

AGREEMENT
BETWEEN THE
PENNS GROVE-CARNEYS POINT
SCHOOL EMPLOYEES ASSOCIATION



AND THE
PENNS GROVE-CARNEYS POINT
REGIONAL BOARD OF EDUCATION

July 1, 1994 - June 30, 1997

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PREAMBLE

This Agreement entered into this first day of July 1, 1994, between the Penns Grove-Carneys Point Regional Board of Education, hereinafter called the "Board", and the Penns Grove-Carneys Point School Employees Association, hereinafter called the "Association" wherein it is mutually agreed as follows:

ARTICLE 1

RECOGNITION

A. The Penns Grove-Carneys Point Regional Board of Education recognizes the Penns Grove-Carneys Point School Employees Association as the sole and exclusive representative concerning the terms and conditions of employment for the following employees under contract or on leave granted by the Board of Education:

1. All certified personnel
2. Full-time secretaries
3. Full-time clerks
4. Full-time custodians
5. Full-time maintenance personnel
6. Full-time or part aides
7. Part-time permanent secretaries
8. Security aides

Excluded are:

1. Professional administrators
2. Confidential or supervisory personnel
3. Per diem employees
4. Cafeteria employees
5. Bus Drivers
6. All others not specified above

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

ARTICLE 2

NEGOTIATIONS OF A SUCCESSOR AGREEMENT

- A. All negotiations shall be as provided in accordance with the provisions of Chapter 123 of the Public Laws of 1974 in a good faith effort to reach agreement on all matters concerning the conditions of employment.
- B. 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 parties at the time they negotiated or executed this Agreement.
- C. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it must subsequently be ratified by the Board of Education in order for any such Agreement to be binding upon the Board. Any such ratified Agreement shall be reduced to writing, be signed by the Board and the Association and be adopted.
- D. This Agreement shall not be modified in whole or in part by the parties except by instruction in writing duly executed by both parties.

ARTICLE 3

GRIEVANCE PROCEDURE

- A. Definitions
 - 1. A "grievance" is a claim by an employee, or a representative of employees based upon the interpretation, application, or violation of this Agreement, policies or administrative decision affecting them.
 - 2. An aggrieved person is a person or persons making the claim.

3. A grievance to be considered under this procedure must be initiated by the employee thirty (30) calendar days from the time when the grievant knew or should have known of its occurrence and be signed by all parties in interest when first submitted in writing. If the grievance is a class action involving six (6) or more people, individual signatures shall not be required, but a list of names of those people affected shall be submitted with the grievance.

B. Purpose

1. The purpose of these procedure is to secure solutions to problems affecting terms and conditions of employment of employees at the lowest possible level.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter formally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits may, however, be extended by mutual agreement. If a grievance is not processed within proper time limits by the grievant Association, the grievance is automatically denied and dropped.
2.
 - a. Failure at any step of these procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
 - b. It is understood that employees 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.

3. Level One

Any employee who has a grievance shall discuss it first with his/her immediate supervisor in an attempt to resolve the matter informally at that level.

4. Level Two

If as a result of the discussion, the matter is not resolved to the satisfaction of the employee within (7) calendar days, he/she shall set forth his/her grievance in writing to the immediate supervisor specifying:

- a. The nature of the grievance including the date it occurred;
- b. The nature and extent of the injury, loss or inconvenience;
- c. The specific contract provision, board policy or administrative decision being grieved;
- d. The results of previous discussions;
- e. Dissatisfaction with decisions previously rendered.

The immediate supervisor shall communicate his/her decision to the employee in writing within seven (7) calendar days of receipt of the written grievance.

5. Level Three

The employee, no later than seven (7) calendar days after receipt of the immediate supervisor's decision, may appeal this decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing reciting the matter submitted to the supervisor as specified above and his or her dissatisfaction with decision previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed twenty (20) calendar days. The Superintendent shall communicate his/her decision in writing to the employee and the principal or immediate supervisor.

6. Level Four

If the aggrieved person is not satisfied with the resolution of the grievance at Level Three, then the grievance shall be submitted to the Board of Education within seven (7) calendar days of receipt of the decision of the Superintendent and the Board shall render a decision in writing within thirty (30) calendar days after the submission of grievance to Level Four.

The Association can request an appearance before the Board. The Board will decide if an appearance is appropriate on a case-by-case basis. The appearance shall be limited to fifteen (15) minutes. When an appearance occurs, the Board shall render a decision within thirty (30) calendar days of the appearance.

7. LEVEL FIVE

If the aggrieved person is not satisfied with the decision of the Board or if no decision has been rendered by the Board within thirty (30) calendar days, the aggrieved person or the Association shall advise the Board in writing of its intent to arbitrate. Such notice shall be sent within fourteen (14) days of receipt of the Board's decision or within fourteen (14) days of the passage of thirty (30) days without a response by the Board.

Within fourteen (14) calendar days after receipt of the Association's notice to arbitrate, the Board or its representative and the Association or its representative should attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain a commitment within an agreed upon period, the following procedure shall be used to obtain the services of an arbitrator.

- a. A request will be made by either party to the American Arbitration Association or the New Jersey Public Employment Relations Commissions (PERC) to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

- b. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association or the New Jersey Public Employment Relations Commission (PERC) to submit a second roster of names.
- c. If the parties are unable to determine, within ten (10) calendar days of the initial request for arbitration, a mutually satisfactory arbitrator from the second list, the American Arbitration Association or the New Jersey Public Employment Relations Commission (PERC) may be requested by either party to designate an arbitrator.

The arbitrator so selected shall confer with the representatives of the Board and the Executive Committee and shall hold hearings promptly and shall issue his decision not later than ten (10) calendar days from the close of the hearings. The arbitrator's decision shall be in writing and shall set forth his finds of fact, reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

The costs for the services of the arbitrator, 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, unless an individual proceeds to arbitration without the Association's consent in which case the individual shall bear the Association's cost. Any other expenses incurred shall be paid by the party incurring the same. If time is lost by any employee due to arbitration proceedings necessitating the retention of a substitute, the Board of Education will pay the cost of the substitute. The time lost by an employee must be either without pay or charged to personal time.

D. Rights to Representation

- 1. Any grievant may be represented at all formal stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all formal steps of the grievance procedure.

E. Miscellaneous

1. All decisions above Level One shall be in writing. The complete file of decisions and appeals shall be transmitted to the next level.
2. All documents, communications and records dealing with the procession of a grievance shall be filed in a separate grievance file in the office of the Superintendent of Schools.
3. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedures.
4. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this Article.

Article 4

RIGHTS OF EMPLOYEES

- A. No pupil grade shall be changed without consulting with the teacher, if a grade is changed, the teacher shall be notified in writing.
- B. No employee shall be prevented from wearing pins or other identification of membership on the Association or its affiliates.
- C. Teachers may leave their buildings during preparation periods with the knowledge and permission of the Principal.
- D. Pursuant to Chapter 123, Public Laws 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations.
- E. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey Laws or any applicable laws and regulations.

- F. Whenever any employee is required to appear before the Board regarding a disciplinary hearing, he/she shall receive advance written notice and be entitled to a representative of his/her own choosing.
- G. If an employee is required to be in attendance at a disciplinary hearing or investigatory interview, then such employee shall be entitled to representation in accordance with the tenets, of the Weingarten Doctrine.

ARTICLE 5

RIGHTS OF THE BOARD OF EDUCATION

- A. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, 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 in the school district, and for just cause, to suspend, to demote, discharge, or take other disciplinary action against employees.
 - 3. To relieve employees from duty because of lack of work or for other legitimate reasons.
 - 4. To maintain the efficiency of the school district operations entrusted to them.
 - 5. To determine the means and personnel by which such operations are to be conducted.
 - 6. To take whatever actions may be necessary to carry out the missions of the school district in situations of emergency.
 - 7. All employees covered by this Agreement are required to give sixty (60) days notice of their intention to resign.

ARTICLE 6

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board shall make available to the Association any information in the public domain regarding financial data. The Board will also make available information which may be necessary for the Association to process any grievance.
- B. Whenever any representative of the Association or any employee is scheduled by the Board to participate during work hours in negotiations he shall suffer no loss in pay.
- C. The Association and its representatives shall have the privilege of using school buildings at reasonable hours for meetings with permission of the Superintendent or his agent.
- D. The Association shall have reasonable space on all existing bulletin boards in areas used exclusively by employees.
- E. The President and teacher members of the Association's Executive Committee may be permitted to leave their buildings to conduct Association business during their preparation period and during the time that teachers are required to stay in school following dismissal of the students with the permission of the principal or his designee and the approval of the principal of the building to which they are going. This permission would not apply when teachers' meetings or parent conferences are scheduled.
- F. The Association will submit to the Superintendent prior to December 1st of each year its recommendations with respect to the school calendar for the ensuing year.
- G. At the orientation programs operated by the Board of Education for new teachers, up to one-half (1/2) hour shall be set aside for the presentation of the Association program.
- H. The Board shall grant two 1:45 p.m. dismissals to all unit members for Association meetings. Dates for the meetings will be decided by the Association and the District Administrator with the approval of the Board. Any bargaining unit member who has not completed his or her scheduled work shift shall return to duty at the end of the meeting and finish his or her required time.
- I. The Association shall have the right to reasonable use of the inter-school mail facility and school mailboxes. Except for routine announcements all other materials shall be in sealed envelopes.

- J. The Association shall have the right to reasonable use of a typewriter, ditto, and an Audio-visual unit, subject to paying for any incurred costs.
- K. The Association President or his designated representative shall have the right to utilize up to five (5) working days to conduct Association business. These days shall not be taken contiguous to holiday or vacation periods and the Association shall reimburse the Board for the cost of substitutes utilized on said days.

ARTICLE 7

SECRETARIAL AND CUSTODIAL WORKING CONDITIONS

A. Work Year

- 1. The work year of twelve (12) month secretarial and custodial employees shall commence July 1 through June 30.
- 2. The work year for ten (10) month secretaries shall be September 1 through June 30, except for elementary schools wherein it may be scheduled by the administration to be one (1) week less at the end of June and one (1) week more at the end of August.

B. Holidays

- 1. Holidays under this article shall be the day said holiday is celebrated, not necessarily the exact calendar day indicated.
- 2. **TWELVE (12) MONTH CUSTODIANS**
 - a. New Years Day, Lincoln's Birthday, Easter vacation shall be two (2) work days contiguous to the Easter holiday weekend, ie: Thursday and Friday, Friday and Monday, Monday and Tuesday, Memorial Day, Independence Day, Veterans' Day, Christmas Day Thanksgiving (and the day after), Washington's Birthday, Columbus Day, Martin Luther King Day, Labor Day
 - b. If a scheduled holiday is not given on the named day, compensatory time will be given within sixty (60) working days.

c. For twelve (12) month custodial employees the working day before and the working day after Christmas will be granted as a holiday. If the working day before Christmas is a school day requiring such employees to be present, then an additional day will be granted after Christmas as a holiday.

