



Agreement

Between
Jefferson Township
Board of Education
and
Jefferson Township
Education Association
For the School Years

1992-1993

1993-1994

Agreement



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1992-1993
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PREAMBLE

This agreement entered into the 5th day of May, 1992 by and between the Board of Education of Jefferson Township, New Jersey, hereinafter referred to as the "Board", and the Jefferson Township Education Association, hereinafter referred to as the "Association".

**ARTICLE I
RECOGNITION**

A. Pursuant to the provisions of Chapter 123 of the laws of 1974, the Jefferson Township Board of Education hereby recognizes the Jefferson Township Education Association as the majority representative and as exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all certificated personnel under contract or on leave, now employed or as hereafter may be employed by the Board, including:

Teachers
Specialists
Nurses

Part-Time Certificated Teaching Personnel but excluding:

Guidance Directors
Vice-Principals
Principals - Elementary
Principals- High School
Assistant Superintendent
Superintendent of Schools
Substitutes
Department Chairpersons

and also including the following non-certificated personnel under contract or appointment, now employed or as hereafter may be employed by the Board:

Secretaries
Custodians
Bus Drivers/Mechanics
Cafeteria Personnel

B. Unless otherwise indicated, the term "employees" when used hereinafter in the Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined and reference to male employees shall include female employees. When the term "teachers" is used it shall apply to all certificated employees.

C. Unless otherwise indicated, references in this Agreement to male employees and teachers shall include female employees and teachers and words used in the singular shall include words in the plural where the text so requires.

ARTICLE II
NEGOTIATIONS PROCEDURE

A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with the provisions of Chapter 123 Public Laws of 1974, such negotiations shall begin not later than November 1, 1993.

The Association shall receive from the Board of Education within thirty (30) days following receipt of the proposed contract, Its reply to same.

B. Upon request by the Association president, the Board agrees to make known to the president when and where information is available that the Board is required by law to release. Not later than October 1, 1993, the Board shall provide the Association with a complete teacher salary study showing teacher number, Jefferson Township experience, total experience credit, training level, contract salary, and the Board shall, as soon as same is available, supply the guide salary.

C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.

D. In accordance with Chapter 123, Public Laws of 1974, the Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement with any organization other than the Association for the duration of this Agreement.

E. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

F. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III
GRIEVANCE PROCEDURE

A. DEFINITION

1. A "grievance" shall mean a complaint by any employee or group of employees that there has been to him or them, or to the Association an inequitable, improper or unjust application interpretation or violation of Board policy, this Agreement, or an administrative decision;

2. A grievance to be considered under this procedure must be initiated by the grievant (the employee or the Association as to its rights) within thirty (30) calendar days from the time when the grievant knew or should have known of its occurrence.

B. PROCEDURE

1. (a) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant 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 waiver of further appeal of the decision.

(b) It is understood that any employee grievant 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 duly determined.

2. Any employee grievant who has a grievance shall discuss it first with his principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level. If a principal is not an immediate supervisor he will be informed of the nature of the grievance.

3. Within five (5) school days after the informal discussion with his principal or other immediate superior, the employee grievant if still dissatisfied with the decision that has been rendered informally, may formally present his grievance to his principal or immediate superior. Such grievance must be made In writing specifying:

- (a) the nature of the grievance;
- (b) the nature and extent of the injury, loss, or inconvenience;
- (c) the results of previous discussions;
- (d) his dissatisfaction with decisions previously rendered.

The principal (or immediate superior or department head, if applicable) shall render his decision formally within five (5) days after receipt of the written grievance.

4. The employee grievant, within five (5) school days after receipt of the decision of his principal or other immediate superior, may appeal the decision to the Superintendent of Schools. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the appeal. The Superintendent shall communicate his decision in writing to the employee grievant, to the Association and to the principal or other immediate superior.

5. If the grievance is not resolved to the grievant's satisfaction, he no later than five (5) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board or a committee thereof, shall review the grievance and shall, at any option of the Board, except as noted below, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and the Association within twenty (20) calendar days of the date of the hearing. The referred to hearing, if granted, shall

be held within a reasonably expeditious time after receipt of the appeal notice. Upon request of the grievant a hearing shall be held by the Board on the following matters and the Board shall not be required to give reasons for its decisions. Decisions by the Board in these matters shall be final and such decisions shall not be subject to appeal to arbitration.

- (a) Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education; or
- (b) A complaint of a nontenure teacher which arises by reason of his not being re-employed;
- (c) A complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position, for which tenure either is not possible or not required.

6. If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and he wishes review by a third party, he shall so notify the Association within ten (10) school days of receipt of the Board's decision. If the Association determines that the matter should be reviewed further, it shall so advise the Board through the Superintendent within twenty (20) school days of receipt of the Board's decision.

7. (a) The following procedure will be used to secure the services of an arbitrator:

- (1) A joint request by the Association and the Board will be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
- (2) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association to submit a second roster of names.
- (3) If the parties are unable to determine, within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.

(b) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties, or any policy of the Board of Education. The recommendations of the arbitrator shall be binding.

(c) Rights of Teachers to Representation:

- (1) Any aggrieved person may be represented at any or all stages of the grievance procedure by himself, or, at his option, by the Association by a representative selected or approved by the Association.
- (2) When a teacher is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance to the Superintendent or any later level, be notified by the Superintendent that the grievance is in process, have the right to be present and present its position in writing at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.
- (3) The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his appeal with respect to his personal grievance.

C. COST

1. Each party will bear the total cost incurred by themselves.
2. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.
3. If any time is lost by any employee who is required to be at arbitration proceedings, which have been mutually scheduled and agreed to there shall be no loss of pay.

D. If, in the judgement of the Association, a grievance directly affects a group or class of employees the Association may submit such grievance in writing to the Superintendent directly in accordance with the procedure set forth above and the processing of such grievance shall commence at said level. The Association may process such grievance through all levels of the grievance procedure.

**ARTICLE IV
EMPLOYEE RIGHTS**

A. No employee shall be disciplined in any manner or form without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be made public unless formal charges are made, and shall be subject to the grievance procedure herein set forth.

B. Whenever any employee is required to appear before the Board or any committee or member thereof concerning any charge or inquiry into a matter which could adversely affect the continuation of that employee in his office, position or employment or the salary or any increments pertaining thereto, then he shall be

given prior written notice of the reasons for such meeting or interview and shall be entitled to have a designated representative of the Association present to advise him and represent him during such meeting or interview.

C. In the event a nontenure employee or a certificated person is not retained he shall have the right to fully discuss the matter with the Superintendent and have the right to a representative of his choosing at such discussion. This right shall also accrue to a certificated person who is not retained in a position for which tenure is either not required or not possible.

D. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

E. All non-certificated personnel shall be provided with a copy of their job description as soon as possible.

F. Bus drivers shall receive a copy of the seniority list at the beginning of each school year.

ARTICLE V ASSOCIATION RIGHTS AND PRIVILEGES

A. The Association and its representatives shall have the right to use school buildings at all reasonable hours for Association meetings; provided approval has been granted by the Superintendent after filing of a building application form, which approval shall not be unreasonably withheld.

B. The Association shall have, in each school building, the exclusive use of a bulletin board. This board shall be in either the faculty lounge or teacher's dining room. The location of the Association bulletin board shall be where presently located and if a board is present in both rooms, the Association shall have the option of deciding which board it shall use. As new buildings are erected, the Association shall advise the Superintendent as to where it wishes its board. The costs of such boards shall be borne by the Board.

Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.

