

*Contract no. 1019*

**LIBRARY**  
**INSTITUTE OF MANAGEMENT**  
**AND LABOR RELATIONS**

JUN 3 0 1992

**RUTGERS UNIVERSITY**

**CONTRACT AGREEMENT**

**BETWEEN**

**BOARD OF EDUCATION**  
**OF**  
**BOROUGH OF ALLENDALE**

**AND**

**ALLENDALE EDUCATION ASSOCIATION**

**Covering School Years**

**1990-91**

**1991-92**

**and**

**1992-1993**

T A B L E        O F        C O N T E N T S

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ARTICLE I

RECOGNITION

- A. The Board of Education of the Borough of Allendale recognizes the Allendale Education Association as the exclusive and sole representative for collective negotiation concerning grievances and terms and conditions of employment for all teaching staff members, secretarial/clerical personnel and custodial/maintenance personnel with the exception of administrative personnel, the confidential secretary to the Superintendent and the Administrative Assistant to the Board Secretary.
- B. Unless otherwise indicated, when used hereinafter in this agreement, the term "employees" shall refer to all employees, the term "teachers" shall refer to all teaching staff members, the term "secretaries" shall refer to all secretarial/clerical personnel and the term "custodians" shall refer to all custodial/maintenance personnel in the negotiation unit as above defined.

ARTICLE II  
NEGOTIATION PROCEDURE

During negotiations the parties shall meet at mutually agreed upon times and shall freely exchange points of view, present relevant data, and make proposals and counter-proposals.

ARTICLE III

INSURANCE PROTECTION

The Board of Education will provide for each permanent employee working twenty (20) or more hours per week and his/her eligible dependents, if any, the following:

- A. New Jersey State Health Benefits Plan
- B. Dental Plan (DELTA) - Maximum benefit \$1500.00 per individual per year

ARTICLE IV

NON-TEACHING DUTIES

The Board of Education will employ sufficient personnel to maintain the centralized attendance register.

ARTICLE V

GRIEVANCE PROCEDURE

A. Definitions

Grievances shall be defined as follows:

1. A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting the terms and conditions of employment of an employee, a group of employees or the Association.
2. A grievance based upon the violation of the expressed, written terms of this contract, if not resolved, shall terminate in final and binding arbitration.
3. A grievance based upon the interpretation, application or violation of board policies or administrative decisions not affecting the terms and conditions of employment, if not resolved at the Board level shall proceed to advisory arbitration. If the grievance is still not resolved either party may appeal to the administrative agency having jurisdiction in said matter.
4. A grievance based upon the interpretation, application, or violation of terms and conditions of employment established by statute or administrative rules or regulations shall be processed through Level Four of this procedure and may be appealed only to the appropriate administrative agency having jurisdiction in said matters. Any disagreement with

respect to the agency having proper jurisdiction for said matter shall be determined by the Public Employment Relations Commission (PERC).

5. A grievant is the person or persons making the claim or on whose behalf the Association is making the claim.
6. Days when used herein shall mean days when schools are in session, unless said grievance is presented at such time as to carry over into the summer months. In such case the grievance shall be pursued to completion as expeditiously as possible.

#### B. Purpose

1. The purpose of this procedure is to resolve disputes that arise involving the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting the terms and conditions of employment of an employee, a group of employees, or the Association. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement.



C. Procedure

1. Time Limits

The number of days indicated at each level is a maximum and every effort should be made to expedite the process. The time limits specified may, however, be modified by mutual agreement.

2. Limitations on Filing

A grievance shall be initiated at Level One of this procedure within fifteen (15) school days of the date of the incident or occurrence giving rise to the grievance.

3. Level One -- Principal or Immediate Superior

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

4. Level Two - Principal

If the grievance is not resolved informally to the satisfaction of the grievant, or if no response has been given by the principal or immediate superior within five (5) school days after the informal discussion, then the grievant shall file the grievance in writing with his principal or immediate supervisor within five (5) school days after the principal or immediate superior's response or ten (10) school days after the informal discussion, whichever is sooner.

5. Level Three -- Superintendent

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within five (5) school days after the presentation of the grievance at Level Two, he may file the grievance in writing to the Superintendent within five (5) school days after the decision at Level Two or ten (10) school days after the grievance was presented, whichever is sooner.

6. Level Four -- Board

If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he may, within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, file the grievance in writing to the Board of Education. The Board or a committee thereof shall review the grievance and may, at its discretion, hold a hearing with the employee and will render a decision in writing within thirty (30) school days of receipt of the grievance by the Board.

