

T-1

AGREEMENT

BETWEEN

NORTH HUNTERDON REGIONAL HIGH SCHOOL DISTRICT

EDUCATION ASSOCIATION

AND THE

NORTH HUNTERDON REGIONAL HIGH SCHOOL DISTRICT

(Employer)

BOARD OF EDUCATION

FOR THE PERIOD

JULY 1, 1984 TO JUNE 30, 1987

X

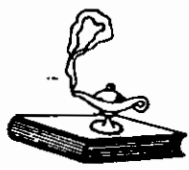


TABLE OF CONTENTS

<u>ARTICLE</u>	<u>ARTICLE DESCRIPTION</u>	<u>PAGE</u>
I	RECOGNITION	1
II	BOARD RIGHTS	3
III	NEGOTIATION PROCEDURE	4
IV	GRIEVANCE PROCEDURE	5
V	SCHOOL CALENDAR	9
VI	RIGHTS AND PRIVILEGES OF THE ASSOCIATION	10
VII	ABSENCES AND LEAVES	12
VIII	EVALUATION	19
IX	PERSONNEL FILES	21
X	PERSONNEL EMPLOYMENT	22
XI	PROFESSIONAL IMPROVEMENT	23
XII	HOURS AND WORK LOAD	25
XIII	PERSONAL AND ACADEMIC FREEDOM	36
XIV	FACILITIES	37
XV	CLASS SIZE	38
XVI	NONPROFESSIONAL DUTIES	39
XVII	TRANSFERS AND REASSIGNMENTS	40
XVIII	PROMOTIONS	41
XIX	SENIORITY	42
XX	HOME TEACHING AND SUMMER EMPLOYMENT	43
XXI	SALARIES	44
XXII	MISCELLANEOUS	49
XXIII	HEALTH INSURANCE	50
XXIV	DENTAL INSURANCE	51
XXV	DURATION OF AGREEMENT	52



Printed by the GRAPHICS TECHNOLOGY STUDENTS  
NORTH HUNTERDON HIGH SCHOOL  
ROUTE 31, ANNANDALE, NEW JERSEY 08601

RECOGNITION

PAGE  
1  
3  
4  
5  
9  
10  
12  
19  
21  
22  
23  
25  
36  
37  
38  
39  
40  
41  
42  
43  
44  
49  
50  
51  
52

- A. The North Hunterdon Regional High School District Board of Education hereby recognizes the North Hunterdon Regional High School District Education Association as the exclusive representative for the purpose of negotiation under Chapter 123, New Jersey Public Laws of 1974, for employees of the Board in the following categories:
1. Professional Staff
    - a. Classroom Teachers
    - b. Guidance Counselors
    - c. Librarians
    - d. Nurses
    - e. Learning Community Leaders
    - f. Child Study Team Members
  2. Student Activity Advisors, Coaches, Trainers.
  3. Support Staff
    - a. Aides
    - b. Bus Drivers
    - c. Custodians and Maintenance Personnel (hereinafter referred to as "custodians").
    - d. Secretaries
  4. Exclusions to the bargaining unit shall include all administrative, supervisory, confidential and per diem employees.
- B. 1. "Board" shall herein refer to the North Hunterdon Regional High School District Board of Education.
2. "Association" shall herein refer to the North Hunterdon Regional High School District Education Association.
3. "Personnel", "Person", or "Employee" shall herein refer to members of the bargaining unit as defined in Article I, Section A above.

4. "Full Time" for the purpose of benefits only, shall be an assignment of at least 60% of the normal tour for members of the bargaining unit as defined in Article I A. above. Employees working less than 100% of the normal tour for members of their employee category shall have their pay appropriately pro-rated.

ARTICLE II

BOARD RIGHTS

of  
loyees  
their  
rated.

- A. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or for other legitimate reasons; (d) to maintain efficiency for the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; (f) to take whatever action may be necessary to carry out the mission of the school district in situations of emergency; and (g) to establish and approve curriculum and to expect teachers to follow the approved curriculum.
- B. In addition to study opportunities listed elsewhere in this contract, the Board of Education may, at its absolute discretion, award additional grants to selected professional staff members for Board approved study either during the summer recess or during the regular school year. The Superintendent, after consultation with the Association, shall publish information on the availability of additional grants. These awards shall be made without regard to seniority and other established criteria. The decision of the Board is final.

ARTICLE III

NEGOTIATION PROCEDURE

- A. The Board and the Association agree to enter into good faith collective negotiations over a successor Agreement in accordance with Chapter 123, New Jersey Public Laws of 1974, to reach agreement on the terms and conditions of personnel employment within the spirit of the law. Such negotiations shall begin at a mutually agreed time not later than the date established by the New Jersey Public Employees Relations Commission (PERC). Any agreement so negotiated and ratified by the Board and the Association shall apply to all personnel.

Written copies of the Agreement shall be produced, and after ratification by the parties, shall be signed by duly designated representatives of the Board and of the Association.

- B. The contractual parties mutually pledge that their representatives shall be clothed with authority to make proposals, consider proposals, and make counter proposals in the course of negotiations, subject to ratification by the Board of Education and the Association in order to enter binding agreements.
- C. This Agreement shall not be modified in whole or in part except upon written agreement duly executed by both parties and thereafter made a part hereof.
- D. The Board of Education and the Association agree that summer study opportunities may be expanded for professional staff members. Accordingly, the Board and Association shall form a joint study committee to determine criteria for selecting participants for summer study, beginning the summer of 1985. Each summer study award under the criteria established shall be counted as 1/3 of a sabbatical leave. If the number of summer study grants is not evenly divisible by three in a single year, the number of sabbaticals as shown in Article VII, Section 3. b., shall remain unchanged for that year and the fractional portion represented by summer study grants shall be applied against the succeeding year's quota.

The study committee shall recommend criteria for summer study grants by October 15, 1984. The committee shall consist of two members of the Board, two members of the Association, the President of the Association, and the Superintendent.

To become effective for the summer of 1985, the criteria must be ratified by both the Board and the Association.

ARTICLE IV

GRIEVANCE PROCEDURE

A. Definitions

1. A grievance shall mean a complaint by an employee that there has been to him a personal loss or injury because of a violation, misinterpretation or inequitable application of Board policy, this Agreement, or an administrative decision affecting personnel.
2. An "aggrieved person" is the person or persons making such complaint.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. A "day" for the purpose of this Article shall be as follows:
  - a. Any day, during the school calendar, Monday through Friday, on which the aggrieved person is required to be in attendance at the school for his normal job function.
  - b. During the remainder of the year any working day, Monday through Friday, on which the District Administrative offices are open.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems which may from time to time arise affecting the terms and conditions of employment of personnel... Such solutions shall in no way alter, modify or otherwise change the terms and conditions of this agreement. 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 person having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without the intervention of the Association. Such adjustment shall be consistent with the terms of this Agreement and the Association shall have the opportunity to be present and to state its view at the time such adjustment is made.

C. Procedure

1. Level One - An employee's problem or complaint, after having been discussed with his immediate supervisor and/or with any other person involved, shall be submitted in writing to his principal within thirty (30) working days of the cause of complaint. A decision must be returned within five (5) working days. In the event of an unfavorable decision or no decision within the time stipulated herein, the employee may initiate procedures set forth in Level Two.
2. All grievances, beginning at Level Two and processed through Level Five, shall be in writing, specifying at each level the following information:
  - a. a summary of the nature of the grievance;
  - b. contract article(s), board policy(ies), or administrative decision(s) allegedly being misinterpreted, misapplied, or violated;
  - c. remedy being sought; and
  - d. reason(s) for dissatisfaction with decision at previous level.
3. Level Two - Within five (5) days of the unfavorable actions, stipulated in Level One, the employee shall submit his written petition including all pertinent correspondence to the Superintendent, who shall assign it to the proper administrator. Said administrator shall render his decision within five (5) days. An unfavorable decision, or no decision within the stipulated period shall entitle the employee to initiate procedures set forth in Level Three.
4. Level Three - Within five (5) days of the expiration of the period for consideration under Level Two, the employee may file his written petition and all supporting papers with the Association. Within three (3) days of receipt of such petitions and supporting papers, the Association shall refer them to the Superintendent. The Superintendent shall return his decision within five (5) days of receipt of the petition. In the event of an unfavorable decision or no decision within the stipulated period, the employee may institute action under the provisions of Level Four.
5. Level Four - Within five (5) days of receipt of unfavorable action, or in the case of no action at Level Three, the employee may again refer his petition to the Association. After a review of the circumstances involved, the Association may recommend no further action on the part of the employee and render no further support of his petition. Should the Association recommend further action, it shall forward, within 10 days of receipt, a letter through the Superintendent to the



President of the Board, requesting a hearing before a joint committee of the Board and the Association.

Said committee shall consist of two members of the Board, two members of the Association, and a fifth member mutually agreeable to the parties concerned. The letter should contain a resume of the points at issue including the reasons for dissatisfaction with previous decisions. The requested hearing should be scheduled within fifteen (15) working days of receipt by the Superintendent or the Association and/or the employee notified as to reasons for delay. The joint committee shall render a decision within ten (10) working days or file an acceptable reason for the lack thereof. Nonobservance of the stipulations of the provisions of this paragraph, or the return of an unfavorable opinion, may be grounds for actions set forth in Level Five.

#### 6. Level Five

- a. Within five (5) days of the establishment of unfavorable decisions or lack of actions stipulated in Level Four, the Association may submit a letter to the Board requesting that the employee's petition be placed for arbitration. Within ten (10) days of the submission of the request for arbitration, the Association and the Board shall attempt to agree on an arbitrator and shall attempt to obtain a commitment from said arbitrator to serve. In the event that agreement cannot be reached, the Board and the Association shall request the aid of the Public Employees Relations Commission in obtaining an arbitrator.
- b. The arbitrator's decision shall be in writing and shall set forth the facts upon which his decision is based. Such decisions shall in no way alter, modify or otherwise change the terms and conditions of this agreement. The Board and the Association shall receive the arbitrator's decision as final and binding upon both parties.
- c. All costs of arbitration including, but not limited to, per diem, travel expenses, subsistence, and costs for the hearing area, shall be borne equally and jointly by the Board and the Association. Expenses incidental to, but not directly a part of the arbitration process, shall not be the responsibility of the Board or the Association, singly or jointly.
- d. No claim by an employee shall constitute a grievable matter beyond Level Four or be processed beyond Level Four if it pertains to (1) a complaint of a nontenured employee which arises by reason of his not being reemployed, (2) any rule or regulation of the State Commissioner of Education, (3) any matter which according to law is beyond the scope of Board authority, (4) any matter outside the scope of legally negotiable terms and conditions of employment.

D. Miscellaneous

1. If in the judgment of the Association through its representatives, a grievance affects a group or class of employees, the Association or its authorized representatives may submit such grievance(s) in writing to the Superintendent and the processing of such grievance(s) shall begin at Level One. The Association through its authorized representatives may process such grievance(s) through all subsequent levels of the grievance procedures, even though the aggrieved person, or persons, do not wish to do so.
2. All meetings and hearings held under these procedures shall be closed to the public, and shall include only such parties as are in interest and/or their designated representatives as set forth in these articles.

ARTICLE V

SCHOOL CALENDAR

of  
atives  
endent  
Level  
ives may  
of the  
, or

shall be  
ies as  
s as set

- A. The school calendar shall be established by the Board upon the recommendation of the administration after their consultation with representatives of the Association.
- B. The normal school year for professional staff members employed on a ten-month basis shall not exceed 186 days in attendance.
- C. When a professional staff member's attendance beyond 186 days is required, reimbursement shall be at the rate of 1/200th of his annual salary for each day in excess of 186 days. Unexcused absence shall result in forfeiture of pay at the rate of 1/200th of his annual salary for each day in deficit.

ARTICLE VI

RIGHTS AND PRIVILEGES OF THE ASSOCIATION

- A. The Board agrees to make available to the Association all relevant public information concerning the financial resources of the District together with public information which may be necessary for the Association to process any grievance.
- B. Whenever any representative of the Association or any employee is mutually scheduled by the Board and the Association to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.
- C. Representatives of the Association shall be permitted to transact official Association business on school property provided that this shall not intrude into, interfere with, or interrupt normal school operations.
- D. The Board extends the following privileges to the Association for the conduct of its official business.
  1. The use of school buildings at all reasonable hours when appropriately scheduled through the principal.
  2. The use of designated facilities and equipment when not otherwise required. The Association shall pay for the reasonable cost of all materials and supplies incident to such use, and shall be responsible for such breakage as they cause to occur.
  3. The use of a bulletin board in each faculty lounge and teacher's dining room.
  4. The use of school mailboxes shall be limited to official internal Association business.
  5. The Association President shall have no supervision responsibilities and shall be assigned no more than four (4) teaching sections.
  6. The two (2) Building Vice-Presidents shall be released from supervisory responsibilities.
- E. The Board shall collect through payroll deductions a representation fee from all employees covered in this contract who have chosen not to join the Association. Such fees shall be collected, transferred and dispersed in accordance with Chapter 477, P.L. 1979 and any subsequent judicial decisions. The Association shall provide the payroll department with an updated membership list not later than October 30th each year.

The Association shall indemnify and hold the employer harmless against any and all claims, demands, suits, and other forms of liability including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of any action taken or not taken by the Board in conformance with this provision.

l relevant  
the  
ecessary

mployee is  
articipate  
ngs,

transact  
d that  
t normal

ation for

when

not  
he  
nt to such  
hey cause

nd

cial

our (4)

ed from

ntract who  
l be  
Chapter  
he  
updated

ARTICLE VII

ABSENCES AND LEAVES

A. Leaves of Absence with Pay:

1. Personal Days: Full time employees shall be granted three (3) days of absence for personal business without loss of pay. The building principal must be notified two (2) days in advance. No personal days are permitted immediately before or after a holiday. Personal days are not accumulative. The number of personal days granted and taken on any given day shall be limited to fifteen (15) percent of the professional staff members in each building. In the event that more than fifteen (15) percent of the professional staff members in a given building apply for a personal day on a given day, seniority in the district shall determine which professional staff members are granted the personal day.
2. Bereavement Days: Up to seven (7) consecutive calendar days at any one time in the event of the death of an employee's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, or other member of the immediate household shall be granted. Additional bereavement leave may be approved by the Superintendent.
3. Sabbatical Leaves:
  - a. Qualifications: A sabbatical leave may be granted to a professional staff member for Board approved study that advances the candidate's professional qualifications and/or his capability to contribute to the educational system, or other objective that the Board may deem appropriate.

