

Contract # 63

AGREEMENT
BETWEEN THE
NORTH HANOVER TOWNSHIP EDUCATION ASSOCIATION
AND THE
BOARD OF EDUCATION OF NORTH HANOVER TOWNSHIP
THE COUNTY OF BURLINGTON
STATE OF NEW JERSEY
1990-1993

LIBRARY
INSTITUTE OF MANAGEMENT
AND LABOR RELATIONS
MAY 6 1991
RUTGERS UNIVERSITY

TABLE OF CONTENTS

	Page
Preamble.....	1
Article I - Recognition.....	2
Article II - Salaries.....	3-5
Article III - Negotiation Procedure.....	6
Article IV - Grievance Procedure.....	6-9
Article V - Professional Development and Educational Improvement for Teachers.....	9-10
Article VI - Unit Member Rights.....	11-12
Article VII - Association Rights and Privileges.....	12-13
Article VIII - Employment.....	13-15
Article IX - Leaves of Absence.....	15-18
Article X - School Calendar, Work Year, Work Day.....	18-21
Article XI - Promotions.....	21-22
Article XII - Professional Standards and Professional Procedures for Teachers.....	22
Article XIII - Class Size.....	22
Article XIV - Miscellaneous Provisions.....	22-24
Article XV - Reduction in Force.....	24-25
Article XVI - Evaluations.....	25-26
Article XVII - Representation Fee.....	26-27
Article XVIII - Extracurricular Work for Teachers.....	28
Article XIX - Duration of Agreement.....	28-29
Memorandum of Understanding.....	30

PREAMBLE

This agreement entered into by and between the Board of Education of North Hanover Township, New Jersey, hereinafter called the "Board" and the North Hanover Township Education Association, hereinafter called the "Association".

W I T N E S S E T H:

WHEREAS, the members of the teaching profession are particularly qualified to advise the formulation of policies and programs designed to improve education standards, and

WHEREAS, the Board has an obligation, pursuant to Chapter 123, Public Laws of 1974, to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm this Agreement.

In consideration of the following mutual covenant, it is hereby agreed as follows:

ARTICLE I

Recognition

A. Unit

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all unit personnel, regularly working twenty (20) or more hours per week, whether hourly, per diem or weekly, under contract, on leave, or employed including:

- Secretaries
- Clerk Assistants (including hourly Kodak Clerk)
- Classroom teachers and Special Education teachers
- Librarians
- Remedial teachers
- Music teachers
- Physical Education teachers
- Art teachers
- Nurses
- Learning Disabilities Consultants
- Social Workers
- Counselors
- Educational Assistants
- Cooks
- Hourly Cafeteria Personnel

but excluding:

- Superintendent
- Assistant Superintendent
- Principals
- Director of Curriculum/Instruction
- Psychologists
- Food Service Director
- Buildings and Grounds Supervisor
- Hourly Transportation Personnel
- Maintenance and Custodial Personnel

and all other employees not included above.

B. Definition of Unit Member

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

ARTICLE II

Salaries

A. Salary Schedule

1. The salaries of all unit members covered by this Agreement are set forth in the guides which are attached hereto and made a part hereof.
2. Unit members may once per year individually elect to have a fixed dollar figure of their monthly salary deducted from their pay. Such deductions shall be placed in an interest-bearing account to be deposited with the ABCO Public Employee Federal Credit Union. No changes shall be honored after initial application.
3. Unit members shall be paid on the 15th and the last day of the month. When a pay day falls on or during a school holiday, vacation, or weekend, unit members shall receive their pay checks on the last previous working day.
4.
 - a. Each unit member who has completed his or her respective end-of-year work assignments shall receive their final checks on the last working day in June. Completion of work assignments shall be determined by the appropriate administrator.
 - b. Any unit member who has exhausted sick leave prior to receiving the last pay check in June, and who would otherwise have a pay deduction, shall sign a statement prior to receiving the last check in June attesting to the obligation to repay such monies due in September of the following academic year, or to be obligated for repayment to the Board if employment has ceased.
5. Credit for service by a new hiree from another district shall be the subject of negotiations between the individual and the Board.
6.
 - a. Credit for salary in the teacher's guide beyond the bachelor's degree or master's degree shall be granted for courses in a field relative to a teacher's job function and shall not be credits necessary for certification. A master's degree in an elementary program is understood to meet this provision, as are courses which are requirements of such a degree program.
 - b. All educational assistants who have earned thirty (30) or more credits toward certification as an educational assistant will receive one hundred dollars (\$100.00) above the appropriate step on the salary guide.
 - c. All educational assistants who have earned educational assistant certification (minimum sixty [60] college credits) will receive two hundred dollars (\$200.00) above the appropriate step on the salary guide.

B. Insurance Protection

1. The Board shall provide the health care protection designated below. The Board shall pay for each unit member eligible and choosing to enroll the full single premium plan or the full family plan insurance coverage where appropriate.

a. The health insurance carrier shall be the Hospital Service Plan of New Jersey (Blue Cross/Blue Shield) and the Medical Surgical Plan of New Jersey (Blue Shield) or an equivalent for basic hospitalization and medical surgical coverage, current Rider J and Major Medical coverage.

Effective January 1, 1986 the Board shall implement a major medical, Rider J improvement to provide catastrophic coverage to two thousand dollars (\$2,000.00) and one hundred fifty dollars (\$150.00) for x-ray and one hundred fifty dollars (\$150.00) for laboratory under Hospital Service Plan and Medical Surgical Plan.

b. The Board of Education shall pay for each unit member eligible and choosing to enroll the full single or the full family prescription plan (commonly referred to as One Dollar [\$1.00] co-pay).

c. The Dental Insurance Carrier shall be the New Jersey Dental Service Plan, Inc., as follows:

100% Preventative and Diagnostic

80/20 Remaining Basic Services

60/40 Prosthodontic Benefits (crowns, inlays and gold restoration)

50/50 Orthodontic Benefits (maximum \$800.00)

2. The Board shall offer Health Maintenance Organization (HMO) benefits to those unit members who so elect as optional coverage for Hospital Service Plan, Medical Surgical Plan of New Jersey, Rider J and Major Medical to the extent of the prevailing premium. Any additional rate in premium for HMO will be borne by the unit member.

3. The Board shall provide to each unit member a description of the health care insurance coverage provided under this ARTICLE, no later than the beginning of the school year, which shall include a clear description of the conditions and limits of coverage as listed above. No two members of the same family shall receive duplicate coverage under the Board of Education plans.

4. Unit members on an extended leave or sabbatical leave shall be allowed to continue his/her various insurance benefits provided the premium (at group rate) payment from the unit member is delivered to the Board at least fifteen (15) days prior to the premium due date.

5. Only employees working twenty (20) or more hours per week on a regular schedule are to receive insurance benefits.
6. Nothing contained herein shall deny the right of the Board to determine the carrier for the insurance plans provided the Board demonstrates to the Association that any change in carriers will not reduce the range and levels of benefits and services.

ARTICLE III

Negotiation Procedure

A. Deadline Date

The parties agree to enter into the collective negotiations over an Agreement in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Negotiations shall commence in accordance with the rules and regulations of P.E.R.C. and initial demands of each party to this agreement shall be presented prior to the first negotiation session. Any agreement so negotiated shall apply to all unit members, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

B. Procedure

During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. The Board shall make available to the Association for inspection all pertinent records, data and information of the North Hanover Township School District in the public domain.

C. Selection of Representatives

Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations.

D. Administration of Agreement

The Superintendent of Schools shall meet with the President of the Association at least once a month on a mutually agreed upon day for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to by-pass the grievance procedure.

E. Exclusive Bargaining Representatives

The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE VIII of this Agreement, with any organization other than the Association for the duration of this Agreement.

F. Totality of Understanding

The parties agree that all negotiable items leading to this Agreement have been resolved and incorporated herein. If determined by mutual consent both the Board and Association may reopen a provision of this Agreement. Such modification, if any, shall be reduced to writing, signed by both parties and attached as a revision to this Agreement.

