

#852

AGREEMENT
BETWEEN
THE RUNNEMEDE BOARD OF EDUCATION
AND
THE RUNNEMEDE EDUCATION ASSOCIATION
FOR THE CONTRACT PERIOD
JULY 1, 1992
JUNE 30, 1994

PREAMBLE

This Agreement entered into this 1st day of July, 1992, by and between the Board of Education of Runnemede, the Borough of Runnemede, New Jersey, hereinafter called the "Board", and the Runnemede Education Association, hereinafter called the "Association."

WITNESSETH:

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the students of the Runnemede School District is their primary aim and that the character of such education depends predominately upon the quality of teaching, the availability of materials, the functional utility of facilities, the release of imagination in planning, the application of democratic processes in administration, and the maintenance of high morale among the teaching faculty, and

WHEREAS, the members of the teaching profession are particularly qualified to advise the formulation of policies and programs designed to improve educational standards, and

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

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

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

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ARTICLE I

RECOGNITION

A. The Board hereby recognizes the Runnemed Education Association Negotiations Committee as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certified and non-certified personnel whether under contract, implied or stated, including:

1. Teachers
2. Nurses
3. Librarians
4. Social Worker - CST
5. Reading Teachers
6. Speech Correctionists
7. Learning Disabilities Teacher/Consultant
8. Instructional, Certified; Instructional, Non-Certified; and Library Aides
9. Psychologist - CST

but excluding:

1. Superintendent
2. Curriculum Coordinator
3. Board Secretary/Business Administrator
4. Principals
5. Coordinator of Special Services
6. Secretary to Superintendent
7. Assistant Board Secretary
8. Secretaries
9. Custodians
10. Janitors

B. Unless otherwise indicated, the term "teacher," when hereinafter used in this Agreement, shall refer to all professional and non-professional employees represented by the Association Committee in the negotiating unit as above defined; and reference to employees shall be deemed to include both the male and female, except when the context clearly limits the intent to one sex, and words used in the singular shall include words in the plural as the text so requires.

ARTICLE II

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over successor agreement in accordance with Chapter 123 Public Laws 1974 in a good-faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin not later than October 1 of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all teachers, be reduced to writing, be ratified by the general membership of the Association, be signed by the Board and Association and be adopted by the Board.
- B. During negotiations, the Board Negotiations Committee and the Association Committee shall present relevant data, exchange points of view and make proposals and counter-proposals. The Board Committee shall make available to the Association Committee for inspection the following records, data, and information of the Runnemedde School District: An audit report, a complete list of teachers' names, salaries, and step on guide.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, and make counter-proposals in the course of negotiations.

ARTICLE II (continued)

- D. 1. Representatives of the Board and the Association's negotiating committee shall meet upon request of either party for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.
2. Each party shall submit to the other, at least three (3) days prior to the meeting, an agenda covering matters they wish to discuss.
3. All meetings between the parties shall be regularly scheduled, whenever possible to take place when the teachers involved are free from instructional responsibilities, unless otherwise agreed.
4. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.
- E. The Board agrees not to negotiate concerning said employees in the majority negotiating unit as defined in Article I of this Agreement with any organization other than the Association for the duration of this Agreement.

ARTICLE II (continued)

- F. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subjects of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- G. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement, as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any recognized employee benefit existing prior to its effective date.
- H. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III A
BOARD RIGHTS

A. The Board reserves to itself sole jurisdiction, responsibility and authority over matters of policy and retains all rights, subject to terms of this Agreement and Chapter 123 PL 1974 and other applicable laws to:

1. Direct employees of the School District
2. 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
3. Relieve employees from duty because of lack of work or for other legitimate reason
4. Maintain efficiency of the School District operations entrusted to them
5. Determine the methods, means and personnel by which such operations are to be conducted, and
6. Take whatever actions may be necessary to carry out the mission of the School District in situations of emergency.

ARTICLE III B

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to make available to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district as required by law, or in public domain including, but not limited to; annual personnel, tentative budgetary allocations and requirements, agendas, minutes of all Board meetings and names and addresses of all teachers, that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students.
- B. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.
- C. Representatives of the Association, and the New Jersey Education Association, shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations, provided permission has been obtained from the Superintendent or his representative.

