

PREAMBLE

This Agreement entered into this 26th day of February 1981 by and between the Board of Education of the School District of Vernon Township in the Borough of Vernon Township, New Jersey, hereinafter called the "Board", and the Vernon Township Education Association, hereinafter called the "Association".

Vernon Township School District Board
of Education and Vernon Township
Education Association
WITNESSETH:

WHEREAS, pursuant to State law, the Board of Education and the recognized local negotiating unit as the representative of employees, are to negotiate with respect to the terms and conditions of employment, and,

WHEREAS, the Board, the Association, and the Administration recognize and declare that providing quality education for the children of the Vernon Township School District is the purpose of the public schools of Vernon Township, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

LIBRARY
Institute of Management and
Labor Relations

SEP 25 1981

RUTGERS UNIVERSITY

X July 1, 1981 - June 30, 1984

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ARTICLE I

- A. The Board hereby recognizes the Association as the authorized majority representative for collective negotiations concerning the terms and conditions of employment for contracted certificated personnel employed, including the positions listed below:

<u>Title</u>	<u>Account</u>
Classroom teachers	(213.1)
Supplemental teachers	(213.3)
Reading teachers	(213.5)
Speech Correctionists	(213.6)
Librarians	(214a)
Guidance Counselors	(214b)
Psychologists	(214c)
Social Worker	(214c)
Learning Disabilities Specialist	(214c)
Nurses	(410a)

- B. Such recognition to be contingent upon the presentation of a notarized list of employees designating the Association as the representative for collective negotiations for terms and conditions of employment. Authorization cards will be made available to the Board/Superintendent upon request.
- C. Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement, shall refer to all certified contracted employees represented by the Association in the negotiating unit as above defined, and references to male employees shall include female employees.

ARTICLE II

SUCCESSOR OF AGREEMENT

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with state laws and regulations in a good-faith effort to reach agreement on matters concerning the terms and conditions of teachers employment. Such negotiations shall begin not later than the PERC negotiations calendar in the school year preceding the school year in which this Agreement expires. Any Agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations. However, such proposals will not be binding until ratified by a simple majority of the Association and a simple majority of the Board.
- C. Except as this Agreement shall hereinafter 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.

It is understood and agreed that Article III does not modify, alter, or eliminate this clause.

ARTICLE III

PERFORMANCE OF AGREEMENT AND EMPLOYEES

Nothing in this agreement is intended to illegally modify, deny, or violate existing laws and statutes of the State or rulings of the Commissioner of Education. In the event that any provision or portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect.

This Agreement constitutes the entire Agreement between the Board of Education and the Vernon Township Education Association and settles all demands and issues with respect to all matters subject to negotiations for the duration of the Agreement. This Agreement shall not be altered, amended or changed except in writing after mutual agreement of the parties that neither the Board nor the Association waives any rights or powers granted it by law. It is understood and agreed that employees shall continue to serve under the direction of the Superintendent of Schools and in accordance with Board and administration policies, rules and regulations consistent with the terms of this Agreement.

It is understood and agreed that Article II does not modify, alter or eliminate this article.

ARTICLE IV

RESPONSIBILITIES OF THE BOARD OF EDUCATION

The Association recognizes and agrees that the Board on its own behalf and on behalf of the electors of the district, hereby retains and receives unto itself consistent with this agreement all powers, rights, authorities, duties, and responsibilities conferred upon and vested in it by the laws of the State of New Jersey and the rulings of the Commissioner of Education. This includes, but is not limited to, the rights of the Board to plan and manage the School system and control its properties and facilities and to hire employees, and, subject to the provisions of law and this Agreement to determine their qualifications and the conditions for their continued employment or demotion subject to grievance procedure and to promote and transfer consistent with the agreement, all such employees and to establish grading systems, the educational organization of the district, courses of instruction including special programs and to provide for athletic, recreation, and social events for students as deemed advisable and necessary by the Board.

All rights and responsibilities of the Board delineated in this article are subject to the provisions of law and this Agreement.

GRIEVANCE PROCEDURE

A. Definitions

1. A "Grievance" shall mean a complaint by a certified employee reflecting:
 - a. that there has been a violation, misinterpretation, or inequitable application of any of the provisions of the Agreement;
 - b. that s/he has been treated inequitably by reason of any act or condition which is contrary to established Board policy or administrative decisions governing or affecting certified employees
 - c. the term "grievance", however, shall not apply to any matter as follows:
 - (1) for which a method of review is presently prescribed by law or State Board rule having the force and effect of a law; a matter affecting an employee as arisen by the reason of the application of any rule or regulation of the State Commissioner of Education, or
 - (2) which is a complaint of a non-tenure certified employee arising by reason of his/her not being re-employed, provided the employee had been informed previously at a conference with the administration of the fact that s/he will not be recommended for re-employment.
2. "Aggrieved Employee" is the person (or persons) making the claim.
3. A "Party in Interest" is any person (or persons) who might be required to take action or against whom action might be taken in order to resolve the claim.
4. "Hearing" - a meeting between the "Party in Interest" and "Aggrieved Employee" at any level.
5. "Class action" - a grievance of significance and impact: e.g. of a recurrent nature; a violation of constitutional or civil rights; a violation of the Board/VTEA agreement of a substantial nature. A class action grievance may be initiated at the level appropriate to the alleged cause.

B. Purpose

1. The purpose of this procedure is to secure, at the earliest possible level, equitable solutions to the problems which may, from time to time, arise affecting the welfare or terms and conditions of employment. All parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. It is hoped that such proceedings will be conducted in an ethical, professional, and non-intimidating manner by all parties.

2. Nothing herein contained shall be construed as limiting the right of any person having a grievance to discuss the matter informally with any appropriate member of the administration, having the grievance adjusted without intervention of the Association, providing adjustment is consistent with the terms of this Agreement, Board policies, and State Laws.

C. Procedure

1. Time Limits - The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. Year-End Grievance/s - 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, the time limits set forth herein may be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable. Such revisions to be the result of mutual agreement.
3. Timeliness - To be considered, a grievance must be initiated by the "aggrieved" within seven (7) school days of its alleged occurrence, or seven (7) school days within which the "aggrieved knows or should have known of the event or action upon which the grievance is based.
4. In levels two through six all correspondence described to be sent Certified Mail with Return Receipt Requested or if transmitted otherwise, a receipt of transmittal is required.
5. Because of special/personal circumstances of the parties in interest, it may on rare occasions, be proper to present a grievance to the next higher level on the line of procedure so long as the level deleted is informed of the action in writing and the rationale.
6. Any party may be advised or represented at all levels, including hearings, of the grievance procedure by himself or at his option by a representative of the appellant's choosing. (It is to be understood that representation for the appellant, which has not been authorized and approved for payment by the association, is at the appellant's expense. Also, it is to be understood that if contacted, the association may determine that, based upon conformity with definitions in Section A, a grievance may be filed as a class action grievance.)

