

Contract no. 432

03-22

AGREEMENT

**By and Between the
Moorestown Board of Education
and the
Moorestown Education Association
(Teachers and Secretaries)**

July 1, 1989 through June 30, 1992



**Moorestown Township Public Schools
Moorestown, New Jersey**

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ARTICLE 1
Recognition Agreement

- A. The Moorestown Township Board of Education, hereafter referred to as the Board, hereby recognizes the Moorestown Education Association, hereafter referred to as the Association, as the representative for professional negotiations concerning terms and conditions of employment for all certificated personnel and secretaries in the Moorestown Township Public Schools within the scope of Chapter 123 P.L. 1974, known as the New Jersey Employer - Employee Relations Act, and as modified and interpreted by the Public Employment Relations Commission through its Rules and Regulations.
- B. This recognition agreement between the Board and the Association will only include teachers, counselors, librarians, nurses, secretaries, psychologists, social workers, speech correctionists, learning disabilities teacher-consultants.

ARTICLE 2
Negotiation Procedure

- A. The Association and the Board agree to enter into negotiations concerning a "Collective Bargaining Agreement" (herein and hereafter referred to as an Agreement) in accordance with Chapter 123, Public Laws of 1974, in good faith, concerning the terms and conditions of employment. Negotiations shall commence according to the procedure set forth in the New Jersey Administrative Code 19:12:2.1(a). Any agreement so negotiated shall apply to members of the negotiating unit, be reduced to writing and be signed by the Board and the Association.
- B. During Negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. The Board shall make available to the Association for inspection all pertinent public records of the Moorestown School district. The Board shall provide the Association with a tentative line budget for the next fiscal year no later than January 1.
- C. Each party shall appoint no more than five (5) members to the negotiating team as negotiators and shall have complete control over the selection of their respective teams.
 - (1) The negotiators will be responsible to meet periodically

- until a "Collective Bargaining Agreement" is reached.
- (2) The negotiators shall meet within seven (7) days after request by either party.
 - (3) Each party shall submit to the other, at least three (3) days prior to the meeting, a written list of topics they wish to discuss.
 - (4) All meetings shall be scheduled to take place when negotiators are available and are free from assigned duties. If mediation and fact finding meetings are scheduled by the Public Employment Commission during the assigned school day, negotiators shall be free from teaching duties on that day without loss of pay.
 - (5) Negotiation sessions shall be fewer than three (3) hours in length unless it has been mutually agreed to lengthen the session when the meeting is scheduled.
- D. The Board of Education agrees to negotiate with the Association so long as the Association represents the majority of the employees in the unit.
- E. New proposals suggested after the date set by New Jersey Administrative Code 19:12:2.1(a) must be placed under negotiations in a succeeding year, unless both parties agree in writing to reopen the proposal submitted.
- F. Amendments to the proposal may be made and included in the final agreement when submitted in writing, agreed to by both parties for negotiation, negotiated, and settled.
- G. The "Negotiation Procedure" may be modified in whole or in part when both parties agree in writing to a change in procedure. The new procedure will take effect in a subsequent fiscal year.

ARTICLE 3

Grievance Procedure

- A. Definitions
- (1) A grievance is a written claim* based on the interpretation, application or violation of policies, agreements and administrative decisions affecting employees of the school district. (*At Level One, the procedure is informal and does not include a written claim.) It does not include:
 - (a) The failure or refusal of the Board to renew a contract of a non-tenure employee.

- (b) Any claim over which any State or Federal administrative agency or officer has jurisdiction or any claim where a method of review has heretofore been or hereafter is established by law, rule or regulation, by way of appeal to any commissioner, commission, board, agency or court whether said right having been created for general application (e.g., civil service) or specific application (e.g., to the Commission of Education).
 - (c) Matters where the Board is prohibited by law, regulations, or decision from acting.
 - (d) Matters beyond this contract involving the sole discretion of the Board.
- (2) Aggrieved Person is the person or persons, or Association making the claim.
 - (3) Group grievance is a grievance which in the judgment of the Association affects a group or a class of employees. The Association may submit such grievance in writing to the superintendent directly and the procession of such grievance shall be commenced at Level Three. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
 - (4) Representative is an individual selected by the aggrieved employee to counsel, advise, and represent the aggrieved person. The aggrieved person must be present at all times. A member of the Association designated by the Association, will be present at all levels of the grievance procedure.
 - (5) Association is the Association which has been recognized by the employer for purposes of negotiation under the provisions of the Public Employer - Employee Relations Act, commonly known as Chapter 123 N.J.S.A. 34:13-1 et. seq.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise concerning the welfare or terms and conditions of employment of employees. Both parties agree that these proceedings will be as informal and confidential as may be appropriate at any level of the procedure.

C. Procedures

Since it is important that grievances be presented as rapidly as

possible, the number of days indicated at each level shall be considered a maximum and every effort shall be made to expedite the process. Specifically, any grievance not referred to the next higher step in the grievance procedure within the time limit set forth in this grievance article shall be deemed waived unless the matter has been resolved at the preceding step. Consequently, any grievance to which there is no response at any level shall be considered denied at that level and will automatically be referred to the next level within the time provided.

(1) Level One

Any employee having a complaint shall discuss the matter informally with the principal or immediate supervisor, within five (5) days of the grievance with the goal of having the complaint resolved provided the resolution is consistent with terms of the Agreement and that the Association has been given the opportunity to be present at such resolution and to state its views.

(2) Level Two

If the grievance is not resolved at Level One, an employee with a grievance shall notify the principal or supervisor in writing within fifteen (15) school days of the grievance, with the objective of resolving the matter. The principal and/or supervisor shall act on the grievance within five (5) school days after the grievance has been delivered.

(3) Level Three

(a) If the grievance is not resolved at Level Two or if no decision has been rendered within five (5) school days after the grievance was delivered, the aggrieved person may submit the grievance within five (5) school days to the Superintendent of Schools.

(b) The Superintendent of Schools shall act on the grievance within fifteen (15) school days.

(4) Level Four

(a) If the grievance is not resolved at Level Three or if no decision has been rendered within fifteen (15) school days after the grievance was delivered to the superintendent of schools, the aggrieved person may within five (5) school days submit the grievance in writing to the Board of Education through the superintendent of schools.

(b) The Board of Education shall take action on the grievance, and communicate its decision in writing through the Superintendent of Schools, to the ag-

grieved person within twenty (20) school days after the grievance was delivered to the superintendent at Level Four.

(5) Level Five

- (a) If the grievance is not resolved or if no decision has been rendered at level Four and if the grievance involves the express, written terms of this agreement the aggrieved person may within ten (10) school days request in writing that the Association submit the grievance to arbitration.**
- (b) If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within twenty (20) school days after receipt of a written request by the aggrieved person.**
- (c) 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.**
- (d) In the event that the parties cannot agree on the arbitrator within fifteen (15) school days, or if the arbitrator does not agree to serve, the parties jointly or either one of them may issue a request for a list of arbitrators from the Public Employment Relations Commission. Upon receipt of said list, each party will separately strike the names of the arbitrators whom they find unacceptable and list numerically the names, if any, of the arbitrators whom they would accept.**
- (e) The arbitrator who will ultimately be chosen shall be the one, if any, who appears on both acceptable lists with the lowest average number of placement. In the event that there are no arbitrators that are agreeable to the parties, a new list will be requested and the same procedure will be followed until a satisfactory arbitrator is chosen.**
- (f) The arbitrator so selected shall confer with the representative of the Board, the aggrieved person and representatives of the Association and hold hearings promptly and shall issue a decision not later than forty-five (45) calendar days following the close of record of the hearing. The record of the hearing shall be deemed closed upon the submissions of the parties' post-hearing briefs, if any, which shall in no event be submitted more than**

thirty (30) days following the close of the hearing. The arbitrator may not decide an issue which is not arbitratable as determined by the arbitrator, PERC or the State courts, nor may the arbitrator add to or modify the collective bargaining agreement. The arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning, and conclusions on the issue submitted. The decision of the arbitrator shall be final and binding, and may be made available to the public and press without consent of the other parties.

