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A G R E E M E N T

between the

HILLSIDE EDUCATION ASSOCIATION

and the

Hillside Board of Education
BOARD OF EDUCATION OF HILLSIDE (Employer)

County of Union, New Jersey

X September 1, 1980 thru August 31, 1982

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PREAMBLE

Pursuant to Chapter 123, Public Laws of 1975 of the State of New Jersey, this agreement is hereby entered into this 22nd day of September 1980 by and between the Board of Education of the Township of Hillside, New Jersey, hereinafter referred to as the 'Board' and the Hillside Education Association, hereinafter referred to as the 'Association'.

ARTICLE I

RECOGNITION

A. Pursuant to Chapter 123, Public Laws of 1975, the Board hereby recognizes the Association as the exclusive representative for the purpose of collective negotiations concerning terms and conditions of employment for all certified personnel under contract by the Board as included herein:

classroom teachers	psychologists
guidance counselors	special teachers
nurses	department chairman
librarians	coaches
social workers	extra curricular advisors

but excluding among others:

Superintendent	Vice Principals
Assistant Superintendent	Directors
Principals	Board Secretary
Business Administrators	Assistant Principals
	Administrative Assistants

B. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement, shall refer to all certificated employees represented by the Association in the negotiating unit as above defined, and reference 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 PROCEDURES

- A. Representatives of both the Board and the Association agree "that their members shall be given full authority to negotiate, but not to contract prior to ratification of both parties."
- B. During negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counterproposals. The Board shall make available to the Association for inspection at reasonable times that information which is available to the public.
- C. Neither party in any negotiations shall have control over the selection of the negotiating representatives of the other party.
- D. Pursuant to Chapter 123, Public Laws of 1975, the Board agrees not to negotiate, concerning said employees in the negotiating unit as defined in Article I of this agreement, with any organization other than the Association for the duration of this Agreement.
- E. Pursuant to Chapter 123, Public Laws 1975, proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established.
- F. This Agreement, together with the appendices attached herewith, incorporates the entire understanding to the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- G. 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

GRIEVANCE PROCEDURE

A. Definition

1. A "Grievance" shall mean a complaint by an employee of the Hillside Board of Education that there has been to him a personal loss or injury because of an interpretation, application or violation of policies, agreements, and administrative decisions. A complaint will not be processed as a grievance under this procedure if it involves or applies to any matter, which according to law, is beyond the scope of the Board authority. A complaint of a non-tenure teacher which arises by reason of his not being re-employed or a complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required shall not be subject to arbitration under this procedure. A grievance to be considered under this procedure must be initiated by the employee within thirty (30) calendar days of its occurrence or within thirty (30) calendar days after the employee would reasonably be expected to know of its occurrence.

B. Procedure

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the Grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step. Under extreme circumstances, the time limits may be extended by mutual agreement in writing.
2. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
3. An employee shall have the right to present his own grievance or to designate a representative approved by the Association to appear with him at any step in his appeal. When a majority representative has been selected, a minority organization shall not present or process grievances.
4. When a member of the negotiating unit represented by the Hillside Education Association presents his own grievance, the Hillside Education Association shall have the right to state its views in writing to the Board of Education prior to the Board's decision if the appeal proceeds to the Board and to appear at the Board's hearing with the grievant if such a hearing is held.

5. Any employee who has a grievance shall discuss it first with his Department Chairman or Director (or Principal, if no Department Chairman or Director) in an attempt to resolve the matter informally at that level. A dated written record of any subsequent meeting shall be made and signed by the administrator and the teacher, with a copy given to each. The date set forth on such record shall be considered the initiation date of the grievance. Any discussion prior to the dated written record of the matter being grieved will not be considered as the initiation of the grievance.
6. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, he shall set forth his grievance in writing, on the form set forth herein as Appendix G, to the Principal specifying: (A) the nature of the grievance, (B) the nature of the injury or loss, (C) the results of previous discussions, (D) the basis for his dissatisfaction with decisions previously rendered. The Principal shall communicate his decision to the Superintendent in writing within five (5) school days of receipt of the written grievance.
7. The employee, no later than five (5) school days after receipt of the Principal's decision, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing reciting the matter submitted to the Principal as specified above and the basis for his dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days. The Superintendent shall communicate his decision in writing to the employee.
8. If the grievance is not resolved to the employee's satisfaction he may, no later than five (5) school days after receipt of the Superintendent's decision, request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board or a committee thereof shall hold a hearing with the employee, if so requested, within fifteen (15) days of the date of receipt by the Superintendent of the request for review by the Board and shall review the grievance and shall render a decision in writing within thirty (30) calendar days of receipt of the grievance by the Superintendent for review by the Board or within twenty (20) calendar days of the hearing with the employee, whichever comes later.
9. If the grievant is dissatisfied with the decision of the Board of Education and the matter pertains to a provision of this Agreement, upon request of the grievant the appropriate committee of the Hillside Education Association may request the appointment of an arbitrator. Such request shall be made known to the Superintendent no later than ten (10) school days after the decision, in writing, of the Board of Education is received. Request for arbitration shall be honored only if the grievant or grievants and the Association waive the right, if any, in writing, of said grievant or grievants and the Association to submit the underlying dispute to any other administrative or judicial tribunal except for the purpose of enforcing the arbitrator's award.

10. In the event timely written notice of arbitration is made known to the Superintendent, the Board and the Association shall endeavor to select a mutually satisfactory person to act as arbitrator. If the Board and the Association cannot agree on an arbitrator mutually satisfactory to them, within five (5) school days after receipt of notice of the request to arbitrate, either the Board or the Association may request the American Arbitration Association, in writing, to submit a panel of arbitrators from which an arbitrator may be selected in accordance with the rules and regulations of that Board. The request to the American Arbitration Association must be mailed within ten (10) school days after the Superintendent received notice of the request to arbitrate and a copy must be served upon the Superintendent within that period of time.
11. The arbitrator shall be limited to evidence and arguments presented by the parties or their representatives and shall consider nothing else. Only the Board, the employee and the Association shall be given copies of the arbitrator's decision. This shall be accomplished within fifteen (15) days after receipt thereof. The decision of the arbitrator shall be considered by both parties to be binding upon the parties. Decisions of the Arbitrator shall have precedent in similar cases.

C. Costs

1. Each party will bear the total of the costs it has incurred.
2. The fees and expenses of the arbitrator will be shared equally by the parties.
3. It is expected that hearings related to the process of arbitration will be conducted outside of school hours. However, if time is lost by an employee due to arbitration proceedings necessitating the retention of a substitute, the Board will pay only the cost of the substitute. The time lost by the employee must be without pay or charged as a personal day.

D. Miscellaneous

1. If a particular grievance shall affect a group or class of teachers, the Association may join in processing of the grievance and become a party thereto.
2. All documents, communications and records dealing with the processing of a grievance may be filed provided, however, that such documents, communications, or records will not be forwarded to any prospective employer of the grievant, nor will such documents be revealed or the grievance be alluded to in any communication between the administration and said prospective employer. A copy of such grievance (s) shall, upon request, be given to the employee.
3. Forms for the filing of grievances shall be prepared by consultation between the Superintendent and the Association. A copy of the appropriate form for the filing of grievances is attached to this Agreement as Appendix 'G'.
4. Hearings pertaining to grievance shall not be held in public.

