

4-0437

LOGAN TOWNSHIP BOARD OF EDUCATION

Logan Township Teachers

and Association

BOARD-ASSOCIATION AGREEMENT

SCHOOL YEAR 1980-81 and 1981-82

X 1980-1982 (school year)

This Agreement entered into this 21st day of May, 1980 by and between the Board of Education of Logan Township, Bridgeport, New Jersey hereinafter called the "Board" and the Logan Township Teachers Association, hereinafter called the "Association".

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Logan Township School District is their mutual aim and that the character of such education depends predominantly upon the quality and morals of the teaching service, and

WHEREAS, the Board has an obligation, pursuant to Chapter 303, Public Laws of 1968, to negotiate with the Association as the representative of the teachers, and

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

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

ARTICLE I

Recognition

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation for all certified personnel, under contract, including:

Teachers of Grades: Kindergarten to Eighth, Special Education, School Librarian, Reading Specialist, Math Specialist, Speech Correctionist, Nurse, Art, Music, and Physical Education.

but excluding: Superintendent, Principal, Secretaries, Custodians, Bus Drivers, and Cafeteria Personnel.

B. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiation unit as above defined, and references to male teachers shall include female teachers.

Institute of Management and Labor Relations

AUG 27 1980

RUTGERS UNIVERSITY

## ARTICLE II

### GRIEVANCE PROCEDURE

- A. The Board and the Association desire to promote and maintain relationships in accordance with objectives each have cited in their quest for quality education. In order to increase a stimulating environment for efficiency and effectiveness, the employees shall have their complaints and grievances discussed in an orderly professional manner, congruent however, to processes expressing better education for all students and to the advantage of the total school system.
- B. Efforts for solving complaints and grievances must follow a sequence of explicitly stated, prescribed procedures. The Superintendent shall prepare these procedures, subject to the approval of the named parties inscribed heretofore, by,
1. establishing channels so that the employee may have direct means for communicating with the person(s) responsible for the alleged grievance.
  2. establishing passage for communications that are open and without apprehension of reprisals.
  3. making provision for the use of representation by employee within the procedure.

#### NOTE:(Definition of Grievance)

A grievance is a claim by an employee, a group of employees, or the Association based on an alleged violation, misapplication, or misinterpretation of this Agreement.

- C. Employees or representatives of employees may appeal the interpretation, application or violation of this Agreement, provided that such grievance procedure shall be included in this Agreement entered into between the public employer and the representative organization.
- D. Procedure:
1. The number of days indicated at each level shall be considered as maximum. The time limits specified may be extended where evidence of hardship would result from compliance of said time regulations. This extension will only be considered if presented in writing and will be limited to ten (10) school days.
  2. Level I - Principal
    - a. A teacher with a grievance shall first discuss it verbally with his principal either directly or through the Association's designated representative, within fifteen (15) school days of the occurrence, with the objective of resolving the matter informally.

- b. If, after consultation with the Principal, a satisfactory solution has not been reached within five (5) school days, a written formal grievance may be filed with the Principal. If such written formal grievance is not filed within ten (10) school days after the initial discussion in a., the grievance shall be considered to be waived.

3. Level II - Superintendent

If the aggrieved is not satisfied with the disposition of his grievance at Level I or if no decision has been rendered within five (5) school days after presentation of the written grievance, he may, within ten (10) school days, file the grievance with the Superintendent.

The Superintendent or his designee shall give the aggrieved an answer in writing, no later than five (5) school days after receipt of written grievance. The decision shall be announced to the parties concerned.

4. Level III - Board of Education

- a. If the grievant is not satisfied with the disposition of his written grievance in Level II, or if no decision has been rendered within five (5) school days after presentation of the written grievance, he may file the grievance in writing to the Board of Education.
- b. The Board, or its designated committee, shall schedule a grievance hearing with the grievant within twenty (20) school days of the receipt of the grievance. The Board shall render a decision within five (5) school days.

5. Level IV - Binding Arbitration

- a. If the grievant is not satisfied with the disposition of the grievance, he may request that his grievance be submitted to arbitration. Such request to be made known to the Board by Certified Return Receipt Mail, addressed to the Board Secretary, no later than fifteen (15) school days after the decision. If the grievant does not so request submission of the grievance to arbitration the grievance shall be considered waived.
- b. A grievant, in order to submit his grievance to arbitration, must have his request for such action accompanied by the written recommendation for such action by the Association, who shall represent the grievant at the arbitration level.

