

4-0135

#139

03-05

A G R E E M E N T

between

CITY OF BURLINGTON EDUCATION ASSOCIATION

and

BURLINGTON CITY BOARD OF EDUCATION

(Employer)

For Terms and Conditions of Employment

X July 1, 1988 to June 30, 1990

LIBRARY
Institute of Management and
Labor Relations

JUL 5 1988
RUTGERS UNIVERSITY

LIBRARY
Institute of Management and
Labor Relations

JUL 1 1988
RUTGERS UNIVERSITY

This Agreement entered into by and between the Board of Education of the City of Burlington, New Jersey, hereinafter called the "Board," and the City of Burlington Education Association, hereinafter called the "Association."

W I T N E S S E T H

The Board of Education of the City of Burlington, New Jersey, and the City of Burlington Education Association, recognize that education is a public trust and are dedicated to providing the best possible educational opportunities for the children of this community. This objective may be best attained if there is a climate of mutual trust and understanding between the parties.

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

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

TABLE OF CONTENTS

		<u>PAGE</u>
ARTICLE I	Recognition	1
ARTICLE II	Negotiation of Successor Agreement	1
ARTICLE III	Grievance Procedure	2
ARTICLE IV	Association-Administration Liaison	6
ARTICLE V	Unit Member Rights and Responsibilities	9
ARTICLE VI	Association Rights and Privileges	9
ARTICLE VII	Personal Life and Professional Responsibilities	10
ARTICLE VIII	Protection of Unit Member(s), Students and Property	10
ARTICLE IX	Teacher Work Year	11
ARTICLE X	Secretarial and Clerical Work Year	12
ARTICLE XI	Teacher Evaluation	14
ARTICLE XII	Absence on Account of Personal Business	17
ARTICLE XIII	Absence on Account of Illness	17
ARTICLE XIV	Temporary and Extended Leaves of Absence	19
ARTICLE XV	Hospitalization and Insurance Protection	22
ARTICLE XVI	Punctuality	23
ARTICLE XVII	Notification of Vacancies	23

	PAGE
ARTICLE XVIII Tuition Reimbursement	24
ARTICLE XIX Salaries	25
ARTICLE XX Preparation Time	27
ARTICLE XXI Miscellaneous Provisions	28
ARTICLE XXII Representation Fee	29
ARTICLE XXIII Secretarial and Clerical Employment Procedures	33
ARTICLE XXIV Duration of Agreement	34
SCHEDULE A(1) Teacher Salary Guide 88-89	35
SCHEDULE A(2) Teacher Salary Guide 89-90	36
CONVERSION CHART FOR TEACHERS	37
SCHEDULE B(1) Honorariums 88-89	38A-D
SCHEDULE B(2) Honorariums 89-90	39A-D
SCHEDULE C(1) Office Personnel Salary Guide 88-89	40
SCHEDULE C(2) Office Personnel Salary Guide 89-90	41
CONVERSION CHART FOR SECRETARIAL/CLERICAL	42

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for non-supervisory certificated personnel, and secretarial and clerical employees excluding superintendent, board secretary/business manager, principals, vice-principals, chairman of child study team, director of state and federal programs, confidential secretaries and director of athletics.

- B. Unless otherwise indicated, the term "unit member", when used hereinafter in this Agreement, shall refer to all non-supervisory professional employees and secretarial and clerical employees represented by the Association in the negotiating unit as defined above, and references to male unit members shall include female unit members.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The Board and the Association agree that, according to the provisions of Chapter 123, Public Laws of 1974, their representatives shall begin, in accordance with PERC guidelines, to meet at reasonable times, and negotiate in

good faith, to complete a successor agreement.

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

ARTICLE III

GRIEVANCE PROCEDURE

- A. Any individual member or members shall have the right to appeal the application of policies and administrative decisions, affecting him, through administration channels. With respect to his grievances, he shall be assured freedom from restraints, interference, coercion, discrimination, or reprisal, in presenting his appeal.
- B. DEFINITION OF TERMS
 - 1. GRIEVANCE. A claim based upon an event or condition which affects the welfare or working conditions of a unit member or group of unit members, which is contrary to this Agreement, established policy, or administrative decisions, governing or affecting employees.
 - 2. AN AGGRIEVED PERSON. The person or persons making the claim.
- C. PROCEDURE
 - Step 1. Any employee (or employees), who has/have a complaint shall discuss it first with his/her appropriate supervisor, department chairperson, or principal, in an attempt to resolve the matter, informally, at that level.

Step 2. If, as a result of the discussion/s, the matter is not resolved to the satisfaction of the unit member/s, he/she shall set forth his/her grievance, in writing, to the principal/supervisor within 30 calendar days of the event giving rise to the grievance or when he/she reasonably could have known of the event.

The principal/supervisor shall communicate his decision to the unit member/s, in writing, along with supportive reasons, within five (5) school days of receipt of the written grievance.

Step 3. Unit member/s may appeal the principal's decision to the superintendent of schools within five (5) school days of receipt. The appeal to the superintendent must be made in writing, and must set forth the grounds upon which the grievance is based. The superintendent shall request a report on the grievance from the principal, shall confer with the concerned parties, and, upon request, with the unit member/s or principal separately. He shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days of the receipt of the written grievance. The superintendent shall communicate his decision, in writing, along with supporting reasons, to the unit member/s and the principal.

- Step 4. If the grievance is not resolved to the unit member/s satisfaction, he may request a review by the Board of Education. The request shall be submitted, in writing, within ten (10) school days, through the superintendent of schools, who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance, hold a conference with the employee, if requested, and render a decision, in writing, along with supporting reasons, within thirty (30) calendar days of receipt of the written grievance.
- Step 5. If the unit member/s is not satisfied with the disposition of his/her grievance, at Step 4, or if no decision has been rendered within thirty (30) calendar days after written receipt of the written grievance by the Board, whichever is sooner, the aggrieved unit member/s may seek binding arbitration, on grievances dealing with the interpretation, application, or violation of the express terms of the contract, through the American Arbitration Association, in accordance with its rules and regulations.
- Step 6. 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, could

result in irreparable harm to a party in interest, the time limits, set forth herein, shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year, or as soon thereafter as is practicable.

D. RIGHTS TO REPRESENTATION

Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by a representative selected or approved by the Association. When a unit member/s is not represented by the Association, the Association shall have the right to be present and to state its view at all stages of the grievance procedure.