ARTICLE IV

RIGHTS OF THE PARTIES

- A. Pursuant to Chapter 123, Public Laws of 1975, every employee included in the unit as set forth under Article I, shall have the right freely to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations.
- B. Unless a just cause therefore appears, no employee shall be disciplined. Any such action by the Board, or any agent or representative thereof, shall not be made public until formal action thereon, is taken by the Board.
- C. Whenever any teacher is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that teacher in his office, position, or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice or the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview. Any suspension of a teacher may be with pay.
- D. No teacher shall be prevented from wearing identification of membership in the Association or its affiliates.
- E. The Board of Education, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations (a) to direct employees of this school district. (b) to hire, promote, transfer, assign, and retain employees in positions within the school district and to suspend, demote, discharge, or take other disciplinary action against employees, (c) to relieve employees from duties because of lack of work, or for other legitimate reasons, (d) to maintain the efficiency of the school district operations entrusted to them. (e) to determine the methods means and personnel by which such operations are to be conducted, and (f) to take whatever actions might be necessary to carry out the mission of the school district in situations of emergency.
- F. The Board agrees to furnish upon request of the Association a current roster of certified personnel (as of September 1), one (1) copy of the agendas and the minutes of all public Board meetings, and one (1) copy of names and addresses of all teachers.
- G. The Association and its representatives shall have the privilege to use the school buildings at reasonable hours for meetings with prior approval of the School Principal.
- H. The Association have access 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, upon prior approval of the School Principal, and when such equipment is not otherwise in use. No equipment shall be removed from school property. The Association will pay for any damage incurred, loss or theft of borrowed property. The Board shall not be required to furnish or sell any consumable products or supplies to the Association.

- I. The Association shall have, in each school building, space on the bulletin board in each faculty lounge. The location of Association bulletin board space in each faculty lounge shall be agreed upon mutually by the Association and the School Building Principal.
- J. The Association shall have the reasonable use of the interschool and intra-school mail facilities and school mail boxes as it deems necessary.
- K. During the Orientation Meeting of teachers, the Association shall, if it so requests, have thirty (30) minutes time on the program.
- L. Use of school buildings, facilities, and equipment shall be subject of rules and regulations set forth by the Superintendent.
- M. Any change in the grade of a student made by an administrator shall be made only after consultation with the teacher that first determined the grade. The teacher shall initial the grade change, as evidence of the consultation. Such initialing shall not necessarily indicate the teacher's agreement with the change.
- N. Both parties agree that in the best interests of themselves, and of the educational process, any criticism that a member of one of the parties makes about a member of the other of the parties shall not be made in public.
- O. Not later than October 31 of each academic year, every teacher will be notified, in writing, of the number of personal illness day accrued by them effective the start of the academic year.

ARTICLE V

WORK YEAR

- A. The in-school work year of teachers employed on a ten (10) month basis (other than new personnel who may be required to attend additional days of orientation) shall not exceed one hundred eight-six (186) days nor be less than one hundred eighty (180) days.
- B. Final determination of the school calendar shall be made by the Board upon the recommendation of the Superintendent. The calendar shall be appended to this Agreement. (See Appendix 'H')
- C. Substantive changes in the school calendar affecting scheduled vacation periods will be made by the Board upon the recommendation of the Superintendent after he has conferred with the Association.

ARTICLE VI

TIME REQUIREMENTS

- A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in or out" by hours and minutes. A teacher shall indicate his presence for duty by placing his initial in the appropriate column of the faculty "sign-in, sign-out" roster.
- B. Teachers shall have a duty-free lunch period of at least thirty (30) minutes duration.
- C. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period, but they must indicate their leaving and returning by initialing the faculty "sign-in, sign-out" roster.
- D. An Association representative may speak to the teachers at any faculty meeting for a reasonable time upon the request of the representative. The School Principal shall place the representative's request on the agenda.
- E. Whenever possible, the notice of and agenda items for any meetings shall be announced to the teachers involved at least two (2) days prior to the meeting. Teachers shall have the opportunity to suggest items for the agenda. In general, meetings will not exceed one (1) hour. Both parties to this Agreement recognize and agree that the free exchange of ideas is to be encouraged at all faculty meetings, and that teachers are to be provided reasonable opportunities to express their views at such meetings.
- F. High school classroom teachers shall have five (5) periods per week as preparation time. When, as, and if, specialists in Art, Music, and/or Physical Education are teaching their class, the elementary school teacher regularly assigned to that class may use such time as preparation time. Any high school teacher who works a full day schedule shall be assigned an average of one (1) preparation period for each full day worked. Every reasonable effort will be made to provide prep time for all elementary teachers.
- G. Exceptions to the provisions of Articles VI-B, C, D, E, F above may be made in case of emergency.

ARTICLE VII

SALARIES

- A. The salaries of all teachers and nurses covered by this Agreement, for each of the school years of this Agreement are set forth in Appdendices B-1 and B-2, which are attached hereto and made part hereof.
- B. Teachers employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.
- C. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
- D. Teachers may individually elect to have any amount of their semi-monthly salary deducted from their net pay. These funds shall be deposited in the Union County Teachers Credit Union.
- E. Whenever a payday falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last working day preceding such regularly scheduled payday.
- F. Teachers shall receive their final checks on the last working day of June provided they have fulfilled all professional responsibilities as required by law and/or customarily performed on or prior to such date.
- G. Pursuant to R.S. 18A:29-4.2 any teaching staff member employed as a school nurse and holding a standard school nurse certificate shall be paid according to the provisions of the Teachers Salary Guide, including the full use of the same experience steps and training levels that apply to teachers.
- H. Any teacher, who due to the unavailability of a substitute, is required to cover a class for an absent teacher will be remunerated at the rate of \$6.50 per period for the 1980-81 school year. For the school year 1981-82 the rate shall be increased to \$7.00 per period. The Board reserves the right to evaluate this program and to terminate it, if in the Board's judgment, the program does not prove to be effective.

NOTE: Administration will promulgate a written policy stating that:

- A. Assignments are voluntary;
 - B. Substitutes will be called first;
 - C. Volunteers will be sought first from the department involved; and
 - D. Volunteers will then be sought from other departments.
- I. If practical, the first pay check for September 1981 shall be paid on the first Friday after commencement of work in September. This provision is applicable only for the 1981-82 school year.
 - J. Special Education Teachers who are required to work on Saturdays or Holidays in connection with the Olympics or field trips, shall be allowed compensatory time.

- K. Compensation for Department Chairpersons shall be paid as salary and included in each semi-monthly installment. It is understood that if any non-tenure Department Chairperson is not reappointed in this position, the amount of honorarium paid for such services (See Appendix E) will be deducted to determine the employee's salary for the following year.
- L. Coaches shall be paid in two (2) installments, one (1) installment at mid-season and remainder upon completion of assignment.

