

Contract no. 1442

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AGREEMENT
BETWEEN
BOARD OF EDUCATION OF
GLOUCESTER COUNTY VOCATIONAL - TECHNICAL SCHOOL

AND

GLOUCESTER COUNTY VOCATIONAL
TECHNICAL EDUCATION ASSOCIATION

JULY 1, 1991 - JUNE 30, 1994

TEACHERS' CONTRACT
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details relative to negotiation procedures shall be agreed to.

B. Before and during negotiations, the Board shall make available after proper advance request by the Association for inspection and use all pertinent public records, data and information concerning the Gloucester County Vocational Technical School.

C. 1. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

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

D. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE I of this Agreement, with any organization other than the Association for the duration of this Agreement.

E. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge both of the parties at the time they negotiated or executed this Agreement.

F. Modification

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

ARTICLE III

BOARD RIGHTS

The Gloucester County Vocational School Board on its own behalf hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the law and the Constitution of the State of New Jersey and of the United States including the foregoing, without limiting the generality of: the determination and administration of educational policy; the operation of the school; the management and control of school properties, facilities, courses of instruction, methods of instruction, materials used for instruction, and the selection, direction, transfer, promotion, discipline or dismissal of all personnel.

E. Use of School Mail

The Association shall have the right to distribute material through the intra-school mail system, provided that such material is limited to routine Association business and the distribution does not involve school employees during those employees' working hours. The lunch period is not considered to be part of the working hours.

ARTICLE V

EMPLOYEE RIGHTS

A. Rights Protection in Representation

The Board and the Association hereby agree that every employee, as defined in Article I Recognition, of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection or to refrain from such activities. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 303, Public Laws 1968 or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, collective negotiations with the Board, or his/her institution of any grievance, complaint or proceedings under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey school laws or other applicable laws and regulations. The rights granted to employee hereunder shall be deemed to be in addition to those provided elsewhere.

Should any portion of this contract be deemed contrary to the law by a court of proper jurisdiction, only that portion of the contract so judged shall be affected and the remainder that the contract shall remain in force.

C. Just Cause

No teacher shall be disciplined, reprimanded, reduced in rank or compensation without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

1. resigns or is discharged for cause or terminated with pay as provided herein, irrespective of whether he/she is subsequently rehired by the School District.

F. In the event of a work location reduction in force, including reductions caused by the discontinuance of a facility or its relocation, the employees shall be laid off in the inverse order of seniority of the employees in the department and group involved at the work location, consistent with Title 18A:17-4.

G. In the event that within 1 year from the date of his/her lay off a vacancy occurs in the classification of his last appointment in the department from which he/she was laid off, or in a lesser classification in the same line of work in the department, a laid-off employee shall be entitled to recall thereto in the order of his/her departmental seniority.

H. Notice of recall to work shall be addressed to the employee's last address appearing on the records of the School District, by certified mail, return receipt requested. Within 30 days from the receipt of such notice of recall, the employee shall notify the Supervisor/Administrator of the department involved, in writing, whether or not he desires to return to the work involved in the recall. If he/she fails to reply or if he/she indicates that he/she does not desire to return to such work, he/she shall forfeit all of his seniority and all rights to recall. If he/she indicates that he/she desires to return to the work involved in the recall notice, then he/she shall report for such work within 30 days from the date he/she receives the recall notice or within such period of time as is set forth in a written extension of time signed by the Supervisor/Administrator of the department or his/her designee. In the event he/she shall fail to so report to work, he/she shall forfeit all of his/her seniority and all rights to recall.

I. Seniority shall not be accumulated during the period of lay off. Upon recall the appointed employee shall have his/her accumulated seniority to the date of lay off.

Termination - Custodians and Teacher Aides

J1. The Board may terminate a custodial employee or teacher aide at any time during the year without challenge provided the Board pays said employee his/her pay for the next 60 calendar day period. If the Board claims that the

period, then the grievance shall be considered as waived.

