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AGREEMENT
between
THE BOARD OF EDUCATION OF SOUTH RIVER, NEW JERSEY
and
THE SOUTH RIVER EDUCATION ASSOCIATION

1991 - 1994

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AGREEMENT

This Agreement is entered into by and between the South River Board of Education, hereinafter called the "Board" and the South River Education Association, hereinafter called the "Association."

ARTICLE I

RECOGNITION

The Board recognizes the South River Education Association as the exclusive representative for the following unit of employees:

1. Classroom Teachers
2. School Nurses
3. School Librarians
4. Guidance Counselors
5. School Social Workers
6. School Psychologists
7. Learning Disability Specialists
8. Department Heads
9. Remedial Teachers
10. Special Education Teachers
11. Middle School Team Leaders
12. Driver Education Teachers
13. Compensatory Education Teachers
14. Supplemental Education Teachers
15. Teacher Aides
16. Athletic Trainers
17. Attendance Officers
18. Student Assistance Coordinator
19. Clerk/Typists
20. Secretaries
21. Bookkeepers
22. Senior Bookkeepers
23. All other office personnel employed on a full-time basis, or part-time employees on a pro-rated contract except as noted below.
24. School Bus Drivers
25. School Van Drivers

Unless otherwise indicated the employees referred to in the above unit shall be hereinafter referred to as follows:

- a. All employees, items 1 through 25, as "employees."
- b. Employees 1 through 18 as "teachers."
- c. Employees 19 through 23 as "office personnel" or "office worker" in the singular.
- d. Employees 24 and 25 as "drivers."

The Secretaries to the Superintendent of Schools and the Secretary to the Board Secretary are specifically excluded from the bargaining unit.

ARTICLE II

DURATION

- A. The provisions of this Agreement shall become effective July 1, 1991, and shall continue and remain in force and effect until June 30, 1994, except that all salary schedules shall be reopened on or about October 15, 1992, for the purpose of negotiating the third year of this Agreement.
- B. In witness whereof, the parties hereunto set their hands and seals this _____ day of _____, 1991.

FOR THE ASSOCIATION:

FOR THE BOARD:

James Anderson
Stephanie Arnold
Patricia A. Cardone
Olga Tomasz
Katherine Bittu
Candice Lewandoski
Charlotte-Ann Nolan

Jean M. Febit
Joseph G. Michalski
Neal C. Hoskins

ARTICLE III

BOARD OF EDUCATION RIGHTS

The Board retains, subject to the limitations of this Agreement, all powers, rights and authority vested in it by all laws, rules and regulations, including the management and direction of all the operations and activities of the school district.

ARTICLE IV

ASSOCIATION PRIVILEGES

- A. The Board of Education agrees to provide the South River Education Association with reasonable information; such as financial resources, audits, and lists of personnel in the bargaining unit.
- B. The Association Representative, with the approval of the principal, shall have the right to transact reasonable business during normal school hours.
- C. With the permission of the Superintendent, the South River Education Association may use school equipment (typewriters, mimeograph machines, etc.).
- D. Association approved materials will be posted only on bulletin boards not accessible to the public or students; any other areas shall require prior administrative approval.
- E. Unless the principal objects, the Association may use interschool mail facilities and school mailboxes for routine letters and notices. This excludes all bulk mail.
- F. The President of the Association shall not be scheduled for duties in accordance with the following:
 - 1. If the President is an elementary teacher, office worker or driver, he/she shall be relieved of work duties on Friday afternoons.
 - 2. If the President is a secondary teacher, he/she shall be relieved of two (2) non-teaching periods per day. If it is reasonably administratively possible, the President's schedule shall be arranged so that at least one of these periods shall be the last period of the day.
 - 3. The President so relieved may leave the building upon notifying his/her principal that he/she is leaving to transact Association business within the South River district. He/she shall report to the principal of the building he/she visits.

- G. The official minutes of each Public Board Meeting shall be mailed to the Association after each Meeting.
- H. Up to two (2) days shall be granted to three (3) members of the Association for the purpose of attending conferences and conventions of state and national affiliated organizations. Substitute's pay shall be deducted for each absence.

EMPLOYEE SECTION

(Articles V through XII
relate to all employees, unless noted otherwise.)

ARTICLE V

EMPLOYEE RIGHTS

- A. Employees of the Board of Education shall have the right to freely organize, join, and support the South River Education Association and its affiliates for the purpose of engaging in collective negotiations.
- B. No employee shall be disciplined, reprimanded, reduced in rank or compensation without just cause. Disciplinary action or reprimands, except in emergency situations, shall never be conducted in the presence of or with the knowledge of students.
- C. Whenever any employee is required to appear before the Board concerning any matter which could adversely affect the continuation of that person in his/her office, position or employment or the salary and/or increments pertaining thereto, he/she shall be given prior written notice of the reasons for such appearance and shall be entitled to have a representative of the Association present to advise and represent him/her during such required appearances.
- D. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws.

ARTICLE VI

GRIEVANCE PROCEDURE

- A. Definition of Terms
 - 1. Grievance: An appeal by an employee, group of employees, or the Association based upon an alleged violation, misinterpretation, or inequitable application of policies, agreements and administrative decisions as required by NJSA 34:13A-1 through 13. A grievance to be considered under this procedure must be initiated by the employee within twenty (20) school days of its occurrence.

2. Aggrieved Person: The person, or persons making the appeal.
3. Party of Interest: The person, or persons or the Association making the appeal and any person who might be required to take action or against whom action might be taken in order to resolve the appeal.
4. Exclusions: No claim by an employee shall constitute a grievable matter beyond level four or be processed beyond level four unless its resolution requires a determination as to the meaning or application of this Agreement. In addition, no claim shall constitute a grievable matter beyond level four or be processed beyond level four if it pertains to:
 - a. any matter for which a review by arbitration is prohibited by law,
 - b. any rule, regulation, policy and/or administrative decision dealing with the internal matters of the South River Education Association or the State Commissioner of Education,
 - c. any act beyond the Board's legal authority to act,
 - d. the failure or refusal of the Board to renew the contract of a non-tenured employee,
 - e. in any matter wherein a specific method of review is prescribed by law, or by any rule, regulation, or order of the State Commissioner of Education, or the State Board of Education,
 - f. any complaint by any personnel occasioned by the appointment or lack of appointment or retention in or lack of retention in any position for which tenure is either not possible or not required,
 - g. any matter related to any of the following contract clauses:
 - (1) Article XIII, D.6.a. - "A strong effort will be made to provide substitutes."
 - (2) Article XVII - Class Size
 - (3) Article XII, E
 - (4) Article XVI, C
 - (5) Article XXI, A
 - (6) Article XXI, D

- (7) Schedule C. Student Body Activities Salaries - reference to number of employees assigned to each activity.

