

THIS DOES NOT  
CIRCULATE

A G R E E M E N T

between

The Board of Education of

The Borough of Glen Rock

and

The Glen Rock Education Association

1979-80 and 1980-81

*Bergen*

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Institute of Management and  
Labor Relations

FEB 20 1979

RUTGERS UNIVERSITY

7/1/1977 - 6/30/81

## PREAMBLE

THIS AGREEMENT is made and entered into by and between the GLEN ROCK BOARD OF EDUCATION (hereinafter referred to as the "Board") and the GLEN ROCK EDUCATION ASSOCIATION (hereinafter referred to as the "Association").

## DEFINITIONS

Employee shall mean any regularly contracted Employee of the Board as set forth in Appendix "A".

Grievance shall mean a claim by an Employee or group of Employees that there has been an improper administrative decision with respect to the meaning, interpretation or application of this Agreement, Board of Education policies, or established administrative procedures affecting negotiable terms and conditions of employment of the person(s) making the claim.

Representative shall mean a person or persons of the Employee's choice designated in writing by the Employee to the Employee's administrator or the Superintendent.

School Day shall mean, for purposes of grievance, a day in which the central office is open to transact business.

Formal Evaluation means a visit, a conference and a written report.

Class Day means a day when students are in attendance.

## ARTICLE 1

### PRINCIPLES

Section 1. This Agreement is negotiated in order to establish for its term the terms and conditions of employment of those employees (hereinafter referred to as "Employees") of the Board set forth in

Appendix "A" attached hereto and made a part hereof.

Section 2. The Board and the Association recognize the importance of orderly, just and expeditious resolution of disputes, and accordingly herein agree upon a grievance procedure for the effective processing of such disputes.

Section 3. The provisions of this Agreement will constitute a binding obligation of the parties for the duration hereof except as it may be changed by mutual consent in writing. Any previously adopted policy, rule or regulation of the parties which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement. Nothing in this Agreement which changes pre-existing policy, rules or regulations of the parties will operate retroactively unless expressly so stated.

Section 4. The Board shall retain unto itself the power to make, amend, and repeal rules, regulations or policies which are not inconsistent with the provisions of the Agreement, for the proper and efficient management of the Glen Rock School System, except terms and conditions of employment which shall be negotiated.

## ARTICLE 2

### RECOGNITION

The Board recognizes the Association as the exclusive representative for collective negotiations on terms and conditions of employment on behalf of the Employees as set forth in Appendix "A" attached hereto and made a part hereof.

## ARTICLE 3

### GRIEVANCE PROCEDURE

#### Section 1. Definitions.

1.1 "Grievance" shall mean a claim by an Employee or group of Employees that there has been an improper administrative decision with respect to the meaning, interpretation or application of this Agreement, Board of Education policies, or established administrative procedures affecting the negotiable terms and conditions of employment of the person(s) making the claim.

1.2 A grievance shall not apply when the contract of a non-tenured Employee is not renewed, nor shall the grievance procedure be invoked by a tenured Employee against whom charges have been brought pursuant to the provisions of the Tenure Employees Hearing Law with respect to the issues on which such charges have been made.

1.3 Employee shall mean any regularly contracted Employee of the Board as set forth in Appendix "A". As hereinafter used, the term "Employee" shall also include "group of Employees" and the singular shall include the plural.

1.4 Representative shall mean a person or persons of the Employee's choice designated in writing by the Employee to the Employee's administrator or the Superintendent.

1.5 School day, for purposes of grievance, shall mean a day in which the central office is open to transact business.

#### Section 2. General Provisions

2.1 It is the intent of these procedures to provide for the fair and orderly settlement of differences.

2.2 An Employee shall have the right to present a complaint in accordance with these procedures, free from coercion, interference,

restraint, discrimination, or reprisal.

2.3 An Employee shall have the right to be represented at any stage of the procedures by persons of the Employee's own choice.

2.4 Each party shall have access to all pertinent documents.

2.5 All hearings shall be confidential.

2.6 At each step of the procedures, if differences are not resolved within the prescribed time, the Employee has the right to move directly to the next stage unless time limits are extended by mutual agreement.

2.7 The function of these procedures is to assure equitable and proper treatment under this Agreement and existing laws, rules, regulations and policies which relate to or affect the Employee's terms and conditions of employment. These procedures are not designed to be used for changing such policies and regulations or establishing new ones.

2.8 If in the judgment of the involved individuals and the Association a grievance can be consolidated, a class action grievance may be instituted.

2.81 Such action shall be instituted at the lowest possible level of the grievance procedure where solution is possible, but never higher than at the Superintendent's level.

2.82 Such grievances must be filed at the appropriate level within one calendar month of the time the Employee knew or should have known of the event.

2.83 The Superintendent, in all instances, shall retain the right to require the grievance be started at the initial level.

Section 3. Initial Procedure.

3.1 Any Employee who has a grievance shall initiate the complaint by setting forth the grievance in writing, stating the nature of the grievance and the relief sought. The written grievance must be filed with the Employee's principal or, in the case of Child Study Team members, with the Director of Special Services, within one calendar month of the time the Employee knew or should have known of the event.

3.2 The administrator shall render a determination on the grievance in writing and forward copies to the Employee and to all parties in interest within five (5) school days after receiving the written grievance statement.

3.3 If the matter is not satisfactorily resolved at this stage, the Employee may proceed to the next stage.

Section 4. Appeal to the Superintendent.