2. Level One - Discussion

- a. Any employee who believes he/she has a grievance shall discuss the alleged grievance with his/her immediate Supervisor/Administrator in an attempt to resolve the matter informally at that level.
- b. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, he/she shall set forth his/her complaint in writing within ten (10) school days to his/her Supervisor/Administrator. The Supervisor/Administrator shall communicate his/her decision to the employee in writing within (3) three school days of receipt of the written complaint.

3. Level Two - Written Appeal

- a. The employee may appeal in writing within seven (7) school days the Supervisor/Administrator's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing and must set forth the grounds upon which the grievance is based. The Superintendent shall request a report on the grievance from the Supervisor/Administrator in writing. The Superintendent shall then confer with the concerned parties. He/she shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Superintendent shall communicate his/her decision in writing, along with supporting reasons, to the employee and the Supervisor/Administrator within that time period.

4. Level Three - Association Evaluation

- a. If the grievance is not settled after reaching the Superintendent of Schools, the matter may be referred to a Committee representing the employee and designated by the Association. The Committee shall make a determination as to the merits of the grievance as soon as possible, but within a period not to exceed ten (10) school days, notifying the parties concerned in writing of that determination.

Washington National representative shall be permitted a minimum of twenty (20) minutes for the meeting.

5. Each September, each employee shall complete a form entitled Staff Health Coverage Questionnaire.

B. Prescription Program

The Board shall provide a "family prescription plan" comparable in cost and benefits to the umbrella contract between the N.J.E.A. and the New Jersey Blue Cross.

1. Effective January 1, 1993, the co-pay shall be increased to \$3.00.

C. Contributory Insurance

The full-time employees covered by this Contract must join the Group Life Insurance Plan for at least the first year of employment and he/she will pay the premium for this insurance as a payroll deduction. At his/her option, the full-time employee covered by this Contract may discontinue this coverage any time after one year of service upon written notification of one month to the Payroll Department. However, once it has been discontinued, the insurance may not be reinstated.

D. Pension Plan

The full-time employees covered by this Contract are required to enroll in the Teachers' Pension and Annuity Fund or Public Employee Retirement System as applicable. Upon written notification of induction into the plan by the Pension Division, the required periodic contribution will be made as a payroll deduction on a regular basis by the Payroll Department. Should any back payments be required due to the delay in the notification of enrollment in the plan, such back payments will also be deducted automatically during the prescribed period.

E. Severance Pay - Teachers Only

When a teacher is retiring from education with at least fifteen (15) years of employment in the district and is eligible for state retirement benefits, the teacher will receive severance pay per accumulated sick days as follows:

Effective 7/1/91	-	\$32.50/day
Effective 7/1/92	-	\$33.50/day
Effective 7/1/93	-	\$35.00/day

C. Time Limits

1. The last decision on any grievance at any step shall be considered a satisfactory adjustment unless, within the time periods provided after the decision has been given, the procedure is carried forward to the next level by the aggrieved.
2. In the event the grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year.
3. The procedure shall be followed above unless any step or steps thereof are waived, combined, or extended by mutual consent so stated in writing.

D. Flow Chart of Grievance Procedure

Alleged Occurrence
Appealed to

- | | |
|--|--|
| Supervisor/Administrator-Level | - One-Discussion - 5 school days
- Filed in writing - 10 school days
- Answer in writing - 3 school days
- 7 school days appeal in writing to |
| Superintendent-Level Two | - Conference and Answer in 10 school days
- 7 school days appeal in writing to |
| Association Evaluation-Level Three | - 10 school days for Association to consider appeal |
| If Association denies merit member may appeal to | - If Association determines no appeal then member has 10 school days to appeal to |
| Board Review-Level Four | - 30 days to decide |

ARTICLE IX

TRANSFERS

Date of Posting

No later than April 30 of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies which shall occur during the following school year. Timely notice of position openings will be made by the Superintendent. Teachers who desire a change in assignment are urged to transmit such request to the Superintendent.