7. Level Five -- Arbitration

- a. If the aggrieved person is not satisfied with the disposition of his grievance at Level Four or if no decision has been rendered within thirty (30) school days after the grievance was delivered to the Board, he may, within five (5) school days after a decision by the Board or thirty-five (35) school days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Association submit the grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within five (5) school days after receipt of a request by the aggrieved person.
- b. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the Public Employment Relations Commission (PERC) by either party. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission.

- c. The arbitrator shall be limited to the issues submitted to him and shall not add to, subtract from, or modify the terms of the agreement.
- d. Arbitration meetings will be held at times other than the regular school day.
- e. Each party shall pay its own costs for arbitration preparation. The parties shall share equally the fee and the expense, of the arbitrator and arbitration proceedings.

D. Rights of Employees to Representation

1. Employee and Association

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option by representative(s) selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

E. Miscellaneous

1. Group Grievance

If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly. The processing of such grievance shall be commenced at Level Three.

2. Meetings and Hearings

All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives.

3. Written Decisions

Decisions rendered at Levels Two, Three, and Four of this grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step.

4. Waiver of Grievance

Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance by the aggrieved of the decision rendered at that step.

5. Grieve-Work Rule

It is understood that all employees, including the grievant, shall during and notwithstanding the pendency of any grievance, continue to observe all directives and assignments and applicable rules and regulations of the Board and its administrators until such grievance and any effect thereof shall have been fully resolved.

GRIEVANCE FORM

Grievant's Name \_\_\_\_\_ Grievance No. \_\_\_\_\_

Work Location \_\_\_\_\_

Job Title and Grade \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Description of Alleged Violation: \_\_\_\_\_

Date of Occurrence of Alleged Violation: \_\_\_\_\_

Remedy Sought: \_\_\_\_\_

Date of Level One Informal Discussion \_\_\_\_\_

Level One: I am not satisfied with the outcome at Level One and wish to proceed to Level Two

Grievant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Level Two: Principal or Supervisor

Date Received \_\_\_\_\_ Date Answered \_\_\_\_\_

Disposition: Denied \_\_\_\_\_ Granted \_\_\_\_\_

Reason: \_\_\_\_\_

Principal or Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

I am not satisfied with the outcome at Level Two and wish to proceed to Level Three

Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Level Three: Superintendent

Date Received \_\_\_\_\_ Date Answered \_\_\_\_\_

Disposition: Denied \_\_\_\_\_ Granted \_\_\_\_\_

Reason: \_\_\_\_\_

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Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

I am not satisfied with the outcome at Level Three and wish to proceed to Level Four

Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Level Four: School Board

Date Received \_\_\_\_\_ Board Hearing Date \_\_\_\_\_

Date Answered \_\_\_\_\_

Disposition: Denied \_\_\_\_\_ Granted \_\_\_\_\_

Reason: \_\_\_\_\_

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I am not satisfied with the outcome at Level Four and wish to proceed to Level Five

Grievant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Level Five: The grievant is not satisfied with the outcome at Level Four and the Association wishes to proceed to arbitration.

AEA Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_

ARTICLE VI

SICK LEAVE

1. Sick Days.

All regularly employed ten month full-time personnel shall be entitled to ten (10) days' sick leave per year with full pay and all regularly employed 12-month personnel shall be entitled to twelve (12) days sick leave per year with full pay. Personnel employed after September 1 will be granted sick leave pro-rated by the number of months remaining in the school year of employment at the rate of one (1) sick day per month. All unused sick days shall be cumulative.

2. Extended Absence Due to Illness.

NJSA 18A:30-1 et seq. and 30-6: 30-7, will govern all actions of the Board in matters of extended absences.

When an absence due to illness extends beyond the accumulated sick leave, at its discretion, the Board of Education may pay the employee's full pay less the cost of a substitute for any length of time it determines, whether or not a substitute is employed.



3. Administration of Sick Leave Policy.

Records of accumulated sick leave will be maintained by the office of the superintendent and be available upon request by the employee or his designated representative.

## ARTICLE VII

### MATERNITY/PATERNITY LEAVE OF ABSENCE

The Board of Education shall upon request grant maternity leave without pay to any pregnant employee. The leave shall be a maximum period of two (2) years unless extended by the Board. The Board of Education is not obligated to grant a leave beyond the school year for non-tenured employees.

