

1986

Agreement Between The

**BOARD OF EDUCATION  
Of the Borough of Roselle  
In The County of Union**

AND

**THE ROSELLE  
EDUCATION ASSOCIATION**

As Majority Representative  
Of

Certain Public Employees  
In Accordance with N.J.S.A. 34:13A-1  
(L. 1968, Ch. 303)

*For The Period  
July 1, 1993 through June 30, 1996*

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PREAMBLE

THIS AGREEMENT is entered into this \_\_\_ day of \_\_\_\_\_, 1993, by and between the Board of Education of the Borough of Roselle, hereinafter called the "Board" and the Roselle Education Association, hereinafter called the "Association".

WITNESSETH:

WHEREAS, the Board has an obligation, pursuant to New Jersey Employer-Employee Relations Act, 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 in this Agreement, be it

RESOLVED, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I  
RECOGNITION

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning terms and conditions of employment for all personnel whether under contract, or on leave, employed by the Board, including:

1. Classroom Teachers
2. Librarians
3. Nurses
4. Remedial Reading Specialists
5. Speech Therapists
6. School Social Workers
7. Educational Secretaries
8. Clerks
9. School Custodians
10. School Maintenance Personnel
11. Coaches
12. Learning Consultant
13. School Psychologist
14. Security Guards
15. Part-time teaching staff (less than 20 hours per week)
16. Classroom Aides

but excluding:

1. Superintendent
2. Assistant Superintendent
3. Secretary to the Board
4. Director of Special Services
5. Principals
6. Vice-principals
7. Director of Guidance
8. Department Chairmen
9. Assistants to the Principal, and personnel on a per diem basis, or hourly basis, or any other employee whose duties, all or in part are of an administrative and/or supervisory nature, except when such employees function in a dual capacity such that their service also falls into one of the categories included in the unit description. In such instances of dual service, the Association is recognized as the exclusive sole representative for collective negotiations concerning the terms and conditions of employment of such employees to the extent that they

are members of the defined unit but not as related to their services in an administrative and/or supervisory capacity.

10. Superintendent of Buildings and Grounds
11. Executive Secretary (Secretary to the Superintendent, Secretary to the Board Secretary)
12. School Community Relation Coordinator/  
Director of Security and Safety
13. Curriculum Coordinator
14. Athletic Director
15. Secretary to the Assistant Superintendent
16. Business Office Payroll Secretary
17. And all other positions in existence as of July 1, 1984, that are not specifically stated as being included above.

B. All certificated personnel represented herein by the Association shall unless otherwise indicated, hereinafter be referred to as "teachers," and reference to male teachers shall include female teachers.

C. All personnel represented herein by the Association shall hereinafter be referred to as "employees," and reference to male employees shall include female employees.

## ARTICLE II NEGOTIATION OF SUCCESSOR AGREEMENT

A. The parties agree to enter into collective negotiation over a Successor Agreement in accordance with Chapter 303, Public Laws 1968 in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. The Association agrees to present a complete proposal, including requests for salary and working conditions, in accordance with the time schedule promulgated by the New Jersey Public Employment Relations Commission and in no case later than December 15 of the calendar year preceding the calendar year in which this agreement expires. The Board will submit its proposal to the Association no later than 30 days, thereafter. This deadline may be extended by mutual consent of the parties.

B. Any agreement so negotiated and ratified by the parties shall apply to all employees in the unit as specified in Article I, shall be reduced to writing, shall be signed and approved by the Association, and shall be signed and adopted by the Board.

C. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III  
GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting an employee or a group of employees.

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

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

4. Pursuant to Chapter 269, P.L. 1989, if applicable, all disciplinary grievances shall terminate in binding arbitration.

B. Purpose

1. The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to grievances which may from time to time arise from claimed violations of this Agreement. Both parties agree that these proceedings shall 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 rights of any teacher having a grievance or complaint to discuss the matter informally with any appropriate member of the administration and having the grievance or complaint adjusted without intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. Procedure

1. Any employee who has a complaint shall within 20 school days of the occurrence of the act or knowledge of the condition which is the subject of the complaint, discuss it first with his immediate superior (department head or principal) in an attempt to resolve the matter informally at

that level.

2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee, he may set forth his complaint in writing to the principal or other immediate superior. The principal shall communicate his decision to the employee in writing within 5 school days of the written complaint.

3. If, following the determination of the principal, the matter is not resolved to the satisfaction of the employee, he/she may set forth his complaint in writing, including the specific contract provision alleged to be violated and the specific relief sought, to the Superintendent or his/her designee within 5 school days of the determination by the principal.

4. The Superintendent or his/her designee shall attempt to resolve the matter as quickly as possible, but within a period not to exceed 10 school days from the receipt of the written complaint from the employee following step 3 listed above. The Superintendent or his/her designee shall communicate his decision in writing to the employee, to the Association, and to the principal or other immediate superior.

5. Any complaint not resolved to the satisfaction of the employee after review by the Superintendent or his/her designee, may at the discretion of the employee be submitted for a review by the Board of Education. The complaint shall be in writing, including the specific contract provision alleged to be violated and the specific relief sought, and shall be submitted within 5 school days after receipt of the Superintendent's or his/her designee's decision.

6. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within 30 calendar days of the receipt of the appeal or if a hearing is granted, within 20 calendar days of the date of the hearing.

7. Notwithstanding any provision of this agreement, the following shall not be considered grievances under this procedure beyond the level of the Board:

- a. The failure to retain a non-tenure teacher.
- b. Matters where a specific method of review is prescribed by law, or by any rule or regulation of the State Commissioner of Education or the State



Board of Education.

- c. The adoption, revision, amendment, or revocation of Board Policies other than those policies or matters affecting terms and conditions of employment, shall be within the sole province of the Board of Education. Those matters concerning terms and conditions of employment are grievable, and not included in this exception.

8. If the matter is not settled after action by the Board, it may be referred to the Professional Rights and Responsibilities Committee of the Association for consideration. The Committee shall make a determination within 5 school days, notifying the employee, in writing, of that determination.

- a. If the Professional Rights and Responsibilities Committee of the Association determines that the complaint has or may have merit, it may recommend that the same be submitted to arbitration, notifying the employee and the Board, in writing, of that determination.
- b. If the Professional Rights and Responsibilities Committee of the Association determines that the complaint is without merit, it will so advise the employee, in writing, and a copy of its findings shall be sent to the Board.

9. If the P. R. & R. Committee determines that the grievance is meritorious, it may submit the grievance to arbitration within 20 school days after receipt of the decision of the Board.

- a. Within 10 school days after such written notice of submission to arbitration, the Board and the P. R. & R. Committee 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 the specified period, a request for a list of arbitrators may be made to the Public Employment Relations Commission by either party. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission in the selection of an arbitrator.
- b. The arbitrator so selected shall confer with the representatives of the Board and the P. R. & R. Committee and hold hearings promptly and shall

issue his decision not later than 20 days from the date of the close of the hearings, or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted 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 which is 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 advisory.

- c. The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room, shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

D. Rights of Teachers to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the Association shall have the right 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 by any member of the administration against any party in interest, any representative, any member of the P. R. & R. Committee or the Association, or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. Pending determination of a grievance or in any dispute between teachers and the Board, the grievant and all teachers shall continue to perform their duties under the direction of the Superintendent or his/her designee until the grievance is settled and/or decided.

2. All documents, communication 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.

3. 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.

4. In the event a grievance cannot be resolved by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year, or as soon thereafter as is feasible.

5. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievances in writing, using the procedure in C.3, to the Superintendent or his/her designee, Principal or Assistant Superintendent as appropriate, directly, and the processing of such grievance shall be commenced at that level.

6. All grievances of aides shall end at the Board of Education level, except those pursuant to Chapter 269, P.L. 1989, if applicable.

#### ARTICLE IV EMPLOYEE RIGHTS

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

B. Nothing contained herein shall be construed to deny or restrict to any teacher or employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be in addition to those provided elsewhere.

C. No employee or teacher shall be disciplined, reprimanded, or reduced in compensation without stating the reasons therefore. Any such action asserted by the Board, or an agent or representative thereof shall be subject to the grievance procedure herein set forth except for those cases that must proceed before PERC or the Commissioner.

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

E. After three years of uninterrupted, continuous service each custodial employee who is to be reappointed, shall be appointed for an unfixed term so as to provide the tenure protection available to such employees under the provisions of Chapter 137, Public Laws of 1960 (18A:17-3 and 18A:17-4).

F. Anyone, other than central administration and the building principal or director, requesting to see an employee's personnel file shall be required to affix his/her signature and date to the front of said file.

G. An employee shall receive a copy of any letters of warning and reprimand, evaluation and observation correspondence and reports, and letters of complaint from the public which result in a recommendation which may adversely affect the individual's employment status.

ARTICLE V  
RIGHTS AND PRIVILEGES

A. Association Rights and Privileges

1. The Board agrees to furnish to the Association, in response to reasonable requests from time to time, all available public information concerning the financial resources of the district, together with information which may be necessary for the Association to process any grievance or complaint.

2. The Association and its representatives may request the use of school buildings at reasonable hours for meetings. The principal of the building in question shall be notified in advance, of the time and the place of all such meetings.

3. The Association may request the use of school equipment and facilities, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use and for any repairs necessitated as a result thereof.

4. The Association shall have, in each school building, the use of a bulletin board in each faculty lounge and teacher's dining room. Copies of all materials to be posted on such bulletin boards shall be given to the building principal.