B. Purpose

1. The purpose of this procedure is to secure at the lowest possible level a solution to the problems which may from time to time arise affecting the terms and conditions of employment.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her supervisor or principal provided the adjustment is not inconsistent with the terms of this Agreement.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event that a grievance is filed on or after June 1, the time limits set forth herein may be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
3. Level One: A grievant shall first discuss his/her grievance with his/her principal or immediate superior, either directly or through the Association's designated representative, with the objective of resolving the matter informally.
4. Level Two: In the event the grievant wishes to pursue his/her grievance further, the grievant shall submit a written copy of the grievance to his/her principal or immediate supervisor within five (5) school days of the informal discussion. An effort to resolve the matter will be made at a meeting called within five (5) school days of the date the written grievance was filed. If the matter cannot be resolved, the principal or immediate supervisor will render a written decision to the aggrieved person within five (5) school days of the conference.

The written grievance shall specify:

- a. the act or omission giving rise to the grievance citing specific instance(s) and the persons involved,

b. the contract articles, board policies or administrative decision allegedly being violated, and

c. the remedy sought.

5. Level Three: In the event that the grievant wishes to pursue his/her grievance further, he/she may within five (5) school days of receipt of the decision from his/her supervisor or principal file a written copy of his/her grievance with the Association to determine whether or not the grievance has merit. If the Association considers the grievance to have merit, a written copy of the grievance shall be filed with the Superintendent of Schools within five (5) school days from its receipt by the Association.
6. Level Four: Within ten (10) school days after the grievance has been filed with the Superintendent of Schools, he/she shall meet with the grievant in an effort to resolve it. The Superintendent shall render a written decision within ten (10) school days of the meeting. If the matter is not resolved, the grievant may within ten (10) school days of the receipt of the Superintendent's decision refer the matter to the Board of Education.
7. Level Five: The Board of Education, or at its option, a committee thereof, will consider the grievance and set forth its decision in writing within forty (40) calendar days from the date it will have been filed with the Board Secretary. The Association shall be permitted five (5) members on the Association Committee but only three (3) shall be permitted to participate in the presentation of the grievance. The Association may have a Field Representative from the State organization present. The number of witnesses permitted to testify shall be mutually agreed upon. Attendance at all hearings shall be limited to those listed in this Agreement.

D. Arbitration - (Section D. applies to teachers only.)

1. If the aggrieved teacher is not satisfied with the disposition at Level Five, he/she may within seven (7) school days of receipt of the Board's decision, or if no decision within fourteen (14) school days of the date on which the hearing was held by the Board, file a written request that the Association's Grievance Committee submit the grievance to arbitration. If the Association's Grievance Committee determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after receipt of the request by the aggrieved person.
2. The parties shall abide by the rules and regulations of the Public Employment Relations Commission in the selection of the arbitrator. The cost for the services of the arbitrator shall be borne equally by the Board and the Association.

3. The arbitrator shall be without power or authority to make any decision contrary to law. The arbitrator's decision shall be consistent with terms of the Agreement. The arbitrator's decision shall be binding on the parties.

ARTICLE VII

NEGOTIATIONS PROCEDURE

- A.
 1. The parties agree to enter into collective negotiations over a Successor Agreement in accordance with NJSA 34:13A-1 through 13.
 2. Any Agreement negotiated shall apply to all employees, be reduced to writing, be signed by representatives of the Board and the Association, and shall be subject to adoption by the Board and the membership of the Association.
 3. Neither party shall have any control over the selection of the negotiating representatives of the other party. The parties mutually agree that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter proposals, in the course of the negotiations.
- B. The Board and the Association agree that the negotiated Agreement, when signed, becomes Board Policy for the term of the Agreement and that the Board shall carry out the commitments contained therein and the Board shall give them full force and effect as Board Policy.
- C. The Board and the Association agree that if any provision of the negotiated Agreement or any application of the 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.
- D. Any individual contract between the Board and an individual employee, heretofore, or hereafter executed, shall be consistent with the terms and conditions of the Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- E. Copies of the Negotiated Agreement shall be printed on a 50-50 cost basis within thirty (30) days after the Agreement is signed and presented to all current and future employees.
- F. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

G. Whenever any notice is required to be given by either of the parties to the Agreement to the other, pursuant to the provision(s) of the Agreement, either party shall do so by telegram or registered letter at the following addresses. It is agreed that such notice shall not be construed to reopen any items in this Agreement.

1. The South River Board of Education
Montgomery Street
South River, N.J. 08882
2. The South River Education Association
Box 61
South River, N.J. 08882

ARTICLE VIII

GENERAL

- A. The Board agrees that there shall be no discrimination in hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of the negotiated Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, age, or marital status.
- B. The Association acknowledges that the employees of the Board of Education which it represents are not entitled to take any collective action to disable the Board of Education in the discharge of its statutory duty and the Association agrees that such action would constitute a material breach of the Agreement. Nothing contained in this Agreement shall be construed to limit or restrict the Board of Education in its right to seek and obtain such judicial or other relief as it may be entitled to have in the event of such breach.
- C. The Board agrees that it shall not directly or indirectly discourage, deprive or deny any employees in the enjoyment of any rights conferred in NJSA 34:13A-1 through 13.
- D. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the terms of this Agreement, neither party will be required to negotiate with respect to any matter that was within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- E. The Board shall provide for automatic deposit of payroll checks for each employee who elects same.

ARTICLE IX

DEDUCTION FROM SALARY

A. Employee Savings Plan

The Board agrees to make authorized deductions from salary and contributions to the following plans on behalf of the employee.

1. Credit union.
2. Tax free annuity plans.

B. Association Dues

1. The Board agrees to deduct from the salaries of the members of the Association bargaining unit dues as authorized by the South/River Education Association and its affiliates that said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be remitted to the Treasurer of the Association in compliance with Chapter 233, Public Laws of 1969 (NJSA 52:14-15.9e) under the rules established by the State Department of Education.
2. The Association shall certify in writing to the Board by August 1 the current rate of membership dues of the Association and/or any of its affiliates.
3. If an employee terminates his or her employment with the Board before the Association has received the full amount of dues to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question provided such deduction is permitted by law.
4.
 - a. The Association shall indemnify and save the Board of Education harmless against any and all claims, demands, suits, or other forms of liability and costs that shall arise out of, or by reason of, action taken or not taken by the Board of Education in complying with this Article.
 - b. The Board agrees to give to the Association timely notice in writing of any claim, demand, suit or other form of liability which may give rise to a claim by the Board of Education for indemnification.
 - c. If the Association so requests in writing, the Board may surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses and providing information required by the Association to defend the action.

C. Representation Fee

1. Purpose of Fee

If an employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year, not to exceed 85% of regular membership dues, initiation fees and assessments.

2. Amount of Fee

a. Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for the membership year. The representation fee to be paid by the nonmembers will be as certified by the Association but in no event greater than 85% of regular membership dues, initiation fees and assessments.

b. Legal Maximum

In order adequately to offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members less the cost of benefits financed through the dues, fees and assessments and available to or benefiting only its members.