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

D. Miscellaneous

- (1) All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
- (2) All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this section.
- (3) Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
- (4) In case a grievance is filed in the period of fewer than ten (10) school days before the end of the school calendar, the grievance will start at Level Three and will follow the regular procedure thereafter.
- (5) Employees are required to carry out all administrative directives despite an alleged contract violation or the pendency of a grievance.
- (6) No Strike/No Lock-Out
 - (a) The Association covenants and agrees that during the term of the Agreement neither the Association nor any person acting in its behalf will 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 any employee from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employment), work stoppage, slowdown, walkout or other action against the school district. The Association agrees that such action would constitute a material breach of this Agreement.

- (b) The Association will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the Board.
- (c) The school Board covenants and agrees that during the term of this Agreement neither the Board nor any of its agents will cause, authorize or support the locking out of the employees in this bargaining unit.

ARTICLE 4 Employee Absence

A. Personal Illness

(1) Sick Leave

(a) Definition

"Sick Leave" is defined as absence from duty because of personal disability due to illness or injury, or because of exclusion from school by the medical authorities because of a contagious disease, or being quarantined for such a disease in the immediate family.

(b) Ten-Month Employees

In case of absence from school on account of personal illness, non-tenure employees shall be allowed full pay for ten (10) days sick leave during the school year. Bargaining Unit members newly employed after the beginning of any school year shall, at the time of employment, be credited with sick leave at the rate of one (1) day for each month or portion of a month remaining in the school year. Any portion of a month shall be considered a full month. The unused number of such days is accumulative to be used for additional sick leave as needed in subsequent years. Accumulation of sick leave for employees shall be set at fifteen (15) days per year

beginning when the employee receives tenure in the Moorestown Township Public Schools (hereinafter the "District"). Accumulation of sick leave above the state mandated ten (10) days per year shall not exceed one hundred (100) additional accumulated days for any employee.

(c) Eleven-Month Employees - Teachers

In case of absence from school on account of personal illness, non-tenured employees shall be allowed full pay for eleven days sick leave during the school year. The unused number of such days is accumulative without limit to be used for additional sick leave in subsequent years. Accumulation of sick leave for employees shall be set at fifteen (15) days per year beginning when the employee receives tenure in the Moorestown Township Public Schools. Accumulation of sick leave above the state mandated ten (10) days per year shall not exceed one hundred (100) additional accumulated days for any employee.

(d) Twelve-Month Employees - Teachers

In case of absence from school on account of personal illness, non-tenured employees shall be allowed full pay for twelve (12) days Sick Leave during the school year. The unused number of such days is accumulative without limit to be used for additional sick leave as needed in subsequent years. Accumulation of sick leave for employees shall be set at fifteen (15) days per year beginning when the employee receives tenure in the Moorestown Township Public Schools. Accumulation of sick leave above the state mandated ten (10) days per year shall not exceed one hundred (100) additional accumulated days for any employee.

(e) Twelve-Month Employees - Secretaries

Secretarial employees who are non-tenured shall receive twelve (12) days of sick leave per year as defined in (1) above. Once tenured they will receive fifteen (15) days.

(f) New Employees

Bargaining unit members newly employed after the beginning of any school year shall, at the time of employment, be credited with sick leave at the rate of one (1) day for each month or portion of a month remaining in the school year.

- (g) Transfer of Sick Leave**
The Board shall allow employees who have been previously employed in public school systems immediately preceding employment with the Board to transfer up to twenty (20) days of accumulative sick leave. The employee shall present a certified statement from the secretary of the Board of the previous employer to the Board's secretary no later than three (3) months following employment by the Board. At its discretion, the Board may extend this provision to periods in excess of twenty (20) days. These provisions shall be equally applicable to secretarial as well as professional staff employees.
- (h) Absence Beyond Accumulated Days**
If the absence of any employee on account of personal illness exceeds the accumulated unused days of sick leave, the Board may pay such employee each day's salary less the pay of a substitute for the length of time determined by the Board in each individual case. The Board reserves the right to grant additional sick leave with full pay in such cases it may determine upon recommendation of the superintendent. In the event of extended personal illness beyond the accumulative sick leave provisions, the Board of Education reserves the right to grant a sick leave of absence and employ a replacement for sick employee. It is further understood that in the event the administration is forced to close a department temporarily because of inability to secure a substitute to replace the sick employee, the regular employee shall be reduced to the minimum substitute fee.
- (i) Any teacher or secretary who has accumulated unused sick leave, and who dies while in the employ of the District, shall have all such accumulations paid to his or her estate, pursuant to the formula set forth in the contract.**
- (j) Certification of Illness**
Physician's certification of illness, or a signed statement from the employee certifying illness, shall be required at the discretion of the superintendent.
- (k) Retirement Payment**
[i] Payment shall be made to an employee by the Board for all of that employee's unused accu-

culated sick leave upon an official retirement which has been approved by the New Jersey Division of Pensions.

- [i i] Such payment shall be made at the rate of 20% of the retiree's daily rate of pay at date of retirement for each unused sick leave day. Daily rate of pay is defined as 1/200 of a 10-month employee's annual salary and 1/240 of a 12-month employee's annual salary.

B. Serious Illness in the Immediate Family

Five (5) days without loss of pay shall be allowed each year as a family leave for serious illness in the immediate family which shall be defined as the employee's spouse, parent, or dependent child as that term is defined by the Internal Revenue Service. This leave shall not be deducted from the accumulative personal sick leave record of the employee. When absence of more than two days at one time is required under this regulation, a physician's certificate may be required.

C. Temporary Leave of Absence - With Pay

Eight (8) days shall be available for personal business without loss of pay for unavoidable absence for every employee to be used as follows:

- (1) Death in the immediate family — Immediate family as used here means husband or wife, parents, brothers, sisters, own children, grandparents and close in-law relatives of any employee or the death of any relative who was living in the home of the employee immediately prior to his or her death.
- (2) Legal purposes — The Board shall grant leave to appear in any legal proceeding which the employee is required to attend. Time lost for the following matters shall not be covered under this provision: Any legal proceeding arising out of an employee's refusal to perform work or otherwise engage in any concerted work stoppage against the Board or in any legal proceeding arising out of a suit in which the employee is a plaintiff against the Board.
- (3) Graduation exercises of the employee or a member of the employee's immediate family.
- (4) Marriage — Marriage of the employee or immediate family member of the employee. For purposes of this paragraph only, the term family member shall mean parents, siblings, children or stepchildren, grandparents, or a relative of the employee living in the household

of the employee immediately prior to the relative's marriage.

