

LIBRARY
INSTITUTE OF MANAGEMENT
AND LABOR RELATIONS
OCT 17 1989
RUTGERS UNIVERSITY

Tewksbury Township Board of Education
AGREEMENT BETWEEN THE
BOARD OF EDUCATION OF TEWKSBURY TOWNSHIP
AND THE
TEWKSBURY EDUCATION ASSOCIATION, INC.

X JULY 1, 1988 - JUNE 30, 1990

TABLE OF CONTENTS

Chapter	Page(s)
Preamble	1
I. Attendance	2-3
II. Teacher Assignments	4
III. Textbook/Curriculum Determination	5
IV. Assignment of Non-Teaching Duties	6
V. Teacher Evaluation	7-8
VI. Leaves of Absence	9-12
VII. Grievance Procedures	13-15
VIII. Teacher Employment	16
IX. Teacher-Administration Liaison	17
X. Compensation	18-23
XI. Terms of Agreement	24
Appendix A - 1988-89 Teacher Salary Guide	
Appendix B - 1989-90 Teacher Salary Guide	
Appendix C - Letter of Agreement	
Appendix D - 1988-89 & 1989-90 Cafeteria Salary Guide	
Appendix E - 1988-89 & 1989-90 Custodian Salary Guide	
Appendix F - 1988-89 & 1989-90 Maintenance Salary Guide	
Appendix G - 1988-89 & 1989-90 Teacher Aide Salary Guide	
Appendix H - 1988-89 & 1989-90 Instructional Aide Salary Guide	
Appendix I - 1988-89 & 1989-90 Interscholastic Athletic Guide	
Appendix J - 1988-89 & 1989-90 Supplemental Teacher Guide	

PREAMBLE

RECOGNITION

A. Unit

The Tewksbury Township Board of Education (the Board) recognizes the Tewksbury Education Association, Incorporated (the Association) as the exclusive and sole representative for collective bargaining concerning grievances and terms and conditions of employment for all personnel whether under contract or on leave, employed by the Board including: all teachers, teacher aides, librarians, library aides, custodians, cafeteria personnel, maintenance personnel (hereinafter collectively referred to as Members), but excluding administrators, Superintendent's secretary, secretary (clerk) to the Board Secretary, psychologist, substitutes, and all other secretaries.

B. Definition of Teacher

The term teacher herein shall refer to all employees in positions which require them to hold appropriate certificates issued by the New Jersey Board of Examiners.

C. Definition of Administration

Anyone employed by the Board under the certificate and job title of Superintendent, Assistant to the Superintendent, Principal, Business Administrator, or Board Secretary, psychologist, substitutes, and all other secretaries.

I. ATTENDANCE HOURS REQUIRED OF TEACHERS

A. School Day

1. Definition - As professionals, the 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. The Teachers' normal workday shall be from eight-fifteen (8:15) to three-twenty-five (3:25). This includes a duty free lunch period of not less than thirty (30) minutes and not less than one hundred and thirty-five (135) minutes of preparation time per week, with additional time as scheduling permits, during which time they shall not be assigned to other duties, except in emergencies. Whenever possible this one hundred and thirty-five (135) minutes of preparation time will be provided in the form of one preparation period per day, and when scheduling permits an effort shall be made to equalize preparation time throughout the district. Preparation time is to be utilized for professional improvement, curriculum development, and the preparation of lesson plans. Early departure for professional or personal reasons may be granted at the discretion of the Administration.

2. Meeting/Conferences - Included in the normal workday are regularly scheduled faculty meetings and the parent-teacher conferences. It has been deemed especially beneficial to hold programmed evening conferences in order to coordinate and cement school-parent-teacher-student relationships. Such a program of school-wide evening conferences, including Back-to-School Night, may be scheduled by the administration yearly.

B. School Year - The school calendar for the next year shall be made available to the Association each year two (2) months before school closing and prior to its adoption by the Board. After review by the Association, the Administration shall meet with the Association representative no later than five (5) days prior to Board adoption at which time the suggestions of the Association shall be considered. There shall be no change in the adopted calendar without prior consultation with the Association. The in-school work year of teachers employed on a ten (10) month basis, other than new personnel who may be required to attend an additional one (1) day of orientation, shall not exceed one hundred and eight-seven (187) days.

C. Meetings - A day shall be set aside for weekly staff meetings starting about ten (10) minutes after student dismissal time. The Association and the Administration shall confer periodically on a mutually agreeable day which shall be followed except in emergencies. Teachers normally shall

be notified of changes in meeting schedule at least four (4) days in advance. The Administration shall provide the Teachers with a proposed meeting agenda at least one (1) school day prior to the meeting, except in emergency. The teachers shall have the opportunity to suggest items for the agenda through their liaison representative. Efforts shall be made to limit meeting time to one hour. One of the periods reserved for such staff meetings within each two month period shall be made available for an Association meeting.

