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AGREEMENT

between the

ATLANTIC COUNTY SPECIAL SERVICES EDUCATION ASSOCIATION

and the

ATLANTIC COUNTY SPECIAL SERVICES BOARD OF EDUCATION

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THIS AGREEMENT entered into by and between the BOARD OF EDUCATION OF THE ATLANTIC COUNTY SPECIAL SERVICES DISTRICT, Atlantic County, New Jersey, hereinafter called the "Board", and the ATLANTIC COUNTY SPECIAL SERVICES EDUCATION ASSOCIATION, hereinafter called the "Association."

The Board and Association shall enter into negotiations in accordance with the mandates of Chapter 123, Public Laws, 1974, concerning the terms and conditions of employment for all employees in this bargaining unit as enumerated in Article I.

Since the parties have reached certain understandings which they desire to confirm in this Agreement, it is hereby agreed as follows:

PREAMBLE

female employees.

2. Wherever the term "he" is used, it shall refer to both male and

are used, they shall refer to all the personnel mentioned above.

1. Wherever the terms "employees" or "members" of the bargaining unit

C. Terms unless otherwise indicated:

126.

Paragraph A. above, which is in accordance with P.E.R.C. Docket No. R.O. 89-

employees, confidential employees, and all others not expressly included in

B. Specifically excluded are all supervisory employees and all transportation

Therapy assistants

Maintenance workers

Custodians

Food Service workers

Secretaries and clerks

All nonsupervisory aides

All nonsupervisory certificated personnel

for the following unit of full and part-time personnel:

negotiation concerning grievances and the terms and conditions of employment

Association as the exclusive and sole representative for collective

A. The Board hereby recognizes the Atlantic County Special Services Education

RECOGNITION

ARTICLE I

E. Neither party in any negotiation shall have control over the selection of the negotiating representatives of the other party. The parties mutually data, exchange points of view, and make proposals and counter-proposals.

D. During negotiation, the Board and the Association shall present relevant included as part of this Agreement and contained herein.

Association prior to any changes in terms and conditions of employment Consistent with N.J.S.A. 34:13A et. seq., the Board shall negotiate with the

C. Revisions

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

B. Modification

and be signed by the Board and the Association. Agreement so negotiated shall apply to all employees, be reduced to writing, of the calendar year preceding the year in which the agreement expires. Any employees employment. Such negotiations shall begin on or about November 15 reach agreement on all matters concerning the terms and conditions of Agreement in accordance with N.J.S.A. 34:13A et. seq. in a good faith effort to The parties agree to enter into collective negotiations over a successor

A. Deadline Date

NEGOTIATION OF SUCCESSOR AGREEMENT

ARTICLE II

G. This Agreement incorporates the entire understanding of the parties on all matters which have been the subject of negotiation.

F. Nothing herein precludes representatives of the Board and the Association meeting when necessary for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.

E. Nothing herein precludes representatives of the Board and the Association meeting when necessary for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure but should be processed through the appropriate forum.
pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations. Any disputes over this issue shall not be subject to the grievance procedure but should be processed through the appropriate forum.

2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided adjustment is not inconsistent with the terms of this Agreement.

1. The purpose of this procedure is to resolve differences at the lowest possible level. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

B. Purpose

An "aggrieved person" is the person or persons or the Association making the claim.

2. Aggrieved Person

A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting an employee or a group of employees.

1. Grievance

A. Definitions

GRIEVANCE PROCEDURE

ARTICLE III

(a) Informal - An employee with a grievance may first discuss it with his principal or supervisor with the objective of resolving the matter informally prior to formally filing the grievance.

(b) Formal - A grievance to be considered under this procedure shall be initiated by the employee or association, in writing,

4. Level One - Principal or Supervisor or Auxiliary Services

disposition.

3. If an administrator is not empowered to resolve a grievance then the grievance may be submitted at the next level appropriate for authorized disposition.

school year or as soon as thereafter as is practicable.

that the grievance procedure may be exhausted prior to the end of the of the school year, the time limits set forth herein may be reduced so processed through all the steps in this grievance procedure by the end In the event a grievance is filed at such time that it cannot be

2. Year End Grievances

extended by mutual agreement.

to expedite the process. The time limits specified may, however, be level should be considered as a maximum and every effort should be made reasonably known of the event. The number of days indicated at each days of the event, or the date on which the employee knew or could have A grievance must be filed in writing within twenty (20) calendar

1. Time Limits

C. Procedure

seven (7) school days after receiving the written grievance.

due. The Superintendent shall render his decision in writing within seven (7) school days of receipt or the earliest date when response was the grievance may be filed in writing with the Superintendent within (7) school days after the presentation of the grievance at Level Two, grievance at Level Two, or if no decision has been rendered within seven If the aggrieved person is not satisfied with the disposition of the

Level Three - Superintendent

receiving the written grievance.

render his decision in writing within seven (7) school days after receipt or the latest date when response was due. The Director shall Instruction and Staff Development within seven (7) school days of the grievance may be filed in writing with the Director of Curriculum, (7) school days after the presentation of the grievance at Level One, grievance at Level One, or if no decision has been rendered within seven If the aggrieved person is not satisfied with the disposition of the

Level Two - Director of Curriculum, Instruction and Staff Development

of the grievance at this level.

decision shall be made within (7) school days after presentation

employee could have reasonably known of the occurrence. A

within twenty (20) calendar days of its occurrence or when the

Level Four - Board of Education

If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within seven (7) school days after the grievance was delivered to the Superintendent, he may within seven (7) school days after a decision by the Superintendent or ten (10) school days after the grievance was delivered to the Superintendent, whichever is sooner, submit the grievance to the Board. The request shall be submitted in writing through the Superintendent who shall attach all related papers and forward the request. The Board shall review the grievance and shall, at the option of the Board, hold a hearing with the aggrieved person and render a decision in writing within thirty-five (35) calendar days of receipt of the grievance by the Board.

No claim by a unit member shall constitute a grievable matter beyond Level Four, unless required by law, if it pertains to:

- (a) any matter for which a method of review is prescribed by law or
- (b) any rule or regulation of the State Commissioner of Education or
- (c) any matter which according to law is beyond the scope of the Board authority or
- (d) any complaint of a non-tenure employee which arises by reason of his not being reemployed or
- (e) a complaint by a unit member 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.

understood that arbitration is limited to the four (4) corners of the

of the arbitrator shall be binding upon the parties. It is further contractual rights incorporated in this Agreement. The recommendations Education. However, no policy of the Board shall violate the expressed add nothing to, or subtract anything from any policy of the Board of

3. The arbitrator shall limit himself to the issue submitted. He can

procedures of the New Jersey Public Employment Relations Commission.

