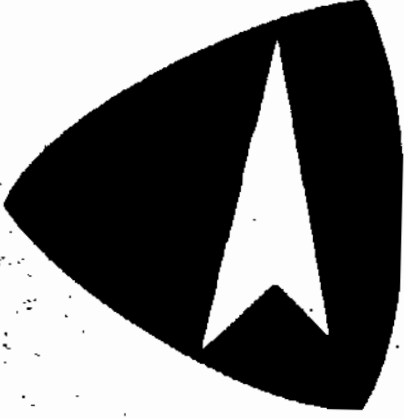


FREDRIC SIROTA

627



**T E A M**

**AGREEMENT  
BETWEEN**

**BOARD OF EDUCATION  
OF  
THE MORRIS  
SCHOOL DISTRICT**

**AND**

**THE EDUCATION  
ASSOCIATION  
OF MORRIS**

**JULY 1, 1992**

**through**

**JUNE 30, 1995**

**T.E.A.M.**

**The Education Association of Morris**

Normandy Parkway  
Morristown, N.J. 07960  
584-2964

**OFFICERS**

	School	Phone	Term
President .....	James R.A. Frendak	2147	(92-94)
Vice-President.....	Pam Contreras	2250	(93-95)
Treasurer.....	Robert Carr	2179	(93-95)
Secretary.....	Eleanor Bolan	2023	(92-94)

**MCCEA**

**Morris County Council of Education Association**

Plaza 447 Rt. 10 E  
Randolph, N.J. 07869  
366-0202

President .....

Vice-President.....

Treasurer .....

Secretary.....

Executive Committee Member

Joseph Steigauf (TEAM)

Martha Slezak

Jay Lipper

Marianne Schmieder

James P. Ward (TEAM, ret.)

**NJEA-NEA UNISERV FIELD OFFICE**

601 Jefferson Road  
Parsippany, N.J. 07054  
(201) 515-0101

Field Representative.....Diane Spear

**NJEA**

New Jersey Education Association  
180 W. State Street  
Trenton, N.J. 08607-1211  
(609) 599-4561

**T.E.A.M. PRESIDENT'S MESSAGE**

This booklet contains the 20th, 21st and 22nd Agreements entered into by THE EDUCATION ASSOCIATION of MORRIS and the Morris School District Board of Education. These Agreements span three contract periods.

As you work through this contract period, you should be noting where improvement in this Agreement must occur and reporting your concerns to the T.E.A.M. V. P.

The contract is useless without enforcement. Violations of any clause should be brought to the attention of T.E.A.M. in a timely manner (within 30 days of the date of violation). In fact, whenever you believe what is happening is wrong based on contract language OR past practice, T.E.A.M. should be notified immediately.

The job is half done, we have negotiated the contract. Your job is to learn the contract language and the rights to which we are all entitled. Together, we will enforce the contract so that all of us enjoy the benefits and security provided herein.

Sincerely,

James R. A. Frendak

**- BOARD OF EDUCATION -  
A MESSAGE FROM THE PRESIDENT**

Once again, the contract negotiation process was a long and arduous one. However, out of this often frustrating procedure emerged a realization that much more can be accomplished by direct communication between TEAM and the Board of Education. After a year of often difficult negotiations, such communication resulted in a settlement which is fair and equitable for all parties concerned.

We must continue to promote a direct and open exchange of ideas between both "sides" of the contract issue. The Site Based Management initiative should help foster this openness of communication and facilitate the process involved.

Our objectives as Board members and educators are much more similar than disparate. The educational challenges facing us all - in our community and our country - are formidable. Let us put behind us the adversarial posture which historically has directed our negotiations process and join hands in directing our efforts toward educating our children to the best of our ability.

Our future as a society and as a leader in a competitive and unified global marketplace will depend upon our students' ability to become educated, productive, responsible, and caring adults. The Board of Education looks forward to sharing the challenge of achieving this goal with the teachers who, on a daily basis, create the opportunities for success for our students - and ultimately for our nation.

Sincerely,

Carol Armour

**BOARD OF EDUCATION**

President .....Ms. C. Carol Armour  
Vice-President .....Dr. Louise Murray-Hoffman  
Dr. Jamil AlRazi  
Mrs. Marietta Dumas  
Mr. William Fainglas  
Mr. Paul Hughes  
Mrs. Lynn Kimmerle  
Mr. John Schafer  
Mrs. Leigh Wolfarth

**TABLE OF CONTENTS**

ARTICLE #	TITLE	PAGE #
<b>PART I - GENERAL</b>		
1	AGREEMENT.....	1
2	RECOGNITION.....	2
3	NEGOTIATIONS.....	4
4	GRIEVANCE PROCEDURE.....	6
5	LEAVES OF ABSENCE.....	11
6	SITE BASED MANAGEMENT.....	17
7	ASSOCIATION PRIVILEGES, RESPONSIBILITIES & MEMBERSHIP.....	18
8	HEALTH BENEFITS.....	21
9	COMPENSATORY PAY AT RETIREMENT.....	22
10	DEDUCTIONS FROM PAY.....	23
11	MISCELLANEOUS PROVISIONS.....	24
12	SEPARABILITY AND SAVINGS.....	25
13	DISCIPLINARY ACTIONS.....	26
14	EMPLOYEE RIGHTS.....	27
<b>PART II - CERTIFICATED STAFF</b>		
15	COMPENSATION.....	28
16	WORKING CONDITIONS.....	35
17	VACANCIES.....	40
18	PERFORMANCE.....	41
19	BOARDS & COMMITTEES.....	42
<b>PART III - NON-CERTIFICATED STAFF</b>		
20	TRANSPORTATION.....	43
21	FOOD SERVICE.....	44
22	CUSTODIAL / MAINTENANCE EMPLOYEES.....	45
23	NIGHT WATCHPERSONS.....	48
24	SECURITY PERSONNEL.....	49
25	TEACHER ASSISTANTS.....	50
26	RADIO / TV COORDINATOR & COMPUTER / AV TECHNICIAN.....	51
27	SECRETARIES.....	52
28	PERFORMANCE AND ASSIGNMENT.....	55
29	COMPENSATION.....	57
<b>PART IV</b>		
30	DURATION OF AGREEMENT.....	59
	TEACHER SALARY GUIDES.....	60
	SECRETARY SALARY GUIDES.....	66

**PART I - GENERAL**

**ARTICLE I**

**AGREEMENT**

THIS AGREEMENT is entered on this 2nd day of April, 1993, by and between the BOARD OF EDUCATION OF THE MORRIS SCHOOL DISTRICT (hereinafter called the "Morris Board") and the EDUCATION ASSOCIATION OF MORRIS (hereinafter called the "Association").

**WITNESSETH:**

WHEREAS, the Morris Board has an obligation, pursuant to N.J.S.A. 34:13A-1 et seq., to negotiate with the Association as the duly recognized majority representative of the personnel employed by the Morris Board, with respect to the terms and conditions of employment and grievance procedures, and

WHEREAS, the Morris Board and the Association have reached certain understandings in regard to the negotiation procedure to be followed, matters affecting terms and conditions of employment and individual grievance procedures;

NOW, THEREFORE, the Morris Board and Association, in consideration of the following mutual covenants, do hereby agree as follows:

## ARTICLE 2

### RECOGNITION

A. The Morris Board hereby recognizes the Association as the majority representative for collective negotiations for the 1992-1993, 1993-1994, and 1994-1995 school years, concerning the terms and conditions of employment of all full and part-time certified personnel, custodial, maintenance, security, food service, transportation employees, radio/TV coordinator, teacher assistants, secretaries and clerical employees, athletic trainer, computer/AV technician, and permanent substitutes.

B. Personnel not represented by the Association are: Superintendent of Schools, Assistant Superintendent for Business/Board Secretary, Assistant Superintendent of Schools, Directors, Principals, Vice Principals, Assistant Principals, Department Chairpersons and other Certificated Supervisors; Supervisor of Building and Grounds, Supervisor of Transportation, Supervisor of Food Services, Supervisor of Administrative Computing, Cook Managers, Building Custodial Forepersons, Secretary to the Superintendent, Secretary to the Assistant Superintendent for Business/Board Secretary, Secretary to the Assistant Superintendent of Schools, Secretary to the Director of Personnel, Assistant Board Secretary/Supervisor of Accounting, Payroll/Benefits Supervisor, Business Services Supervisor, Community Relations Specialist, probationary employees, employees not receiving a contract, including summer employees, and other employees responsible for supervision and/or evaluation of personnel.

C. Unless otherwise indicated, the term "employee," when used hereinafter in this Agreement, shall refer to all unit members represented by the Association in the negotiating unit above defined. References to male employees

shall include female employees.

D. Upon request, the Association shall file adequate proof with the Secretary of the Morris Board that the Association continues to represent a majority of the said personnel as their duly designated or elected collective negotiation representative.

## ARTICLE 3

### NEGOTIATIONS

A. The Morris Board and the Association agree to enter into collective negotiations in accordance with N.J.S.A. 34:13A-1 et seq. in a good faith effort to reach agreement. For purposes of representing the Morris Board in such negotiations, the Morris Board shall designate at least two permanent negotiation representatives for the purpose of negotiating the contract. The Morris Board shall, however, be permitted to designate such additional representatives, or appoint substitutes for these two permanently designated representatives, for any particular negotiating session.

B. The Association shall designate not more than five permanent negotiating representatives for the purpose of negotiating the contract. The Association shall be permitted to designate such additional representatives, or appoint substitutes for its five permanently designated representatives, for any particular negotiating session.

C. The Board and Association agree that their respective representatives of these collective negotiation meetings shall have an obligation and duty to:

1. Identify the problems concerning the terms and conditions of employment insofar as employees are concerned;
2. Gather facts which contribute to a complete understanding of these problems;
3. Exchange and discuss proposals for the solution of such problems;
4. Review the administration of negotiated agreements and resolve such problems as may develop thereunder and which are not properly subject to established grievance machinery;

5. Consider proposed amendments and supplements to this Agreement;

6. Consider proposed amendments and supplements to the individual grievance procedure established by the Board; and

7. Strive to achieve agreement on all matters under negotiation, which agreement shall, without delay, be reduced to writing, attested to as to accuracy by the Presidents of the Board and the Association, or their duly authorized designees, and submitted to the membership of the Association and the entire Board for approval.