C. The Association shall have the right to reasonable use of the school mail boxes and the interschool mail facilities.

D. 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 organization.

E. The President of the Association, during his term of office, shall be relieved from any extra duties; study hall, corridor duty, lunch or playground duty, pre-school or post-school duties such as bus or parking duty or detention. The Association shall certify to the Superintendent of Schools the name of the President

of the Association by July 1, 1992 (1993). If it becomes necessary to change the President of the Association because of illness, death, or change of employment, the person designated to fill the vacated office shall be granted the above as soon as feasible.

F. Whenever any representatives of the Association participate in meetings mutually convened during working hours, they shall suffer no loss of pay.

G. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machine, and other duplicating equipment, calculating machine, and audio-visual equipment at times which will not interfere with the operation of school or central office business. The Association shall furnish all materials and supplies incident to such use and for any repairs necessitated as a result of said use.

ARTICLE VI SCHOOL CALENDAR

A. The Association shall appoint a committee to study and make recommendations to the Superintendent covering the school calendar. Submission of such recommendations shall be not later than November 15, 1992 (1993) (Liaison Committee).

B. The in-school work year for certificated personnel shall be as follows:

1. Base 186 days

(a) Additional two (2) orientation for new teachers;

(b) Additional one (1) day orientation for in-district teachers;

(c) Additional two (2) professional days;

(d) The 186 days are inclusive of all snow-days necessitating school closing;

(e) In the event conditions require additional snow days, they shall be included within the constructed calendar and prior to such inclusion the Superintendent shall confer with the Association.

ARTICLE VII ORIENTATION PROCEDURES

A. The Association shall appoint a committee to study and make recommendations to the Superintendent covering the orientation procedure. Such recommendations shall be submitted no later than June 1st of each year (Liaison Committee).

ARTICLE VIII
TEACHING HOURS AND TEACHING LOAD

A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes. Teachers shall indicate their presence for duty by placing their signature and time in the proper column of the faculty "sign-in" roster.

B. Building based teachers may be required to remain after the end of the regular work day without additional compensation for the purpose of attending general faculty and/or other professional or academic meetings.

C. Teachers shall have the opportunity to suggest items for the agenda of meetings specified in paragraph B above, to the appropriate administrator.

D. Association representatives shall have an opportunity to speak during any faculty meeting for a period not normally longer than five (5) minutes.

E. Middle School teachers shall not be assigned more than six (6) teaching periods per day. Secondary teachers not assigned to middle school shall be assigned a maximum teaching load of 25 classes per week. However, all teachers may be assigned one (1) extra teaching period per day in lieu of a non-teaching duty period.

F. The term "teaching load" is defined as any period that normally requires prior preparation for the presentation of material to students.

G. Preparation time will be allowed the following teachers as indicated:

(1) Since 1973-74, every elementary classroom teacher assigned to grades one (1) through five (5) shall be scheduled to have 175 minutes per week of preparation time, exclusive of their normal daily lunch break;

(2) Since 1973-74, kindergarten teachers shall be allowed 150 minutes per week of preparation time, exclusive of their normal daily lunch break.

H. Parent-Teacher conference days shall be a minimum of three (3) half days with four (4) half days for kindergarten teachers.

Article IX
CLASS SIZE

A. It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to continue its effort to keep class size at an acceptable number as dictated by the financial condition of the district, the building facilities available, the availability of qualified teachers and the best interest of the district as deemed administratively feasible.

**ARTICLE X
SPECIALISTS**

A. The Association shall appoint a committee to study the needs of the Jefferson Township schools with regard to specialists and make recommendations to the Superintendent for the school years 1992-93 and 1993-94 (Liaison Committee).

B. Contracts for all guidance personnel shall read "guidance counselor".

C. A joint committee shall be established by the parties to be composed of equal numbers of staff members and equal number of personnel appointed by the Superintendent of Schools to review the coordinated reading program and to submit a report to the Board of Education through the Superintendent of Schools.

**ARTICLE XI
TEACHER AIDES**

A. The Teacher Aides program instituted in the school year 1970-71 shall continue for the duration of this Agreement. The aides are still being assigned as follows:

- 2 Cozy Lake
- 2 Milton
- 2 Briggs
- 1 Consolidated
- 1 Stanlick
- 2 White Rock
- 3 Middle School
- 1 White Rock Special Education

B. Teacher Aides will function in the following areas:

- 1. Cafeteria Supervision
- 2. Playground Supervision

C. A study committee made up of three (3) members of the Association selected by the Association president and two (2) administrators selected by the Superintendent shall study the Teacher Aide Program during the fall of each year of this Agreement with recommendations for the following year's budget program.

**ARTICLE XII
EMPLOYMENT**

A. Up to full credit on the Employees' Salary Schedule may be given for previous outside teaching experience in a duly accredited school upon initial employment. Earned credit of no less than two (2) years for military experience or alternative civilian service required by the Selective Service System will be given. Credit may be granted for two (2) years of Peace Corps, and Fullbright Scholarship experience.

B. Previously accumulated unused sick leave days will be restored to all employees who return from extended leaves.

C. Employees shall be notified of their contract status no later than the Board meeting of April of each year; such contract shall be returned to the Superintendent within ten (10) days signed or unsigned.

**ARTICLE XIII
ASSIGNMENT**

A. All employees, except bus drivers, shall be given written notice of their tentative assignments for class, subject, building, and room assignments no later than the last day of teacher attendance in June provided he has returned his signed contract. Such assignments are subject to individual changes in the event of material change of circumstances or emergency. Such employees affected by such change shall be notified promptly and in writing. Bus drivers shall receive assignments two (2) weeks before the opening of school and five (5) days notice for special runs, except in emergency.

B. It shall be the policy of the Board to reimburse their employees for travel required in conjunction with their employment at a rate of \$.225 per mile. Mileage from the employee's residence to his first place of work for the day and from his last place of work for the day to his residence shall not be reimbursable.

C. Certificated employees shall not be assigned outside their areas or scope of their teaching certificate.

**ARTICLE XIV
VOLUNTARY TRANSFERS**

A. No later than May 1st of each school year the Superintendent shall send to the Association and post in all school buildings a list of the known vacancies which shall occur during the following school year.

B. Employees who desire a change in grade or subject assignment, or who desire to transfer to another building may file a written statement of such desire with the Superintendent no later than May 15th of each year. Such statement shall include the grade or subject to which the employee desires to be assigned and the school or schools to which he desires to be transferred in order of preference. Such

request must be renewed in writing each year if it is not granted on initial application.

**ARTICLE XV
INVOLUNTARY TRANSFERS AND REASSIGNMENTS**

A. Involuntary transfers shall be accomplished as follows:

1. Definition - Transfers shall be construed as grade level, subject areas, and/or building assignments.
2. In the event of an involuntary transfer or reassignment, the employee shall have the right to a conference with his building principal, or nonprofessional supervisor, and the Superintendent. This conference shall be to work out the best reassignment possible and the employee shall have the right to request a statement in writing of the reasons for such involuntary transfer.
3. As much advance notice shall be given as possible before any transfer.

**ARTICLE XVI
SALARIES**

A. SALARIES

1. The salaries of all teachers covered by this Agreement are set forth in Schedule A, covering 1992-1994 which is attached hereto and made a part hereof; said salary guides shall be enforced in accordance with existing rules and regulations for application thereof.

2. The money package for 1992-93 1993-94 will be as follows:

Teachers 6%

Cafeteria 5%

Secretaries 4%

Bus Drivers, Custodians, Maintenance and Mechanics*

1992-1993 Freeze

1993-1994 3.5%

*Mechanics - Step 1 and Step 2 on Bus Drivers guide for 1991-1992

(Board will set Salary Steps for hiring - Lower than first step of Guides)
for Secretaries, Custodians/Maintenance and Bus Drivers.

3. Employees shall be paid on the 15th and 30th of each month. In the event the 15th or 30th falls on a vacation, holiday or weekend, the employee will be paid on the working day prior to the vacation, holiday or weekend.

