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A G R E E M E N T

Between

VOORHEES TOWNSHIP
BOARD OF EDUCATION

and

VOORHEES TOWNSHIP
EDUCATION ASSOCIATION

LIBRARY
Institute of Management and
Labor Relations

OCT 8 1981

RUTGERS UNIVERSITY

July 1, 1980 to June 30, 1982

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P R E A M B L E

This Agreement has been entered into this 13th day of August, 1980, by and between the Board of Education of Voorhees Township, the County of Camden, New Jersey, herein called the "Board", and the Voorhees Township Education Association, herein called the "Association".

W I T N E S S E T H :

WHEREAS, the Board has an obligation, pursuant to N.J.S.A. 34:13A-1, et seq., to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and condition of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement, as follows:

ARTICLE I
RECOGNITION

A. The Board hereby recognizes the Association as the majority representative for collective negotiations concerning the terms and conditions of employment for the following certified personnel employed by the Board:

- Teachers, classroom
- Librarians
- Learning Disabilities Teacher Consultants
- Nurses
- Social Workers
- Guidance Counselors;

but excluding:

- Business Administrator
- Principals
- Vice Principals
- Director of C.E.R.
- Director of Special Services
- Psychologist
- Director of Title I/Compensatory Education
- Director of Curriculum and Instruction
- All other non-certified positions within the Board district

B. Unless otherwise indicated, the term "teachers" when used hereafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined.

ARTICLE II

NEGOTIATION PROCEDURE

- A. The Board and majority representative agree to enter into collective negotiations in accordance with N.J.S.A. 34:13-A, et seq., in a good faith effort.
- B. Any Agreement so negotiated shall apply to all teachers represented by the unit and be reduced to writing, be signed by the Board and Association and be adopted by both groups. Cost of reproducing the Agreement shall be borne equally by the parties.
- C. Proposals instituted by the Association for negotiations over a successor agreement will be submitted in writing to the Superintendent of Schools no later than September 15th of each school year. The submission of proposals by the Association on or before September 15th shall contain all proposals and requests, and no new issues for negotiations shall be introduced by the Association following September 15th. Negotiations over a successor agreement shall commence in accordance with the rules and regulations of the Public Employees Relations Commission.
- D. This Agreement shall not be modified in whole or part by the parties except by an instrument in writing duly executed by both parties.

GRIEVANCE PROCEDUREA. Definition

A "grievance" shall mean a complaint by an individual employee or a group of employees; i.e., the Association, based upon the misinterpretation, misapplication or violation of this Agreement, policies or administrative decisions affecting said employee or group. The term "grievance" shall not apply to any matter as follows:

1. The dismissal or failure or refusal of the Board to renew a contract for a non-tenured teacher.
2. Matters where a method of review is prescribed by law or by any rule or regulation of the State Commissioner of Education or the State Board of Education including the withholding of an increment.
3. Policy decisions of the Board not pertaining to or in connection with the terms of this Agreement.

B. Procedure

The grievance procedure must be initiated within twenty (20) school days after the grievant would reasonably be expected to know of its occurrence.

Level 1 - Any employee who has a grievance shall discuss it first with the principal or immediate superior within twenty (20) school days of occurrence of such grievance in an attempt to resolve the matter informally at this level.

Level 2 - If, as a result of the informal discussion with the principal or superior, the matter is not resolved to the satisfaction of the employee, within five (5) school days, he shall set forth his grievance in writing to the principal or superior specifying:

- a. nature of grievance
- b. the results of previous discussion
- c. dissatisfaction with decision previously rendered
- d. relief requested by grievant

The principal or superior shall communicate his decision in writing with reasons to the employee within five (5) school days of receipt of the written grievance.

B. Procedure (Cont.)

Level 3 - If dissatisfied, the employee may appeal the principal's or superior's decision to the superintendent within five (5) school days. The appeal to the superintendent must be in writing specifying:

- a. The nature of the grievance.
- b. results of previous discussions.
- c. his dissatisfaction with decision previously rendered.
- d. relief requested by grievant.

The superintendent shall meet with the concerned parties. He shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days. The superintendent shall communicate his decision in writing to the employee and principal.

