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Agreement Between
The Rockaway Borough
Board of Education

and

The Rockaway Borough
Education Association

For The

1973 - 1975

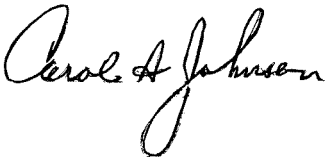
School Years

AGREEMENT BETWEEN
THE ROCKAWAY BOROUGH BOARD OF EDUCATION
AND
THE ROCKAWAY BOROUGH EDUCATION ASSOCIATION
FOR THE 1973-75 SCHOOL YEARS

This Agreement entered into this 20th day of February 1973, by and between the Board of Education of the Borough of Rockaway, New Jersey, hereinafter called the "Board", and the Rockaway Borough Education Association, hereinafter called the "Association".



President, Rockaway Borough Board of Education



President, Rockaway Borough Education Association



Attest: Secretary, Rockaway Borough Board of Education

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ARTICLE I

RECOGNITION

“The Rockaway Borough Board of Education recognizes the Rockaway Borough Education Association as the collective negotiating representative for the following four separate units:

1. Teachers & Nurses
2. Custodians
3. Principals’ Secretaries
4. Child Study Team (excluding Psychologist)

specifically excluding all Superintendents, Principals, Supervisors, Auxiliary Personnel for private schools, Teacher Aides, and all other full, part-time, and gratuitous employees of the Rockaway Borough Board of Education.”

*Whenever reference is made to employees, the meaning shall apply to all members of the unit unless expressly limited to specific categories of personnel.

ARTICLE II

GRIEVANCE PROCEDURE

A. Definition

1. A “grievance” shall mean a complaint by an employee of the Rockaway Borough School System that there has been to him a personal loss, injury or inconvenience because of a violation, misinterpretation or inequitable application of an established policy governing employees except the term “grievance” shall not apply to (a) any matter for which a method of review is prescribed by law, or (b) any rules or regulations of the State Commissioner of Education, or (c) any by-laws of the Board of Education, or (d) any matter which according to law is either beyond the scope of the Board authority or limited to unilateral action by the Board alone, or (e) a complaint of a non-tenure teacher which arises by reason of his not being re-employed, or (f) a complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required. A grievance to be considered under this procedure must be initiated by the employee within thirty (30) calendar days of its occurrence.

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 or any person who may be required to take action, or against whom action might be taken.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to employment problems. Both parties agree that all proceedings will be kept informal and confidential.

C. Procedure

1. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process.
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 therein shall remain in effect until such grievance has been resolved.

3. Level One

An employee with a grievance shall first discuss it with his immediate superior, either directly or through the Association’s designated representative, with the objective of resolving the matter informally.

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) days after presentation of the grievance, he may file the grievance in writing with the Superintendent of Schools.

5. Level Three

If the grievance is not resolved by the Superintendent within ten (10) days (unless a different period is mutually agreed upon), the aggrieved may request a review by the Board of Education. The request for said review shall be submitted in writing to the Superintendent of Schools who shall, within ten (10) days, forward the request to the Board of Education, together with all related papers. The Board, or a committee thereof, shall review the grievance and shall, within thirty (30) days of the receipt thereof hold a hearing, and render a

decision within ten (10) days of the date of said hearing. Grievance arising under board policy, or an administrative decision shall end at Level Three.

6. Level Four

An employee dissatisfied with the determination of the Superintendent may request a personal consultation with the Superintendent within three (3) days after receipt of the Superintendent's written decision. The request shall be granted and the consultation held at a mutually agreed upon time.

7. Level Five

(a) If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within ten (10) days after the date of hearing, he may, within five (5) days submit the grievance to arbitration.

(b) Within ten (10) days after such written notice of submission to arbitration, the Board and the grievant 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 a 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 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 of Education and the grievant and hold hearing promptly and shall issue his decision no later than twenty (20) days from the date of the close of hearings or, if oral hearings have been waived, then from the date of the final statements and proofs on the issue are submitted to him. The arbitrator shall be without power or authority to make any decisions 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 and the Association and shall be final and binding on the parties.

(d) The cost 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. Any other expenses incurred shall be paid by the party incurring same.

