THIS BOOK DOES
NOT CIRCULATE

AGREEMENT

between

RANCOCAS VALLEY REGIONAL HIGH SCHOOL

and

THE TEACHERS ASSOCIATION OF RANCOCAS VALLEY REGIONAL HIGH SCHOOL

Buch gone County

1975-1976

SCHOOL YEAR

LIBRARY
Institute of Management and
Labor Relations

JHL 29 1975

RUTGERS UNIVERSITY

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CONTRACT

THIS AGREEMENT, made this 16th day of April 1975, between RANCOCAS VALLEY REGIONAL HIGH SCHOOL, a body politic and corporate of the State of New Jersey, with its principal place of business in Mount Holly, County of Burlington and State of New Jersey, party of the first part and, THE TEACHERS ASSOCIATION OF RANCOCAS VALLEY REGIONAL HIGH SCHOOL, a non-profit corporation of the State of New Jersey, also situate in Mount Holly, aforesaid, party of the second part, WITNESSETH:

The parties do hereby enter into this contract pursuant to the provisions of Chapter 123 of the Public Laws of 1975.

ARTICLE I.

RECOGNITION OF UNIT

The Board of Education of Rancocas Valley Regional High School has heretofore recognized and does hereby confirm its recognition of the Teachers Association of Rancocas Valley Regional High School, a non-profit corporation of the State of New Jersey, as the Representative for the purposes of collective negotiations by the following groups of employees of the Rancocas Valley Regional High School:

- 1) Classroom teachers
- 2) Nurses
- 3) Guidance Counsellors
- 4) Librarians
- 5) School Psychologist
- 6) Department Chairman, Coordinators
- 7) Social Worker
- 8) Learning Disabilities Specialist

The Board will continue to recognize the Rancocas Valley Teachers Association as the exclusive representative of Department Chairmen and Coordinators.

The Board however reserves the right to abolish the position or positions provided the position is replaced by one requiring a Supervisors Certificate and which position will carry tenure status — and provided further that such replacement position shall conform to the Statutory description of a Supervisor (Chapter 123 Laws of 1975) and shall have the power to recommend to hire, and discharge, and to discipline and evaluate teachers — or to completely eliminate the Department Chairman position without any form of replacement after due discussion with the Department Chairman.

Should the Board elect to so change the Department Chairman position, same will be dropped from the unit, without the necessity of an application before PERC.

ARTICLE II.

GRIEVANCE PROCEDURE

The parties hereto agree to resolve grievances affecting the employees of the party of the first part, who are represented for the purposes of collective negotiation by the party of the second part, as follows:

DEFINITION Category A - A grievance under this category shall mean a complaint by an employee as defined in Article I of this Agreement that there has been a violation, misinterpretation, or inequitable application of any of the provisions of this Agreement and may be processed through Step IV.

Category B - A grievance under this category shall mean a complaint by an employee as defined in Article I of this Agreement that there has been a violation, misinterpretation, or inequitable application of established Board Policies, and may be processed through Step III.

A grievance shall not apply to any matter to which (a) a method of review is prescribed by law, or any rule or regulation of the New Jersey State Commissioner of Education: (b) a complaint of a non-tenure teacher which arises by reason of his not being re-employed.

PROCEDURE

Step I. The aggrieved teacher shall submit his grievance to the Principal of Rancocas Valley Regional High School within 14 calendar days of the occurrence in an attempt to resolve the grievance informally through personal conference with grievant.

The Principal's disposition of the grievance must be made within 14 <u>calendar</u> days following the submission of the grievance.

Step II. The Principal's disposition of the grievance may be appealed within 14 calendar days to the Superintendent of Rancocas Valley Regional High School. This appeal shall be submitted in written form, shall completely state the grievance, and shall state the Principal's disposition of the grievance. After meeting with grievant the Superintendent shall inform the aggrieved teacher in writing of the Superintendent's disposition of the grievance within 14 days of the Superintendent's receipt of the appeal.

Step III. The Superintendent's disposition of the grievance may be appealed to the Board of Education of Rancocas Valley Regional High School.