3. HOLIDAYS SECRETARIES

a. All secretaries shall have the same holidays as teachers during the school year.

b. During the summer twelve (12) month secretaries shall have the same holidays as custodians.

C.. Vacation Twelve (12) Month Secretarial and Custodian Employees

1. Vacation schedule for twelve (12) month personnel:

Up to 1 year.....	1 week (pro rata)
1 to 5 years.....	2 weeks
6 to 10 years.....	3 weeks
Over 10 years.....	4 weeks

2. Vacations shall be scheduled by the Administration and may not be accumulated or carried over without the express approval of the Superintendent or his designee.

3. No more than one (1) custodian may be on vacation at any time. All vacations must be scheduled with approval and must not conflict with the needs of the school district.

4. Whenever a legal holiday falls during a scheduled vacation this shall not be considered as a vacation day and shall not be subtracted from the employee's vacation time.

5. All vacations shall be with regular pay. Employee's shall be paid in advance for the vacation period, provided twenty (20) day's notice is given to the District Business Office.

6. If an employee resigns, earned vacation shall be paid according to the proportion of full months worked to the total contract year unless notice has not been given.

7. Nothing herein prevents vacation during the school year subject to the operational needs of the district and written permission of the Superintendent.

D. Tenure

Employees will be granted tenure in accordance with statute.

E. Call-back Time

Each employee who is called back to work other than during his/her normal work schedule shall be guaranteed a minimum of two (2) hours of pay.

F. Coffee Breaks

1. Providing clerical coverage is present, each full-time clerical employee shall be scheduled a fifteen (15) minute coffee break during the first half of the full workday.
2. Each full-time custodian shall be scheduled a fifteen (15) minute coffee break during the first half of a full workday and another fifteen (15) minutes during the last half of a full workday.

G. Overtime for Custodians, Secretaries and Maintenance Employees

1. Pay shall be at one and one-half (1-1/2) of the hourly rate for work performed above forty (40) hours per week. Nothing herein precludes mutual substitution of compensatory time for such overtime. Overtime rate for a seventh (7th) day of work, i.e., above forty-eight (48) hours in a week shall be compensated at double time. The work week shall be Monday through Sunday for computation of overtime. If an employee is scheduled Monday through Friday, then Sunday shall be considered as the seventh (7th) day.
2. Any custodian who is temporarily assigned or called to work on a shift other than their regularly assigned shift shall be compensated at the rate equal to the higher of the two shifts.

H. Altered Lunch Periods--Secretaries

If an emergency situation arises, a secretary will be granted released time in lieu of lunch provided the Superintendent's permission is secured in advance. On early pupil dismissal days when teacher attendance will not be required after pupil dismissal, school-based secretaries will have a one-half (1/2) hour lunch period and be dismissed for the day ten (10) minutes after teachers are dismissed.

I. N.J.E.A. Convention

1. The Board shall allow two (2) days for secretaries to attend N.J.E.A. Convention.
2. Custodial personnel shall be allowed to attend the N.J.E.A. Convention, but shall not be compensated for such days.

J. Workday

1. The workday for secretaries shall be seven (7) hours exclusive of the sixty (60) minute lunch period.
2. The workday for custodians shall be eight (8) hours exclusive of a lunch period which shall be 60 minutes for custodians on day shift, 1/2 hour for custodians on evening shift.
3. When schools are closed due to inclement weather or other emergency situations, building based secretaries shall be dismissed 15 minutes after the teachers. Central Office secretaries shall be dismissed in the same manner as elementary school secretaries.

K. Custodian Shift Differential

Shift differential shall be paid at the rate specified in Schedule B.

L. Uniforms

1. The Board shall reimburse each newly employed custodian, groundskeeper and security aide for the actual cost expended for the purchase of three (3) approved uniforms, subject to the procedures and limitations described in Paragraph 4. hereof.

2. Employees shall be reimbursed for the actual cost of two (2) additional uniforms each year, subject to the procedures and limitations described in Paragraph 4. hereof.
3. The board shall not be required to provide the initial reimbursement for three (3) uniforms to employees, until the employee has satisfactorily completed a sixty (60) day probationary period. The subsequent reimbursement for two (2) uniforms shall be provided to new employees on the anniversary of the completion of their probationary period. The reimbursements described in this paragraph are subject to the procedures and limitations set forth in Paragraph 4. hereof.
4. The type of uniform, the acquisition procedure and cost limitations will be established by the Director of Finance after consultation with the Association. Cleaning and maintenance of the uniforms will be the responsibility of the employee. Uniforms will be kept clean, neat and in good repair at all times by the employee and will be worn during all normal work hours.
5. The Board shall provide all custodial, maintenance, groundskeepers and security aides with one (1) pair of shoes each year, subject to the procedures and limitations described in paragraph four (4) hereof. Employees must wear the shoes while on the job.

M. Salary Calculation Upon Transfer

Transferees between ten (10) month and twelve (12) month secretarial positions and vice versa shall have their new salary guide placement determined by dividing the transferee's total months of service in the district by the number of months in the position they are moving to rounded off to the nearest whole number. This number shall represent the years credit on the conversion chart for guide placement and, in the case of twelve (12) month positions, for vacation allocation. However, in the case of an involuntary transfer of a twelve (12) month secretary to a ten (10) month position, their salary will be "red circled" until application of the above formula would result in a higher salary.

ARTICLE 8

AIDES WORKING CONDITIONS

- A. 1. The regular work day for aides shall be a maximum of an eight (8) hour day which shall be exclusive of lunch and exclusive of any required overtime.
- 2. Overtime pay for aides shall be calculated at time and one-half for hours in excess of forty (40) hours in any work week.
- B. The normal work week for aides shall consist of five (5) consecutive work days.
- C. Aides shall be allowed to attend the annual N.J.E.A. Convention, but shall not be compensated for such days.

ARTICLE 9

TEACHING HOURS AND TEACHING LOAD

- A. The in-school work year of teachers employed on a ten (10) month basis (other than new personnel who may be required to attend an additional one (1) day of orientation) shall not exceed one hundred eighty-five (185) days. The in-school year shall include days when pupils are in attendance, orientation days and any other days on which teacher attendance on required.
- B. Child Study Team teacher-members shall be excluded from the provisions of this Article. Their workday shall be seven and one half (7 and 1/2) hours inclusive of a half hour duty free lunch.
 - 1. Child Study Team members may choose to receive compensatory time for meetings held after work hours.
 - 2. Child Study Team Members shall have early closing sessions in the same manner as classroom teachers when teachers attendance is not required after the early closing.
- C. Teachers are expected to devote to their assignments the time necessary to meet their responsibilities.
 - 1. As a matter of safety, teachers shall be required to sign in and out at all schools, but need not indicate time of signing.

2. The arrival and departure times for all teachers shall be designated in accordance with the work day limits expressed therein.
 3. Except as clarified in paragraph 4. Below, no teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of the pupils' school day, and shall be permitted to leave thirty (30) minutes after the close of the pupils' school day, except as otherwise designated in this Article. On Fridays or on the days preceding holidays or vacations, the teachers' day shall end ten (10) minutes after the close of the pupils' day.
 4. Any teacher who is required by his/her Principal or a District Administrator to work beyond said work day shall be compensated at the rate of \$25.00 per hour.
 5. Teachers who voluntarily take part in summer inservice training programs shall be compensated at the rate of \$55.00 for any such daily session of four (4) hours or less and \$75.00 for each daily session over four (4) hours in length.
- D. Teacher Department heads shall not be assigned more than four (4) student instruction periods each day, and shall be excused from homeroom assignments.
- E. Subject Area Coordinators shall have one (1) day per month released time to conduct meetings and shall not be assigned other non-teaching duties.
- F. Except for emergencies, employees may leave the building without requesting permission during their scheduled duty-free lunch periods, but shall sign in and out.
- G. 1. Building-based teachers may be required to remain after the end of the regular work day, without additional compensation, for the purpose of attending building, faculty or other professional meetings one (1) day each month, plus eight in-service after school training sessions, if called by the principal. Such meetings shall begin no later than ten (10) minutes after the student dismissal time and shall last for no more than sixty (60) minutes.

2. Teacher meetings which take place after the regular in-school work day and require attendance shall not be called on Fridays or on any day immediately preceding any holiday or other day upon which teacher attendance is not required at school.
 3. An Association representative may speak to the teachers after any meeting referred to in paragraph 1. above for at least ten (10) minutes at the request of the representative.
 4. The notice of, and agenda for any teacher meeting shall be given to the teachers involved at least two (2) days prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.
- H. 1. Classroom teachers shall, in addition to their lunch period, have preparation time during which they shall not be assigned to any other duties as follows:
- a. Elementary School--No less than one hundred fifty (150) minutes per full school week.
 - b. Middle School--Five (5) class periods per full week, or not less than two hundred fifteen (215) minutes per full school week.
 - c. Grades 9-12--Five (5) class periods per full week, or no less than two hundred twenty-five (225) minutes per full school week.
 - d. Other teacher members of the bargaining unit who are not regular classroom teachers shall be provided with not less than at present preparation time.
2. a. The practice of using regular teachers as substitutes, thereby depriving them of their preparation period, is undesirable and shall be discouraged. In those cases where substitutes are not available, teachers who volunteer may be used as substitutes during their non-teacher time (non-teaching time does not apply to the teacher's lunch period). Teachers may also be assigned to serve in this manner. Such coverage shall be arranged by the principal of the school in question and shall be distributed as equitably as possible among both volunteer and assigned teachers in said school.

- b. Both volunteers and assigned teachers shall be paid \$25.00 for any coverage which causes them to lose their preparation period or the major portion thereof. The loss of less than a major portion (ie: less than 51%) shall be paid pro-rata.
 - c. Current accumulated coverages must be submitted to the Superintendent's office not later than September 30, 1994 for reimbursement. Teachers may elect to be paid at the rate of \$55.00 for every six (6) coverages accumulated or they may designate one (1) day for every six (6) coverages to be added to their retirement bonus bank. Less than six (6) coverages will be paid pro-rata.
- I. Teacher participation in extra-curricular activities which extend beyond the regular scheduled in-school day shall be compensated according to the rate of pay and/or released time as provided for in Schedules B and C.
 - J. The elementary teacher's work day shall be seven (7) hours and shall include no less than one (1) hour duty-free lunch.
 - K. The middle school teacher's work day shall be seven (7) hours and eleven (11) minutes and shall include no less than forty-three (43) minutes for duty-free lunch.
 - L. The high school teacher's working day shall be seven (7) hours and seventeen (17) minutes and shall include no less than twenty-seven (27) minutes for duty-free lunch.
 - M. Assignment schedules for teacher specialists shall be functional the first pupil day of school.
 - N. On in-service days when pupil attendance is not required, the total work day for teachers shall not exceed six (6) hours in length exclusive of a one (1) hour minimum duty-free lunch period.

