

2349

PREAMBLE

This Agreement entered into this 18th day of January, 1996 by and between the Board of Education of the School District of Vernon Township in the Borough of Vernon Township, New Jersey, hereinafter called the "Board" and the Vernon Township Education Association, hereinafter called the "Association".

WITNESSETH

WHEREAS, pursuant to State Law, the Board of Education and the recognized and local negotiating unit as the representative of employees, are to negotiate with respect to the terms and conditions of employment, and

WHEREAS, the Board, the Association, and the Administration recognize and declare that providing quality education for the children of the Vernon Township School District is the purpose of the public schools of Vernon Township, and

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

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

TABLE OF CONTENTS

ARTICLE		PAGE
I	RECOGNITION.....	1
II	SUCCESSOR OF AGREEMENT.....	2
III	REPRESENTATION FEE.....	3
IV	RESPONSIBILITIES OF BOARD OF EDUCATION.....	5
V	GRIEVANCE PROCEDURE.....	6
VI	EMPLOYEE AND ASSOCIATION RIGHTS AND PRIVILEGES.....	13
VII	EMPLOYEE WORK YEAR.....	15
VIII	EMPLOYMENT HOURS.....	16
IX	ASSIGNMENTS AND PROMOTIONAL PROCEDURES.....	22
X	EVALUATION AND DISMISSAL.....	25
XI	EMPLOYEE FACILITIES.....	28
XII	LEAVE PROVISIONS.....	30
XIII	NON-TEACHING DUTIES.....	39
XIV	EMPLOYEE/ADMINISTRATION LIAISON.....	39
XV	MISCELLANEOUS PROVISIONS.....	40
XVI	PROFESSIONAL DEVELOPMENT AND IMPROVEMENT.....	43
XVII	INSURANCE BENEFITS.....	46
XVIII	SALARY REGULATIONS.....	47
XIX	SALARY GUIDES.....	53
XX	DURATION OF AGREEMENT.....	70

ARTICLE I

A. The Board hereby recognizes the Association as the authorized majority representative for collective negotiations concerning the terms and conditions of employment for contracted personnel employed, including the positions listed below:

TITLE

Classroom Teachers	Secretaries
Reading Teachers	Clerks
Librarians	Building Aides
Psychologists	
Learning Disabilities Specialist	Custodians
Supplemental Teachers	Maintenance Workers
Speech Correctionists	Head Custodians
Guidance Counselors	Transportation Coordinator
Social Workers	District Messenger
Nurses	Summer:
Building Coordinators	P/T office workers
Bedside Tutors	P/T custodial workers
Summer School Teachers	P/T maintenance workers

B. Such recognition to be contingent upon the presentation of a notarized list of employees designating the Association as the representative for collective negotiations for terms and conditions of employment. Authorization cards will be made available to the Board/Superintendent upon request.

C. Unless otherwise indicated, the term "employee" when used hereinafter in the Agreement, shall refer to all contracted employees represented by the Association in the negotiating unit as defined above, and references to male employees shall include female employees.

D. The following positions are excluded from coverage by this contract: central office confidential employees and district maintenance supervisor.

E. The parties agree that the VTEA's representation of building coordinators, bedside tutors, summer school teachers and summer part-time office workers and summer custodial/maintenance workers is for the sole purpose of bargaining over salary.

The parties agree that the VTEA shall have no right to bargain over the appointment, abolition of position, or termination of staff in these positions, and that the Board may appoint, terminate, or not renew persons in these positions in its sole discretion except as provided by external law.

ARTICLE II
SUCCESSOR OF AGREEMENT

A. The parties agree to enter into collective negotiations over a successor agreement in accordance with state laws and regulations in a good faith effort to reach agreement on matters concerning the terms and conditions of teachers employment. Such negotiations shall begin no later than October 15th of the school year in which this contract expires, unless both parties agree in writing to waive this provision. Any agreement so negotiated shall apply to all employees, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

B. 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, consider proposals, and make counter proposals in the course of negotiations. However, such proposals will not be binding until ratified by a simple majority of the Association and a simple majority of the Board.

C. 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 the Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any employee benefit existing prior to its effective date.

D. Performance of Agreement: Nothing in this agreement is intended to illegally modify, deny or violate existing laws and statutes of the State or rulings of the Commissioner of Education. In the event that any provision or portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect.

This Agreement constitutes the entire Agreement between the Board of Education and the Vernon Township Education Association and settles all demands and issues with respect to all matters subject to negotiations for the duration of the Agreement. This agreement shall not be altered, amended or changed except in writing after mutual agreement of the parties. Neither the Board nor the Association waives any rights or powers granted it by law. It is understood and agreed that employees shall continue to serve under the direction of the Superintendent of Schools and in accordance with Board and administration policies, rules and regulations consistent with the terms of this Agreement. It is understood and agreed that nothing stated in the preceding section of this article will modify, alter or eliminate this paragraph.

ARTICLE III
REPRESENTATION FEE

A. Purpose - If an employee does not become a member of the Association during any membership year (i.e. from September 1st to the following August 31st) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee/Notification - Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the law, which is currently based on 85% of the active membership fee for N.J.E.A..

C. Deduction and Transmission of Fee

1. Notification - On or about the 15th of September of each year the Board will submit to the Association a list of all employees in the bargaining unit. On or about January 1st of each year the Association shall notify the Board of Education as to the names of those employees who are required to pay the representation fee.

2. Payroll Deduction Schedule - The Board will deduct from the salaries of the employees referred to in Section C-1 the full amount of the yearly representation fee in equal installments beginning with the first paycheck in February.

3. Termination of Employment - If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last pay check to said employee during the membership year in question.

4. Mechanics - Except as otherwise provided in this Article, the mechanics for the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the transmission of regular membership dues to the Association.

5. Changes - The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

6. New Employees - On or about the last day of each month, beginning with the month this agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include a copy of the board minutes and the social security numbers.

ARTICLE IV

The Association recognizes and agrees that the Board, on its own behalf and on behalf of the electors of the district, hereby retains and receives unto itself consistent with this agreement, all powers, rights, authorities, duties and responsibilities conferred upon and vested in it by the laws of the State of New Jersey and the ruling of the Commissioner of Education. This includes, but it is not limited to, the rights of the Board to plan and manage the school system and control its properties and facilities and to hire employees, and, subject to the provisions for their continued employment or demotion subject to the grievance procedure and to promote and transfer consistent with the agreement, all such employees and to establish grading systems, the educational organization of the district, courses of instruction including special programs to provide for athletic, recreation, and social events for students as deemed advisable and necessary by the Board.

The Board hereby retains and reserves unto itself, without limitations other than those expressly set forth by law and by the specifications of this agreement, all powers, rights, authorities, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and the United States.

ARTICLE V
GRIEVANCE PROCEDURE

A. Definitions

1. A "Grievance" shall mean a complaint by an employee reflecting:

a) that there has been a violation, misinterpretation, or inequitable application of any of the provisions of the Agreement.

b) that s/he has been treated inequitably by reason of any act or condition which is contrary to established Board policy or administrative decisions governing or affecting employees.

c) the term "grievance", however, shall not apply to any matter as follows:

1) for which a method of review is presently prescribed by law or State Board rule having the force and effect of a law; a matter affecting an employee as arisen by the reason of application of any rule or regulation of the State Commissioner of Education, or

2) which is a complaint of a non-tenure certified employee rising by reason of his/her not being re-employed, provided the employee had been informed previously at a conference with the administration of the fact that s/he will not be recommended for re-employment.

2. "Aggrieved employee" is the person/s making the claim.

3. A "Party in Interest" is any person/s who might be required to take action or against whom action might be taken in order to resolve the claim.

4. "Hearing" - a meeting between the "Party in Interest" and "Aggrieved Employee" at any level.

5. "Class action" - a grievance of significance and impact; e.g. of a recurrent nature; a violation of constitutional or civil rights; a violation of the Board/VTEA agreement of a substantial nature. A class action grievance may be initiated at the level appropriate to the alleged cause.

B. Purpose

1. The purpose of this procedure is to secure, at the earliest possible level, equitable solutions to the problems which may, from time to time, arise affecting the welfare or terms and conditions of employment of employees. All parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the

procedure. It is hoped that such proceedings will be conducted in an ethical, professional, and non-intimidating manner by all parties.

2. Nothing herein contained shall be construed as limiting the right of any person having a grievance to discuss the matter informally with any appropriate member of the administration or having the grievance adjusted without intervention of the Association, providing such adjustment is consistent with the terms of this Agreement, Board policies, and state laws.

C. Procedure

1. Time Limits - 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. Year-End Grievance/s - 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, could result in irreparable harm to a party, the time limits set forth herein may be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable. Such revisions to be the result of mutual agreement.

3. Timeliness - To be considered, a grievance must be initiated by the "aggrieved" within fifteen (15) school days of its alleged occurrence, or fifteen (15) school days within which the "aggrieved" knows or should have known of the event or action upon which the grievance is based.

4. In levels two through six all correspondence described to be sent certified mail with return receipt requested or if transmitted otherwise, a receipt of transmittal is required.

5. Because of special/personal circumstances of the parties in interest, it may, on rare occasions, be proper to present a grievance to the next higher level on the line of procedure so long as the level deleted is informed of the action in writing and the rationale.

6. Any party may be advised or represented at all levels, including hearings, of the grievance procedure by himself or at his option by a representative of the appellant's choosing. (It is to be understood that representation for the appellant, which has been authorized and approved for payment by the Association, is at the appellant's expense. Also, it is to be understood that if contacted, the association may determine that, based upon conformity with definitions in Section A, a grievance may be filed as a class action grievance).

7) To assure the Association its rights as an authorized majority representative once a grievance is reduced to writing, (Level 1 on), a copy of the grievance document shall be filed at all levels with the association chairperson of the PR&R Committee by the aggrieved party. It is understood that this filing is for the purpose of information and monitoring only, and the Association is precluded from any involvement or intervention unless requested to act as a representative, or unless at level 4, or unless there is a matter inconsistent with the terms of this agreement.

8) Informal Resolution - Any employee who has a grievance or complaint shall discuss it first with his/her principal and immediate supervisor, if applicable, in an attempt to resolve the matter.

9) Principal's Level

a) If the matter is not resolved to the satisfaction of the "aggrieved" employee, s/he shall set forth his complaint in writing to his/her principal (re: C-3 procedure). This written filing initiates the grievance.

b) The principal shall communicate his decision to the "aggrieved" in writing within nine (9) school days of receipt of the written complaint.

c) If such a written reply is not forthcoming within the time specified, then at the option of the appellant the grievance may move to the next level. If this occurs, the appellant should so note on the grievance documents.

10) Superintendent's Level

a) If the grievance is not resolved to the "aggrieved's" satisfaction, s/he may appeal the principal's decision to the Superintendent of Schools within seven (7) school days. Within a period of not more than seven (7) school days of receipt of the written complaint, the Superintendent shall communicate his decision in writing, along with supporting reasons, to the "aggrieved".

b) If such a written reply is not forthcoming within the time specified, then at the option of the appellant the grievance may move to the next level. If this occurs, the appellant should so note on the grievance documents.

11) Association Review Level

a) If the grievance has not been settled after reaching the Superintendent, the grievance will be referred in writing to the Professional Rights and Responsibilities Committee of the Association for consideration within a period of seven (7) school days of receipt of the Superintendent's reply.

b) The committee will make a determination within seven (7) school days of receipt of the written complaint, and promptly notify the "aggrieved" in writing of that determination.

c) If a written reply is not forthcoming from the PR&R committee within seven (7) school days, then at the option of the appellant the grievance may move to the next level. If this occurs, the appellant should so note on the grievance documents.

d) If the PR&R committee determines not to support the grievance, the appellant will be notified in writing and have the individual choice to appeal within seven (7) school days to the board. Such action shall be noted in the grievance document.

12) Board Level

a) If the PR&R committee determines a grievance has or may have merit, then it shall recommend to the appealing pay to present the grievance in writing to the board within seven (7) school days of having made this determination. (This means a total of 14 school days from the time of the Superintendent's reply to an appeal to the board level--seven (7) days for the PR&R committee to review and then if positively reviewed, seven (7) school days to forward the grievance to the board level.)

b) If the PR&R committee determines not to support the grievance, the appellant will be notified in writing and have the individual choice to appeal within seven (7) school days to the board, provided s/he has gone through all levels specified and that the PR&R committee is informed concurrently. Such action should be noted on the grievance document.

c) After review the board will reply in writing to the "aggrieved" specifying the board's decision. Duplicate copies are to be sent to the superintendent and the PR&R committee concurrently. The board has ten (10) school days to review and act after receipt of the grievance, unless the board has no scheduled meetings. In that event, the board has up to five (5) school days after the next scheduled board meeting to review and act upon the grievance.

d) If the board does not act or send a written reply within the time specified, then at the option of the appellant, the grievance may move to the next level. If this occurs, it must be noted in writing on the grievance document.

