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THIS BOOK DOES
NOT CIRCULATE

1970-1971

PROFESSIONAL AGREEMENT

BETWEEN

MOUNT ARLINGTON TEACHERS ASSOCIATION

AND

THE BOARD OF EDUCATION OF THE BOROUGH OF
MOUNT ARLINGTON IN THE COUNTY OF MORRIS,

A MUNICIPAL CORPORATION OF THE STATE OF
NEW JERSEY

Recognition

A. The Board hereby recognizes the Association as the majority representative for the collective negotiation concerning grievances and terms and conditions of employment for all professional personnel listed below whether under contract, on leave employed or to be employed by the Board, including:

1. Teachers
2. Learning Disability Teaching Consultant
3. Nurse
4. Speech Therapist
5. Librarian

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

C. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any teacher benefit existing prior to its effective date.

Negotiation of Successor Agreement

- A. Negotiations shall begin not later than October 1 of the calendar year preceding the calendar in which this Agreement expires.
- B. 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.

Grievance Procedure

A. Definitions

1. A "grievance" is a claim based upon an event or condition which affects the welfare or terms and conditions of employment of a teacher or group of teachers or the interpretations, meaning or application of any of the provisions of this Agreement.

2. An "aggrieved person" is a person or persons making the claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

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

2. Nothing herein contained shall be constructed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member

of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment to state its views.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expediate the process. The time limits specified may, however, be extended by mutual agreement.

2. (a) In the event a 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 or as soon thereafter as it is practicable.

(b) The employee does not have the right to refuse to follow an administrative directive or board policy on the grounds that he has instituted a grievance. All teachers including the grievant or group of grievants are required to continue under the direction of the Administrators and Administrative Principal, regardless of the pendency of any grievance, until such grievance is properly determined.

3. Level One

A teacher with a grievance shall first discuss it with his Administrative Principal either directly or through the Association's designated representative, with the objective of resolving the matter informally.

4. Level Two

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance in writing with the Chariman of the Association's Committee on Professional Discussions (hereinafter referred to as the "PD Committee") within five school days after the decision at Level One or ten (10) school days after the grievance was presented which-

ever is sooner. Within five (5) school days after receiving the written grievance, the Chairman of the PD Committee shall refer it to the Administrative Principal of the school.

5. Level Three

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two or if no decision has been rendered within three (3) days after the grievance was delivered to the Administrative Principal, he may, within eight (8) school days after a decision by the Administrative Principal or (12) school days after the grievance was delivered to the Administrative Principal (whichever is sooner) request in writing, the the Chairman of the PD Committee submit his grievance to the Board.

The Chairman of the PD Committee shall then refer it to the Board.

6. Level Four

(a) If the aggrieved person is not satisfied with the disposition of his grievance at Level Three or if no decision has been rendered within thirteen (13) school days after the grievance was delivered to the Board, he may, within eight (8) school days after a decision by the Board or fifteen (15) school days after the grievance was delivered to the Board whichever is sooner, request in writing that the Chairman of the PD Committee invoke the services of the New Jersey Public Employment Relations Commission through the Division of Public Employment Relations pursuant to the Provisions of NJS 34:13A-6(b). If the PD Committee determines that the grievance is meritorious it may submit the grievance to the New Jersey Public Employment Relations Commission as aforesaid within fifteen (15) school days after receipt of said request by the aggrieved person.

(b) Within (10) ten school days after such written notice of submission to arbitration, the Board and the PD Committee shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

(c) The arbitrator so selected shall confer with the representatives of the Board and the PD Committee and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearings for, if oral hearings have been waived, then from

the date the final statements and proofs of the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted to him. 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 decision of the arbitrator shall be submitted to the Board and the Association. This decision is advisory in nature and not binding on either the Board or the Association.

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

D. Rights of Teachers to Representation

1. An aggrieved person may be represented at all stages of the grievance procedure by himself, by counsel of his own selection, or, at his option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any aggrieved person, any building representative, any member of the PD Committee or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. If, in the judgement of the PD Committee, a grievance affects a group or class of teachers, the PD Committee may submit such grievance in writing to the Administrative Principal directly and the processing of such grievance shall be commenced at Level Two. The PD Committee may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so, provided said aggrieved person is a member of the Association.

2. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered

at Levels Two, Three, and Four of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Chairman of the PD Committee. Decisions rendered at Level Four shall be in accordance with the procedures set forth in Section C, paragraph 6 (c) of this ARTICLE.

3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

4. Forms for filing grievances, service notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Administrative Principal and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

5. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this ARTICLE.

Teacher Rights

- A. No teacher shall by capricious act of Administration be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause.
- B. Whenever any teacher is required to appear before the principal or his designee, Board or any committee, member, representative or agent thereof concerning any matter which could adversely affect the continuation of that teacher in his office, position or employment, or the salary or any increments pertaining thereto then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview. Any suspension of a teacher pending charges shall be with pay. If the person is found guilty of the charge, repayment shall be refunded to the employer within the same period as that of the suspension immediately subsequent to the finding.
- C. The grades given will not be competitive in terms of difference of capability in pupils, but will rather indicate the status of the individual as determined by the teacher, based upon that individual's capability.

- D. No teacher shall be prevented from wearing lapel pins or any other similar identification of membership in the Association or its affiliates.

Association Rights and Privileges

- A. Whenever any representative of the Association or any teacher participates during working hours in negotiations, grievance proceedings, conferences, meetings called by the Board of Education or Administration he shall suffer no loss of pay.
- B. The Association and its representatives shall have the right to use the school meeting rooms at all reasonable hours for meetings. The principal of the building facilities in question shall be notified in advance of the time and place of all such meetings.
- C. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use, and for any repairs necessitated as a result thereof with the knowledge and permission of the Administrative Principal.
- D. The Association shall have the exclusive use of a bulletin board in the faculty lounge.
- E. The Association shall be provided with adequate space for a file cabinet to be kept at a mutually agreed upon location.

Teaching Hours and Teaching Loads

- A. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" roster.
- B. Teachers may leave the building with the knowledge of the Administrative Principal during their scheduled duty-free lunch period or preparation period.
- C. An Association representative may speak to the teachers during any meeting on the request of the representatives, providing this policy is reciprocal.

1. The notice of and agenda for any meeting shall be given to the teachers involved at least Two (2) school days prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

D. Teacher participation in extra-curricular activities which extend beyond the regularly scheduled in-school day shall be voluntary, and shall be compensated according to the rate of pay and/or released time in Schedule B.

1. Commensurate release time will be granted for extra-curricular assignments which take place during the school day.

E. Field trips shall be scheduled and implemented in a manner which shall be mutually agreed upon by the teachers participating in them. Written permission for field trips shall be obtained from the principal to guarantee insurance coverage as a school sponsored activity. For participation in overnight and weekend trips teachers shall be compensated at the rate of \$2.00 per hour.

Non-teaching Duties

A. The Board and the Association acknowledge that a teacher's primary responsibility is to teach, and the welfare and safety of the child and that his energies should, to the extent possible, be utilized to this end. Therefore, they agree as follows:

B. Except under emergency conditions, to be determined by the Board of Education, or when accepted to be a normal function of the teaching day's activity, teachers shall not be required to perform the following tasks:

1. Milk Distribution.
2. Supervision of the Cafeteria.
3. Supervision of sidewalks, bus loading or unloading.
4. Collection of money from students beyond the first day assigned for such collection.
5. Delivery of books to the classroom.
6. Producing master copies of instructional materials required for daily use.
7. Physically keeping cumulative records other than the preparing of normal entries dictated by proximity of the teacher to the subject matter.
8. Custodial duties beyond habits of good housekeeping and general order.
9. Correcting standardized tests used at the direction of the Board or the Administration.

Salaries

- A. The salaries of all teachers covered by this Agreement are set forth in Schedule "a" which is attached hereto and made a part hereof.
- B. Teachers employed on a ten (10) month basis shall have the option of being paid in twenty (20) equal semi-monthly installments.
1. Employees may individually elect to have ten (10%) per cent of their monthly salary deducted from their pay. These funds shall be paid to the teacher or his estate on the final pay day in June, according to a schedule of payment throughout the summer as requested by the teacher, or upon the death or termination of employment, if earlier.
 2. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.
 3. Teachers shall receive their final checks and the pay schedule for the following year on the last working day in June.