- O. On early dismissal days when teacher attendance will be required for in-service training until the normal pupil dismissal time, teachers in grades K to 6 shall have a one half (1/2) hour duty-free lunch period while students are in attendance and an additional one-half (1/2) hour duty-free lunch period following pupil dismissal. On such days, teachers in grades 7 and 8 shall have a twenty-eight (28) minute duty-free lunch period while pupils are in attendance and an additional duty-free period of fifteen (15) minutes after pupil dismissal.
- P. On early pupil dismissal days when teacher attendance will not be required following pupil dismissal, teachers in grades K to 6 will have a one-half (1/2) hour duty-free lunch period and teachers in grades 7 and 8 shall have a twenty-eight (28) minute duty-free lunch period while pupils are in attendance and will be dismissed as soon as practicable but not more than ten (10) minutes after pupil dismissal.

ARTICLE 10

TEACHER REDUCTION IN FORCE

- A. Layoff does not apply to any teacher who is not offered subsequent employment because of unacceptable performance. If a layoff is to be for the following school year, the Board will notify the Association on or before April 30. Such notice will be in writing and will include the specific positions to be affected and the reasons for the proposed action. If requested in writing by the Association within ten (10) calendar days of receipt of such notice, opportunity will be provided the Association to discuss the reasons for such actions and nothing herein shall preclude suggested alternatives from the Association.
- B. The procedure for reducing tenured teachers shall be in accordance with statute. Teachers due to be reduced shall be afforded opportunity to apply for a one (1) year leave of absence without pay. A subsequent year of unpaid leave of absence may also be applied for, should the teacher on reduction not be recalled. During the period of such unpaid leave, if the affected teacher is called to substitute, he or she will receive double the Board's prevailing substitute rate.

- C. Any teacher recalled by the Board shall be notified in writing by registered mail and shall have ten (10) calendar days to accept or reject employment. Failure of a non-tenured teacher to accept such employment within the above ten (10) day period shall be understood as resignation. Failure of a tenured teacher to accept shall constitute basis for charges to be filed with the Commissioner of Education.
- D. A teacher on layoff shall have service credit including unused accumulated sick leave and credit toward sabbatical eligibility frozen for such period. Upon return such service credit shall be restored.
- E. Teachers on layoff without pay, as indicated above, shall have an opportunity to maintain and/or apply for all extra service positions.

ARTICLE 11

LAYOFF PROCEDURES FOR AIDES

- A. In the event that a reduction in force is made necessary, the principle of seniority shall apply, and such reductions shall take place with those aides with the least service in their respective job classification. Two (2) seniority lists shall be developed; one for instructional aides and specialist aides, and one for security aides and non-instructional aides, and any reduction in force shall be made with the principle of seniority within each job classification.
- B. When an aide is placed on layoff, that employee may bump back to a non-instructional aide position if such a slot exists, and if the aide is senior to other non-instructional aides.
- C. The formula for determining such seniority is the number of years times the number of hours of instructional aide work in Penns Grove-Carneys Point versus the number of years times the number of hours of non-instructional aide work in Penns Grove-Carneys Point.
- D. If a job opens in the instructional aide category within the same academic year, then a previously bumped instructional aide has first priority and may elect to return to the instructional aide category. The aide must choose to return or not return when the opportunity is offered.
- E. Any seniority and benefits to which an aide is entitled shall be frozen while an aide is on layoff until they return.

- F. If an aide is on layoff from the District, recall rights based on seniority shall continue for ninety (90) calendar days. Upon notification, the laid-off aide must return within five (5) calendar days of notification.

ARTICLE 12

NON-TEACHING DUTIES

- A. For teachers there shall be implemented a system of volunteers to perform non-teaching duties required for school operations. Should there be no volunteers, the building principal will prepare a schedule. Teachers may make switches of assignments with other teachers subject to administrative approval. Substitutes shall take the duty schedule of the teacher for whom they are substituting. Any teacher who refuses to perform an assigned duty may be charged with misconduct by the board.
- B. For teachers non-teaching duties shall be as follows:
(Both the duties listed and the number of employees assigned is for advisory purposes only.)
1. Elementary Schools--One (1) teacher daily on a rotating morning duty within a regular work day.
 2. Middle School--A maximum of:
 - a. Three (3) teachers on a.m. bus duty.
 - b. Two (2) teachers on p.m. bus duty.
 - c. Two (2) teachers on cafeteria duty.
 - d. Two teachers on playground duty.
 - e. A maximum of two (2) teachers on a.m. hall monitoring duty.
 - f. A maximum of three (3) teachers on p.m. hall monitoring duty which shall last fifteen (15) minutes.
 - g. A maximum of two (2) teachers for administrative detention duty consisting of one-half (1/2) hour per day. Monday through Thursday, on a regularly scheduled school days and shall not exceed fifteen (15) pupils per duty period per teacher.

- h. A maximum of three (3) teachers, designated homeroom standby, may be assigned to hall monitoring.
- 3. High School - A maximum of two (2) teachers on p.m. bus duty.
- C. Teachers performing non-teaching duties shall have equal amount of released time which may be deducted from the thirty (30) minutes teachers are required to remain after school.
- D. If the Board utilizes aides for lunch, lunch-duty, recess coverage and p.m. bus duty coverage in grades k through 6, then when such aides are absent, teachers may be required to substitute on a rotating basis. Such requirements shall reside solely with the administration.

ARTICLE 13

EMPLOYMENT

- A. Each employee shall be placed on his proper step of the salary schedule except that initial placement of employees on the salary guide shall reside with the Board.
- B. Non-tenured teachers shall be notified of their contract and salary status for the ensuing year not later than April 30th, provided the agreement has been reached for the following school year. All other employees will be notified within three (3) days after the second (2nd) Board meeting in May.
- C. Previously accumulated unused sick leave days shall be restored to all returning employees who had been tenured in this district.

ARTICLE 14

SALARIES

- A. The salaries of all employees covered by this Agreement are set forth in schedules which are attached hereto and made a part hereof.

- B. 1. Twelve (12) month employees shall be paid in twenty-four (24) equal semi-monthly installments. Ten (10) month employees, except aides, shall be paid in twenty (20) equal semi-monthly installments.
 2. When a payday falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.
 3. All aides will be given a projected paycheck on September 15. All subsequent paychecks will reflect actual hours worked during the pay periods. Any necessary adjustments will be made to the June paycheck.
- C. Teachers shall receive their final checks no later than 12:00 noon on the last working day of June, provided they have complied with their closing duties.
 - D. All teachers under twelve (12) month contract shall be paid at a rate of 1.2 times their appropriate place on Schedule A, and shall receive four (4) weeks' vacation in addition to regular school holidays.
 - E. Payment to teachers for extra-curricular Schedules B and C shall be made by payment of one-half (1/2) of the appropriate stipend at mid-term of the activity and the balance at the end of the activity.
 - F. All salaries shall be pro-rated if the employee is hired for less than a full contract year or, in the case of extra curricular and coaches salaries, for less than a full season.
 - G. The Board will reimburse employees any portion of the deductible amount of the automobile comprehensive portion of their insurance, upon submission of proper documentation, when damage was incurred while on school business which required them to take their cars into community areas that are less than safe.

ARTICLE 15

TEACHER ASSIGNMENT

- A. Any change of teacher assignments shall be made in writing not later than three (3) days after the first meeting of the Board of Education in June, except in case of emergency.

- B. The Superintendent shall give notice of assignment to new teachers as soon as possible.
- C. In the event that changes in schedule, class and/or subject assignments, building assignments or room assignments are proposed after June 1st, any teacher affected shall be notified in writing.
- D. Teachers shall have a minimum of ten (10) minutes travel time between buildings.

ARTICLE 16

VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. An employee who desires a change in assignment or who desires to transfer to another building may file a written statement of such desire with the Superintendent. Such determination resides solely with the Board.

ARTICLE 17

INVOLUNTARY TRANSFER AND REASSIGNMENTS

- A. Notice of an involuntary transfer or reassignment shall be given to employees as soon as practical.
- B. An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the immediate supervisor, at which time the employee shall be notified of the reason thereof. In the event that an employee objects to the transfer or reassignment at this meeting, upon the request of the employee may, at his/her option, have an Association representative present at such meeting.
- C. A list of open positions in the school district shall be made available to all employees being involuntarily transferred or reassigned. Such employees may request the positions, in order of preference, to which they desire to be transferred.
- D. Such request shall be considered prior to final determination. An employee being involuntarily transferred or reassigned shall be placed only in a position which does not involve reduction in total compensation.
- E. The board reserves sole right to determine assignment of unit members.

ARTICLE 18

PROMOTIONS

- A. Promotional positions are defined as positions which provide a higher rate of pay or positions which pay a stipend in addition to base salary or positions on the administrative-supervisory level of responsibility. All vacancies in promotional positions, including specialists and/or special projects teachers, pupil personnel workers and positions in programs funded by the federal government, shall be adequately publicized by the Superintendent in accordance with the following procedure:
1. When school is in session, a notice shall be posted in each school as far in advance as practical, ordinarily at least fifteen (15) school days before the final date when applications must be submitted and in no event less than ten (10) school days before such date. A copy of said notice shall be given to the Association at the time of posting. Employees who apply for such vacancies shall submit their application in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. Applications shall be kept on file in the Superintendent's office for a period of one year for future vacancies unless the office is notified in writing by an applicant that the application is withdrawn.
 2. Employees who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall notify such teachers of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practical, ordinarily at least fourteen (14) days before the final date when applications must be submitted and in no event less than seven (7) days before such date. In addition, the Superintendent shall, within the same time period, post a list of promotional positions to be filled during the summer period at the administrative office, in each school, and a copy of said notice shall be given to the Association.

- B. In both situations set fourth in Section A. above, all positions so posted will have a job description attached thereto.
- C. All qualified employees shall be given adequate opportunity to make application for promotional positions and no positions shall be finally filled until all properly submitted applications have been considered. The board agrees to give due weight to the background and attainments of all applicants and other relevant factors.

