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# **AGREEMENT**

between

**Township of Bordentown  
Board of Education**

and

**Peter Muschal  
Teachers Association**

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**PREAMBLE**

This Agreement entered into this 25th day of June, 1969, by and between the Township of Bordentown Board of Education, Bordentown, New Jersey, hereinafter called the "Board," and the Peter Muschal Teachers' Association, hereinafter called the "Association."

The Board of Education, Township of Bordentown, New Jersey, and the Peter Muschal Teachers' Association believe that each child entered in the educational program under their jurisdiction should receive the kinds of experiences necessary for maximum development of his personal capacities, both intellectually and socially, so that he may grow into a thinking, creative, fully-functioning adult who will be able to shoulder his share of responsibility at home, on the job, and in the wider democratic life of the community, nation, and world.

ARTICLE I

**RECOGNITION**

*The Board hereby recognizes the Association, as*  
A. ~~The parties agree to enter into collective negotia-~~  
the exclusive and sole representative for collective  
negotiation concerning the terms and conditions of  
employment for all certificated professional person-  
nel under contract, on leave, employed by the Board,  
including but not limited to:

Classroom Teachers  
Special Area Teachers including Music, Art,  
Physical Education

Librarian

Nurse

Home Instruction Teachers

Federal Program Personnel

Speech Therapist

Teachers of Special Education

All other professional personnel below the  
administrative level

but excluding:

Chief Administrator

Assistant Administrator

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

ARTICLE II

**NEGOTIATIONS**

A. The parties agree to enter into collective negotia-  
tions over a successor Agreement in accordance with  
Chapter 303, Public Laws 1968, in a good-faith effort  
to reach agreement on all matters concerning the

terms and conditions of teachers' employment.

A procedure for negotiations shall be mutually agreed upon for the Board and the Association through the Board-Staff Relations Committee, be incorporated as Board and Association policy, be established and become effective by the beginning of the 1969-70 school year.

### ARTICLE III GRIEVANCE PROCEDURE

#### A. *Definitions*

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

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

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

#### B. *Purpose*

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

2. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention

of the Association, provided the adjustment is not inconsistent with terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

*C. Procedure*

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

2. 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, 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*

(a) A teacher with a grievance shall first discuss it orally with his administrative assistant either directly or through the Association's designated representative, with the objective of resolving the matter informally within two (2) school days.

(b) If the aggrieved person is not satisfied with the disposition of his grievance at Level One (a) he may file the grievance in writing to the assistant administrator with the objective of resolving the matter by a written decision within three (3) school days after receipt of the written grievance.

*4. Level Two*

(a) 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 may file the grievance in writing with the Chairman of the Association's Committee on Professional



Rights and Responsibilities (hereinafter referred to as the "PR&R Committee") within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Chairman of the PR&R Committee shall refer it to the Chief Administrator of the school if it determines that the grievance is meritorious.

(b) If the aggrieved person is not satisfied with the disposition of his grievance at Level 2a, or if no decision has been rendered within five (5) school days after presentation of the grievance to the PR&R Committee, he may file the grievance in writing with the Chief Administrator.

#### 5. *Level Three*

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

(b) This request shall be submitted through the Chief Administrator who shall attach all related papers and forward the request to the Board of Education.

(c) The Board, or a committee thereof, shall review the grievance, hold a hearing with the employee, if requested, and other interested parties in order to establish all the facts.

(d) The Board of Education will render a decision in writing to the aggrieved person within thirty (30) calendar days.

6. *Level Four*

(a) If after the review by the Board of Education the grievance is not resolved to the employee's satisfaction, he may request that his grievance be submitted to the State Commissioner of Education following the procedure as stated in Title #18A.

D. *Rights of Teachers to Representation*

1. Any party in interest may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the PR&R Committee shall have the right to state its views at all stages except Level One (a) of the grievance procedure.

2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any building representative, any member of the PR&R Committee or any other participant in the grievance procedure by reason of such participation.


E. *Miscellaneous*

1. Decisions rendered at Level One (a) which are unsatisfactory to the aggrieved person and all decisions rendered at Level One (b), Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Chairman of the PR&R Committee.

2. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants and shall be made available to the PR&R Committee upon request.

3. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations,





and other necessary documents shall be prepared jointly by the Chief Administrator and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

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

#### ARTICLE IV **TEACHER RIGHTS**

A. Pursuant to Chapter 303, Public Laws 1968, the Board hereby agrees that every employee of the Board shall be protected in the exercise of the right to freely organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted legal activities. As a duly selected body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 303, Public Laws 1968, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey School Laws or other applic-

able laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

C. Whenever any teacher is required to appear before the Chief Administrator, Board, or any committee or member thereof, concerning a discontinuation of that teacher in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview. Any suspension of a tenure teacher pending charges shall be with pay.

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

ARTICLE V  
**ASSOCIATION RIGHTS  
AND PRIVILEGES**

A. The Board agrees to furnish to the Association in response to mutually agreed upon reasonable requests from time to time all available public information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, agendas and minutes of all Board meetings, census data, names and addresses of all teachers, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and/or their students.

B. Whenever any representative of the Association or any teacher is mutually scheduled by both parties

to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.

C. The Association, representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property. Such transactions shall be scheduled at reasonable times, to be approved by the Chief Administrator, provided in his judgment this shall not interfere with or interrupt normal school operations.

D. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment, with the approval of the Chief Administrator, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.

E. The Association shall have the right to purchase, through the Board office, expendable office supplies and other materials from the Board's suppliers.

F. The Association shall have the use of a bulletin board in each faculty lounge. The Association shall also be assigned, by the Chief Administrator, space on the bulletin board in the administrative office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the assistant administrator but no approval shall be required.

G. The Association shall have the right to use the intra-school mail facilities and school mail boxes as it deems necessary and without the approval of members of the administration.

H. The Board may grant leave with pay to the president of the Association (and/or the chairman

of the Negotiating Team) as requested for transaction of Association business during their terms in office.

I. When orientation programs for new teachers are scheduled they shall be co-sponsored by the Board and the Association with the Association obligated to assume only such costs as may be mutually agreed upon during the planning of such programs. To the extent prohibited by law, the school board shall not be expected to assume the cost of purely social events conducted as part of such orientation programs, nor shall the Association be expected to assume the cost of speakers, consultants, and services normally considered an appropriate professional in-service training activity of a Board of Education.

J. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers, and to no other teacher organizations.

## ARTICLE VI

### SALARIES

A. The salaries of all teachers covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part hereof.

B. 1. Teachers will be paid on the 15th and the last day of the month.

2. Teachers may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. These funds shall be paid to the teacher in two equal payments on July 15 and August 15 or on the final pay day in June as requested by the teacher.

3. When a pay day falls on or during a school holiday, vacation or week-end, teachers shall receive their pay checks on the last previous working day.

4. Teachers shall receive their final checks on the last working day in June.

**ARTICLE VII  
TEACHER FACILITIES**

A. An appropriately furnished room shall be reserved for the exclusive use of teachers as a faculty lounge and/or teacher work area. 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.

B. Well-lighted and clean teacher rest rooms, separate for each sex and separate from the students' rest rooms, with keys furnished for each teacher shall be provided.

C. A separate serving line and private dining area shall be provided for the exclusive use of the teachers.

D. Free and adequate off street paved parking facilities, identified exclusively for teacher use only during normal school hours shall be provided.

**ARTICLE VIII  
TEACHER EDUCATION AND  
PROFESSIONAL COMMITTEE**

A. The TEPC shall consist of representatives appointed by the Association.

B. The TEPC will meet with the Chief Administrator or the assistant administrator monthly, or on call by either party, to review and discuss local school problems and practices; to explore and develop action programs to raise and maintain standards for certification, employment, and assignment; to improve opportunities for pre-service, continuing and in-service professional education, i.e., philosophy and other areas; and to create and maintain rapport between the Association and nearby institutions of higher learning.

**ARTICLE IX**  
**BOARD STAFF**  
**RELATIONS COMMITTEE**

A. The Board Staff Relations Committee, hereinafter referred to as the BSR Committee, shall consist of three (3) representatives appointed by the Board and three (3) representatives appointed by the Association. The committee shall meet at least once every sixty (60) days to explore and prepare action programs for achieving satisfactory personnel policies and procedures which benefit children and teachers, e.g., teaching techniques, curriculum improvement, extra-curricular programs, in-service testing, pupil testing and evaluation, philosophy and educational goals of the district, teacher recruitment, research and experimentation, educational specifications for buildings, and other related matters regarding the effective operation of the Township of Bordentown School District.