II. TEACHER ASSIGNMENTS - Teachers shall be given written notice of their anticipated or major class, subject assignments, and proposed textbooks for the coming year by June first (1) of the immediately preceding school year except if the Administration shall, in good faith, otherwise notify.

III. TEXTBOOKS AND CURRICULUM DETERMINATION

A. Curricula Activities - It is of the utmost importance that teaching methods and materials, curriculum content, textbooks, and the coordination and structure of programs be continually reviewed and improved. With this goal in mind, the Association and the Board may agree to establish Curriculum Committees and arrange in-service courses, workshops, conferences, and programs designed to improve the quality of instruction. Curriculum sessions shall be scheduled as the need arises.

B. Professional Improvement - Professional improvement activities may be initiated at the request of the Teachers or the Administration. The Request for Absence Authorization and Reimbursement form with accompanying reasons must be submitted at least five (5) days prior to the proposed session. Curriculum sessions shall be subject to approval by the Superintendent.

IV. ASSIGNMENT OF NON-TEACHING DUTIES. - The Board and the Association acknowledge that the Teachers' primary responsibility is to teach. It is the policy of the Board to work towards the greatest utilization of the Teachers' time in the performance of teaching and directly related duties. Therefore:

A. collection of money shall not be required of the Teachers except for student insurance, student pictures, and other monies as requested by the Teachers and with the consent of the Administration;

B. unless otherwise agreed upon, Teachers shall not be required to perform non-teaching duties including, but not limited to, supervision of the cafeteria, keeping registers, typing, duplicating instructional materials, and scoring standardized achievement and intelligence test;

C. members shall not be required to drive students to activities away from the school building, but members with a valid bus driver's license may do so, voluntarily, with advance approval of the Administration;

D. members using his/her personal vehicle for attendance at workshops, in-service activities outside of the district, or business related errands, as approved by the Superintendent, shall be reimbursed at the standard mileage rate permitted by the I.R.S. Travel for attendance at conventions and for the purpose of attending college shall not be reimbursed.

V. TEACHER EVALUATION

The primary aim of evaluation shall be the improvement of instruction

1. Early in the year, the Administration shall inform the Teachers of its evaluation policy and procedures. Teachers whose contract renewal is in jeopardy shall be informed thereof by Christmas vacation. Failure to so inform shall not preclude implementation of the sixty (60) day clause of the individual's contract.

2. Non-Tenured Personnel

The evaluation of non-tenured teachers shall be in accordance with N.J.S.A. 18A: 27-3.1 and 3.3 and N.J.A.C. 6:3-1.19.

3. Tenured Personnel

a. Review of the performance of the teaching staff members based upon the job description.

b. Frequency

1) Teachers shall be observed through classroom visitation by a certified supervisor at least three (3) times for non-tenured and two (2) times for tenured teachers in each school year, to be followed by a conference and a written observation report by the supervisor. Each observation shall consist of at least a full period or a daily complete lesson.

2) Teachers being formally observed shall be notified prior to the observation.

3) Each observation shall be followed by a conference. No subsequent observation can occur prior to that conference.

c. Open Evaluation - All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address, cameras, audio systems, and similar surveillance devices shall be strictly prohibited.

d. Evaluation by Certified Supervisors - Teachers shall be evaluated annually only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.

e. Copies of Observation Reports - A teacher shall be given a copy of any class visit observation report prepared by his or her supervisor at least one (1) day

before any conference to discuss it. No such report shall be placed in the teacher's file, or otherwise acted upon without the prior conference with the teacher. No teacher shall be required to sign a blank or incomplete observation form. The signature of the teacher shall not necessarily represent acceptance of the report, but shall constitute an acknowledgement that he or she has read its contents. The teacher shall also be permitted to include his/her comments as per statute.

f. Observation conference shall occur within five (5) school days of the observation depending upon the availability of both parties but shall not extend beyond ten (10) days

g. Reports - A written review of the teaching staff member's progress toward the objectives of the individual professional improvement plan (IPIP) shall be developed at the previous conference.

4. Any complaints regarding a Member made to the Administration by any parent, student, or other person, which are used in any manner in evaluating a Member, shall be promptly investigated and called to the attention of the Member. The Member shall be given the opportunity to respond verbally or in writing to such a complaint and shall have the right to be represented by the Association at any meeting or conference regarding such complaint.

VI. LEAVES OF ABSENCE

It is agreed by all parties that this section provides for leaves for specific purposes and that all parties abide by the spirit of this policy.