ARTICLE VIII

TRANSFERS, ASSIGNMENTS AND REASSIGNMENTS

- A. No later than April 1 of each school year, the Superintendent shall make available to the Association and post in all school buildings a list of the known unfilled positions covered by this Agreement which he expects to fill prior to the opening of school in September.
- B. Teachers who desire a change in grade and/or subject assignments or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than April 1st. Such statement shall include the grade and/or subject to which the teacher desires to be transferred, in order of preference. The final decision pertaining to assignments rests with the Superintendent. Upon reaching his decision, the Superintendent shall notify the employees involved.
- C. As soon as practicable, and not later than the last two (2) weeks of school, the Superintendent shall post in each school and make available to the Association President, a system-wide roster showing the names and tentative assignments of all personnel covered by this Agreement. In the event of change of assignment, the teacher involved will be notified at the earliest possible time.
- D. During the school year, notice etc. of all open certificated positions (except classroom teachers) in the Hillside Schools shall be posted in all schools and sent to the Association President. The posting notice shall set forth the qualifications for the position and the minimum salary the Board expects to pay. Individuals interested in applying for the position shall do so in the manner prescribed in the notice within fifteen (15) days after the date of the notice. No permanent appointment to a position posted shall be made until twenty (20) days after the posting notice has been issued.
- E. During the summer period when school is not regularly in session, teachers who desire to apply for any certificated positions (except classroom teacher) shall submit their names to the Superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall notify such teachers of any vacancy in a position for which they desire to apply.
- F. All openings for positions in the summer school or federal projects shall be publicized by the Superintendent in accordance with the procedure for publicizing promotional vacancies set forth in Article X-D & E of this Agreement. Summer school positions shall be publicized not later than the preceding June 1.
- G. On or before September 30 of each school year, the Superintendent shall request applications from the staff indicating their desire to serve in the Home Instruction Program.
- H. It is recognized that teachers may be assigned to lunch program supervision, subject to the following: Lunch program assignments shall be scheduled on the basis of a weighted formula to be developed between the Association and the Superintendent which includes consideration of non-compensable committee assignments.

ARTICLE IX

EXTENDED LEAVES OF ABSENCES

- A. A leave of absence without pay of up to two (2) years shall be granted to any tenure teacher who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs or accepts a Full Bright Scholarship. Teachers requesting such leave shall give no less than ninety (90) days notification. Teachers returning from leave must notify the Superintendent on or before February 1st preceding the school year in which they plan to return.
- B. Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment. Teachers requesting such leave shall give no less than ninety (90) days notification. Teachers returning from leave must notify the Superintendent on or before February 1st preceding the school year in which they plan to return.
- C. Maternity
1. All pregnant teachers may apply for a leave of absence without pay. Upon request, such leave shall be granted at any time before the anticipated date of birth to continue for a reasonable period of time to a specific date following birth.
 2. Maternity leave shall be granted subject to the following conditions:
 - a. A teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed.
 - b. A request for maternity leave shall include a statement from a physician confirming the pregnancy and anticipated date of birth.
 - c. Exact date of the leave will be arranged, if possible, before the beginning of the semester.
 - d. A statement from a physician certifying that the teacher is physically able to return to duty shall be furnished to the Board before a teacher is permitted to return from maternity leave.
 3. A tenure teachers return date to employment shall be extended for a period of time not to exceed two (2) years for reasons associated with pregnancy, birth or related cause. However, the leave of absence granted a nontenured teacher hereunder may not be extended beyond the end of the contract school year in which the leave is obtained.

4. Except as provided above, no teacher shall be barred from returning to duty after the birth of her child solely on the grounds that there has not been a time lapse between the birth and her desired date of return.
5. No teacher shall be removed from her teaching duties during pregnancy, except upon one of the following:
 - a. The Board has found that her teaching performance has noticeably declined.
 - b. The pregnant teacher is found to be medically unable to continue teaching by her own physician and the Board's physician, or where these physicians disagree, by a physician jointly selected by the Board and the teacher, whose opinion on medical capacity shall be final and binding.
 - c. Any other just cause.
6. A teacher on maternity leave shall have the opportunity to substitute in the Hillside School District in the area of her certification at the discretion of the Superintendent of Schools.
7. Any tenre teacher adopting an infant child may be granted a leave up to a period of two (2) years without pay. Such leave shall commence upon her receiving defacto custody of said infant, or earlier, if necessary, to fulfill the requirements for the adoption. Teachers requesting such leave shall give no less than ninety (90) days notification.
8. Return from maternity leave, leave for adoption purposes, or extended leaves will generally occur at the beginning of a school year. Individuals desiring to return from such leaves must notify the Superintendent before April 1st immediately preceding the school year in which they intend to return.
- D. Other requests for leaves of absence, without pay, may be granted by the Board of Education upon the recommendation of the Superintendent of Schools.
- E. Upon return from leave granted pursuant to Sections A and B of this Article, a teacher shall be considered as if he were 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. A teacher shall not receive increment credit for time spent on a leave granted pursuant to Sections C and D of this Article.
- F. All extensions or renewals of leaves shall be applied for and, if granted, be in writing. Such extensions or renewals shall be acted upon by the Board of Education upon the recommendation of the Superintendent of Schools. Such requests must be made prior to February 1st.
- G. The period of time granted a nontenure teacher for a leave of absence shall not be counted or considered in the calculation of service time to determine whether such employee is entitled to obtain tenure status.

ARTICLE X

EDUCATIONAL COUNCIL

- A. A joint Educational Council shall be established as soon as possible after the effective date of this Agreement. It shall consist of four (4) members selected by the Superintendent, one of whom shall be a Board member and four (4) Hillside Teachers selected by the Association. The Council shall meet at least four (4) times a year and advise the Board on such matters as school calendar, teaching hours and teaching load, class size, educational specialists, non-teaching duties, teacher employment, teacher assignment, teacher transfers, promotions, teacher evaluation, teacher facilities, professional development and educational improvement, protection of teachers, students, and property, maintenance of classroom, control and discipline, personal and academic freedom, books and other instructional materials, teaching techniques, curriculum improvement, extra-curricular programs, in-service programs, pupil testing and evaluation, philosophy and educational goals of the district, research and experimentation, teacher responsibilities, educational specifications for buildings and other matters regarding the effective operation of the Hillside School District.
- B. The Educational Council shall establish rules of procedure and shall provide for a rotating chairmanship which shall be responsible for the arrangement and conduct of meetings.
- C. The Council shall meet by prepared agenda.
- D. The Council shall be empowered by majority vote to form subcommittees to study and render reports to the Council concerning the topics suggested in Section A of this Article.
- E. The primary function of the Educational Council is to recommend, through the Superintendent of Schools, for Board of Education consideration the establishment of policies and practices pertinent to the items suggested in Section A. The Council in preparing their recommendations for Board of Education consideration shall at all times avail itself of the most up-to-date research pertinent to such recommendations. In addition, it shall provide for majority reports and minority reports, if any, pertaining to its recommendations.
- F. All reports and recommendations outlined above in Section E shall be in writing.
- G. The Board of Education, in order to establish this Council and to enable it to function adequately agree to budget \$1,000. each year for the term of this Agreement to provide for expenditures related to the work of the Council.

