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RUTGERS UNIVERSITY

A G R E E M E N T

between

The Board of Education of
The Borough of Glen Rock

and

The Glen Rock Education Association

1974-1975

Bergen County

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PREAMBLE

THIS AGREEMENT is made and entered into by and between the GLEN ROCK BOARD OF EDUCATION (hereinafter referred to as the "Board") and the GLEN ROCK EDUCATION ASSOCIATION (hereinafter referred to as the "Association").

ARTICLE 1

PRINCIPLES

Section 1. This Agreement is negotiated in order to establish for its term the terms and conditions of employment of those employees (hereinafter referred to as "Employees") of the Board set forth in Appendix "A" attached hereto and made a part hereof.

Section 2. The Board and the Association recognize the importance of orderly, just and expeditious resolution of disputes, and accordingly herein agree upon a grievance procedure for the effective processing of such disputes.

Section 3. The provisions of this Agreement will constitute a binding obligation of the parties for the duration hereof except as it may be changed by mutual consent in writing. Any previously adopted policy, rule or regulation of the parties which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement. Nothing in this Agreement which changes pre-existing policy, rules or regulations of the parties will operate retroactively unless expressly so stated.

Section 4. The Board shall retain unto itself the power to make, amend, and repeal rules, regulations or policies which are not

inconsistent with the provisions of the Agreement, for the proper and efficient management of the Glen Rock School System, except terms and conditions of employment which shall be negotiated.

ARTICLE 2

RECOGNITION

Section 1. The Board recognizes the Association as the exclusive representative for collective negotiations on terms and conditions of employment on behalf of the Employees as set forth in Appendix "A" attached hereto and made a part hereof.

ARTICLE 3

GRIEVANCE PROCEDURE

Section 1. Definitions

1.1 "Grievance" shall mean a claim by an Employee or group of Employees that there has been an improper administrative decision with respect to the meaning, interpretation or application of this Agreement, Board of Education policies, or established administrative procedures affecting the terms and conditions of employment of the person(s) making the claim.

1.2 A grievance shall not apply when the contract of a non-tenured Employee is not renewed, nor shall the grievance procedure be invoked by a tenured Employee against whom charges have been brought pursuant to the provisions of the Tenure Employees Hearing Law with respect to the issue or issues on which such charges have been made.

1.3 Employee shall mean any regularly contracted Employee of

the Board as set forth in Appendix "A". As hereinafter used, the term "Employee" shall also include "group of Employees" and the singular shall include the plural.

1.4 Immediate supervisor shall mean the person who has the responsibility for immediate, direct administration of the Employee.

1.5 Representative shall mean counsel or other persons of his choice designated in writing by the Employee, the immediate supervisor, or the Superintendent.

1.6 School day, for purposes of grievance, shall mean a day in which the central office is open to transact business.

Section 2. General Provisions

2.1 It is the intent of these procedures to provide for the fair and orderly settlement of differences.

2.2 An Employee shall have the right to present his complaint in accordance with these procedures, free from coercion, interference, restraint, discrimination, or reprisal.

2.3 An Employee shall have the right to be represented at any stage of the procedures by persons of his own choice.

2.4 Each party shall have access to all pertinent documents.

2.5 All hearings shall be confidential.

2.6 At each step of the procedures, if differences are not resolved within the prescribed time, the Employee has the right to move directly to the next stage.

2.7 The function of these procedures is to assure equitable and proper treatment under the existing laws, rules, regulations, policies, and this Agreement which relate to or affect the Employee

in the performance of his duties. They are not designed to be used for changing such policies and regulations or establishing new ones.

Section 3. Initial Procedure

3.1 Any Employee who has a grievance shall initiate his complaint by conferring with his immediate supervisor or principal within one calendar month of the event giving rise to the grievance in an attempt to resolve the matter informally at that level.

3.2 If differences are not satisfactorily resolved within ten (10) school days through this informal conference, the Employee shall set forth his grievance in writing stating the nature of the grievance, the results of previous discussions, his dissatisfaction with decisions previously rendered, and relief sought, and bring the matter to the person next in administrative responsibility within five (5) school days of the administrator's decision.

3.3 Such administrator shall render his determination to the Employee in writing and forward a copy to the supervisor within five (5) school days after receiving the written grievance statement.

3.4 If the matter is not satisfactorily resolved at this stage, the Employee may proceed to the next stage.

Section 4. Formal Stage

4.1 The Employee shall initiate this stage by making a written request to the Superintendent of Schools for review and determination. Such request shall be made within five (5) school days after a determination has been rendered at the preceding stage, and shall be accompanied by a copy of the written grievance and determination referred to above.

