

P.E.R.C.

03-94

THIS BOOK DOES  
NOT CIRCULATE

AGREEMENT

between

RANCOCAS VALLEY REGIONAL HIGH SCHOOL

and

THE TEACHERS ASSOCIATION OF  
RANCOCAS VALLEY REGIONAL HIGH SCHOOL

*Burlington County*

1976-1977

SCHOOL YEAR

LIBRARY  
College of Management and  
Labor Relations

1976-1977

RUTGERS UNIVERSITY

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CONTRACT

THIS AGREEMENT, made this 21st day of October 1976, between RANCOCAS VALLEY REGIONAL HIGH SCHOOL, a body politic and corporate of the State of New Jersey, with its principal place of business in Mount Holly, County of Burlington and State of New Jersey, party of the first part and, THE TEACHERS ASSOCIATION OF RANCOCAS VALLEY REGIONAL HIGH SCHOOL, a non-profit corporation of the State of New Jersey, also situate in Mount Holly, aforesaid, party of the second part, WITNESSETH:

The parties do hereby enter into this contract pursuant to the provisions of Chapter 123 of the Public Laws of 1975.

ARTICLE I.

RECOGNITION OF UNIT

The Board of Education of Rancocas Valley Regional High School has heretofore recognized and does hereby confirm its recognition of the Teachers Association of Rancocas Valley Regional High School, a non-profit corporation of the State of New Jersey, as the Representative for the purposes of collective negotiations by the following groups of employees of the Rancocas Valley Regional High School:

- 1) Classroom teachers
- 2) Nurses
- 3) Guidance Counsellors
- 4) Librarians
- 5) School Psychologist
- 6) Department Heads
- 7) Social Worker
- 8) Learning Disabilities Specialist

The Board will continue to recognize the Rancocas Valley Teachers Association as the exclusive representative of Department Heads and Coordinators.

The Board however reserves the right to abolish the position or positions provided the position is replaced by one requiring a Supervisors Certificate and which position will carry tenure status--and provided further that such replacement position shall conform to the Statutory description of a Supervisor (Chapter 123 Laws of 1975) and shall have the power to recommend to hire, and discharge, and to discipline and evaluate teachers--or to completely eliminate the Department Heads position without any form of replacement after due discussion with the Department Head.

Should the Board elect to so change the Department Heads position, same will be dropped from the unit, without the necessity of an application before PERC.

## ARTICLE II.

### GRIEVANCE PROCEDURE

The parties hereto agree to resolve grievances affecting the employees of the party of the first part, who are represented for the purposes of collective negotiation by the party of the second part, as follows:

DEFINITION Category A - A grievance under this category shall mean a complaint by an employee as defined in Article I of this Agreement that there has been a violation, misinterpretation, or inequitable application of any of the provisions of this Agreement and may be processed through Step IV.

Category B - A grievance under this category shall mean a complaint by an employee as defined in Article I of this Agreement that there has been a violation, misinterpretation, or inequitable application of established Board Policies or Administrative decision and may be processed through Step III.

A grievance shall not apply to any matter to which (a) a method of review is prescribed by law, or any rule or regulation of the New Jersey State Commissioner of Education: (b) a complaint of a non-tenure teacher which arises by reason of his not being re-employed.

### PROCEDURE

Step I. The aggrieved teacher shall submit his grievance to the Principal of Rancocas Valley Regional High School within 14 calendar days of the occurrence in an attempt to resolve the grievance informally through personal conference with grievant.

The Principal's disposition of the grievance must be made within 14 calendar days following the submission of the grievance.

Step II. The Principal's disposition of the grievance may be appealed within 14 calendar days to the Superintendent of Rancocas Valley Regional High School. This appeal shall be submitted in written form, shall completely state the grievance, and shall state the Principal's disposition of the grievance. After meeting with grievant the Superintendent shall inform the aggrieved teacher in writing of the Superintendent's disposition of the grievance within 14 days of the Superintendent's receipt of the appeal.