2. The arbitrator shall function in accordance with the rules and

qualified to function as an arbitrator in the dispute in question.

1. A request will be made to P.E.R.C. to submit a roster of persons

arbitrator:

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

Procedure for Securing the Service of an Arbitrator

the Association.

grievance to proceed beyond level Four, such action must be initiated by

shall be made known to the Superintendent in writing. In order for a

Association may request the appointment of an arbitrator. Such request

formal agreement herein between the Board and the Association, the

Education, and if the grievance pertains to a matter of the expressed

If the Association is dissatisfied with the decision of the Board of

Level Five - Arbitration

have the right to be present and to state its views at all formal stages

employee is not represented by the Association, the Association shall
with a representative selected or approved by the Association. When an
formal stages of the grievance procedure by himself, or at his option,
Any individual employee who files a grievance may be represented at all

E. Representation

the party incurring same.
Board and the Association. Any other expenses incurred shall be paid by
expenses and the cost of the hearing room shall be borne equally by the
The cost for services of the arbitrator and actual and necessary travel

D. Costs

decisions of the Courts of New Jersey, and all New Jersey Statutes.
Education of New Jersey, decisions of the State Board of Education, the
4. The arbitrator shall be bound by decisions of the Commissioner of

Education.

the employing Atlantic County Special Services School District Board of
cause, participate, sanction or support any strike or job action against
the Association and its members collectively and separately shall not

that in acknowledging binding arbitration of disputes as above set forth
of the completion of the arbitrator's hearings. It is also understood

and recommendations. This shall be accomplished within thirty (30) days
his representative shall be given copies of the arbitrator's findings

effective date of this Agreement. Only the Board and the aggrieved and
provision of the Agreement until at least two (2) or more years from the

precedent of the District in interpreting any ambiguous contractual

contract and the arbitrator is not to consider any past practice

of the grievance procedure. Such procedure concerning representation shall not apply to the informal stage.

F. Reprisals

Neither party to this Agreement shall take punitive action against any individual because of participation in, or lack of participation in the grievance procedure.

G. Miscellaneous

1. All filings, responses and appeals shall be in writing and delivered to the aggrieved person(s) at formal levels One, Two, Three and Four setting forth the decision and shall be transmitted promptly to the grievant and to the Association.
2. 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 personal file of the participants.
3. 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 procedure.
4. Failure by the grievant to strictly follow the timelines at any step shall mean abandonment of the grievance. Failure by management to follow the timelines at any step shall allow the grievant to process the grievance to the next step. Nothing herein precludes mutual extension of grievance timelines in writing.

forth.

C. No employee shall be disciplined, fined or suspended without compensation except for just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set

other applicable laws and regulations.

Nothing contained herein shall be construed to deny or restrict to either party such rights as they may have under New Jersey School Laws or

B. Statutory Savings Clause

respect to any terms or conditions of employment.

grievance, complaint or proceeding under this Agreement or otherwise with affiliates, collective negotiations with the Board, or his institution of any

affiliates, his participation in any activities of the Association and reason of his membership, or lack of membership, in the Association and its

with respect to hours, wages, or any terms or conditions of employment by the United States, nor shall either party discriminate against any employee

et. seq. or other laws of New Jersey or the Constitutions of New Jersey and coerce any employee in the enjoyment of any rights conferred by NJS 34:13A

actions. Neither party shall directly or indirectly discourage, deprive or the purpose of engaging in collective negotiations or to refrain from such

freely to organize, join and support the Association and its affiliates for A. Pursuant to NJS 34:13A et. seq., every employee shall have the right

EMPLOYEE RIGHTS AND PRIVILEGES

ARTICLE IV

anticipated to be in attendance.

requested, and if known, the employee will be advised of each person whenever possible, of such meeting and the reason(s) for such meeting. If employee's conduct, decision, action, etc., shall receive prior notice and/or administrators regarding problems, complaints, and/or concerns about an Any employee required to attend any meeting with parents, students,

F. Meetings/Conferences

3. The Superintendent's personnel file shall be the official file.

reasonable length which shall also be retained in the file. document to note this acknowledgement. The unit member may file a response of had an opportunity to review the material and the employee shall initial the or personality shall be placed in his personnel file unless the employee has 2. No material derogatory to an employee's conduct, service, character

materials shall be honored.

the Superintendent or his designee. Reasonable requests for copies of during such review. Review of the documents shall be done in the presence of shall be entitled to have a representative(s) of the Association accompany him the contents of his personnel file, at a mutually scheduled time. An employee 1. An employee shall have the right, with reasonable notice, to review

E. Personnel Records

reasonable opportunity for consultation. given by a professional staff member shall be changed without providing students within the policies of the school district. No Grade or evaluation The teacher shall maintain the responsibility to determine grades of

D. Grades and Evaluations of Students

such meetings.

principal of the building in question in advance of the time and place of all meeting facilities at all reasonable hours. Requests shall be made to the D. The Association and its representatives shall have the right to use

provided that this shall not interfere with or interrupt school operations. official Association business on school property at all reasonable times, C. Representatives of the Association, shall be permitted to transact

majority representative of the employees, and to no other organizations. set forth in the Agreement shall be granted only to the Association as the The right and privileges of the Association and its representatives as

B. Exclusive Rights

to know law currently in effect.

to process any grievance or complaint as per the mandates of the Public Right employees together with information which may be necessary for the Association intelligent, accurate, informed and constructive programs on behalf of the such other information that shall assist the Association in developing reasonable requests from time to time, information in the public domain and A. The Board agrees to make available to the Association in response to

ASSOCIATION RIGHTS AND RESPONSIBILITIES

ARTICLE V

adoption as possible.

current Board Policy and shall incorporate any changes/additions as soon after

The Board shall make available to all employees complete copies of the

H. Copies of Board Policy

its representatives, and the Association.

conferences or meetings shall be subject to mutual scheduling by the Board or

in pay; however, it is agreed that such negotiations, grievance proceedings,

Association business with the Board or Administration, he shall suffer no loss

negotiations, grievance proceedings, conferences or meetings which relate to

required or expressly permitted to participate during working hours in

Whenever any representative of the Association or any employee is

G. Released Time for Meetings

authorized representative.

such use. Application for permission shall be in writing from an Association

shall pay for the reasonable costs of all materials and supplies incident to

reasonable times when such equipment is not otherwise in use. The Association

equipment i.e., typewriters, copy machines and overhead projector at

F. The Association shall have the right to use school facilities and

the building principals or other members of the Administration.

facilities and school mail boxes for routine notices without the approval of

E. The Association shall have the right to use the inter-school mail

Service System.

