

4-0316

15-19

1977-512

THIS BOOK DOES NOT CIRCULATE

NEGOTIATED CONTRACT
BETWEEN
THE MANCHESTER TOWNSHIP BOARD OF EDUCATION AND ITS EMPLOYEES

The following constitutes a contract between the Manchester Township Board of Education and its Employees:

I. Recognition

The Board of Education of Manchester Township, hereinafter referred to as the Board, recognizes each negotiating unit for each respective classification of employees, hereinafter referred to as the Employee, as the exclusive bargaining agent for its own group.

The Employee recognizes the Board as the elected representative of the people of Manchester Township.

II. Purpose

The Board and the Employees agree to participate in negotiations under Chapter 303 Public Laws 1968, such participation being in good faith for the purpose of arriving at mutual agreement on the terms and conditions of employment. Said negotiations are to begin no later than October 1st of the year prior to the school year for which the contract will be negotiated.

III. Procedures

A. Directing Requests

Requests for meetings from the Employees will be made directly to the Board Secretary. Requests from the Board shall be made to the representative of the Employees. A mutually convenient meeting date shall be set within 15 days of the date of request by either party.

B. Meetings

Meetings shall be called upon the written request of either party. Requests for meetings shall contain the reasons for the request.

Meetings shall be scheduled not to interfere with school schedules. Official summary minutes shall be kept and clerical assistance provided: clerical assistance shall be shared equally by both parties.

IV. Agreement

When agreement is reached, it shall be reduced to writing and when ratified by the Board and the Employees shall be signed by both parties. The agreement shall not discriminate against any member of the staff regardless of membership or non-membership in the Unit.

V. Grievance Procedure

For the purpose of this contract a grievable matter shall be understood to be a breach of this contract or a denial of legal rights.

The following procedure shall be used to effect settlement of grievances:

1. The aggrieved person shall submit his grievance in writing on Form 1 to the Building Principal within five days of the incident unless extenuating circumstances prohibit meeting this time stipulation.
2. The Building Principal will answer or settle the matter within five days of receipt of the grievance.
3. If the aggrieved person is not satisfied after Step 1 and 2, he may appeal to the Superintendent on Form 2 within ten days after the expiration of Step 2.
4. The Superintendent will answer or settle the matter within ten days after the receipt of Form 2.
5. All foregoing steps having been taken without satisfaction, the grievant may appeal to the Board of Education using Form 3. This

appeal shall be made within 10 days of the termination of the preceding time stipulation.

6. The Board of Education or it's representative shall meet with the grievant within 45 days of the appeal.

7. If the Board is unable to settle the matter, both parties may appeal to the County Superintendent for settlement of the grievance.

N.B. It should be understood that in any step of the procedure the grievant may be accompanied by no more than two representatives of his choosing.

Failure to comply with the terms of this procedure shall constitute forfeiture of the rights contained herein.

VI. Costs and Expenses

Costs and expenses incurred in implementing any of the terms of this contract shall be shared mutually by the Board and the Employees.

VII. Strikes or Lockouts

During the period of this agreement or any extension thereof, there shall be neither strikes nor other stoppage of the educational process by the Unit or its members, nor any lockouts of employees by the Board.

VIII. Duration

The provisions of each article attached hereto shall be effective for one year.

IX. Amendments

All or part of this contract may be amended by mutual agreement in writing.

