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THIS BOOK DOES  
NOT CIRCULATE

A G R E E M E N T

between the

WEST PATERSON EDUCATION ASSOCIATION

and the

WEST PATERSON BOARD OF EDUCATION

*school principals  
Passaic County*

LIBRARY  
Institute of Management and  
Labor Relations

JUL 31 1975

RUTGERS UNIVERSITY

covering the period of time from

JULY 1, 1975 - June 30, 1976

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PREAMBLE

This agreement entered into this day of \_\_\_\_\_, 197\_\_, by and between the Board of Education of the Borough of West Paterson, hereinafter called the "Board", and the West Paterson Education Association, hereinafter called the "Association".

The Board and the Association recognize and declare that providing a quality education for the children of the West Paterson School District is their mutual aim and that the character of such education depends predominately upon the quality and morale of the teaching service.

Pursuant to Public Laws 1968, Chapter 303, the Board and the Association have reached the following agreement with respect to terms and conditions of employment.

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive representative for collective negotiations concerning terms and conditions of employment for the following personnel represented by the Association and who are employees of the Board:

Teachers (all teaching personnel)	Psychologist
Nurses	Librarian
Attendance Officer	Home Instruction Teacher
Vice Principals	Social Worker
Supervisor of Nurses	
<u>Principals</u>	
Custodians	
Secretary	
Clerks	
Head Custodian	

The following persons employed by the Board are excluded:

Superintendent of Schools  
Board Secretary/Business Administrator

- B. Unless otherwise indicated, the term "teachers", when used hereinafter in this agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined, and reference to male teachers shall include female teachers.

ARTICLE 2

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws 1968 in a good faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin by the mutual exchange of written proposals on October 15th and negotiations shall commence no later than October 25th of the calendar year preceding the calendar year in which this Agreement expires. Any agreement so negotiated shall apply to all teachers, be reduced to writing, and be submitted to the Board and the Association for their respective signature, adoption, and ratification.
- B. During negotiation, the Board and the Association, or their representatives, shall present relevant data, exchange points of view, and make proposals and counter proposals. The Board shall make available to the Association for inspection all pertinent personnel records, pertinent data, and pertinent information of the West Paterson School District. The Board shall provide the Association with a complete tentative line budget for the next fiscal year, as well as preliminary budgetary proposals, requirements, and allocations as soon as it is available. The term data includes public information.
- C. Neither party in negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of the negotiations.
- D. 1. Without cost to the Board, representatives of the Board and the Association's negotiating committee shall meet at mutually agreeable times for the purpose of reviewing the administration of the Agreement and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.
2. Each party shall submit to the other, at least three (3) days prior to the meeting, an agenda covering matters they wish to discuss.
3. All meetings between the parties shall be regularly scheduled, whenever possible, to take place when the teachers involved are free from assigned responsibilities.
4. Should a mutually acceptable amendment to the Agreement be deemed necessary by the parties, it shall be reduced to writing, and be submitted to the Board and the Association for their respective signature, adoption, and ratification.
- E. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any teacher benefit existing prior to its effective date.

## ARTICLE 2 - NEGOTIATION PROCEDURE

- F. The Board agrees not to negotiate terms and conditions of employment of teachers in the negotiating unit as defined in Article 1 of this Agreement with any organization or individual other than the Association for the duration of this Agreement.
- G. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- H. 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 3

#### GRIEVANCE PROCEDURE

A. In the event a dispute shall arise concerning the meaning, effect or application of any term, condition, rule, regulation or covenant and said dispute cannot be resolved within 48 hours after notice in writing to the other party of the existence of said dispute, then the following procedure for the settlement of the dispute shall become effective.

B. Level One

A teacher or group with a grievance shall first discuss it with his principal or immediate superior, either directly or through the Association's designated Representative, with the objective of resolving the matter informally.

C. Level Two

If the aggrieved person or group is not satisfied with the disposition of his grievance at Level One or if no decision has been rendered within two (2) school days after presentation of the grievance, he may file the grievance in writing with the Chairman of the Association's Committee on Professional Rights and Responsibilities (hereinafter referred to as the "PR&R Committee") within two (2) school days after the decision at Level One or four (4) school days after the grievance was presented, whichever is sooner. Within two (2) school days after receiving the written grievance, the Chairman of the PR&R Committee shall refer it to the Superintendent of Schools.