- c. (1) If the aggrieved person is not satisfied with the disposition of his grievance at Level III or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Board, he may, within five (5) school days after a decision by the Board or fifteen (15) school days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Association submit its grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person.
- (2) Within ten (10) school days after such written notice of submission to arbitration, the Board and Association shall attempt to agree upon a mutually acceptable arbitrator, 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 Association of Arbitrators by either party. The parties shall then be bound by the rules and procedures of the American Arbitrators Association in the selection of an arbitrator.
- (3) The arbitrator so selected will confer with the parties and hold hearings promptly and will issue his decision no later than twenty (20) days from the date of the close of the hearing. The Arbitrator's decision shall be in writing and will set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall have no power to alter, modify, add to or subtract from the provisions of this Agreement. His authority shall be limited to deciding whether specific Articles and sections of this Agreement have been violated and shall be subject to in all cases, the rights, responsibilities and authority of the parties under the New Jersey School Laws or any other national, state, county, district, or local laws. The arbitrator shall not usurp the functions of the Board of Education or the proper exercise of its judgement and discretion under law and this Agreement. The decision of the arbitrator shall be final and binding on both parties.
- (4) The costs for the services of an arbitrator: per diem expenses, if any, actual and necessary travel, subsistence expenses and the cost of the hearing room shall be born equally by both parties. Any other expenses incurred shall be paid by the party incurring the same.

d. Record Keeping

All records dealing with the processing of a grievance shall be retained in a separate file in the office of the Superintendent. They shall be held in strict confidence and protection to the individual employee and respect to the right of privacy.

e. It shall be the general practice to process grievance procedures during time which does not interfere with assigned duties, provided however, in the event it is agreed by the Board to hold proceedings during the school day, a person participating on any level of the procedure with any representative of the Board, shall be released from assigned duties without loss of salary.

f. An individual employee or the Association representative shall continue to follow administrative directives and Board policy during the course of the processing of a grievance.

g. Commencing with 2a. (Level I - Principal) of the Grievance Procedure, the grievant may be represented by a representative selected or appointed by the Association. The Association shall be applied of all formal grievances commencing with said level of the grievance procedure. Such submission shall be in writing and take place as follows:

Grievant shall submit necessary copies simultaneously to the recipient designated in the grievance procedure, and to the Association President.

h. The following matters shall not be the basis of any grievance under the procedure outlined in this Article

1. A complaint of a non-tenure teacher based upon his non-appointment or dismissal.
2. Any claim or complaint for which there is another remedial procedure or form established by law, including any matter subject to the procedure specified in New Jersey Statutes Annotated, Title 13-A.
3. The Board of Education is without authority to act

i. "Binding Arbitration" as used in this Agreement shall be used only within the procedures set forth in Article 1. Grievance Procedure.

j. Forms for filing grievances are attached hereto as Appendix A.

ARTICLE III

Salaries

- A. The salaries of all teachers covered by this Agreement are set forth in Schedules "A" and "B" which are attached hereto and made a part hereof.
- B.
  - 1. Each teacher employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
  - 2. When pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.
  - 3. Upon written request, a teacher may have ten percent (10%) of his monthly salary deducted from his net pay. These funds shall be deposited in the account known as Logan Township Board of Education Agency Account. Withdrawals from this account shall be made by individual checks payable to the order of the employee for the amount withheld from his salary during the school year. This payment shall be made to the teacher or his estate in two (2) equal payments; July 15th and August 15th. Request forms are attached hereto as Appendix "B".

ARTICLE IV

Sick Leave

- A. All teachers shall be entitled to eleven (11) days sick leave during each school year. Unused sick leave shall be accumulative.
- B. All teachers shall be notified of sick leave status by September 15 of each school year.

ARTICLE V

Personal Leave

A, Teachers shall be entitled to the following non-accumulative leaves of absence:

1. A maximum of five (5) days for each occurrence of death in the immediate family.
2. A maximum of three (3) days for each occurrence of serious illness in the immediate family.

Note: The immediate family refers to father, mother, spouse, child, sister, brother, father-in-law, mother-in-law, grandmother, and grandfather.