4.2 The Superintendent shall immediately notify all involved parties of a date, time, and place of a hearing during which oral and written statements may be presented by any party to the grievance. In addition, the Superintendent may question the parties to clarify issues and elicit facts and contentions. Such hearing shall be held within ten (10) school days of the receipt of the grievance by the Superintendent.

4.3 Each party shall notify the Superintendent, who in turn will notify the other parties involved, at least five (5) school days in advance of the hearing, of the name and affiliation of any representative that will be present.

4.4 The Superintendent shall render his determination in writing to all involved parties, with copies to the Board of Education, within ten (10) school days after all evidence, oral and written, has been presented to him.

4.5 If the matter is not satisfactorily concluded at this stage, the Employee may proceed to the appeal stage.

Section 5. Appeal Stage

5.1 The Employee shall initiate this stage by making a written request to the Board of Education for review and determination within five (5) school days of receiving the final determination by the Superintendent.

5.2 The President of the Board of Education shall request the Superintendent to submit the pertinent documents of the case.

5.3 A hearing shall be held within fifteen (15) school days of the receipt of the appeal by the President of the Board.

5.4 The Employee, the immediate supervisor, the Superintendent and their representatives (if any) shall have the right to be present and to present testimony at such hearing.

5.5 The Board may also require the presence and testimony of any other person it so desires.

5.6 Within fifteen (15) school days after the conclusion of the hearing, the Board shall render a decision in writing to the Employee, which shall be conclusive except as hereinafter provided.

Section 6. Advisory Arbitration

6.1 If the Employee is not satisfied with the decision of the Board, he may within fifteen (15) school days after receipt thereof request in writing that the Association submit the grievance to advisory arbitration. If the Association determines that the grievance is meritorious it may submit the grievance to arbitration within fifteen (15) school days after receipt of the request by the aggrieved person, and shall notify the Board in writing of its decision.

6.2 Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association 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 shall be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

6.3 The arbitrator so selected shall confer with the repre-

representatives of the Board and the Association, and hold hearings promptly, and shall issue his decision not later than twenty (20) days from the date of the close of the hearings, or if oral hearings have been waived, then from the date that the final statements and proofs are submitted to him. The decision of the arbitrator shall be in writing and shall set forth his findings and conclusions on the issues submitted.

6.4 The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be advisory only.

6.5 The arbitrator's advisory decision shall not alter, amend, add or subtract from any of the provisions of this Agreement.

6.6 The costs of the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, will be borne equally by the Board and the Association.

Section 7. Grievance File

7.1 All documents, communications and records dealing with the processing of a grievance shall be placed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

ARTICLE 4

SALARIES

Section 1. The salaries and other benefits for all Employees covered by this Agreement are set forth in Appendix "B".

Section 2. The granting of any salary increment and/or adjustment as set forth in the salary schedules shall not be deemed automatic. Any such withholding shall be governed by the provisions of N.J.S.A. 18A:29-14, as amended, and shall be preceded by the following steps:

2.1 The Employee will have the benefit of a minimum of three formal observations spaced at least thirty days apart.

2.2 He will be granted a formal conference with the principal or central administrative officer to whom he is directly responsible, in which strengths and weaknesses revealed in the totality of his professional responsibilities have been discussed, and during which he will be informed of the possible withholding action.

2.3 He will be given a written summary of said conference, including recommendations for improvement.

2.4 He will be given a minimum of ninety (90) days after the conference in which to correct any deficiencies and thereafter shall have the benefit of another formal observation.

2.5 He will be given the opportunity to personally present data in his own behalf simultaneously to the Superintendent and the appropriate principal or central administrative officer. During this presentation the Employee will be entitled to be accompanied

by a person of his own choosing to advise and/or represent him.

2.6 Following such presentation the Superintendent shall formulate a recommendation pertaining to the withholding and shall reduce it to writing. A copy will be given to the affected Employee.

2.7 In the event the Superintendent shall make a recommendation to the Board to deny the increment, the Employee and his representative shall, upon request, be granted an opportunity to appear before the Board to personally present data in his own behalf prior to the Board's formal action on the recommendation.

2.8 The Board may pay any such denied increment in any future year as an adjustment increment.

ARTICLE 5

MODIFICATION OF AGREEMENT AND NEGOTIATION OF SUCCESSOR AGREEMENT

Section 1. Not later than the date(s) specified in Article 20 below, the Board agrees to enter into negotiations with the Association over a successor Agreement. By the same date, the Association agrees to present to the Board its proposals for the successor Agreement. Any Agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all the parties.

Section 2. During negotiations the party making the proposals shall submit such proposals in writing to the other party. Receipt

of a proposal shall be acknowledged in writing within five (5) days. Negotiations shall commence with a meeting at a mutually satisfactory place within fifteen (15) days after receipt of a proposal, unless the Board and the Association mutually agree to an extension of time. During negotiation, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. Each party shall promptly make available to the other, upon request, information within its possession which is not privileged under law and which is relevant to the subject under discussion. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

Section 3. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings, or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.

