

LONG VALLEY Contract no. 1612

MORRIS COUNTY

AGREEMENT

BETWEEN

WASHINGTON TOWNSHIP

BOARD OF EDUCATION

AND THE

WASHINGTON TOWNSHIP

EDUCATION ASSOCIATION

FOR THE CERTIFIED

AND

SUPPORT STAFF

(SECRETARIES, CUSTODIANS,

FOOD SERVICE)

July 1, 1992 - June 30, 1993

LIBRARY
INSTITUTE OF MANAGEMENT
RUTGERS UNIVERSITY

OCT 14 1992

RUTGERS UNIVERSITY



PREAMBLE

This Agreement entered into this 22nd day of September 1992, by and between the BOARD OF EDUCATION OF THE TOWNSHIP OF WASHINGTON, in the County of Morris, State of New Jersey, hereinafter called the "Board" and the WASHINGTON TOWNSHIP EDUCATION ASSOCIATION, hereinafter called the "Association".

ARTICLE I

RECOGNITION

The Board of Education of the Township of Washington in the County of Morris, State of New Jersey, recognizes the Washington Township Education Association as the exclusive representative of the certified personnel and support staff (secretaries, custodians and food service employees) employed by the Board, for negotiations of salaries, terms and conditions of employment, pursuant to the provisions of Ch. 123, PL 1974, effective January 1975.

The Association recognizes the Board as the elected representatives of the people of Washington Township and as the employer of the certified personnel and support staff (secretaries, custodians and food service employees) of the Washington Township School District.

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning grievance and terms and conditions of employment for all certified personnel and support staff (secretaries, custodians and food service employees) exclusive of supervisory support staff whether under contract or on leave.

Unless otherwise indicated, the term "teachers", when used hereinafter in this Agreement, shall refer to all certified professional employees represented by this Association in the negotiating unit as above defined. The term "support staff employees", when used hereinafter in this Agreement, shall refer to all support staff, including secretaries, custodians and food service employees represented by this Association in the negotiating unit as above defined. The term "employee", when used hereinafter in this Agreement, refers to all employees represented by this Association

RECOGNITION, CONTINUED:

in the negotiating units as above defined. Any references to male teachers or support staff shall include female teachers or support staff, respectively.

ARTICLE II

NEGOTIATION PROCEDURE

A. The parties shall commence negotiations of a successor agreement not earlier than July 1, 1992 nor later than November 1, 1992, and said negotiations will be conducted in accordance with the law.

B. Within seven days of notification, meetings shall be called upon the written request of either of the parties. Requests for meetings shall contain the reason for the request and shall be directed to the respective president or his/her designee. Meetings shall be scheduled so as to cause the least interference with school duties. Official summary minutes shall be kept of all meetings by a secretary mutually agreed upon and jointly reimbursed by both the Board and Association. A copy of all requests for meetings shall be forwarded to the Superintendent of Schools.

C. The parties may call upon competent professional and lay representatives to consider matters under discussion and to make suggestions.

D. When agreement is reached and approved by the Association and the Board, it shall be reduced to writing and signed by the parties.

E. This Agreement incorporates the entire understanding between the parties on all matters which were, or could have been, subject of negotiation. During the terms of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

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

ARTICLE III:

GRIEVANCE PROCEDURE

A. It is the sincere belief of the Board of Education that professional and harmonious relationships between Board and Staff are essential to a well run school system. Therefore, it is the desire of this Board of Education that teacher or support staff grievances will be handled quickly and considerately.

1. Any teacher or support staff employee shall have the right to appeal the application of policies and administrative decisions affecting his/her terms and conditions of employment.
2. A teacher or support staff employee having a grievance may have any person or representative of his/her own choosing appear with him/her, or for him/her, at all levels of discussion concerning the grievance.
3. All grievances shall be given prompt attention and consideration and ample opportunity for discussion at all administrative levels.
4. Grievances shall be handled in the manner set forth in paragraph B of this Article, and filed on mutually agreed upon forms.
5. The following matters shall not be the basis of any grievance filed under the procedure outlined in this article:
 - a. Any matter for which a specific method or review is prescribed and expressly set forth by law, or any rule or regulation of the State Commissioner of Education; or
 - b. A complaint of probationary or non-tenure employee which arises by reason of his/her not being re-employed, except that such employee may exercise any of the prerogatives outlined in B-1 through 5 below.

GRIEVANCE PROCEDURE, CONTINUED:

- c. A complaint by any certified person occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure either is not possible or not required, except that such employee may exercise any of the prerogatives outlined in B-1 through 5 below.
 - d. Any matter which according to law is either beyond the scope of Board authority, or limited by statute or decision to unilateral action by the Board alone, or is a managerial prerogative.
 - e. A complaint of any non-tenure or probationary employee that he/she has received an unfavorable supervisory report or that he has failed to receive a favorable supervisory report, except that such employee may exercise any of the prerogatives outlined in B-1 through 5 below.
- B. 1. In the first instance, the teacher's or support staff employee's complaint shall be submitted in writing to his/ her immediate supervisor within ten (10) working or school days of the time the alleged situation first occurred. If the complaint is not settled within five (5) working days by the respective supervisor, it shall be referred to the person next in administrative responsibility. This referral must be submitted in writing within five (5) working or school days after the supervisor's answer.
2. If the complaint is not settled by this supervisor to whom the second appeal is made within five (5) working or school days, the teacher or support staff employee may request that the complaint be referred to the Superintendent within five (5) working or school days.
3. If satisfaction is not obtained, the employee may, within five (5) working or school days, request that the Superintendent arrange for a hearing with the Board Personnel Committee and the Superintendent. A time for this hearing shall be arranged within seven (7) working days. Following the hearing, a response from the Chairperson of the Personnel Committee to the employee shall be made within seven (7) working days.

