

4-0206

04-15

LIBRARY
Institute of Management and
Labor Relations

DEC 1 1974
AGREEMENT

RUTGERS UNIVERSITY

between the

BOARD OF EDUCATION

TOWNSHIP OF GLOUCESTER

and the

GLOUCESTER TOWNSHIP

EDUCATION ASSOCIATION

July 1, 1973 to June 30, 1975

Camden County

THIS BOOK DOES
NOT CIRCULATE

Nov 19 9 08 AM '74

PERC

—

TABLE OF CONTENTS

	Page
I - Recognition	1
II - Negotiation Procedure	1
III - Grievance Procedure	4
IV - Employee Rights	7
V - Association Rights and Privileges	9
VI - Staff Committees and Communications	10
VII - Teaching Hours and Teaching Load	11
VIII - Class Size	12
IX - Specialists	13
X - Non-Teaching Duties	13
XI - Teacher Employment	14
XII - Salaries	15
XIII - Teacher Assignment	18
XIV - Voluntary Transfers and Reassignments	19
XV - Involuntary Transfers and Reassignments	20
XVI - Promotions	21
XVII - Evening School - Summer School	
Home Teaching and Federal Programs	23
XVIII - "Teachers" Evaluation	24
XIX - Teacher Facilities	26
XX - Teacher-Administration Liaison	26
XXI - Sick Leave	27
XXII - Temporary Leaves of Absence	28
XXIII - Extended Leaves of Absence	29
XXIV - Sabbatical Leaves	32
XXV - Substitutes	34
XXVI - Professional Development and Educational Development	34
XXVII - Protection of Teachers and Property	36
XXVIII - Maintenance of Classroom Control and Discipline	37
XXIX - Insurance Protection	38
XXX - Personal and Academic Freedom	40
XXXI - Supportive Personnel	42
XXXII - Miscellaneous Provisions	43
XXXIII - Duration of Agreement	45
Schedule A Instructional Staff Salary Schedule	
Schedule B Extra Curricular Compensation	
Schedule C Extra Duty Compensation	
Schedule D Special Education	
Schedule E Bedside Instruction	
Schedule F Substitute Pay	
Schedule G Secretarial Staff	
Schedule H Teacher Aides	
Schedule I Custodial - Maintenance Staff	
Schedule J Transportation Staff	
Schedule K Cafeteria Staff	
Schedule L Mechanics Salary Schedule	

ARTICLE I
RECOGNITION

A. Pursuant to Chapter 303 Public Laws of New Jersey 1968, the Board hereby recognizes the Gloucester Township Education Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all specified certified personnel whether under contract, on leave, on a per diem basis, employed or to be employed by the Board as follows:

Classroom Teachers	Librarians	Psychologist
Nurses	Social Workers	Speech Therapist
Guidance Counselors	Reading Teachers	

and non-instructional employees as listed:

Custodians	Secretaries	Mechanics
Cafeteria	Transportation Drivers	
Maintenance	Teachers' Aides	

B. Unless otherwise indicated, the term "employees" when used hereinafter in this agreement, shall refer to all recognized employees represented by the Association in the negotiating unit as above defined.

ARTICLE II
NEGOTIATING SUCCESSOR AGREEMENT

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 employment of all represented personnel.

1. A proposal shall be presented to the Superintendent and Board of Education by October 1 of the calendar year preceding the calendar

ART. II

Negotiating Successor Agreement

- year in which this agreement expires and will designate the opening of formal negotiations.
2. Any agreement so negotiated shall apply to all represented personnel who are recognized in the negotiating unit.
- B. During negotiation, the Board and the Association shall present relevant data, exchange points of view and make proposals and counter proposals. The Board shall make available to the Association for inspection all pertinent records, data and information of the Gloucester Township School District. The Board shall provide the Association with a complete tentative line budget for the next fiscal year as soon as approved by the Board. All information to be obtained through the Superintendent's office.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals and make counter proposals in the course of negotiations.
- D. 1. Representatives of the Board and the Association's Negotiating Committee shall meet in the months of September, March and June for the purpose of reviewing the administration of the Agreement. Further meetings may be called by mutual agreement of both parties. The meetings are not intended to bypass the grievance procedure.
2. All meetings between the parties shall be regularly scheduled - whenever possible - to take place when the teachers involved are free from assigned instructional responsibilities unless otherwise agreed.
 3. Should a mutually acceptable amendment to this Agreement be

ART. 11
Negotiating Successor Agreement

negotiated by the parties, it will be presented to the Board of Education and the Association for ratification, upon ratification, an amendment shall be reduced to writing and made a part of this Agreement.

- E. 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 recognized employee benefit existing prior to its effective date.
- F. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement, with any organization other than the Association for the duration of this Agreement.
- G. Innovation programs and suggestions utilizing additional Federal and State funds shall be encouraged and desired on the part of the recognized personnel through the immediate superior.
- H. 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.

ARTICLE III
GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A "grievance" is a claim based upon an event or condition which affects the professional welfare and/or terms and conditions of employment of an employee or group of employees and/or the interpretation, meaning or application of any of the provisions of this Agreement.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to problems. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his immediate superior, provided the adjustment is not inconsistent with terms of this Agreement.

C. PROCEDURE

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

ART. III
Grievance Procedure

2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

3. Level One

An employee with a grievance shall first discuss it with his immediate superior with the objective of resolving the matter informally. A grievance must be filed within thirty (30) days of its occurrence or within thirty (30) days of the date a grievance would reasonably have been known to occur. However, if this is not resolved the employee may request assistance from the Association to resolve his grievance at this level.

4. Level Two

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he - or the Association - must submit the grievance in writing within six (6) school days to the Superintendent of Schools.

5. Level Three

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he may within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, he or the Association may submit in writing the grievance to the Board of

RT. III
Grievance Procedure

Education. The Board of Education will review the grievance in caucus with the person and/or representatives from the Association. At Level Three, following the review of the grievance, the Board shall set forth in writing its decision and the reason(s) therefor within thirty (30) days from the date of submission of the grievance to the Board.

6. Level Four

- (a) If the aggrieved person determines that the grievance is not satisfied, the grievance may be submitted to arbitration within fifteen (15) school days by the aggrieved person or GTEA Committee if so requested.
- (b) Within ten (10) school days after such written notice or submission to arbitration, the Board and the aggrieved person and/or the GTEA Committee shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- (c) The arbitrator so selected shall confer with the representatives of the Board and the aggrieved person and/or the GTEA Committee and hold hearings promptly and shall issue his decision. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority

ART. III
Grievance Procedure

to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board, the aggrieved person and the Association and shall be final and binding on the parties.

- (d) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association when mutually agreed upon to submit to arbitration, however, each party shall bear the expense of its own witnesses and counsel. If not mutually agreed upon, the cost as defined above shall be borne by the moving party for the first five (5) grievances - after that the expenses, as defined, would be equally shared.

