

AGREEMENT  
 BETWEEN THE  
NORTH HANOVER TOWNSHIP EDUCATION ASSOCIATION  
 AND THE  
 BOARD OF EDUCATION OF NORTH HANOVER TOWNSHIP *Board of*  
THE COUNTY OF BURLINGTON, NEW JERSEY *Education*

1985 - 1988

*July 1, 1985 - June 30, 1988*

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## ARTICLE I

### Salaries

#### A. Salary Schedule

1. The salaries of all teachers covered by this Agreement are set forth in the guide which is attached hereto and made a part hereof.
2. Teachers may once per year individually elect to have a fixed dollar figure of their monthly salary deducted from their pay. Such deductions shall be placed in an interest-bearing account to be deposited with the ABCO public employee Federal Credit Union. No changes shall be honored after initial application.
3. Teachers shall be paid on the 15th and the last day of the month. When a pay day falls on or during a school holiday, vacation, or week-end, teachers shall receive their pay checks on the last previous working day.
4. Each teacher who has completed his or her respective end-of-year work assignments shall receive their final checks on the last working day in June. Completion of work assignments shall be determined by the principal of each school.
5. Salary guides are attached.
  - a. Credit for salary in above guide beyond the bachelor's degree or master's degree shall be granted for courses in a field relative to a teacher's job function and shall not be credits necessary for certification. A master's degree in an elementary program is understood to meet this provision, as are courses which are requirements of such a degree program.
  - b. Credit for service by a new hiree from another district shall be the subject of negotiations between the individual and the Board.

#### B. Insurance Protection

1. The Board shall provide the health care protection designated below. The Board shall pay for each teacher eligible and choosing to enroll the full single premium plan or the full family plan insurance coverage where appropriate.
  - a. The health insurance carrier shall be the Hospital Service Plan of New Jersey (Blue Cross/Blue Shield) and the Medical Surgical Plan of New Jersey (Blue Shield) or an equivalent for basic hospitalization and medical surgical coverage with Rider J and Major Medical coverage.  
Effective January 1, 1986 the Board shall implement a major medical, Rider J improvement to provide catastrophic coverage to \$2000. and \$150.00 for x-ray and \$150.00 for laboratory under Hospital Service Plan and Medical Surgical Plan.

ARTICLE II  
NEGOTIATION PROCEDURE

A. Deadline Date

The parties agree to enter into collective negotiations over an Agreement in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of teacher's employment. Negotiations shall commence in accordance with the rules and regulations of P.E.R.C. and initial demands of each party to this agreement shall be presented prior to the first negotiation session. Any agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

B. Procedure

During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. The Board shall make available to the Association for inspection all pertinent records, data, and information of the North Hanover Township School District in the public domain.

C. Selection of Representatives

Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations.

D. Administration of Agreement

The Superintendent of Schools shall meet with the President of the Association at least once a month on a mutually agreed upon day for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to by-pass the grievance procedure.

E. Exclusive Bargaining Representatives

The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE VIII of this Agreement, with any organization other than the Association for the duration of this Agreement.

## C. Procedure

1. 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.
2. 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 year, could result in irreparable harm to the aggrieved party, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

### 3. Level One

A teacher with a grievance must make initial written submission to his principal not later than twenty (20) school days after the action or event challenged, thereafter the grievance shall be untimely and the Administration shall have no obligation to entertain the grievance. If the aggrieved person is not satisfied with the disposition of his grievance or if no decision has been rendered within five (5) school days after the presentation of the grievance, he may file the grievance in writing with the Superintendent of Schools.

### 4. Level Two

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent he may within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that his grievance be submitted to the Board of Education.

### 5. Level Three

If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, 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 his grievance be submitted to arbitration.

E. Miscellaneous

1. If, in the judgment of the Association, a grievance affects a group or class of teachers, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievances shall be commenced at Level Two. Such group or class grievance shall be signed by the teachers making such allegations.
2. All decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest. Decisions rendered at Level Three shall be in accordance with the procedures set forth in Section C. Paragraph 5 of this ARTICLE.
3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
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.

ARTICLE IV

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. Philosophy

In our rapidly changing society teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performance and attitude. The Board and the Association support the principle of continuing training of teachers and the improvement of instruction.

