

AGREEMENT
BETWEEN
THE DOVER BOARD OF EDUCATION
- AND -
THE DOVER EDUCATION ASSOCIATION
COVERING THE PERIOD
JULY 1, 2001 TO JUNE 30, 2004

THIS AGREEMENT, entered into this 5th day of February, 2002, by and between the BOARD OF EDUCATION OF THE TOWN OF DOVER, New Jersey, hereinafter called “the Board,” and the DOVER EDUCATION ASSOCIATION, hereinafter, called the “Association.”

ARTICLE I

RECOGNITION

- A.** The Board of Education of the Town of Dover hereby recognizes the Dover Education Association as the exclusive representative for collective negotiations, as defined by the New Jersey Public Employer-Employee Relations Act, N.J.S.A. 34:13A-1, et seq., for all non-supervisory certificated personnel under contract to, or on leave from the Board of Education of the Town of Dover, but excluding Teacher Aides and Instructional Assistants.

Part-time teachers shall be entitled to their pro rata share of salary and insurance benefits as set forth herein.

ARTICLE II

NEGOTIATION PROCEDURE

- A.** The parties agree to enter into collective negotiations in accordance with the New Jersey Public Employer-Employee Relations Act, N.J.S.A. 34:13A-1, et seq., in a good faith effort to reach agreement on all matters concerning the terms and conditions of teachers’ employment. Neither party is required to negotiate any item after this agreement is signed. Negotiations for the successor agreement shall begin as per PERC starting date. Any Agreement so negotiated shall apply to all teachers, as defined in Article I, be reduced to writing, be signed by the Board President and the Association President.
- B.** During the negotiation, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter proposals. The Board shall make available to the Association pertinent public records and public information of the Dover School District as reasonably requested by the Association.

ARTICLE III

GRIEVANCE PROCEDURE

- A. DEFINITION:**

A “Grievance” shall mean a complaint by the Association as majority representative on behalf of an employee of the Dover Board of Education that there has been to such employee a personal loss or injury as a result of the misinterpretation, inequitable application, or violation by the Board or its Administrators, of a policy,

agreement, or administrative decision affecting him, except that the term "Grievance" shall not apply to: (a) any matter which according to law is either beyond the scope of Board authority or which according to law is limited to unilateral action by the Board alone; (b) a complaint of a non-tenure teacher which arises by reason of his not being re-employed; (c) or a complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required; (d) any rule or regulation of the Commissioner of Education or the State Board of Education. A grievance to be considered under this procedure must be initiated by the Association as representative of the employee within thirty (30) school days of its occurrence.

B. PROCEDURE:

1.
 - (a) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the aggrieved employees to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance by the employee of the decision rendered at that step.
 - (b) It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
 - (c) When the resolution of a grievance affects more than the employee who filed the grievance, then such resolution shall apply to all affected employees.
 - (d) An aggrieved employee is to be present at all stages of the grievance procedure and may be represented at all stages of the grievance procedure by him/herself or, at his/her option, by a representative selected by him/her. When an aggrieved employee is not represented by the Association, the Association shall have the right to be present and to state its views commencing at the Superintendent's level.
2. Any employee who has a grievance shall first discuss it with the Principal or immediate Supervisor, where appropriate, individually or through the Association, in an attempt to resolve the matter informally at that level.
3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, the grievance shall be set forth in writing within ten (10) school days of the date of discussion, to the Principal or Supervisor specifying:

- (a) The nature of the grievance
- (b) The nature and extent of the injury or loss
- (c) The results of previous discussions
- (d) His dissatisfaction with decisions previously rendered
- (e) Relief sought

The Principal or Supervisor, too, must communicate his decision to the employee in writing within five (5) school days of receipt of the written grievance.

- 4. The employee, not later than five (5) school days after receipt of the Principal's or Supervisor's decision, may appeal the Principal's or Supervisor's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing reciting the matter submitted to the Principal as specified above and his or her dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days. The Superintendent of Schools shall communicate his decision in writing to the employee and the Principal.
- 5. If the grievance is not resolved satisfactorily, the Association may appeal the decision to the Board of Education within ten (10) school days of receiving the Superintendent's decision.
- 6. All requests to the Board of Education shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board or a committee thereof, shall review the grievance and shall, at the written request of the grievant, hold a hearing with the employee and render a decision, in writing, within twenty-five (25) school days of the receipt of the grievance by the Board or of the date of the hearing with the employee, whichever comes later.
- 7. If the employee is dissatisfied with the decision of the Board of Education, the Association may request the appointment of an arbitrator, such request to be made known to the Superintendent no later than ten (10) school days after the decision, in writing, of the Board of Education was made known.

The following procedure will be used to secure the services of an arbitrator:

- (a) A request will be made to the Public Employment Relations Commission (PERC) to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
- (b) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the Public Employment Relations Commission to submit a second roster of names.

- (c) If the parties are unable to determine, within ten (10) school days of the initial request for arbitration a mutually satisfactory arbitrator from the second submitted list, the Public Employment Relations Commission may be requested by either party to designate an arbitrator. The arbitrator shall limit himself/herself to issues submitted to him/her, and shall consider nothing else. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions of the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law, or which is violative of the terms of this Agreement. The arbitrator shall have no power or authority to add to, nor to subtract from nor to modify any of the terms of this Agreement or any Policy of the Board of Education. The arbitrator may recommend a monetary award; however, the arbitrator shall have no power or authority to make recommendations to change Schedules "A", "B", "C", or "D" or any other fixed monetary rate or schedule set forth in this Agreement. The decision of the arbitrator shall be final and binding. Only the Board of Education and the aggrieved and his representative shall be given copies of the arbitrator's report of findings and recommendations.

8. Costs:

- (a) Each party will bear the total cost incurred by itself.
- (b) The fees and expenses of the arbitrator are the only costs which will be shared. Such costs will be shared equally between the Board of Education and the Association.
- (c) If time is lost by any employee due to arbitration proceedings necessitating the retention of a substitute, the Board of Education will pay only the cost of the substitute. The time lost by the employee must either be without pay or charged to personal time.

ARTICLE IV

EMPLOYEE ABSENCE

A. SICK LEAVE

- 1. Sick leave is hereby defined to mean the absence from his or her post of duty, of any person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such disease in his or her immediate household.