GRIEVANCE PROCEDURE, CONTINUED:

4. If the employee still has not received satisfaction through the procedure described in "3" above, he/she may, with full knowledge of his/her immediate supervisor and the Superintendent, arrange an appointment with the Board of Education for discussion at the next official Board meeting at which action can be taken.

a. Prior to the meeting with the Board of Education, the employee may request Association support. The executive officers of the Association shall prepare a statement for the employee indicating those actions the Association is prepared to take on his/her behalf. The employee shall have the prerogative to terminate at any step in this procedure.

5. The Board of Education, after hearing the employee's grievance, shall give a decision within ten (10) working days of the employee's meeting with the Board.

6. If the aggrieved is dissatisfied with the Board's recommendation, he/she may request the selection of an Arbitrator by the American Arbitration Association within fifteen (15) working days after receipt of the decision of the Board. The parties shall then be bound by the rules and procedures of the American Arbitration Association. The decision of the Arbitrator shall be submitted to the Board, the individual, and the Association, and shall be final and binding on all parties.

7. The costs for the services of the Arbitrator, including but not limited to per diem expenses, if any, and actual and necessary travel, and subsistence expenses, shall be borne equally by the two parties involved. Any other expenses incurred shall be paid by the party incurring the same.

8. The days referred to above in this section B shall be consecutive days during which the administrative offices of the school district are open.

ARTICLE IV

LEAVES OF ABSENCE

A. PERSONAL BUSINESS LEAVES

A teacher or support staff employee will be allowed three (3) days for personal business which cannot be transacted outside of school.

The employee taking such leave will give the administration ample advance notification whenever possible. No leave will be granted on the day preceding or immediately following a vacation period or holiday, unless prior approval has been granted by the Superintendent of Schools.

Personal business leaves for teachers and support staff employees shall not be cumulative, except hereinafter set forth.

Unused personal days can be accumulated and added to the employee's accumulated sick leave. Certified and support staff members can accumulate a maximum of three (3) days sick leave at the rate of one (1) day for each unused personal day.

B. SICK LEAVE

1. A teacher or food service employee will be allowed up to an additional ten (10) days leave of absence for illness per school year, with full pay. A secretary or custodian will be allowed up to an additional twelve (12) days leave of absence for illness per school year, with full pay. Any teacher or food service employee whose contract becomes effective after September 30th, or any secretary or custodian whose contract becomes effective after July 31st, shall receive sick leave proportionate to the number of months of the contract period for that year. A doctor's certificate may be required by the Superintendent of Schools for any employee using a sick day immediately before or after a holiday or school vacation period or after three (3) days of absence. All unused days of sick leave are accumulated without limit from July 1, 1955, or date of employment, whichever comes later. Any employee on

SICK LEAVE, CONTINUED:

maternity leave or extended leave, as defined in Article IV section F, but not to include sick leave, shall receive sick leave proportionate to the number of months of active employment for that year. For special cases such as retirement, resignation, or transfer, but not limited to these, employees shall receive sick leave proportionate to the number of months of employment for that year. Working under contract one (1) day in a month shall constitute a month of employment for the above calculations. Accumulation for part time employees shall be prorated.

2. Upon retirement or resignation in good standing, after 10 consecutive years of employment in Washington Township Schools, reimbursement for unused sick leave shall be as set forth below.

a. For days accumulated as of 6/30/89 and not subsequently used upon leaving the district in good standing, reimbursement shall be:

Teachers, Secretaries, Custodians

80% of unused sick days (no maximum) at the current substitute rate for that position

Food Service Employees

80% of unused sick days (no maximum) at \$50 per day for anyone making over \$50 per day, and the per diem rate for anyone making less than \$50 per diem

b. For retirement in good standing as defined in PERS or TPAF, or death, reimbursement shall be for 90% of unused sick days as follows:

Teachers and Food Service Employees:

Maximum of 182 days at current substitute rate for that position

Secretaries and Custodians

Maximum of 234 days at current substitute rate for that position

c. In determining the unused sick days in "a" above, sick days are used in the order (1) after 6/30/89, (2) accumulated up to 6/30/89.

d. Reimbursement under "a" and "b" are mutually exclusive.

C. DEATH IN FAMILY

A teacher or support staff employee will be allowed leave of absence, for the purpose of bereavement, due to death in the immediate family (husband, wife, father, mother, child, or other relative living with the family) for a period of up to three (3) days at full pay. At the discretion of the principal (for teachers) or immediate supervisor (for support staff employees) employees may be granted up to two (2) additional days. The leave of absence allowed for a close relative (brother, sister, in-law, grandparent, grandchild) not living with the family will be up to two (2) days; distant relative, one (1) day.