13) Arbitration - Binding

a) If the aggrieved person is not satisfied with the disposition of his grievance at board level or if no decision has been rendered within ten (10) school days after the grievance was delivered to the board, he may, within five (5) school days after a decision by the board or fifteen (15) school days after the

grievance was delivered to the board, whichever is sooner, request in writing that the chairperson of the PR&R committee submit his grievance to arbitration. Failure to do so shall waive the grievance.

b) If the PR&R committee determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person; failure to do so shall waive the grievance.

c) Within ten (10) school days after such written notice of submission to arbitration, the board and the PR&R committee shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to a commitment within the specified period, a request for a list of arbitrators may 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.

d) All arbitration proceedings shall be conducted in accordance with the rules of the American Arbitration Association, regardless of the method used to select the arbitrator. The decision of the arbitrator shall be submitted to the board and the association.

e) The costs for 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. Any other expenses incurred shall be paid by the party incurring same.

14. In the event of binding arbitration, a formal hearing will be held within the following guidelines:

a) All testimony to be sworn.

b) All proceedings at the time of arbitration to be recorded in full by a court stenographer, or by tape recorder--to be agreed upon; any costs shared equally. Cost of any transcription to be paid by the party requesting such transcribing. (Recording technique by mutual agreement)

c) An arbitrator to be selected through the American Arbitration Association.

d) The following listing describes inclusions and exclusions to binding arbitration:

- 1) Article I - not subject to binding arbitration
- 2) Article II - is subject to binding arbitration
- 3) Article III - not subject to binding arbitration
- 4) Article IV - not subject to binding arbitration
- 5) Article V - only procedures specified in section "c" of this article subject to binding arbitration.

Decisions, rulings, hearings in content not subject to binding arbitration

- 6) Article VI - is subject to binding arbitration
- 7) Article VII - is subject to binding arbitration
- 8) Article VIII - is subject to binding arbitration
- 9) Article IX - decisions and judgements not subject to grievance procedures described subject to binding arbitration
- 10) Article X - Clauses E, F, G, H, I, K, L are not subject to binding arbitration.
- 11) Article XI - Clause "A" not subject to binding arbitration
- 12) Article XII - is subject to binding arbitration except for "D"
- 13) Article XIII - not subject to binding arbitration
- 14) Article XIV - is subject to binding arbitration
- 15) Article XV - is subject to binding arbitration
- 16) Article XVI - not subject to binding arbitration
- 17) Article XVII - is subject to binding arbitration
- 18) Article XVIII - is subject to binding arbitration
- 19) Article XIX - is subject to binding arbitration
- 20) Article XX - is subject to binding arbitration

e) Only specified articles as contained within the written agreement are subject to the grievance procedure in keeping with the definition of grievance specified at the start of this article. Any matter relative to Board of Education policy making prerogatives or administrative decisions are not to be subject to binding arbitration.

f) The costs for the services of the arbitrator, including per diem expenses, travel, etc., shall be borne equally by the board and the association. Any other expenses incurred are to be paid in full by the party incurring such expenses.

D. Miscellaneous

1. Any party involved may appeal to the Commissioner of Education, State Board of Education, or Courts of Law, (including a decision of an arbitrator--whether under binding or advisory arbitration)

2. No reprisals of any kind shall be taken by the association, board, or administration either individually or collectively against any party in interest, or any involved individual in the grievance procedure by reason of such participation.

3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants. Documents will be identified by school year and sequential number.

4. Format for filing grievances will be uniform and will be planned cooperatively by the superintendent and/or designee and the PR&R committee and/or designee.

ARTICLE VI
EMPLOYEE AND ASSOCIATION RIGHTS AND PRIVILEGES

A. Pursuant to laws, the board hereby recognizes that every employee of the board, identified in Article I, shall have the right to organize, join and support the association for the purpose of engaging in collective negotiations. As a duly elected body exercising governmental power under laws of the State of New Jersey, the board agrees that it shall not deprive any employee of rights and responsibilities conferred by laws of New Jersey or the Constitutions of New Jersey and the United States; and that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of membership in the association and its affiliates, by participation in any activities of the association and its affiliates, in collective negotiations with the board, or by institution of any grievance complaint or proceeding under this agreement with respect to any terms or conditions of employment. Nothing contained herein shall be construed to deny, or restrict, or modify to any such rights and responsibilities as defined by New Jersey School Laws or other applicable laws and regulations.

B. No employee shall be disciplined, reduced in rank or compensation, or deprived of any professional opportunity without just cause. Whenever any employee is required to appear before the board or any committee or member thereof concerning a matter which would adversely affect the continuation of that employee in his/her office, position or employment or any increments pertaining thereto, then s/he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of his choice present to advise him/her and represent him/her during such meeting or interview.

C. No employee shall be prevented from wearing reasonably sized pins or other reasonable identification of membership in the association or its affiliates.

D. No employee shall be denied the right to attend association meetings after working hours nor shall the board encourage any employee to engage in conflicting activities on days of regularly scheduled or emergency association meetings unless such activities can only be accomplished on such days. Emergency VTEA meetings may be called not to conflict with previously scheduled administrative meetings.

E. The board agrees to furnish to the association such reasonable and pertinent information that shall assist the association in being accurate in matters relative to the membership, together with information which may be necessary for the association to process any grievance or complaint, upon request of the aggrieved, provided such information may be legally released. Such information to be requested in writing, and within reasonable time needs.

F. Whenever any representative of the association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievances, proceedings, conferences, or meetings, that employee shall suffer no loss in pay, nor shall said employee be required to make up any time lost due to said participation.

G. The association as a private organization, will have the right to request use of school buildings and grounds in keeping with applicable laws, rules, and board policies. All such requests shall fully conform to the aforementioned, with the understanding that there will be no preferential treatment granted to the association in matters of such requests. The association may request use of duplicating equipment provided that all materials are fully provided by the association.

H. The association may purchase and pay for the installation of a reasonably sized bulletin board to be placed at one location in each school building; either the faculty room or faculty dining area. Copies of any and all items to be posted must be filed with the building principal and the superintendent. Further, the VTEA will not use the schools as a corporate mailing address.

I. Since membership in the association and holding office in the association is an individual right of employees and not within the control of the board, it is noted that such membership, and/or holding any office in the association, shall in no way grant any preference, favoritism or special consideration in employee assignments, so as in any way discriminate against another employee whether association member or not as identified under Article I.

J. The rights and privileges of the association and its representatives as set forth in this agreement are granted to the association as the authorized representative of the employee identified in Article I.

K. Statutory Savings Clause - Nothing contained herein shall be construed to deny or restrict to any employee such rights as s/he may have under New Jersey school laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

ARTICLE VII
EMPLOYEE WORK YEAR

- A. The instructional work year for certified employees shall conform to New Jersey Statutes regarding the school year, between September 1st and June 30th and shall number 184 days.
- B. The instructional work year for certified staff includes orientation days, instructional days and staff development days except for two (2) additional days for persons newly hired and except in the case of opening a new school in the district where all employees of that school will be expected to be present for two (2) orientation days.
- C. Regarding the NJEA convention, certified employees are expected to attend the convention or engage in appropriate professional activities. The current practice with respect to the attendance of non-certified staff at the NJEA convention shall be continued.
- D. If the school opening is delayed on a specific day because of an emergency; i.e. inclement weather, etc., certified employees within this agreement are permitted to arrive ten (10) minutes before the expected student arrival time. This does not apply to any delay of student arrival time for reasons of other school or district functions; i.e. meetings, exams, conferences, in-service days, etc. Expected time of arrival for non-certified staff (with the exception of custodial and maintenance personnel) will be the "amount of delay" from their normal starting time.
- E. The certified employee work year for the Child Study Team employees including but not limited to psychologists, social workers, and learning disabilities teacher consultants, shall include, at the superintendent's discretion, one additional working month compensated at the rate of 10% base salary of school year starting July 1st.
- F. The work year for building aides shall be the same as the student school year. Twelve month, non-certified employees will work from July 1st to the following June 30th, except on the board approved 13 paid holidays and any other days missed due to the use of accrued benefits. Eleven-month clerks, in addition to working between September 1st and June 30th, shall work an additional 21 days in either July or August, as scheduled by their supervisor. Ten-month clerks will work all days except holidays between September 1st and June 30th.

ARTICLE VIII
EMPLOYMENT HOURS

CERTIFIED EMPLOYEES

A. Employees shall be expected to fulfill a school day as described:

1. Check-in procedure: Employees are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "check-in" or "check-out" by hours and minutes. Personnel shall indicate their presence for duty by placing a check mark in the appropriate column of the "sign-in" roster.

2. Arrival and dismissal time: Employees shall be required to report for duty at least 10 minutes before the opening of the pupil's school day, and shall be permitted to leave 20 minutes after student dismissal time. On Fridays and/or the day immediately before a school holiday, employees may leave after the departure of the last school bus.

3. Employees shall be scheduled for a forty minute lunch period guaranteed free from assigned duties. Employees may leave their assigned building without requesting permission during their scheduled duty free lunch periods, provided they inform the office of leaving and also inform the office upon their return.

B. 1) High school personnel shall be assigned 25 teaching periods and 5 assigned duty periods per week and daily homeroom duty periods. When it is necessary to add one additional teaching period assignment to a teacher's schedule due to special circumstances and hiring a teacher to teach one period is not feasible, a teacher may volunteer to teach this extra period throughout the entire year. This teacher will be compensated as follows: one additional day's pay for each week of the school year for which the class is taught based upon 1/200 of the teacher's annual salary. High school science teachers who are assigned additional laboratory periods over and beyond 25 teaching periods per week will have no more than two lab periods assigned per week. In consideration for the teaching of these additional periods the following procedures shall be in effect: teachers who accept the assignment of 27 periods per week (2 lab periods, 3 non-lab periods) shall be compensated by have 3 duty-free periods per week in addition to regularly scheduled preparation periods and duty free lunch periods. Teachers who accept a teaching assignment of 4 laboratory periods per day (24 lab periods per week) shall be assigned 6 duty periods per week in addition to 5 preparation periods and 5 lunch periods. Teachers in the science department may volunteer for the preparation coverage roster.

2) Middle school personnel will normally be assigned as follows:

a) Five (5) teaching periods per day, one duty period, morning and afternoon homeroom, one "enrichment" duty period per day in addition to their regularly scheduled duty-free lunch and preparation period. Teachers assigned to the enrichment period duty shall not be responsible for grading papers, assigning homework, or preparing lessons during this period. Teachers who are not assigned homerooms shall have morning and afternoon bus duty under this type of schedule. When it is necessary to add one additional teaching period assignment to a teacher's schedule due to a unique or extraordinary circumstance and hiring a teacher to teach one period is not feasible, a teacher may volunteer to give up his/her preparation period to teach this extra period throughout the entire year. This teacher will be compensated as follows: one additional day's pay for each week of the school year for which the class is taught based upon 1/200 of the teacher's salary.

b) Certain middle school personnel (physical education, health, art, home economics, music, technology, librarians, computer, special education, resource, and basic skills) shall be assigned as follows (if they teach six teaching periods): Six (6) teaching periods per day, two (2) preparation periods in addition to a duty free lunch. Teachers with this type of schedule shall either be assigned homerooms (a.m. and p.m.) or shall have a.m. and p.m. bus duty. The teachers' work day shall be consistent with Section A-2 of the article.

3. Primary school personnel (grades K-4) will fulfill the normal expectations of a self-contained class, scheduled on a daily basis (generally when classes are scheduled for activities such as music, art, physical education, library, etc.). All primary school personnel shall receive not less than forty (40) minutes preparation period per day.