Section 4. A committee of administrators and the Association's negotiating committee shall meet monthly if either party requests it for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure. Each party shall submit to the other, at least three (3) days prior to the meeting, an agenda covering matters they wish to discuss. Minutes of such meetings will be forwarded to the President of the Board of Education.

Section 5. By mutual agreement, this contract may be modified, the changes thereto being reduced to writing, and signed by the

parties hereof.

ARTICLE 6

TEACHER AND ASSOCIATION RIGHTS

A. Teacher Rights

Section 1. Pursuant to Chapter 303, Public Laws of 1968, the Board hereby agrees that every Employee of the Board, as set forth in Appendix "A", shall have the right freely to organize, join, and support the Association and its affiliates, and in concert with fellow members to engage in those activities expressly enumerated in said Chapter 303.

Section 2. No tenured teacher shall be discharged, disciplined, or reduced in rank or compensation except through established procedures. Any such action asserted by the Board or any agent or representative thereof shall be subject to the grievance procedure herein set forth with the exception of a non-tenure teacher grieving his own discharge and a tenured staff member against whom charges have been brought pursuant to the provisions of the Tenure Employees Hearing Law.

Section 3. Prior to recommending to the Board of Education that a teacher be formally reprimanded, suspended, or otherwise disciplined (except by the withholding of a salary increment and/or adjustment, in which case the provisions of Article 4 shall apply), the Superintendent of Schools shall provide an opportunity for the teacher to meet with him and appropriate members of his administrative staff to present data in his own behalf. The teacher shall receive

prior written notice of the reasons for such meeting and shall be entitled to be accompanied by a person of his own choosing to advise and/or represent him. If such a recommendation is made the teacher shall, upon request, be granted an opportunity to appear before the Board and shall again be afforded the same rights or representation as detailed above.

B. Association Rights

Section 1. 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 at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

ARTICLE 7

SAVING CLAUSE

Section 1. If any provision of this Agreement is, or shall at any time be, contrary to law, then such provision shall be null and void. In such event, all other provisions of this Agreement shall continue in effect.

ARTICLE 8

TEACHER FACILITIES

Section 1. Faculty rooms shall be reserved for the exclusive use of Employees except in Byrd and Hamilton Schools where scheduled use shall be determined by a joint committee of Employees and administrators.

Section 2. Each Employee shall be provided with a workable desk, chair, and filing cabinet for his exclusive use.

Section 3. The Board shall provide at least one public pay telephone in each school building.

ARTICLE 9

NON-ASSIGNED TIME

Section 1. Lunch periods. Each Employee shall have a duty free lunch period equivalent in length to that of the applicable student lunch period.

Section 2. Preparation Time. Each secondary school regular classroom teacher shall, in addition to his lunch period, have daily preparation time in length equivalent to two mods during which he shall perform tasks relating to his classroom activities.

Section 3. Teaching Load. Junior and Senior High Schools. The daily teaching load in the Junior-Senior High School shall be five (5) periods for all regular teachers except the 9-12th grade English teachers who shall teach four (4) periods plus a library assignment. Laboratory Science teachers shall teach four (4) classes. Laboratory Science teachers and 9th-12th English teachers shall not be assigned to study halls or cafeteria duty. However, by mutual consent teachers may accept teaching assignments in addition to the foregoing.

Section 4. Instructional Planning. Teachers who have received satisfactory evaluations shall not be required to submit standardized daily or weekly lesson plans which involve a mandated

procedure or form. Teachers shall provide substitutes with daily, weekly, and/or alternate plans as needed. However, lesson plans shall be kept, shall be open to the principal for review on request, and shall be an appropriate subject for subsequent evaluations.

Section 5. Meetings

5.1 A full staff meeting shall be defined as one that is designed to include the entire faculty of a school, or in the case of the Junior-Senior High School, the faculty assigned to either the early or late portions of the overlapped schedule.

5.2 No more than two such meetings may be called in each school each month, and when called, shall end not later than seventy-five minutes after appropriate student dismissal time, except in cases of emergency. Such full staff meetings shall not be called on any day immediately preceding a day on which teacher attendance is not required at school, except in cases of emergency.

5.3 Meetings of departments, committees, and other similar small segments of the staff may be called on any school day. Whenever practicable meetings shall not be called for a day immediately preceding a day on which teacher attendance is not required.

5.4 On any day that an Employee is required as part of his regular duties to attend a school function in the evening, he shall not be required to attend any committee or similar meeting after school has closed for pupils; however, he may attend if he so chooses, and he has an obligation to notify the caller of the meeting if he chooses not to attend. Compensated co-curricular duties shall not

be included in the above reference to "school function in the evening".