D. Miscellaneous

1. If in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly, and the processing of such grievance shall be commenced at Level Two. The Association may process such grievance through all levels.
2. Grievance shall be initiated by the Rockaway Borough Education Association and not by any outside group representing any or all of the teachers.
3. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decisions and the reasons therefore, and shall be transmitted promptly to all parties in interest. Decisions rendered at Level Three shall be in accordance with the procedures set forth in Section C, Paragraph 5 of this Article.
4. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
5. All meetings and hearings under this procedure shall not be conducted in public and shall include only parties in interest and their designated or selected representatives, heretofore referred to in this Article.

ARTICLE III
EMPLOYEES RIGHTS

- A. Whenever any employee is required to appear before the Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that teacher in his office, position of employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reason for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview. Any suspension of a teacher pending charges shall be with pay.

- B. No employee shall be prevented from wearing identification pins of membership in the Rockaway Boro Education Association or its affiliates.

ARTICLE IV
“BOARD RIGHTS” CLAUSE

The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself 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, including all decisional law and rules and regulations of the State Department of Education and the Commissioner of Education of the State of New Jersey, and the provisions of this agreement shall be construed in the light of the management prerogatives vested in the Board by the foregoing legal authorities.

ARTICLE V

SALARIES

The salaries of all employees covered by this agreement are set forth in Schedules A, B, C, D & E, which are attached hereto and made a part hereof.

1. All ten month salaried employees may individually elect to have ten (10%) percent of their monthly salary deducted from their pay. These funds will be paid to the employee the final pay day in June.

2. When a pay day falls on or during a school holiday, vacation or week-end, employees will receive their pay checks on the last previous working day.

3. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30. The Superintendent may extend the deadline for salary status (increment) when, in his judgment, further evaluation is required, provided the teacher is notified of the extension on or before April 30. Teachers must also notify the Board of their intentions by May 15.

ARTICLE VI

SICK LEAVE

A. Definition of Sick Leave

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

B. Sick Leave Allowable

All persons holding any office, position or employment in the school district who are steadily employed by the Board of Education will be allowed sick leave with full pay for a maximum of ten (10) school days in any school year. If any person requires in any school year less than the specified number of days utilized that year the remaining days will be accumulative to be used for additional sick leave as needed in subsequent years.

ARTICLE VII
TEMPORARY LEAVES OF ABSENCE

A. As of the beginning of the 1973-74 school year, employees will be entitled to the following temporary non-accumulative leaves of absence.

1. Personal Leaves - With Pay

Three days personal leave per year granted all full-time employees, these days not cumulative. A written request for three days of such leave, as per policy, must be given to the Superintendent three (3) days in advance, except in an emergency situation.

1. Illness in immediate family.
2. Marriage
3. Court appearance
4. Presentation of degree
5. An emergency situation (explain)
6. Religious holiday
7. Personal business which cannot be handled outside of school hours.
8. Personal days will not be granted the day preceding or the day following holidays or vacations, except in an emergency.

2. Maternity Leave - Without Pay

The Board of Education will grant a leave of absence for maternity purposes to staff members under tenure under the following conditions:

- (a) A staff member who is pregnant will file with the Superintendent of Schools not later than six months before the expected birth of the child, an application for maternity leave, together with a physician's certificate setting forth the date of the expected birth.
- (b) During the last four months of pregnancy, monthly certification from the physician will be required, stating that the employee is physically capable of performing her duties.
- (c) Upon recommendation of the Superintendent, supported by a medical certificate, the Board may approve the commencement of leave. Leave will commence on the date specified by the teacher or the date of birth, whichever is first.

- (d) All extended leaves shall be limited to the school year in which the leave commences and the following school year, not to exceed a total of two school years. (The year of birth shall count as the first full year of leave and the year following, the second.)
- (e) If evaluations of the teacher indicate that she is not performing her duties the Board may require a physical examination and have the employee's physician consult with the school medical officer.

3. Military Leave - Without Pay

Any regular employee of the Rockaway Borough Schools who will be required to serve the defense forces of the United States for service or training will make application for military leave. He will be reinstated to his position in this school system with full credits, including the annual increments under the salary schedule, upon written request supported by competent proof that said applicant is fully qualified to perform the duties of said position. Said application for reinstatement will be made within a reasonable length of time after an honorable discharge or release from military service, and not later than ninety (90) days from the date of said discharge or release.