E. MISCELLANEOUS

1. If, in the judgment of the Association, a grievance affects a group or class of unit members, the Association may submit such grievance, in writing, directly to the superintendent of schools and the processing of such grievance shall be commenced at Step 3. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
2. All documents, communications, and records, dealing with the processing of a grievance, shall be filed in a separate grievance file.

3. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents, shall be prepared, jointly, by the superintendent and the Association, and given appropriate distribution so as to facilitate operation of the grievance procedure.
 4. 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, previously referred to in this Article.
- F. The term "grievance" and the procedure relative thereto, shall not be deemed applicable in the following instances:
1. The failure, or refusal, of the Board to renew a contract of a non-tenure employee;
 2. In matters where a method of review is prescribed by law, or by ruling of the state commissioner of education, or the state board of education.
 3. In matters involving the sole discretion of the Board.
 4. The appointment to or lack of appointment to a position for which tenure is either not possible or not required.

ARTICLE IV

ASSOCIATION-ADMINISTRATION LIAISON

- A. The Association shall select a Liaison Committee, for each school building, which may meet with the principal at least once a month, for the duration of the school year, to review and discuss local school problems and practices and to play

an active role in the revision or development of building policies.

- B. A maximum of six (6) Association representatives may meet with the superintendent and his designees, at least once a month during the school year (unless cancelled by mutual agreement) to review and discuss current school problems and practices and the administration of this Agreement.
 1. During the course of each school year, the Burlington City Board of Education and representatives of the City of Burlington Education Association shall meet to discuss items of mutual concern. The chairman of the group shall be the superintendent of schools. The purpose of such discussion may be as follows:
 - a. Evaluate problems and topics presented for discussion.
 - b. Gather facts for a complete understanding of problems and other matters of concern.
 - c. Discuss and attempt to arrive at a solution to problems for Board of Education consideration.
 - d. Make recommendations to their own body.
 2. The agenda shall be prepared jointly by the president of the City of Burlington Education Association and the superintendent of schools. Matters involving personalities shall not be discussed. Consultants, or others who may be invited to a meeting, shall come only with the pre-knowledge and consent of both parties.

3. Other meetings may be convened at the request of the City of Burlington Education Association, the superintendent and/or the Burlington City Board of Education, to discuss items of mutual concern.

ARTICLE V

UNIT MEMBER/S RIGHTS AND RESPONSIBILITIES

- A. The Board agrees that it shall not directly or indirectly discourage, deprive, or coerce, any unit member in the employment of any rights conferred by law.
- B. Nothing contained herein shall be construed to deny, or restrict, to any unit member, such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to unit members hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No unit member/s shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause.
- D. If a unit member/s is expressly required to appear before the superintendent of schools, then such unit member/s may be accompanied by one representative at such meeting. It is the obligation of the unit member/s to expressly make this determination. The superintendent shall provide the unit member/s with reasonable advance notice, in writing, with reasons for any meeting of an investigatory or disciplinary nature.

- E. All teachers in the elementary schools shall have a duty-free lunch period of fifty (50) minutes per day. All teachers in the middle school shall have a fifty (50) minute duty-free lunch, daily, except they may be assigned lunch supervision one (1) week out of every six (6) weeks. The high school teachers will follow the current practice as pertains to lunch duty, i.e., a restoration to the procedure followed in 1982-83.

ARTICLE VI

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to make available to the Association, in response to reasonable requests from time to time, all available information concerning the financial resources of the district, or any other pertinent information.
- B. The Association and its representatives shall have the right to use school buildings, at reasonable hours, for meetings. Permission shall be obtained from the superintendent, in advance of the time and place of all such meetings.
- C. The Association shall have the right to use the inter-school mail facilities and school mail boxes, when necessary.
- D. The rights and privileges of the Association and its representatives, as set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the unit members, and to no other organizations.

ARTICLE VII

PERSONAL LIFE AND PROFESSIONAL RESPONSIBILITIES

- A. The personal life of a unit member is not an appropriate concern for the attention of the Board, except as it may directly, or indirectly, prevent the unit member from performing, properly, his/her assigned functions during the workday.
- B. Unit members shall be entitled to full rights of citizenship and no religious or political activities, of any unit member, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such unit member, providing said activities do not violate any local, state, or federal law.
- C. The teacher shall be required to use all reasonable efforts in following the curriculum guides, and all forms of instruction are subject to established supervisory and evaluative practices.
- D. The Board of Education agrees to cooperate with the Association in arranging in-service courses, workshops, conferences, and programs, designed to improve the quality of instruction in the Burlington City School District.

ARTICLE VIII

PROTECTION OF UNIT MEMBER/S, STUDENTS AND PROPERTY

- A. As specified in Title 18A, a unit member may, within the scope of his employment, use and apply such amount of force

as is reasonable and necessary to quell a disturbance threatening physical injury to others, obtain possession of weapons, or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, and for the protection of persons or property, and shall enjoy all of the protection of said Title 18A.

WORKERS' COMPENSATION

- B. Unit members who are absent from duty on account of accidental injury, which is covered by compensation insurance carried by the Board of Education, are required to return, to the Board, the compensation allowable for the accident. Employees should not benefit financially by such accidents.
- C. All employees shall immediately report any injuries, no matter how slight, suffered by them in connection with their employment, to their superior.

ARTICLE IX

TEACHER WORK YEAR

- A. 1. All openings for positions in the Adult School and Summer School, shall be adequately publicized by the superintendent or director of the particular area.
- 2. In filling such positions, consideration shall be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record, and length of service in the Burlington City School District. The superintendent and Board shall have the final say.

- B. The teacher work year shall be 184 days between September 1 - June 30 - of a given contract year. Any work required beyond 184 days, within said period, shall be paid at the teacher's prevailing rate, with exception of new teachers, who shall be required one (1) additional day for new teacher orientation, making a work year of 185 days.

ARTICLE X

SECRETARIAL & CLERICAL WORK YEAR, HOLIDAYS AND CLOSINGS

- A. All secretaries will be permitted to leave at 1:00 p.m. on the day before Thanksgiving, Christmas, and Good Friday. In addition, they will have off both days of the NJEA Convention.
- B. Friday Dismissal: All secretaries will be permitted to leave at 3:30 p.m., with the approval of their respective supervisors.
- C. Summer Work Hours: Summer work hours will be 7:45 a.m. through 3:00 p.m. The summer work schedule will begin on the first Monday immediately following the formal closing of school for students, and cease one (1) day before the formal opening of school in September. Regular hours will be in effect during the school year 7:45 a.m. - 3:45 p.m.
- D. Emergency Closing of School: The Administrative Office (District Office) shall be closed on snow emergency days, when all other schools in the District are closed, except when the superintendent of schools determines otherwise.