3. A maximum of one (1) day in the event of death of a relative or close friend.
4. Upon return to work, the teacher shall submit a Teacher Absence Report as per Appendix C.

B, Teachers shall be entitled to a maximum of three (3) personal days with notification to the Principal for emergencies or personal business. All unused personal days shall be accumulated as sick leave the following year.

## ARTICLE VI

### Extended Leave of Absence

#### A. Outside Teaching

A teacher on tenure shall be granted a leave of absence without pay for up to one (1) year for personal, religious, community service, or for any other absence of good reason granted by the Board.

#### B. Maternity Leave

1. Maternity leave without pay shall be granted to any regularly employed teacher subject to the following conditions:
  - a. The teacher shall notify the Superintendent in writing of her pregnancy between the third (3rd) and fifth (5th) months of pregnancy.
  - b. Maternity leave shall commence on the date requested by the teacher; the Board may request a medical certificate from the teacher's physician as to her physical ability to continue teaching.
2. The Board shall not be required to extend the leave of non-tenured teachers beyond the school year in which they were hired.
3. A tenure teacher may return to work subsequent to the school year in which leave was granted, providing she has requested to do so in her application for a leave of absence. Notification shall include date leave commences and date of return.

#### C. Interrupted Pregnancy

In cases of interrupted pregnancy before the date of termination the employee may continue active duty when her health will permit. Written verification from her physician that she is capable, at that time, of returning to her normal duties must be provided by the employee.

#### D. Adoption

In cases of adoption the leave shall commence upon the employee's receiving defacto custody of the infant, or earlier, if necessary to fulfill the requirements of adoption.

#### E. Insurance Coverage

The Board agrees to continue insurance protection for employees on maternity leave for three (3) months. After such time employees may continue their coverage at their own expense for the duration of the leave. Employees must contact Board Office to make appropriate arrangements.



ARTICLE VII

Insurance Protection

A. Medical

1. The Board shall provide a health-care insurance protection plan for all teachers, which shall include the program prescribed by New Jersey Public Employees State Health Plan.
2. The Board shall pay the full individual coverage plus full dependent coverage with just compensation to teachers not participating in the plan. (\$200.00-cash paid to non-participants).
3. The Board of Education shall also provide full individual and full family coverage for the following:

Blue Cross Prescription Plan -Co-Pay - \$1.00

Blue Shield Basic Dental Plan with \$25.00 deductible clause

B. Income Protection

The Board agrees to provide one hundred percent (100%) of the individual cost of Washington National Insurance. This payment shall be based on Plan I, Class A.

## ARTICLE VIII

### Sabbatical Leave

#### A. Purpose:

A sabbatical leave may be granted to a teacher by the Board for study including study in another area of specialization.

#### B. Conditions:

##### 1. Number of Teachers:

A sabbatical leave shall be granted to a maximum of one (1) teacher per year.

##### 2. Requests:

Requests for sabbatical leave must be received by the Superintendent in writing in such form as established by the Board and Administration. Requests must be submitted no later than December 1 of the school year preceding the school year for which the sabbatical leave is requested and action must be taken on all such requests no later than January 1.

##### 3. Time Qualifications:

- a. A teacher must have completed seven (7) full school years of service in the Logan Township School District.
- b. Seven (7) full teaching years must have passed since a prior sabbatical leave in order for a teacher to become eligible for a second sabbatical leave.
- c. Before any teacher becomes entitled to a second sabbatical leave, eligible teachers who have never received sabbatical will be given preference.
- d. All programs of study must be approved by the Board and Administration before any sabbatical leave is granted and all degree requirements must have been completed within the sabbatical leave.
- e. A staff member granted a sabbatical must return to Logan Township School District for a minimum of one (1) year after completion of his sabbatical leave.

#### C. Pay

1. A teacher granted a sabbatical leave for the entire school year shall receive one-half ( $\frac{1}{2}$ ) the annual salary to which he/she would have been entitled had he remained in the school system.
2. A teacher granted a sabbatical leave for one-half ( $\frac{1}{2}$ ) the school year shall receive one-fourth ( $\frac{1}{4}$ ) the annual salary to which he would have been entitled had he remained in the school system.