ARTICLE 19

ADULT SCHOOL, SUMMER SCHOOL, HOME TEACHING, AND FEDERAL PROGRAMS

- A. All openings for teaching positions for teaching positions in the summer school, home teaching, federal projects, and other programs shall be publicized as soon as the summer school program is adopted by the Board of Education and teachers shall be notified of their employment as soon as the Board of Education elects them to such positions. Adult school openings and home teaching openings shall be listed in the daily bulletin or absentee sheets.
- B. All teachers teaching approved courses not funded by federal or state monies, except Adult Evening School, shall be compensated at the rate of \$25.00 per hour.

ARTICLE 20

EVALUATION

- A. All teachers will be observed by building administrators at reasonable intervals as follows:
 - 1. Non-tenured teachers-minimum of four (4) times per year.
 - 2. Teachers under tenure-Minimum of one (1) time per year.
- B. All non-certified staff shall be subject to at least one observation/evaluation annually. If the district fails to evaluate any such employee, the employee shall be deemed to have received a satisfactory evaluation.

- C.
 1. Every observation shall be reported in writing to the employee observed.
 2. The copy of the observation report submitted to the Superintendent of Schools must be signed by the employee observed to indicate that the employee has been given a copy of the report, understands the report, and is aware that the report has been placed in the employee's record file in the School District Office. Observation reports shall be signed and returned to the observer within two(2) school days of the time the employee has received it.
 3. Employees may attach statements to observation reports to indicate extenuating circumstances or difference of opinion, provided such statements are submitted within five (5) school days.
 4. The written observation report shall be handed to the employee by the administrator within two (2) school days after the observation. Upon receipt of a written observation report by a tenured employee, the employee observed may request a conference and discuss the report with the observer. A non-tenured employee shall have a conference as required by New Jersey Administrative Codes. The results of such conferences should be reduced to writing and signed by all parties and placed with the observation report.
- D. A copy of any written comment, memorandum or reprimand to an employee will be signed by the employee and forwarded to the Superintendent of Schools. Conference and comment procedures may be used as stated previously.

ARTICLE 21

TEACHER FACILITIES

- A. Each school shall have the following facilities:
 1. Space in each classroom in which teachers may store instructional materials and supplies.
 2. A serviceable desk, chair, for the exclusive use of each teacher.

3. Space for each teacher to store coats, overshoes and personal articles.
4. A furnished room shall be reserved for the use of teachers as a faculty lounge and/or dining room. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.

ARTICLE 22

EMPLOYEE-ADMINISTRATION LIAISON

A liaison committee for each school building shall meet with the principal at least once a month after school for the duration of the school year to review and discuss local problems and practices, and to play an active role in the revision and development of building policies. If the building administration and the liaison committee agree that a non-certified employee's presence is desirable and/or necessary then that employee will be invited to the meeting.

ARTICLE 23

INSTRUCTIONAL COUNCIL

- A. 1. An Instructional Council shall be established to provide teaching staff input and consultation for matters of mutual concern.
2. The Council shall consist of four (4) representatives appointed by the Superintendent and four (4) teachers appointed by the Association.
3. The Council shall be authorized to establish Study Committees for specific projects to allow for those who would be affected by Council recommendations to have an opportunity to be involved.
4. Nothing in this Article shall be interpreted to prevent the Council from consulting or adding to its number such additional teachers, administrators, professional advisors, students, parents, or other persons as the original members herein designated shall determine are desirable and appropriate for said purposes.

5. The Council under the direction of the Superintendent of Schools shall establish rules of procedure and shall be responsible for the arrangement and conduct of meetings.

ARTICLE 24

SICK LEAVE

- A. All teachers, secretaries, custodians, and aides shall be entitled to twelve (12) sick leave days each school year, as of the first official day of said school year if employed as of first day of the school, otherwise sick days shall be pro-rated, whether or not they report on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. Extended paid leave of absence may be granted to teachers who have exhausted accumulated sick leave through lengthy illness. For a teacher to receive the difference between his or her regular daily salary and the expenses paid by the Board to maintain a substitute. Such request must be in writing and shall be granted by the Board on a case by case basis. The Board shall advise the teacher concerned in writing within fifteen (15) calendar days of its determination which shall be made at the first public Board meeting following the receipt of the request.
- C. Employees shall be given a written accounting of accumulated sick leave days no later than October 30th of each school year.
- D. Employees will sign an absence verification.

ARTICLE 25

TEMPORARY LEAVES OF ABSENCE

A. All Employees covered by this Agreement, except non-instructional aides, shall be entitled to the following leaves of absence with full pay each year.

1. Three (3) days personal leave of absence for a compelling reason which requires absence shall be granted provided such obligation cannot be cared for outside of work hours. Written application to the Superintendent for personal leave days shall be made through the building principal or designated supervisor, at least seven (7) days before taking such leave, except in cases of emergencies. No more than five (5) teachers, two (2) secretaries, two (2) aides, and two (2) custodians in the district will be granted such leave on a given day unless specifically allowed by the Superintendent. Such leave shall not be granted contiguous to any vacation, recess, or holiday.
2. All personal leave days granted herein may be utilized as per above or shall be allowed to accumulate year to year with no limit only toward a severance bonus formula in the same manner as sick days and may not be used to increase the amount of personal leave entitlement in a subsequent school year.
3. Teacher observation days, no more than one (1) per semester, may be approved by the Superintendent upon receipt of a request stating the time and place of the intended visit, and if the person requesting the observation day gives one (1) week's written notice in advance. Written reports of the visit should then be submitted to the Superintendent.
4. Any employee required to serve jury duty shall receive their regular pay for all such time served, provided the employee remits to the Board of Education any compensation other than mileage they may receive as a result of such service.

B. Bereavement

1. Any employee is entitled to four (4) work days in each case of death in the employee's immediate family except if death occurs during a vacation period. One (1) or two (2) day holidays shall not be considered vacation periods. "Immediate Family" includes:

Husband or wife, Mother (also in-law), Father (also in-law), Grandparents, Brother, Sister, Children, and Grandchildren.

2. An allowance of one (1) day shall be granted in each case for death of other relative, subject to approval of Superintendent. If any employee elects to use a personal day leave for such purpose, the Superintendent's approval shall be automatic. If the Superintendent refuses to approve the requested bereavement day and if the employee has no remaining personal leave days, the requested day shall be granted without compensation.
- C. Time necessary for persons called into temporary active duty shall be governed by statutory requirements.
 - D. Time necessary for an employee's appearance in all legal proceedings arising out of and in the course of the employment of the individual by the Board, excepting however, time in any legal proceeding in which the said individual is a party plaintiff in a suite against the Board or is a defendant in the proceeding brought by the Board against the individual; further excepted, time spent in any proceeding under the grievance procedure of the within agreement or time spent in arbitration, fact-finding or any proceeding arising out of a said agreement.
 - E. Other temporary leaves of absences with pay may be granted by the Board for a good reason. Such determination resides solely with the Board.
 - F. Leaves taken pursuant to this Article shall be in addition to any sick leave which the employee is entitled.
 - G. Unless specified herein expressly, all leaves are nonaccumulative.

Article 26

Extended leaves of absence

- A. This Article is subject to the provisions of the Federal and N.J. Family Leave Acts.
- B. An employee who requests child-rearing unpaid leave of absence shall be granted same provided:
 1. Written application for such leave must be delivered to the Board at least thirty (30) calendar days prior to the commencement of such leave.

2. The employee and the Board of Education shall mutually agree to the date for the leave termination.
 3. If the child dies during such leave of absence, the employee may apply for reinstatement (providing at least one (1) month prior notice) and the Board of Education may terminate such leave.
 4. Leaves taken under the Family Leave Act are to be taken concurrently to leaves under this section and not consecutively.
- C. The Board of Education shall allow such employees to self-pay health insurance premiums provided such is allowable by the Board's insurance carrier(s) and the employee is otherwise entitled.
- D. It is further understood that seven (7) full months of paid service in the prior academic year is necessary for incremental gain after an unpaid leave of absence.
- E. Any employee adopting an infant child may receive similar leave as in paragraph A. Herein which shall commence upon receiving a defacto custody of said infant or earlier if necessary to fulfill the requirements for the adoption.
- F. Other extended leaves of absence without pay may be granted by the Board for good reason at the Board's discretion.
- G.
 1. Upon return from leave granted pursuant to this Article, an employee shall be placed on the salary schedule at the level appropriate to actual years of creditable experience but shall not be credited for the time spent on such leave.
 2. All benefits to which an employee is entitled at the time his/her leave of absence commenced, including unused accumulated sick leave and credits towards sabbatical eligibility, shall be restored to him/her upon his/her return.
- H. All extensions or renewals of leaves shall be applied for in writing and if approved shall be granted in writing.
- I. Nothing herein is understood to prevent utilization of sick leave an accordance with statute.

ARTICLE 27

SABBATICAL LEAVES FOR TEACHERS

A. For This Section

1. "Teacher" shall mean any member of the professional staff of the Penns Grove-Carneys Point Regional School District the qualifications for whose office, position, or employees are such as to require him/her to hold an appropriate certificate issued by the State Board of Examiners in full force and effect in the State.
2. "Sabbatical Leave" shall mean a leave of absence for the purpose of improving the qualifications of a teacher in his/her office, position, or employment for study or for such other purpose as may be authorized by the Board of Education.
3. "Academic Year" shall mean the period between the time school opens in the school district after the general summer vacation and the next succeeding summer vacation.
4. "Area" shall mean grade level in elementary schools or subject area department in middle school or high school, or special subject areas serving the school district.

B. Every teacher who has held any office, position, or employment in the Penns Grove-Carneys Point Regional School District for the last seven (7) consecutive academic years shall be eligible for a sabbatical leave and shall thereafter be eligible for additional sabbatical leaves after each additional seven (7) consecutive years in this district.

C. A teacher who has taught in the Penns Grove-Carneys Point Regional School District for at least seven (7) years and then interrupts his or her employment for any reason other than employment in another district or private school will be eligible for a sabbatical leave after having taught an additional four (4) consecutive years in the Penns Grove-Carneys Point Regional School District.

D. A sabbatical leave shall be for the period of one (1) academic year at sixty percent (60%) the salary which the teacher would have received or if qualified replacement can be found, for one-half (1/2) of an academic year at sixty percent (60%) the salary the teacher would have received if he/she were not on such leave, or for such a longer period, or at such higher salary as may be approved by the Board of Education.