D. Level Three

If the aggrieved person or group is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within five (5) school days after the grievance was delivered to the Superintendent, he may, within two (2) school days after a written decision by the Superintendent or seven (7) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Chairman of the PR&R Committee submit his grievance to the Board of Education. If the PR&R Committee determines that the grievance is meritorious, it may submit the grievance to the Board of Education within five (5) school days after receipt of a request by the aggrieved person. The Board of Education shall render and notify the Association of its decision within 30 calendar days after receipt of the grievance.

E. (1) In the event the Board's decision does not satisfy the PR&R Committee the issue shall be submitted to arbitration within five (5) school days thereafter as hereinafter provided.

(2) Within five (5) school days after such written notice of submission to arbitration, the Board and the PR&R Committee shall submit the dispute to the American Arbitration Association. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

ARTICLE 3 - GRIEVANCE PROCEDURE

(3) The Arbitrator shall conduct such hearings at such times and places as he shall designate. His award shall be final and binding upon the parties and may be entered as a judgment or decree in the court having jurisdiction over arbitration awards.

(4) The costs for the services of the arbitration, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

F. In any case when a decision is rendered at any level such decision and notification shall be submitted in writing to all parties involved.



ARTICLE 4

TEACHER RIGHTS

- A. No teacher shall be unreasonably prevented from wearing pins or other identification of membership in the Association or its affiliates.
- B. No teacher is to be disciplined, reduced in rank or compensation without just cause, however, nothing herein contained shall be construed to require the Board of Education to give any reason for its failure to grant tenure to probationary teachers.
- C. Whenever any teacher is required to appear before the Superintendent or his designee, Board or any committee, member, representative or agent thereof, concerning any matter which would adversely affect the continuation of that teacher in his office, position, or employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.
- D. The teacher to be assigned a student teacher shall receive the request at least two weeks prior to the student's introduction to the classroom. The teacher upon request shall meet with the Superintendent of Schools or his designee to discuss such assignment. The final decision shall be made by the School Board in the selection and placement of such student teachers.

ARTICLE 5

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to make available to the Association in response to reasonable requests from time to time all available information concerning the register of certificated personnel, proposed tentative budgetary requirements and allocations, names and addresses of all teachers and minutes of all Board meetings when available.
- B. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.
- C. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that permission is first obtained from the Superintendent of Schools or his official designee. Permission shall not be arbitrarily refused.
- D. The Association and its representatives may use school buildings at all reasonable hours for meetings, provided prior approval shall first have been obtained from the Superintendent of Schools or his designee. Approval shall not be arbitrarily refused.
- E. The Association may use school facilities including typewriters, mimeographing machines, other duplicating equipment, calculating machines. The Association shall pay for the reasonable cost of all materials and supplies incident to such use. Permission will be granted for the use of audio-visual equipment provided a person trained and experienced in the use and operation of such equipment is in attendance. It is further understood that the Association shall be responsible for any damage resulting from the use of such equipment.
- F. A Bulletin Board shall be made available to the Association for the posting of Association notices.
- G. The Association may have reasonable use of the inter-school mail facilities and school mail boxes.
- H. The Association may participate when it indicates its desire, in orientation activities sponsored, maintained or conducted by the Board of Education.

ARTICLE 6

IN-SCHOOL WORK YEAR

- A. The in-school work year for teachers shall begin not later than five days after Labor Day unless the health, safety, and/or welfare of the pupils and/or personnel of the district require otherwise.
- B. For other than new personnel, the in-school work year of teachers employed on a ten (10) month basis shall not exceed 180 days in which pupils are in attendance plus one orientation day, and one additional day, if necessary, as determined by the Superintendent of Schools.