The candidate will have completed at least seven (7) full school years of service in the District, the last three of which must have been consecutive. No individual will be granted more than one sabbatical leave within a seven (7) year period.
  - b. Number of Leaves: If there are sufficient qualified applicants, sabbatical leaves will be granted according to the following schedule:
    - 1 for every 1 to 49 full-time equivalent professional staff members.
    - 2 for every 50 to 99 full-time equivalent professional staff members.
    - 3 for every 100 to 149 full-time equivalent professional staff members.

4 for every 150 to 199 full-time equivalent professional staff members.  
5 for every 200 + full-time equivalent professional staff members

No less than half of the sabbatical leaves granted each year shall be for Board approved study.

- three (3)  
pay. The  
advance. No  
er a  
ber of  
l be  
staff  
n fifteen  
iven  
iority in  
members
- c. Application Procedures: Requests for sabbatical leaves must be received by the Superintendent in approved written form no later than November 1 and action must be taken no later than February 15 of the school year prior to the school year for which the leave is requested. The request should outline in detail the professional staff member's proposed educational plan.
- d. Salary and Benefits: A professional staff member on sabbatical leave shall be paid one-half (1/2) his salary for a full year or full salary for a one-half (1/2) year leave.

ar days at  
's spouse,  
-law,  
r-in-law,  
ld shall  
ved by the

From this compensation shall be made the regular deductions for TPAF and other deductions required by law or at the request of the professional staff member.

During a sabbatical leave year, professional staff members shall accrue sick leave and personal days proportional to the portion of the school year actually worked, i.e., one semester sabbatical equals 1/2 sick and personal days accrued.

- d to a  
y that  
ons and/or  
ystem, or  
te.
- (7) full  
three of  
will be  
even (7)
- ied  
ording to
- onal staff
- ional  
ssional
- e. Criteria for Selection: Sabbatical leaves shall be granted in accordance with established criteria.
- f. Conditions: Grantees will agree in writing:
1. that they will not accept employment outside the District, during the period of their leave, except where approved by the Superintendent;
  2. that unless terminated, they will return to employment within the District for at least one year;
  3. that they will, within three months of their return to normal duties, submit a written report to the Board of activities undertaken and accomplished during the leave;
  4. that in the event of termination of employment they will relinquish the leave on the date of termination.

Grantees further agree that if the above stipulations are not complied with and/or the purpose of the leave is not fulfilled he or she will repay all salary monies received during the leave.

- g. Limitation: Two members of the same academic department within the same building may not take Board approved sabbaticals during the same semester.
4. Legal Proceedings: Time necessary for appearance in any legal proceedings connected with a person's employment or with the school system or in legal proceedings if the employee is by law required to attend, and is not convicted in a criminal case.
5. Summer School: The required number of days approved by the Superintendent and the Principal, at the end of the school year and/or at the beginning of a school year, as may be required to attend summer school classes and/or travel to the place where such classes are held.
6. Return From A Leave of Absence: Upon return from a leave of absence with pay a professional staff member shall be considered as having been actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, up to a maximum of two (2) incremental increases over his salary schedule at the time of his leave. Time spent on said leaves shall not count toward fulfillment of the time requirement for acquiring tenure.

B. Leaves of Absence Without Pay:

1. A leave of absence without pay of indeterminate time shall be granted for the purpose of caring for a sick member of the employee's immediate family.
2. Other leaves of absence without pay may be granted at the discretion of the Board for good reason.
3. Maternity Leaves:
- a. Natural birth: The Board shall grant maternity leave without pay to any tenured professional staff member or secretary. The Board shall grant maternity leave without pay to any support staff employee with more than three consecutive years of service in the district. The Board shall grant maternity leave without pay to any nontenured professional staff member or secretary only to the end of the contract year for which that professional staff member or secretary has been employed. The Board shall grant maternity leave without pay to any support staff member with less than three years of consecutive service only to the end of the contract year for which that support staff member has been employed.



Maternity leave is subject to the following stipulations and limitations:

1. Maternity leave shall commence and shall terminate on the date requested by the employee, subject to Board approval.
2. The Board shall not remove any employee from her duties during pregnancy unless she cannot produce a certificate from her physician that she is medically able to continue performance of her regular duties.
3. Except as expressly limited by Section B.3.a. of this Article, initial request for maternity leave shall not exceed one (1) year.
4. Except as expressly limited by Section B.3.a. of this Article, maternity leave shall be extended to a maximum of two (2) years at the request of the employee. The return to work date for professional staff members must occur at the beginning of a semester.
5. The Board shall provide employees on maternity leave with medical insurance coverage until three (3) whole months after the date of birth.

b. Adoption: Any employee adopting an infant child shall receive adoption leave subject to the same conditions stated for natural birth above. The leave shall commence upon receiving de facto custody of said infant, or earlier, if necessary, to fulfill the requirements for adoption.

4. Time spent on a leave of absence without pay shall be considered as time not in the employ of the Board for the purposes of incremental salary increases. The Board may, however, grant one (1) incremental increase to an employee on an unpaid leave of absence when that person presents evidence in the form of a report to the administration that sufficient professional improvement has occurred during the leave to justify the increment. Under no circumstances shall time spent on an unpaid leave of absence count toward fulfillment of tenure requirements. No professional staff member on leave shall, on the basis of said leave, be denied the opportunity to substitute in the District.
5. An employee on unpaid leave of absence shall have the right to remain in all current group insurance plans provided that he reimburses the Board at a rate equal to the insurance costs.
6. Employees on unpaid leaves of absence pursuant to this section shall notify the Superintendent at least three (3) months prior to the end of their approved leaves as to their intent to return to work or, if applicable, to request an extension of the leave.

C. All benefits to which an employee was entitled at the time the leave of absence (with or without pay) commenced, including maternity leave, unused accumulated sick leave, and credits toward sabbatical eligibility, shall be restored upon return.

D. Sick Leave:

1. All employees shall be entitled to ten (10) sick-leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Those employees who are employed for 11 or 12 months shall be entitled to 1 or 2 additional sick days, respectively.
2. When an employee's absence exceeds the annual sick leave and the accumulated sick leave, the Board may pay any such person each day's salary less the pay rate for a substitute in that employment category, for such length of time as may be determined by the Board in each individual case.

In the event of sudden illness or other emergency, employees shall notify the individual designated, at a time designated, by the Board.

3. Standby plans, class rolls, and/or seating charts must be filed by teachers with a designated administrator, ready for a substitute in the event of an absence, expected or unexpected.

E. Sick Leave Bank:

A Sick Leave Bank shall be established for the benefit of all participating members of the bargaining unit. This Bank shall operate in accordance with the following rules and regulations:

1. The Board will pay all costs of administering the Sick Leave Bank. It will keep all records and publish an annual report to the Association prior to July 1 of each year.
2. The Sick Leave Bank is only open to members of the bargaining unit covered under Article I of this Agreement.
3. Anyone in the bargaining unit as defined in Article I may voluntarily join the Sick Leave Bank by contributing two (2) accumulated sick leave days to the Bank during the initial or any subsequent open enrollment period.
4. When the number of sick days in the Bank falls below 300, an open enrollment period will be held during the following September. To remain in the Bank, an employee must contribute one (1) additional sick leave day.
5. Sick Bank Days up to a maximum of six months for each unrelated occurrence may be used for extended or catastrophic illness or accidents subject to the following limitations:

ne the  
ing  
its toward

ve days  
d school  
. Those  
be  
y.

eave and  
ch person  
in that  
be

mployees  
signed,

st be  
eady for a  
nexpected.

f all  
shall  
ations:

ck Leave  
report to

argaining

I may  
two (2)  
nitial or

300, an  
wing  
contribute

h  
astrophic  
tions:

- a. A member shall have used all of his accumulated sick leave days.
  - b. A Sick Leave bank member may draw no more than five (5) times the number of days that said employee had accumulated as of the first day of school that year.
  - c. Said member shall not receive sick bank days for the first five (5) sick days following the last day of accumulated sick leave used.
  - d. Said member shall receive full pay for the first thirty (30) days of sick bank days used and at seventy (70) percent of full pay for the remaining sick bank days used.
  - e. Maternity leaves are not eligible for sick bank days.
6. A member may withdraw at any time; however, he may not withdraw donated sick days.
  7. The Superintendent and the Association President will decide on all applications to the Sick Leave Bank. If an application is denied, the applicant, with representation, may request a hearing of the joint Sick Leave Bank Committee, which shall consist of three (3) members appointed by the Board and three (3) members appointed by the Association. The decision of the Sick Leave Bank Committee will be final and not subject to arbitration.
  8. A member who uses Sick Leave Bank days does not have to replace them.
  9. Members who have not used their six months of sick bank benefits during a single school year cannot automatically extend this benefit from one school year to another. Beginning each school year, an employee unable to return to work must use newly credited sick leave days and must make a new application before any draw upon the sick leave bank.
  10. Employees who are new to the district, or who transferred into the bargaining unit, shall have thirty (30) working days from their first working day in which to join the sick leave bank.
  11. Membership in the Bank is automatic from year to year unless a formal withdrawal is submitted to the Business Office by the last day of school in a given year.
  12. The rules and regulations stated above are subject to review and revision by the Sick Leave Bank Committee. Any proposed changes in the rules and regulations are subject to ratification by the Board and the Association.
  13. In the event of a tie vote by the Sick Leave Bank Committee,

the employee requesting the use of days will be required to submit to an examination by a physician designated by the Committee. The results of the examination will be submitted to the Sick Leave Bank Committee for re-consideration.

14. Should the Sick Leave Bank terminate, the remaining days in the Bank will be equally divided among the participating employees at the time of termination, but shall not exceed the number of days contributed by that employee.
15. Immediately following the close of each school year, the business office will make an analysis of the total cost to the Board for the Sick Bank benefit for the preceding three (3) years. Should the cost to the Board exceed the dollar amount that the Board would have spent to participate in the New Jersey Temporary Disability Benefits program for the preceding three (3) years, the Board and the Association agree to reopen for negotiation this section of this Article with the intent of modifying the provisions to keep costs under the cost of the New Jersey Temporary Disability Benefit program.
16. The total cost to the Board shall be computed by adding all monies paid out under Section 5. d. above, during each year covered by this Agreement.

ARTICLE VIII

EVALUATION

The Board and the Association recognize that:

- A. Evaluation can be useful as an aid for:
  - 1. Improving employee performance.
  - 2. Retention, guidance, and promotion of employees.
  - 3. Self-improvement.
  - 4. Administrator-staff rapport.
- B. Our functional evaluative program presupposes qualified evaluators who shall use evaluative criteria to be developed in accordance with state guidelines.
- C. Evaluation must be diagnostic. It must build personal and professional self-respect and self-image. It must focus on the situation. It must encourage expression, creativity, variation, and development of technical and professional skills.
- D. The person being evaluated shall have full knowledge of the procedures, the qualifications of the evaluator and the findings thereof.
  - 1. Every nontenured professional staff member shall be evaluated as per New Jersey Title 18A.
  - 2. Tenured professional staff members will be evaluated in accordance with N.J.A.C. 6:3-1.21, the Tenure Teacher Evaluation Act.
  - 3. Professional staff members shall be evaluated by persons certified by the State of New Jersey to supervise instruction.
  - 4. Professional staff members shall be given a copy of written evaluations of their work prepared by the evaluator and shall have the right to discuss such evaluation with the evaluator, the principal, and/or the Superintendent and to append their comments before it is placed in their personnel files.
  - 5. All such written evaluations must bear the signatures of the evaluators and the person evaluated.

E. Procedure:

1. Authorized evaluators will use special evaluation forms for submitting specified numbers of evaluations at designated times.
  2. The professional staff member being evaluated will be permitted to submit a written response to an evaluation.
  3. Professional staff members will be evaluated in accordance with New Jersey statutory requirements.
  4. Evaluations will be followed, within ten (10) working days, by a conference. The evaluation conference shall involve the following: the evaluatee, the evaluator, and an optional observer from the Association if requested by the evaluatee.
  5. The evaluators will complete and sign the evaluation form making one copy available to the evaluatee.
  6. A professional staff member shall not be evaluated twice within three weeks without prior consultation with the Association President.
- F. SUPPORT STAFF: A support staff member retained by the Board beyond 90 calendar days, without having had a written evaluation provided, shall be presumed to have performed satisfactorily for determination of seniority rights. Such an evaluation shall follow the procedures outlined in Sections E.4 and E.5 of this Article.

ARTICLE IX

PERSONNEL FILES

Official personnel files shall be maintained in the Superintendent's office in accordance with the following procedures:

A. Administrators will be encouraged to place in the file information of a positive nature indicating special competencies, achievements, performance, or contributions of an academic, professional, or civic nature. All material received from and signed by responsible sources concerning an employee's conduct, service, or character may be placed in the file.

B. Any materials regarding an employee from any source including administration, parents, students, or other persons that are used in any manner in evaluating the professional competency of any employee shall be promptly investigated and called to the attention of the employee in writing, prior to filing in said employee's file. This material shall be signed by the employee who shall then receive a duplicate copy.

The employee shall have the opportunity to respond in writing to and/or rebut such material and such response shall be placed in his file.

C. All materials placed in an employee's personnel file shall be signed by the employee, duplicated, and given to him for his own disposition with the express understanding that his signature in no way indicates agreement with the content thereof. Any material that the employee sees and refuses to sign may be co-signed by the principal and the President of the Association or building Vice-President to indicate that they witnessed the reading of the material by the employee in question. Any material not signed by the employee and duplicated may not be used in the grievance or evaluation procedure. However, material co-signed by the principal and the President of the Association or building Vice-President indicating that the employee has seen the material may be used in the grievance or evaluation procedure.

