dist.

APPENDIX B-6

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
CLOSTER PLAZA, CLOSTER, NEW JERSEY 07624

SECRETARIAL-CLERICAL SALARY GUIDE
1976-77

YEAR OF EMPLOY- MENT	SCHOOL TREAS. & CLERICAL	ASSOCIATE SECRETARIES	ASST. BOOK- KEEPER AND SECRETARIES	HEAD BOOKKEEPER
1	\$ 7,168.	\$ 7,347.	\$ 7,530.	\$ 7,704.
2	7,572.	7,797.	8,031.	8,312.
3	7,976.	8,247.	8,532.	8,920.
4	8,380.	8,697.	9,033.	9,528.
5	8,784.	9,147.	9,534.	10,136.
6	9,320.	9,739.	10,180.	10,817.
7	9,856.	10,331.	10,826.	11,498.
8	10,392.	10,923.	11,472.	12,179.

1. Credit for experience may be granted not to exceed three (3) years upon the recommendation of the Superintendent.
2. Full step credit will be given if employed before November 1st. Half step credit if employed prior to March 1st. No credit if employed March 1st or after.
3. There will be additional long service increments of \$150. each to any employee who has completed 3 and 10 continuous years of service in the Northern Valley Regional High School District by the beginning of the contract/school year (July 1/September 1).

Official Approved
1/17/77

Board of Education
Northern Valley Regional High School Dist.

APPENDIX B-1a

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
CLOSTER PLAZA, CLOSTER, NEW JERSEY 07624

TEACHERS' SALARY GUIDE
1977-78*

Step	Non Degree	Scale I Bachelors	Scale II B + 15	Scale III Masters	Scale IV M + 15	Scale V M + 30	Scale Va M + 45
1.	\$ 9,242	\$11,896	\$12,253	\$13,205	\$13,799	\$14,394	\$14,989
2.	9,598	12,491	12,848	13,918	14,513	15,108	15,703
3.	9,955	13,086	13,442	14,692	15,286	15,881	16,476
4.	10,310	13,680	14,037	15,465	16,060	16,654	17,249
5.	10,665	14,275	14,632	16,238	16,833	17,428	18,022
6.	11,021	14,870	15,227	17,011	17,606	18,201	18,796
7.	11,376	15,465	15,822	17,785	18,379	18,974	19,569
8.	11,732	16,060	16,416	18,558	19,153	19,747	20,342
9.	12,088	16,654	17,011	19,331	19,926	20,521	21,115
10.	12,443	17,249	17,606	20,104	20,699	21,294	21,889
11.	12,798	17,844	18,201	20,877	21,472	22,067	22,662
12.		18,439	18,796	21,651	22,246	22,840	23,435
13.				22,424	23,019	23,614	24,208
14.				23,197	23,792	24,387	24,982

1. Experience credit for military service will be awarded for each full year (12 months) of military service up to a maximum of four (4) years, e.g., one (1) full year of military service equals one (1) experience step on salary guide.
2. Experienced teachers, new to the district, will be hired in at a negotiated salary determined by the Superintendent and ratified by the Board of Education, but never beyond Step 6, Scale III. In all cases they will be placed on their appropriate educational scale. If the total experience is ten or more years (military included), experience credit will be granted up to a maximum of Step 6, but no less than Step 4 at their appropriate educational scale.
3. Increment and adjustments shall be granted only upon the recommendation of the Superintendent of Schools and the approval of the Board of Education.
4. There will be a long service increment of \$300 to any Teacher employed prior to the 1973-74 school year who has completed three years of continuous service in the Northern Valley Regional High School District by the beginning of the school year. There will be an additional long-service increment of \$300 to any teacher who has completed ten (10) years of continuous service in the Northern Valley Regional High School District by the beginning of the school year.
5. To advance to Scales IV, V and Va, credits must be earned after the Master's Degree has been conferred. Exception: For Four (4) years, until October, 1980, previously acquired graduate credits not directed toward a Master's Degree, can be used for advancement to Scale IV after a year on Scale III.
6. Teacher holding Doctorate Degree will be paid \$600 more than the commensurate step on Scale Va (M+45).

Official Approved
April 18, 1977

*Based on 1.00-2.10 "Ratio Teachers' Salary Guide 1977-78 on reverse side as Addenda A A-1."

