

14807

AGREEMENT

between the

WESTFIELD EDUCATION ASSOCIATION

and the

BOARD OF EDUCATION OF WESTFIELD

County of Union, New Jersey

1980-1981, 1981-1982, 1982-1983

Sally Keirosta
President West Field Education Association

J.P. Sullivan
President West Field Board of Education

AGREEMENT

This Agreement made the 16th day of September, 1980 by and between the Board of Education of the Town of Westfield, County of Union, State of New Jersey (hereinafter referred to as the "Board"), and the Westfield Education Association, having its principal office at 113 Central Avenue, Westfield, Union County, New Jersey (hereinafter referred to as the "Association").

WHEREAS, the Board and the Association have entered into negotiations in accordance with the provisions of the Employer-Employee Relations Act, Chapter 123, Public Laws of 1974 (N.J.S.A. 34:13A-1 et seq.).

NOW, THEREFORE, it is agreed as follows:

ARTICLE I

RECOGNITION

A. The Board's Status

The Association does hereby recognize the Board as the public agency charged by the Legislature, under the mandate of the Constitution, with the management in the School District of the Town of Westfield of a thorough and efficient system of free public schools.

The Board hereby retains and reserves unto itself, without limitations, other than those expressly set forth by law and by the specifications of this Agreement, all powers, rights,

authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey, and of the United States.

B. Recognition of the Association

1. The Board does hereby recognize the Association as the exclusive representative for collective negotiations concerning terms and conditions of employment for the public school teachers of the Westfield School System.
2. The appropriate bargaining unit of the Westfield Education Association shall be composed of the following personnel: classroom teachers, special elementary teachers (art, music, physical education), librarians (elementary and secondary), reading specialists, speech specialists, learning disabilities specialists, special education teachers (trainable, educable, neurologically and perceptually impaired), resource room teachers, nurses, social workers, guidance counselors, psychologists (hereinafter collectively referred to as "Teachers").
3. The unit excludes the following personnel: assistant superintendents, director of instruction, coordinator of elementary education and personnel, principals, assistant principals, director of special services, director of fine arts K-12, audio-visual director,

director of physical education and athletics,
assistant director of athletics, director of T & E
and special projects, director of computer services,
teachers when performing department head duties,
all noncertificated personnel and all certificated
personnel not under contract.

ARTICLE II

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1974, to reach agreement on all matters concerning the terms and conditions of teachers' employment.
- B. 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.

ARTICLE III

GRIEVANCE PROCEDURE

- A. The Board and the Association recognize that misunderstandings and disagreements may arise with respect to either the interpretation and application of the rules, regulations and policies of the Westfield Public Schools, or the provisions of this Agreement. The purpose of this grievance procedure is to

secure, at the lowest possible level, a resolution of grievances which may from time to time arise affecting the terms and conditions of employment of members of the bargaining unit. This grievance procedure is to be used for the settlement of grievances only and shall not be used as an instrument for negotiating changes in Board policy.

- B. A "Grievance" is a claim by a Teacher or the Association based upon an interpretation, application or violation of this Agreement or the rules, regulations and/or policies of the Westfield Public School District, or based upon an administrative decision, affecting the terms and conditions of employment of a Teacher or a group of Teachers.
- C. Any Teacher may discuss informally any Grievance with any appropriate member of the school administration. The Teacher may meet with his/her department head, supervisor, Assistant Principal, or Principal to discuss the Grievance. He/she may also use other professional staff members or Association representatives in endeavoring to satisfactorily resolve the Grievance.
- D. These Grievance procedures shall not apply in the following instances:
 - 1. A complaint regarding any matter as to which the Board does not have legal authority to act.

2. Any matter as to which a statutory remedy is provided, exclusive of N.J.S.A. 18A:6-9.
 3. A complaint of a non-tenured Teacher by reason of his/her not being re-employed.
 4. A complaint of any Teacher by reason of appointment to, lack of appointment to, retention in, or lack of retention in, any position for which tenure is either not possible or required.
- E. A Grievance, to be considered, must be initiated in writing as hereinafter provided within fifteen (15) school days of its occurrence or within fifteen (15) school days after the Teacher had knowledge of its occurrence.
- F. The aggrieved Teacher and the Association shall, during and notwithstanding the pendency of any Grievance, continue to observe all assignments and applicable rules and regulations of the Board until such Grievance and any effect thereof shall have been fully determined.
- G. No reprisals of any kind shall be taken by the Board or by any member of the Administration against any party in interest, any member of the Association or any other participant in the grievance procedure by reason of such participation.
- H. An aggrieved Teacher may present his/her written Grievance and process it through Steps 1 and 2 of the grievance.

procedure by himself/herself, or, at his/her option, through a representative of the Association. Where an aggrieved Teacher is not represented by the Association, a representative of the Association shall have the right to be present at every step of the grievance procedure to present the Association's views.

- I. In the event that a Grievance is not resolved informally as suggested by Section C, the following procedure will be followed and the forms developed by the Board and the Association will be used:

Step 1. The aggrieved Teacher shall file his/her Grievance with the supervisor or Administrator immediately concerned. The Grievance must be in writing, on the prescribed form, and the writing shall set forth all relevant facts known at that time, the specific contract clause, rule or regulation under which the Grievance has arisen, the date of the alleged Grievance, and the relief sought. The supervisor or Administrator immediately concerned shall render his/her decision in writing with reasons within five (5) school days after receipt of the Grievance.

Step 2. Upon receipt of such written decision, the aggrieved Teacher may, within a five (5) school day period, submit the Grievance to the next level of authority.

The person at the next level of authority below the Superintendent, where one exists, and staff members of his/her choosing may meet with the aggrieved Teacher and a representative of the Association within five (5) school days after receipt of such Grievance, and he/she shall render his/her decision in writing with reasons no later than five (5) school days after such meeting or within five (5) school days after receipt of the Grievance from the aggrieved Teacher if no meeting is held.

Step 3. In the event that the Grievance is not resolved at Step 2, or if no intermediate level of supervision exists, the Association may within five (5) school days after receipt of the written decision at Step 2 (or at Step 1 where no intermediate level of supervision exists), submit to the Superintendent for review the Grievance, setting forth any additional relevant facts known at that time. The Superintendent, or his/her designee, in the absence of the Superintendent, and staff members of his/her choosing, shall meet with the aggrieved Teacher and a representative of the Association within ten (10) school days after receipt of the Grievance at Step 3. The Superintendent shall at such meeting discuss the Grievance and shall render his/her decision in

writing with reasons no later than ten (10) school days after such meeting.

Step 4. In the event that the Grievance is not resolved at Step 3, the Association may, within five (5) school days after receipt of such written decision, submit the Grievance to the Secretary of the Board for Board review of the decision of the Superintendent. The Superintendent shall immediately make available to the aggrieved Teacher copies of those documents and records dealing with the processing of the Grievance to that date. The Board or a committee thereof shall, within fifteen (15) school days after receipt of the Grievance at Step 4, hold a hearing to be attended by the aggrieved Teacher and two (2) representatives of the Association. The Board or its designee shall invite to such hearing such persons as it or its designee deems necessary and pertinent for the resolution of the Grievance. Either the aggrieved Teacher or the Board may cause a stenographic record to be made of said hearing at the expense of the party requesting it. The Board shall render a decision in writing within fifteen (15) days of the hearing.