## ARTICLE 7

### TEACHING HOURS AND TEACHING LOAD

- A. 1. The starting time for teachers is 8:45 A.M. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" roster.
2. The total in-school workday shall consist of not more than six (6) hours and thirty (30) minutes which shall include a duty-free lunch period of sixty (60) minutes.
3. No teacher is required to work beyond the regular teacher in-school work year, or beyond his total in-school workday without additional compensation except for one (1) P.T.A. Meeting per year and Parent-Teacher conferences as designated by the Superintendent of Schools.
4. The workday of a principal shall be determined according to prior established practice.
5. The workday of a vice-principal shall be determined according to prior established practice.
- B. 1. Where feasible, the daily teaching load in the seventh and eighth grades shall be no more than six (6) teaching periods. Assignment to a supervised study period of forty (40) minutes shall be considered a teaching period for the purpose of this ARTICLE.
2. Seventh and Eighth Grade teachers shall not be required to teach more than two (2) subject area(s), nor more than a total of two (2) teaching preparations at any one time.
3. Scheduling permitting, regular classroom teachers in the seventh and eighth grades shall not be required to change teaching stations more than two (2) times during the school day.
4. That every effort will be made to allow all teachers in grades one through five to receive up to twenty (20) minutes free preparation time daily.
- C. 1. Teachers may be required by the Superintendent of Schools to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty meetings three hundred (300) minutes per year. Such meetings shall begin no later than fifteen (15) minutes after the student dismissal time and shall run for no more than sixty (60) minutes.
2. Notice of any meetings shall be given to the teachers involved at least five (5) school days prior to the meeting, except in an emergency.
3. The in-school work year of principals employed on a ten (10) month basis shall include the days when pupils are in attendance, orientation day, one day prior to orientation day provided the former follows Labor Day, the three (3) working days immediately following the closing of school in June, and twenty (20) days in the summer to cover for the Superintendent of Schools. Scheduling of the twenty (20) day coverage shall be arranged among the principals and vice-principals.

ARTICLE 7 - TEACHING HOURS AND TEACHING LOAD

4. The work year for vice-principals shall be the same as that specified for teachers, and days in summer to cover for the Superintendent of Schools, in accordance with Paragraph C-3.
- D. Teacher participation in extra-curricular activities shall be voluntary and shall be compensated according to an overtime rate of pay prorated on the regular salary.
- E. Teacher participation in field trips which extend beyond the teacher's in-school workday, and overnight or weekend trips, shall be voluntary, and the teacher shall be compensated for the regular day's work. Legitimate expenses incurred by the teacher in all field trips shall be paid by the Board. Such expenses shall include transportation, accommodation, meals and admission fees.
- F. Whenever a teacher is to be assigned a student teacher he shall receive the request at least two weeks prior to the student's introduction to the classroom. The teacher upon request shall meet with the Superintendent or his designee to discuss such assignment. The final decision shall be made by the Board in the selection and placement of such student teachers.
- G. Teachers shall be notified before July 1st of the reading and math groups they will be teaching for the following year.

ARTICLE 8

NON-TEACHING DUTIES

A. The Board and Association agree as follows:

Teachers shall not be required to perform the following duties:

1. the following non-professional assignments - supervision of playgrounds and hall duty during lunch period, bus loading and unloading;
2. collecting money and collecting non-school forms from students when feasible;
3. keeping registers, inventorying, storing books not in classrooms, delivering books to classrooms, and, when feasible, duplicating instructional and other materials.

B. Teachers shall not be required to drive students to activities which take place away from the school building.

ARTICLE 9

TEACHER EMPLOYMENT

- A. 1. Previously accumulated unused sick leave days will be restored to all returning teachers who return within five (5) years.
- 2. At the discretion of the Board, previously accumulated unused sick leave days may be restored to all returning teachers who return after five or more years.
- B. 1. Teachers shall be notified of their employment status and teaching assignment for the ensuing year not later than April 1 or the last day prior to Easter recess, whichever is earlier.
- 2. Each teacher shall be notified of his or her ability group assignment no later than three (3) weeks prior to the start of the school year. Teachers will be notified of any modifications or revisions prior to the opening of school.
- C. 1. The Board agrees to hire only individuals approved by the New Jersey State Board of Examiners or persons holding an approved certificate issued by the New Jersey State Board of Examiners, for any teaching assignment whenever such personnel are available.
- 2. Any teacher employed on or prior to December 31st of any school year shall be given credit for a full year's service credit toward the next increment step for the following year.