This appeal must be submitted within 14 calendar days of the teacher's receipt of the Superintendent's written disposition of the grievance. The appeal shall be submitted with all pertinent data, in writing to the President of the Rancocas Valley Regional High School Board of Education. The Board of Education shall meet with the aggreived teacher within 14 calendar days of the Board President's receipt of the aggrieved teacher's appeal.

The President of the Board of Education shall notify the aggrieved teacher, in writing, of the Board of Education's disposition of the grievance within 14 calendar days after the hearing of the aggrieved teacher's appeal.

STEP IV. In the event that a "Category A" grievance cannot be resolved by both parties it may be submitted to advisory arbitration within 14 calendar days after Step III notification.

Within 14 calendar days after such a notice of submission to advisory arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator to serve. If the parties are unable to agree upon an arbitrator, a request for a

list of arbitrators may be made to the American Arbitration Association by either party. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they may request the American Arbitration Association to submit a second roster of names. If the parties are still unable to determine a mutually satisfactory arbitrator from the second list, the American Arbitration Association may be requested by either aprty to designate an arbitrator.

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.

The Association shall be considered as a proper party to file a grievance where a group of teachers is involved.

The Teachers Association of Rancocas Valley Regional High School may provide two representatives for the aggrieved employee as defined in this contract for the procedure set forth in Step II, III, and Step IV of this Agreement. The time limits stated in Steps II, III, and IV may be extended when necessary and when mutually agreed upon by the parties to this Agreement. A request for such an extension shall be made in writing addressed to the President of the Teachers Association pf Rancocas Valley Regional High School and to the Superintendent of Rancocas Valley Regional High School.

ARTICLE III

SALARY SCHEDULE

It is further agreed between the parties hereto that the Salary Schedule annexed hereto and made a part hereof and marked Exhibit "A-1" is hereby adopted for the school year 1975-1976, for the employees represented for the purposes of collective negotiation by the party of the second part, excepting non-degree Nurses, whose schedule is annexed as Exhibit "A-2".

All persons entitled to increment will be advanced one step on the salary guide.

ARTICLE IV.

LONGEVITY PROVISIONS

The following policy regarding longevity is hereby adopted and made a part of this Agreement:

A \$500.00 longevity increase will be granted to every teacher who has been (a) under tenure for five years, and (b) at the top step of the Salary Schedule for five years.

An additional \$500.00 longevity will be granted at the beginning of every sixth year thereafter.

ARTICLE V.

ISSUING CONTRACTS

Provided the School Budget has been approved and adopted by the voters, all employees of the party of the first part represented by the party of the second part shall receive no later than April 30, 1976 written notification of their reappointment to any position, except Spring Athletic positions which will receive reappointment notice by June 15 for the 1976-1977 school year, which must be accepted and executed by the employee within fifteen days thereafter.

ARTICLE VI.

HOSPITALIZATION PAYMENTS

The party of the first part agrees to provide for all of its employees a major medical and a basic Health and Accident Insurance Plan and to pay on account of the premium thereof, the sum set forth in Exhibit "B" annexed.

The party of the first part also agrees to pay the premiums necessary effective July 1, 1975, as to increase the Blue Cross-Blue Shield Major Medical coverage to \$30,000.00.

ARTICLE VII.

NOTIFICATION OF DEGREES AND CREDITS

All employees of the party of the first part who anticipate an award of a higher degree or additional credits that will cause a change in their position on the Salary Guide, must notify the Superintendent of the Rancocas Valley Regional High School, in writing, on or before December 1st preceding the award.

ARTICLE VIII.

LEAVE POLICY

Association members will be entitled to the following non-accumulative leave of absence with full pay during the school year 1975-1976.