A. Sick Leave

1. Members under ten (10) month contracts shall be entitled to ten (10) sick days each school year, and Members under twelve (12) month contracts shall be entitled to twelve (12) sick days each school year, as of the first official day of their contract year, whether or not they report for duty on that day. Unused sick leave shall be accumulated from year to year with no maximum limit, but it can only be used as sick leave.

2. Pursuant to the formula contained in N.J.A.S.A. 18A:30-8, payment for ten (10) additional service sick days, which shall be non-cumulative, will be provided when all accumulated sick leave has been used.

3. A doctor's certificate shall be furnished upon request to the Administration at no cost to the Board, for each consecutive period of sick leave of more than five (5) consecutive school days.

B. Emergency and Personal Business Leave

Members shall be entitled to the following temporary leave of absence with full pay:

1. Two (2) days leave of absence for personal business. Written notice of such leave shall be given to the Administration at least one (1) week before taking such leave, (except in case of emergency), and the Member shall not be required to state the reason for taking such leave other than that he is taking it under this section. One day of unused leave from the previous year may be accumulated and used the following year. No more than three (3) days leave may be taken under this section in any year.

2. If a teacher is involved in an emergency, he/she need not request personal leave in accordance with paragraph B. one (1) above, but will attempt to notify the Administration by 7:00 A.M. on the day the teacher must be absent and will inform the Administrator of the nature of the emergency. For purposes of this provision, an emergency will be a serious illness, legal matter, or death in the teacher's family.

3. The equivalent of five (5) total school days per school year may be used by the Association President or

his/her designee for Association business with the concurrence of the Superintendent or his designee.

4. An employee who is required to be absent for one day or more because of a death in the employee's immediate family, shall, with the concurrence of the Superintendent, be excused for such day or days. Paid time off shall be provided to attend the funeral, plus reasonable travel time to and from the funeral location. In no case, however, shall the time off with pay exceed five days. Immediate family means parents, grandparents, spouse, children, brothers or sisters, or any relative living in the same household with the employee. The Superintendent may under extenuating circumstances grant additional reasonable time off.

5. Military Reserve leave shall be granted as required by law. The Board reserves the right to appeal for delay of duty to and after the end of school.

C. Leaves Without Pay

Leaves of absence without pay may be granted by the Board upon the recommendation of the Administration as follows:

1. Leaves for extreme family emergency may be granted by the Superintendent. Such leaves may be extended by the Superintendent after consultation with the staff member.

2. Maternity Leave

a. Leave granted a member for maternity, child care, and/or adoption shall be limited to a maximum of two (2) school years per maternity leave. It is understood that if the leave commences during the school term, that period of time that the member is on leave for that school term would constitute a school year. Therefore, a school year is defined as the period July 1 - June 30. The school term is defined as the period September 1 - June 30. Individuals in order to return following such leave must notify the Board prior to April one (1) of their intention to return at the commencement of the following school term. Any revocation of that intention shall promptly be made known to the Board or the Administration in writing.

b. The member shall specify, in writing, the date on which the leave is to commence and the anticipated birthdate or adoption date. Further, a teacher may work up until the physician deems it necessary to discontinue teaching duties. Therefore, the member must also submit a doctor's certificate indicating that date.

3. Leaves for study purposes:

- a. Eligible to tenured teachers, with the concurrence of the Administration and approval of the Board.
- b. Only one teacher shall be granted such leave at a time, except in an emergency and when approved by the Administration and so granted by the Board.
- c. The Board and Association agree that leaves for more than one (1) year are not advisable.

D. Sabbatical Leaves

1. Award of Sabbatical Leave - Sabbatical leaves for approved courses of study, for either one-half (1/2) the school year or a full year, may be granted by the Board to a teacher whose application has been recommended by the Administration and a Teacher's Committee.

2. Eligibility - Requests for sabbatical leave will be considered for teachers who have at least seven (7) years of continuous service in the district.

3. Procedures - Requests must be received by the Administration no later than January 15 of the year prior to the requested leave. The request shall be forwarded to the Board within thirty (30) days.

4. Salary and Other Benefits

a. Experience Credit - The teacher on sabbatical leave shall accumulate experience credit on the guide.

b. Tuition Credit - The teacher on sabbatical leave shall be entitled to tuition refund in accordance with Chapter X, Section A.6 of the contract.

c. Benefits - The teacher on sabbatical leave shall be entitled to all employee benefits as provided by the contract.

d. Salary

1. Full year sabbatical - The teacher shall be paid three quarters (3/4) of the annual salary for that school year. Salary would be paid in accordance with the payroll schedule, beginning in September.