3. A teacher returning from sabbatical leave and having met all requirements shall be placed on the step of the salary guide he would have attained had he remained in the school system.
4. Any staff member who violates the provisions as stated in Section 3.d. above, shall not be entitled to any increment for the school year in which he returns to active teaching.

ARTICLE IX

Clerical Aides

A clerical aide will be hired by the Board of Education to help staff with typing, copying, and duplicating for the 1980-81 and 1981-82 School Year.

4 hours/per full school day

(Ex: Week of 3 school days, aide works 12 hours)

ARTICLE X

Non-Teaching Duties

- A. Teacher participation in extra-curricular activities which extend beyond the regularly scheduled school day shall be voluntary and compensated at the following rates:

Home Instruction	\$ 8.00 per hour
Safety Patrol	250.00 per year
Yearbook	250.00 per year (plus release time)
Head Teacher	500.00 per year-plus 50.00 for each teacher in the building
Athletic Director	150.00 per year
Football or Soccer Coach (boys)	200.00 per year
Soccer Coach (Girls)	200.00 per year
Basketball Coach (boys)	300.00 per year
Basketball Coach (girls)	300.00 per year
Softball or Track Coach (boys)	200.00 per year
Softball or Track Coach (girls)	200.00 per year
Detention	8.00 per hour

- B. Salaries for any new extra-curricular activities established within the term of this Agreement shall be negotiated between the Board and the Association prior to the position being filled.

## ARTICLE XI

### PROFESSIONAL DEVELOPMENT

- A. To encourage professional growth, the Board will reimburse up to \$550.00 (excluding textbooks) to staff members who have successfully completed their requirements for course work.
- B. In order to receive proper reimbursement the following procedure must be followed:
  - 1. All courses must receive prior approval of the Principal.
  - 2. Reimbursement will be recommended upon proof of successful completion being submitted to the Superintendent.
  - 3. Staff member must remain in the district for the minimum of one(1) school year after completing the course.
  - 4. Reimbursement will occur as follows:
    - First semester paid in June
    - Second semester paid in October

## ARTICLE XII

### Teacher Work Year

- A. The Board shall have the right to annually establish and adopt the school calendar for the following year.
- B. The views of the Association regarding the calendar shall be considered through consultation with the Superintendent and/or the Board.

## ARTICLE XIII

### Teaching Hours and Load

- A. All teachers shall have a minimum of one (1) hour duty free lunch period each day. Under normal conditions, teachers may leave the building during their duty free lunch periods, provided the school office has been notified in advance, and no emergency condition exists which require teachers' presence in the building during the lunch period.
- B. If it is necessary for the Administration to assign a teacher to substitute in a class during the teacher's preparation period, the teacher shall be compensated for such assignment at a rate of 1/5 of 1/200th of the teacher's annual salary.

## ARTICLE XIV

### Class Size

It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to continue its efforts to keep class size at an acceptable number.

ARTICLE XV

Substitutes

- A. The Board agrees that the practice of using regular teachers to cover classes of other teachers will be discouraged, and substitutes will be obtained when it is necessary for teachers to be away from their classes.
- B. The Board agrees to maintain at all times an adequate list of substitute teachers who shall be provided with appropriate orientation and training by the Administration to help them instruct the classes they cover.
- C. The Board shall provide substitutes for all regular class teachers, Art, Music and Physical Education teachers; School Nurse, and Librarian.

ARTICLE XVI

Notification of Vacancies

- A. No later than March 15 of each school year, the Superintendent shall deliver to the Association and post in the school building a list of known vacancies which shall occur during the following school year. Written notice shall be posted in the school announcing any additional vacancies as they occur and a copy shall be forwarded to the President of the Association.
- B. Teachers may apply for any vacancies. Final recommendation regarding placement will be by the Superintendent and approved by the Board.
- C. The Board agrees to post by June 15 any reassignments.
- D. Openings for summer positions shall be posted no later than May 15th.

## ARTICLE XVII

### Rights - Teacher's and Board's

#### A. Teacher's Rights

1. Pursuant to Chapter 123, Public Laws of 1974, 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 and other concerted activities for mutual aid and protection. 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 123, Public Laws of 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint, or proceeding under the Agreement or otherwise with respect to any terms or conditions of employment.
2. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey Laws or State and Federal regulations.
3. No teacher shall be 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 thereof, shall be subject to the grievance procedure herein set forth.
4. Whenever any teacher is required to appear before the Superintendent, Board, or any committee concerning termination of employment or salary, then he shall be given prior written notice of the reason(s) for such meeting or interview and shall be entitled to have a representative of the Association or its affiliates to advise him and represent him during such meeting or interview. Any suspension of a teacher pending charges shall be with pay until the Board renders its final decision.