- 1. Death in Immediate Family. A maximum of 3 days per year will be allowed for death in the immediate family. Immediate family shall consist of parent, child, spouse, brother, sister, grand-child, spouse's parent, or relative in the employee's home
- 2. Serious Illness of Spouse or Child. A maximum of 2 days per year will be allowed for serious illness of spouse or child. Serious illness is considered to be one requiring hospitalization, and/or major surgery. When possible, request for this leave should be made 24 hours in advance of the date requested.
- 3. <u>Personal Business</u>. A maximum of 2 days per school year will be allowed for the transaction of personal business that cannot be conducted at a time other than the school day. Such leave shall, except as specifically approved by the Superintendent, not be preceding or succeeding a holiday. An employee, when applying for such leave, shall, except in case of emergency, file a request at least 2 days in advance.

The present contractual provision for Personal Leave Days shall be enlarged to include Religious Holy Days as reasons for same.

Those persons electing to use a Religious Holy Day as a Personal Leave Day, must give advance notice of such intention to the Superintendent in writing, at least 30 days in advance of the Holy Day, or if the Holy Day falls within the first 30 days of the term, on the first day of school.

Should, in the Boards discretion, an excessive number of persons apply for a particular Religious Holy Day, the Board shall have the right to cancel school for such a day, and re-schedule same.

Personal business days are not accruable from one school year to another.

ARTICLE IX.

SPECIAL LEAVE OF ABSENCE

Special leave(s) of absence may be requested in writing addressed to the Superintendent of Schools. Such leave may be granted with or without full salary, or with partial salary, and the determination for such leave and reimbursement, if any, shall reside with the Board. Only tenure personnel shall be considered for such leave, and those personnel granted such leave shall contract with the BOARD for one year following such leave, or reimburse the Board for any financial benefits paid during the term of such leave.

ARTICLE X.

EXTRA-CURRICULAR ACTIVITIES

It is further agreed between the parties hereto that fees for extracurricular activities for 1975-1976 will be in accordance with Schedule C annexed hereto, which fees will be binding on all parties hereto for a period of five years from the school year 1972-1973 to the school year 1977-1978.

A Committee of Administration and Rancocas Valley Teachers Association shall be established for the purpose of reviewing salary and job comparisons between male and female Coaches (ECA), which Committee shall make recommendations for establishing ECA assignments and fees, if found to be necessary.

Said Committee shall consist of 2 Board Members, the Superintendent or his designee, 1 High School Principal, 1 Director of Athletics, 1 Coordinator of Womens Athletics, 2 Coaches, 2 Association Members.

It is further agreed between the parties hereto that the following procedure will be followed relative to the consideration of new positions to be added.

- A. A teacher who feels the need to seek consideration for a new position will compile all data to present to the Principal and Superintendent.
- B. The Superintendent will then present this request and information to the Board of Education for study.
- C. The Board of Education and Superintendent will then give said teacher their reply to the request as soon as reasonable time for study has elapsed.

ARTICLE XI.

SUMMER SCHOOL FEES

It is further agreed between the parties hereto that fees for summer school will be in accordance with the following schedule:

Fee Schedule

Step	Fee
1	\$ 725
2	750
3	775
4	800
5	825

ARTICLE XII.

INSTRUCTIONAL LIAISON COUNCIL

A committee comprised of one or more members of the Board of Education of Rancocas Valley Regional High School, the Superintendent of said School, or his nominee who shall act as Chairman, three members of the administrative staff chosen by the Superintendent of Schools and three representatives of the Teachers Association of Rancocas Valley Regional High School or their alternates chosen by said Association shall meet on three occasions during the school year in October, January and April respectively. Initiation may be made by either party in writing requesting a date(s) convenient to both parties and such letter of initiation shall suggest agenda items of mutual concern for discussion.

Attendance of a Board Member at the meetings of the Instructional Liaison Council shall be voluntary on the part of such member. A Board member will attend Instructional Liaison Council meetings when requested to by either party of the Instructional Liaison Council.

This Committee is advisory in nature. All reports of the Committee shall be forwarded to the Board who may accept, reject or send back a report for further study. In the event a report is rejected or returned, it shall not be resubmitted without substantial modification. It is also understood that any disposition by the Board concerning this matter, by commission or omission, shall not be grievable.

ARTICLE XIII.