D. Any mutually acceptable proposal submitted to the membership of the Association and the entire Board and approved by a majority of each organization shall be formalized as a written amendment, or as a supplement to this Agreement, and signed by the duly authorized officers of the Morris Board and the Association. Both the Morris Board and the Association reserve final authority to ratify or reject any tentative Agreement reached by the negotiating committees.

E. For purposes of future negotiations, the scattergrams and base figures shall be calculated on the first day of the last year of the contract prior to commencement of negotiations.

## ARTICLE 4

### GRIEVANCE PROCEDURE

**A. Purpose.** The purpose of this procedure is to reduce employer-employee conflict, and to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise concerning the terms and conditions of a unit member's employment. Every effort shall be made to settle the grievance with the employee's immediate supervisor. All grievances shall be given prompt attention and consideration, and ample opportunity for discussion shall be allowed at all administrative levels.

#### **B. Definitions.**

**1.** "Grievance," as used herein, shall mean a claim by an employee that there has been an improper or unjust administrative decision, application, interpretation, or violation of a policy or agreement, including the application or interpretation of the terms of this Agreement, affecting the terms and conditions of his employment. Such claim must be filed within 30 days of the alleged incident.

**2.** "Employee" shall be any person employed in the categories listed in the Recognition clause, but excluding all those listed as being excluded from the bargaining unit.

**3.** "Day" means calendar day.

**4.** If a person is not directly responsible to a Principal, the term "Principal" will be taken to mean "immediate supervisor."

#### **C. Grievance Procedure.**

**1.** An aggrieved employee shall verbally notify his immediate supervisor. They shall discuss the problem in good faith with the object of resolving the matter informally.

**2.** If an agreeable solution is not forthcoming,

the aggrieved employee may submit a written grievance to the immediate supervisor. The immediate supervisor shall offer a written response within five days.

**3.** If the employee is still aggrieved, he may, within five days of receipt of response, or in the absence of a response, within ten days from the date of submission of written grievance to the immediate supervisor, whichever is sooner, submit the written grievance, along with the immediate supervisor's response, to the Superintendent of Schools. The Superintendent shall, within ten days, conduct discussions with the parties concerned and shall recommend a settlement in writing.

**4.** If the employee finds the Superintendent's recommendation to be unsatisfactory, the grievance can, within five days of receipt of response, or in the absence of a recommendation, within 15 days from the date of submission of written grievance to the Superintendent, whichever is sooner, be submitted to the Morris Board in writing. The Morris Board shall, within 30 days, conduct discussions with all parties concerned and submit a written decision.

**5.** Except where grievance involves negotiated terms or conditions of employment forming part of this Collective Bargaining Agreement, and in regard to which all details are set forth in full herein, the written decision of the Morris Board shall in any event be final and binding on all concerned, and shall not be subject to the arbitration procedure set forth below where the grievance involves:

**a.** The failure or refusal of the Board to renew a contract of a non-tenured teacher.

**b.** In matters where a specific method of review is prescribed by statute, or by any rule or regulation of the State Commissioner of Education or State Board of Education, including, but not by way of limitation, the right to a review and a hearing under the Tenured Employee Hearing Law (N.J.S.A. 18A:6-10, et seq.) and the right to

review pursuant to N.J.S.A. 18A:9-14 in cases involving the withholding of increments.

c. In matters where the Board is without authority to act.

d. Reduction in the number of persons holding particular offices, positions, or employment with the Board.

e. Transfer of a teacher from one school to another, one grade to another, or one position to another.

f. Fulfillment of vacancies occurring in offices, positions, or employments with the Board.

g. In those matters negotiated and reduced to writing as part of this Agreement, and with respect to which the Board is expressly vested with unrestricted authority to make the final decision.

D. 1. If the grievance involves the interpretation and application of any term or condition of employment which has been negotiated and in regard to which all details are set forth in full in the Agreement (excluding, therefore, all items listed above as possible subjects for review by the Advisory Board of Administrative Procedures, as well as all policies not set forth in full above but adopted by reference), and provided the grievance does not involve any matter described in Section C above, if the aggrieved party is dissatisfied with the written determination of the Board, he may, within five days of receipt of such determination, request in writing that the Association's Executive Committee pursue an impartial settlement by arbitration.

2. If the Association's Executive Committee finds the grievance to be worthy of further consideration, it will, within five days, so notify the Board. Whereupon the Association may petition the American Arbitration Association for the appointment of an arbitrator in accordance with the rules and regulations of said Association. The decision of the arbitrator shall be final and binding

upon all parties insofar as it is consistent with prevailing law. Costs of arbitration shall be borne by the Board and the Association.

#### **E. General Provisions.**

1. Nothing in this procedure will abridge the right of an employee or school official to attempt to resolve a grievance directly and informally.

2. All deadlines provided in this procedure may be extended by mutual written agreement only.

3. The aggrieved party and/or his representative shall have the right to be present at all discussions conducted at any step of the procedure.

4. Any party of interest may be accompanied or represented at all stages of this grievance procedure by a person of his own choosing. The grievant must be present at all steps of the grievance process.

5. 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, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

6. The parties involved in a grievance procedure may mutually waive, in writing, any step of this procedure in order to expedite such grievance in the next step.

7. All meetings and hearings under this procedure shall be conducted in private.

8. All documents, communications and records dealing with the processing of a grievance file shall not be kept in the personnel file of any of the participants.

9. No grievance settlement may amend the terms and conditions of employment agreed by the Morris Board and the Association. If either party considers such change to be necessary, the agreed upon negotiation procedure must be followed.



10. Copies of all written exchanges between aggrieved teachers and school officials shall be transmitted to the Association President at the request of the aggrieved party.

11. Failure of the grieving teacher to appeal to the next level of appeal within the times specified shall bar further appeal with respect to the particular grievance then under consideration.

12. To entitle an aggrieved party to have his grievance processed, the grievant shall be required to follow the administrative decision, directive or Board policy which is the basis for the grievance, until such grievance is properly decided in accordance with this procedure.

## ARTICLE 5

### LEAVES OF ABSENCE

#### **A. Sick Leave.**

1. **Employees Illness:** An employee steadily employed, or under tenure, is entitled to leave of absence with pay for personal disability due to illness or injury, or other cause specified in N.J.S.A. 18A:30-1, for:

a. 13 days in each school year.

b. as many additional days as the employee shall then have to his credit in unused sick leave which has accumulated from prior years as required by law (N.J.S.A. 18A:30-3).

2. Any employee who is absent from his post of duty as a result of a personal injury caused by an accident arising out of, and in the course of his employment, shall be paid full salary for the period of such absence, for up to one calendar year, without having such absence charged to the annual sick leave or the accumulated sick leave. Salary payments made pursuant hereby shall be made for absence during the waiting period and during the period the employee received, or was eligible to receive, a temporary disability benefit under workers' compensation law. Any amount of salary so paid to the employee shall be reduced by the amount of any workers' compensation award made for temporary disability (N.J.S.A. 18A:30-2.1).

3. Employees shall be given a written accounting of accumulated sick leave days annually.

**B. Extended Sick Leave.** Any employee who has exhausted his current and accumulated sick leave may be granted extended leave of absence with partial pay for personal disability due to illness or injury, or other cause specified in N.J.S.A. 18A:30-1 for the remainder of any school year in which such extended leave begins. "PARTIAL

PAY" shall be one-half the employee's normal salary. The decision of the Board on whether or not to grant extended sick leave will be final.

**C. Personal Leave.** An employee shall be entitled to leave of absence with pay for not more than a total of three days in each school year. Any unused personal days, up to a maximum of two, shall be applied to the employee's accumulated sick leave account. Personal leave may be taken because of need arising from one or more of the following:

1. Severe illness of his spouse, ancestor, spouse's ancestor, descendant, spouse's descendant, or any relative living in his household.

2. Marriage of the employee or a member of his immediate family.

a. Such personal leave may also be granted for other compelling just cause.

b. Personal leave shall not be taken to extend vacation.

c. The procedure for reporting personal leave absence shall be the same as the procedure reporting absence because of illness.

d. Unused personal days will be converted to unused sick days at the end of each school year. All unused days, to the legal maximum of 15, will be added to an employee's accumulated sick days.

**D. Death in the Family.** In addition to personal leave, an employee is entitled to leave of absence with pay for the following reasons:

1. In the case of a death in the immediate family, an employee shall be allowed up to three (3) school days for each occurrence. Immediate family is defined as: father, mother, guardians, wife, husband, child, sister, brother, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law or anyone else living in

the employee's household. An additional five days may be granted with permission of the immediate supervisor with good cause.

2. In the case of the death of an employee's aunt, uncle, niece or nephew, an absence of one (1) day shall be allowed without loss of pay.

**E. Professional Leave.** An employee may be granted leave of absence with pay to attend a meeting or convention, or engage in other temporary activity related to the employee's work, where it appears that the interests of the school district will be serve to its advantage.

**F. Sabbatical Leave.** Definition: The word "teacher" shall be considered as including all certified personnel.

1. Any teacher who has completed seven or more years of continuous, full-time service in the Morris School District may, upon recommendation of the Superintendent, be granted leave of absence by the Board for one full year for advanced study or travel combined with study. After each subsequent period of seven or more years of such service, a further leave of advanced study or travel combined with study may be granted.

2. Applications for sabbatical leave are to be submitted by no later than October 1 of the school year prior to the school year during which requested sabbatical leave is to be taken. Such application shall be made upon a regular blank form furnished by the Board and shall indicate a program to be followed by the teacher during the period of leave.

3. Applicants shall agree to abide by all conditions set by the Board to govern such leaves of absence.

4. As a condition to such leave, the teacher shall be deemed to have agreed, by acceptance of such leave, to continue in the service of the Morris School District for a period of at least two years after the expiration of the leave of absence. Voluntarily failing to so con-

tinuc service, the teacher shall repay to the Board the full salary received while on leave.