D. MISCELLANEOUS

1. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives.

ARTICLE IV
EMPLOYEE RIGHTS

- A. As a duly elected body exercising governmental power under the law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 303, Public Laws 1968

ART. IV
Employee Rights

or other laws of New Jersey or the Constitutions of New Jersey and the United States.

- B. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof shall not be made public and shall be subject to the grievance procedure herein set forth.
- C. Whenever any employee is required to appear before the superintendent, Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.
- D. All professional employees shall follow the guidelines regarding curriculum, grading and promotion of students as promulgated by the Board. The teacher shall maintain the exclusive right and responsibility to determine grades and other instructional evaluations of students. No grade or instructional evaluation shall be changed until the teacher is consulted on the proposed alteration. If the evaluation is changed by an administrator without the agreement of the teacher, the administrator shall clearly identify himself by placing his name next to that grade on all records of that grade.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available public information and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees and their students, together with information which may be necessary for the Association to process any grievance or complaint.
- B. Whenever any representative of the Association or any employee is mutually scheduled by the GTEA and the Board of Education to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.
- C. Representatives of the Association, the New Jersey Education Association, Camden County Council of Education Associations and the National Education Association shall be permitted to transact official Association business on school property, provided that this shall not interfere with or interrupt normal school operations. Said representatives shall make the principal or school office aware of their presence in the building.
- D. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings upon application for use of buildings through the Superintendent of Schools.
- E. The Association shall have, in each school building, the exclusive use of a specified area on a bulletin board in each faculty lounge. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. Copies of all materials to be posted on such bulletin boards shall be signed by an officer or senior building representative of the GTEA, given to the Building

ART. V
Association Rights and Privileges

Administrator, and approval shall be required.

- F. The Association shall have the right to use the interschool communications as it deems necessary and upon approval of the Superintendent of Schools.
- G. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other employee organizations.
- H. The Association shall have the right to contact the vendor to obtain expendable office supplies and other materials from the Board's suppliers at the price paid by the Board.
- I. During the term of this Agreement the parties shall establish a joint committee to study the feasibility of limited release from noninstructional duties for the President of the Association to permit time for investigation of complaints, grievances or other mutual problems in connection with the administration of the agreement between the parties when such activity cannot practically be conducted outside school hours.

ARTICLE VI

STAFF COMMITTEES AND COMMUNICATIONS

- A. The Superintendent shall solicit the advice and recommendations of the Association in the modification or introduction of instructional and curricular programs and materials used in the school district.
- B. The Association shall establish an Instructional Development Committee.
- C. The Superintendent shall request that the Association President select a maximum of four (4) members of the Instructional Development Committee to participate in any consideration of modifications or introduction of instructional or curricular programs and materials.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

- A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes. Teachers shall indicate their presence for duty by placing their signature in the appropriate column of the faculty "sign in" roster.
- B.
 - 1. All teachers shall have a duty-free continuous uninterrupted lunch period of not less than thirty (30) minutes per day.
 - 2. Teachers may be absent from the building upon notification to the office during their scheduled duty-free lunch periods.
- C.
 - 1. Building-based teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty or other professional meetings one (1) day each month except in emergencies. Such meetings shall begin no later than five (5) minutes after the student dismissal time and shall run for no more than sixty (60) minutes.
 - 2. Teaching day shall be - seven (7) hours Kindergarten through 5, seven and one-quarter ($7\frac{1}{4}$) hours 6 through 8.
 - 3. Every effort shall be made to permit elementary school teachers to have up to ninety (90) minutes per week preparation time. Said preparation time shall come from that period of the class day when specials, including music, art, physical education and learning center is enjoyed by the classroom teachers class. That the classroom teacher not be required to remain in the classroom during such times that her class is being covered by the teachers of the aforesaid "special" subjects. That every effort be made to schedule the preparation time pro rata on a daily basis.

ART. VII

Teaching Hours and Teaching Load

4. An association representative may speak to the teachers at any meeting referred to in paragraph 1 above for at least ten (10) minutes on the request of the representative, after scheduled meeting is ended.
 5. The notice of and tentative outline of the agenda for any meetings shall be given to the teachers involved at least one (1) day prior to the meeting, except in an emergency. Teacher shall have the opportunity to suggest items for the agenda provided they present same one day in advance of the scheduled meeting.
- D. Teacher participation in extra-curricular activities shall be voluntary, and shall be compensated according to the rate of pay in Schedule B.
- E. Teacher participation in field trips which extend beyond the teacher's in-school workday, and overnight or weekend trips, shall be voluntary.
- F. 1. During the 1973-74 school year the option of requiring Industrial Arts and Home Economics Teachers to work 5 or 6 periods per day shall be with the Board of Education.
2. If the Board elects to have Industrial Arts and Home Economics Teachers work the extra period daily, such personnel shall receive annual additional compensation of \$1,040.00.
- G. Teachers shall receive at least twenty-four (24) hours notice prior to any change in class scheduled, except in the case of an emergency.

ARTICLE VIII

CLASS SIZE

The Board of Education will endeavor to conform to the normal class size within the realm of economic ability considering the recommendations of the GTEA in establishing class size.

ARTICLE IX
SPECIALISTS

- A. The Board of Education and GTEA recognize the fact that an adequate number of competent Specialists is desirable to the operation of an effective educational program. The Board of Education will endeavor to provide qualified Specialists within the realm of economic ability, considering the recommendations of the GTEA.
- B. The number of Specialists presently employed in categories not listed above shall not be reduced during the term of this Agreement.

ARTICLE X
NON-TEACHING DUTIES

- A. The Board of Education and GTEA acknowledge that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to that end.
- B. The Principal shall survey the teachers to determine their consideration before assigning any necessary non-teaching duties.
- C. Aides are to relieve teachers of all non-educational duties being responsible directly to the building principal who will at all times give precedence to teacher requests.

ARTICLE XI
TEACHER EMPLOYMENT

- A. 1. Each employee shall be placed on his proper step of the salary schedule as of the beginning of the school year in accordance with paragraph 2 below.
2. Credit up to the maximum step of any salary level on the appropriate salary schedule shall be given for previous outside experience in a duly accredited school upon initial employment in accordance with the provisions of Schedule A. Additional credit not to exceed four (4) years for military experience as required by the Selective Service System and credit not to exceed the minimum contract of employment for alternate civilian service (for example Peace Corps, VISTA or National Teacher Corps) shall be given upon initial employment. As of the beginning of the school year, the aforementioned credit shall be given to any presently employed person who has not heretofore received it.
3. Previously accumulated unused sick leave days will be restored to all returning employees as described in A-2.
- B. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 1.
- C. It is understood that specialists, e.g., speech therapists, will be hired at a rate that reflects their past teaching and clinical experience.
- D. All contractual employees shall be placed on tenure beginning the fourth (4) year.

