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CONTRACT
between the
WOOD-RIDGE BOARD OF EDUCATION
and the
WOOD-RIDGE EDUCATION ASSOCIATION

1990 - 1993

7 7/1/90 - 6/30/93

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PREAMBLE

This Agreement entered into between the Board of Education of Wood-Ridge, the Borough of Wood-Ridge, New Jersey, hereinafter called the "Board", and the Wood-Ridge Education Association, hereinafter called the "Association."

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

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all regularly employed personnel whether under contract or on leave of absence, employed by the Board, but excluding hourly and per diem employees, the superintendent, principals, directors, coordinators, supervisors, board secretary/business administrator, superintendent's secretary, chief accounts clerk, secretary to the business administrator, payroll/bookkeeper, and the custodial staff.
- B. Definitions
1. "Employee(s)" shall denote all members in this bargaining unit.
 2. "Teacher(s)" shall denote professional employee members in this bargaining unit.
 3. "Secretarial employee(s)" shall denote secretarial and/or clerical employee members in this bargaining unit.

ARTICLE II

NEGOTIATIONS PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on matters concerning the terms and conditions of employment. Such negotiations shall begin in agreement with the schedule prepared by PERC. Any agreement negotiated shall apply to all employees, be

reduced to writing, be signed by the Board and the Association, and be adopted by the Board and Association.

- B.
 - 1. Representatives of the Board and the Association negotiating committees may meet when necessary, at the reasonable request of either party, for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.
 - 2. Each party shall submit to the other, when possible, at least three (3) days prior to the meeting, an agenda covering matters to be discussed.
 - 3. All negotiating meetings between the parties shall be regularly scheduled, at times when both parties are free from other commitments which would delay or hinder full discussion.
 - 4. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, be signed by the Board and the Association and be adopted by the Board and the Association.
- C. Except as this Agreement shall hereinafter otherwise provide, all legally-binding terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations, and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any binding employee benefit existing prior to its effective date.
- D. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement, with any organization other than the Association for the duration of this Agreement.
- E. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been subjects of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- F. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a complaint by an employee, or the Association, that as to him/her there has been an inequitable, improper, or unjust application, interpretation, or violation of a policy, agreement or administrative decision.
2. A grievant shall institute a claim within thirty (30) working days from the date of the occurrence giving rise to the grievance.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action, or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may, from time to time arise affecting the welfare or terms and conditions of employment of employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of the Agreement.

C. Procedure

1. The Association shall be notified of all grievances and shall have the right to be present at all stages of the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
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, 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 practical.

4. Level One

An employee with a grievance shall first discuss it with his/her principal or immediate superior, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved employee, but in no case later than fifteen (15) working school days from the alleged occurrence giving rise to the grievance, he/she shall set forth his/her complaint in specific detail in writing to the principal on the agreed upon form. The principal shall communicate his/her decision to the employee in writing within three (3) working school days of the receipt of the written complaint.

5. Level Two

The employee may appeal the principal's decision to the Superintendent of Schools, within three (3) working school days upon receipt of the principal's decision or within three (3) working school days of the date the decision of the principal was due. This appeal must be made in writing and must set forth the grounds upon which the grievance is based. The Superintendent will attempt to resolve the matter as expeditiously as possible, but within a period not to exceed seven (7) working school days. The Superintendent shall communicate his/her decision in writing, along with any supporting reasons to the employee.

6. Level Three

If the aggrieved employee is not satisfied with the disposition of his/her grievance at Level Two, he/she may submit a written request within ten (10) working school days of the Superintendent's written decision, to the Board for a hearing. Within ten (10) working school days of the receipt of the aggrieved employee's notice, the Board, or a Committee of the Board, and the aggrieved employee and the Superintendent shall meet to discuss the complaint. The aggrieved employee may have a representative of the Association present at this meeting, if he/she so desires. Within ten (10) working school days after the Board's hearing,

the Board's decision shall be sent in writing to the aggrieved employee and to the Association.

7. Level Four

- (a) If the aggrieved employee is not satisfied with the disposition of his/her grievance at Level Three, or if no decision is rendered by the Board within the time frame as stated in Level Three, the aggrieved may request the Chairman of the Association's Grievance Committee to submit his/her grievance to arbitration. If the Grievance Committee determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) days after receipt of the receipt of the decision at Level Three.
- (b) Within ten (10) days after such notice of submission to arbitration, the Board and the Grievance Committee shall attempt to agree upon a mutually acceptable arbitration and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association.
- (c) The arbitrator so selected shall confer with the representatives of the Board and the Grievance Committee of the Association and hold hearings promptly at a Wood-Ridge facility if possible and shall issue his/her decision as soon as possible after the date of the closing of the hearings, or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of facts, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is in violation of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on all parties.
- (d) 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.

- (e) All aggrieved parties shall continue under the direction of the Board and Administration pending the outcome of the grievance.

D. Rights of Employees to Representation

1. Any party of interest may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by a representative selected by the Association. In any event, the Association shall have the right to be present at all levels of the grievance procedure.
2. All decisions shall be in writing, setting forth the decision and the reasons therefore, and shall be transmitted promptly to all parties in interest and to the chairperson of the Association's grievance committee.
3. All documents, communications and records dealing with the processing of a grievance shall be filed.
4. 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.
5. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this article.
6. Processing of grievance at Level One, Two and Three shall not interfere with the assigned duties of the parties in interest or their selected or designated representatives.

ARTICLE IV

EMPLOYEES' RIGHTS

- A. Pursuant to Chapter 123, Public Laws of 1974, the Board and the Association hereby agree that every member of the bargaining unit shall have the right to freely organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerned activities for mutual aid and protection.
- B. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or

representative of the Board, shall be subject to the grievance procedure herein set forth, except such actions that are subject to the jurisdiction of the Commissioner of Education or a state agency.

- C. Whenever any employee is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position, or employment, or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview. The right to choose appropriate council cannot be jeopardized.
- D. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- E. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or any other applicable laws and regulations.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available public information concerning the financial resources of the district, including but not limited to: tentative budgetary requirements and allocations, agendas and minutes of all Board meetings, and such other information that shall assist the Association in developing intelligent, accurate, informed, and constructive educational programs, together with information which may be necessary for the Association to process any grievance or complaint pertaining to the educational program.
- B. Whenever any duly elected representatives of the Association or any employee participant is mutually scheduled by the parties to this agreement to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss of pay.
- C. Representatives of the Association, the New Jersey Education Association and the National Education Association shall be permitted to transact official Association business at approved school facilities at all reasonable times, provided that this shall not interfere with nor interrupt normal school operations. Prior approval of the building principal is required.