Level 4 - If the grievance is not resolved to the employee's satisfaction, he may request a review by the Board of Education within ten (10) school days. The request shall be in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board of Education or a committee thereof, within thirty (30) school days after receiving the case, will review the grievance. The Board reserves the right to hold a hearing with the employee or to refuse to hold a hearing in the event the Board is in agreement with the action of the superintendent at the previous step. In either case, the Board shall render a decision in writing, with reasons, within twenty (20) school days.

Level 5 - If the employee is dissatisfied with the decision of the Board of Education, the employee, through the Association, may request, if the grievance is based upon a misinterpretation, misapplication or violation of this agreement, the appointment of an arbitrator, such request to be made known to the Superintendent no later than ten (10) school days after the decision of the Board of Education is made known to the employee.

The parties shall be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the agreement between the parties or any policy of the Board of Education.

ARTICLE III (cont.)

B. Procedure (Cont.) Level 5:

The recommendations of the Arbitrator shall be binding on grievances processed as a violation, mis-interpretation or inequitable application of the provisions of this Agreement.

Only the Board and the aggrieved and his representative shall be given copies of the report of findings and recommendations except by mutual agreement to the contrary. This shall be accomplished within thirty (30) calendar days of the completion of the arbitration hearings.

Each party shall pay their own costs of arbitration preparation. Costs to be shared equally by the parties shall be the fee and the expense, if any, of the arbitrator and arbitration proceedings.

C. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association or any other participant in the grievance procedure by reason of such participation.

TEACHER RIGHTS

- A. Pursuant to N.J.S.A. 34:13A-1, et seq., the Board hereby agrees that every teacher shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and the Board shall not discriminate against any teacher with respect to hours and wages.
- B. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey School Law.
- C. Whenever any teacher is required to appear before the Board or any committee or member thereof concerning any matter which could result in the termination of employment of that teacher, he shall be given prior notice of the reasons for such a meeting and may have representatives of the Association (limited to two in number) present to advise him and represent him during such meeting.

ARTICLE V

NON-TEACHING DUTIES

- A. Teachers shall not be required to perform the following duties:
 - 1. Collection of lunch money except in emergencies.
 - 2. All other monies collected by the teacher shall be sent to the office daily except teacher-initiated activities.
 - 3. Duplicating materials except in cases of emergency.
 - 4. Keeping registers except when classes are held outside of existing schools.
 - 5. Lunchroom duty or outside duty at lunchtime may be requested by the superintendent or building principal.

SALARIES

- A. Teachers employed on a ten (10) month basis shall have the option of being paid in twenty (20) equal semi-monthly installments, or on a twelve (12) month basis for twenty (20) semi-monthly installments and two (2) monthly (July and August) installments. (For the latter to be effective, 25% or more teachers must accept this option.)

Paychecks will be issued on the 15th and 30th of every month with the following exceptions:

1. When the above dates fall on a weekend, the paychecks will be issued on the Friday before.
 2. When the above dates fall during a holiday period, the paychecks will be issued on the last teacher workday prior to that holiday.
- B. Teachers shall receive their final checks on the last working day in June.
- C. In accordance with 18-A-29:14, the Board of Education has the right to withhold salary increments.
1. Written notification of such action will be submitted to the affected teacher by April 30th of that school year. This deadline shall apply only where the withholding is made for reasons of inefficiency.
 2. The withholding of an increment shall not be arbitrable.

TEACHER EMPLOYMENT AND ASSIGNMENT

- A. 1. Each teacher shall be placed on his proper step of the salary schedule as of the beginning of the school year except where the employment and/or adjustment increment has been withheld by the Board.
2. Full credit up to six years on the Teacher Salary Schedule shall be given to all teachers new to the district for prior teaching experience in public schools. Teachers with more than six years of experience shall be paid according to the following guide:
- | | |
|------------------------|-----------------|
| 6 - 8 years experience | 6 step on guide |
| 9 - 11 " " | 7 " " " |
| 12 - 15 " " | 9 " " " |
| 16 - over " " | 10 " " " |
- Additional credit not to exceed four (4) years for military service.
3. Teachers who have taught in non-public schools shall receive full credit provided they have held a valid New Jersey teaching certificate while engaged in non-public school teaching; otherwise 1/2 credit for years of non-public school experience.
4. The board may, in individual circumstances, allow greater credit than is provided in paragraphs 2 or 3 above.
- B. Previously accumulated un-used sick leave days will be restored to all teachers returning from an approved leave of absence.
- C. No sick leave of any kind will accumulate during a leave of absence for any reason.