Maternity leave shall be granted subject to the following conditions:

1. Notification of pregnancy must be made to the Board no later than the end of the fourth (4th) month; however, it is suggested that notification be made as soon as it is medically confirmed.
2. Periodic statements before birth from the employee's physician certifying she is medically able to continue to work shall be submitted.
3. A statement from a physician certifying that the employee is physically able to return to duty shall be furnished to the Board before an employee is permitted to return from maternity leave.
4. Terminal dates for maternity leaves and reasonable requests for extensions or reductions in leave time may be granted so long as they do not substantially interfere with the administration of the school.
5. Except as provided above, no employee shall be barred from returning to duty after the birth of her child solely on the

ground that there has not been sufficient time lapse between the birth of her child and her desired date of return.

6. No employee on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute on the provisions applied to a substitute teacher in the Allendale School District in the area of certification of competence.
7. Employees who become disabled as a result of their pregnancy are eligible to utilize accumulated sick leave. A statement from a physician confirming disability shall be furnished prior to a request for the use of disability leave before and/or after delivery. Emergency conditions beyond the control of the employee and acceptable to the Superintendent shall be granted.

Any employee adopting a child shall upon request receive similar leave which shall commence upon receiving de facto custody of said child.

8. All applicable portions of this maternity leave article shall also apply to paternity leaves of absence.

## ARTICLE VIII

### EXTENDED LEAVE OF ABSENCE

The Board of Education, upon the recommendation of the Superintendent of Schools, may grant a maximum of two (2) years leave of absence, without pay, to any tenured teacher.

Application for extended leave of absence will be made in writing to the Board, through the Superintendent, and a written reply will be returned to the applicant by the Board. Application for said leave shall be made at least six months in advance of leave date except in emergency situations beyond the control of the teacher.

An extended leave of absence for personal reasons shall be granted to teachers with 10 or more years of service in Allendale. Each teacher is entitled to one such leave during his/her teaching career in Allendale. This leave shall be granted without pay.

Extended Leave of Absence shall be granted to employees in cases where home care is needed for a husband, wife, child, or parent and where a written physician's statement is provided affirming such need. A similar leave will be considered in home care cases for other close relatives.

The teacher's date of return to the classroom should take into account the continuity of effective teaching and the least amount of disruption to the students.

ARTICLE IX

TEMPORARY LEAVES OF ABSENCE

A. The Superintendent of Schools may grant to any regularly employed teacher up to a total of ten (10) days emergency leave, with pay, per year, for the following reasons:

1. Death in the immediate family: five (5) consecutive work days.

Immediate family shall be defined as:

Spouse.

Children.

Parent.

Mother-in-law or Father-in-law.

Sisters or Brothers.

Sister-in-law or Brother-in-law.

2. Death of a relative, not a member of the immediate family: two (2) consecutive work days.
3. Serious illness or injury of a parent, spouse, or child: five (5) consecutive work days.
4. Abrupt illness of a child, spouse, or parent: one (1) work day per illness.
5. Personal Leave

All teachers shall be allowed up to four (4) days, without loss of pay for legal, family or personal business, which necessitate the teacher's absence on a school day. These days may not be accumulated. Except in instances beyond the teacher's control, written notice shall be given to the Superintendent two (2) days in advance of such leave.

3. The Superintendent may grant to any regularly employed noninstructional personnel the following emergency leave, with pay per year, for the following reasons:

1. Three (3) days for legal, family, or personal business which necessitates the employee's absence on a school day. These days may not be accumulated. Except in the instance beyond the individual's control, written notice shall be given to the Superintendent two (2) days in advance of such leave.
2. Death in the immediate family: five (5) consecutive workdays. Immediate family shall be defined as spouse, children, parent, mother-in-law, father-in-law, sisters, brothers, sister-in-law, brother-in-law.
3. Death of a relative, not a member of the immediate family: two (2) consecutive work days.

ARTICLE X

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

1. The Board of Education will pay for registration fees and other expenses, agreed upon in advance, for teacher attendance at required in-service courses, workshops and other educational programs.
  
2. The Superintendent of Schools may grant teachers up to two (2) days for the purpose of visiting other schools or attending meetings or conferences of an educational nature which will directly benefit this school system.



## ARTICLE XI

### PROFESSIONAL INCENTIVE COMPENSATION

A certified teacher who elects to continue his professional studies will be reimbursed by the Board of Education.