- E. All tenure, seniority, salary increment and pension and retirement rights shall be retained by and accrued to the teacher on sabbatical leave in the same manner as if he/she were not on such leave. The Board of Education shall retain from the salary of the teacher on sabbatical leave and pay on his/her behalf such amounts as are required for pensions and such other purposes as may be required by law.
- F. Any eligible teacher desiring a sabbatical leave shall make application to the Superintendent of Schools specifying the period and purpose of the leave desired and such other information as may be required by the Board of Education. In some cases this may require an interview. All applications must be in the Superintendent's possession on or before January 1st of the academic year preceding the proposed sabbatical. The Board of Education will notify the applicant of acceptance or non-acceptance by the first Tuesday after the second Monday in March.
- G. A maximum of two (2) eligible teachers shall be granted sabbatical leave in any one (1) school year. No more than one (1) teacher from any one (1) area in any one (1) school shall be granted a sabbatical leave in the same year. The following conditions shall be required of any eligible teacher.
1. Matriculation in a graduate program within the teacher's certification or assignment, but if the application is for other than these, then it must be in an allied field and of substantive benefit to the school district. Challenge to such decision of the Board shall be processed immediately to arbitration without recourse to the prior steps of the grievance procedure except for the process of selecting an arbitrator.
 2. No tuition reimbursement shall apply, but insurance provided under Article 31 shall be continued.
 3. If more than two (2) eligible teachers apply, then determination of the two (2) teachers shall reside solely with the Board.
 4. If application for sabbatical is made by a teacher for any purpose not in conformity with the standards in this Article, then such determination shall reside solely with the Board.

- H. Upon termination of a sabbatical leave, the teacher shall be entitled to return to the same or similar office, position of employment held by him at the commencement thereof, at the same salary to which he would have been entitled had he not been on such sabbatical leave. The Board shall reserve the right to grant the teacher a higher office or position of employment upon his/her return if mutually agreed upon.
- I. The teacher shall submit a detailed written report within a month after return to school if the sabbatical is for travel. A transcript of credits is acceptable in lieu of a written report if the sabbatical is for graduate study.
- J. Any teacher who does not return to his office, position, or employment upon the termination of a sabbatical leave and continue therein for a period of at least one (1) year thereafter, shall refund all compensation paid him/her by the Board during the sabbatical leave period.
- K. Whenever a teacher is granted a sabbatical leave he/she shall, within two (2) weeks, sign a document to the terms of such leave. If the teacher desires to terminate the leave before the date set in this Agreement, he/she may petition the Board for early reinstatement, such early reinstatement being at the option of the Board.

ARTICLE 28

EMPLOYEE INCENTIVE PROGRAM

- A. All employees covered by this Agreement may apply for reimbursement for the cost of courses which have application to their area of employment or are related to the individuals increased competence as an employee.
- B. To be eligible for reimbursement, all of the following criteria must be met.
 - 1. The applicant must have approval of the Superintendent or his designee prior to taking the course.
 - 2. The applicant must receive a mark equivalent to "A", "B" or "Pass" in a Pass/Fail course.
 - 3. No employee will be reimbursed for more than twelve (12) semester hours credit completed during any one fiscal year.

4. Reimbursement shall be at the tuition rate per semester hour prevailing at Rowan College of N.J. or the actual cost of the course, whichever is less.
- C. Certified teachers may take courses without prior approval, but in order to be eligible for reimbursement the following criteria must be met.
1. The applicant must receive a mark equivalent to "A", "B" or "pass" in a Pass/Fail course.
 2. No employee will be reimbursed for more than twelve (12) semester hours credit completed during any one fiscal year.
 3. Reimbursement shall be at the tuition rate per semester hours prevailing at Rowan College of N.J. or the actual cost of the course, whichever is less.
 4. The teacher must be fully certified in his/her area of teaching assignment.
 5. Courses must be in the teachers area of certification and/or teaching assignment.
 6. Courses must be graduate level.
- D. Employees shall receive reimbursement within forty-five (45) days of verification by transcript or other evidence of successful course completion.

ARTICLE 29

PROTECTION OF EMPLOYEES, STUDENTS, AND PROPERTY

- A. In the event of any disorder or disruption in the regular school program, the Association shall have the right to meet with the Board before school reopens to develop mutually acceptable programs to guarantee the safety of students, employees and property.
- B. As specified in 18A:6.1, an employee may, within the scope of his/her employment, use and apply such amounts of force as is reasonable and necessary; to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of self-defense; and for the protection of persons or property.

- C. As required under Title 18 A, whenever any action is brought against a teacher before the Board or before the Commissioner of Education of the State of New Jersey which may affect his employment or salary status, the Board of Education shall reimburse him for the cost of his defense if the action is dismissed or results in a final decision in favor of the teacher.

ARTICLE 30

MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- A. A definition of the duties and responsibilities of all administrators, coordinators, supervisors, and other personnel pertaining to student discipline shall be reduced to writing by the Superintendent and presented to each teacher at the start of each year.

ARTICLE 31

INSURANCE PROTECTION FOR TEACHERS, SECRETARIES, CUSTODIANS AND AIDES

- A. 1. For fulltime employees on the payroll prior to August 3, 1991, the Board shall provide health insurance coverage for teachers, secretaries, custodians and aides, and for their dependents, where applicable, at no cost to the employee. Such coverage shall be provided under the Connecticut General plan. Health insurance coverage shall be for the full twelve (12) month period each year.
2. Fulltime employees hired effective August 3, 1991, or later, shall be eligible for employee-only coverage at no cost to the employee. They shall be eligible for dependent coverage, with the cost of dependent coverage to be paid seventy (70%) percent by the Board and thirty (30%) percent by the employee.
3. The spouse of a district employee who is otherwise eligible for any medical and/or prescription insurance coverage under this Article shall not be provided said coverage as long as his/her spouse is covered under a family plan provided by the district. Any such person shall be considered as having waived their entitlement and shall receive the appropriate amounts specified for such waiver in Section E of this Article. During the year prior to retirement, the spouse may enroll in single coverage if necessary to meet eligibility for the State retirement health plan.

4. Employees must notify the District Office of any change in dependent status within thirty (30) days of the change occurring or they must reimburse the district the difference in rates for all time they should have been in a lower cost category.
 5. If the Board desires to change it's insurance provider, the Association agrees that it will accept the benefit levels of the State Health Benefits Program in effect at the time of change as meeting the test of equivalent benefit levels. If the Board wishes to switch to a provider other than the State Health Benefits Program, benefit levels must be equal to or greater than those enjoyed at the time of change.
- B. The Board shall provide a five dollar (\$5.00) co-pay for name brand/two dollar (\$2.00) generic prescription plan only for teachers, secretaries and custodians and their dependents, where applicable. The Board will pay the full cost for employees on the payroll prior to August 3, 1991. Employees hired effective August 3, 1991, or later, shall be eligible for employee-only coverage at no cost to the employee. They shall be eligible for dependent coverage with the cost of dependent coverage to paid seventy (70%) percent by the Board and thirty (30%) percent by the employee.
- C. The Board shall provide a Delta III a Dental Plan, or its equivalent, only for teachers, custodians and secretaries and their eligible dependents. The Board will secure dental rates for single and family coverage. The Board will contribute four hundred fifty (\$450.00) dollars per unit member per year (three hundred fifteen (\$315.00) per year for employees hired effective August 3, 1991) toward the total cost of dental insurance. If the aggregate cost is greater than the Board contribution in any year, employees with family coverage shall contribute the difference through payroll deductions.
- D. The Board of Education will reimburse each employee for costs incurred for optical care, health care, medical care and/or dental care to the employee or members of his immediate family under the following terms and conditions:
1. The service for which the cost is incurred must be rendered between September 1 and August 31 preceding the request for payment.
 2. The service must be rendered to the employee or to members of the employee's immediate family, "immediate family" shall be defined as spouse or minor child living in the same household as the employee.

3. Prior to requesting reimbursement, the employee must submit the billing to any insurance carrier which provides or may provide coverage for such service. This includes not only insurance coverages provided by the Board of Education, but insurance coverages provide privately or by some other employer. The Board of Education shall have the right to require the employee to verify, under oath, that said coverage does not exist.
4. The Board of Education shall not be required to consider any item for reimbursement until the employee has presented a receipted bill or other proof of payment of such cost and evidence that the employee has sought insurance coverage for such cost and such coverage has been denied or a statement signed by the employee that such coverage does not exist. Deductible amounts submitted for reimbursement must clearly state the date on which the deductible amount was satisfied.
5. Proof of payment and evidence that the claim is not covered by other insurance or a statement that such coverage does not exist shall be presented to the Secretary of the Board along with a voucher between September 1 and September 30 of each year. The Board shall pay the reimbursement to which the employee is entitled not later than the November 30th immediately following the September 30th filing deadline. Employees eligible for payment under E below may also submit claims between March 1 and March 31 and shall be reimbursed not later than May 31.
6. In order to be eligible for the reimbursement provided in this paragraph, the proof of payment and evidence of no coverage by other insurance or a statement that such coverage does not exist must be presented by September 30. Any claim not presented by September 30 shall be waived and the employee shall thereafter have no further claim to reimbursement under this paragraph.
7. The liability of the Board of Education for reimbursement under this paragraph shall not exceed four hundred dollars (\$400.00) per employee except as provided in paragraph E. of this Article. Anyone employed for less than a full contract year shall have this reimbursement pro-rated based on actual time employed.

8. The reimbursement to which the employee is entitled under this paragraph shall not be cumulative from year to year. Any sums not used in an academic year by an employee may not be carried to future years.
- E. Employees who waive their medical coverage altogether, after showing proof of coverage under another insurance plan, shall have added to their Blue Bank allowance the following amounts, provided they notify the District Office of their waiver prior to September 30 of each school year. Any benefit waived after September 30th shall have pro-rated entitlement based on the amounts listed below:
- | | | |
|--------------------------------|----|---------|
| Waiving Medical Insurance | \$ | 1000.00 |
| Waiving Dental Insurance | \$ | 200.00 |
| Waiving Prescription Insurance | \$ | 200.00 |
- F. The Board will allow employee participation in a qualified I.R.S. Code Section 125 Plan, effective for the 1994-1995 school year. The Board will not administer the Plan nor will it have any liability nor responsibility regarding the agent or agents administering the Plan.
- G. Effective July 1, 1995 Section C, Dental, and effective September 1, 1995 Section D, Blue Bank, shall be eliminated under the following conditions:
1. The total amount paid by the Board for Dental coverage during the 1994-1995 school year shall be divided equally among all bargaining unit employees eligible for Dental coverage. The resulting amount shall, upon the employees request, be deposited in the individual employees Section 125 Plan each year.
 2. The total amount paid by the Board for Blue Bank reimbursement during the 1994-1995 school year shall be divided equally among all bargaining unit employees eligible for Blue Bank coverage. The resulting amount, determined by the Board not later than October 31, 1995, shall, upon the employees request, be deposited in the individual employees' Section 125 Plan each year.