Step 5. In the event that the Grievance is not resolved by the review of the Board as described in Step 4, the

Association may elect to have the matter referred for arbitration by filing, within ten (10) working days of the date of decision at Step 4, written request for arbitration with the Public Employment Relations Commission or the American Arbitration Association, with a copy to the Board. In the event that the Association and the Board do not agree upon an arbitrator within ten (10) days, they agree to designate the Public Employment Relations Commission or the American Arbitration Association to name the arbitrator, and to set dates directly with the arbitrator.

The award of the arbitrator shall be binding on the parties for Grievances concerning the express terms of this Agreement only and advisory for all other grievances.

In no event shall the award have the effect of adding to, modifying, or amending the provisions of this Agreement, nor shall it be contrary to any applicable statute or rules and regulations of the State Board of Education or the Commissioner of Education.

The fees of the arbitrator and the expenses of the hearing and investigation shall be shared

equally by the Board and the Association, but each party shall be responsible for its own expenses with respect to the hearing.

J. It is understood that an aggrieved Teacher or group of Teachers may withdraw a Grievance during or after any step in the procedure. In such event, the Association may continue to process the Grievance further.

K. Time Limits

Because it is important that Grievances be processed promptly, the time period provided for in each of the various steps of the grievance procedure shall be considered as a maximum unless extended by mutual agreement in writing. The Board and the Association shall make every effort to expedite the resolution of any Grievance pending at or near the end of a school year where the failure to resolve such Grievance prior to the end of the school year may adversely affect the aggrieved Teacher.

No Grievance shall carry over to the next school year. In order to be considered, a Grievance occurring at the end of a school year must be initiated within the time limits set forth in this procedure. After the close of the teacher work year, Board business office work days shall be counted as school days. After the appropriate first step of the grievance procedure for a Grievance occurring at the end of

a school year has been completed, either party shall be permitted to extend to the first five (5) days of the next school year the time limits for appeal to or response at the next step by written notification to the other party.

L. Group Grievance

Any Grievance which affects a group or class of aggrieved Teachers may be presented in writing by the aggrieved Teachers or by a representative of the Association to the next level of authority at Step 2 without first having been processed through the previous steps of the grievance procedure. Such group Grievances shall be initiated at Step 2 and thereafter in accordance with the procedures set forth above.

M. Meetings and hearings held pursuant to the foregoing grievance procedure shall not be conducted in public.

N. All documents, communications and records dealing with the processing of a Grievance shall be filed in a separate Grievance file and shall not be kept in the personnel file of any of the participants.

ARTICLE IV

TEACHER RIGHTS AND RESPONSIBILITIES

A. No Teacher shall be disciplined or reprimanded without just cause.

- B. All Teachers shall maintain the right and responsibility to determine grades and other evaluations of students in accordance with the grading policies of the Westfield Public Schools. Except in unusual circumstances, no grade or evaluation shall be changed without the knowledge and approval of the Teacher.
- C. Whenever any Teacher is required to appear before the Board or any committee thereof or any of its Administrators concerning any matter of discipline which could adversely affect (1) the continuation of that Teacher in his/her office, position or employment, (2) or that Teacher's salary or increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such a meeting.

ARTICLE V

ASSOCIATION PRIVILEGES

- A. The Board agrees to make available all items of public information to the Association which it may from time to time request.
- B. The Association may have the use of school buildings for meetings to be held at reasonable hours upon proper application.

- C. The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge and Teachers' dining room. Copies of all materials to be posted on such bulletin board shall be given to the building Principal, but no approval shall be required. All material placed on these bulletin boards shall either be signed or bear the Association's monogram.
- D. The Association shall have the privilege of using inter-school mail facilities and school mailboxes for Association business.
- E. The President-elect of the Association shall, in writing, within ten (10) days of election, notify his or her building Principal and the Superintendent of such election. The building Principal, in working out schedules for the following year shall, if feasible, if the President is a member of the junior high school or high school staff, schedule the President's preparation period to coincide with the elementary lunch period.
- F. A mailbox labeled "WEA" will be established at an appropriate location determined by the Superintendent in consultation with the President of the Association. The Board will, using said mailbox, forward to the Association copies of all written reports made by the Board or the Administration to the public or any segment of the public.

ARTICLE VI
TEACHER WORK YEAR

- A. The Teacher work year shall consist of 183 days: 180 student contact, 2 N.J.E.A., and 1 teacher preparation. Make-up days will be included in the school calendar at the discretion of the Board.
- B. There shall be no increase in the length of the Teacher work day without negotiations.
- C. Prior to any decision by the Board to adjust the starting time of the teaching work day, the Association will be consulted.
- D. Prior to making recommendations to the Board for the school calendar, the Superintendent shall consult with the Association.

ARTICLE VII
TEACHING HOURS AND TEACHING LOAD

- A. Each high school Teacher shall arrive in the building ten (10) minutes before the Teacher's first scheduled assignment, and shall normally remain for thirty (30) minutes after the Teacher's last scheduled assignment to assist students, meet parents and attend faculty and committee meetings.
- B. Each junior high school Teacher shall arrive in the building fifteen (15) minutes before the Teacher's first scheduled

assignment, and shall normally remain for thirty (30) minutes after school to assist students, meet parents and attend faculty and committee meetings.

- C. Elementary Teachers shall be in their classrooms five (5) minutes prior to the start of the students' day and will normally be permitted to leave twenty (20) minutes after the regular student dismissal time except on early student dismissal days when Teachers may be required to remain until the normal Teacher dismissal time.
- D. On school days immediately preceding the Thanksgiving, Christmas, winter and spring holidays or vacations, and on Fridays where the following Monday is a holiday, the Teacher's day in the senior high school shall end immediately following the Teacher's last scheduled assignment and the Teacher's day in the junior high schools and the elementary schools shall end immediately following the regular student dismissal time.
- E. The normal in-school work day for senior high school Teachers shall be seven (7) hours and eight (8) minutes which shall include a forty-three (43) minute duty-free lunch period and a forty-three (43) minute preparation period.
- F. The normal in-school work day for junior high school Teachers shall be seven (7) hours and five (5) minutes which shall include a forty (40) minute duty-free lunch period. During a

normal full work week, junior high school Teachers shall be afforded ten (10) preparation periods.

G. The normal in-school work day for elementary Teachers shall be six (6) hours and fifty (50) minutes which shall include five (5) hours and five (5) minutes of instruction time and a sixty (60) minute duty-free lunch period.

H. Elementary Teachers shall be excused from the classroom and afforded preparation periods during the regularly scheduled classes of special Teachers (including art, music, library, health and physical education Teachers).

Except in the case of emergencies, or when a Teacher and his or her Principal have agreed otherwise, each elementary Teacher's regularly scheduled preparation periods will be reserved for preparation time.

Special Teacher substitutes or regular Teacher substitutes will be sought by the District so that, to the extent possible, elementary Teachers' regularly scheduled preparation periods may be observed. In the event that substitutes cannot be found, Principals shall seek alternate ways to afford elementary Teachers their regularly scheduled preparation periods.

I. Teachers in the secondary schools may leave their buildings without requesting permission during their scheduled duty-free

lunch periods provided that they sign out and in on an appropriate form in the main office of their building.

ARTICLE VIII

TEACHER EMPLOYMENT

An overall list of Teachers, including tenured and nontenured Teachers, shall be compiled and arranged in order of decreasing years of professional service in the Westfield Public Schools. The Association shall be provided with ten (10) copies and one (1) copy shall be provided in each building for perusal by any Teacher.

ARTICLE IX

TRANSFERS AND REASSIGNMENTS

- A. No later than May 10th of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies which shall occur during the following school year. 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 with the Superintendent through the Principal not later than May 25th. Such a statement shall include, in order of preference, 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.