ARTICLE IV

Grievance Procedure

A. Definitions

1. A grievance shall mean a claim by an employee (1) that there has been a violation, misinterpretation or inequitable application of this Agreement, Board of Education policy provision or; (2) that he/she has been treated arbitrarily or capriciously by reason of an administrative decision. However, the term grievance shall not apply to any matter which (a) method of review is prescribed by law or State Board rule having the force and effect of law; (b) the Board of Education is without authority to act; or (c) a claim of a non-tenured unit member which arises by reason of his not being reemployed. As used in this definition the term "Employee" shall mean also a group of employees having the same grievance.
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 might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to secure at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or terms and conditions of employment of unit members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any unit member having a grievance to discuss the matter informally

with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. Procedure

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

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

3. Level One

A unit member with a grievance must make initial written submission to his principal or appropriate administrator not later than twenty (20) school days after the action or event challenged, thereafter the grievance shall be untimely and the Administration shall have no obligation to entertain the grievance. If the aggrieved person is not satisfied with the disposition of his grievance or if no decision has been rendered within five (5) school days after the presentation of the grievance, he may file the grievance in writing with the Superintendent of Schools.

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 ten (10) school days after the grievance was delivered to the Superintendent he may within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that his grievance be submitted to the Board of Education.

5. Level Three

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Board, he may within five (5) school days after a decision by the Board or fifteen school days after the grievance was delivered to the Board, whichever is sooner, request in writing that his grievance be submitted to arbitration.

6. Level Four

Within ten (10) school days after such written notice of submission to arbitration, the Board and 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 commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) days from the close of the hearings or, if oral hearings have been waived, then from the date of the final statements and proofs on the issues presented to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be binding upon the parties.

Acknowledging binding arbitration as the means of resolution for a dispute arising under this Agreement, there shall be no form of strike.

The cost for the services of the arbitrator, as agreed to by both parties shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

D. Rights of Unit Members to Representation

1. Any party in interest may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When a unit member is not represented by the Association, the Association shall have the right upon the request of the unit member to be present and to state its views at all stages of the grievance procedure.
2. No reprisals of any kind shall be taken by the Board or any member of the Administration against any party in interest, any building representative, any member of the Association or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. If, in the judgement of the Association, a grievance affects a group or class of unit members, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievances shall be commenced at Level Two. Such group or class grievances shall be signed by the unit members making such allegations.

2. All decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore 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.
3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
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 such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

ARTICLE V

Professional Development and Educational Improvement

A. Philosophy

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

If a teacher is required by the Board of Education to take a course of study then he/she shall be compensated for tuition costs provided a passing grade has been achieved.

B. Liaison Committee

In order to discuss problems of mutual concern, the following procedures apply:

1. The Liaison Committee shall be composed of three (3) administrators appointed by the Superintendent, three (3) unit members appointed by the Association President and chaired by the Superintendent of Schools or his designee.
2. A meeting of the Liaison Committee shall be scheduled for October, January and April of each year. Initiation of these meetings will be by either the Superintendent or the Association President (or their designees) submitting to the other in writing an agenda of items for discussion. The initiating party shall submit the proposed agenda within the last

fifteen (15) calendar days of the month prior to such meeting, suggesting three (3) dates and times of convenience for such meeting. The receiving party shall within seven (7) calendar days of receipt respond in writing with any other items for inclusion in the agenda and select one of the dates and times of convenience. Lack of initiation by either party within the time prescribed is understood to mean that there is no need for a meeting during that month.

3. It is specifically understood that the Liaison Committee is an internal instrument between the Board and Association and is intended to be confidential between the parties to this Agreement and not a public forum. Any report(s) emanating from the considerations of the committee shall also be confidential and forwarded to the Board for its review and consideration.
4. Any report(s) generated from this committee may be forwarded to the Board through the Superintendent and the Board will acknowledge receipt in writing within thirty (30) calendar days. The Board may accept, reject, modify or return such report(s) for further study.

C. In-Service

1. A committee shall be established to plan and implement in-service training. The composition of the committee shall consist of eight (8) members--five (5) to be named by the Association and three (3) to be named by the Board. One (1) Association representative shall be from each building in the district.
2. Any cost involved for such in-service training shall be borne by the Board.
3. Secretaries, Clerk Assistants, Cooks and Educational Assistants may have in-service days. In-service days may be on the same day(s) as teachers or on another day(s). Unit members may be permitted to attend seminars or assembly programs held on scheduled in-service days if such programs will be of benefit to their employment growth.
4. The determination of the Board concerning which unit members are appropriate for attending any session(s) remains the sole prerogative of the Board.

D. Professional Days for Unit Members

Any unit members, upon approval of the Superintendent, shall be granted time for professional visitation to schools, classrooms, or workshops both within and without the North Hanover Township School District. The Board will pay for the mileage, registration, and other pertinent expenses. Mileage reimbursement is twenty-one cents (21¢) a mile.

ARTICLE VI

Unit Member Rights

A. Rights and Protection in Representation

Pursuant to Chapter 123, Public Laws of 1974, the Board hereby agrees that every employee of the Board shall have the right to freely organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for the mutual aid and protection. As a duly selected body exercising governmental power and color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage, deprive or coerce any unit member in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any unit member with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Statutory Saving Clause

Nothing contained herein shall be construed to deny or restrict to any unit member such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to unit members hereunder shall be deemed to be in addition to those provided elsewhere.

C. Just Cause Provision

1. No unit member shall be disciplined, receive a written reprimand, reduced in rank or compensation or deprived of any commonly applied advantage without just cause. Any such action asserted by the Board of Education, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.
2. Except in abnormal circumstances, reprimand of any unit member shall be made in private and not in the presence of other parties.

D. Required Meeting or Hearing

1. Whenever any unit member is required to appear before a Principal, appropriate Administrator, Superintendent, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that unit member in his office, position, or employment or the salary or any increments pertaining thereto, then he/she shall be given prior notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview. Any suspension of a unit member pending charges by the Board shall be with pay.

2. The Board recognizes that during the course of a work day, situations arise that require immediate communication between the Superintendent, Assistant Superintendent/Board Secretary and other Administrators and the Association President. To compensate the Association President for loss of preparation periods/required after-school meetings (other than as agreed in Article III, Paragraph D), the Association President shall not be assigned supervision during the arrival and departure of students and have a guaranteed sixty (60) minute duty free lunch period daily.

E. Association Identification

No unit member shall be prevented from wearing pins or other identification of membership in the association or its affiliates.

ARTICLE VII

Association Rights and Privileges

A. Information

The Board of Education agrees to make available to the Association in response to reasonable requests pertinent data relative to the financial status of the district in the public domain. In the event that an Association representative is not present at a regular meeting of the Board of Education, permission may be granted to the President of the Association to review the minutes of such meeting. Personnel files will be open only to the individual requesting a review of his/her own file.

B. Released Time for Meetings

1. Whenever any representative of the Association or any unit member is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.
2. Unit members shall be entitled to representation at any meetings, conferences, or interviews called by the administration. Such meetings shall be held following the end of the school day whenever possible. Should circumstances require that such meeting be held during the school day, then it will be scheduled at a time that the unit member and an Association Representative (A.R.) are available to attend such meeting. If an A.R. is unavailable, then coverage shall be provided to ensure release time for the A.R.

C. Use of School Buildings

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, providing that this shall not interfere with or interrupt normal school operation. Such representative shall first check in at the School Office to request permission from the building principal.

The Association and its representatives shall have the privilege to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings. Consent will not unreasonably be withheld.

D. Use of School Equipment

The Association President or designee in each building may upon request have the privilege of using a school typewriter, an overhead projector or film projector, a duplicating machine (except Kodak, Mita, Cannon NP 270, Royal) at reasonable times, when such equipment is not otherwise in use. This privilege shall not be unreasonably withheld. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use, and the cost of machine repair if caused by Association use.

E. Bulletin Boards

The Association upon request shall be assigned space on the bulletin board in the central office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the building principal. The appropriateness of the material is to be determined mutually.

F. Mail Facilities

The Association may have the privilege of reasonable use of interschool mail boxes, and the appropriateness of the material shall be determined mutually. Except for meeting announcements, all other material shall be in sealed envelopes. The use of such facilities shall not be unreasonably denied.

G. Orientation Presentation

The Association may have the privilege to speak during the orientation program at the beginning of each school year to inform new unit members of the existence and purpose of the Association.

