

4-0203

14-36

**CONTRACT AGREEMENT**

**1973-1974**

between

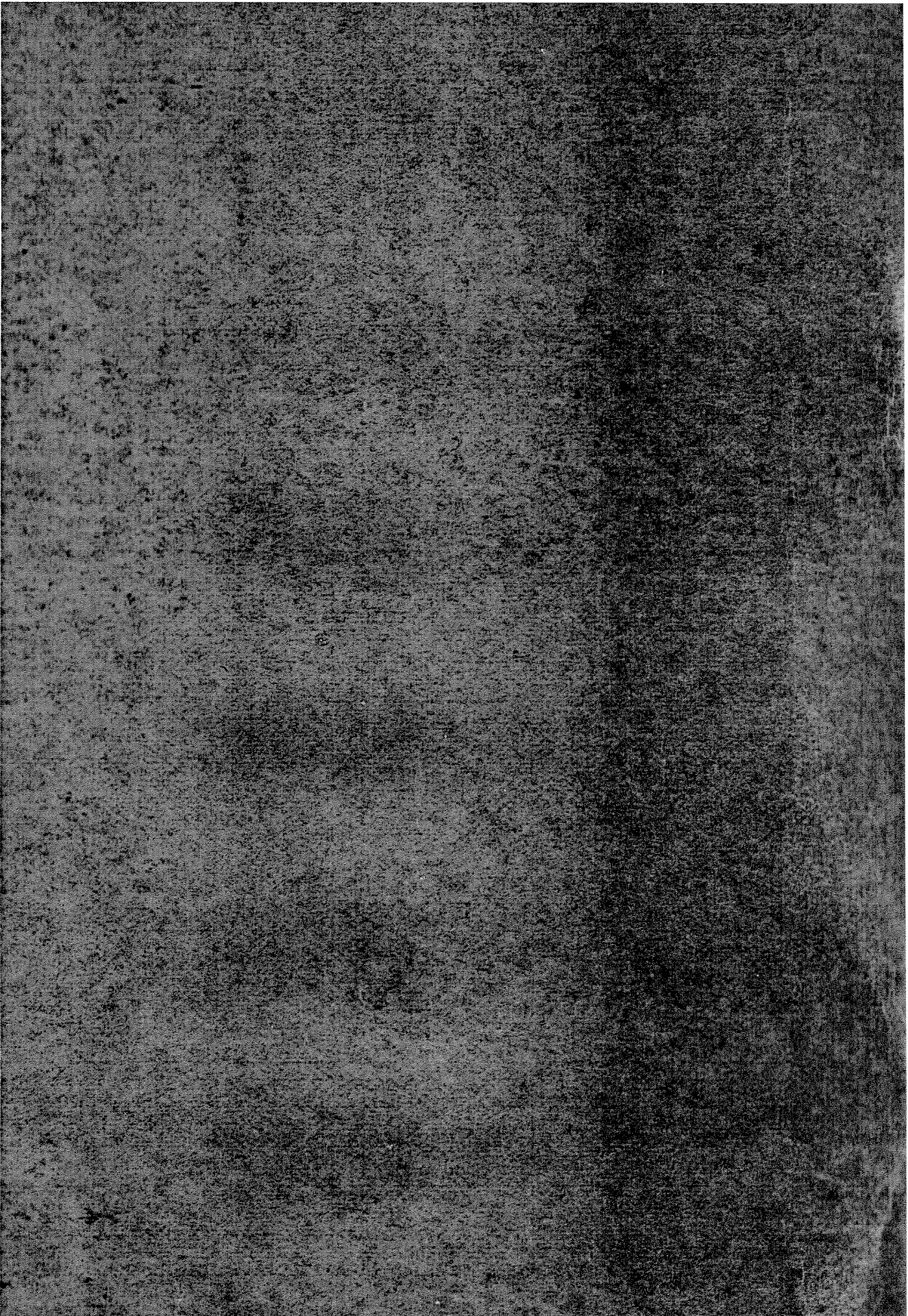
**ROXBURY TOWNSHIP  
BOARD OF EDUCATION**

and

**ROXBURY EDUCATION  
ASSOCIATION, INC.**

Succasunna, New Jersey





IN WITNESS WHEREOF, the said parties  
have caused these presents to be signed by their  
proper officer and caused their proper seals to be  
hereunto affixed this 22nd day of January, 1973.

BOARD OF EDUCATION OF THE  
TOWNSHIP OF ROXBURY

By



*President*

ATTEST:



*Secretary*

ROXBURY EDUCATION ASSOCIATION, INC.