5. The Association may request the use of school mail boxes.

6. The Board shall, with the knowledge and approval of the building principal concerned, allow up to ten (10) days per year of released time to the President and/or First Vice President of the Association. Such released time, if granted, shall be used only for Association business. Before any such time is authorized, the President of the Association shall give at least five (5) days notice to the building principal.

#### B. Board Rights and Privileges

1. The Association recognizes that the Board retains all rights, privileges, and responsibilities conferred upon it by the laws of the State of New Jersey and the United States and under the Constitution of New Jersey and the United States including the right to manage the schools. The Association further recognizes that the Board may not by agreement delegate authority and responsibility which, by law, are imposed upon and lodged with the Board exclusively nor be bound by this Agreement in matters that are non-negotiable and impermissibly intrude into areas of the managerial prerogative.

2. The Board retains the right to hire, assign, promote and direct employees covered by this Agreement and to take disciplinary action against said employees (up to and including discharge). Furthermore, to direct school operations, to determine educational policy, and to do all things necessary and proper to accomplish the mission of the school district.

3. This Agreement represents the full and complete understanding on all matters which were or could have been the subject of negotiations. Neither party, during the term

of this Agreement, shall be required to negotiate with respect to any item that was or could have been the subject of negotiations.

ARTICLE VI  
EMPLOYEE WORK YEAR

Teachers and aides may be required to work a maximum of 184 days.

A. In 1995-96 for Teachers and Aides the work year shall contain a maximum of 185 days which shall include:

- 182 student days
- 1 day prior to the opening day for students
- 1 day (approximately mid year) for inservice workshop to be mutually planned by a Committee of the Association and Central Office Administration.
- 1 day end of year (which shall be a 1/2 session day provided all the teachers' work is completed.)

B. All employee calendars for 1993-94 shall be set forth in Schedule G, which shall be made a part thereof, and attached hereto. All calendars for 1994-95 and 1995-96 shall become a part hereof, when adopted.

C. Once adopted by the Board, changes shall be made only after prior written notification is given to the Association concerning said proposed change, except in the cases of emergency.

ARTICLE VII  
EMPLOYEE HOURS AND WORKING LOAD

A. Teachers

1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities but they shall not be required to "clock in or clock out" by hours and minutes. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" roster.

2. Teachers and aides shall have a daily duty-free lunch period of at least thirty (30) minutes. Teachers shall give prior notification to the office before leaving building during lunch.

3. Teachers shall be on duty in accordance with the times specified in Appendix A and Appendix A-1.

4. Any faculty member of instrumental music departments

who is required or requested to participate in an official capacity in any activity other than the regular football session, with the marching band, shall receive monetary compensation at the rate of \$45 per activity for the duration of this Agreement. Prior approval is required from the Board.

5. Any teacher, other than athletic coaches, whose presence is required for student eligibility, on a non-school day in a regional or state competition shall be compensated at the rate of \$45 per activity for the duration of this Agreement. Prior approval is required from the Board.

6. Any vocal or instrumental music teacher in the elementary or middle school whose presence is required to conduct students during evening or weekend performances shall be compensated at the rate of \$45 per activity for the duration of this Agreement.

7. There shall be two (2) evening conferences systemwide with parents, for student progress reporting (in addition to presently scheduled "open house(s)"), from 7 to 9 P.M. Said two (2) evening conference days shall be 1/2 days for staff.

#### B. Educational Secretaries

1. The regular work day shall begin at 8:00 A.M. and shall end at 4:00 P.M. on all days when school is in session. During July and August, the workday shall be one hour less.

2a. Overtime shall be paid at the rate of straight time after 35 hours up to 40 hours and at the rate of time and a half for more than 40 hours. Overtime shall be first approved by the Building Principal or Immediate Supervisor and confirmed by Central Office.

2b. All hours worked on Sundays and/or National Holidays shall be authorized by the Board and/or the Superintendent or Assistant Superintendent and shall be paid at the rate of double time.

3. Any elementary secretary who is required to keep one or more official New Jersey School Registers shall be compensated at \$750 for 1993-94, \$800 for 1994-95 and \$850 for 1995-96, said work is to be done in school, but outside of regular school hours.

4. Each secretary employed before July 1, 1978, and covered by this Agreement shall be entitled to the following vacation with pay at the annual rate of pay such secretary is receiving at the time such vacation is actually taken.

- |    |  |                                     |
|----|--|-------------------------------------|
| a. | Length of Uninterrupted Service to July 1          | Vacation Time                       |
|    | Less than six (6) months                           | One day for each full month worked. |
|    | Six (6) months or more, but less than one (1) year | Three (3) weeks                     |
|    | More than one (1) year                             | Four (4) weeks                      |
|    | Over twenty (20) years                             | Twenty-two (22) work days           |
- b. Each secretary employed on or subsequent to July 1, 1978, and covered by this Agreement, shall be entitled to a vacation with pay at the annual rate of pay such secretary is receiving at the time such vacation is actually taken, in accordance with Article VII C. 4(a).
- c. During the school year, all educational secretaries shall follow the school calendar in the same manner as the teaching staff.
- d. Secretaries upon leaving the employ of the Board shall not receive compensation for unused vacation days unless specifically directed in writing, by the Board and/or Superintendent or Board Secretary, to forego the use of vacation time and receive compensation in the best interests of the District.
- e. Any ten (10) month clerk who becomes a twelve (12) month secretary shall receive vacation time in accordance with that person's years of service in the District as set forth in Article VII, B.4.a. and b. and C.4.a. Vacations shall be prorated the first year, if a full year is not worked.
5. During the Christmas and Spring recesses, the Superintendent shall have the privilege of designating one (1) secretary, employed regularly at the Board's central administration building, for each such recess period to work at the central administration building. In making such designation, the Superintendent shall first designate the least senior secretary, and, thereafter, shall make designations in reverse order of seniority, on a rotating basis.

In the discretion of the Superintendent, those secretaries may be designated to work during such recess periods in exchange for time off on other days.



C. Custodians

1. a. The regular work week shall be forty (40) hours. All hours worked over (40) hours in any week shall be authorized by the Board and/or the Superintendent or Assistant Superintendent and paid at the rate of time and one half. During the months of July and August, the workday shall be from 7:00 a.m. to 3:30 p.m. which shall include a 30 minute lunch.
- b. All hours worked on Sundays and/or National Holidays shall be authorized by the Board and/or the Superintendent or Assistant Superintendent and shall be paid at the rate of double time.
2. All overtime shall be allocated on a rotating basis within the building custodial staff by the Board and/or Superintendent or Assistant Superintendent, subject to skills required for the particular job to be done, and if it is not practical to utilize the staff, then allocate said work to other Board custodial employees on a fair and equitable distribution basis throughout the system.
3. There shall be an additional pay differential paid to night workers -- those working the 3:00 p.m. to 11:00 p.m. shift, of \$600 per year and those working the 1:00 p.m. to 9:00 p.m. shift of \$390 per year.
4. Each custodian covered by this Agreement shall be entitled to the following vacation with pay, at the time such vacation is actually taken:

a. Length of Uninterrupted Service to July 1	Vacation Time
Six (6) months or more, but less than one (1) year	One week
One (1) year or more, but less than two (2) years	Two weeks
Two (2) years or more, but less than three (3) years	Two weeks, one day
Three (3) years or more, but less than four (4) years	Two weeks, two days
Four (4) years or more, but less than five (5) years	Two weeks, three days

Five (5) years or more, but less than six (6) years	Three weeks
Six (6) years or more, but less than seven (7) years	Three weeks, one day
Seven (7) years or more, but less than eight (8) years	Three weeks, two days
Eight (8) years or more, but less than nine (9) years	Three weeks, three days
Nine (9) years or more, but less than ten (10) years	Three weeks, four days
Ten (10) years or more	Four weeks
Twenty (20) years or more	Five weeks

- b. All custodial employees shall be entitled to fifteen (15) paid holidays to be determined by the School Business Administrator of the Board after discussion with the representative of the custodial employees, which holidays may include, in addition to the usual holidays, Christmas Eve Day and New Year's Eve Day.
- c. No custodian upon leaving the employ of the Board shall be entitled to receive any compensation for unused vacation days unless that custodian had been specifically directed in writing by the Board and/or Superintendent or Board Secretary to forego the use and taking of those unused vacation days.

5. The Board shall supply to each custodian each year three (3) new uniforms and one pair of work shoes. Short sleeve shirts with collars (golf shirt) are to be included in the "set" of uniform. One set of outside gear (Spring jacket, Winter coat, rain suit and rubber boots) shall be supplied, as needed, by the Board.

6. The Vacation Replacement Custodian Coordinator will receive an additional \$40.00 per week as compensation for the administrative custodial duties.

7. Custodians who are required to perform the duties of a head custodian because of the absence of the head custodian shall be paid at the rate of the head custodian after three consecutive days of performing such duties retroactive to the first day. This rate shall not apply when the head custodian is taking normal vacation time.

8. The head custodian at Abraham Clark High School shall receive a stipend of \$500.00 per school year.

9. Custodians who must return to work when not on a shift, or contiguous to a shift, shall be guaranteed two hours minimum call-back time.

10. Custodial Employees who hold New Jersey trade licenses - electricians and plumbers - shall receive a stipend of \$500 for each license held.

D. Security Guards

1. The regular work day shall be seven (7) hours exclusive of the lunch period. The Board may implement a daily staggered work shift not to exceed 7 hours per day. In the absence of volunteers and for those Security Guards hired after 7/1/91, seniority will determine who will be assigned to a staggered work shift. Those assigned to this shift shall be paid a differential of \$150 per year.