Employees, required to work on these days, shall receive compensatory time off, for days and/or hours worked.

- E. Holidays: The following paid holidays shall be granted to each clerical employee covered by this Agreement:

New Year's Day	Labor Day
Presidents' Day	Thanksgiving Day and Day following (Friday)
Good Friday	Christmas Day
Easter Monday	** Columbus Day
Memorial Day	** Veterans' Day
Fourth of July	

** If included on the approved school year calendar.

- F. All offices will be closed during the winter and spring recess to coincide with the vacation periods of the teaching staff. Exception: Any secretarial or clerical employees, who have deadlines to meet with registers, state and federal reports, payroll, etc., are required to complete this work during the recess time. However, they will receive compensatory time off for days and hours worked. All compensatory time must be requested, in writing, by the employee, and approved, in writing, by the superintendent of schools.

- G. Vacations: All twelve (12) month employees, covered by this Agreement, shall be entitled to paid vacations as follows:

1. During the first year of employment, each employee shall receive one (1) vacation day per month, for each month of service, up to a maximum of ten (10) days per year. (Employment on, or before, the 10th of a month shall constitute one (1) month of service.
2. After one (1) through eight (8) years of continuous service, each employee shall receive ten (10) vacation days.
3. After eight (8) years of continuous service, each employee

shall receive fifteen (15) vacation days.

4. After fifteen (15) years of continuous service, each employee shall receive twenty (20) vacation days.
5. All vacation schedules shall be subject to final approval by the superintendent of schools.

ARTICLE XI

TEACHER EVALUATION

A. GENERAL CRITERIA

1. Open Evaluation

All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

2. Copies of Evaluation

A teacher shall be given a copy of any class visit or evaluation report by his evaluator. No such report shall be submitted, to the central office, placed in a teacher's file, or otherwise acted upon, without a prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

3. Derogatory Material

No material, derogatory to a teacher's conduct, service, character, or personality, shall be placed in his personnel file, unless the teacher has had an opportunity to review the material. The teacher shall also have the right to submit a written answer to such material, and such written answer shall be attached to the file copy.

4. Teacher Review of Personnel File

The teacher shall have the right to review his personnel file. Teachers will make appointments for personnel file review.

- B. A teacher shall be given a copy of his evaluation report prepared by his evaluator. The teacher shall acknowledge receipt of and confirm his knowledge of the written evaluation, by signature. The teacher's signature, however, shall not be interpreted as an assent to the contents signed. No additional comments shall be added by the evaluator once the report has been signed by the person being evaluated.
- C. 18A:27-3.1 et seq P.L. 1975, CHAPTER 132, approved June 30, 1975 An Act concerning education and supplementing "An Act concerning education and providing for continued employment of non-tenure teaching staff members and supplementing Title 18A of the New Jersey Statutes," approved February 10, 1972 (P.L. 1971, c. 436). be it enacted by the Senate and General Assembly of the State of New Jersey:
1. Every board of education in this State shall cause each non-tenure teaching staff member, employed by it, to be observed and evaluated in the performance of his duties at least three (3) times during each school year, but not less than once during each semester, provided that the number of required observations and evaluations may be reduced proportionately when an individual teaching

staff member's term of service is less than one (1) academic year. Each evaluation shall be followed by a conference between that teaching staff member and his or her superior or superiors. The purpose of this procedure is to recommend as to reemployment, identify any deficiencies, extend assistance for their correction and improve professional competence.

2. Any teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered, may, within fifteen (15) days thereafter, request, in writing, a statement of the reasons for such non-employment which shall be given to the teaching staff member, in writing, within thirty (30) days after the receipt of such request.
3. The provisions of this act shall be carried out pursuant to rules established by the State Board of Education.

D. Supervisory Assistance for Teachers

In the event a teacher seeks the assistance, advice, or counseling, of his immediate superior, concerning his teaching performance or related classroom problem, such a request shall be granted, within a reasonable time, at a mutual time acceptable to the parties.

ARTICLE XII

ABSENCE ON ACCOUNT OF PERSONAL BUSINESS

A. Personal Business Days

1. In the event a unit member has business that can be transacted only during the work hours, three (3) days absence shall be granted with pay.
2. The nature of the personal business need not be stated.
3. Requests for personal days shall be granted upon five (5) calendar days notice to the superintendent of schools or his designee.
4. The notice requirement may be waived by the superintendent in the case of emergency.
5. In the event of a school emergency, the superintendent may reject the request and require attendance on the day requested.
6. Any unused personal business days shall be added to a unit member's accumulated personal illness days for use in subsequent years.

ARTICLE XIII

ABSENCE ON ACCOUNT OF ILLNESS

- A. 1. In case of absence from school on account of personal illness, a teacher shall be allowed full pay for ten (10) sick leave days during the school year, as of the first official day of said year. Annual sick leave days shall be accumulated.

2. Accumulative

- a. All full time secretarial and clerical unit members shall be entitled to one (1) sick day per month, i.e., twelve (12) days a calendar year for twelve month employees, and ten (10) days a calendar year for ten (10) month employees. Repeated lateness to work shall be grounds for disciplinary action, which may lead to dismissal.
- B. The Board shall pay twenty dollars (\$20.00) in 1988-89 and twenty-five dollars (\$25.00) in 1989-90 per day for each unused accumulated sick day, upon retirement from the Burlington City School System; retirement shall be defined as retirement under the provisions of the New Jersey Pension Plan. To be eligible for such retirement "bonus" pay, such unit member must have a minimum bank of fifty (50) days.
- C. Sick leave shall be defined as in Title 18A:30-1.
- D. Two (2) days shall be allowed each year for a family leave for illness in the immediate family, to include parents not living in the same household. This leave shall not be deducted from the accumulated personal leave record nor shall there be any deduction in pay. A written physician's certificate may be requested, by the superintendent, after an absence of three (3) or more days. Any unused family illness days shall be added to a unit member's accumulated personal illness days for use in subsequent years.
- E. If the absence of any employee, on account of personal illness, exceeds ten (10) days in one (1) school year, plus

the accumulated unused days of previous years, the Board will pay such employee each day's salary, less the pay of a substitute, for the length of time, determined by the Board, in each individual case. In the event of extended personal illness, beyond the accumulative sick leave provisions, the Board of Education reserves the right to grant a sick leave of absence and employ a replacement for the sick employee.