- (5) The number of days granted under (1), (2), (3), and (4) above in each situation shall be consistent with the requirements of the situation.
- (6) Up to two (2) days during a school year may be taken within the eight (8) day limit for religious observance. These days may only be used when the tenets of the religion to which the employee adheres require that the employee attend religious services during working hours.
- (7) Two (2) days may be taken under this section without stating a reason other than that the days are being taken under this section.
 - (a) There shall be a limit of fifteen (15) employees who may take leave under this section on a day immediately preceding or following a school recess or holiday, except weekends other than those which are part of the school recess or holiday.
 - (b) If more than fifteen (15) employees apply for a leave under this section, such requests shall be considered for approval on a first-come first-served basis.
 - (c) This limitation of fifteen (15) employees does not apply to employees who indicate that they are taking the day as a religious holiday.
- (8) All such requests must be approved in advance by the Superintendent of Schools upon recommendation of the building principal.

D. Leaves of Absence Without Pay - Miscellaneous

- (1) Leaves of absence without salary may be granted by the Board to employees having tenure for reasons of advanced study or educational travel. Applications for extended leaves of absence should be made to the superintendent for the consideration of the Board. There shall be no change in scale placement during leave for advanced study or educational travel.
- (2) Extended leaves of absence for illness may be granted without salary by the Board of Education for a period of one contract year to employees having tenure. The employee shall submit a statement from a physician certifying the need for such leave. There shall be no change of scale placement during such extended leaves for illness.

E. Disability Leave

- (1) Disability for the purpose of this section occurs when an employee is unable to perform any or all of his/her normal job functions.**
- (2) The following provisions are in addition to the employee's use of accumulated sick leave as outlined elsewhere in the Article.**
- (3) Any employee who anticipates undergoing a state of disability, such as but not limited to surgery, hospital confinement, medical treatment or pregnancy may apply for a leave of absence based upon said disability in accordance with provisions hereinafter set forth.**
- (4) All employees anticipating a state of disability shall notify the superintendent of the condition expected to result in disability as soon as the condition which may result in disability is known.**
- (5) An employee desiring an unpaid disability leave shall provide the Board with a certificate concerning the disability from his/her physician. Said certificate shall review the nature of the disability and the anticipated commencement and termination dates for said disability. The Board may request that its physician, or a physician of its choosing confer, with the employee's physician. The Board may require the employee to be examined by its own physician if recommended by the Board's physician after said conference. Said examination will be at the Board's expense.**
- (6) In all cases where there is a dispute or difference of opinion between the employee's physician and the Board physician, the two doctors will select a third, and the parties will be governed by the opinion of third physician. Should the doctors not agree on such third doctor, he or she will be selected by the County Medical Society. The expense of the third physician will be shared by the parties.**
- (7) The employee requesting a leave under the provisions of (8) and (9) below shall specify in writing the date on which he or she wishes to commence said leave and the date on which he or she wishes to return to employment following recovery from said disability.**
- (8) If the provisions of the foregoing sections have been met, the Board shall grant an unpaid leave of absence to an employee up to the balance of the year which concludes on June 30.**

- (9) The employee may seek an additional unpaid leave of absence of one full school year or less by making application to the superintendent no later than April 1 of the school year in which the disability leave commenced. The application shall include the employee's statement as to the period of additional unpaid leave required, not to exceed one additional school year. It must be accompanied by a physician's statement pursuant to D. (5).
- (10) The provisions of E. (1) et seq. shall not be deemed to impose on the Board any obligation to grant or extend a leave of absence of any non-tenured teacher beyond the end of the contract school year in which the leave is obtained.
- (11) If an employee shall file a certificate from her physician that she is disabled as a consequence of a pregnancy or birth, she shall be paid accumulated sick leave for the period of time she is so disabled. The Board shall have the right to have such employee examined by its own physician to confirm the existence of such disability. Disputes shall be resolved under the provisions of (6).
- (12) No teacher shall be prevented from returning to work after disability leave solely on the basis that there has not been some time lapse between the temporary disability and the desired date of return to work.

F. Child-Rearing Leave Without Pay

- (1) Applications for child rearing leave shall be made by the employee to the superintendent at least four (4) months prior to the anticipated birth date of the child.
- (2) The Board of Education, upon recommendation of the Superintendent of Schools, shall grant child-rearing leave of not more than one (1) school year, without pay, to any teacher upon request subject to the conditions under F.(1) above and F. (3) and (4) below.
- (3) Child-rearing shall commence upon the conclusion of the disability period under the terms of E. (11) above or, in the case of adoption, under the terms of (5) below.
- (4) The Board of Education reserves the right to adjust the termination date to not later than the beginning of the next term or semester following the leave period to assure that continuity of the educational and instructional process.
- (5) Any employee adopting a child shall be granted a child-rearing leave in conformity with the provisions of (2) above. Such leave shall commence upon the date the employee obtains custody of the child. Since the date of

custody cannot be predetermined in all cases, applications shall be made to the superintendent at least sixty (60) days prior to the anticipated date of custody if possible, or as soon as practicable.

- (6) Employees on child-rearing leave may substitute in the District within their area of certification or competence.
- (7) Nothing herein shall prevent the employee and the Board from agreeing that an employee may return sooner than the leave termination date granted if such earlier return is administratively convenient to the Board and is not medically contraindicated. Denial of early return shall not be subject to the grievance procedure.
- (8) The Board shall not grant a child-rearing leave of absence to any non-tenured employee beyond the end of the contract school year in which leave is obtained, and nothing in this Article shall be construed to require the Board to offer a new contract for a new school year to any non-tenured employee who would not otherwise have been offered such a contract.
- (9) Upon return from child-rearing leave all benefits to which the employee was entitled at the time of the commencement of leave, including unused accumulated sick leave, shall be restored.

G Sabbatical Leave

The Board may, upon recommendation of the superintendent, grant a sabbatical year's leave of absence for professional growth to members of the professional staff.

- (1) The teacher must have been employed by the District for no fewer than seven (7) consecutive years.
- (2) Sabbatical leave may be granted only for graduate study as follows:
 - (a) Doctoral studies
 - (b) Master degree studies
 - (c) Other graduate study
 - (d) Educational travel
- (3) Not fewer than six months prior to the beginning of the leave the applicant will:
 - (a) Provide evidence that he/she has been accepted into the graduate program for which sabbatical leave time is requested.
 - (b) Submit a detailed proposal to the superintendent. The proposal will include:
 - [i] The purpose of the leave.
 - [ii] A detailed outline of the program to be fol-

- lowed, including credits to be earned.
- [iii] The relationships of the sabbatical program to the applicant's regular assignment.
 - [iv] The manner in which the school district and its students will benefit from the sabbatical.
- (4) The superintendent will then submit the proposal to the Board with a recommendation for approval/disapproval.
 - (5) Final approval of requests for sabbatical leave shall rest with the Board, following recommendation by the superintendent. If approved, the leave shall be for a period of not less than one (1) year.
 - (6) Reimbursement shall be at the rate of 75% of the salary scheduled for the employee during the year for which the leave is granted. This 75% reimbursement shall be paid in the following way: 50% of said salary shall be paid during the school year in which the leave is granted and upon return, 25% of the said salary shall be paid during that school year.
 - (7) The employee shall agree to remain as a member of the staff of the District for no fewer than two (2) school years following the sabbatical leave.
 - (8) Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which the teacher would have achieved had the teacher remained actively employed in the system during the period of absence.
 - (9) If leave is terminated for any reason, salary reimbursement is terminated and the teacher is responsible for reimbursement to the Board.
 - (10) One (1) percent or fraction thereof of teachers under this agreement may be approved for sabbatical leave in any school year.

H. Vacation - 12-Month Secretaries

- (1) Secretarial unit members who are twelve-month employees shall receive vacation each year at the rate of one and one-quarter (1-1/4) days per month accumulation.
- (2) Secretaries who have completed twenty (20) years of service in the District shall be entitled to twenty (20) days of annual paid vacation.