4.1 The Employee shall initiate this stage by making a written request to the Superintendent of Schools for review and determination. Such request shall be made within five (5) school days after a determination has been rendered at the preceding stage, and shall be accompanied by a copy of the written grievance and determination referred to above.

4.2 The Superintendent shall immediately notify all involved parties of a date, time, and place of a hearing during which oral and written statements may be presented by any party to the grievance. In addition, the Superintendent may question the parties to clarify issues and elicit facts and contentions. Such hearing shall be held within ten (10) school days, during which the Superintendent is present, after receipt of the grievance by the Superintendent.

4.3 Each Party shall notify the Superintendent of the name and affiliation of any representative that will be present. This notification must be at least five (5) school days in advance of the hearing. The Superintendent shall notify the other parties involved.

4.4 After all evidence, oral and written, has been presented, the Superintendent shall render a determination within ten (10) school days during which the Superintendent is present. The determination shall be in writing and copies shall be forwarded to all involved parties.

4.5 If the matter is not satisfactorily concluded at this stage, the Employee may proceed to the appeal stage.

Section 5. Appeal to the Board of Education.

5.1 The Employee shall initiate this stage by making a written request to the Board of Education for review and determination within five (5) school days of receiving the final determination by the Superintendent.

5.2 The President of the Board of Education shall request the Superintendent to submit the pertinent documents of the case.

5.3 A hearing shall be held within fifteen (15) school days of the receipt of the appeal by the President of the Board.

5.4 The Employee, the Administrator, the Superintendent and their representatives (if any) shall have the right to be present and to present testimony at such hearing.

5.5 The Board may also require the presence and testimony of any other person it so desires.

5.6 Within fifteen (15) school days after the conclusion of the hearing, the Board shall render a decision in writing to the

Employee, which shall be conclusive except as hereinafter provided.

Section 6. Arbitration Stage.

6.1 If not satisfied with the decision of the Board, the Employee may within fifteen (15) school days after receipt of the decision submit the grievance to arbitration through the Association. The Association shall notify the Board in writing of its decision to proceed to arbitration.

6.2 Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall 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 such a commitment within a specified period, a request for a list of arbitrators shall be made to PERC by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

6.3 The arbitrator so selected shall confer with the representatives of the Board and the Association, and hold hearings promptly and shall issue a decision not later than twenty (20) days from the date of the close of the hearings, or if oral hearings have been waived, then from the date that the final statements and proofs are submitted to the arbitrator.

6.4 The arbitrator's decision shall be in writing and shall set forth the findings of facts, reasoning and conclusion on the issue submitted. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator shall be without power or authority to make any decision which requires the



commission of an act prohibited by law or which violates, adds to, subtracts from or modifies in any way the specific and expressed terms of this Agreement. The arbitrator shall be bound by the provisions of this Agreement and restricted to the application of the facts presented involving the specific grievance.

6.5 The decision of the arbitrator shall be submitted to the Board and the Association and shall be binding only if the grievance alleges a violation of this Agreement. All other grievances shall result in an advisory decision only.

6.6 The costs of the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, will for the first two arbitrations be borne equally by the Board and the Association. In any additional arbitrations, all such costs will be borne by the Association if the arbitrator upholds the Board's decision and by the Board if the Association's grievance is sustained.

#### ARTICLE 4

##### INCREMENT OR ADJUSTMENT

Section 1. Salaries. The granting of any salary increment and/or adjustment as set forth in the salary schedules shall not be deemed automatic.

Section 2. Any such withholding shall be governed by the provisions of N.J.S.A. 18A:29-1.4 as amended and shall be preceded by the following steps:

2.1 A formal evaluation means a visit, a conference, and a written report. A class day means a day when students are in attendance.

2.2 The Employee will have the benefit of a minimum of three formal evaluations. Each must be spaced at least ten (10) class days from the completion of the previous formal evaluation.

2.3 Within five (5) class days after each formal observation, the Employee will be afforded a written report and a conference with the evaluator.

2.4 The reports and conferences shall include specific recommendations for improvement and warning of impending withholding action if appropriate.

2.5 The Employee shall be given at least thirty (30) class days subsequent to the third formal evaluation to correct any deficiencies, after which the Employee shall have the benefit of another formal evaluation.

2.6 The Employee will be given the opportunity to personally present data simultaneously to the Superintendent and the appropriate principal or central administrative officer. During this presentation, the Employee will be entitled to be accompanied by a person of the Employee's own choosing for advice and/or representation.

2.7 Following such presentation, the Superintendent shall formulate a recommendation pertaining to the withholding and shall reduce it to writing. A copy will be given to the affected Employee.

2.8 In the event the Superintendent shall make a recommendation to the Board to deny the increment, the Employee and the Employee's representative shall, upon request, be granted an opportunity to appear before the Board to personally present data in the Employee's own behalf prior to the Board's formal action on the recommendation.

2.9 The Board may pay any such denied increment in any future year as an adjustment increment.

Section 3. Judgments regarding Sections 1 and 2 of this article shall be a continuum, not bounded by artificial constraints of calendar.

## ARTICLE 5

### MODIFICATION OF AGREEMENT AND NEGOTIATION OF SUCCESSOR AGREEMENT

Section 1. Not later than the date(s) specified in Article 21 below, the Board agrees to enter into negotiations with the Association over a successor Agreement. By the same date, the Association agrees to present to the Board its proposals for the successor Agreement. Any Agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all the parties.