ARTICLE III B (continued)

- D. The Association and its representatives may have the privilege to use school buildings at all reasonable hours for meetings, provided permission has been obtained from the Superintendent or his representative. The principal of the building in question shall be notified in advance of the time and place of all such meetings.
- E. The Association may have the privilege to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use, providing permission has been obtained from the Superintendent or his representative.
- F. Orientation programs for new teachers shall be encouraged by the Board and the Association.
- G. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to this Association as the exclusive representative of the teachers, and to no other teachers' organizations.

ARTICLE IV .

TEACHER RIGHTS

- A. Pursuant to Chapter 123, Public Laws of 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint, or proceeding under the Agreement or otherwise with respect to any terms or conditions of employment.

ARTICLE IV (continued)

- B. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey School Laws or state and federal regulations.
- C. No teacher shall be reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.
- D. Whenever any tenure teacher is required to appear before the Superintendent, Board or any committee concerning termination of employment or salary, then he shall be given prior written notice of the reason(s) for such meeting or interview and shall be entitled to have a representative of the Association or its affiliates to advise him and represent him during such meeting or interview. Any suspension of a teacher pending charges shall be with pay until the Board renders its final decision.

ARTICLE V

MISCELLANEOUS PROVISIONS

- A. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex domicile, or marital status.
- B. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- C. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- D. Any individual contract between the Board and an individual employee recognized in Article I, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

ARTICLE V (continued)

E. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:

1. If by Association, to the Board at Volz School.
2. If by Board, to Association at Volz School.

ARTICLE VI

GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim based upon an event or condition which affects the professional welfare and/or terms and conditions of employment of an employee or group of employees and/or the interpretation, meaning or application of any of the provisions of this Agreement.
2. An "aggrieved person" is the person or persons making the claim.
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.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to problems. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his immediate superior, provided the adjustment is not inconsistent with terms of this Agreement.

ARTICLE VI (continued)

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is reasonable and practical.

3. Level One

A grievance must be filed within thirty (30) days of its occurrence or within thirty (30) days of the date of grievance would reasonably have been known to occur. An employee with a grievance shall first discuss it with his immediate superior with the objective of resolving the matter informally. However, if this is not resolved, the employee may request assistance from the Association to resolve his grievance at this level.

ARTICLE VI (continued)

4. Level Two

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he - or the Association - must submit the grievance in writing within six (6) school days to the Superintendent of Schools.

5. Level Three

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he or the Association shall within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, submit in writing the grievance to the Board of Education. The Board of Education will review the grievance in caucus with the person and/or representatives from the Association. At Level Three, following the review of the grievance, the Board shall set forth in writing its decision and the reason(s) therefor within thirty (30) days from the date of submission of the grievance to the Board.

ARTICLE VI (continued)

6. Level Four

- (a) If the aggrieved person with the consent of the R.E.A. or the Runnemede Board of Education determines the grievance is not satisfied, the grievance shall be submitted to arbitration within fifteen (15) school days by the aggrieved person or R.E.A. Committee if so required.
- (b) Within ten (10) school days after such written notice or submission to arbitration, the Board and the aggrieved person and/or the R.E.A. Committee shall attempt to agree upon a mutually acceptable arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators shall be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- (c) The arbitrator so selected shall confer with the representatives of the Board and the aggrieved person and/or the R.E.A. Committee and hold hearings promptly and shall issue his decision. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be

ARTICLE VI (continued)

6. Level Four

- (c) without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The arbitrator shall be without power or authority to alter, modify or amend the express terms of this Agreement or to expand its meaning by implication. The decision of the arbitrator shall be submitted to the Board, the aggrieved person and the Association and shall be final and binding on the parties.
- (d) The cost of/or the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association when mutually agreed upon to submit to arbitration, however, each party shall bear the expense of its own witnesses and counsel. If not mutually agreed upon, the cost as defined above shall be borne by the moving party for the first five (5) grievances - after that the expense as defined, would be equally shared.

D. Miscellaneous

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives.