4. The administration may, in its sole prerogative, require certified employees to attend no more than three evening meetings or events per school year (beyond the number required by the contract) to fulfill specific responsibilities. In exchange, the employee shall earn compensatory time of at least 4 hours. This compensatory time must be used by the employee within thirty (30) school days of its having been earned, unless otherwise approved by the superintendent, or the employee will lose the right to use the compensatory time for time off from work or to be paid for the extra work. Employees must provide at least 10 days' notice to the administration of their intention to utilize the compensatory time. Employees who may be assigned to evening work under this subsection include child study team members, guidance counselors, and student assistance counselors.

C. 1) Scheduled faculty meetings will be held on Mondays (or a different day (with the exception of Fridays) at the discretion of the principal, to be announced yearly in September). These meetings shall not encompass more than sixty (60) minutes from the regularly scheduled student dismissal time.

2) Emergency meetings beyond the length of the school day (B-2) relating to specific instructional problems or a general operational problem will be called as needed.

D. 1) All faculty will attend Back to School Night as scheduled and on this day faculty will be permitted to leave immediately after student dismissal and normal bus departure.

2) Evening meetings - Personnel may be required to attend no more than five (5) evening assignments or meetings each school year without additional compensation. (Does not include Back to School Night.)

3) Personnel who are required to attend more than five (5) evening assignments, not including Back to School Night, shall be compensated at the rate of \$20.00 per assignment for each additional coverage beyond.

E. Extension of Instructional Program

1) Such extensions of instructional programs are commonly referred to as field trips. These extensions shall follow provisions as established by the superintendent of schools, including completion of appropriate forms designating persons initiating the request, destination, principal's approval, costs, transportation scheduling, etc.

2) It is understood that based upon such completion and written approval such instructional extensions are considered as part of the regular school day and school operation, similar to functions held at the school site or in school buildings and as such are covered by liability insurance as stipulated by law and designated in such insurance contracts and policies.

3) In keeping with established practices, such extensions have correlation to the school program and for the most part are initiated by persons performing teaching duties. Such extensions are to be planned to fall within reasonable time commitments. Responsibility regarding such commitments fall upon the person initiating such an instructional request. Such instructional extensions should be planned keeping in mind the need to provide for the supervision and safety of students concerned and appropriate adult supervision.

4) Employees who accompany students on multi-day trips involving over-night stays shall receive break time of a minimum of two hours during the day and a minimum of two hours in the evening, except in cases of emergency as deemed necessary by the person in charge of the overnight trip.

F. 1) Personnel shall be scheduled to teach those subjects for which they are qualified and as required (as reflected by student need student enrollment). Such scheduling is to be understood as a matter within the scope and competence of contracted

administrative personnel.

2) Planning and Preparation: Teaching faculty will develop plans reflecting district philosophy and course of study as established by the Board of Education. These plans to reflect daily or unit preparation. Included in such plans shall be special substitute teaching plans (daily/weekly, etc., as needed).

3) Each full time teacher shall have a minimum of forty minutes uninterrupted preparation period each day. The practice of using a regular teacher as a substitute thereby depriving him/her of his/her preparation period is undesirable. In those cases where substitutes are not available, regular teachers who volunteer may be used as substitutes during their preparation period. A list of teachers who are willing to act as substitutes for class coverage during their preparation periods shall be developed at the beginning of the school year. This list is strictly voluntary. Teachers reserve the right to add or delete their names from this list at any time. Should the list of available volunteers be exhausted, the administrator may assign teachers from their preparation period. Teachers who volunteer or are assigned to class coverage, thereby losing their preparation period, will be compensated 1/200 per diem of that teacher's base salary after eight (8) class coverages of 40 minutes. (Fractions of a period for a minimum of 20 minutes each are to be credited until 40 minutes are accumulated for one class coverage.) These coverages are accumulative and will be carried over to the next school year. Teachers will not be taken from duty periods to substitute for class coverage. The above procedure will be carried out on a rotational basis without bias or prejudice. Forms for credit for coverages shall be available in the principal's office.

G. 1) For any persons holding paid, co-curricular activities beyond the school day, such payment precludes additional consideration in time scheduling unless such scheduling is at the convenience of the district as determined by the school administration.

2) It is to be understood that there will be no preferential treatment granted on the basis of assignments or activities.

NON-CERTIFIED:

H. Non-certified staff required to attend any evening activity which is not part of their normal work shift shall, at their option, earn either time-and-a-half for the actual time spent attending such activity or a minimum of two hours compensatory time. This choice shall be made by the employee prior to the employee's attendance at the activity. If the non-certified employee opts for compensatory time, said compensatory time will be used consistent with the provisions and limitations of paragraph B-4.

I. Overtime - Overtime work shall be offered to eligible employees according to a rotation schedule and procedure as follows:

1) Custodial personnel

a) A list of custodial employees shall be prepared and maintained by the administration for each building on the basis of most senior employee to least senior. This list shall be revised and updated with each change in personnel in a building. Seniority will be based on time in the school system as a member of the custodial staff. (Such lists to be forwarded to the VTEA)

b) Except in emergencies, overtime opportunities will be offered to the next employee on the list in a straight, continuous rotation system regardless of the type or length of overtime involved. The employee may accept or reject the overtime opportunity. In the event of any such emergency, an attempt will be made by the central office to contact the building principal and the head custodian.

c) If accepted, the next overtime will be offered to the next senior on the list.

d) If rejected, the overtime is offered to the next person.

e) If all employees in the building reject the overtime opportunity, the administrator shall return to the first employee offered the overtime, and direct him/her to work. The employee may not refuse.

2) Maintenance Personnel

a) A list of maintenance personnel shall be prepared and maintained by the administration on the basis of seniority.

b) The procedure for offering overtime opportunities is the same as that for custodial personnel.

J. Under emergency conditions, as determined by the administration, overtime work may be required of any personnel without regard to the overtime selection procedure herein before outlined.

K. Employee may request, in writing, to be taken off the overtime rotation list for their building or department. They shall remain off the list and not be offered overtime until such time as they request, in writing, to be reinstated on the list.

These employees are not exempt from emergency overtime, and may, at the discretion of the administration, be required to perform overtime work if all employees in a building or department have refused.

L. Overtime Rates

1) The normal hourly rate of employees shall be calculated by dividing the annual salary by 2080 hours.

2) The regular work week shall be forty (40) hours. All hours over forty hours in any week or over eight hours in one day shall be paid at one and one-half the normal hourly rate.

3) Hours worked on Sundays and holidays to be compensated at two times the normal hourly rate (double time).

4) Other personnel would conform to this article in keeping with the established work week (i.e. office personnel--35 hour work week).

M. Custodian/maintenance personnel shall receive a minimum of two hours for a "call out" preceding an eight (8) hour shift or any other situation which requires the employee to return to school.

N. Overtime requests for weekend work should be made not later than Thursday noon, except in cases of emergency.

O. On days when schools are closed for snow emergencies, and no other employees are required to work, custodians will report to work and prepare the buildings for school reopening. Upon completion of this task, and with the authorization by the building principal, custodial employees will be released for the remainder of the work day.

P. Premium Pay - When an employee is assigned to substitute for another employee in a higher hourly rate of pay for at least three consecutive days, said employee shall receive the differential in pay from the first day of substitution. The administration will not assign persons in premium pay positions so as to avoid the payment of premium pay.

ARTICLE IX
ASSIGNMENTS AND PROMOTIONAL PROCEDURES

A. 1) All personnel assignments are the result of the professional judgements and decisions of the building administrators and superintendent. The board and the association recognize that this is a board delegated duty only to professional administrators and a function to be maintained only by persons properly certified for administrative and supervisory positions and contracted by the board.

2) All persons shall be given notice of tentative class and/or subject assignments for the forthcoming school year no later than May 30th, and these assignments will be in effect for the following school year except when changes have to be made due to necessary personnel shifts, resignations, or leaves of absence and shifts in district enrollment. Affected faculty are to be informed of changes as soon as possible.

B. In order to assure that pupils are taught by persons working within their areas of competence, certified employees shall not normally be assigned outside the scope of their certificates.

C. Persons who desire a change in grade and/or subject assignment or who desire to transfer to another building, may file a written statement of such desire with the principal and superintendent not later than March 1st. Such statements shall include the grade and/or subject to which the person desires to be assigned and the school or schools to which s/he desires to be transferred, in order of preference; also, a statement explaining why the change is requested and qualifications.

D. In the determination of requests for reassignment and/or transfer, the wishes of individuals shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system and no such request shall be denied arbitrarily, capriciously, or without basis.

E. The administration will endeavor to obtain a qualified, contracted certified volunteer to fill a vacancy before making an involuntary transfer or reassignment. Qualifications to be determined by the administration.

1) Notice - Notice of an involuntary transfer shall be given as soon as practicable, and except in cases of emergency not later than May 30th.

2) Meeting with Principal - An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the principal. At said meeting the teacher shall be notified of the reasons for the transfer or reassignment.

F. All promotions are made only after interviews by the superintendent of schools and/or his designees and s/he alone shall recommend to the board persons for promotions. It is recognized by the board and the association that recommendations for promotion, interview procedures, and establishment of professional qualifications are functions reserved to the professional administrators of the school system.

G. Promotional positions are defined as follows:

Positions paying a salary differential and/or positions on the administrator/supervisory levels of responsibility including, but not limited to, positions as:

- Superintendent
- Assistant Superintendents
- Principals
- Vice Principals
- Directors and Department Heads
- Administrative Assistants

All vacancies in promotional positions shall be adequately publicized by the superintendent.

1) When school is in session, a notice will be posted, ordinarily 15 days before the final date when applications must be submitted and in no event less than five days before such date. Those who desire to apply for such vacancies shall submit their applications in writing to the superintendent within the time limit specified in the notice. All applicants to be notified in writing within ten (10) school days after resolution of the matter.

2) Persons who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the superintendent together with the position(s) and supporting qualifications for the position for which they desire to apply, and an address where they can be reached during the summer. The superintendent shall try to notify such persons of any vacancy in a position for which they desire. Such notice shall be sent as far in advance as practicable, ordinarily at least fifteen (15) days before the final date when applications must be submitted and in no event less than seven days. In addition, the superintendent shall, within the same time period, post a list of promotional positions to be filled during the summer period at the central office.

H. In positions set forth in Section G, the qualifications for the position shall be set forth.

I. All qualified employees shall be given an opportunity to make an application and positions shall not be filled until all properly submitted applications have been considered. Consideration shall be given to the professional background and attainments of all applicants.

J. Concerning non-promotional vacancies, if an employee leaves during the school year the vacated position will be posted in all school main offices. Any qualified, interested employee under contract may submit a written request to be considered for the vacated position within five (5) school days. S/he shall be notified in writing ten (10) school days after the resolution of the matter.

K. Other - All openings for other positions (adult education, co-curricular, summer school, home teaching, and other programs, including non-certified positions for which employees may be qualified and eligible) shall be posted in accordance with the procedure for posting in this agreement.

NON-CERTIFIED

L. Employees shall be notified and may apply for all job openings, transfers, and promotions.

1) Employees shall be notified through the posting of a notice on the office bulletin boards and appropriate work areas.

2) Interested employees must notify the specified individual within five (5) working days after the posting of the notice. A reasonable time allowance to be given to employees on annual leave at the time of posting.

3) Careful consideration will first be given to employees making application as a result of postings. The board will not unreasonably deny the placing of unit members in open positions.

M. Nothing in the foregoing shall restrict the right of the board to advertise outside the school system for applicants. Neither shall anything contained in this article be deemed to deny to the board the right to award the employment to the person deemed best qualified in the sole and exclusive opinion of the board whether or not said individual is from the system itself, or is hired from the outside.

N. In those situations where the finalists are considered to offer comparable ability in job training and potential, consideration shall be given to the applicant with employment seniority. The parties recognize that the ultimate responsibility for making all appointments rests with the board of education and agrees that it is the obligation of the board to fill all vacancies with the best qualified personnel.

O. The administration shall have the right to assign any personnel to fill any position or perform any work task on a temporary basis, within similar or like work functions.

P. The principal, with the approval of the superintendent, shall have the right to make any changes in job schedules or work routines as he may determine necessary for the best functioning of the school.

ARTICLE X
EVALUATION AND DISMISSAL

CERTIFIED STAFF

A. Copies of Evaluation

1) Employees shall be given a copy of any evaluative material prepared by his evaluators. No such material shall be submitted to the central office, placed in the personnel file or otherwise acted upon without prior conference. The evaluation report shall be signed to indicate receipt of a copy of the report. No employee shall be required to sign a blank or incomplete evaluation reform. Employees shall have the right to have a written response to an evaluation included in their file.