Section 6. In-Service Training. In-service training sessions when called shall not end later than seventy-five minutes after regular student dismissal.

ARTICLE 10

TEACHER ASSIGNMENT

Section 1.

1.1 Each presently employed teacher who is re-hired shall be given written notice of his salary and teaching assignment for the following year no later than one week before the last day of student attendance, and of his room assignment no later than one week before the first day of student attendance.

1.2 In the event that changes in such assignments are made, the teacher affected shall be notified promptly and will have the right to a conference with the administrator in charge of scheduling.

Section 2. When regular classroom teachers in the Junior-Senior High School are required to change subject area teaching stations more than two (2) times during the school day, they shall be notified as soon as possible, and the teacher affected will have the right to a conference with the administrator in charge of scheduling.

Section 3. No teacher shall be required to teach for more than four (4) consecutive hours.

Section 4. All chaperoning on non-school days shall be voluntary

ARTICLE 11

NOTICE OF VACANCIES

Section 1.

1.1 All vacancies in positions paying a salary differential and/or positions on the administrative level of responsibility shall be adequately publicized by the Superintendent.

1.2 A notice shall be posted in each school no less than fifteen days before the final date when applications must be submitted. Such notice shall include the title of the position, the qualifications for the position, and the method of determining compensation.

ARTICLE 12

TEACHER EVALUATION

Section 1.

1.1 All non-tenured Employees are to have an evaluation prior to December 31, and a second one no later than March 1.

1.2 Employees reemployed on a conditional basis will have a follow-up evaluation in June. Two additional follow-up evaluations will occur in the fall spaced at least thirty days apart, and at least thirty days prior to the formal evaluation.

1.3 Any Employee being separated from his position is to have had at least two formal evaluations during that school year prior to March 1.

1.4 Nothing in this article shall supersede the provisions of Article 3, Section 1 of this Agreement.

ARTICLE 13

COMMENDATIONS AND COMPLAINTS

Section 1.

1.1 In order to ensure that every Employee is aware of comments that may be made about him, to provide an opportunity for rebuttal, to minimize the spreading of gossip, and to encourage appropriate action in response to such comments, it shall be the responsibility of every administrator to communicate to any such Employee under his immediate supervision comments of commendation or criticism that come to his attention from whatever source. Such communication shall be in a personal and private conference.

1.2 Comments made by a member of the community about which the originator wishes to remain unidentified shall be relayed orally to the Employee to increase his awareness of perceptions held by other people as a basis for any modification in performance that might be appropriate. No record shall be made in such instances.

1.3 Any specific charge, relating to an alleged incident in which the Employee was involved, shall be communicated by the Employee's immediate superior in a personal and private conference with all due dispatch. In communicating a comment of this nature, the name of the person originating it shall, if known, be revealed if the Employee requests it or if the administrator believes it would be helpful. In the event of an adverse comment, the Employee shall be afforded the opportunity to present evidence in his own behalf, within a reasonable time, at a further conference with appropriate administrators and, at his discretion, the originator of the comment,

if known. Written summaries of both conferences shall be prepared by the immediate superior and placed in the Employee's personnel file. The Employee shall be given a copy and shall have the right to place additional relevant materials in the file as well.

ARTICLE 14

CONDUCT OF SCHOOLS

Section 1. Board-Staff Policy Council

There shall be established a Board-Staff Policy Council comprised of not more than four members of the Board of Education, four members of the Glen Rock Education Association, and the Superintendent of Schools. Other than the Superintendent, membership shall be designated annually by the respective organizations. The Council shall meet at least once each school year for the purpose of reviewing current Board policies directly affecting the members of the Association with the objective of proposing any modifications or new policies that may be jointly judged appropriate. Either group may initiate said meeting(s).

Section 2. All written Board policies relating to students will be furnished to each teacher at the start of the school year. A copy of any such policy adopted during the school year will be furnished promptly to the Association.

ARTICLE 15

SABBATICAL LEAVE

Section 1. Applications

An application for such leave shall be recommended by the

Superintendent and approved by the Board of Education only when, in their considered judgment, the professional competence of the Employee and the general efficiency of the school system will be benefited.

Section 2. Eligibility

2.1 Any teacher who has completed seven years of continuous and satisfactory service in the Glen Rock public schools, provided such applicant shall not have reached his fifty-ninth birthday at time of application, may be granted a sabbatical leave for one year or one semester for an approved purpose as delineated below.

2.2 After each subsequent period of seven years of satisfactory service a further sabbatical leave may be granted.

2.3 A one semester sabbatical shall be counted as a full leave; a full year's sabbatical may not be split between two different school years.