Section 2. During negotiations the party making the proposals shall submit such proposals in writing to the other party. Negotiations shall commence with a meeting at a mutually satisfactory place within fifteen (15) days after receipt of a proposal, unless the Board and the Association mutually agree to an extension of time. During negotiation, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. Each party shall promptly make available to the other, upon request, information within its possession which is not privileged under law and which is relevant to the subject under discussion. Either party may, if it so desires, utilize the

services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

Section 3. Whenever members of the bargaining units are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings, or in negotiations, respecting the collective bargaining agreement, they will suffer no loss in pay.

Section 4. A committee of administrators and the Association's negotiating committee shall meet monthly if either party requests it for the purpose of reviewing the administration of the Agreement, and to solve problems that may arise. These meetings are not intended to bypass the grievance procedure. Minutes of such meetings shall be forwarded to the President of the Board.

Section 5. By mutual agreement, this contract may be modified, the changes thereto being reduced to writing, and signed by the parties hereof.

## ARTICLE 6

### TEACHER AND ASSOCIATION RIGHTS

#### Section 1. Teacher Rights.

1.1 Pursuant to the New Jersey Employer-Employee Relations Act, the Board hereby agrees that every Employee of the Board, as set forth in Appendix "A", shall have the right freely to organize, join, and support the Association and its affiliates, and in concert with fellow members engage in those activities expressly enumerated in said Act.

1.2 No tenured teacher shall be discharged, disciplined or reduced in rank or compensation except through established procedures. Any such action asserted by the Board or any agent or representative

thereof shall be subject to the grievance procedure herein set forth with the exception of a non-tenured teacher grieving his own discharge and a tenured staff member against whom charges have been brought pursuant to the provisions of the Tenure Employees Hearing Law.

1.3 Prior to recommending to the Board of Education that a teacher be formally reprimanded, suspended, or otherwise disciplined (except by the withholding of a salary increment and/or adjustment, in which case the provisions of Article 4 shall apply), the Superintendent of Schools shall provide an opportunity for the teacher to meet with the Superintendent and appropriate members of the administrative staff to present data. The teacher shall receive prior written notice of the reasons for such meeting and shall be entitled to be accompanied by a person of the teacher's own choosing for advice and/or representation. If such a recommendation is made, the teacher shall, upon request, be granted an opportunity to appear before the Board and shall again be afforded the same rights as detailed above.

Section 2. Association Rights. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

## ARTICLE 7

### SAVING CLAUSE

If any provision of this Agreement is, or shall at any time be, contrary to law, then such provision shall be null and void. In such event, all other provisions of this Agreement shall continue in effect.

## ARTICLE 8

### TEACHER FACILITIES

Section 1. Faculty rooms shall be reserved in each building for the exclusive use of Employees except where scheduled use shall be determined by a joint committee of the Faculty Representative or the Representative's designee and an administrator in the affected building

Section 2. Each Employee shall be provided with a workable desk, chair, and filing cabinet for exclusive use.

Section 3. The Board shall provide at least one public pay telephone in each school building in which members of the Association are assigned.

## ARTICLE 9

### ASSIGNED AND NON-ASSIGNED TIME

Section 1. Junior-Senior High School.

1.1 Lunch Periods. Each secondary school Employee shall have a duty free lunch period equivalent in length to that of the applicable student lunch period.

1.2 Preparation Time. Each secondary school regular classroom teacher shall, in addition to a lunch period, have daily preparation time in length equivalent to two mods during which the teacher shall perform tasks relating to classroom activities.

1.3 Department Chairman. Department Chairmen shall receive a stipend for their additional duties as Department Chairmen and shall be provided with an average of one period per day to perform supervisory Department Chairman duties. This time limit may be waived with the consent of the Chairman.

1.4 Daily Teaching Load. The daily teaching load in the Junior-Senior High School shall be five periods for all regular teachers with the following exceptions:

1.41 Laboratory science teachers shall teach four laboratory classes.

1.42 9-12 grade English teachers shall teach four classes and may be assigned to small group instruction for remedial or enrichment purposes during a fifth assigned period.

1.43 Laboratory science teachers and English teachers shall not be assigned to study halls or cafeteria duty.

1.44 By mutual consent teachers may accept teaching or other assignments in addition to the foregoing.

Section 2. Elementary School.

2.1 Work Week. The work week of elementary school Employees is 36 hours and 40 minutes exclusive of necessary evening meetings and defined faculty meetings. This time is to be devoted to professional duties and to lunch as defined below:

2.11 Instructional-supervisory time shall be 26 hours and 15 minutes per week, 70 minutes of which can be assigned for direct pupil supervision during the lunch period. The 26 hours and 15 minutes of instructional-supervisory time does not include supervision of students prior to the A.M. and P.M. sessions, or dismissal of students, nor does it include activities assigned by the teacher after dismissal.

2.12 Duty free lunch time per week shall be equal to 5 times the daily student lunch period minus the 70 minutes assigned time indicated in 2.11 herein above.

2.13 All remaining time shall be used for planning, conferencing, preparation, and carrying out of the duties and responsibilities of a teacher.

Section 3. System-wide Personnel.

3.1 The work week of system-wide personnel is 36 hours and 40 minutes exclusive of necessary evening meetings and defined faculty meetings.

3.2 This time shall include a daily duty free lunch period of 60 minutes.

Section 4. All Employees.