D. EXTENDED SICK LEAVE

There may be occasions when it is necessary for an employee to be absent on sick leave for greater periods of time than are covered by the annual sick leave plan. When a person's required sick time exceeds his annual sick leave and accumulated sick leave, the Board may pay him/her each day's salary less the pay of a substitute, if a substitute is employed, or the estimated cost of the employment of a substitute if none is employed, for such length of time as is determined by the Board, in each individual case.

E. MATERNITY RELATED DISABILITY

The Board shall grant maternity leave without pay to employees tenure, for a maximum of 2 school years. The 2 year period referred to herein shall consist of the balance of the school year in which the leave began and the following 2 school years. Maternity leave shall commence and terminate on the date requested by the employee, subject to Board approval and the following restrictions. The return to work date for certified staff members must occur at the beginning of a marking period. The Board shall provide employees on maternity leave with insurance coverage for the month of the end of active (contractual) employment and for the next three (3) whole months.

A teacher shall inform the Principal, and the support staff employee their immediate supervisor, of the need for such leave as early as possible so as to conform to any insurance policy covering the employee. The date to return to work must be made known to the

MATERNITY RELATED DISABILITY, CONTINUED:

Superintendent no later than February 1st prior to the returning school year.

Any teacher under tenure, or support staff employee with at least three consecutive years of service in the district, adopting a child, shall receive similar leave which shall commence upon receiving de facto custody of said child, or earlier, if necessary, to fulfill the requirements for the adoption.

No teacher or support staff employee on maternity leave shall be denied the opportunity to substitute in the Washington Township School District (in the area of certification or competence, and with concurrence of the personal licensed physician of the employee on leave).

F. EXTENDED LEAVES

An extended personal leave may be granted to a teacher by the Board for study, including study in another area of specialization, for travel, or for other reasons of value to the school system. Extended personal leaves shall be granted to a maximum of two teachers at any one time, if there are qualified applicants.

Requests for extended leave must be received by the Superintendent in writing, in such form as may be mutually agreed on by the Association and the Superintendent, no later than February 1st, and action must be taken on all such requests no later than April 1 of the school year preceeding the school year for which the extended leave is requested.

A teacher must have completed at least four (4) consecutive years of service from date of employment, to the date of commencement of the leave in the Washington Township School District, in order to be eligible for a year's leave of absence. This extended leave is granted without any financial remuneration.

Upon return from extended leave, a teacher shall be placed on the salary guide with no additional step for the leave year. Written notice of the desire to return to work must be made known to the Superintendent no later than February 1st prior to the return year.

EXTENDED LEAVES, CONTINUED:

Under the extended leave policy, a teacher shall be eligible for hospitalization and insurance benefits for the full year, provided he or she pays the premium for the full year in advance. Granting this leave would provide protection of the employee's tenure with accumulated sick leave to date with no additional days accumulated for the leave year.

G. VACATION POLICY:

Secretaries

1. a. Vacation for 12 month secretaries hired after 6/30/92 shall be:

Two (2) weeks after 1 year
Three (3) weeks after 7 years
Four (4) weeks after 14 years

b. Vacation for 12 month secretaries hire prior to 6/30/92 shall be:

Two (2) weeks after 1 year
Three (3) weeks after 5 years
Four (4) weeks after 10 years

c. Up to 15 vacation days may be carried over for use in the succeeding year. For those secretaries with more than 15 vacation days carryover on July 1, 1992, at least one half of the excess must be used in the 1992/93 school year and the remaining days in the 1993/94 school year. Vacation days in excess of 15 days after the 1993/94 school year shall be forfeited. Exceptions may be granted by the Superintendent, in writing, at his or her sole discretion.

2. Twelve month secretaries have all school holidays off, with the exception that four (4) days must be worked during either the mid-winter or spring vacation.

3. All vacation schedules must be approved by the secretary's immediate supervisor. No approval will be arbitrarily withheld.

4. Twelve month secretaries, who were ten month employees at the time of the change to twelve months, may request July and August off.

VACATION POLICY. CONTINUED:

Custodians

1. a. Vacation for custodians hired after 6/30/92 shall be:

two (2) weeks after 1 year
three (3) weeks after 7 years
four (4) weeks after 14 years

b. Vacation for custodians hired before 6/30/92 shall be:

two (2) weeks after 1 year
three (3) weeks after 5 years
four (4) weeks after 10 years

c. Up to 15 vacation days may be carried over for use in the succeeding year. For those custodians with more than 15 vacation days carryover on July 1, 1992, at least one half of the excess must be used in the 1992/93 school year and the remaining days in the 1993/94 school year. Any unused vacation days in excess of the above shall be forfeited. Exceptions may be granted by the Superintendent, in writing, at his or her sole discretion.

2. Holidays

a. Custodians shall receive the following holidays:

Fourth of July	Christmas Day
Labor Day	1/2 day before New Year's Day
Columbus Day	New Year's Day
Veterans' Day	President's Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Easter Monday
Christmas Eve-short day	Memorial Day

b. Any holidays in conflict with the basic school calendar will be adjusted by awarding compensatory time to the custodians.

c. Unused snow days that become holidays on the school calendar will not be work days for custodians.

d. All vacation schedules for custodians must be approved by the building principal. No approval will be arbitrarily withheld.