ARTICLE XII

SALARIES

- A. 1. The salaries of all certificated personnel shall be as listed in Schedule "A" which is attached hereto and made a part hereof.
2. Teachers with an earned Doctorate Degree shall receive an additional amount as listed in Schedule A, Section 2.
- B. Compensation for extra-curricular activities shall be as listed in Schedule "B" which is attached hereto and made a part hereof.
- C. Compensation for the duties of Head Teacher, Subject Matter Teacher, and Core Leader shall be as listed in Schedule "C" which is attached hereto and made a part hereof.
- D. Compensation for teachers of Special Education shall be as listed in Schedule "D" which is attached hereto and made a part hereof.
- E. Compensation for Bedside Instructors shall be as listed in Schedule "E" which is attached hereto and made a part hereof.
- F. Compensation for Substitute Teachers shall be as listed in Schedule "F" which is attached hereto and made a part hereof.
- G. 1. Compensation for Secretaries shall be as listed in Schedule "G" as attached hereto and made a part hereof.
2. Compensation for secretarial substitutes shall be at the beginning step on the schedule for the category prorated on an hourly rate.
- H. 1. Compensation for Teacher Aides shall be as listed in Schedule "H" as attached hereto and made a part hereof.
2. Compensation for Teacher Aide Substitute shall be as listed in Schedule "H", Section 2.
- I. 1. Compensation for Custodial and Maintenance Personnel shall be as listed in Schedule "I" as attached hereto and made a part hereof.

ART. XII
Salaries

2. Compensation for Substitute personnel and watchmen shall be as listed in Schedule 1, Section 2.
 3. Compensation for Custodians holding a fireman's license shall be as listed in Schedule 1, Section 3.
- J.
1. Compensation for Bus and Special Vehicle Drivers shall be as listed in Schedule "J" as attached hereto and made a part hereof.
 2. Compensation for Substitute Bus and Special Vehicle Driver shall be as listed in Schedule "J" Section 2.
- K.
1. Compensation for Cafeteria Personnel shall be as listed in Schedule "K" which is attached hereto and made a part hereof.
 2. Compensation for Substitute Cafeteria Personnel shall be as listed in Schedule "K" Section 2.
- L.
1. Compensation for Mechanics shall be as listed in Schedule "L" which is attached hereto and made a part hereof.
- M.
1. Employees on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
 2. Employees may individually elect to have ten per cent (10%) of their monthly salary deducted from their pay. These funds shall be paid to the employee no later than July 15th.
 3. When a pay day falls on or during a school holiday, vacation or weekend, employees shall receive their pay check on the last previous working day.
- N.
1. All employees shall be placed on guide as per scale. On all scales the experience factor is to be determined as follows:
 - (a) 12 month employees hired between July 1 and November 30 - will receive one (1) full year credit;
 - hired between December 1 and March 31 - will receive one-half ($\frac{1}{2}$) year credit.

ART. XII
Salaries

(b) 10-month employees

Hired between September 1 and December 31 - will receive one (1) full year credit.

Hired between January 1 and March 31 - will receive one-half ($\frac{1}{2}$) year credit.

0. All prior experience in public school is creditable as is up to four years of military service.

ARTICLE XIII
TEACHER ASSIGNMENT

- A. 1. Any change of employment assignments shall be made in writing not later than April 1st except in case of emergency.
- 2. The superintendent shall assign all newly-appointed personnel to their specific positions within that subject area and/or grade level for which the Board has appointed the teacher. The Superintendent shall give notice of assignments to new teachers as soon as practicable.
- 3. In the event that changes in such schedules, class and/or subject assignments, building assignments or room assignments are proposed after April 1, any teacher affected shall be notified promptly in writing. In the event of any disagreement as to the need and desirability of such changes, the dispute shall be subject to the grievance procedure set forth herein.
- B. In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall not be assigned outside the scope of their teaching certificates and/or their major or minor fields of study, unless an emergency situation exists and the teacher agrees to such an assignment.
- C. 1. Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of inter-school travel. Such teachers shall be notified of any changes in their schedules as soon as practicable.
- 2. Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more

ART. XIII
Teacher Assignment

than one (1) school per day shall be reimbursed for all such travel at the rate of ten cents (10¢) per mile for all driving done between base school and return to base school.

ARTICLE XIV

VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. 1. No later than April 30th of each school year, the superintendent shall post in all school buildings a list of the known vacancies which shall occur during the following school year.
2. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the superintendent not later than March 1st. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he desires to be transferred, in order of preference.
3. As soon as practicable, the superintendent shall post in each school a systemwide schedule showing the names of all teachers who have been reassigned or transferred and the nature of such reassignment or transfer.
- B. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system and no such request shall be denied arbitrarily, capriciously, or without basis in fact. If a teacher's request for transfer has been denied, a renewed or subsequent request may be made in the following school year and shall be granted under the conditions described above, unless there is no

ART. XIV

Voluntary Transfers and Reassignments

available position to which the teacher can be transferred or an adequate replacement for the teacher cannot be obtained. If more than one teacher has applied for the same position, the determination as to which teacher shall receive it shall be made with due consideration to seniority and competence in the Gloucester Township Schools.

ARTICLE XV

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position.
- B. Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable, and except in cases of emergency not later than April 1.
- C. When an involuntary transfer or reassignment is necessary, a teacher's area of competence, major or minor field of study, length of service in the Gloucester Township School District, length of service in the particular school building, and other relevant factors, including - among other things - state and/or federal laws, rules, regulations or administrative directives, shall be considered in determining which teacher is to be transferred or reassigned.
- D. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the principal, at which time the teacher shall be notified of the reason therefore. In the event that a teacher objects to the transfer or reassignment at this meeting, upon the request of the teacher, the superintendent shall meet with him. The teacher may, at his option, have an Association representative present at such meeting.
- E. A list of open positions in the school district shall be made available

ART. XV
Involuntary Transfers and Reassignments

to all teachers being involuntarily transferred or reassigned. Such teachers may request the positions, in order of preference, to which they desire to be transferred. All such teachers shall be given adequate time off by the superintendent for the purpose of visiting schools at which open positions exist. Teachers being involuntarily transferred or reassigned from their present position shall have preference over those seeking voluntary transfer or reassignment in regard to choice among those positions which are vacant. A teacher being involuntarily transferred or reassigned shall be placed only in an equivalent position - i.e., one which, among other things, does not involve reduction in rank or in total compensation.

ARTICLE XVI

PROMOTIONS

A. Promotional positions are defined as follows:

Positions paying a salary differential on the administrative levels of responsibility including ...