ARTICLE 10

SALARIES

- A. The salaries of all personnel covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part hereof.
- B.
  1. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments on the 15th and last day of each month.
  2. Teachers may in accordance with 18A:29-3 individually elect to have ten (10) percent of their monthly salary deducted from their pay. These funds shall be paid to the teacher on the final pay day in June.
  3. When a pay day falls on or during a school holiday, vacation or week-end, teachers shall receive their pay checks on the last previous working day.
  4. Teachers shall receive their final checks on the last working day in June.



ARTICLE 11

VOLUNTARY TRANSFERS, REASSIGNMENTS, AND PROMOTIONS

- A. Teachers presently employed in the school system shall be given preference. When vacancies or new positions occur they shall be posted on the bulletin board provided for herein.
- B. Promotions shall be made from within the staff, whenever possible.
- C. In the event a vacancy, a new position, or new program shall occur during the summer recess, notification shall be given in writing to the last known address of each teacher. The teacher shall have fifteen (15) days to indicate interest.
- D. Any transfer or reassignment shall be made only after a meeting between the teacher and the Superintendent, at which time the teacher shall be notified of the reasons therefor. In the event the teacher objects to the transfer or reassignment at this meeting, he may request another meeting with the Superintendent together with an Association representative.

ARTICLE 12

EMPLOYEE EVALUATION

- A. 1. Employees shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.
- 2. A teacher shall be given a copy of any class-visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without the opportunity for a prior conference with the teacher having been provided.
- B. 1. The Board shall protect the confidentiality of personal references, academic credentials, evaluations and other similar documents.
- 2. An employee shall have the privilege, upon request, to review the contents of his personnel file, which privilege shall not be arbitrarily denied.
- C. 1. A first year teacher shall not be evaluated for the record prior to October 1 without good cause.
- 2. An employee is to receive a written copy of any evaluation report.
- 3. A non-tenure teacher shall be evaluated at least three times prior to April 1.
- 4. No material shall be placed in a teacher's personnel file unless the teacher has had the opportunity to review the material. The teacher shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed. The teacher shall also have the right to submit a written answer to such material, and his answer shall be reviewed by the Superintendent and attached to the file copy.

ARTICLE 13

TEACHER FACILITIES

- A. Each school shall have the following facilities:
1. A private pay telephone in each faculty lounge for the exclusive use of teachers at no cost to the Board and installation to be approved by the Superintendent of Schools.
  2. The teachers' room and restroom facilities for the exclusive use of the teaching staff shall be available during the teachers' lunch hour.
- B. 1. The following personnel shall be entitled to a clothing allowance as specified below:
- a. Physical Education Teachers - \$50 per teacher
  - b. Home Economics Teachers - \$25 per teacher
  - c. Laboratory Science Teachers - \$25 per teacher
  - d. Industrial Arts Teachers - \$25 per teacher
- Laundrying is a personal responsibility. The above names personnel shall be properly uniformed in the performance of their duties.
2. A check for payment of a clothing allowance shall be paid at the close of the first pay period in September.
- C. Upon the request of the Association and subject to the approval of the Board of Education whose approval will not be arbitrarily refused, vending machines shall be installed in the teachers' lounge and teachers' lunchroom areas. The profits from all such machines shall be returned to the Association if owned by it.

ARTICLE 14

TEACHER-ADMINISTRATION LIAISON

- A. Without cost to the Board, the Association shall select a Liaison Committee for each school building which shall meet with the principal at least once a month for the duration of the school year to review and discuss local school problems and practices, and to play an active role in the revision or development of building policies. Said committee shall consist of not more than one (1) member for every ten (10) teachers in the school building, but shall in no event have less than two (2) members.
  
- B. Without cost to the Board, the Association's representatives shall meet with the Superintendent at least once a month during the school year to review and discuss current school problems and practices and the administration of this Agreement.

ARTICLE 15

PERSONAL LEAVE - 4152.6

Present Policy 4152.6 as adopted by the Board of Education 8/20/68 to be effected as of 9/1/68 shall continue for the term of this agreement:

It shall be the policy of the West Paterson Board of Education to grant personal leave with full pay, for the reasons stated below.