- B. In the determination of requests for voluntary reassignments and/or transfers, the wishes of the individual Teacher shall be honored to the extent that the reassignment or transfer does not conflict with the instructional requirements and best interests of the school system. No such requests shall be denied arbitrarily or capriciously.
- C. When an involuntary transfer or reassignment is deemed advisable, a Teacher's area of competence, certification(s), major or minor field of study, length of service in the Westfield Public Schools, length of service in the particular school building and other relevant factors, including among other things, state and/or federal laws, rules, regulations or administrative directives, may be considered in determining which Teacher is to be transferred or reassigned.
- D. An involuntary transfer or reassignment shall be made only after a meeting between the Teacher involved and the immediate supervisor and/or any other member of the Administrative staff.

ARTICLE X

TEACHER EVALUATION

- A. The procedures for teacher evaluation shall be those outlined in the manual entitled, STAFF EVALUATION SYSTEM, as revised September, 1979.

ARTICLE XI

TEACHER-ADMINISTRATION LIAISON

- A. In September of each year, the Association shall select experienced Teachers as members of a Building Liaison Committee for each school building. Such Teachers shall have no less than three (3) full years of teaching experience, of which one (1) complete year must be in the Westfield Public Schools. Each such Committee shall meet with the building Principal and/or his/her designees at least five (5) times during the school year beginning in September, with not more than two (2) months elapsing between meetings. At least one (1) interim meeting shall be held between each of the five (5) scheduled meetings if requested by either party.

At the elementary school level, one (1) appointee shall be a primary Teacher (K-3) and the other an intermediate Teacher (4-6).

At the secondary level, the number of appointees shall be such that there be one (1) member for every twenty (20) Teachers or fraction thereof.

Areas for consideration shall be current school problems and practices.

The formation of these Building Liaison Committees shall in no way abrogate the privilege of any individual Teacher to

consult directly with his/her building Principal on any matter.

- B. Five (5) representatives selected by the Association in September of each year for membership on a Superintendent's Liaison Committee shall meet with the other members of such Committee, including the Superintendent and his/her designees, totalling five (5) in number, to review and discuss current school district practices and concerns at least five (5) times during the school year beginning in September, with not more than two (2) months elapsing between meetings. At least one (1) interim meeting shall be held between each of the five (5) scheduled meetings if requested by either party.

Recommendations voted by a majority of the Superintendent's Liaison Committee shall immediately be forwarded to both the Association Executive Council, the Administrative Council and the Board for their reactions.

- C. Minutes of meetings of the Building Liaison Committees and the Superintendent's Liaison Committee shall be submitted to the Superintendent and the President of the Association not later than three (3) school days following such meetings.
- D. The Superintendent and the President of the Association may jointly call a special meeting of the Superintendent's Liaison Committee and shall submit an agenda to Committee

members so they may have sufficient time to study it prior to the meeting.

ARTICLE XII

INSTRUCTIONAL COUNCIL

The Instructional Council shall continue to function in the manner prescribed in the jointly adopted resolution of November, 1972, as amended by the December 11, 1975 memorandum of understanding.

ARTICLE XIII

SICK LEAVE

Sick Leave is defined as a Teacher's absence from work because of his or her disability due to personal illness or injury.

Sick Leave with full pay shall be allowed each Teacher for a minimum of eighteen (18) days in each contract year. A full year's allowance shall go into effect on July 1 of each year.

When a Teacher uses in any school year less than the number of days of Sick Leave permitted under this Article, days not utilized shall be cumulative to be used for Sick Leave in subsequent years, provided, however, that no Teacher shall be allowed to increase his or her total accumulation by more

than fifteen (15) days in any one year. Sick Leave days shall be used in the following sequence: the fifteen (15) accumulative Sick Leave days for the current year shall first be used; the three (3) non-accumulative Sick Leave days for the current year shall then be used; and accumulated Sick Leave days from previous years shall then be used.

When a Teacher has exhausted the maximum number of Sick Leave days with full pay authorized under this Article, the Board may continue to pay such Teacher's salary less the pay of a substitute for such length of time as is determined by the Board in each individual case in accordance with the provisions of N.J.S.A. 18A:30-6. In the case of a Teacher for whom no substitute is employed, the Board shall determine the amount to be deducted in each individual case in accordance with the provisions of N.J.S.A. 18A:30-6. In instances of this nature, the Teacher must make written application through his or her supervisor or the Principal of his or her school.

ARTICLE XIV

PERSONAL LEAVE

In addition to the leaves provided for by the provisions of sections 5(a), 5(b), 6(a), 6(b) and 6(c) of Board Policy, GCBD and GDBD, entitled "EMPLOYEES' ABSENCES," each Teacher may, for reasons of personal emergency and conditioned upon

the express written approval of the Superintendent, be granted, with full pay and without charge against Sick Leave, one (1) or more days of Personal Leave. Reasons of personal emergency are defined as unavoidable situations. The number of days granted shall be determined by the Superintendent. A Teacher shall submit, on a form developed by the Superintendent in consultation with the Association, a written application (setting forth the reasons of personal emergency) for such leave to his or her Principal either in advance or within two (2) school days after the Teacher's return to duty.

In the event that a Teacher prefers not to divulge the reasons of personal emergency, the Teacher shall write on the form referred to above the words "Personal Emergency - Personal" and the Teacher shall submit such application directly to the Superintendent in an envelope marked "Confidential".

ARTICLE XV
EXTENDED LEAVES

A. Disability Leave

1. Any Teacher who experiences a disability arising out of, but not limited to, surgery, hospital confinement, medical treatment, pregnancy, or the like, shall be entitled to a paid or unpaid Disability Leave based

upon such disability. In the event that said Teacher applies for a paid Disability Leave, such Disability Leave shall be chargeable to the accumulated sick leave account, if any, of said Teacher. If the accumulated sick leave account is or has been exhausted, the Disability Leave of absence shall, except as is otherwise provided for under Article XIII of this Agreement, entitled "Sick Leave," be without pay. All policies, practices, rules and regulations applicable to Teachers granted leave under Article XIII of this Agreement, entitled "Sick Leave", shall govern such Disability Leave.

2. All Teachers anticipating a long term disability shall notify their Principal of the condition expected to result in disability as soon as practicable, and shall submit to the Principal a written statement from his/her physician verifying the condition expected to result in the long term disability and, if possible, the physician's prognosis as to the anticipated duration of such disability.
3. The Board shall have the right to require any Teacher who has been on paid or unpaid Disability Leave and who desires to return to his or her duties by a fixed date following recovery from disability to produce a written statement from his/her physician stating that he/she is

capable of resuming his/her duties, which opinion shall be confirmed by the Board medical inspector.

4. Whenever, in the opinion of the Board, the date of the commencement of an unpaid Disability Leave and/or the date for the resumption of duties would substantially interfere with the administration of the schools and/or the education of students, the requested dates may be changed by the Board if, in the opinion of the Board medical inspector, such change is not medically contra-indicated.

5. Where an unpaid Disability Leave has been approved, the commencement or termination dates thereof may be further extended or reduced for medical reasons upon application by the Teacher to the Board accompanied by a written statement from the Teacher's physician as to the advisability of such extension or reduction. Such extensions or reductions may be granted by the Board for additional reasonable periods of time; provided, however, that the Board may alter the requested dates upon a finding that such extension or reduction would substantially interfere with the administration of the schools and/or the education of students and, provided, further, that such change by the Board is not medically contra-indicated. All extensions of such leaves shall in any event be subject to the provisions of N.J.S.A. 18A:30-1 et seq. and, specifically, N.J.S.A. 18A:30-7.