Core Leader

Head Teacher

Subject Matter Teacher

shall be adequately publicized by the superintendent in accordance with the following procedure. Positions not necessarily paying a salary differential, including specialists and/or special projects teachers, pupil personnel workers and positions in programs funded by the Federal Government shall also be adequately publicized by the superintendent in accordance with the following procedure:

1. When school is in session, a notice shall be posted in each school

ART. XVI
Promotions

as far in advance as practicable and no less than five (5) school days before application must be submitted. A copy of said notice shall be given to the Association at the time of posting. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications.

2. Employees who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. The superintendent shall notify such employees of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable, no less than ten (10) days before application must be submitted. In addition, the superintendent shall, within the same time period, post a list of promotional positions to be filled during the summer period at the administration office, in each school.
- B. The Board of Education will post notification of any position, qualifications, duties and approximate rate of compensation, where applicable. The Board agrees to notify the Association of any change in those positions in advance of the change.
- C. All qualified employees shall be given the opportunity as defined herein to make application and no position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors. In filling such vacancies, but

ART. XVI
Promotions

not limited to such, preference shall be given to qualified employees already employed by the Board and when all other factors are substantially equal, length of time in the Gloucester Township School District shall be considered. Each employee applicant not selected shall, upon request, have an opportunity to discuss the matter with the superintendent.

Appointments shall be made as soon as practicable after the notice is posted in the schools or the giving of notification to the interested employees. Announcements of appointments shall be made by posting a list in the office of the central administration and in each school building. The list shall be given to the Association and shall indicate which positions have been filled and by whom.

- D. In the filling of any future openings of additional duties the Board of Education shall determine the allocation of such position giving consideration to assigning each position to individual qualified persons.

ARTICLE XVII

EVENING SCHOOL - SUMMER SCHOOL
HOME TEACHING AND FEDERAL PROGRAMS

- A. All openings for positions in the evening school, summer school, home teaching, federal projects, and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be adequately publicized by the superintendent in accordance with the procedure for publicizing promotional vacancies set forth in ARTICLE XVI, Section B of this Agreement. Summer school and evening school openings shall be publicized not later than the preceding April 1 or upon notification of program. Home teaching openings shall be posted as they occur.
- B. In filling such positions, consideration shall be given to a teacher's area of competence, major and/or minor field of study, quality of

ART. XVII
Evening School, etc.

teaching performance, attendance record, and length of service in the Gloucester Township School District; and when all other factors are substantially equal, preference shall be given first to teachers who have taught the subject area and/or grade level in question during the regular school year and then to teachers who have taught the grade and/or subject in question on a regular basis at any time during the preceding four (4) years. Teachers employed in the Gloucester Township School District shall have priority to such assignments before appointment of applicants from outside the district.

- C. Salary shall be set when funds are made available.
- D. All of the provisions of this Agreement shall apply to teachers holding positions in the evening school, summer school, home teaching and/or under federal programs, except where clearly inapplicable.

ARTICLE XVIII

"TEACHERS" EVALUATION

- A. 1. All monitoring or observation of the work performance of a "teacher" shall be conducted openly and with full knowledge of the "teacher". The use of eavesdropping, public address, audio systems, and similar surveillance devices shall be strictly prohibited.
- 2. "Teachers" shall be evaluated only by persons appointed by the superintendent and certified by New Jersey Board of Examiners to supervise instruction.
- 3. A "teacher" shall be given a duplicate copy of any class visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the "teacher's" file or

ART. XVIII

"Teachers" Evaluation

otherwise acted upon without prior conference, if requested by the principal or the "teacher". No "teacher" shall be required to sign a blank or incomplete evaluation form.

- B. 1. A "teacher" shall have the right, upon written request, to review the contents of his personnel file and be able to copy any contents.
2. No material derogatory to a "teacher's" conduct, service, character or personality shall be placed in his personnel file unless the "teacher" has had an opportunity to review the material. The "teacher" shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The "teacher" shall also have the right to submit a written answer to such material and his answer shall be reviewed by the superintendent or his designee and attached to the file copy.
3. Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the "teacher's" inspection.
- C. Any complaints regarding a "teacher" made to any member of the administration by any parent, student, or other person which are used in any manner in evaluating a "teacher" shall be promptly investigated and called to the attention of the "teacher". The "teacher" shall be given an opportunity to respond to and/or rebut such complaint, and shall have the right to be represented by the Association or anyone designated to be a representative at any meetings or conferences regarding such complaint.
- D. The Administration and GTEA will incorporate the evaluation process for the

ART. XVIII
"Teachers" Evaluation

future, making this a part of policy with recommended minimum requirements.

- E. Copies of additional evaluation of a "teacher", after termination of his employment, shall be sent to the "teacher" for a period of one year.

ARTICLE XIX

TEACHER FACILITIES

- A. The Board of Education shall continue its effort to have the schools and grounds reasonably maintained.
1. The Board of Education will endeavor to provide an appropriately furnished room, where possible, which shall be reserved for the exclusive use of teachers as a faculty lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.

ARTICLE XX

TEACHER-ADMINISTRATION LIAISON

- A. A Liaison Committee for each school building shall meet with the principal at least once a month, upon need, after student dismissal, to review and discuss local school problems and practices, and to play an active role in the revision or development of building policies. Said committee to be jointly selected by Administration and GTEA. An agenda shall be submitted by both parties at least one day in advance.
- B. 1. The Association's representatives shall meet with the superintendent at least once a month during the school year, upon need, to review and discuss current school problems and practices and the administration of this Agreement.

ART. XX

Teacher-Administration Liaison

2. Representatives will include the President of the GTEA, 1st Vice President of the GTEA, three (3) Building Principals' representatives (one Middle School) and three (3) Building Representatives from the GTEA.

ARTICLE XXI

SICK LEAVE

- A. As of September 1 all teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B.
 1. Twelve-month employees shall be allowed 12 days sick leave per year. The need for presentation of a medical certificate after sick leave shall be at the discretion of the Superintendent.
 2. Should all accumulated sick leave of an employee be depleted in any one year, upon the presentation of a medical certificate requesting further sick leave, a leave of absence for a maximum of thirty (30) additional school days shall be granted to any district employee who has been in the employ of the Board of Education for a period of five (5) years or more, and such employee shall receive the difference between their salary and that paid a substitute.
 3. For a 10-month position, the daily rate shall be $1/200$ of ANNUAL salary. For a 12-month position, the daily rate shall be $1/240$ of annual salary.
 4. The Board of Education may wish to recognize faithful service of employees who may request sick leave beyond that time for which

ART. XXI
Sick Leave

full and partial pay is allowable. In such cases, providing a physician's certificate accompanies the request, a leave of absence, for a maximum of one year will be granted to any district employee who has been employed in the district for a period of ten (10) years or more and such employee shall be paid the difference between their salary and the pay for a substitute up to a period not to exceed the current school year.