By



*President*

ATTEST:



*Secretary*

## **PREAMBLE**

Pursuant to the provisions of Chapter 303, Public Law of 1968, (New Jersey Employer-Employee Relations Act), this agreement has been effected this twenty-second day of January, 1973, between the Roxbury Board of Education, hereinafter referred to as the Board, and the Roxbury Education Association, Inc., hereinafter referred to as the Association.

## TABLE OF CONTENTS

PREAMBLE	
ARTICLE I	
Recognition .....	1 *
ARTICLE II	
Procedure for Conducting Negotiations .....	2
ARTICLE III	
Grievance Procedures .....	4 *
ARTICLE IV	
Teacher Rights .....	8
ARTICLE V	
Association Rights .....	8 *
ARTICLE VI	
Teacher Time .....	10
ARTICLE VII	
Teacher Load and Class Size .....	11
ARTICLE VIII	
School Calendar .....	11
ARTICLE IX	
Non-Teaching Duties .....	12 *
ARTICLE X	
Teacher Employment .....	12
ARTICLE XI	
Payment of Salary Checks .....	13
ARTICLE XII	
Deduction from Salary .....	14
ARTICLE XIII	
Transfer and Assignments .....	14 *
ARTICLE XIV	
Promotions .....	15
ARTICLE XV	
Leave Policy .....	16
ARTICLE XVI	
Teacher-Administration Liaison .....	18
ARTICLE XVII	
Professional Improvement Policies .....	18 *

\*Indicates changes or additions in 1973-1974 contract

## Table of Contents (cont'd.)

<b>ARTICLE XVIII</b>	
Teacher Facilities .....	21
<b>ARTICLE XIX</b>	
Substitutes and Bedside Instructors .....	21 *
<b>ARTICLE XX</b>	
Teacher Protection .....	21
<b>ARTICLE XXI</b>	
Insurance Protection .....	22
<b>ARTICLE XXII</b>	
Personal and Academic Freedom .....	22
<b>ARTICLE XXIII</b>	
Extracurricular — Coaches .....	23 *
<b>ARTICLE XXIV</b>	
In-Service Training .....	23
<b>ARTICLE XXV</b>	
Separability .....	24
<b>ARTICLE XXVI</b>	
Teacher Evaluation .....	24 *
<b>ARTICLE XXVII</b>	
Sabbatical Leaves .....	25
<b>ARTICLE XXVIII</b>	
Printing Agreement .....	27 *
<b>ARTICLE XXIX</b>	
Mutual Agreement .....	27
<b>ARTICLE XXX</b>	
Savings Clause .....	27
Appendix A (School Calendar) .....	28 *
Appendix B (Teachers' Salary Guide) ...	29 *
Appendix C (Coaches' Salary Guide) .....	30 *
Appendix C1 (Coaches—Girls Sports) ...	31 *
Appendix D (Extracurricular Salaries) ...	31 *
Appendix E (Differentials)	
E-1, E-2, E-3 .....	32 *
Appendix F (Differentials) .....	32 *

\*Indicates changes or additions in 1973-1974 contract

# ARTICLE I

## RECOGNITION

\*

The negotiation agent determined by Chapter 303, the Roxbury Education Association, Inc., will represent the following certified personnel employed by the Roxbury Board of Education:

- Classroom Teachers
- Nurses
- Curriculum Coordinator
- Department Coordinators
- Education Media Director
- Elementary Science Coordinator
- Guidance Counselors
- Learning Disabilities Teacher-Consultant
- Librarians
- Social Worker
- Speech Correctionists
- Teacher of Hard of Hearing
- Teacher of Socially-Emotionally Handicapped
- Teacher of Visually-Perceptually Handicapped
- School Psychologists
- Guidance Director
- Athletic Director

but will exclude:

- Assistant Superintendents
- Principals
- Vice Principals
- Assistant Principals

To retain such official recognition, the Association agrees to submit a certified membership list no later than October 15 of each year during the period in which this agreement is in effect.



## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. Definition

A grievance shall mean a complaint by a teacher or a group of teachers that there has been to him or them a personal loss, injury or inconvenience because of a violation, misinterpretation or inequitable application of Board policy, this agreement or an administrative decision affecting teachers.

\*

A grievance to be considered under this procedure must be initiated by the teacher within twenty (20) calendar days from the time when the teacher knew of its occurrence.

#### B. Procedure

1. (a) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved teacher to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

(b) It is understood that teachers and the Board shall, notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

2. The Association may submit any grievance and may continue it through all levels of the grievance procedure. If it is limited in effect to one school, the grievance shall be submitted to the building principal. Otherwise, it shall be submitted to the chief school administrator.

3. Any teacher who has a grievance shall discuss it first with the building principal, and if the grievance is not resolved with the building principal, then with the superintendent, in an attempt to resolve the matter informally at these levels.