Teacher Assignment

- A. 1. All teachers shall be given written notice of their salary schedules, class and/or subject assignments, building assignments and room assignments for the forthcoming year as soon as possible.
2. The principal shall assign all newly-appointed personnel to their specific positions within that subject area and/or grade level for which the Board has appointed them. The principal shall give notice of assignments to new teachers as soon as practicable, and except in cases of emergency, not later than June 30, 1971.
3. In the event that changes in such schedules, class and/or subject assignments, building assignments, or room assignments are proposed the teacher affected shall be notified promptly in writing and, upon the request of the teacher, the changes shall be promptly reviewed between the principal or his representative and the teacher affected and at his option a representative of the Association.

Voluntary Transfers and Reassignments

- A. 1. No later than May 1 of each school year, the principal shall deliver to the Association and post in the school building a list of the known vacancies which shall occur during the following school year.
2. Teachers who desire a change in grade and/or subject assignments or who desire to transfer to another building may file a written statements of such desire with the principal not later than May 7. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school to which he desires to be transferred, in order of preference.
3. As soon as practicable, and no later than May 15, the principal shall post in the school and deliver to the Association a system-wide schedule showing the names of all teachers who have been reassigned or transferred and the nature of such reassignment or transfer.
- B. In the determination of requests for voluntary reassignments and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system. No such request shall be denied arbitrarily, capriciously, or without basis of fact.

Involuntary Transfers and Reassignments

- A. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the principal, at which time the teacher shall be notified of the reason therefore.
- B. Teachers being involuntarily transferred or reassigned from their present position shall have preference over other qualifications being equal over those seeking voluntary transfer or reassignments in regard to choice among those positions which are vacant.

Promotions

- A. All professional staff members shall be notified of any vacant positions, either staff or administration, along with requirements for said positions. The Board of Education will consider applications from members of the Mt. Arlington

teaching staff. Teachers who desire to apply for such vacancies shall submit their applications in writing to the principal within the time limit specified in the notice, and the principal shall acknowledge promptly in writing the receipt of all such applications. Applications shall be kept on file in the principal's office for continual consideration for the current teaching year or until the office is notified in writing by an applicant that the application is withdrawn.

Summer School - Home Teaching and
Federal Programs

- A. Teachers employed in the Mt. Arlington School District shall have priority to such assignments before appointment to applicants from the outside district.
- B. Salary schedules for positions included in this Article shall be negotiated under procedures in Schedule B.

Teacher Evaluation

- A.
 1. Predication for teachers evaluation shall not be based upon information obtained through surveillance by audio visual devices.
 2. Teachers shall be evaluated only by persons certified by the New Jersey State Board of Examiners to supervise instruction.
 3. Consultative discussion group constituted by the teaching staff along with the Administrative Principal shall be formed in the month of December for the purpose of determining the procedural methods of teachers evaluation.
- B.
 1. No material derogatory to a teacher's conduct, service, character or personality shall be placed in his personnel file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge when he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof.

Fair Dismissal Procedure

- A. 1. On or before May 15 of each year, the Board shall give nontenure teachers continuously employed since the preceding September either:
- a. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary and benefits as may be required by law or agreement between the Board and the Association, or
 - b. A written notice that such employment shall not be offered.
2. Any nontenure teacher who receives a notice of non-employment may within five (5) days thereafter, in writing request a conference to discuss reasons for such nonemployment with the principal, which a conference shall be given to the teacher within ten (10) school days after receipt of such request.

Teacher Facilities

- A. By the beginning of the 1970-71 school year, each school shall have the following facilities:
1. Space in each classroom in which teachers may store instructional materials and supplies;
 2. A teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials;
 3. A serviceable desk and chair for the exclusive use of each full time teacher;
 4. A communication system so that teachers can communicate with the main building office from their classrooms;
 5. Suitable closet space for each full time teacher to store coats, overshoes, and personal articles;
 6. Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach;
 7. Adequate chalkboard space in every classroom;
 8. Adequate books, paper, pencils, pens, chalk, erasers and other such material required in daily teaching responsibility.

Sick Leave

- A. As of September 1, 1970 all teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave shall be accumulated from year to year with no maximum limit.
- B. Teachers being hired from other districts within the State of New Jersey are allowed the transfer of 50% accumulated sick days, up to a limit of 30 days.
- C. Nonaccumulative sick leave benefits in addition to Section A of this article shall be allowed to teachers according to the following schedule:
- one (1) family sick days for illness in the family extension of the above article may be granted by the Board of Education.
- D. Teachers shall be given a written accounting of accumulated sick leave days no later than September 30.