ARTICLE XXII

TEMPORARY LEAVES OF ABSENCE

- A. Employees shall be entitled to the following temporary nonaccumulative leaves of absence with full pay each school year except as provided in Section A4:
1. Every person shall be granted personal leave of no more than three (3) days per year with full pay for urgent personal reasons.
 - (a) One (1) personal day the applicant shall not be required to state the reason for taking such leave.
 - (b) One (1) personal day the applicant shall make application to the Superintendent requesting the leave.
 - (c) A third personal day will be granted for professional leave upon application and approval of the Superintendent.
 - (d) Any application for a "personal" day must be submitted two (2) days prior to the day requested, except in the event of an unforeseeable emergency.
 2. Personal days will not be granted the day before or the day after a holiday, the beginning day or ending day of school.
 3. Personal leave shall not be used for purposes of pleasure, recreation

ART. XXII
Temporary Leaves of Absence

or job interviews.

4. Personal days not used during the contract year will be added to the accumulative sick leave time for the next year.
5. Personal leave will be granted without deduction up to five (5) days in case of death within the immediate family.
6. In the event of a death of a teacher or student in the Gloucester Township District, the Superintendent shall grant to an appropriate number of teachers sufficient time off to attend the funeral.
7. Time necessary for persons called into temporary active duty of any unit of the U. S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. A teacher shall be paid his regular pay in addition to any pay which he received from the state or federal government.
8. Other leaves of absence, with pay, may be granted by the Superintendent for good reasons.

ARTICLE XXIII

EXTENDED LEAVES OF ABSENCE

- A. A leave of absence without pay of up to the minimum contract shall be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.
- B. A teacher on tenure shall be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university.
- C. 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

ART. XXIII

Extended Leaves of Absence

for the period of said induction or initial enlistment.

D. The Board shall grant maternity leave of absence without pay to any teacher upon request in accord with the following provisions:

1. The teacher shall notify the Board within thirty (30) days of medical confirmation of pregnancy of the anticipated date of birth.
2. The teacher shall be allowed to continue normal teaching activity as long as she is physically able to do so. If the Board believes that her teaching performance has noticeably declined because of her physical condition or capacity the Board may remove the teacher from her duties if:
 - (a) the teacher cannot produce a certification from her physician stating she is medically able to continue teaching, or
 - (b) the Board's Chief Medical Officer and the teacher's physician agree that she cannot continue teaching or if,
 - (c) following a difference of medical opinion between the Board's Chief Medical Officer and the teacher's physician the Board may request expert consultation in which case the two physicians shall agree in good faith on a third impartial physician who shall examine the teacher and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue teaching.
3. The request for such leave shall include the date when such leave will be expected to conclude. The leave granted will conclude on that date unless in the discretion of the Board an additional reasonable period of time is granted upon the teacher's request for reasons associated with the pregnancy of birth or for other proper cause.

ART. XXIII

Extended Leaves of Absence

4. In the case of termination of pregnancy for any reason other than normal birth the teacher shall notify the Board of such circumstances and the Board shall honor a request to return earlier than the date originally established upon receipt of medical certification by the teacher's physician of physical fitness to teach.
5. All or any portion of a leave taken by a teacher because of a medical disability connected with or resulting from her pregnancy may, at the option of the teacher, be charged to her available sick leave.
6. (a) In the case of a non-tenured teacher the Board will not be required to grant or extend the leave of absence beyond the end of the school year in which the leave is begun.
(b) In the case of a tenured teacher she may request and the Board shall agree that she return to work after the year in which the leave begins. She may return at the beginning of any of the three school years following commencement of the leave provided notice is given to the Board at least four (4) months prior to the date of return.
- E. A leave of absence without pay of up to one (1) year shall be granted for the purpose of caring for a sick member of the tenure teacher's immediate family. Additional leave may be granted at the discretion of the Board.
- F. Other leaves of absence without pay may be granted by the Board for good reason.
- G. 1. Upon return from a leave granted pursuant to Section A, B, C of this ARTICLE, a teacher shall be considered as if he were actively employed by the Board during the leave and shall be placed on the

ART. XXIII

Extended Leaves of Absence

salary schedule at the level he would have achieved if he had not been absent, provided - however - that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure. A teacher shall not receive increment credit for time spent on a leave granted pursuant to Section D, E, F, or G of this ARTICLE, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.

2. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave toward sabbatical eligibility, shall be restored to him upon his return, and he shall be assigned to the same position which he held at the time said leave commenced, if available - or, if not, to a substantially equivalent position.
- H. All extensions or renewals of leaves shall be applied for and granted in writing.
- I. Nothing in this Article shall be construed to give a non-tenure teacher tenure.

ARTICLE XXIV

SABBATICAL LEAVES

- A. A sabbatical leave shall be granted to a teacher by the Board for study, or for other reasons of value to the school system, contingent upon the approval of the Board of Education, subject to the following conditions:
 1. If there are sufficient qualified applicants, sabbatical leaves shall be granted to a minimum of one (1%) per cent of teachers at any one time.
 2. Requests for sabbatical leave must be received by the superintendent

ART. XXIV
Sabbatical Leaves

in writing in such form as may be mutually agreed on by the Association and the superintendent, no later than December 1, and action must be taken on all such requests no later than April 1, of the school year preceding the school year for which the sabbatical leave is requested.

3. The teacher has completed at least seven (7) full school years of service in the Gloucester Township School District.
4. (a) A teacher on sabbatical leave for one-half of a school year shall be compensated at the rate of $\frac{2}{3}$ of the salary that he would have received if he had not been on leave.
(b) A teacher on sabbatical leave for a full school year shall be compensated at $\frac{3}{4}$ of the salary that he would have received if he had not been on leave.
5. 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 the period of his absence.
(a) Teacher shall sign a two-year contract, prior to sabbatical leave, to be fulfilled upon return from Sabbatical Leave.
(b) Failure to fulfill contract will give the Board of Education just cause to request cancellation of the teaching certificate from the Commissioner of Education.

ARTICLE XXV

SUBSTITUTES

- A. Positions which are vacant because teachers are temporarily absent or on leave shall, to the extent possible, be filled by personnel who have fully met the appropriate certification requirements of the New Jersey State Board of Examiners.
- B. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers may call a telephone answering service until 10:00 P.M. and 7:00 A.M. to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute. Substitutes shall be paid for a regular teaching day at the rates stated in the Board policy.
- C. It is desirable for each teacher to have an uninterrupted preparation period each day. The practice of using a regular teacher as a substitute, thereby depriving him of his preparation period, is undesirable and should be discouraged, except in an emergency. These duties shall be distributed as equitably as possible.

