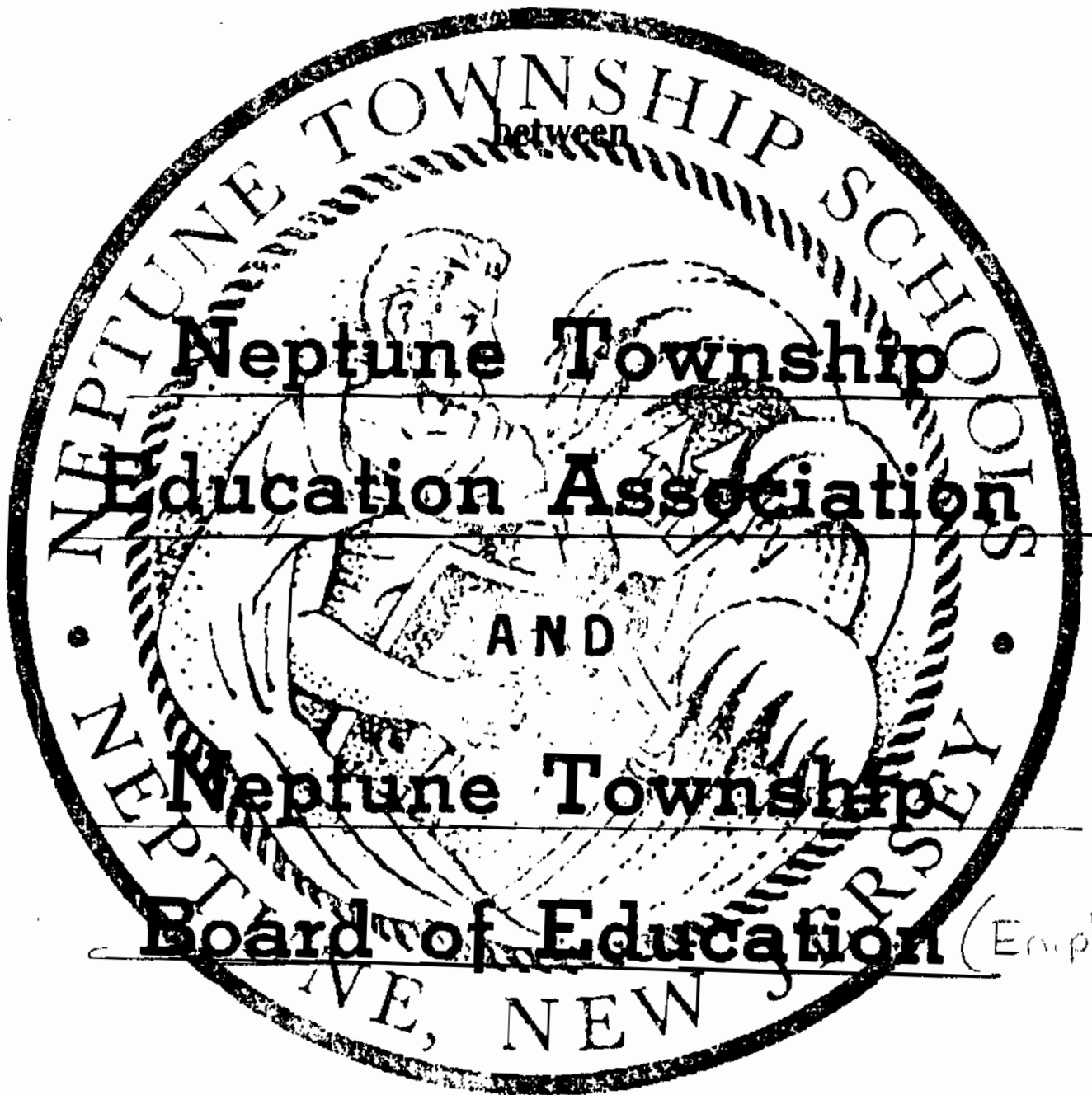


# AGREEMENT

X JULY 1, 1985/86 JULY 1, 1986/87 JULY 1, 1987/88



between

Neptune Township

Education Association

AND

Neptune Township

Board of Education (Employees)

VE, NEW

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Preamble

This agreement entered into this First day of July, 1981 by and between the Board of Education of Neptune Township, New Jersey, hereinafter called the "Board," and the Neptune Township Education Association, hereinafter called the "Association."

WHEREAS, the Board has an obligation, pursuant to Charter 123, Public Laws 1974 to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

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

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

### Provisions of Agreement

- A. If any provisions of the Agreement or any application of this Agreement 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.
- B. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. Copies of this Agreement shall be printed and the expense shared by the Board and the Association within sixty (60) days after the Agreement is signed and presented to all teachers now employed or when a contract is offered.
- D. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of the Agreement, either party shall do so by telegram or registered letter to the following address:
  - 1. If by Association to Board at:  
Neptune Township Board of Education  
2106 Bangs Avenue  
Neptune, New Jersey 07753
  - 2. If by Board to Association at:  
Association President  
Neptune Township Education Association  
Neptune Township Public School System  
Neptune, New Jersey 07753

AGREEMENT

ARTICLE I - RECOGNITION

- A. The Board hereby recognizes the Association, as the majority representative for collective negotiations concerning the terms and conditions of employment for all certified educational personnel employed under contract, or on leave, in addition (a) Secretaries, (b) Internal Attendance Officers, and (c) Instructional Aides. (See Addendum "A")

Principals	Psychologists
Vice Principals	Coordinators
Asst. Superintendents	Supervisors
Administrative Asst. to Supt.	Directors, other than Director of Guidance
Per Diem Teachers	

- B. Unless otherwise indicated, the term "teacher" shall refer to certified educational personnel represented as prescribed in Section A. References to male teachers shall include female teachers.

## ARTICLE II - NEGOTIATION PROCEDURE

- A. In accordance with Public Law Chapter 123, the Board and the Association shall exchange proposals. The Association shall submit its proposal no later than September 1, and the Board shall submit its proposal by September 15. These proposals shall be submitted, in writing, to the Superintendent of Schools. Following the submission of written proposals by the majority representative, the designated representatives of the Board, and the Association shall meet thereafter at reasonable times, and negotiate in good faith, with respect to salaries, and terms and conditions of employment.
- B. During negotiations, the Board and the Association shall possess relevant data, exchange points of view and make proposals and counter proposals. In this connection, the Board will furnish the Association with all information in the public domain as soon as possible after the receipt of a request for such data.
- C. Neither party, in any negotiations, shall have the control over the selection of the negotiating representative of the other party.
- D. In accordance with State Law, the Board agrees not to negotiate concerning employees in this bargaining unit with any organization, other than the Association, for the duration of this agreement.
- E. This agreement incorporates prior understanding of the parties, on all matters which were or could have been the subject of negotiations. During the term of this agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this agreement and whether or not within the knowledge or contemplation of either, or both of the parties at the time they negotiated or executed this agreement.
- F. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced in writing, be signed by the Board and the Association, and be adopted by the Board and ratified by the Association.
- G. Proposed new rules or modifications of existing rules covering working conditions shall be negotiated with the majority representative before they are established.

## ARTICLE III - GRIEVANCE PROCEDURE

### DEFINITION:

A grievance shall mean a complaint by an employee of the public school system that there has been a personal loss, injury or inconvenience because of a violation, misinterpretation or inequitable application of policy, agreement, or administrative decision.

A grievance to be considered under this procedure must be initiated within 30 calendar days of its occurrence within the knowledge of the aggrieved, but under no circumstances will a grievance be processed if 6 months have elapsed since its actual occurrence.

### PROCEDURE

- a. Any employee (or group of employees) who has a grievance shall discuss it first with his immediate supervisor in an attempt to resolve the matter informally. However, when a grievance involves a group of teachers in more than one school, the Association may submit said grievance in writing to the Superintendent directly.
- b. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within 5 calendar days, he shall set forth his grievance, within 5 additional calendar days, in writing to the principal specifying:
  1. the nature of the grievance and the injury, loss or inconvenience suffered.
  2. the results of previous discussions.
  3. his dissatisfaction with decisions previously rendered.

Upon receipt of the grievance, the principal will send a copy of the grievance to the Office of the Superintendent who will forward a copy to the Association. Upon receipt of the grievance, the Association may elect to have a representative present at all grievance meetings.

The Principal will communicate his decision to the employee and Association in writing, within five calendar days of receipt of the written grievance.

- c. The employee may appeal the principal's decision to the Superintendent of Schools, within 10 calendar days of the receipt of the principal's decision. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the principal as specified above and his or her dissatisfaction with decisions previously rendered.

The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed 10 calendar days. The Superintendent shall communicate his decision, in writing, to the employee, principal and Association.

- d. If the grievance is not resolved to the employee's satisfaction, he may request a review by the Board of Education within 10 calendar days of the receipt of the Superintendent's written decision. The request shall be submitted, in writing, through the Superintendent of Schools who shall attach all related papers and forward the request to the Board. The Board or committee thereof, shall review the grievance. The Board or committee thereof, may hold a hearing with the employee. A decision shall be rendered, in writing, within 30 calendar days of receipt, of the grievance by the Board or the date of the hearing, whichever comes later.
- e. At no point prior to an official hearing or meeting of the Board shall any employee of the designated unit discuss with any members of the Board, or any one of them, the subject of the employee's grievance or matters relating thereto.
- f. Nothing contained herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with an appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided adjustment is not inconsistent with the terms of this agreement and that the Association has been given the opportunity to be present at any level and to state its views. At any formal level the Association may become involved and the Association may process the grievance without consent of the aggrieved.
- g. An employee may have a legal representative and/or witness of his choice in attendance at an appeal before the Board or committee thereof.
- h. 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.
- i. If an employee is dissatisfied with the decision of the Board and if the grievance pertains to a matter of previous formal agreement between the Board and the Association, The Association, at its sole option may request the appointment of an arbitrator. Such request to be made known to the Superintendent no later than two weeks after the Board of Education's decision was made known in writing.



However, the arbitration procedure shall not apply to a complaint of a non-tenure teacher which arises by reason of his not being re-employed, a complaint of any tenure teacher occasioned by reason of his not being re-employed, or the removal from any extracurricular position and positions relating to payment being made which is not part of the contractual salary: these are within the sole discretion of the Board and are not arbitratable.

The following procedure will be used to secure the services of an arbitrator.

- a. A request will be made to the Public Employees Relations Commission in accordance with Title 19 - Chapter 12, Sub-Chapter 3.
- b. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to nor subtract anything from the agreement between the parties. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within 30 calendar days of the completion of the arbitration hearings.