5. A teacher granted sabbatical leave to engage in full-time study toward an advanced degree shall receive 75% of the salary he would be entitled to receive if not on leave. Full-time study means matriculation in an advanced degree program of a fully accredited advance degree granting institution for a full academic year. A teacher may also be granted sabbatical leave to engage in academic work and study related to his area of specialization combined with travel. If granted sabbatical leave for such purpose, or if engaged in a program of study less than full time, the teacher shall receive 50% of the salary he would be entitled to receive if not on leave. Salary payments for teachers on sabbatical leave shall be made in accordance with the schedule for payment of salaries in the school year, and all regular deductions for salaries, including pension fund deductions and others authorized by the teacher, shall be made.

6. In passing upon applications for such leave, the Board shall be guided by established guidelines and its appraisal of the resulting benefits to the school system, and such leave will be granted only where the Board is satisfied that the loss of the applicant's services for the period of the leave, together with the financial cost, will be more than offset, in terms of value to the school system, by the benefits to the school system reasonable to be anticipated from the granting of the application. Among other factors arising from this standard, due consideration will be given to a reasonable distribution of sabbatical leaves among the personnel of the several buildings and departments.

7. Teachers on such leave may not associate for compensation with any person, persons or organizations during the school year unless the Board shall approve such association as beneficial to this school system, and only

then upon any conditions prescribed by it.

8. Teachers on such leave shall make such regular written reports as may be required.

9. Teachers on such leave will be considered in the employ of the Morris Board, and the time this spent shall count as regular service toward retirement and for consideration in regard to salary adjustments.

10. Such leave of absence shall be without prejudice to the teacher's tenure rights.

11. Teachers whose applications for such leave have been denied shall receive written notification of specific reasons for denial.

**G. Maternity Leave.** An employee who is pregnant shall be entitled to leave of absence for that period of time during which the employee, because of pregnancy, is physically unable to discharge her duties.

1. Upon request, an employee who is pregnant shall be entitled to leave of absence through June 30 of the school year in which leave because of pregnancy begins, or such period of leave extends beyond the period of actual physical disability.

2. A request for maternity leave shall be made in writing to the Superintendent at least 60 days prior to the date that leave is to become effective, and shall include the estimated date that the employee intends to return to work.

3. Eligibility to receive pay during the period of disability due to pregnancy shall be determined on the same basis as such eligibility is determined due to any other disability.

4. In no event shall maternity leave be granted to a non-tenured teacher beyond June 30 of the school year in which maternity leave is commenced.

**H. Other Leave of Absence.** Other leave of absence may be granted with or without pay if the same is autho-

**ARTICLE 6**

**SITE BASED MANAGEMENT**

A. The site based management program established during 1991 shall continue and may be expanded to include additional schools within the District.

B. The pilot program will be terminable at the request of either party at the end of this labor Agreement (June 30, 1995). The parties shall meet within the last thirty days in order to reach a determination as to the continuance of the program.

## ARTICLE 7

### ASSOCIATION PRIVILEGES, RESPONSIBILITIES & MEMBERSHIP

**A. Association Responsibilities.** The Association shall be responsible for acquainting its members with the provisions of this Agreement, and shall be responsible for the adherence to the provisions of the Agreement by its members.

**B. Association Identification.** No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

**C. Use of School Buildings.** The Association and its representatives shall have the right to use the school buildings at all reasonable hours for meetings, if available, provided such meetings do not interfere with school programs and activities, or prevent any teacher from carrying out his duties. The Principal of the building in question shall be notified in advance of the time and place of all such meetings. No approval shall be required.

**D. Bulletin Boards.** The Association shall have, for official use in each school building, the exclusive use of a bulletin board in each faculty lounge and teachers' dining room. The Association shall be assigned adequate space on the bulletin board in the central office for Association notices. The location of the Association bulletin boards in each room shall be mutually designated. Copies of all materials to be posted on such bulletin boards shall be given to the building Principal, but no approval shall be required.

**E. Mail Facilities and Mail Boxes.** The Association shall have the right to use interschool mail facilities and school mail boxes as it deems necessary and without the approval of building Principals or other members of the

administration.

**F. Office Space.** The Association shall be provided, without cost to it, with adequate office space in the building at a location and of description to be mutually agreed upon. The Association shall be allowed to install a telephone in such office at its own expense.

**G. Released Time for Meetings.** Whenever any representative of the Association participates during working hours in negotiations, grievance proceedings, or meetings with the Board, he shall suffer no loss in pay, provided, however, every effort shall be made to schedule such proceedings and meetings so that they do not interfere with the school program and school activities and the performance by employees of duties in regard thereto.

**H. Leave for Association President.** In accordance with the professional leave policy, the Board shall grant leave to the President and/or members of the Association negotiating team to conduct Association business.

**I. New Teachers Meeting.** An Association representative shall be permitted to speak to new teachers at the orientation meeting at the beginning of the school year.

**J. Teacher Rights and Protection in Representation.** Pursuant to N.J.S.A. 34:13A-1 et seq. the Board hereby agrees that every employee of the Board shall have the right to organize, join and support the Association and its affiliates for the purpose of engaging in collective governmental power under the laws of the State of New Jersey. The Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any right conferred by N.J.S.A. 34:13A-1 et seq. or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms of conditions of employment by reason of his membership in the

Association and its affiliates, collective negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement, or otherwise with respect to any terms or conditions of employment.

K. The Board agrees to allow one support staff representative released time, without loss of pay, of up to five days, depending on travel requirements, to attend the annual convention of the National Education Association, and to release two Association officers for two days each, without loss of pay, if employed during the summer to attend the summer workshop of the New Jersey Education Association.

## **ARTICLE 8**

### **HEALTH BENEFITS**

A. The Board shall make available to all employees health care insurance coverage as provided by the New Jersey State Health Benefits Program.

B. The Board shall pay 100% of the cost of the plan selected by the employee from those made available pursuant to paragraph A herein.

C. The Board shall request the carrier to provide each employee with a description of the health care insurance coverage provided under this Article.

D. The dental plan will continue in effect and will be fully funded by the Board to maintain the same level of service currently provided. The carrier and the plan shall be subject to mutual agreement of the parties signing April 2, 1993.

E. Employees shall be entitled to a physical examination once every year at a cost to the Board not to exceed \$150.00 after payment by the medical insurance coverages provided above.

F. Personnel employed on a regular basis and working a minimum of 20 hours per week shall be entitled to all of the above insurance benefits.

## ARTICLE 9

### COMPENSATORY PAY AT RETIREMENT

#### A. Compensatory Pay.

1. Compensatory pay at time of retirement for persons retiring under T.P.A.F. and P.E.R.S. shall be calculated on the basis of 1/200 contract salary at the time of retirement. Entitlement shall be limited to 33 1/3% of a maximum of 10 days per year sick leave less any sick days taken during the period covered.

2. a. Commencing with the 1989-90 school year, the entitlement for ten-month employees shall be thirteen (13) sick days per year, less sick days used. All eleven and twelve-month employees shall receive fifteen (15) days (thirteen sick days and two unused personal days) per year, less sick days used, which may be applied toward their retirement bank.

b. All employees who accrued sick days prior to 1989-90 in the district shall receive for each prior year of service one (1) day if a ten-month employee, or one and one-half (1-1/2) days per year if an eleven or twelve-month employee, for calculation for retirement. These days will be added to the number of days to which the employee is entitled after the computation of unused accumulated sick days.

B. Death Benefit. Employees who would otherwise be eligible for compensatory pay at retirement, but who do not retire from the employ of the District because of death, shall have payment for any eligibility for compensation under this Article made to their estate.

## ARTICLE 10

### DEDUCTIONS FROM PAY

A. Representation Fee. The parties to the Agreement hereby adopt in full Chapter 477 P.L. 1979. Said adoption pertains solely to the unit represented by The Education Association of Morris. The Board agrees to implement payroll deduction as is presently operative in the district and will include the collection and transmittal of this fee pursuant to the present procedure. The Association agrees to notify the Board of the amount of the representation fee to be collected for each listed non-member of the Association. Said fee shall be no more than the maximum permitted by law. The provision for collection and transmittal of the fee shall be governed by Chapter 233, P.L. 1969 (N.J.S.A. 52:14-15.9E). Board compliance with this procedure shall release the Board from any further liabilities, and the Board shall not be a party to any litigation resulting from individual challenge to this Agreement. The Association will notify the Board that a proper demand and return system is in place.

B. Payment Plan and Deductions for Payments to Tri-County Federal Credit Union.

1. The Board agrees to deduct and withhold for each payroll period, from such compensation as may be due to any employee, such sum as may have been specifically authorized in writing by said employee, and pay overall amounts so deducted to the Tri-County Federal Credit Union.

2. An employee may withdraw written authorization at any time by filing 30 calendar days written notice with the Secretary of the Board. No employee shall be required to participate in this program.

## ARTICLE 11

### MISCELLANEOUS PROVISIONS

**A. Printing Agreement.** The Board agrees to pay one-fourth (1/4) of the cost of printing the contract and shall receive 100 copies.

**B. Support Staff.** There shall be an advisory board comprised of selected support staff employees.

**C. Twenty-Four Payment Pay Plan, Full-time** employees under contract for a ten-month work year may elect to receive compensation in 24 payments per twelve-month year. Notification must be made to the Business Office in writing prior to May 1 preceding the contract year for which compensation in 24 payments is requested. Election of this pay plan may not be revoked for the payment year. Request to revoke in a subsequent year may be made in writing to the Business Office prior to May 1 preceding the contract year for which the change in compensation payment is requested. Annual withholding amounts for employees electing the 24 payment plan will be deducted during the September-June pay period.

It is agreed that the Business Office shall notify employees of this optional pay plan and the requirements for participation.

**D. Call-In System for Non-Certificated Employees** The parties agree to establish a committee to work towards the implementation of a tape call-in system for non-certificated employees.

## ARTICLE 12

### SEPARABILITY AND SAVINGS

**A.** 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.



## ARTICLE 13

### DISCIPLINARY ACTION

A. The Board shall have the right to take disciplinary action for good and just cause. Disciplinary action may include but is not limited to:

1. verbal reprimand
2. written reprimand
3. suspension
4. fine
5. demotion
6. termination, where permitted by law, and
7. withholding of increment where taken for disciplinary reasons rather than educational proficiency reasons.