C. Procedure (cont'd)

7. To assure the Association its rights as an authorized majority representative once a grievance is reduced to writing, (level 1 on), a copy of the grievance document shall be filed at all levels with the association chairperson of the PR & R Committee by the aggrieved party. It is understood that this filing is for the purposes of information and monitoring only, and the Association is precluded from any involvement or intervention unless requested to act as a representative, or unless at level 4, or unless there is a matter inconsistent with the terms of this agreement.

8. Informal Resolution - Any certified employee who has a grievance or complaint shall discuss it first with his/her principal and immediate supervisor, if applicable, in an attempt to resolve the matter.

9a Level One (Principal's Level)

If the matter is not resolved to the satisfaction of the "aggrieved" employee, s/he shall set forth his complaint in writing to his/her principal (re: C-3 Procedure). The principal shall communicate his decision to the "aggrieved" in writing within seven (7) school days of receipt of the written complaint. If such a written reply is not forthcoming within the time specified, then at the option of the appellant the grievance may move to the next level. If this occurs, the appellant should so note on the grievance documents.

9b Level Two (Superintendent's Level)

If the grievance is not resolved to the "aggrieved's" satisfaction, s/he may appeal the principal's decision to the Superintendent of Schools within seven (7) school days. Within a period of not more than seven (7) school days of receipt of the written complaint, the Superintendent shall communicate his decision in writing, along with supporting reasons, to the "aggrieved". If such a written reply is not forthcoming within the time specified, then at the option of the appellant the grievance may move to the next level. If this occurs, the appellant should so note on the grievance documents.

9c Level Three (Association Review Level)

If the grievance has not been settled after reaching the Superintendent, the grievance will be referred in writing to the Professional Rights and Responsibilities Committee of the Association for consideration within a period of seven (7) school days of receipt of the superintendent's reply. The committee will make a determination within seven (7) school days of receipt of the written complaint, and promptly notify the "aggrieved" in writing of that determination. If a written reply is not forthcoming from the PR & R committee within seven (7) school days, then at the option of the appellant the grievance may move to the next level. If this occurs, the appellant should so note on the grievance documents.

9d Level Four (Board Level)

If the PR & R Committee determines a grievance has or may have merit, then it shall recommend to the appealing party to present the grievance in writing to the Board within seven (7) school days of having made this determination. (This means a total of 14 school days from the time of the superintendent's reply to an appeal to the Board level--seven (7) days for the PR & R Committee to review and then if positively reviewed, seven (7) school days to forward the grievance to the Board level.)

If the PR & R Committee determines not to support the grievance, the appellant will be notified in writing and have the individual choice to appeal within seven (7) school days to the Board, provided s/he has gone through all levels specified and that the PR & R Committee is informed concurrently. Such action should be noted on the grievance document.

After review the Board will reply in writing to the "aggrieved" specifying the Board's decision. Duplicate copies are to be sent to the superintendent and the PR & R Committee concurrently. The Board has ten (10) school days to review and act after receipt of the grievance, unless the Board has no scheduled meetings. In that event, the Board has up to five (5) school days after the next scheduled Board meeting to review and act upon the grievance. If the Board does not act or send a written reply within the time specified, then at the option of the appellant, the grievance may move to the next level. If this occurs, it must be noted in writing on the grievance document.

9e-1 Level Five - Alternate 1 (Advisory Arbitration)

If the aggrieved person is not satisfied with the disposition of his grievance at Level Four or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Board, he may within five (5) 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 PR & R Committee submit his grievance to arbitration. Failure to do so shall waive the grievance. If the PR & R Committee determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person; failure to do so shall waive the grievance.

Within ten (10) school days after such written notice of submission to arbitration, the Board and the PR & R Committee shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to 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.

All arbitration proceedings shall be conducted in accordance with the rules of the American Arbitration Association, regardless of the method used to select the arbitrator. The decision of the Arbitrator shall be submitted to the Board and the Association.

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.

9e-2 Level Five - Alternate II (Binding arbitration as specified)

In the event that advisory arbitration described under Level Five-1 does not result in a mutually acceptable disposition, either party: (1) after meeting to review the findings of advisory arbitration, and (2) after filing written documentation stating acceptance or dissent with the advisory arbitration, may file for binding arbitration. This meeting, cross-filing and possible appeal to take place within thirty school days of the advisory arbitration findings are reviewed.

or; after Level Four, in keeping with the procedures defined under Level Five--first paragraph, the grievance may, if included within the description contained herein, be submitted for binding arbitration. In the event of binding arbitration a formal hearing will be held within the following guidelines:

1. All testimony to be sworn.
2. All proceedings at the time of arbitration to be recorded in full by a court stenographer, or by tape recorder--to be agreed upon; any costs shared equally. Cost of any transcription to be paid by the party requesting such transcribing. (Recording technique by mutual agreement)
3. An arbitrator to be selected through the State mediation board.
4. The following listing describes inclusions and exclusions to binding arbitration:
 - a) Article I - not subject to binding arbitration.
 - b) Article II - can be subject to binding arbitration.
 - c) Article III - not subject to binding arbitration.
 - d) Article IV - not subject to binding arbitration.
 - e) Article V - only procedures specified in section "C" of this article subject to binding arbitration. Decisions, rulings, hearings in content not subject to binding arbitration.
 - f) Article VI - can be subject to binding arbitration.
 - g) Article VII - can be subject to binding arbitration.
 - h) Article VIII - can be subject to binding arbitration.
 - i) Article IX - decisions and judgements not subject to grievance procedures described subject to binding arbitration.
 - j) Article X - Clauses "A,B,C,D" can be subject to binding arbitration. All other sections not subject to grievance.
 - k) Article XI - Clause "A" not subject to binding arbitration, clause "B" can be subject to binding arbitration.

- l) Article XII - can be subject to binding arbitration except for (D).
 - m) Article XIII - not subject to binding arbitration
 - n) Article XIV - can be subject to binding arbitration.
 - o) Article XV - can be subject to binding arbitration
 - p) Article XVI - not subject to grievance
 - q) Article XVII - can be subject to binding arbitration
 - r) Article XVIII - can be subject to binding arbitration
 - s) Article XIX - can be subject to binding arbitration
 - t) Article XX - can be subject to binding arbitration
5. Only specified articles as contained within the written agreement are subject to the grievance procedure in keeping with the definition of grievance specified at the start of this article. Any matter relative to Board of Education policy making prerogatives or administrative decisions are not to be subject to binding arbitration.
 6. The costs for the services of the arbitrator, including per diem expenses, travel, etc., shall be borne equally by the Board and the Association. Any other expenses incurred are to be paid in full by the party incurring such expenses.