#### Costs

- a. Each party will bear the total cost incurred by themselves.
- b. The fees and expensed of the arbitrator are the only costs which will be shared by the two parties an such costs will be shared equally.
- c. If time is lost by any employee due to arbitration proceedings recessitation the retention of a substitute the Board of Education will pay only the cost of the substitute. The time lost by the employee must either be without pay or charged to personal time.

#### ARTICLE IV - TEACHERS' RIGHTS

- A. The Board recognizes the right of the teachers to form, join and assist any employee organization or to refrain from such activity for the purpose of collective negotiations with the Board in accordance with State statutes.
- B. Whenever any teaching staff member is required to appear before the Board or any Committee or member thereof, or the Superintendent concerning any matter which could adversely affect the continuation of that teaching staff member in his office, position, or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of his own choosing to advise and represent him during such meeting or interview.
- C. No employee shall be discharged or reprimanded without just cause. Any such action asserted by the Board or representatives thereof shall be subject to the Grievance Procedure herein set forth.
- D. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- E. Any employee who is required to attend an investigatory interview scheduled by an agent of the administration, and who has reasonable expectation to receive discipline as a result thereof, has a right to representation.

## ARTICLE V - ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association information in the public domain which may be required by the Association in performing its representation function. This information shall be made available as soon as is possible after receipt of the request from the Association.
- B. The Association and its representatives shall have the right to use school buildings for meetings, provided that approval has been secured in the manner prescribed by the Board of Education for all other use of such facilities. Approval shall not be unreasonably withheld.
- C. The Association shall have, in each building, use of a bulletin board in each faculty lounge and teachers' dining room. The location of bulletin boards in each room shall be where presently located, and if none, where designated by the Association. Any additional bulletin boards which may be required shall be supplied by the Association. Copies of all materials to be posted on such bulletin boards shall be given to the Building Principal, but no approval shall be required.
- D. The Association shall have the right to reasonable use of inter-school mail and school mail boxes, open materials shall receive prior approval of the Superintendent or his representative.
- E. The rights and privileges of the Association and its representatives, as set forth in this agreement shall be granted, only to the Association, as the exclusive representative of the teachers and to no other organization.
- F. State and national teacher organization representatives will first report to the building principal and secure permission before visiting the school or meeting with individual teachers during school hours.
- G. The Association will be provided with scheduled time during new school year orientation programs for teachers. Participation in the time provided for the Association during the Orientation Program will be announced as voluntary.
- H. The Association shall have the right to use school office equipment at all reasonable times. The Association shall supply all material and supplies incidental to such use.

- I. Two persons from the school system, designated by the Association, annually, shall be released from their non-teaching assignments to work on Association school related business. These persons shall submit a request annually to the Superintendent and upon his approval, they shall be granted the necessary release time to function as liaisons to the Superintendent, and to work on contract administration.

Under no circumstances, shall this time be used to interfere with the normal routine and function of the schools, nor shall there be any additional cost incurred to the Board of Education.

The Superintendent will be notified of the designees in writing, no later than June 1 of the year preceding their functioning in the position.

ARTICLE VI - SCHOOL CALENDAR

- A. The school calendar for the 1981-82 and, with approval by the Board, the 1982-83 year, shall be set forth as attached. There shall be no deviation or change in the school calendar once adopted except by mutual agreement of the Board and the Association.
- B. The Association Calendar Committee shall meet with the Superintendent and his administrative staff in February in order to draw up a calendar for the coming year. This calendar will be submitted to the Board of Education for adoption.
- C. Those teachers not exercising the educational opportunity of attending the NJEA Convention as cited in the Statutes, Title 18A, shall give one full day of educational service.



# NEPTUNE TOWNSHIP PUBLIC SCHOOL SYSTEM

2106 Bangs Avenue, Neptune, New Jersey 07753 • Phone (201) 774-6280

## SCHOOL CALENDAR 1982-83

### SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

11 - Columbus Day

2 - Election Day  
11 - Veterans' Day  
11, 12 - NJEA Convention  
25, 26 - Thanksgiving

### DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

24, 27, 28, 29, 30, 31 -  
Winter Recess

14 - Martin Luther King's  
Birthday

18 - Lincoln's Birthday  
21 - Washington's Birthday

### MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

28, 29, 30, 31 - Spring  
Recess

1 - Spring Recess

30 - Memorial Day

### JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 15 Last Day for Students  
June 15 Last Day for Teachers

at. 7 Teachers Report  
at. 8 Students Report

This Calendar Provides: 180 Instruction Days for Students  
181 Teacher Days

This calendar adopted by Board of Education on May 26, 1982  
for use during the 1982-83 school year.

Personal business days shall not be granted the day prior or following the Convention Recess, however, no staff member shall be required to give a day's service as stipulated in Article VI, Section C, NTEA/Board of Education Agreement, nor shall any employee be required to submit a Certificate of Attendance. This will be in effect

## ARTICLE VII - TEACHING HOURS AND TEACHING LOAD

- A. It is understood and agreed that teachers are expected to devote to their assignments the time necessary to meet their responsibilities, It is also understood that bus scheduling and emergency situations prevent exact conformity of in-school hours for students, from school to school. Therefore, the maximum time required of a teacher to be in school, under normal conditions, shall be the pupil in-school day in his respective school plus fifteen minutes before the pupil's day, and a period after the pupil's day of not less than fifteen minutes and not more than thirty minutes at the discretion of the building principal. The teacher shall have a duty-free lunch period.
- B. In addition to the hours referred to above the superintendent or the building principal may schedule, at the end of the work day, faculty or professional meetings at reasonable intervals. The Superintendent may require attendance of teachers at special school functions in keeping with past practice.
- C. In fulfilling the above, teachers shall indicate their presence for duty each day by placing a check mark in the appropriate column of the faculty "sign-in" roster.
- D. Should a teacher be unable to attend classes, he shall report his unavailability in accordance with the published procedures of the Board of Education under the Central Office Substitute Report System.
- E. The Board of Education will provide in the budget an increase designated to permit the hiring of teacher aides. To the extent practically possible, the Board and the Superintendent will utilize the aides to reduce the load of lunch duty and supervision of playgrounds for regular teachers in grades 1 to 6. Provisions will be made wherever possible for substitutes to be used in the event of absence of the regularly employed aide. All such teacher aides must be under the supervision of a qualified professional staff member.
- F. Beginning with the 1971-72 school year, the Board agrees to establish and hire two (2) unassigned (per diem substitutes) teachers per building who shall be employed to serve in positions to which they may be assigned from day to day by the building administrators (Jr. and Sr. High School). Such teachers may be assigned to fill positions for teachers who are temporarily absent.

- G. Substitute teachers, who are qualified will be supplied in the special areas of art, music, physical education in the elementary schools in accordance with their availability.
- H. Teachers required to serve on school-related committees, as established by an appropriate administrator, shall be afforded, where practical, the necessary release time from their classroom duties to participate in such committee assignments.



## ARTICLE VIII - SALARIES

- A. The salary schedules shown as exhibits in this contract (1985-86, 1986-87 and 1987-88) shall be administered in accordance with present Board Policy.
- B. All employees and their dependents covered by this Agreement shall receive Prescription Plan, Hospitalization and Major Medical Coverage paid by the Board. Coverage will be extended to cover dependent children up to age 23. As of January 1, 1985 prescription coverage was provided by Paid Prescriptions and Medical Insurance by Connecticut General Insurance Co.
- C. Beginning on January 1, 1985, the Board implemented a Dental Plan (Bollinger) covering the individual and dependents. (Full Family).
- D. 1. Teachers employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
2. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
3. When a pay day falls on or during a school holiday vacation or weekend, teachers shall receive their pay checks on the last previous working day.
4. Teachers shall have their final checks mailed to their homes within one week following the last day of school.
- E. Home instruction (effective 1/1/86) and summer school shall be compensated at the rate of \$10.00 per hour. In this connection, the Association recognizes the importance of availability of qualified teachers for home instruction and will assist in securing the necessary teachers to carry out this function.
- F. INCREMENTS

All advancement on the guide, including annual increments and raises as set forth in the salary guides now in effect, and as the same may be adopted from time to time by the Board of Education shall not be considered automatic; advancement on any such guide shall require favorable reports covering the professional competence, the performance of duties assigned and record of attendance of each employee by the Superintendent and those charged with supervisory responsibility, and approval by the Board of Education.

STIPENDS, HEAD TEACHERS, TEACHER PROGRAMMERS COOP-COORDINATORS  
 GUIDANCE COUNSELORS, SOCIAL WORKERS/LDS

	<u>1985/86</u>	<u>1986/87</u>	<u>1987/88</u>
Head Nurse	\$ 1584.	1714.	1855.
Head Teachers	1584.	1714.	1855.
Teacher Programmers	950.	1028.	1112.
Co-Op Coordinators	10.	11.	12.
Guidance Counselors	200.	200.	200.
Social Workers/LDS			
Social Workers/LDS	-	\$15.00 differential from settlement of psychologists retro-active	

SALARY GUIDE 1985-86

<u>LEVEL</u> (1985-86 STEP)	<u>BA</u>	<u>BA+30</u>	<u>MA</u>	<u>DR. EQUIV.</u>
A (1,2,3,4)	18500	18900	19500	20000
B (5,6)	18500	18900	19500	20000
C (7,8)	18500	18900	19500	20000
D (9)	19000	19400	20000	20500
E (10)	19750	20150	20750	21250
F (11)	20500	20900	21500	22000
G (12)	21350	21750	22350	22850
H (13)	22500	22900	23500	24000
I (14)	23700	24100	24700	25200
J (15)	26100	26500	27100	27600
K (16)	27800	28200	28800	29300
L (17,18,19)	29000	29400	30000	30500

LONGEVITY -

20-24 years experience: \$2000 over Level "L"

25 or more years experience: \$4000 over Level "L"

NEWLY HIRED TEACHERS RECEIVING PRIOR TEACHING CREDIT SHALL BE PLACED ON THE SAME STEP (LEVEL) AS A TEACHER WITH EQUAL TEACHING EXPERIENCE CURRENTLY EMPLOYED IN THE DISTRICT.

