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Atlantic County

CONTRACT AGREEMENT

1978-1979

This Agreement is between the Board of Education of Ventnor City, New Jersey, hereinafter called the Board, and the Ventnor City Education Association, hereinafter called the Association. The Board and the Association through their respective representatives, having heretofore met for the purpose of negotiations in accordance with the New Jersey Employer - Employee Relations Act, have reached accord.

The Board and the Association agree as follows:

PART I - GENERAL PROVISIONS

A. RECOGNITION

1. The Board recognizes the Association and its designated agent as the exclusive bargaining representative for collective negotiations concerning the terms and conditions of employment for all certified teachers, both full and half time, and nurses under contract, specifically excluding:

the Superintendent of Schools,

the Principals,

the Secretarial Staff,

the Clerical and Instructional Aides,

the Custodial Staff, and

all part-time employees (Solicitor, Auditor,

Doctor, Dentist)

The term "Teachers," when used hereinafter in the Agreement, shall refer to all employees represented by the Association in the negotiating unit as noted above. Teachers are defined for this Agreement as fully certified professionals under contract.

B. NEGOTIATIONS PROCEDURE

1. The Parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws of 1968 in a good faith effort to reach Agreement on matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin not later than September 18, 1978 , and every effort shall be made to conclude these negotiations prior to February 1, 1979. Any Agreement so negotiated shall apply to all Association Members, be reduced to writing, be signed by the President of the Ventnor City Board of Education and the President of the Ventnor City Education Association.
2. During the negotiations, the Board and Association representatives shall present relevant data, exchange points of view and make proposals and counter proposals.
3. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. However, those permitted to discuss and negotiate the stated proposals shall be of the same number

for each party. The parties shall advise, in writing, prior to September 18, 1978, who their representatives and advisors shall be and no change or additions to the parties shall be made without prior written notice. If outside professional or semi-professional assistance is desired, written notice shall be given at least fourteen (14) days prior to the next meeting. The parties mutually pledge that their representatives shall have all necessary power and authority to make and consider proposals in the course of negotiations. Final approval of all proposals shall rest with the parent group.

4. The Board agrees not to negotiate with any organization other than the Association for the duration of the negotiations, with the exception of the Supportive Staff Association.

#### C. GRIEVANCE PROCEDURES

##### 1. Statement of Policy

In keeping with the policy of the Board of Education of the City of Ventnor City to serve the interests of all residents and taxpayers in the community in obtaining the best possible education for their children, there is hereby adopted, in a spirit of cooperation and mutual trust between the Board of Education of the City of Ventnor City and its staff of professional employees, the following procedures in furtherance of such policy. No employee of the Board of Education of the City of

Ventnor City invoking these procedures shall be subject to any prejudicial or punitive action by reason of invoking such procedures.

## 2. Definitions

- (a) The term "grievance" as used herein is defined as any question, problem, complaint, or appeal by any employee represented by this contract agreement concerning the interpretation or application of this agreement or concerning Board Policy not an integral part of the contract.
- (b) The term "Employee" shall mean all teachers and nurses represented by this contract agreement. It shall not include those excluded in paragraph A1.
- (c) The term "immediate superior" shall mean the individual designated in this procedure covering the order of appeal except that where any individual serves more than one school in the Ventnor City Board of Education School System the term "immediate superior" shall mean the Superintendent.
- (d) The term "next higher authority" shall mean the individuals in the order herein referred to in this procedure covering order of appeal.
- (e) The term "final authority" shall mean the Tripartisan Committee composed of a Board Member, an Association member, and a third member chosen by mutual consent of the first two committeemen and who is a resident of Ventnor City. The Board reserves the right to select

its member representative. The Committee reserves the right to select by mutual consent the third representative. The third representative shall act as a chairman of the "final authority or tripartisan committee." Upon the signing of this contract by the President of the Ventnor City Board of Education and the President of the Ventnor City Education Association, the committee member from the Board and the committee member from the Association will be announced. Within thirty (30) days, the third member, not a member of the Board nor the Association, but a Ventnor resident and chosen by the other two committee members, will be announced.

- (f) The term "representative" shall mean any organization of which he is a member, or individual designated by any employee as his or her spokesman provided, however, that the employee shall have designated such "representative" in writing and a copy of such authorization shall have been filed with the Board, and/or with the individual(s) conducting any hearing prior to the holding of such hearing.

### 3. Statements and Appeals

- (a) The following shall be the order of appeal in all cases involving aggrieved employees:

- (1) From an employee to the Principal of the school thence, from the Principal of the school to the Superintendent; thence, from the Superintendent to the Board; thence, from the Board to the Tri-partisan committee chairman.