3. Deduction and Transmission of Fee

a. Notification

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph (2) below, the full amount of representation fee and promptly will transmit the amount so deducted to the Association.

b. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck:

- (1) ten (10) days after receipt of the aforesaid list by the Board; or
- (2) thirty (30) days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was being re-employed from a re-employment list in which event the deductions will begin with the first paycheck ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

c. Termination of Employment

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question provided such deduction is permitted by law.

d. Mechanics

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

e. Changes

The Association will notify the Board in writing of any changes in the list provided for in paragraph 1. above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice or thirty (30) days if paragraph 2 above applies.

f. Indemnification

- (1) The Association shall indemnify and save the Board harmless against any and all claims, demands, suits and other forms of liability and costs that shall arise out of, or by reason of, any action taken or not taken by the Board in complying with this Article.
- (2) The Board agrees to give to the Association timely notice in writing of any claim, demand, suit or other form of liability which may give rise to a claim by the Board of Education for indemnification.
- (3) If the Association so requests in writing, the Board may surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses and providing information required by the Association to defend the action.

g. Demand and Return System

The Association shall submit to the Board evidence that it has established a Demand and Return System which complies with the requirements of the law.

ARTICLE X

HEALTH BENEFITS AND INSURANCE

A. Group Health Insurance

1. All full-time regular employees shall be eligible for enrollment in the Connecticut General Health Benefits Plan which includes hospitalization and major medical coverages or the Rutgers Community Health Plan, or other State approved HMO's.
2. The Board of Education shall participate in the financing of the program by contributing the following amounts:

Single Plan - entire premium

Other Than Single Plan - entire premium of coverage for dependents less a percentage paid by the employee each month. The percentage to be paid by the employee each month for such coverage under all plans shall be determined by dividing

four dollars (\$4.00) by the cost of coverage for dependents under The Family Plan.

- B. 1. All full-time regular employees shall be eligible for enrollment in the Group Dental Insurance Plan as issued by an insurance carrier selected by the Board.
 2. The Board of Education shall participate by contributing the entire premium for Single Dental Plan.
 3. The Board of Education agrees to pay up to a limit of the premiums which will be in effect on June 30, 1994, for the additional cost of UCR 100% basic and family coverage.
- C. The Board will provide a pharmaceutical plan not to exceed a five dollar (\$5.00) co-payment. The Board will pay the entire premiums for the coverage up to the limit of the premium which will be in effect on June 30, 1994.

ARTICLE XI

LEAVES OF ABSENCE

A. Sick Leave

1. All ten-month employees shall be granted ten (10) days of sick leave yearly. All twelve-month employees shall be granted twelve (12) days sick leave yearly. All unused sick leave shall be cumulative for a possible emergency in later years.
2. If an employee because of illness is absent from school for more than three (3) consecutive days, the employee must present a doctor's certificate to the Superintendent upon return.
3. Employees who have been on leave of absence authorized by the Board shall have previous accumulated sick leave restored to them upon return to active service.
4. Prior to the end of the school year, employees may contribute up to three (3) unused personal days to a sick leave bank. The sick leave bank shall be available only to those employees who have exhausted all of their earned and accumulated leave time and have contributed to the bank. A joint committee will meet to develop rules and procedures. The bank will be administered jointly by the Superintendent or his designee and a member of the unit appointed by the Association. In addition, the Board shall provide the Association an annual accounting of the sick leave bank experience on or before September 1.

B. Disability Leave (Including childbirth related disability.)

1. Any employee who anticipates disability because of a specific future event, such as pending surgery or other medical procedures, shall report that status to the Board of Education as soon as such employee becomes aware of same. If the anticipated disabling event is childbirth, the employee who becomes pregnant shall notify the Board at least ninety (90) days prior to the expected date of delivery. At the time of notification, the employee shall submit a physician's certificate attesting to the pending disabling condition.
2. Requests for disability/sick leave relating to anticipated disability shall include dates of onset and return from such leave.
3. An employee may request unpaid leave of absence to prepare for an anticipated disabling event. Such requests shall be submitted a minimum of sixty (60) days prior to the onset of the requested leave; except that in cases of emergency, as determined by the Board, such requests may be submitted less than sixty (60) days prior to the onset of the requested leave.
4. When the expected date of onset of disability occurs during periods which would substantially interfere with the administration of the school and/or the education of the pupils, the Board may alter the requested dates providing that such change by the Board is not medically contraindicative.
5. The employee who anticipates a specific disabling event and who does not request unpaid leave of absence prior to the anticipated disabling event shall become entitled to applicable sick leave benefits. The Board may require certification of such disability.
6. Requests by employees for extension of sick leave benefits shall be governed by law under NJSA 18A:30-6.
7. If the anticipated disabling event is childbirth the Board shall presume that the pregnant employee becomes disabled for work four (4) weeks before the anticipated date of childbirth, upon certification of pregnancy by a physician, at which time the pregnant employee shall become eligible for sick leave benefits to the extent of available accumulated sick leave days. The employee shall be required to apply for sick leave to the Board of Education which shall grant same for said four (4) week period of time upon submission to the Board of Education of a physician's certificate attesting to pregnancy. This option is granted only to employees actively employed and not to those employees on unpaid personal leave. If, as a result of the

pregnancy, the employee becomes disabled prior to this four-week period said employee may use any sick leave benefits to which the employee is entitled providing that (1) the employee's physician provides the Board with a certificate attesting to the employee's inability to continue working, and (2) the Board reserves the right to verify the employee's inability to continue working.

8. The Board may require that an employee anticipating a disabling event may be placed on sick leave if the employee's physical condition leads to unsatisfactory performance of assigned duties, and/or the continued performance of those duties impairs the employee's health. Such incapacity must be established by the following: The Board of Education's physician and the employee's physician agree that the employee cannot continue teaching. If there is a difference of medical opinion between the Board's physician and the employee's physician, then the two physicians shall agree in good faith on a third impartial physician, who shall examine the employee and whose opinion shall be conclusive and binding on the issue of physical capacity to continue working.
9. If the employee's disability is caused by childbirth and such employee is receiving disability/sick leave benefits, the employee is presumed to be disabled for a recuperative period of four (4) weeks following childbirth upon submission of a physician's certificate attesting to the date of childbirth during which time such employee shall continue to receive sick leave pay to the extent of available accumulated sick leave days to which the employee is entitled under sick leave policy. This applies only to those employees who have been actively employed prior to childbirth, and not to those employees who have been out on unpaid personal leave.
10. If, as a result of this disability, an employee continues to be disabled after this four-week period, said employee may use any sick leave benefits to which the employee is entitled providing that (1) the employee's physician provides the Board with a certificate attesting to the employee's inability to resume working, and (2) the Board reserves the right to verify the employee's disability.
11. If the employee whose disability is caused by childbirth wishes to return to duties prior to the expiration of the recuperative period, the employee must present medical certification of fitness to the Board. The Board reserves the right to verify the employee's medical fitness by the school physician.
12. If the Board of Education's physician and the employee's physician disagree as to the employee's fitness, then the two physicians shall agree in good faith on a third

impartial physician who shall examine the employee, and whose medical opinion shall be conclusive and binding on the issue of the employee's fitness to return to duties prior to the expiration of the recuperative period.

13. Upon termination of disability an employee is no longer entitled to receive sick leave benefits for that particular disability. Unpaid personal leave for the purposes of recovery following disability may be requested and shall be subject to the provisions on unpaid personal leave, as set forth herein under Section B.3. above.
14. In no event shall the Board of Education be obligated to extend a non-tenured employee's leave of absence beyond the contract year for which the employee is employed.