D. Miscellaneous

1. Any party involved may appeal to the Commissioner of Education, State Board of Education, or Courts of Law, (including a decision of an arbitrator--whether under binding or advisory arbitration.)
2. No reprisals of any kind shall be taken by the Association, Board, or administration either individually or collectively against any party in interest, or any involved individual in the grievance procedure by reason of such participation.
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. Documents will be identified by school year and sequential number.
4. Format for filing grievances will be uniform and will be planned cooperatively by the Superintendent and/or designee and the PR & R Committee and/or designee.

ARTICLE VI

EMPLOYEE AND ASSOCIATION RIGHTS AND PRIVILEGES

- A. Pursuant to Laws, the Board hereby recognizes that every employee of the Board, identified in Article I, shall have the right to organize, join and support the Association for the purpose of engaging in collective negotiations. As a duly elected body exercising governmental power under laws of the State of New Jersey, the Board agrees that it shall not deprive any employee of rights and responsibilities conferred by laws of New Jersey or the Constitutions of New Jersey and the United States; and that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association and its affiliates, by participation in any activities of the Association and its affiliates, in collective negotiations with the Board, or by institution of any grievances, complaint or proceeding under this Agreement with respect to any terms or conditions of employment. Nothing contained herein shall be construed to deny, or restrict, or modify to any such rights and responsibilities as defined by New Jersey School Laws or other applicable laws and regulations.
- B. No employee shall be disciplined, reduced in rank or compensation or deprived of any professional opportunity without just cause. Whenever any employee is required to appear before the Board or any committee or member thereof concerning a matter which would adversely affect the continuation of that employee 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 his choice present to advise him and represent him during such meeting or interview.
- C. No employee shall be prevented from wearing reasonably sized pins or other reasonable identification of membership in the Association or its affiliates.
- D. No employee shall be denied the right to attend Association meetings after working hours nor shall the Board encourage any employee to engage in conflicting activities on days of regularly scheduled or emergency Association meetings unless such activities can only be accomplished on such days. Emergency VTEA meetings may be called not to conflict with previously scheduled administrative meetings.
- E. The Board agrees to furnish to the Association such reasonable and pertinent information that shall assist the Association in being accurate in matters relative to the membership, together with information which may be necessary for the Association to process any grievance or complaint, upon request of the aggrieved, provided such information may be legally released. Such information to be requested in writing, and within reasonable time needs.

- F. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, that employee shall suffer no loss in pay.
- G. The Association as a private organization, will have the right to request use of school buildings and grounds in keeping with applicable laws, rules, and Board policies. All such requests to fully conform to the afore mentioned, with the understanding that there will be no preferential treatment granted to the Association in matters of such requests. The Association may request use of duplicating equipment; however, provided that all materials are fully provided by the Association.
- H. The Association may purchase and pay for the installation of a reasonably sized bulletin board to be placed at one location in each school building; either the faculty room or faculty dining area. Copies of any and all items to be posted must be filed with the building principal prior to such posting. The association further may have use of inter-school mail deliveries provided general or open circulation materials are filed with the building principal and the superintendent. Further, the VTEA will not use the schools as a corporate mailing address.
- I. Since membership in the Association and holding office in the Association is an individual right of employees and not within the control of the Board, it is noted that such membership, and/or holding any office in the association, shall in no way grant any preference, favoritism or special consideration in employee assignments, so as in any way discriminate against another employee whether association members or not, as identified under Article I.
- J. The rights and privileges of the Association and its representatives as set forth in this Agreement are granted to the Association as the authorized representative of the employee identified in Article I.
- K. Statutory Savings Clause

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

ARTICLE VII

- A. The instructional work year shall conform to New Jersey Statutes regarding the school year, between September 1st and June 30th and shall number 184 days.
- B. The instructional work year includes orientation days, instructional days and staff development days except for two (2) additional orientation days for persons newly hired.
- C. Regarding the N.J.E.A. convention, employees are expected to attend the convention or engage in appropriate professional activities.

EMPLOYMENT HOURS

- A. Employees shall be expected to fulfill a school day as described:
1. Check-in procedure: Employees are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "check in" or "check out" by hours and minutes. Personnel shall indicate their presence for duty by placing a check mark in the appropriate column of the "sign-in" roster.
 2. Arrival and dismissal time: Employees shall be required to report for duty at least 10 minutes before the opening of the pupil's school day, and shall be permitted to leave 20 minutes after the departure of the last bus. On Fridays and/or the day immediately before a school holiday, employees may leave after the departure of the last school bus.
 3. Employees shall be scheduled for lunch period free from assigned duties. Employees may leave their assigned building without requesting permission during their scheduled duty-free lunch periods, provided they inform the office of leaving and also inform the office upon their return.

Primary Schools	30 minutes
Middle School	30 minutes
High School	not less than time allowed students
- B. 1. High School and Middle School personnel will normally be assigned 25 teaching periods and 5 assigned duty periods per week and daily homeroom duty period. In the event that special circumstances require the assignment of 5 additional classes to a person per week, compensatory arrangement will be made eliminating homeroom

assignment and other assigned duties such as study hall and cafeteria duty. In the event of schedule revisions to the system such as modular, mini-courses, teaching cycles, etc., the employee will fulfill the equivalent of an assignment reflecting the master schedule program of the 76/77 year.

2. Primary school personnel and other middle school personnel not covered under B-1 will fulfill the normal expectations of a self-contained class with preparation time scheduled when and if their classes are scheduled for such activities as music, art, and physical education.
 3. Schedules of persons with special assignments in remedial/corrective areas should reflect preparation time appropriate to such functions and schedules subject to administrative review and approval.
- C.
1. Scheduled faculty meetings will be held on Mondays (or a different day--at discretion of the principal, to be announced yearly in September). These meetings will generally encompass not more than 60 minutes from the last student dismissal time.
 2. Emergency meetings beyond the length of the school day (B-2) relating to specific instructional problems or a general operational problem will be called as needed.
- D.
1. All faculty will attend annual Back to School Night as scheduled and on this day faculty will be permitted to leave immediately after student dismissal and bus departure.
 2. Evening meetings--Personnel may be required to attend no more than 5 evening assignments or meetings each school year without additional compensation. (Does not include Back to School Night.)