- (b) Any employee who has a grievance shall, first discuss the matter orally with his immediate superior. If satisfaction is not afforded, a written grievance shall be filed with said superior within ten (10) school days of the occurrence of said grievance. If the matter is satisfactorily resolved within a period of ten (10) school days, no further proceedings shall be necessary.
- (c) If the grievance is not satisfactorily resolved within ten (10) school days, the employee's immediate superior shall reduce his decision to writing and forward it to the employee. Copies of the grievance and the decision shall be forwarded to the next higher authority within ten (10) school days.
- (d) Within ten (10) school days after receipt of the grievance and the first level decision by the next higher authority, a meeting shall be scheduled for a resolution of the grievance. At this meeting the aggrieved employee and his immediate superior shall present their case. The next higher authority shall within ten (10) school days after such a hearing render a written decision to the aggrieved employee and his immediate superior. Copies of all written material will be forwarded to the next higher authority within ten (10) school days.
- (e) Where the next higher authority is not the final authority, further appeals may be taken until the final authority has been reached. In each case where further appeals are taken, said appeals shall be taken and disposed of within the time periods and in the manner set forth above.

- (f) The Board Secretary shall upon receipt of such an appeal notify the Final Authority Chairman, who at the local level is the Tri-Partisan Chairman, and he/she shall within ten (10) school days thereafter fix a time and place of hearing.
- (1) At the hearing, all parties, including the aggrieved employee, his immediate superior, his designated spokesman, and the next higher authority but not limited to the aforementioned shall have the right to be heard.
  - (2) Within ten (10) school days after the hearing, a determination shall be made and all parties notified in writing of the determination.
  - (3) The determination of the final authority, the Tri-Partisan committee at the local level, shall be binding and conclusive on all parties, except that nothing contained herein shall be deemed to deny any party any rights provided under provisions of State Law or under any administrative regulations or determinations of the Commissioner of Education or the State Board of Education.
- (g) At any stage of the Grievance Procedure, either party shall have the right to summon and have present witnesses on his behalf. The aggrieved employee shall have the right to be represented by legal counsel and to have speak on his behalf his "representative" registered as such in the Board of Education office. If legal counsel is to represent the employee or the Board, 48 hour notice written, shall be provided the Board Secretary and the official at the level

of the grievance. This Board official may also be represented by legal counsel.

- (h) Nothing contained in this Grievance Procedure shall be deemed to require an employee covered by this Agreement to become a member of the Association.
- (i) Whenever any requirements of the State Department of Education, or of any law enacted by the Legislature of the State of New Jersey, provide for any additional procedures not herein set forth, then such additional procedures may be invoked by any aggrieved employee notwithstanding that they have not been set forth herein.
- (j) Whenever any requirements of the State Department of Education or any enactment by the Legislature of New Jersey are contrary to the provisions of this Procedure, then such requirements shall be deemed to supersede this Procedure and such requirements shall be substituted in place of the provisions set forth herein.
- (k) If in the judgment of the Association a grievance affects a group or class of teachers, the Association may submit such a grievance in writing to the building principal. The Association may process such a grievance through all levels of the grievance procedure.

#### D. TEACHER RIGHTS

##### 1. Rights and Protection in Representation

Pursuant to Chapter 303, Public Laws, 1968, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations. As a duly selected body exercising governmental



power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 303, Public Laws 1968 or other laws of New Jersey or the Constitution of New Jersey and the United States.

2. Teacher duties

The parties agree that the teachers shall continue to perform all those non-teaching duties as they are performed currently in the 1977-1978 school year. The duties are: lunchroom duty, playground duty and bus duty. The Board agrees to compensatory time for the above duties. The Board also agrees that no additional non-teaching duties shall be added to the aforementioned list enumerated above unless it is negotiated and agreed to by both parties.

3. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey School Laws and Regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

4. Evaluation of Students

The members of the Association recognize the personalness and the confidentiality inherent in working with children, and further recognize their professional obligations not to discuss any pupil except in a constructive manner and only with those persons in a position to offer advice and help.

The Teacher shall maintain the right and responsibility to determine grades and other evaluations of students within the grading policies of the Ventnor City School District based upon his professional judgment or available criteria pertinent to any given subject area or activity to which he is responsible.

5. Criticism of Teachers

Any criticism by a supervisor, administrator, or the Board of a teacher and his instructional methodology shall be made in confidence and not in the presence of students, parents, or other public gatherings.