3. If the Association requests in writing by July 1, 1996, during the third year of the Agreement (1996-1997). The Board shall provide only single medical coverage and single prescription coverage to each employee. The total amount of premium paid by the Board during the 1995-1996 school year which represents the difference between single coverage and all other dependent coverages, shall be divided equally among all bargaining unit employees eligible for medical and prescription coverages. The resulting amount shall, upon the employees' request, be deposited in the individual employees' Section 125 Plan each year.

Article 32

PERSONAL AND ACADEMIC FREEDOM

- A. The Board and the Association agree that academic freedom is essential to the fulfillment of the proposes of the Penns Grove-Carneys Point Regional School District, and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions.

Article 33

DEDUCTION FROM SALARY

- A. 1. The Board agrees to deduct from the salaries of its employees dues for the Penns Grove-Carneys Point Regional School Employees Association, the Salem County Education Association, the New Jersey Education Association and the National Education Association, or any one or any such combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.8(e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to treasurer of the Penns Grove-Carneys Point Regional School Employees 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.

2. The Association named above shall certify to the Board, in writing, the current rate of its membership dues. The Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- B. Upon written request from an employee, the board will deduct any pay to the Salem County School Employees Federal Credit Union such amounts as Determined by the employees.
 - C. Upon written request to the Secretary of the Board of Education each teacher may cause to have deducted and withheld the amount of ten percent (10%) of said teacher's monthly salary for the period beginning September and ending May 31. These accumulated deductions to be paid to the teacher or to his estate in accordance with Chapter 90 of the Laws of 1956, and the Rules and Regulations of the Board of Education, in two (2) equal monthly installments following the end of the academic year but prior to September 1 or upon death or termination of employment if earlier.
 - D. Representation Fees of Non-Members
 1. The Association President shall submit to the Board of Secretary's Office a list of names of employees covered by this Agreement who are not current dues-paying employees. The School District in compliance with State Law and This Agreement, will deduct from such member's pay a representation fee equal to eighty-five percent (85%) of the amount set for Association members. (This amount will be determined by the Association's Treasurer, and is to be paid by a payroll deduction.)
 2. It is understood by parties to this Agreement that the Board shall have no other obligation or liability, financial or otherwise, other than as set forth herein, because of action rising out of the understandings expressed in the language of this Article. It is further understood that once the funds deducted are remitted to the Association the disposition of such funds thereafter shall be the sole and exclusive obligation and responsibility of the Association.
 3. The Association shall indemnify and save the Board and the Administration harmless against any and all claims, demands, suits or other forms of liability including reasonable legal and/or representation fees resulting from any of the provisions of this Article or in reliance upon any lists, notice or assignment furnished under this Article.

ARTICLE 34

SEVERANCE BONUS FOR EMPLOYEES

- A. The Board shall grant each employee a severance bonus which shall be paid in full within sixty (60) days following actual retirement. The severance bonus shall be computed as follows:
1. Employees who retire shall receive one (1) day of pay for each four (4) credited and/or unused sick days and personal days.
 2. The Bonus shall be computed by multiplying the appropriate fraction times the number of days accumulated and unused by the employee as of the date of retirement times the daily salary of the employee at the time of retirement. Daily salary shall be one over the number of work days for each particular unit member multiplied times the individual yearly salary of employee at the time of retirement.
- B. To be eligible to receive said severance bonus, the following conditions must be met:
1. The employee must have accumulated a minimum of one hundred (100) days.
 2. The employee must have notified the Board in writing of his or her intent to retire at least one (1) year prior to retirement.
- C. The maximum total amount any one employee can receive shall be \$25,000 for employees who retire during the first year of the Agreement (1994-1995). During the second year (1995-1996) of this Agreement, the maximum amount shall be lowered to \$20,000. During the third year (1996-1997) of this Agreement, and thereafter, the maximum amount shall be \$15,000. All current employees shall be "grandfathered" as of September 1994. Severance bonus entitlement shall be individually calculated based on their 1994-1995 salary and accumulated days. No employee shall receive less upon actual retirement than they are entitled to when the calculation is made.

ARTICLE 35

MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement shall be declared invalid by a court of competent jurisdiction or decision of the Commissioner of Education it shall in no way invalidate the balance of this Agreement which shall remain in full force and effect.
- B. Copies of this Agreement shall be printed and the cost thereof shall be equally divided by the Board of Education and the Employees Association. Prior to the printing of the Agreement, the parties shall agree as to its format and what firm shall be engaged to print the contract. Such Agreement shall not be unreasonably withheld. The Agreement shall be printed within thirty (30) days after the Agreement has been signed and after it has been printed, it shall be presented to all employees.
- C. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organizations.
- D. Whenever any notice is required to be given by either of the parties to this Agreement, either party shall do so by telegram or certified letter at the following addresses:
1. To the Board at: 113 West Harmony Street
Penns Grove, N.J. 08069
 2. To the Association at the President's home address.

ARTICLE 36

DURATION OF AGREEMENT

- A. This Agreement shall be effective commencing July 1, 1994 and shall remain in effect until June 30, 1997.
- B. This Agreement shall terminate as indicated above, unless extended in writing by agreement between the parties.
- C. Should the State of New Jersey enact a revised minimum salary law during the life of this Agreement, the Board and Association agree that the existing salary guides shall be restructured by the parties in order to reflect the application of any additional money actually received by the district as a result of the change in statute. It is understood by the parties that such revision of the guides shall not be construed as requiring additional negotiations and further that any said guide revision shall not reflect a new cost greater than the amount of money actually received by the district as a result any such of new legislation.

IN WITNESS WHEREOF, 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.

FOR THE
PENNS GROVE-CARNEYS POINT
REGIONAL BOARD OF EDUCATION

FOR THE
PENNS GROVE-CARNEYS POINT
REGIONAL SCHOOL EMPLOYEES
ASSOCIATION

PRESIDENT *C. H. Mangano*
SECRETARY *John D. Hayes*

PRESIDENT *Cyril Batterly*

DATE 9/20/94

DATE 9/20/94

PENNS GROVE-CARNEYS POINT
SCHEDULE A TEACHER SALARY GUIDE
1994-1995

94/95 STEP	94-95 YEARS	BA	BA+30	MA	MA+30	DR
1	1	28180	29305	30205	31330	32230
2	2	28530	29655	30555	31680	32580
3	3	29330	30455	31355	32480	33380
4	4	30230	31355	32255	33380	34280
5	5	31030	32155	33055	34180	35080
6	6	31730	32855	33755	34880	35780
7	7	32380	33505	34405	35530	36430
8	8	33205	34330	35230	36355	37255
9	9	34155	35280	36180	37305	38205
10	10	35155	36280	37180	38305	39205
11	11	36255	37380	38280	39405	40305
12	12	37405	38530	39430	40555	41455
13	13	38655	39780	40680	41805	42705
14	14	40255	41380	42280	43405	44305
15	15	42755	43880	44780	45905	46805
16	16	47755	48880	49780	50905	51805
17	17-20	51890	53015	53915	55040	55940

1. IN ADDITION TO THE ABOVE, ELIGIBLE TEACHERS SHALL RECEIVE LONGEVITY AS FOLLOWS: AN ADDITIONAL \$2200 AFTER TWENTY (20) YEARS OF CREDITED SERVICE, AND \$800 EVERY FIVE (5) YEARS THEREAFTER.

2. PROGRESS TO THE NEXT VERTICAL STEP OF EACH SALARY GUIDE SHALL BE CONTINGENT UPON SEVEN (7) MONTHS OF COMPLETED SERVICE.

PENNS GROVE-CARNEYS POINT
SCHEDULE A TEACHER SALARY GUIDE
1995-1996

95-96 STEP	95-96 YEARS	BA	BA+30	MA	MA+30	DR
1	1	29215	30465	31265	32515	33315
2	2	29515	30765	31565	32815	33615
3	3	29915	31165	31965	33215	34015
4	4	30815	32065	32865	34115	34915
5	5	31665	32915	33715	34965	35765
6	6	32465	33715	34515	35765	36565
7	7	33165	34415	35215	36465	37265
8	8	34065	35315	36115	37365	38165
9	9	35040	36290	37090	38340	39140
10	10	36140	37390	38190	39440	40240
11	11	37290	38540	39340	40590	41390
12	12	38490	39740	40540	41790	42590
13	13	40690	41940	42740	43990	44790
14	14	43090	44340	45140	46390	47190
15	15	45590	46840	47640	48890	49690
16	16	48590	49840	50640	51890	52630
17	17	51900	53150	53950	55200	56000
18	18-20	53590	54840	55640	56890	57690

1. IN ADDITION TO THE ABOVE, ELIGIBLE TEACHERS SHALL RECEIVE LONGEVITY AS FOLLOWS: AN ADDITIONAL \$2300 AFTER TWENTY (20) YEARS OF CREDITED SERVICE, AND \$825 EVERY FIVE (5) YEARS THEREAFTER.

2. PROGRESS TO THE NEXT VERTICAL STEP OF EACH SALARY GUIDE SHALL BE CONTINGENT UPON SEVEN (7) MONTHS OF COMPLETED SERVICE.

3. AN AVERAGE OF THE INCREASE IN COST OF LIVING FROM APRIL 30 TO MAY 1ST OF EACH YEAR PRECEDING THE IMPLEMENTATION OF A NEW SCHEDULE A, SHALL BE ADDED TO THE MANDATED INCREMENT AMOUNT OF 1.99% EACH YEAR OF THIS AGREEMENT. THE AVERAGE % COST OF LIVING INCREASE UTILIZED EACH YEAR SHALL BE NOT LESS THAN 3% NOR MORE THAN 4% IN ANY YEAR.

4. THE COST OF LIVING FIGURES UTILIZED SHALL BE THE CONSUMER PRICE INDEX ALL URBAN CONSUMERS FOR THE PHILADELPHIA SOUTHWESTERN N.J. AREA AS PUBLISHED BY THE PHILADELPHIA BUREAU OF LABOR STATISTICS.

5. IF THE COST OF LIVING AVERAGE REFERRED TO ABOVE EXCEEDS 3%, THE GUIDE SHALL BE INCREASED BY ADDING \$45.00 TO EVERY STEP FOR EACH 1/10 OF 1% AVERAGE INCREASE ABOVE 3%.