ARTICLE 5
Salary Policy and Incentives

- A. The Board of Education will allow credit for approved academic training on the basis of a standard semester hour.**
- B. Rules and Regulations**
- (1) Degree teachers: A degree from a recognized institution will be evaluated as 120 semester hours. Institutions recognized by the State Department of Education will be recognized by Moorestown.**
- (2) Adjustment on Salary Guide to New Column**
- (a) Salary adjustments to a new column of the guide are made annually on the presentation of official evidence of eligibility for a new column. Deadline dates for submission of evidence of credits to be counted for salary moves are July 15, August 15, October 15, and March 15. Transcripts are to be submitted to the superintendent. Salary payment provisions for adjusted salaries are as follows:**
- [i] Board approvals made in July and August affect salary for the current school year beginning July 1.**
- [ii] Increases approved by the Board in October are retroactive to September 1.**
- [iii] Increases approved by the Board in March are retroactive to February 1.**
- [i v] New contracts will be issued to teachers whose salary status is changed.**
- (b) Steps on Salary Guide are not the equivalent of years teaching.**
- (c) Increments will be granted only when recommended by the Superintendent of Schools and approved by the Board of Education**
- (d) Teaching and professional staff members and secretaries new to the system may receive such credit for similar service as recommended by the Superintendent of Schools and approved by the Board of Education, but salaries of any new employee, should, as far as possible, be in line with salaries of staff with similar service.**
- (e) Teaching and professional staff members and secretaries new to the system may receive such credit for previously evaluated experience up to and including ten (10) years on the salary guide. Initial**

placement beyond ten (10) years shall be approved by the Board of Education.

- (f) Teachers who plan to enroll for college credit courses or equivalency credit work shall, in order to move on the salary guide, seek approval from the superintendent in advance. Requests must be submitted on the proper form. Such courses, if taken on the undergraduate level, will be approved for salary credit only if taken for certification purposes or if valuable in relation to the teacher's subject field.
- (3) Academic Requirements for Salary Columns
 - (a) Scale I (Bachelor's Degree) - teacher with degree evaluation at 120 semester hours.
 - (b) Scale II (Bachelor's + 15) - 15 approved credits **after** the Bachelor's Degree.
 - (c) Scale III (Bachelor's + 30) - 30 or more approved credits **after** the Bachelor's Degree but without an approved Master's Degree.
 - (d) Scale IV (Master's Degree) - a Master's Degree granted for more than 30 credits will be honored for total credits earned. A Master's Degree granted for fewer than 30 credit hours will be honored.
 - (e) Scale V (Master's + 15) - 15 approved credits **after** the Master's Degree as approved in advance by the Superintendent of Schools.
 - (f) Scale VI (Master's + 30) - 30 or more approved credits **after** the Master's Degree as approved in advance by the Superintendent of Schools.
 - (g) Scale VII (Doctor's Degree) - a Doctor's Degree granted by an accredited college or university.
- (4) Foreign and Domestic Travel
 - (a) Travel credit may not exceed a total of six (6) semester hours and shall not be retroactive.
 - (b) Foreign travel is defined as travel requiring a passport.
 - [i] One (1) semester hour credit per week will be allowed.
 - [ii] An itinerary and its instructional value must be presented in a plan to the Superintendent of Schools for approval in advance.
 - [iii] A satisfactory report must be filed at the conclusion of the trip with the Superintendent of Schools. This report should be the equivalent of a term paper and relate to instructional values of the experience.

(c) Domestic travel is defined as travel not requiring a passport.

[i] One-half (1/2) semester credit per week will be allowed with a minimum of one (1) week for a trip.

[ii] The minimum mileage per trip is 1,000.

[iii] An itinerary and its instructional value must be presented in a plan to the Superintendent of Schools for approval in advance.

[iv] A satisfactory report must be filed at the conclusion of the trip with the Superintendent of Schools. This report should be the equivalent of a term paper and relate to the instructional values of the experience.

(5) The Board of Education reserves the right to withhold increments and adjustments in any given year with due notice to the teacher at least three (3) months prior to the issuance of contracts. Nothing in this section shall be construed to prohibit the Board from exercising its right to withhold increments under applicable statutes and rules and regulations.

(6) Members of the unit as defined in Article 1.B of this agreement who are employed under a 12-month contract shall be paid at the rate 1.2 based upon their placement on Salary Guide A.

C. Effective upon ratification of this Agreement there shall be a tuition reimbursement program established with the following conditions:

(1) Courses taken must be within the teaching area in which the employee works.

(2) The employee must receive a grade of "B" or better in the course.

(3) The course must be approved by the superintendent whose decision may not be the subject of a grievance.

(4) Approval for courses must be in advance.

(5) Only graduate level courses may be approved.

(6) The Board shall pay up to the following tuition reimbursement for the year indicated:

1989/90 - \$60.00 per credit or 50% of actual tuition, whichever is less.

1990/91 - \$70.00 per credit or 50% of actual tuition, whichever is less.

1991/92 - \$80.00 per credit or 50% of actual tuition, whichever is less.

- (a) The Board, pursuant to the provisions of Section (6) of this Article, agrees to provide \$6,000.00 in tuition reimbursements in 1989/90; \$8,000.00 in 1990/91; and \$10,000.000 in 1991/92 but in no event shall the Board be required to spend more than these amounts in each respective year.
 - (b) There shall be no limit on the number of courses a teacher can take, so long as the total expenditure in any one year, shall not exceed the indicated annual tuition reimbursement maximum set forth above.
- (7) If the balance of unexpended funds is sufficient, any employee who has not been fully reimbursed for all tuition actually paid and documented will be reimbursed for such additional tuition costs in excess of those already paid by the Board. However, no employee shall receive more than the total amount actually expended for tuition. If the balance of unexpended funds is insufficient to reimburse employees for all tuition actually paid and documented, the unexpended funds will be prorated among all such employees as follows:
- (a) The total amount of unexpended funds will be divided by the total amount of the remaining requests for tuition reimbursement to determine a percentage.
 - (b) This percentage will then be applied to the amount requested by each employee and each employee will receive the prorated amount so calculated.

D. Notification of Retirement

In order to facilitate staffing, any employee who gives written notice of his/her intention to retire at least six (6) months prior to his/her actual retirement date shall receive a cash bonus of \$500.00 from the Board.

ARTICLE 6
Teacher Evaluation

A. Frequency — Non-tenured Teachers

Non-tenured teacher and professional staff members shall be formally evaluated by their superiors at least three (3) times in each school year, to be followed in each instance by a written evaluation report and by a conference between the teacher/professional staff member and his/her immediate superior for the purpose of identifying any deficiencies, extending assistance for their correction and improving instruction.

B. Frequency — Tenured Teachers

Each tenured teacher/professional staff member is formally evaluated each year, but the Board of Education or administration may request evaluation more often if desired as stated in Board of Education policy. Such formal evaluation (classroom teacher) in each instance shall consist of at least one (1) in-classroom observation of at least thirty (30) minutes, each occurring on separate days. It is understood that there may be informal observations or visitations during the year in which there will be no required reports.

C. General Criteria

- (1) Open evaluation - All monitoring or observation of the work performance of a teacher/professional staff member shall be conducted openly and with full knowledge of the teacher/professional staff member. The use of remote sensory devices shall be strictly prohibited.
- (2) Evaluation by Certificated Supervisors - Teachers and professional staff members shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.
- (3) Copies of Evaluation - A teacher/professional staff member shall be given a copy of any class visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the teacher/professional staff member's file or otherwise acted upon without prior conference with the teacher/professional staff member. No teacher/professional staff member shall be required to sign a blank or incomplete evaluation form.