2) When an administrator/supervisor has completed a fully written, complete classroom observation, or year-end composite evaluation, and presents this fully written, completed document to the employee at a conference, the employee concerned shall have the option to have the conference as set, or to have the conference rescheduled, to be held not sooner than the day following the receipt of the aforementioned completed written classroom observation/evaluation. The follow-up conference shall be scheduled by the administrator/supervisor.

B. Employees may periodically review their personnel file maintained in the central office. An appropriate request to the superintendent must be made.

C. Upon mutual agreement between the superintendent and the person concerned, evaluation material over four (4) years old that originated within the district, may be removed from the employee's file.

D. All employees shall receive final evaluations at least five (5) school days prior to the end of the school year.

E. Observations (non-tenure)

1) Evaluative observations for non-tenure employees shall be conducted at least three (3) times a year. All employees are to be observed and evaluated by contracted, certified personnel.

2) Such observations to be made within adequate time lapse, i.e. follow-up conference held as requested by the administrator between such observations--within ten (10) days of such observations.

3) Employee observed has the right to file a written disclaimer s provided by law and court rulings.

4) At least two observations will be conducted for full academic year employees (September 1st-June 30th) by February 15th.

F. Regarding any employee dismissal from the district, the board shall follow procedures established by statute, administrative code, and commissioner's notification, request for reasons, and requests for a hearing.

G. The board retains its legal right to withhold increment as per NJSA 18A:29-14 et seq.

H. Upon administrative recommendation, the board retains its right to dismiss a non-tenured employee according to law.

I. The above does not limit additional observation of classroom and non-classroom performance.

NON-CERTIFIED STAFF

J. All employees shall be considered as probationary employees during their first ninety (90) days of employment. The probation period may be extended, at the sole discretion of the board, for a period not to exceed an additional ninety (90) days. The extension is to be used as needed and is not to be considered as automatic.

K. Probationary employees may be disciplined or terminated at any time for any reason whatsoever at the sole discretion of the board and they shall not be entitled to utilize the provisions of the grievance procedure. Upon completion of such probationary period, their seniority will be dated as of the date of the commencement of their employment.

L. If a probationary employee quits or is discharged prior to completing his probationary period, he shall not be entitled to any earned vacation time.

M. Upon satisfactory completion of a probationary period, the board will issue to the employee a fixed term contract for a period of one (1) year or less (up to June 30th).

N. Probationary time counts as time for seniority and other benefits.

O. All disciplinary actions shall be applied in a fair manner and shall be consistent with the infraction for which the disciplinary action is being applied.

P. Disciplinary actions shall, depending on the nature of the infraction, normally include:

- 1) a verbal warning
- 2) a written warning
- 3) followed by a probationary period not to exceed two school weeks (10 days)

4) suspension without pay
5) discharge
and shall follow this order.

Q. All disciplinary actions may be appealed through the established grievance procedure.

R. All suspensions and discharges must be for just cause and must be stated in writing with reason given and copy given the employee within one (1) working day of suspension or discharge.

S. In keeping with court rulings and the law, significant offenses may result in immediate termination; i.e. theft, unprovoked physical attack, on-job use of alcohol and/or drugs.

ARTICLE XI
EMPLOYEE FACILITIES

CERTIFIED STAFF

A. Listing of facilities

1) A serviceable desk, chair, and filing facilities for instructional use.

2) A separate dining area for the use of the staff.

3) Suitable, closed space to store coats, overshoes, and personal articles.

4) Copies, for employee's use, of all texts used in each of the courses assigned.

B. Special Clothing

The board will make available special clothing if requested by employee and as approved by the administration. This clothing shall be limited to the following areas:

Gym uniforms (pants, shirts, blouses, shorts)
Smocks (art, home economics, kindergarten teachers)
Library coats or aprons
Shop coats or aprons
Nurses uniforms (pants, blouses, skirts, shoes)
Laboratory coats

NON-CERTIFIED STAFF

C. The board shall furnish each custodian three (3) shirts and three (3) pants each school year (four at initial employment). The board shall furnish each maintenance man three (3) shirts and three (3) pants each school year. The board shall furnish each female custodian three (3) uniforms each school year.

1) The care and upkeep of the clothing furnished shall be the responsibility of the employees.

2) Each employee must wear the clothing supplied and be presentable and clean in appearance.

D. Should an employee resign before the termination of the contract year, the clothing issued for the year will be turned in or the board reimbursed for its cost by cash or payroll deduction.

E. The board shall furnish involved personnel with foul weather gear for snow removal and foul weather work, i.e. bus duty. Each person is accountable for the issue of its cost. Replacement will be made upon the return of worn out items. Lost items are the responsibility of the employee, to be reported and paid for

promptly. Upon termination of employment, the gear is to be turned in or the board reimbursed for its cost by cash or payroll deduction.

F. Smocks will be provided to building aides for use in workroom areas and cafeteria duty.

G. Such clothing to be normally provided by September 1st.

H. All custodial and maintenance personnel covered by this contract will be entitled to receive up to a maximum of \$50 compensation annually to purchase work shoes appropriate to the employee's needs. Payment will be made on an annual basis in October upon the submission of a paid receipt to their building principal. Payment will be up to a maximum of \$50. If the amount is under \$50 the employee will receive the exact amount of the purchase.

ARTICLE XII
LEAVE PROVISIONS

CERTIFIED STAFF:

A. Sick Leave

1) All persons employed are entitled to twelve (12) sick leave days each school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.

2) Non-accumulative additional sick leave benefits may be allowed at the discretion of the board.

3) The board may require a physician's certificate in case of sick leave claimed; e.g. reasonable doubt as to the sick leave claimed; record of recurrent absence; absence at critical times of the year.

4) An accumulative record of absence shall be maintained for each employee by the office of the superintendent of schools.

5) In the event all sick leave is exhausted, deductions will be made upon a per diem rate for additional sick leave. (1/200 of contracted salary)

6) Persons reporting that they are ill and will be absent shall be required to comply with "call in" regulations and procedures as directed by the superintendent of schools in September.

7) Fully compensated days for illness or approved medical care, in accordance with need, is allowed all employees. Any absences which require more time than the maximum allowed by state regulation will be reviewed by the superintendent to determine whether or not it will be possible for the staff member to return to work within a reasonable period. In unusual cases the superintendent will review the details with the board and make a recommendation concerning the status of the employee, in accordance with state law.

B. Temporary Leaves

1) Personal Business/Emergency Leave - Emergencies or items of a personal nature shall be fully compensated up to three days, with the prior approval of the principal and superintendent (except in cases of emergency), for any of the following examples:

- a) recognition of a religious holiday not provided for in the regular school calendar
- b) court subpoena
- c) marriage of employee or marriage in the immediate family

- d) personal business that cannot be handled outside of school hours
- e) serious injury or illness in the immediate family or household
- f) any other emergency or urgent personal reason not included. No reason need be given; however, personal days will not be used for vacation purposes.

2) School visitation - up to three days for the purpose of visiting other schools or attending meetings or conferences of an educational nature. Building principal approval and superintendent's approval required and denials shall be given with reasons.

3) Time necessary for appearances in any legal proceeding connected with the person's employment or with the school system or in any other legal proceeding if the employee is required by law to attend.

4) Death in the immediate family or household - Absence is fully compensated for up to a maximum of five days. Additional leave may be granted at the discretion of the superintendent. For purposes of definition regarding absence provisions, the immediate family includes husband, wife, child, or the father, mother, brother, sister, grandfather, grandmother, or relatives by marriage in the same degree of relationship, or any relative whose actual household is also the household of the absentee. In the event of the death of a teacher or student in the Vernon Township School District, the principal or immediate superior of said teacher or student shall grant to an appropriate number of teachers sufficient time off to attend the funeral.

5) An absence request form must be completed by the employee and submitted to the principal, and if approved, submitted for consideration by the superintendent.

6) Absence prior to or following school vacations - Requests for absence from duty at the beginning and termination of the school year and school vacations will not be approved, unless the reasons for the absence are included under provisions for the absence of staff members as stated. (Paragraph A & B) Absences that are not approved are subject to a full salary deduction.

7) Absence with pay will be granted to persons called into temporary active duty (limit one month) of any unit of the United States Military Reserves or State National Guards, provided such obligations cannot be fulfilled when school is not in session.

8) Other leaves of absence with pay may be granted by the board at their discretion.

9) Conference of Affiliates - Up to three days for the president of the association or his/her designee to attend

conferences and conventions of state and national affiliated organizations.

C. Extended Leaves of Absence

1) Prolonged Illness - A leave of not exceeding one year may be granted employees whose prolonged illness necessitates review by the board of education. This leave of absence may be without pay or partially compensated for the period of times determined by the board of education, acting upon the recommendation of the superintendent of schools.

2) Military Service - Any regular employee who may enlist or be conscripted into the defense forces of the United States for service or training shall make application in writing to the superintendent of schools for a leave of absence. S/he shall be reinstated to his position in the school system with full credit, including the annual increment under the salary schedule upon written request. Such application for reinstatement shall be made within a reasonable period of time after discharge or release from military service, and not later than ninety (90) days from the date of said release or discharge, or ninety (90) days after recovery from any wound or disabling sickness at the date of release. While the employee is on said leave, it is mandatory that the board of education maintain his annual contribution to the New Jersey Teacher's Pension and Annuity Fund or the State Public Employee's Retirement System.

3) A leave of absence without pay for up to two years may be granted for the Peace Corps, VISTA, National Teacher Corps, or full-time participants in either of such exchange programs, and shall be granted to an employee who accepts a Fullbright Scholarship or a scholar of similar nature, or any other self-paid educational improvement.

4) Maternity Leave

a) Procedure - Any employee who becomes pregnant shall notify the superintendent in writing 60 days prior to the effective commencement date of a maternity leave, and shall apply for (in writing), and accept a leave of absence for such a period of time as determined by the board of education.

b) Effective Date - A maternity leave of absence shall become effective on the date recommended in writing by the concerned employee's physician and shall continue for at least one year, unless otherwise recommended by the superintendent of schools.

c) Termination of Leave and Reinstatement - Employee to whom a leave of absence is or has been granted shall be reinstated at the beginning of the school year following expiration of such leave, provided that application for reinstatement has been made to

the superintendent in writing prior to March 1st of the calendar year in which reinstatement is requested.

5) Other leaves of absence without pay may be granted by the board of education at their discretion.

6) All requests, extensions, or renewal of leaves shall be applied for and granted in writing. Under normal circumstances such requests for initial leaves, extensions, or renewals are to be made at least ninety (90) days prior to the commencing of such leave.

D. Sabbatical Leaves

1) General

a) Leave will not be granted for the purpose of engaging in a gainful occupation or for the purpose of studying for a trade or another profession.

b) When formal college credit has been granted during the leave, the presentation of an official transcript will be required by the superintendent.

c) When leaves have been granted for any other purposes, written reports planned in consultation with the superintendent will be required.

2) Limited Applications - A maximum of 3% of the employees may be on a sabbatical leave at any one time. Consideration of sabbatical leave will be given only after formal application is made by the qualified person and after a review of staff requirements has been completed for the year in question. Applications for leaves during the fall semester or during the full year must be in the superintendent's office not later than the first school day of the preceding March. Applications for leaves during the second semester must be in the superintendent's office not later than the first school day of the preceding September. Final decision to be made by the board upon recommendation of the superintendent. Final decision is non-grievable.

3) Salary - A person on sabbatical leave for one half of a school year shall be paid by the board at full pay of the salary rate which s/he would have received if s/he had remained on active duty and for a full school year on sabbatical leave shall be paid by the board at one half of the salary rate which s/he would have received if s/he had remained on active duty.

4) Eligibility - Employees shall become eligible for sabbatical leave when they have completed not less than seven (7) years of consecutive service in the Vernon Township School District. First consideration will be given to those sabbatical leave plans which involve greatest self-improvement and greatest

benefit to the school system. A secondary consideration will be the seniority of staff members applying for leaves. All persons applying for sabbatical leave in any one year may not be granted leave in the following year or years.

5) Return - A condition to the acceptance of sabbatical leave shall be the agreement on the part of the applicant to return to the Vernon Township Schools for at least two years of service after the conclusion of the sabbatical leave. Such condition to be accepted in writing.

6) Sabbatical leaves shall not be cumulative. A sabbatical leave of one year is available after the completion of seven years teaching service; however, if a person, for example, does not take a leave until their fourteenth year, that leave can only be for one year. Persons returning from sabbatical leaves must complete an additional seven years of teaching service before they may request a sabbatical leave again.