- D. The Association and its representatives shall have the right to use designated areas of school buildings at all reasonable hours for meetings. The principal of the building shall be notified in advance of the time and place of all such meetings. Such meetings shall be scheduled so as not to interfere with previously scheduled events at the same time in the same place. Prior approval of the building principal is required.
- E. The Association shall make a written request to the Board each September for the use of school facilities and equipment, including typewriters, mimeograph machines, other duplicating equipment, calculating equipment, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use.
- F. The Association shall have, in each school building, the use of a bulletin board in each faculty room. The Association shall also be assigned adequate space on the bulletin board in each central office for Association notices. The location of the Association bulletin boards in each faculty room shall be designated by the Association. Copies of all materials to be posted on faculty room bulletin boards shall be shown to the building principal. Items being placed on a bulletin board except in faculty rooms, subject to viewing by students and other members of the community require prior approval of the building principal.
- G. The Association shall have the right to use the district inter-school mail facilities and school mailboxes as it deems necessary. Each school office shall provide space for an Association mailbox.
- H. 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 employees, and to no other organization.
- I. The Association president shall have released time to conduct Association business which shall be equivalent to as much as one period per week with the time to be scheduled as mutually agreeable to the president and the principal of the school to which the president is assigned as home base.

ARTICLE VI

SCHOOL CALENDAR

The in-school work year of teachers on a ten (10) month basis will coincide with the Board's annually adopted school calendar. The sole responsibility of closing school for inclement weather or any other reason rests with the Superintendent or his/her designated agent.

The Association president will be consulted in the development of the annual school calendar.

ARTICLE VII

TEACHING HOURS AND LOAD

- A. 1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to check in or check out by hours and minutes. Teachers shall indicate their presence for duty by placing their signature in the appropriate column of the faculty sign-in roster.
2. The arrival and departure times for all teachers shall be designated. However, their total in-school work day shall consist of not more than seven (7) hours, which shall include a duty-free lunch period as guaranteed to teachers under Section C. of this Article.
3. No teacher shall be required to be on duty more than a total of twenty (20) minutes combined before the beginning of the pupils' school day and after the close of the pupils' school day, such twenty (20) minutes of duty to be designated by the principal. On Fridays or on days preceding holidays or vacations, the teachers' day shall end at the close of the pupils' day.
- B. 1. The daily teaching load in the high school shall not be more than six (6) teaching periods and shall not exceed five (5) hours of pupil contact time per day. Generally, teachers will be assigned five (5) actual teaching periods and one (1) supervised study hall or equivalent assignment. Where programming and staffing require that teachers be assigned six (6) teaching periods, these teachers will not be assigned a supervised study hall. When possible, six (6) teaching period assignments will be rotated annually within affected departments.
2. The daily teaching load in the elementary schools shall not exceed five and one-half hours (5-1/2) of pupil contact.
3. High school teachers shall not be required to teach more than two (2) subject areas nor more than a total of two (2) or three (3) teaching preparations at any one time, when possible.
4. Regular classroom teachers in the high school shall not be required to change subject areas teaching stations more than two (2) times during the school day when possible.

C. Teachers shall have a duty-free lunch period of at least the following lengths:

1. Elementary School -- same as students.
2. High School -- same as students.
3. Special education teachers -- one-half (1/2) hour.
4. Nurse -- one (1) hour combined lunch and preparation.

Teachers may leave the building without permission during their scheduled duty-free lunch period.

- D. 1. Building-based teachers may be required to remain after the regular work day, without additional compensation, for the purpose of attending faculty or other professional meetings three (3) days per month. Such meetings shall begin no later than ten (10) minutes after student dismissal time and shall run for not more than sixty (60) minutes.
2. An Association representative may speak to the teachers at any meeting referred to in paragraph 1. above for at least fifteen (15) minutes upon the request of the representative, in addition to the above-mentioned time but not prior to completion of the administration's meeting.
3. The notice of agenda for any meetings shall be available to the teachers involved at least five (5) days prior to the meeting, except in emergencies. Teachers shall have the opportunity to suggest items for the agenda.
- E. 1. Classroom teachers, in addition to their lunch period, shall have preparation time during which they shall not be assigned other duties. Preparation time shall be scheduled as follows:
- a. Elementary school -- when special teachers are in attendance.
 - b. High School -- one (1) class period per day.
 - c. Nurse -- one (1) hour combined lunch and preparation.
 - d. Classroom teachers whose class load is less than full-time shall be provided with preparation time proportionate to time taught.
 - e. Special teachers shall be provided preparation time to the same extent as other classroom teachers in the building where such preparation time occurs.
- F. Exceptions to the provisions of Sections A., B., C., D., and E. above may be made only in cases of extreme emergency. A

disagreement over whether an exception is justified shall be subject to the grievance procedure.

- G. Each teacher will be required to attend one (1) Back-to-School Night each year. The schedule for attendance of teachers who teach in more than one school will be distributed by the principals in September.

ARTICLE VIII

NON-TEACHING DUTIES

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

Teachers shall not be required to record or count money from students for insurance and photographs, nor shall they be required to maintain the state register.

ARTICLE IX

TEACHER EMPLOYMENT

- A.
 - 1. Each teacher shall be placed on the salary schedule.
 - 2. Upon initial employment, credit for salary schedule placement purposes may be given for previous experience in a duly accredited school. Additional credit not to exceed four (4) years for military experience or alternative civilian service required by the Selective Service System and credit not to exceed two (2) years for National Teacher corps work and time spent on a Fulbright Scholarship may be given upon initial employment.
 - 3. Teachers who are hired prior to February 1st and who, on a full-time basis, complete the balance of the school term in which they were hired, will be credited with a full year of service on the salary guide. Teachers hired on February 1st or after will not be entitled to an increment increase in September of that same calendar year.

- B. Teachers with previous teaching experience in the Wood-Ridge Schools, upon returning to the system, shall receive full credit on the salary guide for all outside contractual teaching experience in public elementary and secondary schools, military experience or alternative civilian service required by the Selective Service System.
- C. Teachers shall be notified of their contract and salary status for the ensuing school year no later than April 30th.

ARTICLE X

SALARIES

- A. The salaries of all employees covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part thereof.
- B.
 - 1. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
 - 2. Employees employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.
 - 3. Teachers may elect to have ten percent (10%) of their monthly salary deducted from their pay. These funds shall be paid to the teacher no later than June 30th of each school year. The withheld transfer monies are to be deposited in individual savings accounts until payment is made at the end of June.

ARTICLE XI

TEACHER ASSIGNMENT NOTICE

- A. All teachers shall be given written notice of their class, and/or subject and building assignments for the forthcoming year not later than August 15th of each year except in cases of extreme emergencies.
- B.
 - 1. Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of inter-school travel. Such

teachers shall be notified of any changes in their schedule as soon as possible.