APPENDIX B-2a

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
CLOSTER PLAZA, CLOSTER, NEW JERSEY 07624

SPECIAL ASSIGNMENTS SALARY GUIDE

1977-78
(CURRICULAR)

CURRICULAR

Subject Supervisor*
Department Chairman

<u>GROUP</u>	<u>TEACHERS SUPERVISED</u>	<u>YR. OF EMPLOYMENT</u>	<u>GROUPS</u>			
			<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
A	1-4	1	\$ 825	\$1050	\$1175	\$1275
B	5-9	2	975	1200	1325	1400
C	10-15	3	1125	1350	1450	1550
D	16 or more	4	1325	1550	1675	1825

Official Approved
4/18/77

Board of Education
Northern Valley Regional High School Dist.

APPENDIX B-3a

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
 CLOSTER PLAZA, CLOSTER, NEW JERSEY 07624

SPECIAL ASSIGNMENTS SALARY GUIDE

1977-78
 (ATHLETICS)

	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>4 STEPS OF</u>
Director of Athletics	\$1,613.	\$2,097.	\$121.
Trainer	1,226.	1,614.	97.

INTERSCHOLASTIC

<u>HEAD COACHES</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>4 STEPS OF</u>	<u>ASSISTANT COACHES</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>4 STEPS OF</u>
Football	\$1,371.	\$1,855.	\$121.	Football	\$ 839.	\$1,131.	\$ 73.
Basketball	1,226.	1,614.	97.	Basketball	827.	1,071.	61.
Baseball/ Softball	1,105.	1,493.	97.	Baseball/ Softball	827.	1,071.	61.
Wrestling	1,105.	1,493.	97.	Wrestling	827.	1,071.	61.
Soccer	1,105.	1,493.	97.	Soccer	827.	1,071.	61.
Track	1,105.	1,493.	97.	Track	827.	1,071.	61.
Fld. Hockey	827.	1,071.	61.	Fld. Hockey	464.	708.	61.
Tennis	948.	1,192.	61.	Tennis	464.	708.	61.
Volleyball	724.	968.	61.	Volleyball	464.	708.	61.
Gymnastics	724.	968.	61.	Gymnastics	464.	708.	61.
Cross Country	724.	968.	61.				
Fencing	724.	968.	61.				
Golf	724.	968.	61.				
Indoor Track	724.	968.	61.				
Bowling	724.	968.	61.				

1. All personnel to be placed on guide according to years of experience in the position in the Northern Valley Regional High School District.
2. Increments to be granted only on approval of the Superintendent of Schools.

Official Approved
 4/18/77

Board of Education
 Northern Valley Regional High School Dist.

APPENDIX B-4a
BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
CLOSTER PLAZA, CLOSTER, NEW JERSEY 07624

SUPPLEMENTAL TEACHERS' SALARY GUIDE
1977 - 78

<u>Step</u>	<u>Scale IIa</u> <u>B + 32</u>	<u>Ratio</u>
1	\$12,610.00	1.060
2	13,205.00	1.110
3	13,799.00	1.160
4	14,394.00	1.210
5	14,989.00	1.260
6	15,584.00	1.310
7	16,179.00	1.360
8	16,773.00	1.410
9	17,368.00	1.460
10	17,963.00	1.510
11	18,558.00	1.560
12	19,153.00	1.610

1. Only for those employees who in 1972 were under contract at a salary designation in Scale II or IIa.

Approved 4/18/77

BOARD OF EDUCATION
NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
CLOSTER PLAZA, CLOSTER, NEW JERSEY 07624

SPECIAL ASSIGNMENT SALARY GUIDE
1977 - 78
(COORDINATORS)

COORDINATORS

Distributive Education	\$700*
Industrial Arts Cooperative Education Program	700*
Clerical-Secretary Work Experience Program	700*
Special Education Class Teacher	700*

- * To be included in Teaching Contract or salary designation. Only for those employees who were under contract in these positions in the 1972-73 School Year.

Approved 4/18/77

APPENDIX B-5a

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
CLOSTER PLAZA, CLOSTER, NEW JERSEY 07624

OPERATIONS & MAINTENANCE SALARY GUIDE
1977-78

YEAR OF EMPLOYMENT	JANITOR	JANITOR MAINTENANCE	MAINTENANCE	MATRON*
1	\$ 9,619.00	\$ 9,894.00	\$10,173.00	\$ 8,016.00
2	10,081.00	10,401.00	10,728.00	8,402.00
3	10,543.00	10,909.00	11,284.00	8,786.00
4	11,007.00	11,416.00	11,838.00	9,172.00
5	11,469.00	11,924.00	12,395.00	9,558.00
6	11,933.00	12,433.00	12,952.00	9,944.00
7	12,396.00	12,942.00	13,509.00	10,330.00
8	12,860.00	13,450.00	14,065.00	10,716.00
9	13,324.00	13,959.00	14,621.00	---
<u>INCREMENTS</u>				
	\$462/464	\$507/509	\$554/557	\$384/386

* This is a ten month contract.