#### B. Board's Rights

1. To hire all employees and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment or their dismissal or demotion and to promote and transfer all such employees subject to the grievance procedure.
2. To establish a reporting system and courses for instruction including special programs and to provide for athletic, recreational, and social events for the students all as deemed necessary or advisable by the Board.

3. To decide upon the means and methods of instruction and be responsible for the purchase of textbooks and other teaching materials and the use of teaching aides of every kind and nature as deemed necessary by the Board.
4. Nothing contained herein shall be considered to deny or restrict the Board of its right, responsibilities and authority under New Jersey School Laws or any other national, state, county, district, or local laws or regulations.
5. If any provision of this Agreement or any application of this Agreement 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.
6. Nothing in this Agreement which changes preexisting Board Policy, rules or regulations shall operate retroactively unless expressly so stated. The parties agree that teachers shall continue to serve under the direction of the Chief School Officer and in accordance with Board and Administrative Policies, Rules, and Regulations provided that the provisions of this Agreement shall supersede and prevail over any conflicting provisions.
7. It is understood that under the rulings of the courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights or power granted it by law. Anything to the contrary notwithstanding, nothing contained in any section, paragraph or subsection of the Agreement shall be interpreted in any manner or be so construed as to indicate that the Board has waived rights which are expressly required by the courts to be retained by the Board.

## ARTICLE XVIII

### Teacher Evaluation

#### A. Purpose

The purpose of this procedure for the observation and evaluation of teaching staff members shall be to identify deficiencies, extend assistance for the correction of such deficiencies, improve professional competence, provide a basis for recommendations regarding reemployment, and improve the quality of instruction received by the pupils served by Logan Township School.

#### B. Definitions

1. Observation - A visitation to a classroom by a member of Administrative and supervisory staff of the local school district, who holds an appropriate certificate for the supervision of instruction.
2. Evaluation - A written narrative evaluation prepared by the Administrative/supervisory staff member who visits the classroom for the purpose of observing a teaching staff member's performance of the instructional process.

#### C. Number and Length of Observations

1. Each non-tenured teacher shall be evaluated three (3) times per year. Each observation shall be conducted for a minimum duration of one (1) complete subject lesson.
2. For the evaluations of tenured teachers, the Board agrees to comply with N.J.S.A. 18A, N.J.A.C. Title VI (Tenured Teachers Evaluation Regulations)

#### D. Procedure

1. Each observation required by law shall be followed by a conference between the administrator and the teacher within fifteen (15) days.
2. Both parties will sign the written evaluation report and retain a copy for his/her records.
3. The teaching staff member shall have the right to submit his/her written disclaimer of such evaluation within ten (10) days following the conference, and such disclaimer shall be attached to each party's copy of the evaluation report.
4. Each teacher will be provided with a copy of the written evaluation report at least one (1) day prior to said conference.



ARTICLE XIX

Discipline Code

By September 15, 1980, representatives of the Board and the Association will meet to establish a district-wide discipline policy.

ARTICLE XX

Notification of Status

Teachers shall be notified of their employment status for the ensuing year by April 30th.

ARTICLE XXI

Notification of Intention to Return

If teacher desires to accept employment the Board shall be notified, in writing, on or before May 15th, in which event such employment shall continue as provided herein. In default of such notice, the Board shall not be required to continue the employment of the teacher.

ARTICLE XXII

Duration of Agreement

This Agreement shall be effective as of July 1, 1980, and shall continue in effect until June 30, 1982, with all Articles closed.

In witness whereof the Association has caused this Agreement to be signed by its President and the Board has caused this Agreement to be signed by its President, attested by its Secretary and its Corporate Seal to be placed thereon, all on this day and year as found in paragraph one of the Preamble to this document.

