

Contract no. 1509

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AGREEMENT
BETWEEN THE
PENNS GROVE-CARNEYS POINT
SCHOOL EMPLOYEES ASSOCIATION



LIBRARY
INSTITUTE OF MANAGEMENT
AT
JUL 7 1991
RUTGERS UNIVERSITY

AND THE
PENNS GROVE-CARNEYS POINT
REGIONAL BOARD OF EDUCATION

July 1, 1991 - June 30, 1994

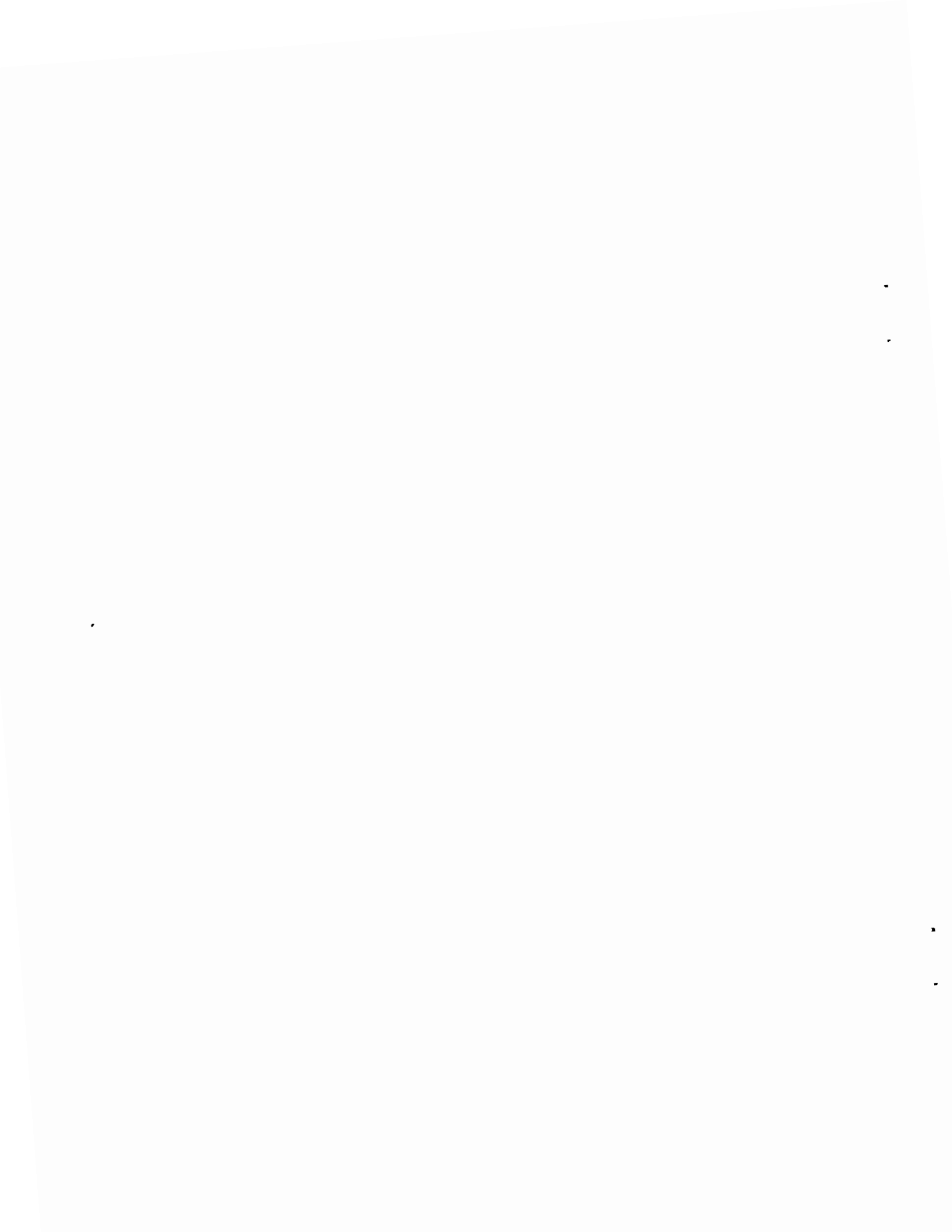


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PREAMBLE

This Agreement entered into this first day of January, 1992, between the Penns Grove-Carneys Point Regional Board of Education, hereinafter called the "Board", and the Penns Grove-Carneys Point School Employees Association, hereinafter called the "Association" wherein it is mutually agreed as follows:

ARTICLE 1

RECOGNITION

A. The Penns Grove-Carneys Point Regional Board of Education recognizes the Penns Grove-Carneys Point School Employees Association as the sole and exclusive representative concerning the terms and conditions of employment for the following employees under contract or on leave granted by the Board of Education:

1. All certified personnel
2. Full-time secretaries
3. Full-time clerks
4. Full-time custodians
5. Full-time maintenance personnel
6. Full-time or part aides
7. Part-time permanent secretaries
8. Security aides

Excluded are:

1. Professional administrators
2. Confidential or supervisory personnel
3. Per diem employees
4. Cafeteria employees
5. Bus Drivers
6. All others not specified above.

B. Unless otherwise indicated, the term "employees" when used hereinafter in this Agreement, shall refer to all recognized employees represented by the Association in the negotiating unit as defined above.

ARTICLE 2

NEGOTIATIONS OF A SUCCESSOR AGREEMENT

A. All negotiations shall be as provided in accordance with the provisions of Chapter 123 of the Public Laws of 1974 in a good

faith effort to reach agreement on all matters concerning the terms and conditions of employment.

- B. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or executed this Agreement.
- C. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, be signed by the Board and the Association and be adopted.
- D. This Agreement shall not be modified in whole or in part by the parties except by instruction in writing duly executed by both parties.

ARTICLE 3

GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim by an employee, or a representative of employees based upon the interpretation, application, or violation of this Agreement, or administrative decision affecting them.
2. An aggrieved person is a person or persons making the claim.
3. A grievance to be considered under this procedure must be initiated by the employee thirty (30) calendar days from the time when the grievant knew or should have known of its occurrence and be signed by all parties in interest when first submitted in writing. If the grievance is a class action involving six (6) or more people, individual signatures shall not be required, but a list of names of those people affected shall be submitted with the grievance.

B. Purpose

1. The purpose of this procedure is to secure solutions to problems affecting terms and conditions of employment of employees at the lowest possible level.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the

administration, and having the grievance adjusted without intervention of the Association.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits may, however, be extended by mutual agreement. If a grievance is not processed within proper time limits by the grievant Association, the grievance is automatically denied and dropped.
2. a. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
b. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

3. Level One

Any employee who has a grievance shall discuss it first with his/her immediate supervisor in an attempt to resolve the matter informally at that level.