Application Procedure

Teachers who desire a change for the upcoming year in shop assignment or who desire a transfer to another building may file a written statement of such desire with the Superintendent not later than May 15. Such a statement shall include the shop to which the teacher desires to be assigned and the school or schools to which he/she desires to be transferred in order of preference.

ARTICLE X

PROMOTIONS - TEACHERS

A. Promotions Included

Promotional positions are defined as follows:

Positions paying a salary differential and/or positions on the administrator supervisory levels of responsibility.

1. Date of Posting

When school is in session, a notice shall be posted in the school as far in advance as practicable, ordinarily at least fifteen (15) school days before the final date when applications must be submitted. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent or his/her designee within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications.

- E. Posting notices shall include the title of the position, salary range, abstract of job responsibilities and application deadline.

ARTICLE XI

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT - TEACHERS

- A. The Association recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board and the Association support the principle of continuing training of teachers and the improvement of instruction.
- B. 1. The Association agrees to cooperate with the Superintendent in arranging in-service courses, workshops, conferences, and programs designed to improve the quality of instruction. Such activities shall be coordinated through establishing a Workshop Committee. The Committee shall consist of representatives of the teachers association and the administration.
2. Whenever the Board of Education requests are in-service course to be offered for the benefit of the system, all related charges approved by the Superintendent shall be paid by the Board.
- C. In-service programs shall be conducted during the in-school teacher workday, if teacher attendance is required.
- D. The Gloucester County Vocational School Board is permitted to employ teachers who work under an "Emergency Certificate" pending the completion of teacher training credits to qualify for a regular teaching certificate. All instructors so employed bear the responsibility of earning a minimum of six (6) credit hours each school year with completion of total credits necessary for Regular Certification within five (5) years. All teachers who achieve full certification will be paid in accordance with the new salary rate commencing the following payroll period.
- E. Educational Reimbursement

Teachers shall be entitled to tuition reimbursement as follows:

1991-92	\$1,000.00
1992-93	\$1,050.00
1993-93	\$1,150.00

Charges for books and materials shall be borne by the employee. Courses taken shall relate to the employee's job description or upgrading a position in the district. In the case of a night shift worker, such courses may be taken during the day. In the instance where a "Black Seal" or similar course is offered in the evening, a night worker's shift hours may be adjusted to accommodate attendance at such course, upon approval of the Superintendent.

Note: The reimbursement shall be made only after prior approval by the Superintendent before courses are taken.

ARTICLE XII

INSTRUCTOR EVALUATION

A. Performance appraisals of all personnel will be conducted at times as determined by the Principal and as requested by the Superintendent. All appraisals will be made out in triplicate; one copy for the Superintendent, one copy for the teacher, and one copy to be maintained in the Administrator's Office.

B. General Criteria

1. Open Evaluation

All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address, and similar surveillance devices shall be strictly prohibited.

C. Evaluation Procedure

1. Reports

Evaluation reports shall be presented to each teacher 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.

a. Such reports shall be written in narrative form and shall include, when pertinent:

- (1) Strengths of the teacher as evidenced.
- (2) Weaknesses of the teacher as evidenced.
- (3) Specific suggestions as to measures which the teacher might take to improve his/her performance in each of the areas wherein weaknesses have been indicated.

2. Length of Day

- a. Effective 9/1/91, the scheduled teacher work day shall be as follows:

Monday	8 a.m.-2:30 p.m.
Tuesday	8 a.m.-3 p.m.
Wednesday	8 a.m.-3 p.m.
Thursday	8 a.m.-2:30 p.m.
Friday	8 a.m.-2:30 p.m.

- b. Effective 9/1/92, the scheduled teacher work day shall be as follows:

Monday	8 a.m.-3 p.m.
Tuesday	8 a.m.-3:20 p.m.
Wednesday	8 a.m.-3:20 p.m.
Thursday	8 a.m.-3 p.m.
Friday	8 a.m.-3 p.m.