Three days shall be granted during each school year and no unused days shall be accumulated for use in another year.

Personal Leave applies to all school personnel.

1. Special Religious Purposes
2. House Closing
3. Court Appearance when required
4. Military Service Physical Examination
5. Illness of member of the immediate family (spouse, child, or parent)
6. Time necessary for Jury Duty
7. Time necessary to perform such obligations of an intimate personal nature shall require a reason be given only when so requested by the Superintendent.
8. Bereavement Leave - 3 days, not to be counted against any of the above, shall be granted for a death in the immediate family including husband, wife, father, mother, sister, brother, daughter, son, and the employee's grandparents, legal guardian or foster parents, and in-laws, aunts, uncles, nieces and nephews; one day personal leave shall be granted for the death of a friend.

Any other reason for personal leave subject to the Superintendent's approval may be taken without compensation and in no case will consideration be given for personal leave other than stated above. The Superintendent or his delegated agent shall be notified in sufficient time to secure a substitute.

## ARTICLE 16

### EXTENDED LEAVES OF ABSENCE

- I. Maternity leave shall be granted to teachers subject to the following conditions:
- A. A teacher must notify the Superintendent of her pregnancy, in writing, as soon as it is medically confirmed. Said notice shall be submitted as far in advance of the requested commencement date of the leave as is possible.
  - B. The exact dates of the commencement and termination of the maternity leave shall then be arranged so that the leave will be of minimal disruption to the best interests and operation of the school system; provided such dates are not contraindicated.
  - C. The original date of return to work from a maternity leave may be extended by the Board for a reasonable period of time at the teacher's request for reasons associated with the pregnancy or birth.
  - D. If a tenured teacher wishes to return to work after the close of the school year in which the maternity leave commenced she must do so no later than September of the second school year following the school year in which the leave commenced, provided she gives the Board four (4) months prior notice of such intention. No extension beyond this period may be granted except in the absolute discretion of the Board.
  - E. No teacher shall be barred from returning to work following the birth of her child solely on the ground that there has not been a sufficient time lapse between the birth and her desired date of return, provided that upon request of the Board the teacher supplies a physician's certificate attesting to her ability to perform her teaching duties.
  - F. The Board need not grant or extend a maternity leave of absence of any non-tenured teacher beyond the end of the contract school year in which the leave is obtained unless the Board determines to grant such an extension. Nothing contained herein shall require the Board to offer a contract for a new school year to any non-tenured teacher who would not have been offered such a contract in the absence of a maternity leave.
  - G. A teacher may be removed from her teaching duties during pregnancy for any one of the following reasons:
    1. Her teaching performance has noticeably declined;
    2. Her ability to continue teaching is determined to be medically inappropriate by her own physician, the Board's physician or where those physicians disagree, by a third jointly selected by the Board and the teacher who shall examine the teacher and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue teaching. The fee of the third physician shall be borne fully by the Board and the teacher.
    3. Any other just cause as defined in Title 18 A.N.J.S.A.

H. A teacher adopting an infant child may receive similar leave which shall commence upon her receiving de facto custody of said child, or earlier if necessary to fulfill the requirements for adoption.

II. A leave of absence without pay for one year may be granted for the purpose of caring for a sick member of the teacher's immediate family. The request for this leave shall be accompanied by documentation, such as a physician's certificate.

III. All extensions or renewals of leaves shall be applied for in writing.

IV. A leave of absence without pay for one year will be granted in the case of a teacher's extended illness. The request for leave shall be accompanied by documentation such as a physician's certificate.

ARTICLE 17

SUBSTITUTES

- A. The practice of using a regular teacher as a substitute is undesirable and shall not be done.



ARTICLE 17

SUBSTITUTES

- A. The practice of using a regular teacher as a substitute is undesirable and shall not be done.

ARTICLE 18

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. The Board shall pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which a teacher is required and/or requested by the administration to take. Said teacher shall also be compensated for all time spent in actual attendance at said sessions beyond his regular working day and year at his regular rate.

ARTICLE 19

INSURANCE PROTECTION

- A. The Board agrees to pay for all eligible employees the State Health Benefits Plan for a single employee plus One Hundred (100) percent of the cost of the family plan.