4. Level Two

If as a result of the discussion, the matter is not resolved to the satisfaction of the employee within seven (7) calendar days, he/she shall set forth his grievance in writing to the immediate supervisor specifying:

- a. The nature of the grievance including the date it occurred;
- b. The nature and extent of the injury, loss of inconvenience;
- c. The specific contract provision, board policy or administrative decision being grieved;
- d. The results of previous discussions;

e. Dissatisfaction with decisions previously rendered.

The immediate supervisor shall communicate his decision to the employee in writing within seven (7) calendar days of receipt of the written grievance.

5. Level Three

The employee, no later than seven (7) calendar days after receipt of the immediate supervisor's decision, may appeal this decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing reciting the matter submitted to the supervisor as specified above and his or her dissatisfaction with decision previously rendered. The Superintendent shall attempt to resolve the matter quickly as possible but within a period not to exceed twenty (20) calendar days. The Superintendent shall communicate his decision in writing to the employee and the principal or immediate supervisor.

6. Level Four

If the aggrieved person is not satisfied with the resolution of the grievance at Level Three, then the grievance shall be submitted to the Board of Education within seven (7) calendar days of receipt of the decision of the Superintendent and the Board shall render a decision in writing within thirty (30) calendar days after the submission of grievance to Level Four.

The Association can request an appearance before the Board. The Board will decide if an appearance is appropriate on a case-by-case basis. The appearance shall be limited to fifteen (15) minutes. When an appearance occurs, the Board shall render a decision within thirty (30) calendar days of the appearance.

7. Level Five

If the aggrieved person is not satisfied with the decision of the Board or if no decision has been rendered by the Board within twenty (20) calendar days, the aggrieved person may request, in writing, within the ensuing seven (7) calendar days, that the Executive Committee of the Association submit the grievance of a teacher to arbitration. Within twelve (12) calendar days after such written notice of submission to arbitration, the Board and the Executive Committee shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain a commitment within

the specified period, the following procedure will be used to secure the services of an arbitrator.

- a. If the grievance is a claimed violation of the expressed provisions of the contract for aides, custodians, or secretaries, then it shall be submitted to arbitration. Any such submission shall not be later than thirty (30) days after the Board's receipt of the grievance at Level Four.
- b. A joint request will be made to the American Arbitration Association or the New Jersey Public Employment Relations Commission (PERC) to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
- c. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association or the New Jersey Public Employment Relations Commission (PERC) to submit a second roster of names.
- d. If the parties are unable to determine, within ten (10) calendar days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association or the New Jersey Public Employment Relations Commission (PERC) may be requested by either party to designate an arbitrator.

The arbitrator so selected shall confer with the representatives of the Board and the Executive Committee and shall hold hearings promptly and shall issue his decision not later than ten (10) calendar days from the close of the hearings. The arbitrator's decision shall be in writing and shall set forth his finds of fact, reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

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 the same. If time is lost by any employee due to arbitration proceedings necessitating the retention of a substitute, the Board of Education will pay the cost of the substitute. The time lost by an employee must be either without pay or charged to personal time.

D. Rights to Representation

1. Any grievant may be represented at all formal stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all formal steps of the grievance procedure.

E. Miscellaneous

1. All decisions above Level One shall be in writing. The complete file of decisions and appeals shall be transmitted to the next level.
2. All documents, communications and records dealing with the procession of a grievance shall be filed in a separate grievance file in the office of the Superintendent of Schools.
3. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedures.
4. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this Article.
5. The failure to renew a non-tenured contract of employment shall not be subject to the provisions of this Article.

ARTICLE 4

RIGHTS OF EMPLOYEES

- A. No pupil grade shall be changed without consultation with the teacher, if a grade is changed, the teacher shall be notified.
- B. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- C. Teachers may leave their buildings during preparation periods with the knowledge and permission of the principal.

- D. Pursuant to Chapter 123, Public Laws 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations.
- E. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey Laws or any applicable laws and regulations.
- F. Whenever any employee is required to appear before the Board regarding a disciplinary hearing, he/she shall receive advance written notice and be entitled to a representative of his/her own choosing.
- G. If an employee is required to be in attendance at a disciplinary hearing or investigatory interview, then such employee shall be entitled to representation in accordance with the tenet of the Weingarten Doctrine.

ARTICLE 5

RIGHTS OF THE BOARD OF EDUCATION

- A. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations:
 - 1. To direct employees of the school district.
 - 2. To hire, promote, transfer, assign, and retain employees in positions in the school district, and for just cause, to suspend, to demote, discharge, or take other disciplinary action against employees.
 - 3. To relieve employees from duty because of lack of work or for other legitimate reasons.
 - 4. To maintain the efficiency of the school district operations entrusted to them.
 - 5. To determine the means and personnel by which such operations are to be conducted.
 - 6. To take whatever actions may be necessary to carry out the missions of the school district in situations of emergency.

ARTICLE 6

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board shall make available to the Association any information in the public domain regarding financial data. The Board will also make available information which may be necessary for the Association to process any grievance.
- B. Whenever any representative of the Association or any employee is scheduled by the Board to participate during work hours in negotiations he shall suffer no loss in pay.
- C. The Association and its representatives shall have the privilege of using school buildings at reasonable hours for meetings with permission of the Superintendent or his agent.
- D. The Association shall have reasonable space on all existing bulletin boards in areas used exclusively by employees.
- E. The President and teacher members of the Association's Executive Committee may be permitted to leave their buildings to conduct Association business during their preparation period and during the time that teachers are required to stay in school following dismissal of the students with the permission of the principal or his designee and the approval of the principal of the building to which they are going. This permission would not apply when teachers' meetings or parent conferences are scheduled.
- F. The Association will submit to the Superintendent prior to December 1st of each year its recommendation with respect to the school calendar for the ensuing year.
- G. At the orientation programs operated by the Board of Education for new teachers, up to one-half (1/2) hour shall be set aside for the presentation of the Association program.
- H. The Board shall grant two 1:45 p.m. dismissals to all unit members for Association meetings. Dates for the meetings will be decided by the Association and the District Administrator with the approval of the Board. Any bargaining unit member who has not completed his or her scheduled work shift shall return to duty at the end of the meeting and finish his or her required time.
- I. The Association shall have the right to reasonable use of the inter-school mail facility and school mailboxes. Except for routine announcements all other material shall be in sealed envelopes.