D. Pre-employment records and letters of recommendation are to be excluded from the duplication process. Materials existing prior to the 70-71 contract and not duplicated according to the provisions thereof are not available for duplication after the expiration of said contract.

E. No material from an employee's personnel file shall be made public without the written permission of the employee unless necessitated by law.

ARTICLE X

PERSONNEL EMPLOYMENT

- A. The Board retains the freedom to hire those persons whom the state of New Jersey gives it the authority to hire.
- B. Employees shall be notified of their contract and salary status for the ensuing school year no later than April 24 of the preceding year.
- C. Every effort shall be made to notify employees of their assignments no later than May 30 of the preceding school year. In the event of an emergency, a thirty (30) day grace period will be allowed. If any change in an employee's assignment is made after the above time limits, the employee shall be notified immediately. The notification date for Bus Drivers shall be no later than August 1.
- D. No offer of summer employment for professional staff members to occur between school's official June closing and school's official September opening shall be made to any professional staff member unless it is in writing, specifying the terms and conditions of that employment. Such summer employment contracts shall be binding on both parties. Those summer jobs that are customary, anticipated, and reasonably certain shall be offered no later than May 30.
- E. No employee shall be disciplined, reprimanded, or denied or compensation without just cause.
- F. A support staff member who is dismissed shall receive two (2) weeks notice.



ARTICLE XI

PROFESSIONAL IMPROVEMENT

- the state
- status
- year. In  
I will be  
de after  
mediately.  
han
- ers to  
official  
member  
ons of  
e binding  
ater than
- (2)
- A. Graduate Study payments shall be made under the following conditions:
1. A professional staff member must have received a second-year contract. Professional staff members who are awarded a contract on a probationary basis shall not be eligible.
  2. Reimbursement shall be for declared tuition only and shall not be obtained from more than one source.
  3. Courses may be taken for enrichment and/or professional improvement.
  4. Attendance must be at an accredited college or university.
  5. Prior to the professional staff member's registration, courses must be approved by the principal and by the Superintendent.
  6. Reimbursement shall cover actual tuition costs, not to exceed the declared tuition costs, for all approved graduate courses completed in the professional staff member's subject field and half the tuition costs, not to exceed the declared tuition costs, of nonsubject field graduate courses.
  7. Professional staff members granted leaves in accordance with Article VII Section A.3 and B.2 shall be eligible for tuition reimbursement subject to the conditions set forth in the rest of this Article.
  8. Graduate study credits are limited to six per high school semester for actively employed professional staff members.
  9. Notification of intention to take courses must be submitted on a specific request form by November 1 for the purpose of budgeting funds.
- B. Professional staff members successfully completing those inservice courses or programs that have been designated by the Superintendent shall receive district credits that may be used for advancement on Schedule A of this contract. The credit value of the course and requirements for successful completion shall be distributed before the course begins.
- C. Tuition paid will be reimbursed to a support staff member if it is deemed by the Superintendent that the course or courses will increase the support staff member's skills and/or knowledge in such a way as to benefit the District directly. Custodians who successfully obtain their black seal license will be reimbursed

for tuition and fees pertinent to that license. Approval and time limits must be met as in Section A. 5. of this Article.

nd time

ARTICLE XII

HOURS AND WORK LOAD

A. Professional Staff Members

1. Professional staff members are expected to devote to their assignments the time necessary to meet their responsibilities. All professional staff members shall sign in upon arriving at work each day and shall sign out upon leaving work each day.
2. The total in-school work day shall not exceed seven and one-half (7 1/2) continuous hours. No professional staff member shall be required to stay later than 5:00 p.m. for regularly assigned professional duties. Professional staff members who agree to teach beyond the seven and one-half (7 1/2) hours shall be reimbursed at the rate listed in Schedule I. Class trips initiated by the professional staff member or for which the professional staff member volunteers are not reimbursable as an extension of the work day.
3. The daily teaching load shall not exceed six periods of pupil contact, excluding homeroom and a.m. duty. No teacher shall be assigned more than five teaching periods per day but a teacher may volunteer to assume a sixth teaching period in lieu of a nonteaching duty. An offer and acceptance of a voluntary sixth teaching assignment shall be made in the presence of the Association president or one of the three Association vice presidents. Teachers shall be assigned ten curriculum and instruction periods per week, of which at least one shall be assigned each day. A split teaching period shall be considered as one period of pupil contact.

The term pupil contact shall mean those periods of time when a teacher is assigned to be with students. There are two types of pupil contact. They are: instructional, which includes classroom teaching and resource center assignment; and supervisory which includes study hall, commons, cafeteria, hall, court yard, smoking duties, and team planning.

Any exceptions to the above two paragraphs must have prior teacher and Association written approval.

The following Sections (4.a. and 4.b.) are specifically intended to describe the intent of Article XII in terms of modular scheduling.

4. a. The term period shall mean a block of time not less than (40) minutes or greater than (48) minutes. The term period may be equated with terms used in other scheduling systems provided they fall within the specified lengths of time stated above. For example, in a modular schedule 2 modules

of time would equal one period. (A mod could vary in length from 20-24 minutes.)

- e. Under modular scheduling: (198 mods per six (6) day cycle) with retention of a 75-90 minute C & I (activity) period at the end of the day, the teacher's assignment shall not exceed 60 mods of classroom teaching per cycle except when teaching courses for which more than 12 mods per cycle have been assigned. All teachers may be assigned a maximum of 72 mods of instructional pupil contact, and no more than 12 mods of supervisory duty. A teacher may choose an additional classroom teaching assignment in lieu of his supervisory assignment. If this option is chosen the teacher may be assigned a maximum of 84 mods of instructional pupil contact except when teaching courses for which more than 12 mods have been assigned. If a teacher has large group instruction, large group being defined as a combination of classes meeting jointly for instructional purposes, the teacher will receive credit for the number of mods assigned to the course as determined by the pupils' schedules. The mods gained by the teacher under large group instruction, will be used as additional resource center assignments.
5. Whenever possible, teachers shall not be required to change teaching stations more than two (2) times during the school day.
  6. Professional staff members shall have a duty-free lunch period equivalent to that of the students. Under a modular schedule two (2) consecutive mods shall be provided for all professional staff members for lunch at an appropriate time of day; i.e. between 10:30 a.m. and 1:30 p.m.
  7. Professional staff members may leave the building during their duty-free lunch period and at other times after notifying the administrator in charge.
  8. Professional staff members may be required to remain after the end of the regular work day without additional compensation for the purpose of attending faculty or other professional meetings two (2) days each month. These meetings shall begin no later than ten (10) minutes after the student dismissal time, and every effort should be made to prevent meetings from exceeding 60 minutes. If additional time is needed students shall be dismissed early. One of the two (2) meetings mentioned above shall be considered a faculty meeting and one shall be for curriculum and instruction. Four (4) additional meetings per year may be called at the discretion of the building principal.
  9. The notice of any regular meeting shall be given to the professional staff members seven (7) days prior to the meeting. An agenda shall be given to the professional staff

members one (1) day prior to the meeting. Professional staff members shall have the opportunity to suggest items for the agenda.

10. Exceptions to Sections 8 and 9 of the above provisions may be made only in cases of emergency. Where possible, the Association shall be notified in advance.

#### B. Aides

1. All aides will be guaranteed a minimum of six (6) paid hours per school day.
2. Aides shall sign in upon arriving at work each day and shall sign-out upon leaving work each day. The total in-school work day for aides shall not exceed eight continuous hours. No aide shall be required to stay later than six o'clock p.m. for regularly assigned duties. Aides shall be reimbursed at the rate of time and one-half (1 1/2) after forty hours of work in a Monday through Friday week. Aides who volunteer to accompany students on a class trip shall receive no additional remuneration for any extension of their work day.
3. Normal work day for aides shall be assigned by the administration.
4. Aides shall be assigned their duty stations by the administration.
5. Aides working more than five and one-half (5 1/2) hours per day shall be guaranteed one-half hour, without pay, for lunch. Aides may take two (2) fifteen-minute breaks during their work day. Breaks shall be taken when circumstances permit, subject to the approval of the immediate supervisor. These breaks should not be combined into one (1) thirty-minute break, nor should they be taken immediately before or after the aides' lunch.
6. Aides may leave the building during their duty-free lunch period after notifying their immediate supervisor, unless extenuating circumstances require their presence. In such cases the lunch period shall be re-scheduled.
7. Aides accepting work at student activity events shall be paid in accordance with Schedule B of this contract or at rates of pay established by the sponsor and the principal for events not included in Schedule B.
8. One designated Association representative from each school will be permitted to attend regular monthly Association meetings during working hours.
9. If an aide receives notice to report for jury duty, the aide should take up the matter with his immediate supervisor. For

all days during which an aide is required to be on jury duty and is paid for the jury duty, the Board will continue the regular salary providing the aide endorses over the jury duty check to the Board of Education.

10. The following titles shall apply to aides for the purpose of placement on Schedule "G":
  - a. General Aide Reporting to the Principal or his designee, a general aide carries out supervisory duties in the school or on the school grounds. May also be assigned full or part-time to a particular location such as a Resource Center, Library, Teacher Center, or Alternative School.
  - b. Specialist Aide Reporting to the Principal or his designee, a specialist aide has specific training, or has developed through experience skills which may be used in a number of ways including assisting in instruction, in attendance, in the library, or where needed.
  - c. Special Education Aide Reporting to the Principal or his designee, special education aides assume an active role in the instructional process because of previous experience or special training. Special Education Aides must have earned at least 60 college credits and be eligible for substitute certification.
  - d. Technical Aide Reporting to the Principal or his designee, technical aides carry out assigned duties for which they qualify because of previous experience or educational background.
11. Periodically, all aide positions are evaluated in relation to their placement for classification purposes. The final determination in reclassification is made by the Board upon recommendation by the administration. An aide may initiate a reclassification evaluation. To do so, the aide shall comply with the following:
  - a. He/she shall state the reasons for requesting reclassification by making a comparison with the specific and general duties required in other positions.
  - b. He/she shall review the written statement with the immediate supervisor and obtain that supervisor's approval for submitting the request to the next higher authority.

Reclassification as initiated by the aide shall be filed between July 1 and December 1 and acted upon within sixty (60) days. If the reclassification is approved, the aide who is reclassified within his employment category shall be placed on whatever step in the new salary column is closest to but no less than a ten (10) per cent increase. In no event, however, shall placement on the new column be at a

step higher than the aide's current step. The Board reserves the right to refuse reclassification or to refuse to reclassify positions at any time for budgetary or other reasons.

#### C. Bus Drivers

1. Bus drivers shall sign in at the time they report in to check their buses and shall sign out after they gas and clean their buses on all trips other than contracted daily trips.
2. Both a.m. and p.m. bus drivers shall report in time to have their bus at its first station on time and shall remain until they have completed the post-operational check of their vehicle. At least one and one-half (1 1/2) hours of work time is expected for both the a.m. and p.m. driver. Bus driver hours shall be established according to, and stated in, the individual bus driver's contract.
3. One designated Association representative will be permitted to attend regular monthly Association meetings during working hours.
4. The administration shall establish a seniority list for all contracted bus drivers. The administration shall apprise the contracted bus drivers each year of runs available and allow them to select the run of their choice and shall assign bus runs to bus drivers based upon their seniority, the most senior bus driver getting his choice first and so on through the most junior bus driver. Runs shall include both regular school day runs as well as activity and athletic late runs.
5. All extra runs will be assigned on a seniority basis from the driver seniority list. In the event a driver chooses not to take an extra assignment he will be passed over on this seniority list until all others have been asked to do an extra trip. Drivers will not be offered a field trip or special run if it conflicts with their regularly assigned duties.
6. If a contracted bus driver receives notice to report for jury duty, the bus driver should take the matter up with his immediate supervisor. For all days during which a bus driver is required to be on jury duty, the Board will continue the bus driver's regular salary providing the bus driver endorses the jury duty check over to the Board.

#### D. Custodians

1. Custodians shall report on time and shall remain until the end of their work day. Custodians shall sign in upon arriving at work each day and shall sign out upon leaving work each day. The custodian work day shall consist of eight paid hours. An additional half hour, duty free, without pay, for lunch/dinner is provided during the work day. Custodians who work more than

forty (40) hours on a Monday through Saturday week shall be paid for hours over forty at one and one-half (1 1/2) their regular hourly rate. If a custodian is called in early, he shall work until completion of his regularly scheduled work day.

2. Regular daily working hours for custodians shall be determined by the immediate supervisor to insure that appropriate cleaning is completed for each school day and that there is appropriate coverage as needed during the school day and for student events.

When weather conditions cause driving to become hazardous, the immediate supervisor will contact the Superintendent, (or his designee), who will, at his discretion, determine if custodians may leave their scheduled shifts early. The immediate supervisor and head custodian will then rearrange work schedules so that all time will be made up.

3. Twelve-month custodians will receive eleven paid holidays. These holidays will include the following: New Year's Day, Memorial Day, Thanksgiving Day, Friday after Thanksgiving Day, July Fourth, Labor Day, Good Friday, and Christmas Day. Other holidays will be designated by the Superintendent following the adoption of the official school calendar by the Board.

On December 24 and December 31 no custodians shall be scheduled to work the night shifts. On the Wednesday before Thanksgiving the third shift shall work during the second shift.

4. Any custodian who works on Sunday or one of the holidays indicated above shall be paid at double his hourly salary.
5. All qualified custodians shall have a reasonable opportunity to work overtime, Sunday, and holiday assignments, that do not occur during their regular assigned shifts. Assignments shall be made by the head custodians.

Notice of opportunities to work overtime shall be posted not less than five (5) days before a regularly scheduled event.

6. Following the first complete calendar year of employment, each full-time custodian shall be entitled to ten (10) days of vacation. In each succeeding year, on the anniversary date of the custodian's employment, a full-time custodian shall be entitled to ten (10) days vacation. After five (5) continuous years of full-time employment, each full-time custodian shall, on the anniversary date of employment, receive an additional five (5) days vacation. After twelve (12) continuous years of full-time employment, each full-time custodian shall, on the anniversary date of employment, receive an additional five (5) days of vacation. If a custodian is terminating employment, the earned vacation must be taken unless the custodian's



immediate supervisor has permission from the Superintendent to keep the custodian on, in which case, the custodian will be paid for his earned vacation period. Vacation schedules shall be established in accordance with the custodian's request, subject to approval by the head custodian. Seniority will be used as one basis for determining vacation priorities.