If a teacher is required to take a course of study then he/she shall be compensated for tuition costs incurred provided a passing grade has been achieved.

B. Professional Liaison Committee

In order to discuss problems of mutual concern in areas of professional development, implementation of Board Policies and Administrative Directives, the following procedures apply:

1. The Professional Liaison Committee shall be composed of three administrators appointed by the Superintendent, three teachers appointed by the Association President and chaired by the Superintendent of Schools or his designee.

## ARTICLE V

### TEACHERS RIGHTS

#### A. Rights and Protection in Representation

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 the mutual aid and protection. As a duly selected body exercising governmental power and color of law 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 this Agreement or otherwise with respect to any terms or conditions of employment.

#### B. Statutory Saving 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 or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

#### C. Just Cause Provision

No teacher shall be disciplined, receive a written reprimand, reduced in rank or compensation or deprived of any commonly applied professional advantage without just cause. Any such action asserted by the Board of Education, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

#### D. Required Meeting or Hearing

Whenever any teacher is required to appear before the Principal, Superintendent, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that teacher in his office, position, or employment or the salary or any increments pertaining thereto, then he/she shall be given prior 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. Any suspension of a teacher pending charges by the Board shall be with pay.

E. Bulletin Boards

The Association upon request shall be assigned space on the bulletin board in the central office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the building principal. The appropriateness of the material to be determined mutually.

F. Mail Facilities

The Association may have the privilege of reasonable use of interschool mail boxes, and the appropriateness of the material shall be determined mutually, except for meeting announcements, all other material shall be in sealed envelopes. The use of such facilities shall not be unreasonably denied.

G. Orientation Presentation

The Association may have the privilege to speak during the orientation program at the beginning of each school year to inform new teachers of the existence and purpose of the Association.

H. Exclusive Representative Agent

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 representatives of the teachers, and to no other organizations.

ARTICLE VII

TEACHER EMPLOYMENT

A. Notification of Contract and Salary

Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30 of the school year except that such notification of salary status shall be dependent upon completion of salary negotiations for the next contract year.

B. Notification of Vacancies

No later than May 1 of each school year, the Superintendent shall post a list of the known vacancies which shall occur during the following school year.

C. Evaluation of Nontenured Teachers

Evaluation of nontenured teachers shall conform to applicable State Law.



ARTICLE IX

LEAVES OF ABSENCE

A. Extended Leaves of Absence

As of the beginning of the school year teachers shall be entitled to leaves of absence for the following reasons.

1. Sabbatical

- a. One teacher per year will, on application, be granted a full year sabbatical leave without pay, for the purpose of graduate study, travel if approved by the Board or health reasons.
- b. During such leave, the teacher's benefits shall be frozen.
- c. The teacher upon returning from leave will be placed upon that step of the salary guide that he/she would have been placed at in the year that the leave was taken. No experience credit will be given for the year of the leave.
- d. No teacher with less than seven (7) years of continuous employment in the district shall be eligible for this leave.

2. Extended Disability Leave

- a. Due to a medical disability, a teacher shall be granted an extended leave of absence without pay (subject to paragraph C hereof) if any one of the following conditions exist:
  - (1) A notable and substantial decrease in teaching performance due to such disability.
  - (2) The production of a certification from a medical doctor that the teacher is medically unable to continue work.
- b. The Board shall have the right to have such a teacher examined by its own physician; and, in the event of a disagreement between the Board's physician and the teacher's physician on such ability or inability, the question shall be referred to a physician engaged at the joint expense of the teacher and the Board for final and binding resolution.
- c. During the period of the teacher's personal medical disability, accumulated sick leave benefits in accordance with NJSA 18A: 30-1 et. seq. shall be paid until such benefits are exhausted or the personal medical disability has terminated.

- c. The Board shall provide a payment based upon accumulated sick leave to a teacher who retires under New Jersey Pension Statutes, as certified by the New Jersey Division of Pensions. Payment shall be \$11.00 per accumulated sick leave days provided the teacher has saved a minimum of forty (40) accumulative sick leave days.