2. The school nurses shall be compensated at the rate of twenty cents (\$.20) per mile for use of their automobiles when their duties require them to be in two (2) or more areas in one given day.
- C. The practice of using a regular classroom teacher as a substitute shall be discouraged.

In cases where regular substitutes are not available, regular teachers may be used as substitutes during their non-teaching time. The principal of a school in question shall establish a rotation and assign teachers. Such teachers shall be paid at the rate negotiated as "Blue Slip" for coverage for all academic and study periods. Teachers within the department of the absent teacher shall, when available, be assigned to teach said class.

The assignments shall be at the discretion of the building principal.

- D.
1. A teacher will be reimbursed if he/she substitutes for a teacher who is absent, tardy for part of or for an entire period, or has to leave school early due to illness or emergency personal reason.
 2. A teacher will be reimbursed if he/she is asked to cover another teacher's class due to a meeting, conference, assembly, etc., which is school related and under the direction of the administration.
 3. A teacher who is absent or tardy for part or for an entire period will be charged with the corresponding sick day or personal day (1/7 per class period).

ARTICLE XII

VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A.
1. The Superintendent shall make available to the Association and post for a minimum of five (5) days in all school buildings, a list of known vacancies when such shall occur. Anyone interested in these vacancies shall notify the Superintendent in writing within five (5) consecutive school days of the initial posting.

In the event the applications will be open for a longer period, deadlines will be included in the posting.

In the event of a vacancy occurring during the vacation periods, the Association President, or his/her designated representative shall be notified of such a vacancy.

2. 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 not later than February 1st. Such statement shall include the grade and/or subject to which the teacher wishes to be assigned and the school or schools to which the teacher wishes to be transferred, in order of preference.
3. As soon as practical, but no later than May 30th, except in cases of extreme emergency, the Superintendent shall post in each school and make available to the Association a system-wide schedule showing the names of all teachers who have been reassigned or transferred and the nature of such reassignment or transfer.

ARTICLE XIII

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Notice of involuntary transfer or reassignment shall be given to teachers as soon as practical, and except in cases of emergency not later than the last day of school in June.
- B. A list of open positions in the school district shall be made available to all teachers being involuntarily transferred or reassigned. Such teachers may request the positions, in order of preference, to which they desire to be transferred. All such teachers shall be given a maximum of one (1) school day for the purpose of visiting schools within the district in which open positions exist.

ARTICLE XIV

TEACHER EVALUATION

- A.
 1. All monitoring or observation of work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
 2. Teachers shall be evaluated only by persons certified by the New Jersey Board of Examiners to supervise instruction and contracted by the Board of Education to do so.

3. A teacher shall be given a copy of any class visit or evaluation report prepared by his/her evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the teacher's file, or otherwise acted upon without prior conference with the teacher.
- B.
1. A teacher shall have the right, upon reasonable request and notice to review the contents of his/her personnel file and to receive copies of any document contained therein. A teacher shall be entitled to have a representative of the Association accompany him/her during such a review.
 2. No material derogatory to a teacher's conduct, service, character or personality shall be placed in his/her personnel file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that he/she has had the opportunity to review the material by affixing his/her signature to the copy to be filed with the express understanding that such a signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy. All such materials shall also bear the signature of the administrator or supervisor responsible for its placement in the personnel file.
 3. Although the Board agrees to protect the confidentiality of personal references, academic credentials and other documents of a similar nature, it shall not establish any separate personnel file which is not available for the teacher's inspection.
- C.
- Any complaint regarding a teacher made to any member of the Administration by a parent, student, or other person which is used in any manner in evaluating a teacher shall be promptly investigated and called to the attention of the teacher. The teacher shall be given an opportunity to respond to and/or rebut such complaint, and shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.
- D.
1. Prior to an annual evaluation report, a non-tenure teacher shall have received at least three (3) classroom visitation reports if he/she was continuously employed since the start of the student school year.
 2. Classroom visitation reports shall be presented to the teacher in accordance with the following:

- a. Strengths of the teacher as evidenced during the period since the previous report.
 - b. Weaknesses of the teacher as evidenced during the period since the previous report.
 - c. Specific suggestions as to measures which the teacher might take to improve his/her performance in each of the areas wherein weaknesses have been noted.
3. Three (3) supervisory reports are to be provided for non-tenure teachers, not later than April 1st.

ARTICLE XV

EMPLOYEE FACILITIES

- A. The Board and the Association agree that all the facilities shall be maintained in good condition.
- B. The Board and the Association agree that in planning for future expansion of the schools and facilities, the Association shall have the opportunity to express its opinion and make recommendations to the Board.

ARTICLE XVI

SICK LEAVE

- A. 1. The total number of sick days that may be used by an employee in any one school year shall be the accumulated unused sick leave of previous years, plus the current unused sick leave allowance of ten (10) days for 10-month employees, eleven (11) days for 11-month employees, and twelve (12) days for 12-month employees. Employees who are employed after the start of the work year shall be entitled to one (1) sick leave day for each month remaining in the contract year.
2. Any employee who is absent in excess of the allowable sick leave days stated above shall have deducted from his/her pay an amount which is calculated as follows:

10-month employees -- 1/200 of his/her annual salary
11-month employees -- 1/210 of his/her annual salary
12-month employees -- 1/220 of his/her annual salary

3. A signed statement must be filled out for each absence. This is for record purposes only.
 4. On the first official school day of each year, every employee shall be given written notification of the number of sick leave days she/he has accumulated as of that date.
- B. When an employe's allowable sick leave has been exhausted, additional sick leave may be granted by special action of the Board.
 - C. When quarantine is not because of personal illness, the employee shall be allowed full pay, providing a certificate from the health officer of the community or from the school physician is presented and filed with the Superintendent.
 - D. An employee who is absent as a result of personal injury caused by an accident or contagious disease arising out of, and in the course of his/her employment, shall be paid up to one (1) year without having such absences charged to his/her annual sick leave; such pay shall be reduced by the amount of any Worker's Compensation award for temporary disability.
 - E. Upon the completion of twenty (20) school years of employment in the District and upon retirement or termination as a result of reduction in force, an employee shall be entitled to receive compensation for accumulated sick leave. The compensation shall be at the rate of twenty-five dollars (\$25.00) for each accumulated sick day.

ARTICLE XVII

TEMPORARY LEAVES OF ABSENCE

- A. Employees shall be entitled to the following temporary non-accumulated leaves of absence with full pay for each school year.
 1. a. An allowance of up to three (3) personal days shall be granted for personal business which cannot be conducted outside school hours and religious holidays.
 - b. Provisions governing the use of personal days are the following:
 - (1) Applications for such leave shall be made to the employee's immediate supervisor at least three (3) days before taking such leave (except in the case of emergency).