6. Preparation Time

It is desirable for each teacher to have uninterrupted preparation periods. Teachers shall, in addition to their lunch period, have preparation time during which they shall not be assigned additional duties equal to six (6) classroom periods a week.

7. Leaving the Building - Lunch

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

8. Length of the School Day

Teachers at the Middle School shall arrive by 8:15 A.M. and may leave after 3:30 P.M. Teachers at Lafayette School shall arrive by 8:30 A.M. and may leave after 3:45 P.M. Any changes in arrival/departure of the certified staff are contingent upon the bus schedule.

9. School Calendar

The Association, through its President, shall be given

the opportunity to make recommendations in the development of the school calendar.

E. ASSOCIATION RIGHTS AND PRIVILEGES

1. Information

The Board agrees to make available to the Association, in response to reasonable requests from time to time, all available information in the public domain concerning the educational program and the financial resources of the district. Such requests will be made in writing by the Association President at least five (5) working days prior to the need and such material will be viewed in the Board office during regular work hours.

If a representative of the Association or a teacher desires to participate during working hours in negotiations, grievance procedures, conferences, or meetings, he shall request such time as is required from his building principal. If approved, he shall suffer no loss in pay.

2. Use of School Buildings

The Association and its representatives may have the privilege of using school buildings for meetings under the same criteria used for general public building usage. Approval shall be requested in writing from the principal and Board Office in advance of time and place of all such meetings.

3. Use and Care of Equipment

The Association may have the privilege of using school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculators

and audio-visual equipment at reasonable times, when such equipment is not otherwise in use. Approval shall be requested in writing from the principal of the building in advance of the time of use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use, and for repairs necessitated as a result thereof. The Association agrees that only those persons who are knowledgeable in the operation of said equipment shall have access to same. Such equipment is not to be removed from the building.

4. Bulletin Boards

The Association shall have in each school building, the privilege of using one existing bulletin board in each faculty lounge or teachers' dining room. Copies of all materials to be posted shall be given to the building principal for approval prior to posting.

5. Mail Facilities and Mail Boxes

The Association shall have the privilege of using the inter-school mail facilities and school mail boxes as it deems necessary with the approval of the building principals or other members of the administration.

6. Use of Telephones

The Board agrees to allow the Association to continue using a telephone credit card in the Board's name at the complete direction of the Board. The expense is to be borne by the Association.

F. TEACHER ETHICS

1. The Association will be given the opportunity to provide

"input" into the construction of the school calendar and daily hours each year. Once adopted by the Board, it shall be the professional obligation of each member of the Association to abide by the terms of the calendar and the definition of the school day.

2. It shall be the professional obligation of every teacher to participate fully in State Evaluations, Middle States Evaluations, and Curriculum Development as necessary for the efficient and complete operation of a quality school district and the teachers shall be so committed.
3. The Association agrees to support the school administration fully in their efforts to have teachers honor their contracts and act in an ethical manner in all situations and circumstances. Lateness shall be dealt with, even to the extent of disciplinary action through the Superintendent's office.
4. The Association recognizes the extreme importance in maintaining educational continuity in the classroom and encourages each of its members to attend regularly, reserving sick leave benefits for the real purpose for which they are granted.
5. The Association recognizes the need for constant evaluation and revision of all aspects of the educational program, and further recognizes the professional obligation of all staff members to participate in and contribute to all orientation and in-service meetings and workshops.
6. The Association is cognizant of the liability responsibilities inherent in the teaching vocation and charges

all its members to be fully aware of and live up to these responsibilities.

#### G. MISCELLANEOUS GENERAL PROVISIONS

##### 1. Compliance Between Individual Contract and Master Agreement.

Any individual contract between the Board and an individual teacher, heretofore and hereafter executed, shall be subject to and consistent with the terms and conditions of this agreement.

##### 2. Separability

If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law then such provision 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.

##### 3. Notice

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 telephone except whereinbefore and whereinafter stated that such notice will be in writing to the following:

1. If by the Association, to the Board Office;
2. If by the Board, to the Association President.

#### PART II SPECIFIC PROVISIONS

##### A. DEDUCTIONS FROM SALARY

1. The Board agrees to deduct from the salaries of its teachers dues for the Ventnor City Education Association, the Atlantic County Council of Education Associations,

the New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 275, Public Laws of 1971 (NJSA 52:14-15, 9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Ventnor City Education Association by the 15th of each month following the monthly pay period in which deductions were made. Upon transmittal of said funds to the treasurer, the Board is relieved from any responsibility for the proper application of said funds, and it is specifically agreed that the treasurer of the Ventnor City Education Association is the agent of the individual teacher and not of the Board. The Association treasurer shall disburse such monies to the appropriate association or associations. Teacher authorization shall be in writing in the form set forth in Addendum No. 1.