ARTICLE VII

WORK YEAR

- A. The Board of Education shall have the right to annually establish the school calendar for the following year.
- B. The views of the Association regarding the calendar shall be considered through consultation with the administration and/or Board of Education.
- C. Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.
- D. When early release of students due to inclement weather is ordered after the start of school day, teacher attendance shall be required until his or her entire class has been properly provided with supervised passage from the building and grounds or the teacher may leave at the discretion of the school principal.
- E. With prior notification, teachers may be required to remain after the end of the regular work day for the purpose of attending professional or emergency meetings. These meetings shall not exceed 5 per year, begin no later than 15 minutes after student dismissal time and shall run for no more than one hour. These meetings, if needed, will not replace the already established faculty meetings for each building.

ARTICLE VIII

TEACHER FACILITIES

- a. The Board and the Association agree that there shall be in each building an appropriately furnished room which shall be reserved for the exclusive use of teachers as a faculty center. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said area, it shall be regularly cleaned by the school's custodial staff. It is to be understood that said center is frequently the repository of confidential personnel (both faculty and student) data and information, and that the privacy and confidence of said center shall be strictly observed.

ARTICLE IX

VOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Notification of Vacancies

1. No later than June 1st of each year, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies which shall occur during the following school year. The administration shall include the existing staff when considering replacements.

ARTICLE X

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Notice

Notice of an involuntary transfer or reassignment shall be given to teachers as soon as possible.

B. Criteria

When an involuntary transfer or reassignment is necessary, a teacher's area of competence, major or minor field of study, length of service in the Runnemede School District, length of service in the particular school building, and other relevant factors, including, among other things, state and/or federal laws, rules, regulations or administrative directives, shall be considered in determining which teacher is to be transferred or reassigned.

C. Meeting and Appeal

An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the principal, at which time the teacher shall be notified of the reason therefore. In the event that a teacher objects to the transfer or reassignment at this meeting, upon the request of the teacher, the superintendent shall meet with him. The teacher may, at his option, have an Association representative present at such meeting.

D. Decision

The final decision on involuntary transfers remain an administration function and their decision is final and binding.

ARTICLE XI

NON-TEACHING DUTIES

- A. In an effort to ease the non-teaching duties of the staff, the Board of Education hereby agrees to continue the employment of two (2) part-time non-professional aides for each school.
- B. The duties of these non-professional aides will be limited to lunchroom, playground, and line duties during the lunch periods.
- C. It shall remain the responsibility of the teaching staff to temporarily assume these duties, in the event of absence or emergency, of these non-professional aides.
- D. The Board and Association acknowledge that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to this end.

ARTICLE XII

EMPLOYEE EVALUATION

A. Frequency

Non-tenure employees shall be evaluated by their immediate superiors at least three (3) times in each school year, to be followed in each instance by a written evaluation report and by a conference between the employee and his immediate superior for the purpose of identifying any deficiencies, and extending assistance for their correction. Such evaluation in each instance shall consist of at least three (3) observations of at least thirty (30) minutes, each occurring on separate days.

B. Copies of Evaluation

An employee shall be given a copy of any visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, place in the employee's file or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form.

The employee shall acknowledge that he or she has had the opportunity to review such material by affixing their signature to the copy to be filed with express understanding that such signature in no way indicates agreement with the contents thereof.

ARTICLE XII (continued)

C. Reports

Evaluation reports shall be presented to each employee by his immediate superior in accordance with the following procedures:

1. Such reports shall be issued in the name of the immediate superior based on a compilation of reports and observations by any or all supervisory personnel who come into contact with the employee in a supervisory capacity.
2. Such reports shall be addressed to the employee.
3. Such reports shall be written in narrative form and shall include, when pertinent:
 - (a) Strengths of the employee as evidenced during the period since the previous report.
 - (b) Weaknesses of the employee as evidenced during the period since the previous report.
 - (c) Specific suggestions as to measures which the employee might take to improve his performance in each of the areas wherein weaknesses have been indicated.

D. Termination of Employment

Final evaluation of the employee upon termination of his employment shall be concluded prior to severance and no documents and/or other material shall be placed in the personnel file of such employee after severance or otherwise than in accordance with the procedure set forth in this Article.