B. Teachers may individually elect to have ten percent (10%) or more, if they so desire, of their monthly salary deducted from their pay. These funds shall be paid to the teacher as follows:

1. Summer Pay Plan

- (a) Employee completes a Tri-County Federal Credit Union form indicating amount of deduction and returns to Tri-Co;
- (b) Tri-Co sends this signed form to the Board of Education for monthly deductions;
- (c) Tri-Co furnishes employee with quarterly statements showing status of each employee's account.
- (d) Tri-Co furnishes the Board of Education with a master list of deductions for savings.

C. Application of degree columns

1. The credits referred to in the guides of Salary Schedule A shall be applied as follows:

- (a) All credits that a teacher may have credited shall be declared at hiring. After initial salary placement, only course credits previously agreed upon or earned after employment in Jefferson Township may be used for advanced guide placement. After initial salary guide placement, a grievance on salary placement may proceed only to the Board level, said grievance on credits earned prior to employment in Jefferson may not be taken to arbitration. Credits are to be agreed at hiring; only those may be used later.
- (b) All of such credits shall have been taken within a period of ten (10) years prior to the date of application for placement on particular guide and in any event all such credits must have been obtained since receipt of a baccalaureate degree.
- (c) All such credits shall have been taken:
 - (1) In a college graduate program approved by the Board,
or
 - (2) credits in or related to the applicants field of certification provided, however, that in the areas of administration, special service, and/or guidance the teacher

must actually be working in that certification at the time of application for guide placement to obtain credit under the provision, or

(3) credits in education providing that such credits shall not exceed more than one-third (1/3) or the total credits that are to be applied toward a particular guide. The term "education credit" does not refer to a particular area of certification.

D. The Board in its discretion may grant additional credit on the salary guide.

E. Longevity shall be awarded as follows:

1992 - 1994

	Years*	Certificated**		Non-Certificated***	
		Per Year	5 Yr. Max	Per Year	5 Yr. Max
1.	16-20	\$450.	\$2250.	\$500.	\$2500.
2	21-25	500	2500.	600.	3000.
3	26-30	600	3000.	700.	3500.
4.	31 on	700.	_____	750.	_____

*Continuous years of service in Jefferson Township

**Salary Schedule A

***Salary Schedules D, E, F, & G

5. Employees who reach retirement eligibility status prior to the 26 and 30 year period, may at their option, indicate to the Board their intention to retire, and such teachers will then receive the longevity payment as provided by provision number 3 above.

6. Employees covered by Schedules D & E after ten continuous years of service in Jefferson Township will receive \$25.84 a month in their eleventh (11th) through fifteenth (15th) year. (F & G \$27.50)

F. (l) Notice required for special retirement allowance is as follows:

a. If notice of retirement is given on or before September 30th of the retirement year, the allowance will be paid the following July 1st.

b. If notice of retirement is given after September 30th of the retirement years, the allowance payment will be delayed until July 1st of the following budget year.

(2) The retirement allowance shall be computed at the rate of one (1) day's pay for every four (4) days of accumulated unused sick leave to the employee's credit at the end of the employee's full contracted year previous to the year of retirement.

(3) The daily compensation to the employees who retire under the aforesaid recommendations shall be at the daily rate of pay which they earned in the full contracted year previous to the year of retirement.

G. The Association may designate three (3) tax-shelter agencies to the Board of Education and the Board of Education shall permit employees wishing to participate in such plans to do so by way of a payroll deduction.

ARTICLE XVII CLASS ADVISORS

The Middle School and High School class advisors' salary guide, schedule B annexed hereto and made a part hereof shall be the salary guide for Middle School and High School class advisors, and shall be administered in accordance with existing rules and regulations for application thereof.

ARTICLE XVIII ATHLETIC DEPARTMENT

The athletic department salary guide, Schedule C annexed hereto and made a part hereof, shall be the salary guide for athletic department personnel, and shall be administered in accordance with existing rules and regulations for application thereof.

ARTICLE XIX SECRETARIAL GUIDE

The secretarial guide, Schedule D, covering 1992-1994 annexed hereto and made part hereof shall be the salary guide for secretarial personnel and shall be administered in accordance with existing rules and regulations for application thereof.

ARTICLE XXII CUSTODIANS AND MAINTENANCE

A. The custodians' and maintenance workers' salary guide, Schedule E, covering 1992-94, annexed hereto and made a part hereof, shall be the salary guide for the custodians and maintenance workers and shall be administered in accordance with existing rules and regulations for application thereof .

B. Vacations shall be selected according to a seniority list which shall be drawn up by the Superintendent of Schools.

C. In the event an employee is called to work on an emergency basis, two (2) hours call-in pay will be guaranteed. Call-in pay will be paid on a straight time basis.

D. Each member of the custodial staff shall be provided with four (4) uniforms (2 light shirts and 2 heavy shirts). Maintenance and grounds men shall be provided with six (6) full uniforms. One set of foul weather gear (no overshoes) will be provided in each Elementary school building. Two sets of foul weather gear (no overshoes) will be provided in the Middle and High Schools. All maintenance and custodial staff shall be provided with a \$50 shoe voucher.

E. On unscheduled snow closing days, the secretarial staff, maintenance men, and custodians, bus drivers and cafeteria personnel shall not normally be required to report to work. If, in the opinion of their immediate supervisor, an employee must report for work during these days, the employee shall be given compensatory time. Such compensatory time shall be scheduled between the employee and immediate supervisor at least three days prior to the day to be taken, except in the case of emergencies. In no case shall the compensatory time exceed allotted teacher snow days.

F. Promotions to positions in the bargaining unit except Head Custodian shall consider ability and experience. Seniority shall be considered but it shall not be controlling.

G. Overtime work shall be offered to custodians and maintenance on a rotating seniority basis but shall be only offered to those employees who are permanently assigned to the building in which overtime work is required. Those employees shall receive time-and-one-half (1 1/2) for those hours worked beyond the eight (8) hour day. Employees who are full time, i.e. forty (40) hours a week, shall be paid the rate of double time for any work done on Sundays or holidays. Employees who are employed for less than forty (40) hours a week are to be paid time-and-one-half (1 1/2) for any work done on Sundays or holidays. The administration retains the right to assign overtime work as well as other assignments.

In the schools where there is a single custodian, the Administration agrees to contact not less than three (3) other custodians at other schools seeking to find a volunteer for purposes of required overtime work. In the event that after attempting three such volunteers, no one is willing to work the overtime at the particular school, the custodian on duty may be required to perform that work.

H. Since the school year 1975-1976 there shall be a ten cents (\$.10) an hour increase for time worked while school is closed for summer recess. However, this increase shall not apply toward any paid vacations or compensatory time taken during this time.

I. If layoffs become necessary, provisional and probationary employees within group classification should be laid off before any permanent employee loses

any time. If after all provisional and probationary employees in a particular group have been laid off and other reductions in the work force become necessary, the Board should lay off in accordance with the principles of seniority within the group classification.

J. All openings for promotional positions and for positions paying higher salary differentials be publicized in each of the school buildings.

K. Effective 1981-1982, holders of a boiler license (Black Seal) shall receive \$200.00 additional compensation per year.

L. The night shift shall consist of eight (8) hours as agreed to previously in Board Policy and Practices and Procedures .

ARTICLE XXIII BUS DRIVERS AND MECHANICS

A. The bus drivers'/mechanics' salary guide, Schedule F annexed hereto and made a part hereof, shall be the salary guide for bus drivers and mechanics, and shall be administered in accordance with existing rules and regulations for application thereof.