Disciplinary actions will not include the non-renewal of a non-tenured teacher.

B. The Board agrees to utilize the concepts of progressive discipline in its application of this Article, consistent with the circumstances surrounding the infraction and the disciplinary history of the employee.

C. Administration of discipline shall be discussed jointly in confidence and not in the presence of students, parents, or others outside the school system.

## ARTICLE 14

### EMPLOYEE RIGHTS

A. No material derogatory to an employee's conduct, service, character, or personality shall be placed in the employee's personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by offering his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents therein. The employee shall also have the right to submit a written answer to such material, and the employee's answer shall be attached to the file copy.

## PART II - CERTIFICATED STAFF

### ARTICLE 15

#### COMPENSATION

**A. Salary Guide for Teachers.** The Board and the Association agree that the attached salary guides and longevity guides shall become effective July 1, 1992, July 1, 1993 and July 1, 1994.

**B. Extra Pay for Extra Services.**

1. a. For 1992-93, the salaries for teachers employed at their regular or similar professional jobs beyond the regular school year will be on a basis of 1/140 per hour of their monthly salary, up to 7/140 per each day worked, unless the rate exceeds the maximum allowed or required by an outside funding source, in which case that rate shall be paid.

b. The current stipend system shall be modified commencing in the 1993-94 school year as follows:

(1) Summer School: Payment for summer school teaching shall be based on all prior years of service teaching summer school:  
first year through the third year: \$25.00 per hour  
fourth year through sixth year: \$30.00 per hour  
seven or more years of service: \$35.00 per hour

(2) Teachers who attend in-service programs beyond the school day and/or school year shall be paid \$25.00 per hour per session.

(3) Teachers working on grant programs which are privately funded shall be paid at the rate of 1/140 as per the current status, and teachers working on grant programs which are government funded shall be paid at the rate set by the grant.

2. Teachers who perform extra assignments for which extra compensation is now received under current Board policy shall continue to receive extra compensation for such assignments at a salary and under the conditions to be determined by the nature of the assignment, by the responsibility associated with the position, and to be negotiated between the Board and the Association.

3. Teacher participation in extra-curricular activities which extend beyond the regularly scheduled in-school day shall be voluntary and shall be jointly established by the Board and the Advisory Board for Administrative Procedures and a representative committee, and administered by the Superintendent.

4. The total cost, breadth, content, and relative importance of these activities shall be subject to Board approval.

5. a. For the 1992-93 school year, \$281.00 per point shall cover existing activities. Any new activities approved by the Board will be funded at \$ 281.00 per point.

b. For the 1993-94 school year, \$291.00 per point shall cover existing activities. Any new activities approved by the Board will be funded at \$291.00 per point.

c. For the 1994-95 school year, \$301.00 per point shall cover existing activities. Any new activities approved by the Board will be funded at \$301.00 per point.

6. Athletic coaches and other approved extra pay positions shall receive a service increment of one additional compensation point for the third, fifth, tenth and fifteenth year of service (total of four additional points). Positions valued at less than six points shall receive a pro rata service increment as follows: four (4) or five (5) points = 2/3 of a point; two (2) or three (3) points = 1/3 of a point.

a. To earn these service increments, coaches and other extra pay position employees shall be

required to serve in consecutive years in the same sport or activity, unless a break in service for good cause is granted for 1992 and thereafter. Such break in service shall not be unreasonably denied.

b. A coach/advisor who is or has been appointed to a higher position or has reverted to a lower position in the same sport or activity shall not lose service increments or time served toward service increments. Claims for service credits lost before 1993-94 shall be brought by the employee to the Personnel Office for adjustment.

C. Payment. Teachers shall be paid semi-monthly on the 10th and 25th days of each month in the school year. If school is not in session on a pay day, payment shall be made on the last scheduled work day prior to said pay day.

D. Other Salary Guide Provisions for Certified Personnel.

1. The starting salary of a teacher new to the system shall be determined by negotiation between the teacher and the Board.

2. Full year credit will be given to a candidate who has a partial year of experience of 100 work days or more, or a regular school year. No credit on the salary guide will be given where a candidate has a partial year experience of less than 100 work days.

3. The starting salary of a teacher new to the system is to be translated into a guide position based on years of credited experience and training level. No teacher new to the system shall be placed on a guide position higher than those teachers already employed in the system with similar credited experience and training.

4. Non-degree teachers will be placed on Column A on the guide.

5. After initial placement on the guide position, movement along the guide from that position to maxi-

imum shall be in terms of annual increments, based on each year of successful service in the Morris School District. To be eligible for a normal increment, a teacher must have been under contract to the Board during the previous year for at least 100 work days. No half steps will be granted. Successful service shall be determined by satisfactory yearly evaluation of the teacher by the Principal.

If the yearly evaluation is unsatisfactory, an increment may be withheld upon recommendation by the Superintendent and approved by the Board. A copy of the evaluation guide shall be available to the Association. The teacher evaluation shall be in writing, reviewed by the Superintendent, and presented to the Board at the time of the annual salary review.

6. Salary adjustments for change of level of professional preparation will be recognized only if intent to seek such an adjustment is claimed and declared by November 15 of the preceding year, with a final report of status in the form of a letter from the employee filed by August 1 of the school year, followed by an official transcript no later than January 1 of the school year.

7. After initial placement on the salary guide, graduate credit approval will require that graduate courses taken shall be in the assigned teaching field, or part of a matriculated program for a higher degree. In all cases, courses and programs must be approved by the Superintendent prior to first registration. However, the Superintendent shall consider approving courses which are part of a matriculated program or those taken beyond the Masters Degree which will enhance the teacher's educational performance and perspective.

8. To qualify for placement on Column E of the guide, a conferred Bachelor Degree plus completion of thirty semester hours in graduate courses beyond the Bachelor Degree, or a conferred Masters Degree is

required. No salary advancement beyond this column will be granted until a conferred Masters Degree is held. Graduate course credits applied for advancement beyond Column E must be take subsequent to the attainment of a Masters Degree.

9. Salary guide columns designated as "+10" an "+20" shall not apply to newly hired teachers effective 1988-89 school year. Further, for those employees hired during and after the 1988-89 school year, an earned doctorate will be required for the "DOC" salary guide column. A conferred Masters Degree shall be required for placement on the "MA" salary guide column. Advanced salary guide credit is to be based only on prior approved accredited graduate courses. A G.P.A. of 3.0 shall be required for those teachers moving from MA to MA+30 on the new guide structure. Teachers in the employ of the Board in 1987-88 shall have the option of remaining on the old salary guide or converting to the new guide. This selection is not reversible.

**E. Tuition Reimbursement.** A tuition reimbursement plan for payment of tuition costs for Superintendent-approved graduate courses payable after successful completion (a grade of "C" or better) of each course shall be made available to teachers hired for the 1988-89 school year and to currently employed teachers electing the new salary guide. Payment is to be based on the cost of course credit tuition only, and shall not exceed New Jersey State College tuition rates.

**F. Longevity.**

1. +\$250 for those having taught in Morristown and/or Morris Township 10 years by September 1 of the contract year and holding tenure.

2. +\$350 for those having taught in Morristown and/or Morris Township 15 years by September 1 of the contract year and holding tenure.

3. +\$300 for those having taught in Morristown and/or Morris Township 20 years by September 1 of the contract year and holding tenure, provided, however, that said \$300.00 longevity shall be paid only to teachers who received said \$300.00 longevity addition during the 1974-75 school year.

4. Beginning with the sixth (6th) year through the tenth (10th) year of service in the Morris School District, teachers shall receive an annual adjustment of \$150.00 commencing with the 1993-94 contract year.

**G. Staff Assistants and Unit Leaders.** Staff assistants and unit leaders shall be paid in accordance with the following schedule:

#Teachers	1992-1993		
	1-2	3-4	5+
2-3	1186	1285	1384
4-6	1968	2125	2696
7-12	3163	3361	3561
13-18	3955	4198	4350
19+	4746	5039	5336

#Teachers	1993-1994		
	1-2	3-4	5+
2-3	1257	1362	1467
4-6	2087	2253	2857
7-12	3353	3563	3775
13-18	4192	4449	4611
19+	5030	5342	5656

1994-1995

#Teachers	Year	3-4	5+
2-3	1-2	1441	1553
4-6	2-3	2385	3024
7-12	4-6	3771	3996
13-18	7-12	4710	4881
19+	13-18	5654	5987

**H. Field Trips.** For required participation in field trips entailing the supervision of pupils which extend beyond the teacher in-school day and overnight and non-school trips, teachers shall be compensated as follows:

1. For time beyond the normal in-school work day, at the rate of 1/140 of their monthly salary per hour, up to 7/140 for that day.
2. For overnight trips, at the rate of \$150.00 per night.

**I.** Salaries for Driver Education Teachers, Audio Visual Coordinators and Driver Education Coordinator are to be increased 6% over 1991-92 salaries for the year 1992-93, 6% over 1992-93 salaries for the year 1993-94, and 5.85% over 1993-94 salaries for the year 1994-95.

**ARTICLE 16**

**WORKING CONDITIONS**

**A. Employee Assignment**

1. Each employee shall be given written notice of his salary schedule, tentative class, and/or subject assignment, room assignment, and/or work assignment, for the forthcoming year not later than June 1 of the preceding school year. A list of said schedule and assignments shall be simultaneously sent to the Association.

2. Teachers shall NOT be required to:
- a. work in the High School Attendance office;
  - b. ride the school bus, or monitor school bus stops off school ground;
  - c. supervise their assigned children on the playgrounds, except during their recess in the elementary schools;
  - d. supervise children in the cafeterias during their lunch periods.

3. The practice of using a regular teacher as a substitute, thereby depriving him of his preparation period, is undesirable and shall be discouraged. In those cases where regular substitutes are not available, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a teacher may be assigned to serve as substitute. Volunteers and assigned teachers shall be paid at the rate of 1/140 per hour of their monthly salary for each hour worked. Such coverage shall be arranged by the Principal of the school in question and shall be distributed as equitably as possible among the teachers in said school.

**B. Teacher Work Year**

1. Teachers employed under a ten-month

contract shall not be required to work in excess of 184 days.

a. Two of these days shall be used for teacher in-service programs.

b. Teachers new to the system may be required to attend one additional day of orientation.