1. Credit for experience may be granted not to exceed three (3) years upon the recommendation of the Superintendent.
2. Full step credit will be given if employed before November 1. Half step credit if employed prior to March 1. No credit if employed March 1 or after.
3. There will be additional long service increments of \$150 each to any employee who has completed 3 and 10 continuous years of service in the Northern Valley Regional High School District by the beginning of the contract school year (July 1/September 1).

Official Approved
4/18/77

Board of Education
Northern Valley Regional High School Dist.

APPENDIX B-6a

NORTHERN VALLEY REGIONAL HIGH SCHOOL DISTRICT
 CLOSTER PLAZA, CLOSTER, NEW JERSEY 07624

SECRETARIAL-CLERICAL SALARY GUIDE
1977-78

YEAR OF EMPLOY- MENT	SCHOOL TREAS. & CLERICAL	ASSOCIATE SECRETARIES	ASST. BOOK- KEEPER AND SECRETARIES	HEAD BOOKKEEPER
1	\$ 7,491.	\$ 7,678.	\$ 7,869.	\$ 8,051.
2	7,913.	8,148.	8,393.	8,686.
3	8,335.	8,618.	8,917.	9,321.
4	8,757.	9,088.	9,441.	9,956.
5	9,179.	9,558.	9,965.	10,591.
6	9,739.	10,177.	10,640.	11,303.
7	10,299.	10,796.	11,315.	12,015.
8	10,859.	11,415.	11,990.	12,727.

1. Credit for experience may be granted not to exceed three (3) years upon the recommendation of the Superintendent.
2. Full step credit will be given if employed before November 1. Half credit if employed prior to March 1. No credit if employed March 1 or after.
3. There will be additional long service increments of \$150 each to any employee who has completed 3 and 10 continuous years of service in the Northern Valley Regional High School District by the beginning of the contract/school year (July 1/September 1).

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Board of Education
Northern Valley Regional High School Dist.

OPERATIONS AND MAINTENANCE
CONDITIONS OF EMPLOYMENT

A. Work Schedule

1. Work Day -- will be eight hours exclusive of meal period.
2. Work Week -- will be forty hours -- Sunday through Saturday.
3. Overtime -- shall be at the rate of time and one-half for hours worked beyond the forty-hour work week. Unscheduled overtime on Sundays and holidays will be at a double time rate.

B. Holidays

Authorized holidays are as follows: Independence Day (1), Labor Day, Columbus Day, Christmas Eve Day after 12 noon (2), Christmas (2), New Year's Eve Day after 12 noon (2), New Year's Day (2), Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day.

1. If this day falls on a Saturday, the Friday before will be granted as a holiday. If this day falls on a Sunday, the Monday after will be granted as a holiday.
2. If Christmas or New Year's Day falls on a Saturday, the Friday before will be granted as a holiday and the half day holiday of Christmas Eve and New Year's Eve will not accrue to the employee. If Christmas or New Year's Day falls on a Sunday, the Monday after will be granted as a holiday and the half holiday of Christmas Eve and New Year's Eve will not accrue to the employee.

Work Schedules -- will be arranged to omit the Saturday mornings following (1) Thanksgiving, (2) Good Friday as well as (3) Independence Day, (4) Christmas and (5) New Year's if such days fall on a Friday. Any employee required to work on such Saturdays will be compensated at the rate of time and one-half.

C. Vacations

Vacation time is earned from July 1 of each year and granted as follows:

1. Two weeks vacation after one year of service.
2. Three weeks vacation after seven years of service.
3. Four weeks vacation after twelve years of service.

Those employed on a twelve month contract with less than one year of service will be granted a vacation on a pro-rated schedule as approved by the superintendent.

Vacation schedules will be posted no later than May 1.

Vacations may not accrue from year to year and employees will not be paid for vacation time that is not taken.

D. Tenure

Tenure shall be obtained after seven full years and one day of employment.

E. Uniform Cleaning Allowance

\$50 may be authorized for each individual who has completed one full year of employment.