1. Courses must be taken in an accredited school, college or university. Exceptions to this clause will be made by the Superintendent as outlined on Appendix A4 of this agreement.
2. The Superintendent of Schools must be notified prior to enrollment.
3. Courses must be directly related to the K-8 level of education or the area of the teacher's assignment and must be approved by the Superintendent of Schools.
4. Courses not directly related to the K-8 level of education or the area of the teacher's assignment must be approved by the Superintendent of Schools.
5. Tuition (credit hours, times rate) for a maximum of 12 credit hours per fiscal year, July 1 to June 30, will be reimbursed in full.
6. Reimbursement shall be contingent on continued employment and shall be made in the following manner:
  - A) Upon receipt of registration, 50% of the tuition costs shall be reimbursed.
  - B) Upon submission of a final grade of "C" or better, 50% of the tuition costs shall be reimbursed.

7. Official course transcript or evidence of course completion shall be submitted to the Superintendent of Schools.
8. Any course for which a teacher has been reimbursed and previously approved for credit as of the 1981-82 school year shall in all cases be applied toward column advancement.

## ARTICLE XII

### INSTRUCTIONAL COUNCIL

The Board of Education of Allendale recognizes the Instructional Council of the Allendale Education Association and the Administration as partners in sharing the responsibility for the upgrading and updating of teachers' performances and attitudes. The Board supports the principle of continuing teachers' active participation with the school administrators, Superintendent and Board of Education to review and discuss local school problems, to exchange information, views, constructive criticism, and better the understanding of each other's role in the educational process.

Upon Instructional Council approval of a proposal, the Council may recommend honorariums for professional staff members involved in the completion of the project. The payment of such honorariums shall be subject to the approval of the Superintendent of schools and the Board of Education.

The format for the Instructional Council will be developed by the Association and the Administration for inclusion in the Teachers' Handbook.

ARTICLE XIII  
MISCELLANEOUS PROVISIONS

In accordance with State Law -- Senate, No. 1087 -- Amending P.L. 1968 (C 303) - 11-53.

1. Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established.

2. Statutory Clause

Nothing contained herein shall be construed to deny or restrict to the employees or the School Board such rights as either may have under New Jersey School Laws (including Chapter 123 and 303). The rights granted hereunder shall be deemed to be in addition to those provided by New Jersey School Laws.

3. Separability

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XIV

NOTIFICATION OF VACANCIES

1. The Superintendent shall deliver to the Association and the Association shall post in all faculty rooms a list of known employee vacancies which occur during the current school year or for the following school year.
2. Applications from employees received after a period of fourteen (14) calendar days need not be considered.
3. If a vacancy occurs during the summer months or the Holiday, Winter, or Spring Recesses, the Superintendent shall notify the AEA President, by mail or telephone, and shall attempt to notify all qualified personnel.

ARTICLE XV

CAREER DEVELOPMENT LEAVE

1. A teacher who has successfully completed seven consecutive years of teaching in the Allendale School District, upon recommendation by the Superintendent, may be granted a leave of absence by the Board of one year's duration for either graduate study or professional development in the area of the teacher's assignment.
  
2. Application for a leave beginning in the Fall must be made by November 1 of the preceding year. All applications must be made on the standard "Career Development" forms, which include an outline detailing the proposed program. A Board decision will be made within two months of the date of application.
  
3. Only one teacher may be on leave during any year and selection will be based upon the following:
  - A. Purpose of the leave.
  - B. Teacher's performance.
  - C. Needs of the District.
  - D. Availability of budgetary funds.
  
4. A teacher on leave shall receive one-half the normal yearly salary, less authorized deductions and shall receive all

benefits normally received, except for personal leave and sick leave. Upon return to the District, a teacher shall be advanced on the salary guide to the next step, so long as the leave's purpose was successfully completed.

5. Every two months during the leave, the teacher must complete a standard report form, available from the Superintendent, describing progress. All official transcripts must be submitted as soon as available.
6. Upon return, the teacher agrees to remain in the employ of the District for at least two years, unless discharged by the Board. Failure to fulfill this obligation will require that the teacher repay the Board all, or a proportionate ratio, of the salary received while on leave.
7. No teacher may be granted more than one career development leave while in the employ of the District.

APPLICATION FOR CAREER DEVELOPMENT LEAVE

\_\_\_\_\_ 19 \_\_\_\_\_

TO THE BOARD OF EDUCATION OF ALLENDALE:

I hereby apply for career development leave for the purpose of

\_\_\_\_\_ from \_\_\_\_\_ 19\_\_ to \_\_\_\_\_ 19\_\_.