Step III. The Superintendent's disposition of the grievance may be appealed to the Board of Education of Rancocas Valley Regional High School.

This appeal must be submitted within 14 calendar days of the teacher's receipt of the Superintendent's written disposition of the grievance. The appeal shall be submitted with all pertinent data, in writing to the President of the Rancocas Valley Regional High School Board of Education. The Board of Education shall meet with the aggrieved teacher within 14 calendar days of the Board President's receipt of the aggrieved teacher's appeal.

The President of the Board of Education shall notify the aggrieved teacher, in writing, of the Board of Education's disposition of the grievance within 14 calendar days after the hearing of the aggrieved teacher's appeal.

STEP IV. In the event that a "Category A" grievance cannot be resolved by both parties it may be submitted to advisory arbitration within 14 calendar days after Step III notification.

Within 14 calendar days after such a notice of submission to advisory arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator to serve. If the parties are unable to agree upon an arbitrator, a request for a list of arbitrators may be made to the American Arbitration Association by either party.

If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they may request the American Arbitration Association to submit a second roster of names. If the parties are still unable to determine a mutually satisfactory arbitrator from the second list, the American Arbitration Association may be requested by either party to designate an arbitrator.

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

The Association shall be considered as a proper party to file a grievance where a group of teachers is involved.

The Teachers Association of Rancocas Valley Regional High School may provide two representatives for the aggrieved employee as defined in this contract for the procedure set forth in Step II, III, and Step IV of this Agreement. The time limits stated in Steps II, III, and IV may be extended when necessary and when mutually agreed upon by the parties to this Agreement. A request for such an extension shall be made in writing addressed to the President of the Teachers Association of Rancocas Valley Regional High School and to the Superintendent of Rancocas Valley Regional High School.

### ARTICLE III

#### SALARY SCHEDULE

It is further agreed between the parties hereto that the Salary Schedule annexed hereto and made a part hereof and marked Exhibit "A-1" is hereby adopted for the school year 1976-1977, for the employees represented for the purposes of collective negotiation by the party of the second part, excepting non-degree Nurses, whose schedule is annexed as Exhibit "A-2".

All persons entitled to increment will be advanced one step on the salary guide.

ARTICLE IV.

LONGEVITY PROVISIONS

The following policy regarding longevity is hereby adopted and made a part of this Agreement:

A \$500.00 longevity increase will be granted to every teacher who has been (a) under tenure for five years, and (b) at the top step of the Salary Schedule for five years.

An additional \$500.00 longevity will be granted at the beginning of every sixth year thereafter.

ARTICLE V.

ISSUING CONTRACTS

Provided the School Budget has been approved and adopted by the voters, all employees of the party of the first part represented by the party of the second part shall receive no later than April 30, 1977 written notification of their reappointment to any position, except Spring Athletic positions which will receive reappointment notice by June 15 for the 1977-1978 school year, which must be accepted and executed by the employee within fifteen days thereafter.

ARTICLE VI.

HOSPITALIZATION PAYMENTS

The party of the first part agrees to provide, for all of its employees a \$30,000.00 major medical and the 750 Blue Cross/Blue Shield basic Health and Accident Insurance Plan and to pay on account of the premium thereof, the sum set forth in Exhibit "B" annexed. Any increase in the cost of the premiums for the Hospitalization coverage after the initial premium contracted for by the Board of Education and Insurance carrier shall be paid by the individual teacher during the term of the Agreement.

ARTICLE VII.

NOTIFICATION OF DEGREES AND CREDITS

All employees of the party of the first part who anticipate an award of a higher degree or additional credits that will cause a change in their position on the Salary Guide, must notify the Superintendent of the Rancocas Valley Regional High School, in writing, on or before December 1st preceding the award.

ARTICLE VIII.