SALARY GUIDE 1986-1987

Level 1985-1986	<u>LEVEL</u>	<u>BA</u>	<u>BA+30</u>	<u>MA</u>	<u>DR. EQUIV.</u>
A	A	19070	19470	20070	20570
B	B	19970	20370	20970	21470
C	C	20870	21270	21870	22370
D	D	21770	22170	22770	23270
E	E	22670	23070	23670	24170
F	F	23570	23970	24570	25070
G	G	24600	25000	25600	26100
H	H	25700	26100	26700	27200
I	I	26800	27200	27800	28300
J	J	28500	28900	29500	30000
K	K	29700	30100	30700	31200
L	L	30600	31000	31600	32100

LONGEVITY

20-24 years experience: \$2000 over Level "L"  
 25 or more years experience: \$4620 over Level "L"

NEWLY HIRED TEACHERS RECEIVING PRIOR TEACHING CREDIT SHALL BE PLACED ON THE SAME STEP (LEVEL) AS A TEACHER WITH EQUAL TEACHING EXPERIENCE CURRENTLY EMPLOYED IN THE DISTRICT.

SALARY GUIDE 1987-88

Level

<u>1986-87</u>	<u>LEVEL</u>	<u>BA</u>	<u>BA+30</u>	<u>MA</u>	<u>DR.EQUIV.</u>
A	A	19900	20300	20900	21400
B	B	20900	21300	21900	22400
C	C	21900	22300	22900	23400
D	D	23000	23400	24000	24500
E	E	24100	24500	25100	25600
F	F	25200	25600	26200	26700
G	G	26300	26700	27300	27800
H	H	27500	27900	28500	29000
I	I	28700	29100	29700	30200
	J	30400	30800	31400	31900
K	K	31675	32075	32675	33175
L	L	33000	33400	34000	34500

LONGEVITY:

20-24 years experience: \$2000 over Level "L"

25 or more years experience: \$5300 over Level "L"

NEWLY HIRED TEACHERS RECEIVING PRIOR TEACHING CREDIT SHALL BE PLACED ON THE SAME STEP (LEVEL) AS A TEACHER WITH EQUAL TEACHING EXPERIENCE CURRENTLY EMPLOYED IN THE DISTRICT.

COACHES SALARY GUIDE

	<u>1985-86</u>			<u>1986-87</u>			<u>1987-88</u>		
	<u>1</u>	<u>2</u>	<u>3</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>1</u>	<u>2</u>	<u>3</u>
Head Football	2900.	3100.	3350.	3100.	3300.	3550.	3325.	3525.	3775.
Assistant Football	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Assistant Football	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Assistant Football	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Assistant Football	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Assistant Football	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Assistant Football	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Head Boys Soccer	2900.	3100.	3350.	3100.	3300.	3550.	3325.	3525.	3775.
Assistant Soccer	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
J.V. Soccer	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Freshmen Soccer	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
8th Grade Soccer	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
7th Grade Soccer	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
7th & 8th Girls Soccer	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Head Boys Cross Country	2080.	2180.	2450.	2280.	2380.	2650.	2505.	2605.	2875.
Assistant Boys Cross Country	1580.	1680.	1880.	1780.	1880.	2080.	2005.	2105.	2305.
Head Girls Gymnastics	2900.	3100.	3350.	3100.	3300.	3550.	3325.	3525.	3775.
Head Field Hockey	2900.	3100.	3350.	3100.	3300.	3550.	3325.	3525.	3775.
J.V. Field Hockey	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Freshmen Field Hockey	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Girls Tennis	2080.	2180.	2450.	2280.	2380.	2650.	2505.	2605.	2875.
Trainer (Full Year)	3790.	3940.	4140.	4390.	4540.	4740.	4890.	5040.	5240.
Equipment Manager	4140.	4290.	4740.	4640.	4790.	5240.	5140.	5290.	5740.
Assistant Athletic Director	4290.	4890.	5190.	4790.	5390.	5690.	5290.	5890.	6190.
Head Girls Basketball	2900.	3100.	3350.	3100.	3300.	3550.	3325.	3525.	3775.
J.V. Girls Basketball	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Freshmen Girls Basketball	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
7th & 8th Girls Basketball	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Head Boys Bowling	2080.	2180.	2450.	2280.	2380.	2650.	2505.	2605.	2875.
Head Girls Bowling	2080.	2180.	2450.	2280.	2380.	2650.	2505.	2605.	2875.
Head Boys Basketball	2900.	3100.	3350.	3100.	3300.	3550.	3325.	3525.	3775.
J.V. Boys Basketball	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Freshmen Boys Basketball	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
7th & 8th Boys Basketball	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Head Wrestling	2900.	3100.	3350.	3100.	3300.	3550.	3325.	3525.	3775.
J.V. Wrestling	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Freshmen Wrestling	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
7th & 8th Wrestling	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Head Indoor Track	2900.	3100.	3350.	3100.	3300.	3550.	3325.	3525.	3775.
Assistant Indoor Track	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Assistant Indoor Track	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Head Swimming	2900.	3100.	3350.	3100.	3300.	3550.	3325.	3525.	3775.
Assistant Swimming	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Head Softball	2900.	3100.	3350.	3100.	3300.	3550.	3325.	3525.	3775.
J.V. Softball	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Head Baseball	2900.	3100.	3350.	3100.	3300.	3550.	3325.	3525.	3775.
J.V. Baseball	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Freshmen Baseball	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
7th & 8th Baseball	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Head Boys Tennis	2080.	2180.	2450.	2280.	2380.	2650.	2505.	2605.	2875.

	<u>1985-86</u>			<u>1986-87</u>			<u>1987-88</u>		
	<u>1</u>	<u>2</u>	<u>3</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>1</u>	<u>2</u>	<u>3</u>
Head Boys Track	2900.	3100.	3350.	3100.	3300.	3550.	3325.	3525.	3775.
Assistant Boys Track	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Freshmen Boys Track	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Assistant Boys Track	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Head Golf	2080.	2180.	2450.	2280.	2380.	2650.	2505.	2605.	2875.
Assistant Golf	1580.	1680.	1880.	1780.	1880.	2080.	2005.	2105.	2305.
Head Girls Track	2900.	3100.	3350.	3100.	3300.	3550.	3325.	3525.	3775.
Assistant Girls Track	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Assistant Girls Track	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Head Girls Soccer	2900.	3100.	3350.	3100.	3300.	3550.	3325.	3525.	3775.
J.V. Girls Soccer	1950.	2150.	2450.	2150.	2350.	2650.	2375.	2575.	2875.
Intramural Basketball	755.			890.			1025.		
Intramural Bowling	450.			550.			650.		
Intramural Bowling	450.			550.			650.		

ADVISORS SALARY GUIDE

	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>
Blazer	1489.	1611.	1743.
Jr. High Times	1489.	1611.	1743.
Trident	2058.	2227.	2410.
Currents	1552.	1679.	1817.
Band	2183.	2362.	2556.
Debate/Sr. High	1615.	1747.	1890.
Debate/Jr. High	1171.	1267.	1371.
Dir. Student Act./Sr.H.S.	4085.	4420.	4782.
Dir. Student Act./Jr. H.S.	3800.	4112.	4449.
Cheerleaders/Sr. H.S.	2533.	2741.	2966.
Cheerleaders/Jr. H.S.	922.	998.	1080.
Musical/Sr. H.S.	2246.	2430.	2629.
Drama/Jr. H.S.	682.	738.	799.
Drama/Sr. H.S.	682.	738.	799.
Triton	1139.	1232.	1333.
Proteus	651.	704.	762.
Proteus	651.	704.	762.
9th Grade	1158.	1243.	1356.
10th Grade	1066.	1153.	1248.
11th Grade	1299.	1406.	1521.
12th Grade	1552.	1679.	1817.
Drama/Middle School	1171.	1267.	1371.
Tall Flags/Twirlers/ Flag Twirlers	1267.	1371.	1483.
Color Guard/Dolphins	1267.	1371.	1483.
Math Club	823.	891.	964.
AVA/Sr. H.S.	1014.	1097.	1187.
AVA/Jr. H.S.	1014.	1097.	1187.
National Honor Society	588.	636.	688.
National Honor Society	588.	636.	688.
Scarlet Key, Jr. H.S.	1176.	1272.	1376.



ARTICLE IX - TEACHERS ASSIGNMENTS

- A. All teachers shall be given written notice of their contracts, salary statements or raises, no later than April 30.
- B. All teachers shall be given written notices of their tentative class or subject assignments and building assignments for the forthcoming year as soon as reasonably practical and in any event, not later than June 1.

The administration may change such assignments in the event of an unforeseen circumstance or emergency and shall notify the teachers, in writing, with reasons for the schedule change.

- C. Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the rate of twenty (20) cents per mile for all driving done between arrival at the first location at the beginning of their work day, provided however, that if the distance from the teacher's home to his first location or from the teacher's last location to his home is greater than the distance between the teacher's home and his base school, he shall be reimbursed for the difference at the rate of 20 cents per mile. Monthly invoices must exceed \$1.00.

## ARTICLE X- TRANSFERS AND REASSIGNMENTS

- A. Teachers who desire a change in grade or subject assignment or who desire a transfer to another building, may file a written statement of such desire with the Superintendent. Such statement shall include the grade or subject to which the teacher desires to be assigned and the school or schools to which he desires to be transferred, in order of preference. Such requests must be renewed, in writing, each year if it is not granted on initial application. Decisions on all transfers will be at the sole discretion of the Superintendent, with the approval of the Board of Education.
- B. Any new or open position in the school district shall be posted on the school and central office bulletin board and a copy sent to the Association. A position shall be posted for thirty (30) days, however, in cases of emergency as determined by the Superintendent, the time for posting may be shortened to ten (10) days, providing the Association is advised of the emergency. For purposes of this Agreement, all extra-curricular and co-curricular positions shall be included.

In the event "current" RIF lists exist of persons qualified for the specific vacancy, no posting will be necessary, and the person next in line for employment, covered by the RIF list will be offered the vacancy to be filled.

ARTICLE XI - PROMOTIONS

- A. Any new or open promotional position shall be posted on the School and Central Office bulletin board and a copy sent to the Association. A position shall be posted for thirty (30) days. However, in cases of emergency as determined by the Superintendent, the time for posting may be shortened to ten (10) days, providing the Association is advised of the emergency. For purposes of this Agreement, a promotional position is one in supervisory or administrative categories, or one that accrues a stipend above the regular salary.
  
- B. To facilitate notification of properly certificated personnel and others who indicate a desire for particular positions in the school system, the NTEA will work cooperatively with the Superintendent of Schools and his designees to prepare a list according to job categories which may be used to give specific notification to personnel on said list when such vacancies are anticipated.