- (2) Personal days shall not be approved on the first student day or last student day of the year.
2. Up to two (2) days for the purpose of visiting other schools or attending meetings or conferences of an educational nature, such days to be granted at the discretion of the building principal.
 3. The President or an assignee of the president will be permitted two (2) days to attend county, state and/or national association conferences.
 4.
 - a. Absences from school by reasons of a subpoena, or legal process issued by any court shall be allowed, with pay, provided that the teacher has no financial interest directly or indirectly in the matter and/or is not a party in the particular matter in which the subpoena is issued. Requests for such leave shall be forwarded to the Superintendent's office together with the copy of the subpoena. Any required court appearance whereby the teacher is party to the action or has financial interest direct or indirect in the outcome of the court proceedings may be taken and charged against personal leave under Article XVII, A.1.
 - b. If any employee is party to a suit, absence from school in that connection shall be without pay unless the recommendation of the Superintendent and the Board in its discretion shall determine otherwise; provided the employee is a defendant in said suit.
 5.
 - a. Up to seven (7) consecutive calendar days shall be allowed at any one time in the event of death of a spouse, child, parents, brother, sister, mother-in-law, father-in-law or any relative residing within the household.
 - b. Absence due to death of grandparent, grandchild, daughter-in-law or son-in-law will be allowed up to three (3) consecutive calendar days.
 - c. Absence due to death in non-immediate family (nephew, niece, aunt, uncle, cousin, brother-in-law, sister-in-law) not living within the household of the teacher will be allowed, with pay, for the day of the funeral.
 - d. In the event of the death of an employee or a student in the Wood-Ridge School System, the Superintendent shall determine the appropriate number of employees who may receive sufficient time off to attend the funeral.

6. Leaves taken pursuant to this section shall be in addition to any sick leave to which the employee is entitled.
-
- B. Absence for personal business in excess of the three (3) days allowed under contract, if needed, may be granted only with permission of the school principal with the approval of the Superintendent for a period of not more than four (4) consecutive days without pay. Absence for personal business which exceeds the four (4) days must have approval of the Board.

ARTICLE XVIII

EXTENDED LEAVES OF ABSENCES

- A. The Board agrees that one (1) employee designated by the Association shall, upon request, be granted a leave of absence without pay for one (1) year for the purpose of engaging in activities of the Association or its affiliates. All such leaves will be for a full school year (September 1st--June 30th).
- B. A leave of absence without pay of up to two (2) years shall be granted to any teacher who joins the National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.
- C. A teacher on tenure may be granted a leave of absence without pay for one (1) year to teach in an accredited college or university.
- D. Military leave without pay shall be granted to any employee who is inducted in any branch of the armed forces of the United States for the period of said induction.
- E. 1. An employee who anticipates a disabling condition which will result in extended absence, which may include but is not limited to pregnancy, shall notify the Superintendent of his/her need for a disability leave sixty (60) calendar days in advance of said leave. Within thirty (30) calendar days thereafter, the Superintendent shall notify the employee of the acceptance by the Board of the dates for said leave.

Should medical evidence indicate an unusual disability, the employee shall present a doctor's certificate attesting to his/her condition as soon as it is medically confirmed. Based upon the doctor's information, the employee's disability leave shall commence when necessary and he/she shall be allowed usage of his/her sick days.

Employees may utilize all or part of their accumulated sick leave for the period of disability before or after birth in accordance with law. The employee may make arrangements with the Board to continue her coverage provided this is permitted by the insurance carrier.

Any pregnant employee may request a leave for the balance of the school year or a shorter period of time provided her return from leave does not interrupt the instructional process.

An employee shall be eligible for child-rearing leave for the school year following provided her request is made by the previous June 1.

The Board shall notify any returning employee of his/her rights under the State Pension System. Any pregnant employee shall be eligible for advancement on the salary guide if she works ninety (90) days in the school year in which she began her leave.

All other rights shall accrue to any employee taking a leave under the provisions of the above policy and none shall be deemed as distracting from any benefit currently in existence.

2. Any teacher adopting an infant child may receive similar leave which shall commence upon his/her receiving de facto custody of said infant, or earlier, if necessary to fulfill requirements for the adoption. No teacher shall be denied, on the basis of child-rearing leave, the opportunity to substitute in the Wood-Ridge School System in the area of his/her certification or competence.
- F. A leave of absence for a portion of a school year or a whole school year, to assume care for a member of an employee's family who is sick, shall be granted provided satisfactory evidence of illness is presented.

Said request shall be presented to the Superintendent sixty (60) days in advance or, in cases of emergency, as soon as possible. The leave shall begin on the date requested if sixty (60) days' notice is given. If sixty (60) days' notice is not possible, the leave shall commence at the Superintendent's discretion but no later than sixty (60) days from the time of the employee's request.

Provided the employee has worked ninety (90) days, he/she shall advance one step on the salary guide.

A male requesting paternity leave shall be bound by the sections of this policy.

Insurance shall be maintained for ninety (90) days after commencing of the leave. Thereafter, the employee may make arrangements with the Board to continue coverage provided this is permitted by the insurance carrier.

No provision of this section shall be construed to deny or restrict any employee currently on leave, and upon return from said leave, all other rights shall be protected.

- G. Other leaves of absence without pay may be granted by the Board for good reason. The denial of a request for a leave under this section shall not be grievable beyond the Board's level, Level Three.
- H. All employees who are on any type of an extended leave of absence must give at least thirty (30) days notice to the Superintendent of their intention to return to employment, and if leave is due to end at the beginning of the next student school year, not later than the preceding April 1st. Failure to so notify the Superintendent of his/her intention to return to active employment shall constitute resignation effective with the end of the scheduled leave.
- I.
 - 1. Upon return from leave granted pursuant to Sections B., C., or D. of this Article, an employee shall be considered as if he/she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent, provided, however, that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure. An employee shall not receive increment credit for time spent on a leave granted pursuant to Section A., E., F., or G. of this Article.
 - 2. All benefits to which an employee was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him/her upon his/her return.
- J. All extensions or renewals of leaves of absence under this Article shall be applied for and granted or denied in writing. The denial of a request to extend or to renew a leave shall not be grievable beyond the Board's level, Level Three, unless expressly provided for in this Agreement.