E. Extension of Instructional Program

1. Such extensions of instructional programs are commonly referred to as field trips. These extensions shall follow provisions as established by the superintendent of schools, including completion of appropriate forms designating persons initiating the request, destination, principal's approval, costs, transportation scheduling, etc.
2. It is understood that based upon such completion and written approval such instructional extensions are considered as part of the regular school day and school operation, similar to functions held at the school site or in school buildings and as such are covered by liability insurance as stipulated by law and designated in such insurance contracts and policies.
3. In keeping with established practices, such extensions have correlation to the school program and for the most part are initiated by persons performing teaching duties. Such extensions are to be planned to fall within reasonable time commitments. Responsibility regarding such commitments fall upon the person initiating such an instructional extension request. Such instructional extensions should be planned keeping in mind the need to provide for supervision and safety of students concerned and appropriate adult supervision.
4. Employees who accompany students on multi-day trips involving overnight stays shall receive break time of a minimum of two hours during the day and a minimum of two hours in the evening, except in cases of emergency as deemed necessary by the person in charge of the overnight trip.

F. 1. Personnel shall be scheduled to teach those subjects for which they are qualified and as required: (as reflected by student need and student enrollment). Such scheduling is to be understood as a matter within the scope and competence of contracted, certified administrative personnel.

2. Planning and Preparation

Teaching faculty will develop plans reflecting district philosophy and course of study as established by the Board of Education. These plans to reflect daily or unit preparation. Tenure teachers who have received satisfactory evaluations shall not be required to submit standardized daily or weekly lesson plans which involve a mandated procedure or form, except in cases when in the opinion of the administrator, appropriate planning is not taking place by the individual staff member. Included in such plans shall be special substitute teaching plans (daily, weekly, etc., as needed).

3. Preparation Time

It is desirable for each teacher to have an uninterrupted preparation period each day. The practice of using a regular teacher as a substitute, thereby depriving him of his preparation period, is undesirable and should be discouraged. In those cases, where regular substitutes are not available, regular teachers who volunteer may be used as substitutes during their non-teaching time. (In the absence of volunteers, a teacher may be assigned to serve as a substitute.) Coverage of each 10 additional class periods (40 - 45 min.) within a student school year shall result in earning an additional day of sick leave. Time to be equated at the primary school level to reflect administratively devised schedules.

- G. 1. For any persons holding paid, co-curricular activities beyond the school day, such payment precludes additional consideration in time scheduling unless such scheduling is at the convenience of the district as determined by the school administration.
2. It is to be understood that there will be no preferential treatment granted on the basis of assignments or activities.

ARTICLE IX

ASSIGNMENTS AND PROMOTIONAL PROCEDURES

- A. 1. All personnel assignments are the result of the professional judgements and decisions of the building administrators and Superintendent. The Board and the Association recognize that this is a Board delegated duty only to professional administrators and a function to be maintained only by persons properly certified for administrative and supervisory positions and contracted by the Board.
2. All persons shall be given tentative notice of their class and/or subject assignments for the forthcoming year normally not later than May 30.
3. The Superintendent shall assign, at the time of appointment, all newly appointed personnel to their positions within that subject area and/or grade level for which the Board has appointed the employee.
- B. In order to assure that pupils are taught by persons working within their areas of competence, certified employees shall not normally be assigned outside the scope of their certificates.
- C. Persons who desire a change in grade and/or subject assignment or who desire to transfer to another building, may file a written statement of such desire with the Principal and Superintendent not later than March 1. Such statement shall include the grade and/or subject to which the person desires to be assigned and the school or schools to which s/he desires to be transferred, in order of preference. Also, a statement explaining why the change is requested and qualifications.
- D. In the determination of requests for reassignment and/or transfer, the wishes of the individual shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system and no such request shall be denied arbitrarily, capriciously, or without basis. If a person's request for transfer has been denied, a renewed or subsequent request made in the following school year shall be granted under the conditions described above, unless there is no available position to which the person can be transferred or an adequate replacement for the person cannot be obtained.
- E. No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified, contracted, certified volunteer available to fill said position. Qualifications to be determined by the administration.
1. Notice - Notice of an involuntary transfer shall be given as soon as practicable, and except in cases of emergency not later than May 30.

E. (continued)

2. Criteria - When an involuntary transfer is necessary, competence, major or minor field of study, length of service in the Vernon School District, length of service in the particular school building, and other relevant factors, including among other things, state and/or federal laws, rules, regulations, or administrative directives, shall be considered.
3. Meeting with Principal - An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the principal. At said meeting the teacher shall be notified of the reasons for the transfer or reassignment. No involuntary transfers will be made for arbitrary or capricious reasons.

F. All promotions are made only after interviews by the Superintendent of Schools and/or his designees and s/he alone shall recommend to the Board persons for promotions. It is recognized by the Board and the Association that recommendations for promotion, interview procedures, and establishment of professional qualifications are functions reserved to the professional administrators of the school system.

G. Promotional positions are defined as follows:

Positions paying a salary differential and/or positions on the administrator/supervisory levels of responsibility including, but not limited to, positions as:

Superintendent
Principals
Vice Principals
Directors and Department Heads
Administrative Assistants

All vacancies in promotional positions shall be adequately publicized by the superintendent.

1. When school is in session, a notice will be posted, ordinarily 15 days before the final date when applications must be submitted and in no event less than five (5) days before such date. Those who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice. All applicants to be notified in writing within ten (10) school days after resolution of the matter.
2. Persons who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent together with the position(s) and supporting qualifications for the position for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall try to notify such persons of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable, ordinarily at least fifteen (15) days before the final date when applications must be submitted and in no event less than seven (7)

days before such date. In addition, the Superintendent shall, within the same time period, post a list of promotional positions to be filled during the summer period at the central administration office.

- H. In positions set forth in Section G, the qualifications for the position shall be set forth.
- I. All qualified employees shall be given an opportunity to make an application and positions shall not be filled until all properly submitted applications have been considered. Consideration shall be given to the professional background and attainments of all applicants.
- J. Concerning non-promotional vacancies, if an employee leaves during the school year the vacated position will be posted in all school main offices. Any qualified, interested employee under contract may submit a written request to be considered for the vacated position within five (5) school days. S/he shall be notified in writing ten (10) school days after the resolution of the matter.
- K. Other

All openings for other positions (adult ed., co-curricular, summer school, home teaching, and other programs, including non-certified positions for which employees may be qualified and eligible) shall be posted in accordance with the procedure for posting in this Agreement.

ARTICLE X

EVALUATION AND DISMISSAL

A. Copies of Evaluation

Employees shall be given a copy of any evaluative material prepared by his evaluators. No such material shall be submitted to the central office, placed in the personnel file or otherwise acted upon without prior conference. The evaluation report shall be signed to indicate receipt of a copy of the report. No employee shall be required to sign a blank or incomplete evaluation form. Employees shall have the right to have a written response to an evaluation included in their file.

B. Employees may periodically review their personal file maintained in the central office. Appropriate request procedure dated October 1, 1975, Superintendent's Directive IX.

C. Upon mutual agreement between the Superintendent and the person concerned, evaluation material over four (4) years old that originated within the district, may be removed from the employee's file.