7. a. Vacation for two (2) years may be accumulated. Any further accumulation will be lost.  
b. No more than four (4) weeks vacation within a three (3) month period shall be taken. Additional earned time may be taken provided the approval of the Superintendent is granted.
8. If a custodian receives notice to report for jury duty, the custodian should take up the matter with the immediate supervisor. For all days during which a custodian is required to be on jury duty and is paid for the jury duty, the Board will continue the regular salary providing the custodian endorses over the jury duty check to the Board of Education.
9. When a leave of absence without pay is in the best interest of the custodian and the Board, the administration may recommend to the Board that an absence without pay request be approved.
10. One designated Association representative from each school will be permitted to attend regular monthly Association meetings during working hours.
11. Custodians may take two fifteen-minute (15) breaks during their work shifts. Breaks may be taken at a time when circumstances within the area permit and upon permission of the immediate supervisor. The breaks are not to be combined into one half-hour break nor are they to be taken directly before or after the dinner break.
12. Custodians may leave the building during their duty-free lunch/dinner period after notifying their immediate supervisor, unless extenuating circumstances require the custodian's presence. In such cases the dinner period shall be re-scheduled.
13. When a cleaning custodian is required to do maintenance work, he shall be paid the hourly rate for his step in the appropriate maintenance column of Schedule F.  

When a building maintenance or a grounds maintenance employee is required to work independently for a full day at a task requiring the higher skills usually associated with mechanical maintenance, he shall be paid the hourly rate for his step in the mechanical maintenance column of Schedule F.
14. All overtime not continuous with regular work hours shall be

for a minimum of four (4) hours.

15. Saturday Maintenance Personnel, Saturday Supervision, Grounds Supervision, and Night Supervisor shall be paid a yearly stipend as per Schedule F.
16. Effective July 1 of each school year, all newly hired custodians and maintenance personnel not in possession of a boiler's license during their first year of employment shall no later than June 30 of that school year obtain said license. Failure to obtain said licence may result in termination of employment.

E. Secretaries

1. Secretaries shall be assigned their duty stations by the administration. Whenever possible secretaries will be assigned to a single work station.
2. Secretaries shall have a duty-free lunch hour between the hours of 10:30 a.m. and 1:30 p.m.
3. Secretaries may leave the building during their duty-free lunch hour after notifying their immediate supervisor, unless extenuating circumstances require the secretary's presence. In such case the lunch hour shall be re-scheduled.
4. Secretaries may take two fifteen-minute breaks during their work day. Breaks should be taken at a time when circumstances within the office permit. These breaks should not be combined into one 30-minute break, nor should they be taken immediately before or after the secretary's lunch.
5. Secretaries shall report on time and shall remain until the end of their work day. Secretaries shall sign in upon arriving at work each day and shall sign out upon leaving work each day. The secretaries' work day shall not exceed eight continuous hours including the lunch hour. No secretary shall be required to stay later than 4:30 p.m. for regularly assigned duties: however, when and if requested to do so, secretaries may volunteer to work from 9:00 a.m. to 5:00 p.m. during the regular work year. Secretaries who work more than thirty-seven and one-half (37 1/2) hours in a Monday through Friday week shall be paid for hours over 37 1/2 at their hourly rate plus one-half that rate.
6. Regular daily working hours for secretarial and clerical personnel will be determined by the Superintendent to insure that when school is in session offices are open for service from 7:30 a.m. until 4:30 p.m. during the regular school year, and from 8:30 a.m. to 3:30 p.m. beginning the day following the close of the spring semester and ending the day before Staff Preparation Day as shown on the yearly school calendar. Ten-month secretarial contracts shall begin the first work day

after Labor Day and shall end on the last work day in June. When secretarial needs extend in critical areas on a regular basis beyond the working day described, individual arrangements may be made between the secretary and the Superintendent.

7. For those secretaries who work during the winter or spring recesses and/or on any other day that is not a national holiday but school is in recess, the office hours are from 9:00 a.m. to 4:00 p.m., including a one-hour lunch period. Those secretaries who work on any of these days will receive one day of compensatory time, to be used sometime during that school year.
8. On days when school is closed, other than national holidays or emergency snow days, one secretary is required to attend the switchboard in each school. At the option of the Board a second secretary may be asked to work at the North Hunterdon High School building. One day of compensatory time will be given to the employee for each such day worked. The administration will develop a schedule for the secretarial staff by September first of each year. This schedule will be based upon reverse-seniority in the North Hunterdon District. If a secretary cannot work on the day to which she has been assigned, it is the secretary's responsibility to provide a substitute from within the secretarial ranks.
9. Following the first complete calendar year of employment, each twelve-month secretary shall be entitled to ten (10) days of vacation. In each succeeding year, on the anniversary date of the secretary's employment, each twelve-month secretary will be entitled to ten (10) days vacation. After five (5) continuous years of full-time employment, each twelve-month secretary shall, on the anniversary date of employment, receive an additional five (5) days vacation. After twelve (12) continuous years of full-time employment, each twelve-month secretary shall, on the anniversary date of employment, receive an additional five (5) days of vacation. If a secretary is terminating employment, the earned vacation must be taken unless the secretary's immediate supervisor has permission from the Superintendent to keep the secretary on, in which case, the secretary will be paid for her earned vacation period. Vacation schedules shall be established in accordance with the secretary's request, subject to approval by her immediate supervisor. Seniority will be used as one basis for determining vacation priorities.
10. Vacation for two (2) years may be accumulated. Any further accumulation will be lost.
11. Twelve-month secretaries will receive eleven (11) paid holidays. These holidays will include New Year's Day, Memorial Day, Thanksgiving Day, the Friday immediately following Thanksgiving Day, Christmas Day, Good Friday, July Fourth, and

Labor Day. Other holidays will be designated by the Superintendent following the adoption of the official school calendar by the Board.

Ten-month secretaries will receive all paid holidays that fall within the secretary's contract dates.

12. Periodically, all secretarial positions are evaluated in relation to their placement for classification purposes. The final determination in reclassification is made by the Board upon the recommendation by the administration. A secretary may initiate a reclassification evaluation. To do so, the secretary shall comply with the following:

- a. He/she shall state the reasons for requesting reclassification by making a comparison with the specific and general duties required in other positions.
- b. He/she shall review the written statement with the immediate supervisor and obtain that supervisor's approval for submitting the request to the next higher authority.

Reclassification as initiated by the secretary shall be filed between July 1 and December 1 and acted upon within sixty (60) days. If the reclassification is approved, the secretary who is reclassified within her employment category shall be placed on whatever step in the new salary column is closest to but no less than ten (10) per cent increase. In no event, however, shall placement on the new column be at a step higher than the secretary's current step. The Board reserves the right to refuse reclassification or to refuse to reclassify positions at any time for budgetary or other reasons.

13. When a leave of absence without pay is in the best interest of the secretary and the Board, the administration may recommend to the Board that an absence-without-pay request be approved.
14. One designated Association representative from each school will be permitted to attend regular monthly Association meetings during working hours.
15. If a secretary receives notice to report for jury duty, the secretary should take the matter up with her immediate supervisor. For all days during which a secretary is required to be on jury duty, the Board will continue the secretary's regular salary providing the secretary endorses the jury duty check over to the Board.
16. The following titles shall apply to secretarial personnel:
  - a. Receptionist Answer the telephone and complete other necessary clerical responsibilities as assigned by the immediate supervisor. May be assigned general typing.

- b. General Secretary Fulfill a general typing function for an assigned area. Perform other responsibilities as assigned by the immediate supervisor.
- c. Administrative Secretary Work in an office and do the work generally assigned by Assistant Principals or Central Office staff. Perform other responsibilities as assigned by immediate supervisor.
- d. School Specialist Have a particular technical function to fulfill in the school for an assigned area. School Specialists include bookkeepers and the attendance secretary. Perform other responsibilities as assigned by the immediate supervisor.
- e. Central Office Specialist Serve directly under the Assistant Superintendent for Business. Have a particular technical function to fulfill in the Central Office. Central Office Specialists include purchasing, accounts payable and payroll. Perform other responsibilities as assigned by the immediate supervisor.
- f. Executive Secretary Serve directly under the School Principal. Responsible for work assigned by the School Principal and the direction of secretarial work that is assigned by other administrators within the Principal's office. Perform other responsibilities as assigned by the immediate supervisor.

ARTICLE XIII

PERSONAL AND ACADEMIC FREEDOM

- A. The personal life of an employee is not an appropriate concern or attention of the Board except as it may directly prevent the employee from properly performing assigned professional functions.
- B. Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such person, providing said activities do not violate any local, state, or federal law.
- C. The Board recognizes that academic freedom is essential to the fulfillment of the purposes of the North Hunterdon Regional High School District, and acknowledges the fundamental need to protect professional staff members from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their professional functions.

ARTICLE XIV

FACILITIES

The Board shall make all reasonable effort to provide the following facilities:

1. Space in each classroom or office in which professional staff members may store instructional materials and supplies.
2. A professional staff work area containing equipment and supplies to aid in the preparation of instructional materials or other job related materials.
3. In addition to the aforementioned employee work area, an appropriately furnished room shall be reserved for the exclusive use of employees as a lounge. Although employees shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.
4. A serviceable desk, chair, and filing cabinet for the use of each professional staff member.
5. A communication system so that professional staff members can communicate with the main building office from their classroom or professional offices.
6. Well-lighted and clean employee rest rooms, separate for each sex and separate from the students' rest rooms.
7. A separate, private, nonstudent personnel dining area.
8. Adequate working facilities identified exclusively for employee use.
9. Suitable closet space for each employee to store coats, overshoes, and personal articles.
10. Copies of all texts used in each of the courses to be taught exclusively for the teacher's personal use.
11. Adequate chalkboard space in every classroom.

ARTICLE XV

CLASS SIZE

- A. The Board recognizes that the maximum class size should be consistent with the available facilities and resources of the school system and community. The Board recognizes the class size recommendations of the State Department of Education and takes them into consideration in its planning. This shall not be construed in such a way as to hinder the flexibility of the School District in establishing class size involving team teaching, large group instruction, etc.
- B. Marginal classrooms should be used only under extreme emergencies.



ARTICLE XVI

NONPROFESSIONAL DUTIES

- he  
s size  
kes
- School  
, large
- ancies.
- A. Employees shall not normally be required to make collections for outside vendors of pictures, insurance and so forth.
  - B. The Board recognizes the desirability of employing aides to perform certain duties under the direction of the employee or employees to whom they are assigned. The decision to hire and to stipulate their assignments rests with the Board. Such aides will be hired when practical.
  - C. Use of personal cars for school trips is forbidden, unless it is voluntary and permission has been granted by the Superintendent or building principal. When personal cars are used voluntarily and with administrative approval, reimbursement shall be at the rate listed in Schedule I in addition to full reimbursement for any tolls or parking fees. Mileage reimbursement for Board approved home tutoring shall be measured from school location to student and return, or to home, whichever is shorter.

ARTICLE XVII

TRANSFERS AND REASSIGNMENTS

A. All Employees: All vacant positions for which the Board intends to appoint a replacement shall be posted in the following manner:

1. Notification shall be sent to the Association President and Vice-Presidents.
2. Notification shall be posted for ten (10) days on three (3) mutually agreeable bulletin boards in the Voorhees building reserved exclusively for this purpose.
3. Notification shall be posted for ten (10) days on four (4) mutually agreeable bulletin boards in the North building reserved exclusively for this purpose.
4. On such notifications the name of the vacant position shall be in bold letters.
5. Employees will have ten (10) calendar days to apply for the position from the day of posting.

B. Professional Staff

1. Professional Staff who desire a change in building assignments and/or school subject assignments may file a written statement of such desire with the Superintendent no later than May 23. Such statement shall include the subject and/or school to which the professional staff member desires to be assigned.
2. As soon as practicable, but not later than June 7, the Superintendent shall post in the schools and give to the Association a system wide schedule showing the names of all professional staff who have been reassigned.

C. Support Staff

1. Support Staff who desire a change in building assignment may file a written statement of such desire with the Superintendent. Such statement shall include the position and/or school to which the support staff member desires to be assigned.
2. As soon as practicable the Superintendent shall post in the schools and give to the Association a system wide schedule showing the names of all Support Staff who have been reassigned.

PROMOTIONS

- A. Notice of any open position to which a person might be promoted shall be posted in the manner described in Article XVII of this contract and during the summer shall also be mailed to those employees requesting such information.
- B. Employees who desire to apply for such vacancies are to submit their applications in writing to the Superintendent within the time specified within the notice. The Superintendent will provide written notification to each applicant advising acceptance or rejection for the position(s). When a vacancy described in the notice is filled, the Superintendent may destroy all applications for said positions.
- C. The Association shall have the right to make promotional recommendations through the principal to the Superintendent and to the Board.
- D. Each June a form shall be provided to all employees on which they may request notification during the summer of openings in specific areas.
- E. A support staff employee who is promoted within his employment category shall be placed on whatever step in the new column is closest to but no less than a ten (10) per cent increase. In no event, however, shall placement on the new column be at a step higher than the support staff member's current step.

ARTICLE XIX

SENIORITY

A. Professional Staff:

Any reduction in force of the professional staff shall be conducted in accordance with state statutes and judicial decisions.

B. Support Staff:

1. Any support staff member's seniority shall be calculated from his original date of continuous employment. In the event of a reduction in force in any employment category, support staff members with the least seniority shall be the first to be rified.
2. A support staff member whose position is lost due to a reduction in force shall have the right to bump into any other employment category where he has performed satisfactorily and has greater seniority in that category.
3. A RIFFed support staff member shall be given preference by seniority in regard to any future openings in any of his previous employee categories.
4. Any employee whose work day, work week, or work year is reduced shall have the right to bump another employee with less seniority in the same job title.