- c. Notwithstanding the provisions of paragraph a and b above, effective 7/1/91 the Board may at the time of hire, employ new teachers covered by this contract for a starting time and ending time different than that set forth in a and b above. The Board may also hire said teacher for a scheduled work day/week which exceeds the length of the work day/week set forth in b, in which event the Board shall pay the teacher at the rate specified in Article XIV, A6 for the additional time scheduled. Notice will be given in advance, normally one week, unless there is an emergency. Normal posting procedures will be used to notify presently employed personnel of opportunities that may become available.

- d. Teachers leaving the facility before the closing of the school day at times other than lunch must first obtain permission from the principal and shall log their time of departure and return and when leaving for lunch, notice thereof shall be given to the office.

3. Teachers will be notified when their attendance shall not be required due to inclement weather.

4. Lunch Periods

Teachers shall have a daily duty-free lunch period of at least thirty-five (35) minutes.

6. Available overtime work shall be offered to qualified employees by seniority on a rotating basis. In the event that an insufficient number of such employees accept the overtime, the Board may require the least senior qualified employee to perform.

C. TEACHER AIDES

1. Teacher aides will work the teacher calendar. They will be required to sign in and out actual time and initial. Teacher aides will have two (2) fifteen (15) minute breaks and a thirty (30) minute lunch period daily. The extra assignment rate for teacher aides will be as follows:

1991-92	\$8.50/hour
1992-93	9.00/hour
1993-94	9.50/hour

2. The work day is as follows:
 - a. Effective July 1, 1991 8 am. to 2:30 p.m.
 - b. Effective July 1, 1992 8 a.m. to 2:45 p.m.

ARTICLE XIV

TEACHER WORK YEAR

A. In-School Work Year

1. Ten (10) month employees
The in-school work year for ten (10) month employees covered by this agreement, except new employees, shall work not more than one hundred and eight-four & one half (184 1/2) word days. These days will be utilized for classroom instruction, in-service training and other educational purposes at the discretion of the Board of Education.
2. New teachers will be required to report for two (2) additional days that will be utilized for orientation of new teachers to the practices and procedures of the district.
3. Eleven (11) month employees shall work the regular in-school word year for ten (1) month employees plus twenty (20) cumulative days during the months of July and August and as designated by the Board of Education.

through five (5) full years of service, the employee will receive twelve (12) working days vacation per year. Beginning with the sixth (6) year of service, the employee will receive fifteen (15) working days vacation per year.

VACATION CREDITS

1st & 2nd year of employment - 10 days

End of Month 6:	+5 days credit
Month 8 through 12:	+1 day/month
Month 14 through 18:	+1 day/month
Month 20 through 24:	+1 day/month

3rd through 5th year of employment - 12 days (+1 day per month credit)

After 5 years - 15 days - (+1.25 day per month credit)

2. Timing of vacations is subject to the approval of the superintendent. Vacation time must be taken in the school fiscal year or within two (2) months (before September 1) of the year in which it is earned. Except that up to ten (10) days may be carried over until June 30 of the following year at the discretion of the superintendent.
3. A bidding procedure can be initiated for two (2) senior staff to be allowed to take vacation two (2) weeks after school closes and two (2) weeks before it opens with the approval of the superintendent.
4. When several custodians request vacation during the same time, seniority will be used to determine which custodian shall be eligible for vacation. All vacation requests must be approved by the Superintendent or his/her designee.

ARTICLE XV

PROTECTION OF ALL EMPLOYEES, STUDENTS AND PROPERTY

- A. 1. It is the intent of the Board of Education that teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.

Worker and Community Right to Know Act NJSA 34:5A-1 and Public Employee and Occupational Safety and Health Act NJSA 34:6A-25 are hereby noted and available on request to any staff members.