4.1 Instructional Planning. Teachers who have received satisfactory evaluations shall not be required to submit standardized daily or weekly lesson plans which involve a mandated procedure or form. Teachers shall provide substitutes with daily, weekly, and/or alternate plans as needed. However, lesson plans shall be kept, shall be open to the principal or other administrators, or department chairman for review on request.

4.2 Meetings.

4.21 A full staff meeting shall be defined as one that is designed to include the entire faculty of a school.

4.22 Except in cases of emergency, no more than two such meetings may be called in each school each month, and when called, shall end not later than seventy-five minutes after appropriate student dismissal time. Such full staff meetings shall not be called on any day immediately preceding a day on which teacher



attendance is not required at school, except in cases of emergency.

4.23 Meetings of departments, committees, and other similar small segments of the staff may be called on any school day. Whenever practicable, meetings shall not be called for a day immediately preceding a day on which teacher attendance is not required.

4.24 On any day that an Employee is required as part of regular duties to attend a school function in the evening, the Employee shall not be required to attend any committee or similar meeting after school has closed for pupils; however, the Employee may choose to attend the meeting. If not, the Employee has an obligation to notify the caller of the meeting. Compensated co-curricular duties shall not be included in the above reference to "school function in the evening."

4.3 In-service Training. In-service training sessions when called shall not end later than seventy-five minutes after regular student dismissal.

4.4 School Year. The in-school work year for teachers (other than new personnel who may be required to attend an additional one day of orientation) shall not exceed 186 days and shall be as follows:

180 student contact days

2 days immediately prior to student attendance  
in September

2 days immediately after student attendance in June

2 faculty workshop days

4.5 Emergency Closing. In event of emergency closing of school, the days during which school is closed shall be rescheduled at the Board's discretion either during the spring recess, which had been previously determined by the Board, and/or at the conclusion of the scheduled school year.

## ARTICLE 10

### TEACHER ASSIGNMENT

#### Section 1.

1.1 Each presently employed teacher who is rehired shall be given written notice of salary and teaching assignment for the following year no later than one week before the last day of student attendance, and of room assignment no later than one week before the first day of student attendance.

1.2 In the event that changes in such assignments are made, the teacher affected shall be notified promptly and will have the right to a conference with the administrator in charge of scheduling.

Section 2. When regular classroom teachers in the Junior-Senior High School are required to change subject area teaching stations more than two (2) times during the school day, they shall be notified as soon as possible, and the teacher affected will have the right to a conference with the administrator in charge of scheduling.

Section 3. No teacher shall be required to teach for more than four (4) consecutive hours.

Section 4. All chaperoning on non-school days shall be voluntary.

Section 5. An up-to-date student class enrollment by student name shall be provided for each teacher's own classes by October 15.

## ARTICLE 11

### NOTICE OF VACANCIES

Section 1. All vacancies in positions paying a salary differential and/or positions on the administrative level of responsibility shall be adequately publicized by the Superintendent.

Section 2. A notice shall be posted in each school no less than fifteen (15) days before the final date when applications must be submitted. Such notice shall include the title of the position, the qualifications for the position, and the method of determining compensation.

Section 3. A copy of all vacancy notices will be sent to the Association.

## ARTICLE 12

### NON-TENURED TEACHER EVALUATION

Section 1. All non-tenured Employees shall be evaluated in accordance with NJSA 18A:27-3.1 et seq.

Section 2. Nothing in this article shall supersede the provisions of Article 3 Section 1 of this Agreement.

## ARTICLE 13

### COMMENDATIONS AND COMPLAINTS

Section 1. Commendations.

1.1 All commendations received shall be placed in the Employee's file.

1.2 The Employee shall be notified of such commendations.

Section 2. Complaint Procedure.

2.1 In the event specific charges are to be brought against a teaching staff member, the specifics of said charge shall be communicated to the Employee in writing by an administrator. Should a hearing be held with respect to such charges, the Employee involved shall be afforded the opportunity to present evidence and to provide such other defenses as may be appropriate. Copies of records of any such hearings are to be placed in the Employee's personnel file and shall be provided to the Employee as well.

2.2 Any complaint which is to be used in an evaluation or a hearing will be shared with the Employee within 30 class days or will not be used. The Employee shall have the right to know the identity of the complainant if such complaint will be used in an evaluation or a hearing.

ARTICLE 14

CONDUCT OF SCHOOLS

Section 1. The teacher membership of the Board-Staff Policy Council shall consist of not more than four (4) members of the Association to be designated annually by the Association. The Board membership of the Council shall consist of not more than four (4) members of the Board of Education, plus the Superintendent of Schools. Such Board members are to be designated annually by the Board. The Council shall meet at least once each school year for the purpose of reviewing current Board policies directly affecting the members of the Association with the objective of proposing modifications or new policies that may be jointly judged appropriate. Either group may initiate such meetings.

Section 2. All written Board policies relating to students and teachers will be furnished to each teacher at the start of the school year. A copy of any such policy adopted during the school year shall be promptly furnished to the Association.

## ARTICLE 15

### SABBATICAL LEAVE

#### Section 1. Applications.

An application for such leave shall be recommended by the Superintendent and approved by the Board of Education only when, in their considered judgment, the professional competence of the Employee and the general efficiency of the school system will be benefited.