4. Leave of Absence Due to Ill Health, Injury or Other Equally Grave Emergency:

- (a) An employee in this school system may be granted a leave of absence for a maximum of one school year because of personal illness, accident, or other equally grave emergency, and/or for rest and recuperation. Longer periods will be referred to the Board of Education for consideration.
- (b) Written application for such leave will be made by the employee, addressed to the Superintendent of Schools, who will, upon receipt of same, make such investigation as he may deem necessary to determine to the best of his ability if the granting of said leave would serve not only the interests of the employee, but also those of the pupils and/or the school district.

- (c) In computing service to determine the employee's position on the salary schedule at expiration of leave, time spent on leave will not be counted as active service in this school district.
 - (d) Leave of absence as described in paragraph 4 will be without compensation from the school district.
 - (e) Whenever a leave of absence is granted for personal health reasons, said employee must give acceptable professional evidence of recovered health before being permitted to return to duties in this school system. Applications to return from leave of absence should be filed with the Superintendent not later than the first of May preceding the September in which he wishes to return. Requests for leave of absence for short duration will be considered on an individual basis.
 - (f) Brief leaves of absence without pay, not covered elsewhere in this article, shall be granted only with approval of the Superintendent.
 - (g) Application for temporary leave of absence described in (f) above shall be made to the Superintendent via the Principal or immediate superior, in advance of the contemplated absence.
5. A tenure or non-tenure teacher will not receive increment credit for the time spent on a leave of absence due to ill health, injury or other equally grave emergency, nor will such time count toward a fulfillment of the time requirement for tenure.

B. Miscellaneous Policies:

1. For unauthorized absence, deductions for ten month employees will be made at the rate of 1/200th of the yearly salary per diem.
2. For absences longer than three days due to illness, a written certificate from the attending physician may be required by the Superintendent.
3. Any employee of the Rockaway Borough School System may be permitted by the Superintendent to attend conferences and make visitations which in the opinion of the Superintendent may ultimately benefit our educational program and school system, which are generally authorized in the budget.
4. The Board may require examination by the school physician after lengthy leaves of absence for illness, at its discretion.
5. In case of death in the immediate family during the school session, Board employees will be allowed five (5) consecutive calendar days leave of absence without deduction of pay. This leave is exclusive of sick allowance. Immediate family refers to husband, wife, father, mother, child, sister, brother or grandparents.
6. Written applications will be submitted by staff members for all extensions or renewals of leave granted under this contract. Resulting decision by the Board of Education will be given in writing.
7. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave, will be restored to him upon his return, and he will be assigned to the same position which he held at the time said leave commenced, if available, or to a substantially equivalent position.
8. Leaves for educational purposes may be granted upon recommendation of the Superintendent. Leaves shall commence prior to the opening of school and extend for one school year, without pay.

ARTICLE VIII
PROFESSIONAL DEVELOPMENT AND
EDUCATIONAL IMPROVEMENT

- A. To provide additional growth for our professional staff, the Board of Education will reimburse all professional tenure full-time employees for tuition costs for courses taken up to twelve (12) credits per year for tenure employees.
- B. The Board will reimburse professional non-tenure, full-time employees for courses taken up to six (6) credits per year.
- C. All teachers must complete a minimum of three (3) credits within a three (3) year period to advance to the next step on the salary guide.
- D. All teachers must complete a minimum of three (3) credits within a two (2) year period if they have not accrued credits within the past five (5) years, to advance to the next step on the salary guide.
- E. All teachers must complete a minimum of three (3) credits within a one (1) year period if they have not accrued credits within the past ten (10) years, to advance to the next step on the salary guide.

This privilege is subject to the following conditions:

- (1) Prior to registration, discuss the program and objectives with the Superintendent, who will advise the teacher of the acceptability of the planned program.
- (2) A written request, in duplicate, will be made to the Superintendent. If the course is approved, one copy will be signed by the Superintendent and returned to the teacher, and one copy will be placed in the teacher's personnel file.
- (3) At the completion of the course, transcripts will be sent to the Superintendent by the college or university where the courses were pursued.
- (4) Request for reimbursement is to be submitted to the Superintendent upon completion of the course with a grade C or better.
- (5) Employees must hold a standard certificate.
- (6) If a staff member elects an out-of-state college or university, the reimbursement maximum will match New Jersey's highest credit hour charge. For example: If Columbia University charges \$55 per credit hour, Rutgers charges \$25 and Fairleigh Dickinson \$45, a staff member accepted for work at Columbia would receive \$45 per credit hour.