B. The bus drivers shall be paid for any lay-over time under one-half (1/2) hours.

C. The Board shall pay the full cost of physical examinations that are presently required by policy.

D. 1. Choice of bus runs shall be by seniority upon openings available for September 1st. The same procedure shall be followed during the last week of December for those openings becoming available between September 1st and Christmas recess for those drivers indicating an interest in the open routes. A seniority list shall be drawn up by the Superintendent of Schools. The Superintendent of Schools shall announce the date for run selection prior to the end of the school years; the bus drivers shall receive such notice not later than the end of each school year of the definite date when the runs for the next school year shall be picked.

2. Kindergarten runs (referring to only what has been commonly referred to as the noon kindergarten runs) shall be picked on a seniority basis.

3. Auxiliary run shall be guaranteed four hours and be included in D.1.

E. One-half (1/2) hour warm-up and clean-up time shall be allowed before the first run daily.

F. Extracurricular runs will be assigned by the transportation coordinator by seniority on a rotating basis, refusals will be skipped over until their turn comes up again.

G. Bus drivers shall be allowed one-half (1/2) hour additional compensation for warm-up and clean-up time due to the accumulation of snow for fifteen (15) occasions each school year. The schedule for the payment of this compensation shall be set by the Superintendent of Schools. This compensation shall be in lieu of compensation for the actual time required for bus drivers for the referred to clean-up and warm-up time as may, in fact, be required due to ice and snow.

H. Either party may at any time terminate the employment contract by giving the other party two weeks notice in writing of intention to terminate same.

I. Extra runs assigned to a driver which are to be done on a regular basis, such as shuttles and Title I runs shall be added to the bus drivers base pay rather than assigned as extra pay.

J. Bus drivers shall be paid for any time spent on the road or other time when they are responsible for their bus due to a mechanical breakdown of such bus. The driver shall not be paid for any time when the bus is no longer in his responsibility specifically, he shall not be paid when the bus is turned over to the garage for appropriate repair.

K. In the event an individual driver is called to or back to work after or before their assigned time of arrival or departure from their designated starting or stopping points two (2) hours will be guaranteed on a straight time basis. (Early dismissals, conference days, and similar occasions are excluded.)

L. Mechanics will be provided with 5 long sleeve shirts and 5 pairs of pants. Mechanics will be responsible for cleaning of pants and shirts.

M. Mechanics shall receive time-and-one-half (1 1/2) for those hours worked beyond the eight hours day. Mechanics should be paid at the rate of double time for any work done on holiday.

ARTICLE XXIV CAFETERIA STAFF

A. The cafeteria staff salary guide, Schedule G, covering 1992-94 annexed hereto and made a part hereof, shall be the salary guide for cafeteria personnel, and shall be administered in accordance with existing rules and regulations for application thereof.

B. Each member of the cafeteria staff shall be permitted to submit vouchers not to exceed \$75.00 per school year for the purchase of clothing uniforms and \$50.00 for the purchase of shoes. This shall be deemed the clothing uniform allowance for these employees.

C. Cafeteria Workers will start each year with the same number of hours as the previous year. In the event that hours need to be changed, any upgrade in hours will go into effect immediately, any decrease will be subject to a thirty (30) day grace period.

**ARTICLE XXV
PROMOTIONS**

A. A notice of a vacancy in the following promotional positions shall be sent to and posted in each school and a copy shall be sent to the Association, fifteen (15) days before the final date when applications must be submitted.

Department Chairmen, Coordinators, Vice Principals, Principals, Assistant Directors, Directors, Assistant Superintendent of Schools, and also the vacancies in any summer or evening schools.

B. Teachers who desire to apply for such vacancies shall submit their applications, in writing, to the Superintendent within the time limit specified in the notice. When the vacancy described in the notice is filled, the Superintendent may destroy all applications for said position.

**ARTICLE XXVI
EVALUATIONS**

A. 1. A teacher shall have the right to see his evaluation reports, and shall have the right to a copy of all reports, if he requests said copy.

2. The evaluation report form to be utilized in the evaluation of teachers shall include the date or dates of observation, the length of the period of observation, on each date, and the specific class period designated by time that the evaluator was present in the classroom.

3. All classroom and other formal evaluations of a teacher shall be recorded on the evaluation report.

B. 1. If derogatory reports or materials are to be retained for other than investigation, the teacher shall be shown the reports or letters, and given the opportunity to file a written answer to such material. This answer will be placed along with the derogatory material in the teacher's file. If the material is not to be retained, it shall be destroyed by the Superintendent.

2. In event any new material of a non-confidential nature is to be placed in the personal folder (confidential material by way of description and not limitation refers to references, transcripts, and the like) the employee shall be given a copy or notified prior to its insertion and be given the opportunity to review such material. The employee's written comments if any, relative to the material, shall be made part of the employee's file.

C. Existing files shall be checked for derogatory material that was not shown to the teacher, and if any exists, it may be returned to the teacher's file only in accordance with the provisions of Paragraph B, above.

D. There shall be a schedule of evaluations providing for at least three (3) observations per year for non-tenure teachers and at least two times per year for teachers on tenure.

E. Every observation which prompts a formal written evaluation shall result in a conference between the teacher and his immediate supervisor and shall be initialed by both parties. If the teacher requests a copy, initials shall be evident on the copy.

**ARTICLE XXVI-A
NON-CERTIFIED EVALUATIONS**

A. A joint committee, consisting of an equal number of Association members and members of the Administrative staff, to be appointed by the Superintendent, be formed to investigate and prepare an evaluation procedure covering the non-certified personnel of the school district.

**ARTICLE XXVII
TEACHER FACILITIES**

A. A Webster's Collegiate Dictionary shall be made available upon request to teachers for each teaching station in the Jefferson Township schools.

**ARTICLE XXVIII
TEACHER-ADMINISTRATION LIAISON**

A. Beginning in September of every school year, every other month, the superintendent and his designee shall meet with a representative council of the Association. The Association council shall be appointed by the president of the Association. These meetings shall be held in the Superintendent's Office.

B. During alternate months (i.e. October, December, February, etc.) the Superintendent, all principals, and the representative council referred to in Paragraph A above shall meet and discuss areas of mutual concern.

C. Chairmanship of the Teacher-Administration Liaison Committee shall alternate between the Superintendent of Schools and the president of the Association.

D. Meetings of the Teacher-Administration Liaison Committee shall be alternated throughout all of the buildings in Jefferson Township school system.

E. Agenda items shall be submitted 48 hours in advance of the meeting.

**ARTICLE XXIX
SICK LEAVE**

A. All ten-month (10) employees shall be entitled to ten (10) sick leave days each school year and all twelve-month (12) employees shall be entitled to twelve (12) sick leave days each school year as of the first official day of said school years subject to the other provisions of this Article. (Includes part-time certificated teaching personnel)

B. Application for payment of sick leave in excess of three (3) consecutive working days should be supported by certification from an attending physician. A signed statement from the employee stating the nature of the illness and the reason why a medical certificate is not furnished may be accepted at the discretion of the Board.

C. In case of frequent application for sick leave, the Board may, regardless of sick leave requested, require submission of a statement of a physician or submission to physical examination by the school physician.

**ARTICLE XXX
TEMPORARY LEAVES OF ABSENCE**

A. As of the beginning of the 1972 school years employees shall be entitled to the following temporary nonaccumulative leaves of absence with full pay each school year:

1. Up to two (2) (1 day for part-time certificated teaching personnel) days leave of absence for personal business which requires absence during school hours. Oral application to the building principal for personal leave shall be made at least five (5) days before any day requested (except in the case of emergencies) and the applicant for such leave shall be required to state the reason for taking such leave. Applications for leave of absence shall be guaranteed for the following only:
 - a. Employee's House Closing
 - b. Court Appearance when subpoenaed
 - c. Teacher Graduation Day
 - d. Employee's child college orientation and for graduation
 - e. Professional consultation for employee or member of household when such appointment must be scheduled during employees working hours, (such as: Psychiatric or medical exams, child guidance).
 - f. Grave illness of any member of employee's immediate family not living in employee's household when such employee's presence is requested by attending physician.
 - g. Employee's divorce hearing or involvement in civil suits when the employee is a necessary part of the action.