D. Evaluation Procedure

- (1) Communication — Prior to any evaluation report the immediate superior of a teacher/professional staff member shall have had appropriate communication including, but not limited to, all steps in paragraph 2 below with said teacher/ professional staff member.
- (2) Reports — Evaluation reports shall be presented to each teacher/professional staff member by his/her immediate superior in accordance with the following procedures:
 - (a) Such reports shall be issued in the name of the immediate superior based on a compilation of reports and observations by any or all supervisory personnel who come into contact with the teacher in

- a supervisory capacity.
 - (b) Such reports shall be addressed to the teacher/professional staff member.
 - (c) Such reports shall be written in narrative form and shall include when pertinent:
 - [i] Strengths of the teacher/professional staff member as evidenced during the period since the previous report.
 - [ii] Weaknesses of the teacher/professional staff member has evidenced during period since previous report.
 - [iii] Specific suggestions as to measures which the teacher/professional staff member might take to improve his/her performance in each of the areas wherein weaknesses have been indicated. A reasonable attempt shall be made to implement Board policies with respect to the timing of post-observation conferences.
- (3) A reasonable attempt shall be made to implement Board policies with respect to the timing of post observation conferences.

ARTICLE 7

Personnel Records

- A.** A teacher shall have the right, upon request, to review the contents of his/her personnel file and to receive copies at Board expense of any documents contained therein. A teacher shall be entitled to have a representative of the Association accompany him/her during such review. At least once every three (3) years, a teacher shall have the right to indicate those documents and/or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his/her designee and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed. Disputes over the retention of said documents may be processed through the grievance procedure commencing at Level Three.
- B.** No material derogatory to a teacher's conduct, service, character or personality shall be placed in his/her personnel file unless the teacher has had an opportunity to review the materials. The teacher shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding

that such signature in no way indicates agreement with contents thereof. The teacher shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy.

- C. The Board shall not establish any separate personnel file which is not available for the employee's inspection. It is understood that pre-employment personal and academic references are not subject to inspection by the employee.
- D. **Termination of Employment**
Final evaluation of a teacher upon termination of his/her employment shall be concluded prior to severance.

ARTICLE 8
Insurance Benefits

- A. The Board of Education shall pay one hundred (100) percent of the cost for the employee and his/her dependents under the New Jersey Public and School Employees Health Benefits Plan, or provide the equivalent payment of any health maintenance organization of the employee's choice established under the New Jersey Public Law 1973, Chapter 337.
- B. A teacher may elect the N.J.E.A. group disability insurance as written by Washington National Insurance Company in lieu of coverage under the N.J.H.B. plan or approved health maintenance organization.
- C. There shall be a family dental plan selected by the Association for the duration of this contract. The Board's maximum contribution to the cost of this plan shall not exceed a CAP. For the duration of the 1989-1992 contract, the CAP shall be established as that premium in effect on June 30, 1992.
- D. The Board shall contribute the sum of \$17,507.00 during school year 1991-92 towards the purchase for 227.3 unit members (\$77.00) per unit member of a Vision Care Insurance program. Said sum shall be set forth in the contract as the CAP on the Board's contribution.

Any sums necessary to purchase the Vision Care Plan shall be borne by the teacher through, at the employee's option, payroll deductions, if the \$77.00 proves to be insufficient to purchase such plan.

ARTICLE 9 Committees

A. Faculty Advisory Council

- (1) There shall be a district level Faculty Advisory Council comprised of two representatives from each school building, the President of the Association, the Superintendent of Schools, the Assistant Superintendent and the Principal (or designee) of each school in the district and subject supervisors as needed. The Faculty Advisory Council shall meet at 2:30 p.m. on the designated day.**
- (2) Areas for consideration by the district Faculty Advisory Council shall be:
 - (a) Review, revision and development of district policies and practices.**
 - (b) Administration of this Agreement.****
- (3) There shall be a building level Faculty Advisory Council formed in the following manner:
Each building faculty shall elect a faculty committee for each school building which shall meet with the principal at least once a month. Said committee shall consist of one member for every ten (10) teachers in the school building, and, in no event have fewer than three (3) members. Two (2) of the elected members shall be the members of the district level Faculty Advisory Council.**
- (4) Areas for consideration by the building level Faculty Advisory Council shall include school building level discussions about review, revision, and development of building policies and practices.**

B. Health and Safety Committee

A Health and Safety Committee as an ad hoc committee shall be organized for the duration of this Agreement. The committee will be composed of two (2) teachers and one (1) principal from each school, the school business administrator, superintendent, supervisor of buildings and grounds as a resource person. The committee will assist in the inspection of each school and make recommendations for improved working conditions. Teachers shall be selected by the building faculty.

C. 4-4-1 Committee

A committee shall be comprised of four (4) members of the Board, selected by the Board; four (4) members of the Association, selected by the Association; and the Superintendent of Schools. The purpose of the committee shall be to discuss

concerns of either party. The meeting must be held within thirty (30) calendar days of the request of either party.

ARTICLE 10

Employees' Rights

- A. Pursuant to Chapter 123, Public Laws 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiation. The Board of Education shall not discriminate against any employee by reason of membership in the Association or its affiliates.**

- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as the employee may have under New Jersey School Laws or other applicable laws and regulations.**

- C. No employee shall be disciplined, reduced in rank or compensation, or have an increment withheld without just cause. This statement shall not extend to renewal or non-renewal of non-tenure teacher contracts. The rights of teachers or the Board of Education under Title 18A shall not be abridged or modified by the above statement.**

- D. The Board of Education and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees, or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.**

ARTICLE 11

Personal and Academic Freedom

- A. The personal life of an employee is not an appropriate concern for attention of the Board except as it may prevent the employee from performing properly assigned functions.**

- B. Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination**

with respect to the professional employment of such employee, providing said activities do not violate any local, state or federal law.

- C. The parties acknowledge that the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-1 through 10:4-21, as amended, grants certain rights concerning Board business matters to the public and, at the same time, provides privacy rights for the employees. Specifically, the parties agree that there shall be no public discussion of the performance of any employee under this agreement unless the express terms of N.J.S.A. 10:4-12b(8) have been satisfied. It is understood and agreed by the parties that provision of law requires the exclusion of the public from a portion of any meeting at which the Board would discuss any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any employee unless each individual employee whose rights could be adversely affected by such discussion requests in writing prior to the meeting that the discussion be held in public. Additionally, the parties agree that pursuant to N.J.S.A. 10:4-14 no minutes or record of any such discussion shall be made available to the public in any manner that is inconsistent with N.J.S.A. 10:4-12b(8).

ARTICLE 12

Work Year

- A. The work year for teachers shall be one hundred eighty-one (181) days.
- B. In order to receive the final pay check, a teacher must complete year-end activities including, but not limited to book collection, grading, record-keeping, and room condition.
- C. Per diem rates for ten-month employees, when applicable under this contract, shall be 1/200 of the annual salary.

ARTICLE 13

Work Assignment and Work Day

- A. Notification of Assignment
(1) Not later than June 15, and earlier if conditions make it possible, teachers will be notified of the following matters concerning assignment for the following year:

- (a) Subjects to be taught.
 - (b) Grade or class assignment.
 - (c) Building assignment.
- (2) Circumstances and/or emergencies may necessitate changes. In the event that changes are made in (1) (a), (b), or (c), following June 15, the teacher affected shall be promptly notified in writing.