7) If either the board, the superintendent, or the association is convinced that an employee is not fulfilling the purpose for which the sabbatical leave was granted, that agency shall report this in writing through the superintendent to the board. The board may terminate that sabbatical leave as of the date of its abuse after giving the person an opportunity to be heard by the board. In the event that the allegations are true, the board and the person concerned may arrive at a mutual agreement which might include resignation and refunding of accepted sabbatical leave salary.

E. 1) Upon return from leave granted as described from this article, except for leaves granted under C-1 and C-4, an employee shall be considered as if s/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 s/he would have been present.

2) Under no circumstances will time spent on any such leaves described in sections A, B, C, or D count toward fulfillment of the time requirements for acquiring tenure.

3) All unused accumulative sick leave and credits toward sabbatical leave eligibility shall be credited upon return from any of the leaves described in section C and D.

F. Convertibility Factor - If all accumulated sick leave is used in a given year, any or all personal business/emergency leave for that given year can be converted and used as sick leave, giving the employee the potential of a 3 day emergency sick leave override; in the event personal business/emergency leave days are not used in any given year, the number of days not used will be accumulated as sick leave. (Article XI (A-1))

NON-CERTIFIED STAFF

G. Sick Leave shall be granted to employees under the provisions of N.J.S.A. 18A:30-1, 18A:30-2.1; 18A:30-3, and 120-30.4 and as modified by the terms of this contract article as hereinafter indicated.

H. All full time twelve-month personnel shall be entitled to twelve (12) personal sick leave days per school year. Ten month personnel are entitled to ten (10) days per year. Unused sick leave shall be cumulative.

I. A doctor's certificate will not normally be required in the event of an absence claimed to be due to personal illness or injury unless in the opinion of the administration an abuse of the legitimate purpose for the absence may be taking, or has taken place. In such case, a doctor's certificate may be required of the individual for the absence in question and/or future similar absences, in order to receive salary for the period of such absences.

J. When an employee has used up all sick leave, he may elect to use available annual leave time as sick leave.

K. Personal Business/Emergency Leave

Emergencies or items of a personal nature shall be fully compensated up to three days, with the prior approval of the principal, assistant superintendent (except in case of emergency), for any of the following examples:

- 1) Recognition of a religious holiday not provided for in the regular school calendar.
- 2) Court subpoena
- 3) Marriage of employee or marriage in the immediate family.
- 4) Personal business that cannot be handled outside of school hours.
- 5) Serious injury or illness in the immediate family of household.
- 6) Any other emergency or urgent personal reason not included. No reason need be given; however, personal days will not be used for annual leave or vacation purposes.
- 7) Convertibility Factor
 - a) If all accumulated sick leave is used in a given year, any or all personal leave for that given year can be converted and used as sick leave, giving the employee the potential of a 3-day personal day sick leave override.
 - b) In the event personal days are not used in any given year, the number of days not used will be accumulated as sick leave (Article XIIG).

L. Personal leaves not included in A above may be granted at the discretion of the superintendent of schools or his designee.

M. Special leave, with full pay, up to a total of three (3) days (if needed) shall be granted for death in the immediate family of an employee. Immediate family for this purpose will be the same as in Article XII B-4. Administration discretion to be applied if appropriate.

N. 1) Military leave, without pay, shall be granted to any employee who is inducted or enlists to fulfill his military obligation in any branch of the armed forces of the United States for the period of said service and three months thereafter, or three months after recovery of any wound or disabling sickness at time of release.

2) Illness in the Family - A leave of absence, without pay, up to one year, shall be granted for the purpose of caring for a sick member of the employee's immediate family, (father, mother, husband, wife, son, daughter, father-in-law, mother-in-law). Additional leave, without pay, may be granted provided proper documentation is submitted.

3) Good Cause - Other leaves of absence, without pay, may be granted by the board for good reason.

4) Maternity - Maternity leave shall be granted in accordance with the provisions of the New Jersey Division of Civil Rights decision. Miller vs. Pequannock Docket #E14ES-5422.

5) Return from Leave:

Salary - Upon return from leave granted pursuant to Sections A or B of this article, an employee 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 s/he would have achieved if he had not been absent. An employee shall not receive increment credit for time spent on a leave granted pursuant to Sections M and N of this article.

Benefits - All benefits to which an employee was entitled at the time of his/her leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return and s/he shall be assigned to the same position which he held at the time said leave commenced, if available or if not, to a substantially equivalent position.

6) All extensions or renewals of leaves shall be applied for and granted in writing.

NON-CERTIFIED Annual Leave and Calendar Provisions:

O. Annual leave represents an earned benefit to twelve month employees based on years of service as follows:

1) Employee worked not less than six months during the first year; five (5) working days annual leave.

2) Years two through and including four; ten (10) working days annual leave.

3) Years five through and including eight; fifteen (15) working days annual leave.

4) Years nine through and including twelve; twenty (20) working days annual leave.

5) Years thirteen and on, 1 day per year up to five additional working days annual leave, to a maximum of twenty five (25).

P. Probationary employees do not earn annual leave time until the probation period is completed and s/he is recommended for regular employment, in which case Paragraph P-1 of this article shall apply.

Q. Annual leave shall be scheduled for the convenience of employees, but in case of conflict, the administration shall have the right to schedule an employee's annual leave. Under normal conditions seniority will prevail.

R. Custodians and building secretaries and clerks shall take annual leave during the period from the closing of school in June through the third week of August. Exception can be made for two secretaries or clerks and custodians, based on seniority, for a mutually agreeable annual leave period of one week at some time during the year other than the regular summer period.

S. Maintenance personnel shall take two weeks during the time cited in (S). Any remaining time is to be taken at another time in the annual leave year which is mutually agreeable to the board and the employee.

T. In the event an employee has resigned or is terminated any year, the employee shall be entitled to any accrued annual leave benefit.

U. In unique and special circumstances, requests for annual leave at times other than summer may be made; superintendent has final approval (non-grievable).

V. Holidays

1) The holiday schedule shall be that established by the board.

2) Compensation for time worked on holidays to be at two times (double time) the normal hourly rate.

3) 12-month personnel: 13 paid holidays

4) 10-month personnel: to be properly named as "building aides"; 6 paid "holidays" which are to be used in the computation of the annual salary paid over 10 months. In actuality, building aides are not on the holiday schedule as 12-month employees since they are in at work only those days when school is in session, plus other days at the start and end of the school year, but not required to be in such days as student holidays or school recess or "snow days". Building aides' work year is 180 days; identical to the students' school year.

ARTICLE XIII
NON-TEACHING DUTIES

Certified staff shall not be required to perform the following duties when such duties can reasonably be assigned to non-teaching personnel, as established by existing practice.

a) Non-professional assignments, including but not limited to milk distribution and supervision of cafeteria, sidewalks, bus loading or unloading or playgrounds.

b) Collecting money from students.

c) Inventorying and storing books, delivering books to classrooms, duplicating instructional and other materials, keeping registers and cumulative record cards, and other clerical and/or custodial functions.

d) If the board assigns certified staff to any duties listed above, other than "as established by existing practice," the board will negotiate with the VTEA over the issue of compensation for such duties. The board will provide notice to the VTEA prior to assigning any such additional duties.

ARTICLE XIV
EMPLOYEE/ADMINISTRATION LIAISON

The association's representatives (one per school building) shall meet with the superintendent and/or the superintendent's representatives (the superintendent and one administrator from each building) normally every other month during the school year, with not more than three (3) months to elapse between meetings unless by mutual agreement, to review and discuss such matters as curriculum improvement, teaching techniques, in-service training, professional development and other matters of an educational nature. Each party to the meeting shall provide the other party with a proposed agenda at least 48 hours prior to the meeting. Such meetings shall be held after normal school hours.

ARTICLE XV
MISCELLANEOUS PROVISIONS

A. The board shall carry out the commitments contained herein and give them full force and effect as board policy.

B. 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.

C. Employees are assured no loss of constitutional and statutory rights in the area of individual personal freedom. Employees shall be entitled to all rights of citizenship and no religious or political activities of any person or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such persons, provided these activities do not violate any state or federal laws.

D. Whenever any official, formal 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 shall do so by telegram or registered letter at the following addresses:

1. If by Association to the Board at
Board of Education
P.O. Box 99
Vernon, N.J. 07462
2. If by the Board to the Association at
VTEA President's home address

E. A completed copy of the final agreement will be provided by the board to each employee concerned by this agreement. In addition, 10 copies will be provided to the VTEA and a copy will be provided to each employee newly hired who is included in the terms and conditions of this agreement.

F. This is to clearly and categorically state that releasing non-certified employees early at the end of the school year after all student matters, including graduation, for the purpose of a district-wide picnic, is a matter totally of an annual request and exclusively is a discretionary matter under the authority of the superintendent of schools and at no time shall be construed or considered as a district practice, since it is accepted that all non-certified employees are required to work a full day for each of the days employed. Such decision will not ever be considered grievable.

G. It is agreed without reservation that any early release of paychecks, whether a general release or a release at an individual request, is solely and exclusively a matter at the superintendent's discretion and with board authority. This does not constitute nor will it ever claim to constitute, a district practice nor is it subject to any complaint, controversy, or grievance.

H. It is agreed, without reservations, that any board or administrative decision or action to grant any individual or group of individuals any particular or specific benefit including any cash award, financial incentive, release time from employment, annual gift such as a turkey at Thanksgiving, is solely and exclusively a matter of the superintendent's discretion and with board authorization. This does not constitute a district practice nor is it subject to any complaint, controversy or grievance.

I. Substitute calling duty will be awarded to staff at the sole discretion of the principal. When a vacancy for the caller position occurs, the district will post said vacancy through the central office. The principal will be permitted to give preference to the persons in the same school building.

J. The board shall reimburse for private vehicle mileage at the rate applicable to all Vernon Township School District employees.

1) Such reimbursement applies only to authorized travel on school business matters.

2) The Vernon Township School District has an appropriate motor vehicle for maintenance and custodial use. Under normal circumstances this vehicle will be available for transportation of personnel and equipment/supplies/materials. Under special or emergency situations, however, it is to be reasonably understood that it will be necessary for custodial/maintenance personnel to use their own vehicles for personal transportation.

K. All custodial personnel employed by the board subsequent to June 30, 1996 must attempt to obtain, as a condition of their employment and prior to the conclusion of their first calendar year of employment, a Black Seal boiler operator's license.

1) Present custodial personnel must obtain a Black Seal license not later than one year from the effective date of this agreement. Exceptions may be made to this requirement for good and sufficient reasons as determined in the sole discretion of the board.

2) The board will pay any charges levied by the authorized school for instruction of custodial personnel in preparation for the licensing examination (including initial test application).

3) The employee shall pay any initial or renewal license fees.

4) The employee shall present the license or license renewal to the assistant superintendent for business who shall record the pertinent information therefrom and forward it to the superintendent of schools.

5) Obtaining the Black Seal license is the district responsibility of the employee. The administration and the personnel will cooperate with the employee, by reasonable adjustment of work schedules, etc., in order to enable the employee to attend school and take the examination.

ARTICLE XVI
PROFESSIONAL DEVELOPMENT AND IMPROVEMENT

CERTIFIED STAFF:

In the interest of up-grading faculty competence, a program of tuition incentive and assistance is developed with the following regulations:

A. Eligible Faculty

- 1) Full-time status
- 2) Fully certified
- 3) Enrolled in a graduate degree program or administrative approved graduate improvement program, not for any additional or revised certification. The superintendent, may, however, in his sole discretion, permit a teacher to be reimbursed for courses taken which may lead to an additional or revised certification.

B. 12 credits per fiscal year (maximum 6 credits per semester or maximum of 12 credits per year (July through following June) at 100% of tuition exclusively, as established by New Jersey state colleges shall apply as the base for the 100% reimbursement. Faculty may attend other colleges or universities, but tuition reimbursement will not exceed this cost level. Credits may be taken in the summer, fall, or spring semester. Personal days cannot be used for such graduate school attendance.

C. All courses taken must be at the graduate level.

D. Application for such reimbursement to be made on standard forms developed by the superintendent's office, including teacher's name, assignment, name of the college or university, course number and title, course description, and a rationale as to specifically how this course applies to the teaching assignment. This form must be completed and have received approval from the building principal and superintendent prior to registering for the course if reimbursement is sought for the course. Cost per credit is also to be listed on the approval form.