2. Half Year Sabbatical - The teacher on half year sabbatical leave shall be paid the normal salary for that school year, but while on sabbatical leave the teacher will be paid three quarters (3/4) of the remaining balance of the annual salary. Salary would be paid in accordance with the payroll schedule.

e. Other Conditions

1. Terms of Leaves - Full year sabbatical leave shall commence on September first and end June thirty. Half year sabbatical leave shall be granted for either the Fall or Spring semester. Normally, an employee on a half year leave for the Fall semester may return on or about February 1. An employee on a half year leave for the Spring semester may return in September of the following school year.

2. Number of teachers on leave - One teacher may be on sabbatical leave at any time.

Reports Required - While on sabbatical leave, the teacher shall report to the Superintendent in writing by January first for the Fall Semester and June thirtieth for the Spring Semester. The report shall include a summary of experiences and conclusions relevant to Tewksbury Township Schools.

As a condition for granting this sabbatical, it is understood that the teacher shall continue in service for a period of two years after the expiration of the sabbatical. Upon failure to continue in service for two years, the administration may require the teacher to repay a pro-rated share of the sabbatical salary. Exceptions to this rule are subject to approval by the Board of Education.

VII. GRIEVANCE PROCEDURE

A. Definition

A grievance is a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of a Member or Members and/or its interpretation, meaning and application of any of the provisions of this Agreement.

B. Philosophy

The purpose of this procedure is to secure promptly and at the lowest level equitable solutions to grievances.

Proceedings shall be kept as informal and as confidential as may be appropriate at each level of the procedure.

C. Procedure

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

2. If either party fails to follow the time limit, the grievance shall be waived or moved to the next step, depending upon which party fails to follow the procedure agreed upon.

3. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, harm could result to a party in interest then 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 practicable.

4. The meetings and hearing shall be conducted in private.

D. Levels of Procedure

1. Level One (1)

A Member with a grievance may discuss it with his immediate supervisor, through the Association's designated representative if desired, with the objective of resolving the matter informally. Any grievance must be brought to Level One (1) not later than one (1) calendar month of the occurrence which gave rise to the grievance.

2. Level Two (2)

If the aggrieved Member is not satisfied with the disposition of his grievance at Level One (1), he may submit it in writing to the Association Executive Committee within five (5) school days after the decision at Level One (1), or within ten (10) school days after the grievance was presented, whichever is sooner. Within three (3) school days after receiving the written grievance, a representative of the Executive Committee shall submit it in writing to, and confer with, the immediate supervisor of the aggrieved Member. Then immediate supervisor, upon receipt of the grievance report, shall attempt to resolve the matter as quickly as possible and shall meet with the aggrieved Member or his representative within five (5) days (designated school holidays excepted) of receipt of such report. Decisions rendered at Level Two (2) and at all subsequent levels of the grievance procedure shall be in writing, setting forth the decisions and reasons therefor, and shall be transmitted to and be signed by all involved parties.

3. Level Three 3

If the aggrieved Member is not satisfied with the disposition of his grievance at Level Two (2), he may submit it in writing to the next higher level of supervision within five (5) school days after the decision at Level Two (2), or within ten (10) school days after the grievance was presented at Level Two (2), if no decision was reached, whichever is sooner. The parties shall attempt to resolve the matter at that next higher level of supervision as quickly as possible, and for that purpose, a meeting shall be held within five (5) days of submission to that next higher level of supervision (designated school holidays excepted), unless that next higher level of supervision is the Board, in which event the grievance shall immediately proceed to Level Four (4).

4. Level Four (4)

If the aggrieved Member is not satisfied with the disposition at the preceding levels, or if no decision has been rendered by the appropriate supervisor at Level Three (3), he may, within five (5) days, request the Association Executive Committee to submit his grievance in writing to the Board through the Personnel Committee. The Board and the aggrieved Member shall attempt to reach agreement. If no agreement is reached within one (1) calendar month of presentation to Level Four (4), the Board and/or the aggrieved Member may request the services of a mediator, who shall be selected by mutual agreement of the parties, to mediate and advise. The mediator shall set forth in writing his findings of fact, reasoning and conclusions on the issues submitted. The cost of mediation shall be shared

equally be the parties. The parties will give due consideration to the mediator's findings, reasoning and conclusions, but they shall be advisory only and not be binding on the Board or the Association.

VIII. TEACHER EMPLOYMENT

A. The Board agrees to hire only properly certified teachers holding or working toward standard certificates issued by the New Jersey Board of Examiners for every regular teaching assignment. The Board reserves the right to hire non-degree teachers in case of emergency, but may require them to continue working toward a degree.