H. Exclusive Representative Agent

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

ARTICLE VIII

Employment

A. Notification of Contract and Salary

Unit members shall be notified of their contract and salary status for the ensuing year no later than April 30 of the school year except that such notification of salary status shall be dependent upon completion of salary negotiations for the next contract year.

B. Notification of Vacancies

No later than May 1 of each school year, the Superintendent shall post a list of the known vacancies which shall occur during the following school year.

C. Evaluation of Nontenured Teachers

Evaluation of nontenured teachers shall conform to applicable State Law.

D. Teacher Transfers

Teachers transferred during the month of August to the start of the school year shall be paid fifty dollars (\$50.00) if their room assignment or building is changed.

E. Change in Assignments

The Board shall notify each employee of any probable change in assignment for the ensuing school year no later than the last working day in May. The Board or its representative shall discuss with the President of the Association the assignments at the June conference in accordance with ARTICLE III, Paragraph D.

F. Involuntary Transfers

1. Notice of an involuntary transfer or reassignment shall be given to employees as soon as possible.
2. When an involuntary transfer or reassignment is necessary, consideration shall be given, among other things, to an employee's area of competence, length of service in a particular location, and all other relevant factors in determining which employee is to be transferred.
3. In the event that an employee objects to the transfer or reassignment, upon the request of the employee, the principal or appropriate administrator or his designee shall meet with him/her. The employee may, at his/her option have an Association representative present at such a meeting.
4. An employee being involuntarily transferred or reassigned shall be so transferred or reassigned only to an equivalent salary position.
5. The right regarding involuntary transfer or reduction in force resides with the Board.

G. Requests for Transfer

1. Any employee in the unit who desires to transfer to another building may file a written statement of the request to do so with the appropriate administrator, including the position and location to which transfer is desired.

2. In the review of requests for voluntary transfer, the Board shall consider the wishes of the individual employee and seniority but shall retain the right to dispose of any requests in accordance with the best interest of the school system. Such decisions remain the sole prerogative of the Board of Education.

ARTICLE IX

Leaves of Absence

A. Extended Leaves of Absence

1. Sabbatical Leave for Teachers

- a. One (1) teacher per year will, on application, be granted a full year sabbatical leave without pay, for the purpose of graduate study, travel if approved by the Board, or health reasons.
- b. During such leave, the teacher's benefits shall be frozen.
- c. The teacher upon returning from leave will be placed upon that step of the salary guide that he/she would have been placed at in the year that the leave was taken. No experience credit will be given for the year of the leave.
- d. No teacher with less than seven (7) years of continuous employment in the district shall be eligible for this leave.

2. Extended Disability Leave for Unit Personnel

- a. Due to a medical disability, a unit member shall be granted an extended leave of absence without pay (subject to paragraph C hereof) if any one of the following conditions exist:
 - (1) A notable and substantial decrease in work performance due to such disability.
 - (2) The presentation of certification from a medical doctor that the unit member is medically unable to continue work.
- b. The Board shall have the right to have such a unit member examined by its own physician; and, in the event of a disagreement between the Board's physician and the teacher's physician on such ability or inability, the question shall be referred to a physician engaged at the joint expense of the unit member and the Board for final and binding resolution.
- c. During the period of the unit member's personal medical disability, accumulated sick leave benefits in accordance with NJSA 18A:30-1 et seq. shall be paid until such benefits are exhausted or the personal medical disability has terminated.

- d. When the seeking of an extended leave of absence for medical disability can be anticipated, a unit member shall file a written request for such a leave with the Superintendent or his designee at least thirty (30) days in advance of the anticipated date on which said leave is to commence.
- e. Upon the termination of the medical disability the unit member shall return to work. In the event of disagreement, the date of said termination shall be established as set forth in Paragraph B above.

3. Child-Rearing Leave for Unit Personnel

A unit member may make application to the Board at least thirty (30) days before the effective date, for an unpaid child-rearing leave of absence, if a "natural" child is less than ninety (90) days of age or less than ninety (90) days in possession of parent(s) in the case of adoption of a child less than five (5) years of age. Upon application, said leave shall be granted by the Board for a period not to exceed one (1) year. The date of requested return by the unit member may be adjusted by the Board so as to commence in January or September following the end of the requested leave.

4. Illness in the Family

A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a member of the unit member's immediate family. The Board shall be entitled to assurance that the need exists. Return from this leave shall be September 1 or January 1. Definition of immediate family in this instance shall be spouse, child, parent, or step-child living in the household.

5. Conditions

Unless otherwise indicated, the following conditions shall apply to extended leaves of absences.

- a. Requests shall be in writing and approved by the Superintendent of Schools.
- b. Further extensions shall be at the will of the Board of Education.
- c. Salary increments shall not accrue.
- d. Sick leave shall not accrue, but unused sick leave days held at the start of the leave shall be reinstated.
- e. Written notice of intention to either return or resign shall be given the Superintendent of Schools by April 1 of the year in which the leave expires.
- f. The Board of Education shall consider any application for an extended leave without pay on an individual case by case basis and the decision to grant same or not shall lie solely in the Board.

B. Temporary Leaves of Absence

1. Sick Leave for Unit Personnel

a. Accumulative

In accordance with statute all unit members shall be entitled to ten (10) days sick leave each school year. Unused sick leave shall be accumulative from year to year without limit.

Unit members shall be given a written accounting of accumulated sick leave days no later than September 30 of each school year.

b. Non-accumulative

Unit members shall be allowed non-accumulative additional sick leave in the following instance:

When an illness or accident is serious enough to warrant a full year leave of absence without pay, a doctor's certificate will be required.

2. Retirement Pay for Unit Personnel

The Board shall provide a payment based upon accumulated sick leave to a unit member who retires under New Jersey Pension Statutes, as certified by the New Jersey Division of Pensions. Payment for certificated personnel shall be seventeen dollars and fifty cents (\$17.50) in 1990-1991 and twenty dollars (\$20.00) effective 1991-1992 per accumulated sick leave day provided the teacher has saved a minimum of forty (40) accumulated sick leave days. Payment for all other personnel in this bargaining unit shall be twelve dollars and fifty cents (\$12.50) in 1990-1991 and fifteen dollars (\$15.00) effective 1991-1992 per accumulated sick leave day provided the unit member has saved a minimum of forty (40) accumulated sick leave days.

3. Personal Leave

- a. Each unit member shall be entitled up to three (3) days of leave with pay annually for reason of personal business.
- b. Personal business shall mean business which could not be scheduled for other than a work day during work hours.
- c. Such leave shall also be for "reasons of emergency" as approved by the Superintendent of Schools.
- d. The Superintendent, if he suspects that the request for personal leave is for reasons not intended for personal use, may request verification.
- e. Personal leave shall be convertible to sick leave at the end of each year by the formula of two (2) personal leave days for one (1) accumulated sick leave day.

4. Bereavement Leave

- a. Each unit member shall be allowed leave with pay up to and including the day of the funeral in the event of the death in their immediate family or resident of immediate household. Immediate family shall be defined as spouse, child, mother, father, brother, sister, step-parent, mother-in-law, father-in-law, or step-child living in the household. If the funeral is held a distance of over two hundred (200) miles from the unit member's residence, the unit member will receive the day after the funeral with pay for the purpose of travel.
- b. Each unit member shall be allowed leave with pay the day of the funeral in the event of the death of a unit member's sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, grandchild, or step-child not living in the same household. If the funeral is held a distance of over two hundred (200) miles from the unit member's residence, the unit member will receive the day before and the day after the funeral with pay for the purpose of travel.
- c. Personal days may be used in the event of death of a unit member's friend or other relative.

5. Jury Duty

A unit member shall, when queried by a court of jurisdiction, request that any necessary jury duty be served during non-working summer months. If jury duty notification is received by a member, it shall be submitted to the Superintendent within forty-eight (48) hours of reception. Should jury duty be required, then the Board shall compensate the member the differential between normal base pay and the jury duty compensation. This offset shall not include meal allowance and mileage.

6. Absence Record

The "Absence Record" attached hereto shall be a part of the agreement.

ARTICLE X

School Calendar, Work Year, Work Day

A. Adoption of Academic Calendar

There shall be informal discussions between the Association and the administration concerning the adoption of the academic calendar. These suggestions will be presented to the Board for final approval.