LEAVE POLICY

Association members will be entitled to the following non-accumulative leave of absence with full pay during the school year 1976-1977

1. Death in Immediate Family. A maximum of 3 days per year will be allowed for death in the immediate family. Immediate family shall consist of parent, child, spouse, brother, sister, grand-child, spouse's parents, or relative in the employee's home.
2. Serious Illness of Spouse or Child. A maximum of 2 days per year will be allowed for serious illness of spouse or child. Serious illness is considered to be one requiring hospitalization, and/or major surgery. When possible, request for this leave should be made 24 hours in advance of the date requested.
3. Personal Business. A maximum of 2 days per school year will be allowed for the transaction of personal business that cannot be conducted at a time other than the school day. Such leave shall, except as specifically approved by the Superintendent, not be preceding or succeeding a holiday. An employee, when applying for such leave, shall, except in case of emergency, file a request at least 2 days in advance.

The present contractual provision for Personal Leave Days shall be enlarged to include Religious Holy Days as reasons for same.

Those persons electing to use a Religious Holy Day as a Personal Leave Day, must give advance notice of such intention to the Superintendent in writing, at least 30 days in advance of the Holy Day, or if the Holy Day falls within the first 30 days of the term, on the first day of school.

Should, in the Boards discretion, an excessive number of persons apply for a particular Religious Holy Day, the Board shall have the right to cancel school for such a day, and re-schedule same.

Personal business days are not accruable from one school year to another.

ARTICLE IX.

SPECIAL LEAVE OF ABSENCE

Special leave(s) of absence may be requested in writing addressed to the Superintendent of Schools. Such leave may be granted with or without full salary, or with partial salary, and the determination for such leave and reimbursement, if any, shall reside with the Board. Only tenure personnel shall be considered for such leave, and those personnel granted such leave shall contract with the BOARD for one year following such leave, or reimburse the Board for any financial benefits paid during the term of such leave.



ARTICLE X.

EXTRA-CURRICULAR ACTIVITIES

It is further agreed between the parties hereto that fees for extra-curricular activities for 1976-1977 will be accordance with Schedule C annexed hereto, which fees will be binding on all parties hereto for a period of five years from the school year 1972-1973 to the school year 1977-1978.

It is further agreed between the parties hereto that the following procedure will be followed relative to the consideration of new positions to be added.

- A. A teacher who feels the need to seek consideration for a new position will compile all data to present to the Principal and Superintendent.
- B. The Superintendent will then present this request and information to the Board of Education for study.
- C. The Board of Education and Superintendent will then give said teacher their reply to the request as soon as reasonable time for study has elapsed.

ARTICLE XI.

SUMMER SCHOOL FEES

It is further agreed between the parties hereto that fees for summer school will be in accordance with the following schedule:

Fee Schedule

<u>Step</u>	<u>Fee</u>
1	\$725
2	750
3	775
4	800
5	825

ARTICLE XII.

INSTRUCTIONAL LIAISON COUNCIL

A committee comprised of one or more members of the Board of Education of Rancocas Valley Regional High School, the Superintendent of said School or his nominee who shall act as Chairman, three members of the administrative staff chosen by the Superintendent of Schools and three representatives of the Teachers Association of Rancocas Valley Regional High School or their alternates chosen by said Association shall meet on three occasions during the school year in October, January and April respectively. Initiation may be made by either party in writing requesting a date(s) convenient to both parties and such letter of initiation shall suggest agenda items of mutual concern for discussion.

Attendance of a Board Member at the meetings of the Instructional Liaison Council shall be voluntary on the part of such member. A Board member will attend Instructional Liaison Council meetings when requested to by either party of the Instructional Liaison Council.

This Committee is advisory in nature. All reports of the Committee shall be forwarded to the Board who may accept, reject or send back a report for further study. In the event a report is rejected or returned, it shall not be resubmitted without substantial modification. It is also understood that any disposition by the Board concerning this matter, by commission or omission, shall not be grievable.

ARTICLE XIII.