ARTICLE XII - TEACHER EVALUATION

- A. A teacher shall be notified that an evaluation has been made.
- B. A teacher shall have the right to see his evaluation reports and have the right to a copy of all reports, if he requests said copy.
- C. 1. If derogatory reports or materials are to be retained for other than investigation, the teacher shall be shown the reports or letters and given the opportunity to file a written answer to such material. This answer will be placed along with the derogatory material in the teacher's file. If the material is not to be retained, it shall be shredded by the Superintendent.  
  
2. In the event that any new material of a derogatory nature is to be placed on file, the employee involved shall be notified prior to the insertion of said material and be given the opportunity to review such material. The employee's written comments, if any, relative to the derogatory material shall be made part of the employee's file.
- D. The Township of Neptune Board of Education believes that complete personnel records should be maintained regarding all staff members. Copies of all evaluations, reports, requests for leave, absences, health reports, and other pertinent information will be kept in one file located in the Office of the Superintendent of Schools. A staff member may, by appointment, review his personnel file. Such materials as may be regarded as confidential by the Superintendent shall not be available for review. A file shall be checked for derogatory material that was not shown to the employee and if any exists, it may be returned to the employee's file only in accordance with the provisions of Paragraph C above. (Refers to NTEA Contract)
- E. There shall be a schedule of evaluations providing for a reasonable number of observations per year for all teachers.
- F. Any conference between the teacher and his immediate Supervisor which results from a formal written evaluation shall be initialed by both parties. If the teacher requests a copy, the initials shall be evident on the copy.

ARTICLE XIII -SICK LEAVE

- A. 1. By law, affective September, 1954, all unused days of Sick Leave, in any given year, may accrue to an unlimited number.
  2. Accumulative Sick Leave, with Pay will be allowed to regular, full time employees only.
  3. Twelve (12) days of Sick Leave for personal illness will be allowed during a school year. Such leave to be with pay and the unused portion thereof shall be cumulative annually.
  4. A written certification from an accredited peractioner for an illness over three (3) consecutive days may be required by the Superintendent of Schools. After five (5) consecutive days, certification is required. In case of frequent application for sick leave, the Superintendent of Schools may require submission of a statement of a physician or submission to a physician or submission to a physical examination by the school physician.
  5. Teachers who are absent because of a personal illness, shall be reimbursed according to the following schedule:
    - a. There shall be no deductions in salary for the use of a substitute for the total earned cumulative days.
    - b. A teacher who has used the total cumulative days shall have the rate of a substitute teacher deducted from his salary, up to and including a terminal date established by the Board of Education.
  6. Records of absence because of personal illness will be maintained by the Board Secretary.
  7. The Superintendent of Schools shall validate, on the proper form, all absences due to personal illness and same shall be forwarded to the Board Secretary.
  8. Teachers shall be notified of unused sick leave and the number of Personal Business Days added to the sick leave bank as per current policy.
- B. 1. In accordance with Senate No. 12, Chapter 34, Laws of 1961, approved May 31, 1961, the Board of Education shall grant full transfer credit for unused sick leave days which have been accumulated in another New Jersey State School District.
  2. This policy shall pertain to all employees so affected in accordance with the following:

- a. An employee desiring to transfer unused accumulated sick leave days shall submit to the Superintendent of Schools, within one year of the date of new employment in Neptune Township, a certificate from the original employer stating such employee's unused accumulation of sick leave days as of the date of job termination.
- b. The accumulation of sick leave days from another district shall be credited upon receipt of the certificate of the prior employer. The days of sick leave so credited may be used immediately, or if not so used, shall be accumulated for additional leave thereafter as may be necessary. The number of such days when granted shall be irrevocable by the Board of Education of the School District of Neptune Township.
- c. This policy shall be effective retrocactive to September 1, 1963.
- C. All teachers, after 15 years of service in the district will be paid, in lieu of accumulated sick leave, at the rate of \$20.00 per day, up to a maximum of \$1500.00 for 1983/84 and to a maximum of \$1750.00 for 1984/85.
- D. A teacher may utilize up to two unused personal days, per year, for the sick leave upon retirement bank, referred to in Article XIII C.

## ARTICLE XIV - TEMPORARY LEAVES OF ABSENCE

- A. 1. Personal Business - Four (4) days per school year (which are not cumulative and of which only 3 may be used consecutively) may be granted to a teacher as a "Personal Business Day" to be without loss of pay. Request for such leave must be made to the Superintendent and his permission must be secured.
2. This policy shall be administered under the following provisions:
- a. The request shall be made, in writing, on the form provided for this purpose.
  - b. That the request form be delivered to the building principal or other designated immediate superior at least five (5) calendar days in advance of the Personal Business Day. All other requests not falling within this period of time shall be deemed as "emergencies," and the responsible administrator shall use his discretion in approving or disapproving the request. When request is denied, the reason for denial shall be written on Personal Business Request form and returned to the applicant.
  - c. Only the form (Request Form For Personal Business Day) secured from the Office of the responsible administrator will be used for the purpose of making such requests. The form shall be completed in quadruplicate and routed through the responsible administrator to the Superintendent of Schools. Forms containing both approval and disapproval action will be forwarded to the Superintendent for his appraisal and action.
  - d. Leave will not be granted the day preceding or the day following a Board-approved holiday, recess or in-service workshop, except in case of religious observance.
3. Religious Holidays - In accordance with the statutes the Board of Education shall approve for each school year, a "Religious Holiday Calendar." No exceptions shall be made to granting absences with pay for days other than those which are listed on the approved calendar.
- B. Illness in Family - Employees may use a total of three (3) days, annually not cumulative, upon approval of the Superintendent of Schools for absence due to illness in the employee's immediate family, which includes, wife, husband, child, mother, father, mother-in-law, father-in-law, sister or brother. Employees may be granted one or more days absence, at the discretion of the Superintendent of Schools for illness of a person not included in the specific immediate family as listed. Verification of this illness shall be submitted on forms provided for this purpose and a certificate signed by the attending physician may be required by the Superintendent of Schools for illness requiring absence beyond one day

but shall be mandatory for three consecutive days. Any payroll deductions made in accordance with this provision will be applied pursuant to Section E of this Article.

- C. Death in Family - Employees may use a total of five (5) days, per occurrence, not cumulative, upon approval of the Superintendent of Schools in the event of death in the immediate family, which includes, wife, husband, child, mother, father, mother-in-law, father-in-law, sister or brother. Employees may be granted one or more days absence, at the discretion of the Superintendent of Schools for death of a person not included in the specific immediate family as listed. Verification of the reasons for such request may be required by the Superintendent of Schools. Any payroll deduction made in accordance with this provision will be applied pursuant to Section E of this article.
- D. Absence for Jury Duty or Court Summons - Absence for Jury Duty or Court Summons (which is school-connected) shall not count in calculating absence limitations of the employee, nor shall the days be deducted from accrued leave or the four-day Personal Business Leave. The salary paid by the Neptune Township Board of Education during such absence shall be at the regular rate of pay.
- E. Reasons Other Than The Previous - Teachers who are absent for reasons other than personal illness, personal business, illness or death in the immediate family, school connected jury duty or court summons, or who are assigned to an approved school system responsibility, shall have deducted from their salaries the amount paid the substitute. Advance notice to the Superintendent of Schools is required for such absences. Up to five(5) school days without pay for the purpose of marriage and honeymoon, or up to one(1) day, without pay for attending the marriage of a member of the immediate family may be granted.
- F. Policies Guiding the Administration of all Leaves and Absences -
1. The final decision of all cases of absences shall be made by the Superintendent of Schools, subject to the confirmation of the Board of Education.
  2. In every contract, unless otherwise stated and specified, a month shall be construed and taken to be twenty(20) school days or four(4) weeks five(5) school days each. (Revised Statutes 18:13-7). Therefore, deductions for absence shall be the contract salary per month divided by twenty(20) and multiplied by the number of days absent.
  3. Full pay shall be deducted for absences occurring directly preceding or following vacations and holidays upon recommendation of the Superintendent of Schools and the approval of the Board of Education.
  4. The Board of Education may require an examination by the school system physician after lengthy leaves of absences for illness at its direction.



## ARTICLE XV - EXTENDED LEAVES OF ABSENCE

### A. Maternity Leave

1. The Board of Education will grant a leave of absence for maternity to any regularly employed staff member who is under tenure in the school system, and who presents such a request for leave in writing to the Superintendent of Schools.
2. Such leave of absence may be for a period of one full school year and shall not be construed to imply that a teacher on such leave may return during the time that the school year is in progress. Teachers granted such leave may, upon request, be returned to their position in September of each school year regardless of length of leave.
3. The Board of Education may, upon written request, and after determining another employee will not attain tenure in the applicant's position determine to extend the original grant of one year of absence.
4. The application for a maternity leave shall be filed with the Superintendent of Schools as soon as possible after pregnancy is determined and the employee shall terminate her work not later than the end of the fifth month of pregnancy.
5. In order to be eligible for the regular salary increment upon the return of the employee who is granted a leave, the employee must have been in her sixth month of teaching during the school year that said leave was granted.
6. Any female employee adopting an infant child may receive leave which shall commence upon her receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements of the adoption.
7. No employee on maternity leave (excluding the term of pregnancy) shall, on the basis of said leave, be denied the opportunity to substitute in the school system in the area of her certification or competence.

- B. Leave for Personal Reasons During a School Term - The Board of Education shall not honor any request from an employee for a leave during a school term for personal reasons, such as travel or for any similar reason.

### C. Military Leave

1. Any regular employee of the Neptune Township Public School System who may enlist or be conscripted into the defense forces of the United States for service or training, shall make application for military leave. He shall be reinstated to his position in this school system with full credit, including the annual increment under the salary schedule, upon written request supported by competent proof, that said applicant is fully qualified to perform the duties of said position.

Said application for reinstatement shall be made within a reasonable time after discharge or release from military service and not later than ninety(90) days from the date of said honorable release or discharge.

2. While employee is on said leave, it is mandatory that the Board of Education keep up his annual payment to the New Jersey Teachers' Retirement Fund.