2. Employees shall be entitled to ten (10) days sick leave per year without loss of pay.
3. An employee whose contract is effective after the beginning of the school year shall be allowed one (1) day of sick leave for each remaining month of the contract period.
4. All unused sick leave time shall accumulate, without limit.
5. Accumulation of sick leave allowance shall be based on consecutive years of service. An employee shall be considered as rendering consecutive service as long as she/he does not retire, nor is terminated by the Board.
6. A leave of absence does not constitute an interruption of service but during a leave of absence there shall be no accumulation of sick leave.
7. Compensation for unused sick leave to be received as follows:
 - (a) Upon retirement as defined by Teachers' Pension and Annuity Fund rules and regulations, tenured teachers shall be compensated at the rate of one half (1/2) the initial substitute pay for each day of unused sick leave up to a maximum of seven thousand (\$7,000.00) dollars. Twelve months' notice must be given to the Board by the retiring teacher in order to qualify for payment. Such notice can be waived by the Board for a good reason acceptable to the Board. Payment shall be made in one lump sum during the month following retirement or in an alternate manner mutually acceptable to both the retiree and the Board.
 - (b) In the event a tenured employee should die prior to retirement, the sick leave benefit as computed in Paragraph 7(a) of Article IV shall be paid to the beneficiary previously designated as such in writing by the employee, or, if there has been no such designation, then to the employee's Estate.
 - (c) Upon resignation, any member of the Dover Education Association currently under contract, who has completed ten (10) years of service in Dover and who submits a letter of resignation with an effective date of July 1, 2002, to the Dover Board of Education by February 15, 2002, shall be entitled to payment in accordance with the following formula:
 1. The sum of eight thousand (\$8,000.00) dollars in longevity pay.
 2. Accumulated sick day payment at the current per diem substitute rate to a maximum of fourteen thousand (\$14,000.00) dollars.

3. The total payment will be equally divided and distributed over a single or multi-year period of time with the first payment commencing February 2003, then February, 2004, and finally, February 2005 as requested by the resigning employee.
4. In the event of a recipient's death prior to the issuance of the final payment, the recipient's beneficiary and/or estate will be entitled to the remainder of the payment, as per the agreed-upon payment schedule.
5. In the event that the Board determines that the number of participants accepting this proposal would detrimentally impact the ability of the district to conduct normal operations, the Board may delay implementation of this offer for selected employees for a period not to exceed one year (i.e., July 1, 2003).

This provision shall sunset at the expiration of the present Agreement, on June 30, 2004.

B. PROFESSIONAL LEAVE

1. The purpose of professional leave shall be for the improvement of instruction and/or for professional staff development in the Dover Public Schools.
2. Employees may receive, at the discretion of the Principal and with concurring approval from the Superintendent of Schools, leave without loss of pay for visiting and observing in other schools, attending professional conferences, workshops, and/or seminars.
3. Professional leave applications shall be made in writing to the respective building principal for approval or denial. Employees shall submit applications no less than fifteen (15) school days, nor more than forty-five (45) school days, before the date requested. The principal shall forward all such applications to the Superintendent. The building principal shall return a copy of the application form to the applying employee within ten (10) school days of receipt of the application by the principal.

C. PERSONAL LEAVE WITH PAY:

1. Employees shall be entitled to three (3) days leave per year. These days shall be without reason unless any leave falls immediately before or after a school holiday, a recess or vacation period, or the start or end of the student school year. During these times, employees shall be entitled to such leave days only for any of the reasons listed below:

Religious holiday
Court Subpoena
Marriage of employee or member of immediate family
Illness in immediate family
Emergencies
Moving of employee's household
Employee's mortgage closing
Settlement of estate
Death of family member or friend not covered in IV. C.2. or C.3.
College graduation of child, self or spouse.

Employees seeking personal leave with pay shall submit a written request form at least three (3) school days prior to the date requested. With the exception of leave for religious purposes or a stated emergency reason, personal leave with pay shall be limited to ten per cent (10 %) of the professional staff per school, per day. Shared staff will not be counted in the computation for the 10% limitation.

In the event an employee seeking personal leave with pay fails to submit a written request form for such leave at least three (3) school days prior to the date requested, such leave request shall be deemed an "emergency" request, for which a reason is required.

An individual request for an extension of personal leave in excess of three (3) days and/or the 10% staff limitation may be granted at the sole discretion of the Superintendent whose decision shall be final and cannot be grieved.

2. Employees shall be entitled to up to four (4) days leave per occurrence, in the event of death in the immediate family. NOTE "Immediate family" shall mean: father, mother, spouse, child, **stepchild**, brother, sister, mother or father-in-law, grandchild, or any member of the employee's immediate household.
3. Employees shall be entitled to one (1) day leave per occurrence, in the event of death of a grandparent, brother-in-law or sister-in-law.
4. Personal leave is not cumulative. However personal leave days provided for in Section C.1, above, which are unused as of June 30th shall be added to each teacher's accumulated sick leave each June 30th.
5. For any employee who must take an emergency personal day, an application for personal leave with pay form will be placed by the appropriate staff member in the employee's mailbox on the day of the absence.

Employees returning to work after an emergency personal day must complete and return a personal day form to the building Head Secretary within 2 school days of the absence.

D. JURY DUTY:

1. Employees called to jury duty shall be excused at full pay less the stipend paid by the court.

E. CHILD BIRTH AND CHILD REARING LEAVE:

1. Only the period of doctor certified disability connected with childbirth will be charged to the employee's accumulated paid sick leave, if available.
2. If requested, tenured employees shall be granted child care leave without pay for the remainder of the contract year in which the birth occurs, or in the case of adoption, de facto custody is obtained, or sooner if necessary to fulfill requirements of the adoption.
3. If requested, tenured employees shall be granted child care leave without pay for the full academic year immediately following the year of the birth or adoption of the employee's child provided the employee gives written notice to the Board of the request prior to April 15 of the year of the birth or adoption, or within 30 days of the birth or adoption if it occurs after April 15th.
4. Child rearing leaves as provided for in paragraphs 2 and 3 are included within the rights provided by the New Jersey and Federal Family Leave Acts and may not be used to extend the time allowed in paragraphs 2 and 3 above.