military experience or alternative civilian service required by the Selective

credit shall be granted for all teachers not to exceed four (4) years for

In accordance with and to the extent required by law, additional

initial hire up to a maximum of ten (10) years.

experience for salary guide placement shall be granted to a new employee upon

Effective with the signing of this Agreement, creditable

2. Credit for Experience

toward the next increment step for the following year.

prior to January 1st, shall be given full credit for one (1) year of service

1st of any school year, or any twelve (12) month employee actively employed

Any ten (10) month employee actively employed prior to February

1. Adjustment to Salary Schedule

B. Placement on Salary Schedule

of Education.

shall be in accordance with the rules and regulations of the N.J. Department

substitute teacher at the discretion of the administration. Such assignments

holding a substitute certificate may be utilized in a classroom as a

certification and appropriate to each job classification. Teacher aides

Duties to be performed by all employees shall be within required

A. Employment Duties

EMPLOYMENT PROCEDURES

ARTICLE VI

License.

materials for any custodial/maintenance required to obtain a Black Seal

The Board agrees to pay the full cost of the course and course

G. Black Seal License

F. Employees will be notified of any transfers as soon as possible.

Following year by April 30th.

E. Employees shall be notified of their contract and salary status for the

position consistent with their general job description and certification.

D. Employees shall be assigned to duties within the purview of their

accumulated sick leave benefits restored upon their return to work.

Employees on approved leaves of absence shall have previously

C. Previous Sick Leave Accumulation

prerogative of the Board.

Training Corps or Fulbright Scholarship. Such credit shall be at the sole

service required by the Selective Service System, Peace Corps, Vista, National

experience including creditable military experience or alternative civilian

Special Services School District may be credited for all prior active

has resigned and who subsequently seeks re-employment with Atlantic County

City/Atlantic County Special Services School District Board of Education, who

An employee with previous experience in the Longport/Corbin

3. Returning to the District

H. Transporting Students

Employees shall not be required to drive students. An employee may do so voluntarily, however, with the advance approval of his Principal or immediate supervisor. He shall be compensated on an overtime rate (if over 40 hours) plus mileage at the rate of 24 cents per mile for the use of his own automobile.

ARTICLE VII

SALARIES

A. The salaries of all members of the unit covered by this Agreement are set forth in the Salary Schedules which are attached hereto and made a part hereof.

B. Method of Payment

1. Twelve Month Employees:

All twelve month employees shall be paid in equal installments on every other Friday from July through June.

2. Ten Month Employees:

Each ten month employee shall be paid in equal installments on every other Friday. When the payday falls on a school holiday, checks will be distributed on the last work day prior to the holiday or weekend at the employees work place. The final pay in June for ten (10) month employees will be made on the last working day after completion of work and close-out requirements.

Voluntary Summer Work:

Effective July 1, 1991, ten month employees who work beyond their scheduled work year shall be paid at a flat rate of:

Teachers	\$23.00 per net hour
Aides	\$10.00 per net hour
P.T./O.T. Assistants	\$15.00 per net hour
Cafeteria Worker	\$ 7.00 per net hour, plus \$.50/hr. for cook duties

The Board shall continue to provide adequate facilities for employee use.

EMPLOYER FACILITIES

ARTICLE VIII

Disciplinary actions including withholding of increments, fines or suspensions without pay shall be subject to the grievance procedure herein except for those actions appropriate to alternate statutory procedures.

C. Procedure for Withholding Employment or Adjustment Increments

Each employee may elect to have a specific amount of his gross salary deducted in equal installments from his paycheck, and placed in an interest bearing account at a bank designated by the Board. The amount deducted from each paycheck shall be determined by the employee no later than the last working day in June of the prior work year. The amount deducted, plus the interest earned, shall be paid to the employee in two equal installments, one on July 1st and one on August 1st. New employees shall be eligible to participate in this plan upon initial employment. All employees not enrolled in September, may elect to enroll in the program by December 1st, effective implementation January 1st.

3. Optional Savings for the Summer:

In accordance with and to the extent required by law, any non-tenured employee who has received such notice of non-employment shall be entitled to an appearance before the Board, provided a written request for such appearance is received in the office of the Secretary of the Board within five (5) calendar days after notification of non-employment. Such hearing shall be provided within thirty (30) calendar days and determination shall be provided within an additional three (3) calendar days after the hearing.

2. Informal Appearance

On or before April 30 of each year, the Board shall give to each non-tenured employee.

(a) A written offer of re-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.

1. Dates

A. Notification of Status

FAIR DISMISSAL PROCEDURES

ARTICLE IX

school calendar, plus July 4th and Labor Day shall be holidays.

3. The work schedule for twelve (12) month secretaries shall be the

maintenance employees shall be July 1 through June 30.

2. The work year for twelve (12) month secretaries, custodial and

eighty-six work days (186) days.

1. The work year for aides and cafeteria workers shall be one hundred

B. Supportive Staff

day prior to the first day that other employees are required to report.

required, at the Superintendent's discretion to attend an orientation

Newly hired employees, in addition to paragraph A above, may be

2. Orientation

hundred eighty-six (186) days.

The In-School work year for ten month employees shall be one

1. In-School Work Year

A. Certificated Staff

EMPLOYEE WORK YEAR

ARTICLE X

work days

After completion of the tenth contractual year of employment.....twenty (20)

work days

After completion of the sixth contractual year of employment.....fifteen (15)

work days

After completion of the second contractual year of employment.....twelve (12)

work days (pro rata if less)

After completion of the first contractual year of employment.....ten (10)

VACATION SCHEDULE:

vacation days per year:

All Twelve (12) month employees shall be credited with the following

D. Vacations

Christmas and New Year's work, the overtime rate will be paid.

supervisor and the employee, to be taken within sixty (60) days. For

and New Year's Day, then a compensatory day will be jointly scheduled by the

If an employee is required to work on a holiday, except for Christmas

determined.