2. Security Guards will be given a duty-free thirty minute lunch period daily, between the hours of 11:00 A.M. and 1:00 P.M. If a duty assignment reduces the thirty minute lunch period same shall be compensated pursuant to section 4 herein.

3. The normal work year for Security Guards shall be the student school year, up to a maximum of 182 days. These days shall coincide and be scheduled during the teachers' calendar. In addition, four more days may be scheduled within said calendar. Payment for additional days shall be at the employee's per diem rate. Security guards shall receive one 15 minute a.m. break during which they must remain in the school building.

4a. All overtime shall be authorized by the Board and/or the Superintendent or Assistant Superintendent. Hours worked over thirty-five (35) shall be paid on a prorated hourly basis. Hours worked over forty (40) shall be paid at time and one-half on a prorated hourly basis.

4b. All hours worked on Sundays and/or National Holidays shall be authorized by the Board and/or the Superintendent or Assistant Superintendent, and shall be paid at the rate of double time.

5. The Board shall supply the following to each security guard per year, as well as replacements as needed:

- 5 pants
- 5 shirts

- 2 sweaters
- 1 blazer
- 1 outer jacket as needed

6. Security Guards employed July 1, 1986 and thereafter shall, after completing a probationary period of three years and one day, not lose their position for other than just cause. Security Guards currently employed who complete a probationary period of two years and one day commencing July 1, 1986 shall not lose their position for other than just cause.

7. In the event of a Reduction in Force (RIF), seniority will be considered as a factor if the Security Guard(s) evaluations are satisfactory.

ARTICLE VIII  
PROHIBITED DUTIES

A. Non-Teaching Duties

1. The Board and Association acknowledge that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to this end. Therefore, they agree as follows:

- a. No teacher shall be required to drive students to activities which take place away from the school building.
- b. No teacher shall be required to lift, pack, unpack or transfer books or equipment not pertaining to his or her class or activities. In the event of a change of classroom, no teacher will be required to lift or move equipment, packaged or bulky materials.
- c. No teacher shall be required to assist in the preparation or serving of food.

B. Non-Secretarial Duties

1. No secretary shall be required to lift, unpack, or distribute school supplies, books or equipment without adequate assistance.

2. No secretary shall be required to assist in the preparation or serving of food or monitoring of any school lunch program which might be instituted in her school.

3. No secretary shall be obligated or expected to be the sole and only individual on duty in any school building at

any time.

ARTICLE IX  
SALARIES

A. The teachers' and nurses' salary guide (Schedule A), which is made part hereof and is attached hereto, shall be in full force and effect during the school years 1993-94, 1994-95 and 1995-96.

1. Each teacher shall be placed on his proper step of the salary schedule when employed in accordance with Paragraph 2 below.

2. The Board and/or Superintendent reserves to itself discretion for credit upon initial employment to be given employees on the salary schedule. Additional full credit, not to exceed four years for military service or alternative civilian service required by the selective service system shall be given.

3. The BA+30 Guide shall be abolished and no employee shall be eligible for placement on the BA+30 Guide except for those employees presently on said guide prior to July 1, 1989, and those employees who complete course work for the BA+30 Guide by September 1, 1989.

B. The educational secretaries' salary guide (Schedule B) which is made a part hereof and is attached, shall be in full force and effect during the school years 1993-94, 1994-95 and 1995-96.

C. The custodial salary guide (Schedule C) which is made a part hereof and is attached, shall be in full force and effect during the school years 1993-94, 1994-95 and 1995-96.

1. Custodians hired by the Board after July 1, 1979 shall acquire a Black Seal license within one year of the date of employment unless given a written extension or exemption by the Assistant Superintendent. During this time, the custodian shall be paid on Column "A" of the Salary Guide. Upon acquisition of the Black Seal license and notification to the Business Office, the custodian shall be moved to Column "B" of the Salary Guide, effective the first day of the following month, at the same step he/she had been on in Column "A", unless due an increment, in which case the increment will be received on Column "B".

2. Part-time custodians shall be paid on their appropriate column of the guide, prorated to the number of hours worked. All guides are to be attached hereto including the Security Guard and Aides' guides.

D. Pay Schedules

1. Employees paid on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
2. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
3. Ten-Month Employees may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. These funds shall be paid to the employee or his estate on the final day in June, or upon death or termination of employment, if earlier.
4. When a pay day falls on or during a school holiday, vacation or weekend employees shall receive their paychecks on the last previous working day.
5. Ten-Month Employees shall receive their final checks and the pay schedule for the following year on the last working day in June.
6. Stipends listed as "Miscellaneous Stipends" are to be paid per person, per year.

E. Withholding of Increments - The Board reserves the right to withhold any salary increase from any member of the negotiating unit upon recommendation from the Superintendent and with the approval of the Board. This provision shall be subject to the grievance procedure, up through advisory arbitration.

F. To be placed on the MA or MA+30 tracks, a teacher must notify the Superintendent in writing by February 15th of the preceding fiscal year that he plans to complete work to entitle him to be moved in the coming year. Reclassification and salary adjustments shall take effect in either September or February following the successful completion of courses. Prior approval by the Superintendent, of graduate courses in other than a degree program relating to one's professional employments, is required as a condition to be eligible for placement on the BA+30 or MA level. Eligibility for the MA+30 placement requires an earned master's degree plus 30 credits previously approved for such use by the Superintendent, as above.

G. Teachers of Special Education classes employed prior to July 1, 1978 shall continue to receive their salaries plus a stipend of \$200.00 which shall be part of their base pay. Special Education teachers employed after July 1, 1978 shall receive a \$200 stipend which shall be part of their base pay

only if they are required to be in attendance with their students during the lunch period.

H. The security guards' salary guide (Schedule D) which is made a part hereof, and is attached hereto, shall be in full force and effect during the school years 1993-94, 1994-95 and 1995-96.

I. The Aides' salary guide (Schedule E), which is made a part hereof, and is attached hereto, shall be in full force and effect during the school years 1993-94, 1994-95 and 1995-96.

ARTICLE X  
EMPLOYEE ASSIGNMENT

A. All employees shall be given written notice of their salary, building and room assignments, tentative class schedules and/or subject assignments for the forthcoming year, not later than the last day of school, whenever feasible, and subject to reasonable change as determined by the needs of this system. This section is not applicable to Aides.

B. In the event that changes in such schedules, class and/or subject assignments or room assignments are proposed after the last day of school any employees affected shall be notified in writing. This section is not applicable to Aides.

C. Employees who maybe required to use their own automobiles in the performance of their duties or in fulfilling the requirement to attend out-of-system training sessions or workshops, and employees who are assigned to more than one school per day, shall be reimbursed for all such travel at the I.R.S. rate as of the January 1st preceding the start of the school year, per mile, for all driving done between arrival at the first location at the beginning of their work day, and their last assignment that day, and proper supporting documentation shall be submitted to the Board Office. No reimbursement shall be allowed for driving from school to a place to have lunch or to go home.

D. When a regular substitute is not available for a classroom, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a regular teacher may be assigned to serve as a substitute. Volunteers and assigned teachers shall be paid at the rate of \$18 per period in 1993-94 and \$19 per period in 1994-95 and 1995-96. Payment shall be made upon the fifth coverage, and every subsequent coverage during the school year.

Teachers who are required to cover a class when their class is scheduled to be under the direction of the computer teacher, will qualify for the class coverage reimbursement, as set forth above, for as long as the program exists.

E. Any certificated employee required to supervise students during a lunch period, shall be paid at a rate of \$18 per period for each lunch period, or fraction thereof, supervised. Employees with prior experience in lunch period supervision who volunteer will be granted preference in assignment.

ARTICLE XI  
VOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Whenever a position becomes available, the vacancy shall be posted in all school buildings ten (10) school days after the Superintendent receives notice from the employee, unless the Board decides to abolish or not fill the position or after the Board has approved the creation of a new or additional position.

B. Employees who desire a change in position, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent, not later than March 1st. In the event that a position becomes available after March 1st, employees wishing to transfer to said position shall notify the Superintendent, within 10 days of the posting of the position, of the desire to transfer.

C. This article does not apply to aides.

ARTICLE XII  
INVOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Notice of an involuntary transfer or reassignment shall be given to the employee thirty (30) days prior to the transfer, except in cases of emergency or unavoidable change in circumstance. This provision is not applicable to aides.

B. An involuntary transfer or reassignment of an employee shall be made only after a meeting between the employees involved and the principal at which time the employee shall be notified of the reason therefor. The employee may, at his option, have an Association representative present at such a meeting.



ARTICLE XIII  
EDUCATIONAL IMPROVEMENT

1. The Association agrees that its teacher-members will cooperate and participate in a reasonable number of extra-school activities as demonstrated by past practice, such as PTA and PTO meetings and student dances. Additionally, the Association agrees that its teacher-members will cooperate and participate in scheduling needed conferences with parents who are unable to be present for such conferences in the course of the normal school day.

2. The Association agrees that its teacher-members will make themselves available for a meeting outside of normal school hours, in the second half of the school year, for the purpose of such parental conferences as noted above, such meetings to be scheduled and arranged on an individual school basis by mutual agreement between the individual building principal, and his staff.

3. The Association agrees that its teacher-members will attend a reasonable number of meetings after school in accordance with past practice. They further agree to participate in curriculum development as required.

a. Such meetings shall begin no later than ten (10) minutes after last student dismissal and shall run for no more than sixty (60) minutes.

b. An Association representative may speak after any regular staff meeting.