B. Meetings

There will be no more than four (4) faculty meetings per month plus the necessary committee meetings. The meetings shall be limited as follows:

- (1) Begin fifteen (15) minutes following regular student dismissal times.
- (2) Limited to fifty (50) minutes duration.
- (3) District meetings will be held between 3:40 and 4:30 p.m.
- (4) Agenda must be provided at least twenty-four (24) hours prior to meeting.
- (5) Faculty may provide items for the agenda.
- (6) Meetings may not be scheduled for any Friday, or on days preceding school holidays.
- (7) Association announcements may be made at end of meetings.
- (8) Meetings may not be scheduled during parent conference week.

C. Lunchroom Supervision — K-4

Teachers at the K-4 level will not be assigned to lunchroom supervision. This released time will be utilized for planning purposes.

D. Non-Classroom Professional Staff — Work Day

Non-classroom professional staff who are members of the unit as defined in Article 1, paragraph 1-2 of this Agreement shall have the same length working day as classroom teachers.

E. Bus Duty

Teachers assigned to the elementary schools may be assigned to bus duty. Persons so assigned shall be reimbursed at the appropriate rate.

F. Transfers

Teachers may request building and/or grade level transfers.

G Preparation Time

- (1) Elementary teachers — Preparation time for all full-time elementary teachers shall be 245 minutes per full five (5) day week.**
- (2) Middle school teachers — Preparation time for all full-time middle school teachers shall average fifty-five (55) minutes per day over a ten (10) day work period.**
- (3) If a teacher is deprived of any preparation time guaranteed by the contract, as a result of a principal's or administrative directive, said teacher shall be compensated for such lost preparation, at regular rates based upon the teacher's per diem rate of pay as set forth in Article 12 C.**

H. The parties agree that the work day is six (6) hours and forty (40) minutes at the high school, six (6) hours and forty (40) minutes at the middle school and six (6) hours and forty-five (45) minutes at the elementary schools, excluding lunch. It is expressly agreed and understood by and between the parties that the inclusion of these times in this Agreement merely memorializes the current practice of the parties in regard to length of the work day exclusive of lunch at the various schools and shall not impact upon any aspect of any other term and condition of employment. Additionally, it is recognized that this length of work day is exclusive of any meeting time. The parties agree that minor adjustments in the approximate length of the school day may be made unilaterally by the Board of Education to accommodate the District's needs as has been the past practice between the parties but in no event shall the length of work day at any school be altered by more than five (5) minutes.

I. Secretarial Work Day

- (a) Secretarial summer hours — shall commence on the day after school is over for the students and teachers in June.**
- (b) Secretarial summer hours referred to under Paragraphs (1) (a) and (c) shall be those which are currently practiced depending upon the work location of the secretary, namely 7:30 a.m. to 3:00 p.m. or 8:00 a.m. to 3:30 p.m.**
- (c) Each secretary shall be guaranteed a daily thirty (30) minute lunch break, duty free, during the summer.**
- (d) Secretaries who are required to work in excess of forty (40) hours in any week shall be compensated for all such hours in excess of forty (40) at time and one-half rates, with paid time and one-half to be in cash or time off as selected by the secretary.**

ARTICLE 14
Miscellaneous Benefits

- A. All staff members who do not reside in Moorestown Township may elect to enroll their children in the Moorestown Township Public Schools and pay twenty-five (25) percent of the regular private tuition rate. Said tuition will be automatically deducted from employee's payroll.
- B. Employees under contract to the Moorestown Township Board of Education and their spouses may enroll in the Moorestown Adult School tuition free.
- C. In the event the Board directs a teaching staff member to relocate his/her classroom from one building to another at any time outside of the regular school year, the Board shall pay the teaching staff member the hourly rate applicable to summer school teaching for all hours required by such relocation.
- D. A meal allowance of \$5.00 will be provided each teacher accompanying pupils on a field trip which extends over the teacher's normal lunch period.
- E. Chaperones
 - (1) High school chaperones shall be compensated at the rate of \$30.00 per session after performing one such duty annually without compensation.
 - (2) Middle school chaperones shall be compensated in like manner, also after performing one such duty annually without compensation.
 - (3) Elementary school chaperones shall be compensated at the rate of \$30.00 per session for all assignments. No compensation will be paid for club or class advisors or sponsors.
- F. Clubs — Advisors or sponsors to all clubs heretofore approved by the Board of Education, or hereafter approved by the Board shall be compensated in 1989-90 in the sum of \$200.00. Said sums shall increase annually thereafter by the same percentages as teachers' salaries are increased.
- G. Homebound Instruction — "Homebound" instruction shall be compensated at the hourly rate of \$25.00 during the life of the 1989-92 contract.

ARTICLE 15
Teacher Facilities

The Board shall provide the following:

- A. A private telephone in each faculty lounge for the exclusive use of staff.
- B. A well-lighted and clean teacher rest room separate from the student rest rooms.
- C. A suitable dictionary in every classroom, as requested.
- D. Books, paper, pencils, pens, chalk, erasers, marking pens, stapler, scotch tape dispenser, will be available for each teacher's use.
- E. Upon request of the Association, vending machines may be installed in the teachers' lounge and teachers' lunchroom area.

ARTICLE 16
Association Rights and Privileges

- A. Whenever any representative of the Association or any teacher participates during working hours in negotiations, grievance proceedings, conferences, or meetings, requested or required by the Board of Education, the teacher shall suffer no loss in pay.
- B. The Association may use school facilities and equipment, including typewriters, mimeographing machines, duplicating machines, calculating machines, and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use. The Association shall furnish the supplies and qualified personnel necessary to operate this equipment. A copy of all materials shall be sent to the superintendent. The use of the equipment is limited to school property.
- C. The Association shall have, in each school building, the use of a bulletin board. Copies of all materials to be posted on such bulletin boards shall be given to the principal, but no approval shall be required.
- D. The Association shall have the right to use the inter-school mail facilities and school mail boxes with the knowledge of the building principal and/or superintendent.

- E. The Board agrees to furnish to the Association in response to reasonable requests from time to time pertinent public records.
- F. The President of the Association shall be freed from all non-teaching duties.
- G. Agency Fee
 - (1) At the Association's written request for each member of the bargaining unit who is not a member of the Association, the Board shall deduct an agency fee equal to 85% of the regular dues and assessments charged by the Association to its members from the regular checks of any non-member.
 - (2) Such deduction shall commence only after the Association has notified the Board of its regular dues and assessments and the name of each non-member for which it wishes a deduction to be made and within thirty (30) days of such notification to the Board.
 - (3) The Board shall transfer all funds so deducted to the Association within thirty (30) days of such deduction.
 - (4) The Association shall hold and save the Board harmless from any legal action, whether civil or criminal, judicial or administrative taken by any individual as a result of Board acts or omissions pursuant to this provision.
 - (5) This provision shall have no force or effect until the Association files a copy of a lawful demand and return system with the Board.

ARTICLE 17
Credit Union

With proper application and notification, the Board of Education shall authorize payroll deductions of employees who participate in the Burlington County Teachers Federal Credit Union.

ARTICLE 18
Individual Contracts

Any individual contract or job description between the Board and an individual employee, heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of the Agreement. If an individual contract job description contains any language inconsistent with this Agreement, this Agreement shall be controlling.