Section 3. Purpose and Obligation

3.1 The general reasons for sabbatical leave shall include the following:

- 3.11 Study, including residency requirement for graduate degree
- 3.12 Travel, when associated with subject field
- 3.13 Research leading toward publication
- 3.14 Writing for publication, when in subject field
- 3.15 Other approved purposes

3.2 Work opportunities, when minor in nature and directly growing out of one of the above purposes, may be approved; however,

this policy is not intended to provide for the substitution of full time, fully compensated employment in place of the regular professional assignment in Glen Rock.

3.3 The Employee on leave shall make a regular written report to the Superintendent once every two months.

Section 4. Number of Leaves

Not more than three Employees may be granted sabbatical leave for the same year.

Section 5. Application for Leave

5.1 Applications shall be submitted no later than the first school day in January of the year preceding the school year for which the leave is requested. No other applications will be considered except under very unusual circumstances not attributable to the free choice of the applicant.

5.2 The decision of the Board shall be transmitted to each applicant, in writing, not later than March first. An Employee granted a leave shall notify the Board of his final decision to take the leave or not, not later than April 15.

5.3 Approved leaves shall generally start in September, except that a one semester leave may begin in February.

Section 6. Status of Tenure and Pension

The period of sabbatical leave shall count as regular service for the purpose of retirement planning and placement on the salary schedule, and contributions by the Employee to the retirement fund shall continue as usual during such period. Tenure rights shall not be impaired.

Section 7. Salary

7.1 The salary granted to an Employee on sabbatical leave shall be eighty per cent (80%) of the salary to which he would be entitled if not on leave, less the regular deductions for taxes, pension, and insurance.

7.2 Salary shall be paid in accordance with the general time schedule in the Glen Rock School System.

7.3 Employees on sabbatical leave shall not receive compensation from other employers without prior approval of the Superintendent

Section 8. Subsequent Service

8.1 As a condition to such leave, the Employee shall enter into a contract to continue in the service of the Glen Rock Board of Education for a period of not less than two years after the expiration of the leave.

8.2 If an Employee fails to continue in service after such a sabbatical leave, he shall repay to the Board of Education a sum of money bearing the same ratio to the amount of salary received while on sabbatical leave that the unperformed part of the two subsequent years of service bears to the full two years, unless the Employee is incapacitated or has been discharged.

Section 9. Illness or Accident

Should the approved sabbatical program be interrupted by serious accident or illness, this fact shall not constitute a breach of the conditions of such leave nor prejudice the Employee against receiving all the rights and benefits provided for under the terms of sabbatical leave, providing the Superintendent was notified of

such accident or illness by registered letter within ten days of its occurrence.

Section 10. Forfeiture of Leave

If the Superintendent learns that an Employee is not fulfilling the purpose for which the sabbatical leave was granted, he shall report this fact to the Board of Education and the Board may terminate the sabbatical after giving the Employee an opportunity to be heard.

Section 11. Sabbatical to Maternity Leave

If an Employee on sabbatical leave determines that she is pregnant, she shall report this to the Superintendent and shall be transferred from sabbatical to maternity leave in accordance with the provisions of Article 17 of this Agreement.

Section 12. Physical Examination

If an application for sabbatical leave is favorably considered by the Superintendent, the applicant may be given a physical examination at the discretion of the Board of Education for the purpose of determining whether there is reasonable probability that he will be physically able to return to service for the minimum period required by these regulations.

ARTICLE 16

HAZARDOUS CONDITIONS

Section 1. The Board and the Staff will cooperate to attempt to remedy hazardous conditions in the school.

ARTICLE 17

MATERNITY LEAVE

Section 1. Maternity leaves shall be governed, in addition to the applicable sick leave provisions, by the following:

1.1 Such leaves shall be without pay.

1.2 A leave granted under this policy shall not be considered as a waiver of any right of the Employee under the Tenure and/or Retirement Laws of New Jersey.

1.3 The Employee shall request such leave at least sixty (60) days prior to its implementation.

1.4 The leave shall terminate at the close of the academic year in which the leave is implemented.

1.5 Employees who are on tenure at the time such leave is implemented shall be eligible, on request of the Employee, for an extension of the leave for one calendar year. The request for such extension shall be made, in writing, to the Superintendent of Schools not later than April 1 of the academic year in which the original leave is implemented; except that if the original leave is implemented after April 1 in any academic year, any request for extension shall be made at the same time the original leave is requested.

1.6 If any Employee on a maternity leave shall again become pregnant before the expiration of her leave of absence, she shall forthwith notify the Superintendent of Schools of her intentions in regard to applying for a new leave; if she applies for a new leave, the same rules which applied for the original leave will apply.