B. Credit not to exceed four (4) years for military service or alternative civilian service required by Selective Service, shall be given upon initial employment. At the discretion of the Board, credit may be given on the same basis for Peace Corps, Vista, National Teacher Corps, or Fulbright Scholarship time.

C. At the time of initial employment, teachers shall be placed on a step of the salary guide according to mutual agreement between the teachers and the Board of Education. Thereafter, teachers shall advance one (1) step of the guide per year of teaching in the district until they reach the maximum step except as increments may be withheld by the Board acting in accord with district policy and state law.

D. The administration shall post vacancies within ten (10) school days after such vacancies become established as a consequence of formal Board action during the normal school year, or if established during summer recess, known vacancies shall be disseminated to members through the mail.

E. Members who desire a change in their assignment for the following school year, may file a written statement with the Superintendent by April one (1) of the preceding school year. Such statement shall include the grade and/or subject to which the member desires to be assigned and the school.

F. Teacher Contracts

1. Teachers shall be given their employment agreements on or before April thirty (30). If the Board and Association have not reached contract settlement for the year in question the employment agreement shall be based upon the existing contract. Upon a settlement, the Members will be re-issued contracts reflecting the agreement and shall be retroactive to September one (1) of the new contract year.

2. Employment agreements shall be returned by non-tenured teachers to the Board Secretary by May thirty-one (31).

IX. TEACHER-ADMINISTRATION LIAISON

The Association shall select an individual for each school building who may meet with the Administration twice monthly to discuss local school problems and practices, and to play an active role in the revision or development of building policies. Also, this representation may suggest items to be placed on the agenda for teachers' meetings. Members having suggestions or requests may forward them to the liaison representative. Meetings between the Administration and the representative shall be set up at the request of either party.

The Administrative Offices shall provide to the N.J.E.A., within thirty (30) days of the initial request, reasonable information required to complete the data for "N.J.E.A. Research Documents."

X. COMPENSATION

A. Teachers

1. Salary Guide for 1988-89 - See Appendix A
2. Salary Guide for 1989-90 - See Appendix B.
3. Lateral Moves Across Guide

a. A teacher anticipating a lateral move across the guide (e.g., moving from BA to BA + 15) must inform the Administration using form T-175 four (4) months prior to the anticipated effective date of the move. Further, it is the responsibility of the teacher to ensure that official transcripts, which shall serve as the primary basis for consideration, shall be forwarded to the Administration. The official transcripts shall be used by the Administration to certify to the Board that the teacher has fulfilled the necessary requirements for the lateral move.

b. The Master of Arts/Sciences must be earned in the field of education or discipline of required teacher certificate (e.g. science, mathematics).

4. Honoraria

- a. Interscholastic Athletic - See Appendix I
- b. Intramural and Officials

Sessions will last a minimum of one (1) hour and fifteen (15) minutes.

Advisors	1988-89	1989-90
Intramural	\$18.50/session	\$19.50/session
Official-Interscholastic	\$17.50/game	\$18.50/game
Official-Tournament	\$19.50/game	\$20.50/game

c. Non-athletic Extra Curricular

	1988-89	1989-90
1) Curriculum Development on non-school time: (At the written request of the Administration	\$18.50/hour	\$19.50/hour
2) 8th Grade Magazine	\$18.50/session	\$19.50/session
3) Productions (incl. yearbook)	\$18.50/session	\$19.50/session
4) Test Scoring (Diagnostic and Criterion Reference test on non-school time, with written consent of the Administration)	\$15.50/hour	\$16.50/hour
5) Student Supervision		

Teachers specifically assigned in writing by the Administration to supervise students at special activities during non-school hours, such as, but not necessarily limited to dances, concerts, programs, tournaments shall be reimbursed Fifteen Dollars Fifty Cents (\$15.50) per hour for 1988-89, and Sixteen Dollars Fifty Cents (\$16.50) for 1989-90. Teachers involved in aforementioned supervision shall submit a voucher to the Board Secretary within five (5) school days of the day their services were rendered.

d. The number of after school sessions/hours must be approved in writing by the Administration.

e. At the beginning of each year, notices shall be posted that these opportunities exist. Interested Members must notify the Administration in writing within five (5) school days of the day the notices are posted. Selection of the advisors for these jobs shall be at the discretion of the Administration and with Board approval. The chosen advisors for these jobs may be relieved of these with Board approval when it becomes apparent that such extra duties in any way interfere with performance of their primary duties.