ARTICLE XX

HOME TEACHING AND SUMMER EMPLOYMENT

A. All openings for positions in summer curriculum employment, summer school teaching, home teaching, and/or any other professional positions shall be publicized to the members of the professional staff according to the time limits prescribed in Article XVIII for promotional announcement.

Support staff members shall be notified of any opportunity for summer employment in their work category.

B. In filling such positions, the Board shall consider the professional qualifications, background attainments, and other relevant factors, including all applicants' service in the District. Persons employed in the North Hunterdon Regional High School District shall have priority for such assignments. Appointment will be at the discretion of the Board.

SALARIES

- A. The following agreement for the administration of employees' salaries by the North Hunterdon Regional High School District shall become effective on the date listed in the Article which covers the Duration of Agreement.
- B. Experience:
1. In determining the step (vertical position) on which newly hired employees will be placed, the Superintendent or his designated assistant shall evaluate experience gained in any other school system or in the fields of work closely related to the prospective assignment and may make appropriate recommendations to the Board.
  2. In determining step (vertical position) on which newly hired personnel will be placed, full credit shall be given for the first ten years of successful experience in other school systems.
- C. Military Experience: Salary credit and seniority shall be granted for military experience as per Chapter 18A:29-11 of the New Jersey Statutes.
- D. Adjustments:
1. Professional staff members planning to complete sufficient college work during a fiscal year to qualify for placement in a higher column shall so notify the Superintendent in writing prior to November 1 of the fiscal year preceding the year in which they expect to become eligible for such higher placement on the salary guide. In the event that a professional staff member completes sufficient graduate credits to qualify for a previously declared column change, evidence of completion must be presented to the District Personnel Office not later than October 15 or March 15 to receive a revised contract for that semester. A revised contract shall be issued.
  2. Any adjustments in salary due an employee for length of service (step) or for training (column) shall be made at the usual time for contract issuance. In the event that qualification for an adjustment to a new classification occurs during the summer months, after new contracts have been issued, a revised contract shall be issued prior to October 15, provided that the conditions of Section D.1. of this Article have been satisfied. A professional staff member shall be eligible for a mid-year column change provided that the conditions of Section D.1. of this Article have been satisfied.

3. The annual contract salary herein provided is full remuneration for all services rendered and required to be rendered except for the several fees provided herein. Such additional fees shall be paid in addition to and separate from the contract salary.

E. The qualifications for placement in a column on Schedule A shall be as described in this section, except as otherwise provided herein.

1. Column O: Any member of the professional staff as defined in Article 1, regardless of educational status, who is provisionally certified or has an emergency certification in the appropriate educational field, or in accordance with Section L of this Article.
2. Column I: Any member of the professional staff as defined in Article I who has been duly certified in the appropriate educational field and who holds the BA or BS degree or their recognized equivalent, from an accredited college or university, or in accordance with Section L of this Article.
3. Column II: A minimum of fifteen (15) graduate credits from an accredited college or university beyond the requirements for Column I above, or in accordance with Section L of this Article.
4. Column III: A minimum of thirty (30) graduate credits from an accredited college or university beyond the requirements for Column I above; or a Master's Degree out of field granted by an accredited college or university; or in accordance with Section L of this Article.
5. Column IV: The requirements for Column I and either a Master's Degree in field granted by an accredited college or university; or a Master's Degree out of field plus fifteen (15) additional graduate credits in field; or in accordance with Section L of this Article.
6. Column V: The requirements for Column I, a Master's Degree in field granted by an accredited college or university, and fifteen (15) additional graduate credits. Total graduate credits must equal 45 or more, of which 27 must be in field.

The requirements for Column I, a Master's Degree out of field granted by an accredited college or university, and thirty (30) additional graduate credits. Total graduate credits must equal 60 or more, of which 36 must be in field.

In accordance with Section L of this Article.

7. Column VI: The requirements for Column I, a Master's Degree in field granted by an accredited college or university, and

thirty (30) additional graduate credits. Total graduate credits must equal 60 or more, of which 36 must be in field or in accordance with Section L of this Article.

8. The professional staff member must present a bonafide transcript to support his claim for advancement to new salary column.
  9. District credits as defined in Article XI, Section B of this contract shall be considered equal to accredited graduate school credits for the purposes of salary guide placement.
- F. Steps: For the purpose of administration of the salary schedule, each step shall be defined as one calendar year of experience and its evaluation as such, whether teaching or other appropriately related experience be involved. No year shall be counted as a step on the salary guide unless at least five (5) months of the academic calendar year involved have been served. In no case shall any partial step be added to the total experience unless appropriately served and evaluated.
- G. Increments: A person shall have been in the employ of the Board of Education not less than five (5) months of the previous school year to be eligible for an increment the following school year.
- H. Nondegree: All professional staff members employed in the North Hunterdon Regional High School District who do not have educational training equivalent to a Bachelor's Degree shall be considered to have such training only for purposes of determining placement on the salary guide.
- I. Special Fields: In employing and retaining employees in the various special areas in which shortages exist, the Board of Education reserves the right to make additional salary increments over and beyond the salary agreement, as the individuals cases merit such adjustment.
- J. Pay Days:
1. Pay days will normally be on the 15th and 30th of each month.
  2. All 10 month employees may individually elect to have ten (10) percent of their monthly salary deducted from their pay. These funds shall be paid to the employee on the final pay day in June or in two equal payments on July fifteenth and August fifteenth as the employee elects.
  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.
  4. Employees shall receive their final checks on the last working day in June upon completion of their duties.



K. Teachers of Agriculture

1. The summer work schedule for teachers of agriculture will be considered to be six (6) hours per day, five (5) days per week, during July and August for teachers employed prior to July 1, 1978, and others as required to fulfill the needs of the Summer Agriculture Program. During these months a fifteen (15) day vacation period will be allowed, providing program coverage is maintained.
2. Total salary for all teachers of agriculture who are assigned to work during the summer shall be determined by their correct step on Schedule A of the preceding school year plus ten (10) percent of that amount.
3. The total salary of teachers of agriculture who work in the summer will be paid in twenty-four (24) equal installments.

L. Vocational Personnel:

1. Placement on Schedule A (horizontal)

Column O: Provisional certification  
Column I: Certification  
Column II: 60 credits (including certification)  
Column III: 90 credits (including certification)  
Column IIIA: B.S. Degree  
Column IIIIA: B.S. Degree plus 15 graduate credits in field  
Column IV: M.A. in field  
Column V: M.A. in field plus 15 graduate credits  
Column VI: M.A. in field plus 30 graduate credits

2. Placement on Schedule A (vertical)

One-year credit on Schedule A for each two (2) years of trade experience (Column O and I only).

3. Degree credits, not including certification credits, shall be eligible for payment by the Board of Education if all other requirements of Article XI are met.
4. Salary increases which occur as a result of a professional staff member's transferring from the academic to the vocational area will not be allowed except upon recommendation of the administration and approval of the Board of Education.
5. Vocational teachers will receive an additional horizontal adjustment upon completion of ninety (90) credits (including certification) as covered in Section D above. This will be computed by calculating the step the vocational teacher is on in Column II averaged with the same step in Column III.
6. Vocational teachers will receive an additional horizontal adjustment upon completion of 15 graduate credits in field as

covered in Article XI. This adjustment will be computed as follows:

$$\frac{\text{Column IV} - \text{Column III}}{2}$$

The step the vocational teacher would be on in Column IV, minus the step he/she is on in Column III, divided by 2.

- M. Summer School Teaching: Payment for all services for summer school teaching will be at the rate listed in Schedule I.
- N. Librarians, nurses, guidance counselors, if needed during the summer, will be paid at the rate listed in Schedule I.
- O. Salaries for Bus Drivers, Custodians, Aides, and Secretaries shall be paid in accordance with Schedules E, F, G, and H respectively.

ARTICLE XXII

MISCELLANEOUS

A. Hearing and Notice:

Whenever an employee is required to appear before the Board or any committee or the designated representative of the committee concerning any matter which would adversely affect the continuation of that employee in his employment, he shall be accorded every right afforded to him under current state statutes. The employee shall be notified, in writing, at least forty-eight (48) hours prior to the scheduled meeting.

B. Noncertificated, Nontenured Dismissal Procedure:

In the case of the dismissal or discharge of a nontenured employee, said employee, upon his written request, will be given a statement of the reasons for his dismissal or discharge.

C. Reprimand:

The Board and the Association agree that as a matter of practice, any reprimand by a supervisor/administrator of an employee with respect to the performance of the employee in his employment shall be made in confidence and not in public.

D. Reimbursement for Unused Sick Days:

Any employee who has worked at least twenty (20) full years in the North Hunterdon Regional High School District shall, upon retirement or resignation, be reimbursed for all accumulated but unused sick days. The rate of payment shall be one day's pay for each two unused sick days, calculated from the salary paid in the final year of employment. The reimbursement shall be paid to the former employee or to his designated beneficiary in five equal installments, without interest, payable on or about September 1 of each of the five school years following his retirement resignation.

This benefit shall be suspended for any employee for whom charges have been forwarded to the Commissioner of Education for a hearing, and forfeited if such charges are upheld.

ARTICLE XXIII

HEALTH INSURANCE

- A. The Board shall provide each full time employee defined in Article I with single or family plan medical insurance providing coverage similar to N.J. Blue Cross-Blue Shield with Rider J and including the 120-day program. The Board shall also provide for single or family major-medical coverage.
- B. The particular plan and carrier shall be agreed upon in writing between the Board and the Association at least 90 days prior to the first effective date of the Agreement, and that agreement shall be attached hereto.
- C. The Board will pay one hundred (100) percent of the cost of employee coverage and ninety (90) percent of the cost of dependent coverage. Employees may elect to waive dependent coverage.
- D. IRS Code Section 125 may permit the contributory portion of dependent coverage to be treated on a "before-tax" basis. The Board, through its attorneys, will endeavor to take such actions as are necessary to qualify for this tax treatment.

ARTICLE XXIV

DENTAL INSURANCE

- A. The Board shall provide each full-time employee with family dental insurance as described below:

Calendar Year Maximum	\$1,000.00
Deductible	0.00
Payment Basis	UCR
Preventive Service Co. Insurance	100%
Basic Service Co. Insurance	100%
Major Service Co. Insurance	50%
Orthodontic Benefit (50%)	
Lifetime Maximum	750.00
Dependent Children to Age 19	

- B. The particular carrier shall be agreed upon in writing between the Board and the Association at least 90 days prior to the first effective date of the Agreement, and that agreement shall be attached hereto.

ARTICLE XXVI

DURATION OF AGREEMENT

- A. This Agreement shall be in effect from July 1, 1984 and shall continue in effect until June 30, 1987, inclusive.
- B. Within thirty (30) days of the signing of this Agreement, copies shall be reproduced. The cost of such reproduction shall be shared equally by the Board and the Association. Copies shall be presented to all current employees, employees subsequently hired, Board members, and persons under consideration by the Board for employment.
- C. The parties hereto acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

Therefore, the Board of Education and the Association for the life of this Agreement each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

- D. Any notice required to be given by either party to this Agreement to the other party shall be so given in writing, pursuant to the provision(s) of this Agreement.
- E. In witness thereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

NORTH HUNTERDON REGIONAL HIGH  
SCHOOL DISTRICT EDUCATION  
ASSOCIATION

NORTH HUNTERDON REGIONAL HIGH  
SCHOOL DISTRICT BOARD OF  
EDUCATION

By Nancy P. Dostyn  
President

By William H. Miller  
President

By Mary Ann Horvath  
Secretary

By John E. King  
Secretary

Signed copies are in the hands of the North Hunterdon Regional High School District Education Association and the North Hunterdon Regional High School District Board of Education.

SCHEDULE A

PROFESSIONAL STAFF SALARY GUIDE

1984-1985

	O	I	II	III	IV	V	VI
<u>STEP</u>	<u>NON CERT.</u>	<u>BA/BS</u>	<u>BA/BS +15</u>	<u>BA/BS+30 MA(NON FD)</u>	<u>MA(FIELD) MA+15</u>	<u>MA(FD)+15 MA+30</u>	<u>MA(FD) +30</u>
1	14,680	15,050	16,770	17,380	17,990	18,690	19,250
2	14,830	15,200	16,940	17,560	18,170	18,880	19,440
3	15,410	15,780	17,600	18,240	18,880	19,620	20,210
4	16,000	16,400	18,290	18,960	19,620	20,390	21,000
5	16,560	16,980	18,620	19,710	20,470	21,270	21,930
6	17,190	17,650	19,750	20,480	21,300	22,140	22,880
7	17,850	18,360	20,520	21,290	22,150	23,010	23,810
8	19,460	20,050	21,340	22,140	22,980	23,880	24,740
9	19,850	21,350	22,180	23,010	23,830	24,760	25,680
10	21,440	22,180	23,070	23,920	24,780	25,630	26,610
11	22,060	22,880	23,800	24,690	25,580	26,470	27,500
12	22,820	23,700	24,670	25,580	26,500	27,420	28,510
13	23,440	24,410	25,400	26,350	27,290	28,250	29,400
14	24,070	25,110	26,140	27,120	28,100	29,070	30,290
15	24,700	25,910	27,000	28,000	29,010	30,000	31,280
16	25,440	26,620	27,730	28,770	29,810	30,840	32,160
17	26,070	27,320	28,470	29,540	30,600	31,660	33,050
18	26,690	28,030	29,210	30,310	31,390	32,500	33,940
19	27,070	28,450	29,840	31,120	32,240	33,370	34,880
20	27,450	28,880	30,470	31,920	33,070	34,240	35,820
21	27,830	29,300	31,100	32,740	33,920	35,110	36,750
22	28,110	29,630	31,850	33,970	35,200	36,420	38,200

For definitions of Columns see Article XXII. E.  
 Vocational Personnel see Article XXII. L.