D. Leave of Absence Due to Ill Health, Injury or Other Equally Grave Emergency.

1. An employee in this school system may be granted a leave of absence for a maximum of one school year on account of personal illness, accident, other equally grave emergency, and/or for rest and recuperation.
2. Written application for such leave shall be made by the employee to the Superintendent of Schools, who shall, upon receipt of same, make such investigation as he may deem necessary to determine to the best of his ability if the granting of said leave would serve not only the interest of the employee, but also those of pupils and/or school district. He shall then make his recommendation to the Education Committee, who in turn shall present such request before the full Board of Education.
3. In computing service to determine the employee's position on the salary schedule at expiration of leave, time spent on leave shall not be counted as active service in this school district.
4. Leave of Absence as described shall be without compensation.
5. Whenever a leave of absence is granted for personal health reasons, said employee must give acceptable professional evidence of recovered health before being permitted to return to duties in this school system.
6. A person on leave of absence shall return upon the expiration of leave whenever it is possible, to the position occupied prior to the leave. Application to return from a leave of absence should be filed with the Superintendent of Schools within sixty(60) days prior to the expected return.
7. The Board of Education, depending upon the nature of the reason for the requested leave and/or in light of a short term leave, may extend the period of leave without loss of salary in the case of a teacher who has rendered long and/or outstanding service to the school system.

E. Professional Leave Without Pay

1. Leave of absence without pay may be granted by the Board of Education to teachers for the following reasons:
  - a. Approved study
  - b. approved travel
  - c. Exchange with teacher in another school system

- d. Service in a New Jersey State College Demonstration School
  - e. Participation in a Fellowship of a National Science foundation or related organization
  - f. Service in the Peace Corps
2. Leaves of absence without pay shall pertain only to those teachers in the Neptune Township School System who have attained tenure status and whose proficiency and efficiency ratings entitle said teacher to such consideration.
  3. Request for LEAVE WITHOUT PAY shall be made to the Superintendent of Schools in writing stating full particulars of the request, no later than March 1st of the school year previous to the school year for which the leave is requested, excepting where emergency conditions prevail, and in such instances the Superintendent of Schools shall exercise his discretion in granting approval.
  4. Such LEAVE WITHOUT PAY, when granted shall not exceed a maximum period of one school year.
  5. All requests for LEAVE WITHOUT PAY when properly submitted and when judged to meet the requirements as set forth in this policy section shall be approved by the Superintendent of Schools and recommended to the Education Committee of the Board of Education for action.
  6. A teacher returning from leave for any of the above reasons shall be placed on the step of the salary schedule he would have attained had he remained in the school system.
  7. Such leave when granted shall not constitute a lapse of tenure service, providing that the policy as set forth in the above rules is fully complied with.
  8. Maternity Leave - The entire above Section "A" is subject to any and all modifications as statutorily required.
  9. Child bearing leave will be granted to any regular employee covered under this Agreement in accordance with the statutes of the State of New Jersey.

## ARTICLE XYI ← SABBATICAL LEAVES

### A. Statement of Purpose and Intent

1. Sabbatical leave is not granted as a reward for work already performed, but rather as an opportunity to prepare for improved service in the schools of Neptune Township. A professional employee may be granted a sabbatical leave of absence if it is deemed that it will increase his professional competency in a specific teaching area and the general efficiency of the school system will be benefitted.

### B. Eligibility

1. Permanent certified employees who have completed not fewer than seven(7) consecutive years of service in this district shall be eligible for Sabbatical Leave.
2. Teachers whose evaluation are listed "ACCEPTABLE" in the areas of Personal Factors, General Classroom Environment, Professional Attitude and Public Relations as contained in Form OSI-6.65 are eligible to make application if they meet the qualifications of length of service in the district and hold permanent teaching certificates.

### C. Qualifying Rules and Regulations

1. Application for SABBATICAL LEAVE may be made for the purpose of:
  - a. Professional study in an approved institution.
  - b. A problem or project pursued individually with the sanction of an approved graduate school.
  - c. Approved travel related to professional competency.
2. The number of certified employees on SABBATICAL LEAVE in any one year is not to exceed one (1) percent of all educational staff members.
3. The priorities established in considering application are:
  - a. The priority of applications
  - b. Reasonable distribution of applicants by schools
  - c. Relative merits of reasons for desiring leave.
  - d. Previous leave of the employee
  - e. Seniority
4. A teacher on SABBATICAL LEAVE shall receive a salary equal to one half the annual salary to which he would have been entitled had he remained in the school system that year.

5. If the SABBATICAL LEAVE is granted for the purpose of study at the under graduate level or for a master's degree, the teacher must complete 12 hours of work during each semester for which the leave is granted. Work beyond the master's degree requires 9 hours of credit each semester.
6. Employees on SABBATICAL LEAVE shall retain employment status while on leave, relating to salary step placement, membership in the retirement system and eligibility for group health insurance coverage. At the expiration of the leave, the employee shall be reinstated in his former assignment, unless the position is not available. If former position is not available a consultation shall be arranged after which the Superintendent of Schools shall recommend to the Board an assignment in the best interest of the employee and/or school.
7. Staff members on SABBATICAL LEAVE shall not engage in teaching or other remunerative occupations. An exception to this rule may be made in an instance where an assistant or a fellowship is offered in which the experience would be directly applicable to the field in which the staff member is assigned or for which he is preparing.

#### D. Application Requirements and Procedures

1. Requests for SABBATICAL LEAVE shall be made before November 1st of of the school year previous to the school year for which the leave is requested.
2. Formal written application shall be submitted to the Superintendent of Schools describing, in full, the details as outlined in this policy. The Superintendent of Schools will make such recommendations, as determined after study of the application to the Education Committee of the Board of Education. The Committee shall then present the application before the entire Board of Education for action.
3. Interruption of the sabbatical leave program by serious accident or illness shall not affect the sabbatical leave contract providing satisfactory evidence is presented to the Superintendent of Schools within 20 days of such accident or illness.
4. Obligations. An employee granted a sabbatical leave must return to the system and serve for a period of not less than 1 year following the completion of the leave. If unwilling to meet the obligation of returning to the system for a 1 year period, the employee shall immediately forfeit all rights of tenure and automatic increases in salary rating.

5. Return to Service. An employee on sabbatical leave must notify the Superintendent of Schools, in writing of his intention to resume duties in the system at least 60 days prior to the expiration of said leave. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence.

## ARTICLE XVII - PROTECTION OF TEACHERS

- A. Teachers shall immediately report cases of assault suffered by them in connection with their employment, to their principals or other immediate supervisor, in writing.
- B. The Board agrees to provide legal counsel to defend any teacher, in any action brought against any such teacher alleging that he committed assault in connection with his employment, or in any situation arising out of a claim, demand, suit or judgment, by reasons of alleged negligence or other act, resulting in accidental bodily injury or to the death of any person or in accidental damage to or destruction of property within or without the school building, provided such teacher at the time of the accident resulting in such injury, damage or destruction, was acting in the discharge of his duties within the scope of his employment under the direction of the Board. If the Board does not provide such counsel, and a teacher prevails in the proceedings, then the Board shall reimburse the teacher for reasonable counsel fees incurred by him in defending the proceedings. If the teacher is found guilty in cases of criminal proceedings, such findings of guilt shall constitute a cause for dismissal from the school system, and the teacher involved shall reimburse the Board for costs of furnishing counsel.
- C. Whenever a teacher is absent from school as a result of personal injury caused by unjustified assault or acts arising out of such assault, and in the course of his employment, no part of such absence shall be charged to his annual or accumulated sick leave.

### D. Protection of Teachers

The Board recognizes its responsibility to maintain safe and healthful working conditions for its staff and will continue to make every practical effort in that regard. Except in acute emergencies which might jeopardize the health or safety of the pupils, the Board will not require any teacher to engage in a recognizable unsafe or unhealthy task. All teachers, therefore, shall be required to observe the direction of the building principal when encountering situations that a teacher might regard as hazardous or unhealthful. Should a teacher object to any such assignment and leave his building during the work day he will be considered as having the status of suspension without pay, pending the proceeding of a grievance. The Board agrees that any such grievance will be processed expeditiously at the Superintendent's level initially.

ARTICLE XVIII - DEDUCTION FROM SALARY

A. According to State Law.

B. Credit Union Deduction Plan.

1. Will be administered by the Mon-Oc Public Employees Federal Credit Union under the following conditions.
  - a. The sum to be deducted shall be authorized by the teacher.
  - b. The authorization shall be executed and forwarded to the Credit Union, at the same time a teacher signs his contract for the forthcoming year.
  - c. An authorization cannot be revoked for the term of the school year.

C. Tax sheltered Annuity Plan to be a matter of payroll deduction in accordance with the Board of Education's resolution:

WHEREAS, the Neptune Township Board of Education currently makes available to its employees a Tax Sheltered Annuity Program offered by Prudential Insurance Company of America and American United Life Insurance Company which is administered by the Thomas Seely Agency; and

WHEREAS, the Board of Education recognizes the need to expand the existing Tax Sheltered Annuity Program;

NOW, THEREFORE, BE IT RESOLVED that the Neptune Township Board of Education hereby authorizes payroll deductions for not only the above programs, but for Tax Sheltered Annuity Plans offered by Great American Life Insurance Company and other plans offered through the Thomas Seely Agency.

BE IT FURTHER RESOLVED that the Board of Education does hereby authorize payroll deductions for a Tax Sheltered Annuity Plan offered by Equitable Life Assurance Company.

BE IT FURTHER RESOLVED that the Board of Education also hereby appoints the First National State Bank of South Jersey as the distributing agent for all of the Tax Sheltered Annuity Programs authorized above.



ARTICLE XIX - COUNCIL FOR ACADEMIC ADVISEMENT

- A. The Board of Education and the Association, agree that in the forthcoming year there are many items and subjects of mutual interest which may be more fruitfully developed in a Council for Academic Advise-ment. These subjects will include, but not limited to:
- Class Size
  - Specialists
  - Non-Teaching Duties
  - Teacher Employment
  - Teacher-Administration Liaison
  - Professional Development and Education Improvement
  - Maintenance of Classroom Control and Discipline
  - Personal and Academic Freedom
- B. The Council for Academic Advise-ment shall have its first meeting no later than October 30, and shall meet a minimum of 10 times during the school year. It shall be composed of the Superintendent, three designated administrators of the schools and three NTEA teachers appointed by the Association. The Superintendent and the Committee shall also be empowered to request the presence at Council or sub-committee meeting of expert resource people, whether these be members of the Neptune teaching staff or outside the school system, provided they will not have a role in the final recommendation preparation.
- C. The Superintendent or his designee, will serve as a non-voting chair-man of the Council and the Association shall appoint the secretary from the three NTEA appointees in the Council.
- D. The Council will meet at regular intervals. Scheduling of meetings, as well as rules of procedure, will be a self-function of the Council.
- E. All reports of the Council will be forwarded to the Superintendent who shall evaluate them and either send them on to the Board, or send them back to the Council for further study, together with his personal eval-uation. Should a report be sent back to the Council for further study, the Council, in resubmitting the report to the Superintendent, must furnish evidence of having considered the points raised in his prior personal evaluation. The Superintendent, once he receives a report for the second time on the same subject, has 20 calendar days in which to review same and send it to the Board, together with his own analysis.
- F. The Board shall have 45 calendar days to accept, reject or send the report back for additional study. In the event that the report is rejected or returned for study, the Board will transmit to the Council, through the Superintendent, the reasons for its action.