2. 1.1 and 12-month contracts shall be discontinued as of July 1, 1983, except for those certified staff whose compensation was based on 1.1 or 12-month contract in 1982-83. Certified staff continuing to be employed on a 1.1 or 12-month contract may be scheduled to work additional hours or days during the academic year in lieu of equivalent time during the summer period.

3. 1.1 contracts require 202 work days. Salary shall be 1.1 times the appropriate salary guide step.

4. 12-month contracts shall consist of all normal work days, except earned vacation days and district holidays. Salaries shall be 1.2 times the appropriate salary guide step.

5. Vacations for 12-month certified staff shall be determined as follows:

1-2 years service 11 days

3-4 years service 16 days

5 or more years service 22 days

Vacation days shall accrue beginning with the first year of employment on a 12-month contract.

#### **C. Arrival and Dismissal Times and Other Conditions of Employment.**

1. Elementary and Middle School teachers shall not be required to be at their assigned posts more than 15 minutes earlier than the time that arriving pupils are officially considered tardy, and shall not be required to remain more than 10 minutes after the end of their last regularly scheduled assignment.

2. Teachers shall not be required to "clock

in" or "clock out" by hour and minutes at the beginning or end of the day, but shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" roster, if required to do so by their building Principal.

3. During the day, teachers may leave the building during preparation periods, but must "clock out" and "clock in" by hours and minutes, showing the reason for their absence.

#### **D. Preparation Time and Work Schedule.**

##### **1. Elementary Teachers.**

a. Elementary teachers shall be granted 200 minutes preparation time each five-day work week in 40-minute daily periods, unless specialists are reduced to the extent that this is no longer possible.

b. Teachers shall not routinely be assigned during the aforesaid time in excess of 200 minutes to playground supervision, clerical work, or the school stockroom. If a teacher is required to cover another teacher's assigned class during preparation time, said teacher shall be paid at the rate of 1/140 of his monthly salary for each hour worked.

2. **Middle School Teachers.** Middle School teachers shall be guaranteed at least one preparation period per day and, effective with the 1993-94 school year, will have 15 minutes added to the work day for additional contract time beyond that which existed prior thereto.

a. Teachers having a Team Experience assignment (1/2 period) shall have no more than five teaching periods, one unit planning period, and one special assignment period.

b. Teachers not assigned a Team Experience shall have no more than six teaching assignment periods and one special assignment period.

c. Special assignment periods shall not

require preparation and shall not be subject to classroom observation procedure in the district's teacher evaluation process.

3. **High School Provisions.** The Board agrees that the High School Provisions shall be:

a. **Work Day.** The in-school work day for High School teachers shall be from ten minutes prior to the scheduled arrival of pupils for first period to ten minutes after the last period of the school day, inclusive of a duty-free lunch period equal in time to the student lunch period. Effective with the 1993-94 school year, the work day will increased by 7 minutes.

b. **Teacher Work Cycle.** Teachers whose assignments require that they be in school for more than seven hours times the number of days in the cycle shall be paid at the rate of 1/140 per hour of their monthly salary for each hour worked in excess of seven times the number of days in the cycle. The teachers' work cycle shall include part (a) of High School Provisions.

c. **Additional Assignments.**

(1) In addition to their regular teaching assignments, teachers may be assigned a home-room or related duty and one period of supervision each day.

(2) Teachers assigned teaching duties over and above their regular teaching assignments shall be assigned no other duties.

(3) Teachers assigned teaching duties less than a regular teaching assignment may be assigned additional extra duties.

(4) Nurses, librarians, guidance counselors and all other teachers whose assignment requires that they continuously cover a particular post or function shall be assigned no additional duties.

(5) In the assignment of addition-

duties, every effort shall be made to insure equity of time and assignment.

E. **Certified Support Staff Work Cycle.** The normal work day for certified support staff shall be seven hours. The Board may regularly schedule varying start and end time for the work day of individual certified support staff. Individual preferences will be considered in the development of work schedules.

F. **After School Meetings.** After school meetings shall be held only on Mondays.

G. **Evening Meetings.** Teachers may be required to attend no more than four (4) evening assignments or meetings each school year without additional compensation. Staff required to attend additional meetings shall be compensated at the rate of 1/140 of their monthly salary per hour for each meeting they attend. Two (2) of the evening assignments shall be with parents, and each meeting shall not exceed two (2) hours in length. The two (2) hour meetings shall be scheduled between 6:30 p.m. and 9:30 p.m.. Evening meetings for parent conferences shall be scheduled so that both meetings shall not be held in a single marking period. One evening meeting shall be held on the same day of scheduled afternoon parent conferences.

H. **Class Size.** The Board shall make every effort to maintain class size consistent with good educational standards and practices.

## ARTICLE 17

### VACANCIES

A. A complete listing of all vacancies within the school system shall be published each year, ten days following the collection of letters of intent from teachers within the system. At least one other listing shall be made before the close of the school year. A copy of this list shall be sent to the Association at the time of posting. Upon application to the appropriate supervisor, teachers qualified to fill the vacancies within the system will be granted an interview.

B. Extra Pay Positions. All extra pay positions proposed in the district, and all other positions which are open to teachers, as well as others, shall be posted prior to March 15. A copy of the list of positions shall be forwarded to the Association within ten days of posting. Any teacher may apply within ten days of the posting. Each applicant shall be given consideration.

## ARTICLE 18

### PERFORMANCE

A. Teacher Evaluation. The Board and the Association agree that there shall be an established procedure for the evaluation of teachers' services. Such procedures shall be adopted only after thorough review and consideration of proposals of evaluation developed by the Advisory Board for Administrative Procedures. All teachers shall receive a copy of this procedure in September of each school year.

B. Use of Certificated Teachers, Etc. In order to assure that pupils are taught by a teacher working within his area of competence, a teacher shall be assigned to teach in areas for which he holds a standard teaching certificate issued by the New Jersey State Board of Examiners, or in areas where he is working toward certification. These provisions do not apply to substitute teachers.

C. Non-Tenure Re-Contracting. Any non-tenured teacher who is not to be rehired may request a copy of his or her written evaluation.



## ARTICLE 19

### BOARDS & COMMITTEES

**A. Advisory Board.** The Board and the Association agree that there shall be an Advisory Board for Administrative Procedures.

**B. In-Service Program.** A committee shall be formed to advise the Superintendent regarding the in-service programs. The committee shall be comprised of three members designated by the Curriculum Council, three by the Advisory Board for Administrative Procedures, three by the Administrative Council, and two by T.E.A.M.

## PART III - NON-CERTIFICATED STAFF

### ARTICLE 20

#### TRANSPORTATION

**A. Work Year.** The work year for transportation employees shall be all days that students are scheduled to be present in school.

**B. Work Day.** The work day for transportation employees shall be individually contracted by the Board. Bus drivers are to be guaranteed four hours of work assignment if called in during any one scheduled work day.

**C. Overtime.** Transportation employees who are required to work more than 40 hours in any work week shall be compensated at the rate of one and one-half their regular hourly rate for each hour or fraction of an hour worked in excess of 40 hours.

**D. Special Fees.** All transportation employees are to submit satisfactory proof of physical qualifications for bus driving duties as required. The Board will pay the cost of required physical examination if performed by the Board physician, or up to \$25.00 if performed by the employee's physician, to be reimbursed to the employee upon submission of physician's report and bill. The Board will pay the cost of special bus driver licenses required by each bus driver for operation of a school bus.

**E. Uniforms.** Bus drivers will be provided with appropriate jackets.

## ARTICLE 21

### FOOD SERVICE

**A. Work Year.** The work year for food service employees shall be 182 days.

**B. Work Day.** The work day for food service employees shall be individually contracted by the Board.

**C. Overtime Pay.**

**1.** Overtime pay for regular food service employees shall be calculated at the rate of one and one-half times their regular hourly rate for each hour worked in excess of 40 hours in any one work week.

**2.** Regular food service employees required to work on Saturdays, Sundays, or evenings shall be guaranteed overtime pay rate at one and one-half times their regular rate for hours worked, exclusive of whether such hours are in excess of 40 in any one work week.

**D. Substitutes.** In the event a food service employee is absent, a substitute shall be provided, or adjustment made in work assignment or schedule of other employees, as may be required to provide coverage for the absence.

**E. Uniforms.** Contracted food service employees shall be provided an annual uniform allowance of \$100.00. The Board will designate a local supplier. Uniforms shall be white and shall be worn each work shift.

## ARTICLE 22

### CUSTODIAL/MAINTENANCE EMPLOYEES

**A. Work Year.** The work year for custodial/maintenance employees shall be as established by the district calendar, inclusive of all work days of the period December 26 and 31 each year. Christmas and New Year holidays shall be as current practice.

**B. Work Day.** The work day for custodial/maintenance employees shall be eight hours, exclusive of a scheduled one-half hour duty-free meal period.

**C. Break Periods.** The Board shall provide custodial/maintenance employees two scheduled break periods of 15 minutes during each regular work shift and a clean-up period of 15 minutes at the end of each work shift.

**D. Overtime.** Custodial/maintenance employees who are required to work more than 40 hours in any work week shall be compensated at the rate of one and one-half their regular hourly rate for each hour or fraction of an hour, worked in excess of 40 hours.

**1.** Custodial/maintenance employees assigned to work on Sundays and holidays shall be compensated at the rate of two times their regular hourly rate of pay for each hour or fraction of an hour worked on these days.

**2.** Custodial overtime shall be assigned on a rotating basis within a building or department. The rotation roster shall be established on the basis of seniority. An employee shall have the option to refuse overtime work, except in those instances in which the Board requires that custodial work be performed and the rotation roster produced insufficient staff for the required work. Employees refusing overtime work shall be placed at the end of the rotation roster.

**E. Security.** Custodial employees shall not leave the

premises of their work assignment during their work shift without notifying their immediate supervisor. Employees required to secure a building shall be given adequate time to do so within their shift.