F. ASSOCIATION LEAVE DAY:

The Association may receive six (6) days leave during any contract year for the purpose of having any teacher appear in litigation pending before the New Jersey Public Employment Relations Commission, arbitration, and matters of a similar nature. The Association agrees to pay for the cost of any substitute for a teacher using any such Association leave day. Association leave days shall not accumulate from year to year.

ARTICLE V

SALARIES

1. Salary Schedules A, B, C and D are attached hereto, and salary schedules A represent an average salary increase of 4.7%, inclusive of increments, retroactive to July 1, 2001; and an average salary increase of 4.6%, inclusive of increments, effective July 1, 2002; and an average salary increase of 4.5%, inclusive of increments, effective July 1, 2003.

Part-time teachers shall receive their pro-rata share of the amounts set forth above.

In year two of the contract (2002-2003), all extracurricular activities will receive a 4.6% increase.

2. Advancement on Salary Guides is contingent upon satisfactory performance as determined through administrative evaluation.
3. The Board agrees to implement an electronic direct deposit program to wire teachers' payroll checks to the bank designated by each employee, including Tri-Co.

ARTICLE VI

INSURANCE PROTECTION

1. The Board shall make available to teachers hired prior to the execution of the 1998-2001 Agreement and their dependents, group coverage provided by the Public and School Employees' Health Benefit Act of the State of New Jersey (The State Plan) as follows:

Horizon Blue Cross/Blue Shield or CIGNA Healthcare (HMO Choice).

The Board shall pay the full cost of this insurance protection for those teachers hired prior to the execution of the 1998-2001 Agreement.

In the 2001-2002 school year, the Board shall pay the full cost of single-only coverage for non-tenured teachers until such teachers enter their third year of teaching in the District, at which time the Board shall pay the full cost of this insurance protection for the employee and any dependents (i.e., a non-tenured teacher entering his or her third year of teaching in the District in the 2001-2002 school year shall be eligible for fully paid dependent coverage).

In the 2002-2003 school year, the Board shall pay the full cost of single-only coverage for non-tenured teachers until such teachers enter their second year of teaching in the District, at which time the Board shall pay the full cost of this insurance protection for the employee and any dependents (i.e., a non-tenured teacher entering his or her second year of teaching in the District in the 2001-2002 school year shall be eligible for fully paid dependent coverage).

In the 2003-2004 school year, the Board shall pay the full cost of this insurance protection for all teachers and any dependents.

In the 2001-2002 school year, the Board shall pay the pro-rata cost single-only coverage for part-time teachers until such teachers enter their third year of teaching in the District, at which time the Board

shall pay the pro-rata cost of this insurance protection for the employee and any dependents (i.e., a part-time teacher entering his or her third year of teaching in the District in the 2001-2002 school year shall be eligible for a pro-rated paid dependent coverage, meaning, for example, for a 50% part time contract, the Board will pay 50% of the health insurance cost).

In the 2002-2003 school year, the Board shall pay the pro-rata cost single-only coverage for part-time teachers until such teachers enter their second year of teaching in the District, at which time the Board shall pay the pro-rata cost of this insurance protection for the employee and any dependents (i.e., a part-time teacher entering his or her second year of teaching in the District in the 2002-2003 school year shall be eligible for a pro-rated paid dependent coverage, meaning, for example, for a 50% part time contract, the Board will pay 50% of the health insurance cost).

In the 2003-2004 school year, the Board shall pay the pro-rata cost of this insurance protection for the employee and any dependents (i.e., a part-time teacher shall be eligible for a pro-rated paid dependent coverage, meaning, for example, for a 50% part-time contract, the Board will pay 50% of the health insurance cost).

Non-tenured teachers receiving single-only coverage and part-time teachers receiving a pro-rata share of payment for benefits may pay for dependent insurance protection through employee contributions to a Board-established 125 Cafeteria Plan.

2. A Dental Plan will be provided and paid for by the Board, for employee only, up to the agreed upon maximum annual premium cost of four hundred sixty-one dollars and fifty two cents (\$461.52) per employee. Upon notification from the insurance carrier of any increase in such costs during the term of this Agreement, the maximum annual premium cost specified herein will be adjusted to reflect such increase. Employees may elect dependant dental coverage at their expense. Employees may pay for dependent dental coverage through employee contributions to a Board-established 125 Cafeteria Plan. Employees electing to change dental coverage may do so only one time per year at a time to be established by the Board. The carrier for this dependent dental coverage will be selected by the Dover Board of Education with Dover Education Association input. The Board shall pay the pro-rata amount for part-time teachers in the amounts described above.
3. The Board may change insurance carriers providing substantially equivalent coverage is maintained and the Board will give the Association sufficient notification of any intended change.

4. Each school year, teachers may choose to “opt-out” of insurance benefits. Members choosing to “opt-out” will be required to sign a release indicating that their dependents are covered under another health benefit program. Teachers shall be told how to re-enroll in health benefits if needed, and members are responsible for informing the Board Secretary of any changes in circumstances regarding health benefits. Employees who are not employed during the full year (September 1 – August 31) and choose the waiver shall have their payments prorated accordingly. This applies to new hires after September 1 and any employment termination that is effective prior to August 31. Employees who choose the waiver and are on unpaid leave of absence without medical benefits shall have their payments prorated as well.

Each school year, the Board shall pay teachers for the “opt-out” as follows:

\$1,000 for opt out of either spousal coverage or children’s coverage or employee coverage;

\$1,500 for opt out of spousal and children’s coverage;

\$2,500 for opt out of whole family coverage.

ARTICLE VII

DEDUCTIONS FROM SALARY

1. The Board agrees to deduct from the salaries of its teachers, dues for the Dover Education Association, the Morris County Council of Education Associations, the New Jersey Education Association, and the National Education Association, as said teachers individually and voluntarily authorize. Said monies, together with current records of any changes, shall be transmitted to such person as may be designated by the Dover Education Association, by the 15th of each month following the monthly pay period in which deductions were made.
2. Each of the Associations named above shall certify to the board in writing, the current rate of its membership dues by July 1, 1998, for the 1998-99 school year, by July 1, 1999, for the 1999-2000 school year; and by July 1, 2000 for the 2000-2001 school year.
3. The Association shall indemnify, defend, and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall

rise out of or by reason of action taken by the Board in reliance upon payroll deduction authorization cards submitted by the Association to the Board.