ARTICLE XX - CONTINUITY OF OPERATION

- A. The NTEA agrees to abide by the Statutes of New Jersey making strikes by public employees unlawful.
- B. Nothing in this Agreement shall require the Board of Education to keep schools open in the event of severe inclement weather or when otherwise prevented by health hazard or act of God. When schools are closed to students due to such conditions, attendance of employees may be required by the Superintendent of Schools.

ARTICLE XXI - DURATION OF AGREEMENT

This agreement shall be in effect as of July 1, 1983 and shall continue in effect until June 30, 1985. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

ARTICLE XXII - DISTRIBUTION OF AGREEMENT

- A. Copies of this agreement shall be given to all teachers employed within the time period covered by the agreement. This agreement will be reproduced in full and not attached in or included in any other separate publication of the school district.
- B. The Board of Education and the NTEA shall each assume one half of the cost of the printing of the agreement.

LETTERS OF INTENT

- 1. The Board of Education agrees with the principle that class size is a concept that must be taken into consideration when planning for a positive educational atmosphere.
- 2. The Board and the Association agree that the Council for Academic Advisement shall make a report by November 15, 1981 outlining the procedure for implementing a program to remunerate staff members required to perform additional teaching or duty assignments due to a substitute teacher shortage. Any program, adopted by the Board, shall be a matter of contract and implemented during the 1982-83 school year.
- 3. The Board and the Association agree that the Council for Academic Advisement shall conduct a study to consider the implementation of preparation time for elementary teachers. The Council shall commence its study during September 1981 and make its report to the Superintendent by January 1982. The Council's report, along with any recommendations made by the Superintendent, shall be forwarded to the Board of Education for final disposition by February 1982.

## ARTICLE XXIII- REPRESENTATION FEE

1. The Association shall, on or before September 30, deliver to the Board, a written statement containing the following:
  - (a) A statement that the Association has determined the amount of representation fee in accordance with the formulated requirements of NJSA 34:13A-5.4.
  - (b) A statement that the Association has established a "demand and return system" in accordance with the requirements of NJSA 34:13A-5.4.
  - (c) A statement establishing the amount of yearly representation fees to be deducted from the salary of each non-member. Such representation fee shall not exceed eighty-five [85%] per cent.
  - (d) A list of all individuals covered under this contract, who have failed to arrange for and become members of the Association and a request that the representation fee of such non-members be deducted in accordance with the Agreement.

2. Beginning with the first full pay period in November, the Board will commence deductions from salaries of such individuals in accordance with paragraph 3 below, of the full amount of the representation fee and will promptly transmit the amount so deducted to the Association.

### 3. PAYROLL DEDUCTION SCHEDULE

The Board will deduct the representation fee, in equal installments as nearly as possible from the paychecks paid to each employee on the aforesaid list, during the remainder of the membership year in question. The deductions will begin with the first paychecks:

- (a) In November; or
  - (b) Thirty [30] days after the employee begins his/her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position or was on lay-off, in which event, the deductions will begin with the first paycheck paid ten [10] days after the resumption of the employee's employment in a bargaining unit position, whichever is later. The mechanics for deduction of representation fees and the transmission of such fees due to the Association, as nearly as possible, shall be the same as those used for the deduction of regular membership to the Association.
4. 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 employees who began their employment in a bargaining unit position during preceding thirty [30] day period. The list will include names, job titles, and dates of employment for all such employees.
  5. The Association hereby agrees to indemnify, defend, and save harmless, the Board from any claim, suit, or action of any nature whatsoever which may be brought at law or in equity, or before any administrative agency with regard to or arising from the deduction from the salaries of any employee of any sum of money as a representation fee under the provisions of this Article.

ARTICLE XXIV - DEGREE INCENTIVE

A. Upon completion of 15 approved college credits, a teacher shall receive \$450.00 reimbursement as a degree incentive, according to the following guidelines:

1. That the 15 approved credits be earned and accumulated while the teacher is in the employ of the Neptune Township School District.
2. That the teacher furnish acceptable evidence to the Superintendent of Schools by December 1st of the previous year that he/she is officially matriculated at an approved institute of higher learning.

B. A teacher shall also receive additional sums of \$450.00 per 15 approved college credits, providing the teacher adheres to Section A. 1 and 2 cited above, to the following maximums:

- |                              |           |
|------------------------------|-----------|
| 1. Bachelor's Degree Program | \$ 900.00 |
| 2. Master's Degree Program   | 900.00    |
| 3. Doctorate Degree Program  | 2250.00   |

Nothing in this article shall preclude a teacher from receiving reimbursement for degree incentive, according to the schedule above, for earning additional degrees on the same level. Under extraordinary circumstances, the Superintendent may approve a fractional portion of the money for degree incentive. Teachers intending to apply for said remuneration, shall secure prior approval from the Superintendent of Schools for courses which are to be taken leading to the awarding of said degree. The Superintendent shall accept the time lines, or the extension of time lines, for degree completion as established by the institution of higher learning.

The above remuneration will become effective on September 1, 1981 and will cover courses taken for degree incentive from September 1, and will not be retro-active for any courses taken prior to this date.

ADDENDUM "A"

SECRETARIES and CLERICAL EMPLOYEES

EDUCATIONAL AIDES

INTERNAL ATTENDANCE OFFICERS

PREAMBLE

This agreement is made this first day of July, 1981, between the Neptune Township Board of Education, hereinafter referred to as the "Board" and the NTEA, representing, the Educational Secretaries and Clerical Employees, Educational Aides, and Internal Attendance Officers of the school system, hereinafter referred to as the "Association".

ARTICLE I - RECOGNITION

The Board recognizes the Association as the majority representative for the collective negotiations concerning the terms and conditions of employment for all full-time secretarial and clerical employees, Educational Aides, and Internal Attendance Officers, under contract, but excluding:

Substitutes

Part-time, hourly non-contractual employees

All Supervisory Personnel as defined by the Board

All confidential employees as defined in Chapter 123,  
Public Laws, 1974

The Association recognizes that for the purposes of carrying out the terms and conditions of this Agreement, the Superintendent of Schools, being the Chief Executive Officer of the school system shall be the Administrator of record whose approval shall be secured in all cases involving the secretarial staff of the schools proper, as well as the Central Office Staff, Educational Aides and Internal Attendance Officers. Where the office staff of the Board Secretary/Business Administrator is involved, it shall be understood that the Board Secretary/Business Administrator will be the administrator of record in making all decisions and determinations which affect his office staff.



## ARTICLE II - NEGOTIATION PROCEDURE

- A. In accordance with Public Law Chapter 123, The Board and the Association shall exchange proposals. The Association shall submit its proposal no later than September 1, and the Board shall submit its proposal by September 15. These proposals shall be submitted, in writing, to the Superintendent of Schools. Following the submission of written proposals by the majority representative, the designated representatives of the Board, and the Association shall meet thereafter at reasonable times, and negotiate, in good faith, with respect to salaries, and terms and conditions of employment.
- B. During negotiations, the Board and the Association shall possess relevant data, exchange points of view and make proposals and counter-proposals. In this connection, the Board will furnish the Association with all information in the public domain as soon as possible after the receipt of a request for such data.
- C. Neither party, in any negotiations, shall have the control over the selection of the negotiating representative of the other party.
- D. In accordance with State Law, the Board agrees not to negotiate concerning employees in this bargaining unit with any organization, other than the Association, for the duration of this agreement.
- E. This agreement incorporates prior understanding of the parties, on all matters which were, or could have been the subject of negotiations. During the term of this agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this agreement and whether or not within the knowledge or contemplation of either, or both of the parties at the time they negotiate or execute this agreement.
- F. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced in writing, be signed by the Board and the Association, and be adopted by the Board and ratified by the Association.
- G. Proposed new rules or modification of existing rules covering working conditions shall be negotiated with the majority representative before they are established.

### ARTICLE III - GRIEVANCE PROCEDURE DEFINITION

A grievance shall mean a complaint by an employee of the public school system that there has been a personal loss, injury or inconvenience because of a violation, misinterpretation or inequitable application of policy, agreement, or administrative decision.

A Grievance to be considered under this procedure must be initiated within 30 calendar days of its occurrence, within the knowledge of the aggrieved, but under no circumstances will a grievance be processed if 6 months have elapsed since its actual occurrence.

- a. Any employee (or group of employees) who has a grievance shall discuss it first with his immediate supervisor in an attempt to resolve the matter informally.
- b. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within 5 calendar days, he shall set forth his grievance, within 5 additional calendar days in writing to his immediate superior (Principal, Vice Principal, or appropriate official) specifying:
  1. the nature of the grievance and the injury, loss or inconvenience suffered.
  2. the results of previous discussions.
  3. his dissatisfaction with decisions previously rendered.

Upon receipt of the grievance the immediate superior will send a copy of the grievance to either the Office of the Superintendent or the Board Secretary, whichever is appropriate. They will forward a copy to the Association. Upon receipt of the grievance, the Association may elect to have a representative present at all grievance meetings. The immediate superior will communicate his decision to the employee and Association in writing, within five calendar days of receipt of the written grievance.

- c. The employee may appeal the immediate superior's decision to the Superintendent of Schools, or the Board Secretary within 10 calendar days of the receipt of the Grievance. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the superior as specified above and his or her dissatisfaction with decisions previously rendered. The Superintendent shall attempt to

resolve the matter as quickly as possible, but within a period not to exceed 10 calendar days. The Superintendent shall communicate his decision, in writing, to the employee, supervisor and association.