1.7 An Employee on a maternity leave shall resume her duties

at the beginning of the academic year following the termination of the leave or extension. She shall notify the Superintendent of Schools, in writing, not later than April 1 of the preceding academic year, of her intentions whether to resume her duties.

1.8 If an Employee wishes to return to work before the leave, or extension, has expired, she may apply for an available vacant position for which she is certified.

1.9 Notwithstanding any other provisions of this policy, except by an express determination by the Board of Education on an individual basis, no Employee shall be granted a maternity leave during which she would acquire tenure status.

1.10 The period of maternity leave shall not count as regular service for service recognition, retirement planning, or placement on the salary schedule.

1.11 The provisions of this policy regarding maternity leaves shall also apply in the case of adoption.

1.12 The total time on maternity leave, regardless of the number of successive leaves or extensions required, shall in no case exceed three calendar years.

ARTICLE 18

TRAVEL REIMBURSEMENT

Section 1.

1.1 Actual and necessary travel expenses incurred by Employees in the discharge of their duties will be reimbursed on a voucher basis if there has been prior approval. Each Employee shall keep adequate records including a daily log.

1.2 Any expense incurred in the use of a personally owned automobile shall be reimbursed at the mileage rate established for federal employees by the General Services Administration. Said rate shall include all automobile expense except parking and toll charges which may be listed additionally.

Section 2.

2.1 Expenses for other than mileage must be substantiated by receipts whenever possible.

2.2 Each Employee desiring reimbursement shall submit a voucher monthly to the business office.

ARTICLE 19

SALARY POLICY

Section 1. Salary Schedule

The salary schedule policy shall be guided by the negotiated Agreement between the GREA and the Board of Education in accordance with the provisions of PL 303.

Section 2. Placement

2.1 Placement on the salary schedule shall be based on college degree, professional training and experience.

2.2 Full credit on the salary schedule will be allowed for the first ten years of experience. Experience may include teaching, military service up to four years, and related business employment. For experience over the first ten years, each additional three years will be computed at the rate of two steps on the salary schedule with placement not higher than one step under the maximum at the appropriate

training level. After the Employee is employed there will be no re-evaluation of experience for salary adjustment.

2.3 In determining placement on the salary schedule for the succeeding year any graduate and/or in-service credit taken must be filed in the Superintendent's Office by August 15 and conform to the requirements of the following sections.

Section 3. Master's degree or equivalent

3.1 Master's degree shall mean a conferred master's degree in some field applicable to public elementary or secondary education from an approved college or university.

3.2 Master's equivalency shall mean the satisfactory completion of thirty approved credits acquired subsequent to the awarding of the bachelor's degree.

3.3 The credit requirements for master's equivalency shall be distributed as indicated below:

3.31 A minimum of twenty-four of the thirty credits shall be semester hours in graduate courses from approved universities or colleges.

3.32 A maximum of six of the thirty credits may be undergraduate semester hours or "workshop" type courses.

3.33 The distribution of courses (graduate and undergraduate) shall be as follows:

3.331 Subject matter courses directly related to current teaching specialty - a minimum of ten semester hour credits required; maximum of thirty semester hour credits permitted.

3.332 Professional improvement courses - directly related to the educational process or foundations of education - maximum of twenty semester hour credits permitted.

3.333 Personal improvement courses not directly related to current teaching specialty - maximum of ten semester hour credits permitted.

Section 4. BA+15 level

4.1 Placement on the BA+15 level shall be granted upon the satisfactory completion of fifteen approved credits acquired subsequent to the awarding of the bachelor's degree.

4.2 The total number of approved credits shall be distributed in proportion to the distribution formula specified for the master's equivalency level (BA+30) by multiplying said numbers by a factor of 0.5.

Section 5. Six Year Level

5.1 Placement on the six year training level shall be granted upon the satisfactory completion of thirty approved credits beyond the conferred master's degree. Such credits shall be exclusive of the requirements for the master's degree.

5.2 The credits shall be distributed as follows:

5.21 A minimum of twenty-four of the thirty credits shall be semester hours in graduate courses from approved universities or colleges.

5.22 A maximum of six of the thirty credits may be undergraduate or "workshop" type courses.

5.23 The distribution of courses (graduate and undergraduate) shall be as follows:

5.231 Subject matter courses directly related to current teaching specialty - a minimum of ten semester hour credits required; maximum of thirty semester hour credits permitted.

5.232 Professional improvement courses - maximum of twenty semester hour credits permitted.

5.233 Personal improvement courses not directly related to current teaching specialty - maximum of ten semester hour credits permitted.

Section 6. BA+45/MA+15 Level

6.1 Placement on the BA+45/MA+15 level shall be granted upon the satisfactory completion of forty-five approved credits acquired beyond the awarding of the bachelor's degree, or fifteen approved credits beyond the master's degree.