ARTICLE V

INSURANCE COVERAGE

The Board shall provide insurance coverage for all full time employees and those working over 20 hours per week, and their families, according to the following:

A. 100% Face Plan of Blue Cross/Blue Shield of NJ Medical Insurance shall be offered with the following endorsements:

- 1) Vision Care (deleted 7/31/92)
- 2) \$500 XRL
- 3) Non-member rider
- 4) 365 day hospital (changed to 120 day effective 8/1/92)
- 5) SNF at \$30/day
- 6) Major Medical unlimited
- 7) MSSOP 50%
- 8) RX exclusion
- 9) Pre-admission Review (effective 8/1/92)

Prescription plan coverage including the following:

- a) contraceptives
- b) syringes
- c) co-pay prescription 0/\$1 (changed to 0/\$3) effective 8/1/92

B. Vision

Effective 8/1/92, vision related bills shall be submitted to the Board of Education Office for reimbursement up to \$40, per family member (employee, spouse and dependents as defined by our basic health benefit plan), per year.

C. Employees will have the option of choosing COMED or US HEALTHCARE HMO's. The Board will pay the premiums for COMED or US HEALTHCARE for 1992/93 as follows, which is 100% of the premium rates for 1992/39:

Single.....\$185/month
Two Persons...\$385/month
Family.....\$510/month

D. Dental

Delta Dental Plan + HMO option

E. Coverages will be through June 30, 1993.

ARTICLE VI

NJEA AND/OR OTHER CONVENTION/CONFERENCE EXPENSES

Each teacher or support staff employee shall receive a per diem stipend (for up to two days maximum) for attendance at the NJEA and/or other professional conventions/conferences as described below. Professional conventions/conferences shall be those deemed by the Superintendent to be of significant benefit to the individual and the school system. The decision of the Superintendent shall be final. This Article shall not be interpreted as providing any time off, with or without pay, to attend covered conventions/conferences.

The per diem stipend shall be:

\$90 per day for the 1992/93 school year, subject to a total cap of \$10,000

Reimbursement shall be by the date of application, subject to the above cap. Reimbursement shall be prorated only for those with the same date of application as the last date with money remaining within the cap amount. Application for reimbursement must be made in the same school year as the attendance of an approved convention.

The Business Administrator shall notify the Association of the balance remaining by February 15th.

ARTICLE VII

TEACHERS' SALARY GUIDES

A. Payment of the vertical increment shall be conditional upon the recommendation from the Superintendent of Schools that the employee's performance has been satisfactory. The Board of Education reserves the right to withhold the vertical increment from any employee who does not receive such recommendation. Evaluation will be according to the procedure as set forth in the Board policy and consistent with existing statutes of the State of New Jersey.

B. In order to be eligible for a year's credit on the salary guide, an employee must be under contract for 92 work days in Washington Township.

C. Teachers shall have the option of receiving their pay over a ten (10) or twelve (12) month period according to State Statutes.

D. Teachers shall receive their first paycheck of the school year on the first working Friday of the month of September.

E. Teachers' Salary Guides

(SEE NEXT PAGE)

1992/93 TEACHERS' S SALARY GUIDE

Credited Years Experience	STEP	LONGEVITY:									
		BA	BA +15	BA +30	MA	MA +15	MA +30	MA +45	MA +60	PHD	
1	1	\$31,000	\$32,200	\$33,300	\$34,400	\$35,500	\$36,600	\$37,700	\$38,800	\$39,900	
2	2	32,100	33,300	34,400	35,500	36,600	37,700	38,800	39,900	41,000	
3-5	3	33,200	34,400	35,500	36,600	37,700	38,800	39,900	41,000	42,100	
6	4	34,300	35,500	36,600	37,700	38,800	39,900	41,000	42,100	43,200	
7-9	5	35,600	36,800	37,900	39,000	40,100	41,200	42,300	43,400	44,500	
10-12	6	37,250	38,450	39,550	40,650	41,750	42,850	43,950	45,050	46,150	
13	7	38,800	40,000	41,100	42,200	43,300	44,400	45,500	46,600	47,700	
14,15	8	40,500	41,700	42,800	43,900	45,000	46,100	47,200	48,300	49,400	
16	9	42,350	43,550	44,650	45,750	46,850	47,950	49,050	50,150	51,250	
17	10	43,450	44,650	45,750	46,850	47,950	49,050	50,150	51,250	52,350	
18	11	45,050	46,250	47,350	48,450	49,550	50,650	51,750	52,850	53,950	
19	12	46,950	48,150	49,250	50,350	51,450	52,550	53,650	54,750	55,850	
20	13	48,950	50,150	51,250	52,350	53,450	54,550	55,650	56,750	57,850	
21+	14	50,900	52,100	53,200	54,300	55,400	56,500	57,600	58,700	59,800	

LONGEVITY: Add \$1,000 after 10 years in Washington Township Schools
 Add \$1,000 after 15 years in Washington Township Schools
 Add \$1,000 after 20 years in Washington Township Schools
 Add \$1,000 after 25 years in Washington Township Schools
 Add \$1,000 after 30 years in Washington Township Schools