SABBATICAL LEAVES

- K. The purpose of sabbatical leave is to encourage and enable professional employees to improve their teaching ability. Conditions and details of this sabbatical leave policy are outlined

below. Teachers who are approved as hereinafter provided may be granted a sabbatical leave at full pay for one-half (1/2) school year absence (September through January) or one-half (1/2) pay for a full school year absence (September through June) subject to the following conditions:

1. Only permanently certificated personnel who have completed a minimum of seven (7) years continuous service in Wood-Ridge are eligible to be considered for sabbatical leave as hereinafter provided. Sabbatical leave shall not be granted to eligible personnel more than once in any ten (10) year cycle.
2. Sabbatical leave shall be used for the purpose of graduate study or its equivalent. Utilization of sabbatical leave for the purpose of engaging in employment will not be permitted. The merit of each candidate will be foremost in the selection process.
3. All things being equal, employees with the longest term of service in the system or longest term of service since their last sabbatical will be given preference.
4. No employee may be granted more than two (2) full years or four (4) half-years sabbatical leave.
5. Not more than one (1) staff member will be eligible for sabbatical leave during one school year.
6. The taking of sabbatical leaves will have no effect upon the accumulated sick days of a teacher and no additional days will be accumulated during the period of the sabbatical.
7. Participants in the sabbatical leave program are free to accept governmental and private grants to supplement their salary. However, the total income shall not exceed the participant's salary as a member of the staff.
8.
 - a. All awards under the sabbatical leave program are contingent upon the participant actively serving as a member of the staff of the Wood-Ridge Public Schools for a minimum of three (3) full years following his/her return from sabbatical leave.
 - b. Except as provided in Section K.8.c. below, failure to return to active employment with the district shall require the teacher to reimburse the district for all wages received while on sabbatical leave and for the cost of all employee insurances and other employee benefits provided while on leave.

- c. Failure to return to active employment due to a disability shall be an exception to the requirement of repayment as specified in Section K.8.b. In the event that a temporary disability exists, the repayment requirement will be suspended until the disability no longer exists, at which time the three (3) years of service will begin. In the event that a permanent disability exists, the repayment requirement will be waived by the Board of Education.
9. Persons interested in applying for sabbatical leave should submit their applications to the office of the Superintendent no later than six (6) months preceding the leave.
10. The sabbatical leave shall be computed as equivalent to teaching experience in determining future salary status, providing the teacher does not at the same time move laterally to the next higher salary scale.
11. Upon return from sabbatical leave, the participant will present a report to the Board of Education on the results of his/her period of study.
12. Proposed programs must be approved by the Superintendent of Schools and the Board of Education.

ARTICLE XIX

TUITION SUBSIDY

- A. Any teacher under contract for a minimum of one (1) full contract year, may pursue professional study in any accredited college or university and present the tuition cost to the Wood-Ridge Board of Education. These courses must be on a graduate level.
- B. The Board will pay all or part of such tuition up to a maximum of six (6) graduate credits in any one (1) school year and at the rate of an average of the tuition charged per credit by the three state colleges Montclair State, Jersey City State and William Paterson. If said person received any type of reimbursement of tuition from any other source, that amount will be applied to the allowance reducing the amount available from the Board. The Board will honor and reimburse, within the next monthly accounting cycle, those tuition bills that are presented to the Superintendent showing a passing grade and credits earned. This subsidy is noncumulative. All courses must have prior approval of the Superintendent of Schools for tuition reimbursement.

|

ARTICLE XX

PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY

- A. The employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being.
- B. An employee may use lawfully reasonable force as is necessary to protect himself/herself from attack, protect another person or property, quell a disturbance threatening physical injury to others, or lawfully obtain possession of weapons or other dangerous objects upon the person or within control of a pupil. All such incidents shall be reported immediately to the principal, in writing.
- C. Should any criminal action be instituted against any employee for any such lawful act or omission and legal assistance is required, counsel will be selected by the Board of Education, and should such proceeding be dismissed or result in a final disposition in favor of the employee, the Board of Education will reimburse him/her for the cost of defending such proceeding, including reasonable counsel fees and expense of the original hearing or trial and all appeals.
- D.
 - 1. The Board shall give full support including legal defense to an employee in the event of an assault upon the employee while acting in the discharge of his/her duties.
 - 2. When absence arises out of or from such assault or injury, the employee shall not forfeit any sick leave or personal leave.
- E.
 - 1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal and Superintendent, in writing.
 - 2. The Superintendent shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee, the police, and the courts.
- F. If criminal or civil proceedings are brought against an employee alleging that he/she committed an assault in connection with his/her employment, such teacher may request the Board to furnish legal counsel to defend him/her in such proceeding. If the Board does not provide such counsel and the employee prevails in the proceeding, then the Board shall reimburse the employee for reasonable counsel fees incurred in his/her defense.
- G. School employees shall transport students only in school vehicles.

ARTICLE XXI

INSURANCE PROTECTION

The Board shall provide the health-care insurance protection as provided in the State Health Benefit Plan designated below:

Blue Cross, Blue Shield,
Rider J, Major Medical

The Board shall pay full premium for insurance coverage.

For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premium to provide insurance coverage for the full twelve (12) month period. Termination of employment terminates the Board's responsibility for payment of insurance premiums.

Employees employed after the September deadline shall be enrolled in the plan at the first available date.

The Board will pay full premium for employee and family dental insurance coverage with the same benefits as previously existing and with the addition of coverage for orthodontia at a fifty percent (50%) co-insurance rate with a maximum of eight hundred (\$800.00) dollars per case.

The district shall provide a prescription plan to be chosen jointly by the Board and the Association. For the duration of this Agreement, the plan will be \$5/\$10 co-pay, with the employee paying five (\$5.00) dollars for each generic prescription and ten (\$10.00) dollars for each name-brand prescription. The amount of money representing the Board's obligation to provide a prescription plan beyond the end of this Agreement shall be limited to the cost of the plan in the third year of this Agreement.

ARTICLE XXII

PERSONAL AND ACADEMIC FREEDOM

- A. The Board and the Association agree that academic freedom is essential in our democratic society. They further acknowledge the fundamental need to protect teachers from any unlawful censorship or unreasonable restraint which might interfere with their performance in educating the children of Wood-Ridge in the democratic tradition.
- B. Teachers shall be given freedom in classroom presentation and discussions and may encourage students to raise questions dealing with critical issues of the time, consistent with the maturity and

understanding of the students involved, and the subject matter of the courses.

- C. Teachers shall have the right to express their personal views on matters relevant to the course content, making it clear to the students it is not to be accepted as an authoritative statement.
- D. Teachers shall be entitled to full rights of citizenship, and no unreasonable religious or lawful political activities of any teacher or lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities are not conducted within the premises of the Board of Education, do not violate any local, state or federal law, nor, in the opinion of the Board, impede the classroom ability of the teacher.
- E. Freedom of individual conscience, association and expression shall be observed both to safeguard the legitimate interest of the school and to exhibit by appropriate example the objectives of our society.

ARTICLE XXIII

DEDUCTION FROM SALARY

- A. 1. The Board agrees to deduct from the salaries of its employees dues for the Wood-Ridge Education Association, the Bergen County Education Association, the New Jersey Education Association or the National Education Association or any one or any combination of such associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-15,9e) and under rules established by the same Department of Education. Said monies together with records of any corrections shall be transmitted the treasurer of the Wood-Ridge Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.
- 2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- B. The Board agrees to deduct from employees' salaries money for local, county, state and/or national association services and

programs as said teachers individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such association or associations.