- J. The Association shall have the right to reasonable use of a typewriter, ditto, and an Audio-visual unit, subject to paying for any incurred costs.

ARTICLE 7

SECRETARIAL AND CUSTODIAL WORKING CONDITIONS

A. Work Year

1. The work year of twelve (12) month secretarial and custodial employees shall commence July 1 through June 30.
2. The work year for ten (10) month secretaries shall be September 1 through June 30, except for elementary schools wherein it may be scheduled by the administration to be one (1) week less at the end of June and one (1) week more at the end of August.

B. Holidays - Twelve (12) Month Custodians

New Year's Day	Christmas Day
Lincoln's Birthday	Thanksgiving (and the day after)
Good Friday	Washington's Birthday
Easter	Columbus Day
Memorial Day	Martin Luther King's Birthday
Independence Day	Labor Day
Veteran's Day	

If a scheduled holiday is not given on the named day, compensatory time will be given within sixty (60) working days.

Note: For twelve (12) month custodial employees the working day before and the working day after Christmas will be granted as a holiday. If the working day before Christmas is a school day requiring such employees to be present, then an additional day will be granted after Christmas as a holiday.

C. Holidays--Secretaries

- a. All legal holidays within the work year
- b. The day after Thanksgiving
- c. Easter recess
- d. Christmas recess

D. Vacations--Twelve (12) month Secretarial and Custodial Employees

1. Vacation schedule for twelve (12) month personnel:

Up to 1 year.....1 week (pro rata)
1 to 5 years.....2 weeks
6 to 10 years.....3 weeks
Over 10 years.....4 weeks

Vacations shall be scheduled by the Administration.

No more than one (1) custodian may be on vacation at any time. All vacations must be scheduled with approval and must not conflict with the needs of the school district.

2. Whenever a legal holiday falls during a scheduled vacation this shall not be considered as a vacation day and shall not be subtracted from the employee's vacation time.
3. All vacations shall be with regular pay. Employees shall be paid in advance for the vacation period, provided twenty (20) days' notice is given to the District Business Office.
4. If an employee resigns, earned vacation shall be paid according to the proportion of full months worked to the total contract year unless notice has not been given.
5. Nothing herein prevents vacation during the school year subject to the operational needs of the district and written permission of the Superintendent.

E. Tenure

Employees will be granted tenure in accordance with statute.

F. Call-Back Time

Each employee who is called back to work other than during his/her normal work schedule shall be guaranteed a minimum of one (1) hour of pay.

G. Coffee Breaks

1. Providing clerical coverage is present, each full-time clerical employee shall be scheduled a fifteen (15) minute coffee break during the first half of the full workday and another fifteen (15) minutes during the last half of a full workday.

2. Each full-time custodian shall be scheduled a fifteen (15) minute coffee break during the first half of a full workday and another fifteen (15) minutes during the last half of a full workday.

H. Overtime for Custodians, Secretaries and Maintenance Employees

1. Pay shall be at one and one-half (1-1/2) of the hourly rate for work performed above forty (40) hours per week. Nothing herein precludes mutual substitution of compensatory time for such overtime. Overtime rate for a seventh (7th) day of work, i.e., above forty-eight (48) hours in a week shall be compensated at double time. The work week shall be Monday through Sunday for computation of overtime. If an employee is scheduled Monday through Friday, then Sunday shall be considered as the seventh (7th) day.
2. Any custodian who is temporarily assigned or called to work on a shift other than their regularly assigned shift shall be compensated at the rate equal to the higher of the two shifts.

I. Altered Lunch Periods--Secretaries

If an emergency situation arises, a secretary will be granted released time in lieu of lunch provided the Superintendent's permission is secured in advance. On early pupil dismissal days when teacher attendance will not be required after pupil dismissal, school-based secretaries will have a one-half (1/2) hour lunch period and be dismissed for the day ten (10) minutes after teachers are dismissed.

J. N.J.E.A. Convention

1. The Board shall allow two (2) days for secretaries to attend the N.J.E.A. Convention.
2. Custodial personnel shall be allowed to attend the N.J.E.A. Convention, but shall not be compensated for such days.

K. Workday

1. The workday for secretaries shall be seven (7) hours exclusive of the sixty (60) minute lunch period.
2. The workday for custodians shall be eight (8) hours exclusive of lunch period.

L. Custodian Shift Differential

Shift differential shall be paid at the rate specified in Schedule B.

M. Uniforms

1. The Board shall reimburse each custodian, groundskeeper and security aide for the actual cost expended for the purchase of three (3) approved uniforms, subject to the procedures and limitations described in Paragraph 4. hereof.
2. In the second and third year of this Agreement, employees shall be reimbursed for the actual cost of two (2) additional uniforms, subject to the procedures and limitations described in Paragraph 4. hereof.
3. The board shall not be required to provide the initial reimbursement for three (3) uniforms to employees, until the employee has satisfactorily completed a sixty (60) day probationary period. The subsequent reimbursement for two (2) uniforms shall be provided to new employees on the anniversary of the completion of their probationary period. The reimbursements described in this paragraph are subject to the procedures and limitations set forth in Paragraph 4. hereof.
4. The type of uniform, the acquisition procedure and cost limitations will be established by the Director of Finance after consultation with the Association. Cleaning and maintenance of the uniforms will be the responsibility of the employee. Uniforms will be kept clean, neat and in good repair at all times by the employee and will be worn during all normal work hours.

N. Salary Calculation Upon Transfer

Transferees between ten (10) month and twelve (12) month secretarial positions and vice versus shall have their new salary guide placement determined by dividing the transferee's total months of service in the district by the number of months in the position they are moving to rounded off to the nearest whole number. This number shall represent the years credit on the conversion chart for guide placement and, in the case of twelve (12) month positions, for vacation allocation. However, in the case of an involuntary transfer of a twelve (12) month secretary to a ten (10) month position, their salary will be "red circled" until application of the above formula would result in a higher salary.

ARTICLE 8

AIDES WORKING CONDITIONS

- A. 1. The regular work day for classroom aides shall be a maximum of an eight (8) hour day which shall be exclusive of lunch and exclusive of any required overtime.
- 2. Overtime pay for classroom aides shall be calculated at time and one-half for hours in excess of forty (40) hours in any work week.
- B. The regular work day for non-classroom aides shall be a maximum of eight (8) hours per day exclusive of lunch and exclusive of any required overtime.
- C. The normal work week for aides shall consist of five (5) consecutive work days.
- D. If an aide is to be permanently assigned to a new work schedule, then such change shall only be after a thirty (30) calendar day prior notice. Nothing in this paragraph precludes layoffs.
- E. Aides shall be allowed to attend the annual N.J.E.A. Convention, but shall not be compensated for such days.