- d. If the grievance is not resolved to the employee's satisfaction, he may request a review by the Board within 10 calendar days of the receipt of the Superintendent's written decision. The request shall be submitted, in writing, through the Superintendent of Schools who shall attach all related papers and forward the request to the Board. The Board or committee thereof, shall review the grievance. The Board may hold a hearing with the employee. A decision shall be rendered, in writing, within 30 calendar days of receipt of the grievance by the Board or the date of the hearing, whichever comes later.
- e. At no point prior to an official hearing or meeting of the Board shall any employee of the designated unit discuss with any member of the Board, or any one of them, the subject of the employee's grievance or matters relating thereto.
- f. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with an appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided adjustment is not inconsistent with the terms of this agreement and that the Association has been given the opportunity to be present at any level and to state its views.
- g. An employee may have a legal representative and or witness of his choice in attendance at an appeal before the Board.
- h. 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.
- i. If an employee is dissatisfied with the decision of the Board and if the grievance pertains to a matter of previous formal agreement between the Board and the Association, the Association, at its sole option may request the appointment of an arbitrator, such request to be made known to the Superintendent no later than two weeks after the Board decision was made known in writing.

However, the arbitration procedure shall not apply to a complaint of a non-tenure employee which arises by reason of his not being re-employed.

The following procedure will be used to secure the services of an arbitrator:

- a. A joint request will be made to PERC to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
- b. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to nor subtract anything from the agreement between the parties. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of the Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within 30 calendar days of the completion of the arbitration hearings.

#### Costs

1. Each party will bear the total cost incurred by themselves.
2. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.
3. If time is lost by any employee due to arbitration proceedings necessitating the retention of a substitute, the Board will pay only the cost of the substitute. The time lost by the employee must either be without pay or charged to personal time.

#### ARTICLE IV - EMPLOYEE RIGHTS

The Board recognizes the right of the employee to form, join and assist any employee organization or to refrain from such activity for the purpose of collective negotiations with the Board in accordance with state statute.

Whenever any employee is required to appear before the Board or any Committee or member thereof, or the Superintendent concerning any matter which could adversely affect the continuation of the staff member in his office, position, or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reason for such meeting or interview and shall be entitled to have a person of his own choosing to advise and represent him during such meetings or interview.

No employee shall be discharged or reprimanded without just cause. Any such action asserted by the Board of representatives thereof shall be subject to the Grievance Procedure herein set forth.

The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.

Any employee who is required to attend an investigatory interview scheduled by an agent of the administration, and who has reasonable expectation to receive discipline as a result thereof, has a right to representation.

ARTICLE V - SICK LEAVE

Twelve (12) days of sick leave with pay for 10-month employees and fifteen (15) days of sick leave, with pay for 12-month employees are allowed during a school year; the unused portion shall be cumulative annually. A written certification from an accredited practitioner for an illness over three (3) consecutive days by the employee may be required by the Superintendent of Schools. After five (5) consecutive days, certification is required. In case of frequent application for sick leave, the Superintendent or appropriate administrator may require submission of a statement from a physician or submission to a physical examination by the school physician.

B. \*\*UNUSED SICK LEAVE ON RETIREMENT

All secretaries after 15 years of service in the district will be paid, in lieu of accumulated sick leave at the rate of \$15.00 per day, to a maximum of \$1,000.00 for 1983/84 and a maximum of \$1250.00 for 1984/85.

C. A secretary may utilize up to two unused Personal Days, per year for the sick leave upon retirement bank, referred to in Article V-B. Secretaries will be notified of unused sick leave and the number of Personal Business Days added to the sick leave bank as per current policy.

D. EDUCATIONAL AIDES

Beginning with the 1985/86 School Year, Educational Aides may transfer to the sick leave bank, up to Two (2) unused Personal Business Days.

\*\*Secretaries and Clerical Employees Only

## ARTICLE VI - OTHER LEAVES

1. Personal Business Days - Up to four (4) days, per school year (which are not cumulative and of which only 3 may be used consecutively) may be granted for urgent Personal Business that cannot be attended to other than during the work day. The request for such leave must be made to the appropriate administrator and his permission must be secured, as per requirements. In the case of a school secretary, permission must be secured from the Superintendent of Schools also.

This policy shall be administered under the following provisions:

- a. The request shall be made in writing on the form provided for this.
  - b. That the request form be submitted at least five (5) days in advance of the Personal Business Day. All other requests not falling within this period of time shall be deemed as "emergencies" and the responsible administrator shall use his discretion in approving or disapproving the request. When the request is denied, the reason for the denial shall be written on the Personal Business Day Request form and returned to the applicant.
  - c. Only the form (Request Form for Personal Business Day) secured from the Office of the responsible administrator will be used for the purpose of making such requests. The form shall be completed in quadruplicate and routed through the responsible administrator, to the Superintendent of Schools (except in the case of Board Secretary's Office Personnel). Forms containing both approval and disapproval will be forwarded to the Superintendent for his appraisal and action.
  - d. Leave will not be granted the day preceding, or the day following a Board approved holiday, recess, or in-service workshop, except in the case of religious observance.
2. Illness in Family - Employees may use a total of three (3) days, annually, not cumulative, upon approval of the Superintendent of Schools for absence due to illness in the employee's immediate family, which includes wife, husband, child, mother, father, mother-in-law, father-in-law, sister or brother. Employees may be granted

one or more days absence, at the discretion of the Superintendent of Schools, for illness of a person not included in the specific immediate family as listed. Verification of this illness shall be submitted on forms provided for this purpose and a certificate signed by the attending physician may be required by the Superintendent of Schools for illness requiring absence beyond one day but shall be mandatory for three consecutive days. Any payroll deductions made in accordance with this provision will be applied pursuant to Section E of this Article.

3. Death in Family - Employees may use a total of five (5) days, per occurrence, not cumulative, upon approval of the Superintendent of Schools in the event of death in the immediate family, which includes wife, husband, child, mother, father, mother-in-law, father-in-law, sister or brother. Employees may be granted one or more days absence, at the discretion of the Superintendent of Schools for death of a person not included in the specific immediate family as listed. Verification of the reason for such request may be required by the Superintendent of Schools. Any payroll deduction made in accordance with this provision will be applied pursuant to Section E of this article.
4. Absence For Jury Duty or Court Summons - Absence for Jury Duty or Court Summons (which is school connected) shall not count in calculating absence limitations of the employee, nor shall the days be deducted from accrued leave or the four-day Personal Business Leave. The salary paid by the Neptune Township Board of Education during such absence shall be at the regular rate of pay.
5. Reasons Other Than the Previous - Employees who are absent, for reasons other than personal illness, personal business, illness or death in the immediate family, jury duty or school connected court summons, or who are assigned to an approved school system responsibility, shall have deducted from their salaries, the amount paid the substitute (if any is used). Advance notice to the appropriate official is required for such absences. Up to (5) days without pay for the purpose of marriage and honeymoon, or up to one (1) day, without pay for the purpose of attending the marriage of a member of the immediate family may be granted.



B. POLICIES GUIDING THE ADMINISTRATION OF ALL LEAVES AND ABSENCES

1. The final decision of all cases of absences shall be made by the Superintendent of Schools (or Board Secretary) subject to the confirmation of the Board of Education.
2. In every contract, unless otherwise stated and specified, a month shall be construed and taken to be twenty (20) school days, or four (4) weeks, five (5) school days each. (Revised Statutes 18:13:7) Therefore, deductions for absence shall be the contract salary per month divided by twenty (20) and multiplied by the number of days absent.
3. Full pay shall be deducted for all absences occurring directly preceding or following vacations and holidays upon recommendation of the Superintendent of Schools (or Board Secretary) and the approval of the Board of Education.
4. The Superintendent of Schools may require an examination by the school system physician after lengthy leaves of absence for illness at its direction.

ARTICLE VII - EXTENDED LEAVES OF ABSENCE

A. MATERNITY LEAVE:

Maternity leave shall be granted any regular employee covered under this agreement in accordance with the Statutes of the State of New Jersey governing same.

B. LEAVE FOR PERSONAL REASONS DURING A SCHOOL TERM

The Board of Education shall not honor any request from an employee for a leave during a contractual employment period for personal reasons, such as travel or for any similar reason.

C. Child bearing leave will be granted to any regular employee covered under this Agreement in accordance with the statutes of the State of New Jersey governing same.

ARTICLE VIII - LEAVE OF ABSENCE DUE TO ILL HEALTH, INJURY  
OR OTHER EQUALLY GRAVE EMERGENCY

1. An employee may be granted a leave of absence for a maximum of one school year on account of personal illness, accident, other equally grave emergency, and/or for rest and recuperation.
2. Written application for such leave shall be made by the employee to the Superintendent of Schools (or Board Secretary) who shall, upon receipt of same, make such investigation as he may deem necessary to determine to the best of his ability if the granting of said leave would serve not only the interest of the employee but to the school system. Said administrator(s) shall then make his recommendation to the Education and Personnel Committee, who in turn shall present such request before the full Board of Education.
3. In computing service to determine the employee's position on the salary schedule at expiration of leave, time spent on leave shall not be counted as active service in this school system.
4. Leave of Absence as described shall be without compensation.
5. Whenever a leave of absence is granted for personal health reasons, said employee must give acceptable professional evidence of recovered health before being permitted to return to duties in this school system.
6. A person on leave of absence shall return upon the expiration of leave, whenever it is possible, to the position occupied prior to the leave. Application to return from a leave of absence should be filed with the Superintendent of Schools within sixty (60) days prior to the expected return.
7. The Board of Education, depending upon the nature of the reason for the requested leave and/or in light of a short term leave, may extend the period of leave without loss of salary in the case of a secretary who has long and/or outstanding service to the school system.

## ARTICLE IX - WORK SCHEDULES

### Secretarial and Office Employees

All secretarial and office employees shall be available for seven (7) hours per day, thirty-five (35) hours per week, Monday through Friday and shall work the schedule assigned by the appropriate administrator. For the purposes of determining overtime, all work beyond thirty-five (35) hours per week, shall be compensated at the rate of time and one half. For the purposes of contract language, the contract period will be designated as July 1 through June 30 for 12-month employees and September 1 through June 30 for 10-month employees.

### Educational Aides

The work schedule for Educational Aides shall be in conformity to that specified in the teacher's contract as to the academic calendar and work day.

### Internal Attendance Officers

All Internal Attendance Officers shall be available for 7½ hours per day, 37½ hours per week, Monday through Friday and shall work the schedule assigned by the appropriate administrator. For the purpose of determining overtime, all work beyond thirty-seven and a half (37½) hours per week shall be compensated at the rate of time and one half.

For the purposes of contract language, the contract period will be designated as September 1, through June 30th for 10-month employees.

### Days Off and Vacation Allowances

The length of the work period following the conclusion of the school year shall be at the discretion of the building principal with the approval of the Superintendent of Schools and in such instance the period of time shall be reasonable.