ARTICLE XXIV

REPRESENTATION FEE

A. Purpose of Fee

If an employee 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 employee will be required to pay a representation fee to the Association for that membership year to off-set the costs of services rendered by the Association as majority representative.

B. Amount of Fee

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 not exceed the maximum allowed by law.

C. Deduction and Transmission of Fee

The Board agrees to deduct from the salary of any employee who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section B. above and promptly will transmit the amount so deducted to the Association.

D. Termination of Employment

If an employee who is required to pay a representation fee terminates his or 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 and promptly forward same to the Association.

E. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction or 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.

F. 1. Liability

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that:

- (a) the Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and
- (b) if the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses and in all other aspects of said defense.

2. Exception

It is expressly understood that Section 1. above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board.

ARTICLE XXV

MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes Board policy, with regard to employment of members of the bargaining unit, for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy. The Association shall also carry out the commitments contained herein.
- B. If any provisions of the Agreement or application of this Agreement to any employee or group of employees is held to be contrary to law, then such provisions or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms of this Agreement. If an individual

contract contains any language inconsistent with this Agreement, this Agreement, during the duration, shall be controlling.

- D. 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 employees or in the application or administration of the Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status, or non-membership in the Association.
- E. Copies of this Agreement shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed and presented to all employees now employed or hereafter employed by the Board.
- F. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by registered letter at the following addresses:
 - 1. If by the Association, to the Board at 89 Hackensack Street
 - 2. If by the Board, to the Association at 258 Hackensack Street

ARTICLE XXVI

SECRETARIES

- A. The work week for full-time secretarial employees shall consist of five (5) seven (7) hour days. Secretarial employees who are asked to work longer than thirty-five (35) hours in one (1) week shall be paid as follows:

| | |
|----------------|--|
| 35 - 40 hours | Regular hourly rate: |
| Above 40 hours | One and one-half (1-1/2) times the hourly rate |

- B. 1. Secretaries employed prior to July 1, 1990, shall have the same days off at Winter, February, and Spring recesses as teachers in addition to any other teacher holidays during the students' school year. In addition, the day designated for the observance of Independence Day and Labor Day will be holidays for twelve (12) month employees and for eleven (11) month employees whose assignments coincide with these holidays.

In cases of emergency, a secretary may be called in to work, in which case either compensatory time will be granted at a

time mutually agreed upon by the secretary and his/her immediate supervisor, or salary will be paid at that secretary's regular hourly rate of pay.

2. Secretaries employed on or after July 1, 1990, shall have the Winter recess off, any State holidays included within the February and Spring recesses, the Friday holiday received by teachers for the State Teachers Convention, and any other teacher holidays during the students' school year. In addition, attendance at the State Teachers Convention will be accepted as a substitute for working that day if the secretary's supervisor is notified in advance and if a certificate of attendance is presented upon return. In addition, the days designated for the observance of Independence Day and Labor Day will be holidays.

Hours worked when school is not in session will be additionally compensated at a rate equal to the regular hourly rate of pay.

- C. Secretaries shall be entitled to the following vacation:

| | | |
|----------------------------------|----|--------------|
| 1-10 years of employment | -- | 10 work days |
| More than 10 years of employment | -- | 15 work days |

- D. Seniority

1. If a secretarial position is abolished, a non-tenured secretary within the job title and classification of that position will be laid off. If there is no non-tenured secretary, the least senior tenured secretary within the classification will be laid off. The classifications are:
 - a. Building Secretary
 - b. Student Services Secretary
 - c. Attendance Secretary
2. A tenured secretary laid off by reason of elimination of a position will be placed on a preferred eligibility list for two (2) years. Recall will be in the order of seniority to any vacancy which shall occur in the classification from which he/she has been laid off.

ARTICLE XXVII

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 1990, and shall continue in effect until June 30, 1993, subject to the rights to negotiate over a successor agreement as provided in Article II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. IN WITNESS WHEREOF the Association has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its secretary and its corporate seal to be placed hereon.

WOOD-RIDGE EDUCATION ASSOCIATION

WOOD-RIDGE BOARD OF EDUCATION

By: _____
President

By: _____
President

By: _____
Secretary

By: _____
Secretary

Date: _____

Date: _____

SCHEDULE A-1
TEACHERS SALARY GUIDE
1990-1991

| <u>STEP</u> | <u>BA</u> | <u>BA+15</u> | <u>MA</u> | <u>MA+15</u> | <u>MA+30</u> |
|-------------|-----------|--------------|-----------|--------------|--------------|
| 1 | 26,300 | 27,300 | 27,700 | 29,500 | 31,700 |
| 2 | 26,600 | 27,500 | 28,100 | 30,500 | 32,700 |
| 3 | 26,900 | 27,700 | 28,500 | 31,500 | 33,700 |
| 4 | 27,200 | 27,900 | 28,900 | 32,500 | 34,700 |
| 5 | 27,500 | 28,100 | 29,300 | 33,500 | 35,700 |
| 6 | 27,800 | 28,300 | 29,700 | 34,500 | 36,700 |
| 7 | 28,100 | 28,600 | 30,100 | 35,500 | 37,700 |
| 8 | 28,600 | 29,400 | 30,800 | 36,500 | 38,700 |
| 9 | 29,200 | 30,200 | 31,500 | 37,500 | 39,700 |
| 10 | 29,800 | 31,000 | 32,200 | 38,500 | 40,700 |
| 11 | 30,800 | 32,000 | 33,200 | 39,500 | 41,700 |
| 12 | 31,800 | 33,800 | 34,500 | 40,500 | 42,700 |
| 13 | 32,800 | 35,800 | 37,100 | 41,500 | 43,700 |
| 14 | 34,800 | 38,800 | 40,100 | 43,500 | 45,700 |
| 15 | 38,800 | 41,800 | 43,100 | 45,500 | 48,700 |
| 16 | 43,800 | 45,800 | 48,000 | 49,500 | 51,700 |

Longevity pay:

After 20 years in Wood-Ridge - \$375
 After 25 years in Wood-Ridge - \$600
 After 30 years in Wood-Ridge - \$825