ARTICLE XI

TEACHER EVALUATION

- A. A teacher shall be given a copy of any evaluation report prepared by his evaluators before or during any conference held to discuss it. If the teacher is dissatisfied with his evaluation conferences, he may request additional conference time prior to the evaluation being placed in his file. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without a prior conference with the teacher. The teacher shall sign all material of this nature that is placed in his file. Such signature shall indicate only that the report has been read by the teacher, and in no way indicates agreement with the contents thereof.
- B. Those complaints regarding a teacher made to any member of the administration by any parent, student, or other person which may be used in any manner in evaluating a teacher shall be promptly investigated. The teacher shall be given an opportunity to respond to and/or rebut those complaints, which, as a result of the investigation, shall become part of his file.
- C. The teacher shall acknowledge that he has had the opportunity to review such complaint by affixing his signature to the copy to be filed, with the express written understanding that such signatures in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.
- D. All documents shall be filed, signature notwithstanding, and such action shall be so indicated by the supervisor. The Association shall be informed if any employee described in the unit in Article I has refused to sign derogatory or evaluation material that is being placed in his file.
- E. There shall be three (3) evaluations of non-tenure teachers in accordance with 18A27-3.1. Nothing in this article shall restrict the administration from conducting additional evaluations of a non-tenure teacher, if in the judgement of a Supervisor such additional evaluations would be useful.

ARTICLE XII
DEDUCTIONS FROM SALARY

- A. The Board agrees to deduct from the salary of any teacher dues for the Hillside Education Association, The Union County Education Association, The New Jersey Education Association or the National Education Association, or any one or any combination of such Associations. Such deductions shall be made in compliance with (NJSA 52:14-15.9e) and under rules established by the State Department of Education. All monies, so deducted, together with records of any corrections shall be transmitted to the treasurer of the Hillside Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate Association or Associations. Teacher's authorization for salary deductions shall be in writing in the form set forth in Appendix F.
- B. Each of the Associations named in Section A hereof shall certify to the Board, in writing, the current rate of its membership dues. An Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- C. Additional authorizations for dues deductions may be received after August 1 under rules established by the State Department of Education.
- D. The notice of a teacher's withdrawal shall be filed prior to December 1 and become effective as of January 1 next, succeeding the date on which notice of withdrawal is filed.
- E. The Association is hereby granted the exclusive right to dues deduction for the duration of this agreement.

ARTICLE XIII

INSURANCE

- A. The Board shall provide for all full-time eligible teachers and their dependents the full Health-Care Insurance Protection of the New Jersey Public and School Employees Health Benefits Program consisting of Blue Cross, Blue Shield, Major Medical, and Rider J. The Board shall pay the full premium of such coverage for each eligible full-time employee and for eligible dependents.

- B. The Dental Plan in force during the period from September 1, 1975 to August 31, 1980 will continue in force for the period from September 1, 1980 to August 31, 1981. For the period from September 1, 1981 to August 31, 1982 a Dental Plan, not less in coverage than Great-West Life Assurance Company Plan II, shall be in force.

ARTICLE XIV

TEACHER EMPLOYMENT

- A. The Board agrees to hire as teachers only individuals who may obtain a valid certificate by the New Jersey State Board of Examiners.
- B.
 - 1. Except as to increments and adjustments heretofore withheld from a teacher, each teacher shall be placed on his proper step of the salary schedule as of the beginning of the school year in accordance with Section 'B-2' below and salary guide rules set forth in the Board Revised Salary Guide effective September 1, 1974.
 - 2. Full credit for two (2) years military experience or alternative civilian service required by the Selective Service System and full credit for Peace Corps, VISTA, or National Corps work and time spent on a Fulbright Scholarship shall be given upon initial employment. This provision shall not apply to teachers employed prior to September 1, 1972.
- C. Previously accumulated unused leave days accumulated in Hillside shall be restored to all returning teachers, provided they return within a three (3) year period of time.
- D. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30th provided negotiations have been completed.
- E. Teachers shall return such contracts or notice of intent to return not later than May 15th.
- F.
 - 1. On or before April 30th of each year, the Board shall give to each non-tenure teacher continuously employed since the preceding September 30th either (a) a written offer of a contract for employment for the next succeeding year - or - (b) a written notice that such employment shall not be offered.
 - 2. Any non-tenure teacher who receives a notice of non-reemployment may within five (5) days thereafter, in writing, request a meeting with the Superintendent or his designee. The teacher may request the presence of an Association representative at such meeting.

ARTICLE XV

SICK LEAVE

- A. Sick leave is hereby defined to mean the absence from his or her post of duty, of any teacher because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.
- B. All teachers of the Hillside School District shall be allowed sick leave with full pay for a minimum of ten (10) school days in any school year.
- C. Whenever any teacher entitled to sick leave is absent from his or her post of duty as a result of a personal injury caused by an accident arising out of and in the course of his or her employment, the Board shall pay to such teacher the full salary or wages for the period of such absence for up to one (1) calendar year without having such absence charged to the annual sick leave or the accumulated sick leave. Salary or wage payments provided in accordance with applicable laws shall be made for absence during the waiting period and during the period the teacher received or was eligible to receive a temporary disability benefit under Chapter 15 of Title 34, Labor and Workmen's Compensation, of the Revised Statutes. Any amount of salary or wages paid or payable to the teacher shall be reduced by the amount of any Workmen's Compensation award made for temporary disability.
- D. If any such teacher requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years.
- E. Upon termination of employment of any teacher from the Hillside School District, the Board shall issue, at the request of the teacher, a certificate stating such teacher's unused accumulation of sick leave days as of the date of such termination. Such certificate shall be filed with the new employer within one (1) year of the date of such new employment.
- F. The Association will communicate to the teachers the necessity to avoid unnecessary absences.