DEPARTMENT CHAIRMAN

It is agreed between the parties hereto that fees for Department Chairman for the 1975-1976 school year will be as follows:

\$\frac{450}{25} \quad \text{Base} \\ \text{Per Department Teacher} \end{array}

Maximum Salary \$750 Assistant Salary 350

Any changes contemplated under ARTICLE I relating to Department Chairmen and Coordinators shall be discussed with all the respective Department Chairmen or Coordinators prior to any affirmative action by the Board.

ARTICLE XIV.

PARA PROFESSIONAL ASSISTANCE

1. Rancocas Valley Regional High School agrees to furnish the equip-

ment including an electric typewriter for clerical assistance in the teachers' room and to hire a para-professional to perform such clerical services under the supervision of the Board of Education of Rancocas Valley Regional High School for a full day Monday through Friday inclusive during the school year and to furnish C.O.E. personnel clerical assistance for the same purpose for the remainder of the school day not served by the paraprofessional hereinbefore referred to.

2. It is further agreed between the parties to continue the Aides in 1975-1976 for the purpose of corridor supervision or cafeteria supervision.

ARTICLE XV.

MATERNITY LEAVE

A. Natural Birth

The Board shall grant maternity leave without pay to any teacher upon request subject to the following stipulations and limitations:

- (1) A teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed.
- (2) At the time of application for leave, which shall be made upon reasonable notice to the Board, the teacher shall specify in writing the date on which she wishes to commence leave and the date on which she wishes to return to work after birth.

The board will require any teacher to submit a certificate from her physician in support of the requested leave dates.

- (3) Where medical opinion is supportive of the leave dates requested, such requested leave shall be granted by the Board, except that the Board may change the requested dates upon a finding that the grant of a leave for those dates would interfere with the normal administration of the school.
- (4) Nothing in this policy shall obligate the Board to grant maternity leaves of absence without pay to non-tenured employees beyond the end of their contract period.

B. Adoption

Any teacher adopting an infant child shall be entitled to the provisions as outlined in the leave without pay "A Section" above.

ARTICLE XVI.

MISCELLANEOUS PROVISIONS

A. Meetings

Department Chairmen Meetings, Faculty Meetings, or Staff Meetings shall be limited to two per month during the first five months of the term and one each month thereafter. Said meetings shall not exceed one (1) hour duration.

B. Teaching Day

The length of the teachers day shall be $7\frac{1}{2}$ hours.

C. Work Year

The teachers work year shall be 182 days plus a conference day and plus 1 additional day for new hirees.

D. Assignments

Teachers can be assigned to a total of 6 daily assignment periods, covering teaching or duty.

E. Personal File

Teachers shall have the right on written notice of 72 hours to view their personal file, in the presence of an Rancocas Valley Teachers Association representative, if same is desired by the teacher.

"Confidential Recommendation" shall not be viewable by the teacher.

No material shall be placed in the teachers personal file without affording the teacher an opportunity to sign same. Such signing shall merely indicate knowledge of placement in the file, not agreement with the content thereof.

Teachers shall be permitted to respond in writing to any materials placed in their personal file.

F. SUBSTITUTING

Every effort will be made to equitably distribute any substituting outside of one's discipline amongst the entire teaching staff.

G. Summer Curriculum Work

When a teacher is requested by administration to work during the summer, in a curriculum position other than classroom teaching, compensation shall be set on a pro rata basis against his or her annual salary.

H. Lunch

The teachers uninterrupted lunch hour shall be of length equal to that of the students.

ARTICLE XVII.

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1975, and shall continue in effect until June 30, 1976.

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

It is understood and agreed that the provisions of this contract have no bearing on any employees of Rancocas Valley Regional High School not in the negotiating unit as defined in Article I herein.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their respective Presidents, attested by their respective Secretaries and have hereunto affixed their respective corporate seals, the day and year first above written.