The Superintendent of Schools shall arrange informal discussions between the administration and two (2) representative faculty members from each school selected yearly by each principal to discuss items related to the school calendar, after they have consulted with the unit members within the school. The above committee shall also include the Association President and one (1) other unit member chosen by the Association.

If the Board is contemplating a change in the school calendar then a committee for the Board will first meet with the Association prior to implementation of the change.

B. Work Year

1. Teacher Work Year

The work year shall be one hundred eighty-five and one-half (185½) work days when teachers are present for duty, including parent-teacher conferences, in-service days and teaching days. Such days are full time equivalent days of duty. The one-half day shall be equal to four (4) hours of instruction. One (1) additional orientation day shall be required of teachers new to the district. It is understood that an emergency situation(s) may be required that a day(s) be added in order to insure at least one hundred eighty (180) instructional days.

2. Secretary and Clerk Assistant Work Year

Employees in the unit shall work from September 1 through June 30 but shall not be required to report for work on days which the schools are closed except in emergency situations and those days required during the summer and that the pay of such shall be pro rata of pay based on the successor agreement effective September.

3. Cook Work Year

Cooks shall work one hundred eighty-three (183) days per year. Cooks will be available during the in-service day(s) as needed. All weekend and holiday cooks' work shall be voluntary and shall be paid at the rate of time plus one-half for all hours worked. Volunteers from the school where the activity is taking place should be given first preference to work. Management reserves the right to assign if no employee volunteers for work. Employees shall be paid for a minimum of four (4) hours for all overtime worked on weekends or holidays. The rate of pay for overtime shall be based on a one hundred eighty-three (183) day school year.

4. Educational Assistant Work Year

The Educational Assistants' work year shall be one hundred eighty-five and one-half (185½) work days.

C. Teacher Work Day

1. The work day for teachers shall be six and one-half (6½) hours of instruction with teachers present in their assigned rooms ready for instruction but excluding professional or faculty meetings, and excepting an emergency. Nurses and Child Study Team members' work day shall be six and three-quarters (6-¾) hours.
2. In addition, each school shall establish a rotating supervisory schedule to adequately cover arrival and departure of students for fifteen (15) minutes beyond the above specified teacher work day.

3. Teachers shall have a sixty (60) minute daily duty-free lunch period except in inclement weather or other emergency when playground or cafeteria duty can be assigned on a rotating basis. No faculty grade level meeting or individual meeting shall be scheduled during the teachers' regularly scheduled lunch hour.
4. Teachers participation in and attendance at one (1) Open House and one (1) Spring Fair shall be in addition to the aforesaid work day.
5. Parents of Clarence B. Lamb School students shall continue to have the option of one (1) evening for conference.
6. The work schedule or work day for kindergarten teachers will not be extended during parent/teacher conference days.
7. Participation in the "Environmental Education Program" shall be voluntary.

D. Secretary and Clerk Assistant Work Day

1. All secretaries and clerk assistants shall work six (6) hours and forty-five (45) minutes per day exclusive of a lunch period. All approved work performed over forty (40) hours in a calendar week shall be paid at the rate of time plus one-half.
2. SUMMER HOURS: All members of the clerical unit required to work during the summer will work five (5) hours and thirty (30) minutes per day exclusive of a lunch period (9:00 A.M. to 3:30 P.M.). Summer time is defined as the day after the teaching staff leaves in June through August 31st.
3. Reasonable hours encompassing the work day will be established by the school district for all secretaries and clerk assistants.
4. When it is necessary for a clerk assistant to substitute for a secretary the clerk assistant will receive additional compensation at the rate of 10% of the clerk assistant's salary per diem.

E. Educational Assistant Hours of Work

1. The work day for educational assistants in the district shall be a six and three-quarter (6-3/4) hour day. Educational assistants will be required to be present at least fifteen (15) minutes prior to the start of the students' instructional day. Rotating duty schedules will be designed to insure maximum supervision of the children. The work day will include lunch but exclude professional or faculty meetings and excepting an emergency.
2. Reasonable hours encompassing the work day will be established by the school district for all educational assistants.

F. Cook Hours of Work

1. All cooks shall work six (6) hours per day. All approved work performed over forty (40) hours in a five (5) day week shall be paid at the rate of time plus one-half. All work between thirty (30) and forty (40) hours shall be paid at straight time. All time over thirty (30) hours will be based on one-half ($\frac{1}{2}$) hour.
2. Reasonable hours encompassing the work day will be established by the school district for all cooks.
3. All weekend and holiday cafeteria work shall be voluntary and shall be paid at the rate of time plus one-half for all hours worked. Volunteers from the school where the activity is taking place should be given first preference to work. Management reserves the right to assign if no employee volunteers for the work. The rate of pay for overtime shall be based on a one hundred eighty-three (183) day school year.
4. When it is necessary for an hourly cafeteria worker to substitute for a cook, the hourly cafeteria worker shall receive additional compensation at the rate of ten percent (10%) of their hourly rate.

ARTICLE XI

Promotions

A. Application Procedure

A unit member may apply for any position at any time. Such applications should be in writing, addressed to the Superintendent of Schools. Applications will be considered should such vacancy occur, either during the school year or during the summer. This application should be renewed annually.

B. Filling Positions

In filling a vacancy, the Board agrees to give due weight to the background and attainments of all applicants, the length of time each has been in the school system, and other relevant factors. The decision of the Board as to the filling of such vacancies shall, however, be final.

In filling promotional vacancies to administrative positions the Board shall consider the qualifications, background, attainments, and other relevant factors, including service in the school district of all applicants from within the school district. The supervisory levels and the filling of newly created supervisory and administrative positions is a prerogative of the Board, and the decision of the Board with respect to such matters shall be final.

A notice of a vacancy in a position on the administrative level shall be posted. Unit members who desire to apply for such a vacancy shall submit an application in writing within the time limit specified on the notice.

The parties recognize that changes in assignments in the elementary schools and transfers between schools will be necessary. The right of determination to assign or transfer a unit member is vested in the Board. The ultimate determination regarding transfers, both voluntary and involuntary, resides solely with the Board of Education.

ARTICLE XII

Professional Standards and Professional Procedures for Teachers

- A. The Board and the Association agree that all teachers shall:
 - 1. Share equally in the performance of all duties and responsibilities relating to the display case only.
 - 2. Share in the use of facilities and clerk assistants.
 - 3. The Board shall make reasonable efforts to add to the per diem substitute list teachers for Art, Music, Library and Physical Education. It is understood the Board has sole authority in this area.
- B. In the assignment of lunch/playground duties to teachers in each school, distributions shall be rotated as equitably as possible over the academic year.

ARTICLE XIII

Class Size

It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to continue its effort to keep class size at an acceptable number while keeping the best interests of the district in mind. It is understood that the Board has sole authority in this area.

ARTICLE XIV

Miscellaneous Provisions

- A. This Agreement constitutes Board policy for terms of said Agreement; the Board and the Association shall carry out the commitments contained herein and give them full force and effect.
- B. If any provision of the Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to the 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.

- C. Any individual contract between the Board of Education and an individual unit member heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of the Agreement with the exception of nontenured unit members in regard to a grievance and relative to reemployment as indicated under Grievance Procedure Article III Section A. 1.
- D. The Board and the Association agree that there shall be no discrimination, and that all practices, procedure, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotions, transfers, or discipline of unit members or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- E. Whenever any notice is required to be given by either of the parties to this agreement to the other, pursuant to the provision(s) of this agreement, either party shall do so by telegram or registered letter at the following addresses:
 - 1. If by the Association, to the Board at Columbia School.
 - 2. If by the Board, to the Association at P.O. Box 474, Cookstown, NJ 08511.
- F. Except as otherwise specified in this agreement, the Association recognizes that the Board has responsibility and authority to manage and direct, in behalf of the public, all of the operations and activities of the school district to the full extent authorized by law.
- G. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise distract from any unit member benefit existing prior to its effective date. Changes in the terms and conditions of employment shall be negotiated with the Association in accordance with the requirements of Chapter 123, P.L. of 1974.
- H. The parties agree to follow the procedures outlined in the Agreement, and to use no other channels to resolve any question or proposal until the procedures within the Agreement are fully exhausted.
- I. An employee shall continue to follow an established administrative directive or a Board Policy even though a grievance procedure is initiated in regard to such directive or Board Policy, until such time that the grievance is adjudicated.
- J. **Miscellaneous Cafeteria Provisions**
 - 1. All newcooks shall be issued an initial contract.
 - 2. An employee who is required to use his/her own vehicle in the performance of his/her work shall be reimbursed at the rate established by the Board. It is understood that Columbia, Discovery, Atlantis and Challenger Elementary Schools are considered one complex and there is no mileage paid for travel between these schools.
 - 3. It is understood that food handlers (servers) will not handle money when serving food.