SCHEDULE A-2
TEACHERS SALARY GUIDE
1991-1992

| <u>STEP</u> | <u>BA</u> | <u>BA+15</u> | <u>MA</u> | <u>MA+15</u> | <u>MA+30</u> |
|-------------|-----------|--------------|-----------|--------------|--------------|
| 1 | 28,600 | 29,100 | 30,200 | 31,300 | 33,500 |
| 2 | 28,900 | 29,400 | 30,600 | 32,300 | 34,500 |
| 3 | 29,200 | 29,700 | 31,000 | 33,300 | 35,500 |
| 4 | 29,500 | 30,000 | 31,400 | 34,300 | 36,500 |
| 5 | 30,300 | 30,800 | 32,300 | 35,800 | 38,000 |
| 6 | 30,600 | 31,300 | 32,700 | 36,800 | 39,000 |
| 7 | 30,900 | 31,800 | 33,200 | 37,800 | 40,000 |
| 8 | 31,775 | 32,875 | 34,275 | 39,375 | 41,575 |
| 9 | 32,175 | 33,375 | 34,775 | 40,375 | 42,575 |
| 10 | 32,775 | 34,375 | 35,775 | 41,375 | 43,575 |
| 11 | 34,275 | 35,375 | 36,775 | 42,375 | 44,575 |
| 12 | 35,200 | 36,300 | 37,700 | 43,300 | 45,500 |
| 13 | 36,200 | 38,300 | 39,700 | 44,300 | 46,500 |
| 14 | 38,200 | 41,300 | 42,700 | 47,300 | 49,500 |
| 15 | 42,200 | 44,300 | 46,700 | 50,300 | 52,500 |
| 16 | 46,840 | 48,940 | 51,340 | 52,940 | 55,040 |

Longevity pay:

After 20 years in Wood-Ridge - \$375
 After 25 years in Wood-Ridge - \$600
 After 30 years in Wood-Ridge - \$825

SCHEDULE A-3
TEACHERS SALARY GUIDE
1992-1993

| <u>STEP</u> | <u>BA</u> | <u>BA+15</u> | <u>MA</u> | <u>MA+15</u> | <u>MA+30</u> |
|-------------|-----------|--------------|-----------|--------------|--------------|
| 1 | 30,100 | 30,900 | 31,400 | 34,000 | 36,400 |
| 2 | 30,400 | 31,200 | 31,800 | 35,000 | 37,400 |
| 3 | 30,700 | 31,500 | 32,200 | 36,000 | 38,400 |
| 4 | 31,000 | 31,800 | 32,600 | 37,000 | 39,400 |
| 5 | 31,800 | 32,600 | 33,500 | 38,500 | 40,900 |
| 6 | 32,100 | 32,900 | 33,900 | 39,500 | 41,900 |
| 7 | 32,400 | 33,200 | 34,400 | 40,500 | 42,900 |
| 8 | 33,375 | 34,075 | 35,575 | 42,075 | 44,475 |
| 9 | 33,675 | 34,475 | 36,175 | 43,075 | 45,475 |
| 10 | 34,075 | 34,875 | 36,775 | 44,075 | 46,475 |
| 11 | 35,675 | 36,875 | 37,375 | 45,075 | 47,475 |
| 12 | 36,600 | 37,800 | 39,300 | 46,000 | 48,400 |
| 13 | 38,600 | 40,800 | 42,300 | 48,000 | 50,400 |
| 14 | 42,600 | 44,800 | 46,300 | 51,000 | 53,400 |
| 15 | 45,600 | 47,800 | 50,300 | 54,000 | 56,400 |
| 16 | 50,240 | 52,440 | 54,940 | 56,640 | 59,040 |

Longevity pay:

After 20 years in Wood-Ridge - \$375
 After 25 years in Wood-Ridge - \$600
 After 30 years in Wood-Ridge - \$825

SCHEDULE A-4

IN-SERVICE CREDITS

- A. Up to three (3) in-service credits may be used for each movement across guides to the BA+15, MA+15, and MA+30 columns.
- B. All in-service courses which are considered for guide advancement must be approved by the Superintendent.
- C. Once the conditions of A. and B. above are met, one (1) in-service credit shall be awarded for each fifteen (15) hours of in-service attendance and credit shall be pro-rated for attendance of less than fifteen (15) hours.

SCHEDULE A-5

REQUIREMENTS FOR BA+15 SALARY GUIDE

- A. Credits in a matriculated graduate degree program offered by an accredited college or university shall apply to the BA+15 salary guide.
- B. Credits which meet the requirement stipulated in A. above and which also meet either of the following conditions shall qualify for tuition reimbursement as provided in Article XIX:
 - 1. The matriculated graduate degree program is in the teacher's area of certification and/or subject teaching field; or
 - 2. The matriculated graduate degree program, although outside the teacher's area of certification and/or subject teaching field, has been approved in writing by the Superintendent of Schools for tuition reimbursement, due to the potential benefit to the school system.

SCHEDULE A-6

REQUIREMENT FOR MA+15 AND MA+30 SALARY GUIDES

- A. Credits which meet the following conditions shall apply to the MA+15 and the MA+30 salary guide:
 - 1. Credits must be at the graduate level and offered by an accredited college or university;

2. Credits must be taken subsequent to receipt of the Master's degree; and
 3. Credits must have prior written approval of the Superintendent.
- B. Credits which meet the requirements stipulated in A.1., A.2., and A.3., above and which also meet either of the following conditions shall qualify for tuition reimbursement as provided in Article XIX:
1. The credits are in the teacher's area of certification and/or subject teaching field; or
 2. The credits, although outside the teacher's area of certification and/or subject teaching field, have been approved in writing by the Superintendent of Schools for tuition reimbursement, due to the potential benefit to the school system.

SCHEDULE A-7

COACHES SALARY GUIDES

| | <u>1990-91</u> | <u>1991-92</u> | <u>1992-93</u> |
|--------------------------------------|----------------|----------------|----------------|
| <u>Football (Head)</u> | | | |
| Step 1 | 3900 | 4261 | 4613 |
| Step 2 | 4043 | 4417 | 4781 |
| Step 3 | 4183 | 4570 | 4947 |
| <u>Football (Assistant)</u> | | | |
| Step 1 | 2411 | 2634 | 2852 |
| Step 2 | 2517 | 2750 | 2977 |
| Step 3 | 2625 | 2868 | 3104 |
| <u>Basketball (Head)</u> | | | |
| Step 1 | 3652 | 3990 | 4319 |
| Step 2 | 3758 | 4106 | 4444 |
| Step 3 | 3863 | 4221 | 4569 |
| <u>Basketball (Assistant)</u> | | | |
| Step 1 | 2269 | 2479 | 2683 |
| Step 2 | 2375 | 2595 | 2809 |
| Step 3 | 2482 | 2712 | 2935 |
| <u>Softball/Baseball (Head)</u> | | | |
| Step 1 | 3474 | 3796 | 4109 |
| Step 2 | 3581 | 3912 | 4235 |
| Step 3 | 3687 | 4028 | 4360 |
| <u>Softball/Baseball (Assistant)</u> | | | |
| Step 1 | 2126 | 2323 | 2515 |
| Step 2 | 2234 | 2440 | 2642 |
| Step 3 | 2340 | 2556 | 2767 |
| <u>Track (Head)</u> | | | |
| Step 1 | 3474 | 3796 | 4109 |
| Step 2 | 3581 | 3912 | 4235 |
| Step 3 | 3687 | 4028 | 4360 |
| <u>Track (Assistant)</u> | | | |
| Step 1 | 2126 | 2323 | 2515 |
| Step 2 | 2234 | 2440 | 2642 |
| Step 3 | 2340 | 2556 | 2767 |