ARTICLE XIII

JOINT CONFERENCE STUDY COMMITTEE

- A. Continuation of a Joint Conference Study Committee composed of the following membership:
- (1) 2 Board Members
 - (2) 2 Teacher Association Members
 - (3) 1 School Administrator
 - (4) 2 Members of the Community
 - (1 appointed by each party)
- B. This committee would study and recommend improvements and suggestions from the Board and Association for consideration in future budget formulation. The recommendations to be non-binding on all parties. Such committee to meet in full at least once every three months and report to the Board of Education and Teachers' Association of their meetings.

ARTICLE XIV

INSURANCE AND HEALTH BENEFITS

The Board shall continue to provide coverage and assume full payment of all cost under the State Insurance Plan, which includes Blue Cross-Blue Shield, Rider J, and complete Major Medical Coverage for full 12 month period beginning September 1, and ending August 31, of each year.

The Runnemedo Board of Education shall continue to assume payment of all costs for Hospitalization for employees rates and family coverage.

Required application forms for insurance plans or changes in coverage must be filed by employees with the Secretary of Board of Education. The Secretary of the Board of Education shall notify the R.E.A. of application form filing deadlines.

The Board shall provide \$131,527 for the year 1992-93 and \$140,076 for the year 93-94 to the Association for providing of a fringe benefit to the members of the unit represented by the Association. The Association shall designate the coverage provided and the Board shall administer the payments. The Association shall indemnify and save the Board harmless from exceeding the yearly funds as provided herein.

ARTICLE XV

SICK LEAVE

All teachers employed 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. Unused sick leave days shall be accumulated from year to year with no maximum limit.

Upon actual retirement, with the collection of a pension from the Teachers' Pension and Annuity Fund (TPAF), the retiring unit member shall receive payment for their accumulated, unused sick days at the rate of twenty-five (\$25.00) dollars per accumulated, unused sick day up to a maximum of five thousand dollars (\$5,000.00) for the 1992-93 school year and \$25.00 per day with a maximum of \$5,500 in the 1993-94 school year.

ARTICLE XVI

TEMPORARY LEAVES OF ABSENCE

A. Teachers shall be entitled to three (3) days temporary non-accumulative leaves of absence with full pay each school year with prior notification to building principal.

1. Beginning with the 1981-82 school year the following statement will be in effect regarding definition of a personal day:

"A personal day is a day upon which to conduct personal business which can only be conducted during a regular school day."

2. The following personal day reimbursements will be in effect:

No personal days used	\$150.00
1 day used	100.00
2 days used	50.00

All payments are to be made on the last pay period of the school year.

B. In event of death in immediate family, emergency leave may be requested through the building principal with approval of Superintendent.

C. Time necessary for persons called into temporary active duty of any unit of the U. S. Reserves or the State National Guard, shall be reimbursed at regular pay.

D. Leaves taken pursuant to Section A and B above shall be in addition to any sick leave to which the employee is entitled.

ARTICLE XVII

EXTENDED LEAVES OF ABSENCE

- A. All requests for extended leaves of absence shall be received and considered by the Board of Education on an individual case basis. In keeping with the existing policy 60 days notice of such requests shall be required, with the exception of maternity leaves and emergencies.
- B. Disability Leaves
1. A teacher who anticipates a disability shall notify his/her immediate supervisor in writing of the anticipated commencement of the disability as soon as the employee knows of it.
 - A) In the case of pregnancy, the teacher shall inform the supervisor of the anticipated delivery date.
 - B) No later than 90 days prior to the anticipated delivery date, the teacher shall request either a leave of absence while she is disabled, for which accumulated sick leave may be utilized, or an unpaid leave of absence for child care, as provided for in 3, below.
 2. The Board of Education reserves the right to regulate the commencement and termination dates of anticipated disability leaves in order to preserve educational continuity. When this occurs, a teacher who is placed on an involuntary unpaid leave shall be entitled to all sick leave and insurance benefits during the period of actual disability, according to the negotiated agreement and the rules of the insurance carrier. However, time spent on an unpaid leave shall be counted for accrual of any benefits.