## 5. Conditions

Unless otherwise indicated, the following conditions shall apply to extended leaves of absences:

- a. Requests shall be in writing and approved by the Superintendent of Schools.
- b. Further extensions shall be at the will of the Board of Education.
- c. Salary increments shall not accrue.
- d. Sick leave days shall not accrue, but unused sick leave days held at the start of the leave shall be reinstated.
- e. Written notice of intention to either return or resign shall be given the Superintendent of Schools by April 1 of the year in which the leave expires.
- f. The Board of Education shall consider any application for an extended leave without pay, on an individual case by case basis, and the decision to grant same or not shall lie solely in the Board.

## 6. Illness in the Family

A leave of absence without pay up to one (1) year may be granted for the purpose of caring for a member of the teacher's immediate family. The Board shall be entitled to assurance that the need exists. Return from this leave shall be September 1 or January 1. Definition of immediate family in this instance shall be spouse, child, parent, or step-child living in household.

## B. Temporary Leaves of Absences

### 1. Personal Leave

- a. Each teacher shall be entitled up to three (3) days of leave with pay annually for reason of personal business.
- b. Personal business shall mean business which could not be scheduled for other than a school day during school hours.
- c. Such leave shall also be for "reasons of emergency" as approved by the Superintendent of Schools.
- d. The Superintendent, if he suspects that the request for personal leave is for reasons not intended for personal use, may request verification.
- e. Personal leave shall be convertible to sick leave at the end of each year by the formula of two personal leave days for one (1) accumulated sick leave day.

C. Teacher Work Day

For 1985-86 the normal work day of teachers in the district shall be seven (7) hours including lunch, but excluding professional or faculty meetings, and excepting an emergency.

Commencing with 1986-87 the work day for teachers shall be 6½ hours of instruction with teachers present in their assigned rooms ready for instruction. Nurses and Child Study Team members work day shall be 6 ¾ hours. In addition, each school shall establish a rotating supervisory schedule to adequately cover arrival and departure of students for fifteen minutes beyond the above specified teacher work day. Such schedule shall be reviewed for necessary revision after two months of implementation.

Teachers participation in and attendance at one (1) Open House and one (1) Spring Fair shall be in addition to the aforesaid work day.

Parents of Jacobstown students shall continue to have the option of one evening for conference.

The work schedule or work day for kindergarten teachers will not be extended during parent/teacher conference days.

Participation in the "Stokes Program" shall be voluntary.

ARTICLE XI

Promotions

A. Application Procedure

A teacher may apply for any position at any time. Such applications should be in writing, addressed to the Superintendent of Schools. Applications will be considered should such vacancy occur, either during the school year or during the summer. This application should be renewed annually.

B. Filling Positions

In filling a vacancy, the Board agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system, and other relevant factors. The decision of the Board as to the filling of such vacancies shall, however, be final.

ARTICLE XIV

MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes Board policy for the terms of said Agreement, the Board and the Association shall carry out the commitments contained herein and give them full force and effect.
- B. If any provision of the Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to the 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.
- C. Any individual contract between the Board of Education and an individual teacher heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of the Agreement with the exception of non-tenure teacher in regard to a grievance and relative to re-employment as indicated under Grievance Procedure Article III Section A. 1.
- 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, promotions, transfers, or discipline of teachers or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- E. Whenever any notice is required to be given by either of the parties to this agreement to the other, pursuant to the provision(s) of this agreement, either party shall do so by telegram or registered letter at the following addresses:
  - 1. If by the Association, to the Board at School # 1.
  - 2. If by the Board, to the Association at P.O. Box 474, Cookstown, NJ 08511
- F. Except as otherwise specified in this agreement, the Association recognizes that the Board has responsibility and authority to manage and direct, in behalf of the public, all of the operations and activities of the school district to the full extent authorized by law.
- G. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise distract from any teacher benefit existing prior to its effective date. Changes in the terms and conditions of employment shall be negotiated with the Association in accordance with the requirements of Chapter 123, P.L. of 1974.

- F. Teachers who have been "riffed" in the past, or who shall be "riffed" in the future, upon return shall receive all prior service credits.