ARTICLE 9

TEACHING HOURS AND TEACHING LOAD

- A. The in-school work year of teachers employed on a ten (10) month basis (other than new personnel who may be required to attend an additional one (1) day of orientation) shall not exceed one hundred eighty-five (185) days. The in-school year shall include days when pupils are in attendance, orientation days and any other days on which teacher attendance is required.
- B. Child Study Team teacher-members shall be excluded from the provisions of this Article. Their workday shall be seven and one half (7 and 1/2) hours inclusive of a half hour duty free lunch.
- C. 1. Teachers are expected to devote to their assignments the time necessary to meet their responsibilities. As a matter of safety, teachers shall be required to sign in and out at all schools, but need not indicate time of signing.
- 2. The arrival and departure times for all teachers shall be designated in accordance with the work day limits expressed therein.

3. Except as clarified in paragraph 4. below, no teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of the pupils' school day, and shall be permitted to leave thirty (30) minutes after the close of the pupils' school day, except as otherwise designated in this Article. On Fridays or on the days preceding holidays or vacations, the teachers' day shall end ten (10) minutes after the close of the pupils' day.
4. Any teacher who is required by his Principal or the District Administrator to teach a class beyond said work day shall be compensated as follows:

For the 1991-92 academic year	\$21.00 per hour
For the 1992-93 academic year	\$22.00 per hour
For the 1993-94 academic year	\$23.00 per hour

- D. Teacher Department heads shall not be assigned more than four (4) student instruction periods each day, and shall be excused from homeroom assignments.
- E. Except for emergencies, employees may leave the building without requesting permission during their scheduled duty-free lunch periods, but shall sign in and out.
- F.
 1. Building-based teachers may be required to remain after the end of the regular work day, without additional compensation, for the purpose of attending building faculty or other professional meetings one (1) day each month, plus eight (8) in-service after school training sessions, if called by the principal. Such meetings shall begin no later than ten (10) minutes after the student dismissal time and shall run for no more than sixty (60) minutes.
 2. Teacher meetings which take place after the regular in-school work day and which require attendance shall not be called on Fridays or on any day immediately preceding any holiday or other day upon which teacher attendance is not required at school.
 3. An Association representative may speak to the teachers after any meeting referred to in paragraph 1. above for at least ten (10) minutes on the request of the representative.
 4. The notice of, and agenda for any teacher meeting shall be given to the teachers involved at least two (2) days prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

- G. 1. Classroom teachers shall, in addition to their lunch period, have preparation time during which they shall not be assigned to any other duties as follows:
- a. Elementary School--No less than one hundred fifty (150) minutes per full school week.
 - b. Middle School--Five (5) class periods per full week, or not less than two hundred fifteen (215) minutes per full school week.
 - c. Grades 9-12--Five (5) class periods per full week, or no less than two hundred twenty-five (225) minutes per full school week.
 - d. Other teacher member of the bargaining unit who are not regular classroom teachers shall be provided with not less than at present preparation time.
2. a. The practice of using regular teachers as substitutes, thereby depriving them of their preparation period, is undesirable and shall be discouraged. In those cases where substitutes are not available, teachers who volunteer may be used as substitutes during their non-teaching time (non-teaching time does not apply to the teacher's lunch period). Teachers may also be assigned to serve in this manner. Such coverage shall be arranged by the principal of the school in question and shall be distributed as equitably as possible among both volunteer and assigned teachers in said school.
- b. Both volunteers and assigned teachers may choose to credit these periods up to a total of six (6) periods which shall entitle them to one (1) additional personal leave day for each six (6) such coverage periods. Such "earned" personal leave days may be used in the same fashion as stated in the Temporary Leaves of Absences Article, except that no reason need be given, or the teacher may elect to receive the daily rate of pay for certified substitutes at the rate of one (1) day's substitute pay for each such six (6) coverages. Any coverage not utilized shall be carried over into subsequent years.
- H. Teacher participation in extra-curricular activities which extend beyond the regularly scheduled in-school day shall be compensated according to the rate of pay and/or released time as provided for in Schedules B and C.
- I. The elementary teacher's work day shall be seven (7) hours and shall include no less than one (1) hour duty-free lunch.

- J. The middle school teacher's work day shall be seven (7) hours and eleven (11) minutes and shall include no less than forty-three (43) minutes for duty-free lunch.
- K. The high school teacher's working day shall be seven (7) hours and seventeen (17) minutes and shall include no less than twenty-seven (27) minutes for duty-free lunch.
- L. Assignment schedules for teacher specialists shall be functional the first pupil day of school.
- M. On in-service days when pupil attendance is not required, the total work day for teachers shall not exceed six (6) hours in length inclusive of a one (1) hour minimum duty-free lunch period.
- N. On early dismissal days when teacher attendance will be required for in-service training until the normal pupil dismissal time, teachers in grades K to 6 shall have a one half (1/2) hour duty-free lunch period while students are in attendance and an additional one-half (1/2) hour duty-free lunch period following pupil dismissal. On such days, teachers in grades 7 and 8 shall have a twenty-eight (28) minute duty-free lunch period while pupils are in attendance and an additional duty-free period of fifteen (15) minutes after pupil dismissal.
- O. On early pupil dismissal days when teacher attendance will not be required following pupil dismissal, teachers in grades K to 6 will have a one-half (1/2) hour duty-free lunch period and teachers in grades 7 and 8 shall have a twenty-eight (28) minute duty-free lunch period while pupils are in attendance and will be dismissed as soon as practicable but not more than ten (10) minutes after pupil dismissal.

ARTICLE 10

TEACHER REDUCTION IN FORCE

- A. Layoff does not apply to any teacher is not offered subsequent employment because of unacceptable performance. If a layoff is to be for the following school year, the Board will notify the Association on or before April 30. Such notice will be in writing and will include the specific positions to be affected and the reasons for the proposed action. If requested in writing by the Association within ten (10) calendar days of receipt of such notice, opportunity will be provided the Association to discuss the reasons for such actions and nothing herein shall preclude suggested alternatives from the Association.