ATTENDANCE RECOGNITION

- D. Employees in attendance for 98% of the scheduled working days during the year shall be eligible to receive up to \$250.00 upon their return to school in the next September. If more than 28 employees qualify, the number that qualify will divide \$7,000.00 equally. Bereavement or approved professional leave days only shall be excepted from any counted absences. In the second and third year of contract, this will be reviewed by the seven (7) person Guideline Committee.

ARTICLE XVII

UNPAID LEAVE OF ABSENCE

- A. Any employee of the school district shall be entitled to request, and the Board of Education may grant, an unpaid leave of absence.
- B. The request for such leave must be submitted at least four months prior to the requested beginning of the leave and such leave must terminate at the beginning of the school year or at a time which is agreed to by the Board and the employee prior to the start of the leave. No such leave shall exceed one year unless special permission is granted by the Board.
- C. Upon returning from an unpaid leave of absence, the school shall offer the employee a contract as stipulated in Article XXI.
- D. The salary decision for the employee returning from the unpaid leave will be based upon the criteria of Article XIX in the respective salary guides of this contract.
- E. Neither salary nor benefits under this contract shall be provided an employee on an unpaid leave of absence. The employee has the option of maintaining group coverage payments at the employee's own expense.

ARTICLE XVIII

CONTINGENCY LEAVE DAYS

- A. In addition to sick leave, absence without salary deduction shall be allowed in the amounts specified for each of the following cases, provided that the total number of days so used do not exceed seven (7) in any one school year.
1. In the case of the death of a wife, husband, father, mother, brother, sister, child in the family, mother-in-law,

6. One (1) day per year for school visitation or professional meetings by written request and approval by the Superintendent.
 7. - Emergency situations shall be judged upon submitting request to the Superintendent.
- B. Contingency Leave will be granted only if written reason or request is submitted in advance to the immediate Supervisor/Principal for review, who in turn will submit same to Superintendent for approval.
 - C. Contingency Leave will not be charged against vacation time, but cannot be taken in conjunction with vacation.
 - D. Contingency Leave days remaining unused at the end of the school year will not be carried over into the next school year, except as provided in Section 4 above.
 - E. The parties agree that the Leave Request Form shall be in the form a check list. The employee shall only be required to supply a specific reasons in the instance where the Superintendent has reasonable cause to make such request.

ARTICLE XIX

PAY AND SALARY GUIDES

A. Salary

1. Salary will be paid by check on the 15th and the 30th day of every month or the nearest working day, if these dates fall during holidays or weekends, for all employees covered by this contract.
2. Under no circumstances will the Board of Education of the Gloucester County Vocational School make payroll advances other than for vacation periods for all employees covered by this contract.
3. Salary Guide for all full-time regular teachers covered by this Contract are set forth in Guides A, B and C. Guides for custodians and teacher aides are listed separately.
4. Longevity shall be paid in accordance with Guide C.

B. Increments

1. An increment is a monetary increase which allows for the placement of an employee on the next step within a

4. Association Payroll Dues Deductions

- a. The Board agrees to deduct from the salaries of its employee dues for the Gloucester County Vocational Technical Education Association, the New Jersey Education Association, the National Education Association as each employee individually and voluntarily authorizes the Board to deduct. Such deductions shall be made in compliance with Chapter 233 New Jersey Public Laws of 1969 (NJSA 52:1415.9e) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such person as may from time to time be designated by the Gloucester County Vocational Technical Education Association by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate association or associations.
- b. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

D. Incentive (MERIT) Program - Teachers Only

1. During the term of this Agreement there shall be an experimental incentive (merit) program. Under this program, teachers distributed among four (4) identified teacher groups will be paid up to \$1,200.00 each (over and above contracted salary) to a maximum of \$20,000.00 in September following each year of this Agreement provided they have met certain criteria during the preceding school year. The criteria are established by a committee consisting of the Superintendent, three (3) other Administrators selected by the Superintendent and three (3) Association members.
 - a. Under criteria to be developed, a teacher may receive this additional compensation in segments of \$200.00.
2. The selection of the individual teachers who will receive the payment shall be by a committee comprising two (2) persons selected by the Board, two (2) selected

representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee

1. Notification.

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the law.