C. Child Care Leave

1. Employees may request a Child Care Leave without pay at least sixty (60) calendar days prior to the commencement of said leave. The Board shall grant the request for a Child Care Leave for a period up to the end of the school year in which the birth of the child occurs or to the end of the employee's contract period, whichever comes first.
2. If the child is born on March 1 or thereafter, the Board shall, upon written application made not later than sixty (60) days after the birth of the child or June 30, whichever comes first, grant an extension of the Child Care Leave through the following school year. This provision shall apply to non-tenure employees only if the Board grants said employee a renewal of contract for the following year.

D. Health Leave

An employee desiring a leave of absence for health reasons may be allowed one (1) year's absence with no loss of seniority, tenure, or retirement rights, and upon return be placed on the salary schedule in the position occupied at the beginning of the leave. When the employee resumes working after leave, she/he shall receive the regular increase for one year only, that she/he would have received had she/he continued in the system without interruption, over the salary at the time she/he had been granted a leave. No employee shall have more than two (2) successive leaves.

E. Military Leave

Military leave shall be granted without pay to any employee who is inducted into any branch of the Armed Forces for the period of induction.

F. Funeral Leave

1. An allowance of five (5) work days will be granted without deduction in case of death of father, mother, sister, brother, husband, wife, son, daughter, father-in-law, or mother-in-law.
2. An allowance of three (3) work days will be granted without deduction in case of death of the sister or brother of the husband or wife of an employee.
3. An allowance of one (1) work day will be granted without deduction in salary to attend the funeral of a grandparent, grandchild, brother-in-law or sister-in-law of an employee or an uncle or aunt but not of the employee's spouse.
4. Funeral leave is to be taken within seven (7) calendar days of the death. The Superintendent is authorized to accommodate special circumstances.

G. Personal Leave

1. All employees shall be allowed non-accumulative leave of absence with full pay for personal business up to a maximum of three (3) school days in any contract year. The request for a third day of personal leave shall be accompanied by a reason for the request, subject to the approval by the Superintendent.
2. Not more than nine percent (9%) of the staff may take personal leave on any one day.
3. All leaves of absence referred to in this section are subject to the following conditions:
 - a. A Request for Personal Leave form shall be filed with the Superintendent of Schools at least three (3) school days in advance of the contemplated absence, or such shorter notice as is practical in the event of an emergency. Lacking such notice, the absence will be considered unauthorized and the employee's pay will be deducted at a daily rate of 1/200 of the annual salary.
 - b. Personal days will not be granted the day immediately preceding or following a scheduled school closing except in case of emergency approved by the Superintendent of Schools.
 - c. The Superintendent of Schools, in the best educational interest of the school district, is empowered to deny any requests for the above days.

4. All unused personal leave days will be converted to sick leave at the end of each school year and added to the individual employee's accumulated sick leave.

H. Miscellaneous Leave

1. An employee required to appear in any legal proceedings connected with his employment or by reason of his connection with the school system shall suffer no loss of pay provided that such appearance is not necessitated by any suit brought by said employes against the South River School District.

An employee required to appear as a witness in court proceedings shall suffer no loss of pay provided such appearance is not required as a plaintiff or defendant.

2. An employee may be granted a leave of absence without pay for up to one year for the purpose of engaging in activities of the Association and its affiliates.

L. Other Unpaid Leaves

1. Unpaid leaves of absence not to exceed ten (10) school days per school year shall be granted for emergency reasons by the Superintendent of Schools. In cases of emergency, the employee shall notify the Superintendent of the reasons as soon as the employee becomes aware of the emergency.
2. Unpaid leaves of absence in excess of five (5) school days per school year for non-emergency reasons may be granted at the discretion of the Board of Education. Requests for such leaves must be processed through the immediate supervisor to the Superintendent at least thirty (30) calendar days prior to the anticipated absence.
3. It is the intent of paragraphs 1. and 2. that an employee shall receive no more than ten (10) school days of unpaid leave per school year. Unpaid leaves in excess of the maximum of ten (10) school days described above may be granted at the sole discretion of the Board. Requests for unpaid leaves in excess of ten (10) school days per school year, must be processed through the immediate supervisor to the Superintendent at least thirty (30) calendar days prior to the anticipated absence.
4. Not more than five percent (5%) of unit as defined in Article I shall take unpaid leaves on any one day.

TEACHER SECTION

(Articles XII through XXII relate to teachers)

ARTICLE XII

TEACHING ASSIGNMENTS

- A. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30.
- B. Teachers shall be notified of their class and building assignments as soon as possible. All personnel shall be notified of their assignments as soon as possible and, except in cases of emergency, not later than August 15.
- C. Teachers who are assigned to more than one school shall have their schedules arranged so as to do as little travelling as possible.
- D. Travel Expenses
 - 1. Teachers authorized to use their personal automobiles for school business will be reimbursed at the prevailing IRS rate per mile driven.
 - 2. Teachers who are authorized to regularly use their own automobiles in the performance of their duties may elect to be reimbursed at the rate of fifty-four dollars (\$54.00) in 1991-92, fifty-seven dollars (\$57.00) in 1992-93, and sixty-one dollars (\$61.00) in 1993-94 per annum for all driving done between the base school and the second school.
- E. A strong effort shall be made to assign teachers within their area of certification.
- F. In the event that changes in a teacher's class schedule or room assignment are proposed by either the administration or a teacher after school opens, all teachers that will be affected by the change will be given notice of the change and the reasons therefore. The final decision will be determined by the Board of Education.

ARTICLE XIII

TEACHING HOURS AND TEACHING LOAD

A. Work Year

1. The teacher work year shall not exceed one hundred and eighty-four (184) workdays. The 184th day shall be for teacher in-service workshop purposes.
2. The workday immediately preceding the winter vacation and the workday immediately preceding the spring vacation are student one session days with teachers required to remain ten (10) minutes in the elementary and fifteen (15) minutes in the secondary past the close of the teaching day. Starting in 1989-90, the workday immediately preceding the Thanksgiving Recess will be a one session day and the day preceding the spring vacation will be a full school day.

B. Workday

1. The regular in-school workday for elementary teachers shall not exceed seven (7) hours except as modified by Section C.1. and C.2.
2. The regular in-school workday for secondary teachers shall not exceed seven (7) hours and thirty (30) minutes except as modified by Section C.1. and C.2.
3. Elementary teachers shall report at least fifteen (15) minutes before the opening of the teaching day and shall be subject to duty assignments, and shall be required to remain ten (10) minutes past the close of the teaching day unless otherwise provided herein. Secondary teachers shall report at least ten (10) minutes before the opening of the teaching day and shall be required to remain fifteen (15) minutes past the close of the teaching day unless otherwise provided herein.
4. On days of early student dismissal, teachers shall be required to remain in accordance with a regular workday, except in cases of student dismissal because of inclement weather in which case teachers shall leave fifteen (15) minutes past the close of the teaching day.