4. The practice of cleanup (sweeping and mopping in the kitchen areas) shall continue to be as required.
5. The Board of Education shall pay tuition for courses or workshops in relation to the employee's job. Prior approval must be obtained from the Assistant Superintendent/Board Secretary. The employee shall furnish proof of payment and a passing grade of the course before payment will be made.

ARTICLE XV

Reduction in Force

A. Procedure for Teachers

1. The Association shall be notified of any anticipated RIF prior to public announcement in order to allow for Association consultation with the Board of Education.
2. All teachers shall be notified of their employment status no later than April 30 of each school year. If a RIF for the coming academic year is known by the Board prior to March 30 the teachers affected will be notified at that time.
3. Selection
Any reduction in force of tenured unit members shall be in accordance with N.J.S.A. 18A:28-9 et seq.
4. Recall
Tenured unit members shall be recalled in accordance with N.J.S.A. 18A:28-9 et seq.
5. Reemployment Rights
 - a. All unused accumulated sick leave to which a teacher was entitled at the time of reduction in force shall be restored to the teacher upon return to active employment.
 - b. Teachers who are reemployed shall be placed on the proper step of the salary guide based on the years of experience by excluding such time as may have occurred while on reduction status.
6. Notice
Each teacher placed on the reduction status shall receive a letter from the Board or its administrative agent indicating that the reason for nonreemployment is due solely to RIF. A copy of such a letter shall be placed in the teacher's personnel file.

7. Teachers who have been "rified" in the past, or who shall be "rified" in the future, upon return shall receive all prior service credits.

B. Termination of Employment for Secretaries, Clerk Assistants, Educational Assistants, and Cooks

The contract of a nontenure employee may be terminated by either the Board or by the employee upon prior written notification of at least thirty (30) calendar days. Such termination carried out by the Board need not be for cause nor is it required that a statement of reasons be given or a hearing afforded. However, the parties acknowledge that they are in agreement that it is to their mutual benefit that terminated employees shall be made aware of the reasons for termination if requested in writing within five (5) school days. To that end, the Board shall attempt (at its discretion) to furnish a statement of reasons for termination and grant an opportunity for an informal hearing, if requested in writing within another five (5) school days, to a terminated employee. Nothing contained herein shall be construed as an attempt to alter in any way, nor to add to, the requirements of law concerning the termination of the employment of tenure employees, nor does this preclude layoff by the school district of any employee.

C. Reduction in Force for Secretaries, Clerk Assistants, Educational Assistants, and Cooks

If an employee is to be reduced in force because of economic circumstances, then such shall be done by seniority within that category (example: secretary, clerk assistant, bookkeeper, etc.) and he/she shall be placed in a recall pool for one (1) year's duration. The above, however, is not applicable for any employee who is not offered subsequent appointment nor will this apply to any employee whose individual contract is cancelled by notice of either party in accordance with such contract's time provisions.

ARTICLE XVI

Evaluations

A. Procedure

1. No unit member shall be required to sign a blank evaluation/observation report. In addition, no other evaluative materials will be added to a report by the administration unless the unit member has been afforded the opportunity for signature and disclaimers prior to the filing of the report.
2. No mechanical surveillances shall be utilized in observing or evaluating a unit member.
3. Nothing precludes a unit member requesting a second evaluation from the administration because of substantive mitigating circumstances present during the prior evaluation/observation.

B. Personnel File

1. Unit members upon reasonable notice to the Superintendent of Schools have a right to inspect and have access to their personnel file.
2. Nothing shall be placed in such file without the unit member's knowledge.
3. The unit member shall sign any document before same is placed in the file. Such signature shall indicate knowledge of the matter being placed in the file, and not indicate agreement with the contents of such documents.
4. The unit member shall have the right to respond to any materials placed in his/her personnel file. Such response shall not exceed two (2) typewritten pages and may not be removed from the file unless the document to which it relates is also removed.

ARTICLE XVII

Representation Fee

A. Purpose of Fee

If a unit member does not become a member of the Association during any employment year which is covered in whole or in part of this Agreement, said member will be required to pay a representation fee to the Association. The purpose of this fee will be to offset the unit member's per capita cost of service rendered by the Association as majority representative.

B. Amount of Fee

1. Notification

Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be equal to eighty-five percent (85%) of that amount.

2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee shall be equal in amount of eighty-five percent (85%) of the regular membership dues, initiation fees and assessments charged by the Association to its own members.

C. Deduction and Transmission of Fee

1. Notification

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those unit

members who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such unit members, in accordance with Paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

2. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each unit member on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid.

After the unit member begins his/her employment in a bargaining unit position, unless the unit member previously served in a bargaining unit position and continued in the employ of the Board in a nonbargaining unit position or was on layoff, in which event the deduction will begin with the first paycheck paid after the resumption of the unit member's employment in the bargaining unit position.

3. Mechanics

Except as otherwise provided in this ARTICLE, the mechanics for the deduction of the representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those for the deduction and transmission of regular membership dues to the Association.

4. Changes

The Association will notify the Board, in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions after the Board receives said notice.

5. New Unit Members

On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all unit members who began their employment in a bargaining unit position during the preceeding thirty (30) day period. The list will include names, job titles and dates of employment for all such employees.

6. The Association agrees to "save harmless" the Board from any claims arising out of the ARTICLE.

ARTICLE XVIII

Extracurricular Work for Teachers

- A. Teachers shall be paid twenty dollars (\$20.00) per hour for participation in the evening concerts and talent shows.
- B. Teachers shall not be expected to participate in programs after school involving:
 - 1. Evening of Learning
 - 2. Computers for Parents
 - 3. Transitional First Grade for Parents
 - 4. Operation Aware
 - 5. Gifted and Talented Programs
 - 6. Growing-Up Grades 5 and 6

unless specifically directed in writing to so participate by the Board or the Superintendent, in which event teachers so directed shall be compensated at the hourly rate of twenty dollars (\$20.00) for such work beyond the normal work day. Any teacher initiating any of the above or similar programs on their own, shall not be compensated for same.

- C. Teachers participating in curriculum development after the normal workday at the direction of the Superintendent shall be paid twelve dollars and fifty cents (\$12.50) per hour for 1988-89 retroactive to July 1, 1988 and fifteen dollars (\$15.00) per hour for 1989-90, effective July 1, 1989.
- D. In-service courses concluded after the normal workday shall be reimbursed, effective July 1, 1988, at the rate of twenty-five dollars (\$25.00) per hour for a solo instructor. If instruction is on a team basis, compensation for the instructor shall be twenty dollars (\$20.00) per hour per team instructor. Those who participate by taking the course after the normal workday shall be compensated at the rate of ten dollars (\$10.00) per hour.

ARTICLE XIX

Duration of Agreement

- A. This Agreement signed as of the *26th* day of *March* 19 *91* shall become effective as of July 1, 1990 and shall continue in effect until June 30, 1993 subject to the Association's right to negotiate over a successor agreement as provided in ARTICLE III.
- B. In Witness Whereof the Association has caused this Agreement to be signed by its President and Secretary and the Board has caused this Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon, all on the day and year first above written.
- C. Language modifications shall be effective the date of signing and salary modifications shall be retroactive to July 1, 1990.