Temporary Leaves of Absence

- A. As of the beginning of the 1970-71 school year, teachers shall be entitled to the following temporary nonaccumulative leaves of absence with full pay each school year:
1. Two (2) days leaves of absence for personal, legal, business, household or family matters which require absence during school hours. Applications to the teacher's principal or other immediate superior for personal leave shall be made at least five (5) days before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for such leave other than that he is taking it under this section.
 2. Up to five (5) days per school year for the observance of religious holidays, where said observance prevents the teacher from working on said days. Notice of said days must be made in writing by the teacher to the Administrative Principal by September 30.
 3. Up to two (2) days for the purpose of visiting other schools or attending meetings or conferences of an educational nature.
 4. Time necessary for appearances in any legal proceedings connected with the teacher's employment or with the school system or in any other legal proceeding if the teacher is required by law to attend.

5. In the case of death in the immediate family during the school session, board employees shall be allowed five (5) consecutive calendar days leave of absence without deduction of pay. This leave is exclusive of sick allowance. (Immediate family refers to husband, wife, father, mother, child, sister, brother, or grandparents.) In case of death of a relative of second degree, a leave of absence of two (2) days will be allowed without deduction of pay. (Relative of second degree refers to uncle, aunt, niece, cousin or in-law.)

6. Other leaves of absence with pay may be granted by the Board of Education for good reason.

Extended Leaves of Absence

A. A leave of absence without pay up to two (2) years shall be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and if a full-time participant in either of such programs, or accepts a Fulbright Scholarship.

B. A teacher on tenure shall be granted a leaves of absence without pay for up to one (1) year to teach in an accredited college or university.

C. Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of said service. A similar leave shall be granted to the spouse of any teacher who is so inducted or who enlists to join him for the period of special training in preparation for duty overseas in combat zones.

D. 1. A teacher shall notify the principal of her pregnancy as soon as it is medically confirmed. Said teacher shall be placed on maternity leave without pay for one (1) year for the birth and rearing of her child. In the event of stillbirth or death of the child, the teacher, if she so elects may return to her position when physically able to perform her duties, providing the vacancy still exists. Upon recommendation of the principal and the approval of the Board, a teacher may leave at a later date and return at an earlier date than provided herewith.

2. Any female teacher adopting an infant child shall receive similar leave which shall commence upon her receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption. No teacher on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Mt. Arlington School District in the area of her competence or certification.

- E. Other leaves of absence without pay may be granted by the Board for good reason.
- F. 1. Upon return from leave granted pursuant to Section A, B, or C of this Article, a teacher shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent. A teacher shall not receive increment credit for time spent on a leave granted pursuant to Sections D, or E of this Article.
- G. All extensions or renewals of leaves shall be applied for and granted in writing.

Professional Development and
Educational Improvement

- A. The Board agrees to implement the following at the beginning of the 1970-71 school year:
1. To pay tuition up to twenty five (25.00) dollars for all graduate credits providing payment will be made upon the teacher signing his contract for the ensuing year.

Protection of Teachers
Students and Property

- A. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. In the event of any disorder or disruption in the regular school program, the Association shall have the right to meet with the Board immediately to develop mutually acceptable programs to guarantee the safety of students, teachers, and property.
- B. 1. If a teacher, without provocation, while on school property or at a place authorized for extra curricular activities shall suffer an assault on his person, which shall be directly related to and occur during the performance of his duties as a teacher in accordance with the terms of his contract and school policy. The Board will support the teacher up to and including legal measures to assist in his recovery of what measures of damages will make him whole according to law.
2. The Board shall reimburse teachers for the reasonable cost of any clothing or other personal property damaged or destroyed as a result of an assault suffered by a

teacher while the teacher was acting in the discharge of his duties within the scope of his employment, up to the sum of twenty (20.00) dollars and will assist recovery of any greater sum.

- C. 1. Teachers shall immediately report cases of assault suffered by them in connection with their employment to their Administrative Principal and the Board.
2. Such notification shall be immediately forwarded to the proper authorities.