C. Meetings and Conferences

1. Afterschool Meetings

The Superintendent of Schools may extend the regular in-school workday by one (1) hour, once per school week, for the purpose of conducting meetings. In no case shall these extensions be held on a Friday or on the day immediately before a recess.

- a) Teachers in the high school who are assigned to detention duty will be excused from the one (1) hour meeting required in Article XIII, paragraph C.1. during the week of assignment so that the total time spent will not exceed that of other teachers.

2. Evening Meetings

Notwithstanding B.1. and B.2. above, each teacher may be required to attend at least one (1) but not more than two (2) evening meetings during the school year at the direction of the building principal.

3. Conferences

Teachers may be required to conduct parent conferences six (6) days per year. On each of these days students will have a curtailed four (4) hour session. Conferences on four (4) of these days shall be scheduled for the afternoon of that regular workday. On the remaining two (2) days the teachers may leave in accordance with Section B.3. and return to school in the evening for conferences.

- D. Schedules

1. When reasonably administratively possible, all secondary teachers shall be scheduled for no more than three (3) consecutive teaching periods, or, if multiple periods are involved, for no more than four (4).
2. When reasonably administratively possible, secondary teachers shall not be required to teach more than two (2) subject areas nor more than a total of three (3) teaching preparations.
3. Subject to adequate facilities and the type of educational program offered, classroom teachers shall not be required to change subject area teaching stations more than two (2) times during the school day.
4. The practice of using regular teachers as substitutes shall be discouraged; however, if it is necessary in an emergency, such coverage shall be assigned to teachers on a rotating basis. Coverage shall be arranged by the principal. Payment for such coverage shall be during 1991-92 fifteen dollars (\$15.00), during 1992-93 sixteen dollars (\$16.00), and during 1993-94 seventeen dollars (\$17.00) per period of substitution beginning with the second such substitution.
5. If an elementary teacher must cover a class during a period in which his/her class is scheduled for Music, Art, Library, or Physical Education, said teacher shall be paid, beginning

with the second such coverage, at a rate of during 1991-92 fifteen dollars (\$15.00), during 1992-93 sixteen dollars (\$16.00), and during 1993-94 seventeen dollars (\$17.00) per period of coverage.

6. Elementary Preparation Periods

- a. Teachers at the elementary level shall have a preparation period, not to exceed five (5) per week, when the class is supervised by a special teacher of Library, Art, Physical Education, Music, computer literacy, etc. A strong effort will be made to provide substitutes, and to schedule at least one (1) preparation period per day.
 - b. An effort shall be made to include at least one hundred sixty (160) minutes preparation time in the weekly schedules of full-time elementary special teachers.
 - c. Special teachers who are employed at both elementary and secondary levels may have preparation time at either level but not at both. Said preparation time is in addition to travelling time.
7. Voluntary overnight supervision of students shall be compensated at a rate of fifty-six dollars (\$56.00) during 1991-92, sixty dollars (\$60.00) during 1992-93, and sixty-four dollars (\$64.00) during 1993-94, per night.
8. All teachers shall be subject to assignment to extra-curricular and co-curricular activities. Except for teachers performing added duties for which they receive differentiated pay or release time, all meetings beyond one (1) per month needed in the direction of such an activity shall be voluntary.
9. A strong effort shall be made to use, as far as possible, facilities that are suited to the course and the method involved.

ARTICLE XIV

NURSES

- A. The nurses shall have a duty-free lunch period of at least the following lengths:
1. Elementary - Forty (40) minutes.
 2. Middle - Forty (40) minutes.
 3. High - Thirty (30) minutes.

3. Transportation of students by school nurses shall be kept at a minimum.

ARTICLE XV

NON-TEACHING DUTIES

The Association acknowledges that a teacher's primary responsibility is to teach and that his/her energies should, to the extent possible, be utilized to this end.

ARTICLE XVI

TEACHER TRANSFERS AND REASSIGNMENTS

- A. Teachers desiring to change grade and/or subject assignment or who wish to transfer to another building may file a written statement with the Superintendent by April 15. Such requests for transfers shall be considered.
- B. The staff and Association shall be notified of all administrative, supervisory and extra-curricular vacancies as soon as practicable.
- C. An involuntary transfer shall be made only after a meeting between the teacher involved and the Superintendent or his/her designee at which time the teacher shall be notified of the reasons thereof.
- D. A transfer shall mean the assignment of a teacher from an existing position in one school to a position within the same teaching level in another school. Assignment to a school annex of an elementary school located beyond a radius of three (3) blocks of the main building shall be treated as an involuntary transfer.

ARTICLE XVII

CLASS SIZE

The Board and the Association recognize that class size is an important factor in good education, and will, whenever possible, subject to space availability, and all other educational considerations, insure that class size is of the most effective nature for both teacher and pupil. However, the final decisions as to class size will be made by the Board in the best interests of the pupils and shall not be subject to the grievance procedure.

ARTICLE XVIII

SUPPLIES AND EQUIPMENT

The Board and the Association recognize that the quality and quantity of educational materials and equipment utilized in facilities that provide proper seating, storage, and display areas, as well as adequate ventilation, heating and lighting, together with adequate rest rooms and lounge facilities for teachers are important factors in promoting good education and will, whenever possible, subject to budget limitations, community support, and limitations of existing buildings exert their influence to provide them adequately for teachers. However, the final decision as to adequacy shall be made by the Board of Education.

ARTICLE XIX

TEACHER PROFESSIONAL DEVELOPMENT AND IMPROVEMENT

- A. To encourage professional growth among the teachers, the Board shall reimburse not more than fifty (50) teachers each year for tuition paid in the successful pursuit of college and university graduate courses in accordance with the following provisions:
1. Applications for approval of courses to be taken must be made with the Superintendent of Schools at least ten (10) days in advance of the beginning of said course.
 2. Preference will be given to those who are matriculated for a graduate degree.
 3. Courses cannot be used toward certification for the position held by the teacher.
 4. Payment shall not exceed three hundred twenty-one dollars (\$321.00) in 1991-92, three hundred forty-three dollars (\$343.00) in 1992-93, and three hundred sixty-eight dollars (\$368.00) in 1993-94, per teacher in any school year.
 5. Payment shall be made by the Board within two (2) months after the teacher has submitted a college transcript showing the successful completion of work together with a receipted tuition bill.
- B. The Board shall pay the full cost of tuition and other reasonable expenses for any in-service courses, workshops, etc., necessary to broaden and strengthen the teacher's background in his subject field or grade level, provided that such in-service courses, workshops, etc. are sponsored by the school system.

C. Teachers may request the Board to purchase books, equipment and other resource material for the professional development of the staff.

D. Use of Vehicles

Teachers authorized by the Superintendent of Schools to use their personal automobiles for school business shall be reimbursed at the prevailing IRS rate per mile.

E. Lateral Movement on the Salary Guide

1. In the semester in which a teacher anticipates earning a degree or otherwise qualifying for lateral movement on the salary guide, he/she will so inform the Board in writing. This information shall be given as early in the semester as possible, but, in any event, not later than one (1) month preceding the expected date of completion.
2. Upon completing the degree requirements or additional courses, the teacher will provide to the Board official transcripts or such other documentary evidence of completion as may be acceptable to the Board within sixty (60) days of completion.
3. Payment of salary at the new rate will be effective in the first day of the month following the month in which the courses or degree is completed.
4. If the notification and evidence of completion required are not presented to the Board within the time limits specified in E.1. and E.2. above, the effective date of salary adjustment will be deferred until the beginning of the next semester immediately following the receipt by the Board of satisfactory evidence of completion.