\*

4. If as a result of the discussion, the matter is not resolved to the satisfaction of the teacher within five (5) school days, he shall set forth his grievance in writing to the superintendent specifying:

- (a) the nature of the grievance
- (b) the nature and extent of the injury, loss or inconvenience
- (c) the result of previous discussions.
- (d) his dissatisfaction with decisions previously rendered.

\*

The superintendent shall, within five (5) school days after the receipt of grievance, provide for a hearing with the superintendent and interested parties and shall communicate his decision, in writing, within five (5) school days following the conclusion of said hearing. Said hearing shall be scheduled and conducted as expeditiously as possible.

5. If the grievance is not resolved to the teacher's satisfaction, he, no later than five (5) school days after receipt of the superintendent's decision, may request a review by the Board of Education.

\*

The request shall be submitted in writing through the superintendent who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and render a decision in writing within thirty

(30) calendar days of receipt of the grievance by the Board.

6. If the decision of the Board does not resolve the grievance to the satisfaction of the aggrieved and the aggrieved wishes review by a third party, they shall so notify the Board through the superintendent within ten (10) school days of receipt of the Board's decision, except in the case of grievance involving any of the following points:

- (a) A complaint of a non-tenure teacher which arises by reason of his not being re-employed.

- (b) 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.

7. (a) The procedure as prescribed by law (19:12-14 of RULES AND STATEMENT OF PROCEDURE BY PERC, 1968) will be used to secure the services of an arbitrator, or an arbitrator may also be obtained from the American Arbitration Association.

- (b) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The decision of the arbitrator shall be final and binding upon both parties. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's award. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearings.

(c) Rights of teachers to representation:

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, provided he notifies the Association in writing and releases the Association accordingly, or, at his option, by a representative selected or approved by the Association.

2. When a teacher is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance to the superintendent, or any later level, be notified that the grievance is in process, have the right to be present and present its position in writing at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered. A copy of the superintendent's written decision made in response to a written grievance shall be given to the Association immediately.

3. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his appeal with respect to his personal grievance.

(d) The parties shall be responsible for all costs incurred by each and only the fee and expenses, if any, of the arbitrator shall be shared by each party paying one-half.

### Meetings and Hearings

All grievance 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 the ARTICLE.

## **ARTICLE IV**

### **TEACHER RIGHTS**

The Board hereby agrees that every professional employee of the Board shall have the rights conferred by law to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and for mutual aid and protection.

No teacher shall be disciplined, reprimanded, reduced in rank or compensation without just cause. Any such action brought by the Board or any agent or representative thereof shall not be made public and shall be subject to the grievance procedure stated herein.

#### **Evaluation of Students**

The teacher shall maintain the responsibility to determine grades and other evaluations of students within the grading policies of the Roxbury School District based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. No grade or evaluation shall be changed without consultation with the teacher. The person making the change shall assume the responsibility for the change.

#### **Criticism of Teachers**

Any question or criticism by a supervisor, administrator, or board member of a teacher and his instructional methodology, shall be made in confidence and not in the presence of students, parents, or other public gatherings.

No teacher shall question or criticize a supervisor, administrator, or board member in the presence of students, parents or other public gatherings.

## **ARTICLE V**

### **ASSOCIATION RIGHTS**

A. The Board agrees to provide to the Association available information concerning the financial re-

sources of the school district and such other information which may be necessary for the Association to process any grievance or complaints, as long as such information is furnished in accordance with the provisions of the right-to-know law.

B. Representatives of the Roxbury Education Association, Inc., of the M.C.C.E.A.; of N.J.E.A.; and of N.E.A., shall have the right, subject to the approval of the building principal, to meet with teachers during their lunch periods or after school to carry out appropriate Association business. The approval of the building principal will not be capriciously denied. In the absence of the principal, approval may be secured from the vice principal or the superintendent's office.

C. The Association shall have the right to use school facilities and equipment with permission, in accordance with the same policy that holds for any other organization or group in the community, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies that are used. The Association shall have the privilege of using school mail boxes as it deems necessary with the prior approval of the superintendent's office.

D. The Board will provide the Association with a copy of the agenda for each official Board meeting, at the same time it is presented to the Board members, as well as one copy of the official minutes of the official Board meeting.

E. A maximum of twelve (12) teacher days shall be allowed the Association for conducting business affairs that affect the welfare of its members. Any one (1) member will be limited to one (1) day in any given month of the school year. The use of more than one (1) consecutive school day would be subject to review and approval of the superintendent

or his designee. The Association will pay for the cost of substitutes and the time will not be deducted from the representatives personal leave bank.