- F. When an employee is in the care of a physician, and absence of more than three (3) days is necessary, the superintendent of schools should be given a physician's certificate of the illness. In each case of absence, the employee shall furnish the office a signed statement, certifying to personal illness, before being allowed pay for days absent on account of personal illness. Statement, certifying to absence, shall be made on official forms prepared by the superintendent of schools, and obtained from the building principals. Record of all absences will be kept on file in the superintendent's office.

ARTICLE XIV

TEMPORARY AND EXTENDED LEAVES OF ABSENCE

- A. Death in the Immediate Family: In the case of death of members of the immediate family (immediate family, as here used,

means husband or wife, children, parents, grandparents and close in-law relatives, brothers, sisters, or the death of any relative who has lived in the home of the unit member for some time preceding the death), such unit member shall be excused, without loss of pay, for a period not to exceed seven (7) calendar days, if the need is approved by the superintendent of schools. In the case of death of first aunts, uncles, first cousins, nieces, and nephews, one (1) day shall be allowed for the funeral.

- B. Court Subpoena: A unit member who shall be required to attend a court of law by reason of having been served with a subpoena, shall be excused from school, without loss of pay, on account of attendance at court. Arrangements must be confirmed by the superintendent of schools.

- C. Child-Rearing Leaves of Absence: (The court has held that Title VII, of the Civil Rights Act of 1974, must be interpreted to provide that commencement and duration of leave shall be applied to disability due to pregnancy and childbirth on the same terms and conditions as applied to other temporary disabilities.) Child-rearing leaves of absence shall be granted to full time unit members under contract. Such a leave shall be without salary. Application for child-rearing leave shall be made to the superintendent of schools, not later than thirty (30) days prior to the effective date of leave requested. Child-rearing leaves may continue for one (1) year from the time

of initial absence and as much longer as may be necessary to extend the leave to the opening of the next school year. The Board reserves the right to permit a unit member to return to duty, earlier, if the best interest of the schools is served thereby. All unit members, desiring to return to active duty from leaves of absence, on account of child-rearing leaves of absence, may be asked to pass a medical examination. The Board of Education and the superintendent of schools, assume no responsibility for reassigning unit members to the same school building or assignment.

- D. Other Leaves of Absence: Leaves of absence, without salary, may be granted by the Board of Education to unit members, under tenure, for reasons of health, advanced study or travel, or other reasonable causes. Applications for extended leaves of absence should be made, in writing, direct to the superintendent of schools for the consideration of the Board of Education. This provision is not to be construed to mean extended vacations.

- E. Educational Conferences: The superintendent of schools may, at his discretion, allow unit members to attend educational conferences or to visit other educational institutions, if it is professionally desirable, without suffering any loss in pay.

ARTICLE XV

HOSPITALIZATION AND INSURANCE PROTECTION

- A. The Board shall, when requested in writing, provide health care insurance protection designated below: The Board shall pay the individual premium or 100% of the premium for full family and dependents' coverage, when eligible for said full family and dependents' coverage.
- B. The Board agrees for continuance of health care insurance, after retirement, on terms detailed in the Master Policies and Contracts agreed upon by the Board and the insurance company, upon the payment of the insurance premiums, by said unit member, payable directly to said insurance company, unless said procedure is changed by the Master Contract of Insurance.
- C. A description of the health care insurance coverage, provided under this Article, will be furnished to unit members by the Board.
- D. The Board shall continue to implement a Prescription Plan, at full Board expense, for each unit member and dependent, eligible and participating in the Master Policy carried by the Board.
- E. The terms of this Article may only be changed by mutual consent of the parties, in writing.
- F. The Board will provide a Dental Program for all contracted unit members, and their families, who are eligible and participating in the Master Policy.

ARTICLE XVI

PUNCTUALITY

- A. Teachers shall indicate their presence for duty by placing the time in the appropriate column of the faculty "sign-in" roster.
- B. All teachers shall be free to leave their building thirty-five (35) minutes after the students' dismissal, on Mondays through Thursdays. The current practice, covering Fridays, and holiday eves, shall continue as is.

ARTICLE XVII

NOTIFICATION OF VACANCIES

- A. No later than April 30th, of each school year, the superintendent shall deliver, to the president of the City of Burlington Education Association, a list of any known vacancies which shall occur during the following school year. Any known vacancies, after that date, as aforesaid, will be transmitted to the president of the Association when feasible.
- B. Filing Requests
 - 1. Teachers who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement, of such desire, with the superintendent. Such a statement shall include the grade and/or subject to which the teacher desires to be transferred, in order of preference.
 - 2. In the determination of requests for transfers or re-assignments, the wishes of the individual teacher shall be honored to the extent that the transfer does not

conflict with the instructional requirements, and best interest of the school system, as determined by the superintendent.

- C. Notice of a transfer, or re-assignment, shall be given to teachers as soon as possible.

ARTICLE XVIII

TUITION REIMBURSEMENT

A. Teachers

The Board shall provide for a course reimbursement program, for teachers who attend an approved college or university, to the maximum amount of seven thousand five hundred dollars (\$7500.00) In order to qualify for reimbursement, the following requirements shall be met:

1. Courses will be of a graduate level, directly related to the teachers' area of instruction, speciality, or related field, and approved by the superintendent of schools.
2. Proof of successful completion of graduate courses shall be provided no later than September 1st, following completion of course.
 - (a) by transcript
 - (b) by affidavit where time does not permit
3. The Board shall pay tuition for six (6) hours of graduate level courses, taken during the fiscal year, up to the maximum of the prevailing state college rate per credit.
4. Teachers shall receive reimbursement in October and February for courses taken in an academic year.

5. Undergraduate courses shall be reimbursed with the prior written approval of the superintendent.

B. Secretarial and Clerical

In the event an application for a non-credit college course is made, the credit value for tuition, comparable to a credit course, will be determined by the superintendent of schools, and will be a pre-requisite to his approval or rejection of such application. Requests for tuition reimbursement will be subject to the following:

1. The Board shall provide a reimbursement of up to sixty-five dollars (\$65.00) per credit to all unit members who take a course, or courses, provided that said unit member has received prior approval, for said course work, from the superintendent of schools.
2. Proof of successful completion of course(s) shall be provided no later than September and January, of each school year, following completion of course(s).
3. Unit members shall receive reimbursement in October and February for course(s) taken in a calendar year.