In July of each year, four (4) additional holidays shall be mutually

- 6. December 25
- 12. Memorial Day
- 5. Day after Thanksgiving
- 11. Easter Monday
- 4. Thanksgiving Day
- 10. Good Friday
- 3. Columbus Day
- 9. Presidents Day
- 2. Labor Day
- 8. Martin Luther King Day
- 1. Independence Day
- 7. January 1

month maintenance and custodial employees:

The following holidays or compensatory time shall be provided to twelve

C. Holidays

schedule.

guarantee is not for time worked contiguous to an employee's normal work
whichever is greater. It is understood that this call-back minimum
minimum of two (2) hours pay or paid for the time actually worked
outside his/her normally scheduled work hours shall be compensated for a
Any custodian or maintenance worker who is called in to work at times

D. Call-Back

overtime must be approved and directed in advance by the Administration.
(1 1/2 times) may be granted in lieu of overtime payment. All such
normal hourly rate. Compensatory time based on the same calculation
shall be compensated overtime at one and one-half (1 1/2) times their
Any non-certificated employee working in excess of forty net work hours

C. Overtime

as per practice.
and one-half (1 1/2) hours per day inclusive of a duty free meal period
The workday for Secretarial employees shall not exceed a total of seven
period as per practice.

exceed a total of eight (8) hours per day inclusive of a duty free meal
The workday for Cafeteria/Custodial/Maintenance employees shall not

B. Cafeteria Employees, Custodial/Maintenance Staff and Secretaries

thirty (30) minutes per day including a duty free lunch as per practice.
The in-school workday shall not exceed a total of six (6) hours and

A. Teacher, Therapists, Therapist Assistants and Aides

EMPLOYEE WORK DAY/HOURS

ARTICLE XI

E. Meetings

All secretarial, custodial and cafeteria staff meetings shall be held within the employees' normal workday as described above.

stipulation).

Longport School Districts shall be creditable for this

service in the District. (Service with the Corbin City and

(a) The employee must have at least fifteen (15) years of active

restrictions have been complied with:

accumulated sick leave day if the following additional provisions and

the employee), a lump-sum payment of twenty-five dollars (\$25.00) for each

receive upon retirement (or January 2nd of the year thereafter, if selected by

in accordance with New Jersey State retirement provisions, the employee shall

C. Upon retirement from the Atlantic County Special Services School District,

employment.

(10) months will carry sick leave equivalent to one (1) day per month of

under the same conditions. Contracts issued for less than the term of ten

Twelve (12) month employees shall have twelve (12) sick leave days per year

leave days shall be accumulated from year to year with no maximum limit.

shall be entitled to ten (10) sick leave days each school year. Unused sick

B. In accordance with statute, all employees on a ten (10) month contract

medical inspector because of contagious disease in the immediate household.

due to illness or injury, or exclusion from school by the school district's

mean employee absence from his/her post of duty because of personal disability

A. In accordance with and as specified by statute, sick leave is defined to

LEAVES

ARTICLE XII

initiation of this Agreement.
District. Such credit shall only be prospective for employees hired after
days sick leave credit upon commencement of the fourth year of service in the
An employee will be credited with a transfer of a maximum of thirty (30)

E. Transfer Sick Leave Credit

days no later than October 1st of each school year.
Employees shall be given a written accounting of accumulated sick leave

D. Notification of Accumulation

shall effectively cease upon signing of this Agreement.

(e) Disability insurance benefits provided by the A.C.S.S.S.D.

days earned with Longport as well as A.C.S.S.S.D.

District shall have all accumulated days compensated, i.e. those

sick leave days while in the employment of the Longport School

(d) Employees of A.C.S.S.S.D. who have previously accumulated

compensated.)

active employment of A.C.S.S.S.D. shall be monetarily

However, only the days earned after June 30, 1989, while in the

purposes of meeting the seventy-five day minimum requirement.

Corbin City, as well as those accrued with A.C.S.S.S.D. for

be given credit for the accumulated sick leave days accrued with

accumulated sick leave. (Former employees of Corbin City, shall

of accumulated sick leave in order to receive payment for unused

(c) Eligible employees must have at least seventy-five (75) days

shall no longer be compensated for sick leave with Savings Bonds.

(b) Employees formerly employed by the Corbin City Board of Education

F. Nothing herein precludes an employee from applying for differential pay in accordance with N.J.S.A. 18A:30-6. Determination concerning this provision is understood to be the Board's sole prerogative.

conference with the Superintendent prior to the transfer.
transfer of an employee, then such employee shall be entitled to a
2. If a permanent vacancy shall be filled by means of involuntary

concerning transfers.
transferred in order of preference. The Board retains sole authority
statement shall include the school or schools to which he desires to be
written statement of such desire with the Superintendent. Such
1. Employees who desire to transfer to another building may file a

C. Transfers

those employees.
supply a stamped, self-addressed envelope. Vacancy notices shall be sent to
July and August shall make such request in writing to the Superintendent and
Employees who wish to receive notification of vacancies that occur in

B. Summer Vacancies

filling such positions.
in the notice. Nothing herein precludes interim appointments or withdrawal of
applications in writing to the Superintendent within the time limit specified
notice. Employees who desire to apply for such vacancies shall submit their
facility for at least five (5) work days prior to the closing date on the
A. The Superintendent shall post a list of job vacancies in each District

TRANSFERS AND REASSIGNMENTS

ARTICLE XIII

- A. It is mutually understood that evaluation is the measure of the overall performance of an employee, and formal observation is but one portion.
- B. All employees shall be formally evaluated by their Supervisors as often as deemed necessary during each year to be followed by a written report and by a conference between the employee and his immediate Supervisor for the purpose of identifying deficiencies and extending assistance for their correction and improving job performance. All monitoring or formal observations of the work performance of an employee shall continue to be conducted openly.
- C. An employee shall be given a copy of any formal observation(s) report prepared by his observer at least one (1) day before any conference to discuss it. Such conference shall be held within seven (7) school days of the observation, except in cases of emergency. No such report shall be submitted to the central office, placed in the employee's file or otherwise acted upon without prior conference with the employee. The employee shall be required to sign a completed formal observation form as acknowledgment of its contents.
- D. In accordance with statute, each non-tenure teacher shall receive at least three (3) formal observations per school year.

EMPLOYEE EVALUATION

ARTICLE XIV

- E. In accordance with statute, each tenure teacher shall receive at least one (1) formal observation per school year.
- F. All other employees shall receive at least one (1) formal evaluation per school year.
- G. If any written material from an employee's file is to be used in a disciplinary hearing against an employee, then a copy of such material shall be made available to the employee concerned prior to the hearing.
- H. All evaluations shall be done by a member of the Administration.

If an employee is required to testify by the School District in connection with a legal action, then the time necessary for attendance will be provided to the employee.

3. Legal

Professional days to visit another school district or for professional conferences may be granted by the Superintendent at his sole discretion. Written requests must be submitted, in advance, and list any required costs. If granted, reasonable expenses will be paid.

2. Professional

Three (3) days of leave of absence for personal, legal, business, household or family matters which require absence during school hours may be taken, subject to approval by the Superintendent. Such leave may not be contiguous to a holiday or recess. Application to the Principal or other immediate Supervisor for personal leave shall be made at least four (4) 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 taking such leave other than that he is taking it under this Section. Unused personal leave shall be converted to sick leave at the end of each fiscal year (June 30).