I have read the regulations of the Board of Education concerning career development leave and agree, if this application is granted, to comply with these regulations. If granted such leave, I shall continue in the service of the Allendale Public Schools for a period of at least two years after the expiration of such leave. If I fail to continue in service, I shall repay to the Board of Education a sum bearing the same ratio to the amount of salary received while on leave that the unfulfilled portion of the two subsequent years of service bears to the full two years, unless I am incapacitated or discharged.

Purpose of the leave: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have served as a \_\_\_\_\_ for \_\_\_\_\_  
years, and have served the Allendale School as a \_\_\_\_\_  
for \_\_\_\_\_ years.

\_\_\_\_\_  
Signature

Approved:  
\_\_\_\_\_  
Superintendent



## ARTICLE XVI

### REPRESENTATION FEE

The Board of Education recognizes that under New Jersey State Law the Allendale Education Association has the right to request a representation fee to be deducted from the salaries of all employees currently under contract who are not members of the Association. The purpose of this fee will be to adequately offset the per capita cost of services rendered by the Association as majority representative. Employees hired on a part time basis shall pay an amount proportionate to that fraction of said member's salary as based on the salary schedule.

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be determined by the Association in accordance with the law.

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

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

- a. The Board will surrender to the Association full responsibility for the defense of such claim, demand, suit or other form of liability.
- b. The Board will provide the Association with timely written notice of any such claim, demand, suit or other form of liability and shall cooperate fully with the Association counsel in the preparation of its defense.

## ARTICLE XVII

### PAY FOR ACCUMULATIVE SICK LEAVE/RETIREMENT HONORARIUM

Any teacher retiring between July 1, 1990 and June 30, 1991, and upon giving notice to the Board by March 1, 1991, shall have the option of either:

1. The combination of benefits contained in the contract for the 1989-90 school year for both the Retirement Honorarium and the Resignation/Retirement -- Accumulated Sick Leave Reimbursement Plan.
2. A new pay for accumulated sick leave plan as follows:
  - a. Eligibility shall be based upon the completion of twenty (20) years of teaching service in the school district.
  - b. Teachers shall be entitled to receive said benefit upon retirement or resignation.
  - c. Payment shall be at the rate of fifty (\$50.00) dollars per accumulated sick day.
  - d. The maximum number of days to be compensated shall not exceed two hundred fifty (250).

Effective July 1, 1991 and for the remainder of the Agreement, the new pay for accumulated sick leave plan shall be the sole benefit available to teachers leaving the district after twenty (20) years of service and the option of a retirement honorarium and preexisting pay for accumulated sick leave benefit shall be deleted from the Agreement.

ARTICLE XVIII

WORK YEAR

A. Teacher Work Year

1. The teacher work year shall contain a maximum of one hundred eighty-five (185) days, one of which shall be set aside for use as a professional day. The work year shall be scheduled between the dates of September 1 and June 30.
2. Teachers who work for the school district during the summer months in B.S.I., special projects, pre-Kindergarten program, or curriculum work, shall be compensated at the following hourly rates:

Effective 7/01/90	\$27.50
7/01/91	\$30.00
7/01/92	\$32.50

B. Secretary Work Year

1. Ten-month secretaries shall work only on the days that students are in attendance.
2. Twelve-month secretaries shall follow the teacher calendar during the time that school is in session and shall be entitled to the following additional holidays and vacation.
  - a. Independence Day and Labor Day shall be holidays for twelve-month secretaries.
  - b. After the first year of employment, twelve-month secretaries shall receive two (2) weeks of vacation.

For each additional year of employment, they shall be entitled to one (1) additional day of vacation, to a maximum of four (4) weeks.

C. Custodian Work Year

1. All custodians shall work twelve (12) months and shall be entitled to fourteen (14) holidays annually as follows:

Independence Day	New Year's Day - January 1
Labor Day	and the preceding day
Columbus Day	Winter Recess - one day*
NJEA Convention	Good Friday
(Friday only)	Spring Recess - one day*
Thanksgiving	Memorial Day
(Thursday & Friday)	
Christmas Day and the preceding day	

\*One (1) day during each of these vacation periods as mutually agreed to by the Custodians and the Superintendent of Schools.

2. Vacation benefits with pay are provided as follows:
  - (a) up to one (1) year - one (1) working day per month (two month minimum).
  - (b) after one (1) year or more - ten (10) working days.
  - (c) after two (2) years or more - eleven (11) working days.
  - (d) after three (3) years or more - twelve (12) working days.
  - (e) after four (4) years or more - thirteen (13) working days.
  - (f) after five (5) years or more - fifteen (15) working days.
  - (g) After ten (10) years or more - twenty (20) working days.