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 sixty (60) days' written notice prior to the effective date of such change.
3. Additional authorizations for dues deductions may be received after August 1 under rules established by the State Department of Education.
4. The filing of notice of a teacher's withdrawal will be

prior to December 1 and become effective to halt deductions as of January 1 next succeeding the date on which notice of withdrawal is filed.

5. The Board agrees to a Summer Reserve Deduction Plan as specified in the addendum #6.

B. EXTENDED SICK LEAVE PROCEDURE

1. The Board will consider employees' request for an extension of sick leave under the following conditions:
  - (a) The employee must have completed three (3) years and started his fourth (4) year of service in Ventnor.
  - (b) The employee must have exhausted his accumulated sick leave due to an extended illness.
  - (c) The employee must present a doctor's written statement attesting to the illness.
  - (d) The employee may petition the Board to grant additional sick days up to a maximum of the amount previously accumulated.
  - (e) The Board reserves the right to treat each case on its own individual merits and may adjust the pay to an amount less substitute costs.
  - (f) If the extended absence exceeds 50% of the school year, the Board may elect not to give credit for the year on the salary guide or an "increment" in the event of the guide being raised.
  - (g) The employee, when returning to service, will "owe" the Board the extended sick days. These will be re-



paid from the employee's normal grant of ten (10) days per year.

- (h) When evidence indicates that the employee will be unable to return to service, he will no longer be eligible for extended sick leave benefits.

### C. TRAVEL REIMBURSEMENT

1. Staff members will be reimbursed for travel, room/board, etc., when on official school business and when such expenses are approved by the Superintendent of Schools, the Board Secretary, the Board President, or the Board Vice-President prior to incurring such expense. Requests for approval will be submitted in writing at least four (4) weeks prior to the anticipated incurrence and will include place, dates, reasons, and an itemized estimate of costs. An advance may be issued or the staff member may pay the costs himself and receive reimbursement upon return. In either case, a complete accounting of the funds expended must be submitted.
2. All travel reimbursements will be subject to the following conditions:
  - (a) Reimbursement for travel by private automobile will be made at the rate of 12 cents per mile from starting point to destination and shall include as additional expenses, bridge, super highway tolls, parking fees, and reasonable vicinity mileage in and about the destination.
  - (b) Public transportation (bus, train, or aircraft) will be reimbursable only at the cost of the lowest class

- of transportation available, i.e., tourist, coach.
- (c) Reimbursement for lodging will be paid at the cost of such lodging not to exceed \$25.00 per day (including tax.) Persons wishing higher priced accommodations must bear the additional cost themselves.
  - (d) Meals and miscellaneous living expenses will be reimbursable at the cost of such meals, etc., not to exceed \$15.00 per day or \$3.75 for each 6-hour period or fraction thereof. Living expenses in excess of \$15.00 per day will be borne by the individual.
  - (e) Upon completion of the trip (or trips, if the traveler decides to let small reimbursements accumulate for a period of time) the individual will completely execute a standard form provided by the Superintendent and sign his name to the claim. The Superintendent will approve the form and forward it to the Board Secretary for issue of the check or accounting of the check previously issued. No voucher will be approved until the expenses incurred reach \$10.00.
  - (f) Any expenses incurred by the traveler which are not specifically enumerated above will not be reimbursable unless they are approved by the Board.
  - (g) In the event that any teacher is assigned on other than a volunteer basis to an overnight trip (Mt. Misery, etc.) to accompany a class, he/she shall be compensated at the rate of \$25.00 per night.

- (h) The form for travel reimbursement is attached as Addendum No. 2.

D. COURSE REIMBURSEMENT

1. Reimbursement for graduate courses will be given under the following conditions:

- (a) All courses requested must be approved by the Superintendent of Schools in writing.
- (b) Courses must be graduate level and taken at an accredited four year college or university.
- (c) Courses must be relevant to the teacher's employment in Ventnor.
- (d) Allowable courses will be reimbursed at \$35.00 per credit for tuition-including registration fees with a maximum of \$250.00 per teacher per school year.  
(Courses completed during July 1 - June 30)
- (e) To be eligible for reimbursement, all participants must be under an annual contract to teach in the Ventnor City Public Schools.
- (f) There will be no reimbursement for mileage, meals, books, etc.
- (g) Participants must bring to the Superintendent's office a transcript with a passing grade and receipts for the fees being claimed. (Note Form #2)
- (h) All transactions must be made by the individual involved. No substitute presentation or mail trans-

actions will be permitted.