DEPARTMENT HEADS

It is agreed between the parties hereto that fees for Department Heads for the 1976-1977 school year will be as follows:

<u>\$500</u>	Base	
50	Per Department Teacher	
	Assistant Salary	\$500

Any changes contemplated under ARTICLE I relating to Department Heads and Coordinators shall be discussed with all respective Department Heads or Coordinators prior to any affirmative action by the Board.

ARTICLE XIV.

PARA PROFESSIONAL ASSISTANCE

1. Rancocas Valley Regional High School agrees to furnish the equipment including an electric typewriter for clerical assistance in the teachers' room and to hire a para-professional to perform

such clerical services under the supervision of the Board of Education of Rancocas Valley Regional High School for a full day Monday through Friday inclusive during the school year.

2. It is further agreed between the parties to continue the Aides in 1976-1977 for the purpose of corridor supervision or cafeteria supervision.

ARTICLE XV.

MATERNITY LEAVE

A. Natural Birth

The Board shall grant maternity leave without pay to any teacher upon request subject to the following stipulations and limitations:

- (1) A teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed.
- (2) At the time of application for leave, which shall be made upon reasonable notice to the Board, the teacher shall specify in writing the date on which she wishes to commence leave and the date on which she wishes to return to work after birth.

The board will require any teacher to submit a certificate from her physician in support of the requested leave dates.

- (3) Where medical opinion is supportive of the leave dates requested, such requested leave shall be granted by the Board, except that the Board may change the requested dates upon a finding that the grant of a leave for those dates would interfere with the normal administration of the school.
- (4) Nothing in this policy shall obligate the Board to grant maternity leaves of absence without pay to non-tenured employees beyond the end of their contract period.

B. Adoption

Any teacher adopting an infant child shall be entitled to the provisions as outlined in the leave without pay "A Section" above.

ARTICLE XVI.

MISCELLANEOUS PROVISIONS

A. Meetings

Department Head Meetings, Faculty Meetings, or Staff Meetings shall be limited to two per month during the first five months of the term and one each month thereafter. Said meetings shall not exceed one (1) hour duration.

B. Teaching Day

The length of the teachers day shall be 7 1/2 hours.

C. Work Year

The teachers work year shall be 182 days plus a conference day and plus 1 additional day for new hires.

D. Assignments

Teachers can be assigned to a total of 6 daily assignment periods, covering teaching or duty. Due to the restructuring of club period, those teachers involved in the sponsorship of clubs are volunteering to be assigned to a 7th period on the 16 club days. Study hall supervision will be assigned on a rotating basis of teachers not sponsoring clubs.

E. Personal File

Teachers shall have the right on written notice of 72 hours to view their personal file, in the presence of an Rancocas Valley Teachers Association representative, if same is desired by the teacher.

"Confidential Recommendation" shall not be viewable by the teacher.

No material shall be placed in the teachers personal file without affording the teacher an opportunity to sign same. Such signing shall merely indicate knowledge of placement in the file, not agreement with the content thereof.

Teachers shall be permitted to respond in writing to any materials placed in their personal file.

F. Substituting

Every effort will be made to equitably distribute any substituting outside of one's discipline amongst the entire teaching staff.

G. Summer Curriculum Work

When a teacher is requested by administration to work during the summer, in a curriculum position other than classroom teaching, compensation shall be set on a pro rata basis against his or her annual salary.

H. Lunch

The teachers uninterrupted lunch hour shall be of length equal to that of the students.

ARTICLE XVII.

DURATION OF AGREEMENT

This Agreement shall be effective as of September 1, 1976 and shall continue in effect until June 30, 1977.

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

It is understood and agreed that the provisions of this contract have no bearing on any employees of Rancocas Valley Regional High School not in the negotiating unit as defined in Article I herein.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their respective Presidents, attested by their respective Secretaries and have hereunto affixed their respective corporate seals, the day and year first above written.