Secretaries and Internal Attendance Officers are to report every day when required, except legal holidays granted by the Board of Education.

Vacation allowance for Secretaries will be granted to all 12-month employees only, based on the following:

After 1 year and through 8 years of service in Neptune, 2 weeks vacation, with pay, subject to administrative approval.

After 8 years of service, in Neptune, 3 weeks vacation, with pay, subject to administrative approval.

ARTICLE X - ATTENDANCE AT N.J.E.A. CONVENTION

Those employees not exercising the opportunity of attending the N.J.E.A. Convention as cited in the Statutes, Title 18A shall give one full day of service.

ARTICLE XI - DEDUCTION FROM SALARY

A. According to State Law

B. Credit Union Deduction Plan

1. Will be administered by the Mon-OC Public Employees Federal Credit Union under the following conditions:
  - a. The sum to be deducted shall be authorized by the employee.
  - b. The authorization shall be executed and forwarded to the credit Union at the time designated by the Credit Union (usually at the time of contract renewals).
  - c. An authorization cannot be revoked for the term of the school year.

## ARTICLE XII - INCREMENTS AND RAISES

All advancement on the guide, including annual increments and raises as set forth in the salary guides now in effect, and as the same may be adopted from time to time by the Board of Education, shall not be considered automatic; advancement on any such guide shall require favorable reports covering the professional competence the performance of duties assigned and record of attendance of each employee by the Superintendent and those charged with supervisory responsibility and approval by the Board of Education.

ARTICLE XIII - CONTINUITY OF OPERATION

The NTEA representing the Secretarial Staff, the Educational Aides, and Internal Attendance Officers of the school system agrees to abide by the Statutes of N.J. making strikes by public employees unlawful.



ARTICLE XIV - SALARIES

- A. Salary schedules shown as exhibits in the contract 1981-82 and 1982-83 shall be administered in accordance with present Board Policy.
- B. All employees and their dependents covered by this agreement shall receive Blue Cross, Blue Shield, Major Medical Rider "J" coverage and paid by the Board. Blue Cross and Blue Shield will be extended to cover dependent children up to age 23, including Prescription Drug Plan.
- C. Beginning in September of the 1978-79 school year the Board shall implement a Dental Plan (Blue Shield) covering the individual and dependents (full family).
- D.
  - 1. Those individuals employed on a 12-month basis shall be paid in twenty four (24) semi-monthly installments.
  - 2. Those individuals employed on a 10-month basis shall be paid in twenty (20) equal semi-monthly installments.
  - 3. When a pay day falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.

TEN MONTH SECRETARIES

<u>STEP</u>	<u>1985-1986</u>	<u>STEP</u>	<u>1986-1987</u>	<u>STEP</u>	<u>1987-1988</u>
1	8,000	1	8,200	1	8,400
2	8,537	2	8,747	2	8,961
3	9,124	3	9,334	3	9,559
4	9,692	4	9,976	4	10,200
5	9,941	5	10,597	5	10,902
6	10,225	6	10,869	6	11,580
7	10,502	7	11,179	7	11,878
8	10,779	8	11,482	8	12,216
9	11,019	9	11,785	9	12,548
10	11,261	10	12,047	10	12,879
11	11,502	11	12,312	11	13,165
12	11,744	12	12,576	12	13,455
13	11,986	13	12,840	13	13,743
14	12,287	14	13,105	14	14,032
15	12,589	15	13,434	15	14,321

Above step fifteen  
the 1984/85 base salary  
plus 9.45%

\$300 longevity after  
fifteen years service  
in Neptune

\$300 longevity after  
twenty years service  
in Neptune

Above step fifteen  
the 1985/86 base salary  
plus 9.33%

\$300 longevity after  
fifteen years service  
in Neptune

\$300 longevity after  
twenty years service  
in Neptune

Above step fifteen  
the 1986/87 base salary  
plus 9.28%

\$300 longevity after  
fifteen years service  
in Neptune

\$300 longevity  
twenty years service  
in Neptune

TWELVE MONTH SECRETARIES

<u>STEP</u>	<u>1985-1986</u>	<u>STEP</u>	<u>1986-1987</u>	<u>STEP</u>	<u>1987-1988</u>
1	9,600	1	9,800	1	10,000
2	10,288	2	10,496	2	10,709
3	11,014	3	11,248	3	11,470
4	11,588	4	12,042	4	12,292
5	11,963	5	12,670	5	13,160
6	12,241	6	13,080	6	13,846
7	12,483	7	13,384	7	14,294
8	12,724	8	13,648	8	14,626
9	12,966	9	13,911	9	14,915
10	13,328	10	14,176	10	15,202
11	13,690	11	14,572	11	15,492
12	14,052	12	14,968	12	15,924
13	14,427	13	15,364	13	16,357
14	14,776	14	15,774	14	16,790
15	15,138	15	16,155	15	17,654
Above step fifteen the 1984/85 base salary plus 9.45%		Above step fifteen the 1986/86 base salary plus 9.33%		Above step fifteen the 1986/87 base salary plus 9.28%	
\$400 longevity after fifteen years service in Neptune		\$400 longevity after fifteen years service in Neptune		\$400 longevity after fifteen years service in Neptune	
\$400 longevity after twenty years service in Neptune		\$400 longevity after twenty years service in Neptune		\$400 longevity after twenty years service in Neptune	
\$600 stipends each to Secretary to Principal of Senior High and Secretary to Principal of Junior High		\$600 stipends each to Secretary to Principal of Senior High and Secretary to Principal of Junior High		\$600 stipends each to Secretary to Principal of Senior High and Secretary to Principal of Junior High	

BOARD AND SUPERINTENDENT'S OFFICE SECRETARIES

<u>STEP</u>	<u>1985-1986</u>	<u>STEP</u>	<u>1986-1987</u>	<u>STEP</u>	<u>1987-1988</u>
1	9,800	1	10,000	1	10,200
2	10,507	2	10,715	2	10,928
3	11,247	3	11,488	3	11,709
4	11,755	4	12,297	4	12,554
5	12,248	5	12,852	5	13,438
6	12,695	6	13,391	6	14,045
7	13,057	7	13,880	7	14,634
8	13,420	8	14,276	8	15,168
9	13,782	9	14,673	9	15,601
10	14,202	10	15,068	10	16,035
11	14,687	11	15,528	11	16,466
12	15,049	12	16,058	12	16,969
13	15,412	13	16,454	13	17,548
14	15,894	14	16,850	14	17,981
15	16,378	15	17,377	15	18,990
Above step fifteen the 1984/85 base salary plus 9.45%		Above step fifteen the 1985/86 base salary plus 9.33%		Above step fifteen the 1986/87 base salary plus 9.28%	
\$400 longevity after fifteen years service in Neptune		\$400 longevity after fifteen years service in Neptune		\$400 longevity after fifteen years service in Neptune	
\$400 longevity after twenty years service in Neptune		\$400 longevity after twenty years service in Neptune		\$400 longevity after twenty years service in Neptune	

*26/10/88*

EDUCATIONAL AIDES

<u>STEP</u>	<u>1985-1986</u>
1	5,200
2	5,400
3	5,600
4	5,800
5	6,000

<u>STEP</u>	<u>1986-1987</u>
1	5,650
2	5,850
3	6,050
4	6,250
5	6,450

<u>STEP</u>	<u>1987-1988</u>
1	6,150
2	6,350
3	6,550
4	6,750
5	6,950

Above step five  
1984/85 salary  
plus \$600

Above step five  
1985/86 salary  
plus \$650

Above step five  
1986/87 salary  
plus \$700

INTERNAL ATTENDANCE OFFICERS

<u>STEP</u>	<u>1985-1986</u>
1	8,200
2	8,541
3	8,870
4	9,198
5	9,527

<u>STEP</u>	<u>1986-1987</u>
1	8,600
2	8,979
3	9,352
4	9,712
5	10,072

<u>STEP</u>	<u>1987-1988</u>
1	9,100
2	9,417
3	9,832
4	10,240
5	10,635

Above step five  
1984/85 salary  
plus 9.5%

Above step five  
1985/86 salary  
plus 9.5%

Above step five  
1986/87 salary  
plus 9.5%

ARTICLE XV - DURATION OF AGREEMENT

This Agreement shall be in effect as of July 1, 1985 and shall continue in effect until June 30, 1988. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

## ARTICLE XVI - REPRESENTATION FEE

- A. The Association shall, on or before September 30, deliver to the Board, a written statement containing the following:
1. A statement that the Association has determined the amount of representation fee in accordance with the formulated requirements of N.J.S.A. 34:13A-5.4.
  2. A statement that the Association has established a "demand and return system" in accordance with the requirements of N.J.S.A. 34:13A5.4.
  3. A statement establishing the amount of yearly representation fees to be deducted from the salary of each non-member. Such representation fee shall not exceed eighty-five (85%) per cent.
  4. A list of all individuals covered under this contract, who have failed to arrange for and become members of the Association and a request that the representation fee of such non-members be deducted in accordance with the Agreement.
- B. Beginning with the first full pay period in November, the Board will commence deductions from salaries of such individuals in accordance with paragraph 3 below, of the full amount of the representation fee and will promptly transmit the amount so deducted to the Association.
- C. PAYROLL DEDUCTION SCHEDULE

The Board will deduct the representation fee, in equal installments as nearly as possible from the paychecks paid to each employee on the aforesaid list, during the remainder of the membership year in question. The deductions will begin with the first paycheck:

1. In November; or
2. Thirty (30) days after the employee begins his/her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position or was on lay-off, in which event, the deductions will begin with the first paycheck paid ten (ten) days after the resumption of the employee's employment in a bargaining unit position, whichever is later. The mechanics for deduction of representation fees and the transmission of such fees due to the Association, as nearly as possible, shall be the same as those used for the deduction of regular membership to the Association.



- D. 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 employees who began their employment in a bargaining unit position during preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such employees.
  
- E. The Association hereby agrees to indemnify, defend and save harmless, the Board from any claim, suit, or action of any nature whatsoever which may be brought at law or in equity, or before any administrative agency with regard to or arising from the deduction from the salaries of any employee of any sum of money as a representation fee under the provisions of this article.

ARTICLE XVII - PURCHASE OF MEDICAL BENEFITS UPON RETIREMENT

All employees covered under this Agreement and Addendum, after completion of 15 years service in the district, may, upon retirement, continue in the Board of Education Group Health Plan, provided payments are made, in advance, as approved by the Board Secretary/ Business Administrator and continuance is approved by the Insurance Carrier.