6. These provisions shall not be deemed to impose upon the Board any obligation to grant or extend a Disability Leave of any non-tenured Teacher beyond the end of the work year in which such leave was originally granted, provided, however, that the provisions of this Subsection shall not in any way preclude the ability on the part of the Board, in its absolute discretion, to grant to a non-tenured Teacher a Disability Leave extending beyond the end of such work year. The period of an unpaid Disability Leave granted to a non-tenured Teacher shall not be included in the minimum period required by statute to attain tenure, and said Teacher shall not acquire tenure during such leave.
7. Where a Disability Leave is for disability related to pregnancy, the pregnant Teacher applying for such leave under the provision of this Section may simultaneously make application for a Child Rearing Leave in accordance with the provisions of Section C of this Article.

B. Maternity/Paternity Leave

1. All Teachers requesting an unpaid Maternity/Paternity Leave under this Article without regard to a claimed present state of disability, shall (as soon as the pregnancy is medically confirmed) submit to the Principal a written request specifying the date (no earlier

than five (5) months prior to the anticipated date of the birth of a child) on which he/she expects to commence said leave and the date on which he/she expects to return from said leave, which shall not be chargeable to said Teacher's sick leave account.

2. Whenever, in the opinion of the Board, the date of the commencement of the unpaid Maternity/Paternity Leave, and/or the date for the resumption of duties would substantially interfere with the administration of the schools and/or the education of students, the requested dates may be changed by the Board.
3. Where an unpaid Maternity/Paternity Leave has been approved, the commencement or termination dates thereof may be extended or reduced upon application by the Teacher to the Board accompanied, where appropriate, by a written statement from the Teacher's physician as to the advisability of such extension or reduction. Such extensions or reductions may be granted by the Board for additional reasonable periods of time provided, however, that the Board may alter the requested dates upon a finding that such extension or reduction would substantially interfere with the administration of the schools and/or with the education of students and, provided, further, that such change by the Board is not medically contra-indicated. All extensions of such

leaves shall in any event be subject to the provisions of N.J.S.A. 18A:30-1 et seq. and, specifically, N.J.S.A. 18A:30-7.

4. These provisions shall not be deemed to impose upon the Board any obligation to grant or extend a Maternity/Paternity Leave of any non-tenured Teacher beyond the end of the work year in which such leave was originally granted, provided, however, that the provisions of this Subsection shall not in any way preclude the ability on the part of the Board, in its absolute discretion, to grant to a non-tenured Teacher a Maternity/Paternity Leave extending beyond the end of such work year. The period of an unpaid Maternity/Paternity Leave granted to a non-tenured Teacher shall not be included in the minimum period required by statute to attain tenure, and said Teacher shall not acquire tenure during such leave.
5. A teacher applying for a Maternity/Paternity Leave under the provisions of this section may simultaneously make application for a Child Rearing Leave in accordance with the provisions of Section C of this Article.

C. Child Rearing Leave

1. In the case of the birth of a child or the placement of a child under the age of five (5) for adoption, any

Teacher shall have the right, upon application, to leave for the purpose of child rearing. Said Child Rearing Leave shall be without pay. In any case where both parents of such child are Teachers in the Westfield Public Schools, only one (1) parent shall be entitled to such Child Rearing Leave at any one time.

2. Application for Child Rearing Leave in connection with the birth of a child shall be filed at least sixty (60) days prior to the anticipated birth date of the child. Application for Child Rearing Leave in connection with the placement of a child under the age of five (5) for adoption shall be filed immediately upon receipt by a Teacher of a notice of such placement.
3. In the case of a Teacher who has been granted Disability Leave under the provisions of Section A of this Article, and who has applied for Child Rearing Leave, such Child Rearing Leave shall become effective immediately upon the termination of the aforesaid Disability Leave.
4. Child Rearing Leave shall be granted, upon application made therefor, for a period ending as of the date requested by the Teacher unless the date

of return selected by that Teacher for the resumption of duties would substantially interfere with the administration of the schools or with the education of pupils. Such Child Rearing Leave shall be automatically extended, in the case of tenured Teachers only, upon the request of a tenured Teacher, for one (1) additional work year. Such request by such tenured Teacher for an extension of such Child Rearing Leave for such additional work year shall be made to the Superintendent in writing no later than the March 1st preceding the expiration of the first period thereof. Such Child Rearing Leave for such tenured Teacher may be extended by the Board, upon the request by such tenured Teacher made to the Superintendent in writing no later than the March 1st preceding the expiration of the leave, for a second additional work year.

5. A Teacher may request early reinstatement, the granting of which shall be in the sole discretion of the Board.
6. These provisions shall not be deemed to impose upon the Board any obligation to grant or to extend a Child Rearing Leave of any non-tenured Teacher beyond the end of the work year in which such leave was originally granted, provided, however, that the provisions of this Subsection shall not in any way preclude the ability on

the part of the Board, in its sole discretion, to grant to a non-tenured Teacher a Child Rearing Leave extending beyond the end of such work year. The period of an unpaid Child Rearing Leave granted to a non-tenured Teacher shall not be included in the minimum period required by statute to attain tenure, and said Teacher shall not acquire tenure during such leave.

ARTICLE XVI

TEACHER FACILITIES

- A. Each school building shall reserve for the Teachers a faculty room wherever possible. The use of this room for other than Teachers shall only be permitted when no other suitable space or room is available. This room shall also be reserved for Teachers during their duty-free lunch period.
- B. A telephone will be furnished in each faculty lounge providing means for confidential teacher-parent communication. Personal toll calls will be billed to an individual Teacher's home phone or credit card.
- C. A Teachers' dining room or area will be provided in each school. In each elementary school, this area shall be the faculty room.
- D. The cost of suitable protective clothing for Teachers in physical education, industrial arts, laboratory sciences,

art and home economics shall be reimbursed, up to an annual allowance per qualified Teacher of twenty-five (\$25.00) dollars in 1980-1981, thirty (\$30.00) dollars in 1981-1982 and thirty-five (\$35.00) dollars in 1982-1983.

- E. At the senior high school, parking space will be reserved for all Teachers requesting such space at the beginning of the school year.
- F. A serviceable desk, chair and filing cabinet shall be provided for the use of each Teacher regularly assigned to a single building. Special Teachers shall have these facilities where they are principally based.

ARTICLE XVII

SALARIES

A. Salaries

The salaries of Teachers shall be as set forth in Schedules "A-1", "A-2" and "A-3" attached hereto and made a part hereof.

B. Extra Compensation for Extra Curricular Activities

The extra compensation to be paid Teachers for sponsoring extra curricular activities shall be as set forth in Schedule "B" attached hereto and made a part hereof.

C. Extra Compensation for Coaching Activities

The extra compensation to be paid Teachers for coaching activities shall be as set forth in Schedules "C-1", "C-2" and "C-3" attached hereto and made a part hereof.

D. New Coaching and Extra Curricular Positions

Positions will be added to Schedules "B" and "C-1", "C-2" and "C-3" in the following manner:

A committee consisting of three (3) Teachers, appointed by the President of the Association, and three (3) Administrators, appointed by the Superintendent, shall serve as a screening committee. All requests for the establishment of new positions in Schedules "B" and "C-1", "C-2" and "C-3" shall be presented to this committee.