4. All teachers in the elementary school shall be guaranteed a thirty (30) minute duty-free lunch period.

5. The Association agrees that its teacher-members will attend a reasonable number of in-service programs of reasonable duration as scheduled by the Superintendent of Schools. Secretary-members shall participate in at least one in-service program of their own as scheduled by the Superintendent of Schools.

6. When teachers are requested to supervise students at a night function, the number of teachers in attendance should be in ratio of one teacher for every (30) students in attendance. This supervision shall be requested on a rotational basis.

7. For teachers, the Board agrees to pay the cost of tuition, at the N.J. State College resident rate, for up to twelve (12) credits per year in accordance with the following:

- a. That courses are relevant to assignment or
- b. That courses are for an additional certification or
- c. That courses are in a matriculated Masters, Doctorate, or other degree program.
- d. That reimbursement for tuition will start at the beginning of the third year of employment except for those employees employed prior to July 1, 1988.
- e. That the Board shall cap tuition reimbursement at \$26,000 for the life of this Agreement.
- f. The course work must receive prior approval from the Superintendent of Schools. A grade of "B" or better must be attained in order to qualify for such reimbursement. Course work approved and taken for which traditional grades are not given shall be evaluated to the extent practicable on the same basis. Payment will be made when transcripts of completed course work are presented to the Superintendent of Schools.

8. The Board agrees to provide a pool (cap) of up to \$1,000 per year for aides for courses/workshops that are approved by the Superintendent or designee.

ARTICLE XIV  
SICK LEAVE

A. All persons holding any full-time office, position, or employment with the Roselle Public Schools who are under contract to the Board of Education prior to January 1, 1985, shall be allowed sick leave with full pay for fifteen (15) school days in any school year. Any unused sick leave days of the first twelve (12) sick days may be accumulated to be used for additional sick leave as needed in subsequent years. Any person holding any full-time office, position or employment with the Roselle Public Schools whose contract effective date is on or after January 1, 1985, shall be allowed sick leave with full pay for twelve (12) school days in any school year. Any unused sick leave for these persons shall also be accumulated to be used for additional sick leave as needed in subsequent years. All aides shall receive 12 sick days per year.

B. Any employee who has exhausted his or her accumulated sick leave may apply to the Board of Education for

additional sick leave based on his or her salary, less the cost of a substitute's per diem, for each day of leave. (See N.J.S.A. 18A:30-6)

C. In any unusual case of sick leave, the Board may require a physician's certificate to be filed with the Superintendent. This includes sick leave caused by illness, injury, or quarantine.

D. Up to three (3) days of the sick leave referred to in this Article, may be used for family illness; these three days to come from the first twelve. Family illness is defined as illness in the immediate family, that is spouse, children, father, mother, parents-in-law, and any other member of the immediate household.

E. When absence exceeds the annual and/or accumulated sick leave, a deduction will be made on the basis of a day's salary for each sick day. A day's salary is defined at 1/200th of the annual salary for a ten-month employee, and 1/250th of the annual salary for a twelve-month employee.

F. When an absence is found to be contrary to the provisions of the leave policy, the deduction of pay shall be based on the formula above. Three days absence without notification of the school authorities constitutes a breach of contract. Any person so charged with breach of contract, shall have the right to show evidence of a lack of ability to notify proper authorities. Such evidence, if substantiated, may result in the waiver of the breach of contract and reinstatement immediately or as soon as is convenient. In the event such absences caused by illness as defined above, annual and accumulated sick leave may be credited towards such absence.

G. Upon retirement for service and age from a State administered Pension Fund, an employee will receive one (1) day's pay for each four (4) days of accumulated sick leave, not to exceed \$5,000.00 in 1993-94; \$5,250 in 1994-95 and \$5,500.00 in 1995-96 total compensation. Deferred retirement vesting is not retirement under this provision. This section also applies to security guards. For aides, the amount shall not exceed \$2,000.

H. Security Guards and Aides shall be allowed sick leave with full pay for twelve (12) school days in any school year. Any unused sick leave may be accumulated to be used for additional sick leave as needed in subsequent years.

ARTICLE XV  
TEMPORARY LEAVES OF ABSENCE

A. The Board will approve temporary leaves of absence with pay for all employees under the following circumstances:

1. Three (3) days per year may be utilized for personal business, provided notification is made to the Superintendent through the appropriate building principal at least five (5) days in advance, except in cases of emergency. In the event the day requested is contiguous to a holiday, weekend, vacation or other recess period, the Superintendent may require a valid reason, in writing, for his approval. Aides shall receive two (2) personal business days per year.

Any unused personal business days may be accumulated to be used for additional sick leave as needed in subsequent years.

2. For a death in the immediate family during the individual's work year, up to five (5) school days will be granted as leave with pay. Immediate family is defined as mother, father, sister, brother, children, spouse, grandparents, and parents-in-law. In the event of the death of a teacher or student in the Roselle School District, the principal of said teacher or student may grant to an appropriate number of teachers sufficient time off to attend the funeral. Up to three (3) school days will be granted as leave with pay in the case of a death during the individual's work year of son-in-law, daughter-in-law, brother-in-law, sister-in-law or any other member of the immediate household. These aforementioned days shall be used consecutively within the school year except in extenuating circumstances.

3. Other leaves of absence with pay may be granted by the Board for good reason, including legal proceedings.

B. Leaves taken pursuant to Section A above may be in addition to any sick leave to which the employee is entitled.

ARTICLE XVI  
EXTENDED LEAVES OF ABSENCE

A. The Board will approve extended leaves of absence without pay under the following circumstances

1. Except where payment is required by law, military leaves required by involuntary assignments due to duty with the Armed Forces, including National Guard and

Reserve units during the school year will be granted, providing other arrangements cannot be made for such temporary service during school vacation.

B. Maternity Disability

1. The Board shall grant sick leave for the period of actual disability associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leave of absences for illness or medical disability.

The pregnant employee will be entitled to her annual and accumulated sick leave, with pay, during the period of absence due to her actual disability.

2. Any pregnant employee who does not elect to take a child-rearing leave may continue to perform her duties as long as physically able to do so and will be entitled to return to her duties when she is physically able.

3. The Board may require an employee during her pregnancy to produce a certificate from her physician stating that she may continue working effectively at the duty to which an Administrator has assigned her.

4. In the event of any question as to the condition of the pregnant employee, a conference shall be arranged between the Board's physician and the attending physician.

5. No employee shall be required to leave work because of pregnancy at any specific time prior to expected childbirth nor be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse of specific duration between childbirth and the desired date of return.

6. The pregnant employee shall be treated as any other employee.

7. The Board has the right to remove any pregnant employee from her daily duties on the following criterion:

- a. Her physical condition or capacity renders her incapable of performing her assigned duties which shall be deemed to exist if, (1) the pregnant employee fails to produce a physician's certificate that she is medically able to continue working; or (2) the Board's

physician concludes she is unable to continue in the role of an employee.

C. Child Rearing

The Board of Education shall grant child-rearing leave without pay in accordance with the following procedure:

1. All initial applications for and applications for extensions or reductions of child-rearing leave shall be made in writing to the Superintendent.

2. Any employee intending to apply for child-rearing leave shall advise the Superintendent of the fact of her pregnancy and/or of his/her prospective plans for taking child-rearing leave and the best estimate of when the child-rearing leave will commence and terminate. The employee shall request child-rearing leave of the Superintendent of Schools in writing at least sixty (60) days prior to the date the leave is to commence.

3. The request for child-rearing leave shall specify the date when the employee wishes the leave to commence and terminate.

4. Child-rearing leave shall be granted for a period of up to the end of the academic school year in which the child-rearing leave commenced and an additional school year shall be granted upon request of the employee under tenure or who has received a tenure-year contract for such employee. An employee on child-rearing leave shall notify the Board in writing of the intention to return to the district by March 1 of the school year preceding the school year in which the employee wishes to return to the district or sixty (60) days prior to said intended return date, whichever is sooner.

5. An employee returning on the first day of the school year in September from child-rearing leave shall be placed in her/his previously held position if available and administratively feasible.

6. Any employee who has applied for and received child-rearing leave may reapply for permission to return to employment during any academic school year for which such leave was granted, and such leave may thereupon be terminated by the Board, at its sole discretion.

7. No employee on child-rearing leave shall, on the

basis of said leave, be denied the opportunity to substitute in the school district in the area of her/his competence.

8. Time spent on child-rearing leave of absence shall not count towards salary guide placement, experience, seniority, sick leave accumulation, etc.

9. Any 10 month employee who accepts child-rearing leave after January 31 in any given year is given credit on the salary guide for a full year upon returning to the district. Any 12 month employee who accepts child-rearing leave after January 1 in any given year is given credit on the salary guide for a full year upon returning to the district.

10. Adoption - Any employee adopting a child of pre-school age shall receive a leave similar to child-rearing leave which shall commence upon receiving de facto custody of said child, or earlier if necessary to fulfill the requirements of the adoption.

11. The child-rearing leave period shall not be counted for tenure purposes.

12. Aides shall only be entitled to the provisions of the Family Leave Act, Chapter 261 P.C. 1989, 12 weeks leave within a 24 month period.

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

E. All extensions or renewal of leaves shall be applied for in writing and answered within five (5) days of the Board meeting following the receipt of the request.