**F. Substitutes.** In the event a custodial employee is absent, a substitute shall be provided, or adjustment made in work assignment or schedule of other employees, as may be required to provide coverage for the absence. In the event that the work of the absent employee is assigned to other employees to be performed in addition to other regular duties, those employees shall be eligible for overtime pay in accordance with paragraph D of this Article.

**G. Recall Pay.** Custodial/maintenance employees recalled to work after the completion of their regular work shift shall receive a minimum of four hours pay.

**H. Vacation Allowance.** After one full year of service, full-time custodial/maintenance employees shall be entitled to annual paid vacation as follows:

1-3 full years	10 days
4-10 full years	15 days
11-full years & over	20 days

**I. Holidays.** Holidays for custodial/maintenance employees shall be 13 days per year, with up to one additional day for a Board-designated holiday which does not fall within a school vacation period. The one additional day shall be a floating day. Employees required to work on a holiday in excess of those designated in the custodial/maintenance school calendar shall receive regular pay, but shall be granted an alternate holiday day, the date for which is to be subject to the supervisor's approval for each employee.

**J. Conventions & NJEA Summer Workshop.** One representative of the district group of custodians, and one representative of the district group of maintenance employees shall be permitted to attend the annual NJEA

convention without loss of pay.

**K. Clothing Allowance.** All custodial and maintenance employees, including the transportation maintenance man and the high school cafeteria custodian, shall, after completion of the probationary period, be provided annually the following work clothes: three pair of trousers, three long-sleeve shirts, two short-sleeve shirts, and an allowance of \$75.00 for approved work shoes. In addition, maintenance employees shall be provided with a light work jacket. Clothing provided shall be required attire for each work shift.

ARTICLE 23

NIGHT WATCHMEN

- A. Work Day. The work day (or night) for watchmen shall be individually contracted.
- B. Overtime. Employees required to work more than 40 hours per week shall be paid at one and one-half times their regular hourly rate of pay for each hour or fraction of an hour worked in excess of 40 hours.

ARTICLE 24

SECURITY PERSONNEL

- A. Work Year. The work year for security personnel shall be all days that school is in session.
- B. Work Day. The work day for security personnel shall be eight hours, inclusive of a duty-free lunch period.
- C. Overtime. Security personnel who are required to work more than 40 hours in any work week shall be compensated at the rate of one and one-half their regular hourly rate for each hour or fraction of an hour worked in excess of 40 hours. Overtime assignments shall be on a rotating basis.
- D. Communicators. The Board shall provide each security employee with a communicator.
- E. Safety Training. Security personnel shall attend security training classes provided by the Board. Employees shall be compensated at their regular rate of pay while attending these courses.
- F. Uniforms. Security guards will be provided with appropriate jackets.

**ARTICLE 25**

**TEACHER ASSISTANTS**

- A. **Work Year.** The work year for teacher assistants shall be all days that students are scheduled to be present in school.
- B. **Work Day.** The work days and duty-free lunch for teacher assistants shall be the same as that established for classroom teachers.
- C. **Breaks.** Teacher assistants shall be entitled to a 20-minute break in the morning and afternoon, to be scheduled with the approval of the cooperating teacher.

**ARTICLE 26**

**RADIO/TV COORDINATOR & COMPUTER/AV  
TECHNICIAN**

- A. **Work Year.** The work year for radio/TV coordinator and computer/AV technician shall be the district calendar.
- B. **Work Day.** The work day for radio/TV coordinator and computer/AV technician shall be eight hours, inclusive of a duty-free lunch period.
- C. **Overtime.** Radio/TV coordinator and computer/AV technician who are required to work more than 40 hours in any work week shall be compensated at the rate of one and one-half their regular hourly rate for each hour or fraction of an hour worked in excess of 40 hours.
- D. **Vacation Allowance.** Full-time radio/TV coordinator and computer/AV technician in either of these positions prior to July 1, 1985 shall be entitled to 22 vacation days annually. Persons appointed to the position on or subsequent to July 1, 1985 are to be entitled to vacations in accordance with the following schedule:

1-2 years service	11 days
3-4 years service	16 days
5 or more years service	22 days

The scheduling of vacation time shall be with the approval of the Board.

## ARTICLE 27

### SECRETARIES

**A. Work Year.** Employees hired on a 12-month contract shall work all weekdays, except earned vacation days and district holidays, or compensatory days in lieu of work performed on district holidays. Employees on a 10-month contract (i.e., employed from September 1 through June 30) shall have 197 work days. Upon agreement between the individual employee and the appropriate administrator, 10-month employees may work any portion of the required 197 work days between July 1st and August 31st. Part-time employees (i.e., employees working less than the normal work week of 35 hours) must work the number of work days required of a 10 or 12-month employee.

**B. Work Day.** Seven hours shall constitute a full work day. Employees shall observe such hours as are assigned to them by the staff member to whom they are assigned.

**C. Secretarial Job Descriptions.** Secretarial employees may obtain copies of job descriptions for their particular jobs upon request.

**D. Secretarial Vacations.**

1. Secretaries on 10-month contract earn no paid vacation.
2. Secretaries on 12-month contract shall receive vacation days according to the following entitlement schedule:

1-3 full years	10 days
4-10 full years	15 days
11 full years or more	20 days
3. Twelve-month contract secretaries hired on or before September 1, 1974 and who have been in the

continuous employ of the Board shall be entitled to 22 paid vacation days.

4. In cases of secretaries transferred from 10-month contract to a 12-month contract, years employed in 10-month contract positions shall be credited as years of service in determining vacation entitlement.

5. Vacation entitlement for secretaries in first year of employment in the district shall be pro-rated from date of employment through June 30 of the first contract period. Subsequently, vacation entitlement shall accrue on a July 1 to June 30 year basis.

**E. Reduction in Secretarial Work Force.** In the event of a reduction in secretarial work force, an employee whose position is eliminated shall be permitted to displace a secretarial employee with less seniority in the affected job classification. Should there be no employee in the affected job classification, the employee shall be permitted to displace an employee of less seniority, as determined by the Board, in a lower secretarial job classification, provided that the employee choosing to displace another has previously held the lower job classification being claimed. An employee displaced by the employee whose position was eliminated by the reduction in force may in turn choose to displace an employee of lower seniority in a lower job classification, provided that the employee choosing to displace another has previously held the lower job classification being claimed.

**F. Salary Guide Provision for Secretaries.**

1. Initial placement of an employee new to the system shall be based upon an evaluation of experience and training, and by negotiation between the employee and the administration, and as recommended to the Board for approval.

2. **Promotion or Transfers.** Initial placement of an employee in another classification due to pro-

or transfer shall be determined by lateral movement on the negotiated guide.

3. After initial placement on a guide position, movement along the guide from that position to maximum shall be in terms of annual increments, based on each year of successful service in the Morris School District.

4. The salary ranges for classifications I, II, III, IV, V, VI, and VII, attached hereto, are established for the school years 1992-93, 1993-94, and 1994-95. The placement of all 10-month employees on the guide shall be made on the same basis as if they had been 12-month employees, and their salaries shall be 86% of 12-month salaries for position of the same classification at the same guide step. Cut-off dates for salary guide movement for first-year employees are to be as follows:

12-month secretary

January 1st

10-month secretary

February 1st

## ARTICLE 28

### PERFORMANCE AND ASSIGNMENT

A. Transfer or Reassignment. Notice of an involuntary transfer for reassignment of non-certified personnel shall be given to the personnel involved as soon as practical.

B. Employee Evaluation. Non-certified personnel shall be evaluated one or more times each contract year, of which one shall be the annual evaluation. The Board retains the right to deny or withhold a salary adjustment for unsatisfactory performance. Evaluation shall be made by the employee's immediate supervisor. At the time of the annual evaluation, there shall be a conference between the employee and the supervisor. The employee shall receive a written report of evaluation of this conference.

### C. Employment Seniority (non-cert.)

1. In the event of a reduction in force in the following classifications:

Custodial employees  
Maintenance employees  
Transportation employees  
Teacher Assistants  
Food service employees  
Security personnel  
Radio/TV coordinator(s)  
Computer/AV technician(s)  
Athletic trainer(s)  
Permanent Substitutes  
LR/PG Aides

employees shall be laid off in the inverse order of seniority. Employees shall exercise their total employment seniority in their classification to replace a less senior employee.

2. In the event a vacancy occurs after a

reduction in force, laid-off employees shall be entitled to recall in the order of seniority.

D. Upon successful completion of probationary period, seniority, longevity, and time for accrual of vacation entitlement for non-certificated unit employees shall be calculated from first day of employment.

## ARTICLE 29

### COMPENSATION

#### A. Salaries.

	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>
Custodian	20,683	21,924	23,206
Boiler license		600 stipend	
Night foreman		600 stipend	
Assistant foreman		600 stipend	
Maintenance	25,220	26,733	28,297
Boiler license		600 stipend	
Security	21,653	22,952	24,294
Radio/TV Coordinator	36,931	39,147	41,437
Food Service	7.81	8.28	8.78
LR/PG	11.83	12.54	13.27
Transportation			
Van	13.82	14.65	15.51
Bus	15.35	16.27	17.22
Athletic Trainer	38,251	40,546	42,915
Computer/			
AV Technician	36,931	39,147	41,437

#### B. Support Staff.

1. Service increments of \$375.00 over base salary after 5 years of service, \$700 over base salary after 10 years of service, and \$925 over base salary after 15 years of service shall be paid to secretarial, custodial, teacher assistants (beginning 1993-94), maintenance, radio/TV coordinator, computer/AV technician, and security personnel on full-time 12-month contract.

2. Food service employees shall be eligible for one-half service increment amounts as apply to custodians. Transportation employees shall be eligible for 70% of the custodial rate (beginning 1993-94). The transportation



increments as apply to custodial employees.

3. Transportation courier and high school cafeteria custodian are to be eligible for longevity payments, pro-rated as may be required.

4. Lunchroom aides shall be eligible for one-quarter service increment amounts as apply to custodians.

5. Teacher assistants' years of service in the district as of July 1, 1985 shall be recognized in determining eligibility for service increments. However, payments shall not be made retroactive prior to July 1, 1985.