D. All employees shall receive final evaluations at least five (5) school days prior to the end of the school year.

E. Observations (Non-Tenure)

1. Evaluative observations for non-tenure employees shall be conducted at least 3 times a year. All employees are to be observed and evaluated by contracted, certified personnel.

2. Such observations to be made within adequate time lapse (i.e. follow-up conference held as requested by the administrator between such observations--within ten (10) days of such observations.

3. Employee observed has the right to file a written disclaimer as provided by law and court rulings.

4. At least two observations will be conducted for full academic year employees (September 1 - June 30) by February 15th.

F. Regarding any employee dismissal from the district, the Board shall follow procedures established by Statute, Administrative Code, and Commissioner's ruling. Employees have right to follow such procedure regarding notification, request for reasons, and requests for a hearing.

G. The Board retains its legal right to withhold increment as per NJSA 18A29-14 et. seq.

H. Upon administrative recommendation the Board retains its right to dismiss a non-tenured employee according to law.

I. The above does not limit additional observation of classroom and non-classroom performance.

ARTICLE XI

EMPLOYEE FACILITIES

A. Listing of Facilities

1. A serviceable desk, chair, and filing facilities for instructional use.
2. A separate dining area for the use of the staff.
3. Suitable closed space to store coats, overshoes, and personal articles.
4. Copies, for employee use, of all texts used in each of the courses assigned.

B. Special Clothing

The Board will provide, as approved by the administration, special clothing for employees. This special clothing shall be limited to the following areas and shall not exceed \$500. total costs.

Gym uniforms (pants, shirts, blouses, shorts)
Smocks (art and home economic teachers)
Library coats or aprons
Shop coats or aprons
Nurses uniforms and caps
Laboratory coats

ARTICLE XII

LEAVE PROVISIONS

A. Sick Leave

1. All persons employed are entitled to twelve (12) sick leave days each school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.
2. Non-accumulative additional sick leave benefits may be allowed at the discretion of the Board.
3. The Board may require a physician's certificate in case of sick leave claimed. (e.g. reasonable doubt as to the sick leave claimed; record of recurrent absence; absence at critical times of the year)
4. An accumulative record of absence shall be maintained for each employee by the office of the Superintendent of Schools.
5. In the event all sick leave is exhausted, deductions will be made based upon a per diem rate for additional sick leave. (1/200 of contracted salary.)
6. Persons reporting that they are ill and will be absent shall be required to comply with "call in" regulations and procedures as directed by the Superintendent of Schools in September.
7. Fully compensated days for illness or approved medical care, in accordance with need, is allowed all employees. Any absences which involve more time than the maximum allowed by State Regulation will be reviewed by the Superintendent of Schools to determine whether or not it will be possible for the staff member to return to work within a reasonable period. In unusual cases the Superintendent will review the details with the Board of Education and make a recommendation concerning the status of the employee, in accordance with State Law.

B. Temporary Leaves

1. Personal Business/Emergency Leave

Emergencies or items of a personal nature shall be fully compensated up to three days, with the prior approval of the Principal and Superintendent (except in case of emergency), for any of the following examples:

- a. recognition of a religious holiday not provided for in the regular school calendar
- b. court subpoena
- c. marriage of employee or marriage in the immediate family
- d. personal business that cannot be handled outside of school hours

- e. serious injury or illness in the immediate family of household
 - f. any other emergency or urgent personal reason not included.
- No reason need be given, however, personal days will not be used for vacation purposes.

2. School Visitation - up to three days for the purpose of visiting other schools or attending meetings or conferences of an educational nature. Building principal approval and Superintendent's approval required and denials shall be given with reasons.
3. Time necessary for appearances in any legal proceeding connected with the person's employment or with the school system or in any other legal proceeding if the employee is required by law to attend.
4. Death in Immediate family or household.

Absence is fully compensated for up to a maximum of five days. Additional leave may be granted at the discretion of the Superintendent. For purposes of definition regarding absence provisions, the immediate includes: husband, wife, child, or the father, mother, brother, sister, grandfather, grandmother, or relatives by marriage in the same degree of relationship, or any relative whose actual household at the time is also the household of the absentee. In the event of the death of a teacher or student in the Vernon School district, the principal or immediate superior of said teacher or student shall grant to an appropriate number of teachers sufficient time off to attend the funeral.

5. An absence request form must be completed by the employee and submitted to the Principal and, if approved, submitted for consideration by the Superintendent of Schools.
6. Absence prior to or following school vacations

Requests for absence from duty at the beginning and termination of the school year and school vacations will not be approved, unless the reasons for the absence are included under provisions for the absence of staff members as stated. (Paragraph A & B) Absences that are not approved are subject to a full salary deduction.
7. Absence with pay will be granted to persons called into temporary active duty (limit one month) of any unit of the United States Military Reserves or State National Guards, provided such obligations cannot be fulfilled when school is not in session.
8. Other leaves of absence with pay may be granted by the Board at their discretion.
9. Conference of Affiliates - Up to three days for the President or his designee of the Association to attend conferences and conventions of state and national affiliated organizations.

C. Extended Leaves of Absence

1. Prolonged illness

A leave of absence not exceeding one year may be granted employees whose prolonged illness necessitates review by the Board of Education. This leave of absence may be without pay or partially compensated for the period of times determined by the Board of Education, acting upon the recommendation of the Superintendent of Schools.

2. Military Service

Any regular employee who may enlist or be conscripted into the defense forces of the United States for service or training shall make application in writing to the Superintendent of Schools for a leave of absence. S/he shall be reinstated to his position in the school system with full credit, including the annual increment under the salary schedule upon written request. Such application for reinstatement shall be made within a reasonable period of time after discharge or release from Military Service, and not later than ninety (90) days from the date of said release or discharge. While the employee is on said leave, it is mandatory that the Board of Education maintain his annual contribution to the New Jersey Teacher's Pension & Annuity Fund or the State Public Employee's Retirement System.

3. A leave of absence without pay of up to two (2) years may be granted for the Peace Corps, VISTA, National Teacher Corps, or full-time participants in either of such exchange programs, and shall be granted to an employee who accepts a Fullbright Scholarship, or a scholarship of similar nature, or any other self-paid educational improvement.

4. Maternity Leave

- A. Procedure - Any employee who becomes pregnant, shall notify the superintendent in writing, 60 days prior to the effective commencement date of a maternity leave, and shall apply, (in writing) for, and accept, a leave of absence for such a period of time as determined by the Board of Education.
- B. Effective Date - A maternity leave of absence shall become effective on the date recommended in writing by the concerned employee's physician and shall continue for at least one year, unless otherwise recommended by the Superintendent of Schools.
- C. Termination of Leave and Reinstatement - Employees to whom a leave of absence is or has been granted shall be reinstated at the beginning of the school year following expiration of such leave, provided that application for reinstatement has been made to the Superintendent in writing prior to March 1, of the calendar year in which reinstatement is requested.