1. Personal

Leaves of absence with full pay each school year. Employees shall be entitled to the following temporary non-accumulative

A. Types of Leave

TEMPORARY LEAVES OF ABSENCE

ARTICLE XV

without pay at its sole discretion.

C. Nothing herein precludes the Board from granting other leaves with or

leave to which the employee is entitled.

B. Leaves taken pursuant to this Article shall be in addition to any sick

over 250 miles in one direction.

Five (5) days will be granted if travel is required

other than those enumerated in paragraph a). above.

or a member of the employees immediate household

in-law, brother-in-law, grandparents, grandchildren,

of an employee's father-in-law, mother-in-law, sister-

b). three (3) days at any one time in the event of death

siblings, parent surrogates,

an employee's father, mother, spouse, children,

a). five (5) days at any one time in the event of death of

Employees may be granted up to:

6. Bereavement

fulfilled on days when work is not required.

the New Jersey State National Guard, provided such obligations cannot be

called into temporary active duty of any unit of the United States Reserves or

Time necessary as provided for in New Jersey Statutes for persons

5. Military

such duty be performed during the summer months.

Duty pay, for the time served. Ten month employees shall request that any

employee serving on jury duty shall receive their full salary less any jury

Time as necessary to perform jury duty if required to do so. Any

4. Jury Duty

1. Child rearing leave shall commence on the day requested by the employee.

2. Upon return from such leave, the employee granted child rearing leave shall be restored to the employment position vacated at the commencement of said leave.

subject to the following stipulations and limitations:

to twelve (12) months to any employee with a child less than one year in age days in advance, the Board shall grant child rearing leave without pay for up Upon request, and with written application at least thirty (30) calendar

C. Child Rearing

inducted or enlists.

similar leave shall be granted to the spouse of any employee who is so months after recovery of any wound or sickness at time of discharge. A the period of said service and three (3) months thereafter, or three (3) inducted or enlists in any branch of the armed forces of the United States for Military leave without pay shall be granted to any employee who is

B. Military

Scholarship.

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

A. International and Federal Programs

EXTENDED LEAVES

ARTICLE XVI

3. An employee shall not be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse between childbirth and the desired date of return.
4. An employee shall not be removed from her duties during pregnancy unless the employee cannot produce a certificate from her physician attesting that she is medically able to continue teaching.
5. Return to duty from child rearing leave shall be at the start of an academic year.
- Nothing herein precludes the Board, at its sole option, from allowing an earlier return date for a tenured employee. Child rearing leave for a non-tenured employee shall only be for the duration of the person's contract.
6. If requested, in writing, no later than April 1st of the initial child rearing leave, the Board will grant an additional full year of child rearing leave.
7. Any employee adopting a child less than 5 years of age may receive similar leave which shall commence upon him/her receiving de facto custody of said child, or earlier if necessary, to fulfill the requirements for the adoption.
8. An employee on child rearing leave may have the opportunity to substitute in the Atlantic County Special Services School District in the area of his/her certification or competence at the discretion of the Superintendent.

Services District.

leave) in the Longport/Corbin City Schools-Atlantic County Special at least seven (7) consecutive years (inclusive of any Board approved 2. To be eligible for such leave, an employee must have been employed

discretion of the Board.

than one (1) school year may be granted on a case by case basis at the year (September 1 through June 30). Extended personal leave for less the academic year. Such leaves shall be for a period of one (1) school is made in writing at least ninety (90) days prior to the beginning of granted to a maximum of two (2) employees per year, provided application 1. An extended leave for personal reasons, without pay, shall be

G. Extended Personal Leave for Certificated Staff

writing.

F. All extensions, renewals, approvals and denials of leaves shall be in

Article shall have all benefits restored upon return to duty.

E. Any employee on extended leaves of absence under any section of this

writing by the Board of Education.

forth the beginning and termination of such leave shall be set forth in caring for a sick member of an employee's immediate family. The terms setting A leave of absence, without pay, may be granted for the purpose of

D. Illness in Family

5. The employee on leave shall not be entitled to any benefits provided by this Agreement except as expressly provided by this Article and by law.

- (e) Other valid purposes.
- (d) Educational purposes.
- (c) Engaging in activities of the Association or its affiliates.
- (b) Outside teaching in a college, university or other public school.
- (a) Service in a public office and/or campaign for such service for himself.

Following reasons:

4. Extended personal leave without pay shall be granted for the

service.

extended personal leave shall be granted based upon total length of

3. In the event more than two (2) employees request such leave,

6. Upon return from leave pursuant to this Article, an employee shall be placed on the salary schedule at the next salary step, providing he has actively taught or worked not less than five (5) months for ten (10) month employees or six (6) months for twelve (12) month employees of the school year or work year in which he began his leave of absence and/or will teach or work not less than five (5) months for ten (10) month employees or six (6) months for twelve (12) month employees of the school or work year in which he returns from such leave of absence. However, time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure or seniority.

A. If there are sufficient qualified applicants, sabbatical leaves shall be granted to a maximum of one (1) teacher at any one time.

B. Requests for sabbatical leaves must be received by the Superintendent in writing in such form as prescribed by the Board of Education to include reference to the status of the applicant's T.P.A.R. Pension, group life insurance, social security and withholding tax. Such requests on the prescribed form must be submitted no later than December 1, and the action shall be taken on all such requests no later than March 1 of the school year preceding the school year for which the sabbatical leave is requested.

C. The teacher applicant must have completed at least seven (7) full school years of service in the Atlantic County Special Services District (and/or Longport or Corbin City School District). Request for sabbatical leave must include documentation that the applicant may reasonably be expected to complete the degree, or the area of specialization which has previously been approved by the Board of Education, with the credits being taken during the term of such leave.

A sabbatical leave shall be granted to a teacher by the Board for graduate study in the area of specialization for the purpose of obtaining a Master's Degree or Doctorate, or for other reasons deemed of value by the school system, subject to the following conditions:

SABBATICAL LEAVES FOR TEACHERS

ARTICLE XVII

D. For reasons other than obtaining a Master's Degree or Doctorate, the leave applicant shall file with the Superintendent an interim and final report of accomplishments obtained pursuant to objectives for having taken a sabbatical.

E. A teacher on sabbatical leave (either for one-half ($\frac{1}{2}$) of a school year or for a full school year) shall be paid by the Board at fifty percent (50%) of the entitled salary rate and shall be continued in the District's Insurance Benefits program. No other benefits shall be granted while on leave and those previously earned shall be restored upon return from leave.

F. Upon return from sabbatical leave, a teacher shall present reasonable certification of accomplishment of the purpose for such leave and be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence.

proof submitted (i.e. receipts).