ARTICLE 20

CURRICULUM AND STAFFING COMMITTEE

- A. A joint committee on curriculum and staffing shall be established immediately after the ratification of this contract by both parties. It shall consist of four members appointed by the Board and four members appointed by the Association. The committee chairmanship shall rotate between Board representatives and Association representatives. The committee shall meet by mutual consent.
  
- B. The committee shall advise the Board and the Association on such matters as curriculum improvement, extra-curricular programs, pupil testing and evaluation, and staffing. It shall report its recommendations to the Board and to the Association prior to October first. If joint recommendation cannot be agreed upon, separate sets of recommendations shall be made.

ARTICLE 21

MISCELLANEOUS PROVISIONS

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

1. If by Association, to Board at 1075 McBride Avenue,  
Box 538, West Paterson, New Jersey, 07424.
2. If by Board, to Association at Memorial School,  
Memorial Drive, West Paterson, New Jersey 07424.

ARTICLE 22

NON-CERTIFICATED PERSONNEL

SALARIES AND HOURS OF WORK

- A. The Salaries of non-certificated employees covered by this Agreement are set forth in Schedule "A-6", "A-7", and "A-8".
- B. 1. The secretary and clerks' hours of work shall be 9:00A.M. to 4:00 P.M. during the school year. Lunch hour will be from 12:00 P.M. to 1:00 P.M.
2. When school is in session, the hours of work of the vice principal's clerk in Memorial School shall be from 7:00 A.M. to 11:00 A.M. and from 1:00 P.M. to 3:00 P.M.
3. It is provided that the Superintendent of Schools, the work load permitting may in his sole discretion permit the secretary and clerks the week of Easter and/or Christmas week as holiday weeks. Also, during the summer recess, he may in his sole discretion reduce the quitting time for clerks and the secretary from 4:00 P.M. to 3:00 P.M.
4. In any prolonged absence of any secretary, a substitute shall be engaged by the Superintendent of Schools.
- C. Non-Certificated employees shall be entitled to two (2) weeks paid vacation after the first year of employment. During the 8th, 9th, and 10th year the employee shall be entitled to two (2) weeks and two (2) days. After 10 years of employment, they shall be entitled to three (3) weeks vacation.
- D. The secretary and clerks shall be entitled to the following list of holidays:
- |                            |                       |
|----------------------------|-----------------------|
| Fourth of July             | Christmas Eve Day     |
| Labor Day                  | Christmas Day         |
| Columbus Day               | New Year's Eve Day    |
| Election Day               | New Year's Day        |
| NJEA Convention Day        | Lincoln's Birthday    |
| (18:31-2 if requested)     | Washington's Birthday |
| Veteran's Day              | Good Friday           |
| Thanksgiving Day           | Memorial Day          |
| Day After Thanksgiving Day |                       |
- E. 1. The custodians' hours of work shall be from 7:30 A.M. to 4:30 P.M. with one hour for lunch. Any additional hours shall be paid at a rate of one and one half (1 1/2) times the hourly wage. In the event an employee is called into work on an unscheduled work day, he shall be guaranteed at least four (4) hours of work on a time and one half day, and double time if a holiday.
2. The night custodian's hours of work shall be from 3:00 P.M. to 12:00 A.M. with one hour for lunch.

ARTICLE 22 - NON-CERTIFICATED PERSONNEL SALARIES AND HOURS OF WORK

3. The custodians shall be entitled to the following list of holidays:

Fourth of July	Christmas Eve Day
Labor Day	Christmas Day
Columbus Day	New Year's Eve Day
Election Day	New Year's Day
Veteran's Day	Lincoln's Birthday
Thanksgiving Day	Washington's Birthday
Day After Thanksgiving	Good Friday
	Memorial Day

4. On the day prior to Thanksgiving, custodians shall complete the cleaning of the schools voluntarily without overtime.

- F. 1. Attendance Officer's Work Year - The work year for the attendance officer shall be the same as that specified for teachers.
2. The work day of the attendance officer shall be 8:30 A.M. until 3:30 P.M. with one (1) hour for lunch to be taken between the hours of 12:00 P.M. to 1:00 P.M.