- (i) Requests will be accepted beginning in September and extending through November. Reimbursement will be made during the Fall of the year following the school year (July 1 - June 30) during which the courses were taken.
- (j) Eligibility will be limited to teachers who are under tenure at the time the reimbursement request is submitted.
- (k) In the event that total reimbursement requests exceed the amount budgeted, teachers will receive a prorated amount.
- (l) The forms for Course Reimbursement are attached as Addendum Nos. 3 and 4.

#### E. SABBATICAL LEAVE

- 1. Sabbatical Leave will be granted on the recommendation of the Superintendent and the approval of the Board for five (5) months of graduate study, travel, and other circumstances considered to be educationally relevant under the following conditions:
  - (a) One five (5) months leave for one (1) teacher, recommended and approved in any given year, who has completed seven (7) years of Ventnor service.
  - (b) Applicants must apply in writing to the Superintendent by November 1 to be considered for the following school year.
  - (c) Application must state in detail plans for sabbatical leave and the relevancy of such plans to the Ventnor

City Public Schools. The candidate has the option of selecting the months of absence with the approval of the Superintendent.

- (d) The Superintendent will notify the unsuccessful applicants in writing stating the reason for his decision by December 1.
- (e) The Superintendent will select two (2) candidates, only one of whom may be approved by the Board in any given year. The Board's decision will be based on oral presentations of the two (2) recommended candidates at a regular Board of Education meeting.
- (f) The Board reserves the right to make a judgment of merit which shall be final. The Board will notify the unsuccessful applicant (s) in writing giving the reason(s) for their decision within 30 days of the presentation.
- (g) The Board does not assume the obligation of awarding a sabbatical leave because they have heard an oral presentation upon the recommendation of the Superintendent.
- (h) The compensation for a Sabbatical leave for one (1) teacher for five (5) months - if granted by the Board under the above conditions, will be on an individual basis of negotiations with the Board, and not to be less than one-third (1/3) of the individual's current salary.
- (i) If granted a sabbatical leave, a teacher will be given credit toward a salary increment at the 8th step or

greater, if in that step, and longevity when earned, etc.

- (j) Any benefits and privileges extended as a result of years of service will reflect the sabbatical year as a year of service.
- (k) All other considerations, such as course reimbursement, duration of sabbatical, required period of service after return, etc., will be the prerogative of the Board and where negotiable, to be resolved at a regular or special meeting of the Board.

#### F. MATERNITY LEAVE

1. Maternity leaves will be granted on the recommendation of the Superintendent and the approval of the Board under the following conditions;
  - (a) The year of absence will not be credited toward a salary increment, longevity, gaining tenure, etc. Any benefits or privileges extended as the result of service to Ventnor will not reflect the year of the maternity leave.
  - (b) If insurance or other like benefits are to be continued during the absence, the employee on maternity leave will be expected to pay individually upon expiration of the grace period, if such procedures are allowable by the carrier.
  - (c) Upon the return the employee will be placed in a similar (not necessarily the same) position as pre-

viously held. (i.e., within the same grade span - K-6, 3-8)

- (d) The employee will be required to indicate by March 1 of the absence year, her intention relative to returning to Ventnor for the following school year.
- (e) The Board's commitment to reimburse teachers for eligible courses will not apply to courses taken while on maternity leave.
- (f) The employee must send a written request for maternity leave to the Superintendent at least ninety (90) days prior to the effective date. The Board will respond within thirty (30) days of receipt of this request.
- (g) By March 1 of the absence year, the employee may apply for an additional year of leave under the conditions set forth above.

2. Adoption

- (a) Any teacher adopting an infant up to six months of age shall receive leave similar to maternity leave.
- (b) In cases where the child is older than six months, leave will be granted by the Superintendent with approval of the Board of Education.

G. COMPENSATION FOR UNUSED SICK LEAVE AT RETIREMENT

- 1. Compensation for unused sick leave at retirement will be paid for under the following conditions:
  - (a) After thirty (30) years of service with the Ventnor City Board of Education, a teacher at retirement, will be compensated for three-fourths (3/4) of the total days

of unused sick leave at \$23.00 per day.