ARTICLE XVI

TEMPORARY LEAVE OF ABSENCE

- A. Teachers shall be entitled to non-accumulative leave of absence with full pay up to a maximum of two (2) days in any contract year for personal business. All teachers who retire from the Hillside School District, who have unused personal business days in any school year, on or after the 1980-81 school year, shall be compensated at the time of retirement for such days in accordance with the schedule for payment for unused sick days (See Article XXI - Attendance Incentive Compensation). Payment for such personal days shall be in addition to payment for unused sick days. The unused personal days shall be added to any unused sick days to determine the total monies due said retiree.
- B. The combined total for all Association representatives to be absent for attendance at conferences and conventions of state and national affiliated organizations shall not exceed six (6) man-days per year.
- C. If, on any one day, requests for a temporary leave day of a personal nature exceed ten (10) percent in a building, or, in the case of a building in which there are fewer than twenty (20) teachers these requests exceed two (2) teachers, the Superintendent may deny or postpone requests beyond the above limitations.
- D. For serious illness in the immediate family (husband, wife, children and other members of the same home; father and mother; brothers, sisters; grandfather and grandmother; father-in-law and mother-in-law) three (3) days in any contract year. The term 'serious illness' shall be defined as follows: An illness which is grave in nature and where there is a reasonable apprehension of risk to life or well-being which requires the presence of the family member and a doctor.
- E. All leaves of absence referred to in Sections A and B above, are subject to the following conditions:
 - 1. At least three (3) days notice shall be given in writing, through the building principal, when requesting a personal day. Lacking such notice the absence may be considered unauthorized and teacher's pay will be deducted at a daily rate of 1/200 of the annual salary.
 - 2. Personal days will not be granted the day immediately preceding nor following a vacation, nor school holiday, nor during the first and last week of the school year except for justifiable reason which receives prior approval of the Superintendent. The denial by the Superintendent of a request for such personal days shall not be subject to grievance procedures.
 - 3. The Superintendent, in the best educational interest of the school district, is empowered to deny any requests for the above days. Such denial shall be subject to grievance procedures with the exception of those personal days outlined in Paragraph E-2 above.
- F. Up to five (5) consecutive working days may be granted for death in the immediate family (husband, wife, children and other members of the same home; father and mother; brothers and sisters; grandfather and grandmother; father-in-law and mother-in-law). Such leaves shall only be requested immediately following such death.

- G. Extensions to any temporary leaves of absence referred to in Sections A thru F outlined above may be made at the discretion of the Superintendent. Such extensions of leaves shall be without pay.
- H. A regularly appointed teacher who is required to undergo military field training or to attend service school for a period of two (2) weeks or less during any school year shall be granted leave of absence with pay. In addition, all teachers who are members of the organized militia shall be entitled to leave of absence from their respective duties without loss of pay or time on all days during which they shall be engaged in active duty, active duty for training, or other duty ordered by the Governor; provided, however, that all the leaves of absence for active duty or active duty for training shall not exceed ninety (90) days in the aggregate in any one (1) year.

Leave of absence for such military duty shall be in addition to the various leaves pursuant to this Agreement or any other rule, regulation and/or agreement. Further, any teacher who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or any other organization affiliated therewith, shall be entitled to leave of absence from his respective duty without loss of pay or time on all days which he shall be engaged in field training. Such leave of absence shall be in addition to the regular vacation allowed such employees.

ARTICLE XVII

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

The Board agrees to reimburse individual tenure teachers for the cost incurred in connection with the successful completion of any college course, exclusive of those required for teaching certification, subject to the following:

1. The teacher must secure prior written approval of the course by the Superintendent.
2. Seventy (70) percent of the tuition cost will be reimbursed.
3. The maximum amount of money to be reimbursed to any individual teacher in each contract year for courses successfully completed shall be \$420.00.
4. The Board shall pay no more than \$7,500.00 for total tuition reimbursement for each year.
5. At the conclusion of the new course(s), a teacher will submit the following materials to the Superintendent for processing of tuition reimbursement:
 - a. Paid bursar's receipt for tuition from the college;
 - b. Official college transcript or official grade report indicating a passing grade with credit.

ARTICLE XVIII

PROTECTION OF TEACHERS

- A. Pursuant to statute, teachers 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.
- B. No teacher shall inflict or cause to be inflicted corporal punishment upon a pupil attending school; but any teacher may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:
1. To quell a disturbance, threatening physical injury to others;
 2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
 3. For the purpose of self-defense; and
 4. For the protection of persons or property;
- and such acts, or any of them, shall not be construed to constitute corporal punishment within the meaning and intent of this section.
- C. Whenever any civil action has been or shall be brought against any teacher, including any student teacher, for any act or omission arising out of and in the course of the performance of the duties as such office, position, employment or student teaching, the Board shall defray all costs of defending such actions, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting therefrom; and said Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.
- D. Should any criminal action be instituted against any teacher for any such act or omission and should such act or omission and should such proceeding be dismissed or result in a final disposition in favor of such teacher, the Board shall reimburse him for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.

ARTICLE XIX

SABBATICAL LEAVE

- A. The underlying philosophy of the sabbatical leave is to increase the quality of teaching by giving the teacher an opportunity to improve or refresh his professional skills and to gain enriching and broadening experiences by professional study or research. A sabbatical leave is a privilege granted by the Board, and as such, the major concern must be the benefits which will be received by the pupils and the community through the individual's personal growth. Subject to budgetary consideration, sabbatical leave may be granted to those certified personnel meeting the following conditions.
- B. A teacher must complete six (6) years of teaching in Hillside, the last four of which shall be consecutive, and have a master's degree before he may apply for such leave.
- C. Applications for sabbatical leave shall be made to the Board on or before October 15th of any year. If approved, such leave shall officially begin at the beginning of the school year immediately following. The teacher applying for sabbatical leave shall submit a detailed rationale indicating the degree to which he believes his projected program has merit, to the Board on or before October 15th. The Board will respond to such applications within sixty (60) days.
- D. Such leave shall be granted for one (1) year.
- E. Such leave may be granted to approximately two (2) percent of the teachers in the system per year.
- F. Teachers on such leave shall make regular written reports to the Superintendent as he may require.
- G. Each applicant shall be notified promptly by the Superintendent in writing of the decision of the Board concerning his or her application.
- H. The period of sabbatical leave shall count as regular service for the purpose of retirement planning; contributions by the teacher to the retirement fund shall continue as usual during such period; and the time thus spent shall count in regard to salary adjustments.
- I. Such leave of absence shall be without prejudice to the teacher's tenure rights.
- J. Should the program of study or itinerary being pursued by a teacher on sabbatical leave be interrupted by serious accident or illness during such leave (established by evidence satisfactory to the Board and Superintendent), this fact shall not constitute a breach of the conditions of such leave and shall not prejudice the teacher against receiving all the rights and benefits provided for under the terms of sabbatical leave, providing the Superintendent was notified of such accident or illness by registered letter within ten (10) days of its occurrence.

- K. If the Superintendent is convinced that a teacher on sabbatical leave is not fulfilling the purpose for which the leave of absence was granted, he shall report this fact to the Board and the Board may terminate the leave of absence as of the date of its abuse after giving the teacher a hearing.
- L. Teachers on such leave shall not associate for compensation with any persons, or organization during the school year, except when the Board and Superintendent approve such association as beneficial to this school system and only then upon the conditions prescribed by them.
- M. Teachers on sabbatical leave shall be paid three-quarters (3/4) of their annual salary but in no event shall the total earnings of such teachers exceed their earnings for the previous year as adjusted by increment and raise. Each such teacher shall, prior to sabbatical, sign a note for the amount of such sabbatical pay. Said note shall provide that it shall be forgiven in whole in the event the teacher shall complete two (2) years service with the Board after return from sabbatical, or shall die, and shall be forgiven in part, prorata, in the event the teacher shall serve less than two (2) years with the Board after return from sabbatical.
- N. Salary shall be paid in accordance with the general time schedule for payment of salaries in the Hillside Public School System.
- O. A teacher on sabbatical leave must notify the Superintendent of his intention to resume his duties by February 1st prior to the expiration of said leave.