X. Particular Items Pertaining to Teachers' Contract for 1971-72

1. The Board will pay for full coverage on the Family Plan for medical and Surgical in a plan of the Board's choosing.
2. The School Nurse will receive all benefits pertaining to teachers with the exception of her hours which will be arranged by the Administration and approved by the Board.
3. Military credit will be granted in accordance with Title 18A on the following basis:
 - A. Up to four years credit.
 - B. In case of a partial year, the following schedule will be used:
 - a. Six months and over - one (1) full year of credit.
 - b. Under six months - no credit.
4. The following days of absence will be granted:
 - A. Ten sick days per year with pay in accordance with Title 18A-30-2, cumulative.
 - B. No personal days with pay shall be granted.
 - C. Three days leave with pay for death in the immediate family, unless the deaths occur simultaneously, (mother or father, husband or wife, son or daughter, brother or sister, guardian, father-in-law or mother-in-law).
5. Approved Advance Credits:
 - A. Will become effective from the date that the teacher received his or her standard certificate.
 - B. All credits must be approved by the Principal, Superintendent, and the Board of Education.
 - C. These credits are beyond the credits which are mandatory by law for certification.

- D. These credits must be taken in the field in which the teacher is teaching at the time the approval is granted.
- E. Payment will be made if the Board of Education or the Superintendent requests a teacher to secure additional certification in another area.

MANCHESTER TOWNSHIP BOARD OF EDUCATION

Teachers' Salary Guide - School Year 1971-72

<u>Years of Employment</u>	<u>Non- Degree</u>	<u>B. A. Degree</u>	<u>B. A. 10 crs.</u>	<u>B. A. 20 crs.</u>	<u>B. A. 30 crs.</u>	<u>Master's Degree</u>	<u>M. A. 10 crs.</u>	<u>M. A. 20 crs.</u>	<u>M. A. 30 crs.</u>	<u>Doctorate Degree</u>
0	\$ 6,800.	\$ 7,700.	\$ 7,800.	\$ 7,900.	\$ 8,000.	\$ 8,100.	\$ 8,200.	\$ 8,300.	\$ 8,400.	\$ 8,500.
1	7,100.	8,000.	8,100.	8,200.	8,300.	8,400.	8,500.	8,600.	8,700.	8,800.
2	7,400.	8,300.	8,400.	8,500.	8,600.	8,700.	8,800.	8,900.	9,000.	9,100.
3	7,700.	8,600.	8,700.	8,800.	8,900.	9,000.	9,100.	9,200.	9,300.	9,400.
4	8,000.	8,900.	9,000.	9,100.	9,200.	9,300.	9,400.	9,500.	9,600.	9,700.
5	8,300.	9,200.	9,300.	9,400.	9,500.	9,600.	9,700.	9,800.	9,900.	10,000.
6	8,600.	9,500.	9,600.	9,700.	9,800.	9,900.	10,000.	10,100.	10,200.	10,300.
7	8,900.	9,800.	9,900.	10,000.	10,100.	10,200.	10,300.	10,400.	10,500.	10,600.
8	9,200.	10,100.	10,200.	10,300.	10,400.	10,500.	10,600.	10,700.	10,800.	10,900.
9	9,500.	10,400.	10,500.	10,600.	10,700.	10,800.	10,900.	11,000.	11,100.	11,200.
10	9,800.	10,700.	10,800.	10,900.	11,000.	11,100.	11,200.	11,300.	11,400.	11,500.
11	--	11,000.	11,100.	11,200.	11,300.	11,400.	11,500.	11,600.	11,700.	11,800.
12	--	11,300.	11,400.	11,500.	11,600.	11,700.	11,800.	11,900.	12,000.	12,100.

X. Particular Items Pertaining to Bus Drivers' Contract for 1971-72

1. The starting salary will be \$2,400. per year.
2. All drivers currently employed will receive a raise of \$150.00.
3. Under no circumstances will a driver, when asked to make a special trip, be penalized but will always receive his full day's pay.
4. For all time above four hours or the driver's normal day he will receive \$3.00 per hour.
5. Substitutes will be paid \$13.00 per day or \$6.50 per half day.
6. \$5.00 will be paid for each trip made by a driver to the Inspection Station.
7. Individual hospitalization will be paid in a plan of the Board's choice.
8. The following days of absence will be granted:
 - A. Ten sick days per year with pay in accordance with Title 18A-30-2, cumulative.
 - B. Three days leave with pay for death in the immediate family, unless the deaths occur simultaneously, (mother or father, husband or wife, son or daughter, brother or sister, guardian, father-in-law or mother-in-law), non-cumulative.
 - C. Two personal days with pay shall be granted with permission of the Superintendent and approval of the Board, non-cumulative.
9. A protective covering will be placed over the gas pump.
10. \$1.50 for lunch will be paid whenever a field trip requires a driver to be away from home during his normal lunch period.