#### Section 2. Eligibility.

2.1 Any teacher who has completed seven years of continuous and satisfactory service in the Glen Rock public schools may be granted a sabbatical leave for one year or one semester for an approved purpose as delineated below.

2.2 After each subsequent period of seven years of satisfactory service, a further sabbatical leave may be granted.

2.3 A one-semester sabbatical shall be counted as a full leave; a full year's sabbatical may not be split between two different school years.

#### Section 3. Purpose and Obligation.

3.1 The general reasons for sabbatical leave shall include the following:

3.11 Study, including residency requirement for graduate degree.

- 3.12 Travel, when associated with subject field.
- 3.13 Research leading toward publication.
- 3.14 Writing for publication, when in subject field.
- 3.15 Other approved purposes.

3.2 Work opportunities, when minor in nature and directly growing out of one of the above purposes, may be approved; however, this policy is not intended to provide for the substitution of full time, fully compensated employment in place of the regular professional assignment in Glen Rock.

3.3 The Employee on leave shall make a regular written report to the Superintendent once every two months.

Section 4. Number of Leaves.

Not more than three Employees may be granted sabbatical leave for the same year.

Section 5. Application for Leave.

5.1 Applications shall be submitted no later than the first school day in January of the year preceding the school year for which the leave is requested. No other applications will be considered, except under very unusual circumstances not attributable to the free choice of the applicant.

5.2 The decision of the Board shall be transmitted to each applicant, in writing, not later than March first. An Employee granted a leave shall notify the Board of the final decision to take the leave or not, not later than April 15.

5.3 Approved leaves shall generally start in September, except that a one-semester leave may begin in February.

Section 6. Status of Tenure and Pension.

The period of sabbatical leave shall count as regular service for the purpose of retirement planning and placement on the salary schedule, and contributions by the Employee to the retirement fund shall continue as usual during such period. Tenure rights shall not be impaired.

Section 7. Salary.

7.1 The salary granted to an Employee on sabbatical leave shall be eighty percent (80%) of the salary to which the Employee would be entitled if not on leave, less the regular deductions for taxes, pension, and insurance.

7.2 Salary shall be paid in accordance with the general time schedule in the Glen Rock school system.

7.3 Employees on sabbatical leave shall not receive compensation from other employers without prior approval of the Superintendent.

Section 8. Subsequent Service.

8.1 As a condition to such leave, the Employee shall enter into a contract to continue in the service of the Glen Rock Board of Education for a period of not less than two years after the expiration of the leave.

8.2 If an Employee fails to continue in service after such a sabbatical leave, the Employee shall repay to the Board of Education a sum of money bearing the same ratio to the amount of salary received while on sabbatical leave that the unperformed part of the two subsequent years of service bears to the full two years, unless the Employee is incapacitated or has been discharged.

Section 9. Illness or Accident.

Should the approved sabbatical program be interrupted by serious accident or illness, this fact shall not constitute a breach of the conditions of such leave nor prejudice the Employee against receiving all the rights and benefits provided for under the terms of sabbatical leave, providing the Superintendent was notified of such accident or illness by registered letter within ten days of its occurrence.

Section 10. Forfeiture of Leave.

If the Superintendent learns that an Employee is not fulfilling the purpose for which the sabbatical leave was granted, the Superintendent shall report this fact to the Board of Education, and the Board may terminate the sabbatical after giving the Employee an opportunity to be heard.

Section 11. Physical Examination.

If an application for sabbatical leave is favorably considered by the Superintendent, the applicant may be given a physical examination at the discretion of the Board of Education for the purpose of determining whether there is reasonable probability that the Employee will be physically able to return to service for the minimum period required by these regulations.

ARTICLE 16

HAZARDOUS CONDITIONS

Should hazardous conditions occur in the schools, the Board and the staff will cooperatively work toward their elimination.



## ARTICLE 17

### ANTICIPATED DISABILITY LEAVE

Section 1. Any Employee who anticipates absence as a result of disability which will cause the Employee to be temporarily physically incapacitated, such as surgery, pregnancy, or medical treatment requiring confinement, may apply for an "Anticipated Disability Leave." All Employees anticipating such disability shall notify the Superintendent as soon as the disabling condition becomes known.

Section 2. Such a leave of absence may be charged to the Employee's sick leave account.

Section 3. An Employee may choose to continue to work if capable of performing all regularly assigned duties, provided a physician's note is submitted to the Superintendent, indicating the date beyond which the Employee should not work. Should the school physician disagree with this date, the Employee and the Board shall mutually choose a third physician whose medical opinion shall be binding. Should this prove impossible, a third physician shall be selected by the Bergen County Medical Society. Costs shall be shared equally by the Employee and the Board.

Section 4. The Board shall not be obliged to permit an Employee who has given notice of an anticipated disability to continue in the performance of duties if the Employee's performance has substantially declined since aforementioned notice was given.

Section 5. All sick leave provisions granted under NJSA 18A:30-1 shall be applicable.

Section 6. An Employee requesting an anticipated disability leave shall specify in writing to the Superintendent the anticipated date of return to duty. Before permitting such resumption of duty, the Board

may request certification from a physician that the Employee is capable of resuming a full duty schedule.

Section 7. Should the requested dates for the resumption of duties substantially interfere with the educational program, the Board may alter the dates before granting permission to return.

Section 8. The Board may, subject to the provisions of NJSA 18A:30-1, 30-6, 30-7 extend or reduce reasonable periods of time when such considerations are requested in writing by the Employee.