4. Subject to law, the Board agrees to purchase a tax sheltered annuity on behalf of any teacher who individually and voluntarily agrees to a deduction from his or her salary for such purpose, which tax sheltered annuity program shall be with a company chosen by the Association.
5. Subject to law, the Board agrees that any deduction from salary made pursuant to a summer payment plan shall be deposited with Tri-Co Credit Union, Morristown, New Jersey.
6. Any teacher who is not a member of the Association shall pay a representation fee in lieu of dues for services rendered by the Association. Such representation fee shall be paid and administered pursuant to the requirements of New Jersey law, and shall be paid in an amount equivalent to the regular membership dues, initiation fees and assessments charged by the Association to its own members, less the cost of benefits financed through the dues, fees and assessments and available to or benefitting only its members, but in no event shall such representation fee exceed the legal maximum of the regular membership dues, fees and assessments.

ARTICLE VIII

TUITION REIMBURSEMENT

A. TUITION REIMBURSEMENT

To provide the opportunity for continued and additional growth in areas of study which should result in benefits to the educational program, a full-time teacher possessing a lifetime New Jersey teaching license and pursuing graduate study shall be entitled to full or partial reimbursement for all or part of the cost of accredited courses as detailed below taken between July 1 and June 30 under following conditions:

1. Reimbursement is limited to courses for which a grade of A or B has been earned, or a grade of Pass under a Pass-Fail System, as determined by an official transcript or grade report.
2. Each fully licensed teacher is limited to six (6) credit hours per school year, reimbursed at up to the current in-state rate of tuition at Rutgers University for that academic year. Costs of late fees, textbooks, travel expenses and other associated expenses are not subject to reimbursement.

3. All courses must be taken at a duly accredited college or university.
4. In order to receive reimbursement, the applicant must be in the employ of the District at the time the reimbursement is to be made and must present a receipt of payment from the college or university, together with an official transcript or letter from the Registrar's Office and claim form. The Registrar's letter must be followed with the official transcript or grade report. An applicant who wishes to be reimbursed for graduate credits taken during the spring or summer of any given year must be granted and have accepted an employment contract for the following year.
5. Notification of intent to take specific courses shall be submitted to the Principal and approval received prior to registration.
6. The Board will make every effort to have payment made within sixty (60) days from the date of receipt of complete documentation.

B. WORKSHOP COURSES

1. Where course credit is not given, reimbursement or travel costs are to be decided individually by the Board of Education. In an emergency case, the decision is to be left to the Superintendent of Schools. Travel mileage reimbursement shall be paid at the IRS rate. Each July 1st, the mileage reimbursement rate shall be adjusted to reflect the then current rate.
2. There shall be no per diem or other reimbursement for attendance at the NJEA Convention.

ARTICLE IX

TEACHER WORK YEAR

The teacher work year shall consist of one hundred eighty-nine (189) days, including five (5) snow days. Unused snow days will be subtracted from the 189 days in June. One (1) day is to be used for in service programs to be jointly developed with DEA input.

The last staff reporting day will be converted to a full student/teacher contact day and will be rescheduled within the school year. Therefore, teacher reporting days are 184, but student-teacher contact days are 182.

The DEA and the Board agree to comply with applicable laws and regulations concerning professional development committees.

ARTICLE X

WORK HOURS AND WORK LOAD

- A.** The in-school work day shall not exceed the following times which shall include for full-time teachers, a daily duty-free lunch period of at least thirty (30) minutes unless the lunch period for pupils is less, in which case teachers shall have a lunch period equal to that of the pupils:

1. In the high school, seven hours and twenty minutes;
2. In the middle school, seven hours and five minutes;
3. In the elementary schools, seven hours.

The arrival and departure times will be determined at the sole discretion of the Board. However, teachers shall be permitted to leave five (5) minutes after student dismissal time only on the following dates provided they have completed their professional obligations:

1. On the day the Early Childhood-6 teacher performs morning duty assignment.
2. On the day the teacher has evening conferences scheduled on a school-wide basis, or any day teachers are required to return in the evening.
3. On the day preceding any recess or holiday.

- B.**
1. Subject to Paragraph C of this Article and to the provisions of this Agreement:
 - (a) High school teachers shall have one (1) daily preparation period equal in length to an instructional period. In addition, for so long as the school day consists of eight (8) periods or more, High School teachers shall have one (1) daily “on call” period.
 - (b) High school teachers assigned to a sixth teaching assignment shall be relieved of their duty assignment.
 - (c) Middle school teachers shall receive one (1) daily preparation period equal in length to an instructional period.

- (d) Middle school teachers assigned to a sixth teaching assignment shall be relieved of their duty assignment.

- (e) Starting July 1, 1999, the Elementary in-school work day shall be seven (7) hours, which shall include five (5) guaranteed preparation periods per week of forty (40) minutes in duration. Wherever possible, preparation periods shall be uninterrupted and shall be scheduled to occur one (1) per day.

As of July 1, 1999, student instructional time in the elementary schools shall be increased by twenty (20) minutes.

The last two (2) student school days each June shall be single-session days.

Teachers without an assigned aide or instructional assistant who are assigned three hours or more of uninterrupted student contact time shall be relieved for ten minutes during that contact time.

Elementary school teachers (Early Childhood-6) shall be guaranteed five (5) preparation periods per week of at least forty (40) minutes in duration. In the event an elementary teacher (Early Childhood-6) loses a preparation period because of the absence of a specialist or other class coverage, he/she shall be paid **twenty (\$20.00) dollars** for each such period lost. That part of the teacher's work day which is prior to the start of the student day and which is after the end of the student day shall not be considered as preparation period for the purpose of the foregoing guarantee.

- (e) Teaching staff members may be required to stay for staff meetings no more than 2 times per month for a maximum duration of **twenty-five (25)** minutes beyond the close of the teacher workday.
- (f) Middle school teachers shall attend 3 daytime conferences and 2 evening conferences per year. Elementary teachers shall attend 2 daytime and 2 evening conferences per year. These shall occur on single session days. Teachers assigned to more than one building may be required to attend conferences in each building but will not work more than the number of conferences listed above.
- (g) Teachers may be assigned to a "zero period" prior to the start of the day. This period shall commence no earlier than the length of one class period or a maximum of 45 minutes before the starting time in that building. Attendance at mandatory meetings shall be contiguous with the end of the individual's workday. The length of the workday shall remain as specified in Article X, A.