ARTICLE XXVI

PROFESSIONAL DEVELOPMENT
AND EDUCATIONAL IMPROVEMENT

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

ART. XXVI
Professional Development

continuing training of teachers and the improvement of instruction.

- B. To work toward the ends stated above, the Board agrees:
1. To pay the full cost of tuition and other reasonable expenses (including fees, meals, lodging and/or transportation) incurred by teachers who attend such sessions incurred in connection with any workshops, conferences, in-service training sessions, or other such sessions which a teacher is required and/or requested by the Superintendent to take.
 2. To cooperate with the Association in arranging in-service courses, workshops, conferences, and programs designed to improve the quality of instruction.
 3. To pay up to \$175.00 in 1973-74 and \$200.00 in 1974-75 toward the cost of tuition, registration, textbooks and supplies. No employee shall be the beneficiary of the educational allowance unless the educational experience is undertaken after the person is actively engaged in performing his or her duties for the educational system of Gloucester Township. Teachers must maintain at least a "C" average in courses approved by the Superintendent. All applications for reimbursement must be submitted by October 1 of the following year. The employee must present proof of course credit.
 4. For all persons employed in the district as of June 30, 1973 to be eligible for tuition reimbursement the course must be approved by the Superintendent at or prior to registration. The Superintendent may approve a course after registration at any time up to utilization of the credits earned for placement on the salary schedule.
 5. For all persons first employed by the district on or after July 1, 1973 tuition reimbursement for course work shall not be available

ART. XXVI
Professional Development

until full degree status is achieved.

6. No approval of reimbursement or payment of reimbursement will be granted without the submission of a copy of the official transcript, signed receipts, or cancelled checks.

ARTICLE XXVII

PROTECTION OF TEACHERS AND PROPERTY

- A. 1. Whenever any civil action has been or shall be brought against any person holding any office, position or employment under the jurisdiction of any board of education, including any student teacher, for any act or omission arising out of and in the course of the performance of the duties as such office, position, employment or student teaching, the board shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting therefrom; and said board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.
2. Should any criminal action be instituted against any such person for any such act or omission and should such proceeding be dismissed or result in a final disposition in favor of such person, the board of education shall reimburse him for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.
- B. 1. Teachers shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior.

ART. XXVII

Protection of Teachers and Property

2. Such notification shall be immediately forwarded to the superintendent who shall comply with any reasonable request from the teacher for information in the possession of the superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the teacher, the police and the courts.
- C. The Board shall reimburse teachers for any loss, damage or destruction of clothing or personal property of the teacher while on duty in the school, on the school premises or on a school-sponsored activity, in accordance with insurance policies now in existence.

ARTICLE XXVIII

MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- A. 1. Desirable classroom control stems from an organized situation. Good classroom control is based on a sense of security on the part of the teacher and the student. Teachers are expected to handle their own discipline problems except in specific areas.
2. A teacher most likely to have good control in a classroom will:
 - (1) Plan carefully, activities for each class.
 - (2) Use all the means and skills at their command.
 3. Office cases are as follows:
 - (1) Truancy
 - (2) Insolence and Insubordination
 - (3) Fighting
 - (4) Destroying School Property
 - (5) Absenteeism
 - (6) Failure of Pupil to Abide by Teacher's Decision.
- B. Never send a student to the office without a description of the problem.

ART. XXVIII

Maintenance of Classroom Control

All other items other than those listed above should be handled by the classroom teacher in the usual routine manner.

C. There should be no mass punishments given and no writing of sentences or excessive words. If necessary, parents should be contacted immediately concerning discipline problems.

D. Conferences between parents and teachers should be encouraged at all times with the following kept in mind when the same problem is involved.

1st Conference - Teacher and Parent

2nd Conference - Teacher, Parent, and Principal

3rd Conference - Teacher, Parent, Principal and Superintendent

E. Suspensions

This action can only be taken by the building principal. By following the listed procedures below, it is hoped that many problems can be solved. However, every effort should be made to avoid this action when possible.

1st Suspension - Suspended until parent returns with child for conference with principal.

2nd Suspension - Suspended one week. Parent to return with child for conference with principal and superintendent.

3rd Suspension - Suspended until child's case has been taken to Board of Education for action.

ARTICLE XXIX

INSURANCE PROTECTION

A. The Board of Education shall provide a plan of insurance for all employees as designated below:

1. Through the New Jersey Public and School Employees Health Benefits

ART. XXIX
Insurance Protection

Plan, the following combination coverage:

- (a) Basic Plan - Blue Cross, Blue Shield Rider "J".
- (b) Major Medical carried by Prudential Insurance Co.

- 2. When the employee is covered by a medical/surgical plan and that plan is paid for by other than the Board of Education, the employee may elect to carry an income protection insurance plan provided by the Washington National Insurance Company (handled as a NJEA Group Policy).
- B. For each employee who remains in the employ of the Board of Education for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve-month period beginning September 1st and ending August 31st. Payments are to be made to assure uninterrupted coverage.
- C. Payments for medical/surgical insurance coverage of the employee as a fringe benefit will be paid by the Board of Education in accordance with the following schedule:
- 1. Single Employee - Full premiums will be paid for single coverage of the employee.
 - 2. Married Employee - Full premiums will be paid to the State Health Benefits Plan as for employees and in addition during the 1973-74 contract year 87 $\frac{1}{2}$ % of the amount necessary for dependent coverage. During the 1974-75 contract year the Board will pay in addition to 100% of the premium for the employee, 100% of the premium for the employee's dependents. A payroll deduction plan will be continued during the 1973-74 contract year for payment of premium balances.
 - 3. "Over 65" Employee - Full premium will be paid by the Board of

ART. XXIX
Insurance Protection

Education for coverage in the Blue Cross/Blue Shield - Rider "J" and Major Medical Insurance plans as established for that age group, and as detailed in the specification of the State Health Benefits Program, the employee will be refunded semi-annually for the fee that he pays for his Medicare insurance.

- D. Income Protection insurance may be selected by the employee as a fringe benefit if he has Medical/Surgical insurance coverage and agrees to the stipulations for participation in the plan as established by the carrier. The Board of Education shall pay the premium for Class III of Income Protection Plan I as provided by the Washington National Insurance Company.
- E. The Board of Education shall make available descriptive information on all insurance plans covered in this Article.

ARTICLE XXX

PERSONAL AND ACADEMIC FREEDOM

- A. Freedom of individual conscience, association and expression will be encouraged and fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit, by appropriate examples, the basic objectives of a democratic society.
- B. Teachers shall be entitled to full rights of citizenship, and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities do not violate any local, state or federal law.
- C. The Board and the Association agree that academic freedom is essential

ART. XXX

Personal and Academic Freedom

to the fulfillment of the purposes of the Gloucester Township School District, and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions.