B. The BSR Committee shall establish its own rules of procedure and shall be chaired by the Chief Administrator who shall be responsible for the arrangement and conduct of meetings.

C. Nothing in this ARTICLE shall be interpreted to prevent the BSR Committee from consulting or adding to its number such additional teachers, professional advisors, parents, students, or other persons as the original members herein designated shall determine are desirable and appropriate for said purposes.

D. Nothing in A, B, or C above shall be interpreted to negate present and/or future Board policy or Board prerogatives. This is not to be construed to render Article II ineffective.

**ARTICLE X**  
**SICK LEAVE**

A. As of September 1, 1969, all teachers employed shall be entitled to ten (10) sick leave days each

school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

B. When the absence of any teachers, for reasons of illness or injury, exceeds the annual days allowed and the accumulated days of sick leave, tenure persons shall be eligible to twenty (20) additional days at a salary less the pay of a substitute, and non-tenure persons shall be eligible to ten (10) additional days at a salary less the pay of a substitute. A day's salary is defined as 1/200 of the annual salary.

## ARTICLE XI

### TEMPORARY LEAVES OF ABSENCE

A. As of the beginning of the 1969-70 school year, teachers shall be entitled to the following temporary nonaccumulative leaves of absence with full pay each school year:

1. Death in immediate family (up to 5 days per occurrence). Immediate family shall mean spouse, parent, child, brother, sister, mother/father-in-law, grandparents, brother/sister-in-law, son/daughter-in-law, and others living in household.
2. Death in other than immediate family (up to 3 days maximum per year)
3. Illness in immediate family (up to 3 days maximum per year)
4. Following reasons (up to 3 days maximum per year)
  - a. Religious holidays as listed by the Commissioner of Education and observed by the employee's professed religion.
  - b. Court subpoena
  - c. Marriage — of employee or immediate family
  - d. Personal business
    - 1) nature of business need not be stated;
    - 2) request should be submitted for approval

- to Chief Administrator one calendar week in advance;
- 3) will not be granted on days immediately preceding or following scheduled holidays. Also, will not be granted at a time when absence may seriously hinder the overall operation of the school, e.g., opening day, closing day, conference day, etc.
- e. Approved "emergency".
- f. Up to five (5) additional days may be allowed, less substitute pay.
5. Visitation days — conference, conventions, etc., upon written request with approval of the Chief Administrator.
6. Provisions:
- a. It is expected that the teacher will notify the Chief Administrator at least 24 hours in advance except in emergencies (exception-4.d.2.)
- b. Absence beyond provisions will be loss of pay.
- c. A day's pay is considered 1/200 of annual salary.
- B. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the teacher is entitled.

## ARTICLE XII

### EXTENDED LEAVES OF ABSENCE

- A. The Board agrees that up to two (2) teachers designated by the Association shall, upon request, be granted a leave of absence without pay for one school calendar year for the purpose of engaging in activities of the Association or its affiliates, provided notice is received by June 1 preceding the said school year.
- B. A leave of absence without pay for one or two school calendar years 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, provided notice is received by June 1 preceding the said school year.

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 for the period of said induction or initial enlistment, pursuant to the requirements of Title 18A.

D. 1. A teacher shall notify the Chief Administrator of her pregnancy as soon as it is medically confirmed. Said teacher may request a maternity leave without pay and said leave shall be granted. The leave shall become effective three (3) months prior to the anticipated date of birth of the child and shall terminate September 1 following the sixth month after the birth of the child. A ninety (90) day notice of the intent to return to teaching duties prior to the termination of said leave shall be given to the Chief Administrator. Upon the recommendation of the Chief Administrator, with the consent of the teacher concerned and the approval of the Board, a teacher may leave or return at earlier or later times than specified above.

2. No teacher on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Township of Bordentown School District in the area of her certification or competence.

E. Other leaves of absence without pay may be granted by the Board for good reason.

F. 1. Upon return from leave granted pursuant to Section A, B, or 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 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 the time spent on a leave granted pursuant to Section D or E 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 and credits 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.