Section 9. The Board is under no obligation to grant or extend such a leave of absence to any non-tenured Employee beyond the end of the contract school year in which the leave is obtained.

Section 10. An Employee shall have the right to apply for a leave without pay for child rearing purposes. Only one parent employed by the school system may be entitled to such a leave. The period for which such leave may be granted will be to the end of the academic year in which the leave is granted and thereafter will be at the discretion of the Board.

Section 11. Persons granted leave under these provisions shall not be permitted to return to duty during the month of June.

## ARTICLE 18

### TRAVEL REIMBURSEMENT

#### Section 1.

1.1 Actual and necessary travel expenses incurred by Employees in the discharge of their duties will be reimbursed on a voucher basis if there has been prior approval. Each Employee shall keep adequate records including a daily log.

1.2 Any expense incurred in the use of a personally owned automobile shall be reimbursed at the mileage rate established for federal employees by the General Services Administration. Said rate shall include all automobile expense except parking and toll charges which may be listed additionally.

Section 2.

2.1 Expenses for other than mileage must be substantiated by receipts whenever possible.

2.2 Each Employee desiring reimbursement shall submit a voucher monthly to the business office.

ARTICLE 19

SALARY POLICY

Section 1. Salary Schedule.

1.1 The salary schedule policy shall be guided by the negotiated Agreement between the GREA and the Board of Education in accordance with the provisions of N. J. Employer-Employees Relations Act.

1.2 Salaries and benefits for all Employees covered by this Agreement shall be set forth in Appendix "B" hereof.

1.3 Employees shall be paid on the 15th and the last school day of the month. However, when a payday falls on or during a school holiday or vacation or a weekend, Employees shall receive their paychecks on the last previous workday.

Section 2. Placement.

2.1 Full credit on the salary schedule will be allowed for the first five years of experience. Experience will include teaching, military service up to 4 years and related business employment. For experience above the first five years each additional two years will

be computed at the rate of one step on the salary schedule up to a total of ten steps. The Board reserves the right to exceed these guidelines when it deems appropriate, but not beyond earned experience. In no instance shall original placement be on any scale other than that determined by education. After initial employment there will be no reevaluation of experience for salary guide placement.

2.2 In determining placement on the salary schedule for the succeeding year, credits must be filed in the Superintendent's office by August 15 and conform to the requirements of this Article.

2.3 The determination of whether the completion or performance of any particular endeavor meets the specified requirements shall be made by the Superintendent of Schools, and in all instances that decision shall be final.

Section 3. Master's degree or equivalent.

3.1 Master's degree shall mean a conferred master's degree in some field applicable to public elementary or secondary education from an approved college or university.

3.2 Master's equivalency shall mean the satisfactory completion of thirty approved credits acquired subsequent to the awarding of the bachelor's degree.

3.3 The credit requirements for master's equivalency shall be distributed as indicated below:

3.31 A minimum of twenty-four of the thirty credits shall be semester hours in graduate courses from approved universities or colleges.

3.32 A maximum of six of the thirty credits may be undergraduate semester hours or "workshop" type courses.

3.33 The distribution of courses (graduate, in-service, and undergraduate) shall be as follows:

3.331 Subject matter courses directly related to current teaching specialty - a minimum of ten semester hour credits required; maximum of thirty semester hour credits permitted.

3.332 Professional improvement courses - directly related to the educational process or foundations of education - maximum of twenty semester hour credits permitted.

3.333 Personal improvement courses not directly related to current teaching specialty - maximum of ten semester hour credits permitted.

Section 4. BA+15 level. No new entrants will be permitted on this guide.

Section 5. MA+30.

5.1 Placement on the six year training level shall be granted upon the satisfactory completion of thirty approved credits beyond the conferred master's degree. Such credits shall be exclusive of the requirements for the master's degree.

5.2 The credits shall be distributed as follows:

5.21 A minimum of twenty-four of the thirty credits shall be semester hours in graduate courses from approved universities or colleges.

5.22 A maximum of six of the thirty credits may be undergraduate or "workshop" type courses

5.23 The distribution of courses (graduate, in-service, and undergraduate) shall be as follows:

- 5.231 Subject matter courses directly related to current teaching specialty - minimum of ten semester hour credits required; maximum of thirty semester hour credits permitted.
- 5.232 Professional improvement courses - maximum of twenty semester hour credits permitted.
- 5.233 Personal improvement courses not directly related to current teaching specialty - maximum of ten semester hour credits permitted.

Section 6. BA+45/MA+15 Level. No new entrants will be permitted on this guide.

Section 7. MA+45 Level.

7.1 Placement on the MA+45 level shall be granted upon the satisfactory completion of forty-five approved credits beyond the master's degree.

7.2 The total number of approved credits shall be distributed in proportion to the distribution formula specified for the six year level (MA+30) by multiplying said numbers by a factor of 1.5.

7.3 Continued placement on the MA+45 level shall be dependent on the completion by the Employee of three (3) approved credits in each two (2) year period of placement on said level until MA+60 or Ph.D. or Ed.D. is reached.

7.4 Holders of Ph.D. or Ed.D. degrees entitled to payment on MA+45 level, shall be entitled to a stipend of \$250 annually.

Section 8. Double Use Restriction.

Credits applied to an advanced training level cannot also be used to satisfy provisions of other parts of this salary policy.

Section 9. Professional Recognition Program.