ARTICLE VIII

SUPPORT STAFF SALARIES

SECRETARIAL SALARY GUIDE

1992/93

Step 1	\$22,900
Step 2	\$23,300
Step 3	\$23,700
Step 4	\$24,100
Step 5	\$24,500
Step 6	\$24,900
Step 7	\$25,300
Step 8	\$25,700
Step 9	\$26,100

Above step 9 add \$1,900 to 1991/92 salary

Longevity

\$300	after 5 years
\$300	after 10 years
\$400	after 15 years

CUSTODIAL SALARY GUIDE

1992/93

<u>Step</u>	<u>Licensed</u>	<u>Unlicensed</u>
1	\$ 24,100	\$ 24,700
2	\$ 24,600	\$ 25,100
3	\$ 24,900	\$ 25,500
4	\$ 25,300	\$ 25,900
5	\$ 25,700	\$ 26,200
6	\$ 26,100	\$ 26,700
7	\$ 26,500	\$ 27,100
8	\$ 27,100	\$ 27,600
9	\$ 27,500	\$ 28,100
10	\$ 28,000	\$ 28,600
11	\$ 28,400	\$ 29,080
12	\$ 29,000	\$ 29,660

Above step 12 add \$2,000 to 1991/92 salary

Longevity

\$200	after 5 years
\$200	after 10 years
\$200	after 15 years
\$200	after 20 years

FOOD SERVICE EMPLOYEES

SALARIES

1. Food service employees employed prior to June 30, 1992 shall receive a 6.76% increase on their base salary.

2. Food service employees hired after June 30, 1992, shall be hired at the rate of \$8.54 per hour.

3. Contracted salaries are based on hourly pay, times the hours per day, times 180 days. This is divided into 20 equal pay periods.

6. Longevities, prorated on the number of hours worked, will be as follows:

after 5 years	\$225
after 10 years	\$425
after 15 years	\$500

ARTICLE IX

DUES DEDUCTION

A. ASSOCIATION DUES

The Board agrees to deduct from the salaries of its teachers and support staff employees, dues for the Washington Township Education Association, the Morris County Education Association, the New Jersey Education Association, and the National Education Association, or any one or any combination of such Associations, as said teachers and support staff members individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education. Monies so deducted, together with records of any corrections, shall be transmitted to the Treasurer of the Washington Township Education Association by the 15th of each month, following the monthly pay period in which deductions were made. The Association Treasurer shall disburse such monies to the appropriate Association or Associations. The Washington Township Education Association shall provide the Secretary of the Board of Education, by June 15th, an alphabetized list of members authorizing payroll deductions, indicating the monthly amount of each member's deduction, based on ten equal monthly deductions.

B. SAVINGS PLAN

Each teacher or support staff employee may individually elect to have a specific amount of his monthly salary deducted from his salary. All monies shall be placed with the Tri-County Federal Credit Union, Convent Station, New Jersey. Each employee may elect to participate by notifying the Board Secretary by June 15 of the preceding school year or by January 15 of the current year to be effective July or February respectively. New employees in the Washington Township School system will have the opportunity to enroll during their first month of employment. Once enrolled, a member stays enrolled for the remainder of the school fiscal year and deductions shall continue at the

SAVINGS PLAN, CONTINUED:

stipulated rate unless notification to the Board Secretary is made by January 15 to be effective in February.

C. SAVINGS BOND PLAN

Each teacher or support staff employee may individually elect to have monies deducted each month to be used for the purpose of purchasing United States Savings Bonds. Bonds may be purchased in denominations of \$50, at a cost of \$25 each. To participate in this plan, the employees will notify the Board Secretary in writing, by June 15th of the preceding year. New employees in the Washington Township School system will have the opportunity to enroll during their first month of employment. Once enrolled, a employee remains enrolled for the full contract year, and deductions shall continue at the stipulated rate.

D. DIRECT DEPOSIT

Each teacher or support staff employee may elect to have monies placed into direct deposit to the bank of their choice. To participate, the employees must notify the Board Secretary in writing, by June 15th of the preceding year. New employees in the Washington Township School system will have the opportunity to enroll during their first month of employment. An employee may enroll or change their direct deposit in January, to be effective February 1st.

ARTICLE X

TEACHER COURSE CREDITS AND
PROFESSIONAL GROWTH AND DEVELOPMENT DAYS

A. TEACHER GRADUATE COURSE CREDITS AND HORIZONTAL MOVES

In order to be eligible to receive tuition reimbursement and/or course credits to qualify for horizontal moves, the following applies:

1. The Board agrees to reimburse the cost of tuition, for the 1992/93 school year, up to \$1,400, for fully certified, full time teachers, not to exceed \$160 per credit, and under the terms and agreements set forth below.

2. Courses taken by teachers in approved graduate programs leading to a Masters and/or Doctorate Degree, in a subject related to the teacher's current certification(s), will be reimbursed and will qualify for horizontal advancement, except as provided under number 3 & 4 below, if approved by the Superintendent and the college advisor of graduate studies, where applicable. Specifically excluded are courses in administration and supervision.

3. Graduate courses in no more than one additional certification beyond the certification(s) possessed on July 1, 1990, for employees of record on that date, and date of hire for future employees, will be accepted for horizontal move. Specifically excluded are courses in administration and supervision.