**C. ACCEPT and K-12 Teacher Assistants.**

1. ACEPT and K-12 teacher assistants (excluding Lafayette teacher assistants) are to be compensated in the following manner:

a. if non-degreed, at 40% of Column A of the Teachers Salary Guide;

b. if degreed, at 40% of Column B of the Teachers Salary Guide;

2. Lafayette teacher assistants are to be compensated in the following manner:

a. if non-degreed, at 50% of Column A of the Teachers Salary Guide;

b. if degreed, at 50% of Column B of the Teachers Salary Guide.

3. Employees serving as Lafayette Learning Center teacher assistants in 1984-85 are to continue to receive compensation based on 1984-1985 guide designation if employed as teacher assistants in 1992-93, 1993-94, 1994-95.

**PART IV**

**ARTICLE 30**

**DURATION OF AGREEMENT**

THIS AGREEMENT, covering terms and conditions of employment, shall be effective as of July 1, 1992 and shall continue in effect until June 30, 1995. This Agreement covering salary shall be effective July 1, 1992 and shall continue in effect until June 30, 1995.

IN WITNESS WHEREOF, the Board and the Association have hereunto caused this Agreement to be executed by its duly authorized officers and their corporate seals affixed as of the day and year first above written.

BOARD OF EDUCATION OF THE  
MORRIS SCHOOL DISTRICT

EDUCATION ASSOCIATION  
OF MORRIS

BY: \_\_\_\_\_ BY: \_\_\_\_\_

BY: \_\_\_\_\_ BY: \_\_\_\_\_

MORRIS SCHOOL DISTRICT  
TEACHERS SALARY GUIDE - 1992-93

LEVEL	NO DEG*	BA*	BA10	BA20	BA30*	MA10	MA20	MA30*	MA40	MA50	MA60*
					MA			6 YR	6 YR 10	6 YR 20	6 YR 30
	A	B	C	D	E	F	G	H	I	J	K
4	31,801	33,001	33,901	34,751	35,951	36,801	37,681	38,821	39,671	40,541	41,671
5	32,801	34,001	34,901	35,751	36,951	37,801	38,681	39,821	40,671	41,541	42,671
6	34,481	35,661	36,581	37,431	38,621	39,471	40,341	41,491	42,341	43,211	44,341
7	36,381	37,551	38,471	39,341	40,531	41,381	42,251	43,391	44,251	45,121	46,251
8	38,261	39,461	40,351	42,251	42,401	43,281	44,161	45,291	46,171	47,041	48,131
9	40,840	42,030	42,920	43,800	44,990	45,850	46,710	47,870	48,720	49,590	50,720
10	43,350	44,540	45,440	46,310	47,510	48,360	49,240	50,360	51,250	52,120	53,230
11	45,750	46,920	47,810	48,690	49,890	50,750	51,600	52,760	53,610	54,490	55,600
12	48,100	49,290	50,200	51,080	52,260	53,100	53,980	55,140	56,010	57,020	58,000
13	50,490	51,660	52,550	53,440	54,650	55,490	56,380	57,520	58,380	59,230	60,370
14	52,860	54,040	54,950	55,800	57,020	57,880	58,740	59,900	60,750	61,620	62,750
15	55,230	56,430	57,320	58,180	59,380	60,240	61,120	62,270	63,150	63,990	65,130
16	57,840	59,030	59,920	60,800	61,870	62,750	63,620	64,760	65,630	66,500	67,650
17	60,830	62,078	63,004	63,919	66,414	67,288	68,182	69,410	70,304	71,220	72,374

\*These columns represent the salary guide for hires commencing 1988-89 school year, and certificated employees who opted for the guide in 1987-88.

MORRIS SCHOOL DISTRICT  
TEACHERS SALARY GUIDE - 1993-94

LEVEL	NO DEG*	BA*	BA10	BA20	BA30*	MA	MA10	MA20	MA30*	MA40	MA50	MA60*
		B	C	D	E	F	G	H	I	J	K	DOC
4	32,263	33,463	34,363	35,213	36,413	37,263	38,143	39,283	40,133	41,003	42,133	
5	33,263	34,463	35,363	36,213	37,413	38,263	39,143	40,283	41,133	42,003	43,133	
6	34,943	36,123	37,043	37,893	39,083	39,933	40,803	41,953	42,803	43,673	44,803	
7	36,843	38,013	38,933	39,803	40,993	41,843	42,713	43,853	44,713	45,583	46,713	
8	38,821	40,021	40,911	42,811	42,961	43,841	44,721	45,851	46,731	47,601	48,691	
9	41,400	42,590	43,480	44,360	45,550	46,410	47,270	48,430	49,280	50,150	51,280	
10	43,910	45,100	46,000	46,870	48,070	48,920	49,800	50,920	51,810	52,680	53,790	
11	46,310	47,480	48,370	49,250	50,450	51,310	52,160	53,320	54,170	55,050	56,160	
12	48,660	49,850	50,760	51,640	52,820	53,660	54,540	55,700	56,570	57,580	58,560	
13	51,050	52,220	53,110	54,000	55,210	56,050	56,940	58,080	58,940	59,790	60,930	
14	53,420	54,600	55,510	56,360	57,580	58,440	59,300	60,460	61,310	62,180	63,310	
15	55,790	56,990	57,880	58,740	59,940	60,800	61,680	62,830	63,710	64,550	65,690	
16	58,400	59,590	60,480	61,360	62,430	63,310	64,180	65,320	66,190	67,060	68,210	
17	63,284	64,561	65,534	66,476	69,071	69,980	70,910	72,186	73,116	74,070	75,269	

\*These columns represent the salary guide for threes commencing 1988-89 school year, and certificated employees who opted for the guide in 1987-88.

MORRIS SCHOOL DISTRICT  
TEACHERS SALARY GUIDE - 1994-95

LEVEL	NO DEG*	BA*	BA10	BA20	BA30*	MA10	MA20	MA30*	MA40	MA50	MA60*
		B	C	D	E	F	G	H	I	J	K
4	32,819	34,019	34,919	35,769	36,969	37,819	38,699	39,839	40,689	41,559	42,689
5	33,819	35,019	35,919	36,769	37,969	38,819	39,699	40,839	41,689	42,559	43,689
6	35,499	36,679	37,599	38,449	39,639	40,489	41,359	42,509	43,359	44,229	45,359
7	37,399	38,569	39,489	40,359	41,549	42,399	43,269	44,409	45,269	46,139	47,269
8	39,377	40,577	41,467	43,367	43,517	44,397	45,277	46,407	47,287	48,157	49,247
9	41,956	43,146	44,036	44,916	46,106	46,966	47,826	48,986	49,836	50,706	51,836
10	44,466	45,656	46,556	47,426	48,626	49,476	50,356	51,476	52,366	53,236	54,346
11	46,866	48,036	48,926	49,806	51,006	51,866	52,716	53,876	54,726	55,606	56,716
12	49,216	50,406	51,316	52,196	53,376	54,216	55,096	56,256	57,126	58,136	59,116
13	51,606	52,776	53,666	54,556	55,766	56,606	57,496	58,636	59,496	60,346	61,486
14	53,976	55,156	56,066	56,916	58,136	58,996	59,856	61,016	61,866	62,736	63,866
15	56,346	57,546	58,436	59,296	60,496	61,356	62,236	63,386	64,266	65,106	66,246
16	58,956	60,146	61,036	61,916	62,986	63,866	64,736	65,876	66,746	67,616	68,766
17	63,284	64,561	65,534	66,476	69,071	69,980	70,910	72,186	73,116	74,070	75,269
18	65,836	67,143	68,166	69,135	71,834	72,779	73,746	75,073	76,041	77,034	78,279

\*These columns represent the salary guide for hires commencing 1988-89 school year, and certificated employees who opted for the guide in 1987-88.

SECRETARIAL SALARY GUIDE - 1992-93

LEVEL	I	II	II	III	III	IV	IV	V	V	VI	VII
	182 Day	12 Mo.	10 Mo.	12 Mo.	10 Mo.	12 Mo.	10 Mo.	12 Mo.	10 Mo.	12 Mo.	12 Mo.
4	14,308	19,937	17,096	21,961	18,824	22,862	19,566	24,951	21,378	25,915	27,039
5	14,808	20,437	17,596	22,461	19,324	23,362	20,066	25,451	21,878	26,415	27,539
6	15,222	21,083	18,147	23,150	19,917	24,094	20,712	26,214	22,525	27,433	28,684
7	15,635	21,709	18,677	23,850	20,522	24,846	21,370	26,988	23,225	28,408	29,850
8	16,048	22,366	19,239	24,560	21,094	25,610	22,006	27,740	23,871	29,394	31,005
9	16,451	23,002	19,780	25,260	21,698	26,373	22,663	28,525	24,539	30,369	32,171
10	16,833	23,649	20,352	25,938	22,302	27,115	23,309	29,277	25,164	31,344	33,326
11	17,257	24,285	20,882	26,638	22,917	27,857	23,977	30,040	25,811	32,330	34,492
12	17,670	24,942	21,423	27,348	23,521	28,631	24,634	30,825	26,468	33,326	35,648
13	18,084	25,588	21,995	28,058	24,115	29,404	25,292	31,599	27,178	34,344	36,824
14	18,529	26,246	22,578	28,768	24,730	30,178	25,938	32,404	27,846	35,340	37,969
15	19,022	26,903	23,140	29,510	25,376	30,973	26,606	33,178	28,535	36,347	39,125
16		27,571	23,702	30,231	25,991	31,726	27,295	33,984	29,214	37,365	40,301
17		28,270	24,316	30,984	26,638	32,553	27,984	34,779	29,913	38,414	41,457
18		29,099	25,022	31,726	27,295	33,358	28,684	35,595	30,623	39,464	42,633
19				32,468	27,931	34,174	29,404	36,411	31,302	40,513	43,789
20				33,242	28,588	34,991	30,093	37,206	32,001	41,563	44,944
21				34,102	29,328	35,932	30,888	38,106	32,770	42,817	46,374