9.1 The professional recognition program is an incentive program designed to give Employees reaching the maximum step on the salary schedule added inducement to continue their professional advancement. Recognition shall consist of an Employee being advanced, at intervals of five years, to steps over and above the current maximum step. Each such step shall amount to an increase of three hundred dollars (\$300) in the basic salary of the Employee receiving recognition.

9.2 Eligibility. An Employee, after having served a minimum of five years at the maximum step on the Glen Rock salary schedule, will be eligible for recognition upon completion of the specified requirements. The requirements for each recognition step are as follows:

- 9.21 Satisfactory completion of three university or college semester credit hours approved by the school administration, and
- 9.22 Satisfactory completion or performance of any one of the following:
  - 9.221 An additional three university or college semester hours, approved by the administration.
  - 9.222 Travel contributing to the educational and cultural advancement of the Employee, approved by the administration.
  - 9.223 Summer employment contributing to the value of the Employee as an educator and as an individual, approved by the administration.

- 9.224 Outstanding service to the teaching profession or special acknowledgment and recognition by the profession, such as:
- . Research work.
  - . Publication of articles in media approved by the school administration.
  - . Special committee work in a professional organization.
  - . Holding office in education organizations approved by the administration.
- 9.225 Unusual service to the community, state, or nation.
- 9.226 Obtaining a scholarship in connection with professional advancement.
- 9.227 Serving as an exchange teacher.

## ARTICLE 20

### SEPARATION PAY

#### Section 1. Requirements.

1.1 Upon termination of employment, any Employee shall be eligible for separation pay if the Employee resigns or retires and meets the following requirements:

- 1.11 During 1979-80, employment as a teacher in Glen Rock for at least 10 years.
- 1.12 Beginning July, 1980, both employment as a teacher in Glen Rock for at least 10 years and not more than 35



years employment as a teacher in any district.

1.2 Separation pay shall be based on accumulated, unused sick leave.

Section 2. Rate of Payment.

2.1 The Employee shall receive \$40 per day for each day of accumulated, unused sick leave.

2.2 The maximum payment upon termination of employment shall not exceed \$5,000 regardless of the number of sick days accumulated.

Section 3. Procedures for Payment.

3.1 Notice of application for separation pay must be given in writing to the Superintendent at least 60 days in advance of the termination date.

3.2 Separation pay shall be paid in the July or January following separation.

3.3 For purposes of calculating separation pay when a contract year is not completed, the Employee shall receive credit for 1 day of sick leave for each month completed prior to separation.

ARTICLE 21

DURATION

Section 1. As prescribed by law, but no later than October 15, 1980, the Board agrees to enter into negotiations with the Association over a successor Agreement.

Section 2. The provisions of this Agreement shall become effective as of July 1, 1979, and shall remain in full force and effect until June 30, 1981.

IN WITNESS WHEREOF, the parties have caused these presents to be executed by their proper officers, subject to final wording approval of the accompanying sheets.

GLEN ROCK BOARD OF EDUCATION

GLEN ROCK EDUCATION ASSOCIATION

By \_\_\_\_\_  
President

By \_\_\_\_\_  
President

DATE \_\_\_\_\_

APPENDIX "A"

RECOGNITION

Employees covered by this Agreement include properly certificated persons employed under regular contract in the following classifications:

Classroom teachers

Nurses

Librarians

Social workers

Psychologists

Coordinators

Supplementary teachers

Speech therapists

Specialists

Remedial instructors

Department chairmen

Guidance counselors

Learning Disabilities Teacher Consultants

Excluded are persons who may be employed in the above classifications as per diem substitutes.

APPENDIX "B"

Section 1. Salary Guides.

1.1 1979-80 Salary Guide.

Guides for the 1979-80 school year are based on the scattergram dated September 20, 1978.

TEACHER SALARY SCHEDULE

1979-1980

Step	BA	BA+15*	MA or BA+30*	MA+15 BA+45*	MA+30*	MA+45*
1	11763	12203	12909	13346	14074	15092
2	12445	12885	13613	14051	14790	15808
3	13127	13567	14318	14756	15505	16524
4	13809	14248	15022	15461	16221	17240
5	14492	14930	15726	16166	16937	17956
6	15174	15612	16431	16870	17653	18672
7	15856	16294	17136	17574	18370	19388
8	16538	16976	17840	18279	19085	20104
9	17220	17658	18545	18984	19801	20820
10	17902	18339	19250	19688	20517	21536
11	18584	19021	19955	20393	21233	22252
12	19266	19703	20659	21097	21949	22968
13	19947	20385	21364	21802	22665	23684
14	20669	21106	22068	22506	23381	24400
15			22773	23211	24097	25116
16			23546	23985	24812	25831
17					25637	26656

\*Placement on guides above the BA guide requires approved credits as indicated. Credits will be approved in accordance with Article 19 of this Agreement.

APPENDIX "B"

1.2 1980-81 Salary Guide.

Guides for the 1980-81 school year are based on the scattergram dated September 20, 1978.