- (b) After twenty-five (25) years of service with the Ventnor City Board of Education, a teacher fifty-five (55) or more years of age at retirement will be compensated for one-half (1/2) the total days of unused sick leave at \$23.00 per day.
- (c) After twenty (20) years of service with the Ventnor City Board of Education, a teacher fifty-five (55) or more years of age at retirement will be compensated for one-fourth (1/4) the total days of unused sick leave at \$23.00 per day.
- (d) There will be no compensation unless the teacher is on the payroll the contract year the retirement or disability terminates the tenure. Compensation for unused sick leave is not retroactive for previously retired teachers nor payable after June 30 of the last contract year.
- (e) The Board shall consider upon request compensation for unused sick leave.

#### H. TEACHER ABSENCE

- 1. New Jersey School Law provides that every teacher shall be granted ten (10) days sick leave per year and that any unused days shall be accumulated, in unlimited amounts, within a district. The law also provides that local Boards of Education may broaden this as they see fit.
  - (a) An eligible employee shall receive two (2) additional sick leave days. These are not cumulative and will



be used only after the annual 10 have been exhausted  
- (but will be used before utilizing days accumulated  
from prior years.)

- (b) An eligible employee shall be entitled to be absent up to three (3) days in the event of a death or illness in his/her immediate family. The employee's immediate family is defined to include: spouse, children, mother, father, mother-in-law, father-in-law, and maternal and paternal grandparents.
- (c) An eligible employee shall be granted up to two (2) days per year for professional visitations (i.e., to attend meetings, visit another school, etc.) upon the approval of the Superintendent of Schools.
- (d) An eligible employee shall be granted up to two (2) days per year to handle personal business, see Addendum #7, upon the approval of the Superintendent of Schools. Such "personal business" days are primarily intended for such times as require the employee's presence elsewhere during school hours. Permission will not be granted for "personal business" days to lengthen scheduled school holidays. A third personal business day may be borrowed by a tenure teacher from the immediate succeeding year. This will be designated as a special request on the personal day form.
- (e) No days used under items b, c, or d will be deducted from the employee's sick leave.
- (f) Employees will be given a written accounting of accumulated sick leave days no later than November 30th each school year. This list will be prepared by the

Board office.

I. SCHOOL POSITIONS

- (a) All Ventnor staff members shall be notified in writing by the Superintendent of the existence of a vacancy within five (5) calendar days prior to the close of acceptance of the application for the position.
- (b) Ventnor Public School Certified Staff shall be given priority for school positions in a program operated by the Ventnor City Board of Education provided it has been budgeted by the Board.
- (c) Staff members shall be given priority in application for such vacancies, however, staff member must be certified and deemed the best qualified candidate by the administration.

J. SALARIES

1. The Salary Scale for the 1978-1979 school year shall be as follows:

<u>Step</u>	<u>B</u>	<u>B+15</u>	<u>B+30</u>	<u>M</u>	<u>M+15</u>	<u>M+30</u>
1	\$9875	\$10175	\$10475	\$10875	\$11175	\$11475
2	10275	10575	10875	11275	11575	11875
3	10675	10975	11275	11675	11975	12275
4	11325	11625	11925	12325	12625	12925
5	11825	12125	12425	12825	13125	13425
6	12325	12625	12925	13325	13625	13925
7	12825	13125	13425	13825	14125	14425
8	13175	13475	13775	14175	14475	14775
9	13575	13875	14175	14575	14875	15175
10	13925	14225	14525	14925	15225	15525
11	14325	14625	14925	15325	15625	15925
12	15325	15625	15925	16325	16625	16925
13	16525	16825	17125	17525	17825	18125
14	17675	17975	18275	18675	18975	19275

2. Placement on the scale shall be made only under the following conditions:
  - (a) Placement on the B+15, B+30, M+15 and M+30 scales will be made only if the credits presented for qualifications are no older than six (6) years.
  - (b) Degree statue (M) is obtained upon the conferring of the degree and not upon credit nor experience equivalent.
  - (c) Eligibility to B+15, B+30, M+15 and M+30 scales is attained upon the presentation to the Superintendent of the official transcript of credits.
  - (d) Contract changes reflecting higher credit and/or degree status, will be made upon the approval of the Superintendent on the required forms and credentials during the months of September and February only. Such contract changes are retroactive only to September 1st or February 1st respectively.
3. In addition to the base salary scale listed above, longevity pay will be given as follows:
  - (a) After 15 years of Ventnor Service - \$ 400.00
  - (b) After 20 years of Ventnor Service - 500.00
  - (c) After 25 years of Ventnor Service - 600.00
  - (d) After 30 years of Ventnor Service - 1,000.00

K. HEALTH BENEFITS

1. The Board agrees to pay all costs for each employee for complete coverage (single, husband's, wife, parent, child, or family) in the Public and School Employees' Health Benefits Program. The plan to be selected by the

employee.