SECRETARIAL SALARY GUIDE - 1993-94

LEVEL	I		II		III		IV		V		VI		VII	
	182 Day	12 Mo.	10 Mo.	12 Mo.	10 Mo.	12 Mo.	10 Mo.	12 Mo.	10 Mo.	12 Mo.	10 Mo.	12 Mo.	10 Mo.	12 Mo.
4	14,667	20,633	17,622	22,779	19,453	23,734	20,240	25,948	22,161	26,970	28,161	26,970	30,112	31,641
5	15,167	21,133	18,122	23,279	19,953	24,234	20,740	26,448	22,661	27,470	28,661	27,470	28,000	29,191
6	15,697	21,663	18,652	23,809	20,483	24,764	21,270	26,978	23,191	28,000	29,191	28,000	29,079	30,405
7	16,135	22,348	19,236	24,539	21,112	25,539	21,955	27,787	23,877	29,079	30,405	29,079	30,112	31,641
8	16,573	23,011	19,798	25,281	21,753	26,337	22,652	28,607	24,618	30,112	31,641	30,112	31,157	32,865
9	17,011	23,708	20,393	26,034	22,360	27,146	23,326	29,405	25,303	31,157	32,865	31,157	32,191	34,101
10	17,438	24,382	20,966	26,775	23,000	27,955	24,023	30,236	26,011	32,191	34,101	32,191	33,225	35,326
11	17,843	25,068	21,573	27,494	23,641	28,742	24,708	31,034	26,674	33,225	35,326	33,225	34,270	36,562
12	18,292	25,742	22,135	28,236	24,292	29,528	25,416	31,843	27,360	34,270	36,562	34,270	35,326	37,787
13	18,730	26,438	22,708	28,989	24,933	30,348	26,112	32,674	28,056	35,326	37,787	35,326	36,405	39,034
14	19,169	27,124	23,315	29,742	25,562	31,169	26,809	33,495	28,809	36,405	39,034	36,405	37,461	40,247
15	19,782	27,820	23,933	30,495	26,214	31,989	27,494	34,348	29,517	37,461	40,247	37,461	38,528	41,472
16		28,517	24,528	31,281	26,899	32,832	28,202	35,169	30,247	38,528	41,472	38,528	39,607	42,719
17		29,225	25,124	32,045	27,551	33,629	28,933	36,023	30,966	39,607	42,719	39,607	40,719	43,944
18		30,263	26,023	32,843	28,236	34,506	29,663	36,865	31,708	40,719	43,944	40,719	41,832	45,191
19				33,629	28,933	35,360	30,405	37,730	32,461	41,832	45,191	41,832	42,944	46,416
20				34,416	29,607	36,225	31,169	38,596	33,180	42,944	46,416	42,944	44,529	48,229
21				35,466	30,501	37,369	32,124	39,630	34,081	44,529	48,229	44,529		

SECRETARIAL SALARY GUIDE - 1994-95

LEVEL	I		II		III		IV		V		VI		VII	
	182 Day	12 Mo.	10 Mo.	12 Mo.	10 Mo.	12 Mo.	10 Mo.	12 Mo.	10 Mo.	12 Mo.	10 Mo.	12 Mo.	10 Mo.	12 Mo.
4	15,025	21,340	18,153	23,612	20,091	24,623	20,924	26,966	22,958	28,048	29,309			
5	15,525	21,840	18,653	24,112	20,591	25,123	21,424	27,466	23,458	28,548	29,809			
6	16,054	22,369	19,182	24,641	21,120	25,652	21,953	27,995	23,987	29,077	30,338			
7	16,615	22,930	19,743	25,202	21,681	26,213	22,514	28,556	24,548	29,638	30,899			
8	17,079	23,656	20,361	25,975	22,348	27,033	23,240	29,412	25,273	30,780	32,183			
9	17,543	24,357	20,956	26,760	23,025	27,878	23,977	30,280	26,058	31,874	33,492			
10	18,006	25,095	21,586	27,557	23,668	28,734	24,691	31,125	26,784	32,980	34,788			
11	18,458	25,808	22,193	28,342	24,346	29,591	25,428	32,005	27,533	34,074	36,096			
12	18,887	26,534	22,835	29,103	25,024	30,423	26,153	32,849	28,235	35,169	37,393			
13	19,362	27,248	23,430	29,888	25,713	31,256	26,903	33,706	28,960	36,275	38,701			
14	19,826	27,985	24,036	30,685	26,391	32,124	27,640	34,586	29,698	37,393	39,997			
15	20,574	28,710	24,679	31,482	27,057	32,992	28,377	35,454	30,494	38,534	41,317			
16		29,448	25,333	32,278	27,747	33,860	29,103	36,358	31,244	39,652	42,602			
17		30,185	25,963	33,111	28,473	34,752	29,852	37,226	32,017	40,782	43,898			
18		31,474	27,064	33,920	29,162	35,597	30,625	38,130	32,778	41,924	45,218			
19				34,764	29,888	36,524	31,398	39,022	33,563	43,101	46,515			
20				35,597	30,625	37,428	32,183	39,938	34,360	44,279	47,835			
21				36,884	31,721	38,864	33,408	41,215	35,444	46,311	50,158			

-A-	
additional assignments .....	38
Advisory boards:	
Certificated Staff.....	42
Support Staff (non-cert.).....	24
after-school meetings .....	39
arrival and dismissal times .....	36
Association	
identification.....	18
responsibilities.....	18
-B-	
break periods:	
Teacher Assistants.....	50
Custodial/Maintenance.....	45
bulletin boards.....	18
-C-	
class size.....	39
clothing allowance	
Custodial/Maintenance.....	47
Food Service.....	44
Security.....	49
Transportation .....	43
communicators (Security empl.) .....	49
compensatory pay at retirement .....	22
Computer/AV Technician.....	51
conventions:	
NEA.....	20
NJEA .....	46
Custodial employees .....	45
Custodian performing security check .....	45

-D-	
death benefit (sick days).....	22
death in family (leave) .....	12
deductions .....	23
discipline and disciplinary action.....	26
duration of Agreement .....	59
-E-	
employee assignment.....	35
employee illness .....	11
evaluation	
certificated .....	41
non-certificated.....	55
evening meetings.....	39
extended sick leave.....	11
extra pay and/or released time .....	35
extra pay for extra services .....	28
extra pay positions posting.....	40
-F-	
field trips .....	34
Food Services.....	44
-G-	
grievance procedure .....	6
-H-	
health benefits .....	21
High School provisions .....	38
holidays (Custodial/Maintenance) .....	46
-I-	
In-service Program.....	42
insurance .....	21



-J-  
job descriptions, Secretaries.....52

-K-  
-L-  
leave for Association President.....19  
leave of absence .....11  
leave of absence (other) .....15  
listing of teacher vacancies .....40  
longevity:  
certificated employees.....32  
non-certificated employees.....57

-M-  
mail facilities .....18  
Maintenance .....45  
maternity leave.....15

-N-  
NEA Convention.....20  
negotiation procedure.....4  
new teachers meeting .....19  
Night watchpersons .....48  
NJEA Convention .....46  
NJEA Summer Workshop .....20  
non-tenure re-contracting.....41

-O-  
office space (Association) .....19  
overtime:  
Custodial/Maintenance.....45  
Food Service .....44  
Night Watchpersons .....48  
Radio/TV-Computer/AV Technician .....51

Security.....49  
Transportation .....43

-P-  
partial pay .....11  
paydays .....30  
payment plan (Tri-Co).....23  
payment plan (24 checks pay plan).....24  
personal leave.....12  
physical examination:  
general .....21  
Transportation .....43  
point system (value of point) .....28  
prep time .....37  
printing agreement .....24  
probationary period (non-cert.).....56  
professional leave.....13  
promotion (Secretaries).....53

-Q-  
-R-  
Radio/TV personnel .....51  
re-assignment (non-cert.) .....55  
recall:  
Custodial/Maintenance.....46  
Transportation .....43  
recognition clause .....2  
released time (extra pay).....35  
released time for meetings (Association) .....19  
representation fee .....23

-S-  
sabbatical leave .....13  
safety training (Security).....49

salaries:

Teacher Assistants:

  ACEPT .....58

  K-12 .....58

  Lunchroom.....57

  Athletic Trainer .....57

  Computer/AV Technician .....57

Co-ordinators:

  AVA.....34

  Drivers' Education .....34

Custodian.....57

Driver Education Teachers .....34

Food Service.....57

Maintenance .....57

Radio/TV .....57

Secretaries .....66

Security.....57

Transportation .....57

salaries guides:

Secretaries:

  92-93 .....66

  93-94 .....68

  94-95 .....70

Teachers:

  92-93 .....60

  93-94 .....62

  94-95 .....64

salary guide provisions for Secretaries .....53

Secretaries .....52

Security Personnel.....49

seniority (non-certificated):

Secretaries .....53

  all other personnel .....55

separability .....25

sick day compensation (death/retirement) .....22

sick leave.....11

site-based management .....17

special fees (Transportation) .....43

substitutes:

  Custodial.....46

  Food Service.....44

Staff Assistants and Unit Leaders .....33

summer workshop (NJEA).....20

-T-

Teacher Assistants.....50

teacher evaluation .....41

teacher rights and protection .....19

teacher work year .....35

transfer/re-assignment:

  non-certified .....55

  secretary .....53

Transportation .....43

24 payment plan .....24

tuition reimbursement .....32

-U-

uniform allowance:

  Custodial/Maintenance.....47

  Food Service.....44

  Security.....49

  Transportation .....43

use of certified teachers.....41

use of school buildings (Association) .....18

-V-

vacancies:

  certified.....40

  non-certified .....55

vacations:

certified personnel (12 months).....	36
Computer/AV Technician .....	51
Custodial/Maintenance.....	46
Radio/TV .....	51
Secretaries .....	52

-W-

work cycle, Teacher (HS).....	38
-------------------------------	----

work day:

Teacher Assistants .....	50
Computer/AV Technician .....	51
Custodial/Maintenance.....	45
Elementary Teachers .....	37
Food Services .....	44
High School Teachers.....	38
Middle School Teachers .....	37
Night Watchpersons .....	48
Radio/TV .....	51
Secretaries .....	52
Security.....	49
Transportation .....	43

work year:

Teacher Assistants .....	50
Certificated .....	35
Computer/AV Technician .....	51
Custodial/Maintenance.....	45
Food Service.....	44
Radio/TV .....	51
Secretaries .....	52
Security.....	49
Transportation .....	43
Workers' Compensation.....	11