PENNS GROVE-CARNEYS POINT
SCHEDULE A TEACHER SALARY GUIDE
1996-1997

96-97 STEP	96-97 YEARS	BA	BA+30	MA	MA+30	DR
1	1	30000	31400	32100	33500	34200
2	2	30300	31700	32100	33800	34500
3	3	30700	32100	32800	34200	34900
4	4	31200	32600	33300	34700	35400
5	5	32000	33400	34100	35500	36200
6	6	32900	34300	35000	36400	37100
7	7	33800	35200	35900	37300	38000
8	8	34600	36000	36700	38100	38800
9	9	35700	37100	37800	39200	39900
10	10	36900	38300	39000	40400	41100
11	11	38600	40000	40700	42100	42800
12	12	40300	41700	42400	43800	44500
13	13	42400	43800	44500	45900	46600
14	14	44500	45900	46600	48000	48700
15	15	46600	48000	48700	50100	50800
16	16	48800	50200	50900	52300	53000
17	17	51200	52600	53300	54700	55400
18	18	53600	55000	55700	57100	57800
19	19-20	56000	57400	58100	59500	60200

1. IN ADDITION TO THE ABOVE, ELIGIBLE TEACHERS SHALL RECEIVE LONGEVITY AS FOLLOWS: AN ADDITIONAL \$1800 AFTER TWENTY (20) YEARS OF CREDITED SERVICE, AND \$900 EVERY FIVE (5) YEARS THEREAFTER.

2. PROGRESS TO THE NEXT VERTICAL STEP OF EACH SALARY GUIDE SHALL BE CONTINGENT UPON SEVEN (7) MONTHS OF COMPLETED SERVICE.

3. AN AVERAGE OF THE INCREASE IN COST OF LIVING FROM APRIL 30TH TO MAY 1ST OF EACH YEAR PRECEDING THE IMPLEMENTATION OF A NEW SCHEDULE A, SHALL BE ADDED TO THE MANDATED INCREMENT AMOUNT OF 1.99% EACH YEAR OF THIS AGREEMENT. THE AVERAGE % COST OF LIVING INCREASE UTILIZED EACH YEAR SHALL BE NOT LESS THAN 3% NOR MORE THAN 4% IN ANY YEAR.

4. THE COST OF LIVING FIGURES UTILIZED SHALL BE THE CONSUMER PRICE INDEX ALL URBAN CONSUMERS FOR THE PHILADELPHIA SOUTHWESTERN N.J. AREA AS PUBLISHED BY THE PHILADELPHIA BUREAU OF LABOR STATISTICS.

5. THE ABOVE GUIDE MAY BE INCREASED IF THE COST OF LIVING EXCEEDS 3%. ANY SUCH INCREASE WILL BE COMPUTED IN THE SAME MANNER AS THE 1995-1996 SALARY GUIDE INCREASES.

PENNS GROVE-CARNEYS POINT
 SCHEDULE B
 1994-1995
 1995-1996
 1996-1997

HIGH SCHOOL

- AV/VCR OFFICER	\$1,550
ACADEMIC DECATHLON COACH	\$1,040
ACADEMIC JEOPARDY COACH	\$ 970
- ART COORDINATOR	\$1,625
ASST. BAND DIRECTOR	\$1,470
BAND CAMP (PER HOUR)	\$ 10.90
BAND DIRECTOR	\$2,875
- CHOIR DIRECTOR	\$1,760
COMPUTER COORDINATOR	\$2,765
DEPARTMENT HEADS	\$1,470
- D.H. +5 SUPERVISION (EACH TEACHER)	\$ 95
DUPONT ACAD. LEAGUE ADVISOR	\$ 970
- FRESHMAN CLASS ADVISOR	\$ 575
G & T COORDINATOR	\$2,535
HONOR SOCIETY ADVISOR	\$ 955
INDOOR GUARD	\$1,470
- JUNIOR CLASS OFFICER	\$1,330
MOCK TRIAL ADVISOR	\$ 970
NEWSPAPER (PER ISSUE)	\$ 155
- O.M. ADVISOR	\$1,040
PEP SQUAD ADVISOR	\$2,470
PLAY CHORAL ASSISTANT	\$ 990
- PLAY CONSTRUCTION ASSISTANT	\$ 675
PLAY COORDINATOR	\$1,270
PLAY COSTUME ASSISTANT	\$ 675
PLAY DIRECTOR	\$1,770
- PLAY MAKE-UP ASSISTANT	\$ 675
PLAY PROP/DESIGN ASSISTANT	\$ 675
RENAISSANCE CLUB ADVISOR	\$1,330
- SERC COORDINATOR	\$2,955
SERC FACILITATOR (PER PERIOD)	\$ 11.25
SOPHOMORE CLASS ADVISOR	\$ 840
- SENIOR CLASS ADVISOR	\$1,860
STUDENT AFF. COORDINATOR	\$1,405
STUDENT CONGRESS ADVISOR	\$1,405
SUPPY OFFICE	\$1,150
- YEARBOOK	\$2,515

SCHEDULE B CONTINUED

MIDDLE SCHOOL

COMPUTER COORDINATOR	\$2,765
YEARBOOK ADVISOR	\$1,005
NEWSPAPER ADVISOR	\$ 875
STUDENT COUNCIL ADVISOR	\$1,315
AV COORDINATOR	\$1,095
VCR COORDINATOR	\$ 845
SUPPLY OFFICER	\$1,150
SUBJECT AREA COORDINATOR	\$1,500
CORE LEADERS	\$1,100
CLASS ADVISORS	\$1,100
BAND DIRECTOR	\$1,040
BAND CAMP (PER HOUR)	\$ 10.90

GENERAL

SPECIAL DIFFERENTIAL (GRANDFATHERED)	\$1,100
NIGHT SHIFT DIFFERENTIAL	\$.70
TRAVEL (PER MILE)	\$PREVAILING I.R.S. RATE EACH YEAR
NIGHT SHIFT HEAD (PER HOUR)	\$ 1.35
PUBLIC RELATIONS (HS/MS)	\$1,165
PUBLIC RELATIONS (ELEMENTARY)	\$1,090

ELEMENTARY

SAFETY PATROL ADVISOR	\$ 305
O.M. ADVISOR	\$1,025
YOUNG ASTRONAUTS ADVISORS	\$1,010
WRITE-TO READ COORDINATOR	\$1,065
PRISM FACILITATORS	\$1,065
TELS GRANT COORDINATOR	\$2,885

PENNS GROVE-CARNEYS POINT
SCHEDULE C
1994-1995
1995-1996
1996-1997

ATHLETIC DIRECTOR	\$4,745
BASEBALL, ASSISTANTS	\$1,990
BASEBALL, HEAD	\$3,045
BASKETBALL, ASSISTANTS	\$2,180
BASKETBALL, HEAD (B/G)	\$3,340
CHEERLEADER SPONSOR	\$3,045
CROSS-COUNTRY, HEAD	\$2,810
FIELD HOCKEY, ASSISTANTS	\$1,990
FIELD HOCKEY, HEAD	\$3,045
FOOTBALL, ASSISTANTS	\$2,820
FOOTBALL, HEAD	\$4,235
FOOTBALL, TRAINER	\$2,820
GOLF, HEAD	\$2,810
INTRAMURAL COACH	\$ 505
SOCCER, ASSISTANTS	\$1,990
SOCCER, HEAD (B/G)	\$3,045
SOFTBALL, ASSISTANTS	\$1,990
SOFTBALL, HEAD	\$3,045
SPECIAL OLYMPICS COACH	\$3,045
SWIMMING, HEAD	\$2,810
TENNIS, HEAD	\$2,810
TRACK, ASSISTANTS	\$1,990
TRACK, HEAD	\$3,045
WEIGHT TRAINER (PER HOUR)	\$ 11.05
WINTER TRACK, HEAD	\$2,810
WRESTLING, ASSISTANTS	\$2,180
WRESTLING, HEAD	\$3,340

PENNS GROVE-CARNEYS POINT

SCHEDULE D

CUSTODIAL SALARY GUIDE

1994-1995

94-95 STEP	94-95 YOS	REG.CUST GRDS.HELP.	HEAD LP CARL.FS	HEAD GROUNDS MS DIST. OFF.	HEAD HS DM/GM
1	1	22,485	23,682	24,045	24,644
2	2	22,785	23,992	24,465	24,972
3	3	23,100	24,318	24,909	25,318
4	4	23,415	24,654	25,246	25,663
5	5	23,730	24,979	25,584	26,008
6	6	24,150	25,420	26,037	26,468
7	7	24,780	26,082	26,713	27,159
8	8	25,410	26,743	27,388	27,849
9	9	26,040	27,415	28,074	28,540
10	10	26,670	28,077	28,749	29,230
11	11	27,300	28,738	29,424	29,921
12	12,13	28,245	29,725	30,447	33,436
13	14-16	29,032	30,555	31,291	35,136
14	17,18	29,557	31,111	31,861	32,395
15	19,20	30,135	31,405	32,483	33,028
16	21,21+	31,900	33,520	33,159	34,962

1. PROGRESS TO THE NEXT VERTICAL STEP ON EACH SLARY GUIDE SHALL BE CONTINGENT UPON SEVEN (7) MONTHS OF COMPLETED SERVICE PRIOR TO JULY 1ST.

PENNS GROVE-CARNEYS POINT
SCHEDULE D CUSTODIAL SALARY GUIDE
1995-1996

95-96 STEP	95-96 YOS	REG.CUST. GRDS.HELP.	HEAD LP CARL. FS	HEAD GROUNDS MS DIST OFF.	HEAD HS DM/GM
1	1	23,309	24,440	25,116	27,039
2	2	23,609	24,754	25,439	27,387
3	3	23,909	25,069	25,762	27,735
4	4	24,240	25,416	26,119	28,118
5	5	24,571	25,762	26,475	28,502
6	6	24,901	26,109	26,831	28,885
7	7	25,342	26,571	27,306	29,396
8	8	26,003	27,264	28,018	30,163
9	9	26,664	27,957	28,730	30,930
10	10	27,325	28,650	29,443	31,697
11	11	27,986	29,343	30,155	32,464
12	12	28,647	30,037	30,867	33,231
13	13,14	29,639	31,076	31,936	34,836
14	15-17	30,465	31,943	32,826	36,536
15	18,19	31,016	32,520	33,420	35,979
16	20,20+	32,900	34,520	34,153	38,164

1. PROGRESS TO THE NEXT VERTICAL STEP ON EACH SALARY GUIDE SHALL BE CONTINGENT UPON SEVEN (7) MONTHS OF COMPLETED SERVICE PRIOR TO JULY 1ST.