If recommended by this committee, the proposal shall be presented to the Principal of the involved school for his/her recommendation for approval or disapproval. The proposal, with the Principal's recommendation, shall be presented to the Superintendent. If approved by the Superintendent, the proposed new position shall be presented to the Board for its action.

The Teacher or Administrator proposing the new position shall be informed of the decision reached at each level of the above procedure.

After a Teacher has functioned in a new position approved by the Board for sixty (60) calendar days, the Association and the Board shall negotiate the salary for the new position. The results of the negotiation shall be retroactive.

E. Procedures for Advancement on Salary Guide and for Withholding of Increases

1. Progress along the pattern of increases shall be automatic unless the Board withholds all or any part of a Salary Increase (defined below) in accordance with the provisions of this Section E.
2. The Board expressly reserves the right to withhold, for inefficiency or other good cause, all or any part of a Salary Increase, defined as follows: (a) for any Teacher not at the maximum of any degree level of the Teacher Salary Guide, the annual increment and the negotiated salary adjustment, if any; and (b) for any Teacher at the maximum of any degree level of the Teacher Salary Guide, the negotiated salary adjustment, if any.
3. In the event that the Board exercises its right to withhold for inefficiency or other good cause any Salary Increase or portion thereof, the Board does hereby agree to employ the following procedures:

a. The immediate superior and/or the Principal shall not forward any recommendation to withhold a Teacher's Salary Increase or any portion thereof to the Superintendent later than April 15 of the school year preceding that in which such action would take effect. The immediate supervisor or Principal shall give to the Teacher against whom the recommendation shall be made written notice of the alleged cause or causes for the recommendation, in which event the Teacher may within five (5) school days request in writing an opportunity to meet with the immediate supervisor or Principal. In the event such a meeting is requested, the Superintendent shall take no action on the recommendation until five (5) school days after said meeting occurs.

b. The Teacher may, during the five (5) school day period following the meeting with the immediate supervisor or Principal, request in writing an opportunity to meet with the Superintendent. In the event such a meeting is requested, the Superintendent shall take no action on the recommendation until said meeting occurs.

c. Whenever the Superintendent recommends that the Board withhold a Salary Increase or portion thereof, the Teacher to be so deprived shall be given written notice of such recommendation.

d. If, following such recommendation by the Superintendent, such Teacher desires to pursue the matter further, arrangements shall be made to afford said Teacher reasonable opportunity to appear before the Board and to be accompanied by a representative of his/her own choosing. In order to have such an opportunity, such Teacher must, within seven (7) calendar days after receipt of written notice of the Superintendent's recommendation, request in writing such a meeting with the Board. The meeting between such Teacher and the Board shall not constitute a plenary hearing.

e. The Board shall be given a reasonable opportunity, following said meeting, to deliberate. If the resultant action of the Board is to withhold a Salary Increase, the Board shall, within ten (10) calendar days after said meeting, give written notice of such action, together with the reasons therefor to the Teacher concerned.

ARTICLE XVIII

CREDIT UNION DEDUCTIONS

A Teacher may elect to have a portion of his/her salary deducted and forwarded to the Union County Teachers' Federal Credit Union in accordance with prior established procedure.

ARTICLE XIX

REPRESENTATION FEE

A. Purpose of Fee

If a Teacher 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 Teacher will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative.

B. Amount of Fee

Prior to the beginning of each membership year, the Association will notify the Board in writing of the aggregate amount of the regular membership dues, initiation fees and assessments charged by the Association to each of its own members for that membership year. The representation fee to be paid by each non-member will be equal to eighty-five (85%) percent of said aggregate amount.

C. Deduction and Transmission of Fee

The Board agrees to deduct from the salary of any Teacher who is not a member of the Association for the current membership year the full amount of the representation fee referred to in Section B above and promptly will transmit the installments so deducted to the Association.

The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each Teacher during the remainder of the membership year in question. The deductions will begin thirty (30) days after the Teacher begins his or her employment in a bargaining unit position.

D. Termination of Employment

If a Teacher 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 Teacher during the membership year in question and promptly forward same to the Association.

E. 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.

ARTICLE XX

TRAVELLING TEACHER EXPENSES

A. Teachers who are regularly required by their Principals or supervisors to use their own automobiles in the performance

of their duties shall be compensated according to the following procedure.

1. Mileage from the first building location to the last building location of the day is to be indicated on a travel voucher form.
2. Travel voucher forms are to be completed in detail and submitted to the Principals or supervisors at the end of each month for approval.
3. Mileage is to be computed at the rate of \$0.185 per mile.
4. Payments will be made in January and June.

ARTICLE XXI

INSURANCE

A. Health Insurance

The Board shall pay for all Teachers the full premium for Blue Cross, Blue Shield, Rider J and Major Medical coverage, for either single or family coverage as may be appropriate, through the Blue Cross Plan.

B. Dental Insurance

The Board shall pay for all Teachers the full premium for basic dental coverage, and for the riders covering additional

basic, periodontic services, orthodontic services and prosthodontic services, for either single or family coverage as may be appropriate, through Blue Cross Plan C (\$25. deductible).

C. Major Medical Rider

Effective July 1, 1981, the Board shall pay for all Teachers, for either single or family coverage as may be appropriate, the full premium for the major medical rider covering (i) catastrophic events and (ii) the elimination of the presently existing limit of \$50,000 on major medical coverage.

D. Prescription Plan

Effective July 1, 1982, the Board shall pay for all Teachers, for either single or family coverage as may be appropriate, the full premium for a prescription plan to be afforded by a carrier to be jointly agreed upon by the Board and the Association.

E. Coverage for Rehired Teachers

Any Teacher whose employment is terminated prior to June 30 and who is rehired by the Board prior to July 1, shall be entitled to have the coverage payments referred to in Sections A, B, C and D above, as may be applicable as of the July 1 in question, extended to cover July and August.

F. Coverage After Retirement

The Board agrees to permit each Teacher, who has retired from the Westfield Public Schools under the provisions of

the New Jersey Teachers' Pension and Annuity Fund and is entitled to receive pension payments thereunder, to continue his/her participation in the insurance programs which are the subject of this Article and which are in effect as of the time of the Teacher's retirement from the Westfield Public Schools. In order for a Teacher to be so eligible to continue participation in said insurance programs after the Teacher's retirement, the Teacher must have retired after fifteen (15) or more years of service in the Westfield Public Schools and must, within thirty (30) days of retirement from the Westfield Public Schools, submit to the Board a request in writing for continued participation in said insurance programs. Each retired Teacher who participates in the insurance programs which are the subject of this Article shall pay the cost for his or her participation, such payment to be made by semi-annual installments paid in advance. Eligibility for participation in said health insurance programs shall cease immediately upon the attainment by the retired Teacher of eligibility to participate in Medicare or upon the Teacher's death.

G. Equivalency Coverage

Notwithstanding the provisions of Sections A, B, C and D, the Board and the Association agree that, in the event that the Board or the Association desires to replace the insurance described in any one or all of Sections A, B, C and/or D, the Board may do so upon the following conditions:

1. Under no circumstances may the insurance described in Sections A, B, C or D be reduced in any way below the coverage provided for.
2. There shall be no break or discontinuance in insurance coverage under Sections A, B, C and D.
3. Any other provider of the insurance described in Sections A, B, C and D must provide insurance that is generally acceptable to hospitals (and to doctors, dentists and pharmacies, if applicable) in the area of Westfield, New Jersey.
4. Any other provider of the insurance described in Sections A, B, C and D must have a reputation for making payments within a reasonable amount of time.
5. Either party shall have the right to reject the selection of a new insurance provider for any of the reasons set forth in Subsections 1 through 4 above. Such rejection, if it occurs, may be submitted to arbitration under the terms of Article III of this Agreement.