## ARTICLE XVI

### TEACHER EVALUATION

#### A. Procedure

1. No teacher shall be required to sign a blank evaluation/observation report. In addition, no other evaluative materials will be added to a report by the administration unless the teacher has been afforded opportunity for signature and disclaimers prior to filing of the report.
2. No mechanical surveillances shall be utilized in observing or evaluating a teacher.
3. Nothing precludes a teacher requesting a second evaluation from the administration because of substantive mitigating circumstances present during the prior evaluation/observation.

#### B. Personnel File

1. Teachers upon reasonable notice to the Superintendent of Schools have a right to inspect and have access to their personnel file.
2. Nothing shall be placed in such file without the teacher's knowledge.
3. The teacher shall sign any document before same is placed in the file. Such signature shall indicate knowledge of the matter being placed in the file, and not indicate agreement with the contents of such documents.
4. The teacher shall have the right to respond to any materials placed in his/her personnel file. Such response shall not exceed two (2) typewritten pages and may not be removed from the file unless the document to which it relates is also removed.

After the teacher begins his/her employment in a bargaining unit position, unless the teacher previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deduction will begin with the first paycheck paid after the resumption of the teacher's employment in the bargaining unit position.

3. Termination of Employment

If a teacher who is required to pay a representation fee terminates his/her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to the teacher during the membership year in question.

4. Mechanics

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

5. Changes

The Association will notify the Board, in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions after the Board received said notice.

6. New Teachers

On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all teachers who began their employment in a bargaining unit position during the preceding 30 day period. The list will include names, job titles, and dates of employment for all such employees.

7. The Association agrees to "save harmless" the Board from any claims arising out of the Article.

\* 1984-1985 Step

NORTH HANOVER TOWNSHIP  
1985-1986

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
1 1-4*	18,500	18,731	18,965	19,197	19,429	19,660
2 5	18,600	18,831	19,065	19,297	19,529	19,760
3 6	18,726	18,958	19,191	19,422	19,655	19,887
4 7	19,191	19,422	19,655	19,887	20,120	20,351
5 8	19,655	19,887	20,120	20,351	20,583	20,817
6 9	20,120	20,351	20,583	20,817	21,165	21,397
7 10	20,583	20,817	21,049	21,280	21,512	21,746
8 11	20,932	21,165	21,397	21,687	21,920	22,151
9 12	21,280	21,512	21,746	22,093	22,326	22,558
10 13	21,746	21,978	22,209	22,616	22,849	23,080
11 14	22,209	22,442	22,674	23,138	23,371	23,603
12 15	22,674	22,907	23,197	23,661	23,892	24,126
13 16	23,197	23,429	23,661	24,241	24,474	24,707
14 17	23,720	23,951	24,183	24,822	25,054	25,287
15 18	24,241	24,474	24,707	25,403	25,636	25,867
16 19	24,764	24,997	25,229	25,983	26,216	26,449
17 20	25,344	25,578	25,809	26,622	26,854	27,087
18 21	25,926	26,158	26,390	27,261	27,493	27,724
19 22	26,507	26,738	26,970	27,900	28,132	28,364
20 23	27,087	27,319	27,551	28,538	28,770	29,003
21 24	27,667	27,900	28,132	29,177	29,409	29,641
22 25	28,248	28,480	28,712	29,758	29,990	30,222
23 26	28,364	28,596	28,829	29,873	30,106	30,338

All teachers on Steps 8-13 shall receive the sum of \$100.00 over and above the guide.

All teachers on Steps 14-17 shall receive the sum of \$200.00 over and above the guide.

All teachers over Step 17 shall receive the sum of \$300.00 over and above the guide.