F. The Board agrees to release the president of the Association for one (1) day per month to conduct Association business. The Association will pay for the cost of substitutes, and the time will not be deducted from the president's leave bank.

## ARTICLE VI

### TEACHER TIME

It shall be the responsibility of the teacher to arrive at school twenty (20) minutes before the pupil instruction day begins, and to leave no sooner than fifteen (15) minutes after the close of the pupil instructional day providing there is no necessity for after school meetings or if emergencies do not require teacher supervision of pupils beyond the stipulated time. After school meetings include departmental, curriculum, and committee meetings in addition to regular faculty meetings. Split or double sessions will require time schedules that will be determined by the building principal, but the arrival and departure times shall remain as above.

On Fridays or on days preceding holidays or vacations the teacher's day shall end after the departure of the school buses unless an emergency requires their retention to supervise pupils.

A day shall be set aside for faculty or other meetings. Such meetings shall begin no later than 10 minutes after student dismissal, and shall run no more than sixty (60) minutes unless an emergency requires more time. Also, in case of emergencies, additional meetings will be held.

The teacher work year shall be determined by the existing practice for the term of this agreement.

## **ARTICLE VII**

### **TEACHER LOAD & CLASS SIZE**

A. The Board agrees to continue its efforts to achieve proper class size taking into consideration the financial resources of the district, and that which is administratively feasible.

B. Duty Free Lunch — as prescribed by law, every teacher shall have a duty free lunch period each day or an equivalent amount of time.

C. No teacher shall be required to accept a class assignment outside his area of certification.

D. High School and Junior High School Level Preparation Period. All teachers in this category shall, in addition to their duty free lunch period, have at least one period each day for preparation and planning. This period would be subject to emergency use by the administration.

E. Every effort shall be made to schedule special classes such as Physical Education, Art, Music, etc., to permit every elementary teacher to have one period per day for preparation and planning.

## **ARTICLE VIII**

### **SCHOOL CALENDAR**

Two (2) representatives of the R.E.A. will be appointed to act in an advisory capacity to the administration to draw up a school calendar for the ensuing school year. This proposed calendar shall be presented to the Board for its consideration. Any modification to the proposed calendar by the Board shall be followed by a written rationale to the appropriate administrative committee. Said administrative committee shall provide a copy of the Board rationale to the consulting Association representatives.

## **ARTICLE IX**

### **NON-TEACHING DUTIES**

A. Teachers will not be required to transport students for any purpose in their personal vehicles.



## ARTICLE XII

### DEDUCTION FROM SALARY

The Board agrees to make the following payroll deductions and consider other deductions on the basis of feasibility:

1. Tax Sheltered Annuity Plan
2. Teachers' Pension Supplemental Annuity Fund Plan
3. Teachers' Pension Group Life Insurance Plan
4. Employee Income Protection Plan
5. Summer Payment Plan (TRI-CO)
6. Employee Organization Dues
7. Teachers' Pension and Annuity Fund Loan Plan

## ARTICLE XIII

### TRANSFER AND ASSIGNMENTS

#### A. Voluntary Transfers and Assignments

1. A vacancy is any position that requires a certified member of the professional staff.
2. A list of vacancies within the school system shall be posted in each building periodically on the basis of resignations or Board approval of hiring additional personnel. All teachers making application shall have the receipt and perusal of their application acknowledged by a form letter or card from the superintendent. When vacancies occur during the summer, the president of the Association (or the president's designee) shall be notified.
3. Teachers who desire a change in grade level and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the superintendent before February 1. Such statement shall include the grade level 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. All teachers shall be notified in writing by the superintendent of the status of their request for transfer or reassignment prior to the end of the school year.

## B. Involuntary Transfers

1. The Roxbury Education Association recognizes the fact that the right to transfer a teacher to any assignment within the district is an administrative decision. When such a transfer is made, consideration will be given to such things as length of service in the position and teacher competency. Consideration will be given to the possibility of utilizing a qualified volunteer.
2. An involuntary transfer shall not occur without the teacher first having the opportunity to meet and discuss it with the superintendent.

C. Teachers shall be notified as early as possible of their programs and schedules.

## ARTICLE XIV

### PROMOTIONS

A. For purposes of definition, promotional positions are those paying a salary differential and/or positions on the administrative/supervisory levels of responsibility, excluding extracurricular assignments.

Vacancies in such promotional positions shall be posted in each school building at least twenty (20) school days before the final date when applications must be submitted.

Teachers shall submit their application in writing to the superintendent within the time limit specified in the notice, and the superintendent shall acknowledge in writing the receipt of all such applications.