ARTICLE XIX

WORK DAY

A. Teacher Work Day

1. The formal school day shall be as follows:

Hillside School 8:45 AM to 3:00 PM

Brookside School 8:40 AM to 3:00 PM

Teachers are expected to report to school no later than ten (10) minutes prior to the opening times above and to remain in school no less than thirty (30) minutes after the close of the formal school day. Teachers may leave school at 3:00 PM on Fridays, before school holidays and vacations, or upon approval of the Building Administrator.

2. Teachers shall be dismissed at 1:00 PM prior to Thanksgiving and Christmas.

3. Teachers participating in pupil field trips who return after 9:00 PM shall receive a stipend as follows:

Effective 7/01/90	\$55.00
7/01/91	\$60.00
7/01/92	\$65.00

4. Teachers who perform curriculum work beyond the regular school day shall be compensated at the following hourly rates:

Effective 7/01/90	\$27.50
7/01/91	\$30.00
7/01/92	\$32.50

B. Secretary Work Day

1. During the school year all full-time secretaries shall work from 8:00 AM to 4:00 PM with one (1) hour for lunch. After the end of the school year and until the start of the next school year, all secretaries shall work from 8:00 AM to 1:00 PM with no lunch break.
2. Secretaries shall be dismissed at 1:00 PM prior to Thanksgiving and Christmas.
3. Secretaries shall be dismissed at 3:00 PM on Fridays."
4. Secretaries who are on duty shall be permitted one (1) hour off from work, with pay, each month to attend Association meetings.

C. Custodian Work Day

1. All full-time custodians shall work an eight (8) hour day with a one (1) hour lunch period. After the end of the school year, and until the start of the next school year, all custodians shall work from 7:00 A.M. until 3:00 P.M. with a one (1) hour lunch period. These hours also apply to school holidays and vacations.
2. Custodians who are on duty shall be permitted one (1) hour off from work, with pay, each month to attend Association meetings. If, however, an administrator with a black seal license is not available to cover his/her respective school, one custodian will be required on a rotating basis to remain at work in the building where the meeting is not being held.

3. First shift custodians shall work from 7:00 A.M. to 1:00 P.M. on the day before the Thanksgiving and Christmas Recesses. All other custodians will report at 1:00 P.M. (or later by agreement of those custodians in each building) on the day before Thanksgiving and Christmas Recesses and remain until such time as all rooms are either vacuumed or swept, as applicable, and all garbage is removed from the building.



**ARTICLE XX**

**LUNCH PERIOD**

All teachers shall receive a daily duty-free lunch period. Any alteration to the length of said lunch period must be negotiated with the Association.

All secretaries and custodians shall be entitled to a one (1) hour duty-free lunch period.

ARTICLE XXI

PREPARATION TIME

All teachers shall be guaranteed a minimum of five (5) preparation periods of no less than thirty (30) minutes each per week.

An attempt shall be made to arrange schedules so as to provide a minimum of one (1) preparation period of at least thirty (30) minutes duration each school day.

Staff members whose positions permit a flexible scheduling arrangement may be required to relinquish this guarantee based on the needs of the students in the district and the demands of their particular position. Such arrangements shall be made cooperatively between the affected staff and the school administration.

Any decrease in existing preparation time shall be discussed in advance by the school administration with all affected staff members. A representative of the Allendale Education Association shall be present at the discussion.

ARTICLE XXII

CREDIT UNION DEDUCTIONS

When requested to do so by an employee, the Board of Education will make payroll deductions for payment to the East Bergen Teachers' Federal Credit Union.

ARTICLE XXIII

CUSTODIAL WORKING CONDITIONS

- A. The State license fee for all employees holding a Black Seal License shall be reimbursed by the Board.
- B. Employees will receive the following uniforms in the fall:
1. Three (3) work shirts every year
  2. Three (3) pairs of pants every year
  3. One (1) winter coat every third year (coat to be provided in the Fall of 1990)
  4. One (1) pair of work shoes every year.
- C. Employees shall be entitled to one and one-half (1-1/2) their straight time pay when they return for callback duty, for a minimum period of two hours.
- D. No overtime shall be worked without the prior approval of the Superintendent. Overtime will be paid at the rate of one and one-half times the regular hourly rate when approved by the Supervisor of Buildings and Grounds and the Superintendent for time worked in excess of forty (40) hours per week.