SCHEDULE A

PROFESSIONAL STAFF SALARY GUIDE

1985-1986

	VI		O	I	II	III	IV	V	VI
	MA(FD) +30	STEP	NON CERT.	BA/BS	BA/BS +15	BA/BS+30 MA(NON FD)	MA(FIELD) MA+15	MA(FD)+15 MA+30	MA(FD) +30
15	19,250	1	16,250	16,630	18,390	19,030	19,650	20,370	20,950
	19,440	2	16,410	16,800	18,580	19,220	19,850	20,580	21,160
	20,210	3	16,570	16,950	18,760	19,410	20,040	20,780	21,360
	21,000	4	17,170	17,550	19,450	20,110	20,780	21,550	22,160
	21,930	5	17,780	18,200	20,160	20,860	21,550	22,350	22,980
	22,880	6	18,370	18,800	20,510	21,640	22,430	23,260	23,950
	23,810	7	19,020	19,500	21,680	22,440	23,290	24,170	24,940
	24,740	8	19,710	20,240	22,480	23,280	24,180	25,070	25,900
	25,680	9	21,380	21,990	23,340	24,170	25,040	25,980	26,870
	26,610	10	21,790	23,350	24,210	25,070	25,920	26,890	27,850
	27,500	11	23,440	24,210	25,130	26,020	26,910	27,790	28,810
	28,510	12	24,080	24,940	25,890	26,820	27,740	28,670	29,740
	29,400	13	24,870	25,790	26,800	27,740	28,700	29,660	30,790
	30,290	14	25,520	26,530	27,560	28,540	29,520	30,520	31,710
	31,280	15	26,170	27,250	28,330	29,340	30,360	31,370	32,640
	32,160	16	26,830	28,090	29,220	30,260	31,310	32,340	33,670
	33,050	17	27,600	28,820	29,980	31,060	32,140	33,210	34,580
	33,940	18	28,250	29,550	30,750	31,860	32,960	34,060	35,510
	34,880	19	28,900	30,290	31,520	32,660	33,780	34,940	36,430
	35,820	20	29,290	30,730	32,170	33,500	34,670	35,840	37,410
	36,750	21	29,690	31,170	32,830	34,330	35,530	36,750	38,390
	38,200	22	30,370	31,950	34,260	36,470	37,740	39,010	40,860

For definitions of Columns see Article XXII. E.  
 Vocational Personnel see Article XXII. L.

SCHEDULE A

PROFESSIONAL STAFF SALARY GUIDE

1986-1987

	O	I	II	III	IV	V	VI
<u>STEP</u>	<u>NON CERT.</u>	<u>BA/BS</u>	<u>BA/BS +15</u>	<u>BA/BS+30 MA(NON FD)</u>	<u>MA(FIELD) MA+15</u>	<u>MA(FD)+15 MA+30</u>	<u>MA(FD) +30</u>
1	17,880	18,270	20,080	20,730	21,360	22,110	22,700
2	18,060	18,450	20,280	20,940	21,580	22,330	22,930
3	18,220	18,630	20,470	21,140	21,790	22,550	23,150
4	18,390	18,780	20,660	21,330	21,990	22,760	23,360
5	19,010	19,400	21,380	22,060	22,760	23,550	24,190
6	19,640	20,080	22,110	22,840	23,550	24,380	25,040
7	20,260	20,700	22,480	23,650	24,470	25,330	26,040
8	20,930	21,430	23,690	24,480	25,360	26,270	27,070
9	21,650	22,190	24,520	25,350	26,280	27,210	28,070
10	23,380	24,010	25,410	26,270	27,170	28,150	29,070
11	23,800	25,420	26,310	27,210	28,090	29,090	30,090
12	25,510	26,310	27,270	28,190	29,110	30,030	31,080
13	26,180	27,070	28,060	29,020	29,970	30,940	32,050
14	27,000	27,950	29,000	29,970	30,970	31,970	33,140
15	27,670	28,720	29,790	30,800	31,820	32,860	34,090
16	28,350	29,470	30,590	31,630	32,690	33,740	35,060
17	29,030	30,340	31,510	32,590	33,680	34,750	36,130
18	29,830	31,090	32,300	33,420	34,540	35,650	37,070
19	30,500	31,850	33,100	34,250	35,390	36,530	38,030
20	31,180	32,620	33,900	35,080	36,240	37,440	38,990
21	31,580	33,080	34,570	35,950	37,160	38,380	40,010
22	32,700	34,340	36,740	39,030	40,350	41,670	43,580

For definitions of Columns see Article XXII. E.  
 Vocational Personnel see Article XXII. L.

SCHEDULE B

EXTRA-DUTY PAYMENT FOR STUDENT ACTIVITY ADVISORS

1984-1985

VI

	MA(FD) +30	POSITION	PROBATIONARY	FINAL
10	22,700	1. Director of Student Activities	\$1,835	\$2,625
30	22,930	2. Student Council Advisor	\$885	\$1,470
50	23,150	3. School Newspaper Advisor	\$885	\$1,470
60	23,360	4. Yearbook Advisor	\$885	\$1,470
50	24,190	5. Assistant Yearbook Advisor	\$455	\$735
80	25,040	6. Theatre Coordinator	\$1,555	\$2,320
30	26,040	7. Director of Major Production (Two for Musical)	\$660	\$885
70	27,070	8. Director of Minor Production (Minor Production usually 1 act, and less than 40 minutes in length)	\$205	\$280
10	28,070	9. Stage Manager	\$540	\$1,050
50	29,070	10. Set Supervisor and Designer (per production)	\$345	\$550
90	30,090	11. Make-Up Supervisor		\$10.50 per hour
30	31,080	12. National Honor Society Advisor	\$300	\$585
40	32,050	13. Class Advisors		
70	33,140	(a) Senior - including class trip	\$510	\$1,005
50	34,090	(b) Junior - including prom	\$510	\$1,005
10	35,060	(c) Sophomore	\$430	\$820
0	36,130	(d) Freshman	\$430	\$820
0	37,070	(e) Assistant Advisors	\$315	\$475
0	38,030	14. Dances		
0	38,990	(a) Head Chaperones		\$54 per dance
0	40,010	(b) Assistant Chaperones		\$43 per dance
0	43,580	15. Key Club Advisor	\$510	\$1,005
		16. FFA Advisor	\$510	\$1,005
		17. Advisor of Academic Competition Team (as approved annually by Superintendent)	\$345	\$550
		18. Club Advisors	\$170	\$270
		19. Intramural Athletic Coordinator	\$660	\$1,025

SCHEDULE B

EXTRA-DUTY PAYMENT FOR STUDENT ACTIVITY ADVISORS

1985-1986

<u>POSITION</u>	<u>PROBATIONARY</u>	<u>FINAL</u>
1. Director of Student Activities	\$1,985	\$2,835
2. Student Council Advisor	\$955	\$1,585
3. School Newspaper Advisor	\$955	\$1,585
4. Yearbook Advisor	\$955	\$1,585
5. Assistant Yearbook Advisor	\$490	\$795
6. Theatre Coordinator	\$1,680	\$2,510
7. Director of Major Production (Two for Musical)	\$710	\$955
8. Director of Minor Production (Minor Production usually 1 act, and less than 40 minutes in length)	\$220	\$305
9. Stage Manager	\$585	\$1,130
10. Set Supervisor and Designer (per production)	\$375	\$595
11. Make-Up Supervisor		\$11.30 per hour
12. National Honor Society Advisor	\$325	\$630
13. Class Advisors		
(a) Senior - including class trip	\$550	\$1,085
(b) Junior - including prom	\$550	\$1,085
(c) Sophomore	\$465	\$885
(d) Freshman	\$465	\$885
(e) Assistant Advisors	\$340	\$15
14. Dances		
(a) Head Chaperones		\$58 per dance
(b) Assistant Chaperones		\$47 per dance
15. Key Club Advisor	\$550	\$1,085
16. FFA Advisor	\$550	\$1,085
17. Advisor of Academic Competition Team (as approved annually by Superintendent)	\$375	\$595
18. Club Advisors	\$185	\$290
19. Intramural Athletic Coordinator	\$710	\$1,110

SCHEDULE B

EXTRA-DUTY PAYMENT FOR STUDENT ACTIVITY ADVISORS

1986-1987

	<u>POSITION</u>	<u>PROBATIONARY</u>	<u>FINAL</u>
335			
585	1. Director of Student Activities	\$2,140	\$3,060
585	2. student Council Advisor	\$1,035	\$1,715
585	3. School Newspaper Advisor	\$1,035	\$1,715
95	4. Yearbook Advisor	\$1,035	\$1,585
10	5. Assistant Yearbook Advisor	\$530	\$855
55	6. Theatre Coordinator	\$1,815	\$2,710
05	7. Director of Major Production (Two for Musical)	\$770	\$1,035
30	8. Director of Minor Production (Minor Production usually 1 act, and less than 40 minutes in length)	\$240	\$330
05	9. Stage Manager	\$630	\$1,220
1.30 per	10. Set Supervisor and Designer (per production)	\$405	\$640
0	11. Make-Up Supervisor		\$12.20 per hour
5	12. National Honor Society Advisor	\$355	\$680
5	13. Class Advisors		
5	(a) Senior - including class trip	\$590	\$1,170
5	(b) Junior - including prom	\$590	\$1,170
	(c) Sophomore	\$505	\$955
	(d) Freshman	\$505	\$955
	(e) Assistant Advisors	\$365	\$525
8 per dance	14. Dances		
7 per dance	(a) Head Chaperones		\$63 per dance
5	(b) Assistant Chaperones		\$50 per dance
5	15. Key Club Advisor	\$590	\$1,170
5	16. FFA Advisor	\$590	\$1,170
5	17. Advisor of Academic Competition Team (as approved annually by Superintendent)	\$405	\$640
5	18. Club Advisors	\$200	\$315
5	19. Intramural Athletic Coordinator	\$770	\$1,195

NOTES:

1. Two extra-duty payment levels, probationary and final.
2. Advisors being paid for first time begin on probationary level.
3. Advisors formerly paid and continuing in the area go to final step.
4. Probationary period not to be longer than one year.
5. If in any one year a person or persons are responsible for more than one approved play or show, they shall be paid for the first production at the probationary salary and any subsequent production at the final salary.
6. Sponsorship of clubs growing out of curricular or subject areas are not reimbursed. Administration must approve all clubs and activities for payment.

SCHEDULE C

EXTRA-DUTY PAYMENTS FOR ATHLETIC ASSIGNMENTS

1984-1985

POSITION	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Football - Head	1,630	1,890	2,170	3,180
Football - Assistants	1,030	1,230	1,440	2,050
Instrumental (Band)	1,630	1,890	2,170	3,180
Instrumental - Assistants (Band)	1,030	1,230	1,440	2,050
Wrestling - Head	1,500	1,760	2,030	3,055
Wrestling - Assistants	1,030	1,230	1,440	2,050
Basketball - Head	1,500	1,760	2,030	3,055
Basketball - Assistants	1,030	1,230	1,440	2,050
Baseball - Head	1,030	1,230	1,440	2,140
Baseball - Assistants	760	970	1,170	1,710
Soccer - Head	1,030	1,230	1,440	2,140
Soccer - Assistants	760	970	1,170	1,710
Track - Head	1,030	1,230	1,440	2,140
Track - Assistants	760	970	1,170	1,710
Fencing - Head	1,030	1,230	1,440	2,140
Fencing - Assistants	760	970	1,170	1,710
Cross Country - Head	1,030	1,230	1,440	2,140
Cross Country - Assistants	760	970	1,170	1,710
Softball - Head	1,030	1,230	1,440	2,140
Softball - Assistants	760	970	1,170	1,710
Hockey - Head	1,030	1,230	1,440	2,140
Hockey - Assistants	760	970	1,170	1,710
Lacrosse - Head	1,030	1,230	1,440	2,140
Lacrosse - Assistants	760	970	1,170	1,710
Tennis - Head	1,030	1,230	1,440	2,140
Cheerleader - Head (per season)	760	970	1,170	1,710
Cheerleader - Assistants (per season)	530	710	870	1,300
Golf	760	970	1,170	1,710
Winter Track - Head	760	970	1,170	1,710
Winter Track - Assistants	530	710	870	1,300
Trainer (annual)	2,750	3,070	3,370	4,610

SCHEDULE C

EXTRA-DUTY PAYMENTS FOR ATHLETIC ASSIGNMENTS

1985-1986

<u>POSITION</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
Football - Head	1,630	1,890	2,170	3,340
Football - Assistants	1,030	1,230	1,440	2,150
Instrumental (Band)	1,630	1,890	2,170	3,340
Instrumental - Assistants (Band)	1,030	1,230	1,440	2,150
Wrestling - Head	1,500	1,760	2,030	3,210
Wrestling - Assistants	1,030	1,230	1,440	2,150
Basketball - Head	1,500	1,760	2,030	3,210
Basketball - Assistants	1,030	1,230	1,440	2,150
Baseball - Head	1,030	1,230	1,440	2,250
Baseball - Assistants	760	970	1,170	1,795
Soccer - Head	1,030	1,230	1,440	2,250
Soccer - Assistants	760	970	1,170	1,795
Track - Head	1,030	1,230	1,440	2,250
Track - Assistants	760	970	1,170	1,795
Fencing - Head	1,030	1,230	1,440	2,250
Fencing - Assistants	760	970	1,170	1,795
Cross Country - Head	1,030	1,230	1,440	2,250
Cross Country - Assistants	760	970	1,170	1,795
Softball - Head	1,030	1,230	1,440	2,250
Softball - Assistants	760	970	1,170	1,795
Hockey - Head	1,030	1,230	1,440	2,250
Hockey - Assistants	760	970	1,170	1,795
Lacrosse - Head	1,030	1,230	1,440	2,250
Lacrosse - Assistants	760	970	1,170	1,795
Tennis - Head	1,030	1,230	1,440	2,250
Cheerleader - Head (per season)	760	970	1,170	1,795
Cheerleader - Assistants (per season)	530	710	870	1,365
Golf	760	970	1,170	1,795
Winter Track - Head	760	970	1,170	1,795
Winter Track - Assistants	530	710	870	1,365
Trainer (annual)	2,750	3,070	3,370	4,840