ARTICLE XXXI
SUPPORTIVE PERSONNEL

- A. The provisions of this article shall apply exclusively to non-instructional personnel.
- B. The Salary Schedules for Supportive Personnel which include Schedules G, H, I, J, and K shall be used for the employment of new personnel.
- C. 1. All secretarial staff shall be hired on a contract basis with same work schedule as teachers during actual school operation.
2. All secretarial staff to be hired as follows:
10-month Contract - September 1 to June 30
12-month Contract - July 1 to June 30
3. All secretarial staff will work 7 hours per day - 8 a.m. to 4 p.m. - with an hour for lunch, with hours staggered for switchboard 8 a.m. to 5 p.m.
- D. 1. If a teachers' aide is used as a substitute teacher for a complete day, that aide shall be paid at the appropriate rate of substitute pay or the aide's regular pay - whichever is greater.
2. All previous experience as teacher aide in Gloucester Township shall be credited when placing employees on scale.
- E. All custodial and maintenance personnel shall be entitled to the following vacation allowance:
- | | |
|---------------------------|------------------|
| Employed - 9 to 12 months | 1 week vacation |
| 13 to 60 months | 2 weeks vacation |
- After 5th contract 1 day per year will be added
After 10 continuous years - 3 weeks vacation
Every 2 years after 10 years - 1 additional day will be added to a total of 4 weeks.

ART. XXXI
Supportive Personnel

- F. 1. The Board of Education will arrange for the school doctor to make physical examinations at no charge to all non-instructional personnel as required.
 2. The Board may grant up to four (4) years previous experience on the salary schedule for Bus and Special Vehicle Drivers.
 3. Whenever an employee is called in while on his time off, either to substitute, take a bus to inspection, pick up a vehicle to be repaired, or for any other purposes, constituting extra work, a minimum of two (2) hours' pay shall be granted if said employee is not being compensated for their regular run.
 4. Bus preventive maintenance check-ups, including, but not limited to oil, brake fluid, water, power steering, battery water, and gas, shall be taken care of by an employee of the Transportation Maintenance Department, and not by the drivers.
- G. All promotions of non-instructional personnel will be made with the employee staying on grade at their years of experience.
 - H. All classrooms for which a cafeteria must provide lunches that are located outside of the respective building shall be counted as classrooms for that building.
 - I. All fringe benefits available to the Instructional Staff will also be available to supportive personnel.

ARTICLE XXXII

MISCELLANEOUS PROVISIONS

- A. The Board and the GTEA agree to the commitments contained herein.
- B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such

ART. XXXII

Miscellaneous Provisions

provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

- C. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be consistent with the terms and conditions of this Agreement.
- D. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system shall be in accordance with existing Statutes and Federal law.
- E. Copies of this Agreement shall be printed at equal expense of the Board and the GTEA within ninety (90) days after the Agreement is signed and presented to all teachers now employed, hereafter employed, or considered for employment by the Board.
- F. Due to the differences in teaching techniques, there are certain materials a teacher may need to develop lessons to their fullest with the children. A fund in the amount not exceeding \$15.00 for the regular classroom teacher and \$10.00 for Specialists shall be provided by the Board for each teacher in Gloucester Township.
- G. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:
 - 1. If by Association, to Board at -
 - Superintendent
 - Board of Education
 - Charles W. Lewis School
 - Blackwood, New Jersey

ART. XXXII
Miscellaneous Provisions

2. If by Board, to Association at -
President of the Association at his respective building.
- H. The parties agree, as long as negotiations are proceeding profitably, that the only publicity accorded the negotiations by the parties will consist of a joint press release or, in the event the parties are unable to agree upon wording, a joint press release stating that "no progress has been made".
- I. The Board of Education, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself - without limitation - all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Laws and the Constitution of the State of New Jersey and of the United States.
- J. The parties agree to follow the procedures outlined in the agreement and to use no other channels to resolve any question or proposal until the procedures within this agreement are fully exhausted, as long as negotiations are continuing.

ARTICLE XXXIII

DURATION OF AGREEMENT

- A. 1. This Agreement shall be effective as of July 1, 1973 and shall continue in effect until June 30, 1975, subject to the Association's right to negotiate over a successor Agreement as provided in ARTICLE II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated, except that the provisions of ARTICLE XII Salary shall be subject to negotiations for the year 1974-75 in accord with the provisions of ARTICLE II.
- B. In witness whereof the Association has caused this Agreement to be signed by its President and Secretary and the Board of Education has caused this

ART. XXXIII

Duration of Agreement

Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon.

GLOUCESTER TOWNSHIP BOARD OF EDUCATION

Attest:

Troy K. Haines
Secretary

By *Raymond P. Meekhan Jr.*
President

Date:

GLOUCESTER TOWNSHIP EDUCATION ASSOCIATION

Attest:

Deane Dunbar
Secretary

By *Mike Morrissey*
President

Date:

ART. XII
Salaries

SCHEDULE "A"

GLOUCESTER TOWNSHIP PUBLIC SCHOOLS

Blackwood, New Jersey

1973-74

INSTRUCTIONAL STAFF

SALARY GUIDE

1. YEARS OF EXP.	NON- DEGREE	BACHELORS DEGREE OR 128 CREDITS	BACHELORS DEGREE PLUS 15 GRAD. CR.	BACHELORS DEGREE PLUS 30 GRAD. CR.	MASTERS DEGREE	MASTERS DEGREE PLUS 15 GRAD. CR.	MASTERS DEGREE PLUS 30 GRAD. CR.
1	7,300	8,000	8,200	8,400	8,750	9,100	9,450
2	7,650	8,350	8,550	8,750	9,100	9,450	9,800
3	8,000	8,700	8,900	9,100	9,450	9,800	10,150
4	8,550	9,250	9,450	9,650	10,000	10,350	10,700
5	8,925	9,625	9,825	10,025	10,375	10,725	11,075
6	9,300	10,000	10,200	10,400	10,750	11,100	11,450
7	9,850	10,550	10,750	10,950	11,300	11,650	12,000
8	10,250	10,950	11,150	11,350	11,700	12,050	12,400
9	10,650	11,350	11,550	11,750	12,100	12,450	12,800
10	11,050	11,750	11,950	12,150	12,500	12,850	13,200
11	11,600	12,300	12,500	12,700	13,050	13,400	13,750
12	12,000	12,700	12,900	13,100	13,450	13,800	14,150
13	12,400	13,100	13,300	13,500	13,850	14,200	14,550