NORTH HANOVER TOWNSHIP EDUCATION ASSOCIATION

BY *Edward Duschul*
Its President

BY *Joseph F. McDonald*
Its Secretary

Negotiating for:

The Board of Education

- Mr. Edward R. Drechsel, Jr.
- Mr. Charles M. Schroeder
- Mr. Clinton R. Miller
- Mr. Joseph F. McDonald

NORTH HANOVER TOWNSHIP BOARD OF EDUCATION

BY *Carole J. Bergeron*
Its President

BY *Audrea Johnson*
Its Secretary

The Association

- Mrs. Carole Bergevin, President
- Mrs. Sandra Roy, Vice President
- Mr. Hriar Zakarian, NJEA
- Mrs. Kimberly Rauschenbach
- Mrs. Mary Currie
- Mrs. Shirly Walter
- Mrs. Deanna Quinn
- Mr. Anthony Inverso

MEMORANDUM OF UNDERSTANDING

The North Hanover Township Education Association and the North Hanover Board of Education do warrant and confirm the following contractual obligations to each other:

1. Insurance coverage practices of the Board shall continue in the future as they have in the past concerning employee benefits unless modified by specified contractual obligations incorporated in a subsequent negotiated Agreement between the parties.
2. The two (2) previous exceptions whereby the Board provided insurance coverage for bargaining unit employees who worked less than twenty (20) scheduled hours per week shall not be precedent to future contract interpretations.

FOR THE BOARD

FOR THE ASSOCIATION

Edward Decker
President

Carole J. Bergner
President

Joseph F. McNamee
Secretary

Pauline H. Johnson
Secretary

March 26, 1991
Date of Signing

THE PUBLIC SCHOOLS OF NORTH HANOVER TOWNSHIP
BURLINGTON COUNTY
NEW JERSEY

UNIT MEMBER'S ABSENCE RECORD

(To be handed in to the office immediately
upon your return following each absence.)

NAME _____ GRADE _____ SCHOOL _____

Date(s) of Absence _____

Number of Days in this period of absence _____

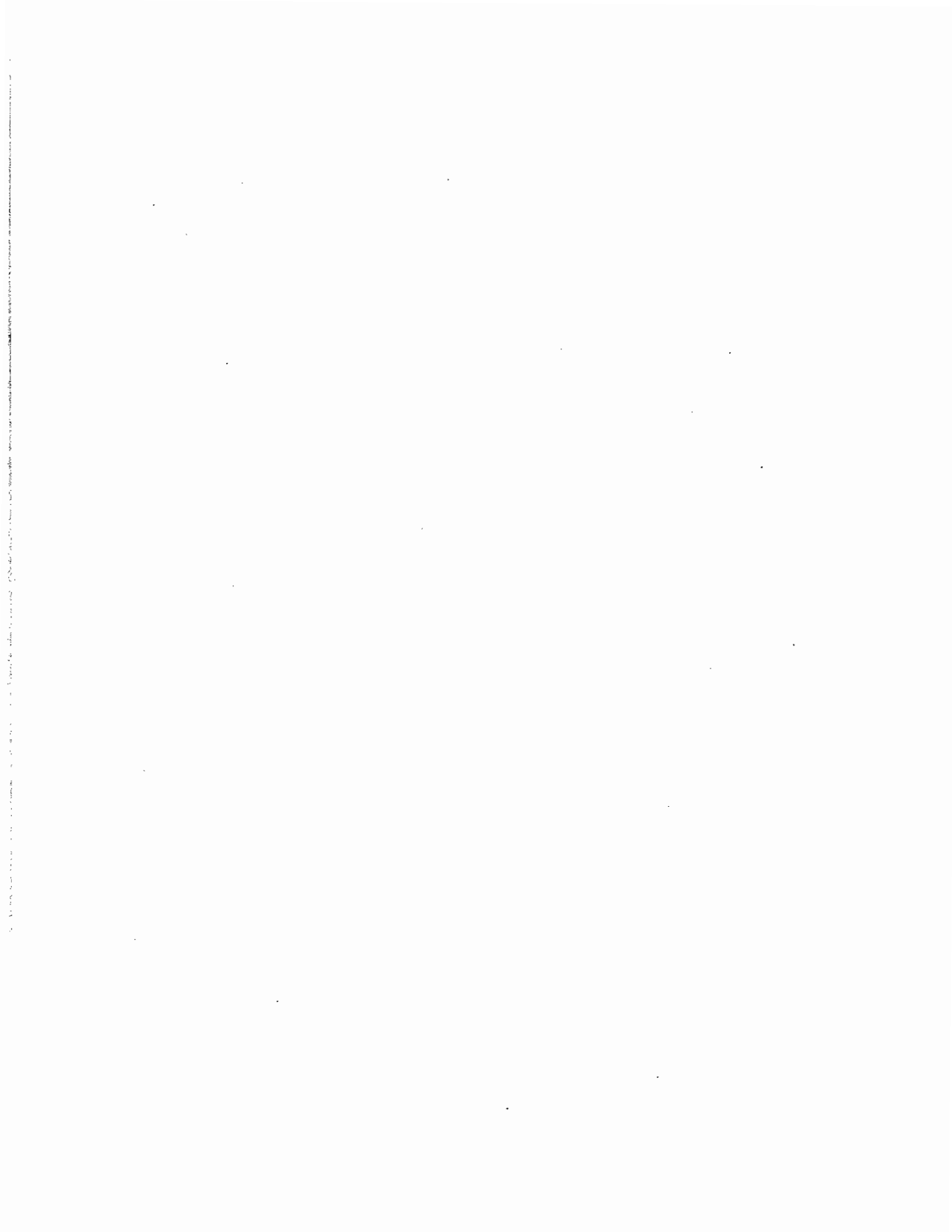
My absence from duty on the above date(s):
(Check the proper statement.)

- _____ Was caused by temporary physical disability.
- _____ Was for personal reason (Personal business shall mean that business which could not be scheduled for other than a school day during school hours or for other serious unanticipated emergency reason.)*
- _____ Was due to death in the immediate family or resident of immediate household.
- _____ Was for other reasons (please state reason), and is without pay. Such reason must be specifically given and shall be subject to Superintendent of Schools approval.
- _____ Authorized professional day(s) with pay.
- _____ Bereavement. Death of _____
- _____ Staff Development, CST Staffings, etc. _____

I hereby certify that the above information is correct.

(Unit Member's Signature)

*If the Superintendent of Schools suspects that the request for personal leave is for reasons not intended for a personal day use, he may request verification.



1990-91 Salary Guide - Teachers -- September 1-December 31, 1990

<u>STEP</u>	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	24,065	24,665	25,265	25,865	26,465	27,065
2	24,565	25,165	25,765	26,365	26,965	27,565
3	24,865	25,465	26,065	26,665	27,265	27,865
4	25,265	25,865	26,465	27,065	27,665	28,265
5	25,565	26,165	26,765	27,365	27,965	28,565
6	27,215	27,815	28,415	29,015	29,615	30,215
7	27,915	28,515	29,115	29,715	30,315	30,915
8	28,565	29,165	29,765	30,365	30,965	31,565
9	29,165	29,765	30,365	30,965	31,565	32,165
10	29,815	30,415	31,015	31,615	32,215	32,815
11	30,415	31,015	31,615	32,215	32,815	33,415
12	30,815	31,415	32,015	32,615	33,215	33,815
13	31,365	31,965	32,565	33,165	33,765	34,365
14	32,015	32,615	33,215	33,815	34,415	35,015
15	32,615	33,215	33,815	34,415	35,015	35,615
16	33,265	33,865	34,465	35,065	35,665	36,265
17	33,965	34,565	35,165	35,765	36,365	36,965
18	34,715	35,315	35,915	36,515	37,115	37,715
19	35,315	35,915	36,515	37,115	37,715	38,315
20	36,065	36,665	37,265	37,865	38,465	39,065
21	36,915	37,515	38,115	38,715	39,315	39,915
22	37,615	38,215	38,815	39,415	40,015	40,615
23	38,365	38,965	39,565	40,165	40,765	41,365
24	39,165	39,765	40,365	40,965	41,565	42,165
25	40,515	41,115	41,715	42,315	42,915	43,515

All teachers with 8-12 years of completed service in the North Hanover Township School District shall receive a \$100.00 longevity stipend.

All teachers with 13-19 years of completed service in the North Hanover Township School District shall receive a \$200.00 longevity stipend.

All teachers with 20 or more years of completed service in the North Hanover Township School District shall receive a \$300.00 longevity stipend.

New teachers entering the district with experience between zero (0) to three (3) years will be placed on Step One (1).