- B. The procedure for reducing tenured teachers shall be in accordance with statute. Teachers due to be reduced shall be afforded opportunity to apply for a one (1) year leave of absence without pay. A subsequent year of unpaid leave of absence may also be applied for, should the teacher on reduction not be recalled. During the period of such unpaid leave, if the affected teacher is called to substitute, he or she will receive double the Board's prevailing substitute rate.
- C. Any teacher recalled by the Board shall be notified in writing by registered mail and shall have ten (10) calendar days to accept or reject employment. Failure of a non-tenured teacher to accept such employment within the above ten (10) day period shall be understood as resignation. Failure of a tenured teacher to accept shall constitute basis for charges to be filed with the Commissioner of Education.
- D. A teacher on layoff shall have service credit including unused accumulated sick leave and credit toward sabbatical eligibility frozen for such period. Upon return such service credit shall be restored.
- E. Teachers on leave of absence without pay, as indicated above, shall have an opportunity to maintain and/or apply for all extra service positions.

ARTICLE 11

LAYOFF PROCEDURES FOR AIDES

- A. In the event that a reduction in force is made necessary, the principle of seniority shall apply, and such reductions shall take place with those aides with the least serve in their respective job classification. Two (2) seniority lists shall be developed; one for classroom aides and one for non-classroom aides, and any reduction in force shall be made with the principle of seniority within each job classification.
- B. When a classroom aide is placed on layoff, then such employee may bump back to a non-classroom aide position if such slot exists, and if such aide is senior to other non-classroom aides.
- C. The formula for determining such seniority is the number of years times the number of hours of classroom aide work in Penns Grove-Carneys Point versus the number of years times the number of hours of non-classroom aide work in Penns Grove-Carneys Point.
- D. If a job opens in the classroom aide category within the same academic year, then a bumped classroom aide has first priority

and may elect to return to the classroom aide category. The aide must choose to return or not return when the opportunity is offered.

- E. Classroom aide seniority and benefits shall be frozen while a classroom aide is on layoff from such position until return.
- F. If a classroom aide or non-classroom aide is on layoff from the District, recall rights based on seniority shall continue for ninety (90) calendar days. Upon notification, the laid-off aide must return to work within five (5) calendar days of notification.

ARTICLE 12

NON-TEACHING DUTIES

- A. For teachers there shall be implemented a system of volunteers to perform non-teaching duties required for school operation. Should there be no volunteers, the building principal will prepare a schedule. Teachers may make switches of assignments with other teachers subject to administrative approval. Substitutes shall take the duty schedule of the teacher for whom they are substituting. Any teacher who refuses to perform an assigned duty may be charged with misconduct by the Board.
- B. For teachers non-teaching duties shall be as follows:
 - 1. Elementary Schools--One (1) teacher daily on a rotating morning duty within the regular work day.
 - 2. Middle School--A maximum of:
 - a. Three (3) teachers on a.m. bus duty.
 - b. Two (2) teachers on p.m. bus duty.
 - c. Two (2) teachers on cafeteria duty.
 - d. Two (2) teachers on playground duty.
 - e. A maximum of two (2) teachers on a.m. hall monitoring duty.
 - f. A maximum of three (3) teachers on p.m. hall monitoring duty which shall last fifteen (15) minutes.
 - g. A maximum of two (2) teachers for administrative detention duty consisting of one-half (1/2) hour per day. Monday through Thursday, on regularly scheduled

school days and shall not exceed fifteen (15) pupils per duty period per teacher.

- h. A maximum of three (3) teachers, designated homeroom standby, may be assigned to hall monitoring.

3. High School

- a. A maximum of two (2) teachers on p.m. bus duty.
- C. Teachers performing non-teaching duties shall have equal amount of released time which may be deducted from the thirty (30) minutes teachers are required to remain after school.
 - D. If the Board utilizes aides for lunch, lunch-duty, recess coverage and p.m. bus duty coverage in grades K through 6, then when such aides are absent, teachers may be required to substitute on a temporary, rotating basis. Such requirements shall reside solely with the administration.

ARTICLE 13

EMPLOYMENT

- A. Each employee shall be placed on his proper step of the salary schedule except that initial placement of employees on the salary guide shall reside with the Board.
- B. Non-tenured teachers shall be notified of their contract and salary status for the ensuing year not later than April 30th, provided an agreement has been reached for the following school year. All other employees will be notified within three (3) days after the second (2nd) Board meeting in May.
- C. Previously accumulated unused sick leave days shall be restored to all returning employees who had been tenured in this district.

ARTICLE 14

SALARIES

- A. The salaries of all employees covered by this Agreement are set forth in schedules which are attached hereto and made a part hereof.
- B. 1. Twelve (12) month employees shall be paid in twenty-four (24) equal semi-monthly installments. Ten (10) month

employees shall be paid in twenty (20) equal semi-monthly installments.

2. When a payday falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.
- C. Teachers shall receive their final checks no later than 12:00 noon on the last working day in June, provided they have complied with the provisions of R.S. 18A:25.4.
- D. All teachers under twelve (12) month contract shall be paid at a rate of 1.2 times their appropriate place on Schedule A, and shall receive four (4) weeks' vacation in addition to regular school holidays.
- E. Payment to teachers for extra-curricular Schedules B and C shall be made by payment of one-half (1/2) of the appropriate stipend at mid-term of the activity and the balance at the end of the activity.

ARTICLE 15

TEACHER ASSIGNMENT

- A. Any change of teacher assignments shall be made in writing not later than three (3) days after the first meeting of the Board of Education in June, except in case of emergency.
- B. The Superintendent shall give notice of assignment to new teachers as soon as possible.
- C. In the event that changes in such schedule, class and/or subject assignments, building assignments or room assignments are proposed after June 1st, any teacher affected shall be notified in writing.
- D. Teachers shall have ten (10) minutes travel time between buildings.

ARTICLE 16

VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. An employee who desires a change in assignment or who desires to transfer to another building may file a written statement of such desire with the Superintendent. Such determination resides solely with the Board.

ARTICLE 17

INVOLUNTARY TRANSFER AND REASSIGNMENTS

- A. Notice of an involuntary transfer or reassignment shall be given to employees as soon as practicable.
- B. An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the immediate supervisor, at which time the employee shall be notified of the reason thereof. In the event that an employee objects to the transfer or reassignment at this meeting, upon the request of the employee, the Superintendent shall meet with him/her. The employee may, at his/her option, have an Association representative present at such meeting.
- C. A list of open positions in the school district shall be made available to all employees being involuntarily transferred or reassigned. Such employees may request the positions, in order of preference, to which they desire to be transferred.
- D. Such request shall be considered prior to final determination. An employee being involuntarily transferred or reassigned shall be placed only in the position which does not involve reduction in the total compensation.
- E. The Board reserves sole right to determine assignment of unit members.