2. Teachers with an earned Doctorate Degree shall receive an additional \$600.00.

GLOUCESTER TOWNSHIP PUBLIC SCHOOLS

SCHEDULE "B" - EXTRA CURRICULAR COMPENSATION

<u>Activity</u>	<u>Annual Compensation</u>	<u>Number of Teachers</u>
Dramatics	\$ 150.00	3
Student Council	150.00	2
Library	225.00	2
Safety Patrol	225.00	3
Choral Music	225.00	3
Instrumental Music	225.00	2
Cheer Leader	150.00	1
Guidance	225.00	4
Physical Education (Boys)1	600.00	4
Physical Education(Girls)	600.00	4

SCHEDULE "C" - EXTRA DUTY COMPENSATION

<u>Position</u>	<u>Annual Compensation</u>
Head Teacher	\$ 500.00
Subject Matter Teacher	300.00
Core Leader	300.00

SCHEDULE "D" - SPECIAL EDUCATION

\$500.00 above regular step on Schedule "A"

Sub-standard outside classroom - \$100.00 annual compensation

ART. XII
Salaries

SCHEDULE "E"
BEDSIDE INSTRUCTION

1973-74	6.50 per hour
1974-75	7.00 per hour

SCHEDULE "F"
SUBSTITUTE PAY

	<u>SINGLE DAY</u>	<u>CONTINUOUS SERVICE BEGINNING 11TH DAY RETROACTIVE TO 6TH DAY</u>
Teacher Certified	26.00	29.00
College Graduate	23.00	26.00
Non Certified	21.00	24.00

SCHEDULE "G"

1973-74

SECRETARIAL STAFF

SALARY GUIDE

YRS. EXP.	EXEC. SEC.	ADMIN. SEC.	PRIN/SEC. 12 mo./7 hr.	PRIN/SEC. 10 mo./7 hr.	PBX OPER. CLERK 12 mo./7 hr.
1	4,891	4,409	4,226	3,230	3,924
2	5,193	4,649	4,407	3,381	4,105
3	5,494	4,891	4,588	3,532	4,287
4	5,736	5,131	4,769	3,683	4,467
5	6,098	5,434	5,071	3,914	4,769
6	6,400	5,736	5,252	4,075	4,950
7	6,701	5,976	5,434	4,226	5,131
8	7,063	6,219	5,736	4,467	5,435
9	7,366	6,460	5,917	4,618	5,615
10	7,667	6,711	6,098	4,769	5,797
11	8,030	7,004	6,402	5,011	6,098
12	8,331	7,244	6,580	5,162	6,279
13	8,634	7,486	6,761	5,313	6,450
14	8,996	7,787	7,063	5,554	6,761

SCHEDULE "L"

1973-74

MECHANICS SALARY SCHEDULE

	TRANSPORTATION MECHANIC	PREVENTIVE MAINTENANCE MECHANIC
1	8,550	7,800
2	8,800	8,050
3	9,050	8,300
4	9,300	8,550
5	9,600	8,850
6	9,850	9,100
7	10,100	9,350
8	10,400	9,650
9	10,650	9,900
10	10,900	10,150
11	11,200	10,450
12	11,450	10,700
13	11,700	10,950
14	12,025	11,275

SCHEDULE "J"

1973-74

TRANSPORTATION STAFF

1. SALARY GUIDE

YRS. EXP.	BUS DRIVERS (HOURLY)	SPECIAL VEHICLE (HOURLY)
1	2.85	2.92
2	2.96	3.03
3	3.11	3.19
4	3.24	3.33
5	3.62	3.69
6	3.90	3.99
7	4.16	4.25
8	4.39	4.48
9	4.49	4.58
10	4.68	4.75
11	4.92	5.00
12	5.09	5.18
13	5.28	5.36

2. Part Time Hourly Rate \$2.85

SCHEDULE "H"

1973-74

TEACHER AIDES

1.

SALARY GUIDE

YRS. EXP.	TEACHER AIDE (Hourly)	TEACHER AIDE (SP. ED.) (Hourly)
1	\$ 2.03	\$ 2.31
2	2.12	2.41
3	2.41	2.70
4	2.70	3.02
5	3.02	3.32
6	3.32	3.63

2. Substitute: \$2.03

SCHEDULE "I"

1973-74

CUSTODIAL - MAINTENANCE STAFF

1. SALARY GUIDE

YRS. EXP.	CUSTODIAN	HEAD CUST. GRADE 3	HEAD CUST. GRADE 2	HEAD CUST. GRADE 1	MAINT. CLASS 2	MAINT. CLASS 1	10 MO. MATRON
1	5,971	6,096	6,220	6,459	6,640	7,002	3,865
2	6,155	6,278	6,400	6,641	6,882	7,244	3,985
3	6,339	6,460	6,580	6,823	7,124	7,486	4,105
4	6,520	6,641	6,761	7,004	7,366	7,728	4,226
5	6,761	6,882	7,004	7,244	7,667	8,030	4,407
6	6,943	7,058	7,184	7,426	7,910	8,271	4,528
7	7,124	7,244	7,366	7,607	8,150	8,513	4,649
8	7,366	7,486	7,607	7,849	8,453	8,815	4,830
9	7,547	7,667	7,787	8,030	8,703	9,056	4,950
10	7,728	7,849	7,969	8,211	8,936	9,297	5,071
11	7,969	8,090	8,211	8,453	9,337	9,599	5,252
12	8,150	8,271	8,391	8,634	9,479	9,841	5,373
13	8,331	8,453	8,573	8,815	9,721	10,100	5,494
14	8,573	8,703	8,815	9,056	9,961	10,324	5,736

2. Substitute Rate \$2.95

3. Watchmen \$1.97

SCHEDULE "K"

1973-74

CAFETERIA STAFF

1.

SALARY GUIDE

YRS. EXP.	MGR. OVER 16 ROOMS	MGR UNDER 16 ROOMS	ASST. MGR. OVER 16 ROOMS	ASST. MGR. UNDER 16 ROOMS	HELPER I	HELPER II	CASHIER
1	2.48	2.44	2.29	2.17	2.06	1.99	1.87
2	2.59	2.53	2.35	2.23	2.12	2.05	1.93
3	2.71	2.63	2.41	2.29	2.17	2.12	1.99
4	2.84	2.73	2.48	2.35	2.23	2.17	2.05
5	2.96	2.82	2.53	2.41	2.29	2.23	2.12
6	3.07	2.92	2.59	2.53	2.35	2.29	2.17
7	3.20	3.02	2.65	2.59	2.41	2.35	2.23
8	3.32	3.12	2.71	2.65	2.48	2.41	2.29
9	3.38	3.20	2.79	2.71	2.53	2.48	2.35
10	3.51	3.26	2.84	2.79	2.59	2.53	2.41
11	3.63	3.32	2.90	2.84	2.65	2.59	2.48
12	3.74	3.38	2.96	2.90	2.71	2.65	2.53
13	3.87	3.44	3.02	2.96	2.79	2.71	2.59

2.

Substitute \$2.06 per hour