- (7) Final approval of all courses shall be given by the Board of Education prior to registration or as soon thereafter as possible.
 - (8) Teachers enrolled in a program leading to the awarding of a degree will not be denied approval for courses necessary to fulfill requirements for awarding of said degree.
 - (9) Only credits accrued through 8/31 of the school year will be applicable for salary adjustments for the ensuing school year.
- G. When a teacher is proceeding to courses beyond the Bachelor's Degree, special evaluation of these courses will be made, and three categories may be considered:
- (1) A program leading directly to the Master's Degree, relative to education.
 - (2) A program stressing further training in the teacher's chosen field of specialization.
 - (3) A program wherein courses are distributed somewhat equally in the following three areas:
 - (a) Courses that contribute to educational skills and techniques.
 - (b) Courses that constitute specialization in the area in which the teacher is teaching.
 - (c) Courses that contribute to the general information and culture of the teacher.

H. Workshops: :

Teachers will progress on the salary guide, accruing credits, in accordance with the following stipulations:

- (1) A teacher desiring to attend workshops for which in-service credit will be given for advancement on the salary guide should, prior to registration, discuss the program and objectives with the Superintendent, who will advise the teacher of the acceptability of the planned program. A written request, in duplicate, will then be made to the Superintendent. If the workshop is approved, one copy will be signed by the Superintendent and returned to the teacher, and one copy will be placed in the teacher's personnel file. At the completion of the Workshop, certification of the satisfactory completion will be sent to the Superintendent by the authorized sponsor of the Workshop.
 - (a) It will also be required by the participants to present an in-service meeting to members of the Rockaway Borough professional staff following the completion of the workshop.

- (b) The time expended attending the Workshop should be comparable to the time that would be expended when attending a college course.
 - (c) No more than fifteen (15) credits may be accrued, through Workshops for advancement on the salary guide.
- (2) The Board agrees to pay ten (10) dollars per day, for a maximum of two (2) days to defray the expense of attending the NJEA Convention. If they do not attend the convention the teachers, nurses and principals' secretaries must report to school for duty.

ARTICLE IX

INSURANCE PROTECTION

All salaried employees of the staff are offered Blue Cross, Blue Shield, Rider J and Major Medical Insurance, under the Public and School Employees Health Benefits Program, for themselves and their dependents, at no cost to the employee. Part-time, non-salaried personnel, including the school physician and custodian of school moneys, are offered the same plan (however, for these employees the Board will pay the cost for the employee only). All employees are permitted to join the Washington National Group Insurance Plan and the Board authorizes the Secretary to deduct from their paychecks the amount of their premium, also a Tax Sheltered Annuity Program.

ARTICLE X

DEDUCTIONS FROM SALARY

1. The Board agrees to deduct from the salaries of its employees dues for the Rockaway Borough Education Association, the Morris County Education Association, the New Jersey Education Association, or the National Education Association, or any one or any combination of such Associations as said employees 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 moneys together with records of any corrections shall be transmitted to the Treasurer of the Rockaway Borough Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association Treasurer shall disburse such moneys to the appropriate association or associations. Employee authorizations shall be in writing in the form set on following page.

AUTHORIZATION
TO DEDUCT ASSOCIATION MEMBERSHIP DUES

Name

Soc. Sec. No.

School Building

District Rockaway Borough

To: Disbursing Officer-Rockaway Borough Board of Education

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

I designate the Rockaway Borough Education Association to receive dues and distribute according to the organization(s) indicated:

Rockaway Borough Education Association
Morris County Education Association
New Jersey Education Association
National Education Association

2. Each of the associations named above will certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

3. Additional authorizations for dues deductions may be received after August under rules established by the State Department of Education.

4. The filing of notice of an employees withdrawal will 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.

The Board agrees to deduct from employees salaries money for local, state and/or national association dues as said employees individually and voluntarily authorize the Board to deduct and transmit the moneys promptly to such association or associations.

ARTICLE XI PRINTING AGREEMENT

The expense for printing copies of this agreement shall be shared equally by the Association and the Board of Education. The printed format shall be decided upon by mutual agreement. Sufficient copies shall be printed for presentation to all teachers now employed and to be employed for the 1973-74 school year.