#### ARTICLE XVII SABBATICAL LEAVES

A. A sabbatical leave may be granted to a teacher by the Board, for study in their area of educational certification or for other reasons of value to the school system, subject to the following conditions:

1. Request for sabbatical leave must be received by the Superintendent in writing, in such form as may be mutually agreed upon by the Association and the Superintendent, no later than February 1st, and action must be taken on all such requests no later than April 15th, of the school year preceding the school year for which the Sabbatical leave is requested.

2. Sabbatical leave for study - The following criteria shall be satisfied in order to be eligible for said leave:

- a. Possess a teaching certificate
- b. Employed satisfactorily for a minimum of seven (7) years in the district; and
- c. Submit a planned program of study

Any leave granted under this Article shall be with compensation for a period of not to be less than six (6) months nor more than one (1) year. Compensation for sabbaticals shall be one half (1/2) of the scheduled salary which the teacher would have received, had such leave not been granted.

The grantee of such leave shall be required to contract to serve the system for three (3) years after the expiration or termination of the sabbatical leave and shall be paid the scheduled salary that he would have received, had he not had a sabbatical leave. This salary placement, however, is to be granted only after a statement of the work pursued by the grantee at college has been submitted to and approved by the Superintendent of Schools.

The following activities will be considered appropriate:

- a. Formal Graduate Study: A minimum of 16 points or credits per semester in the individual's own field of work or closely related field
- b. Writing of a Doctoral Thesis

3. A maximum of two people of the professional staff may be on sabbatical leave at any one time. First consideration will be given to those sabbatical leave plans which involve the greatest benefit to the school system. A secondary consideration will be the seniority of the staff members applying for leaves. The Board shall approve all sabbatical leaves.

#### ARTICLE XVIII

#### PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY

A. In the event of any disorder or disruption in the regular school program, the Association may request to meet with the Board and/or administrators immediately to develop mutually acceptable programs to guarantee the safety of students, board employees and property.



- B. 1. The Board shall give full support, including limited legal and other assistance for any unprovoked assault upon the employee while on school property, or engaged in authorized school business.
2. When absence arises out of or from such assault or injury, the employee shall be entitled to full salary and other benefits as provide by law (N.J.S.A. 18A:30-2.1) for the period of such absence, but shall not forfeit any sick leave or personal leave.
3. The Board shall reimburse any employee for the reasonable cost of medical, surgical or hospital services incurred as the result of any injury sustained as the direct result of an assault by a student while in the course of his employment, and provided such costs exceed the coverage afforded by any plan of insurance offered by the Board to its employee, including hospital, surgical and medical insurance and workman's compensation coverage. Should such a situation exist, the Board shall be notified immediately by said employee, and shall refrain from entering any course of treatment, except in an emergency, without Board approval. Payments to be made under this paragraph shall not take effect until it is shown to the Board's satisfaction that recovery cannot be made by the employee injured, from the student perpetrating the assault.
- C. 1. Employees shall immediately report cases of assault suffered by them in connection with their employment, to their principal or other immediate superior.
2. Such notification shall be immediately forwarded to the Superintendent who may comply with any reasonable request from the employee for information in the possession of the Superintendent, relating to the incident or the persons involved and may act in appropriate ways as liaison between the teacher, the police and the courts.
- D. The Board shall reimburse employees for the reasonable cost of any clothing or other personal property damaged or destroyed while the employee was acting in the discharge of his duties within the scope of his employment.
- E. Any employee of the Board of Education shall be protected against civil and/or criminal action by all pertinent statutes as stated in N.J.S.A. 18A:16-6.1 and N.J.S.A. 18A:16-6.

ARTICLE XIX  
INSURANCE PROTECTION

A. The Board agrees that it will provide individual and full family health-care insurance coverage for all employees of the Board whose regular assignments exceed twenty (20) hours per week, through the New Jersey Public and School Employees Health Benefits Program, which shall include:

1. Blue Cross
2. Blue Shield
3. Major Medical
4. Rider "J"

B. The Board's contribution towards a Dental Plan shall not exceed a premium of \$450 per employee for the life of the contract (1993-96), but shall increase each year to offset premium increases to the Board of Education. The Dental Plan premium shall be capped at the rate in effect on June 30, 1996.

C. The Board shall request the carrier to provide to each employee a description of the health-care insurance coverage provided under this article, no later than the beginning of each school year, which shall include a clear description of conditions and limits of coverage, as listed above.

D. The insurance referred to in this Article shall be available to all employees where applicable, who are represented by the Association, except teachers on leave of absence without pay. All eligibility for insurance shall be in accordance with the terms of the policies issued and responsibility of the Board shall be no greater than the terms of such policies of insurance as issued or applied. For the period of time covered by this Agreement, the Board shall not take steps to reduce the coverage provided by the above referred to insurance program.

E. The Board reserves the right to change insurance carriers, provided that such insurance coverage is equal to or better than that provided by the above insurance coverage. The Board will furnish the Association with reasonable notification of the change and information relative to the coverage under the new insurance carrier.

F. The Board agrees to provide each employee with a \$7.00 co-pay Family Prescription Plan and a co-pay for generic drugs of \$4.00.

ARTICLE XX  
DEDUCTION FROM SALARY

- A. 1. The Board agrees to deduct from the salaries of its teachers, dues for the Roselle Education Association, a unified association with its affiliates as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Roselle Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.
2. The Board agrees to deduct from the salaries of its non-certificated employees, dues for the Roselle Education Association, solely as a local, or associate member dues in the N.J.E.A. or the N.E.A., or any one or any combination of such associations as said non-certificated employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (N.J.S.A. 52:16-15.9e) and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Roselle Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.
3. Each of the associations named above, shall certify at least annually to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
4. The Board shall make available, to interested employees, a tax-sheltered Annuity Plan which provides the Federal Income Tax treatments prescribed by Section 403(b) of the U.S. Internal Revenue Code of 1954 as amended by Public Law 87-370. Said plan shall be designated by the Association and consistent with the controlling New Jersey statute.
5. The Board agrees to deduct from the salaries of employees covered by this Agreement (Article I -

Recognition) who choose not to become Association members, a representative fee equal to 85% of regular membership dues, fees and assessments. The procedures to be used in administering the collection of the representative fee shall be in conformance with N.J.S.A. 34:13A-5.5 et seq., (Chapter 477 of the Laws of 1979). The Association agrees to save harmless the Board from any liability resulting from improper deductions based on information provided the Board by the Association.

ARTICLE XXI  
MISCELLANEOUS PROVISIONS

A. The Board and the Association agree there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, promotion, transfer or discipline of employees or in the application or administration of this Agreement, on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.

B. This Agreement constitutes Board Policy for the term of said Agreement, and the Board shall carry out the commitments contained herein, and give them full force and effect as Board Policy.

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

D. If any provision of this Agreement, or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

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

F. After format has been agreed to by both parties hereto, this Agreement shall be printed within (90) days after the Agreement is signed. The expense of the printing of this Agreement shall be shared equally by the parties hereto. A copy of the Agreement shall be presented to all employees now employed or hereafter employed by the Board.

G. 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 Association, to Board at:  
710 Locust St., Roselle, NJ 07203
2. If by Board, to Association at:  
Current President's home address

H. The Board recognizes that the employee has a right to his or her own personal mode of life, and such shall not be a concern of the Board unless it affects or influences the proper performance of duties or the operation of the school district, except as otherwise provided in this Agreement by law.

## ARTICLE XXII EXTRA-CURRICULAR

### A. Definition

Extra-curricular activities include those activities which are beyond the scope of the teacher's assignment and not specified as part of the teaching and duty assignments scheduled in the regular work day, work week or work year as defined in this agreement. Said extra-curricular activities and the compensation for same are set forth and attached hereto.

### B. Newly Created Positions

The REA shall be notified of the creation of any new positions and the compensation shall be negotiated.

### C. Procedures

1. All vacancies in extra-curricular positions shall be posted in each school as far in advance as practicable. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their application in writing to the appropriate administrator within the time limit specified in the notice, and the appropriate

administrator shall acknowledge promptly in writing the receipt of all such applications.

2. The qualifications for the position, its duties and the rate of compensation, if known, shall be clearly set forth.

3. All qualified teachers shall be given adequate opportunity to make application and all such applications shall be considered. Each teacher applicant shall be notified as to the filling of said position.

4. If the procedure set forth above fails to produce a qualified applicant from within the District, the Board shall make every effort to employ a qualified applicant outside of the District who is the holder of an appropriate New Jersey Teaching Certificate.

5. If, after having made every effort, the Board is unable to employ a qualified person in accordance with the procedures set forth in numbers 1 and 4, the Board may assign a qualified teaching staff member from within the District.

ARTICLE XXIII  
EVALUATION PROCEDURE

A. All formal observation of the work performance of an employee for the purpose of the annual evaluation process, shall be conducted openly and with full knowledge of the employee by properly certified and authorized personnel.

B. A post conference and a written evaluation shall be given within seven (7) working days following the formal observation.

C. If there is a disagreement with the evaluation, the employee shall then have five (5) working days to submit a rebuttal to the observation report. An additional two (2) days shall be granted to the employee by the supervisor for extenuating circumstances.

D. No employee shall be required to sign a blank or incomplete evaluation form.

E. All finalized evaluation reports must be signed by the employee. Said signature does not necessarily convey agreement of the report, only that the employee has seen and reviewed the report.

ARTICLE XXIV  
PART-TIME TEACHER EMPLOYEES

A. Each part-time employee shall receive as sick leave time, two (2) times the total number of hours employed during a normal work week. Any unused sick leave time shall be cumulative.