C. Child Care Leave

1. The Board may grant voluntary unpaid leaves of absence for the purpose of child care. No requests will be disapproved arbitrarily or capriciously.
2. Child care leaves are available only to tenured teachers.
3. Such leaves of absence may be for one-half school year or one full school year at the request of the teacher and the approval of the board. Extensions will only be granted in extreme emergencies at the complete discretion of the Board of Education.
4. Return from such leave, other than for medical reasons, may be restricted by the Board to September or January.
5. A teacher desiring an unpaid leave shall apply no less than 90 calendar days before the anticipated delivery date of the infant. In the case of an adoption, notice shall be given to the teacher's supervisor when application for adoption is made. In cases of adoption, application shall be made for a specific leave period as soon as the teacher is informed of the custody date.
6. To be eligible for a salary increment and credit toward longevity payments, a teacher must work at least 90 days in the school year that the leave commences or terminates.
7. A teacher on a voluntary unpaid leave of absence shall not be eligible to either receive or accrue benefits except as statutorily required.
8. To be eligible for a new child care leave, a teacher must have been actively employed in the district for the full academic year prior to the requested leave.

ARTICLE XVIII

PROTECTION OF EMPLOYEES

- A. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which in the opinion of the administration endanger their health, safety, or well being.
- B. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior. Such notification shall be immediately forwarded to the Superintendent who may comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and may act in appropriate ways as liaison between the employee, the police and the courts.
- C. Statement of Concern

The Board is very cognizant of the concern and implications of this article of the proposal.

It is felt that the individual employee would carry sufficient personal insurance to initially cover costs in regard to job protection. That coupled with Board paid hospitalization, workmen's compensation, plus required umbrella insurance coverage should be sufficient to adequately cover job related losses.

The Board would make every effort to bring all of these factors into play if necessary.

ARTICLE XIX

PROFESSIONAL DEVELOPMENT

The Board shall agree to reimburse staff members for full cost of graduate credits up to \$750.00.

Reimbursement will be made only to those staff members holding standard certificates.

Application for reimbursement must be made through the Superintendent in September and May of the Contractural year. If approved, reimbursement will be made in October and June.

Graduate Credits must be taken in the field of education.

Approval for such credits must be received from the Superintendent.

ARTICLE XX

SALARY PLANS

A. Ten Percent Withholding Plan

It shall be agreed that an optional 10 month, ten percent (10%) withholding plan shall be established. Payment in full of the ten percent (10%), shall be made on July 15th following the end of the academic year or upon death or termination of employment, if earlier, to each employee participating in the plan.

The Board will attempt to have the monies withheld pursuant to the summer pay plan placed in an interest bearing account with the interest being paid along with the held salaries to the participating employees on a pro-rata basis. Any cost incurred shall be deducted from the interest.

This provision of the agreement shall continue in existence only so long as the Board continues to have the payroll services provided by the Bank as is the current situation, otherwise this portion of the agreement becomes null and void.

Members of this plan shall have the right to withdraw funds accumulated as of date of withdrawal with no penalty, but with the understanding that they cannot re-enter the program during that school year. Withdrawal shall be permitted with ten (10) days notice.

ARTICLE XX (continued)

SALARY PLANS

B. All employees who use their personal automobiles for school use, with the approval of the Superintendent, shall be reimbursed at 25¢ per mile.

C. Members may elect to deduct from their pay a bond or bonds a month.

(U. S. Government Bonds Series E.)

Members may withdraw from bond plan with no penalty but with the understanding that he may not re-enter the plan during the school year.