TEACHERS' GUIDE 1990-1991 -- January 1-June 30, 1991

STEP	BA	BA +15	BA +30	MA	MA +15	MA +30
1	24,645	25,245	25,845	26,445	27,045	27,645
2	25,145	25,745	26,345	26,945	27,545	28,145
3	25,445	26,045	26,645	27,245	27,845	28,445
4	25,845	26,445	27,045	27,645	28,245	28,845
5	26,145	26,745	27,345	27,945	28,545	29,145
6	27,795	28,395	28,995	29,595	30,195	30,795
7	28,500	29,100	29,700	30,300	30,900	31,500
8	29,150	29,750	30,350	30,950	31,550	32,150
9	29,750	30,350	30,950	31,550	32,150	32,750
10	30,400	31,000	31,600	32,200	32,800	33,400
11	31,000	31,600	32,200	32,800	33,400	34,000
12	31,400	32,000	32,600	33,200	33,800	34,400
13	31,950	32,550	33,150	33,750	34,350	34,950
14	32,600	33,200	33,800	34,400	35,000	35,600
15	33,200	33,800	34,400	35,000	35,600	36,200
16	33,850	34,450	35,050	35,650	36,250	36,850
17	34,550	35,150	35,750	36,350	36,950	37,550
18	35,300	35,900	36,500	37,100	37,700	38,300
9	35,900	36,500	37,100	37,700	38,300	38,900
0	36,650	37,250	37,850	38,450	39,050	39,650
1	37,500	38,100	38,700	39,300	39,900	40,500
2	38,200	38,800	39,400	40,000	40,600	41,200
3	38,950	39,550	40,150	40,750	41,350	41,950
4	39,750	40,350	40,950	41,550	42,150	42,750
5	41,100	41,700	42,300	42,900	43,500	44,100

11 teachers with 8-12 years of completed service in the North Hanover Township School District shall receive a \$100.00 longevity stipend.

11 teachers with 13-19 years of completed service in the North Hanover Township School District shall receive a \$200.00 longevity stipend.

1 teachers with 20 or more years of completed service in the North Hanover Township School District shall receive a \$300.00 longevity stipend.

w teachers entering the district with experience between zero (0) to three (3) years will be placed on Step One (1).

TEACHERS' GUIDE -- 1991-1992

<u>STEP</u>	<u>BA</u>	<u>BA +15</u>	<u>BA +30</u>	<u>MA</u>	<u>MA +15</u>	<u>MA +30</u>
1	26,245	26,845	27,445	28,045	28,645	29,245
2	26,945	27,545	28,145	28,745	29,345	29,945
3	27,650	28,250	28,850	29,450	30,050	30,650
4	28,350	28,950	29,550	30,150	30,750	31,350
5	29,050	29,650	30,250	30,850	31,450	32,050
6	29,750	30,350	30,950	31,550	32,150	32,750
7	30,450	31,050	31,650	32,250	32,850	33,450
8	31,150	31,750	32,350	32,950	33,550	34,150
9	31,850	32,450	33,050	33,650	34,250	34,850
10	32,550	33,150	33,750	34,350	34,950	35,550
11	33,050	33,650	34,250	34,850	35,450	36,050
12	33,550	34,150	34,750	35,350	35,950	36,550
13	34,250	34,850	35,450	36,050	36,650	37,250
14	34,950	35,550	36,150	36,750	37,350	37,950
15	35,650	36,250	36,850	37,450	38,050	38,650
16	36,350	36,950	37,550	38,150	38,750	39,350
17	37,050	37,650	38,250	38,850	39,450	40,050
18	37,755	38,355	38,955	39,555	40,155	40,755
19	38,455	39,055	39,655	40,255	40,855	41,455
20	39,455	40,055	40,655	41,255	41,855	42,455
21	40,455	41,055	41,655	42,255	42,855	43,455
22	41,455	42,055	42,655	43,255	43,855	44,455
23	42,455	43,055	43,655	44,255	44,855	45,455
24	43,455	44,055	44,655	45,255	45,855	46,455
25	44,455	45,055	45,655	46,255	46,855	47,455

All teachers with 8-12 years of completed service in the North Hanover Township School District shall receive a \$100.00 longevity stipend.

All teachers with 13-19 years of completed service in the North Hanover Township School District shall receive a \$200.00 longevity stipend.

All teachers with 20-24 years of completed service in the North Hanover Township School District shall receive a \$300.00 longevity stipend.

All teachers with 25 or more years of completed service in the North Hanover Township School District shall receive a \$500.00 longevity stipend.

New teachers entering the district with experience between zero (0) to three (3) years will be placed on Step One (1).

SALARY GUIDE -- TEACHERS -- 1992-1993

STEP	<u>BA</u>	<u>BA +15</u>	<u>BA +30</u>	<u>MA</u>	<u>MA +15</u>	<u>MA +30</u>
1	28,670	29,270	29,870	30,470	31,070	31,670
2	29,370	29,970	30,570	31,170	31,770	32,370
3	30,070	30,670	31,270	31,870	32,470	33,070
4	30,770	31,370	31,970	32,570	33,170	33,770
5	31,470	32,070	32,670	33,270	33,870	34,470
6	32,170	32,770	33,370	33,970	34,570	35,170
7	32,870	33,470	34,070	34,670	35,270	35,870
8	33,570	34,170	35,770	35,370	35,970	36,570
9	34,270	34,870	35,470	36,070	36,670	37,270
10	34,970	35,570	36,170	36,770	37,370	38,970
11	35,670	36,270	36,870	37,470	38,070	38,670
12	36,370	36,970	37,570	38,170	38,770	39,370
13	37,070	37,670	38,270	38,870	39,470	40,070
14	37,770	38,370	38,970	39,570	40,170	40,770
15	38,470	39,070	39,670	40,270	40,870	41,470
16	39,170	39,770	40,370	40,970	41,570	42,170
17	39,870	40,470	41,070	41,670	42,270	42,870
18	40,570	41,170	41,770	42,370	42,970	43,570
19	41,270	41,870	42,470	43,070	43,670	44,270
20	42,270	42,870	43,470	44,070	44,670	45,270
21	43,270	43,870	44,470	45,070	45,670	46,270
22	44,270	44,870	45,470	46,070	46,670	47,270
23	45,270	45,870	46,470	47,070	47,670	48,270
24	46,270	46,870	47,470	48,070	48,670	49,270
25	47,800	48,400	49,000	49,600	50,200	50,800

All teachers with 8-12 years of completed service in the North Hanover Township School District shall receive a \$100.00 longevity stipend.

All teachers with 13-19 years of completed service in the North Hanover Township School District shall receive a \$200.00 longevity stipend.

All teachers with 20-24 years of completed service in the North Hanover Township School District shall receive a \$300.00 longevity stipend.

All teachers with 25 or more years of completed service in the North Hanover Township School District shall receive a \$500.00 longevity stipend.

New teachers entering the district with experience between zero (0) to three (3) years will be placed on Step One (1).

1990-1991 SALARY GUIDE -- SECRETARIES

SEPTEMBER 1-DECEMBER 31, 1990

JANUARY 1-JUNE 30, 1990

<u>STEP</u>	<u>SALARY</u>	<u>STEP</u>	<u>SALARY</u>
1	13,360	1	13,780
2	13,560	2	13,980
3	13,760	3	14,180
4	13,960	4	14,380
5	14,160	5	14,580
6	14,360	6	14,780
7	14,560	7	14,980
8	14,760	8	15,180
9	15,180	9	15,680
10	15,805	10	16,320
11	16,805	11	17,320
12	17,805	12	18,320
13	18,805	13	19,320
14	19,805	14	20,320

All members of this bargaining unit with 8-12 years of completed service in the North Hanover Township School District shall receive a \$100.00 longevity stipend.

All members of this bargaining unit with 13-19 years of completed service in the North Hanover Township School District shall receive a \$200.00 longevity stipend.

All members of this bargaining unit with 20 or more years of completed service in the North Hanover Township School District shall receive a \$300.00 longevity stipend.

This guide is based upon an employee working September through June. If an employee is required to work additional time, salary will be pro-rated based on the above rates.