2. AN AVERAGE OF THE INCREASE IN COST OF LIVING FROM APRIL 30 TO MAY 1ST OF EACH YEAR PRECEDING THE IMPLEMENTATION OF A NEW SCHEDULE D, SHALL BE ADDED TO THE MANDATED INCREMENT AMOUNT OF 1.99% EACH YEAR OF THIS AGREEMENT. THE AVERAGE % COST OF LIVING INCREASE UTILIZED EACH YEAR SHALL BE NOT LESS THAN 3% NOR MORE THAN 4% IN ANY YEAR.

3. THE COST OF LIVING FIGURES UTILIZED SHALL BE THE CONSUMER PRICE INDEX ALL URBAN CONSUMERS FOR THE PHILADELPHIA SOUTHWESTERN N.J. AREA AS PUBLISHED BY THE PHILADELPHIA BUREAU OF LABOR STATISTICS.

4. IF THE COST OF LIVING AVERAGE REFERRED TO IN A ABOVE EXCEEDS 3%, THE ABOVE GUIDE SHALL BE INCREASED BY ADDING \$33.00 TO EVERY STEP FOR EACH 1/10 OF 1% AVERAGE INCREASE ABOVE 3%.

PENNS GROVE-CARNEYS POINT
SCHEDULE D CUSTODIAL SALARY GUIDE
1996-1997

96-97 STEP	96-97 YOS	REG. CUST. GROUND HELP.	HEAD LP FS MS DO CARL. GDS. HELPER	HEAD HS GM DM
1	1	24,215	26,210	28,700
2	2	24,515	26,535	29,050
3	3	24,815	26,860	29,410
4	4	25,115	27,185	29,765
5	5	25,475	27,575	30,190
6	6	25,835	27,965	30,620
7	7	26,205	28,355	31,045
8	8	26,555	28,745	31,475
9	9	27,255	29,505	32,305
10	10	27,955	30,260	33,135
11	11	28,655	31,035	33,975
12	12	29,355	31,810	34,750
13	13	30,025	32,585	35,525
14	14	31,025	33,360	36,625
15	15	32,025	34,135	37,725
16	16-18	33,025	34,910	38,825
17	19+	34,025	35,685	39,925

1. PROGRESS TO THE NEXT VERTICAL STEP ON EACH SALARY GUIDE SHALL BE CONTINGENT UPON SEVEN (7) MONTHS OF COMPLETED SERVICE PRIOR TO JULY 1ST.
2. AN AVERAGE OF THE INCREASE IN COST OF LIVING FROM APRIL 30TH TO MAY 1ST OF EACH YEAR PRECEDING THE IMPLEMENTATION OF A NEW SCHEDULE DA, SHALL BE ADDED TO THE MANDATED INCREMENT AMOUNT OF 1.99% EACH YEAR OF THIS AGREEMENT. THE AVERAGE % COST OF LIVING INCREASE UTILIZED EACH YEAR SHALL BE NOT LESS THAN 3% NOR MORE THAN 4% IN ANY YEAR.
3. THE COST OF LIVING FIGURES UTILIZED SHALL BE THE CONSUMER PRICE INDEX ALL URBAN CONSUMERS FOR THE PHILADELPHIA SOUTHWESTERN N.J. AREA AS PUBLISHED BY THE PHILADELPHIA BUREAU OF LABOR STATISTICS.
4. THE ABOVE GUIDE MAY BE INCREASED IF THE COST OF LIVING EXCEEDS 3%. ANY SUCH INCREASE WILL BE COMPUTED IN THE SAME MANNER AS THE 1995-1996 SALARY GUIDE INCREASES.

PENNS GROVE-CARNEYS POINT
SCHEDULE E SECRETARY SALARY GUIDE
1994-1995

STEP/YOS	12-MONTH	10-MONTH
1	19,970	17,224
2	20,370	17,569
3	20,770	17,914
4	21,170	18,259
5	21,570	18,604
6	21,970	18,949
7	22,370	19,294
8	22,770	19,639
9	23,170	19,984
10	23,570	20,329
11	23,970	20,674
12	24,870	21,450
13	25,770	22,227
14	27,120	23,391
15	28,470	24,555
16	29,820	25,720
17	30,800	26,565

1. PROGRESS TO THE NEXT VERTICAL STEP ON EACH SALARY GUIDE SHALL BE CONTINGENT UPON SEVEN (7) MONTHS OF COMPLETED SERVICE PRIOR TO JULY 1ST.

PENNS GROVE-CARNEYS POINT
SCHEDULE E SECRETARY SALARY GUIDE
1995-1996

STEP/YOS	12-MONTH	10-MONTH
1	20,720	17,871
2	21,120	18,216
3	21,520	18,561
4	21,920	18,906
5	22,320	19,251
6	22,720	19,596
7	23,120	19,941
8	23,520	20,286
9	23,920	20,631
10	24,320	20,976
11	24,720	21,321
12	25,720	22,184
13	26,820	23,132
14	27,920	24,081
15	29,220	25,202
16	30,520	26,324
17	31,820	27,445

1. PROGRESS TO THE NEXT VERTICAL STEP ON EACH SALARY GUIDE SHALL BE CONTINGENT UPON SEVEN (7) MONTHS OF COMPLETED SERVICE PRIOR TO JULY 1ST.
2. AN AVERAGE OF THE INCREASE IN COST OF LIVING FROM APRIL 30TH TO MAY 1ST OF EACH YEAR PRECEDING THE IMPLEMENTATION OF A NEW SHCEDULE E, SHALL BE ADDED TO THE MANDATED INCREMENT AMOUNT OF 1.99% EACH YEAR OF THIS AGREEMENT. THE AVERAGE % COST OF LIVING INCREASE UTILIZED EACH YEAR SHALL BE NOT LESS THAN 3% NOR MORE THAN 4% IN ANY YEAR.
3. THE COST OF LIVING FIGURES UTILIZED SHALL BE THE CONSUMER PRICE INDEX ALL URBAN CONSUMERS FOR THE PHILADELPHIA SOUTHWESTERN N.J. AREAS AS PUBLISHED BY THE PHILADELPHIA BUREAU OF LABOR STATISITCS.
4. IF THE COST OF LIVING AVERAGE REFERRED TO IN E ABOVE EXCEEDS 3%, THE ABOVE GUIDE SHALL BEINCREASED BY ADDING \$27.00 TO EVERY STEP FOR EACH 1/10 OF 1% AVERAGE INCREASE ABOVE 3%.

PENNS GROVE-CARNEYS POINT
SCHEDULE E SECRETARY SALARY GUIDE
1996-1997

STEP/YOS	12-MONTH	10-MONTH
1	21,270	18,345
2	21,670	18,690
3	22,070	19,035
4	22,470	19,380
5	22,870	19,725
6	23,270	20,070
7	23,670	20,415
8	24,070	20,760
9	24,470	21,105
10	25,520	22,011
11	26,570	22,917
12	27,620	23,822
13	28,620	24,685
14	29,670	25,590
15	30,720	26,496
16	31,770	27,402
17	32,820	28,307

1. PROGRESS TO THE NEXT VERTICAL STEP ON THE SALARY GUIDE SHALL BE CONTINGENT UPON SEVEN (7) MONTHS OF COMPLETED SERVICE PRIOR TO JULY 1ST.

2. AN AVERAGE OF THE INCREASE IN COST OF LIVING FROM APRIL 30TH TO MAY 1ST OF EACH YEAR PRECEDING THE IMPLEMENTATION OF A NEW SCHEDULE E, SHALL BE ADDED TO THE MANDATED INCREMENT AMOUNT OF 1.99% EACH YEAR OF THIS AGREEMENT. THE AVERAGE % COST OF LIVING INCREASE UTILIZED EACH YEAR SHALL BE NOT LESS THAN 3% NOR MORE THAN 4% IN ANY YEAR.

3. THE COST OF LIVING FIGURES UTILIZED SHALL BE THE CONSUMER PRICE INDEX ALL URBAN CONSUMERS FOR THE PHILADELPHIA SOUTHWESTERN N.J. AREA AS PUBLISHED BY THE PHILADELPHIA BUREAU OF LABOR STATISTICS.

4. THE ABOVE GUIDE MAY BE INCREASED IF THE COST OF LIVING EXCEEDS 3%. ANY SUCH INCREASE WILL BE COMPUTED IN THE SAME MANNER AS THE 1995-1996 SALARY GUIDE INCREASES.

PENNS GROVE-CARNEYS POINT
 SCHEDULES F, G, H, AND I
 AIDES HOURLY WAGE GUIDE
 1994-1995

STEP YOS	SCHEDULE F INSTRUCTIONAL AIDE	SCHEDULE G SPECIALIST AIDE	SCHEDULE H NON-INSTRUCTIONAL AIDE	SCHEDULE I SECURITY AIDE
1	\$ 8.17	9.40	6.63	10.00
2	8.32	9.60	6.83	10.20
3	8.47	9.80	7.03	10.40
4	8.62	10.10	7.23	10.70
5	8.77	10.40	7.53	11.00
6	8.92	10.70	7.83	11.30
7	9.22	11.00	8.13	11.60
8	9.72	11.30	8.43	11.75
9	10.22	11.60	8.73	11.90
10	10.72	11.90	8.92	12.10

PENNS GROVE-CARNEYS POINT

SCHEDULES F, G, H, AND I

AIDES HOURLY WAGE GUIDE

1995-1996

STEP YOS	SCHEDULE F INSTRUCTIONAL AIDE	SCHEDULE G SPECIALIST AIDE	SCHEDULE H NON-INSTRUCTIONAL AIDE	SCHEDULE I SECURITY AIDE
1	8.58	9.80	6.85	10.25
2	8.73	10.00	7.05	10.45
3	8.88	10.20	7.25	10.65
4	9.03	10.40	7.45	10.95
5	9.18	10.70	7.75	11.25
6	9.33	11.00	8.05	11.55
7	9.48	11.30	8.35	11.85
8	9.98	11.60	8.65	12.00
9	10.48	11.90	8.95	12.15
10	10.98	12.20	9.06	12.35

PENNS GROVE-CARNEYS POINT
 SCHEDULES F, G, H, AND I
 AIDES HOURLY WAGE GUIDE
 1996-1997

STEP YOS	SCHEDULE F INSTRUCTIONAL AIDE	SCHEDULE G SPECIALIST AIDE	SCHEDULE H NON-INSTRUCTIONAL AIDE	SCHEDULE I SECURITY AIDE
1	9.09	10.25	7.07	10.50
2	9.24	10.45	7.27	10.70
3	9.39	10.65	7.47	10.90
4	9.54	10.85	7.67	11.20
5	9.69	11.05	7.87	11.50
6	9.84	11.30	8.17	11.80
7	9.99	11.60	8.47	12.10
8	10.29	11.90	8.77	12.25
9	10.79	12.20	9.07	12.40
10	11.29	12.50	9.37	12.60