3. The Board shall reimburse employees for the reasonable repair of any clothing or other personal property damaged or destroyed as a result of an assault suffered by an employee while the employee was acting in the legal discharge of his duties within the scope of his employment with

forfeit any sick leave or personal leave.

2. When absence arises out of assault or injury, and such need is verified by the school physician, the employee shall be entitled to full salary and other benefits for the period of such absence but shall not

discharge of his duties.

assistance for any assault upon an employee while acting in the legal

B. 1. The Board shall give full support including legal and other

protection of persons or property.

A. As specified and in accordance with 18A:6-1, an employee may, within the scope of his employment, use and apply such amount of force as is reasonable and necessary: to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; for the purpose of self-defense; and for the

PROTECTION OF EMPLOYEES

ARTICLE XVIII

4. The Board agrees to pay medical costs incurred as the result of any injury sustained in the course of an employee's employment by workmen's compensation policy presently in effect at the time of the claimed injury.

C. 1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their Principal or other immediate supervisor.

2. Such notification shall be immediately forwarded to the Superintendent who shall act in appropriate ways as liaison between the employee, the police and the courts.

D. Workmen's Compensation

Benefits derived under this Article shall be in conformity with Workmen's Compensation provisions and any other applicable Statutes.

The Board shall request the carrier(s) to provide to each employee a description of the health care insurance provided under these benefits not later than the beginning of each school year which shall include a description of conditions and limits of coverage.

D. Description

contraceptives.
Such plan shall be a \$2.50 co-pay, and shall include oral hours per week, a Prescription Drug Plan including dependents where appropriate.
The Board shall provide to each employee working twenty (20) or more

C. Prescription Drug Plan

Co-insurance -- 100% for Preventive & Diagnostic
70/30 for Basic Services
50/50 for Prosthodontic Benefits
50/50 Orthodontic Services
extent provided in the master policy, such coverage shall include:

The Board agrees to provide a Dental Plan for each eligible employee, and where appropriate, coverage for dependents. In accordance with and to the

B. Dental Insurance

dependents.
The Board agrees to provide a full family hospitalization (presently the State of New Jersey Health Benefits Program) plan for all employees and their

A. Health Insurance

INSURANCE PROTECTION

ARTICLE XIX

The Board shall continue to provide for the purchase and/or replacement of textbooks, library books, instructional materials, supplies and equipment of sufficient quality and quantity to enable teachers to properly fulfill their teaching responsibilities.

BOOKS AND OTHER INSTRUCTIONAL MATERIALS AND SUPPLIES

ARTICLE XX

1. The Board agrees to deduct from the salaries of its employees, dues for the Atlantic County Special Services Education Association, the Atlantic County Council of Education Associations, the New Jersey Education Association, or any one or any combination of such associations, as said employee individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967, N.J.S.A. 52.14-15,9e, 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 Atlantic County Special Services Education Association or the N.J.E.A. as may be determined by the Association by the fifteenth (15th) of each month following the monthly pay period in which deductions are made. The Association Treasurer shall disburse such monies to the appropriate association or associations. Employee authorizations shall be in writing.
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.

DEDUCTIONS FROM SALARY

ARTICLE XXI

B. The Board agrees to deduct from employee's salaries money for local, state, and/or national associations services and programs as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to the Atlantic County Special Services Education Association, or the N.J.R.A. as may be determined by the Association. Any employee may have such deductions discontinued at any time upon sixty (60) days written notice to the Board and the appropriate Association.

entitled to a one time recall thereto in order of seniority. Laid off, and covered by this Agreement, a laid-off employee shall be vacancy occurs in the same classification from which the employee was 3. In the event that, within two (2) years of an employee's layoff, a category.

Recalls shall be based on seniority in the laid off shall remain on a recall roster for a period of two (2) years Custodian, Maintenance Employee and Therapy Assistant). Any employee classification (Secretary, Clerk/Typist, Cafeteria Employee, Aide, seniority of all employees in the district in the same job the employees shall be laid off in the reverse order of district wide reductions caused by the discontinuance of a facility or its relocation, 2. In the event of a work location reduction in force, including

rehired by the School District. is discharged for cause, irrespective of whether he/she is subsequently lose all accumulated School District seniority only if he/she resigns or bargaining unit covered by this Agreement. An appointed employee shall inclusive of service in Longport and/or Corbin City, in the collective defined as service by appointed employees in the School District, 1. School District seniority for purposes of a reduction in force is

A. Seniority

(Non-Certificated Personnel)

SENIORITY AND JOB SECURITY

ARTICLE XXII

B. Job Security

After completion of three (3) years and one (1) day of consecutive employment, no employee shall be dismissed, fined or suspended without pay except for inefficiency, incapacity, conduct unbecoming an employee, violation of School District regulations or other just cause. Any such action may be appealed to the Board of Education for a hearing. Should the employee not be satisfied by the determination of the Board, at his request, the matter shall be subject to the grievance procedure.

The Board of Education reserves to itself sole jurisdiction and right, in compliance with the laws of the State of New Jersey and the rulings of the State Commissioner of Education, to hire, assign, promote, transfer and direct employees covered by this Agreement or to take disciplinary action against said employees (up to and including discharge) for just cause, to manage school operations, and to take whatever actions may be necessary to accomplish the mission of the School District except as may be specifically provided by the language of this Agreement.

BOARD'S RIGHTS

ARTICLE XXIII

TUITION REIMBURSEMENT PLAN

ARTICLE XXIV

- A. To qualify for reimbursement, the course(s) must be directly related to the employee's job. Approval must be secured in advance, in writing, from the Superintendent.
- B. Employees shall be reimbursed upon submitting an official transcript or proof of completion containing the titles of the course(s) and the grade(s) received, if applicable.
- C. The employee must earn a grade of B or better in order to qualify for reimbursement, provided a grade is given.
- D. An employee shall be reimbursed the tuition cost up to the Glassboro State Credit Rate for six (6) credits per school year for approved courses taken. In the event the cost exceeds the Glassboro State Credit Hour Rate, the Board agrees to pay the entire cost of the courses up to a total of the Glassboro State Credit Rate for six (6) credit hours per employee, upon approval of the Superintendent. In no event shall the reimbursement exceed the actual cost of the course(s) taken.
- E. Courses required for certification in the current position held, shall not be eligible for compensation.
- F. Approved seminars and workshops shall be reimbursed for necessary costs.
- G. Approval or disapproval is the sole prerogative of the district's Superintendent or designee(s).

who have not become members of the Association for the then current membership Agreement, the Association will submit to the Board a list of those employees 1. Once during each membership year covered in whole or in part by this

C. Deduction and Transmission of Fee

presently allowed by law.