ARTICLE 19

Duration of Agreement

This Agreement shall be effective as of July 1, 1989 and shall continue in effect until June 30, 1992.

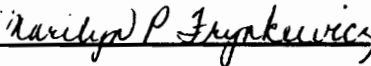
Dated Eighteenth day of December, 1989




President, Moorestown
Education Association



President, Board of Education



Secretary, Moorestown
Education Association



Secretary, Board of Education

1989-90 MEA SALARY GUIDE

89-90 STEP	A	B	C	D	E	F	G
	BA	BA+15	BA+30	MA	MA+15	MA+30	DOC
	\$	\$	\$	\$	\$	\$	\$
O	24,711	25,361	26,011	26,661	27,311	27,961	28,611
N	25,612	26,262	26,912	27,562	28,212	28,862	29,512
M	26,612	27,262	27,912	28,562	29,212	29,862	30,512
L	27,658	28,358	29,058	30,658	31,358	32,058	33,658
K	28,658	29,358	30,658	31,358	32,058	33,658	34,658
J	29,658	30,658	31,658	32,658	33,658	34,658	35,658
I	30,858	31,858	32,858	33,858	34,858	35,858	36,858
H	31,858	32,858	33,858	34,858	35,858	36,858	37,858
G	32,858	33,858	34,858	35,858	36,858	37,858	38,858
F	33,858	34,858	35,858	36,858	37,858	38,858	39,858
E	34,858	35,858	36,858	37,858	38,858	39,858	40,858
D	35,858	36,858	37,858	38,858	39,858	40,858	41,858
C	37,158	38,158	39,158	40,158	41,158	42,158	43,158
B	39,708	40,708	41,708	42,708	43,708	44,708	45,708
A	42,258	43,658	45,058	46,458	47,858	49,258	50,658
CAREER	43,758	45,158	46,558	47,958	49,358	50,758	52,158

1990-91 MEA SALARY GUIDE

90-91 STEP	A	B	C	D	E	F	G
	BA	BA+15	BA+30	MA	MA+15	MA+30	DOC
	\$	\$	\$	\$	\$	\$	\$
O	26,274	26,974	27,674	28,374	29,074	29,774	30,474
N	26,774	27,474	28,174	28,874	29,574	30,274	30,974
M	27,701	28,401	29,101	29,801	30,501	31,201	31,901
L	28,781	29,481	30,181	30,881	31,581	32,281	32,981
K	29,861	30,961	32,061	33,161	34,261	35,361	36,461
J	30,941	32,041	33,141	34,241	35,341	36,441	37,541
I	32,021	33,121	34,221	35,321	36,421	37,521	38,621
H	33,317	34,417	35,517	36,617	37,717	38,817	39,917
G	34,397	35,497	36,597	37,697	38,797	39,897	40,997
F	35,477	36,577	37,677	38,777	39,877	40,977	42,077
E	36,557	37,657	38,757	39,857	40,957	42,057	43,157
D	37,637	38,737	39,837	40,937	42,037	43,137	44,237
C	38,717	39,817	40,917	42,017	43,117	44,217	45,317
B	42,084	43,184	44,284	45,384	46,484	47,584	48,684
A	45,452	46,952	48,452	49,952	51,452	52,952	54,452
CAREER	47,452	48,952	50,452	51,952	53,452	54,952	56,452

1991-92 MEA SALARY GUIDE

91-92 STEP	A	B	C	D	E	F	G
	BA \$	BA+15 \$	BA+30 \$	MA \$	MA+15 \$	MA+30 \$	DOC \$
O	27,535	28,335	29,135	29,935	30,735	31,535	32,335
N	28,135	28,935	29,735	30,535	31,335	32,135	32,935
M	28,735	29,535	30,335	31,135	31,935	32,735	33,535
L	29,711	30,511	31,311	32,111	32,911	33,711	34,511
K	30,891	32,091	33,291	34,491	35,691	36,891	38,091
J	32,021	33,221	34,421	35,621	36,821	38,021	39,221
I	33,201	34,401	35,601	36,801	38,001	39,201	40,401
H	34,331	35,531	36,731	37,931	39,131	40,331	41,531
G	35,677	36,877	38,077	39,277	40,477	41,677	42,877
F	36,907	38,107	39,307	40,507	41,707	42,907	44,107
E	38,137	39,337	40,537	41,737	42,937	44,137	45,337
D	39,267	40,467	41,667	42,867	44,067	45,267	46,467
C	41,817	43,017	44,217	45,417	46,617	47,817	49,017
B	44,889	46,089	47,289	48,489	49,689	50,889	52,089
A	48,182	49,782	51,382	52,982	54,582	56,182	57,782
CAREER	50,562	52,162	53,762	55,362	56,962	58,562	60,162

Longevity Compensation:

Effective the beginning of the third year of the contract (1991-92), teachers with 30 years of teaching experience, will receive an additional \$1,000.00.

1989-90 SECRETARY GUIDE

89-90 STEP	H \$	J \$	K \$	L \$	M \$	N \$
1						
2 / 3	10,562	11,533	12,816	13,492	14,592	16,113
4	10,856	11,938	13,221	13,896	14,997	16,518
5	11,174	12,375	13,657	14,334	15,433	16,955
6	11,517	12,846	14,128	14,805	15,904	17,426
7	11,885	13,354	14,837	15,313	16,412	17,934
8	12,725	14,193	15,651	16,412	17,426	19,035
9	13,634	15,034	16,750	17,426	18,442	20,218
10	14,647	16,044	17,938	18,615	19,629	21,490
11	15,556	16,954	19,023	19,899	20,714	22,745
12	16,146	17,546	19,615	20,291	21,306	23,336
13	16,565	17,963	20,032	20,708	21,723	23,753

1990-91 SECRETARY GUIDE

90-91 STEP	H \$	J \$	K \$	L \$	M \$	N \$
1						
2						
3 / 4	12,262	13,233	14,516	15,192	16,292	17,813
5	12,556	13,638	14,921	15,596	16,697	18,218
6	12,874	14,075	15,357	16,034	17,133	18,655
7	13,217	14,546	15,828	16,505	17,604	19,128
8	13,585	15,054	16,337	17,013	18,112	19,634
9	14,425	15,893	17,351	18,112	19,128	20,735
10	15,334	16,734	18,450	19,128	20,142	21,918
11	16,347	17,744	19,638	20,315	21,329	23,190
12	17,256	18,654	20,723	21,399	22,414	24,445
13	17,848	19,246	21,315	21,991	23,006	25,036
14	18,265	19,663	21,732	22,408	23,423	25,453

1991-92 SECRETARY GUIDE

91-92 STEP	H \$	J \$	K \$	L \$	M \$	N \$
3	12,850	13,750	15,100	15,750	16,950	18,800
4 / 5	13,440	14,504	15,909	16,650	17,856	19,523
6	13,762	14,947	16,353	17,094	18,300	19,967
7	14,110	15,427	16,831	17,573	18,778	20,446
8	14,485	15,942	17,348	18,090	19,294	20,962
9	14,889	16,499	17,905	18,647	19,850	21,519
10	15,810	17,416	19,016	19,850	20,962	22,725
11	16,806	18,340	20,221	20,962	22,076	24,023
12	17,916	19,448	21,524	22,265	23,377	25,416
13	18,913	20,445	22,713	23,453	24,566	26,791
14	20,018	21,550	23,361	24,559	25,671	27,897

Positions	1989-90	1990-91	1991-92
Table Tennis	\$255	\$280	\$306
Volleyball	\$255	\$280	\$306
Gymnastics	\$799	\$876	\$957
Asst. Gymnastics	\$483	\$529	\$578