\*

B. All publicity and notice of such vacancies shall clearly set forth the title of the position, qualifications and duties of the position, and compensation when feasible. Qualifications set forth for a particular position shall not be changed when such future vacancies occur unless the president of the Association has been notified.

## ARTICLE XV

### LEAVE POLICY

#### A. Sick Leave

All teachers employed on a ten (10) month basis shall be entitled to a ten (10) days sick leave per year with pay. Teachers employed for more than ten months shall be compensated one (1) day with pay for each additional month. Unused sick leave days shall be accumulated from year to year with no maximum limit.

#### B. Temporary Leave of Absence with Pay

1. Teachers shall be entitled to five (5) days leave per year with pay for absence due to personal emergencies.
2. Upon their request, teachers, with the approval of the principal, shall be granted a minimum of one (1) day per year for the purpose of visiting other schools or attending meetings or conferences of an educational nature providing same is pertinent to their position within the school system.
3. Teachers shall be granted necessary time for appearance in any legal proceeding connected with the teacher's employment or with the school system providing the Board is furnishing legal counsel as provided by law.
4. A teacher who is required to undergo military field training or to attend service school for a period of two (2) weeks or less shall be granted leave of absence with full pay, pur-

suant to SR 38:23-1 and 38:4-4.

Whenever such military field training or attendance at service schools requires that the teacher remain for a period longer than the prescribed two (2) weeks, the teacher shall receive the difference between his pay and his military for the remainder of such time, provided that such additional time of training or service school attendance is not in excess of one (1) month during any school year and providing that it is with the approval of the superintendent.

### **C. Extended Leave of Absence**

1. A leave of absence without pay of up to two (2) years shall be granted, with the approval of the superintendent, to any teacher who joins the Peace Corps, Vista, or National Teachers Corps.
2. 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.
3. An employee who becomes an expectant mother shall arrange to leave active duty, without pay, not later than five (5) months before the estimated time of birth and not return to duties for at least five (5) months after the birth. The Board of Education may vary these time limits in the best interest of the pupils during a given school year.
4. The Board shall grant a leave of absence without pay to any teacher to campaign and/or serve in public office.

### **D. Compensation for Unused Sick Days on Retirement or Resignation**

The teacher upon resignation or retirement after ten (10) years of regularly appointed service

in the teaching profession in Roxbury Schools, shall receive a lump sum payment equivalent to one-half (1/2) of \$20.00 per diem for each unused day accumulated in his sick leave bank as a teacher in Roxbury Schools before or after the effective date of this agreement.

## **ARTICLE XVI**

### **TEACHER-ADMINISTRATION LIAISON**

#### **A. Building Liaison Committee**

Each building faculty shall select a liaison committee which shall meet with its principal at least once a month during the school year to review and discuss building problems and practices. Said committee shall be constituted as follows:

Elementary School — one representative from each grade level.

Middle School — one representative from each department.

High School — one representative for each ten faculty members, not to exceed a total of ten representatives.

#### **B. School System Liaison Committee**

Each building liaison committee shall elect a representative and alternate from its committee to serve on the school system liaison committee which will meet once a month with an administrative group selected by the superintendent. The purpose of this committee is to review and discuss local school problems and practices.

## **ARTICLE XVII**

### **PROFESSIONAL IMPROVEMENT POLICIES**

#### **A. Tuition Payment Policy**

The Board of Education will give assistance in the payment of tuition fees for completed courses, relevant to one's area of employment, and approved by the superintendent. This assistance will be one-half of tuition costs per semester hour. A maximum

\*

of six (6) hours per semester (fall, spring, summer) may be credited under this policy.

## B. Graduate Study Incentive Policy

The Board will grant a yearly increase of 20% of the differential between training levels at one's step on the salary guide for each six (6) semester hours of relevant graduate studies completed beginning February 1, 1967. These contingencies apply:

1. When such studies are completed during the spring semester, February to June, a yearly increment of 20% of the full differential between training levels at one's step on the salary guide will become effective the following September 1.
2. When such studies are completed during summer school, July and August, a yearly salary increment of 20% of the full differential between training levels at one's step on the salary guide will be granted effective September 1.
3. When such studies are completed during the fall semester, September thru January, a salary increment of 10% of the full differential between training levels at one's step on the salary guide will be paid in a lump sum on June 30. The full 20% increase will be effective the following September.
4. Under this policy one may earn a maximum of four (4) increments between training levels because the fifth increment puts one on the guide for the next training level.
5. Courses to be credited under this policy include:
  - (a) those required for a university-approved advanced degree program and related to the area of employment.
  - (b) those relevant to one's teaching field and approved by the building principal or

superintendent prior to registration.

(c) courses taken at the request of the administration.

(d) approved courses taken during the summer by teachers hired in the spring or summer for fall employment.