G. All leaves of absence shall be applied for and granted in writing.

#### ARTICLE XIII

#### **PROTECTION OF TEACHERS, STUDENTS AND PROPERTY**

The Board agrees to comply with Title 18A.

#### ARTICLE XIV

#### **INSURANCE PROTECTION AND HEALTH SERVICES**

The Board shall provide an annual chest X-ray and physical examination by the school doctor as required by Board policy.

#### ARTICLE XV

#### **DEDUCTION FROM SALARY**

A. The Board agrees, following thirty (30) day notice, to deduct from the salaries of its teachers dues for the Peter Muschal Teachers' Association,

the Burlington County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Peter Muschal Teachers' Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations. Teacher authorizations shall be in writing in the form set forth in this agreement.

B. In case of changes in deductions the treasurer of the Association will notify the Secretary to the Board in writing at least 30 days prior to the effective date of change.

C. Additional authorizations for dues deduction may be received after August 1 under rules established by the State Department of Education.

D. The filing of notice of a teacher's withdrawal shall be prior to December 1 and become effective to halt deductions as of January 1 next succeeding the date on which notice of withdrawal is filed.

E. Any changes to the authorization for deduction of dues, except A.4. above, must be submitted to the Board in writing by each individual teacher, using the form set forth in this agreement, at least 30 days prior to effective date of change.

#### ARTICLE XVI

#### MISCELLANEOUS PROVISIONS

A. 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 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.

B. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

C. Copies of this Agreement shall be prepared at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all teachers now employed, hereafter employed, or considered for employment by the Board.

D. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so in writing.

## ARTICLE XVII SABBATICAL LEAVES

A sabbatical leave may be granted by the Board to a maximum of one teacher for study, including study in another area of specialization, for travel, or for other reasons of value to the school system, subject to the following conditions:

1. Requests for sabbatical leave must be received by the Chief Administrator in writing in such form as may be mutually agreed upon by the Association and the Chief Administrator, no later than February 1, and action must be taken on all such requests no later than March 15, of the school year preceding the school year for which the sabbatical leave is requested.

2. The teacher has completed at least seven (7) full school years of service in the Township of Bordentown School District.

3. A teacher on sabbatical leave (either for one-half (1/2) of a school year or for a full school year) shall be paid by the Board at fifty percent (50%) of the salary rate which he would have received if he had remained on active duty.

4. 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.

5. A teacher granted sabbatical leave will agree to remain in employment with the Township of Bordentown Board of Education for the ensuing two (2) school years or reimburse the Board of Education for monies received while on sabbatical leave.

#### ARTICLE XVIII

##### **DURATION OF AGREEMENT**

A. This agreement will be effective as of 9/1/69 and shall continue in effect until 6/30/70. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first written above.

Peter Muschal Teachers' Association

By *James Matthew Cronin*

President

By *Eleanor C. Platt*

Secretary

Township of Bordentown Board of Education

By *Donald L. Gorby*

President

By *Thelma M. Reinke*

Secretary

SCHEDULE A

**PROFESSIONAL SALARY GUIDE**

Nurse			BA - BS			
1 -	\$5200		1 -	\$6525		
2 -	5500		2 -	6825		
3 -	5800		3 -	7125		
4 -	6100 *	\$6200	4 -	7425 *	\$7525	
5 -	6400	6500	5 -	7725	7825	
6 -	6700	6800	\$300	6 -	8025	8125
7 -	7025	7125	\$325	7 -	8350	8450
8 -	7350	7450		8 -	8675	8775
9 -	7675	7775		9 -	9000	9100
10 -	8000	8100		10 -	9325	9425
11 -	8325	8425		11 -	9650	9750
12 -	8650	8750		12 -	9975	10,075

- A. \* Tenure Increment \$100
- B. Special Education Increment \$200
- C. Service Increment \$200 after 15, 20, 25 and 30 years in district.
- D. Education Increments: BA+; MA+
  - 1. Credits (6) \$100
  - 2. Credits (12) \$200
  - 3. Credits (18) \$300
  - 4. Credits (24) \$400
  - 5. Credits (30) \$500
- E. Masters Degree Increment \$700
- F. Doctors Degree Increment \$1700