ARTICLE XX

TRAVEL ALLOWANCE - SCHOOL NURSES

- A. The reimbursement to be paid to nurses for the cost of travel required during performance of their duties shall be computed on the basis of the actual mileage incurred, multiplied by the rate per mile paid to Board employees, all as stated in the Board's policy relating to travel.

ARTICLE XXI

ATTENDANCE INCENTIVE COMPENSATION

- A. A teacher who elects to retire under one of the plans of the N.J.T.P.A.F. shall be paid, based upon unused accumulated sick days at the rate of \$10.00 per day for the first 100 days and \$15.00 per day thereafter - but not to exceed two thousand (\$2,000.00) dollars. The estate of any teacher who dies while in the employ of the Hillside School District shall also be eligible to receive the above compensation. This provision is intended as attendance incentive compensation. Should the Board of Education determine that this provision has not served the intended purpose of improving attendance, the Board shall abrogate this provision upon the expiration of the contract.

ARTICLE XXII

MISCELLANEOUS PROVISIONS

- A. This Agreement shall be construed as though it were a 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.
- B. If any provisions of this Agreement or a similar provision in another Agreement between other parties shall be adjudicated illegal, invalid or unenforceable for any reason, then such provision shall, of course, no longer be binding upon the parties, but shall be considered severable from all other provisions herein which shall remain in full force and effect.
- C. Any teaching contract between the Board and individual teacher, during the term hereof executed, shall be subject to and consistent with, the terms and conditions of this Agreement. In case any such teaching contract contains any language inconsistent with this Agreement, the provisions of this Agreement shall be controlling during the term thereof.
- D. Copies of this Agreement, shall be reproduced at the expense of the Board and distributed by the Association to all teachers employed.
- E. Nothing in this Agreement shall operate retroactively unless expressly so stated.
- F. Whenever any notice is required to be given by either of the parties to this Agreement, to the other, pursuant to the provisions of this Agreement, either party may do so by telegram, registered or certified mail, at the following addresses:
 - 1. If by the Association, to the Board of Education of Hillside, at their appropriate address, and
 - 2. If by the Board, to the President of the Association at his appropriate address as filed with the Board, fifteen (15) days after his installation.

ARTICLE XXIII

FULLY BARGAINED PROVISIONS

- A. This Agreement represents and incorporated the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will 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 signed this Agreement.

ARTICLE XXIV

REPRESENTATION FEE

1. A teacher in the collective negotiating unit who does not become a member of the Association shall pay a representation fee to the Association during the term of this Agreement in the manner determined by law.

2. The Association hereby agrees to indemnify the Board and save it harmless from any and all judgments, liens, demands, liabilities, claims or other expenses arising from the employer's compliance with this Article, providing the Board acts in compliance with statute and regulation in the implementation of this Article.

The Association shall provide counsel who shall defend any action and be present at any hearings or proceedings, all at the Association's own cost and expense. The Association shall consult with the Board prior to approving any settlement on behalf of the Board.

ARTICLE XXV

DURATION OF AGREEMENT

This Agreement shall become effective as of September 1, 1980 and shall continue in effect until August 31, 1982. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. Any extension shall be mutually agreed upon in writing by the parties to the Agreement, and unless such extensions are agreed upon this contract shall expire on the date indicated herein.

In witness whereof 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.

HILLSIDE EDUCATION ASSOCIATION

HILLSIDE BOARD OF EDUCATION

BY _____
Its President

BY _____
Its President

BY _____
Its Secretary

BY _____
Its Secretary

APPENDIX - A

RULES AND REGULATIONS - REVISED 1980

Be it resolved that the following schedule for the administration of salaries for teachers shall become EFFECTIVE ON SEPTEMBER 1, 1980, and shall supersede any and all schedules or resolutions previously adopted for teachers.

1. The term 'Teacher' as used in the following paragraphs shall mean any classroom teachers, guidance counselors, nurses, librarians, social workers, psychologists, special teachers, department chairpersons, coaches, or extra curricular advisors regularly employed by the Board.
2. This salary guide is not to be considered as a contract between the teacher and the Board.
3. Salary increments, as indicated on this salary guide, may be withheld from individuals with the approval of the Board.
4. Experience gained in any school system or in fields of work that are closely related to the prospective assignments in the Hillside Public Schools shall be evaluated by the Superintendent with the approval of the Board.
5. Teachers salaries shall be classified according to their teaching experience in the Hillside Public Schools and training level as set up under the provisions of this salary guide.
6. For purposes of computing levels of training:
 - CLASS I will be those individuals without a degree.
 - CLASS II will be those individuals with a Bachelors Degree.
 - CLASS III will be those individuals with a Masters Degree.
 - CLASS IV will be those individuals with thirty (30) points beyond the Masters Degree.
7. Not more than eighteen (18) semester points approved by the Superintendent and earned in an accredited teachers college or colleges and universities, or in courses conducted by the New Jersey State Department of Education, will be applied toward advancement on the salary guide in any one (1) school year (September 1 to June 30); and not more than twenty-four (24) semester points will be applied during the period September 1 to September 1. These restrictions as to the number of points do not apply to those on leaves of absence.
8. Teachers who plan to complete enough college work to entitle them to reclassifications under a higher training level during a particular fiscal year shall notify the Superintendent in writing before November 15th of the preceding fiscal year.
9. Teachers will be placed on the corresponding step of the salary guide when reclassified due to advanced training.

10. Reclassification and salary adjustments shall take place during the months of September and February.
11. To qualify for regular increases, a teacher shall, after attaining tenure, earn a minimum of fifteen (15) credits or equivalent approved courses within five (5) years of attaining tenure. All points earned or equivalent courses taken shall be approved by the Superintendent. Teachers who have already achieved tenure but have not earned fifteen (15) credits shall have five (5) years from September 1, 1978 to complete the fifteen (15) required credits.

The various teacher classifications will be affected by the regulation as follows:

- A. NON-DEGREE - Teachers who have completed fifteen approved credits in the last fifteen (15) years will be considered to have completed all increment requirements for their tenure service -- i.e., since September 1941.

All other tenured teachers, in order to qualify for all future salary increases, must obtain a minimum of fifteen (15) approved credits within five (5) years of attaining tenure or within five (5) years of September 1, 1978, whichever is later.

The increment requirement will be considered to have been met only after the fifteen (15) credits discussed above have been recorded in the Superintendent's Office.

- B. BACHELORS DEGREE - Teachers who have completed fifteen (15) approved credits in the last fifteen (15) years will be considered to have completed all increment requirements for their tenure of service -- i.e., since September 1941.

All other tenured teachers, in order to qualify for all future salary increases, must obtain a minimum of fifteen (15) approved credits within five (5) years of attaining tenure or within five (5) years of September 1, 1978, whichever is later.