6. A maximum of six (6) hours of non-college credit may be accomplished each three (3) years within the Roxbury Schools. Such studies shall deal directly and specifically with the improvement of curriculum and instruction in the Roxbury Schools. These studies shall be equivalent in requirement and quality to other accredited graduate studies, and have the approval of the superintendent.
7. A maximum of six (6) semester hours per fall or spring semester may be credited under this policy. Credit may be received for courses taken during the summer up to a total of 18 hours per calendar year.
8. It is the responsibility of the teacher to notify the Office of the Superintendent when one earns an increment under this policy, and to forward all necessary transcripts to the same office. Deadlines for receipt of transcripts will be April 1 and October 1 for salary increments due June 30 and September 1. If transcripts are not available by these dates, please notify the Office of the Superintendent.
9. Training Levels are defined as:  
Four-Year Training Levels: A Bachelor's Degree from an Institution accredited or approved by the State of New Jersey.  
Five-Year Training Level: A Master's Degree from an Institution accredited or approved by the State of New Jersey, or, a Bachelor's Degree from an Institution accredited or approved by the State of New Jersey plus thirty (30) credits as described in items 5 and 6

of the Graduate Study Incentive Policy.  
Six-Year Training Level: A Master's Degree from an Institution accredited or approved by the State of New Jersey plus thirty (30) credits as described in items 5 and 6 of the Graduate Study Incentive Policy.

## **ARTICLE XVIII**

### **TEACHER FACILITIES**

The Board agrees to consult with staff members in planning teachers facilities in the construction of any new school building or in the construction of additions to existing school buildings.

## **ARTICLE XIX**

### **SUBSTITUTES & BEDSIDE INSTRUCTORS**

A. Positions which are vacant because teachers are temporarily absent or on leave shall be filled by personnel who hold at least a county superintendent's certificate.

B. The use of regular teachers as substitutes should be discouraged. However, in an emergency, regular teachers may volunteer their non-teaching period. The scale for paying teachers who are asked to substitute during unassigned periods shall be six dollars (\$6.00) per period.

C. Teachers shall be compensated at the rate of \$7.00 per hour for bedside instruction. The above amount includes compensation for mileage.

Refer to teachers' manual for information and instruction.

## **ARTICLE XX**

### **TEACHER PROTECTION**

Teachers will be covered under Title 18A:16-6 and 18A:16-6.1.

### **ASSAULT ON A TEACHER**

When absence arises out of or from an assault or injury to the teacher, the teacher shall be



entitled to full salary less any reimbursement which may be derived from Workmen's Compensation Insurance. The teacher shall be entitled to all other benefits for the period of such absence and shall not forfeit any sick leave or personal leave for such absence.

## ARTICLE XXI

### INSURANCE PROTECTION

As of the beginning of the 1970-71 school year, the Board shall provide the health care insurance protection designated below:

1. The Board will pay 100% single or family coverage for those participating in the following Roxbury School District group plans.

BLUE CROSS  
BLUE SHIELD

RIDER J

MAJOR MEDICAL

2. The Association will not represent any member of its organization to the Board for the purpose of obtaining compensating benefits in lieu of the coverage described above.

\*

3. Should the Board require a physical examination of a teacher, the Board shall assume the cost of said physical examination. The physical examination shall be performed by the school physician or his designees.

## ARTICLE XXII

### PERSONAL AND ACADEMIC FREEDOM

1. It is recognized that democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged.
2. The philosophy, underlying principles, and objectives of Board Policy shall be adhered to

in the presentation and content of the courses of study adopted by the Board of Education.

## ARTICLE XXIII

### EXTRACURRICULAR — COACHES

A. All coaching personnel, if reinstated, will receive their contracts for the following year prior to Easter Vacation, except that in the event of spring sports the coaching contracts will be distributed upon completion of the sport.

B. When a coach agrees to change to another level or to coach another sport, either during the course of the school year or during the summer vacation, a new contract is to be issued.

C. The Head Varsity Coach, whenever possible, in each competitive sport, shall be given an opportunity by the Athletic Director, to interview and evaluate the prospective candidates in the selection and employment of Assistant Varsity, Junior Varsity and Freshman Coaches.

D. An attempt will be made to have immediate medical supervision available at all athletic competition and practice sessions at all levels of competition.

E. Personnel will be compensated at a rate of 11¢ per mile for use of personally owned vehicles, when school vehicles are not available, in the process of carrying out scouting assignments. Such assignments must be approved by the Athletic Director. Payment will be based on mileage to and from the school.

F. Head coaches and assistant coaches will be hired and placed on their appropriate step of the respective coaches salary guide according to experience in that position.