- 2. Preparation period or "on call" time as used herein is unassigned time utilized for lesson preparation, parent conferences, observation/evaluation conferences, curriculum related activities, student conferences, and other such activities and functions beneficial to the educational program.
- 3. Teachers are not to be taken from preparation or "on-call" periods to cover non-emergency absences. Teachers shall continue to provide class coverage during their "on-call" time in those instances when a teacher leaves after the start of the school day without having given prior notice so as to have enabled the administration to hire a substitute.

- C. Teachers shall continue to meet their obligations, in accordance with current practice, regarding before and after school duty assignments, staff meetings, evening conferences and meetings, and similar responsibilities occurring outside the regular school day. These obligations vary among the different schools.

- D. Curriculum writing shall be assigned in the following format: one-half of the assigned time shall consist of release from student contact time; the remaining one-half of the assigned time shall be during non-student contact time within the workday.

ARTICLE XI

MISCELLANEOUS

- A. All provisions of Chapter 303, P.L. 1968, governing working conditions shall be fully complied with.
- B. Vacancies will be posted in accordance with the provisions of Board of Education Policy No. 403A.
- C. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- D. Individual teacher contracts shall comply with and be consistent with the terms of this Agreement. Where discrepancies exist, the Agreement shall prevail.
- E. The Board of Education will supply one copy of the Board of Education Policy Manual, together with updates as available, to the Association.
- F. The Association shall have received one (1) copy of Board Minutes at no charge when such Minutes become available for public distribution.
- G. A teaching staff member desiring to resign his/her position shall give the Board of Education at least 60 days prior written notice. The Board of Education shall give at least 30 days written notice prior to termination of the contract of a non-tenured teaching staff member, except for end of year non-renewals.

ARTICLE XII

ASSOCIATION RIGHTS

- A. The Association will have 10 minutes on the agenda of the district-wide staff meeting held on the first day of the teacher work year in September.
- B. Each school shall be provided with a faculty room in which Association members may work and eat lunch apart from the students.
- C. The Board shall furnish each faculty room with local-area-access-only telephone for the use of employees.

ARTICLE XIII

MANAGEMENT RIGHTS

- A.** The Board, subject to the provisions of this Agreement, reserves to itself the right and responsibilities of management of the School District and full jurisdiction and authority to make and revise policy, rules, regulations and practices in furtherance thereof.

- B.** By way of illustration and not by way of limitation of the rights and responsibilities reserved to the Board are the right to exclusive management and administrative control of the school system and its properties and facilities and employees; to adopt or modify through negotiations with the Association and to post rules and regulations governing working conditions; to hire, assign, promote, transfer and retain employees covered by this Agreement, or to suspend, demote, discharge or take other disciplinary action against employees; to relieve employees from duties because of lack of work or for other legitimate reasons; to decide upon the methods and means of instruction and the duties, responsibilities and assignments of employees with respect thereto; to create, abolish, fill or fail to fill any position; to maintain the thoroughness and efficiency of the School District operations entrusted to it; to introduce new or improved methods and facilities; to contract out such goods and services as it deems proper; and to take whatever other actions may be necessary to accomplish the mission of the school District in any situation.

ARTICLE XIV

DURATION

This Contract shall be effective from July 1, 2001 through June 30, 2004.

SCHEDULE A

DOVER TEACHERS SALARY GUIDE

TEACHER SALARY GUIDE, 2001-2002 (YR 1)

STEP	BS	BS+30	MA	MA+30
1	35600	36800	38200	38900
2	35960	37160	38560	39210
3	36100	37300	38700	39350
4	36450	37650	39050	39700
5	37000	38200	39600	40250
6	37840	39040	40440	41090
7	39250	40450	41850	42500
8	41205	42405	43805	44455
9	43605	44805	46205	46855
10	46516	47716	49116	49766
11	49495	50695	52095	52745
12	52855	54055	55455	56105
13	56400	57600	59000	59650
14	61715	62915	64315	64965
15	66755	67955	69355	70005

LONGEVITY

Longevity increases shall be paid as follows:

An increase of	\$725 , after a teacher completes	15 years in the district; an
additional	\$375 , after completing	20 years in the district; an
additional	\$750 , after completing	25 years in the district; an
additional	\$650 , after completing	30 years in the district; an
additional	\$500 after completing	35 years in the district; a maximum

longevity increase not to exceed a total of **\$3,000.00**

NOTE: Advancement on this guide is contingent upon satisfactory performance by the teacher as determined through administrative evaluation.

SCHEDULE A

DOVER TEACHERS SALARY GUIDE

TEACHER SALARY GUIDE, 2002-2003 (YR 2)

STEP	BS	BS+15	BS+30	MA	MA+15	MA+30
1	37580	37880	38780	40180	40480	40830
2	37708	38008	38920	40308	40608	40970
3	37848	38148	39060	40448	40748	41110
4	38043	38343	39210	40598	40898	41260
5	38338	38638	39550	40938	41238	41600
6	38888	39188	40100	41488	41788	42150
7	39728	40028	40940	42328	42628	42990
8	41193	41493	42405	43793	44093	44455
9	43593	43893	44805	46193	46493	46855
10	46504	46804	47716	49108	49408	49766
11	49483	49783	50695	52083	52383	52745
12	52843	53143	54055	55443	55743	56105
13	56388	56688	57600	58988	59288	59650
14	62688	62988	63900	65288	65588	65950
15	68703	69003	69915	71311	71611	71965

LONGEVITY

Longevity increases shall be paid as follows:

An increase of	\$725 , after a teacher completes	15 years in the district; an
additional	\$375 , after completing	20 years in the district; an
additional	\$750 , after completing	25 years in the district; an
additional	\$650 , after completing	30 years in the district; an
additional	\$500 after completing	35 years in the district; a maximum

longevity increase not to exceed a total of **\$3,000.00**

NOTE: Advancement on this guide is contingent upon satisfactory performance by the teacher as determined through administrative evaluation.