ARTICLE XIX

SALARIES

- A. The salaries of all teachers, covered by this Agreement, are set forth in Schedule A(1) and Schedule A(2) which are attached hereto and made a part hereof, and shall be interpreted as the salary, or guide, adopted by the Board of Education. Payment for extra duties and extra-curricular activities are set forth in Schedule B(1) and Schedule B(2), which are attached hereto,

and made a part hereof, and have been adopted, by the Board, for school years 1988-89 and 1989-90 respectively.

- B. The salaries for all office personnel, covered by this Agreement are set forth in Schedule C(1) and Schedule C(2), which are attached hereto and made a part hereof, and shall be interpreted as the salary, or guide, adopted by the Board of Education.
- C. Unit members may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. These funds shall be paid, to the employees, according to a schedule of payment(s) throughout the summer, as requested by the unit member.
- D. When a pay day falls on, or during, a school holiday, vacation, or week-end, unit members shall receive their pay checks on the last previous working day.
- E. Teachers shall receive their final checks on the last day of June.
- F. SUPPLEMENTAL PAY - Honorariums and supplemental earnings will be paid by separate checks, at the conclusion of the activity.
- G. Salary Adjustment - The Board will adjust salaries, with regard to place on salary schedule, regarding credits completed, upon receipt of a letter, or affidavit, by September 15th, or February 15th, with final proof to be furnished by September 30th or February 28th. Actual

payment adjustment to be made in the following month, retroactive.

- H. Emergency Coverage of Classes - The Board agrees that the assigning of teachers, for substitute class coverage, in an emergency, shall be on a voluntary basis. In the event no volunteers are available, teachers will be assigned on a rotating schedule. The Board shall pay the sum of eight dollars and thirty cents (\$8.30) for 88-89 and nine dollars (\$9.00) for 89-90 per class period when a substitute is unavailable.
- I. HOMEBOUND INSTRUCTION - The Board Agrees to pay the sum of \$16.27 per hour during 88-89 and \$17.65 per hour during 89-90 for Homebound Instructors.
- J. Traveling teachers shall be compensated at the rate of twenty-five cents (25) per mile, while using their own automobiles on school business.

ARTICLE XX

PREPARATION TIME

- A. The Board agrees to provide elementary teachers a minimum thirty (30) minute period, for preparation time, with a minimum of one hundred fifty (150) minutes, per week, and no more than two (2) per day. Unless a situation develops requiring immediate emergency attention, preparation time shall be uninterrupted.
- B. All teachers in the middle and high schools shall have, in addition to their lunch period, one (1) uninterrupted preparation period each day that the students are present.

ARTICLE XXI

MISCELLANEOUS PROVISIONS

- A. The Board and the Association agree that 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, assignment, promotion, transfer, or discipline of unit members, or in the application or administration of this Agreement, on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.

- B. Except as this Agreement shall otherwise provide, all terms and conditions of employment, applicable on the effective date of this Agreement to unit members covered by this Agreement, as established by the 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, or otherwise detract, from any unit member benefit existing prior to its effective date.

- C. Any individual contract between the Board and a unit member 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.

- D. Copies of this Agreement shall be made available at the expense of the Board, after agreement with the Association on format, within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all unit members, now employed, hereafter employed, or considered for employment by the Board.
- E. Whenever any notice is required to be given by either of the parties to this Agreement, to the other, pursuant to the provision(s) of this Agreement, either party shall do so by certified mail or personal service to the following addresses:

If by Association to the Board:

518 Locust Avenue
Burlington, N.J. 08016

If by Board to the Association:

MR. TIMOTHY RYAN, PRESIDENT
Box 1152 - R.D. #1
Oxmead Road
Mount Holly, NJ 08060

ARTICLE XXII

REPRESENTATION FEE

- A. Purpose of fee - If a unit member does not become a member of the Association during any membership year (i.e. from September 1st to the following August 31st) which is covered in whole or in part by this Agreement, said unit member will be required to pay a representation fee to the Association for that membership year. In the event employment terminates during the course of the school year, said employee will be charged only for the pro rata portion of active employment. The purpose of this fee will be to offset the unit member's per capita cost of services rendered by the Association as majority representative.

B. Amount of fee

1. Notification - Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees and assessments, charged by the Association, to its own members, for that membership year. The representation fee to be paid by non-members, will be equal to 85% of that amount.
2. Legal Maximum - In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal, in amount, to the regular membership dues, initiation fees and assessments, charged by the Association to its own member. The representation fee has been set at 85% of that amount solely because that is the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year, immediately following the effective date of the change.

C. Deduction and Transmission of Fee

1. Notification - Once during each membership year covered in whole or part by this Agreement, the Association will submit, to the Board, a list of those unit members who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such unit

members in accordance with paragraph two (2) below, the full amount of the representation fee, and promptly will transmit the amount, so deducted to the Association.

2. Payroll Deduction Schedule - The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each unit member, on the aforesaid list, during the remainder of the membership year in question. The deductions will begin with the first paycheck paid.
 - a. Ten (10) days after receipt of the aforesaid list by the Board, or,
 - b. Thirty (30) days after the unit member begins his/her employment in a bargaining unit position, and continued in the employ of the Board in a non-bargaining unit position, or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the unit member's employment in a bargaining unit position, whichever is later.
3. Termination of Employment - If a unit member, who is required to pay a representation fee, terminates his/her employment with the Board, before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee, during the membership year in question.
4. Mechanics - Except as otherwise provided in this

Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the association.

5. Changes - The Association will notify the Board, in writing, of any changes in the list provided for in paragraph one (1) above, and/or the amount of the representation fee, prior to the beginning of the membership year, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.
 6. New Unit Members - On, or about, the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit, to the Association, a list of all new unit members, represented by the Association, who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles and dates of employment for all such unit members.
- D. The enactment of the deduction of the representation fee is in accordance with Chapter 477, P.L. 1979, of the New Jersey State Law. The Board will be held "safe and harmless," by the Association, in any action taken to stop this representation fee from being deducted from a non-member's paycheck.