D. Notification:

All teachers shall be given written notice of their salary schedule not later than April 30th, if negotiations are complete. Class and/or subject assignments, building and room assignments for the forthcoming year will be given on or before May 31st, with the Association recognition that staff turnover and other emergencies may necessitate change or revision of such assignments. Such assignments shall not be subject to grievance arbitration and shall terminate at level 3 of the grievance procedure. Teachers so affected and the Association president shall be notified in writing of such emergency changes.

ARTICLE VIII

TRANSFERS AND REASSIGNMENTS

- A. Professional vacancies to be filled shall be posted on all school office bulletin boards. The date of posting shall precede or coincide with the date of publication of any advertisement for a position. A copy of said advertisement for all such positions shall be sent to the home address of the Association President or through the inter-office mail during the school year.
- B. Teachers who desire to request a change in grade and/or subject assignment within a building shall notify the building principal, in writing, on or before May 1st of a school year.

Teachers who desire to request a change in grade and/or subject assignment in a different building shall file a written request with the Superintendent on or before May 1st. Written requests for transfers must be made yearly. Non-tenured teachers shall not grieve such denial of such a request.

- C. The transfer of a teacher shall not be arbitrable.

SICK LEAVE

- A. All teachers employed shall be entitled to twelve (12) sick leave days each school year as of the first official day of said school year. A maximum of only ten (10) un-used sick days per year may be accumulated.

- B. When a teacher's annual and accumulative sick leave has been exhausted, he/she may apply to the Board for extended sick pay, minus the actual cost of a substitute. The Board of Education shall have the discretion of whether or not to grant such a request in each individual case.

ARTICLE X

TEACHING HOURS AND TEACHING LOAD

- A. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty sign-in roster.
- B. The total in-school workday shall consist of not more than seven (7) hours and fifteen (15) minutes which shall include a thirty(30) minute duty-free lunch, reporting time to be specified by the superintendent.
- C. Teachers wishing to leave the building during their scheduled duty-free lunch periods shall request permission from the building principal, which permission shall not be unreasonably withheld.
- D. Building-based teachers are required to remain after the end of the regular workday for the purpose of attending faculty or other professional meetings two (2) days each month. Such meetings shall begin no later than ten (10) minutes after the student dismissal time and shall run for no more than sixty (60) additional minutes. If additional time is needed, students shall be dismissed early.
- E. An Association representative may speak to the teachers at any staff meeting for not more than ten (10) minutes.
- F. The Board of Education will first seek to find qualified volunteers acceptable to it to participate in extra curricular activities. Where no such acceptable volunteer exists, the Board retains the right to appoint a teacher to perform the extra curricular function. At the commencement of the school year, the Board will establish those extra curricular positions for which compensation will be paid and will post a list on the bulletin board of all schools. The teacher shall perform all the duties of that activity for the stated school year. Only those extra curricular positions which are vacant due to resignation or non-renewal shall be posted.
- G. Each teacher shall be required to attend a maximum of two(2) evening functions per year as selected by the building principal with two (2) weeks advance notice. Attendance at other evening functions shall be optional, but the Board and the Association encourage active participation in such meetings as part of the teacher's professional responsibility.
- H. A notice and agenda for any general staff or in-service meeting shall be given to the teachers involved at least one (1) day prior to the meeting, except in an emergency.
- I. Supervision by a teacher of a student teacher shall be voluntary. The teacher shall receive the request to supervise a student teacher at least two (2) weeks prior to the student's introduction to the classroom, except where the Board has not received said notice from the college involved.

ARTICLE X (Cont.)

TEACHING HOURS AND TEACHING LOAD

- J. Teacher dismissal time on any day prior to holiday shall be ten (10) minutes after the student dismissal time.
- K. The Board will provide the last half of the last pupil day as a duty and assignment free teacher day for the purpose of completing the permanent record cards.
- L. Kindergarten teachers when required by the building principal or superintendent to work on days outside of or in excess of the regular ten (10) month calendar shall be paid 1/200th of their salary for each full day.