SCHEDULE A

DOVER TEACHERS SALARY GUIDE

TEACHER SALARY GUIDE, 2003-2004 (YR 3)

STEP	BS	BS+15	BS+30	MA	MA+15	MA+30
1	39445	39770	40645	42045	42370	42695
2	39582	39907	40785	42182	42507	42835
3	39772	40047	40925	42322	42647	42975
4	39862	40187	41065	42462	42787	43115
5	40007	40332	41210	42607	42932	43260
6	40397	40722	41600	42997	43322	43650
7	40897	41222	42100	43497	43822	44150
8	41797	42122	43000	44397	44722	45050
9	43602	43927	44805	46202	46527	46855
10	46713	47038	47916	49313	49638	49966
11	49697	50022	50900	52297	52622	52950
12	52852	53177	54055	55452	55777	56105
13	57747	58072	58950	60347	60672	61000
14	62997	63322	64200	65597	65922	66250
15	70962	71287	72165	73570	73895	74215

LONGEVITY

Longevity increases shall be paid as follows:

An increase of	\$725 , after a teacher completes	15 years in the district; an
additional	\$375 , after completing	20 years in the district; an
additional	\$750 , after completing	25 years in the district; an
additional	\$650 , after completing	30 years in the district; an
additional	\$500 after completing	35 years in the district; a maximum

longevity increase not to exceed a total of **\$3,000.00**

NOTE: Advancement on this guide is contingent upon satisfactory performance by the teacher as determined through administrative evaluation.

SCHEDULE B ATHLETIC GUIDE 2001-2002

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
ATHLETIC DIRECTOR	\$3616	\$3918	\$4522	\$5125	\$5728	\$7990
HEAD FOOTBALL	\$3616	\$4220	\$4824	\$5273	\$6480	\$8268
ASSISTANT-HIGH SCHOOL & MIDDLE SCHOOL	\$2489	\$2791	\$3092	\$3395	\$4465	\$5632
FOOTBALL TRAINER	\$2050	\$2238	\$2461	\$2705	\$2979	
HEAD BASEBALL, TRACK, SOCCER, BASKETBALL,						
WRESTLING, SOFTBALL, FIELD HOCKEY	\$2939	\$3395	\$3844	\$4294	\$5245	\$6663
ASSISTANT-HIGH SCHOOL AND MIDDLE SCHOOL	\$2107	\$2415	\$2710	\$3166	\$3821	\$4801
HEAD CROSS COUNTRY, WINTER TRACK, SWIMMING	\$2261	\$2563	\$2865	\$3166	\$4124	\$4906
ASSISTANT-HIGH SCHOOL AND MIDDLE SCHOOL	\$1811	\$1959	\$2112	\$2227	\$2756	\$3406
HEAD TENNIS	\$1811	\$1959	\$2187	\$2261	\$3416	
EQUIPMENT CUSTODIAN FOOTBALL	\$2164	\$2374	\$2603	\$2842		

ASSISTANT COACHES ASSIGNED TO THE MIDDLE SCHOOL SHALL WORK THE SAME SEASON AS HIGH SCHOOL ASSISTANT COACHES AND SHALL REPORT TO THE HEAD COACH FOR THAT RESPECTIVE SPORT.

DURING THE TERM OF THIS AGREEMENT, ATHLETIC PERSONNEL SHALL MOVE (1) ONE STEP EACH YEAR.

PERSONNEL ON STEP 6 FOR A GIVEN YEAR SHALL RECEIVE A 2% INCREASE FOR SUBSEQUENT YEARS.

SCHEDULE B ATHLETIC GUIDE 2002-2003, 2003-2004

(4.6% increase over 2001-2002)

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
ATHLETIC DIRECTOR	3782	4098	4730	5361	5991	8358
HEAD FOOTBALL	3782	4414	5046	5516	6778	8648
ASSISTANT MIDDLE & HIGH SCHOOL	2603	2919	3234	3551	4670	5891
FOOTBALL TRAINER	2144	2341	2574	2829	3116	
EQUIPMENT CUSTODIAN - FOOTBALL	2264	2483	2723	2973		
Head Basketball, Track, Soccer,	3074	3551	4021	4492	5486	6969
Basketball, Softball, Field Hockey, and Wrestling Assist. Middle & High School	2204	2526	2835	3312	3997	5022
Head Crosscountry, Winter Track	2365	2681	2997	3312	4314	5132
Swimming Assistant Middle & High School	1894	2049	2209	2329	2883	3563
Head Tennis	1894	2049	2288	2365	3573	

ASSISTANT COACHES ASSIGNED TO THE MIDDLE SCHOOL SHALL WORK THE SAME SEASON AS HIGH SCHOOL ASSISTANT COACHES AND

SHALL REPORT TO THE HEAD COACH FOR THAT RESPECTIVE SPORT.

DURING THE TERM OF THIS AGREEMENT, ATHLETIC PERSONNEL SHALL MOVE (1) ONE STEP EACH YEAR PERSONNEL ON STEP 6 FOR A GIVEN YEAR SHALL RECEIVE A 2% INCREASE FOR SUBSEQUENT YEARS.

SCHEDULE C TEAM LEADERS AND COORDINATORS 2001-2002

TITLE	ADDITIONAL STIPEND
TEAM LEADERS	\$1173
DISTRICT MEDIA COORDINATOR	\$2000

SCHEDULE C TEAM LEADERS AND COORDINATORS 2002-2003, 2003-2004
(4.6% over 2001- 2002)

TITLE	ADDITIONAL STIPEND
Team Leaders	\$1,227.00
District Media Coordinator	\$2,092.00

SCHEDULE D-CO-CURRICULAR SALARY GUIDE 2001-2002

JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4
PUBLIC RELATIONS DIRECTOR	\$1423	\$2199	\$3030	\$3862
FORENSICS, DEBATING AND GRADUATION SPEAKERS	\$968	\$1457	\$1948	\$2448
SKI ADVISOR	\$257	\$347	\$438	\$541
HIGH SCHOOL ACCOUNTS	\$1424	\$2107	\$2791	\$3588
ATHLETIC ASSOCIATION TREASURER	\$1424	\$2107	\$2791	\$3588
BAND DIRECTOR	\$2392	\$3759	\$5125	\$6606
BAND ASSISTANT DIRECTOR	\$1024	\$1709	\$2392	\$3075
BAND PERCUSSION DIRECTOR	\$845	\$940	\$1031	\$1134
BAND COLOR GUARD DIRECTOR	\$513	\$564	\$621	\$683
PLAY PRODUCER	\$857	\$940	\$1083	\$1309
PLAY DIRECTOR	\$1024	\$1515	\$2004	\$2506
PLAY MUSIC DIRECTOR	\$854	\$1173	\$1492	\$1822
PLAY SCENERY DIRECTOR	\$376	\$718	\$1060	\$1401
PLAY LIGHT AND SOUND DIRECTOR	\$501	\$564	\$626	\$711
PLAY CHOREOGRAPHY DIRECTOR	\$524	\$649	\$775	\$911