2. Legal Maximum.

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee may be set up to eighty-five (85%) per cent of that amount as the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

C. Deduction and Transmission of Fee

1. Notification.

Once during each membership year covered in whole or in part by this agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year by November 1st. The Board will deduct from the salaries of such employees, in accordance with paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

2. Payroll Deduction Schedule.

The Board will deduct the representation fee in equal installments, as nearly as possible, from the pay checks paid to each employee on the aforesaid list

position during the preceding thirty (30) day period. This list will include names, job titles, and dates of employment for all such employees.

D. Indemnification

1. The Association shall indemnify and hold harmless the Board for all claims and/or liability, including counsel fees and court costs, arising out of or related to the withholding of monies under this Article and/or the application thereof. In the event that such a claim is presented to the Board, it shall promptly advise the Association and the Association shall forthwith take over the defense of the matter.

ARTICLE XXIV

A. Duration Period

This Agreement shall be effective as of July 1, 1991 and shall continue in effect until June 30, 1994, subject to the Association's right to negotiate over a successor Agreement as provided in ARTICLE II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

An Extension shall be signed by the "Board" and the "Association" on or before June 30th and it shall be mutually understood that both parties shall continue to negotiate in good faith.

During the term of this extension, the association will not call, sanction, or support any strike, slow down, or stoppage of work by any teacher or teachers employed by the Board of Education.

This signed agreement constitutes agreement from July 1, 1991 to June 30, 1994 between Gloucester County Vocational-Technical School Board of Education and Gloucester County Vocational Technical Education Association regarding custodial uniforms as follows:

The Gloucester County Vocational Technical School Board of Education for the term of this contract, July 1, 1991 to June 1, 1994 will purchase the following items for each custodian on a yearly basis.

The items will be as follows:

Male

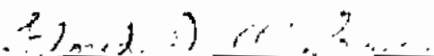
- 4 pair of men's work pants
- *3 short sleeve front button shirts with 2 pockets
- *3 short sleeve (Golfer type) pullover
- 1 rainsuit
- 2 pair work shoes (steel tip)

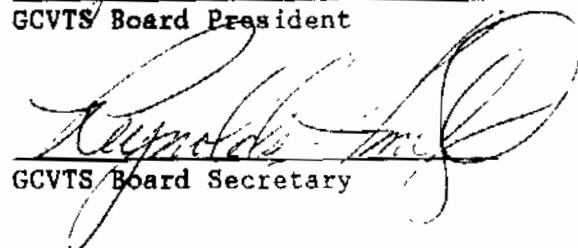
Female

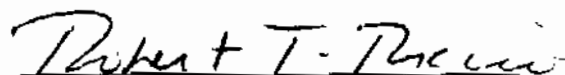
- 4 pair of ladies' work slacks
- *4 short sleeve smock tops
- 1 rainsuit
- 2 pair work shoes (steel tip)

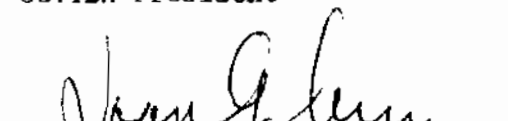
* Gloucester County Vocational Technical School and employee's name will appear on each of these items.

Maintenance of the uniforms is the responsibility of the individual custodian and custodians are required to wear them during all working hours.