ARTICLE XI

SUBSTITUTES

- A. The teacher shall call the Substitute Procurement Officer and report his intention to be absent stating the reason. The call should be made before 10:00 P. M. the evening preceding the intended absence, or in the morning of the absence between 6:30 A.M. and 7:00 A.M. The absence will be considered for one day only unless otherwise specified.
- B. Teachers who fail to call or who call late shall be suspended without pay for one day - deduction to be 1/200th of yearly salary.
- C. The name and telephone number of the Substitute Procurement Officer shall be given to the teachers at the first staff meeting of the year.

TEMPORARY LEAVES OF ABSENCE

- A. Teachers shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year:
1. Three (3) days leave of absence for personal, legal, business household or family matters which require absence during school hours. Application to the teacher's principal or other immediate superior for personal leave shall be made in writing at least two (2) days before taking such leave and the applicant for such leave shall not be required to state the reason for taking such leave. Approval of the Superintendent is required. Personal leave will not be granted for any reason on the day preceding or following a holiday recess.
 2. Absence with pay will be allowed for approved trips to educational conferences, workshops, etc. Request for approval must be in writing a minimum of fifteen (15) days before the desired absence. All requests must be approved by the building principal and the superintendent. Requests for reimbursement other than transportation must be approved by the Board.
 3. Up to four (4) days at any time in the event of death of a teacher's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, and any other individuals residing in the teacher's household.
 4. Up to two (2) days in any one year in the event of serious illness of a teacher's spouse, father, mother, child, sister or brother.
- B. Leaves taken pursuant to Section A of this Article shall be in addition to any sick leave to which the teacher is entitled.

EXTENDED LEAVES OF ABSENCE

A. Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment.

B. Maternity Leave

1. Requests for leave of absence without pay, on account of child rearing, preparation for child birth or adoption shall be acted upon individually by the Board on the recommendation of the Superintendent or his designee.

2. Such approved leaves of absences shall run from their commencement date until the end of that school year. These leaves of absence may be extended for the subsequent full school year by applying to the Superintendent of Schools by April 1st of the initial leave year or within thirty (30) days after the date of birth or adoption, whichever is later. No further extensions shall be granted.

3. Any pregnant teacher may apply to the Board of Education for a disability leave of absence. The disability leave dates shall be supported by a physician's certificate which shall allow for the use of accumulated sick days during the period of twenty (20) work days before and twenty (20) work days after the date of birth.

4. A pregnant teacher may request disability leave for more or less than twenty (20) work days before and/or after the anticipated date of birth upon presentation of and approval of the district's Medical Officer of the attending physician's

EXTENDED LEAVES OF ABSENCEB. Maternity Leave (cont.)

certificate supporting said specific further disability and related complications.

5. The term of the approved disability leave extension for an unanticipated disability related to the childbirth will depend upon the attending physician's certificate specifying said further disability and the approval of same by the district's Medical Officer.

6. A pregnant teacher may be relieved from duty because her work performance has noticeably declined due to health reasons and she cannot obtain a physician's certificate stating that she is medically able to continue working, or for other reasons applicable to all teachers under Title 18A. No pregnant teacher may be relieved from teaching duties solely on the fact that she is pregnant or that her pregnancy has reached a specific number of months.

7. The Board of Education retains the right to confirm the conclusion of any physician's certificate provided under this ARTICLE by having the teacher examined by its own physician at the Board's expense. If the two physicians disagree, they shall choose a third physician who shall examine the teacher at joint expense and whose decision shall be final and binding upon the parties.

8. A non-tenured teacher shall only be entitled to a leave up to the expiration of his/her contract.

SABBATICAL LEAVES

- A. A sabbatical leave, without pay, for one year may be granted to a teacher by the Board for full time credit graduate study, including study in another area of specialization; or travel, subject to the following conditions:
1. Not more than four (4%) percent of the teachers in the system may be granted sabbatical leaves at any one time.
 2. Request for sabbatical leave must be received by the superintendent, in writing, no later than January 31st of the school year preceding the school year for which the leave is requested.
 3. The teacher has completed at least seven (7) full school years of service in the Voorhees Township school district.
- B. All sabbatical leaves must be approved by the Board, and the Board shall take action on same no later than March 31st of the school year preceding the school year for which the sabbatical leave is requested.
- C. Upon return from a sabbatical leave, which was granted for full time graduate study, the teacher shall be placed on the proper step of the salary guide at the level which he would have achieved had he remained actively employed in the school system during the period of his absence, and, in addition, shall receive proper credit for any advanced degrees earned.