RANCOCAS VALLEY REGIONAL HIGH SCHOOL

Attest:

(Seal) \_\_\_\_\_ by: \_\_\_\_\_  
Secretary President

THE TEACHERS ASSOCIATION OF RANCOCAS VALLEY REGIONAL HIGH SCHOOL

Attest:

(Seal) \_\_\_\_\_ by: \_\_\_\_\_  
Secretary President

Date: \_\_\_\_\_

RANCOCAS VALLEY REGIONAL HIGH SCHOOL  
Mount Holly, New Jersey

TEACHERS' SALARY GUIDE 1976-1977

Step	B.S.	B.S. + 15	Master's Degree (A)	Master's Degree (B)	Master's + 15	Master's + 30	Doctor's Degree
1	10000 - 1.000	10300 - 1.030	10600 - 1.060	10800 - 1.080	10900 - 1.090	11200 - 1.120	12000 - 1.200
2	10400 - 1.040	10710 - 1.071	11020 - 1.102	11230 - 1.123	11335 - 1.1335	11650 - 1.165	12480 - 1.24
3	10800 - 1.080	11125 - 1.1125	11450 - 1.145	11660 - 1.166	11775 - 1.1775	12100 - 1.210	12960 - 1.29
4	11200 - 1.120	11535 - 1.1535	11870 - 1.187	12100 - 1.210	12205 - 1.2205	12540 - 1.254	13440 - 1.34
5	11800 - 1.180	12150 - 1.215	12500 - 1.250	12740 - 1.274	12860 - 1.286	13220 - 1.322	14160 - 1.41
6	12400 - 1.240	12770 - 1.277	13140 - 1.314	13390 - 1.339	13515 - 1.3515	13890 - 1.389	14880 - 1.48
7	13000 - 1.300	13390 - 1.339	13780 - 1.378	14040 - 1.404	14170 - 1.417	14560 - 1.456	15600 - 1.56
8	13600 - 1.360	14010 - 1.401	14420 - 1.442	14690 - 1.469	14825 - 1.4825	15230 - 1.523	16320 - 1.63
9	14200 - 1.420	14625 - 1.4625	15050 - 1.505	15340 - 1.534	15475 - 1.5475	15900 - 1.590	17040 - 1.70
10	14800 - 1.480	15245 - 1.5245	15690 - 1.569	15980 - 1.598	16135 - 1.6135	16580 - 1.658	17760 - 1.77
11	15400 - 1.540	15860 - 1.586	16320 - 1.632	16630 - 1.663	16785 - 1.6785	17250 - 1.725	18480 - 1.84
12	16000 - 1.600	16480 - 1.648	16960 - 1.696	17280 - 1.728	17440 - 1.744	17920 - 1.792	19200 - 1.92
13	16600 - 1.660	17100 - 1.710	17600 - 1.760	17930 - 1.793	18095 - 1.8095	18590 - 1.859	19920 - 1.99
14						19260 - 1.926	20640 - 2.06
tax.							

EXHIBIT A-2

1976-1977

NURSES NON DEGREE

<u>Step</u>	<u>Salary</u>
1	\$ 7,908
2	8,333
3	8,758
4	9,183
5	9,608
6	10,033
7	10,458
8	10,883
9	11,308
10	11,733
11	12,158
12	12,583

The number of years in the school district does not coincide with the placement on the salary guide.