1975-76

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1976-77

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APPENDIX C

STUDENT SCHOOL CALENDAR
1976-1977

SEPTEMBER (16)	OCTOBER (19)	NOVEMBER (17)	DECEMBER (17)
<u>M T W T F</u>	<u>M T W T F</u>	<u>M T W T F</u>	<u>M T W T F</u>
1 2 3	1	1 2 3 (4) (5)	1 2 3
(6) 7 8 (9) 10	(4) 5 6 7 8	8 9 10 (11) 12	6 7 8 9 10
13 14 15 16 17	(11) 12 13 ^o 14 15	15 16 17 [#] 18 19*	13 14 15 16 17
20 21 22 23 24	18 19 20 21 22	22 23 24 (25) (26)	20 21 22 ^o 23 (24)
27 28 29 30	25 26 27 28 29	29 30	(27) (28) (29) (30) (31)

JANUARY (21)	FEBRUARY (15)	MARCH (23)	APRIL (15)
<u>M T W T F</u>	<u>M T W T F</u>	<u>M T W T F</u>	<u>M T W T F</u>
3 4 5 6 7	1 2* 3 4	1 2 3 4	1
10 11 12 13 14	7 8 9 10 11	7 8 9 10 11 ^o	4 5 6 7 (8)
17 18 19 20 21	14 15 16 17 18	14 15 16 17 18	(11) (12) (13) (14) (15)
24 25 26 27 28	(21) (22) (23) (24) (25)	21 22 23 24 25	18 19 [#] 20 21* 22
31 [#]	28	28 29 30 31	25 26 27 28 29

MAY (21)	JUNE (18)	September 6	Labor Day
<u>M T W T F</u>	<u>M T W T F</u>	9	School Opens
2 3 4 5 6	1 2 3	October 4	Yom Kippur
9 10 11 12 13	6 7 8 9 10	11	Columbus Day
16 17 18 19 20 ^o	13 14 15 16 17	November 4-5	NJEA Convention
23 24 25 26 27	20 21 22 23 24 ^{#*}	11	Veterans Day
(30) 31	(27) (28) (29) (30)	25-26	Thanksgiving Recess
		December 24-	
		January 3	Christmas Recess
		February 21-25	Mid-Winter Recess
		April 8-15	Spring Recess
		May 30	Memorial Day
		June 24	Last Day of School

High School Days

September	16
October	19
November	17
December	17
January	21
February	15
March	23
April	15
May	21
June	18

TOTAL DAYS 182

This calendar will be extended or reduced as necessary to account for snow days or other emergencies when school may be required to close.

- o INTERIM REPORT
- # END OF MARKING PERIOD
- * GRADES DUE

STUDENT SCHOOL CALENDAR
1977-1978

<u>SEPTEMBER</u> (15)	<u>OCTOBER</u> (20)	<u>NOVEMBER</u> (18)	<u>DECEMBER</u> (17)
<u>M T W T F</u>	<u>M T W T F</u>	<u>M T W T F</u>	<u>M T W T F</u>
		1 2 3 4	1 2
5 6 7 8 9	10 11 12 13 ^o 14	7 8 9 10 11	5 6 7 8 9
12 13 14 15 16	17 18 19 20 21	14 15 16 [#] 17 18*	12 13 14 15 ^o 16
19 20 21 22 23	24 25 26 27 28	21 22 23 24 25	19 20 21 22 23
26 27 28 29 30	31	28 29 30	26 27 28 29 30

<u>JANUARY</u> (21)	<u>FEBRUARY</u> (15)	<u>MARCH</u> (22)	<u>APRIL</u> (15)
<u>M T W T F</u>	<u>M T W T F</u>	<u>M T W T F</u>	<u>M T W T F</u>
2 3 4 5 6	1* 2 3	1 2 3	
9 10 11 12 13	6 7 8 9 10	6 7 8 ^o 9 10	3 4 5 6 7
16 17 18 19 20	13 14 15 16 17	13 14 15 16 17	10 11 [#] 12 13 14*
23 24 25 26 27	20 21 22 23 24	20 21 22 23 24	17 18 19 20 21
30 [#] 31	27 28	27 28 29 30 31	24 25 26 27 28

<u>MAY</u> (22)	<u>JUNE</u> (17)	September	5	Labor Day
<u>M T W T F</u>	<u>M T W T F</u>		8	School Opens
1 2 3 4 5			13	Rosh Hashanah
8 9 10 11 12 ^o	1 2		22	Yom Kippur
15 16 17 18 19	5 6 7 8 9	October	10	Columbus Day
22 23 24 25 26	12 13 14 15 16	November	10-11	NJEA Convention
29 30 31	19 20 21 22 23 ^{#*}		24-25	Thanksgiving Recess
	26 27 28 29 30	December	26-	
		January	2	Christmas Recess
		February	20-24	Winter Recess
		March	24	Good Friday
		April	17-21	Spring Recess
		May	29	Memorial Day
		June	23	Last Day of School

HIGH SCHOOL DAYS

September	15
October	20
November	18
December	17
January	21
February	15
March	22
April	15
May	22
June	17

TOTAL DAYS 182

This calendar will be extended or reduced as necessary to account for snow days or other emergencies when school may be closed.

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