and the representation fee may set up to 85% of that amount as the maximum initiation fees and assessments charged by the Association to its own members, representation fee should be equal in amount to the regular membership dues, services rendered by the Association as majority representative, the

2. Legal Maximum - In order to adequately offset the per capita cost of

by non-members will be determined by the Association in accordance with law. its own members for that membership year. The representation fee to be paid membership dues, initiation fees and assessments charged by the Association to

Association will notify the Board in writing of the amount of the regular 1. Notification - prior to the beginning of each membership year, the

B. Amount of Fee

services rendered by the Association as majority representative.

purpose of this fee will be to offset the employee's per capita cost of to pay a representation fee to the Association for that membership year. The covered in whole or in part by this Agreement, said employee will be required membership year (i.e. from September 1 to the following August 31) which is If an employee does not become a member of the Association during any

A. Purpose of Fee

REPRESENTATION FEE-AGENCY SHOP

ARTICLE XXV

the list provided for in Paragraph One (1) above and/or the amount of the
5. The Association will notify the Board, in writing, of any changes in
Association. Such shall be forwarded monthly.

used for the deduction and transmission of regular membership dues to the
such fees to the Association will, as nearly as possible, be the same as those
mechanics for the deduction of the representation fees and the transmittal of
4. Mechanics - Except as otherwise provided in this Article, the

the membership year in question.
prorata portion of the fee from the last paycheck paid to said employee during
which it is entitled under this Article, the Board will deduct the unpaid
Association has received the full prorated share of the representation fee to
representation fee terminates his/her employment with the Board before the

3. Termination of Employment - If an employee who is required to pay a

- a. Ten (10) days after receipt of the aforesaid list by the Board or
- b. Thirty (30) days after the employee begins his or her employment
in a bargaining unit position unless the employee previously
served in a bargaining unit position and continued in the employ
of the Board in a non-bargaining unit position or was on layoff,
in which event the deductions will begin with the first paycheck
paid ten (10) days after the resumption of the employees
employment in a bargaining unit position, whichever is later.

paycheck paid:
the membership year in question. The deductions will begin with the first
paychecks paid to each employee on the aforesaid list during the remainder of
representation fee in equal installments, as nearly as possible, from the

2. Payroll Deduction Schedule - The Board will deduct the

and promptly will transmit the amount to the Association.
accordance with paragraph B below, the full amount of the representation fee
year. The Board will deduct from the salaries of such employees, in

It is expressly understood that paragraph one (1) above will not apply to any claim, demand, suit, or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

2. Exception

The Association agrees to indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that the Board give the Association timely notice, in writing, of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph.

1. Liability

D. Indemnification and Save Harmless Provision

6. New Employees - On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles and dates of employment for all such employees.

more than ten (10) days after the Board received said notice.
representation fees, and such changes will be reflected in any deductions made

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.

C. Separability

In accordance with and to the extent required by law, changes in terms and conditions of employment shall first be negotiated with the Association as majority representative of employees in the bargaining unit.

B. Savings Clause

This Agreement constitutes mutual policy for the term of said Agreement, and both parties shall carry out the commitments contained herein and give them full force and effect.

A. Board Policy

MISCELLANEOUS PROVISIONS

ARTICLE XXVI

home address during vacations.

2. If by the Board, to the Association's President's school address, or

Secretary.

1. If by the Association, to the Board at the Board's office to the

either party shall do so by certified mail at the following addresses:

G. 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,

provide fifteen (15) extra copies of the printed Agreement to the Association.

within thirty (30) days after the Agreement is signed. The Board agrees to

F. Copies of this Agreement shall be provided at the expense of the Board

shall clearly exemplify that there is no discrimination.

shall be no discrimination, and that all practices, procedures and policies

E. Per the requirements of law, the Board and Association agree that there

duration shall be controlling.

any language inconsistent with this Agreement, this Agreement, during its

terms and conditions of this Agreement. If any individual contract contains

heretofore or hereafter executed, shall be subject to and consistent with the

Any individual contract between the Board and an individual teacher,

D. Compliance Between Individual Contract and Master Agreement

Secretary

By Charles Ewing

ATTEST:

President

By James H. Smith

ATLANTIC COUNTY SPECIAL SERVICES EDUCATION ASSOCIATION

Secretary

By Michael B. [Signature]

ATTEST:

President

By David J. [Signature]

ATLANTIC COUNTY SPECIAL SERVICES SCHOOL DISTRICT BOARD OF EDUCATION

This Agreement shall be effective on the date of signing and shall continue in effect until June 30, 1992. This Agreement shall not be extended orally and it is expressly understood to expire on the date indicated, except that salary guide modifications shall be retroactive to July 1, 1989, and tuition reimbursement eligibility shall be retroactive to July 1, 1990.

IN WITNESS WHEREOF, the parties hereto this 9th day of Oct. 1990 thereto cause this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and the year first above written.

DURATION OF AGREEMENT

ARTICLE XXVII

LIBRARY
 INSTITUTE OF MANAGEMENT
 AND LABOR
 DEC 10 1990
 RUTGERS UNIVERSITY

TEACHER SALARY SCHEDULE A-1
 1989-1990

1989-90 STEP	REVISED 1989-90 STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
1&2	1	21,600	21,850	22,100	22,850	23,100	23,350
3	2	22,400	22,650	22,900	23,650	23,900	24,150
4	3	23,200	23,450	23,700	24,450	24,700	24,950
5	4	24,000	24,250	24,500	25,250	25,500	25,750
6	5	24,800	25,050	25,300	26,050	26,300	26,550
7	6	25,600	25,850	26,100	26,850	27,100	27,350
8	7	26,400	26,650	26,900	27,650	27,900	28,150
9	8	27,200	27,450	27,700	28,450	28,700	28,950
10	9	28,000	28,250	28,500	29,250	29,500	29,750
11	10	28,800	29,050	29,300	30,050	30,300	30,550
12	11	29,600	29,850	30,100	30,850	31,100	31,350
13	12	30,400	30,650	30,900	31,650	31,900	32,150
14	13	31,200	31,450	31,700	32,450	32,700	32,950
15	14	32,000	32,250	32,500	33,250	33,500	33,750
16	15	33,000	33,250	33,500	34,250	34,500	34,750
17	16	34,000	34,250	34,500	35,250	35,500	35,750
18&19	17	35,000	35,250	35,500	36,250	36,500	36,750
20	18	36,200	36,450	36,700	37,450	37,700	37,950
23	OC	39,234					
24	OC	40,194					
26	OC		42,864				
27	OC						44,574