Time worked on a Sunday or holiday shall be compensated at two (2) time the employee's regular hourly rate.


E. Any custodian using his own vehicle for work-related activities shall be reimbursed for said use at the IRS rate in effect on July 1 of each year.


A G R E E M E N T

The undersigned parties, having negotiated in good faith to the end of formalizing a written agreement concerning the terms and conditions of employment in the Allendale Elementary School System, do hereby affirm and agree that the attached represents the agreements and understandings of both parties and shall constitute the binding terms and conditions of employment for the school years 1990-1991, 1991-1992 and 1992-1993.

Attest:


BOARD OF EDUCATION  
BOROUGH OF ALLENDALE

  
Edward J. Deptula, Secretary

  
Maureen Rosenthal, President

ALLENDALE EDUCATION ASSOCIATION

  
Dot Little, Recording  
Secretary

  
Edward Modica, President

APPENDIX A1  
TEACHERS SALARY GUIDE 1990-91

STEP	A	B	C
1	\$23,583	\$25,499	\$27,002
2	24,085	26,000	27,550
3	24,638	26,700	28,300
4	25,300	27,475	29,100
5	26,100	28,325	29,950
6	27,100	29,200	30,875
7	28,135	30,100	32,159
8	29,192	31,100	33,418
9	30,213	32,456	34,720
10	31,318	33,693	36,082
11	32,478	34,983	37,507
12	33,689	36,332	39,007
13	35,574	38,251	40,972
14	37,800	40,600	43,300
15	40,509	43,600	46,000
16	46,434	47,100	49,000
17	---	51,768	55,846

LONGEVITY

Upon completion of the salary guide, teachers will receive the following sum each year in addition to any other salary adjustment:

1 to 8 years beyond guide	\$1,635
9 and thereafter years beyond guide	\$2,180

APPENDIX A2  
TEACHERS SALARY GUIDE 1991-92

STEP	A	B	C
1	\$25,277	\$27,330	\$28,941
2	25,815	27,867	29,529
3	26,407	28,618	30,333
4	27,117	29,448	31,190
5	27,975	30,359	32,101
6	29,046	31,297	33,093
7	30,156	32,262	34,469
8	31,289	33,334	35,818
9	32,383	34,787	37,214
10	33,567	36,113	38,674
11	34,811	37,496	40,201
12	36,109	38,942	41,809
13	38,129	40,998	43,915
14	40,515	43,516	46,410
15	43,419	46,732	49,304
16	49,769	50,483	52,520
17	---	55,487	59,857

LONGEVITY

Upon completion of the salary guide, teachers will receive the following sum each year in addition to any other salary adjustment:

1 to 8 years beyond guide	\$1,782
9 and thereafter years beyond guide	\$2,376



APPENDIX A3

TEACHERS SALARY GUIDE 1992-93

STEP	A	B	C
1	\$27,105	\$29,307	\$31,035
2	27,682	29,883	31,665
3	28,317	30,688	32,527
4	29,079	31,578	33,446
5	29,999	32,555	34,423
6	31,147	33,561	35,487
7	32,337	34,596	36,963
8	33,552	35,745	38,409
9	34,726	37,304	39,906
10	35,995	38,725	41,472
11	37,329	40,209	43,109
12	38,721	41,759	44,834
13	40,887	43,964	47,092
14	43,446	46,664	49,768
15	46,560	50,113	52,871
16	53,370	54,135	56,320
17	---	59,501	64,188

LONGEVITY

Upon completion of the salary guide, teachers will receive the following sum each year in addition to any other salary adjustment:

1 to 8 years beyond guide	\$1,943
9 and thereafter years beyond guide	\$2,590

APPENDIX A4

TEACHERS COLUMN ADVANCEMENT

Definition of Columns

- Column A: Represents the teacher with a B.S. or B.A. Degree.
- Column B: Represents a teacher with a B.S. or B.A. plus 30 graduate credits.
- Column C: Represents a teacher with a B.S. or B.A. and 60 graduate credits including a Master's Degree.

A total of 8 of these 60 credits may be other than graduate credits if approved by the Superintendent of Schools.

Credits earned in addition to the 30 required for Column B may be applied to the required number for Column C.

Anticipation of Column Advancement must be made in writing to the Superintendent of Schools by October 15th of the year preceding said advancement and said advancement shall take place in September of the following year.

Each teacher will advance to the next step on the salary guide upon recommendation of the Superintendent of Schools.