B. Each part-time employee shall receive two (2) times the total number of hours employed during a normal work week divided by four (4) as personal leave hours. Any unused personal leave hours shall accumulate as sick leave time in subsequent years.

C. In 1991-92 all part-time teachers shall be paid in accordance with step one of the Teachers' salary schedule and prorated accordingly (work year and hours).

Beginning with the 1992-93 school year, part-time teachers shall advance on the salary guide.

D. Beginning with the 1993-94 school year and for 1994-95, part time teachers shall advance on the salary guide up to the third step on the BA guide. (Place Steps 1-3 on Schedule F.) In 1995-96 part-time teachers shall be able to advance one (1) additional step to Step 4, if applicable. (Place Step 1-4 on Schedule F.)

E. Hourly rate shall be \$25 per hour for all present hourly stipends.

ARTICLE XXV  
DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1, 1993 and shall continue in effect until June 30, 1996 subject to the Association's right to negotiate over a successor agreement, as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless it is extended in writing.

B. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested to by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

ROSELLE EDUCATION ASSOCIATION

THE BOARD OF EDUCATION OF  
THE BOROUGH OF ROSELLE IN  
THE COUNTY OF UNION

By: Sally Corvino  
President

By: Deborah J. ...  
President

ATTEST:

Joy Vanat  
SECRETARY

ATTEST:

[Signature]  
SECRETARY



SCHEDULE A

ROSELLE TEACHERS  
SALARY GUIDE FOR - 1993-94

<u>STEP</u>	<u>BA</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+30</u>
0	\$30,088	\$31,820	\$32,176	\$34,068
1	30,698	32,433	32,791	34,682
2	31,318	33,051	33,409	35,302
3	32,051	33,936	34,292	36,185
4	32,933	34,822	35,179	37,071
5	33,822	35,708	36,067	37,959
6	34,823	36,711	37,068	38,961
7	35,787	37,676	38,032	39,923
8	36,864	38,754	39,111	41,003
9	37,941	39,831	40,188	42,081
10	39,020	40,909	41,266	43,158
11	40,097	41,986	42,344	44,236
12	41,176	43,065	43,423	45,314
13	42,253	44,144	44,503	46,393
14	43,333	45,221	45,577	47,471
15	44,409	46,300	46,655	48,551
16	47,578	49,140	49,750	51,255

MAXIMUM LEVELS

C	48,110	49,689	50,305	51,828
B	51,059	52,968	53,336	55,248
A	53,279	55,191	55,560	59,089

ROSELLE TEACHERS  
SALARY GUIDE FOR - 1994-95

<u>STEP</u>	<u>BA</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+30</u>
0	\$31,076	\$32,865	\$33,232	\$35,186
1	31,706	33,498	33,867	35,820
2	32,346	34,136	34,506	36,461
3	33,103	35,050	35,418	37,373
4	34,014	35,965	36,334	38,288
5	34,932	36,880	37,251	39,205
6	35,966	37,916	38,285	40,240
7	36,961	38,913	39,281	41,234
8	38,075	40,027	40,395	42,349
9	39,187	41,139	41,507	43,463
10	40,301	42,252	42,621	44,575
11	41,413	43,364	43,734	45,688
12	42,528	44,479	44,849	46,801
13	43,640	45,593	45,964	47,916
14	44,756	46,706	47,073	49,030
15	45,867	47,820	48,187	50,145
16	49,140	50,754	51,383	52,938

MAXIMUM LEVELS

D	49,654	51,284	51,921	53,492
C	50,210	51,858	52,500	54,090
B	53,287	55,279	55,664	57,659
A	55,604	57,600	57,984	61,667

ROSELLE TEACHERS  
SALARY GUIDE FOR - 1995-96

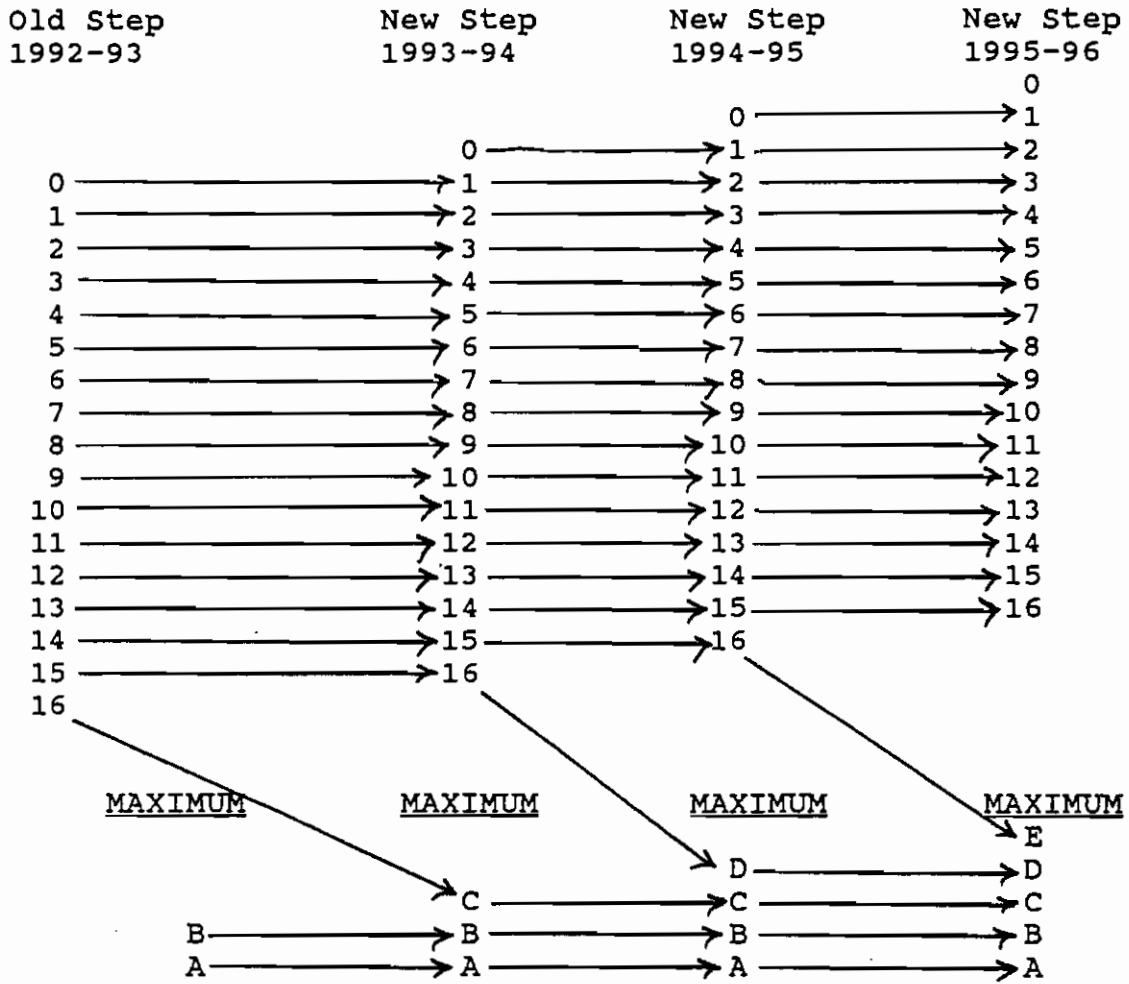
<u>STEP</u>	<u>BA</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+30</u>
0	\$32,023	\$33,867	\$34,245	\$36,258
1	32,672	34,519	34,900	36,912
2	33,332	35,177	35,558	37,572
3	34,112	36,118	36,497	38,513
4	35,051	37,061	37,441	39,455
5	35,997	38,004	38,387	40,400
6	37,062	39,072	39,452	41,466
7	38,087	40,099	40,479	42,491
8	39,236	41,247	41,626	43,640
9	40,382	42,393	42,772	44,788
10	41,529	43,540	43,920	45,934
11	42,675	44,686	45,067	47,080
12	43,824	45,834	46,216	48,228
13	44,970	46,983	47,365	49,376
14	46,121	48,130	48,508	50,524
15	47,265	49,277	49,656	51,674
16	50,638	52,301	52,949	54,551

MAXIMUM LEVELS

E	51,231	52,914	53,570	55,190
D	51,767	53,467	54,131	55,769
C	52,347	54,065	54,734	56,392
B	55,555	57,632	58,033	60,113
A	57,970	60,051	60,451	64,291

SCHEDULE A-2

ROSELLE TEACHERS  
SALARY GUIDE MOVEMENT



SCHEDULE B

ROSELLE SECRETARIES  
SALARY GUIDE FOR - 1993-94

<u>STEP</u>	<u>SECY</u>	<u>CLERK-12</u>	<u>CLERK-10</u>
0	\$22,394	\$21,359	\$18,255
1	23,184	22,048	18,830
2	24,115	22,858	19,503
3	24,909	23,369	19,940
4	25,348	23,810	20,298
5	25,787	24,219	20,664
6	26,225	24,689	21,030
7	26,665	25,129	21,397
8	27,104	25,569	21,764
9	27,685	26,139	22,239
10	28,267	26,710	22,714
11	28,849	27,281	23,190
12	29,431	27,851	23,665
13	30,013	28,420	24,139
14	30,595	28,990	24,614
15	31,176	29,560	25,089
16	31,759	30,131	25,565
17	33,695	31,121	26,346

MAXIMUM LEVELS

A	35,632	32,921	27,895
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ROSELLE SECRETARIES  
SALARY GUIDE FOR - 1994-95