F. Educational Leave

Teachers who are granted a leave of absence by the Board of Education for further study shall, upon return, receive the normal increment which they would have received had they remained in service.

G. Professional Observation and Conferences

1. One (1) day per year may be allowed each teacher for observation of another school without loss of pay. Arrangements must be made in advance through the Superintendent of Schools.
2. Members of the staff may be permitted to attend professional meetings which shall have for their theme subjects of interest to the Professional Program of our schools. Approval to attend such meetings will be granted by the

Board of Education upon the recommendation of the Superintendent of Schools. Those who attend shall be reimbursed for expenses and mileage (computed at the prevailing IRS rate per mile) but the total amount of such reimbursement shall not exceed fifty-four dollars (\$54.00) in 1991-92, fifty-seven dollars (\$57.00) in 1992-93, and sixty-one dollars (\$61.00) in 1993-94.

ARTICLE XX

TEACHER PROTECTION

The Board agrees to abide by the laws of the State of New Jersey, federal laws, and rulings of the State Commissioner of Education which have the effect of law, in respect to the protection of teachers in the discussion of any topic included in the school's philosophy, underlying principles, objectives and content of the courses of study adopted by the Board of Education provided that the rights and dignity of the individuals present are maintained.

ARTICLE XXI

TEACHER EVALUATION

- A. Evaluation of instructional personnel is an integral part of the educational program. The work performance of all teachers shall be evaluated in writing and discussed with them in conference. The evaluation of teachers shall be mainly concerned with, but not limited to, the following areas: Command of subject matter, effectiveness of instruction, initiative, cooperation, participation, reliability and personal responsibility, leadership, growth potential, and professional improvement.
- B. A teacher shall have the right, upon written request, to review the contents of his/her personnel file and be able to copy any contents. No material derogatory to a teacher's conduct, service, character, or personality other than regular evaluations and/or other materials concerning which a conference has been previously held with the teacher shall be placed in his/her personnel file unless the teacher has been informed of this action in writing. The personnel file shall be kept current.
- C. A teacher shall be given a copy of any report prepared by his evaluators at least one (1) day before any conference to discuss it.
- D. Teachers shall be evaluated only by persons certified in accordance with the appropriate rules and regulations of the New Jersey State Board of Examiners.

ARTICLE XXII

TEACHER SALARY

- A. The salaries of all teachers covered by this Agreement are set forth in the Appendix which is attached hereto and made a part thereof.
1. Teachers on a ten (10) month basis shall be paid in twenty (20) semi-monthly installment.
 2. Teachers on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
 3. When a payday falls on or during a school holiday, vacation, or weekend, an effort shall be made to pay teachers their paychecks on the last previous working day.
- B. Longevity Schedule
1. Teachers with fifteen (15) to eighteen (18) years of previous experience shall receive an additional one thousand seventy dollars (\$1070.00) in 1991-92, and one thousand one hundred forty dollars (\$1,140.00) in 1992-93.
 2. Teachers with nineteen (19) to twenty-three (23) years of previous experience shall receive an additional one thousand seven hundred ten dollars (\$1,710.00) in 1991-92 and one thousand eight hundred thirty dollars (\$1830.00) in 1992-93.
 3. Teachers with twenty-four (24) or more years of previous experience shall receive an additional two thousand three hundred dollars (\$2,300.00) in 1991-92, and two thousand four hundred sixty dollars (\$2,460.00) in 1992-93.
- C. A teacher upon retirement shall be paid for one-half (1/2) of his/her accumulated sick days at a rate of twenty-one dollars (21.00) per day in 1991-92, twenty-three dollars (\$23.00) per day in 1992-93, and twenty-five dollars (\$25.00) per day in 1993-94.
- D. Teachers shall receive all compensation which is not subject to pension credit in separate checks or automatic deposits.

OFFICE PERSONNEL SECTION

(Articles XXIII through XXXI relate to office personnel.)

ARTICLE XXIII

WORKING CONDITIONS

A. Working Hours

1. All office personnel shall have a net work day of seven (7) hours and a net work week of thirty-five (35) hours.
2. The starting and quitting time will be arranged with the Administrator in charge of the building, subject to approval by the Superintendent of Schools.

B. Overtime

1. Office personnel authorized to work over thirty-five (35) hours during a work week shall be paid at straight time up to forty (40) hours and at the rate of time and one-half beyond forty (40) hours.
2. The hourly rate shall be determined by dividing the annual salary by 1820 hours for full-time office personnel and 910 for half-time office personnel.

C. Emergency Closing Due to Weather

When schools are closed due to inclement weather, office personnel will not be required to report.

D. Compensatory Time

Compensatory time may be taken in lieu of overtime pay (over thirty-five (35) hours) by mutual agreement between the building administrator and the office worker.

Said compensatory time, if requested, shall be at the rate of one and one-half (1.5) hours for each hour worked.

- E. Office personnel shall be notified of their contracted salary status for the ensuing year not later than April 30.

ARTICLE XXIV

OFFICE PERSONNEL PROMOTIONS AND TRANSFERS

- A. The staff and Association shall be notified of all vacancies.

- B. Office personnel desiring a change of employment within the system and wish to transfer to another building may file a written statement with the Superintendent of Schools by March 1 or such time that an opening arises. If such agreement is denied, a statement of reasons must be given within ten (10) school days, but the final decision is not subject to the grievance procedure.

ARTICLE XXV

CONVENTIONS

In order to permit members of the Association to attend the annual convention of the New Jersey Education Association, they will not be required to work on the days schools are closed for the occasion.

ARTICLE XXVI

TUITION REIMBURSEMENT

The Board will reimburse any office worker for the tuition for job related courses at the rates prevailing at Middlesex County Community College, to a limit of \$250 each, subject to the prior approval of the Superintendent of Schools. Grades received must be B or better.

ARTICLE XXVII

EVALUATION

- A. Each office worker will receive not less than one (1) written evaluation per year and shall be required to affix his/her signature to each evaluation as an indication that he/she has reviewed the information contained therein. His/her signature does not necessarily signify agreement with the contents of the evaluation.
- B. The officer worker will be given a copy of each evaluation. He or she will have the right to respond to any evaluation in writing, provided that the written response be presented to the Superintendent's office not later than twenty (20) days after the office worker's receipt of the evaluation, and such response will be attached to the evaluation in the office worker's personnel file.
- C. Upon request, each office worker shall have the right to review his/her personnel file in the presence of the Superintendent or his designee.

ARTICLE XXVIII

CHANGE IN SALARY CLASSIFICATION

When a member of the office personnel staff is reclassified to a higher salary classification, she shall receive a special annual increment equal to the differential for the new classification in addition to any regular increase granted by the Board of Education to her in her present classification, provided that such a total grant does not exceed the maximum set for the said classification.