ARTICLE XV

PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENTA. Reimbursement of Courses

1. The Voorhees Township Board of Education, to stimulate study interest among the professional staff, will pay, within specified limits, for a maximum of fifteen (15) credits during any contract year. The reimbursement rate will be the equivalent of the established rate per credit in the New Jersey State College System, provided a grade of "B" or better is achieved and with prior approval of the Board.

2. Proper course application Form #200 is to be submitted to the Superintendent's office prior to the start of the course. Within sixty (60) days of the completion of the course, the grade is to be submitted to the Superintendent along with the record of payment and a written request for reimbursement by the Board.

Reimbursement shall be made within forty-five (45) days to staff members completing the proper procedure. Failure to submit the request within the above sixty (60) day period shall result in no reimbursement.

3. Reimbursement will be made for attendance at professional workshop conferences or mini-courses which have had prior approval of the Superintendent.

STAFF EVALUATION

1. The Voorhees Township Board of Education shall cause each non-tenured teaching staff member employed by it to be observed and evaluated in the performance of his/her duties at least three (3) times during each school year but not less than once during each semester, provided that the number of required observations and evaluations may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year.
2. Classroom observations should be of sufficient length to observe at least one complete instructional activity or one full class period in the middle school.
3. An evaluator and/or teacher may request an additional evaluator before tenure is granted or refused.
4. Tenured certificated staff shall receive a minimum of one classroom observation and a written summary evaluation report per year.
5. The summary evaluation of all staff, tenured and non-tenured, shall contain performance comments within the total realm of teacher responsibility, as contained in the appropriate job description.
6. Classroom observations of staff of the work performance shall be conducted openly.
7. Areas of performance requiring improvement shall contain written explanation and suggestions for improvement. Areas of strength shall also be noted, where applicable.
8. Individual staff professional improvement plans shall be developed by staff members annually in conjunction with appropriate administrator.
9. A teacher should be given a duplicate copy of any evaluation report, including annual summary, one day prior to a conference and before the report is sent to the central office.
10. After each classroom observation, a conference between the teacher and evaluator shall be scheduled within five (5) school days. The purpose is to identify strengths, weaknesses, suggestions for improvement of competence, and recommendations concerning employment..
11. An annual summary conference between the evaluator and staff member shall be held prior to filing the annual written evaluation report. The annual summary conference shall include, but not be limited to, a review of performance in accordance with responsibilities, progress toward objectives of professional improvement plans, review of available indicators of pupil progress and growth toward program objectives, and signing of written annual report.

STAFF EVALUATION

12. Teachers will not be asked to sign incomplete evaluation forms. If a teacher does not sign a completed evaluation form, the teacher shall return the form to the central office with a note explaining the reasons. The note shall be attached to the form.
13. An effort shall be made to keep written evaluations confidential.
14. Teachers shall have the right to submit a written response to an evaluation report. The response should be made within four (4) school days of the date of receipt of the evaluation. All responses are to be attached to the original form before it is sent to the central office.
15. The superintendent shall review all materials related to teachers who are in jeopardy of not being rehired. He shall observe the teacher in question or appoint a second evaluator to observe the teaching practices of the aforementioned person.
16. Grievances concerning the content or substance of an administrative evaluation shall terminate at the superintendent level except on the grounds of bad faith and/or discrimination, in which case they will go to the Board Level 4 (Article III). Grievances under this Article shall not be arbitrable.

TEACHER PROTECTION

- A. Whenever any criminal action is brought against a non-tenured teacher, the Board shall reimburse him for salary during the time of suspension, if any, if the criminal action results in a favorable decision to said teacher.
- B. Teachers shall report in writing any accident and/or injury suffered by them in connection with their employment to their principal or other immediate superior within twenty-four(24) hours or the next regular school day, whichever is sooner. Such notification shall be immediately forwarded to the superintendent.
- C. Teachers shall not be charged sick leave or personal leave if injury suffered by them is received in connection with their employment. A teacher shall turn over to the Board any Workmen's Compensation received while absent with pay as a result of the job-related injury.