E. Reimbursement to be made after course completion and upon submitting a copy of the course approval form indicating prior approval, a copy of the paid bill or check stipulating tuition paid and course per credit, and an official transcript indicating a credit of "B" or higher. Credits of "C" or lower, incomplete, satisfactory, pass or fail, etc., will not be accepted for tuition assistance. Should a course be offered only with a grade of "P" or "F", then the employee concerned must provide documentation certifying that this is the case. In such cases the grade of "P" is the only acceptable grade.

F. The board will reimburse teachers taking courses at non-public universities at the state college tuition rate specified in Part I, paragraph 3 above. In order for a teacher to continue to receive tuition reimbursement consistent with the 1992-95 VTEA contract, the following criteria must be satisfied:

- 1) Teachers must be enrolled at a non-public college or university on or before January 22, 1996;
- 2) Documentation of matriculation must be received by the district on or before June 30, 1996;
- 3) Teachers must present proof of enrollment in a program leading to an advanced degree.

All other staff will be reimbursed for private school tuition at the state college rate and consistent with the following provisions:

- 1) Faculty member must be a full time employee, tenured, fully certified.
- 2) Faculty member must be fully matriculated for a graduate degree, either Masters or Doctorate at the specific non-public university at which courses are taken. No transfer courses will be eligible.
- 3) Course work must be in a specific teaching field or area; i.e. subject matter, teaching methods, human development, psychology.
- 4) The individual teacher concerned must file for approval as provided in the existing Article XVI plus must submit an individual written request describing specifically, and at length, the degree program, documentation of acceptance into the graduate program, matriculation date, description of the program and courses. This must be filed through the building principal to the superintendent and requires an individual conference with the superintendent to review this matter.
- 5) Other requirements as specified by the superintendent at the conference.
- 6) The superintendent's discretion and judgement shall be final and is not subject to grievance, arbitration, appeal or any avenue seeking to reverse such judgement.

NON-CERTIFIED STAFF:

A. Non-certified staff shall be eligible for tuition reimbursement under the following conditions:

- 1) The individual concerned must hold a full time contracted position;
- 2) The individual concerned must have been employed for at least four consecutive years;
- 3) Such courses must be appropriate to the individual's position and function. Courses of a recreational nature or of a nature which does not directly bear upon the employment function will not be eligible.
- 4) The courses must be taken at an approved college or university or other state approved educational/training institution.

B. Individuals may apply through established procedures for such benefits. In order to receive payment the individual must have prior written approval for the course and must submit appropriate documentation, including a copy of the paid bill or cancelled check, a copy of an official transcript reflecting a satisfactory passing grade. These payments will be made through purchase orders submitted at the appropriate school building.

C. Such reimbursement shall not exceed, at any point, more than 50% of the actual costs of tuition only, but at no time to exceed 50% of the N.J. state college tuition rate.

D. The approval process requires that approval be granted before registering for the course and that the individual file an appropriate in-service tuition reimbursement request form and that this form must have the superintendent's approval in writing. The superintendent's decision concerning this matter shall be final and shall not be subject to grievance or appeal.

ARTICLE XVII
INSURANCE BENEFITS

A. Health Insurance

1) Health care benefits are to continue in force during the life of the contract.

2) 100% coverage (payment of premiums) for single and/or dependent hospitalization insurance (family plan) shall be provided.

B. 1) Each employee shall be provided, upon written request, with a description of the health care benefits insurance program provided herein. This shall be a description as provided by the health care benefit carrier.

2) Annually, newly hired persons will be provided with this health care description.

C. A Dental Care Program will be provided for the employees in the following manner:

1) 100% payment of premiums by the board for Class I dental coverage. Effective July 1, 1996, for Class II and Class III dental coverages, employees will pay a deductible of \$25 for individual coverage and \$50 for family coverage for each of the two classes.

D. A prescription plan will be provided by the board for coverage of the employee and dependents (family plan). Effective July 1, 1996 the employee co-payment for prescription drugs shall be \$8.00 for each "name brand" prescription drug purchased and \$3.00 for each "generic" prescription drug purchased.

E. An eye examination and eye glass prescription plan will be provided by the board for coverage of the employee and dependents (family plan).

F. Effective July 1, 1996 a mandatory second opinion procedure shall become part of the health care benefits insurance program.

G. Notwithstanding the preceding paragraphs, effective July 1, 1996 newly hired employees will not receive any optical, dental, or prescription benefits until they have completed 3 full years of service as an employee in the Vernon School District. Said employees may, if they choose, opt to obtain such benefits at their own cost during this 3 year period. These employees shall be eligible to receive optical, dental, and prescription benefits on their first day of work in the district subsequent to the completion of the 3 full years of service requirement.

ARTICLE XVIII
SALARY REGULATIONS

CERTIFIED STAFF

A. Salary schedule

1) Salaries of employees covered by this agreement shall be set forth in Article XIX.

B. 1) Employees covered by this agreement employed on a full time, contractual basis on or before January 1st of any school year shall be given full year credit for one salary step for salary in the following year, based upon such administrative recommendation-- recommendation for increment and/or recommendation for reappointment.

2) In keeping with N.J.S.A. 18A:29-14 and Administrative Code Title VI, the board retains the right to withhold increments.

C. Placement on set salary schedule

1) Except as defined above, persons under full time contracted employment shall be placed and maintained on the guide.

2) In keeping with Statute 18A:29-9, initial step placement on the salary schedule shall be at such a point as agreed upon by the employee and employing board (persons employed placed on appropriate degree/credit column).

D. Return from leaves

1) Employees previously under contract returning from leaves defined under Article XII, C-2 Military Service, and C-3, Leaves for Peace Corps, Vista, etc., shall be placed on the salary schedule in keeping with such placement had they remained under active employment, suffering no loss in salary improvement.

2) Employees returning to employment after any other type of leave shall not receive such salary improvement but are to return to the salary they would have been on or would have been going to had they not been granted such leave. This benefit applies only to persons who have left the Vernon Township School District on a board approved, board granted extended leave of absence.

E. 1) Employees are to be notified of contract status for the ensuing year in keeping with state law, not later than April 30th. Notification of salary status is dependent upon completion of such salary matters prior to this date. In the event salary guides are not completed, employees shall be notified of salary status according to their individual status, in keeping with PERC regulations and subject to completed salary negotiations.

F. 1) The board retains its rights to terminate employment of non-tenured personnel within the confines of the termination clause (60 days) at any time provided the individual concerned is properly notified of such action and given the opportunity to resign (within applicable statutes and Administrative Code VI).

G. 1) Employees will be paid from the period of September 1st through June 30th, 20 equal semi-monthly installments, with final checks released on the last working day in June provided all procedural obligations of the employee are met in full.

2) The board will accord 10-month employees the option of being paid on a 24-check plan. Such option must be exercised by the employee, if at all, prior to July 1st when the 24 check plan will go into effect. An employee will be permitted to opt for the 24 check plan, or return to the standard method of receiving pay checks, only once a year.

H. Credit Union Contributions

The board will arrange, for employees who choose to do so, to have credit union contributions in any amount deducted from their pay checks. Employees who choose this option must notify the board secretary prior to May 1st of a particular year. The credit union contributions will begin on July 1st following the May 1st deadline for the employees deciding to have the contributions deducted from their pay checks.

I. Column Placement

1) Bachelor's Degree Column:

- a) possession of Bachelor's degree and/or teaching certificate

2) Master's Degree Column:

- a) possession of an earned Master's degree

3) Six Year Level:

- a) possession of a second earned Master's degree, or
- b) possession of 30 graduate credits and matriculation in a Doctoral program, or
- c) a Specialist in Education degree, or
- d) possession of a professional diploma, or C.A.S. or
- * e) accumulation of 30 graduate credits in addition to a Master's degree, these credits to be spread as follows:
 - 1) at least 15 graduate credits in one field of concentration
 - 2) the remaining 15 credits to be graduate credits in electives
 - 3) these credits to be earned in not more than 4 institutions having graduate divisions
 - 4) does not affect those already on "MA+30" or "BA+30" column

*This criteria shall apply to "BA+30" column except the graduate credits to be beyond a Bachelor's degree.

BA+15, MA+15, six-year level plus 15

Criteria for placement on plus 15 column:

- 1) All credits verified by official transcripts from the granting college or university.
- 2) 15 credits to be as part of a graduate degree program with matriculation status.
- 3) Or the 15 credits will conform to the procedure established in the tuition reimbursement article but not limited to 6 credits per year.
- 4) Or graduate credits earned and paid for by the person concerned.

Note: No one could be placed on the six year level without first possessing a Bachelor's and Master's degree.

All credits to be certified by the granting institution and submitted to the superintendent of schools for acceptance.

Concerning BA+15 and BA+30, employees attaining "+15 status" shall be eligible for placement of this column only on an annual basis. Such adjustments made in the months of August, September, or October. Adjustments require the filing of appropriate requests on the part of the employee concerned and further require submission of appropriate documents.

Concerning MA, MA+15, MA+30, MA+45, MA+60 -- such adjustments shall be made twice yearly; in the fall (August, September, or October); and again mid-year in February. Concerning attaining MA+45 or MA+60, all credits past MA+30 must have been earned after placement on the MA+30 column. The same applies to MA+60. All credits must have been earned after placement on MA+45.

J. Longevity - This applies only to actual time worked as an employee in Vernon Township.

1) After 15 years of service, commencing in the 16th year through the 20th year - add \$900 to the employee's salary (95/96) add \$1000 to the employee's salary 96/97 and thereafter.

2) After 20 years of service and from the 21st year through the 15th year of service, an additional \$300 is added to the employee's salary, for an accrued amount of \$1200 for 95/96 and \$1300 for 96/97 and thereafter.

3) After completion of the 25th year and commencing in the 26th year through the 30th year, an additional \$1100 is added to the employee's salary, for an accrued amount of \$2300 for 95/96 and \$2400 for 96/97 and thereafter.

4) After completion of the 30th year and commencing in the 31st year and thereafter, an additional \$300 is added to the employee's salary, for an accrued amount of \$2600 for 95/96 and \$2700 for 96/97 and thereafter.

K. Departure Leave/Reimbursement for Sick Leave - Employees are eligible to receive either the departure leave benefit or the sick leave retirement pay benefit, but not both. Employees must choose which benefit they intend to receive no later than 120 days prior to the actual date of retirement.

1. Departure Leave

a) Eligibility

1) 20 full years of completed, active service in the Vernon Township School District. Time spent on any leave, i.e. maternity leave, child care leave, sabbatical leave, personal leave, etc., does not count as active service.

2) Any employee on an extended leave for three consecutive months during the "departure year" is not eligible, other than medically certified sick leave.

3) The employee must notify the superintendent by March 1st of the departure year of the intent to leave--no later date.

4) The departure is for the purpose, generally, of retirement from teaching (TPAF) or leaving New Jersey or leaving education or honorable resignation from the Vernon Township School District.

5) This departure leave is available only if the employee is leaving for honorable cause--not as a result of any disciplinary action or pending disciplinary action; i.e. notice of withholding an increment, possibility of tenure dismissal charges, etc. Such denial of a departure leave is not appealable for causes specified with "E".

b) Benefit -- for completed years only

- 1) After 20 years - 5 days
- 2) After 25 years - add 5 more days
- 3) After 30 years - add 10 more days (maximum accrual possible - 20 days)

- 4) To be paid at current salary rate per diem at the time of departure -- with June 30th check.

2. Retirement Sick Leave Pay

a) After 15 years of service and upon retirement from the Vernon Township Public Schools, in accordance with New Jersey Teacher Pension and Annuity Fund requirements, the employee will receive \$30 for each day of accumulated sick leave accrued as of the date of retirement.

b) To be paid with the June 30th check at the time of retirement.

NON-CERTIFIED STAFF:

Salary Regulations, Salary Schedules & Severance Pay

M. Placement on the proper salary guide and step will be determined at the time of employment.

N. In determining such guide and step placement, the administration may grant credit for similar work experience outside the school district.

O. The granting of any salary increment and/or adjustment as set forth in the salary schedule shall not be deemed to be automatic. The superintendent shall have the power to recommend the withholding of any salary increment and/or adjustment for inefficiency or other good cause. Whenever the withholding of an increment and/or adjustment is proposed, the individual concerned shall be given written reasons for such proposed withholding and said individual shall have the right to appeal in accordance with the provisions of the Grievance Procedure.