TEACHER COURSE CREDITS, CONTINUED:

4. Other graduate courses applicable to the district will be approved for reimbursement and horizontal move by the Superintendent, not to exceed nine (9) credits in any single area of the following: curriculum, guidance, career ed, computers, special education, gifted and talented, reading, art and ESL. Other graduate courses, whose curricula are correlated with portions of the district curricula that the teacher is responsible to implement, will be approved for reimbursement and horizontal move by the Superintendent.

5. Other courses which will be beneficial to the district, may be approved by the Superintendent for reimbursement, but not horizontal move. All decisions by the Superintendent will be final.

6. The Board shall allocate a sum not to exceed \$41,000 for the 1992/93 school year.

7. Reimbursement will only be made for courses in which a grade of "B" or better, or pass where applicable, is attained. This limitation also applies to horizontal advancement.

8. Once the funds available for tuition reimbursement are within \$5,000 of being exhausted, the Superintendent shall notify the Association of the balance remaining. At this point, preference for reimbursement shall be given to those applicants who are within six (6) credits of horizontal movement. Thereafter, preference for the remaining funds shall be given in the order of the date the application is submitted to the Superintendent's office. In the event of ties in the above categories, the balance shall be distributed equally in dollars per credit among the applicants.

9. A teacher leaving the Washington Township School District shall forfeit reimbursement of tuition for the term in which he/she leaves if it is prior to the end of the school year. Exceptions are a teacher who is on maternity leave and a non-tenured teacher whose contract was not renewed.

TEACHER COURSE CREDITS, CONTINUED:

10. A teacher shall not receive reimbursement for such courses if he/she indicates, in writing, the intent to leave the district prior to the receipt of notice of official satisfactory completion of the courses.

11. New teachers to the district are not eligible for reimbursement in their first year.

12. All credits for a salary increment shall be:
- a. of a graduate level and other than those needed for current job description
 - b. taken subsequent to the Bachelor's Degree
 - c. credits for a Bachelor's + 15 or + 30 may be applied towards Master's level, once certified by the educational institution
 - d. all credits for levels beyond the Master's must be credits not previously applied to the Master's level

B. HORIZONTAL PLACEMENT ON GUIDE

1. Any teacher anticipating horizontal movement in the succeeding school year to a higher salary scale must notify the Superintendent, in writing, prior to December 1st. Said teacher shall receive notification of receipt.

2. Horizontal moves shall be effective in September and February, (prorated if paid in February).

C. GRANDPARENT CLAUSE

1. Any courses approved in Washington Township and taken prior to July 1, 1980 will be accepted towards the teacher's next horizontal move.

2. All certified staff who wish to matriculate for an advanced degree in supervision or administration, or who are already in such a program, must notify the Superintendent, in writing, by July 1, 1990, of their enrollment and subsequently provide proof. Those

GRANDPARENT CLAUSE, CONTINUED:

employees shall be reimbursed for course credits taken, and those credits shall be accepted for a horizontal move for the duration of their program provided all other requirements in section A above are met. All others shall not be reimbursed or accepted for a horizontal move.

D. PROFESSIONAL GROWTH AND DEVELOPMENT DAYS:

1. There will be two Professional Growth and Development Days, per teacher, per year.

2. PGD days will be requested, in writing, at least two weeks in advance.

3. These days will be for workshops for one or two days duration that do not culminate in the awarding of graduate credits.

4. The workshops must be held during a teacher's contractual year, September 1st through the last school day, and may include weekends.

5. Only the documented registration fees will be paid, to a maximum of \$40 per day, \$80 total, in the first year of the contract, a maximum of \$50 per day, \$100 total, in the second year of the contract and \$60 per day, \$120 total, in the third year of the contract.

6. PGD days will be screened for approval by a committee after which approval will come from the applicant's immediate supervisor. In the event of a denial by the applicant's immediate supervisor, an appeal can be made to the Superintendent whose decision as to approval or denial is final and binding.

7. Other professional days may be awarded by a supervisor to a teacher with the approval of the Superintendent. This approval will not detract from the number of days a teacher is entitled to.

8. A maximum of three teachers from the Middle School, and two teachers from each of the other buildings, will be allowed PGD days on the same date, if school is in session.

ARTICLE XI

SUPPORT STAFF COURSE CREDIT REIMBURSEMENT

Full time support staff employees will be reimbursed at the rate of 100% for course credits or vocational courses as follows:

Secretaries and Custodians - Maximum of \$300 per year

Food Service Employees - Maximum \$150 per year (not to exceed \$750 for entire food service staff)
(Year is July 1 to June 30)

Courses must be approved by the Superintendent of Schools as being appropriate and directly related to the employee's job, duties, or position, and beneficial to the school system. No approval shall be unreasonably withheld.

ARTICLE XII

CERTIFIED STAFF AVAILABILITY

All certified staff may be called upon to attend meetings up to 8 hours per teacher, per year, upon request of the Superintendent of Schools. These meetings may include the following topics:

1. Review of new curriculum items
2. Curriculum training and implementation
3. Planning and preparation of district goals and objectives
4. Information exchange such as:
 - a. P2R
 - b. Monitoring
 - c. CTBS
 - d. administrative information

CERTIFIED STAFF AVAILABILITY, CONTINUED:

Other areas for inclusion will be mutually decided upon by a committee of the following:

- Superintendent of Schools
- Director of Curriculum
- Building Principals (4)
- President of W.T.E.A.
- * 1 representative from Flocktown, Kossmann, Old Farmers
- * 2 representatives from Long Valley Middle School, 1 from 5 & 6 and 1 from 7 & 8

* These representatives will be appointed by the President of the W.T.E.A.