ARTICLE XVIII

PARENT CONFERENCES

- A. The Board, the Association, and administration, feeling that Parent-Teacher conferences are a vital way of informing parents on the strengths and weaknesses of pupils, agree to the following:
 - 1. Conferences shall not be scheduled later than fifteen (15) minutes prior to the end of the normal school workday.
 - 2. Teachers shall give extended time beyond the normal school workday to complete the last scheduled conference.
 - 3. Parent-Teacher conferences shall be scheduled as soon as possible after the first report period, but no later than December 14.

ARTICLE XIX

WORK STOPPAGES

- A. Any teacher who engages in any strike or work stoppage (i.e., the concerted failure to report for duty, or willful absence of a teacher from his position), shall have his salary reduced 1/200th per day for any period of non-service.

ARTICLE XX

BOARD'S RIGHTS

- A. The Board, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations
1. to direct employees of the school district.
 2. to hire, promote, transfer, assign, and retain employees in positions within the school district and to suspend, demote, discharge, or take other disciplinary action against employees.
 3. to establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for all students, all as deemed necessary or advisable by the Board.
 4. to relieve employees from duties because of lack of work, or for other legitimate reasons.
 5. to maintain the efficiency of the school district operations entrusted to them.
 6. to determine the means, methods, and personnel by which such operations are to be conducted.
 7. to take whatever actions might be necessary to carry out the mission of the school district in situations of emergency.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules and regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement.

ARTICLE XXI

TEACHER SALARY GUIDE

FOR

JULY 1, 1980 - JANUARY 31, 1981

<u>STEP</u>	<u>NON-DEGREE</u>	<u>B.A.</u>	<u>B.A.+15</u>	<u>M.A.</u>
1	8700	11400	11780	12380
2	9050	11800	12180	12780
3	9400	12200	12680	13180
4	9750	12750	13230	13630
5	10100	13150	13630	14030
6	10450	13600	14080	14480
7	10800	14050	14530	14930
8	11150	14450	14930	15380
9	11500	14900	15330	15830
10		15350	15780	16280
11		15750	16180	16680
12		16150	16480	17080
13		16550	16780	17480
14		16950	17180	17880
15		17350	17480	18330

ARTICLE XXI

TEACHER SALARY GUIDE

FOR

FEBRUARY 1, 1981 - JUNE 30, 1981

<u>STEP</u>	<u>NON-DEGREE</u>	<u>B.A.</u>	<u>B.A.+15</u>	<u>M.A.</u>
1	8900	11640	12040	12640
2	9250	12040	12440	13040
3	9600	12440	12940	13440
4	9950	12990	13490	13990
5	10300	13390	13890	14390
6	10650	13840	14340	14840
7	11000	14290	14790	15290
8	11350	14690	15190	15740
9	11700	15140	15590	16190
10		15590	16040	16640
11		15990	16440	17040
12		16390	16740	17440
13		16790	17040	17840
14		17190	17440	18240
15		17590	17790	18690

JULY 1, 1981 - JUNE 30, 1982

\$900. across the board + increment.

A. BENEFITS:

1. The Board will provide one of the following:
 - a. Blue Cross/Blue Shield, Major Medical Plan, or
 - b. Washington National - Board to provide coverage in the amount of \$64.10 yearly.
 2. Single employees receiving Blue Cross/Blue Shield may receive \$35.00 yearly towards Washington National Insurance coverage.
 3. The Board will provide a maximum of \$10.45 per month for single employee and/or family dental coverage. Any additional cost shall be borne by the employee.
 4. Beginning with July 1, 1981, the Board will provide a maximum of \$4.00 per month for single and/or family prescription coverage. Any additional cost shall be borne by the employee.
- B. In order to be placed on the B.A.+15, a teacher must have received all such courses at the graduate level. Any course credit for placement on the salary guide shall have advanced recommendation of the Superintendent and approval of the Board. Courses shall be in a curriculum in education.
- C. A teacher obtaining sufficient additional credits to be placed on a new column, shall be put on that column on the next subsequent September 1st or February 1st after the completion of all necessary course work and/or requirements.