*Implementation*

- 1. ALL Teaching personnel to be placed on guide.
  - 2. Above guide would be in keeping with definitions as applicable under policy #4150.
- G. The purpose of this professional salary guide is (a) to attract and retain competent and superior teachers, (b) to provide a schedule of compensation which will encourage teachers in service to continue to work for professional improvement, and (c) to

compensate teachers at a level in keeping with the cultural and economic level of the community. The Board of Education hereby makes the following provisions a part of the salary policy:

1. The schedule shall contain minima and maxima for thirteen levels of preparation with annual increments of an amount and number competitive with schedules of similar communities in the state.
2. Credit may be given for all full time teaching experience and state approved college credits for proper placement on the guide. Credit for military service shall be granted for a maximum of four years.
3. All professional personnel to be placed on guide according to step placement in initial contract.
4. Normal increments, as provided in this guide, represent the general policy of increments for teachers who show evidence of satisfactory performance of their responsibilities and duties. Increments are granted upon the recommendation of the Chief Administrator and the approval of the Board of Education.
5. A teacher may apply for a maximum of 18 graduate credits a year in order to qualify for the various Bachelor's degree plus graduate credit, or Master's degree plus graduate credit guides. Only credit for graduate credit that is approved by the Chief Administrator shall be considered in making the salary adjustment. No more than six graduate credits may be earned in a regular academic semester (excluding the summer session).
  - a. Graduate Credit - shall mean those courses taken after the Bachelor's Degree or Master's Degree has been awarded. Graduate courses are those specifically designated by the institution as graduate credit (usually numbered as "graduate credit" and are outlined as such in the institution catalog), or the approval of any courses designed as a program of studies leading to a Master's or Doctorate Degree when the staff

member has been officially matriculated with an approved institution of higher learning.

b. Adjustments to the salaries of professional staff members applying for graduate credit advancement shall be made during the month of October. Staff members will be required to present transcript evidence of successful completion of graduate work, or degree completion, to the Chief Administrator during the month of September.

c. Conferences, for the approval of graduate study, can be requested with the Chief Administrator at any time.

d. Graduate credit approval shall be based upon the following criteria:

- (1) Graduate work directly related to the teacher's responsibilities within the school system,
- or (2) graduate work leading to the general professional and cultural improvement of a staff member,
- or (3) graduate work leading to an advanced degree which enables a staff member to become trained in an area of specialization which better utilizes his particular talents and recognizes his special interests.
- (4) Graduate courses, taken by those staff members who do not have a regular teacher's certificate, will not be recognized for the purpose of additional compensation.

e. Undergraduate credits, directly related to the teacher's responsibility within the school system, may be recognized (for the purpose of additional compensation) provided approval is granted by the Chief Administrator prior to enrollment.

6. Service increments shall be awarded upon application of the teacher after fifteenth, twentieth, twenty-fifth, and thirtieth year of teaching service



within the district. The amount of this service increment shall be determined by the Board of Education and will be specifically stated in the salary guide.

7. The basic salary guide applies to teaching personnel only and is expected to cover all services normally rendered by the teacher and as included in other pertinent policies (i.e. load, teaching day, etc.).

**AUTHORIZATION TO DEDUCT EMPLOYEE ORGANIZATION DUES**

Print all information clearly.

From: \_\_\_\_\_ No. \_\_\_\_\_  
Last Name First Name M.I. Social Security No.

School \_\_\_\_\_

To: Secretary, Board of Education, School District of \_\_\_\_\_  
I hereby request and authorize the above named secretary of the board of education to deduct from my earnings an amount sufficient to provide for the payment of those yearly membership dues as certified, to the organization indicated, in equal monthly payments for all or part of the current school year and for succeeding school years. I understand that the secretary of the board of education will discontinue such deductions only if I file such notice of withdrawal as of the January 1 next succeeding the date on which notice of withdrawal is filed. I also agree that, upon termination of employment, the secretary of the board of education shall deduct any remaining amount due for that current school year. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization and relieve the board of education and all its officers from any liability therefor.

Check

Below	Organization	Name of Organization	School Year Dues
Local			\$ _____
County			\$ _____
State			\$ _____
Federal			\$ _____
		TOTAL	\$ _____

I designate the treasurer of \_\_\_\_\_ to receive and distribute the above listed deductions.  
(Employee Organization)

SIGNED \_\_\_\_\_

DATE: \_\_\_\_\_

Employee \_\_\_\_\_