6.2 The total number of approved credits shall be distributed in proportion to the distribution formula specified for the master's equivalency level (BA+30) and six year level (MA+30) as follows: for BA+45, the numbers specified for master's equivalency shall be multiplied by a factor of 1.5; and for MA+15, the number specified for the six year level (MA+30) shall be multiplied by a factor of 0.5.

Section 7. MA+45 Level

7.1 Placement on the MA+45 level shall be granted upon the satisfactory completion of forty-five approved credits beyond the master's degree.

7.2 The total number of approved credits shall be distributed in proportion to the distribution formula specified for the six year level (MA+30) by multiplying said numbers by a factor of 1.5.

7.3 Continued placement on the MA+45 level shall be dependent on the completion by the Employee of three (3) approved graduate credits in each two (2) year period of placement on said level.

Section 8. Double Use Restriction

Credits applied to an advanced training level cannot also be used to satisfy provisions of other parts of this salary policy.

Section 9. Professional Recognition Program

9.1 The professional recognition program is an incentive program designed to give Employees reaching the maximum step on the salary schedule added inducement to continue their professional advancement. Recognition shall consist of an Employee being advanced, at intervals of five years, to steps over and above the current maximum step. Each such step shall amount to an increase of three hundred dollars (\$300) in the basic salary of the Employee receiving recognition.

9.2 Eligibility - An Employee, after having served a minimum of five years at the maximum step on the Glen Rock salary schedule, will be eligible for recognition upon completion of the specified requirements. The requirements for each recognition step are as follows:

9.21 Satisfactory completion of three university or college semester credit hours approved by the school administration, and

9.22 Satisfactory completion or performance of any one of

the following:

- 9.221 An additional three university or college semester hours, approved by the administration
- 9.222 Travel contributing to the educational and cultural advancement of the Employee, approved by the administration
- 9.223 Summer employment contributing to the value of the Employee as an educator and as an individual, approved by the administration
- 9.224 Outstanding service to the teaching profession or special acknowledgement and recognition by the profession, such as:
 - .Research work
 - .Publication of articles in media approved by the school administration
 - .Special committee work in a professional organization
 - .Holding office in education organizations approved by the administration
- 9.225 Unusual service to the community, state, or nation
- 9.226 Obtaining a scholarship in connection with professional advancement
- 9.227 Serving as an exchange teacher

9.3 The determination of whether the completion or performance of any particular endeavor meets the specified requirements shall be made by the Superintendent of Schools, and in all instances his decision shall be final.

ARTICLE 20

DURATION

Section 1. Not later than October 15, 1974, the Board agrees to enter into negotiations with the Association over a successor agreement.

Section 2. The provisions of this Agreement shall become effective as of July 1, 1974, and shall remain in full force and effect until June 30, 1975.

IN WITNESS WHEREOF, the parties have caused these presents to be executed by their proper officers.

GLEN ROCK BOARD OF EDUCATION

By _____
President

GLEN ROCK EDUCATION ASSOCIATION

By _____
President

DATE _____

APPENDIX "A"

RECOGNITION

Employees covered by this Agreement include properly certified persons employed under regular contract in the following classifications:

Classroom teachers
Nurses
Librarians
Social workers
Psychologists
Coordinators
Supplementary teachers
Speech therapists
Specialists
Reading consultants
Remedial instructors
Department chairmen
Guidance counselors

Excluded are persons who may be employed in the above classifications as per diem substitutes.

APPENDIX "B"

I.

TEACHER SALARY SCHEDULE

1974-75

<u>Step</u>	<u>No Degree</u>	<u>BA</u>	<u>BA+15*</u>	<u>MA*</u> <u>BA+30*</u>	<u>MA+15*</u> <u>BA+45*</u>	<u>MA+30*</u>	<u>MA+45*</u>
1	9307	9383	9733	10296	10646	11226	12039
2	9772	9927	10277	10858	11208	11797	12610
3	10237	10471	10821	11420	11770	12368	13181
4	10702	11015	11365	11982	12332	12939	13752
5	11167	11559	11909	12544	12894	13510	14323
6	11632	12103	12453	13106	13456	14081	14894
7	12097	12647	12997	13668	14018	14652	15465
8	12562	13191	13541	14230	14580	15223	16036
9	13027	13735	14085	14792	15142	15794	16607
10	13492	14279	14629	15354	15704	16365	17178
11	13957	14823	15173	15916	16266	16936	17749
12	14422	15367	15717	16478	16828	17507	18320
13	14887	15911	16261	17040	17390	18078	18891
14	15352			17602	17952	18649	19462
15	15817			18164	18514	19220	20033
16						19791	20604

*Placement on guides above the BA guide require approved credits as indicated. Credits will be approved in accordance with Article 19 of this Agreement.