High School

Class Advisor 9	\$375	\$511	\$558
Class Advisor 10	\$375	\$661	\$722
Class Advisor 11	\$998	\$1,444	\$1,578
Class Advisor 12	\$998	\$1,444	\$1,578
Madrigal/Choral/Vocal	\$2,100	\$2,302	\$2,516
Instrumental Music	\$2,015	\$2,209	\$2,414
Nutshell Business Manager	\$974	\$1,068	\$1,167
Nutshell Literary Advisor	\$1,839	\$2,018	\$2,203
Nutshell Yearbook	\$1,839	\$2,016	\$2,203
Student Association	\$1,513	\$1,658	\$1,812
Pit Band Director	\$1,275	\$1,548	\$1,692
Student Funds	\$1,298	\$1,423	\$1,555
Voice & Publicity	\$1,911	\$2,094	\$2,289
Fall Play Director	\$1,479	\$1,621	\$1,771
Fall Play Set Director	\$1,071	\$1,174	\$1,283
Spring Play Director	\$1,511	\$2,106	\$2,301
Spring Play Set Director	\$1,071	\$1,274	\$1,392
Spring Play Vocal Director	\$1,071	\$1,674	\$1,829
Spr Musical Cost/Make Up	\$250	\$274	\$299
Choreographer	\$510	\$609	\$684
Drama Business Manager	\$766	\$940	\$918
Audio Visual Coordinator	\$2,430	\$2,663	\$2,911
Cheerleading Fall	\$1,362	\$1,493	\$1,632
Cheerleading Winter	\$1,391	\$1,524	\$1,666
Drill Squad	\$1,446	\$1,584	\$1,732
School Store Advisor	\$1,345	\$1,474	\$1,611
Parking Lot	\$1,054	\$1,156	\$1,263
Equipment Managers (2)	\$1,671	\$1,832	\$2,002
Athletic Director	\$5,357	\$5,872	\$6,418
Debate	\$1,531	\$1,678	\$1,835
Club Advisors	\$200	\$219	\$240
Weight Training Coach	\$680	\$745	\$815

Positions**1989-90****1990-91****1991-92****Schedule B**

Football (Head)	\$4,225	\$4,631	\$5,061
Football (Ass't)	\$2,711	\$2,971	\$3,248
9th Football (Head)	\$2,840	\$3,112	\$3,402
9th Football (Ass't)	\$2,200	\$2,411	\$2,635
Varsity Soccer	\$3,089	\$3,388	\$3,701
J.V. Soccer	\$2,112	\$2,315	\$2,530
Freshman Soccer	\$1,815	\$1,989	\$2,174
Cross Country	\$2,100	\$2,301	\$2,515
Varsity Hockey	\$3,089	\$3,388	\$3,701
J.V. Hockey	\$2,375	\$2,603	\$2,848
Freshman Hockey	\$1,927	\$2,112	\$2,309
Varsity Tennis	\$2,399	\$2,629	\$2,874
Tennis (Ass't)	\$1,527	\$1,674	\$1,829

Varsity Basketball	\$3,599	\$3,945	\$4,312
J.V. Basketball	\$2,798	\$3,067	\$3,352
Freshman Basketball	\$2,531	\$2,774	\$3,032
Varsity Wrestling	\$3,699	\$4,055	\$4,432
J.V. Wrestling	\$2,680	\$2,938	\$3,211
Freshman Wrestling	\$2,464	\$2,700	\$2,951
Bowling	\$2,292	\$2,512	\$2,748
Varsity Swimming	\$3,205	\$3,512	\$3,839
Varsity Winter Track	\$2,977	\$3,263	\$3,566
Asst. Winter Track	\$2,112	\$2,315	\$2,530

Varsity Baseball	\$3,399	\$3,726	\$4,072
J.V. Baseball	\$2,464	\$2,700	\$2,951
Freshman Baseball	\$2,375	\$2,603	\$2,848
Varsity Softball	\$3,399	\$3,726	\$4,072
J.V. Softball	\$2,464	\$2,700	\$2,951
Golf	\$2,100	\$2,301	\$2,515
Varsity Lacrosse	\$3,399	\$3,726	\$4,072
J.V. Lacrosse	\$2,582	\$2,830	\$3,094
Freshman Lacrosse	\$2,464	\$2,700	\$2,951
Varsity Spring Track	\$3,201	\$3,509	\$3,835
Asst. Spring Track	\$2,112	\$2,315	\$2,530

Positions	1989-90	1990-91	1991-92
Schedule C			
Elementary Schools			
South Valley Bus Duty	\$1,054	\$1,156	\$1,263
Roberts Bus Duty	\$1,054	\$1,156	\$1,263
Baker Bus Duty	\$1,054	\$1,156	\$1,263
Middle School			
Director of Musical	\$800	\$877	\$958
Instrumental Dir.for Musical	\$800	\$877	\$958
Vocal Director for Musical	\$800	\$877	\$958
Choreographer	\$400	\$438	\$479
Set Designer/AV for Musical	\$500	\$548	\$599
5 & 6 Winter Drama	\$500	\$548	\$599
5 & 6 Spring Drama	\$500	\$548	\$599
Hand Bell Director	\$500	\$548	\$599
Band	\$748	\$819	\$896
Club Advisors	\$200	\$219	\$240
Orchestra	\$397	\$435	\$475
Student Funds	\$840	\$921	\$1,006
Student Government	\$1,119	\$1,227	\$1,341
Literary Advisor	\$1,080	\$1,183	\$1,293
Yearbook	\$1,055	\$1,157	\$1,264
Bus	\$1,055	\$1,157	\$1,264
Faculty Manager	\$3,063	\$3,357	\$3,669
6 th Gr. Soccer	\$1,548	\$1,697	\$1,854
7th Gr. Soccer	\$1,319	\$1,448	\$1,580
8th Gr. Hockey	\$1,548	\$1,697	\$1,854
7th Gr. Hockey	\$1,319	\$1,448	\$1,580
7 & 8 Basketball	\$1,831	\$2,006	\$2,193
7 & 8 Wrestling	\$1,617	\$1,772	\$1,937
7 & 8 Track	\$1,489	\$1,631	\$1,783
7 & 8 Baseball	\$1,608	\$1,783	\$1,927
8th Gr. Lacrosse	\$1,557	\$1,706	\$1,865
7th Gr. Lacrosse	\$1,207	\$1,323	\$1,446
Intramurals:			
Softball	\$384	\$421	\$460
Basketball	\$320	\$351	\$383
5 & 6 Wrestling	\$384	\$421	\$460
5 & 6 Track	\$449	\$492	\$537

Positions	1989-90	1990-91	1991-92
Schedule D			
Coordinator of CIE	\$1,470	\$1,611	\$1,761
Coordinator of COE and/or MDE	\$1,470	\$1,611	\$1,761
Schedule E			
Homebound Instructors per hour	\$25	\$25	\$25
Schedule F			
Summer Work - CST per case			
Case Manager	\$207	\$227	\$228
Non-case Manager	\$188	\$204	\$205
Schedule G			
Summer School Teachers per hour	\$18 .96	\$20 .79	\$21 .88
Schedule H			
Sport's Event Personnel per event			
Ticket Sales	\$30	\$30	\$30
Ticket Takers	\$25	\$25	\$25
Crowd Controllers	\$30	\$30	\$30
Announcer	\$30	\$30	\$30
Clock Operator	\$30	\$30	\$30