GCVTS Board President


GCVTS Board Secretary


GCVTEA President


GCVTEA Secretary

GUIDE A

91-92 TEACHERS GUIDE

90-91 STEP	91-92 STEP	A	B	C	D	E	F
1							
2							
3	1	23,738	23,995	24,380	24,765	25,150	25,534
4	2	25,993	26,274	26,696	27,117	27,539	27,961
5	3	28,073	28,376	28,832	29,287	29,742	30,197
6	4	29,927	30,068	30,208	30,349	30,489	30,573
7	5	30,040	30,212	30,349	30,553	31,514	32,477
8	6	30,180	30,266	30,564	31,524	32,486	33,451
9	7	30,349	30,826	32,513	33,471	34,435	35,394
10	8	31,799	32,988	34,666	35,631	36,595	37,557
11	9	34,044	35,232	36,912	37,878	38,840	39,805
12	10	36,284	37,475	39,156	40,119	41,082	42,045
13	11	37,407	38,594	40,276	41,449	42,200	43,161
13B	12	38,528	42,038	43,723	44,688	45,647	46,613

COMPRESSION GUIDE CONVERSION

STEP EXPERIENCE	STEP GUIDE	STEP EXPERIENCE	STEP GUIDE
0-1	1	12-13	7
2	2	14-15	8
3-7	3	16-17	9
8	4	18-19	10
9	5	20-22	11
10-11	6	23-24	12

Coordinators shall be paid an additional amount as follows through the life of the contract.

10 month coordinators shall receive \$1,000*
 11 month coordinators shall receive \$1,100*
 12 month coordinators shall receive \$1,200*

These amounts will be prorated for mid year assignments.

GUIDE C

1992-94 TEACHERS GUIDE

92-93 STEP	93-94 STEP	A	B	C	D	E	F
	1	24,617	24,884	25,283	25,682	26,081	26,480
1	2	26,587	26,874	27,306	27,736	28,168	28,598
2	3	28,979	29,293	29,763	30,233	30,703	31,172
3	4	31,733	32,076	32,591	33,104	33,619	34,134
4	5	34,271	34,641	35,198	35,754	36,309	36,865
5	6	36,535	36,707	36,878	37,050	37,222	37,324
6	7	36,673	36,882	37,050	37,299	38,472	39,647
7	8	36,844	36,949	37,312	38,484	39,659	40,837
8	9	37,050	37,633	39,691	40,861	42,039	43,210
9	10	38,820	40,271	42,321	43,498	44,675	45,850
10	11	41,561	43,011	45,062	46,241	47,416	48,593
11	12	44,295	45,750	47,802	48,977	50,153	51,328
12	13	45,666	47,115	49,168	50,601	51,518	52,691
13	14	47,035	51,320	53,377	54,555	55,726	56,905

Through the life of the contract

The salary guide provides for longevity increments as follows:

- \$300 After three (3) years in District
- \$350 After five (5) years in District
- \$400 After ten (10) years in District
- \$450 After fifteen (15) years in District

- 4 - 300
- 5 - 300
- 6 - 650
- 7 - 650
- 8 - 650
- 9 - 650
- 10 - 650
- 11 - 1,050
- 12 - 1,050
- 13 - 1,050
- 14 - 1,050
- 15 - 1,050
- 16 & up-1,500

Merit Compensation System

- 4 groups: Regular Vocational Teachers
 Vocational Handicapped
 Support Services Staff
 Basic Skills & Special Ed./Academic Teachers

MERIT CRITERIA

For ALL Groups:

1. Documents previously approved active participation in public/community relations activities which showcase the Vocational School or advocates specific programs and activities which occur inside contractual hours. (2 points per activity, maximum 10 points).
2. Advisory Committees - 10 points
Documentation of active participation in same (minimum group size of 5 from business & industry) for a minimum 3 meetings during the school year.
3. Business/Industry Coordination -
Up to 10 points for scholarships and/or other business, industry-type coordination such as equipment or service donation. \$100-\$500 value equates to 5 points; over \$500 value equals 10 points. Cumulative approved donations by staff may be included.