ARTICLE XII TEACHER EVALUATION

The Board and the Association agree to establish a committee consisting of one teacher from each school, and one principal, whose purpose shall be to review current teacher evaluation practices and each year supply the Superintendent and Board with suggestions for revisions and/or improvements in said practices. The evaluation form being used presently will not be rescinded until a new form is adopted.

ARTICLE XIII

DURATION OF AGREEMENT

- A. This agreement will be effective as of July 1, 1973 and will continue in effect until June 30, 1975. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing. Negotiations for the 1975-76 Contract shall begin no later than November 1, 1974.
- 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 above written.

ROCKAWAY BOROUGH EDUCATION ASSOCIATION

By 

Its President

By 

Its Secretary

ROCKAWAY BOROUGH BOARD OF EDUCATION

By 

Its President

By 

Its Secretary

SCHEDULE A
ROCKAWAY BOROUGH BOARD OF EDUCATION
TEACHERS' SALARY GUIDE
1973-74

Step	B.A.	B.A. +30	M.A.	M.A. +30
1.	8,600	9,100	9,800	10,100
2.	8,900	9,400	10,100	10,400
3.	9,200	9,700	10,400	10,700
4.	9,575	10,075	10,775	11,075
5.	9,950	10,450	11,150	11,450
6.	10,325	10,825	11,525	11,825
7.	10,700	11,200	11,900	12,200
8.	11,075	11,575	12,275	12,575
9.	11,450	11,950	12,650	12,950
10.	11,875	12,375	13,075	13,375
11.	12,300	12,800	13,500	13,800
12.	12,725	13,225	13,925	14,225
13.	13,150	13,650	14,350	14,650
14.	13,575	14,075	14,775	15,075
15.		14,500	15,200	15,500
16.			15,625	15,925
17.				16,350

Longevity - Following 20 years continuous satisfactory service in the Rockaway Borough School System a \$300 increment shall be added at the beginning of the 21st year.

Payment of increments on the salary guide shall be conditional upon the recommendation of the Superintendent that the employee's performance has been satisfactory. The Board of Education reserves the right to withhold all increments from any employee who does not receive such a recommendation. In the event there is any indication that an employee is to have an increment withheld, such employee will receive a minimum of 90 days notice that such action is being contemplated. Such employee will receive a written notice of the alleged cause(s) for such recommendations specifying the nature thereof with such particulars as to furnish the teacher an opportunity to correct and overcome the same. If the deficiencies are not corrected within this time period, the Board would be justified in withholding the increment.

The BA+15 and MA+15 have been eliminated from the Salary Guide by agreement in the 1971-73 contract. A grandfather clause agreed to in this contract states that only those teachers on the BA+15 and the MA+15 as of June 30, 1971 would be retained in these two categories. The following teachers will be retained on BA+15 and MA+15, in adherence to this clause unless they are eligible for BA+30, MA or MA+30:

Elizabeth Boyer
Stella Harker
Carol Johnson
Barbara Minasian
John Phillips
Patricia Thompson
Shirley Tracey

Salary adjustments for credits earned beyond degree will be based on credits accrued through August 31, 1973. All official transcripts must be submitted to the Superintendent before August 31, if possible. In cases where an official transcript has not been issued as of the above date, teachers may submit a letter on official college stationery stating the course title, grade received, and the signature of the instructor, with the understanding that the official transcript must be submitted as soon as it is received by the teacher.

It is the responsibility of the teacher to have their full transcripts submitted to the Superintendent before July 1, 1973.

SCHEDULE B

ROCKAWAY BOROUGH BOARD OF EDUCATION TEACHERS' SALARY GUIDE

1974-75

Step	B.A.	B.A.+30	M.A.	M.A.+30
1.	8,900	9,400	10,100	10,600
2.	9,200	9,700	10,400	10,900
3.	9,500	10,000	10,700	11,200
4.	9,875	10,375	11,075	11,575
5.	10,250	10,750	11,450	11,950
6.	10,625	11,125	11,825	12,325
7.	11,000	11,500	12,200	12,700
8.	11,375	11,875	12,575	13,075
9.	11,750	12,250	12,950	13,450
10.	12,175	12,675	13,375	13,875
11.	12,500	13,100	13,800	14,300
12.	13,025	13,525	14,225	14,725
13.	13,450	13,950	14,650	15,150
14.	14,075	14,375	15,075	15,575
15.		15,000	15,500	16,000
16.			16,125	16,425
17.				17,050

Longevity - Following 20 years continuous satisfactory service in the Rockaway Borough School System a \$300 increment shall be added at the beginning of the 21st year.