Beginning with the 1988-89 school year, teachers advancing to Column C must enroll in and complete the requirements for a Master's Degree if they have not completed said degree for placement on Column B. Teachers presently on Column B who have completed 15 graduate credits before July 1, 1987 will follow the requirements as represented in previous contracts which is stated as follows;

- Column C: Represents a teacher with a B.S. or B.A. and 60 graduate credits or a Master's Degree and 30 graduate credits (in addition to those authorized for advancement to Column B. Eight (8) of these credits may be other than graduate credits if approved by the Superintendent of Schools).

Withholding of increments or the adjustment increment or both will be in accordance with State Law, N.J.S.A. 18A:29-14.

APPENDIX B

ALLENDALE SECRETARIAL STAFF

SECRETARIAL SALARY GUIDES  
1990-1991, 1991-1992 AND 1992-1993

STEP	SALARY
1	\$17,800
2	18,400
3	19,124
4	19,900
5	20,915
6	21,915
7	23,115

Secretarial staff will be placed on the steps of the guide as indicated below:

Debbie Sellars - Step 3	Nancy Booth - Step 5
Ann Maus - Step 4	Rita Kane - Step 5 (.5952) \$12,449
Bonnie Albinson - Step 4	Tess Fredericks - 13% increase over current hourly pay rate

SALARY GUIDE 1991 - 1992

STEP	SALARY
1	\$19,078
2	19,778
3	20,478
4	21,228
5	22,089
6	23,216
7	24,416

10 month secretary - .5952  
of Step 6 = \$13,818

Part-time position - 11%  
increase over hourly pay  
rate for 1990-91

SALARY GUIDE 1992 - 1993

STEP	SALARY
1	\$20,250
2	20,950
3	21,650
4	22,450
5	23,350
6	24,298
7	25,538

10 month secretary - .5952  
of Step 7 = \$15,200

Part-time secretary - 10%  
increase over hourly pay  
rate for 1991-92

APPENDIX C1  
 ALLENDALE CUSTODIAL STAFF  
CUSTODIAL SALARY GUIDE 1990 - 1991

STEP	CUSTODIAN	HEAD CUSTODIAN
1	\$18,650	\$19,800
2	19,650	20,800
3	20,650	21,900
4	21,650	23,050
5	22,650	24,250
6	23,750	25,550
7	24,850	27,200
8	26,050	28,300
9	27,700	29,700
10	28,966	31,700

The custodial staff will be placed on the steps of the guide as indicated below:

Custodian	Head Custodian
Marchand - Step 1	Simpson - Step 8
Tarulli - Step 3	Winters - Step 10
Fee - Step 7	
Warnet - Step 9	
Vennik - Step 10	

APPENDIX C2  
ALLENDALE CUSTODIAL STAFF  
CUSTODIAL SALARY GUIDE 1991 - 1992

STEP	CUSTODIAN	HEAD CUSTODIAN
1	\$20,045	\$21,281
2	21,120	22,356
3	22,195	23,538
4	23,270	24,774
5	24,344	26,064
6	25,527	27,461
7	26,709	29,235
8	28,000	30,417
9	29,772	31,922
10	31,151	34,091

APPENDIX C3

ALLENDALE CUSTODIAL STAFF

CUSTODIAL SALARY GUIDE 1992 - 1993

<u>STEP</u>	<u>CUSTODIAN</u>	<u>HEAD CUSTODIAN</u>
1	\$21,400	\$22,720
2	22,548	23,867
3	23,695	25,129
4	24,843	26,449
5	25,990	27,826
6	27,253	29,317
7	28,515	31,211
8	29,893	32,473
9	31,785	34,080
10	33,257	36,396

APPENDIX D

EXTRA CURRICULAR SALARY GUIDES, 1990-1993\*

<u>POSITIONS</u>	<u>SALARY FOR 1990-91</u>
Boys Soccer	By Salary Guide:
Girls Soccer	
Girls Basketball	First Year : \$1,176.00
Baseball	Second Year: \$1,308.00
Softball	Third Year : \$1,472.00
Cheerleading	
Athletic Director	\$ 545.00
Intramurals (2)	\$ 381.50
Yearbook Advisor	\$ 981.00
Yearbook Advisor-Assistant	\$ 381.50
Student Council Advisor	\$ 872.00
Vocal Music	\$2,733.00
Instrumental Music-Upper Grades	\$2,495.00
Instrumental Music-Middle Grades	\$1,901.00
Public Relations Coordinator	\$ 400.00

\* The salaries for the above positions will increase 9.00% for each succeeding year of this agreement.