ARTICLE 23

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 1975 and shall continue in effect until June 30, 1976.
- B. In witness thereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

West Paterson Education Association

By Cheryl Van Loan  
Co-President

By Robert Sindley  
Co-President

By Anne Kajarison  
Secretary

West Paterson Board of Education

By Patricia DeRenda  
President

By Louanna Demore  
Secretary



SCHEDULE A-1

TEACHERS' SALARIES

<u>Step</u>	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>
1	9,759	10,655	11,215
2	10,096	11,099	11,658
3	10,434	11,542	12,101
4	10,877	11,985	12,544
5	11,351	12,460	13,040
6	11,816	12,934	13,546
7	12,290	13,409	14,042
8	12,765	13,873	14,538
9	13,240	14,380	15,097
10	13,704	14,875	15,656
11	14,179	15,371	16,205
12	14,654	15,878	16,764
13	15,129	16,374	17,312
14	15,593	16,869	17,872
15	16,157	17,429	18,430
16			19,095

SCHEDULE A-2

	PRINCIPALS
Step -1.	19,728
2.	20,256
3.	20,783
4.	21,311
5.	21,839
6.	22,366
7.	22,893
8.	23,421
9.	23,948
10.	24,476
11.	25,003
12.	25,531

SCHEDULE A-3

	FULL TIME VICE-PRINCIPAL
Step - 1.	19,201
2.	19,623
3.	20,045
4.	20,467
5.	20,889
6.	21,311
7.	21,733
8.	22,155
9.	22,577
10.	22,999
11.	23,421
12.	23,843

- a. The salary of principals for the 1975-76 year shall be as above.
- b. One principal per school year will be reimbursed by the Board for reasonable expenses incurred by him for attendance at the annual meeting of the DESP,NJEA; provided, however, that such expenses shall not exceed \$40 per day for each full day of attendance.

- A. Teaching Vice-Principals receive \$1,500 in addition to their regular salary on the teachers' salary guide.

SCHEDULE A-4  
NURSES' SALARIES

<u>Step</u>	<u>Non-Degree</u>
1	\$ 7,246
2	7,634
3	8,022
4	8,411
5	8,800
6	9,188
7	9,577
8	9,966
9	10,355
10	10,743
11	11,094
12	11,447

The Supervisor of nurses will receive \$300 over the scale.

SCHEDULE A - 5

- A. The Psychologist shall be compensated at the rate of twenty (20) percent of the maximum of the Master Plus 30 Scale for each day service per week during the 1975-76 school year.

Social Worker's Salary

- B. The social worker shall be compensated at the rate of twenty (20) percent of the 8th step of the masters scale for each day of service per week during the 1975-76 school year.

SCHEDULE A-6

SECRETARY AND CLERK'S SALARIES

<u>Step</u>	<u>Salary</u>
1	\$5,411
2	5,691
3	5,969
4	6,248
5	6,526
6	6,805
7	7,085
8	7,363
9	7,643
10	8,033

The Superintendent's Secretary shall receive \$300.00 over scale.

The NCR Machine operators in the Board and Business Office shall receive \$300.00 over scale.

SCHEDULE A-7

ATTENDANCE OFFICER'S SALARY

<u>Step</u>	<u>Salary</u>
1	\$5,020
2	5,299
3	5,601
4	5,947
5	6,282
6	6,615

The Attendance Officer shall receive  
a \$350.00 Car Allowance.

SCHEDULE A-8  
CUSTODIANS' GUIDE

<u>Step</u>	<u>Salary</u>
1	\$ 8,590
2	8,813
3	9,036
4	9,260
5	9,538
6	9,818
7	10,096
8	10,375
9	10,654

Head Custodian

The Head Custodian shall receive a salary of 11,935 for the 1975-76 school year.

SCHEDULE A-9

EXTRA CURRICULAR COMPENSATION

Boys' Physical Education (basketball intramurals, gymnastics)	+ \$540.
Girls' Physical Education (Cheerleaders, intramurals, gymnastics)	+ \$540.

SCHEDULE A-10

The teacher of the Neurologically Impaired is to receive \$500 in addition to his regular salary.