5. Other leaves of absence without pay may be granted by the Board of Education at their discretion.
6. All requests, extensions, or renewal of leaves shall be applied for and granted in writing. Under normal circumstances such requests for initial leaves, extensions, or renewals to be made at least ninety (90) days prior to the commencing of such leave.

D. Sabbatical Leaves

1. General

- A. Leave will not be granted for the purpose of engaging in a gainful occupation or for the purpose of studying for a trade or another profession.
- B. When formal college credit has been granted during the leave, the presentation of an official transcript will be required by the Superintendent.
- C. When leaves have been granted for any other purposes, written reports planned in consultation with the Superintendent will be required.

2. Limited Applications

A maximum of 3% of the employees may be on a Sabbatical leave at any one time. Consideration of Sabbatical leave will be given only after formal application is made by the qualified person and after a review of staff requirements has been completed for the year in question. Applications for leaves during the Fall semester or during the full year must be in the Superintendent's office not later than the first school day of the preceding March. Applications for leaves during the second semester must be in the Superintendent's office not later than the first school day of the preceding September. Final decision to be made by the Board upon recommendation of the Superintendent. Final decision is non-grievable.

3. Salary

A person on sabbatical leave for one-half ($\frac{1}{2}$) of a school year shall be paid by the Board at full pay of the salary rate which s/he would have received if s/he had remained on active duty and for a full school year on sabbatical leave shall be paid by the Board at one-half ($\frac{1}{2}$) of the salary rate which s/he would have received if s/he had remained on active duty.

4. Eligibility

Employees shall become eligible for Sabbatical leave when they have completed not less than seven (7) years of consecutive services in the Vernon Township System. First consideration will be given to those Sabbatical leave plans which involve greatest self-improvement and greatest benefit to the school system.

A secondary consideration will be the seniority of the staff members applying for leaves. All persons applying for Sabbatical leave in any one year may not be granted leave in that particular year, but may be granted leave in the following year or years.

5. Return

A condition to the acceptance of Sabbatical leave shall be the agreement on the part of the applicant to return to the Vernon Township schools for at least two years of service after the conclusion of the Sabbatical leave. Such condition to be accepted in writing.

6. Sabbatical leave shall not be cumulative.

7. If either the Board or the Superintendent, or the Association is convinced that an employee is not fulfilling the purpose for which the Sabbatical leave was granted, that agency shall report this in writing through the Superintendent to the Board. The Board may terminate that Sabbatical leave as of the date of its abuse after giving the person an opportunity to be heard by the Board. In the event that the allegations are true, the Board and the person concerned may arrive at a mutual agreement which might include resignation and refunding of accepted Sabbatical leave salary.

E. 1. Upon return from leave granted as described from this article, except for leaves granted under C-1 and C-4, an employee shall be considered as if s/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 s/he would have been present.

2. Under no circumstances will time spent on any such leaves described in Sections A, B, C, or D, count toward fulfillment of the time requirements for acquiring tenure.

3. All unused accumulative sick leave and credits toward Sabbatical leave eligibility shall be credited upon return from any of the leaves described in Section C and D.

F. Convertibility Factor - If all accumulated sick leave is used in a given year, any or all personal business/emergency leave for that given year can be converted and used as sick leave, giving the employee the potential of a 3-day emergency sick leave override; in the event personal business/emergency leave days are not used in any given year, the number of days not used will be accumulated as sick leave (Article XI, A.1.).

G. Attendance Award - Employees covered by this agreement who have 100% attendance are eligible for and will receive a \$100 cash award with their last check at the end of the school year reflecting the 100% perfect attendance for that school year. Perfect attendance is defined as no days absent, either full, half, or partial, for reasons of sick leave or personal leave.

ARTICLE XIII

NON-TEACHING DUTIES

Teachers shall not be required to perform the following duties when such duties can reasonably be assigned to non-teaching personnel, as established by existing practice.

- a) Non-professional assignments, including but not limited to milk distribution and supervision of cafeterias, sidewalks, bus loading or unloading or playgrounds.
- b) Collecting money from students.
- c) Inventorying and storing books, delivering books to classrooms, duplicating instructional and other materials, keeping registers and cumulative record cards, and other clerical and/or custodial functions.

ARTICLE XIV

TEACHER/ADMINISTRATION LIAISON

"The Association's representatives (limited to five) shall meet with the Superintendent and/or his representatives (limited to five) normally once each month during the school year, with not more than two (2) months to elapse between meetings unless by mutual agreement more time shall elapse, to review and discuss such matters as curriculum improvement, teaching techniques, in-service training, professional development and other matters of an educational nature. Each party to the meeting shall provide the other party with a proposed agenda at least forty eight (48) hours prior to the meeting. Such meetings shall be held after normal school hours." Board Policy #4001 may be used to implement the Article. However, should Board Policy #4001 fail to satisfactorily meet the needs of this Article, the Teacher-Administration Liaison Committee shall commence under the provisions of this Article by mutual agreement of the Board and the Association.

ARTICLE XV

MISCELLANEOUS PROVISIONS

- A. The Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- B. 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. Employees are assured no loss of constitutional and statutory rights in the area of individual personal freedom. Employees shall be entitled to all rights of citizenship and no religious or political activities of any person or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such persons, provided these activities do not violate any State or Federal laws.
- D. Whenever any official, formal 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 telegram or registered letter at the following addresses:
1. If by Association, to Board at
Board of Education
P.O. Box 296
Vernon, New Jersey 07462
 2. If by Board to Association (when school is not in session) at
VTEA President's Home Address or
VTEA, P.O. Box 36
Glenwood, N.J. 07418
- E. A completed copy of the final agreement will be provided by the Board to the Association who shall then be responsible for the expense involved in reproducing and distributing it to their membership.

ARTICLE XVI

PROFESSIONAL DEVELOPMENT & IMPROVEMENT

In the interest of up-grading faculty competence, a program of tuition incentive and assistance is developed with the following regulations:

A. Eligible Faculty

- 1) Full-time status
- 2) Fully certified
- 3) Fully matriculated in a graduate degree program or administrative approved graduate improvement program, not for any additional or revised certification.

B. 18 credits per fiscal year (maximum 6 credits per semester or maximum of 18 credits per year (July thru following June) at 50% of tuition exclusively, the tuition rate per semester are as established by New Jersey State Colleges shall apply as the base for 50% reimbursement. Faculty may attend other colleges or universities, but tuition reimbursement will not exceed this cost level. Credits may be taken in the summer or fall, or spring semester. Personal days cannot be used for such graduate school attendance.