2. The Board agrees to pay full-family coverage for any employee desiring to participate in the Prescription Drug Program of Lincoln National Insurance Company, offered in the Siracusa Benefits Program. A copy of this plan is shown in Addendum No. 5.

L. TERM OF CONTRACT/AGREEMENT

1. The term of this agreement shall be for 1978-1979 SCHOOL YEAR. This is defined as 1 July 1978 through 30 June 1979. The term for each teacher represented by this master contract shall be as specified in the individual contract signed by that teacher.

M. NEGOTIATIONS FOR THE NEXT SCHOOL YEAR

1. The first negotiation meeting for the 1979-1980 school year shall be held in the Conference Room of the Lafayette School no later than September 18, 1978.
2. At this first meeting, the Ventnor City Education Association will submit a written proposal of the scales and fringe benefits desired for the 1979-1980 school term.
3. Every effort shall be made to conclude Board/Association negotiations for next year by February 1, 1979; so that the budget submitted by the Board of Education to the Board of School Estimate will accurately reflect the true costs of operation for the School year, 1979-1980.

IN WITNESS WHEREOF The parties have set their hands and seals the  
twenty-fifth (25<sup>th</sup>) day of January, 1978.

Board of Education of Ventnor City

by Loretta G. Sawtelle  
President

Ventnor City Education Association

by Bruce G. Kahn  
President

ATTEST:

Frank T. Finch  
Frank T. Finch, Secretary  
Ventnor City Board of Education

AUTHORIZATION

TO DEDUCT ASSOCIATION MEMBERSHIP DUES

FROM \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

DISTRICT VENTNOR SCHOOL \_\_\_\_\_

TO: SECRETARY VENTNOR CITY BOARD OF EDUCATION

I hereby request and authorize the Secretary of the Ventnor City Board of Education to deduct from my earnings an amount sufficient to provide for the payment of those yearly membership dues as certified by the organizations indicated in equal monthly payments for all or part of the current school year and for succeeding school years. I understand that the disbursing officer will discontinue such deductions only if I file such notice of withdrawal as of the January 1 next succeeding date on which notice of withdrawal is filed. I also agree that upon termination of employment, the Secretary shall deduct any remaining amount due for that current school year. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the Board and all of its officers from any liability therefore.

I designate the Ventnor City Education Association to receive dues and distribute according to the organizations indicated:

- Ventnor City Education Association ( )
- Atlantic County Council of Education Associations ( )
- New Jersey Education Association ( )
- National Education Association ( )

\_\_\_\_\_  
SIGNATURE

**TRAVEL REIMBURSEMENT REQUEST**

e \_\_\_\_\_ Date Submitted \_\_\_\_\_

pose of Trip/Expense \_\_\_\_\_

es of Trip/Expense(Inclusive) \_\_\_\_\_

son or Organization Authorizing the Expense \_\_\_\_\_

e of Authorization \_\_\_\_\_

te Whether a Past or Future Expense \_\_\_\_\_

get Catagory to be Charged \_\_\_\_\_

**EXPENSES INCURRED**

(ATTACH RECEIPTS WHERE APPLICABLE)

Expense/ Date	Sunday /	Monday /	Tuesday /	Wednes. /	Thursday /	Friday /	Saturday /	Total
Commercial Trucks								
Personal Vehicle(Mile)*								
Car Rental/ Toll/Parking								
Hotels								
Dining								
Supplies								
Telephone/ Stage Ferry**								
TOTALS								\$

Total Miles \_\_\_\_\_ @ \_\_\_\_\_ /mile

Advances(if any)\$ \_\_\_\_\_

Amt. Due \_\_\_\_\_

Amt. Refunded \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Check No. \_\_\_\_\_ Date Paid \_\_\_\_\_





COURSE REIMBURSEMENT REQUEST

DATE \_\_\_\_\_

\_\_\_\_\_ hereby gives evidence of having  
NAME OF STAFF MEMBER

successfully completed the course(s) taken below on the date indicated and  
requests reimbursement of \$ \_\_\_\_\_

COURSE	DATE TAKEN	CREDITS

Total Credits \_\_\_\_\_ Amount Requested \_\_\_\_\_

Attach copies of official transcript indicating successful completion of the course(s)  
and receipts for fees being claimed.