ARTICLE XXIX

OFFICE PERSONNEL SALARY

A. Office Personnel Salaries

The salaries of all office personnel covered by this Agreement are set forth in the Appendix which is attached hereto and made a part thereof.

B. Longevity Schedule

1. Officer workers with fifteen (15) to eighteen (18) years of previous experience in South River shall receive an additional six hundred forty dollars (\$640.00) during 1991-92 and six hundred ninety dollars (\$690.00) during 1992-93.
2. Office personnel with nineteen (19) to twenty-three (23) years of previous experience in South River shall receive an additional twelve hundred eighty dollars (\$1,280.00) during 1991-92 and thirteen hundred seventy dollars (\$1,370.00) during 1992-93.
3. Office personnel with twenty-four (24) or more years of previous experience in South River shall receive an additional one thousand nine hundred thirty dollars (\$1,930.00) during 1991-92 and two thousand sixty dollars (\$2,060.00) during 1992-93.

C. Retirement

An office worker upon leaving the district shall be paid for his/her accumulated sick days at the rate of eleven dollars (\$11.00) per day in 1991-92, eleven dollars and fifty cents (\$11.50) per day in 1992-93 and twelve dollars (\$12.00) per day in 1993-94.

D. Secretarial Certificates

The Board will pay each office worker who successfully completes the requirements for the First Certificate or the Second

ARTICLE XXXI

HOLIDAYS

- A. When schools are closed, office personnel shall not be required to work on the following holidays and school recesses:

July	--Independence Day
September	--Labor Day
October	--Columbus Day
November	--General Election Day --Veterans' Day --State Teachers' Convention --Thanksgiving Recess (Th., F.)
December	
January	--Winter Recess
January	--Martin L. King's Birthday
February	--Lincoln's Birthday --Washington's Birthday
March-April	--Spring Recess
May	--Memorial Day

- B. When schools are not in session, if any of the above holidays fall on a Saturday, the holiday shall be observed on Friday; if any of the above holidays fall on Sunday, the holiday shall be observed on Monday.
- C. The workday immediately preceding the winter vacation and the workday immediately preceding the spring vacation are student one session days with office personnel required to remain ten (10) minutes in the elementary and fifteen (15) minutes in the secondary past the close of the teaching day. Starting in 1989-90, the workday immediately preceding the Thanksgiving Recess will be a one session day and the day preceding the spring vacation will be a full school day.

DRIVER SECTION

(Articles XXXII through XXXIV relate to drivers.)

ARTICLE XXXII

DRIVER TERMS AND CONDITIONS OF EMPLOYMENT

- A. The working calendar for the year shall include one hundred ninety (190) eight (8) hour days.
- B. A normal work week for drivers as designated in Article I shall consist of five (5) working days.
- C. All drivers shall be paid at the rate of time and one-half for all hours of work over eight (8) hours in one day or beyond forty (40) hours per week. Only hours worked shall be used to compute overtime. Drivers who are called in to work on days for which they were not scheduled, or at times not contiguous to their work days, will be guaranteed a minimum of two (2) hours' work.
- D. Each driver will receive an annual stipend for maintenance of vans, with such maintenance, defined as complete cleaning, inside and out, required once a month. The stipend will be divided into two (2) equal payments, payable January 31 and June 30 of each year. The stipend will be two hundred five dollars (\$205.00) in 1991-92, two hundred twenty dollars (\$220.00) in 1992-93, and two hundred thirty-five dollars (\$235.00) in 1993-94.
- E. If a driver requires legal assistance for any action resulting from the discharge of his/her duties, the Board shall provide such assistance as permitted in the provisions of N.J.S.A. 18A.
- F. Contract
1. Drivers shall receive, no later than April 30, a written offer of a contract for the next succeeding year and at such a salary and benefits as may be agreed upon between the parties, or a written notice that such employment will not be offered.
 2. A contract with any driver may be terminated by either party giving to the other party fifteen (15) calendar days' notice in writing of intention to terminate the same.
- G. Mileage
- Drivers who are required to use their own vehicles on district business will be reimbursed for such required use at the prevailing IRS rate per mile.

- H. If drivers are directed by the Board to attend a workshop or training session, the Board will pay for registration, mileage, meals and salary for the number of hours in the session, provided that the training is not required for disciplinary reasons.
- I. Posting of Summer and Scheduled Extra-Curricular Work Vacancies
 - 1. Anticipated vacancies for drivers during the summer will be posted not later than June 10. Written applications for summer work must be submitted not later than June 20.
 - 2. Scheduled extra-curricular work will be posted as soon as the information is available.

ARTICLE XXXIII

EVALUATION OF DRIVERS

- A. Each driver will receive not less than one written evaluation per year and shall be required to affix his/her signature to each evaluation as an indication that he/she has reviewed the information contained therein. His/her signature does not necessarily signify agreement with the contents of the evaluation.
- B. The driver will be given a copy of each evaluation. He or she will have the right to respond to any evaluation in writing, provided that the written response be presented to the Superintendent's office not later than twenty (20) days after the driver's receipt of the evaluation and such response will be attached to the evaluation in the driver's personnel file.
- C. Upon request, each driver shall have the right to review his/her personnel file in the presence of the Superintendent or his designee.

ARTICLE XXXIV

DRIVER SALARIES

- A. The salaries of all drivers covered by this Agreement are set forth in the Appendix which is attached hereto and made a part thereof.
- B. Longevity Schedule
 - 1. Drivers with 10 to 12 years of previous experience in South River shall receive an additional four hundred thirty dollars (\$430.00) in 1991-92, and four hundred sixty dollars (\$460.00) in 1992-93.

2. Drivers with 13 to 16 years of previous experience in South River shall receive an additional eight hundred sixty dollars (\$860.00) in 1991-92 and nine hundred twenty dollars (\$920.00) in 1992-93.
3. Drivers with 17 or more years of previous experience in South River shall receive an additional twelve hundred eighty dollars (\$1,280.00) in 1991-92 and thirteen hundred seventy dollars (\$1,370.00) in 1992-93.

C. Retirement

A driver upon leaving the district shall be paid for his/her accumulated sick days at a rate of eleven dollars (\$11.00) per day in 1991-92, eleven dollars and fifty cents (\$11.50) per day in 1992-93, and twelve dollars (\$12.00) per day in 1993-94.

D. S-1 License

Drivers who have S-1 licenses who are assigned to drive large buses will be paid for such assignments at the rate provided for driving large buses.

E. Attendance Stipend

If attendance is perfect during the school year the driver will receive an additional three hundred twenty dollars (\$320.00) in 1991-92, three hundred forty dollars (\$340.00) in 1992-93 and three hundred seventy dollars (\$370.00) in 1993-94.