ARTICLE XXII

SPECIAL GRANTS

A. General

The program for special grants is a plan designed to increase the professional competence of Teachers in the Westfield

Public Schools and to help maintain instructional service at the highest level of quality and efficiency. While special grants are not awarded as a reward for past accomplishments, it is understood that satisfactory service is a prerequisite.

B. Eligibility

A Teacher with three (3) or more years of continuous service in the Westfield Public Schools may apply each year to the Superintendent for a special grant not to exceed \$275, \$300 and \$325 in the 1980-1981, 1981-1982 and 1982-1983 school years, respectively, to meet reasonable travel or other expenses incurred outside school hours in connection with courses of study directly related to his or her work in the Westfield Public Schools.

C. Procedures

Special grants shall be awarded according to the following principles:

1. The Teacher must submit through the Principal to the Superintendent a detailed outline of the purpose for which the special grant is to be expended. This purpose must be directly connected with the work of the Teacher. If the proposed program is approved by the Principal and Superintendent, it shall then be brought to the attention of the Board for approval.

2. Applications must be submitted not later than November 15 of the year preceding the one in which the grant is to be expended.
3. The Teacher shall submit an official transcript to his/her Principal for each course completely or partially funded under these provisions.
4. Special grants may be accumulated to a maximum of \$825, \$900 and \$975 in the 1980-1981, 1981-1982 and 1982-1983 school years, respectively. When the maximum has been accumulated, no further accumulation shall be allowed until at least \$100 of the grant shall have been expended for an approved purpose.
5. Teachers awarded special grants shall not expend them unless they plan to spend the subsequent year teaching in Westfield.
6. No awards will be made to a Teacher who has resigned, is planning to retire, or who will be on a leave of absence for any reason other than sabbatical.
7. Requests for payment of cumulative grants shall be submitted on the official form.
8. Approval for payment of a special grant will not be given for a course taken prior to application for the grant.

ARTICLE XXIII
SABBATICAL LEAVE

A. General

Sabbatical Leave is designed to help maintain instructional service at the highest level of quality and efficiency. While satisfactory service is its prerequisite, Sabbatical Leave is not a reward for past accomplishments. On the contrary, it is a privilege granted to employees for their professional advancement so that they may better serve the local school district.

The policy of granting Sabbatical or professional Leaves of absence is established solely for the purpose of promoting the more efficient conduct of the public schools. In no case, therefore, shall an application for such leave be recommended by the Superintendent or approved by the Board unless in his or her or its considered judgment the professional competence of the Teacher and the general efficiency of the school system will thereby be benefited.

The best criterion for judging a particular request for Sabbatical Leave is whether, in the long run, it will contribute to the improvement of the teaching service.

B. Eligibility

1. Any Teacher who has completed seven (7) or more successive years of satisfactory service in the Westfield

Public Schools may, upon recommendation of the Superintendent, be granted leave of absence for one (1) or two (2) semesters for study or travel on a full-time basis, either of which shall be directly connected with his or her work in the Westfield Public Schools. The effective date of second semester Sabbatical Leaves will be February 1, whether or not this coincides with the actual second semester changeover. A subsequent Sabbatical Leave will not be authorized for a Teacher unless and until he or she shall have reestablished eligibility by serving another period of seven (7) or more successive years of successful service.

C. Number of Leaves Authorized

No more than eleven (11) Teachers shall be granted Sabbatical Leave for the same semester.

D. Application for Leave

1. Application for Sabbatical Leave shall be made on or before November 15 of any year. If approved, such leave shall become effective at the beginning of either the first or second semester of the year immediately following.
2. Application shall be made upon a regular blank form prescribed by the Superintendent, and shall set forth a

program or itinerary to be followed by the Teacher during the period of the leave.

3. In recommending Sabbatical Leaves of absence, the Superintendent shall give consideration to the use to be made of the requested leave and to seniority in service. Due consideration shall be given to the reasonable and equitable distribution of Sabbatical Leaves among the different schools and departments. A limit for any one (1) faculty is established as follows: 5% for each secondary school per year; 10% for each elementary school per year; 10% for special services and special teachers per year; and 10% for nurses per year.
4. Each applicant shall be notified promptly in writing by the Superintendent of the decision of the Board concerning his or her application.

E. Subsequent Service

1. A Teacher to whom a Sabbatical Leave is granted shall hereby be deemed to have entered into a contract to continue in the service of the Board for a period of not less than two (2) years after the expiration of the Sabbatical Leave.
2. If a Teacher fails to so continue in service after a Sabbatical Leave, such Teacher shall repay to the

Board a sum of money which bears the same ratio to the amount of salary received while on Sabbatical Leave as the unperformed part of the two (2) subsequent years of service bears to the full two (2) years, unless such Teacher is incapacitated, has been discharged, or has been released by the Board from this obligation for good and sufficient reasons approved by the Board.

F. Status of Tenure and Pension

The period of Sabbatical Leave shall count as regular service for the purposes of retirement. Contributions by the Teacher to the retirement fund shall continue as usual during such period. Tenure rights shall not be impaired.

G. Illness or Accident

Should the program of study or itinerary being pursued by a Teacher on Sabbatical Leave be interrupted by serious accident or illness during such leave, such an interruption shall not constitute a breach of the conditions of such leave or prejudice the Teacher against receiving all the rights and privileges provided for under the terms of his or her Sabbatical Leave, provided that the Superintendent was notified of such accident or illness by registered letter within ten (10) days of its occurrence and is subsequently furnished with satisfactory evidence thereof.

H. Forfeiture of Leave

If the Superintendent shall become convinced that a Teacher on Sabbatical Leave is not fulfilling the purpose for which the Sabbatical Leave was granted, he/she shall immediately report this fact to the Board and the Board may terminate the Sabbatical Leave as of the date of its abuse, after giving the Teacher an opportunity to be heard.

I. Sabbatical to Disability Leave

If a Teacher on Sabbatical Leave shall ascertain that he/she is disabled, he/she shall as soon as is practicable report this fact to the Superintendent. Such Teacher may be transferred from Sabbatical Leave to Disability Leave in accordance with, and subject to, the provisions of this Agreement regulating Disability Leave.

J. Return to Active Duty

1. A Teacher who has been on Sabbatical Leave for the first semester of any school year shall notify the Superintendent, on or before December 1 of that year, of his or her intention to return to duty the following semester. If leave has been granted for the second semester or the entire school year, the Teacher shall notify the Superintendent on or before April 1 of that year, of his or her intention to return to duty the following school year.

2. Failure of a Teacher on Sabbatical Leave to give such notification may be interpreted as indicating that such Teacher does not wish to retain a connection with the Westfield Public Schools.

K. Reinstatement

At the expiration of Sabbatical Leave, a Teacher, who has complied with Section J, shall be reinstated in the position held at the time such leave was granted, unless he or she shall agree otherwise or unless conditions arose during the term of the Sabbatical Leave which would have resulted in a change in the position of said Teacher had he or she remained in active service. As a further condition of reinstatement, said Teacher shall present a written report to the Superintendent in which are stated the activities engaged in while on Sabbatical Leave and the subsequent benefits expected therefrom. If the Sabbatical Leave is taken during a first semester, such report is due by March 30 of the following semester; if the Sabbatical Leave is taken during the second semester or for the entire school year, such report is due by the following September 30.