RANCOCAS VALLEY REGIONAL HIGH SCHOOL

Attest:		
(Seal)_		by: President
	Secretary	THE TEACHERS ASSOCIATION OF RANCOCAS VALLEY REGIONAL HIGH SCHOOL
Attest:		by:
(Journal of the Control of the Contr	Secretary	President
Date:		

EXHIBIT A-1

RANCOCAS VALLEY REGIONAL HIGH SCHOOL Mount Holly, New Jersey

TEACHERS' SALARY GUIDE 1975-1976

Step	B.S.	B.S. + 15	Masters Degree (A)	Masters Degree (B)	Masters + 15	Masters + 30	Doctors Degree
Н	9550 - 1,000	0 9837 - 1.030	10123 - 1.060	10314 - 1.080	10410 - 1.090	10696 - 1.120	11460 - 1.20
7	9932 - 1.040	0 10228 - 1.071	10524 - 1.102	10725 - 1.123	10825 - 1.1335	11126 - 1.165	11918 - 1.24
ю	10314 - 1.080	0 10624 - 1.1125	10935 - 1.145	11135 - 1.166	11245 - 1.1775	11556 - 1.210	12377 - 1.29
4	10696 - 1.120	0 11016 - 1.1535	11336 - 1.187	11556 - 1.210	11656 - 1.2205	11976 - 1.254	12835 - 1.34
Ŋ	11269 - 1.180	0 11603 - 1.215	11938 - 1.250	12167 - 1.274	12281 - 1.286	12625 - 1.322	13523 - 1.41
9	11842 - 1.240	0 12195 - 1.277	12549 - 1.314	12787 - 1.339	12907 - 1.3515	13265 - 1.389	14210 - 1.48
7	12415 - 1.300	0 12787 - 1.339	13160 - 1.378	13408 - 1.404	13532 - 1.417	13905 - 1.456	14898 - 1.56
ω	12988 - 1.360	0 13380 - 1.401	13771 - 1.442	14029 - 1.469	14158 - 1.4825	14545 - 1.523	15586 - 1.63
თ	13561 - 1.420	0 13967 - 1,4625	14373 - 1.505	14650 - 1.534	14779 - 1.5475	15185 - 1.590	16273 - 1.70
10	14134 - 1.480	0 14559 - 1.5245	14984 - 1.569	15261 - 1.598	15409 - 1.6135	15834 - 1.658	16961 - 1.77
H	14707 - 1.540	0 15146 - 1.586	15586 - 1.632	15882 - 1.663	16030 - 1.6785	16474 - 1.725	17648 - 1.84
12	15280 - 1.600	0 15738 - 1.648	16197 - 1.696	16502 - 1.728	16655 - 1.744	17114 - 1.792	18336 - 1.92
13	15853 - 1.660	0 16331 - 1.710	16808 - 1.760	17123 - 1.793	17281 - 1.8095	17753 - 1.859	19024 - 1.99
14						18393 - 1,926	19711 - 2.06

EXHIBIT A-2

1975-76

NURSES NON DEGREE

Step	Salary
1	\$ 7,553
2	7,978
3	8,403
4	8,828
5	9,253
6	9,678
7	10,103
8	10,528
9	10,953
10	11,378
11	11,803
12	12,228

The number of years in the school district does not coincide with the placement on the salary guide.

EXHIBIT "B"

1975-1976

Major Medical and basic Health and Accident Insurance Premiums to be paid by Rancocas Valley Regional High School

Single Person	\$ 200.99
Parent & Child or children	369.53
Husband & Wife	526.56
Family	549.68
Single (over 65) person	89.49
Parent (over 65) & child or children	256.92
Husband & Wife (one over 65)	303.79
Husband & Wife (both over 65)	191.18
Family (one parent over 65)	439.51
Family (both parents over 65)	326.90