Signature Thomas D. Sheets  
Board President

Signature Kenneth L. Kling  
Association President

ATTEST: Elizabeth P. Alford  
Board Secretary

SALARY GUIDE

SCHEDULE "A"

1980-81

<u>Step</u>	<u>Non Degree</u>	<u>B.A.</u>	<u>B.A. +30</u>	<u>M.A.</u>	<u>M.A. +30</u>
1	7,880	11,830	12,150	12,470	12,800
2	8,210	12,150	12,470	12,800	13,120
3	8,530	12,470	12,800	13,120	13,450
4	8,960	12,910	13,230	13,550	13,880
5	9,400	13,340	13,660	13,990	14,310
6	9,830	13,770	14,090	14,420	14,740
7	10,260	14,200	14,530	14,850	15,170
8	10,690	14,630	14,960	15,280	15,610
9	11,120	15,070	15,390	15,710	16,040
10	11,610	15,550	15,880	16,200	16,520
11	12,100	16,040	16,360	16,690	17,010
12	12,580	16,520	16,850	17,170	17,500
13	13,070	17,010	17,330	17,660	17,980
14	13,550	17,500	17,820	18,140	18,470

Service Increments: \$200 for each five (5) years over twenty (20) years in district - Non-Retroactive

Longevity Increment: \$500 for each year 15th thru 20th - Non-Retroactive

SALARY GUIDE

SCHEDULE "B"

1981-82

<u>Step</u>	<u>Non Degree</u>	<u>B.A.</u>	<u>B.A. +30</u>	<u>M.A.</u>	<u>M.A. +30</u>
1	8,590	12,890	13,240	13,590	13,950
2	8,950	13,240	13,590	13,950	14,300
3	9,300	13,590	13,950	14,300	14,660
4	9,770	14,070	14,420	14,770	15,130
5	10,250	14,540	14,890	15,250	15,600
6	10,710	15,010	15,360	15,720	16,070
7	11,180	15,480	15,840	16,190	16,540
8	11,650	15,950	16,310	16,660	17,010
9	12,120	16,430	16,780	17,120	17,480
10	12,650	16,950	17,310	17,660	18,010
11	13,190	17,480	17,830	18,190	18,540
12	13,710	18,010	18,370	18,720	19,080
13	14,250	18,540	18,890	19,250	19,600
14	14,770	19,080	19,420	19,770	20,130

Service Increments: \$200 for each five (5) years over twenty (20) years in district - Non-Retroactive

Longevity Increment: \$500 for each year 15th thru 20th - Non-Retroactive

LOGAN TOWNSHIP PUBLIC SCHOOL

GRIEVANCE FORM

Name of Aggrieved \_\_\_\_\_ Date \_\_\_\_\_

Article and Section of Agreement Violated: \_\_\_\_\_

Date Grievance Occurred: \_\_\_\_\_

Level I - Step A - An employee shall first discuss the grievance with the Principal directly, with the objective of solving the matter informally.

Informal conference held: \_\_\_\_\_ (Date)

Level I - Step B - Subject of Grievance (Explain fully)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relief sought: \_\_\_\_\_

\_\_\_\_\_

Submitted for Level I - Step B: \_\_\_\_\_ (Date)

Signature of Aggrieved \_\_\_\_\_

Decision Rendered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal Date

Level II - On reverse side

Level III - On reverse side

SUMMER PAYMENT PLAN

I hereby request participation in the Logan Township Board of Education Summer Payment Plan.

I understand ten percent (10%) of my monthly net pay will be desposited in the Logan Township Board of Education Agency Account. Payment of these funds will be by individual check for one-half ( $\frac{1}{2}$ ) the amount withheld on July 15th and the balance will be paid August 15th immediately following the school year withheld.

\_\_\_\_\_

signature

Checks to be mailed to address below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
street

\_\_\_\_\_

town

state

\_\_\_\_\_ Zip Code

DATE: .....

TEACHER ABSENCE

Name \_\_\_\_\_

Signature

Date(s) of Absence \_\_\_\_\_

Reason for Absence (check one)

- \_\_\_\_\_ Sick Leave
- \_\_\_\_\_ Death in immediate family, each occurrence
- \_\_\_\_\_ Serious Illness in immediate family
- \_\_\_\_\_ Death of relative or close friend
- \_\_\_\_\_ Personal Leave with notification

(If Personal Leave is of Emergency nature explain):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(This form will be available in office on printed card)