RUNNEMEDE PUBLIC SCHOOLS
Runnemede, New Jersey

TEACHERS' SALARY GUIDE - 1992-93

ACTUAL YEARS	LEVELS	BA	B + 15	MA	M + 15	M + 30
0 - 2	1	26,660	27,010	27,610	27,960	28,560
3 - 5	2	28,350	28,700	29,300	29,650	30,250
6 - 8	3	29,470	29,820	30,420	30,770	31,370
9 - 10	4	30,165	30,415	31,015	31,365	31,965
11	5	32,060	32,410	33,010	33,360	33,960
12	6	32,420	32,770	33,370	33,720	34,320
13 - 14	7	33,950	34,300	34,900	35,250	35,850
15	8	34,870	35,220	35,820	36,170	36,770
16	9	35,575	35,925	36,525	36,875	37,475
17	10	36,480	36,830	37,430	37,780	38,380
18	11	37,535	37,885	38,485	38,835	39,435
19	12	38,450	38,800	39,400	39,750	40,350
20	13	39,430	39,780	40,380	40,730	41,330
21	14	40,630	40,980	41,580	41,930	42,530
22	15	42,450	42,800	43,400	43,750	44,350
23 - 24	16	44,415	44,765	45,365	45,715	46,315
25 - 26	17	47,300	47,650	48,250	48,600	49,200
27	18	48,760	49,110	49,710	50,060	50,660
28 - 29	19	50,875	51,225	51,825	52,175	52,775
30+	20	53,605	53,955	54,555	54,905	55,505

BA + 15 ADD 350
 MA ADD 600
 MA + 15 ADD 350
 MA + 30 ADD 600

RUNNEMEDE PUBLIC SCHOOLS
Runnemede, New Jersey

TEACHERS' SALARY GUIDE - 1993-94

ACTUAL YEARS	LEVELS	BA	B + 15	MA	M + 15	M + 30
0 - 3	1	28,350	28,725	29,375	29,750	30,400
4 - 6	2	30,190	30,565	31,215	31,590	32,240
7 - "	3	31,385	31,760	32,410	32,785	33,435
10 - 11	4	32,125	32,500	33,150	33,525	34,175
12	5	34,145	34,520	35,170	35,545	36,195
13	6	34,530	34,905	35,555	35,930	36,580
14 - 15	7	36,155	36,530	37,180	37,555	38,205
16	8	37,135	37,510	38,160	38,535	39,185
17	9	37,885	38,260	38,910	39,285	39,935
18	10	38,850	39,225	39,875	40,250	40,900
19	11	39,975	40,350	41,000	41,375	42,025
20	12	40,950	41,325	41,975	42,350	43,000
21	13	41,990	42,365	43,015	43,390	44,040
22	14	43,270	43,645	44,295	44,670	45,320
23	15	45,210	45,585	46,235	46,610	47,260
24 - 25	16	47,300	47,675	48,325	48,700	49,350
26 - 27	17	50,230	50,605	51,255	51,630	52,280
28	18	51,930	52,305	52,955	53,330	53,980
29 - 30	19	54,180	54,555	55,205	55,580	56,230
31+	20	57,095	57,470	58,120	58,495	59,145

BA + 15 ADD 375
 MA ADD 650
 MA + 15 ADD 375
 MA + 30 ADD 650

- A. Upon initial employment to fill a position currently existing as of July 1, 1992, the employee and the Board may determine the initial placement on the salary guide, irrespective of the employee's prior experience. For newly created positions full credit shall be given for an employee's prior experience. Advancement on the guide shall be based upon subsequent, in-district experience. This provision shall not be used to reduce an employee's salary upon return from a bona fide, uninterrupted leave of absence. This paragraph does not apply to BA-MA column placement which shall continue as per established policy.
- B. Credit will be given for active military service up to four (4) years.

ARTICLE XXI
RUNNEMEDE PUBLIC SCHOOLS
Runnemede, New Jersey
Salaries of Aides

	<u>1992-93</u>	<u>1993-94</u>
1. <u>Instructional - Certified</u>	\$19,235	\$20,870
Contract		
2. <u>Instructional - Non-certified</u>	16,580	18,570
Contract		
3. <u>Library</u>	15,805	17,770
Contract		

ARTICLE XXII

DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1, 1992 and shall continue in effect until June 30, 1994.

This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

B. In witness thereof the Association has caused this Agreement to be signed by its President and Secretary and the Board of Education has caused this Agreement to be signed by its President, attended by its Secretary and its corporate seal to be placed hereon.

RUNNEMEDE EDUCATION ASSOCIATION

By: John Bado
President

By: Samuel B. [Signature]
Secretary

RUNNEMEDE BOROUGH BOARD OF EDUCATION

By: [Signature]
Vice President

By: Barbara T. Roberts
Secretary

Date