ARTICLE XXIII

SECRETARIAL & CLERICAL EMPLOYMENT PROCEDURES

- A. Any employee employed prior to January 1st of any school year, shall be given full credit for one (1) year of service toward the next increment step for the following year.
- B. Resignation
1. An employee who is resigning from her position, shall be required to give two (2) weeks (14 days) notice, to the Administration Office.
 2. Earned vacation shall be paid according to the proportion of full months worked, to the total contract year, unless proper notice (14 days) has not been given.
 3. If the full two (2) week notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice.
- C. Notification of Contract and Salary
1. Where possible, employees, covered by this Agreement, shall be notified of their contract, and salary status for the ensuing year, no later than May 15th.
- D. All secretarial and clerical assignments, covered by this contract, will be determined by the superintendent of schools.
- E. Seniority

Reduction in force shall be by seniority for tenured secretaries and clerical personnel within existing job classifications. For purposes of RIF, classifications shall be:

- (a) 12 month secretaries
- (b) 10 month secretaries
- (c) clerk/typist

For purposes of classification, lead secretary high school and bookkeeper/machine operator shall be within 12 month or 10 month secretarial classifications.

ARTICLE XXIV

DURATION OF AGREEMENT

This Agreement shall be effective as of the FIRST day of JULY, 1988 and shall continue in effect until June 30, 1990 respectively, but shall not apply to non-tenured unit members whose terms of contract, as to duration, shall be governed by separate, individual contracts. Nor shall this action apply to a contract executed for employment after the school year, included, but not limited to Title I Summer School Program, Music Program, and Burlington City Performance Objectives.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective president(s), attested by their respective secretaries this 6th day of September 1988.

ATTEST:

W. F. Ryan, Jr.
William F. Ryan, Jr., Sec.

Board of Education
City of Burlington

Barbara T. Steiner
BARBARA T. STEINER, President

ATTEST:

Royce E. Brown
Royce E. Brown, Sec.

City of Burlington
Education Association

Timothy J. Ryan
TIMOTHY J. RYAN, President

SERVICE INCREMENTS: Service increments will be paid at the beginning of the 10th, 15th, 20th and 25th years of credited teaching experience as follows:

SCHEDULE A(1)

1988-89

10 years / \$300
 15 years / \$350 (total \$650)
 20 years / \$375 (total \$1025)
 25 years / \$375 (total \$1400)

The Public Schools
 City of Burlington
 New Jersey

TEACHERS' SALARY GUIDE

STP	NOREG	BACH	B+15	B+30	MA	MA+15	MA+30
1	18000	19600	19700	19800	19900	20000	20150
2	18390	20100	20210	20320	20430	20540	20630
3	18990	20430	20530	20640	20650	20830	20970
4	20380	21600	21900	22200	22810	23420	24030
5	21110	22230	22540	22840	23440	24060	24660
6	22280	23500	23810	24110	24710	25330	25930
7	22930	24160	24460	24760	25360	25980	26580
8	23580	24810	25110	25410	26010	26630	27240
9	24330	25550	25850	26160	26780	27380	27990
10	25080	26300	26600	26920	27520	28120	28740
11	25930	27160	27460	27760	28380	28980	29600
12	26790	28010	28310	28620	29230	29840	30440
13	27650	28870	29170	29470	30080	30690	31300
14	28490	29710	30010	30330	30930	31550	32160
15	29350	30570	30880	31170	31790	32390	33010
16	30200	31430	31730	32030	32650	33250	33850
17	31120	32330	32650	32950	33550	34170	34770
18	32180	33410	33710	34010	34630	35230	35860
19	33700	34910	35210	35530	36130	36730	37350
20	34820	36030	36330	36630	37230	37850	38450
21	35930	37160	37460	37760	38360	39350	39580
22				38880	39480	40080	40700

CAREER ADJUSTMENTS: Career Adjustments shall be frozen during the term of this contract.

SERVICE INCREMENTS: Service increments will be paid at the beginning of the 10th, 15th, 20th and 25th years of credited teaching experience as follows:

10 years / \$300
 15 years / \$350 (Total \$650)
 20 years / \$375 (Total \$1025)
 25 years / \$375 (Total \$1400)

The Public Schools
 City of Burlington
 New Jersey

1989-90

SCHEDULE A(2)

TEACHERS' SALARY GUIDE

STP	NODEG	BACH	B+15	B+30	MA	M+15	M+30
1	19530	21260	21370	21480	21590	21700	21860
2	20010	21870	21980	22100	22220	22340	22440
3	20660	22220	22330	22450	22460	22660	22810
4	22170	23490	23820	24140	24810	25470	26130
5	22960	24180	24510	24840	25490	26160	26810
6	24230	25550	25890	26210	26870	27540	28200
7	24930	26270	26600	26920	27570	28240	28900
8	25640	26970	27300	27620	28280	28950	29610
9	26450	27780	28100	28440	29110	29760	30420
10	27270	28590	28920	29260	29920	30570	31240
11	29120	30450	30770	31110	31770	32430	33080
12	30060	31380	31710	32030	32690	33360	34020
13	30970	32290	32620	32960	33620	34290	34950
14	31900	33220	33470	33880	34550	35200	35870
15	33820	35130	35480	35810	36460	37130	37780
16	34970	36310	36630	36960	37630	38280	38960
17	36620	37930	38260	38610	39260	39910	40580
18	37840	39150	39470	39800	40450	41120	41770
19	38715	40045	40365	40685	41335	42395	42645
20				41895	42545	43185	43855

CAREER ADJUSTMENTS: Career Adjustments shall be frozen during the term of this contract.

THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY

TEACHERS' CONVERSION CHART

<u>1987-1988 STEP</u>	<u>1988-89 STEP</u>	<u>1989-90 STEP</u>
-	1 (A)	1 (I)
1	2 (B)	2 (II)
2/3 >	3 (C)	3 (III)
4	4 (D)	4 (IV)
5	5 (E)	5 (V)
6/7 >	6 (F)	6 (VI)
8	7 (G)	7 (VII)
9	8 (H)	8 (VIII)
10	9 (I)	9 (IX)
11	10 (J)	10 (X)
12	11 (K)	< 11 (XI)
13	12 (L)	< 11 (XI)
14	13 (M)	12 (XII)
15	14 (N)	13 (XIII)
16	15 (O)	14 (XIV)
17	16 (P)	< 15 (XV)
18	17 (Q)	< 15 (XV)
19	18 (R)	16 (XVI)
20/21 >	19 (S)	17 (XVII)
22	20 (T)	18 (XVIII)
23	21 (U)	19 (XIX)
24-----BA+30	22 (V)	20 (XX)

THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY

SCHEDULE B(1)

HONORARIUMS 1988-89

		UNIT	UNIT RATE	UNIT RATE	UNIT RATE
			1 Yr.Exp.	2 Yrs.Exp.	3 Yrs.Exp.
			\$58	\$63	\$72
YEARBOOK	Editorial	35			
	Business	29			
ARROWHEAD		15			
BAND		49			
CHESS		14			
CHORUS		12			
ASSISTANT BAND DIRECTOR		19			
ORCHESTRA DIRECTOR		8			
SCHOOL PLAY	Dramatics	21			
	Chorus	8			
SNACK SHACK		24			
KEY CLUB		9			
STUDENT COUNCIL		18			
HONOR SOCIETY		8			
FIRE SQUAD		6			
FUTURE BUSINESS LEADERS OF AMERICA		7			
FUTURE TEACHERS OF AMERICA		7			
STUDENT EXCHANGE PROGRAM		12			
SPECTRUM		5			
FUTURE NURSES		7			
HIGH SCHOOL DANCE BAND		10			

The Public Schools
 City of Burlington
 New Jersey

SCHEDULE B(1)
 Page 2

HONORARIUMS 1988-89

	UNIT	UNIT RATE 1 Yr.Exp. \$58	UNIT RATE 2 Yrs.Exp. \$63	UNIT RATE 3 Yrs.Exp. \$72
DIRECTOR OF PUBLICITY	43			
COORDINATOR OF VOCATIONAL FUNDING	7			
COORDINATOR OF DRIVER EDUCATION	7			
AFFIRMATIVE ACTION OFFICER	17			
COORDINATOR OF 504 PROGRAM	6			
CLASS ADVISORS	15			
DEPARTMENT HEADS		\$1,395.00 each		
COLOR GUARD	29			
SEPIA (Afro-America Club)	12			
HIGH SCHOOL ELP - OLYMPICS OF THE MIND		\$600.00		
DRIVER EDUCATION INSTRUCTORS		NO UNIT VALUE - \$12.86 per hour		
DETENTION SUPERVISORS		NO UNIT VALUE - \$12.44 per hour		
CHAPERONES		NO UNIT VALUE - \$22.59 per hour		
AUDIO VISUAL AIDS COORDINATOR	21			
Homebound Instruction		NO UNIT VALUE - \$16.27 per hour		
Emergency Class Coverage		NO UNIT VALUE - \$8.30		
Band Graduate Assistant		NO UNIT VALUE - \$350 - 1988-89		

THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY

SCHEDULE B(1)
Page 3

WWMS
HONORARIUMS 1988-89

	UNIT	UNIT RATE	UNIT RATE	UNIT RATE
		1 Yr.Exp. \$58	2 Yrs.Exp. \$63	3 Yrs.Exp. \$72
NEWSPAPER	7			
YEARBOOK	7			
CHORUS	15			
STUDENT COUNCIL	3			
CHEERLEADERS	14			
8TH GRADE BASKETBALL	21			
INTRAMURALS	4			
BAND	20			
8TH GRADE ADVISORS	7			
AREA COORDINATORS	14			
AUDIO VISUAL AIDS	10			
MINI COURSES	6			
<u>ELEMENTARY SCHOOLS</u>				
SAFETY PATROL ADVISORS (2)	3			

ATHLETIC HONORARIUMS
1988-89

SPORT		FIRST YEAR EXPERIENCE	SECOND YEAR EXPERIENCE	THIRD YEAR EXPERIENCE
FOOTBALL	Head Coach	\$2,940	\$3,135	\$3,500
	Assistant	2,000	2,150	2,530
BASKETBALL	Head Coach	\$2,890	\$3,085	\$3,450
	Assistant	1,660	1,850	2,240
WRESTLING	Head Coach	\$2,890	\$3,085	\$3,450
	Assistant	1,660	1,830	2,230
TRACK	Head Coach	\$2,155	\$2,350	\$2,710
	Assistant	1,470	1,630	2,020
SOFTBALL	Head Coach	\$2,155	\$2,350	\$2,710
	Assistant	1,470	1,630	2,020
SOCCER	Head Coach	\$2,155	\$2,350	\$2,710
	Assistant	1,470	1,630	2,020
HOCKEY	Head Coach	\$2,155	\$2,350	\$2,710
	Assistant	1,470	1,630	2,020
BASEBALL	Head Coach	\$2,155	\$2,350	\$2,710
	Assistant	1,470	1,630	2,020
GOLF	Head Coach	\$1,320	\$1,520	\$1,880
TENNIS	Head Coach	\$1,320	\$1,520	\$1,880
CROSS COUNTRY	Head Coach	\$1,320	\$1,520	\$1,880
CHEERLEADER ADVISOR		\$1,860	\$2,050	\$2,420
TRAINER		\$1,860	\$2,050	\$2,420
INTRAMURALS		\$1,464	\$1,464	\$1,464
WEIGHTLIFTING		\$1,000	\$1,150	\$1,220

THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY

SCHEDULE B(2)
Page 1

HONORARIUMS 1989-90

		UNIT	UNIT RATE 1 Yr.Exp. \$63	UNIT RATE 2 Yrs.Exp. \$67	UNIT RATE 3 Yrs.Exp. \$76.5
YEARBOOK	Editorial	35			
	Business	29			
* ARROWHEAD		15			
BAND		49			
CHESS		14			
CHORUS		12			
ASSISTANT BAND DIRECTOR		19			
ORCHESTRA DIRECTOR		8			
SCHOOL PLAY	Dramatics	21			
	Chorus	8			
SNACK SHACK		24			
KEY CLUB		9			
STUDENT COUNCIL		18			
HONOR SOCIETY		8			
FIRE SQUAD		6			
FUTURE BUSINESS LEADERS OF AMERICA		7			
FUTURE TEACHERS OF AMERICA		7			
STUDENT EXCHANGE PROGRAM		12			
SPECTRUM		5			
FUTURE NURSES		7			
HIGH SCHOOL DANCE BAND		10			

THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY

SCHEDULE B(2)