P. All step increments and/or adjustments on the salary guide shall be granted effective July 1st:

- 1) Employee appointed before January 1st - moves to the next step on July 1st.

- 2) Employee appointed after January 1st - remains on the same step on July 1st.

Q. The board will show salary consideration for an employee assuming additional responsibility in the role of head custodian after a ten (10) day acting period.

R. Twelve-month employees' salary will be paid in semi-monthly (24) installments per year; except when pay day falls on Friday, the night custodians shall be paid on Thursday when possible; otherwise, checks available to night workers at noon Friday in respective school buildings, or central office, and that

differentials be paid by separate checks from regular payroll payments (two installments).

S. Ten-month non-certified employees will have the same payment option as that of the certified employees as outlined in G-2 of this article.

T. If an employee is let go because of reduction in force (RIF) from his work, following continued service for a period of two (2) to five (5) contract years, the employee will receive two (2) weeks severance pay at the person's current rate of pay. If an employee is reduced in force (RIF'ed) having been employed in the district for six (6) to ten (10) continuous years, the employee will receive three (3) weeks severance pay at his present salary rate. If an employee is reduced in force (RIF'ed) having been employed in the district for eleven (11) or more continuous years, the employee will receive four (4) weeks severance pay at his present salary rate.

U. Departure Leave/Reimbursement for Sick Leave - Employees are eligible to receive either the departure leave benefit or the sick leave retirement pay benefit, but not both. Employees must choose which benefit they intend to receive no later than 120 days prior to the actual date of retirement.

1. Departure Leave

After ten (10) consecutive years of satisfactory service, should the employee leave by personal resignation for personal cause, including retirement, but not for any disciplinary matter or unsatisfactory job performance or reprimand, then said employee to receive two weeks base salary, pro-rated, as severance pay; after fifteen (15) years in similar fashion, said employee in similar circumstances would be eligible for and receive four (4) weeks severance pay. It is to be noted such pay to be pro-rated on base contract not inclusive of any differentials or added stipends of any sort whether for additional duties, licenses, shift work, etc.

2. Sick Day Reimbursement - Upon leaving the employment of the Vernon Township Public School District, employees covered by this agreement shall be eligible for payment of unused accumulated sick leave as of the date of resignation or retirement according to the following schedule:

- | | |
|---------------------------|-------------------------------|
| a) Completion of 10 years | \$15 per accumulated sick day |
| b) Completion of 15 years | \$20 per accumulated sick day |
| c) Completion of 20 years | \$25 per accumulated sick day |

ARTICLE XIX
SALARY GUIDES

- A. Increase salary guides for all staff for 1995/96 by 4.5% (less fixed increment costs for that year).
- B. Increase salary guides for all staff for 1996/97 by 4.7% (less fixed increment costs).
- C. Increase salary guides for all staff for 1997/98 by 4.8% (less fixed increment costs).
- D. Increase longevity at each level by \$200 over the next two contract years--1995/96 and 1996/97. The cost of these longevity increases to be included in the salary guide increase percentages listed above.
- E. Extra-curricular and co-curricular guides to be increased each year by the same percentages as listed above for salary guide improvement. The cost of these increases is not to be included in the wage percentage increases.
- F. Each coordinator position in the district will receive a one-time increase of \$150 for the 1995/96 school year. Salary percentage increases to be applied thereafter to the coordinator's salaries consistent with paragraph (E) above.
- G. All increases for the 1995/96 school year shall be provided retroactively, without interest.
- H. Salary guides shall be mutually agreed upon between the parties.

VERNON TOWNSHIP PUBLIC SCHOOLS
FACULTY SALARY GUIDE

1995/96

GUIDE LEVEL	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	29,050	30,050	31,050	32,750	35,100	34,850	35,850	36,850
2	29,300	30,300	31,300	33,000	34,050	35,100	36,100	37,100
3	30,400	31,400	32,400	34,250	35,300	36,350	37,350	38,350
4	31,550	32,550	33,550	35,550	36,600	37,650	38,650	39,650
5	32,750	33,750	34,750	36,900	37,950	39,000	40,000	41,000
6	34,000	35,000	36,000	38,300	39,350	40,400	41,400	42,400
7	35,300	36,300	37,300	39,750	40,800	41,850	42,850	43,850
8	36,650	37,650	38,650	41,250	42,300	43,350	44,350	45,350
9	38,200	39,200	40,200	42,900	43,950	45,000	46,000	47,000
10	40,000	41,000	42,000	44,850	45,900	46,950	47,950	48,950
11	42,050	43,050	44,050	47,100	48,150	49,200	50,200	51,200
12	44,700	45,700	46,700	49,900	50,950	52,000	53,000	54,000
13	47,900	48,900	49,900	53,200	54,250	55,300	56,300	57,300
14	51,500	52,500	53,500	56,400	57,450	58,500	59,500	60,500
15	53,465	54,465	55,465	59,200	60,250	61,300	62,300	63,300
16				61,165	62,215	63,265	64,265	65,265

MA+45 - All credits past "MA+30" must have been earned after placement on MA+30 column.

MA+60 - All credits past "MA+45" must have been earned after placement on MA+45 column.

Doctorate - Whenever conferred -- add \$1000

Guide Level - for salary purposes only; does not directly reflect years of teaching experience. This guide does reflect a negotiated compression system.

CO-CURRICULAR SALARY GUIDE

95/96 SCHOOL YEAR

ACTIVITY	STEP 1	STEP 2	STEP 3	STEP 4
Intramurals (Gr. 5-12)	1000	1100	1200	1250
Athletic Clubs (HS/MS)	1500	1600	1800	1900
Head Cheerleading	2075	2175	2275	2375
Asst. Cheerleading	1450	1500	1600	1675
Head Soccer	4600	4800	5100	5300
Asst. Soccer	3350	3475	3675	3800
Head Cross Country	4600	4800	5100	5300
Asst. Cross Country	3350	3475	3675	3800
Head Track & Field	4600	4800	5100	5300
Asst. Track & Field	3350	3475	3675	3800
Bowling	3125	3225	3425	3675
Golf	3125	3225	3425	3675
Head Tennis	3350	3475	3675	3875
Asst. Tennis	2200	2400	2600	2800
Head Field Hockey	4600	4800	5100	5300
Asst. Field Hockey	3350	3475	3675	3800
Head Softball	4600	4800	5100	5300
Asst. Softball	3350	3475	3675	3800
Head Baseball	4600	4800	5100	5300
Asst. Baseball	3350	3475	3675	3800
Head Basketball	4875	5075	5375	5575
Asst. Basketball	3350	3475	3675	3800

Head Football	5000	5200	5500	5700
Asst. Football	3350	3475	3675	3800
Head Wrestling	4700	4900	5200	5400
Asst. Wrestling	3350	3475	3675	3800
Head Swimming	4700	4900	5200	5400
Asst. Swimming	3350	3475	3675	3800
Head Skiing	3125	3225	3425	3675
Asst. Skiing	2025	2125	2325	2425
Head Drama (Fall)*	2550	2700	2850	3025
Asst. Drama (Fall)*	2250	2450	2550	2600
Head Drama (Spring)*	2775	2975	3175	3300
Asst. Drama (Spring)*	2250	2350	2450	2500
Choir Director	2900	3000	3200	3400
Head Marching Band	2900	3000	3200	3400
Asst. Marching Band	1625	1725	1825	1925
Drill Team	1625	1725	1825	1925
Yearbook	2075	2275	2475	2575
Newspaper	1875	1975	2075	2175
Magazine	1675	1775	1875	1975
Photographer	1150	1250	1350	1450
Student Council	1825	1925	2025	2250
Student Craftsman Guild/AV	1825	1925	2025	2250
Technical Assistant	1825	1925	2025	2250
Class Advisors				
Freshman	1500			
Sophomore	1775			
Junior	2175			
Senior	2600	(each up to 2 people)		

Athletic Trainer	5000	5200	5500	5700
Site Manager	5000	5200	5500	5700
Middle School Yearbook	1650	1750	1850	1975
National Honor Society	950	1050	1150	1250
COORDINATOR'S GUIDE	2242	2383	2576	2743

*Position requires full dramatic or musical production; i.e. equivalent of 3-act program; selection of production required to have received prior administrative and board approval.

Longevity - All individuals on the co-curricular guide who have completed five years in the same activity will receive a longevity incentive of \$100 commencing at the beginning of the sixth year in that activity; and an additional \$100 after ten years in that same activity, commencing at the beginning of the eleventh year.

VERNON TOWNSHIP PUBLIC SCHOOLS
FACULTY SALARY GUIDE

1996/97

GUIDE LEVEL	BA	BA+15	BA+30	MA	MA+15	NA+30	MA+45	MA+60
1	29,800	30,800	31,800	33,500	34,550	35,600	36,600	37,600
2	30,050	31,050	32,050	33,750	34,800	35,850	36,850	37,850
3	30,550	31,550	32,550	34,250	35,300	36,350	37,350	38,350
4	31,700	32,700	33,700	35,550	36,600	37,650	38,650	39,650
5	32,900	33,900	34,900	36,900	37,950	39,000	40,000	41,000
6	34,150	35,150	36,150	38,300	39,350	40,400	41,400	42,400
7	35,450	36,450	37,450	39,750	40,800	41,850	42,850	43,850
8	36,800	37,800	38,800	41,250	42,300	43,350	44,350	45,350
9	38,300	39,300	40,300	42,900	43,950	45,000	46,000	47,000
10	40,150	41,150	42,150	44,850	45,900	46,950	47,950	48,950
11	42,250	43,250	44,250	47,100	48,150	49,200	50,200	51,200
12	44,850	45,850	46,850	49,900	50,950	52,000	53,000	54,000
13	48,000	49,000	50,000	53,200	54,250	55,300	56,300	57,300
14	51,500	52,500	53,500	56,800	57,850	58,900	59,900	60,900
15	55,506	56,506	57,506	59,200	60,250	61,300	62,300	63,300
16				63,206	64,256	65,306	66,306	67,306

MA+45 - All credits past "MA+30" must have been earned after placement on MA+30 column.

MA+60 - All credits past "MA+45" must have been earned after placement on MA+45 column.

Doctorate - Whenever conferred -- add \$1000

Guide Level - for salary purposes only; does not directly reflect years of teaching experience. This guide does reflect a negotiated compression system.

CO-CURRICULAR SALARY GUIDE

96/97 SCHOOL YEAR

ACTIVITY	STEP 1	STEP 2	STEP 3	STEP 4
Intramurals (Gr. 5-12)	1031	1146	1260	1375
Athletic Clubs (HS/MS)	1604	1718	1833	2062
Head Cheerleading	2262	2377	2492	2606
Asst. Cheerleading	1604	1661	1718	1833
Head Soccer	5040	5269	5499	5842
Asst. Soccer	3694	3838	3981	4210
Head Cross Country	5040	5269	5499	5842
Asst. Cross Country	3694	3838	3981	4210
Head Track & Field	5040	5269	5499	5842
Asst. Track & Field	3694	3838	3981	4210
Bowling	3351	3580	3694	3981
Golf	3351	3580	3694	3981
Head Tennis	3608	3838	3981	4210
Asst. Tennis	2406	2520	2635	2749
Head Field Hockey	5040	5269	5499	5842
Asst. Field Hockey	3729	3838	3981	4210
Head Softball	5040	5269	5499	5842
Asst. Softball	3694	3838	3981	4210
Head Baseball	5040	5269	5499	5842
Asst. Baseball	3694	3838	3981	4210
Head Basketball	5355	5584	5814	6157
Asst. Basketball	3694	3838	3981	4210

Head Football	5499	5728	5957	6300
Asst. Football	3694	3838	3981	4210
Head Wrestling	5040	5269	5499	5842
Asst. Wrestling	3729	3838	3981	4210
Head Swimming	5040	5269	5499	5842
Asst. Swimming	3729	3838	3981	4210
Head Skiing	3351	3580	3694	3923
Asst. Skiing	2177	2320	2434	2663
Head Drama (Fall)*	2807	2921	3150	3322
Asst. Drama (Fall)*	2406	2577	2807	2921
Head Drama (Spring)*	3064	3179	3408	3637
Asst. Drama (Spring)*	2291	2577	2692	2807
Choir Director	3208	3322	3551	3723
Head Marching Band	3208	3322	3551	3723
Asst. Marching Band	1804	1861	1976	2091
Drill Team	1804	1861	1976	2091
Yearbook	2205	2377	2606	2835
Newspaper	2062	2177	2291	2406
Magazine	1833	1947	2062	2177
Photographer	1260	1346	1461	1604
Student Council	2005	2177	2291	2520
Student Craftsman Guild/AV 2005		2177	2291	2520
Technical Assistant	2005	2177	2291	2520
Class Advisors				
Freshman	1500			
Sophomore	1775			
Junior	2175			
Senior	2600	(each up to 2 people)		

Athletic Trainer	5499	5728	5957	6300
Site Manager	5499	5728	5957	6300
Middle School Yearbook	1833	1947	2062	2177
National Honor Society	1031	1146	1260	1375
COORDINATOR'S GUIDE	2347	2495	2697	2872

*Position requires full dramatic or musical production; i.e. equivalent of 3-act program; selection of production required to have received prior administrative and board approval.