BOYS ATHLETICS 5 YEAR SCHEDULE -- 1972-73; 1973-74; 1974-75; 1975-76; 1976-77

Fresh. 120 600 t 720 840 960 1080 Wrestling Head Asst. 675 810 945 1080 1215	Head 950 1140 1330 1520 1710 #1 Class Asst. 150 750 900 1050 1200 1350 #2 Class Asst. 120 600 720 840 960 1080 Basketball	Athletic Timer 350 420 490 560 630 Equipment Manager 550 660 770 880 990 Football	Min. Fee Step 1 (1,2) Step 2 (1,4) Step 3 (1,6) Step 4 (1,8)
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Spring	Tennis	Head	Golf	Head Asst.	Winter Track	. Head Fresh.	Cross Country	Head Asst.	Soccer	Head Asst. 90 Fresh. 80 and J.V.	Track
300		300		300 250		400 300		500 300		\$600 450 400	
360		360		360 300		480 3 6 0		600 360		\$720 540 480	
420		420		420 -350		560 420		700 420		\$840 630 560	,
480		480		480 400		640 480		· 800 480		\$960 720 640	
540		540		540 450		720 540		900 540		\$1080 810 720	
600		600		600 500		800		1000		\$1200 900 800	

Min. Fee

Step 1 (1.2)

Step 2 (1.4)

Step 3 (1.6)

Step 4 (1.8)

Step 5 (2

CIRLS ATHLETICS

 Winter Track 	Head Asst.	Track	Tennis	Head Asst.	Softball	Head Asst.	La Crosse	Head Asst.	Gymnastics	Field Hockey Head Asst. Asst.	Cross Country	Cheerleading (2)	Basketball Head Asst.	Coordinator Girls Activities	
300	400 300		300	400 300		400 300		400 300		400 300 300	300	300	400 300 300	\$400	Min. Fee
360	480 360		360	480 360		480 360		36 0		480 360 360	360	360	480 . 360 360	\$480	Step 1 (1.2)
42 0	420 420	,	420	420	i i	420	ī)	420))	560 420 420	420	420	560 420 420	\$560	Step 2 (1.4)
\$80 0	480 480) -	.48 0	480	n 2	480	n 2	480	640	640 480 480	480	480	640 480 480	\$640	Step 3 (1.6)
540	540	730	940 40	5.40	720	540	720	540	720	720 540 540	540	540	720 540 540	\$720	Step 4 (1.8)
Ç	600	80(Ç	600 600	800	600	800	600	800	800 600	800	600	800 600 600	\$800	stęp 5

Stage Band 100 120 140 100 120 140 100 120 140 100 120 140 100 120 140 100 120 140 120 140 120 140 120 140 120 140 120 140 120 140 120	Drill & 420 gper visor 300 360	olor	,	Step 2 Step 3
960 400 480 Saturday plus mileage 400 640 480	480	600	\$800	Step 3
1080 450 540 720 540 540	540 180	675	\$900	Step 4
1200 600 500 600 600	600 200	750	\$1000	Step 5

After School Bus Supervisor

Dance Chairman

l Bus s 5 per day per Supervisor

\$ 10 per Dance

After School Detention \$4 per day

Saturday Study Sessions\$6 per hour

, i.v.	Z Z	Step I	Step 2	Step 3	Step 4	step 5
	\$500		\$700	\$800	006\$	\$1000
olor	375	450	525	600	675	750
Equipment, Drill & Atten. Super visor	୍ଡି ଓଡ଼	360	420	480	540	600
Stage Band	100	120	140 OTHERS)) -		
		720	840	096	1080	1200
Dramatics (2 Flays) Backstage Stagecraft	250	300	350	400	450 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	000
Director Forensics	300	360	420	480 caturday blus mileade	ř	
Asst. Forensics	\$ 10 per after	school trip	% 40 pacutusy # % 40 pacutusy # 350	400	450	200
School Publicity	250 200	2 4 4 5 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	560	640	720	800
Yearbook Advisor Trouble Shooting	300	360 :	420	480	540	009
School Newspaper	300	360	420	φς Σ	04.0	900
Student Council Adv.	300	360	376)) !"		
Non-Class Dance Rees	07 \$	per Chaperone per Dance	D.			
Dance Chairman	\$ 10 per Dance	Φ				
After School Bus Supervisor	\$ 5 per day	5 per day per Supervisor	Si			

Saturday Study Sessions\$6 per hour After School Detention \$4 per day