5. Professional Development and Education Improvement

a. The Board shall reimburse teachers for courses taken for professional improvement. A maximum of eighteen

(18) credit hours per school year (July 1 - June 30) are eligible for reimbursement. The rate of reimbursement shall be One Hundred percent (100%) to a dollar total equal to eighteen (18) hours times the highest state college of education or liberal arts graduate school tuition rate.

b. Credit hours eligible for reimbursement must be from an accredited school of education or applicable to a New Jersey teaching certificate. Other credit hours may be approved by the Superintendent of Schools at his/her discretion.

c. A minimum grade of B or its equivalent is required in all cases of tuition reimbursement.

d. No teacher shall be required to take courses in order to be eligible for salary increments.

e. The Board shall pay up to thirty dollars (\$30.00) per course for textbooks purchased by the teacher.

f. The Board and the Association encourage teachers to attend the annual N.J.E.A. Convention in order to avail themselves of valuable information leading to improved teaching. Teachers shall be reimbursed: Thirty-five Dollars (\$35.00) per diem or Sixty Dollars (\$60.00) for overnight stay. All reimbursements will be made through the voucher system. Convention nights eligible for reimbursement are Thursday and Friday. Staff members applying for overnight reimbursement must submit room bill with the voucher.

6. Health and Accident Benefits

a. Medical Coverage - As currently provided plus full medical coverage for dependents. This shall apply to all Members who are eligible for Teachers Pension and Annuity Fund and New Jersey Public Employees Retirement Fund.

b. Dental Coverage - As currently provided for employees and dependents.

c. Prescription Plan - Members and their dependents (as defined by the carrier) shall be provided a prescription plan effective July 1, 1989.

7. Service Bonus - A service bonus of Three Thousand Dollars (\$3,000.00) will be given to teachers upon termination of fifteen (15) or more years of continuous satisfactory service within the Tewksbury Township School District. Approved maternity leave, sabbatical leave, and personal leave without pay shall be excluded in calculating

the fifteen (15) years of service. Further, these conditions shall not be considered as interrupting continuous service. The bonus will be awarded by separate check upon approval of the teacher's resignation or retirement.

8. Voluntary Payroll Deductions

a. Members will have the option to have a portion of their pay deducted monthly, and to have the monthly deduction deposited with the Hunterdon County School Employees Federal Credit Union or other institution designated by the Association annually on or before June 15th.

b. The Board shall mail credit union monies by the fifth (5th) of each month. If the Board fails to forward said monies by the fifth (5th), and subsequent penalties are imposed, the Board shall assume liability for the penalties for the period the monies were not received up to the date that they were received by the credit union. In the event penalties are assessed, the individual teacher must substantiate any claims.

c. In the case of Credit Union deductions, the Board is not responsible for any bookkeeping other than the monthly deposits. All correspondence for individual accounts with the Credit Union is the responsibility of the Individual Credit Union member.

B. Supplemental Teacher - See Appendix J

C. Cafeteria Staff

1. Salary Guide for 1988-89 - See Appendix D

2. Salary Guide for 1989-90 - See Appendix D

3. Transporting Foodstuffs - The staff member responsible for the transporting of Foodstuffs and supplies between schools during days when school is open, shall be paid Fifty Dollars (\$50.00) per month for services rendered.

4. Uniforms - The Board shall provide a uniform and a pair of shoes each year during the life of this agreement. Cost to the Board shall not exceed Seventy-Five Dollars (\$75.00) per school year.

D. Custodial/Maintenance Staff

1. Salary Guide for Custodians for 1988-89 - See Appendix E

2. Salary Guide for Custodians for 1989-90 - See Appendix E

3. Salary Guide for Maintenance for 1988-89 - See Appendix F

4. Salary Guide for Maintenance for 1989-90 - See Appendix F

5. Vacation

a. One (1) week after one (1) year of employment

b. Two (2) weeks after two (2) years of employment

c. Three (3) weeks after five (5) years of employment

d. Four (4) weeks after fifteen years of employment

6. Uniforms - The Board annually shall provide funds for the purchase of safety work boots for each custodial/maintenance employee. The Board shall provide Seventy-five Dollars (\$75.00) for each member after each employee shows proof of purchase. Further, new employees shall be provided this benefit after one year of service. Additionally, the new employee will also be provided with \$100.00 for the purpose of purchasing a parka. After the initial purchase, with every three (3) years of service, the Board shall provide an additional One Hundred Dollars (\$100.00) for the purchase of a replacement parka for each employee. The Superintendent shall approve such purchases.

7. Overtime - Overtime shall be paid at a rate of one and an half (1 1/2) times the hourly rate, after forty (40) hours weekly, or after twenty (20) hours weekly for part-time employees.

E. Teacher Aide

1. Salary Guide for 1988-89 - See Appendix G

2. Salary Guide for 1989-90 - See Appendix G

F. Instructional Aide

1. Salary Guide for 1988-89 - See Appendix H
2. Salary Guide for 1989-90 - See Appendix H

G. Other

1. Non-Instructional Personnel

Non-instructional personnel who work twenty (20) hours or more weekly shall have all legal State and Federal holidays observed by the school off with pay. If required to work on these holidays, they shall be paid double time.