\*

## ARTICLE XXIV

### IN-SERVICE TRAINING

Teachers participating in an in-service course or workshop recommended by the Administration and

approved by the Board will receive credit under Professional Improvement Policies (Article XVII, Part B, Paragraph 6). Such credit will be granted on the basis of one (1) non-college credit for a course or workshop meeting fifteen (15) weeks and involving fifty (50) minutes per meeting.

## ARTICLE XXV

### SEPARABILITY

If any provision of this Agreement or any application of this Agreement to any employee or group of employees or to the Board of Education 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.

## ARTICLE XXVI

### TEACHER EVALUATION

Teachers will be evaluated under the present Evaluation Procedure. At the end of the school year, the evaluation committee — as selected by the superintendent — will study the procedure for possible revisions.

A copy of the evaluation procedure will appear in the Faculty Handbook.

A. Teachers will be evaluated under the Faculty Evaluation Procedure. At the end of each school year, an evaluation committee — as selected by the superintendent — will study the procedure for possible revisions. A copy of the evaluation procedure will appear in the Faculty Handbook.

B. A teacher shall have the right for good cause, after request for an appointment, to review the contents of his personal file except for confidential personal references, confidential academic credentials, and other similar confidential documents. This

\*

review shall be made in the presence of a designee of the superintendent. The teacher shall acknowledge that he has had the opportunity to review his file by signing a check-out form and affixing his signature to the material he has reviewed. The teacher shall have the right to submit comments, in writing, concerning material he may deem derogatory and his comments shall be reviewed by the superintendent or his designee and attached to the file copy. Copies of any documents contained therein, except for those of a confidential nature listed above, shall be made available to the teacher. Cost of reproduction shall be paid by the teacher.

C. The Board agrees to protect the confidentiality of personal references, academic credentials, and other similar documents.

D. Advancement on the salary guide is not considered automatic and will be based on evidence of satisfactory performance of duties as determined by evaluative procedures in use in the District.

Upon evidence of satisfactory performance as determined by the Administration, a teacher who has been denied an increment can be recommended for advancement and placement on the appropriate step of the guide.

## ARTICLE XXVII

### SABBATICAL LEAVES

A sabbatical leave may be granted to teachers for study in their area of specialization or for reasons of value to the school system as determined by the administration with final approval by the Board.

Teachers may apply for a sabbatical leave upon completion of at least seven years of service in the Roxbury Township School District.

Request for such leave shall be made before October 1 prior to the year for which such absence is requested. Such application shall be made upon a form furnished by the Board and shall be accompanied with a detailed proposal for study or research to be accomplished during the leave. Action on all such requests will be taken no later than February 1 of the school year for which the leave is requested.

A teacher on sabbatical leave for one (1) year shall receive one-half (1/2) of his full salary at the step he would have attained had he remained in his position. A teacher granted a half-year leave shall receive full salary for the half year at the step he would have attained had he remained in his position. Salary payments shall be made semi-monthly in accordance with the schedule for the school system. All shall receive full fringe benefits.

Teachers shall receive credit on the salary schedule for the sabbatical leave.

Not more than two (2) teachers shall be granted sabbatical leave for the same year. One shall be for a teacher with at least a Master's Degree, the other to be determined by the need for the study or research without regard to degree.

The teacher is expected to return to the Roxbury Township School System for a minimum of two years following the sabbatical leave. If he terminates his employment before the end of this two-year period he must repay the full amount of the salary received while on leave.

Such leave of absence may be rescinded by the Board at its discretion at any time during the year for which it is granted when in the judgment of the Board the conditions under which it was granted are not being met.

## ARTICLE XXVIII

### PRINTING AGREEMENT

The expense for printing copies of the agreement shall be shared equally by the Association and the Board. The printed format shall be decided upon by mutual agreement. Sufficient copies of the agreement shall be printed for presentation to all teachers now employed, and to be employed by the Board for the school year. The final quantity to be determined by mutual agreement.

## ARTICLE XXIX

### MUTUAL AGREEMENT

This contract shall constitute a mutual agreement between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary or mutual consent of the parties in a written and signed amendment to this contract.

The provisions of this agreement shall be considered part of the established policies of the Board.

## ARTICLE XXX

### SAVINGS CLAUSE

Except as this agreement shall specifically provide, all terms and conditions of employment applicable on the signing date of this agreement and established by the rules, regulations and/or policies of the Board in force on said date shall continue to be so applicable during the term of this agreement. Unless otherwise provided in this agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any teacher benefit existing prior to its effective date.

Nothing in this agreement shall annul or modify any statute or statutes of the State of New Jersey and it is the intention of the Board not to contract away any rights that it may have pursuant to the laws of the State of New Jersey.