The increment requirement will be considered to have been met only after the fifteen (15) credits discussed above have been recorded in the Superintendent's Office.

There is one (1) exception. The educational background and preparation of teachers coming to Hillside with a Bachelors Degree and extension courses will be reviewed by the Superintendent and/or the Board of Review and the status of his increment requirement made known to him. A maximum of twelve (12) credits in his teaching field, however, will be accepted toward the fifteen (15) points of his increment requirement.

- C. MASTERS DEGREE - The teacher who holds a Masters Degree will be considered to have completed his increment requirement for his tenure of service.

There is one exception. The educational background and preparation of teachers coming to Hillside with a Masters Degree will be reviewed by the Superintendent and/or the Board of Review and the status of his increment and reclassification requirements made known to him.

- D. SIXTH YEAR LEVEL - As set forth in the salary guide, thirty (30) credits beyond the Masters Degree are the basic requirements. It is to be understood that no equivalency credits will be accepted toward reclassification on this level, except such in-service training courses as may be approved for this purpose by the Superintendent. Also, fifteen (15) of the thirty (30) credits must comply with 'increment credits' as recommended in the first four categories of 'Criteria and Procedures'.

12. COACHES GUIDE - Credit may be granted for experience gained in any school system relating to the prospective assignment in the Hillside School District, upon evaluation of the Superintendent and approval of the Board.

APPENDIX B-1

TEACHERS SALARY GUIDE

1980-81 School Year

<u>Experience</u>	<u>Non-Degree</u>	<u>Bachelors Degree</u>	<u>Masters Degree</u>	<u>Six-Year Preparation</u>
0	\$11,050.	\$12,000.	\$12,950.	\$13,900.
1	11,350.	12,300.	13,350.	14,350.
2	11,650.	12,600.	13,750.	14,850.
3	12,000.	12,950.	14,200.	15,400.
4	12,400.	13,350.	14,700.	15,950.
5	12,800.	13,750.	15,200.	16,500.
6	13,300.	14,150.	15,800.	17,150.
7	13,800.	14,650.	16,400.	17,900.
8	14,400.	15,275.	17,050.	18,650.
9	15,000.	15,975.	17,750.	19,400.
10	15,700.	16,700.	18,450.	20,200.
11	16,400.	17,525.	19,200.	21,000.
12	17,200.	18,400.	19,950.	21,900.
13	18,000.	19,275.	20,850.	22,850.
14	18,900.	20,300.	21,900.	23,900.
15	19,800.	21,400.	23,100.	25,100.
16	21,200.	22,900.	24,900.	26,900.

APPENDIX B2

TEACHERS SALARY GUIDE

1981-82 School Year

<u>Experience</u>	<u>Non-Degree</u>	<u>Bachelors Degree</u>	<u>Masters Degree</u>	<u>Six-Year Preparation</u>
0	\$11,700.	\$12,700.	\$14,200.	\$15,600.
1	12,000.	13,000.	14,500.	15,900.
2	12,300.	13,300.	14,800.	16,200.
3	12,600.	13,600.	15,100.	16,500.
4	13,000.	14,000.	15,500.	16,900.
5	13,400.	14,400.	16,000.	17,400.
6	13,900.	14,900.	16,600.	18,000.
7	14,400.	15,400.	17,200.	18,800.
8	14,900.	15,900.	17,800.	19,600.
9	15,500.	16,600.	18,500.	20,400.
10	16,200.	17,400.	19,300.	21,200.
11	16,900.	18,300.	20,300.	22,200.
12	17,800.	19,300.	21,300.	23,200.
13	18,800.	20,300.	22,300.	24,300.
14	19,800.	21,300.	23,300.	25,400.
15	20,800.	22,500.	24,500.	26,600.
16	22,600.	24,400.	26,600.	28,800.

APPENDIX C-1

COACHES SALARY GUIDE

1980-81 School Year

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>	<u>Fifth Year</u>	<u>Sixth Year</u>
<u>FOOTBALL</u>						
Head Coach	\$1,550.	\$1,650.	\$1,750.	\$1,850.	\$1,950.	\$2,050.
1st Asst.	1,000.	1,100.	1,200.	1,300.	1,400.	1,500.
Assistant	700.	800.	900.	1,000.	1,100.	1,200.
<u>BASKETBALL</u>						
Head Coach	1,500.	1,600.	1,700.	1,800.	1,900.	2,000.
Asst. JV	950.	1,050.	1,150.	1,250.	1,350.	1,450.
Asst. Frosh	650.	750.	850.	950.	1,050.	1,150.
<u>BASEBALL & SOFTBALL</u>						
Head Coach	1,050.	1,150.	1,250.	1,350.	1,450.	1,550.
Assistant	700.	800.	900.	1,000.	1,100.	1,200.
<u>OUTDOOR TRACK</u>						
Head Coach	1,050.	1,150.	1,250.	1,350.	1,450.	1,550.
Assistant	700.	800.	900.	1,000.	1,100.	1,200.
<u>WRESTLING</u>						
Head Coach	1,050.	1,150.	1,250.	1,350.	1,450.	1,550.
Assistant	700.	800.	900.	1,000.	1,100.	1,200.
<u>INDOOR TRACK</u>						
Head Coach	850.	950.	1,050.	1,150.	1,250.	1,350.
Assistant	450.	550.	650.	750.	850.	950.
<u>SOCCER</u>						
Head Coach	1,025.	1,125.	1,225.	1,325.	1,425.	1,525.
Assistant	675.	775.	875.	975.	1,075.	1,175.
<u>CROSS COUNTRY</u>						
Head Coach	750.	850.	950.	1,050.	1,150.	1,250.
<u>TENNIS</u>						
Head Coach	750.	850.	950.	1,050.	1,150.	1,250.
<u>RIFLERY</u>						
Head Coach	750.	850.	950.	1,050.	1,150.	1,250.
<u>BOWLING</u>						
Head Coach	450.	550.	650.	750.	850.	950.