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- h. Employee's participation in examination when such examination cannot be scheduled beyond employee's working hours.
 - i. Upon oral request, the same two days may be granted, at the discretion of the building principal, for needs such as funeral arrangements and observations or home emergency situations when no immediate action may result in financial loss.
 - j. Any religious holidays stipulated by state law where said observance prevents the employee from working on said days.
 2. One (1) personal business day (1/2 day for part-time certificated teaching personnel) shall be granted, without reason, for non-recreational purposes provided oral application to the building principal or immediate supervisor (if applicable) is made at least five (5) days before any day requested (except in the case of emergencies). Personal day without reason may not be used before or after any school holiday or before or after any school vacation.
 3. For absence due to illness of any member of the employee's immediate family living in the employee's household or for any member of the employee's immediate family not living in the employee's household for whom a doctor's certificate is provided stating that the employee's presence is required for medical reasons, full pay for not more than four (4) days, (2 days for part-time certificated teaching personnel) in each school year shall be paid the employee. The immediate family is defined as: husband, wife, children, father, mother, mother-in-law, father-in-law, brother and sister.
 4. Employees who are summoned by the court to appear for the purpose of jury duty shall be granted leave for the period of absence. Jury duty in police, county or other courts established under the laws of the State and deriving their authority therefrom is considered jury duty in a State court. Before Jury Duty leave is granted, an employee must submit a true copy of the official summons one (1) week prior to the beginning of such duty. Employees serving jury duty shall be reimbursed the difference between his salary and court pay for all school work days of absence.
 5. Up to five (5) school days at any one time in the event of death of employee's spouse, child or parent. Up to three (3) calendar days at any one time in the event of death of an employee's son-in-law, daughter-in-law, grandparent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, and grandchild.

Employees shall be granted one (1) calendar day in the event of the death of a relative outside the employee's immediate family as defined above. In the event of the death of an employee or student in the Jefferson Township School System, the Superintendent of Schools may grant to an appropriate number of employees sufficient time off to attend the funeral.

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6. Allowances shall be made for time necessary for appearance in a legal proceeding in which employee's appearance is necessary in behalf of the Board.
 7. Up to five (5) school days without pay for the purpose of marriage and honeymoon, or up to one (1) day without pay for the purpose of attending the marriage of a member of the immediate family.
 8. Other leaves of absence with pay may be granted by the Board for good and sufficient reason.

B. Leaves taken under Section A above shall be in addition to any sick leave to which the employee is entitled.

ARTICLE XXXI EXTENDED LEAVES OF ABSENCE

A. A leave of absence without pay for up to two (2) years shall be granted to any employee who joins the Peace Corps, VISTA, National Teacher Corps, Exchange Teacher, Overseas Teacher or accepts a Fullbright Scholarship and is a full-time participant in any such above program.

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

C. All employees who wish to apply for a disability/non-disability leave, without pay, should read and complete form F4152.3. During the term of disability, an employee may utilize all or part of accumulated sick leave. All leaves will recognize the need to provide for continuity of instruction, minimize the disruption of the teaching/learning process, establish dates certain and secure appropriate personnel.

DISABILITY LEAVE

Disability leave is for that period one (1) month before the birth of a baby or for a shorter period of time as certified by a doctor's written verification attesting to physical ability to perform all duties to one (1) month after the birth of a baby or for a shorter period of time if intending to return to work and certified by a doctor's written verification attesting to physical ability to perform all duties. To apply for a disability leave, the mother must furnish a written verification from the doctor containing the expected date of birth. During the two (2) month period, before and after birth or for a shorter period of time as certified by a doctor's written verification attesting to the physical ability to perform all duties, an employee may utilize all or part of her accumulated sick leave.

NON-DISABILITY

1. Following the birth of a child, the mother may request a leave for non-disability purposes. The non-disability leaves begin one (1) month after the birth of the baby and may be for a period of time which will enable the school district to provide for the continuity of instruction, engage a suitable substitute and fix the dates with certainty. To accomplish this, the non-disability leave may be for one (1) year more or less which will enable the employee to return to work September 1st.
2. Any employee who may become pregnant during a leave of absence granted for prior pregnancy may apply to the Superintendent of schools for one (1) additional leave for maternity.
3. The Superintendent of Schools, for proper cause and upon application of the employee, may recommend the termination of the leave for approval of the Board prior to its proper date of termination.
4. Should any employee, absent on maternity leave, develop any illness or malady as a result of such pregnancy, and be unable to resume her work at the end of her said leave because of such illness or malady, she may be granted further leave of absence, not to exceed one (1) year, without pay, upon the recommendations of a physician approved by the Board and subject to the approval of the Superintendent of Schools and the Board.
5. Any female employee adopting an infant child may receive similar leave which shall commence upon her receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements of the adoption. No employee on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Jefferson School District in the area of her certification or competence.

D. A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a sick member of the employee's family, i.e. spouse, child or parent. Additional leave may be granted at the discretion of the Board.

E. Other leaves of absence without pay may be granted by the Board for good reason.

- F. 1. Upon return from leave granted pursuant to Section A or B of this Article, an employee shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, provided however, that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure. An employee shall not receive increment credit for the time spent on a leave granted pursuant to Sections C, D, or E of this Article, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.

2. All benefits to which an employee was entitled at the time his leave of absence commenced including credits toward sabbatical eligibility shall be restored to him upon his return. Reassignment upon return to school system shall be based on available positions and the needs of the school system.

G. All extensions or renewals of leaves shall be applied for, and if granted, be in writing.

ARTICLE XXXII SABBATICAL LEAVE

A. PURPOSES:

The underlying philosophy of the sabbatical leave is to increase the quality of teaching and to gain enriching and broadening experience by professional study, research, or travel. Major consideration must be given to the benefits which will accrue to the pupils and the community, through the individual's personal growth. Effective 1992 and 1993 school terms, sabbatical leave, may only be granted for formal study or formal research.

B. ELIGIBILITY:

An applicant must be a certificated employee who has rendered service in the school system for no less than seven (7) active school years preceding the sabbatical leave. The applicant's statement of purpose and plan for sabbatical leave should reflect maturity and readiness commensurate with his experience in teaching.

C. QUOTA:

Not more than one percent (1%) of the certificated personnel shall be granted leave in any one academic year.

D. LENGTH OF LEAVE:

A sabbatical leave may be granted for a period of one (1) semester or one (1) full academic year.

E. APPLICATION PROCEDURE:

Application for sabbatical leaves of absence must be filed with the Superintendent of Schools not later than January 1st for a leave beginning the first semester of the next school year. An applicant for Sabbatical Leave of Absence shall file with the application form a detailed program for the period requested for Sabbatical Leave. All recommendations for approval will be made by the Superintendent of Schools to the Board.

F. COMPENSATION:

A teacher on sabbatical leave (either for one half (1/2) of a school year or for a full school year) shall receive no compensation from the Board before 1973. After September, 1973 those teachers on sabbatical leave will receive forty per cent (40%) of their salary while on sabbatical leave.