ARTICLE 18

PROMOTIONS

- A. Promotional positions are defined as positions which provide a higher rate of pay or positions which pay a stipend in addition to base salary or positions on the administrative-supervisory level of responsibility. All vacancies in promotional positions, including specialists and/or special projects teachers, pupil personnel workers and positions in programs funded by the federal government, shall be adequately publicized by the Superintendent in accordance with the following procedure:
 - 1. When school is in session, a notice shall be posted in each school as far in advance as practicable, ordinarily at least fifteen (15) school days before the final date when applications must be submitted and in no event less than ten (10) school days before such date. A copy of said notice

shall be given to the Association at the time of posting. Employees who apply for such vacancies shall submit their application in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. Applications shall be kept on file in the Superintendent's office for a period of one year for future vacancies unless the office is notified in writing by an applicant that the application is withdrawn.

2. Employees 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) for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall notify such teachers 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 fourteen (14) 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 administrative office, in each school, and a copy of said notice shall be given to the Association.
- B. In both situations set forth in Section A. above, all positions so posted will have a job description attached thereto.
 - C. All qualified employees shall be given adequate opportunity to make application for promotional positions and no positions shall be finally filled until all properly submitted applications have been considered. The Board agrees to give due weight to the background and attainments of all applicants and other relevant factors.

ARTICLE 19

ADULT SCHOOL, SUMMER SCHOOL, HOME TEACHING, AND FEDERAL PROGRAMS

- A. All openings for teaching positions in the adult education program, summer school, home teaching, federal projects, and other programs shall be publicized as soon as the summer school program is adopted by the Board of Education and teachers shall be notified of their employment as soon as the Board of Education elects them to such positions. Adult school openings and home teaching openings shall be listed in the daily bulletin or absentee sheets.

- B. All teachers involved in courses not funded by federal or state monies shall be paid at the following rate of pay:

For the 1991-92 academic year	\$21.00 per hour
For the 1992-93 academic year	\$22.00 per hour
For the 1993-94 academic year	\$23.00 per hour

ARTICLE 20

EVALUATION

- A. All teachers will be observed by building administrators at reasonable intervals as follows:
1. Non-tenured teachers--Minimum of four (4) times per year.
 2. Teachers under tenure--Minimum of one (1) time per year.
- B. All support staff shall be subject to at least one observation/evaluation annually. If the district fails to evaluate any such employee, such employee shall be deemed to have received a satisfactory evaluation.
- C.
1. Every observation shall be reported in writing to the employee observed.
 2. The copy of the observation report submitted to the Superintendent of Schools must be signed by the employee observed to indicate that the employee has been given a copy of the report, understands the report, and is aware that the report has been placed in the employee's record file in the School District Office. Observation reports shall be signed and returned to the observer within two (2) school days of the time the employee has received it.
 3. Employees may write comments on or attache statements to observation reports to indicate extenuating circumstances or difference of opinion.
 4. The written observation report shall be handed to the employee by the administrator within two (2) school days after the observation. Upon receipt of a written observation report by a tenured employee, the employee observed may request a conference and discuss the report with the observer. A non-tenured employee shall have a conference as required by N.J.A.C. 6:3-1.19 et seq. The results of such conferences should be reduced to writing and

signed by all parties and placed with the observation report.

- D. A copy of any written comment, memorandum or reprimand to an employee will be signed by the employee and forwarded to the Superintendent of Schools. Conference and comment procedures may be used as stated previously.

ARTICLE 21

TEACHER FACILITIES

- A. Each school shall have the following facilities:
1. Space in each classroom, in which teachers may store instructional materials and supplies.
 2. A serviceable desk, chair, for the exclusive use of each teacher.
 3. Space for each teacher to store coats, overshoes and personal articles.
 4. A furnished room shall be reserved for the use of teachers as a faculty lounge and/or dining room. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.

ARTICLE 22

EMPLOYEE-ADMINISTRATION LIAISON

A liaison committee for each school building shall meet with the principal at least once a month after school for the duration of the school year to review and discuss local problems and practices, and to play an active role in the revision and development of building policies. If the building administration and the liaison committee agree that a non-teaching employee's presence is desirable and/or necessary then that employee will be invited to the meeting.

ARTICLE 23

INSTRUCTIONAL COUNCIL

- A.
1. An Instructional Council shall be established to provide teaching staff input and consultation for matters of mutual concern.
 2. The Council shall consist of four (4) representatives appointed by the Superintendent and four (4) teachers appointed by the Association.
 3. The Council shall be authorized to establish Study Committees for specific projects to allow for those who would be affected by Council recommendations to have an opportunity to be involved.
 4. Nothing in this Article shall be interpreted to prevent the Council from consulting or adding to its number such additional teachers, administrators, professional advisors, students, parents, or other persons as the original members herein designated shall determine are desirable and appropriate for said purposes.
 5. The Council under the direction of the Superintendent of Schools shall establish rules of procedure and shall be responsible for the arrangement and conduct of meetings.

ARTICLE 24

SICK LEAVE

- A. All teachers, secretaries, custodians, and aides shall be entitled to twelve (12) sick leave days each school year as of the first official day of said school year, whether or not they

report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

- B. Extended paid leave of absence may be granted to teachers who have exhausted accumulated sick leave through lengthy illness. For a teacher to receive the difference between his or her regular daily salary and the expenses paid by the Board to maintain a substitute such request must be in writing and shall be granted by the Board on a case by case basis. The Board shall advise the teacher concerned in writing within fifteen (15) calendar days of its determination which shall be made at the first public Board meeting following the receipt of the request.
- C. Employees shall be given a written accounting of accumulated sick leave days no later than October 30th of each school year.
- D. Employees will sign an absence verification.
- E. Employees commencing duty after the beginning of their work year shall have sick leave pro-rated monthly.

ARTICLE 25

TEMPORARY LEAVES OF ABSENCE

- A. Teachers, secretaries and custodians shall be entitled to the following leaves of absence with full pay each school year.
 - 1. Two (2) days personal leave of absence for a compelling reason which requires absence shall be granted provided such obligation cannot be cared for outside of work hours. Written application to the Superintendent for personal leave days shall be made through the building principal or designated supervisor, at least seven (7) days before taking such leave, except in cases of emergencies. No more than five (5) teachers, two (2) secretaries, and two (2) custodians in the district will be granted such leave on a given day unless specifically allowed by the Superintendent. Such leave shall not be granted contiguous to any vacation, recess or holiday.
 - 2. All personal leave days granted herein or earned by teachers may be utilized as per above or shall be allowed to accumulate year to year with no limit only toward a severance bonus formula in the same manner as sick days and may not be used to increase the amount of personal leave entitlement in a subsequent school year.
 - 3. Teacher observation days, no more than one (1) per semester, may be approved by the Superintendent upon receipt of a

request stating the time and place of the intended visit, and if the person requesting the observation day gives one (1) week's written notice in advance. Written reports of the visit should then be submitted to the Superintendent.