PLAY COSTUME DIRECTOR	\$341	\$387	\$433	\$484
PLAY MAKEUP	\$148	\$165	\$183	\$199
PLAY PIANO ACCOMPANIST	\$854	\$986	\$1116	\$1253
PLAY VOCAL MUSIC	\$854	\$986	\$1116	\$1253
PLAY PROFESSIONAL MUSICIAN (4 MAXIMUM)	\$199			
YEAR BOOK ADVISOR	\$968	\$1424	\$1879	\$2448
YEAR BOOK ASSISTANT ADVISOR	\$484	\$718	\$957	\$1196
MIDDLE SCHOOL YEARBOOK ADVISOR	\$683	\$798	\$968	\$1253
AVA BUILDING COORDINATOR (4)	\$826	\$865	\$905	\$951
JUNIOR CLASS ADVISOR	\$1278			
SENIOR CLASS ADVISOR	\$1742			
FRESHMAN CLASS ADVISOR	\$755			
SOPHOMORE CLASS ADVISOR	\$929			
GRADUATION – CAPS AND GOWNS COORDINATOR	\$171	\$188	\$211	\$234
STUDENT GOVERNMENT ADVISOR	\$1139	\$1253	\$1434	\$1594
CHEERLEADING ADVISORY – VARSITY FOOTBALL	\$729	\$872	\$1014	\$1169
CHEERLEADING ADVISOR – JV FOOTBALL	\$438	\$536	\$632	\$734
CHEERLEADING ADVISOR – FRESHMAN	\$438	\$536	\$632	\$734
CHEERLEADING ADVISOR – VARSITY WRESTLING	\$729	\$872	\$1014	\$1169

CHEERLEADING ADVISOR -- VARSITY BASKETBALL	\$729	\$872	\$1014	\$1169
PLAY DIRECTOR MIDDLE SCHOOL (2)	\$570	\$626	\$712	\$798
NEWSPAPER ADVISOR (HIGH SCHOOL)	\$968	\$1424	\$1879	\$2448
BOWLING ADVISOR	\$399	\$438	\$484	\$529
PRINTING FOR DISTRICT	\$1139	\$1709	\$2278	\$2848
STOKES TRIP COORDINATOR	\$341	\$376	\$416	\$461
STOKES TRIP CHAPERONS (\$70 PER NIGHT SUPERVISED)*				
NEWSPAPER ADVISOR (MIDDLE SCHOOL)	\$683	\$752	\$831	\$917
DISTRICT ART SUPPLIES COORDINATOR	\$456	\$501	\$552	\$609
KEY CLUB ADVISOR	\$570	\$626	\$683	\$740
BUILDERS' CLUB ADVISOR	\$570	\$626	\$683	\$740
MIDDLE SCHOOL STUDENT GOVERNMENT				
ADVISOR	\$1139	\$1253	\$1378	\$1515
MATH TEAM ADVISOR	\$399	\$438	\$484	\$529
SCIENCE TEAM ADVISOR	\$399\$	\$438	\$484	\$529
ACCOMPANIST (MIDDLE SCHOOL)	\$228			
WASHINGTON D.C. TRIP COORDINATOR	\$341	\$376	\$416	\$461
WASHINGTON D.C. TRIP CHAPERONS (\$80 PER NIGHT SUPERVISED)*				

NATIONAL HONOR SOCIETY ADVISOR HIGH SCHOOL	\$381	\$435	\$489	\$544
NATIONAL HONOR SOCIETY ADVISOR MIDDLE SCHOOL	\$381	\$435	\$489	\$544
JAZZ BAND DIRECTOR (HIGH SCHOOL)	\$853	\$978	\$1114	\$1248
LATIN MIX PERFORMERS DIRECTOR	\$399	\$438	\$484	\$529
PERFECT STEPS PERFORMERS DIRECTOR	\$399	\$438	\$484	\$529

* (AMOUNT EQUIVALENT TO CURRENT RATE OF RETURNING SUBSTITUTE TEACHER (DEGREE) AFTER 10 DAYS - 2001-2002 RATE (\$80.00))

DURING THE TERM OF THIS AGREEMENT CO-CURRICULAR PERSONNEL SHALL MOVE ONE (1) STEP EACH YEAR.

PERSONNEL ON STEP 4 FOR A GIVEN YEAR SHALL RECEIVE A 2% INCREASE FOR SUBSEQUENT YEARS.

**SCHEDULE D CO-CURRICULAR GUIDE 2002-2003, 2003-2004
(4.6% increase over 2001-2002)**

JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4
PUBLIC RELATIONS DIRECTOR	1488	2300	3169	4040
FORENSICS, DEBATING & GUARDIAN SPEAKERS	1013	1524	2038	2561
SKI ADVISOR	269	363	458	566
HIGH SCHOOL ACCOUNTS	1490	2204	2919	3753
BAND DIRECTOR	2502	3932	5361	6910
BAND ASSISTANT DIRECTOR	1071	1788	2502	3216
BAND PERCUSSION DIRECTOR	884	983	1078	1186
BAND COLOR GUARD DIRECTOR	537	590	650	714
PLAY PRODUCER	896	983	1133	1369
PLAY DIRECTOR	1071	1585	2096	2621
PLAY MUSIC DIRECTOR	893	1227	1561	1906
PLAY SCENERY DIRECTOR	393	751	1109	1465
PLAY LIGHT AND SOUND DIRECTOR	524	590	655	744
PLAY CHOREOGRAPHY DIRECTOR	548	679	811	953
PLAY COSTUME DIRECTOR	357	405	453	506
PLAY MAKEUP	155	173	191	208
PLAY PIANO ACCOMPANIST	893	1031	1167	1311
PLAY VOCAL MUSIC	893	1031	1167	1311
PLAY PROFESSIONAL MUSICIAN (4 MAXIMUM)	208			
YEAR BOOK ADVISOR	1013	1490	1965	2561