Longevity - All individuals on the co-curricular guide who have completed five years in the same activity will receive a longevity incentive of \$100 commencing at the beginning of the sixth year in that activity; and an additional \$100 after ten years in that same activity, commencing at the beginning of the eleventh year.

VERNON TOWNSHIP PUBLIC SCHOOLS
FACULTY SALARY GUIDE

1997/98

GUIDE LEVEL	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	30,650	31,650	32,650	34,350	35,400	36,450	37,450	38,450
2	30,900	31,900	32,900	34,600	35,650	36,700	37,700	38,700
3	31,250	32,250	33,250	34,950	36,000	37,050	38,050	39,050
4	31,850	32,850	33,850	35,550	36,600	37,650	38,650	39,650
5	33,050	34,050	35,050	36,900	37,950	39,000	40,000	41,000
6	34,300	35,300	36,300	38,300	39,350	40,400	41,400	42,400
7	35,600	36,600	37,600	39,750	40,800	41,850	42,850	43,850
8	36,950	37,950	38,950	41,250	42,300	43,350	44,350	45,350
9	38,450	39,450	40,450	42,900	43,950	45,000	46,000	47,000
10	40,250	41,250	42,250	44,850	45,900	46,950	47,950	48,950
11	42,400	43,400	44,400	47,100	48,150	49,200	50,200	51,200
12	45,050	46,050	47,050	49,900	50,950	52,000	53,000	54,000
13	48,150	49,150	50,150	53,200	54,250	55,300	56,300	57,300
14	51,600	52,600	53,600	56,800	57,850	58,900	59,900	60,900
15	57,612	58,612	59,612	59,800	60,850	61,900	62,900	63,900
16				65,312	66,362	67,412	68,412	69,412

MA+45 - All credits past "MA+30" must have been earned after placement on MA+30 column.

MA+60 - All credits past "MA+45" must have been earned after placement on MA+45 column.

Doctorate - Whenever conferred - add \$1000

Guide Level - for salary purposes only; does not directly reflect years of teaching experience. This guide does reflect a negotiated compression system.

CO-CURRICULAR SALARY GUIDE

97/98 SCHOOL YEAR

ACTIVITY	STEP 1	STEP 2	STEP 3	STEP 4
Intramurals (Gr. 5-12)	1080	1201	1321	1441
Athletic Clubs (HS/MS)	1681	1801	1921	2161
Head Cheerleading	2371	2491	2611	2731
Asst. Cheerleading	1681	1741	1801	1921
Head Soccer	5282	5522	5763	6123
Asst. Soccer	3872	4022	4172	4412
Head Cross Country	5282	5522	5763	6123
Asst. Cross Country	3872	4022	4172	4412
Head Track & Field	5282	5522	5763	6123
Asst. Track & Field	3872	4022	4172	4412
Bowling	3512	3752	3872	4172
Golf	3512	3752	3872	4172
Head Tennis	3782	4022	4172	4412
Asst. Tennis	2521	2641	2761	2881
Head Field Hockey	5282	5522	5763	6123
Asst. Field Hockey	3908	4022	4172	4412
Head Softball	5282	5522	5763	6123
Asst. Softball	3872	4022	4172	4412
Head Baseball	5282	5522	5763	6123
Asst. Baseball	3872	4022	4172	4412
Head Basketball	5612	5853	6093	6453
Asst. Basketball	3872	4022	4172	4412

Head Football	5763	6003	6243	6603
Asst. Football	3872	4022	4172	4412
Head Wrestling	5282	5522	5763	6123
Asst. Wrestling	3908	4022	4172	4412
Head Swimming	5282	5522	5763	6123
Asst. Swimming	3908	4022	4172	4412
Head Skiing	3512	3752	3872	4112
Asst. Skiing	2281	2431	2551	2791
Head Drama (Fall)*	2941	3061	3301	3482
Asst. Drama (Fall)*	2521	2701	2941	3061
Head Drama (Spring)*	3211	3331	3572	3812
Asst. Drama (Spring)*	2401	2701	2821	2941
Choir Director	3361	3482	3722	3902
Head Marching Band	3361	3482	3722	3902
Asst. Marching Band	1891	1951	2071	2191
Drill Team	1891	1951	2071	2191
Yearbook	2311	2491	2731	2971
Newspaper	2161	2281	2401	2521
Magazine	1921	2041	2161	2281
Photographer	1321	1411	1531	1661
Student Council	2101	2281	2401	2641
Student Craftsman Guild/AV	2101	2281	2401	2641
Technical Assistant	2101	2281	2401	2641
Class Advisors				
Freshman	1500			
Sophomore	1775			
Junior	2175			
Senior	2600	(each up to 2 people)		

Athletic Director	5763	6003	6243	6603
Site Manager	5763	6003	6243	6603
Middle School Yearbook	1921	2041	2161	2281
National Honor Society	1080	1201	1321	1441
COORDINATOR'S GUIDE	2460	2614	2826	3010

*Position requires full dramatic or musical production; i.e. equivalent of 3-act program; selection of production required to have received prior administrative and board approval.

Longevity - All individuals on the co-curricular guide who have completed five years in the same activity will receive a longevity incentive of \$100 commencing at the beginning of the sixth year in that activity; and an additional \$100 after ten years in that same activity, commencing at the beginning of the eleventh year.

SECRETARIES

STEP	95/96	96/97	97/98
1	22,056	23,510	25,095
2	22,356	23,810	25,395
3	22,656	24,110	25,695
4	22,956	24,410	25,995
5	23,306	24,760	26,345
6	23,906	25,360	26,945
7	24,531	27,985	27,570
8	25,131	26,585	28,170
9	25,556	27,010	28,595
10	26,406	27,860	29,445
11	27,256	28,710	30,295
12	28,231	29,685	31,270
13	29,156	30,610	32,195
14	30,081	31,535	33,120
15	30,806	32,260	33,845
16	31,605	33,060	34,645
17	32,406	33,860	35,445
18	33,315	34,620	36,555
19	34,225	35,385	36,555

CUSTODIANS/MAINTENANCE

STEP	95/96	96/97	97/98
1	21,646	22,892	24,216
2	21,946	23,192	24,516
3	22,246	23,492	24,816
4	22,546	23,792	25,116
5	22,896	24,142	25,466
6	23,521	24,767	26,091
7	24,121	25,367	26,691
8	24,546	25,792	27,116
9	25,346	26,592	27,916
10	26,021	27,267	28,591
11	27,121	28,367	29,691
12	28,146	29,392	30,716
13	29,071	30,317	31,641
14	30,171	31,417	32,741
15	31,246	32,492	33,816
16	31,821	33,067	34,391
17	32,571	33,817	35,141
18	33,321	34,567	36,465
19	34,096	35,666	37,789
20	35,666	36,724	37,789

CLERKS - 10 MONTH

STEP	95/96	96/97	97/98
1	17,565	18,635	19,670
2	17,915	18,885	19,920
3	18,165	19,135	20,170
4	18,415	19,885	20,420
5	18,740	19,710	20,745
6	19,015	19,985	21,020
7	19,540	20,510	21,545
8	20,040	21,010	22,045
9	20,465	21,435	22,470
10	21,065	22,035	23,070
11	21,715	22,685	23,720
12	22,282	23,252	24,287
13	22,848	23,818	24,853
14	23,570	24,540	26,700
15	24,925	25,800	26,700

CLERKS - 11 MONTH

STEP	95/96	96/97	97/98
1	19,432	20,499	21,637
2	19,707	20,774	21,912
3	19,982	21,049	22,187
4	20,257	21,324	22,462
5	20,614	21,681	22,820
6	20,917	21,984	23,122
7	21,494	22,561	23,700
8	22,044	23,111	24,250
9	22,512	23,579	24,717
10	23,172	24,239	25,377
11	23,887	24,954	26,092
12	24,510	25,577	26,716
13	25,133	26,200	27,338
14	25,927	26,994	29,370
15	27,418	28,380	29,370

CLERKS - 12 MONTH

STEP	95/96	96/97	97/98
1	21,198	22,362	23,604
2	21,498	22,662	23,904
3	21,798	22,962	24,204
4	22,098	23,262	24,504
5	22,488	23,652	24,894
6	22,818	23,982	25,224
7	23,448	24,612	25,854
8	24,048	25,212	26,454
9	24,558	25,722	26,964
10	25,278	26,442	27,684
11	26,058	27,222	28,464
12	26,738	27,902	29,144
13	27,418	28,582	29,824
14	28,284	29,448	32,040
15	29,910	30,960	32,040

BUILDING AIDES

STEP	95/96	96/97	97/98
1	9,982	10,564	11,174
2	10,282	10,864	11,474
3	10,582	11,164	11,774
4	10,882	11,464	12,074
5	11,257	11,839	12,449
6	11,632	12,214	12,824
7	11,982	12,564	13,174
8	12,357	12,939	13,549
9	12,732	13,314	13,924
10	12,957	13,539	14,149
11	13,332	13,914	14,534
12	13,642	14,224	14,834
13	13,957	14,539	15,149
14	14,357	14,900	15,920
15	14,900	15,395	15,920

DISTRICT MESSENGER

STEP	95/96	96/97	97/98
1	16,820	17,850	18,960
2	17,620	18,650	19,760
3	18,420	19,450	20,560
4	19,220	20,250	21,360
5	20,120	21,150	22,260
6	21,020	22,050	23,160
7	21,920	22,950	24,060

TRANSPORTATION COORDINATOR

95/96	96/97	97/98
35,631	37,085	38,670

NON-CERTIFIED DIFFERENTIAL GUIDE

ACTIVITY	95/96	96/97	97/98
Black Seal License	549	601	631
Head Custodian (HS)	2926	3208	3361
Head Custodian (MS)	2665	2921	3061
Head Custodian (PS)	2586	2835	2971
Late Afternoon Shift	627	687	720
Evening Shift	758	831	870
Night Shift	967	1060	1110
Evening Foreman	758	831	870
Night Foreman	758	831	870
Maintenance Mechanic	3240	3551	3722
Maintenance Helper	1881	2062	2161
Electrician's License	2795	3064	3211
Substitute Caller (HS)	1202	1317	1381
Substitute Caller (MS)	1071	1174	1231
Substitute Caller (PS)	967	1060	1110
Principal's Secretary (HS)	2560	2807	2941
Principal's Secretary (MS)	2299	2520	2641
Principal's Secretary (PS)	2038	2234	2341
Sewage Treatment	1541	1690	1771
Head Groundskeeper	800	877	919

ARTICLE XX

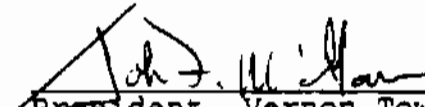
DURATION OF AGREEMENT

VERNON TOWNSHIP BOARD OF EDUCATION/VERNON TOWNSHIP EDUCATION
ASSOCIATION, INC., AGREEMENT

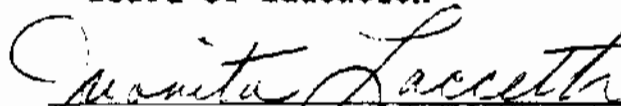
The Board/Association's Agreement will remain in force for 3 years (1995/96, 1996/97, 1997/98).

Effective Date: July 1, 1995

Termination Date: June 30, 1998

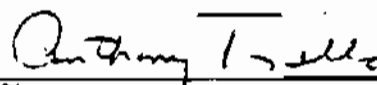


President, Vernon Township
Board of Education




President, Vernon Township
Education Association

January 18, 1996
Date



Witness



Witness