COACHES SALARY GUIDES

| | <u>1990-91</u> | <u>1991-92</u> | <u>1992-93</u> |
|------------------------------------|----------------|----------------|----------------|
| <u>Track (Winter)</u> | | | |
| Step 1 | 3474 | 3796 | 4109 |
| Step 2 | 3581 | 3912 | 4235 |
| Step 3 | 3687 | 4028 | 4360 |
| <u>Cheering (Per Season)</u> | | | |
| Step 1 | 1615 | 1765 | 1910 |
| Step 2 | 1775 | 1939 | 2099 |
| Step 3 | 1950 | 2131 | 2306 |
| <u>Volleyball (Head)</u> | | | |
| Step 1 | 3474 | 3796 | 4109 |
| Step 2 | 3581 | 3912 | 4235 |
| Step 3 | 3687 | 4028 | 4360 |
| <u>Volleyball (Assistant)</u> | | | |
| Step 1 | 2126 | 2323 | 2515 |
| Step 2 | 2234 | 2440 | 2642 |
| Step 3 | 2340 | 2556 | 2767 |
| <u>Bowling</u> | | | |
| Step 1 | 2056 | 2247 | 2432 |
| Step 2 | 2199 | 2402 | 2600 |
| Step 3 | 2340 | 2556 | 2767 |
| <u>Cross Country</u> | | | |
| Step 1 | 2482 | 2712 | 2936 |
| Step 2 | 2625 | 2868 | 3104 |
| Step 3 | 2766 | 3022 | 3271 |
| <u>Wrestling (Head)</u> | | | |
| Step 1 | 3652 | 3990 | 4319 |
| Step 2 | 3758 | 4106 | 4444 |
| Step 3 | 3863 | 4221 | 4569 |
| <u>Wrestling (Assistant)</u> | | | |
| Step 1 | 2269 | 2479 | 2683 |
| Step 2 | 2375 | 2595 | 2809 |
| Step 3 | 2482 | 2712 | 2936 |
| <u>Basketball Grades 7 & 8</u> | 1600 | 1748 | 1892 |

SCHEDULE A-8

EXTRA-CURRICULAR SALARY GUIDE

1990-1993

Note: Extra-Curricular salaries will remain the same for the three years.

| <u>ACTIVITY</u> | <u>1990-1993</u> |
|--|------------------|
| All Clubs, All Schools | 500 |
| Audiovisual Coordinator, High School | 750 |
| Audiovisual Coordinator, Ostrovsky/Doyle | 500 |
| Band Director | 4500 |
| Class Advisor, Grade 7 | 500 |
| Class Advisor, Grade 8 | 500 |
| Class Advisor, Grade 9 | 500 |
| Class Advisor, Grade 10 | 500 |
| Class Advisor, Grade 11 | 750 |
| Class Advisor, Grade 12 (2) | 1000 |
| High School Choir Director | 1500 |
| Intramurals Director, Boys | 750 |
| Intramurals Director, Girls | 750 |
| Literary Magazine Advisor | 500 |
| National Honor Society | 550 |
| Play Coach, Musical | 2000 |
| Assistant Play Coach, Musical | 1500 |
| Play Coach, Drama | 1500 |
| Assistant Play Coach, Drama | 1000 |
| Safety Patrol Director | 500 |
| School Paper Advisor | 750 |
| Student Council Advisor | 1000 |
| Yearbook Advisor, Literary | 1200 |
| Yearbook Advisor, Business | 550 |
| Advisor to Twirlers, Color Guards, and Flag Bearers | 1000 |
| Advisor to Winter Weight Lifting Club | 1000 |

SCHEDULE A-9

EXTENDED TIME SALARY GUIDES

| | <u>1990-91</u> | <u>1991-92</u> | <u>1992-93</u> |
|--|----------------|----------------|----------------|
| Overnight Trips | 100.75/day | 110.00/day | 119.25/day |
| Home Instruction and Curriculum Development | 23.00/hr. | 25.00/hr. | 27.25/hr. |
| Dance Chaperones and Saturday Detention | 21.00/hr. | 23.00/hr. | 24.75/hr. |
| Blue Slip Coverage and AM and PM Detention | 18.50/hr. | 20.25/hr. | 22.00/hr. |

SCHEDULE A-10

SPECIAL ASSIGNMENT SALARY SCHEDULE

| <u>ASSIGNMENT</u> | <u>1990-91</u> | <u>1991-92</u> | <u>1992-93</u> |
|--------------------------------------|----------------|----------------|----------------|
| Athletic Director | | | |
| Step 1 | 5247 | 5733 | 6206 |
| Step 2 | 5388 | 5887 | 6373 |
| Step 3 | 5531 | 6042 | 6541 |
| Dean of Students | 3000 | 3500 | 4000 |
| Stokes Program Coordinator | 500 | 500 | 500 |
| Teacher-in-Charge Ostrovsky/Doyle | 2200 | 2400 | 2600 |
| Gifted/Talented Seminar Leader | 1100 | 1200 | 1300 |

SCHEDULE A-11

SECRETARIES' SALARY GUIDES

TWELVE-MONTH SECRETARY GUIDE

| <u>STEP</u> | <u>1990-91</u> | <u>1991-92</u> | <u>1992-93</u> |
|-------------|----------------|----------------|----------------|
| 1 | 20,230 | 21,911 | 23,517 |
| 2 | 20,795 | 22,523 | 24,174 |
| 3 | 21,361 | 23,136 | 24,832 |
| 4 | 21,928 | 23,750 | 25,491 |
| 5 | 22,493 | 24,362 | 26,148 |
| 6 | 23,059 | 24,975 | 26,806 |
| 7 | 23,625 | 25,588 | 27,464 |
| 8 | 24,190 | 26,200 | 28,121 |
| 9 | 24,757 | 26,814 | 28,780 |
| 10 | 28,152 | 30,491 | 32,726 |

PART-TIME SECRETARY

| | | | |
|------------|------|-------|-------|
| (Per Hour) | 9.96 | 10.89 | 11.78 |
|------------|------|-------|-------|

LIBRARY CLERK

| | | | |
|------------|-------|-------|-------|
| (Per Hour) | 10.51 | 11.48 | 12.43 |
|------------|-------|-------|-------|