Payment of increments on the salary guide shall be conditional upon the recommendation of the Superintendent that the employee's performance has been satisfactory. The Board of Education reserves the right to withhold all increments from any employee who does not receive such a recommendation. In the event there is any indication that an employee is to have an increment withheld, such employee will receive a minimum of 90 days notice that such action is being contemplated. Such employee will receive a written notice of the alleged cause(s) for such recommendations specifying the nature thereof with such particulars as to furnish the teacher an opportunity to correct and overcome same.

SCHEDULE C

ROCKAWAY BOROUGH BOARD OF EDUCATION

SALARY GUIDES FOR INTERSCHOLASTICS AND INTRAMURALS

1973 - 75

Soccer

September 15 - November 30

Step	1	\$200
	2	250
	3	300
	4	350

Basketball

November 1 - March 1

Step	1	\$300
	2	350
	3	400
	4	450
	5	500

Cross Country

Step	1	100
	2	150
	3	200

Baseball

March 15 - June 15

Step	1	250
	2	300
	3	350
	4	400

Wrestling

November 1 - March 1

Step	1	300
	2	350
	3	400
	4	450
	5	500

Girls Intramurals and Cheerleading

Field Hockey - Basketball - Softball

Gymnastics - Soccer - Cheerleading

Step	1	\$200
	2	250
	3	300
	4	350
	5	400

SCHEDULE D
ROCKAWAY BOROUGH BOARD OF EDUCATION
SALARY GUIDE
PRINCIPALS' SECRETARIES

	1973-74	1974-75
Present School Secretary (Washington)	4,225	4,450
Present School Secretary (Jefferson)	4,900	5,200
Present School Secretary (Lincoln)	4,900	5,200

The Principals' Secretaries will be required to work ten (10) days during the months of July & August. Five (5) of these days will be by mutual agreement of the Principal and the Secretary. The remaining five (5) days will be five (5) working days the week prior to Sept. 1, with the Friday before Labor Day off.

(begin work Aug. 24, 1973 thru Aug. 30, 1973)

(begin work Aug. 23, 1974 thru Aug. 29, 1974)

Payment of increments on the salary guide shall be conditional upon the recommendation of the Superintendent that the employee's performance has been satisfactory. The Board of Education reserves the right to withhold all increments from any employee who does not receive such a recommendation.

SCHEDULE E - MAINTENANCE PERSONNEL

1973 - 75 SALARY GUIDE

Step	1973-74	1974-75
1	6,000.	6,000.
2	6,200.	6,200.
3	6,400.	6,500.
4	6,600.	6,700.
5	6,800.	6,900.
6	7,000.	7,100.
7	7,200.	7,300.
8	7,400.	7,500.
9	7,600.	7,700.
10	7,800.	7,900.
11	8,000.	8,100.
12	8,200.	8,300.
13		8,600.

Payment of increments on the salary guide shall be conditional upon the recommendation of the Superintendent that the employee's performance has been satisfactory. The Board of Education reserves the right to withhold all increments from any employee who does not receive such a recommendation.

SCHEDULE E - MAINTENANCE PERSONNEL (contd.)

- (1) Holidays - Maintenance Personnel shall be entitled to the following holidays if they fall on a normal work day:

New Year's Day
Presidents' Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Columbus Day
Veterans' Day
Thanksgiving
Christmas

Should a holiday fall on a Saturday or Sunday, the Maintenance Personnel would not be expected to work on the Friday or Monday, provided school is not in session.

- (2) Vacation - One to ten years service - two weeks vacation
After ten years of service - three weeks vacation
- (3) Two uniforms per year to be provided to all full-time Maintenance Personnel - 1973-74
Three uniforms per year to be provided to all full-time Maintenance Personnel - 1974-75
- (4) A Health Benefits Program has financial support from the Board of Education in that it will pay the entire cost (family and dependents included) for Blue Cross, Blue Shield, Major Medical and Rider J, for all full-time contractual employees.
- (5) Any maintenance personnel who receives his Black Seal low pressure boiler license will be granted an additional \$400.