APPENDIX - SALARY SCHEDULES

SCHEDULE A

TEACHER SALARY GUIDE

<u>Step</u>	<u>Previous Years of Experience</u>	<u>91-92 BA Column</u>	<u>Previous Years of Experience</u>	<u>92-93 BA Column</u>
A	0-1	\$ 23,260	0-2	\$ 24,660
B	2	24,110	3	25,560
C	3	24,960	4	26,460
D	4	25,910	5	27,470
E	5	26,860	6	28,470
F	6-9	29,530	7-10	33,230
G	10-12	34,030	11-13	38,290
H	13+	41,600	14+	44,100

Differentials:*

MA	\$ 1,710	MA	\$ 1,830
MA+30	2,460	MA+30	2,630
PhD	3,960	PhD	4,240

Longevity:**

15-18	\$ 1,070	15-18	\$ 1,140
19-23	1,710	19-23	1,830
24+	2,300	24+	2,460

* Add the single applicable differential to your position on the BA Guide.

** Add the single applicable longevity to your salary.

SCHEDULE B

SPECIAL SERVICES AND DEPARTMENT CHAIRMAN

A. School Psychologist

Twelve month contract: Ratio 1.20

B. Learning Disability - Teacher Consultant

1. Twelve month contract: Ratio of 1.15

2. Ten month contract: Ratio of 1.05

C. School Social Worker

Twelve month contract: Ratio of 1.15

D. Department Chairperson

1. Ten month contract: Ratio of 1.075

2. Twelve month contract: Ratio of 1.195

3. Acting Department Chairperson: Ratio of 1.05

E. Student Assistance Coordinator

Twelve month contract: Ratio of 1.17

SCHEDULE C

ACTIVITIES

ATHLETICS

<u>ACTIVITY</u>	<u>1991-92</u>	<u>1992-93</u>
Football--Head Coach	\$ 4970	\$ 5270
Football--Defensive Coach	3570	3790
Football--Assistant (4)	2690	2850
Basketball--Head Coach	3660	3880
Basketball--Assistant (2)	2440	2580
Tennis--Fall (Girls)	2320	2460
Tennis--Spring (Boys)	2320	2460
Tennis--Asst. (Boys or Girls) (2)	1970	2090
Baseball--Varsity	3290	3480
Baseball--Assistant (2)	2320	2460
Track--Winter--Head Coach	2180	2310
Track--Spring--Head Coach	3290	3480
Track--Assistant (2)	2060	2180
Track--Cross Country--Head Coach	2320	2460
Track--Cross Country--Assistant	1970	2090
Wrestling--Head Coach	3450	3650
Wrestling--Assistant (2)	2320	2460
Soccer--Head Coach	3170	3360
Soccer--Assistant (2)	2000	2120
Golf Coach	2320	2460
Girls' Basketball--Head Coach	3660	3880
Girls' Basketball--Assistant (2)	2440	2580
Girls' Softball--Head Coach	3290	3480
Girls' Softball--Assistant (2)	2320	2460
Girls' Track--Head Coach	3290	3480
Girls' Track--Assistant (2)	2060	2180
Girls' Cross Country--Head Coach	2320	2460
Girls' Field Hockey--Head Coach	3170	3360
Girls' Field Hockey--Assistant	2000	2120
Girls' Soccer--Head Coach	3170	3360
Girls' Soccer--Assistant (2)	2000	2120
Twirlers	870	920
Cheerleading--Head Coach	2020	2150
Cheerleading--Assistant	1300	1380
Cheerleading--Assistant	1250	1330
Color Guard Coach	730	780

ELEMENTARY

<u>ACTIVITY</u>	<u>1991-92</u>	<u>1992-93</u>
Dramatics Coach	\$ 1880	\$ 1990

MIDDLE SCHOOL

<u>ACTIVITY</u>	<u>1991-92</u>	<u>1992-93</u>
Band Advisor	\$ 1420	\$ 1510
Collector Middle School Revenues	730	780
Newspaper Advisor	670	710
Student Council Advisor	590	630
Audio-Visual--Repair	950	1010
Audio-Visual--Distribution	590	630
Dr_matics Coach	1880	1990
Team Leaders (3)	1250	1330

HIGH SCHOOL

<u>ACTIVITY</u>	<u>1991-92</u>	<u>1992-93</u>
Senior Class Advisor	\$ 1220	\$ 1290
Junior Class Advisor	1040	1100
Sophomore Class Advisor	770	820
Freshman Class Advisor	730	780
Senior Year Book Advisor	1590	1690
Band Advisor	4970	5270
Dramatics Coach	1880	1990
Forensics/Public Speaking Advisor	1000	1060
Collector High School Revenue	1220	1290
Newspaper Advisor	1130	1200
Student Council Advisor	1350	1430
Audio-Visual--Repair	950	1010
Audio-Visual--Distribution	730	780
Honor Society Advisor	1350	1430
Math League Advisor	870	920

The Board and the Association shall form an Activities Study Committee made up of three (3) representatives appointed by the Board and three (3) representatives appointed by the Association who shall meet to review the relative compensation for each activity in Schedule C with respect to time devoted to each activity by each staff member and the comparative compensation offered by other school districts of similar size for similar duties. Recommendations shall be made to the Board and the Association prior to the commencement of the reopening of negotiations for the third year of this Agreement.

SCHEDULE F

OFFICE WORKER SALARY GUIDE

1991-1992

<u>Step</u>	<u>Previous Experience</u>	<u>Clerk/ Typist</u>	<u>Secretary</u>	<u>Bookkeeper</u>
A	0- 4	\$14,690	\$ 15,770	\$ 17,600
B	5-10	17,170	18,140	19,550
C	11-14	19,760	20,520	21,920
D	15+	22,460	23,110	24,300

LONGEVITY

Previous Years In
South River

15-18	\$ 640
19-23	1280
24+	1930

1992-1993

<u>Step</u>	<u>Previous Experience</u>	<u>Clerk/ Typist</u>	<u>Secretary</u>	<u>Bookkeeper</u>
A	0- 5	\$15,870	\$ 17,030	\$ 19,010
B	6-11	18,540	19,590	21,110
C	12-15	21,340	22,160	23,670
D	16+	24,260	24,960	26,240

LONGEVITY

Previous Years In
South River

15-18	\$ 680
19-23	1370
24+	2070

SCHEDULE D

SALARY GUIDE

TEACHER AIDE, TRAINER AND ATTENDANCE OFFICER

<u>Position</u>	<u>1991-92 Annual Salary</u>	<u>1992-93 Annual Salary</u>
Teacher Aide	\$ 15,960	\$ 17,080
Attendance Officer (Part-time position)	5,890	6,300
Trainer	26,060	27,880

If necessary, in order to fill the position of full-time trainer, the Board may pay an annual salary greater than that provided above, but not more than the salary provided on the Teacher Salary Guide.

SCHEDULE E

DRIVER SALARY GUIDE

<u>Step</u>	<u>Previous Experience</u>	<u>91-92 Annual Salary</u>	<u>Previous Experience</u>	<u>92-93 Annual Salary</u>
A	0-3	\$ 18,300	0-4	\$ 19,580
B	4-6	19,050	5-7	20,380
C	7-9	19,900	8-10	21,290
D	10+	20,870	11+	22,330

<u>Longevity:</u>	<u>Previous Years in South River</u>	<u>91-92 Add to Step D</u>	<u>92-93 Add to Step D</u>
	10-12	\$ 430	\$ 460
	13-16	860	920
	17+	1280	1370