G. RIGHTS AND PRIVILEGES:

A Certificated employee who is granted a sabbatical leave shall retain all rights of tenure and automatic increases in salary rating the same as though teaching during the period of leave. Interruption of the sabbatical leave program by serious accident or illness shall not affect the sabbatical leave contract, providing satisfactory evidence is presented to the Superintendent within twenty (20) days of such accident or illness. At the expiration of the leave, the employee shall be reinstated to his former assignment, unless the position is not available. If former position is not available, a consultation shall be arranged after which the Superintendent shall recommend to the Board an assignment in the best interest to the employee and/or schools.

H. OBLIGATIONS:

An employee granted a sabbatical leave must return to the system and serve for a period of not less than two (2) years following the completion of the leave. If unwilling to meet the obligations of return to the system for a two (2) year period, the employee shall immediately forfeit all rights of tenure and automatic increases in salary rating.

I. RETURN TO SERVICE-

An employee on sabbatical leave must notify the Superintendent of Schools in writing of his intention to resume duties in the system at least sixty (60) days prior to the expiration of said leave. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence.

ARTICLE XXXIII PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. As incentive for furthering education, the Board will financially help those teachers who are willing to provide the time and energy to become better teachers. The following plan will remain in effect:

1. A teacher who has an emergency certificate and who is required by the State of New Jersey to take four (4) points per year until he has obtained a limited certificate, will receive \$100.00 less per year than the salary indicated on the salary guide for a teacher in his category. If such a teacher takes a minimum of eight (8) points per year (September to September) he will be reimbursed \$100.00 plus \$120.00

at the end of the year. A teacher must maintain a "B" grade in each course. Four (4) of the points referred to above must have PRIOR approval of the Superintendent of Schools.

2. A teacher who is fully certified (for salary guide purposes) and who holds a B.S. degree or more, may receive \$25.00 per point for a maximum of eight (8) points per year at a college or university of his choosing. A teacher must maintain a "B" grade in each course. All such points must have PRIOR approval of the Superintendent of Schools.
3. A teacher with a permanent certificate with less than a B.A. degree may receive \$25.00 per point for a maximum of eight (8) points per year at a college or university of his choosing. A teacher must maintain a "B" grade in each course. All such points must have the PRIOR approval of the Superintendent of Schools.
4. Effective in 1988-1989, course reimbursement will be increased from \$25. to \$50. per credit. Effective in 1989-1990 course reimbursement will be increased from \$50. to \$75. per credit.
5. Secretarial staff taking courses pertaining to their employment shall be reimbursed in the manner described in A.2, A.3 and A.4 above.

B. Summer courses taken by teachers shall be reimbursable only if the teacher returns to Jefferson Township the following school year.

C. In the matter of course reimbursement, all expeditious means should be employed by both parties to assure payment.

ARTICLE XXXIV HOSPITALIZATION

A. The Board shall provide full family hospitalization on the existing health plan for all employees. (Blue Cross, Blue Shield, Major Medical and Rider J).

B. The Board shall provide family dental coverage beginning September 1, 1986.

ARTICLE XXXV DEDUCTION FROM SALARY

A. The Board agrees to deduct from the salaries of its teacher dues for the Association, the Morris County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such Association as said teachers individually and voluntarily authorized the Board to deduct. The Board agrees to deduct Association dues in accordance with Chapter 310, Public Laws of 1907, NJSA 52:14-15.9e, and under rules established by the State Department of Education. Said monies together with

record of any corrections shall be transmitted to the treasurer of the Association at reasonably frequent periods following the monthly pay period in which the deductions are made

B. REPRESENTATIVE FEE:

1. The Board agrees to deduct, from the salaries of its employees, a representative fee as per Chapter 123, P.L. of 1974 amended and to transmit same to the treasurer of the Association.
2. The Association agrees to abide by all of the provision of Chapter 123, P.L. of 1974 as amended.
3. The Association shall indemnify and hold the Board harmless against any and all claims demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, that may arise out of, or by reason of action taken or not taken by the employer in conformance with this provision.

**ARTICLE XXXVI
MAINTENANCE OF CLASSROOM
CONTROL AND DISCIPLINE**

A. As soon as possible after the execution of this Agreement, a joint Student Behavior Committee shall be created and shall consist of three members appointed by the Association and three members appointed by the Superintendent of Schools, and the Superintendent of Schools. The purpose of this Committee shall be to study and propose guidelines that may be used by the teachers in handling destructive students and to develop recommendations for constructive programs for destructive students. The recommendations of this Committee shall be submitted to the Board of Education through the Superintendent of Schools.

**ARTICLE XXXVII
MISCELLANEOUS PROVISIONS**

A. Copies of this Agreement shall be printed at the joint expense of the Board of Education and the Jefferson Township Education Association within thirty (30) days after the Agreement is signed and presented to each employee now employed, hereafter employed, or considered for employment by the Board.

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

1. If by the Association, to Board 28 Bowling Green Parkway, Lake Hopatcong, N.J. 07849.
2. If by the Board, to Association at the home address of the president of the Association.

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

D. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of the Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration shall be controlling.

ARTICLE XXXVIII CONTINUITY OF OPERATION

A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year, and the avoidance of disputes which threaten to interfere with such operation. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees, during the period of this Agreement, that it will not, nor will any person acting in its behalf cause, authorize, or support, nor will any of its members take part in, any strike (i.e., the concerted failure to report for duty, or willful absence of an employee of the Jefferson Township Board of Education from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment) for any purpose whatsoever.

1. The above is interpreted that: The Association may be held liable in damages for "wild cat" strikes, unless the Association in writing immediately disavows the strike and notifies the strikers to return to work.
2. In the case of a strike the Board may apply for an injunction against the Association.
3. The Association agrees not to take part in "sanctions" against the Board.
4. The Association agrees that any strike is a breach of contract and that such act removes all impediment from and permits the Board to dismiss or otherwise discipline the employees taking part in that breach of contract.

B. The Board also agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice.

C. Nothing in this Agreement shall require the Board to keep schools open in the event of severe inclement weather or when otherwise prevented by health hazard or act of God.

When schools are closed to students due to the above conditions, attendance of employees will be as provided elsewhere in this Agreement.

**ARTICLE XXXIX
EMPLOYEE VACATIONS AND HOLIDAYS**

A. Non-certificated employees will be given the following paid holidays:

New Year's Eve Day
New Year's Day
Good Friday
Memorial Day
July 4th
Labor Day
Thanksgiving Day
Friday After Thanksgiving
Christmas Eve Day
Christmas Day

B. Twelve month employees are entitled to three (3) floating holidays, two of which are to be assigned by the Superintendent of Schools and the third to be chosen by the employee on any day that school is not in session.

C. Effective the school year 1972-73, cafeteria employees shall be entitled to eleven (11) paid holidays.

D. Effective the School Year 1974-75 bus drivers shall be entitled to eleven (11) paid holidays.

E. The twelve-month non-certificated full-time employees will receive four (4) weeks vacation with salary after fifteen (15) years of continuous service in Jefferson Township.

F. After five (5) years of continuous service employees shall be entitled to three (3) weeks vacation.

After seven (7) years of continuous service, employees shall be entitled to three (3) weeks vacation plus (1) additional day of vacation.

After nine (9) year of continuous service, employees shall be entitled to three (3) weeks vacation plus two (2) additional days of vacation.

After eleven (11) years of continuous service, employees shall be entitled to three (3) weeks vacation plus three (3) additional days of vacation

After thirteen (13) years of continuous service employees shall be entitled to three (3) weeks vacation plus four (4) additional days of vacation.

All other provisions for vacation time shall continue at their current rates.

**ARTICLE XXXX
DURATION**

A. Except as designated by specific datelines within this Agreement, this instrument shall be effective September 1, 1992, except as otherwise provided, and shall continue and remain in full force and effect to and including June 30, 1994, when it shall expire. The economic provisions of the Agreement shall be effective as of September 1, 1992, except for 12 month employees which shall begin July 1, 1992. This Agreement shall not be extended.