## EXHIBIT "B"

1976-1977

750 Series  
\$30,000 Major Medical

Major Medical and basic Health and Accident Insurance Premiums to  
be paid by Rancocas Valley Regional High School

	<u>RATES</u>
Single Person	209.86
Parent & Child or Children	398.04
Husband & Wife	545.64
Family	573.72
Single (over 65) Person	122.88
Parent (over 65) & child or children	122.88
Husband & Wife (one over 65)	122.88
Husband & Wife (both over 65)	122.88
Family (one Parent over 65)	122.88
Family (both Parents over 65)	122.88



EXHIBIT C

BOYS ATHLETICS

5 YEAR SCHEDULE -- 1972-73; 1973-74; 1974-75; 1975-76; 1976-77

Min. Fee Step 1 (1,2) Step 2 (1,4) Step 3 (1,6) Step 4 (1,8) Step 5 (2,0)

	Step 1 (1,2)	Step 2 (1,4)	Step 3 (1,6)	Step 4 (1,8)	Step 5 (2,0)
etic Timer	350	420	490	560	630
ment Manager	550	660	770	880	990
ball:					
ad	950	1140	1330	1520	1710
Class Asst. 150	750	900	1050	1200	1350
Class Asst. 120	600	720	840	960	1080
etball					
ad	900	1080	1260	1440	1620
st. 135	675	810	945	1080	1215
resh. 120	600	720	840	960	1080
stling					
ad	900	1080	1260	1440	1620
st.	675	810	945	1080	1215
resh.	600	720	840	960	1080
eball					
ad	600	720	840	960	1080
st. 90	450	540	630	720	810
resh. 80	400	480	560	640	720

Track

Head	\$600	\$720	\$840	\$960	\$1080	\$1200
Asst. 90	450	540	630	720	810	900
Fresh. 80 and J.V.	400	480	560	640	720	800

Soccer

Head	500	600	700	800	900	1000
Asst.	300	360	420	480	540	600

Cross Country

Head	400	480	560	640	720	800
Fresh.	300	360	420	480	540	600

Winter Track

Head	300	360	420	480	540	600
Asst.	250	300	350	400	450	500

Golf

Head	300	360	420	480	540	600
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Tennis

Spring	300	360	420	480	540	600
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GIRLS ATHLETICS

	<u>Min. Fee</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Coordinator	\$500	\$600	\$700	\$800	\$900	\$1000
Girls Activities						
Basketball						
Head	500	600	700	800	900	1000
Asst.	400	480	560	640	720	800
Asst.	400	480	560	640	720	800
Cheerleading (2)	400	480	560	640	720	800
Cross Country	400	480	560	640	720	800
Field Hockey						
Head	500	600	700	800	900	1000
Asst.	400	480	560	640	720	800
Asst.	400	480	560	640	720	800
Gymnastics						
Head	500	600	700	800	900	1000
Asst.	400	480	560	640	720	800
La Crosse						
Head	500	600	700	800	900	1000
Asst.	400	480	560	640	720	800
Softball						
Head	500	600	700	800	900	1000
Asst.	400	480	560	640	720	800
Tennis	400	480	560	640	720	800
Track						
Head	500	600	700	800	900	1000
Asst.	400	480	560	640	720	800
Winter Track	300	360	420	480	540	600

BAND

	Min. Fee	Step 1	Step 2	Step 3	Step 4	Step 5
Band Director	\$500	\$600	\$700	\$800	\$900	\$1000
Asst. & 1 Color Gd. Asst.	375	450	525	600	675	750
Equipment, Drill & Atten. Supervisor	300	360	420	480	540	600
Stage Band	100	120	140	160	180	200
OTHERS						
Dramatics (2 Plays)	600	720	840	960	1080	1200
Backstage Stagecraft	250	300	350	400	450	500
Director Forensics	300	360	420	480	540	600
Asst. Forensics	\$ 10 per after school trip -- \$ 20 Saturday plus mileage					
School Publicity	250	300	350	400	450	500
Yearbook Advisor	400	480	560	640	720	800
Double Shooting	300	360	420	480	540	600
School Newspaper	300	360	420	480	540	600
Student Council Adv.	300	360	420	480	540	600

Non-Class Dance Fees \$ 10 per Chaperone per Dance

Dance Chairman \$ 10 per Dance

After School Bus

Supervisor \$ 5 per day per Supervisor

After School Detention \$4 per day

Saturday Study Sessions \$6 per hour