L. Salary

1. The salary paid to a Teacher on Sabbatical Leave for a full year shall be one-half (1/2) of the salary to which he or she would have been entitled if not on

leave, less the regular deductions for Government Income Tax and for the New Jersey Teachers' Pension and Annuity Fund as computed for all present entrants employed in the State.

2. Teachers receiving a Sabbatical Leave for one (1) semester shall receive full pay, minus the regular deductions listed above.
3. Salary checks shall be issued in accordance with the salary schedule for all Teachers in the Westfield Public Schools.

ARTICLE XXIV

PROFESSIONAL IMPROVEMENT

Funds for a program for professional growth through participation of Teachers in approved professional conferences shall be allocated by the Board in the amount of ten thousand (\$10,000) dollars per year for the sole use of Teachers.

ARTICLE XXV

MISCELLANEOUS PROVISIONS

- A. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any Teacher benefit existing prior to its effective date.

- B. If any provision of this Agreement, or any application of this Agreement to any Teacher or group of Teachers is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual Teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any provisions inconsistent with this Agreement, this Agreement, during its duration, shall be controlling. However, no provision of this Agreement shall be deemed to vest in nontenured Teachers rights reserved to tenured Teachers.
- D. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of Teachers, or in the application or administration of this Agreement, on the basis of race, creed, color, religion, national origin, sex, domicile, age or marital status, or on the basis of a physical handicap unless the nature and extent of the handicap reasonably precludes the performance of particular employment.

E. 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 or certified mail sent to the following addresses:

1. If by Association, to the Board at 302 Elm Street.
2. If by Board, to the Association at 113 Central Avenue.

F. All openings for teaching positions in the Summer School shall be publicized by the Superintendent's office. Teacher qualifications and length of service in the Westfield Public Schools will be considered.

G. Summer school evaluation reports shall be placed in a separate file and not in a Teacher's personnel file.

ARTICLE XXVI

DURATION OF AGREEMENT

The effective term of this Agreement shall be from July 1, 1980 to June 30, 1983.

IN WITNESS WHEREOF the parties have hereunto caused this Agreement to be signed by their proper officers and their proper corporate seals to be affixed hereto the day and year above written:

ATTEST:

WESTFIELD BOARD OF EDUCATION

Sally A. Kejnaska

BY:

J. J. Sullivan

ATTEST:

WESTFIELD EDUCATION ASSOCIATION

By: _____

SCHEDULE "A-1"

SALARY GUIDE FOR TEACHERS AND NURSES 1980-1981

<u>Steps</u>	<u>Bachelors Degree *</u>	<u>Masters Degree</u>	<u>Masters Degree+30</u>	<u>Doctors Degree</u>
1	12600	13500	14500	15500
2	12850	13850	14850	15950
3	13100	14200	15200	16400
4	13350	14550	15550	16850
5	13675	14950	15950	17350
6	14075	15350	16350	17850
7	14475	15750	16750	18350
8	14975	16250	17250	18925
9	15475	16750	17750	19525
10	15975	17250	18350	20125
11	16500	17825	18950	20725
12	17150	18525	19600	21325
13	18650	20125	21300	22850
14	20650	22175	23575	25350
15	22650	24275	25975	27750

* Teachers with no degree shall be paid \$200 less than those with the same years of experience on the Bachelor's level.

\$800 longevity increase for Teachers with 20 or more years teaching in Westfield.

\$500 longevity increase for Teachers with 15 years teaching in Westfield, but less than 20 years teaching in Westfield.

SCHEDULE "A-2"

SALARY GUIDE FOR TEACHERS AND NURSES 1981-1982

Steps	Bachelors Degree *	Masters Degree	Masters Degree+30	Doctors Degree
1	13400	14400	15500	16500
2	13750	14750	15900	16900
3	13975	15100	16300	17300
4	14275	15450	16700	17750
5	14575	15850	17100	18250
6	14875	16250	17550	18800
7	15375	16700	18050	19400
8	15875	17200	18550	20050
9	16400	17775	19050	20725
10	17025	18375	19650	21425
11	17675	19000	20250	22125
12	18450	19775	21100	22950
13	19850	21275	22575	24550
14	21350	22875	24375	26250
15	22850	24475	26175	28050
16	24450	26175	27975	29850

* Teachers with no degree shall be paid \$200 less than those with the same years of experience on the Bachelor's level.

\$800 longevity increase for Teachers with 20 or more years teaching in Westfield.

\$500 longevity increase for Teachers with 15 years teaching in Westfield, but less than 20 years teaching in Westfield.

SCHEDULE "A-3"

SALARY GUIDE FOR TEACHERS AND NURSES 1982-1983

<u>Steps</u>	<u>Bachelors Degree *</u>	<u>Masters Degree</u>	<u>Masters Degree+30</u>	<u>Doctors Degree</u>
1	14375	15450	16500	17600
2	14675	15800	16900	18000
3	14975	16150	17300	18500
4	15325	16550	17750	19050
5	15675	16950	18250	19600
6	16025	17400	18750	20200
7	16375	17850	19300	20800
8	16875	18350	19850	21450
9	17425	18925	20450	22125
10	18000	19525	21050	22800
11	18700	20175	21650	23550
12	19475	20900	22250	24550
13	20850	22275	24075	26250
14	22450	24175	26075	28050
15	24350	26175	28075	30050
16	26350	28175	30075	32050

* Teachers with no degree shall be paid \$200 less than those with the same years of experience on the Bachelor's level.

\$800 longevity increase for Teachers with 20 or more years teaching in Westfield.

\$500 longevity increase for Teachers with 15 years teaching in Westfield, but less than 20 years teaching in Westfield.

SCHEDULE "B"

EXTRA COMPENSATION FOR CO-CURRICULAR ACTIVITIES

Position	Number of Positions*	1980-1981	1981-1982	1982-1983
Class Advisors				
Senior	1	850	926	1010
Junior	1	585	637	694
Sophomore	1	485	528	576
Ninth Grade	2	345	376	410
Eighth Grade	2	250	272	297
Seventh Grade	2	250	272	297
Treasurer-Student Activities				
Senior High	1	1600	1742	1899
Edison	1	640	697	760
Roosevelt	1	640	697	760
Yearbook				
Senior High	1	1330	1448	1579
Edison	1	300	327	356
Roosevelt	1	300	327	356
Art-Senior High	2	400	436	475
Drama-Senior High	3	350	381	415
	1	350	381	415
Audiovisual				
Senior High	1	400	436	475
Edison	1	300	327	356
Roosevelt	1	300	327	356
Drama				
Edison	1	400	436	475
Roosevelt	1	400	436	475
Musicals-Junior High				
Edison	2	200	218	238
Roosevelt	2	200	218	238
Vocal Music				
Senior High	1	245	267	291
Twirling Sponsor	1	200	218	238

*The listing in SCHEDULE "B" of the number of positions is not, in any way, intended to affect the right of the Board, in its sole discretion, to abolish any position.