<u>STEP</u>	<u>SECY</u>	<u>CLERK-12</u>	<u>CLERK-10</u>
0	\$23,094	\$22,026	\$18,826
1	23,909	22,737	19,418
2	24,869	23,573	20,112
3	25,688	24,099	20,564
4	26,140	24,554	20,932
5	26,593	24,976	21,309
6	27,044	25,461	21,688
7	27,499	25,914	22,066
8	27,951	26,368	22,445
9	28,550	26,956	22,934
10	29,151	27,545	23,424
11	29,750	28,134	23,915
12	30,351	28,721	24,405
13	30,952	29,308	24,893
14	31,551	29,896	25,384
15	32,151	30,484	25,873
16	32,751	31,073	26,364
17	34,749	32,094	27,170

MAXIMUM LEVELS

B	35,164	32,478	27,495
A	37,185	34,356	29,112

ROSELLE SECRETARIES  
SALARY GUIDE FOR - 1995-96

<u>STEP</u>	<u>SECY</u>	<u>CLERK-12</u>	<u>CLERK-10</u>
0	\$23,945	\$22,837	\$19,519
1	24,789	23,575	20,133
2	25,785	24,441	20,853
3	26,634	24,987	21,322
4	27,103	25,458	21,703
5	27,573	25,896	22,094
6	28,040	26,399	22,487
7	28,512	26,869	22,879
8	28,981	27,339	23,272
9	29,602	27,949	23,779
10	30,225	28,559	24,287
11	30,846	29,170	24,796
12	31,469	29,779	25,304
13	32,092	30,387	25,810
14	32,714	30,997	26,319
15	33,335	31,607	26,826
16	33,958	32,218	27,335
17	35,097	32,344	27,239

MAXIMUM LEVELS

C	36,236	33,468	28,333
B	36,669	33,868	28,672
A	38,776	35,826	30,357

SCHEDULE C

ROSELLE CUSTODIANS  
SALARY GUIDE FOR - 1993-94

<u>STEP</u>	<u>CUST-A</u>	<u>CUST-B</u>	<u>CUST-C</u>	<u>CUST-D</u>
0	\$22,105	\$23,656	\$24,482	\$25,309
1	23,089	25,272	25,387	26,134
2	24,058	26,227	26,738	27,566
3	24,973	27,193	27,659	28,559
4	25,513	27,629	28,210	29,109
5	26,054	28,070	28,761	29,659
6	26,596	28,505	29,312	30,212
7	27,136	28,942	30,413	31,312
8	27,669	29,484	30,688	31,589
9	28,212	30,033	30,964	31,864
10	28,753	30,577	31,513	32,412
11	29,294	31,121	32,065	32,965
12	29,831	31,666	32,615	33,514
13	30,370	32,211	33,164	34,064
14	30,909	32,760	34,124	35,023
15	31,452	33,411	35,085	35,984
16	32,098	34,066	36,045	36,945
17	32,746	34,718	37,006	37,904

MAXIMUM LEVELS

A	33,162	35,160	37,476	38,387
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ROSELLE CUSTODIANS  
SALARY GUIDE FOR - 1994-95

<u>STEP</u>	<u>CUST-A</u>	<u>CUST-B</u>	<u>CUST-C</u>	<u>CUST-D</u>
0	\$22,812	\$24,414	\$25,265	\$26,119
1	23,828	26,081	26,200	26,971
2	24,827	27,067	27,593	28,448
3	25,772	28,063	28,544	29,473
4	26,329	28,513	29,113	30,040
5	26,888	28,968	29,681	30,608
6	27,447	29,418	30,250	31,179
7	28,005	29,867	31,387	32,314
8	28,555	30,428	31,670	32,599
9	29,115	30,994	31,954	32,883
10	29,673	31,556	32,521	33,449
11	30,231	32,117	33,091	34,020
12	30,785	32,679	33,659	34,586
13	31,342	33,242	34,226	35,154
14	31,898	33,809	35,215	36,144
15	32,459	34,479	36,208	37,135
16	33,125	35,156	37,198	38,127
17	33,794	35,829	38,190	39,116

MAXIMUM LEVELS

B	34,206	36,265	38,655	39,593
A	34,639	36,726	39,145	40,097

ROSELLE CUSTODIANS  
SALARY GUIDE FOR - 1995-96

<u>STEP</u>	<u>CUST-A</u>	<u>CUST-B</u>	<u>CUST-C</u>	<u>CUST-D</u>
0	\$23,680	\$25,343	\$26,226	\$27,112
1	24,734	27,073	27,196	27,997
2	25,771	28,096	28,642	29,530
3	26,752	29,130	29,629	30,593
4	27,330	29,597	30,220	31,182
5	27,910	30,069	30,809	31,771
6	28,491	30,536	31,400	32,365
7	29,070	31,002	32,581	33,543
8	29,641	31,585	32,875	33,839
9	30,222	32,173	33,169	34,134
10	30,801	32,756	33,758	34,721
11	31,380	33,339	34,350	35,314
12	31,956	33,922	34,939	35,901
13	32,534	34,506	35,528	36,491
14	33,111	35,095	36,554	37,518
15	33,694	35,790	37,585	38,547
16	34,385	36,493	38,612	39,577
17	35,079	37,191	39,642	40,603

MAXIMUM LEVELS

C	35,234	37,356	39,817	40,782
B	35,664	37,810	40,302	41,281
A	36,115	38,291	40,813	41,806

SCHEDULE D

ROSELLE SECURITY  
SALARY GUIDE FOR - 1993-94

STEP

1	\$13,397
2	13,949
3	14,462
4	15,483
5	16,649
6	17,964
7	19,129
8	20,294
9	21,459
10	22,704

MAXIMUM LEVELS

A	23,654
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ROSELLE SECURITY  
SALARY GUIDE FOR - 1994-95

STEP

1	\$13,788
2	14,340
3	14,853
4	15,872
5	17,037
6	18,402
7	19,566
8	20,730
9	21,894
10	23,288

MAXIMUM LEVELS

B	24,255
A	25,245

ROSELLE SECURITY  
SALARY GUIDE FOR - 1995-96

STEP

1	\$14,133
2	14,687
3	15,202
4	16,224
5	17,393
6	18,762
7	19,930
8	21,098
9	22,266
10	23,765

MAXIMUM LEVELS

C	24,697
B	25,705
A	26,738

SCHEDULE E

CLASSROOM AIDES SALARY GUIDE (PER DAY)

	1993-94	1994-95	1995-96
With College Credits (60)	80.49	85.00	89.68
Without College Credits	57.75	60.98	64.34

SCHEDULE F

PART-TIME TEACHER EMPLOYEES

SALARY GUIDE FOR - 1993-94

<u>STEP</u>	<u>BA</u>
1	$30,698/200 = 153.49 \times .57 = 87.49/3.8 = 23.02$
2	$31,318/200 = 156.59 \times .57 = 89.26/3.8 = 23.49$
3	$32,051/200 = 160.26 \times .57 = 91.35/3.8 = 24.04$
4	$32,933/200 = 164.67 \times .57 = 93.86/3.8 = 24.70$

SALARY GUIDE FOR - 1994-95

<u>STEP</u>	<u>BA</u>
1	$31,706/200 = 158.53 \times .57 = 90.36/3.8 = 23.78$
2	$32,346/200 = 161.73 \times .57 = 92.19/3.8 = 24.26$
3	$33,103/200 = 165.52 \times .57 = 94.35/3.8 = 24.83$
4	$34,014/200 = 170.07 \times .57 = 96.94/3.8 = 25.51$

SALARY GUIDE FOR - 1995-96

<u>STEP</u>	<u>BA</u>
1	$32,672/200 = 163.36 \times .57 = 93.12/3.8 = 24.51$
2	$33,332/200 = 166.66 \times .57 = 95.00/3.8 = 25.00$
3	$34,112/200 = 170.56 \times .57 = 97.22/3.8 = 25.58$
4	$35,051/200 = 175.26 \times .57 = 99.90/3.8 = 26.29$

STIPENDS FOR ATHLETIC COACHES

	<u>STEP</u>			
	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>
<u>FOOTBALL</u>				
HEAD COACH				
1993-94	4777	4867	5588	5926
1994-95	4968	5062	5812	6163
1995-96	5167	5264	6044	6410
ASSISTANT COACHES				
1993-94	3079	3325	3565	3767
1994-95	3202	3458	3708	3918
1995-96	3330	3596	3856	4075
8TH GR. - HEAD COACH				
1993-94	1953	2103	2313	2447
1994-95	2031	2187	2406	2545
1995-96	2112	2274	2502	2647
ASSISTANT COACH				
1993-94	1563	1701	2043	2165
1994-95	1626	1769	2125	2252
1995-96	1691	1840	2210	2342
<u>BASKETBALL</u>				
HEAD COACH				
1993-94	4568	4807	5228	5541
1994-95	4844	4999	5437	5763
1995-96	5038	5199	5654	5994
ASSISTANT COACHES				
1993-94	2844	3017	3305	3504
1994-95	2958	3138	3437	3644
1995-96	3076	3264	3574	3790
8TH GR. - HEAD COACH				
1993-94	1953	2103	2313	2447
1994-95	2031	2187	2406	2545
1995-96	2112	2274	2502	2647



STIPENDS FOR ATHLETIC COACHES (continued)