C. All courses taken must be at the graduate level.

D. Application for such reimbursement to be made on standard forms developed by the Superintendent's office, including teacher's name, assignment, name of the college or university, course number and title, course description, and a rationale as to specifically how this course applies to the teaching assignment. This form must be completed and have received approval from the building principal and superintendent prior to registering for the course if reimbursement is sought for the course. Cost per credit is also to be listed on the approval form. The superintendent's judgement is not subject to grievance.

E. Reimbursement to be made after course completion and upon submitting a copy of the course approval form indicating prior approval, a copy of the paid bill or check stipulating tuition paid and course per credit, and an official transcript indicating a credit of "B" or higher. Credits of "C" or lower, incomplete, satisfactory, pass or fail, etc., will not be accepted for tuition assistance.

F. This article to be in effect without change from July 1, 1981 thru June 30, 1984.

ARTICLE XVII

INSURANCE BENEFITS

A. Health Insurance

- 1) Health care benefits are to continue as in force during the 80/81 year.
- 2) 100% coverage (payment of premiums) for single and/or dependent hospitalization insurance (family plan) shall be provided for the 81/82, 82/83, and 83/84 school years. (July 1, 1981 thru June 30, 1984)

- B. 1) Each employee shall be provided, upon written request, with a description of the health care benefits insurance program provided herein. This shall be a description as provided by the health care benefit carrier.
- 2) Annually, newly hired persons will be provided with this health care description.

C. A Dental Care Program will be provided for employees in the following manner:

- 1) "50/50" - Payment of premiums shared by the Board and the employee for coverage of the employee only. (1981/82)
- 2) 100% payment of premiums by the Board for coverage of the employee only. Individual employees may elect spouse coverage at cost to the employee. (1982/83)
- 3) 100% payment of premiums by the Board for coverage of the employee and dependents (family plan). (1983/84)

D. Dental Care Program Requirements

- 1) Dental Care participation is optional on the part of each employee. Participation in the program is guided by these restrictions:
 - a. Individual employees participating in any of the above plans will continue for the length of the program as specified by the insurance policy.
 - b. Individuals who terminate employment within the district will be charged for the remaining part of the premium due; however, their individual insurance policy will continue in full force and effect until termination date as specified (50/50 year 1981/82) 6/30/82
- 2) Each employee shall be provided with a description of dental care benefits provided at the time of policy initiation, thereafter, upon written request. Annually, newly hired persons will be provided with this dental care program description.

ARTICLE XVIII

SALARY REGULATIONS

A. Salary Schedule

1. Salaries of employees covered by this agreement shall be set forth in Article XIX.

- B. 1. Employees covered by this agreement employed on a full time, contractual basis on or before January 1st of any school year shall be given full year credit for one salary step for salary in the following year, based upon such administrative recommendation-- recommendation for increment and/or recommendation for re-appointment.
2. In keeping with N.J.S.A. 18A:29-14 and Administrative Code Title VI, the Board retains the right to withhold increments.

C. Placement on set salary schedule

1. Except as defined above, persons under full time contract employment shall be placed and maintained on guide.
2. In keeping with Statute 18A:29-9, initial step placement on salary schedule shall be at such point as agreed upon by the employee and employing Board (persons employed placed on appropriate degree/ credit column).

D. Return from leaves

1. Employees previously under contract returning from leaves defined under Article XI, C-2--Military Service, and C-3--Leaves for Peace Corps, Vista, etc., shall be placed on the salary schedule in keeping with such placement had they remained under active employment, suffering no loss in salary improvement.
2. Employees returning to employment after any other type of leave shall not receive such salary improvement but are to return to the salary they would have been on or would have been going to had they not been granted such leave. This benefit applies only to persons who have left the Vernon Township School District on a Board approved, Board granted extended leave of absence.

- E. 1. Employees are to be notified of contract status for the ensuing year in keeping with State law, not later than April 30th. Notification of salary status is dependent upon completion of such salary matters prior to this date. In the event salary guides are not completed, employees shall be notified of salary status according to their individual status, in keeping with PERC regulations and subject to completed salary negotiations.

- F. 1. The Board retains its right to terminate employment of non-tenured personnel within the confines of the termination clause (60 days) at any time provided the individual concerned is properly notified of such action and given the opportunity to resign (within applicable statutes and administrative code VI).
- G. 1. Employees will be paid from the period of September 1st through June 30th, 20 equal semi-monthly installments, with final checks released on the last working day in June provided all procedural obligations of the employee are met in full.
- H. Summer Pay Plan
1. Employees may individually elect to have 10% of their salary deducted and paid on the final pay day in June or at the time of termination or resignation. (Immediate payment to be made upon death to the estate). Such request to be made in writing clearly stipulating that once this request is made it will remain in effect for the school year September thru June, with no option to withdraw or revise such employee initiated request. Standard request forms to be developed by the superintendent's office, and to be available the first week of September with the requirement that they be filed at least 5 days prior to the first pay day.
- I. Column Placement
1. Bachelor's Degree Column:
- a) possession of Bachelor's Degree and/or Teacher's Certificate
2. Master's Degree Column:
- a) possession of an earned Master's Degree
3. Six Year Level:
- a) possession of a second earned Master's Degree or
- b) possession of 30 graduate credits and matriculation in a Doctoral program, or
- c) a specialist in Education Degree, or
- d) possession of a professional Diploma, or C.A.S., or
- * e) accumulation of 30 graduate credits in addition to a Master's Degree, these credits to be spread as follows:
- 1) at least 15 graduate credits in one field of concentration
 - 2) the remaining 15 credits to be graduate credits in electives
 - 3) these credits to be earned in not more than 4 institutions having graduate divisions
 - 4) does not affect those already on "MA+30" column or "BA+30"

* This criteria shall apply to "BA+30" column except the graduate credits to be beyond a Bachelor's degree.

BA+15, MA+15, six-year level plus 15

Criteria for placement on plus 15 column.

1. All credits verified by official transcripts from the granting college or university.
2. 15 credits to be as part of a graduate degree program with matriculation status.
3. Or the 15 credits will conform to the procedure established in the tuition reimbursement article but not limited to 6 credits per year.
4. Or graduate credits earned and paid for by the person concerned.

Note: No one could be placed on the six-year level without first possessing a Bachelor's and Master's Degree

All credits to be certified by the granting institution and submitted to the superintendent of schools for acceptance.

Employees attaining "+15 status" shall be eligible for placement of this column only on an annual basis. Such adjustments made in the months of August, September, or October. Adjustments require the filing of appropriate requests on the part of the employee concerned and further require submission of appropriate documents.