Maintenance of Classroom Control and Discipline

- A. A definition of the duties and responsibilities of all administrators, coordinators, supervisors and other personnel pertaining to student discipline shall be reduced to writing by the principal and presented to each teacher at the start of each school year.
- B. When, in the judgement of a teacher, a student is by his behavior seriously disrupting the instructional program to the detriment of other students, the teacher may exclude the student from the classroom and refer him to the principal. In such cases the principal shall arrange as soon as possible, and under normal circumstances not later than the conclusion of the following school day a conference among himself, the teacher and possibly an appropriate specialists to discuss the problem and to decide upon appropriate steps for its resolution.

Insurance Protection

- A. As of the beginning of the 1970-71 school year, the Board shall provide the health-care insurance protection designated below. The Board shall pay for individual coverage for each teacher and 50% of the difference between the cost of the individual & family plan, providing the teacher is the head of the household and is employed on a full time basis.
1. Provisions of the health-care insurance program shall be detailed in master policies and contracts agreed upon by the Board and the Association shall include:
- a. Blue Cross
 - b. Blue Shield
 - c. Major Medical
 - d. Rider J
2. The health insurance carrier(s) shall be Blue Cross

and Blue Shield for the basic hospitalization and medical-surgical coverage, and Health Service Inc. for the major medical coverage.

3. For each teacher who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1 and ending August 31. When necessary, payment of premiums in behalf of the teacher shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

- B. The Board shall provide for continuance of health-care insurance after retirement at age 65 years old with 25 years of service in the Mt. Arlington school system.
- C. The Board shall provide to each teacher a description of the health-care insurance coverage provided under this Article no later than the beginning of the 1970-71 school year, which shall include a clear description of conditions and limits of coverage as listed above.

Books and Other Instructional Materials and Supplies

- A. For the purchase of instructional materials at the NJEA Convention the Board shall allow fifteen (15.00) dollars per teacher to be reimbursed upon submission of paid receipts by the teacher.

Personal and Academic Freedom

- A. Teachers shall be entitled to full rights of citizenship, and no religious activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities do not violate any local, state or federal law.

ARTICLE XXXIII

DEDUCTION FROM SALARY

A. 1. The Board agrees to deduct from the salaries of its teachers dues for the Mt. Arlington Teachers Association, The Morris County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said teachers individually and voluntarily authorize in writing the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Mt. Arlington Teachers Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.

2. 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.

B. The Board agrees to deduct from teachers' salaries money for local, state and/or national association services and programs as said teachers individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such association or associations. Any teacher may have such deducting discontinued at any time upon sixty (60) days' written notice to the Board and the appropriate association.

Miscellaneous Provisions

A. Copies of this agreement shall be supplied at the expense of the Board after agreement with the Association on format as soon as possible after the agreement is signed. the Agreement shall be presented to all teachers now employed, hereafter employed, or considered for employment by the Board.

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

1. If by Association, to Board at Mt. Arlington School.
2. If by the Board, to Association at Mt. Arlington School.

Steps	Non-Degree	BA	BA 30	MA 30
1	\$6322	\$ 7300	\$ 7850	\$ 8400
2	6522	7600	8150	8700
3	6722	7900	8450	9000
4	6922	8200	8750	9300
5	7122	8525	9075	9625
6	7322	8850	9400	9950
7	7522	9175	9725	10275
8	7722	9500	10050	10600
9	7922	9875	10425	10975
10	8122	10250	10800	11350
11	8322	10625	11175	11725
12	8522	11000	11550	12100
13	tenure 8922	tenure 11375	11925	12475
14			12300	12850
15			tenure 12675	tenure 13225

Schedule B

Extra-Curricular Compensation

A. The following extra-curricular activity directors shall be compensated according to the following schedule:

1. Faculty Advisor for athletics.....\$600.00
2. Faculty Advisor for Safety Patrol...\$250.00
3. Head Teacher.....K-4...\$150.00
5 - 8...\$175.00
4. Summer School Instruction....
an hourly rate of\$ 6.55

Tenure Compensation

A. Upon a teacher's attainment of tenure in the Mt. Arlington Public School he shall be granted an additional step of the degree salary schedule. Said increment shall be a permanent addition to said teacher's annual salary.

Service Compensation

A. Upon a teacher's completion of twenty (20) years of service, the Board of Education may grant additional increments in consideration of service rendered to the Mt. Arlington School District.

Merit Increases

A. Merit increases may be awarded at the discretion of the Board not to exceed \$300.00 during a Teacher's tenure of service in the Mt. Arlington School System.