	<u>STEP</u>			
	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>
<u>BASEBALL/SOFTBALL/SPRING TRACK</u>				
HEAD COACH				
1993-94	3521	3738	3967	4205
1994-95	3662	3888	4126	4373
1995-96	3808	4044	4291	4548
ASSISTANT COACHES				
1993-94	2752	2884	3125	3311
1994-95	2862	2999	3250	3443
1995-96	2976	3119	3380	3581
8TH GR. - HEAD COACH				
1993-94	1772	1923	2193	2324
1994-95	1843	2000	2281	2417
1995-96	1917	2080	2372	2514
<u>SOCCER</u>				
HEAD COACH				
1993-94	3383	3515	3726	3950
1994-95	3518	3656	3875	4108
1995-96	3659	3802	4030	4272
ASSISTANT COACH				
1993-94	2295	2656	2825	2992
1994-95	2387	2762	2938	3112
1995-96	2482	2872	3056	3236
8TH GR. - HEAD COACH				
1993-94	1593	1654	1863	1975
1994-95	1657	1762	1938	2054
1995-96	1723	1832	2016	2136

STIPENDS FOR ATHLETIC COACHES

	<u>STEP</u>			
	0	1	2	3
<u>CROSS COUNTRY, TENNIS,</u>				
<u>WINTER TRACK, BOWLING,</u>				
<u>GOLF, VOLLEYBALL</u>				
HEAD COACH				
1993-94	2224	2536	2855	3024
1994-95	2313	2637	2969	3145
1995-96	2406	2742	3088	3271
ASSISTANT COACHES				
1993-94	1731	1815	2103	2230
1994-95	1800	1888	2187	2319
1995-96	1872	1964	2274	2412
8TH GR. - HEAD COACH				
1993-94	992	1184	1321	1428
1994-95	1032	1231	1376	1485
1995-96	1073	1280	1431	1544

STIPENDS FOR NON-ATHLETIC COACHES

	<u>STEPS</u>	
	<u>0</u>	<u>1</u>
BD/MARCHING BAND		
1993-94	3485	3840
1994-95	3624	3994
1995-96	3769	4154
MARCHING BAND ASSISTANT		
1993-94	1323	1503
1994-95	1376	1563
1995-96	1431	1626
COLOR GUARD		
1993-94	2884	3130
1994-95	2999	3255
1995-96	3119	3385
CHEERLEADERS (PER SEASON)		
1993-94	1400	1500
1994-95	1456	1560
1995-96	1514	1622

STEPS LISTED EQUAL YEARS OF EXPERIENCE.

THE STIPENDS LISTED ARE ONLY APPLICABLE IF THE PROGRAMS AND/OR POSITIONS ARE OFFERED.

MISCELLANEOUS STIPENDS

	<u>STEP</u>	
	<u>0</u>	<u>1</u>
TREASURER OF SCHOOL ACCOUNTS		
1993-94	1088	1196
1994-95	1132	1244
1995-96	1177	1294
NEWSPAPER ADVISOR		
1993-94	926	992
1994-95	963	1032
1995-96	1002	1073
YEARBOOK ADVISOR		
1993-94	1323	1503
1994-95	1376	1563
1995-96	1431	1626
H.S. CLASS ADVISOR		
Per Year		
1993-94	361	421
1994-95	375	438
1995-96	390	456
LUNCHROOM DUTY COORDINATOR		
1993-94	1088	1196
1994-95	1132	1244
1995-96	1177	1294
CONCERTS (VOC./INST.)		
1993-94		1802
1994-95		1874
1995-96		1949

GIFTED & TALENTED ADVISOR

1993-94		25.00 per hour
1994-95		25.00 per hour
1995-96		25.00 per hour

FACULTY MANAGER

1993-94	1088	1196
1994-95	1132	1244
1995-96	1177	1294

STEPS LISTED EQUAL YEARS OF EXPERIENCE.

THE STIPENDS LISTED ARE ONLY APPLICABLE IF THE PROGRAMS AND/OR POSITIONS ARE OFFERED BY THE BOARD OF EDUCATION.

(\*Revised 9/29/93)

*Schedule G.*  
 ROSELLE PUBLIC SCHOOLS  
 ROSELLE, NEW JERSEY

1993-94 SCHOOL CALENDAR

# OF SCHOOL DAYS

1993

JULY	5	Monday	Schools Closed	0
AUGUST				0
SEPTEMBER	1	Wednesday	Schools Open - Teachers Only	17 (20-Teachers)
	2	Thursday	Full-Day Staff In-Service	
	3	Friday	Full-Day Staff In-Service	
	6	Monday	Labor Day - Schools Closed	
	7	Tuesday	<u>SCHOOLS OPEN - STUDENTS</u>	
	16	Thurs.	Rosh Hashanah - Schools Closed	
OCTOBER	11	Monday	Columbus Day - Schools Closed	20
NOVEMBER	4, 5	Thurs., Fri.	NJEA Convention - Schools Closed	18
	8	Monday	Grades (K-8) Close @ 4 Hour Session*	
			Grades (K-8) P/T Conference Night	
	9, 10	Tues., Wed.	1/2 Day Parent/Teacher Conferences	
			Grades (K-7) Close @ 4 Hour Session	
	24	Wednesday	Thanksgiving Recess	
			Schools Close @ 4 Hour Session	
	25,26	Thurs.-Fri.	Thanksgiving Recess - Schools Closed	
DECEMBER	23	Thursday	Winter Recess Begins	17
			Schools Close @ 4 Hour Session	
	24-31	Fri.-Fri.	Winter Recess - Schools Closed	

1994

JANUARY	3	Monday	Schools Re-Open	20
	17	Monday	Martin Luther King's Birthday Observance - Schools Closed	
FEBRUARY	21	Mon.	Presidents' Day - Schools Closed	19
MARCH	31	Thursday	Spring Recess Begins	23
			Schools Close @ 4 Hour Session	
APRIL	1-8	Fri.-Fri.	Spring Recess - Schools Closed	15
	11	Monday	Schools Re-Open	
MAY	30	Monday	Memorial Day Observance	21
			Schools Closed	
JUNE	15	Wednesday	LAST DAY OF SCHOOL FOR STUDENTS	<u>11</u>
			LAST DAY OF SCHOOL FOR TEACHERS	

TOTAL NUMBER OF DAYS SCHEDULED FOR STUDENTS 181  
 TOTAL NUMBER OF DAYS SCHEDULED FOR TEACHERS 184

Please Note: Emergency School Closings may be made up at the discretion of the Board of Education.

(Board approved 8/17/93)

APPENDIX A

SCHOOL HOURS FOR PUPILS --  
ELEMENTARY AND MIDDLE SCHOOLS

Teacher Arrivals: 8:30 A.M.  
Teacher Departures: 3:10 P.M.

<u>GRADES</u>	<u>DOORS OPEN</u>	<u>LATE BELL</u>	<u>DISMISSALS</u>	<u>TEACHING TIME</u>
Kdg. A.M. class	8:45 A.M.	9:00 A.M.	11:30 A.M.	(Tot.) 2 hrs. 30 min.
Kdg. P.M. class	12:20 P.M.	12:25 P.M.	2:55 P.M.	(Tot.) 2 hrs. 30 min.
1 - 7	8:45 A.M.	9:00 A.M.	11:30 A.M.	2 hrs. 30 min.
1st Lunch	12:10 P.M.	12:15 P.M.	2:55 P.M.	2 hrs. 40 min.
				(Tot.) 5 hrs. 10 min.
2nd Lunch	8:45 A.M.	9:00 A.M.	11:50 A.M.	2 hrs. 50 min.
	12:30 P.M.	12:35 P.M.	2:55 P.M.	2 hrs. 20 min.
				(Tot.) 5 hrs. 10 min.
3rd Lunch	8:45 A.M.	9:00 A.M.	12:10 P.M.	3 hrs. 10 min.
	12:50 P.M.	12:55 P.M.	2:55 P.M.	2 hrs.
				(Tot.) 5 hrs. 10 min.)

APPENDIX A-1

ABRAHAM CLARK HIGH SCHOOL

DAILY TIME SCHEDULE

<u>PERIOD</u>	<u>GRADE 8</u>	<u>GRADES 9 - 12</u>
		8:10 Classrooms open
	8:15 - 8:20 Homeroom	8:15 - 8:20 Homeroom
1	8:24 - 9:07	8:24 - 9:07
2	9:11 - 9:54	9:11 - 9:54
3	9:58 - 10:41	9:58 - 10:41
4	10:45 - 11:28	10:45 - 11:28
5	11:28 - 12:13 Lunch Period	11:32 - 12:15
6	12:17 - 1:00	12:15 - 1:10 Lunch Period
		1:15 - 1:20 Homeroom
7	1:04 - 1:47	1:24 - 2:07
8	1:51 - 2:34	2:11 - 2:54

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SCHEDULE FOR 4 HOUR SESSION

GRADES 9 - 12

Follow schedule above for Grades 9 - 12, Homeroom & Periods 1 thru 5.

GRADE 8

Follow schedule above for Grade 8, Homeroom & Periods 1 thru 4. Because of dismissal at 12:15, in lieu of lunch period, Mr. Holmes will determine what period will be held (Periods 6, 7, or 8 on a rotating basis).



SIDE BAR

The Board and the Association agree to form a committee composed of 3 administrators and 3 REA members to look at and develop a more equitable distribution of lunch duty on the elementary level and make recommendations to the Superintendent of Schools. Said committee shall be in place by September 15, 1993. Recommendations shall be made to the Superintendent and the Board for review and possible implementation by January 3, 1994.