SCHEDULE "B" (continued)

Position	Number of Positions*	1980-1981	1981-1982	1982-1983
Jazz Band	1	540	588	641
Media Advisor Senior High	1	600	653	712
Lighting Senior High	1	300	327	356
Edison	1	200	218	238
Roosevelt	1	200	218	238
Band-Senior High	1	600	653	712
Student Council Senior High	1	900	980	1068
Edison	1	350	381	415
Roosevelt	1	350	381	415
Newspaper Edison	1	350	381	415
Roosevelt	1	350	381	415
Graphic Advisors Edison	1	300	327	356
Roosevelt	1	300	327	356
Intramurals-Girls Senior High	3	400	436	475
Edison	3	400	436	475
Roosevelt	3	400	436	475
Intramurals-Boys Senior High	3	400	436	475
Edison	3	400	436	475
Roosevelt	3	400	436	475
Detention Senior High	1	450	490	534
Edison	1	245	267	291
Roosevelt	1	245	267	291
School Store Edison	1	245	267	291
Roosevelt	1	245	267	291

*The listing in SCHEDULE "B" of the number of positions is not, in any way, intended to affect the right of the Board, in its sole discretion, to abolish any position.

SCHEDULE "B" (continued)

<u>Position</u>	<u>Number of Positions*</u>	<u>1980-1981</u>	<u>1981-1982</u>	<u>1982-1983</u>
Safety Patrol	6	200	218	238
Saturday Science Senior High	1	1489	1621	1767
Bus Duty				
Wilson	1	600	653	712
Washington	1	600	653	712

*The listing in SCHEDULE "B" of the number of positions is not, in any way, intended to affect the right of the Board, in its sole discretion, to abolish any position.

SCHEDULE "C-1"

COACHES SALARY GUIDE

1980-1981

Years Experience	1	2	3	4	5	6	7
SENIOR HIGH							
Football - Head	2208	2317	2425	2534	2643	2752	2931
Assoc.	1439	1548	1657	1765	1874	1983	2162
Varsity - Asst.	1059	1114	1168	1222	1277	1331	1510
J.V. - Asst.	1005	1059	1114	1168	1222	1277	1456
Basketball							
Head	1439	1548	1657	1765	1874	1983	2162
Asst.	1059	1114	1168	1222	1277	1331	1510
Wrestling - Head	1222	1331	1439	1548	1657	1765	1945
1st Asst.	788	896	1005	1114	1222	1401	-
2nd Asst.	570	625	679	788	896	1076	-
Baseball, Soccer, Track, Swimming, Field Hockey, Gymnastics, Softball, Lacrosse, Cross Country, Winter Track.							
Head	1114	1222	1331	1439	1548	1657	1836
1st Asst.	679	788	896	1005	1114	1293	-
2nd Asst.	570	625	679	788	896	1076	-
Tennis	788	896	1005	1114	1222	1331	1510
Golf	570	679	788	896	1005	1114	1293
Trainer	2308	2417	2525	2634	2743	2852	3031
Cheerleader-Head	754	863	971	1080	1189	1368	-
Asst.	595	650	704	758	813	992	-
JUNIOR HIGH SCHOOL*							
Football - Head 9th	1005	1059	1114	1168	1222	1277	1456
Head 8th	788	842	896	951	1005	1184	-
Assts.	733	788	842	896	951	1130	-
Basketball							
Head	842	896	951	1005	1059	1114	1293
Asst.	570	625	679	733	788	967	-
Baseball, Soccer, Track, Wrestling, Field Hockey, Softball							
Head	733	788	842	896	951	1005	1184
Asst.	570	625	679	733	788	967	-
Cheerleaders	462	494	527	559	592	760	-

*Person in charge of athletic equipment - \$109.00 extra.

When Assistant Coaches are made Head Coaches, the salary will be negotiated.

SCHEDULE "C-2"

COACHES SALARY GUIDE

1981-1982

Years Experience	1	2	3	4	5	6	7
SENIOR HIGH							
Football - Head	2404	2523	2641	2759	2878	2997	3191
Assoc.	1567	1686	1804	1922	2041	2159	2354
Varsity - Asst.	1153	1213	1272	1331	1391	1449	1644
J.V. - Asst.	1094	1153	1213	1272	1331	1391	1585
Basketball							
Head	1567	1686	1804	1922	2041	2159	2354
Asst.	1153	1213	1272	1331	1391	1449	1644
Wrestling - Head	1331	1449	1567	1686	1804	1922	2118
1st Asst.	858	976	1094	1213	1331	1526	-
2nd Asst.	621	681	739	858	976	1172	-
Baseball, Soccer, Track, Swimming, Field Hockey, Gymnastics, Softball, Lacrosse, Cross Country, Winter Track							
Head	1213	1331	1449	1567	1686	1804	1999
1st Asst.	739	858	976	1094	1213	1408	-
2nd Asst.	621	681	739	858	976	1172	-
Tennis	858	976	1094	1213	1331	1449	1644
Golf	621	739	858	976	1094	1213	1408
Trainer	2513	2632	2749	2868	2987	3106	3594
Cheerleader-Head	821	940	1057	1176	1295	1490	-
Asst.	648	708	767	825	885	1080	-
JUNIOR HIGH SCHOOL*							
Football - Head 9th	1094	1153	1213	1272	1331	1391	1585
Head 8th	858	917	976	1036	1094	1289	-
Assts.	798	858	917	976	1036	1230	-
Basketball							
Head	917	976	1036	1094	1153	1213	1408
Asst.	621	681	739	798	858	1053	-
Baseball, Soccer, Track, Wrestling, Field Hockey, Softball							
Head	798	858	917	976	1036	1094	1289
Asst.	621	681	739	798	858	1053	-
Cheerleaders	503	538	574	609	645	828	-

*Person in charge of athletic equipment - \$118.00 extra.

When Assistant Coaches are made Head Coaches, the salary will be negotiated.

SCHEDULE "C-3"

COACHES SALARY GUIDE

1982-1983

<u>Years Experience</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
SENIOR HIGH							
Football - Head	2621	2751	2879	3008	3138	3267	3479
Assoc.	1862	1838	1967	2095	2225	2354	2566
Varsity - Asst.	1257	1322	1387	1451	1516	1580	1792
J.V. - Asst.	1193	1257	1322	1387	1451	1516	1728
Basketball							
Head	1708	1838	1967	2095	2225	2354	2566
Asst.	1257	1322	1387	1451	1516	1580	1792
Wrestling - Head	1451	1580	1708	1838	1967	2095	2309
1st Asst.	935	1064	1193	1322	1451	1664	-
2nd Asst.	677	742	806	935	1064	1278	-
Baseball, Soccer, Track, Swimming, Field Hockey, Gymnastics, Softball, Lacrosse, Cross Country, Winter Track							
Head	1442	1451	1580	1708	1838	1967	2179
1st Asst.	806	935	1064	1193	1322	1535	-
2nd Asst.	677	742	806	935	1064	1278	-
Tennis	935	1064	1193	1322	1451	1580	1792
Golf	677	806	935	1064	1193	1322	1535
Trainer	2740	2866	2997	3127	3256	3386	3918
Cheerleader-Head	895	1025	1152	1282	1411	1624	-
Asst.	706	772	836	899	965	1177	-
JUNIOR HIGH SCHOOL*							
Football - Head 9th	1193	1257	1322	1387	1451	1516	1728
Head 8th	935	1000	1064	1129	1193	1405	-
Assts.	870	935	1000	1064	1129	1341	-
Basketball							
Head	1000	1064	1129	1193	1257	1322	1535
Asst.	677	742	806	870	935	1148	-
Baseball, Soccer, Track, Wrestling, Field Hockey, Softball							
Head	870	935	1000	1064	1129	1193	1405
Asst.	677	742	806	870	935	1148	-
Cheerleaders	548	586	626	664	703	903	-

*Person in charge of athletic equipment - \$128.00 extra.

When Assistant Coaches are made Head Coaches, the salary will be negotiated.