NORTH HANOVER TOWNSHIP  
1986-1987

<u>Step</u>	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	18,500	18,731	18,965	19,197	19,429	19,660
2	18,750	18,981	19,215	19,447	19,679	19,910
3	20,031	20,272	20,514	20,756	20,998	21,239
4	20,514	20,756	20,998	21,239	21,482	21,723
5	20,998	21,239	21,482	21,723	21,966	22,207
6	21,482	21,723	21,966	22,207	22,448	22,692
7	21,966	22,207	22,448	22,692	23,054	23,296
8	22,448	22,692	22,934	23,174	23,416	23,660
9	22,812	23,054	23,296	23,598	23,841	24,081
10	23,174	23,416	23,660	24,021	24,264	24,505
11	23,660	23,901	24,142	24,566	24,809	25,049
12	24,142	24,385	24,626	25,110	25,352	25,594
13	24,626	24,869	25,171	25,654	25,895	26,138
14	25,171	25,413	25,654	26,258	26,501	26,744
15	25,716	25,956	26,197	26,863	27,105	27,348
16	26,258	26,501	26,744	27,469	27,711	27,952
17	26,803	27,046	27,287	28,073	28,315	28,558
18	27,407	27,651	27,892	28,738	28,980	29,223
19	28,013	28,255	28,497	29,404	29,645	29,886
20	28,618	28,859	29,101	30,069	30,311	30,553
21	29,223	29,464	29,706	30,734	30,975	31,218
22	29,827	30,069	30,311	31,399	31,641	31,883
23	30,432	30,673	30,915	32,005	32,246	32,488
24	30,553	30,794	31,037	32,124	32,367	32,609

All teachers on Steps 9-14 shall receive the sum of \$100.00 over and above the guide.

All teachers on Steps 15-18 shall receive the sum of \$200.00 over and above the guide.

All teachers over Step 19 shall receive the sum of \$300.00 over and above the guide.



NORTH HANOVER TOWNSHIP

1987-1988

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	20,045	20,286	20,529	20,771	21,012	21,252
2	20,306	20,546	20,789	21,031	21,272	21,512
3	20,566	20,806	21,049	21,291	21,532	21,772
4	21,898	22,149	22,401	22,652	22,904	23,155
5	22,408	22,659	22,911	23,162	23,415	23,666
6	22,911	23,162	23,415	23,666	23,918	24,168
7	23,415	23,666	23,918	24,168	24,420	24,673
8	23,918	24,168	24,420	24,673	25,051	25,301
9	24,420	24,673	24,925	25,175	25,427	25,680
10	24,798	25,051	25,301	25,616	25,868	26,119
11	25,175	25,427	25,680	26,055	26,308	26,560
12	25,680	25,931	26,182	26,623	26,875	27,125
13	26,182	26,433	26,685	27,188	27,440	27,692
14	26,685	26,938	27,252	27,755	28,006	28,258
15	27,252	27,503	27,755	28,384	28,635	28,888
16	27,818	28,069	28,320	29,012	29,264	29,517
17	28,384	28,635	28,888	29,642	29,895	30,145
18	28,950	29,202	29,454	30,271	30,523	30,775
19	29,579	29,832	30,082	30,962	31,214	31,467
20	30,209	30,460	30,712	31,655	31,907	32,158
21	30,838	31,089	31,341	32,347	32,599	32,851
22	31,467	31,719	31,969	33,039	33,291	33,542
23	32,096	32,347	32,599	33,731	33,982	34,234
24	32,725	32,976	33,227	34,361	34,612	34,864
25	32,851	33,102	33,354	34,486	34,738	34,989

All teachers on Steps 10-15 shall receive the sum of \$100.00 over and above the guide.

All teachers on Steps 16-19 shall receive the sum of \$200.00 over and above the guide.

All teachers over Step 19 shall receive the sum of \$300.00 over and above the guide.

THE PUBLIC SCHOOLS OF NORTH HANOVER TOWNSHIP  
BURLINGTON COUNTY  
NEW JERSEY

TEACHER'S ABSENCE RECORD

(To be handed in to the office immediately  
upon your return following each absence.)

NAME \_\_\_\_\_ GRADE \_\_\_\_\_ SCHOOL \_\_\_\_\_

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

Number of Days in this period of absence \_\_\_\_\_

My absence from duty on the above date(s):  
(Check the proper statement)

- Was caused by temporary physical disability.
- Was for personal reason (Personal business shall mean that business which could not be scheduled for other than a school day during school hours or for other serious unanticipated emergency reason. \*
- Was due to death in the immediate family or resident of immediate household.
- Was for other reasons (please state reason), and is without pay. Such reason must be specifically given and shall be subject to Superintendent of Schools approval.
- Authorized professional day(s) with pay.
- Bereavement. Death of \_\_\_\_\_

I hereby certify that the above information is correct.

\_\_\_\_\_  
(Teacher's Signature)

\* If the Superintendent of Schools suspects that the request for personal leave is for reasons not intended for a personal day use, he may request verification.