SPECIAL AGREEMENT: Certificated part-time teaching personnel.

1. The Board Grants all snow days on which schools are closed.
2. The Board of Education reserves the right to cancel the Basic Skills Improvement Plan for the remainder of the year if State and Federal funding should run out.
3. Items specific to certificated part-time teaching personnel referred to in Articles XXIXA, XXXA1 XXXA3.

B. 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 affixed hereto, all on the day and year first written above.

**JEFFERSON TOWNSHIP
EDUCATION ASSOCIATION**

Lois Wertz
President

Fran Yorkston
Secretary

**JEFFERSON TOWNSHIP BOARD
OF EDUCATION**

James Tasker
President

Sheldon Rubin
Superintendent of Schools

SCHEDULE A
TEACHER SALARY GUIDE
SCHOOL YEAR 1992-1993

<u>YEAR</u>	<u>STEP</u>	<u>BA</u>	<u>BA+15</u>	<u>MA or MEQ</u>	<u>MA+15</u>	<u>6TH YEAR</u>
1	1	25,080	25,930	27,010	27,640	28,500
2	2	26,800	27,690	28,810	29,470	30,360
3	3	27,890	28,810	29,980	30,670	31,590
4	4	29,020	29,970	30,950	31,910	32,880
5	5	30,090	31,080	32,090	33,090	34,090
6,7,8	6	31,190	32,230	33,270	34,310	35,350
9,10	7	32,430	33,510	34,580	35,670	36,920
11,12	8	33,660	34,780	36,060	37,190	38,670
13,14	9	34,890	36,050	37,700	38,890	40,590
15	10	36,120	37,320	39,520	40,750	42,680
16,17	11	37,660	38,920	41,490	42,780	44,960
18	12	39,500	41,120	43,450	44,820	47,690
19,20	13	41,340	42,710	45,890	47,320	50,310
21	14	42,880	44,300	48,020	49,520	52,940
22+	15	50,260	51,940	57,060	58,840	64,290

SCHEDULE A
TEACHER SALARY GUIDE
SCHOOL YEAR 1993-1994

<u>YEAR</u>	<u>STEP</u>	<u>BA</u>	<u>BA+15</u>	<u>MA or MEQ</u>	<u>MA+15</u>	<u>6TH YEAR</u>
1	1	25,832	26,707	27,820	28,469	29,355
2	2	26,820	27,704	28,827	29,483	30,377
3	3	28,609	29,535	30,699	31,386	32,311
4	4	29,743	30,699	31,917	32,634	33,591
5	5	30,918	31,906	32,925	33,923	34,932
6	6	32,030	33,060	34,111	35,151	36,191
7,8,9	7	33,175	34,256	35,338	36,419	37,501
10,11	8	34,464	35,587	36,700	37,834	39,134
12,13	9	35,743	36,908	38,239	39,415	40,954
14,15	10	37,023	38,229	39,945	41,183	42,951
16	11	38,302	39,550	41,838	43,117	45,124
17,18	12	39,903	41,214	43,887	45,228	47,796
19	13	41,817	43,502	45,925	47,350	50,335
20,21	14	43,731	45,155	48,463	49,950	53,059
22+	15	53,007	54,755	60,079	61,931	67,599

**SCHEDULE B
EXTRA DUTY POSITIONS**

	1992/93	1993/94
Senior Class Advisor	\$1,451.00	\$1,538.00
Junior Class Advisor	969.00	1,027.00
Sophomore Class Advisor	665.00	705.00
Freshman Class Advisor	665.00	705.00
8th Grade Advisor	665.00	705.00
JTHS Dramatics (per Production)	1,090.00	1,155.00
High School Spring Musical Director	1,378.00	1,461.00
Set/Stage Technician	250.00	265.00
Art	250.00	265.00
Instrumental	413.00	438.00
Vocal	1,034.00	1,096.00
Costumes	250.00	265.00
Publications/Tickets	138.00	146.00
Choreographer	250.00	265.00
Lighting	250.00	265.00
Props	250.00	265.00
JTMS Dramatics (per Production)	1,090.00	1,155.00
Middle School Dramatics Director	1,378.00	1,461.00
Vocal/Instrumental Director	1,140.00	1,198.00
Scenery/Stage	250.16	265.00
Art	250.16	265.00
Costumes	250.16	265.00
Props	250.00	265.00
Choreographer	250.00	265.00
Lighting	250.00	265.00
Publications/Tickets	138.00	146.00
National Honor Society	848.00	899.
Forensics	1,451.00	1,538.00
H.S. School Publications	1,451.00	1,538.00
H.S. Yearbook	1,938.00	2,054.00
Middle School Yearbook	1,143.00	1,212.00
Middle School Literary Magazine	371.00	393.00
High School Student Council	1,697.00	1,799.00
Middle School Student Council	834.00	884.00
GSA Advisor	1,090.00	1,155.00
Science League (4)	654.00 ea.	693.00 ea.
Science Day (3)	336.00 ea.	356.00 ea.

SCHEDULE B (CONTINUED)
EXTRA DUTY POSITIONS

Academic Decathlon Advisor	1,487.00		1,576.00
Tutors (8)	142.00	ea.	151.00 ea.
Academic Bowl Advisor	1,060.00		1,124.00
Math League (2)	654.00	ea.	693.00 ea.
Marching Band Director	2,666.00		2,826.00
Asst. Marching Band Director	1,938.00		2,054.00
Drill/Guard Instructor	1,938.00		2,054.00
Percussion Instructor	551.00		584.00
Summer Band Camp Director	752.00		797.00
Asst. Summer Band Camp Director	625.00		663.00
Drill/Guard Instructor	551.00		584.00
Percussion Instructor	501.00		531.00
Behind the Wheel Advisor	375.00		398.00
Instructors	15.02	per hr.	15.92 per hr.
Varsity Lettermans Club	1,090.00		1,155.00
Middle School Clubs	209.88		223.00
Drama	210.00		223.00
Jazz Band	210.00		223.00
Touring Choir	210.00		223.00
Newspaper (2)	265.00	ea.	281.00 ea.
Computer Room Supervisor	14.91	per hr.	15.80 per hr.
Computer Club	209.88		223.00
H.S. Foreign Language	210.00		223.00
Science & Humanities	210.00		223.00
PDP Steer Committee (2 positions)	210.00	ea.	223.00 ea.
Madrigal	795.00		843.00
Vocal Ensemble	530.00		562.00
Select Choir	795.00		843.00
H.S. Jazz Band	265.00		281.00
Showcase/Coffee House (4 positions)	150.00	ea.	159.00 ea.
FBLA	1,060.00		1,124.00
DECA	1,060.00		1,124.00
Mock Trial	1,060.00		1,124.00
Faust Society	210.00		223.00
Art Club	210.00		223.00
SEER	210.00		223.00
Foreign Language Honor Social (3)	210.00	ea.	223.00 ea.
Public Relations (8)	530.00	ea.	562.00 ea.
JTMS Academic Team Coordinator	1,500.00		1,500.00
JTMS Elective Team Coordinator	2,000.00		2,000.00