2. Reimbursement for School Related Licensing Fees

The Board of Education shall pay for license renewals required yearly by the State, including, but not limited to all boiler licenses and school bus driver licenses.

3. Enrollment of Teaching Staff's Children

The Superintendent shall recommend the enrollment of teaching staff's children on a tuition basis of five hundred dollars (\$500.) per school year. Admission may be denied where the educational program maintained for the children of this district is inadequate to meet the needs of the applicant, or when upon entry to the school system, class size limitations would be exceeded. Continued enrollment of any non-resident pupil is contingent upon the maintenance of good standards of citizenship and discipline.

The Board of Education shall not be responsible for the transportation to or from school of any non-resident pupil.

XI. TERMS OF AGREEMENT

A. The provisions of this Agreement shall be effective as of July 1, 1988 and shall remain in force and effect until June 30, 1990.

B. This Agreement is made and entered into this 4-11-88 by and between the Tewksbury Township Education Association, Inc. and the Tewksbury Township Board of Education.

C. Both parties agree that during the term of this Agreement there shall be an opportunity to discuss items needing possible clarification and future Agreement inclusions and exclusions.

D. If any provision of this agreement or the application therefore to any party, Member or circumstances is held invalid, the remainder of this agreement and its application to any party, other Members or circumstances shall not be affected thereby, and to this end the provisions of this agreement are declared severable.

[Signature]
President, Tewksbury
Township Board of
Education

[Signature]
President,
Tewksbury Education
Association

[Signature]
Secretary, Tewksbury
Township Board of
Education

[Signature]
Chief Negotiator,
Tewksbury Education
Association

5-3-88

Date

1988-89 SALARY GUIDE

APPENDIX A

STEP	YEARS EXP.	BA/BS	BA/BS+15	BA/BS+30	MA/MS	MA/MS+15	MA/MS+30
1	1	22,450	23,050	23,950	25,150	26,050	26,650
2	2	23,050	23,650	24,550	25,750	26,650	27,250
3	3-4	23,650	24,250	25,150	26,350	27,250	27,850
4	5	24,250	24,850	25,750	26,950	27,850	28,450
5	6-7-8	25,050	25,650	26,550	27,750	28,650	29,250
6	9-10	25,850	26,450	27,350	28,550	29,450	30,050
7	11	26,650	27,250	28,150	29,350	30,250	30,850
8	12	27,650	28,250	29,150	30,350	31,250	31,850
9	13-14	28,650	29,250	30,150	31,350	32,250	32,850
10	15	29,950	30,550	31,450	32,650	33,550	34,150
MAX	16+	35,350	35,950	36,850	38,050	38,950	39,550

1989-90 SALARY GUIDE

APPENDIX B

STEP	YEARS EXP.	BA/BS	BA/BS+15	BA/BS+30	MA/MS	MA/MS+15	MA/MS+30
1	0-1	23,150	23,750	24,650	25,850	26,750	27,350
2	2	23,650	24,250	25,150	26,350	27,250	27,850
3	3	24,450	25,050	25,950	27,150	28,050	28,650
4	4-5	25,350	25,950	26,850	28,050	28,950	29,550
5	6	26,250	26,850	27,750	28,950	29,850	30,450
6	7-8-9	27,150	27,750	28,650	29,850	30,750	31,350
7	10-11	28,050	28,650	29,550	30,750	31,650	32,250
8	12	28,950	29,550	30,450	31,650	32,550	33,150
9	13	30,250	30,850	31,750	32,950	33,850	34,450
10	14-15	31,750	32,350	33,250	34,450	35,350	35,950
MAX	16+	37,550	38,150	39,050	40,250	41,150	41,750

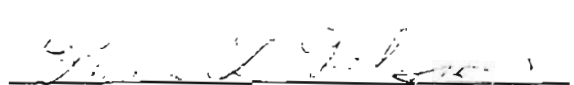
APPENDIX C


LETTER OF AGREEMENT
BETWEEN THE
TEWKSBURY EDUCATION ASSOCIATION
AND THE
TEWKSBURY TOWNSHIP BOARD OF EDUCATION

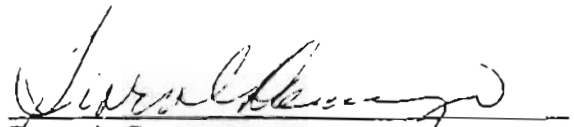
The Association and Board agrees that Mrs. Justine Gadomski and Mrs. Margaret Harjes (members) shall receive an equity adjustment during the 1988-89 school year due to consolidation of steps on the guide based on years of experience. The adjustments shown below shall be reflected in the members' pension and salary records.