TEACHER SALARY SCHEDULE A-2

1990-1991

1989-90

STEP	1990-91	1989-90
1	22,887	23,187
2	23,735	24,035
3	24,588	24,888
4	25,480	25,780
5	26,278	26,578
6	27,126	27,426
7	27,973	28,273
8	28,821	29,121
9	29,669	29,969
10	30,516	30,816
11	31,364	31,664
12	32,212	32,512
13	33,060	33,360
14	33,907	34,207
15	34,967	35,267
16	36,026	36,326
17	37,086	37,386
18	38,358	38,658
19	41,980	43,008
20	45,329	47,694

STEP REVISIO 1990-91 MA+30 MA+15 MA BA BA+15 BA+30

TEACHER SALARY SCHEDULE A-3

1991-1992

1990-91 STEP	1991-92 STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
1	1	24,437	24,837	25,237	26,037	26,437	26,837
2	2	25,342	25,742	26,142	26,942	27,342	27,742
3	3	26,247	26,647	27,047	27,847	28,247	28,647
4	4	27,152	27,552	27,952	28,752	29,152	29,552
5	5	28,057	28,457	28,857	29,657	30,057	30,457
6	6	28,962	29,362	29,762	30,562	30,962	31,362
7	7	29,867	30,267	30,667	31,467	31,867	32,267
8	8	30,773	31,173	31,573	32,373	32,773	33,173
9	9	31,678	32,078	32,478	33,278	33,678	34,078
10	10	32,583	32,983	33,383	34,183	34,583	34,983
11	11	33,488	33,888	34,288	35,088	35,488	35,888
12	12	34,393	34,793	35,193	35,993	36,393	36,793
13	13	35,298	35,698	36,098	36,898	37,298	37,698
14	14	36,203	36,603	37,003	37,803	38,203	38,603
15	15	37,108	37,508	37,908	38,708	39,108	39,508
16	16	38,013	38,413	38,813	39,613	40,013	40,413
17	17	38,918	39,318	39,718	40,518	40,918	41,318
18	18	39,823	40,223	40,623	41,423	41,823	42,223

OG-1 45,024 (+4,069)
 OG-2 46,126 (+5,171)
 OG-3 48,616 (+7,261)
 OG-4 51,152 (+8,197)

NOTE: ALL OG Salaries for the four individuals shall be determined by adding the differential in parenthesis to the maximum step on future guides for as long as those four employees remain in the employ of the Board.

CUSTODIAL SALARY SCHEDULE B

1989 - 1992

STEP REVISED 1989 - 1990 STEP 1990 - 1991 STEP 1991 - 1992

1	10,579	11,000	11,500
2	11,103	11,584	12,073
3	11,627	12,158	12,713
4	12,151	12,732	13,343
5	12,675	13,305	13,973
6	13,199	13,879	14,603
7	13,723	14,453	15,232
8	14,247	15,027	15,862
9	14,771	15,600	16,492
10	15,295	16,174	17,122
11	15,819	16,748	17,751
12	16,343	17,321	18,381
13	16,867	17,896	19,011
14	17,391	18,469	19,640
15	17,915	19,043	20,270

OFF GUIDE: J. D'Amore:

21,575

23,625

25,928

NOTE: All employees advance one step each year until they reach maximum at 15th step.

SECRETARIAL SALARY SCHEDULE C

1989 - 1992

STEP	REVISED 1989 - 1990	STEP	1990 - 1991	STEP	1991 - 1992
1	12,438	1	13,100	1	14,000
2	12,912	2	13,620	2	14,377
3	13,387	3	14,139	3	14,948
4	13,863	4	14,659	4	15,517
5	14,338	5	15,180	5	16,088
6	14,812	6	15,700	6	16,660
7	15,287	7	16,219	7	17,231
8	15,762	8	16,739	8	17,801
9	16,237	9	17,259	9	18,372
10	16,712	10	17,779	10	18,943
11	17,187	11	18,299	11	19,514
12	17,662	12	18,819	12	20,085
13	18,137	13	19,339	13	20,656

NOTE: All employees advance one step each year until they reach maximum at 13th step.

1989 - 1992
1991 - 1992

STEP REVISED 1989 - 1990 STEP 1990 - 1991 STEP 1991 - 1992

1	15,070	16,556	17,783
2	15,510	16,996	18,265
3	15,932	17,468	18,747
4	16,464	17,950	19,266
5	16,957	18,443	19,795
6	17,439	18,925	20,336
7	17,931	19,417	20,865
8	18,403	19,889	21,405
9	18,865	20,371	21,923
10	19,378	20,864	22,452
11	19,849	21,335	22,993
12	20,331	21,817	23,510
13	20,803	22,289	24,039

NOTE: All employees advance one step each year until they reach maximum at 13th step.

FOOD SERVICE PERSONNEL SALARY SCHEDULE B

1989 - 1992

REVISED 1989 - 1990

STEP SALARY

1	7,043
2	7,671
3	8,300
4	8,929

1990 - 1991

1991 - 1992

START.....	\$6.25 per hr.
2nd & 3rd Yrs	\$6.97 per hr.
4th yr. +	\$8.11 per hr.
	\$6.40 per hr.
	\$7.65 per hr.
	\$8.91 per hr.

ASSISTANT MANAGER/COOK: (MARY JOHNSON)

Revised 1989-1990.....	\$17.004
1990-1991.....	\$13.38 per hour
1991-1992.....	\$14.69 per hour

Each assistant manager and/or cook shall receive an additional \$.50 per hour to her salary rate as specified above.

TEACHER AIDES SALARY SCHEDULE F

1989 - 1992

STEP REVISED 1989 - 1990 STEP 1990 - 1991 STEP 1991 - 1992

1	8,959	10,423	11,103
2	9,362	10,825	11,510
3	9,764	11,227	12,046
4	10,301	11,764	12,487
5	10,837	12,300	13,077
6	11,374	12,837	13,665
7	11,911	13,374	14,254
8	12,448	13,911	14,844
9	12,984	14,477	15,433
10	13,520	14,983	16,021
11	14,057	15,520	16,621
12	14,593	16,056	17,199
13	15,130	16,593	17,787
14	15,666	17,129	18,337

* For as long as these four individuals work in the District, they shall receive the above stated amounts in addition to the salary on the maximum step of the guide beginning in 1990-1991:

14	*OG-1 = \$1,493 over max step
16	*OG-2 = \$2,566 over max step
17	*OG-3 = \$3,103 over max step
20	*OG-4 + \$4,176 over max step

NOTE: SUB/60 Credits = additional \$402.00 to yearly salary

SUB/90+ Credits = additional \$670.00 to yearly salary

NOTE: All employees advance one step each year until they reach maximum at 14th step.