B. Death in Family

1. Any employee is entitled to five (5) consecutive calendar days leave in each case of death in the employee's (or spouse's) immediate family. Of these five (5) days a minimum shall be three (3) workdays except if the death occurs during a vacation period. One (1) or two (2) holidays shall not be considered vacation periods. "Immediate Family" includes:
 - a. Husband or wife, Mother (also in-law), Father (also in-law), Grandparents, Brother, Sister, Children.
 2. An allowance of one (1) day shall be granted in each case for death of other relative, subject to approval of Superintendent. If any employee elects to use a personal day leave for such purpose, the Superintendent's approval shall be automatic. If the Superintendent refuses to approve the requested bereavement day and if the employee has no remaining personal leave days, the requested day shall be granted without compensation.
- C. Time necessary for persons called into temporary active duty shall be governed by statutory requirements.
- D. Time necessary for an employee's appearance in all legal proceedings arising out of and in the course of the employment of the individual by the Board, excepting however, time in any legal proceeding in which the said individual is a party plaintiff in a suit against the Board or is a defendant in a proceeding brought by the Board against the individual; further excepted, time spent in any proceeding under the grievance procedure of the within Agreement or time spent in arbitration, fact-finding or any proceeding arising out of a said agreement.
- E. Other temporary leaves of absence with pay may be granted by the Board for good reason. Such determination resides solely with the Board.
- F. Leaves taken pursuant to this Article shall be in addition to any sick leave which the employee is entitled.
- G. Unless specified herein expressly, all leaves are non-accumulative.

ARTICLE 26

EXTENDED LEAVES OF ABSENCE

- A. An employee who requests child-rearing unpaid leave of absence shall be granted same provided:
1. Written application for such leave must be delivered to the Board at least thirty (30) calendar days prior to commencement of such leave.
 2. The employee and the Board of Education shall mutually agree to the date for the leave termination.
 3. If the child dies during such leave of absence, the employee may apply for reinstatement (providing at least one (1) month prior notice) and the Board of Education may terminate such leave.
 4. Leaves taken under the Family Leave Act are to be taken concurrently to leaves under this section and not consecutively.
- B. The Board of Education shall allow such employee to self-pay health insurance premiums provided such is allowable by the Board's insurance carrier(s) and the employee otherwise entitled.
- C. It is further understood that seven (7) full months of paid service in the prior academic year is necessary for incremental gain after an unpaid leave of absence.
- D. Any employee adopting an infant child may receive similar leave as in paragraph A. herein which shall commence upon receiving de facto custody of said infant or earlier if necessary to fulfill the requirements for the adoption.
- E. Other extended leaves of absence without pay may be granted by the Board for good reason at the Board's discretion.
- F.
1. Upon return from leave granted pursuant to this Article, an employee shall be placed on the salary schedule at the level appropriate to actual years of creditable experience but shall not be credited for the time spent on such leave.
 2. All benefits to which an employee is entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return.
- G. All extensions or renewals of leaves shall be applied for in writing and if approved shall be granted in writing.

- H. Nothing herein is understood to prevent utilization of sick leave in accordance with statute.

ARTICLE 27

SABBATICAL LEAVES FOR TEACHERS

A. For This Section

1. "Teacher" shall mean any member of the professional staff of the Penns Grove-Carneys Point Regional School District the qualifications for whose office, position, or employment are such as to require him to hold an appropriate certificate issued by the State Board of Examiners in full force and effect in the State.
 2. "Sabbatical Leave" shall mean a leave of absence for the purpose of improving the qualifications of a teacher in his office, position, or employment for study or for such other purpose as may be authorized by the Board of Education.
 3. "Academic Year" shall mean the period between the time school opens in the school district after the general summer vacation and the next succeeding summer vacation.
 4. "Area" shall mean grade level in the elementary schools or subject area department in middle school or high school, or special subject areas serving the school district.
- B. Every teacher who has held any office, position, or employment in the Penns Grove-Carneys Point Regional School District for the last seven (7) consecutive academic years shall be eligible for a sabbatical leave and shall thereafter be eligible for additional sabbatical leaves after each additional seven (7) consecutive years in this district.
- C. A teacher who has taught in the Penns Grove-Carneys Point Regional School District for at least seven (7) years and then interrupts his or her employment for any reason other than employment in another district or private school will be eligible for a sabbatical leave after having taught an additional four (4) consecutive years in the Penns Grove-Carneys Point Regional School District.
- D. A sabbatical leave shall be for the period of one (1) academic year at sixty percent (60%) the salary which the teacher would have received or if qualified replacement can be found, for one-half (1/2) of an academic year at sixty percent (60%) the salary the teacher would have received if he were not on such leave, or

for such longer period, or at such higher salary as may be approved by the Board of Education.

- E. All tenure, seniority, salary increment and pension and retirement rights shall be retained by and accrued to the teacher on sabbatical leave in the same manner as if he were not on such leave. The Board of Education shall retain from the salary of the teacher on sabbatical leave and pay on his behalf such amounts as are required for pensions and such other purposes as may be required by law.
- F. Any eligible teacher desiring a sabbatical leave shall make application to the Superintendent of Schools specifying the period and purpose of the leave desired and such other information as may be required by the Board of Education. In some cases this may require an interview. All applications must be in the Superintendent's possession on or before January 1st of the academic year preceding the proposed sabbatical. The Board of Education will notify the applicant of acceptance or non-acceptance by the first Tuesday after the second Monday in March.
- G. A maximum of two (2) eligible teachers shall be granted sabbatical leave in any one (1) school year. No more than one (1) teacher from any one (1) area in any one (1) school shall be granted a sabbatical leave in the same year. The following conditions shall be required of any eligible teacher.
 - 1. Matriculation in a graduate program within the teacher's certification or assignment, but if the application is for other than these, then it must be in an allied field and of substantive benefit to the school district. Challenge to such decision of the Board shall be processed immediately to arbitration without recourse to the prior steps of the grievance procedure except for the process of selecting an arbitrator.
 - 2. No tuition reimbursement shall apply, but insurance provided under Article 31 shall be continued.
 - 3. If more than two (2) eligible teachers apply, then determination of the two (2) teachers shall be per paragraph H.
 - 4. If application for sabbatical is made by a teacher for any purpose not in conformity with the standards in this Article, then such determination shall reside solely with the Board.
- H. A joint committee of the Board of Education and the local teachers' association shall be set up to review all applications for sabbatical leaves, other than those mandated in G.1. and to make recommendations to the Board. Four (4) favorable votes are

necessary for approval. The joint committee shall consist of three (3) members of the Association, designated by its president, and three (3) members of the Board of Education, designated by the Board. The Superintendent shall act as non-voting chairman of the joint committee and shall call such meetings as are necessary to review all applications.