The committee's input shall be advisory and may include, but not be limited to, discussing the following:

- a. specified day
- b. length of meeting
- c. monitoring
- d. equitability of time

ARTICLE XIII

TEACHER EMPLOYMENT

- A. Non-tenure teachers hired before September 30th:
 - 1. On or before April 30th, the Board shall give to each non-tenure teacher continuously employed by it since the preceding September 30th, either:
 - a. A written offer of a contract for employment for the next succeeding year. Said offer shall state salary step and department assignment (within the scope of the teacher's certification).
 - b. A written notice that such employment will not be offered.
 - 2. If the teacher desires to accept such employment, he/she shall notify the Board of such acceptance, in writing, on or before June 15th. In the absence of such notice of acceptance, the written notice of contract shall be null and void.

TEACHER EMPLOYMENT, CONTINUED:

- B. Non-tenure teachers hired after September 30th:
1. On or before June 1st, the Board shall give to each non-tenure teacher continuously employed by it, but hired after September 30th, either:
 - a. A written offer of a contract for employment for the next succeeding year. Said offer shall state salary step and department assignment (within the scope of the teacher's certification)
 - b. A written notice that such employment will not be offered.
 2. If the teacher desires to accept such employment, he/she shall notify the Board of such acceptance, in writing, on or before June 15th. In the absence of such notice of acceptance, the written notice of contract offer shall be null and void.
- C. Tenure teachers:
1. On or before April 30th, the Board shall give to each tenure teacher, a written notice of salary step and grade or school assignment (within the scope of the teacher's certification).
 - a. Teachers who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such desire by March 1st, through their Principal, to the Superintendent of Schools. Such statement shall include the grade and/or subject to which the teacher desires to be assigned, and the school or schools to which he/she desires to be transferred (in order of his/her preference).
- D. In the event that changes in a teacher's subject assignments are made during the summer or open positions are posted, the teachers affected shall be notified as soon as practical.
- E. The teacher work year will be the student calendar plus one inservice day to be determined by the Board of Education. The day before the winter vacation will be an early dismissal day.
- F. The teacher work day is 7 hours at the Long Valley Middle School and 6 hours and 50 minutes at the Old Farmers Road, Flocktown Road, and Walter J. Kossmann Schools.

TEACHER EMPLOYMENT, CONTINUED:

G. Placement on salary guide:

1. At the time of hiring, the teacher and Board mutually agree upon placement on the guide and credited years of experience.

2. For those teachers who were previously hired below their actual experience years (prior to September 1, 1985) and who were advised that they would be advanced to their experience years after tenure:

a. Credit will be given after tenure for two years ("double step") for each new experience year until either the proper experience level or the highest step on the guide is achieved, whichever comes first.

b. \$200 stipend will be added to the teacher's base salary (non-accumulative) each year until the teacher reaches tenure.

ARTICLE XIV

ASSOCIATION PRIVILEGES

1. The Association will be provided a bulletin board in each school building.

2. The Association will be provided a room and two (2) telephones (instruments), one in the Association's room and one in the current Association President's room.

3. The WETA President will be released from bus and hallway duties.

ARTICLE XV

SUPPORT STAFF MISCELLANEOUS

A. PLACEMENT ON GUIDE

At the time of hiring, the support staff person and Board will mutually agree on the placement on the guide and credited years of experience. No interpretation or application shall be made retroactively to employees hired prior to July 1, 1982.

B. CUSTODIAL STAFF

1. Tuition and cost of text books will be paid for custodial staff members seeking a Black Seal License.

2. Mileage allowance for the use of custodians' personal trucks in transporting school supplies and equipment will be reimbursed at \$.49 per mile. All mileage must be approved, in advance, by either a central office administrator or the building principal involved. This allowance only covers transportation where a truck is necessary. Other mileage will be reimbursed at the current IRS rate for use of a personal vehicle.

3. a. Safety Work Shoe and Uniform Allowance

Safety shoes and uniforms costing no more the \$180 combined will be purchased yearly from a manufacturer approved by the custodial supervisors and the Facilities Committee. All regular custodial employees are entitled to two uniforms after initial employment. One set of coveralls will be supplied no more frequently than every two years when the need is approved by the building supervisor.

b. Rain Gear - Rain gear will be made available to custodians working outside, and will be returned to the place of issue when not in use.

SUPPORT STAFF MISCELLANEOUS, CONTINUED:

4. Triple-Time Pay - Custodians working on the following holidays shall earn triple-time pay:

- | | |
|---------------------|---------------------|
| 1. 4th of July | 4. Christmas Day |
| 2. Thanksgiving Day | 5. New Year's Eve * |
| 3. Christmas Eve * | 6. New Year's Day |
| | 7. Easter |

* Commencement of triple-time pay on Christmas Eve and New Year's Eve shall be for work commencing after noon time, from the beginning of work assigned by the Superintendent of Schools.