\_\_\_\_\_  
SIGNATURE OF STAFF MEMBER

\_\_\_\_\_  
SUPERINTENDENT  
SIGNATURE INDICATES APPROVAL

\_\_\_\_\_  
DATE

SIRACUSA BENEFITS PROGRAMS

# PRESCRIPTION DRUG EXPENSE INSURANCE

- Provides payment of 100% for eligible prescription drug charges in excess of deductible of \$1.00 per prescription.

## THE FOLLOWING CHARGES ARE COVERED

- Charges which are necessary to the care and treatment of a non-occupational accidental bodily injury or sickness and which are prescribed by a legally qualified physician;
- Charges for drugs and medicines which can be obtained only by prescription and, subject to the following exceptions and limitations, bear the legend, "Caution, Federal Law Prohibits Dispensing Without a Prescription" except for insulin;
- Charges which are not in excess of the average wholesale cost of the ingredient to the dispensing pharmacist, plus a professional or dispensing fee, plus sales tax (if applicable) for each covered prescription lawfully dispensed;
- Charges which are not excluded charges and are not otherwise excluded.

APPROXIMATE MONTHLY COST (computed at 1/12th of Annual):  
 \$283 per employee plus \$299 per family unit. 394  
 Plan requires participation by at least 75% of eligible employees.  
 (Family units optional per employee.)

## LIMITATIONS

- The maximum amount or quantity of prescription drugs that is considered as eligible charges may not exceed a 34 day supply taken in accordance with the directions of the prescriber, except:
  - (a) the following drugs, dispensed in amounts of 100 units (in capsules, etc.) will be considered as eligible even though taken in accordance with the prescribers directions amount would exceed a 34 day supply;
    - Nitroglycerine
    - Phenobarbital
    - Thyroid and Synthetics
    - Digitalis and Derivatives
    - Orinase
    - Diabinese
    - DBI, DBI-TD
    - Dymelor
    - Tolinase
  - (b) Insulin may be prescribed in an amount not to exceed one

See reverse for exclusions

JOHN SCIBAL  
 T S A CONSULTANT  
 1334 TILTON ROAD  
 NORTHFIELD, N. J. 08225

Addendum #5 (Con't.)

THE FOLLOWING CHARGES ARE NOT COVERED

- Charges for a non-legend, patent or proprietary medicine or medication not requiring a prescription, except insulin;
- Charges for canes, crutches, wheel chairs or any means of conveyance or locomotion, braces, splints, dressings, bandages, sick room equipment or supplies; heat lamps or similar items, abdominal supports, trusses, hypodermic syringes and/or needles, oxygen, immunizing agents, biological sera, blood or blood plasma, injectables or any prescription directing parenteral administration or use, (except insulin), vitamins, vitamin prescriptions, cosmetics, dietary supplements, health or beauty aids;
- Charges for medication which is to be taken by or administered to, in whole or in part, the individual while he is a patient in a hospital, rest home, sanitarium, extended care facility, convalescent hospital, nursing home or similar institution;
- Charges for drugs or medicines delivered or administered to the eligible individual by the prescriber;
- Charges for any drug labeled, "Caution — Limited by Federal Law to Investigational Use", or experimental drugs even though a charge is made to the individual;
- Charges for oral antibiotics in excess of 40 capsules or tablets per prescription;
- Charges for ointments or creams in excess of 4 ounces per prescription;
- Charges for contraceptives, contraceptive materials, contraceptive devices or infertility medication;
- Charges not listed as covered prescription drug charges or payable under any of the other benefits of the plan to the extent of the portion of such charges so paid.

## ADDENDUM #6

### SYSTEMS OUTLINE

1. Board of Education provides a list each pay period to FNB specifying
  - (a) FNB account number
  - (b) Name of employee
  - (c) Amount of deduction
  - (d) Total of all deductions
2. One check will be attached to the list equal to the total deductions.
3. FNB will process directly from the list, crediting each individual account with the proper amount.
4. FNB will return a validated receipt to the Board of Education.
5. A statement of each account will be rendered to the Board (or to the individual, if desired) during January, March, June and September, coupled with the 1099 report of interest earned.
6. FNB will disburse 50% of the account balance (including interest) on the July pay date, and the remainder in each account on the August pay date. Disbursement of funds will be made to the Board of Education or the individual teacher, as desired.

7. Interest will be calculated at the annual rate of 5%.
8. Interest on accounts will be calculated and compounded daily, from the day of deposit to the day of withdrawal with no service charges or penalties to either the Board of Education or the individual school employee.

Addendum #7

A sample of the form for "Personal Day" to include the checklist agreed to at Mediation:

Medical \_\_\_\_\_

Legal \_\_\_\_\_

Financial \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_