**SCHEDULE C
ATHLETIC DEPARTMENT**

TITLE	1992/1993			1993/1994		
	1st Yr.	2nd Yr.	3rd Yr.	1st Yr.	2nd Yr.	3rd Yr.
Director of Athletics	\$4721.	\$5129.	\$5539.	\$5004.	\$5437.	\$5871.
Head Football Coach	4512.	4922.	5332.	4783.	5217.	6223.
Asst. Football Coach	2463.	2874.	3287.	2611.	3046.	3484.
Head Cross Cty Coach	2317.	2560.	2874.	2456.	2714.	3046.
Asst. Cross Cty Coach	1690.	1920.	2153.	1791.	2035.	2282.
Head Basketball Coach	3693	4101.	4511.	3915.	4347.	4782.
Asst. Basketball Coach	2260.	2668.	3080.	2396.	2828.	3265.
Head Wrestling Coach	3487.	3900.	4311.	3696	4134	4570.
Asst. Wrestling Coach	2056.	2363.	2874.	2179.	2611.	3046.
Head Soccer Coach	3080.	3487.	3900.	3265.	3696.	4134.
Asst. Soccer Coach	2056.	2363.	2669.	2179.	2505.	2829.
Head Field Hockey Coach	3080.	3487.	3900.	3265.	3696.	4134.
Asst. Field Hockey Coach	2056.	2363.	2669.	2179.	2505.	2829.
Head Baseball Coach	3080.	3487.	3900.	3265.	3696.	4134.
Asst. Baseball Coach	2056.	2363.	2669.	2179.	2505.	2829.
Head Softball Coach	2080.	3487.	3900.	3265.	3696.	4134.
Asst. Softball Coach	2056.	2363.	2669.	2179.	2505.	2829.
Head Track Coach	3080.	3487.	3900.	3265.	3696.	4134.
Asst. Track Coach	2056.	2363.	2669.	2179.	2505.	2829.
Head Cheerleading Coach	1882.	2118.	2201.	1995.	2245.	2333.
Asst. Cheerleading Coach Fall	698.	784.	817.	740.	831.	866.
Asst. Cheerleading Coach Winter	1047.	1179.	1222.	1110.	1250.	1295.
Head Golf Coach	2056.	2363.	2669.	2179.	2505.	2829.
Head Indoor Track Coach	3080.	3487.	3900.	3265.	3696.	4134.
Asst. Indoor Track Coach	2056.	2363.	2669.	2179.	2505.	2829.
MIDDLE SCHOOL:						
Track Coach	\$ 918.	\$1000.	\$1166.	\$ 973.	\$1060.	\$1236.
Soccer Coach	918.	1000.	1166.	973.	1060.	1236.
Cross County Coach	918.	1000.	1166.	973.	1060.	1236.

*Multiple year agreement with coaches receiving \$50. above the 3rd yr. guide for each year additional coaching experience in that assignment with no more than 2 yrs. of that experience being credited per yr. Additional experience credited starting after 4th year.

EXAMPLE:

1st year - 1st yr. of guide
 2nd year - 2nd yr. of guide
 3rd year - 3rd yr. of guide

4th year - 3rd yr. of guide
 5th year - 3rd yr. of guide + \$50.
 6th year - 3rd yr. of guide + \$100.

**SCHEDULE D
SECRETARIAL GUIDE
1992-1993**

	I	II	III	IV	V
1	\$21,140.	\$22,650.	\$25,100.	27,200.	\$29,350.
2	23,126.	24,702.	27,328.	29,431.	31,529.
3	24,181.	26,271.	28,387.	30,479.	32,581.
4	27,327.	29,431.	32,130.	34,161.	36,783.

1993-1994

1	\$21,518.	\$23,103.	\$25,602.	\$27,740.	\$29,911.
2	21,986.	23,556.	26,104.	28,288.	30,472.
3	24,051.	25,690.	28,421.	30,608.	32,790.
4	25,148.	27,322.	29,522.	31,698.	33,832.
5	28,428.	30,608.	33,415.	35,527.	38,254.

1. Salaries may be fixed above this guide in consideration of experience, service, training, or degree of performance.
2. Failure to be granted any yearly increase precludes that year from being credited for salary purposes.
3. This guide is based on 12 months - 40 hours per week. The salaries of employees working less than 12 months will be prorated.
4. Six (6) full months or more in Jefferson Township will be considered as full year for salary purposes.
5. Only service in present category is creditable except in case of promotion, an employee will be given credit for years of service commensurate with the same step on the guide of the new group.

GROUP I shall include:
Clerk-Typists
Library Clerks

GROUP II shall include:
General Secretaries
Bookkeeper

GROUP III shall include:
Food Service Supervisor Secretary
Elementary School Secretaries
Middle School Secretaries
Guidance Director's Secretary
High School Secretary Guidance
High School Vice Principal's Secretary

GROUP IV shall include:
Secretary to Assistant Superintendent
High School Principal's Secretary
Purchasing & Accounts Payable Clerk
Payroll Clerk
Middle School Principal's Secretary

GROUP V shall include:
Secretary to Superintendent

**SCHEDULE E
CUSTODIAL & MAINTENANCE**

1992/1993
(guide with new hiring step)

<u>Year</u>	<u>Custodians</u>	<u>Maintenance</u>	<u>Maintenance Helper</u>
1.	\$ 10.10	\$ 12.50	\$ 11.25
2.	13.16	16.15	14.64
3.	14.66	17.24	15.92
4.	16.15	17.70	16.91

1993/1994

1.	\$ 10.60	\$ 12.96	\$ 11.85
2.	11.12	13.47	12.40
3.	13.62	16.72	15.15
4.	15.17	17.84	16.48
5.	16.72	18.32	17.50

**SCHEDULE F
BUS DRIVERS/MECHANICS**
(guide with new hiring step)

<u>Year</u>	<u>1992-1993</u>	<u>Year</u>	<u>1993-1994</u>
1.	\$ 9.75	1.	\$ 10.60
2.	13.37*	2.	11.50
3.	15.06**	3.	13.84*
4.	16.57	4.	15.59**
		5.	17.15

*(Level I Mechanic)

** (Level II Mechanic)

**SCHEDULE G
CAFETERIA STAFF**

1992/1993

<u>Year</u>	<u>Cafe Worker</u>	<u>Van Driver</u>	<u>Cook/ Baker</u>
1.	\$ 8.48	\$ 9.32	\$ 9.79
2.	9.29	10.22	11.18
3.	10.30	11.34	12.17

1993/1994

1.	\$ 8.90	\$ 9.79	\$ 10.28
2.	9.75	10.73	11.74
3.	10.82	11.91	12.78

**SCHEDULE H
B.S.I.P SALARY GUIDE**

	<u>1992-1993</u>	<u>1993-1994</u>
STEP	HOURLY RATE	HOURLY RATE
I	\$ 18.19	\$ 19.33
II	18.88	20.05
III	19.60	20.79
IV	20.36	21.58
V	21.16	22.42
VI	21.47	22.74
VII	21.66	22.94
VIII	21.73	23.01

**ADDENDUM
NON-CERTIFICATED
PROBATIONARY PERIOD**

Probationary period to remain at three months for the personnel covered by schedules E, F, and G.

**SCHEDULE C
CAPITOLA STATE**

1992/1993

Year	Step	Hourly Rate	Year	Step	Hourly Rate
1	I	\$ 9.78	1993/1994	I	\$ 10.28
2	II	10.22	2	II	11.74
3	III	10.80	3	III	12.78

1993/1994

Year	Step	Hourly Rate	Year	Step	Hourly Rate
1	I	\$ 9.78	1994/1995	I	\$ 10.28
2	II	10.78	2	II	11.74
3	III	11.91	3	III	12.78

**SCHEDULE B
STEP SALARY GUIDE**

Step	1992-1993 Hourly Rate	1993-1994 Hourly Rate
I	\$ 18.12	\$ 19.23
II	18.88	20.02
III	19.60	20.79
IV	20.32	21.58
V	21.12	22.42
VI	21.92	22.74
VII	22.62	23.94
VIII	23.78	25.61

**ADDITIONAL
NON-CERTIFICATED
PROBATIONARY PERIOD**

Probationary period to remain at given month for the permanent covered by schedules B, F, and G.