5. Overtime Pay - Time and one-half after 40 hours, time and one-half on Saturday, and double time for Sunday work (if this is in addition to the custodian's regular schedule). Double-time for all personnel after 48 hours in one week. A week is defined as beginning on Monday and ending on Saturday. All overtime must be approved by the building principal and the Superintendent of Schools. All overtime will be assigned through monthly sign-up sheets.

6. Shifts

a. The work week for day custodians shall be 40 hours inclusive of two 15 minute breaks per day but exclusive of no more than 1 hour per day for lunch. Scheduling of lunch and shifts shall be on a building and individual basis as determined by the employee's supervisor.

b. The night shift will work an eight hour shift with a half-hour of this time for dinner.

7. Emergency Call-in for custodians shall be for a minimum of two (2) hours when not associated with the individual's work period.

8. Snow Days - Custodians shall report on snow days upon call from the Superintendent of Schools after he/she has determined that safety is not compromised.

9. First aid instruction for custodians may be provided up to 4 hours of instruction, per person, per year, to be held during the work day.

SUPPORT STAFF MISCELLANEOUS, CONTINUED

B. SECRETARIAL STAFF

1. Overtime Pay - Time and one-half after 37 1/2 hours in one week as approved by the employee's supervisor and the Superintendent of Schools.

C. FOOD SERVICE EMPLOYEES

1. Mileage allowance will be provided at the rates and conditions under Article XV A.2 above

2. Uniform and Shoe Allowance - An allowance of up to \$ 115 will be provided towards the purchase of uniforms and shoes. Shoes and uniforms will be ordered from manufacturers approved by the cafeteria representatives and the Services Committee.

D. SENIORITY (SECRETARIES AND CUSTODIANS)

Seniority and job security for secretaries and custodians shall be as follows:

- a. School district seniority defined as total accumulated time a regularly employed support staff member serves in the school district, whether continuous or interrupted for good cause, in the collective bargaining unit covered by this agreement.
- b. In cases where more than one staff member has the same number of years of experience, seniority shall be determined according to the initial contract date.
- c. Seniority shall be terminated only in the event of dismissal.
- d. In the event of any reduction in force (RIF), district-wide seniority shall apply. The Board shall retain the right to reduce the number of positions when done in good faith and for good cause.
- e. In the event of any promotional position, district seniority shall apply if skill ability and fitness are equal.

SUPPORT STAFF MISCELLANEOUS, CONTINUED:

E. VACANCIES

1. All vacancies intended to be filled by promotion or hire will be posted for at least ten workdays. Applications from current employees should be submitted through their immediate supervisor to the Superintendent of Schools or his/her designee.

2. The posting noted in 1 above will include a brief outline of the desired qualifications, location of the position, and annual salary of position.

3. Employees in the district who apply for a position and are subsequently hired for that position, may be given credit for previous years of directly related experience in the district for setting their starting salary.

ARTICLE XVI
EXTRACURRICULAR
1992/93

ACTIVITY	YEARS EXPERIENCE	AMOUNT
All Sports	1-2	\$ 1325
and	3-4	\$ 1425
Modern	5-6	\$ 1525
Dance	7-8	\$ 1625
	9-10	\$ 1725
Add \$50 per year experience after year 10		
All Clubs		
Gymnastics		
Safety Patrol		
Workshop	1-5	\$ 1050
Class Advisor	6-10	\$ 1150
Cheerleading	11+	\$ 1250
AVA Coordinator		
Gifted Convocation		
Student Press Corps		
Student Council		
Team Leader		
Panther Press		
Yearbook	1-5	\$ 1125
Orchestra	6-10	\$ 1225
Ensemble	11+	\$ 1325
Band		
Chorus		
Musical		
Head Teacher	1-5	\$ 725
CST Leader	6-10	\$ 775
Science Resource	11+	\$ 825
Advisor		
	1-5	\$ 550
Unit Coordinator	6-10	\$ 600
	11+	\$ 650
Intramurals		\$ 425
Intramurals Director		\$ 225
Playground		\$ 1350
Lunchroom		\$ 1350
Officials		\$ 50
Chaperones		\$ 40
Class Coverage		\$ 21
Overnight School		\$ 15/hr
Activities		\$ 225 max
Summer Pay Rate		\$16.80/hr

ARTICLE XVII

NOTIFICATION

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

1. If by Association, to the President of the Washington Township Board of Education.

2. If by Board, to the President of the Washington Township Education Association.

Both parties shall submit copies to the Board Secretary at West Mill Road, Long Valley, N.J. 07853, and the Superintendent of Schools, West Mill Road, Long Valley, New Jersey 07853.

W.T. BOARD OF EDUCATION

W.T. EDUCATION ASSOCIATION

Gerald W. Grube
Gerald Grube
Chief Negotiator

David Weidemoyer
David Weidemoyer
Chief Negotiator

Eileen Jankonis
Eileen Jankonis
Negotiator

Irene Becker
Irene Becker
WTEA President

Diane Stern
Diane Stern
Board President

Philip Kinney
Philip Kinney
WTEA Vice President

J. Wesley From
J. Wesley From
Business Administrator

Lona Conicelli
Lona Conicelli
Support Staff Representative