J. Longevity - time in Vernon Township only

After 15 years within the system -- \$100. added to the employee's salary. Likewise, after 20, 25, 30, 35 years in the system, there will be an additional \$100. added to the employee's salary (in blocks of 5 years after 15 years with the system the employee concerned is to receive incrementally \$100. added to the base salary.)

ARTICLE XIX
SALARY SCHEDULES

A. TEACHER'S SALARY GUIDE 81/82

1	11,600	11,800	12,100	12,900	13,350	13,800
2	12,400	12,650	12,850	13,700	14,150	14,600
3	13,000	13,250	13,500	14,300	14,750	15,200
4	13,600	13,750	14,100	14,900	15,350	15,800
5	14,000	14,350	14,700	15,500	15,950	16,400
6	14,600	14,950	15,300	16,100	16,550	17,000
7	15,200	15,550	15,900	16,700	17,150	17,600
8	15,950	16,300	16,700	17,300	17,750	18,200
9	16,450	16,900	17,300	17,900	18,350	18,800
10	17,100	17,500	18,000	18,500	18,950	19,400
11	17,700	18,200	18,500	19,100	19,550	20,000
12	18,200	18,650	19,000	19,700	20,150	20,600
13	18,800	19,200	19,550	20,300	20,750	21,200
14	19,400	19,750	20,100	20,900	21,350	21,800
15	20,000	20,350	20,700	21,500	21,950	22,400
16	20,600	20,950	21,300	22,100	22,550	23,000
17	21,200	21,550	21,900	22,700	23,150	23,600
18	21,800	22,150	22,500	23,300	23,750	24,200
19				23,900	24,350	24,800

ARTICLE XIX

SALARY SCHEDULES

3. TEACHER'S SALARY GUIDE 82/83

STEP	BA	B/A+1	DATA			
1	12,400	12,800	13,200	13,600	14,000	14,400
2	13,000	13,400	13,800	14,300	14,700	15,100
3	13,700	14,000	14,500	15,000	15,400	15,800
4	14,300	14,700	15,100	15,600	16,100	16,500
5	14,900	15,300	15,800	16,300	16,700	17,200
6	15,500	16,000	16,400	17,000	17,400	17,900
7	16,100	16,600	17,100	17,600	18,100	18,600
8	16,700	17,200	17,700	18,300	18,800	19,300
9	17,400	17,900	18,400	18,900	19,500	20,000
10	17,900	18,500	19,000	19,600	20,200	20,700
11	18,500	19,100	19,700	20,300	20,800	21,400
12	19,100	19,700	20,300	20,900	21,500	22,200
13	19,700	20,300	21,000	21,600	22,300	22,900
14	20,300	21,000	21,700	22,300	22,900	23,600
15	21,000	21,600	22,300	22,900	23,600	24,300
16	21,600	22,200	22,900	23,600	24,300	25,000
17	22,200	22,900	23,600	24,300	25,000	25,700
18	<u>23,000</u>	<u>23,500</u>	<u>24,200</u>	24,900	25,700	26,400
19				25,600	26,400	27,100
20				<u>26,300</u>	<u>27,000</u>	<u>27,700</u>

ARTICLE XIX
SALARY SCHEDULES

- C. CO-CURRICULAR SALARY SCHEDULES - (Student Activities exclusively) .
All steps applied as printed; for 82/83, persons at maximum step in prior year only, (high school interscholastic athletic coaches only), interscholastic club coach or any assistant interscholastic team coach at maximum plus \$50 in 82/83 year, any head coach interscholastic team at maximum plus \$100. Payment for additional pay is for added duties which require additional work hours, at direction and supervision of administration.

STUDENT ACTIVITY CO-CURRICULAR SALARY SCHEDULE

81/82 - 82/83

	1	2	3	4	5
Intramurals (grades 5 thru 12)	350	400	450	500	
Interscholastic Athletic Clubs (HS)					
Bowling	400	500	600	700	
Skiing	450	550	650	750	
Tennis	450	550	650	750	
Golf	400	500	600	700	
Gymnastics	400	500	600	700	
Other activities (HS)					
Cheerleader-Head	700	800	900	1000	1100
Cheerleader-Asst.	500	600	700	800	
Drill Team/Majorette	400	500	600	700	
Marching Band/Concert Band	700	800	900	1000	1100
Vocal Music Dir.-Chorus/Chorale	700	800	900	1000	1100
Coaches - athletic teams (HS)					
Co-Ed.					
Soccer Head	1100	1200	1300	1400	1500
Soccer Asst.	700	800	900	1000	
Cross Country-Head	1100	1200	1300	1400	1500
Track and Field					
Boys Head	1100	1200	1300	1400	1500
Girls Head	1100	1200	1300	1400	1500
Assistant	700	800	900	1000	
Girls'					
Field Hockey Head	1100	1200	1300	1400	1500
Field Hockey-Asst.	700	800	900	1000	

STUDENT ACTIVITY CO-CURRICULAR SALARY SCHEDULE (continued)

39.

	81/82 - 82/83				
	1	2	3	4	5
Girls'					
Softball-Head	1100	1200	1300	1400	1500
Softball-Asst.	700	800	900	1000	
Basketball-Head	1250	1350	1500	1650	1800
Basketball-Asst.	900	1000	1100	1200	
Boys'					
Football-Head	1250	1350	1500	1650	1800
Football-Asst.	900	1000	1100	1200	
Basketball-Head	1250	1350	1500	1650	1800
Basketball-Asst.	900	1000	1100	1200	
Wrestling-Head	1250	1350	1500	1650	1800
Wrestling-Asst.	900	1000	1100	1200	
Baseball-Head	1100	1200	1300	1400	1500
Baseball-Asst.	700	800	900	1000	
Photographer	150	200	250	300	
Class Advisors					
Eighth	300				
Ninth	300				
Tenth	400				
Eleventh	500				
Twelfth	800				
Drama Head	800	900	1000	1100	
Drama Asst.	400	500	600		
Technical Assistant	400	500	600		
Student Craftsmen Guild	400	500	600		
Newspaper	600	700	800	900	
Yearbook	600	700	800	900	
Student Council	600	700	800	900	
Ski Advisor (HS, RH, WR, LH)	300	350	400		
Magazine (HS Literary)	500	600	700		

ARTICLE XX

DURATION OF AGREEMENT

VERNON TOWNSHIP BOARD OF EDUCATION/VERNON TOWNSHIP EDUCATION
ASSOCIATION, INC., AGREEMENT

The Board/Association's Agreement will remain in force for 3 years.
(1981/82 - 1982/83 - 1983/84)

Effective Date - July 1, 1981

Termination Date - June 30, 1984

All items, save salaries, for 3 years (81-84); salary agreement for
two years (81/82 and 82/83).

President, Vernon Township
Board of Education

President, Vernon Township
Education Association

Date

Witness

Witness