Page 2

HONORARIUMS 1989-90

	UNIT	UNIT RATE	UNIT RATE	UNIT RATE
		1 Yr.Exp.	2 Yrs.Exp.	3 Yrs.Exp.
		\$63	\$67	\$76.5
DIRECTOR OF PUBLICITY	43			
COORDINATOR OF VOCATIONAL FUNDING	7			
COORDINATOR OF DRIVER EDUCATION	7			
AFFIRMATIVE ACTION OFFICER	17			
COORDINATOR OF 504 PROGRAM	6			
CLASS ADVISORS	15			
DEPARTMENT HEADS		\$1,485.00	each	
COLOR GUARD	29			
SEPIA (Afro-American Club)	12			
HIGH SCHOOL ELP - OLYMPICS OF THE MIND		\$640.00		
DRIVER EDUCATION INSTRUCTORS		NO UNIT VALUE	- \$13.95	per hour
DETENTION SUPERVISORS		NO UNIT VALUE	- \$13.50	per hour
CHAPERONES		NO UNIT VALUE	- \$24.51	per hour
AUDIO VISUAL AIDS COORDINATOR	21			
Homebound Instruction		NO UNIT VALUE	- \$17.65	per hour
Emergency Class Coverage		NO UNIT VALUE	- \$9.00	
Band Graduate Assistant		NO UNIT VALUE	- \$379.75	- 1989-90

THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY

SCHEDULE B(2)
Page 3

WWMS
HONORARIUMS 1989-90

	UNIT	UNIT RATE 1 Yr.Exp. \$63	UNIT RATE 2 Yrs.Exp. \$67	UNIT RATE 3 Yrs.Exp. \$76.5
NEWSPAPER	7			
YEARBOOK	7			
CHORUS	15			
STUDENT COUNCIL	3			
CHEERLEADERS	14			
8TH GRADE BASKETBALL	21			
INTRAMURALS	4			
BAND	20			
8TH GRADE ADVISORS	7			
AREA COORDINATORS	14			
AUDIO VISUAL AIDS	10			
MINI COURSES	6			
<u>ELEMENTARY SCHOOLS</u>				
SAFETY PATROL ADVISORS (2)	3			

ATHLETIC HONORARIUMS
1989-90

SPORT		FIRST YEAR EXPERIENCE	SECOND YEAR EXPERIENCE	THIRD YEAR EXPERIENCE
FOOTBALL	Head Coach	\$3,190	\$3,400	\$3,740
	Assistant	2,160	2,370	2,740
BASKETBALL	Head Coach	\$3,135	\$3,240	\$3,700
	Assistant	1,800	2,000	2,390
WRESTLING	Head Coach	\$3,135	\$3,240	\$3,700
	Assistant	1,800	2,000	2,390
TRACK	Head Coach	\$2,340	\$2,550	\$2,915
	Assistant	1,590	1,790	2,170
SOFTBALL	Head Coach	\$2,340	\$2,550	\$2,915
	Assistant	1,590	1,790	2,170
SOCCER	Head Coach	\$2,340	\$2,550	\$2,915
	Assistant	1,590	1,790	2,170
HOCKEY	Head Coach	\$2,340	\$2,550	\$2,915
	Assistant	1,590	1,790	2,170
BASEBALL	Head Coach	\$2,340	\$2,550	\$2,915
	Assistant	1,590	1,790	2,170
GOLF	Head Coach	\$1,430	\$1,650	\$2,025
TENNIS	Head Coach	\$1,430	\$1,650	\$2,025
CROSS COUNTRY	Head Coach	\$1,430	\$1,650	\$2,025
CHEERLEADER ADVISOR		\$2,010	\$2,220	\$2,600
TRAINER		\$2,010	\$2,220	\$2,600
INTRAMURALS		\$1,550	\$1,550	\$1,550
WEIGHTLIFTING		\$1,070	\$1,230	\$1,320

SCHEDULE C(1)

SECRETARIAL/CLERICAL SALARY GUIDE

STP	BOOKPR	MACH OP	LEAD SEC'Y H.S.	SEC'Y 12 MONTH	SEC'Y 10 MONTH	CLERK TYPIST
1	13400		13300	12600	10600	12400
2	14300		14200	13500	11300	13250
3	15500		15400	15000	12500	14500
4	17800		17700	17200	14300	16800
5	19600		19500	19000	15830	18600
6	21600		21500	21250	17700	20600
7	25100		25050	24290	20190	23670

SERVICE INCREMENTS:

A service increment of \$300 will be given to employees covered by this agreement at the beginning of the tenth year of service in the Burlington City Schools; at the beginning of the fifteenth year, an additional \$350 will be added; at the beginning of the twentieth year, an additional \$375 will be added; at the beginning of the twenty-fifth year, an additional \$375 will be added.

HONORARIUMS:

Activities Account Treasurer - High School - \$1,611
Activities Account Treasurer - Middle School - \$621
Bus Coordinator - High School - \$806

SCHEDULE C(2)

SECRETARIAL/CLERICAL SALARY GUIDE

STP	BOOKPR	MACH OP	LEAD SEC'Y H.S.	SEC'Y 12 MONTH	SEC'Y 10 MONTH	CLERK TYPIST	0	0
1	14390		14290	13490	11340	13240		
2	15690		15590	14890	12390	14590		
3	19990		19890	18490	16140	16790		
4	21690		21590	21290	17740	18540		
5	24530		24430	24030	20990	21490		
6	26990		26890	26080	21670	25410		

SERVICE INCREMENTS:

A service increment of \$300 will be given to employees covered by this agreement at the beginning of the tenth year of service in the Burlington City Schools; at the beginning of the fifteenth year, an additional \$350 will be added; at the beginning of the twentieth year, an additional \$375 will be added; at the beginning of the twenty-fifth year, an additional \$375 will be added.

HONORARIUMS:

Activities Account Treasurer - High School - \$1,748
 Activities Account Treasurer - Middle School - \$674
 Bus Coordinator - High School - \$875

THE PUBLIC SCHOOLS
CITY OF BURLINGTON
NEW JERSEY

SECRETARIAL/CLERICAL CONVERSION CHART

<u>1987-88 STEP</u>	<u>1988-89 STEP</u>	<u>1989-90 STEP</u>
		1 (I)
-	1 (A) >	< 2 (II)
1/2	2 (B) >	< 2 (II)
3/4	3 (C) >	< 3 (III)
5/6	4 (D) >	< 3 (III)
7	5 (E)	4 (IV)
8	6 (F)	5 (V)
9&UP	7 (G)	6 (VI)

2EB 15 5 23 20.88