SCHEDULE C

EXTRA-DUTY PAYMENTS FOR ATHLETIC ASSIGNMENTS

1986-1987

<u>4</u>	<u>POSITION</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
3,340	Football - Head	1,630	1,890	2,170	3,510
2,150	Football - Assistants	1,030	1,230	1,440	2,255
3,340	Instrumental (Band)	1,630	1,890	2,170	3,510
2,150	Instrumental - Assistants (Band)	1,030	1,230	1,440	2,255
3,210	Wrestling - Head	1,500	1,760	2,030	3,370
2,150	Wrestling - Assistants	1,030	1,230	1,440	2,255
3,210	Basketball - Head	1,500	1,760	2,030	3,370
2,150	Basketball - Assistants	1,030	1,230	1,440	2,255
2,250	Baseball - Head	1,030	1,230	1,440	2,360
1,795	Baseball - Assistants	760	970	1,170	1,885
2,250	Soccer - Head	1,030	1,230	1,440	2,360
1,795	Soccer - Assistants	760	970	1,170	1,885
2,250	Track - Head	1,030	1,230	1,440	2,360
1,795	Track - Assistants	760	970	1,170	1,885
2,250	Fencing - Head	1,030	1,230	1,440	2,360
1,795	Fencing - Assistants	760	970	1,170	1,885
2,250	Cross Country - Head	1,030	1,230	1,440	2,360
1,795	Cross Country - Assistants	760	970	1,170	1,885
2,250	Softball - Head	1,030	1,230	1,440	2,360
1,795	Softball - Assistants	760	970	1,170	1,885
2,250	Hockey - Head	1,030	1,230	1,440	2,360
1,795	Hockey - Assistants	760	970	1,170	1,885
2,250	Lacrosse - Head	1,030	1,230	1,440	2,360
1,795	Lacrosse - Assistants	760	970	1,170	1,885
2,250	Tennis - Head	1,030	1,230	1,440	2,360
1,795	Cheerleader - Head (per season)	760	970	1,170	1,885
1,365	Cheerleader - Assistants (per season)	530	710	870	1,435
1,795	Golf	760	970	1,170	1,885
1,795	Winter Track - Head	760	970	1,170	1,885
1,365	Winter Track - Assistants	530	710	870	1,435
4,840	Trainer (annual)	2,750	3,070	3,370	5,080

OTHER CONSIDERATIONS:

1. All coaches will be placed on the guide on the basis of one step per year of coaching experience in the North Hunterdon Regional High School District.
2. Newly hired, inexperienced coaches will be placed on the first step. Experienced coaches will be placed on step as recommended by the Administration and approved by the Board of Education.
3. Vacancy in coaching positions or new coaching positions at either school will be posted in accordance with Article XVIII.
4. Preparation of facilities for all athletic events will be under the direction of the Athletic Director.
5. Coaches will be notified of their being rehired within 45 days after completion of their respective coaching season.
6. Payment shall be made according to the following schedule:
  - A. Fall sports - November 30
  - B. Winter sports - March 30
  - C. Spring sports - last June paycheck

SCHEDULE D

INTER AND INTRADISCIPLINARY LEARNING COMMUNITY LEADERS

- one step  
Regional  
e first  
ommended by  
on.  
at either  
be under  
45 days  
le:
- A. Learning Community Leaders shall be notified formally, in writing, by the Board of Education, not later than April 15 of the school year preceding service. The Board appointment shall specify title(s), salary(ies), and teaching load.
  - B. Job descriptions for the Learning Community Leaders shall be available prior to appointment, and shall be subject to review upon request of the majority of appointed personnel.
  - C. Learning Community Leaders shall when necessary and as part of their job be available for a maximum of two days following the last day of school for teachers.
  - D. Appointment as Learning Community Leader shall be on an annual basis, according to provisions stated in Item 1 (above).
  - E. To check class coverage and assist substitute teachers when necessary, the Intradisciplinary Learning Community Leader shall have no assignment prior to the first teaching assignment.
  - F. Each Learning Community Leader shall be provided with suitable conference area, always accessible and furnished with desk, files, and two or more chairs for individual use wherever possible.
  - G. Payment for Interdisciplinary Learning Community Leaders shall be \$300 per teacher (\$330 per teacher 1985-86) (\$350 per teacher 1986-87).
  - H. Intradisciplinary Learning Community Leaders shall have the option of choosing one of the following two methods for determining class load and payment. It is the responsibility of each Intradisciplinary Learning Community Leader to inform the principal, in writing, no later than May 1, of the option chosen for the following year. If the principal does not receive notification by May 1, either option may be assigned to the Intradisciplinary Learning Community Leader.
    - 1. Option 1
      - a. Class Load:

15 or more teachers	maximum of 3 pupil contact periods
10-14 teachers	maximum of 4 pupil contact periods
1-9 teachers	maximum of 5 pupil contact periods

b. Payment:

1-4 teachers

1984-1985	\$ 300 per teacher
1985-1986	\$ 330 per teacher
1986-1987	\$ 350 per teacher

5 or more teachers

1984-1985	\$ 370 per teacher
1985-1986	\$ 400 per teacher
1986-1987	\$ 430 per teacher

2. Option 2

a. Class Load:

15 or more teachers	maximum of 2 pupil contact periods
10-14 teachers	maximum of 3 pupil contact periods
5-9 teachers	maximum of 4 pupil contact periods
1-4 teachers	maximum of 5 pupil contact periods

b. Payment:

	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>
15 or more teachers	\$1,750	\$1,890	\$2,040
10-14 teachers	\$1,480	\$1,600	\$1,730
5-9 teachers	\$1,240	\$1,340	\$1,450
1-4 teachers	\$ 300	\$ 330	\$ 350

I. For the purpose of salary and class load, each Intradisciplinary Learning Community Leader will be considered as one of the teachers in his area.

J. Payment for special areas:

1. Library Representative

1984-1985	\$ 980
1985-1986	\$1,060
1986-1987	\$1,145

SCHEDULE E  
BUS DRIVERS' SALARIES

1984-1985

First Year Driver	\$ 5,870
All Other Drivers	\$ 6,280
1. Field Trips, Monday-Friday	\$ 6.00 per hour
2. Shuttles	
A. H.V.S.	\$ 7.70 a.m. run \$15.30 noon run \$ 7.70 p.m. run
B. V.V.N.	\$ 7.70 a.m. run \$11.40 noon run \$ 7.70 p.m. run
C. N.V.V.	\$ 7.70 a.m. run \$12.70 noon run \$ 7.70 p.m. run
D. S.S.-1	\$ 7.70 a.m. run \$ 9.15 p.m. run
E. M.T.K.	\$ 7.70 a.m. run \$18.60 noon run \$ 7.70 p.m. run
3. Activity Runs - North Voorhees	\$ 8.45 per run \$ 9.15 per run
4. Late Runs - North Voorhees	\$10.80 per run \$12.35 per run
5. Sunday-Holiday Runs	\$ 8.10 per hour
6. Show-up But No Run	\$ 7.70
7. New York & Philadelphia City Trips	\$ 9.15 per hour
8. Unscheduled Pickup and Delivery Type Runs	\$ 7.15
9. Lunches - Field Trips that leave before 10:00 a.m. and return after 2:00 p.m. and driver stays with the group.	\$ 3.60
10. Dinners - Field Trips that leave before 4:00 p.m. and return after 8:00 p.m. and driver stays with the group.	\$ 6.45

periods  
periods  
periods  
periods

1986-87  
\$2,040  
\$1,730  
\$1,450  
\$ 350

iplinary  
le

SCHEDULE E

BUS DRIVERS' SALARIES

1985-1986

First Year Driver	\$ 6,360	
All Other Drivers	\$ 6,800	
1. Field Trips, Monday-Friday	\$ 6.50	per hour
2. Shuttles		
A. H.V.S.	\$ 8.30	a.m. run
	\$16.50	noon run
	\$ 8.30	p.m. run
B. V.V.N.	\$ 8.30	a.m. run
	\$12.30	noon run
	\$ 8.30	p.m. run
C. N.V.V.	\$ 8.30	a.m. run
	\$13.70	noon run
	\$ 8.30	p.m. run
D. S.S.-1	\$ 8.30	a.m. run
	\$ 9.90	p.m. run
E. M.T.K.	\$ 8.30	a.m. run
	\$20.10	noon run
	\$ 8.30	p.m. run
3. Activity Runs - North	\$ 9.10	per run
Voorhees	\$ 9.90	per run
4. Late Runs - North	\$11.70	per run
Voorhees	\$13.30	per run
5. Sunday-Holiday Runs	\$ 8.70	per hour
6. Show-up But No Run	\$ 8.30	
7. New York & Philadelphia City Trips	\$ 9.90	per hour
8. Unscheduled Pickup and Delivery Type Runs	\$ 7.70	
9. Lunches - Field Trips that leave before 10:00 a.m. and return after 2:00 p.m. and driver stays with the group.	\$ 3.90	
10. Dinners - Field Trips that leave before 4:00 p.m. and return after 8:00 p.m. and driver stays with the group.	\$ 7.00	

SCHEDULE E

BUS DRIVERS' SALARIES

1986-1987

First Year Driver  
All Other Drivers

\$ 6,870  
\$ 7,340

1. Field Trips, Monday-Friday

\$ 7.00 per hour

2. Shuttles

A. H.V.S.

\$ 9.00 a.m. run  
\$17.80 noon run  
\$ 9.00 p.m. run

B. V.V.N.

\$ 9.00 a.m. run  
\$13.30 noon run  
\$ 9.00 p.m. run

C. N.V.V.

\$ 9.00 a.m. run  
\$14.80 noon run  
\$ 9.00 p.m. run

D. S.S.-1

\$ 9.00 a.m. run  
\$10.70 p.m. run

E. M.T.K.

\$ 9.00 a.m. run  
\$21.70 noon run  
\$ 9.00 p.m. run

3. Activity Runs - North  
Voorhees

\$ 9.80 per run  
\$10.70 per run

4. Late Runs - North  
Voorhees

\$12.60 per run  
\$14.40 per run

5. Sunday-Holiday Runs

\$ 9.40 per hour

6. Show-up But No Run

\$ 9.00

7. New York & Philadelphia  
City Trips

\$10.70 per hour

8. Unscheduled Pickup and  
Delivery Type Runs

\$ 8.30

9. Lunches - Field Trips that leave before  
10:00 a.m. and return after 2:00 p.m.  
and driver stays with the group.

\$ 4.20

10. Dinners - Field Trips that leave before  
4:00 p.m. and return after 8:00 p.m.  
and driver stays with the group.

\$ 7.60

SCHEDULE F  
CUSTODIAL AND MAINTENANCE SALARY GUIDE

1984-1985

STEP	A DAY CLEANING		B EVE. CLEANING		C NIGHT CLEANING		D BLDG. CR. MAINTENANCE		E MECHANICAL MAINTENANCE	
	SALARY	RATE	SALARY	RATE	SALARY	RATE	SALARY	RATE	SALARY	RATE
0	11,070	5.32	11,770	5.66	12,110	5.82	12,600	6.06	16,000	7.69
1	11,530	5.54	12,260	5.89	12,610	6.06	13,120	6.31	16,670	8.01
2	11,980	5.76	12,740	6.13	13,110	6.30	13,640	6.56	17,340	8.34
3	12,460	5.99	13,240	6.37	13,630	6.55	14,190	6.82	18,030	8.67
4	12,870	6.19	13,680	6.58	14,080	6.77	14,670	7.05	18,240	8.78
5	13,290	6.39	14,120	6.79	14,550	7.00	15,160	7.29	18,870	9.07
6	13,790	6.63	14,650	7.04	15,050	7.24	15,660	7.53	19,370	9.31
7	14,300	6.88	15,160	7.29	15,560	7.48	16,170	7.77	19,880	9.56
8	14,810	7.12	15,660	7.53	16,060	7.72	16,670	8.01	20,390	9.80
9	15,310	7.36	16,170	7.77	16,580	7.97	17,180	8.26	20,900	10.05
10	15,820	7.61	16,670	8.01	17,090	8.22	17,680	8.50	21,410	10.29
11	16,330	7.85	17,180	8.26	17,600	8.46	18,190	8.75	21,910	10.53
12	16,650	8.00	17,410	8.37	17,910	8.61	18,510	8.90	22,230	10.69
13	16,970	8.16	17,820	8.57	18,240	8.77	18,820	9.05	22,560	10.85

Saturday Maintenance Personnel (annual) \$ 560

Saturday Supervision \$ 70

Ground Supervision \$ 430

Night Supervisor \$ 840



Saturday Maintenance Personnel (annual) \$ 560

Saturday Supervision \$ 70

Ground Supervision \$ 430

Night Supervisor \$ 840

70

SCHEDULE F  
CUSTODIAL AND MAINTENANCE SALARY GUIDE

1985-1986

STEP	A DAY CLEANING		B EVE. CLEANING		C NIGHT CLEANING		D BLDG. GR. MAINTENANCE		E MECHANICAL MAINTENANCE	
	SALARY	RATE	SALARY	RATE	SALARY	RATE	SALARY	RATE	SALARY	RATE
0	11,680	5.62	12,380	5.95	12,720	6.12	13,210	6.35	16,610	7.99
1	12,170	5.85	12,900	6.20	13,250	6.37	13,760	6.62	17,300	8.32
2	12,650	6.08	13,410	6.45	13,770	6.62	14,300	6.88	18,000	8.65
3	13,120	6.31	13,910	6.69	14,290	6.87	14,840	7.13	18,690	8.99
4	13,620	6.55	14,430	6.94	14,830	7.13	15,420	7.41	19,410	9.33
5	14,040	6.75	14,880	7.15	15,300	7.36	15,910	7.65	19,650	9.45
6	14,480	6.96	15,340	7.38	15,790	7.59	16,420	7.89	20,280	9.75
7	15,000	7.21	15,890	7.64	16,310	7.84	16,940	8.14	20,800	10.00
8	15,530	7.47	16,420	7.89	16,840	8.10	17,480	8.40	21,330	10.25
9	16,060	7.72	16,940	8.14	17,360	8.35	18,000	8.65	21,860	10.51
10	16,580	7.97	17,480	8.40	17,900	8.61	18,530	8.91	22,400	10.77
11	17,110	8.23	18,000	8.65	18,430	8.86	19,050	9.16	22,930	11.02
12	17,640	8.48	18,530	8.91	18,960	9.12	19,580	9.41	23,450	11.27
13	18,310	8.80	19,190	9.23	19,630	9.44	20,230	9.73	24,120	11.60