ARTICLE XXII

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Association shall have the right to use school buildings at all reasonable hours for meetings, after receiving approval from the superintendent.
- B. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use, and for any repairs necessitated as a result thereof.
- C. The Association shall have, in each school building, the use of a bulletin board in each faculty lounge and/or teachers' room. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.
- D. The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary and without the approval of building principals or other members of the administration. The Board assumes no responsibility for delivery.
- E. The Board will furnish to the Association on September 15th, the name, address, telephone number, grade and school assignment for each teacher.
- F. Any time Association representation is required as provided for in the other Articles of this Agreement, such meeting shall be scheduled after the end of the student school day of the school of employment of both the teacher and the Association representative.

ARTICLE XXIII

SCHOOL WORK YEAR

- A. The yearly work load of teachers shall not exceed 188 days, two (2) of which shall be for New Jersey Education Association Teachers Convention.
- B. Not more than three (3) days shall be used at the end of the school year as teacher work days beyond the last pupil day.

FAIR DISMISSAL

- A. Any non-tenure teacher subject to recommendation by the administrator for non-renewal of contract shall be notified in writing of any action which may possibly result in his future dismissal or non-renewal of contract.
1. Written notice will be presented to the employee by April 30th upon realization that the matter in question may jeopardize the teacher's employment status.
 2. The summative evaluation and/or classroom observation reports shall constitute such notice.
 3. Any non-tenured teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered, may, within fifteen (15) calendar days thereafter, request in writing a statement of the reasons for such non-employment which shall be given to the teaching staff member in writing within thirty (30) calendar days after the receipt of such request.

ARTICLE XXV

MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes the entire agreement or understanding between the parties concerning the terms and conditions of employment, and the Board and Association shall carry out the commitments contained herein and give them full force and effect.
- B. Any contract between the Board and a teacher, as defined in Article I, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If such a contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by letter at the following addresses:
1. If by Association to Board: Upper Elementary School,
Evesham Road, Voorhees, New Jersey 08043
 2. If by Board to Association: Upper Elementary School,
Evesham Road, Voorhees, New Jersey 08043
- D. Separability

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provisions or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE XXVI

DEDUCTIONS FROM SALARY

A. The Board agrees to deduct dues from the salaries of teachers for the Voorhees Township Education Association, the Camden County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said teachers individually and voluntarily authorize the Board to deduct over a ten (10) month period commencing in September of the school year. Said monies together with records of any corrections shall be transmitted to the treasurer of the Voorhees Township Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations. Teacher authorizations shall be in writing in the form set forth below:

AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES

Name-----Soc. Sec. No.-----

School Building-----District-----

To: Disbursing Officer - Voorhees Township Board of Education

I hereby request and authorize the above named disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those yearly membership dues as certified by the organizations indicated in equal monthly payments over a ten (10) month period commencing in September of the school year. I understand that the disbursing officer will discontinue such deductions only if I file notice of withdrawal as of January 1 next succeeding the period when deductions are made. I also agree that upon termination of employment, the disbursing officer shall deduct any remaining amount due for that current school year. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the Board of Education and all of its officers from any liability therefore.

I designate the Voorhees Township Education Association to receive dues and distribute according to the organization(s) indicated:

- Voorhees Township Education Association-----
- Camden County Education Association -----
- New Jersey Education Association -----
- National Educational Association -----

2. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership shall give the Board written notice prior to the effective date of such change.

ARTICLE XXVI (cont.)

DEDUCTIONS FROM SALARY

- A. 3. All authorizations for dues deduction must be received by August 1st of the school year.
4. The filing of notice of a teacher's withdrawal shall be prior to January 1st and become effective to halt deductions as of the following school year.

ARTICLE XXVII

DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1, 1980
and shall continue in effect until June 30, 1982 .

This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

B. In witness whereof the Association has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its president, attested by its secretary and its corporate seal to be placed hereon, all on the day and year first above written.

VOORHEES TOWNSHIP EDUCATION ASSOCIATION:

By [Signature]
President

By [Signature]
Secretary

VOORHEES TOWNSHIP BOARD OF EDUCATION:

By [Signature]
President

By [Signature]
Secretary