SALARY GUIDE -- SECRETARIES

1991-1992 SALARY GUIDE

<u>STEP</u>	<u>SALARY</u>
1	13,200
2	13,400
3	13,600
4	14,200
5	14,800
6	15,400
7	16,000
8	16,400
9	17,000
10	17,805
11	18,555
12	19,755
13	20,955
14	22,155

1992-1993 SALARY GUIDE

<u>STEP</u>	<u>SALARY</u>
1	14,365
2	14,565
3	14,765
4	15,365
5	15,965
6	16,565
7	17,165
8	17,765
9	18,365
10	19,165
11	20,380
12	21,580
13	22,780
14	23,980

All members of this bargaining unit with 8-12 years of completed service in the North Hanover Township School District shall receive a \$100.00 longevity stipend.

All members of this bargaining unit with 13-19 years of completed service in the North Hanover Township School District shall receive a \$200.00 longevity stipend.

All members of this bargaining unit with 20-24 years of completed service in the North Hanover Township School District shall receive a \$300.00 longevity stipend.

All members of this bargaining unit with 25 or more years of completed service in the North Hanover Township School District shall receive a \$500.00 longevity stipend.

This guide is based upon an employee working September through June. If an employee is required to work additional time, salary will be pro-rated based on the above rates.

1990-1991 SALARY GUIDE -- CLERK ASSISTANTS

SEPTEMBER 1-DECEMBER 31, 1990

JANUARY 1-JUNE 30, 1991

<u>STEP</u>	<u>SALARY</u>
1	8,135
2	8,435
3	8,735
4	9,035
5	9,335
6	9,635
7	9,935
8	10,235
9	10,535
10	11,135
11	11,635
12	12,235
13	12,835
14	13,435

<u>STEP</u>	<u>SALARY</u>
1	8,500
2	8,800
3	9,100
4	9,400
5	9,700
6	10,000
7	10,300
8	10,600
9	10,900
10	11,500
11	12,000
12	12,600
13	13,200
14	13,805

All members of this bargaining unit with 8-12 years of completed service in the North Hanover Township School District shall receive a \$100.00 longevity stipend.

All members of this bargaining unit with 13-19 years of completed service in the North Hanover Township School District shall receive a \$200.00 longevity stipend.

All members of this bargaining unit with 20 or more years of completed service in the North Hanover Township School District shall receive a \$300.00 longevity stipend.

SALARY GUIDE -- CLERK ASSISTANTS

1991-1992 SALARY GUIDE

<u>STEP</u>	<u>SALARY</u>
1	9,270
2	9,570
3	9,870
4	10,170
5	10,470
6	10,770
7	11,070
8	11,370
9	11,670
10	11,970
11	12,670
12	13,370
13	14,070
14	14,870

1992-1993 SALARY GUIDE

<u>STEP</u>	<u>SALARY</u>
1	10,060
2	10,360
3	10,660
4	10,960
5	11,260
6	11,560
7	11,860
8	12,160
9	12,460
10	12,760
11	13,060
12	14,060
13	15,060
14	15,960

All members of this bargaining unit with 8-12 years of completed service in the North Hanover Township School District shall receive a \$100.00 longevity stipend.

All members of this bargaining unit with 13-19 years of completed service in the North Hanover Township School District shall receive a \$200.00 longevity stipend.

All members of this bargaining unit with 20-24 years of completed service in the North Hanover Township School District shall receive a \$300.00 longevity stipend.

All members of this bargaining unit with 25 or more years of completed service in the North Hanover Township School District shall receive a \$500.00 longevity stipend.

1990-1991 SALARY GUIDE -- COOKS

SEPTEMBER 1--DECEMBER 31, 1990

<u>STEP</u>	<u>SALARY</u>
1	9,400
2	9,750
3	10,100
4	10,450
5	10,800
6	11,150
7	11,500
8	11,850
9	12,200
10	12,550
11	12,900
12	13,250
13	13,600
14	13,950

JANUARY 1-JUNE 30, 1991

<u>STEP</u>	<u>SALARY</u>
1	9,865
2	10,215
3	10,565
4	10,915
5	11,265
6	11,615
7	11,965
8	12,315
9	12,665
10	13,015
11	13,365
12	13,715
13	14,065
14	14,415

All members of this bargaining unit with 8-12 years of completed service in the North Hanover Township School District shall receive a \$100.00 longevity stipend.

All members of this bargaining unit with 13-19 years of completed service in the North Hanover Township School District shall receive a \$200.00 longevity stipend.

All members of this bargaining unit with 20 or more years of completed service in the North Hanover Township School District shall receive a \$300.00 longevity stipend.

SALARY GUIDE -- COOKS

1991-1992 SALARY GUIDE

<u>STEP</u>	<u>SALARY</u>
1	11,155
2	11,505
3	11,855
4	12,205
5	12,555
6	12,905
7	13,255
8	13,605
9	13,955
10	14,305
11	14,655
12	15,005
13	15,355
14	15,705

1992-1993 SALARY GUIDE

<u>STEP</u>	<u>SALARY</u>
1	12,560
2	12,910
3	13,260
4	13,610
5	13,960
6	14,310
7	14,660
8	15,010
9	15,360
10	15,710
11	16,060
12	16,410
13	16,760
14	17,110

1 members of this bargaining unit with 8-12 years of completed service in the North
over township School District shall receive a \$100.00 longevity stipend.

1 members of this bargaining unit with 13-19 years of completed service in the North
over township School District shall receive a \$200.00 longevity stipend.

1 members of this bargaining unit with 20-24 years of completed service in the North
over township School District shall receive a \$300.00 longevity stipend.

members of this bargaining unit with 25 or more years of completed service in the North
over township School District shall receive a \$500.00 longevity stipend.

1990-1991 SALARY GUIDE -- EDUCATIONAL ASSISTANTS

SEPTEMBER 1-DECEMBER 31, 1990

JANUARY 1-JUNE 30, 1991

<u>STEP</u>	<u>SALARY</u>
1	5,825
2	6,025
3	6,325
4	6,625
5	6,950
6	7,275
7	7,675
8	8,375
9	8,975
10	9,575

<u>STEP</u>	<u>SALARY</u>
1	6,075
2	6,275
3	6,575
4	6,875
5	7,200
6	7,525
7	7,925
8	8,555
9	9,190
10	9,825

All members of this bargaining unit with 8-12 years of completed service in the North Hanover Township School District shall receive a \$100.00 longevity stipend.

All members of this bargaining unit with 13-19 years of completed service in the North Hanover Township School District shall receive a \$200.00 longevity stipend.

All members of this bargaining unit with 20 or more years of completed service in the North Hanover Township School District shall receive a \$300.00 longevity stipend.

All educational assistants who have earned thirty (30) or more credits toward certification as an educational assistant will receive \$100.00 above the appropriate step on the guide.

All educational assistants who have earned educational assistant certification (minimum sixty [60] college credits) will receive \$200.00 above the appropriate step on the guide.

SALARY GUIDE -- EDUCATIONAL ASSISTANTS

1991-1992 SALARY GUIDE

<u>STEP</u>	<u>SALARY</u>
1	6,550
2	6,750
3	6,950
4	7,250
5	7,550
6	7,875
7	8,200
8	8,600
9	9,550
10	10,500

1992-1993 SALARY GUIDE

<u>STEP</u>	<u>SALARY</u>
1	6,840
2	7,050
3	7,260
4	7,570
5	7,885
6	8,225
7	8,565
8	8,985
9	9,975
10	10,970

All members of this bargaining unit with 8-12 years of completed service in the North Hanover Township School District shall receive a \$100.00 longevity stipend.

All members of this bargaining unit with 13-19 years of completed service in the North Hanover Township School District shall receive a \$200.00 longevity stipend.

All members of this bargaining unit with 20-24 years of completed service in the North Hanover Township School District shall receive a \$300.00 longevity stipend.

All members of this bargaining unit with 25 or more years of completed service in the North Hanover Township School District shall receive a \$500.00 longevity stipend.

All educational assistants who have earned thirty (30) or more credits toward certification as an educational assistant will receive \$100.00 above the appropriate step on the guide.

All educational assistants who have earned educational assistant certification (minimum sixty [60] college credits) will receive \$200.00 above the appropriate step on the guide.

APR 18 2 38 PM '91

PERC