ELEMENTARY SCHOOL COACHES - \$6.10 per hour

APPENDIX C-2

COACHES SALARY GUIDE

1981-82 School Year

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>	<u>Fourth Year</u>	<u>Fifth Year</u>	<u>Sixth Year</u>
<u>FOOTBALL</u>						
Head Coach	\$1,550.	\$1,650.	\$1,750.	\$1,850.	\$1,950.	\$2,255.
1st Asst.	1,000.	1,100.	1,200.	1,300.	1,400.	1,650.
Assistant	700.	800.	900.	1,000.	1,100.	1,320.
<u>BASKETBALL</u>						
Head Coach	1,500.	1,600.	1,700.	1,800.	1,900.	2,200.
Asst. JV	950.	1,050.	1,150.	1,250.	1,350.	1,595.
Asst. Frosh	650.	750.	850.	950.	1,050.	1,265.
<u>BASEBALL & SOFTBALL</u>						
Head Coach	1,050.	1,150.	1,250.	1,350.	1,450.	1,705.
Assistant	700.	800.	900.	1,000.	1,100.	1,320.
<u>OUTDOOR TRACK</u>						
Head Coach	1,050.	1,150.	1,250.	1,350.	1,450.	1,705.
Assistant	700.	800.	900.	1,000.	1,100.	1,320.
<u>WRESTLING</u>						
Head Coach	1,050.	1,150.	1,250.	1,350.	1,450.	1,705.
Assistant	700.	800.	900.	1,000.	1,100.	1,320.
<u>INDOOR TRACK</u>						
Head Coach	850.	950.	1,050.	1,150.	1,250.	1,485.
Assistant	450.	550.	650.	750.	850.	1,045.
<u>SOCCER</u>						
Head Coach	1,025.	1,125.	1,225.	1,325.	1,425.	1,680.
Assistant	675.	775.	875.	975.	1,075.	1,295.
<u>CROSS COUNTRY</u>						
Head Coach	750.	850.	950.	1,050.	1,150.	1,375.
<u>TENNIS</u>						
Head Coach	750.	850.	950.	1,050.	1,150.	1,375.
<u>RIFLERY</u>						
Head Coach	750.	850.	950.	1,050.	1,150.	1,375.
<u>BOWLING</u>						
Head Coach	450.	550.	650.	750.	850.	1,045.

ELEMENTARY SCHOOL COACHES - \$6.60 per hour

APPENDIX D

SUMMER SCHOOL GUIDE

	<u>1981</u>	<u>1982</u>
High School Teachers	\$980.00	\$1,065.00
Elementary School Teachers	815.00	885.00
Special Education Teachers	920.00	1,000.00
Nurses	7.95 per hour	8.65 per hour

NOTE: The Board of Education reserves the right to schedule or not to schedule Summer School.

APPENDIX E

HONORARIA GUIDE

1980-81 SCHOOL YEAR

1981-82 SCHOOL YEAR

A. HIGH SCHOOL

	<u>1980-81</u>	<u>1981-82</u>
Audio-Visual Advisor	\$460.	\$500.
Senior Play	555.	600.
Senior Play Music Director	405.	440.
Yearbook	555.	610.
Hillier	710.	770.
Hillside Student Federation	645.	700.
Senior Class Advisor	370.	400.
Junior Class Advisor	210.	230.
Sophomore Class Advisor	185.	200.
Freshman Class Advisor	185.	200.
Detention - (Per day)	7.95	8.65
National Honor Society	250.	270.
Department Chairpersons	1,165.	1,265.
Cheerleaders (Per Season)		
Varsity	550.	595.
Junior Varsity	275.	300.
Freshman	275.	300.
After School Printing Program (Per hour)	7.95	8.65
Driver Education (Per hour)	7.50	8.15
Assistant Band Director	650.	705.
Color Guard	370.	400.
Stage & Lighting Advisor	405.	440.

B. Elementary School

Audio-Visual Advisor	460.	500.
Student Government Advisor	460.	500.
School Plays Advisor	460.	500.
Safety Patrol Advisor	460.	500.
School Newspaper or Literary Magazine	460.	500.

NOTE: The establishment of the above guide does not obligate the Board of Education to make an appointment to these positions for each contract year.

APPENDIX F
SALARY DEDUCTIONS

PAYROLL DEDUCTION AUTHORIZATION

Name _____ Date _____

Number _____ Street _____ Soc. Sec. No. _____

City _____ State _____ Zip Code _____

To: Payroll Supervisor of the _____
School System

I hereby authorize you to deduct \$ _____ from my pay
each month until further notice from me, and transmit same to the
UNION COUNTY TEACHERS FEDERAL CREDIT UNION
16 E. Lincoln Avenue, Roselle Park, New Jersey 07204

To Become Effective _____
Date

Signature

Hillside Public Schools
Hillside, New Jersey

SCHOOL CALENDAR
1980-1981

SEPTEMBER							Aug. 28 - New Teachers Orientation Sept. 2 - Teacher Workshops 3 - Teacher Workshops; HS Student Orientation * Sept. 4 - SCHOOLS OPEN Sept 11 - Schools Closed - Adm. Reasons Oct. 13 - Schools Closed - Columbus Day Oct. 27* - 1 PM Student Dismissal Teacher In-Service Nov. 4 - Schools Closed - Election Day Nov. 13,14- Schools Closed - NJEA Convention Nov. 26* - 1 PM Dismissal - Thanksgiving Recess Nov. 27,28- Schools Closed - Thanksgiving Recess Dec. 24,25,-Schools Closed - 26,29,30,31 Christmas Recess Jan. 1,2 - Schools Closed - New Year's Recess Jan. 15 - Schools Closed - Dr. M.L.King, Jr. Birthday Jan. 27* - 1 PM Dismissal; Teacher In-Service Feb. 16,17- Schools Closed - 18,19,20 Winter Recess March 25* - 1 PM Dismissal; Teacher In-Service April 17,20-Schools Closed - 21,22,23,24 Spring Recess May 21* - 1 PM Dismissal; Teacher In-Service May 25 - Schools Closed - Memorial Day June 26 - LAST DAY OF SCHOOL *Schools will close at 1:00 PM	FEBRUARY							
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
1	2	3	4	5	6		1	2	3	4	5	6	7		
7	8	9	10	11	12	13	8	9	10	11	12	13	14		
14	15	16	17	18	19	20	15	16	17	18	19	20	21		
21	22	23	24	25	26	27	22	23	24	25	26	27	28		
28	29	30													
(18)							(15)								
OCTOBER							MARCH								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4	1	2	3	4	5	6	7		
5	6	7	8	9	10	11	8	9	10	11	12	13	14		
12	13	14	15	16	17	18	15	16	17	18	19	20	21		
19	20	21	22	23	24	25	22	23	24	25*	26	27	28		
26	27*	28	29	30	31		29	30	31						
(22)							(22)								
NOVEMBER							APRIL								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1				1	2	3	4		
2	3	4	5	6	7	8	5	6	7	8	9	10	11		
9	10	11	12	13	14	15	12	13	14	15	16	17	18		
16	17	18	19	20	21	22	19	20	21	22	23	24	25		
23	24	25	26*	27	28	29	26	27	28	29	30				
30															
(15)							(16)								
DECEMBER							MAY								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1							1	2	
2	3	4	5	6	7	8	3	4	5	6	7	8	9		
9	10	11	12	13	14	15	10	11	12	13	14	15	16		
16	17	18	19	20	21	22	17	18	19	20	21*	22	23		
23	24	25	26*	27	28	29	24	25	26	27	28	29	30		
30							31								
(17)							(20)								
JANUARY							JUNE								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3				1	2	3	4	5	6
4	5	6	7	8	9	10	7	8	9	10	11	12	13		
11	12	13	14	15	16	17	14	15	16	17	18	19	20		
18	19	20	21	22	23	24	21	22	23	24	25	26	27		
25	26	27*	28	29	30	31	28	29	30						
(19)							(20)								

NOTE: In the event additional days are needed to comply with State rules and regulations, the days will be added in June.

ANTHONY AVELLA, Supt. of Schools