X. Particular Items Pertaining to Secretaries Contract for 1971-72

1. Family plan hospitalization coverage will be paid by the Board, in a plan of the Board's choice.
2. The following days of absence will be granted:
 - A. Ten sick days per year with pay in accordance with Title 18A-30-2, cumulative.
 - B. Three days leave with pay for death in the immediate family, unless the deaths occur simultaneously, (mother or father, husband or wife, son or daughter, brother or sister, guardian, father-in-law or mother-in-law), non-cumulative.

	<u>SALARY GUIDE</u>			
	CLERK	SECRETARY	PRINCIPAL'S SECRETARY	ADMINISTRATIVE SECRETARY
Step 1	\$3,000.	\$3,600.	\$4,000.	\$4,200.
2	\$3,150.	\$3,750.	\$4,150.	\$4,350.
3	\$3,300.	\$3,900.	\$4,300.	\$4,500.
4.	\$3,450.	\$4,050.	\$4,450.	\$4,650.
5	\$3,600.	\$4,200.	\$4,600.	\$4,800.
6	\$3,750.	\$4,350.	\$4,750.	\$4,950.

X. Particular Items Pertaining to Janitors' Contract for 1971-72

1. Vacation schedule is as follows: After one (1) year of contract service, two (2) weeks vacation; after five (5) years, three (3) weeks; and after ten (10) years or more, four (4) weeks. A week means five (5) working days. Where there is a holiday, you would be entitled to an extra day.
2. The following days of absence will be granted:
 - A. Ten sick days per year with pay in accordance with Title 18A-30-2, cumulative.
 - B. Three days leave with pay for death in the immediate family, unless the deaths occur simultaneously, (mother or father, husband or wife, son or daughter, brother or sister, guardian, father-in-law or mother-in-law) non-cumulative.
3. The Board will pay for full coverage on the Family Plan for medical and surgical in a plan of the Board's choosing.
4. Approved extra work assignments shall be compensated at the rate of one and a half ($1\frac{1}{2}$) times the regular hourly salary, that is work beyond the regular forty (40) hour work week.
5. An across the board raise for the 1971-72 school year of \$300.00.
6. Black Seal License (Fireman) - \$100.00 additional salary.

X. Particular Items Pertaining to Bus Mechanics' Contract for 1971-72

1. The Board will pay for full coverage on the Family Plan for medical and surgical in a plan of the Board's choosing.
2. The following days of absence will be granted:
 - A. Ten sick days per year with pay in accordance with Title 18A-30-2, cumulative.
 - B. Three days leave with pay for death in the immediate family, unless the deaths occur simultaneously, (mother or father, husband or wife, son or daughter, brother or sister, guardian, father-in-law or mother-in-law), non-cumulative.

X. Particular Items Pertaining to Principals' Contract for 1971-72

1. The Board will pay for full coverage on the Family Plan for medical and surgical in a plan of the Board's choosing.
2. The following days of absence will be granted:
 - A. Ten sick days per year with pay in accordance with Title 18A-30-2, cumulative.
 - B. Three days leave with pay for death in the immediate family, unless the deaths occur simultaneously, (mother or father, husband or wife, son or daughter, brother or sister, guardian, father-in-law or mother-in-law), non-cumulative.

XI. Responsibility

Each negotiating unit is responsible for informing its members of the contents of this contract.

The provisions of each article shall be effective as of July 1, 1971 and shall continue in full force and effect until June 30, 1972.

Date: _____