TEACHER SALARY SCHEDULE

1980-81

Step	BA	BA+15*	MA or BA+30*	MA+15 or BA+45*	MA+30*	MA+45*
1	12397	12861	13605	14065	14833	15906
2	13116	13580	14347	14808	15587	16660
3	13835	14298	15090	15551	16341	17415
4	14554	15016	15832	16294	17095	18169
5	15273	15735	16574	17037	17850	18924
6	15992	16454	17317	17779	18605	19679
7	16711	17172	18060	18521	19360	20433
8	17430	17891	18802	19264	20114	21188
9	18148	18610	19545	20007	20868	21942
10	18867	19328	20288	20749	21623	22697
11	19586	20046	21031	21492	22378	23452
12	20304	20765	21773	22234	23132	24206
13	21022	21484	22516	22977	23886	24961
14	21783	22244	23258	23719	24641	25715
15			24001	24462	25396	26470
16			24815	25278	26150	27224
17					27019	28093

\*Placement on guides above the BA guide requires approved credits as indicated. Credits will be approved in accordance with Article 19 of this Agreement.

APPENDIX "B"

Section 2. Total Financial Settlement.

2.1 The total financial settlement is derived by adding the adjustment to the guide, increments and increased medical premiums.

2.2 In any single year no Employee may advance more than one experience step in moving from one guide to another.

Section 3. Salaries for Summer Employment.

3.1 Salaries for Employees on a position that is designated by Board of Education action as a 12-month assignment shall be prorated at 1.15 times the applicable salary to which the Employee would be entitled if employed on a 10-month basis.

3.2 Regular members of the Association who are employed by the Board of Education during the summer shall be compensated for summer employment at an hourly rate as follows:

Years of Teaching Experience	Hourly Rate
0-3 years	\$ 7.50
4-8 years	9.00
9-13 years	11.00
14-18 years	13.00
over 18 years	15.00

3.3 Summer assignments are recognized as being separate contractual jobs and not extensions of the regular academic year employment relationship. All such assignments are, therefore, from year to year and subject each year to modification of time, elimination, extension, and personnel reassignment as the needs of the school system dictate.

Section 4. Co-curricular Stipends.

4.1 Stipend Schedule for Athletics.

<u>Category</u>	<u>Position</u>	<u>Dollars</u>
A	Director of Athletics	\$1829
B	Basketball, Football, Wrestling - Head Coach	1757
	Assistant	1152
C	Baseball, Soccer, Softball	
	Track, Volleyball - Head Coach	1539
	Varsity Coach	1336
	Assistant	952
D	Cross Country, Tennis -	
	Varsity Coach	1152
E	Marching Band Director	936
F	Cheerleading, Head Coach	860
	Cheerleading, Assistant	422
G	Color Guard	422
H	Saturday Basketball, Intramurals	
	Canteen Director	369
	Assistant Canteen Director	348

4.2 Stipends for Student Academic Activities  
Junior-Senior High School.

a.	Yearbook Advisor	791
	Senior High Student Council Adv.	686
	Senior Newspaper Advisor	844
	Literary Magazine Advisor	686
b.	Yearbook Assistant (business)	475
	Junior Student Council Advisor	580
	Junior Newspaper Advisor	580
	Senior Class Advisor	475
c.	Interscholastic competition coaches	
	Physics Team	317
	Chemistry Team	317
	Biology Team	317
	Debating Team	317
	Math League	317
d.	Class Advisors, grades 7-11	317
e.	Sponsors of school clubs	106
	Sponsors of Honor Society	106

4.3 Stipends for Dramatics and Music.

a.	Dramatics/Musical Production	
	Director/Producer	\$739
	Assistant Director	369
	Conductor/Orchestra Director	369
	Business Manager	106
	Scenery	158
	Staging	106
	Costumes	106
b.	Spring Variety Show	
	Director/Producer	237
	Assistant Producer	132
	Business Manager	53
c.	Nights of Drama	
	Director	844
d.	Special Musical Groups	
	Folk Singers, Girls Trio	158
	Special Groups	158
	Dance Band	317

4.4 Stipends for Supplementary Program Functions.

a.	A.V. Coordinator	633
b.	Book Inventory	633
c.	Coordinator of Special Science Program	950

4.5 Elementary Schools.

Stipends for Miscellaneous Functions.

a.	Recreation/intramurals seasonal	158
b.	Student Council Advisor	106
c.	Audiovisual Aid Coordinator	106
d.	Safety Patrol Advisor	106

NOTE: The establishment of all co-curricular positions is subject to Board approval.

4.6 For all co-curricular assignments, qualified volunteers will be sought both within and outside the system, and if found, will be assigned before anyone is involuntarily assigned.



Section 5. Medical Insurance.

All Employees covered by this Agreement (Appendix "A") are entitled to the following premium payment by the Board of Education in the Public and School Employees Health Benefits Program:

Full premium cost on the individual Employee

Full premium cost for all dependents

Section 6. Dental Insurance.

During the period of this contract, each Employee who chooses to participate in a Dental plan shall be entitled to payment of \$100 annually toward the Employee's membership in such Dental Plan.

Section 7. Tuition Reimbursement.

All Employees covered by this Agreement (Appendix "A") are entitled to a reimbursement of 50% of tuition costs up to a maximum of three hundred dollars (\$300.00) per annum for approved courses taken while under contract in Glen Rock. This reimbursement will be non-accumulative.

Section 8. Differentials.

The salary for each of the following positions shall be determined by adding the specific amount listed below to an amount to which the incumbent would be entitled were the incumbent to have a normal classroom teaching assignment.

Department Chairman	\$1000
Speech Therapist	200
Special Class Teacher	200
Guidance Counselor	500
Learning Disabilities Teacher Consultant	500
Psychologist	1000
Social Worker	500
Student Activity Advisor	1300