APPENDIX "B"

II. Salaries for Summer Employment

Section 1. Salaries for Employees in a position that is designated by the Board of Education action as a 12-month assignment shall be prorated at 1.15 times the applicable salary to which the Employee would be entitled if employed on a 10-month basis.

Section 2. Regular members of the Association who are employed during the summer to carry out any curricular program of the Board of Education shall be compensated in accordance with their appropriate placement on the teacher salary schedule.

Section 3. The term curricular program is defined as any activity which is a significant and expected part of the Employee's regular duties during the regular academic year.

Section 4. Work that is essentially maintenance in nature such as repair and inventory of equipment, painting, building or site maintenance or repair, and similar assignments are excluded from the definition of curricular program and compensated at an established rate of \$5 per hour.

Section 5. Both kinds of summer assignments are recognized as being separate contractual jobs and not extensions of the regular academic year employment relationship. All such assignments are, therefore, from year to year and subject each year to modification of time, elimination, extension, and personnel reassignment as the needs of the school system dictate.

Section 6. For summer work a full assignment for a proration base is 35 hours of service per week. Compensation for curricular programs will be prorated according to the length of service rendered based on such full assignment week.

Section 7. In assignments in which a class of students is instructed, the ratio of instructional time to planning and conferencing time will be 6:1; both will be included in the full assignment week, and both will be prorated in proration situations in the same ratio.

Section 8. For determining compensation for summer curricular programs, the placement on the teachers' salary schedule adopted for the coming year will be used, and 200 days will be considered a full year for purposes of prorating summer compensation.

APPENDIX "B"

III. Co-Curricular Salaries - 1974-75

A. JUNIOR--SENIOR HIGH SCHOOL

1. Salary Schedule for Athletics - no change

2. Salaries for Student Academic Activities

a. Yearbook Advisor	\$750
Senior High Student Council Advisor	\$650
Senior Newspaper Advisor	\$800
Literary Magazine Advisor	\$650

b. Yearbook Assistant (business)	\$450
Junior Student Council Advisor	\$550
Junior Newspaper Advisor	\$550
Senior Class Advisor	\$450

c. Interscholastic competition coaches	
Physics Team	\$300
Chemistry Team	\$300
Biology Team	\$300
Debating Team	\$300
Math League	\$300

d. Class Advisors, grades 7-11	\$300
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e. Sponsors of school clubs	\$100
Sponsors of Honor Society	\$100

3. Salaries for Dramatics and Music

a. Dramatic/Musical Production	
Director/Producer	\$700
Assistant Director	\$350
Conductor/Orchestra Director	\$350
Business Manager	\$100
Scenery	\$150
Staging	\$100
Costumes	\$100

b. Spring Variety Show	
Director/Producer	\$225
Assistant Producer	\$125
Business Manager	\$ 50

c. Nights of Drama	
Director	\$800

d. Special Musical Groups	
Folk Singers, Girls Trio	\$150
Madrigals, special groups	\$150
Dance Band	\$300

4. Supplementary Program Functions

A.V. Coordinator	\$600
Book Inventory	\$600
Coordinator of Special Science Programs	\$900

B. ELEMENTARY SCHOOLS

1. Salaries for Miscellaneous Functions

a. Coordinator of physical education programs	\$650
b. Director of elementary recreation/ intramural programs	\$350
c. Square dancing coach	\$350
d. Recreation/intramurals seasonal	\$150
e. Student Council advisor	\$100
f. Audiovisual aid coordinator	\$100

NOTE: The establishment of all co-curricular positions is subject to Board approval.

APPENDIX "B"

IV. Medical Insurance

All Employees covered by this Agreement (Appendix "A") are entitled to the following premium payment by the Board of Education in the Public and School Employees Health Benefits program:

Full premium cost on the individual employee

Full premium cost for all dependents

V. Tuition Reimbursement

All Employees covered by this Agreement (Appendix "A") are entitled to a reimbursement of 50% of tuition costs up to a maximum of one hundred fifty dollars (\$150.00) per annum for approved courses taken while under contract in Glen Rock. This reimbursement will be non-accumulative.

VI. Differentials

The salary for each of the following positions shall be determined by adding the specified amount listed below to an amount to which the incumbent would be entitled were he to have a normal classroom teaching assignment.

Department Chairmen	\$1000
Coordinator of Athletics	\$1300
Elementary Reading Specialist	\$ 200
Speech Therapist	\$ 200
Special Class Teacher	\$ 200
Guidance Counselor	\$ 500
Learning Disabilities Specialist	\$ 500
Psychologist	\$1000
Social Worker	\$ 500
Grade Coordinator	\$1300