**APPENDIX A**  
**ROXBURY TOWNSHIP**  
**1973-74**  
**SCHOOL CALENDAR**

\*

September	4	Staff Orientation/ Bldg. Meetings
September	5	First day of school for all pupils
October	8	Columbus Day
October	22	Veterans' Day
November	15-16	Closed for N.J.E.A. Convention
November	22-23	Thanksgiving Recess
December	24	Christmas Holidays. Schools
thru		re-open
January	1	Wednesday, January 2, 1974
February		
	18-19-20	Mid-winter Recess
April	12	Easter Recess. Schools
thru		re-open
April	19	Monday, April 22.
May	27	Memorial Day
June	21	Last day for all pupils

Total days scheduled — 185

Calendar includes 5 emergency days. If five (5) emergency or snow days are not sufficient to insure 180 days of school, days will be added at the end of the school year or from scheduled vacation periods.

## APPENDIX B

### TEACHERS' SALARY GUIDE

\*

<u>Step</u>	<u>B.A.</u>	<u>Ratio</u>	<u>M.A. B.A. + 30</u>	<u>M.A. + 30</u>
1.	8600		9215	10200
2.	9000		9840	10670
3.	9400		10280	11140
4.	9800		10720	11610
5.	10200		11160	12080
6.	10600		11600	12550
7.	11000		12040	13020
8.	11400		12480	13490
9.	11800		12920	13960
10.	12200		13360	14430
11.	12600		13800	14900
12.	13200		14425	15370
13.	13800		15050	16035
14.		1.69	15575	16700

Additional service increments that may be granted:

\$100 after year 15, 20, 25, 30, 35, 40.

A teacher that does not meet full certification requirements may be salaried \$200 less, or one step lower on the guide.



## APPENDIX C

### COACHES' SALARY GUIDE

1973-74

\*

#### High School Head Coaches

	1	2	3	4	5
Football	1024	1179	1345	1500	1661
Wrestling	897	1013	1118	1234	1340
Basketball	897	1013	1118	1234	1340
Baseball	770	858	958	1052	1152
Track	770	858	958	1052	1152
Soccer	770	858	958	1052	1152
Cross Country	509	575	636	702	770
Tennis	452	504	565	614	670
Indoor Track	452	504	565	614	670
Equip. Mgr. (Football only)	509	575	636	702	770
Trainer (1/2 yr.)	509	575	636	702	770

#### Assistant Coaches

Football	670	775	886	980	1085
Wrestling	575	658	731	819	897
Basketball	575	658	731	819	897
Track	509	575	636	702	770
Baseball	509	575	636	702	770
Soccer	509	575	636	702	770
Cross Country	347	389	431	473	515
Indoor Track	310	347	383	415	452

#### Middle School

Interscholastic Coach	467	520	581	636	697
--------------------------	-----	-----	-----	-----	-----

**APPENDIX C1**

\*

**Girls Sports — High School**

**1973-74**

	1	2	3	4	5
Head Coach	400	450	500	550	600
Asst. Coach	310	350	385	415	450

**APPENDIX D**

\*

**EXTRACURRICULAR SALARIES**

**1973-74**

**High School**

Dramatics .....	538
Asst. Dramatics .....	210
Cheerleaders .....	420
Twirlers .....	210
Debating .....	266
Yearbook .....	538
Drill Team .....	404
Drill Team Asst. ....	210
Flashes .....	443
LaRevista .....	168
Color Guard Dir. ....	168
Student Council Dir. ....	499
Senior Class Adv. ....	158

**Middle School**

Dramatics .....	210
Newspaper & Lit. Mag. ....	210
Girls Sports (Intra.) .....	310
Boys Sports (Intra.) .....	404
Student Council Dir. ....	105

## APPENDIX E

\*

High School Guidance Director, Curriculum Coordinator, Educational Media Director, Elementary Science Specialist, in addition to their regular salary on the teachers' guide, will receive a differential of \$675.00.

## APPENDIX E1

\*

In addition to his regular salary on the teachers' salary guide, the school psychologist will receive a differential of \$1470.00.

## APPENDIX E2

The school social worker is to be compensated on the basis of the teachers' salary guide and the number of months employed.

## APPENDIX E3

\*

In addition to the regular salary on the teachers' salary guide, the Learning Disabilities Teacher Consultant will receive a differential of \$125.00.

## APPENDIX F

\*

Departmental Coordinators (7-12) in addition to their regular salary on the teachers' salary guide, will receive a differential of \$662.00.

Those coordinators receiving \$325.00 at the time of this agreement will receive \$341.00.

If called to work during the summer, a teacher shall be reimbursed at regular pay rate for time worked.