FOR GROUP #1 - REGULAR VOCATIONAL TEACHERS

1. Class attendance - 15 points. One (1) point for each percentage point above 85%.
2. Student placement in-field, full time or higher education in field percentage (1 point for every percent point above 80%).
3. Grades on Student Occupational Competency Test (SOCAT) for their students against those of the nation on both written and hands-on portions (1 point for every percentage point that the entire class average is above the national norm, 1 point for each 1% over 80% up to 100). Where SOCAT testing is not available, Ohio Vocational Education Achievement Testing (OVEA) may be employed at 1 percentage point over the 80% national norms for the trade area only. (Maximum points - 20)
4. Success in student competitions (15 points in the following breakdown):

Participation in State competition	5 points
Place first thru third in State Competition	5 points
Place first thru third in National Competition	5 points

2. Documents advocacy and direct involvement in the placement of a minimum of 5 students in the Supported Work Initiative program or other-support services through DDD or DVR (5 points, 1 point for each additional 3 placements to a maximum of 15 points).
3. Conducts a minimum of 5 activities (PTO meetings, career education seminars, tours, etc.) for special education programming awareness at the middle school and/or elementary level for each of the school districts for which case management responsibilities are held (5 points per school district, maximum 20 points).
4. Develops computer application system for caseload management, IEP development and monitoring or other records management system which is utilized by all child study team members for efficient use of time and student tracking (10 points).
5. Develops and implements cooperative programming with Gloucester County social services organization, such as JTPA, DYFS, SODAT, Family Planning, Juvenile Probation (2 points per program, maximum 10 points)

Cooperative Vocational Education Coordinators

1. Places a minimum of 50 students in Cooperative Vocational Education (10 points). 1 point for each additional 5 placements, to a maximum of 15 points.
2. Registers a minimum of 5 students for apprenticeship through the Linkage program (10 points). 1 point for each additional 3 placements to a maximum of 15 points.
3. Places a minimum of 10 special education students enrolled in vocational handicapped classes in Cooperative Vocational Education (10 points). 1 point for each additional 2 placements to a maximum of 15 points.
4. Makes a presentation recruiting for cooperative vocational education or apprenticeship linkage to a minimum of 5 high schools. (10 points)
5. Develops a minimum of 20 new job sites/co-op employers; registers same with state approval number (10 points - 1 point for every 3 additional registrations to a maximum of 15 points).

Vocational Evaluators

1. Incorporates vocational evaluation results into the IEP's of a minimum of 75 incoming special education students, in cooperation with CST case managers (10 points - 1 point for every 3 additional to a maximum of 15 points).
2. Develops testing modifications and/or materials designed to fit the specific placement needs of vocational program(s), coordinated with shop teachers (10 points).

4. Conducts a business/industry survey to determine training and employment needs of local employers in career area of responsibility (15 points).
5. Develops and employs outreach techniques to share media center materials or solicits similar relationship with other libraries or information sources for staff utilization (10 points).
6. Conducts 2 seminars for parents, students or other community groups which highlights the school, career cluster and program for recruitment purposes (10 points).

For Group #4 - Basic Skills & Special Needs/Academic Teachers

1. Develops curricula for survival/life skills which incorporates academic skills and required programming as required by the IEP, HSPT, ISIP or other criteria (10 points).
2. Conducts in-service training related to basic skills or special education for the following:

In house personnel	5 points
Sending district personnel	5 points
Regional/state conference	5 points
National conference	5 points
3. Write and submits an article for publication to a professional journal addresses innovative approaches or programming utilized at GCVTS (5 points); if published, an additional 10 points will be awarded.
4. Maintains a level of home contacts for each student assigned, equal to one phone call or other personal contact per month for special education teachers, or one phone call or personal contact per marking period for basic skills teachers, as reflected in a personal log (10 points).
5. Grades on standardized tests (HSPT, CTBS, etc.) reflect a 10 point improvement (pre/post-testing) for 70% of students on rolls or 90% of the academic objectives of the students' IEP's are met by 75% of the students on rolls (10 points).
6. Involvement and participation in Special Olympics competition as coach, advisor or field assistant (5 points).

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