Saturday Maintenance Personnel (annual) \$ 600      Saturday Supervision \$ 80

Ground Supervision \$ 460

Night Supervisor \$ 910

71

**SCHEDULE F**  
**CUSTODIAL AND MAINTENANCE SALARY GUIDE**

1986-1987

STEP	A DAY CLEANING		B EVE. CLEANING		C NIGHT CLEANING		D BLDG. GR. MAINTENANCE		E MECHANICAL, MAINTENANCE	
	SALARY	RATE	SALARY	RATE	SALARY	RATE	SALARY	RATE	SALARY	RATE
0	12,280	5.90	12,980	6.24	13,320	6.40	13,800	6.63	17,180	8.76
1	12,790	6.15	13,520	6.50	13,870	6.67	14,380	6.91	17,900	8.61
2	13,300	6.39	14,050	6.75	14,420	6.93	14,950	7.19	18,620	8.95
3	13,800	6.63	14,580	7.01	14,960	7.19	15,510	7.46	19,340	9.30
4	14,280	6.87	15,100	7.26	15,500	7.45	16,070	7.73	20,060	9.64
5	14,800	7.12	15,640	7.52	16,060	7.72	16,670	8.01	20,810	10.00
6	15,240	7.33	16,110	7.75	16,540	7.95	17,180	8.26	21,050	10.12
7	15,690	7.54	16,580	7.97	17,050	8.20	17,700	8.51	21,710	10.44
8	16,230	7.80	17,150	8.25	17,590	8.46	18,240	8.77	22,250	10.70
9	16,780	8.07	17,700	8.51	18,140	8.72	18,800	9.04	22,800	10.96
10	17,330	8.33	18,240	8.77	18,680	8.98	19,340	9.30	23,350	11.23
11	17,870	8.59	18,800	9.04	19,240	9.25	19,890	9.56	23,910	11.50
12	18,420	8.86	19,340	9.30	19,790	9.51	20,430	9.82	24,460	11.76
13	19,660	9.45	20,580	9.89	21,030	10.11	21,660	10.41	25,690	12.35
		Saturday Maintenance Personnel (annual)		\$ 650	Saturday Supervision		\$ 90			
		Ground Supervision		\$ 500	Night Supervisor		\$ 980			

SCHEDULE G  
AIDES' SALARY GUIDE

1984-1985

<u>STEP</u>	I	II	III
	<u>GENERAL AIDE</u>	<u>SPECIALIST AIDE</u>	<u>TECHNICAL OR SPECIAL EDUCATION AIDE</u>
0	4.01	4.97	5.95
1	4.18	5.18	6.19
2	4.35	5.39	6.44
3	4.52	5.61	6.70
4	4.69	5.81	6.91
5	4.85	5.98	7.13
6	5.00	6.19	7.37
7	5.18	6.38	7.61
8	5.36	6.61	7.88
9	5.55	6.84	8.14
10	5.72	7.08	8.44
11	5.89	7.30	8.73
12	6.10	7.55	9.01
13	6.32	7.81	9.31
14	6.52	8.06	9.64
15	6.74	8.34	9.96
16	7.08	8.77	10.46

Saturday Supervision \$ 90

Night Supervisor \$ 980

Saturday Maintenance Personnel (annual) \$ 650

Ground Supervision \$ 500

SCHEDULE G  
AIDES' SALARY GUIDE

1985-1986

<u>STEP</u>	I	II	III
	<u>GENERAL AIDE</u>	<u>SPECIALIST AIDE</u>	<u>TECHNICAL OR SPECIAL EDUCATION AIDE</u>
0	4.23	5.19	6.17
1	4.41	5.41	6.43
2	4.59	5.63	6.68
3	4.76	5.85	6.94
4	4.94	6.08	7.21
5	5.12	6.29	7.43
6	5.29	6.46	7.66
7	5.44	6.68	7.91
8	5.63	6.88	8.16
9	5.82	7.12	8.44
10	6.01	7.36	8.71
11	6.19	7.61	9.02
12	6.37	7.84	9.33
13	6.59	8.10	9.62
14	6.82	8.37	9.93
15	7.02	8.63	10.27
16	7.25	8.92	10.61
17	7.61	9.37	11.13

SCHEDULE G

AIDES' SALARY GUIDE

1986-1987

SAL OR EDUCATION DE	STEP	I	II	III
		GENERAL AIDE	SPECIALIST AIDE	TECHNICAL OR SPECIAL EDUCATION AIDE
.17	0	4.45	5.41	6.39
.43	1	4.64	5.64	6.66
.68	2	4.83	5.87	6.93
.94	3	5.01	6.10	7.19
.21	4	5.19	6.32	7.46
.43	5	5.38	6.56	7.74
.66	6	5.57	6.78	7.97
.91	7	5.74	6.96	8.21
.16	8	5.90	7.19	8.47
.44	9	6.10	7.40	8.73
.71	10	6.29	7.65	9.02
.02	11	6.49	7.89	9.30
.33	12	6.68	8.15	9.62
.62	13	6.87	8.39	9.94
.93	14	7.09	8.66	10.24
.27	15	7.33	8.95	10.57
.61	16	7.54	9.22	10.92
.13	17	7.78	9.52	11.27
	18	8.15	9.98	11.81

SCHEDULE H  
SECRETARIAL SALARIES

1984-1985

<u>STEP</u>	<u>I</u> RECEPTIONIST AND GENERAL SECRETARY	<u>II</u> ADMINISTRATIVE SECRETARY AND SPECIALISTS	<u>III</u> EXECUTIVE SECRETARY
0	8,840	9,340	10,200
1	9,210	9,730	10,630
2	9,580	10,120	11,050
3	9,950	10,520	11,480
4	10,280	10,870	11,870
5	10,630	11,220	12,270
6	10,980	11,600	12,690
7	11,350	12,000	13,110
8	11,720	12,390	13,550
9	12,120	12,820	14,010
10	12,530	13,250	14,480
11	12,960	13,650	14,970
12	13,390	14,150	15,470
13	13,840	14,630	16,010
14	14,310	15,120	16,550
15	14,800	15,640	17,110

SCHEDULE H  
SECRETARIAL SALARIES

1985-1986

III EXECUTIVE SECRETARY	I RECEPTIONIST AND GENERAL SECRETARY	II ADMINISTRATIVE SECRETARY AND SPECIALISTS	III EXECUTIVE SECRETARY
10,200	9,320	9,820	10,680
10,630	9,710	10,230	11,130
11,050	10,100	10,640	11,570
11,480	10,480	11,040	12,010
11,870	10,870	11,460	12,460
12,270	11,210	11,820	12,870
12,690	11,570	12,190	13,280
13,110	11,940	12,590	13,720
13,550	12,320	13,000	14,160
14,010	12,710	13,410	14,620
14,480	13,130	13,860	15,100
14,970	13,550	14,300	15,580
15,470	14,000	14,720	16,100
16,010	14,450	15,240	16,620
16,550	14,920	15,740	17,180
17,110	15,920	16,790	18,320

SCHEDULE H  
SECRETARIAL SALARIES

1986-1987

<u>STEP</u>	I RECEPTIONIST AND GENERAL SECRETARY	II ADMINISTRATIVE SECRETARY AND SPECIALISTS	III EXECUTIVE SECRETARY
0	9,720	10,210	11,070
1	10,130	10,640	11,530
2	10,530	11,070	11,990
3	10,930	11,490	12,450
4	11,320	11,900	12,900
5	11,730	12,330	13,360
6	12,080	12,700	13,790
7	12,450	13,090	14,210
8	12,830	13,500	14,660
9	13,220	13,920	15,110
10	13,620	14,340	15,590
11	14,050	14,810	16,080
12	14,490	15,260	16,580
13	14,950	15,690	17,110
14	15,410	16,230	17,650
15	16,930	17,820	19,400



SCHEDULE I  
MISCELLANEOUS

1984-1987

III

EXECUTIVE  
SECRETARY

1,070

1. Reimbursement for use of personal car, when permission is given, for school business shall be at the rate of twenty-two (22) cents per mile.

1,530

2. Teaching beyond the seven and one-half (7 1/2) hour day.

1984-1985	\$12.10 per hour
1985-1986	\$13.10 per hour
1986-1987	\$14.15 per hour

1,990

3. Teaching Summer School

1984-1985	\$15.75 per hour
1985-1986	\$17.00 per hour
1986-1987	\$18.40 per hour

2,450

2,900

3,360

4. Librarians, Nurses, Guidance Counselors, if needed during the summer.

1984-1985	\$17.10 per hour
1985-1986	\$18.45 per hour
1986-1987	\$19.90 per hour

3,790

4,210

4,660

5. Home Instruction

1984-1985	\$16.75 per hour
1985-1986	\$18.10 per hour
1986-1987	\$19.55 per hour

5,110

5,590

6,080

6. Summer employment for professional staff members performing educational (nonteaching) duties at the school.

1984-1985	\$12.00 per hour
1985-1986	\$12.95 per hour
1986-1987	\$14.00 per hour

6,580

7,110

7,650

7. After School Supervision

1984-1985	\$10.50 per hour
1985-1986	\$11.30 per hour
1986-1987	\$12.20 per hour

9,400

APPENDIX A  
STATEMENT OF UNDERSTANDING REGARDING  
SUMMER STUDY GRANTS

A. Qualifications:

1. A Summer Study Grant may be awarded to a professional staff member under the same qualifications as established for a semester or year's sabbatical leave. The decision to take a Summer Study Grant in lieu of a semester or year's sabbatical shall be at the absolute discretion of the professional staff member; but the professional staff member shall indicate at the time of application his preference for a sabbatical leave or a Summer Study Grant.
2. Any professional staff member awarded a Summer Study Grant shall be eligible for a single second award of a Summer Study Grant beginning in the summer immediately following receipt of his first Summer Study Grant and continuing for a period of five summers thereafter. A recipient of a Summer Study Grant shall not be eligible again for a sabbatical leave until the completion of seven years of employment in the school district following the completion of a Summer Study Grant.

B. Number of Leaves:

The following formula shall apply:

1. 3 Summer Study Grants shall be given in lieu of a semester or a year's sabbatical. Each Summer Study Grant shall count as one-third of a semester or year's leave.
2. If the number of Summer Study Grants is not evenly divisible by three in a single year, the number of sabbaticals as shown in Article VII, Section 3. b., shall remain unchanged for that year and the fractional portion represented by Summer Study Grants shall be applied against each succeeding year's quota (until the number of Summer Study Grants awarded is evenly divisible by three).
3. In each year that Summer Study Grants total a number divisible by three, the Board shall award an additional Summer Study Grant for the following summer. In selecting an additional award recipient, the Board shall take into consideration the recommendation of the Sabbatical Review Committee. The Committee, after reviewing all unsuccessful applicants for sabbaticals or Summer Study Grants, shall make a recommendation to the Board. The Board, however, retains absolute discretion in making the final selection.

C. Request for a Summer Study Grant:

A request for a Summer Study Grant shall be submitted in the same manner as for a semester or year's sabbatical.

D. Salary and Benefits:

A professional staff member awarded a Summer Study Grant shall be paid 1/200th per day for each day of school attended to a maximum of 30 days. Per diem rate shall be based on Schedule A during the ensuing salary year. From this compensation shall be made the regular deductions as required by law or at the request of the professional staff member. No additional sick days, personal days, or vacation days shall accrue to a professional staff member on a Summer Study.

E. Criteria for Selection:

Summer Study Grants shall be awarded in the same manner as semester and year-long sabbaticals and shall be based upon the same criteria.

F. Conditions:

Summer Study Grantees must agree in writing to the same conditions as are outlined for awardees of semester and year sabbatical leaves.

G. Limitations and Evaluations:

Summer Study Grants shall be limited to six in lieu of two sabbatical leaves. A committee from the Board of Education and the Education Association shall meet following selection of the 1985 sabbatical and summer study awards to reevaluate this limitation.

William M. Keller  
President

North Hunterdon Regional  
High School District  
Board of Education

12/18/84  
Date

Nancy P. Dratgin  
President

North Hunterdon Regional  
High School District  
Education Association

12/18/84  
Date

APPENDIX B

SABBATICAL CRITERIA

When the number of applicants exceeds the maximum number of sabbaticals permitted, the following criteria shall be applied:

A. Sabbatical Rating Scale

	<u>Points</u>
1. Academic work.	
a. 12 credits (full academic load)* -----	5
b. 9 credits-----	4
c. 6 credits-----	3
d. Enrollment in a committee approved sub-doctoral program-----	3
e. Enrollment in a committee approved doctoral program-----	2
f. Completion of a degree residence requirement-----	4
2. Preparation of materials which will benefit the district----- (Committee discretion)-	(0-3)
3. Work in an in field vocational pursuit or in-field performance in the fine arts-- (Committee discretion)-	(1-4)
4. Participation in a committee approved vocational training program-----	4
5. Travel for direct subject benefit- (Committee discretion)-	(0-5)
6. Number of times application has been submitted and judged as qualified for consideration-----	(1 per year)
TOTAL = _____	

\* Applicants for Summer Study Grants will be awarded five (5) points for academic work consisting of a minimum of two (2) courses and six (6) credits.

NOTE: All references to "committee" mean Sabbatical Review Committee.

8. When the number of candidates with a total of five (5) or more points on this scale exceeds the number of sabbaticals permitted, the following criteria shall be applied:

1. Seniority: Based upon full semesters of service in this district, calculated from original employment, or in the case of a previous recipient, from the end of a previous sabbatical.

2. Point total: Candidates with equal seniority will be ranked by total points on the Sabbatical Rating Scale.

William J. Miller  
President  
North Hunterdon Regional  
High School District  
Board of Education

12/18/84  
Date

Nancy P. Dontzen  
President  
North Hunterdon Regional  
High School District  
Education Association

12/18/84  
Date