Member	1988-89 Base Salary	Adjustment	1988-89 Total Salary
Justine Gadomski	\$12,825	\$400.	\$13,225
Marjaret Harjes	\$25,850	\$800.	\$26,650.

This agreement terminates effective June 30, 1989.


President, Board of Education


TEA Chief Negotiator


Board Secretary


TEA President

5-3-88

Date

CAFETERIA WORKERS SALARY GUIDE

APPENDIX D

1988-89

1989-90

Step	Hourly Rate	Step	Hourly Rate
1	5.00	1	5.25
2	5.25	2	5.45
3	5.50	3	5.70
4	5.70	4	5.95
5	5.95	5	6.20
6	6.20	6	6.45
7	6.45	7	6.70
8	6.75	8	7.00
9	7.00	9	7.30
10	7.30	10	7.60
11	8.55	11	9.25

In addition, a stipend will be paid to the Cafeteria Manager for the life of this contract.

Manager 1.62 x appropriate step on the guide

Assistant Manager Add 10% of the base salary to the base salary

CUSTODIANS SALARY GUIDE

APPENDIX E

STEP	1988-89	STEP	1989-90
1	14,610	1	15,220
2	15,220	2	15,850
3	15,850	3	16,510
4	16,515	4	17,200
5	17,200	5	17,920
6	17,905	6	18,660
7	18,625	7	19,425
8	19,780	8	20,210
9	20,970	9	21,465
10	22,430	10	22,750
11	22,895	11	24,335
12	22,890	12	24,810
13	25,845	13	24,825
		14	28,040

8MA14071

MAINTENANCE SALARY GUIDE

APPENDIX F

STEP	1988-89	STEP	1989-90
1	16,200	1	16,880
2	16,880	2	17,580
3	17,580	3	18,310
4	18,315	4	19,080
5	19,080	5	19,870
6	19,880	6	20,700
7	20,705	7	21,570
8	22,025	8	22,465
9	23,350	9	23,900
10	24,750	10	25,335
		11	26,855

TEACHER AIDE SALARY GUIDE

APPENDIX G

1988-89

1989-90

<u>STEP</u>	<u>HOURLY RATE</u>	<u>STEP</u>	<u>HOURLY RATE</u>
1	5.00	1	5.30
2	5.30	2	5.45
3	5.45	3	5.70
4	5.70	4	5.90
5	5.95	5	6.20
6	6.25	6	6.45
7	6.50	7	6.75
8	6.80	8	7.05
9	7.15	9	7.40
10	7.50	10	7.80
11	8.00	11	8.15
12	8.45	12	8.65
13	8.90	13	9.20
14	9.65	14	9.65
15		15	10.45

INSTRUCTIONAL AIDE SALARY GUIDE

APPENDIX H

1988-89

1989-90

STEP	HOURLY RATE	STEP	HOURLY RATE
1	6.25	1	6.50
2	6.50	2	6.80
3	6.80	3	7.10
4	7.10	4	7.40
5	7.40	5	7.70
6	7.80	6	8.00
7	7.95	7	8.45
8	8.45	8	8.65
9	8.70	9	9.15
10	9.20	10	9.40
11	9.70	11	10.00
12	10.20	12	10.50
13	10.69	13	11.05
		14	11.50

INTERSCHOLASTIC ATHLETIC GUIDE

APPENDIX I

1988-89

EXPERIENCE	FALL/SPRING SPORTS		WINTER SPORTS	
	HEAD COACH	ASSISTANT COACH	HEAD COACH	ASSISTANT COACH
1-2 years	\$ 900.	\$ 600.	\$1,200.	\$ 900.
3-4 years	\$1,100.	\$ 800.	\$1,400.	\$1,100.
5+ years	\$1,300.	\$1,000.	\$1,600.	\$1,300.

1989-90

Salaries listed for the 1988-89 year shall be increased by \$100. per position.

Definitions:

Fall/spring sports include: field hockey, soccer, softball, and baseball

Winter sports include: cheerleading, wrestling, boys' and girls' basketball

Shared Title: When two coaches share a title, the salaries for the head coach and assistant coach shall be added together and divided evenly between the coaches based on the experience level of each coach.

Shared Assignment: When two coaches share the coaching responsibilities evenly, the Head Coach salary shall be shared evenly based on the experience level of each coach.

SUPPLEMENTAL TEACHER

APPENDIX J

Supplemental teachers shall be paid a proportionate salary commensurate with the percentage of contracted time and step one (1) of Appendix A for 1988-89 and Appendix B for 1989-90.