YEAR BOOK ASSISTANT ADVISOR	506	751	1001	1251
MIDDLE SCHOOL YEARBOOK ADVISOR	714	835	1013	1311
AVA BUILDING COORDINATOR (4)	864	905	947	995
JUNIOR CLASS ADVISOR	1337			
SENIOR CLASS ADVISOR	1822			
FRESHMAN CLASS ADVISOR	790			
SOPHOMORE CLASS ADVISOR	972			
GRADUATION – CAPS & GOWNS COORD.	179	197	221	245
STUDENT GOVERNMENT ADVISOR	1191	1311	1500	1667
CHEERLEADING ADVISOR -- VARSITY FOOTBALL	763	912	1061	1223
CHEERLEADING ADVISOR -- JV FOOTBALL	458	561	661	758
CHEERLEADING ADVISOR -- FRESHMAN FOOTBALL	458	561	661	768
CHEERLEADING ADVISOR -- VARSITY WRESTLING	763	912	1061	1223
CHEERLEADING ADVISOR -- VARSITY BASKETBALL	763	912	1061	1223
PLAY DIRECTOR MIDDLE SCHOOL (2)	596	655	745	835
NEWSPAPER ADVISOR (HIGH SCHOOL)	1013	1490	1965	2561
BOWLING ADVISOR	417	458	506	553
PRINTING FOR DISTRICT	1191	1788	2383	2979
STOKES TRIP COORDINATOR	357	393	435	482
STOKES TRIP COORDINATOR (\$80 Per Night Supervised)				
NEWSPAPER ADVISOR (MIDDLE SCHOOL)	714	787	869	959
DISTRICT ART SUPPLIES COORDINATOR	477	524	577	637

KEY CLUB ADVISOR	596	655	714	774
BUILDERS CLUB ADVISOR	596	655	714	774
MIDDLE SCHOOL STUDENT GOVERNMENT ADVISOR	1191	1311	1441	1585
MATH TEAM ADVISOR	417	458	506	553
SCIENCE TEAM ADVISOR	417	458	506	553
ACCOMPANIST (MIDDLE SCHOOL)	238			
EIGHTH GRADE TRIPS COORDINATOR	357	393	435	482
NATIONAL HONOR SOCIETY ADVISOR HIGH SCHOOL	399	455	511	569
NATIONAL HONOR SOCIETY ADVISOR MIDDLE SCHOOL	399	455	511	569
JAZZ BAND DIRECTOR (HIGH SCHOOL)	892	1023	1165	1305
LATIN MIX PERFORMERS DIRECTOR	417	458	506	553
PERFECT STEPS PERFORMERS DIRECTOR	417	458	506	553

(AMOUNT EQUIVALENT TO CURRENT RATE OF RETURNING SUBSTITUTE TEACHER (DEGREE) AFTER 10 DAYS 2001-02 Rate (\$80.00)

DURING THE TERM OF THIS AGREEMENT CO-CURRICULAR PERSONNEL SHALL MOVE ONE (1) STEP EACH YEAR.

PERSONNEL ON STEP 4 FOR A GIVEN YEAR SHALL RECEIVE A 2% INCREASE FOR SUBSEQUENT YEAR

SCHEDULE D-HOURLY PAID ACTIVITIES 2001-2002

HOURLY PAID ACTIVITIES

HOURLY RATE

DETENTION HALL	\$22.84
MORNING/AFTERNOON HALL DUTY	\$22.84
INTRAMURALS	\$22.84
SECURITY/EXTRA SERVICES	\$22.84
DRIVER EDUCATION	\$25.57
EDUCATION PROGRAMS (EXTRA SERVICES)	\$25.57
SATURDAY DETENTION	\$25.57
FORENSIC DEBATE ADVISOR (EDMS)	\$25.57
HOMEWORK CENTER TEACHER	\$25.57

SCHEDULE D HOURLY PAID ACTIVITIES 2002-2003, 2003-2004
(4.6% increase over 2001-2002)

Hourly Paid Activities	Hourly Rate
Detention Hall	\$23.89
Morning/Afternoon Hall Duty	\$23.89
Intramurals	\$23.89
Security/Extra Services	\$23.89
Driver Education	\$26.75
Education Programs (Extra Services)	\$26.75
Saturday Detention	\$26.75
Forensic Debate Advisor (EDMS)	\$26.75
Homework Center Teacher	\$26.75

SIGNATURE PAGE

The Dover Board of Education and the Dover Education Association do hereby agree to the procedures and conditions as set forth in the 29 page document entitled, "AGREEMENT BETWEEN THE DOVER BOARD OF EDUCATION AND THE DOVER EDUCATION ASSOCIATION COVERING THE PERIOD OF JULY 1, 2001 TO JUNE 30, 2004.

THE DOVER BOARD OF EDUCATION

_____ PRESIDENT

100 Grace Street, Dover, New Jersey 07801 ADDRESS

_____ SECRETARY

100 Grace Street, Dover, New Jersey 07801 ADDRESS

Date: _____

THE DOVER EDUCATION ASSOCIATION

_____ PRESIDENT

100 Grace Street, Dover, New Jersey 07801 ADDRESS

_____ SECRETARY

100 Grace Street, Dover, New Jersey 07801 ADDRESS

Date: _____

SIDE BAR AGREEMENT
BETWEEN
DOVER BOARD OF EDUCATION
AND
DOVER EDUCATION ASSOCIATION

In consideration of the mutual promises and undertakings contained herein, the undersigned parties agree that the Collective Negotiation Agreement between the Dover Board of Education and the Dover Education Association, effective July 1, 2001 to June 30, 2004, is hereby amended as follows:

1. The Dover Board of Education agrees that the Superintendent will issue a memo to Building Principals notifying them that documentation is not required when teachers utilize personal and bereavement leave. Documentation can only be required in cases of suspected abuse.
2. The Board and the Association agree that the Association President or her/his designee shall meet with the Superintendent at regular intervals mutually agreeable to the Superintendent and the Association President.
3. This Side Bar Agreement shall not survive the expiration of the Collective Negotiations Agreement that becomes effective July 1, 2001, unless expressly so provided therein.
4. The application form referenced in Article IV B.3 shall be revised to include a statement of reasons for the decision to deny the professional leave application.
5. The Board will provide policies to the Association regarding privacy issues.

DOVER BOARD OF EDUCATION

DOVER EDUCATION ASSOCIATION

Date: _____

Date: _____

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