- I. The joint committee shall use the following list of guidelines. The more guidelines that the applicant meets, the greater consideration he will be given by the committee.
 1. Years of service.
 2. Graduate study in the teacher's field.
 3. Residency requirements for a degree.
 4. Graduate study for advancement (administration, guidance or job change).
 5. Graduate study for general educational purposes.
 6. Fellowships, foundation grants, assistantships, etc.
 7. Education travel (job connected).
 8. Educational travel (for advancement, job change and college credits).
 9. Evidence of continued professional growth through prior course-taking.
- J. Upon the termination of a sabbatical leave, the teacher shall be entitled to return to the same or similar office, position of employment held by him at the commencement thereof, at the same salary to which he would have been entitled had he not been on such sabbatical leave. The Board shall reserve the right to grant the teacher a higher office or position of employment upon his return if mutually agreed upon.
- K. The teacher shall submit a detailed written report within a month after return to school if the sabbatical is for travel. A transcript of credits is acceptable in lieu of a written report if the sabbatical is for graduate study.
- L. Any teacher who does not return to his office, position, or employment upon the termination of a sabbatical leave and continue therein for a period of at least one (1) year thereafter, shall refund all compensation paid him by the Board during the sabbatical leave period.

- M. Whenever a teacher is granted a sabbatical leave he shall, within two (2) weeks, sign a document to the terms of such leave. If the teacher desires to terminate the leave before the date set in this Agreement, he may petition the Board for early reinstatement, such early reinstatement being at the option of the Board.

ARTICLE 28

TEACHER INCENTIVE PROGRAM

- A. The purpose of the Teacher Incentive Program is to encourage members of the professional staff in the Penns Grove-Carneys Point Regional District to pursue studies that will broaden and deepen their cultural and academic backgrounds and improve their professional skills and acknowledge to the ultimate and that the students in the schools may have a higher quality of learning experience. All teachers of the Penns Grove-Carneys Point Regional District are eligible to apply for reimbursement at the tuition rate per semester hour prevailing at Glassboro State College for the cost of course credits.
- B. Courses for which reimbursement is requested must be related to the individual's increased competence as a professional teacher in the Penns Grove-Carneys Point Regional District. Teachers shall not be paid for more than twelve (12) semester hours credit during any fiscal year. Staff members shall receive reimbursement for courses taken within forty-five (45) days of verification of transcript filed at the School District Office.
- C. The applicant must receive a mark equivalent to "A", "B", or "pass" in a pass/fail course.
- D. To be eligible for reimbursement, a candidate must be:
1. Fully certified in his teaching area.
 2. Be taking courses in a matriculated area or courses in his area of teaching certificate.
 3. All such courses must be on a graduate level.

ARTICLE 29

PROTECTION OF EMPLOYEES, STUDENTS, AND PROPERTY

- A. In the event of any disorder or disruption in the regular school program, the Association shall have the right to meet with the Board before school reopens to develop mutually acceptable programs to guarantee the safety of students, employees and property.
- B. As specified in 18A:6.1, an employee may, within the scope of his employment, use and apply such amounts 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 persons or property.
- C. As required under Title 18 A, whenever any action is brought against a teacher before the Board or before the Commissioner of Education of the State of New Jersey which may affect his employment or salary status, the Board of Education shall reimburse him for the cost of his defense if the action is dismissed or results in a final decision in favor of the teacher.

ARTICLE 30

MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- A. A definition of the duties and responsibilities of all administrators, coordinators, supervisors and other personnel pertaining to student discipline shall be reduced to writing by the Superintendent and presented to each teacher at the start of each year.

ARTICLE 31

INSURANCE PROTECTION FOR TEACHERS, SECRETARIES, CUSTODIANS AND AIDES

- A. 1. For employees on the payroll prior to August 3, 1991, the Board shall provide health insurance coverage for teachers, secretaries, custodians and aides for their dependents, where applicable, at no cost to the employee. Such coverage shall be provided under the Connecticut General plan. Health insurance coverage shall be for the full twelve (12) month period each year.
2. Employees hired effective August 3, 1991, or later, shall be eligible for employee-only coverage at no cost to the employee. They shall be eligible for dependent coverage, with the cost of dependent coverage to be paid seventy (70%) percent by the Board and thirty (30%) percent by the employee.
- B. The Board shall provide a five dollar (\$5.00) co-pay for name brand/two dollar (\$2.00) generic prescription plan for teachers, secretaries and custodians and their dependents, where applicable. The Board will pay the full cost for employees on the payroll prior to August 3, 1991. Employees hired effective August 3, 1991, or later, shall be eligible for employee-only coverage at no cost to the employee. They shall be eligible for dependent coverage with the cost of dependent coverage to be paid seventy (70%) percent by the Board and thirty (30%) percent by the employee.
- C. The Board shall provide a Delta III A Dental Plan, or its equivalent, for teachers, custodians and secretaries and their eligible dependents. The Board will secure dental rates for single and family coverage. The Board will contribute four hundred fifty (\$450.00) dollars per unit member per year (three hundred fifteen (\$315.00) per year for employees hired effective August 3, 1991) toward the total cost of dental insurance. If the aggregate cost is greater than the Board contribution in any year, employees with family coverage shall contribute the difference through payroll deductions.
- D. The Board of Education will reimburse each employee for costs incurred for optical care, health care, medical care and/or dental care to the employee or members of his immediate family under the following terms and conditions:
1. The service for which the cost is incurred must be rendered between September 1 and August 31 preceding the request for payment.
 2. The service must be rendered to the employee or to members of the employee's immediate family, "immediate family" shall

be defined as spouse or minor child living in the same household as the employee.

3. Prior to requesting reimbursement, the employee must submit the billing to any insurance carrier which provides or may provide coverage for such service. This includes not only insurance coverages provided by the Board of Education, but insurance coverages provided privately or by some other employer. The Board of Education shall have the right to require the employee to verify, under oath, that said coverage does not exist.
4. The Board of Education shall not be required to consider any item for reimbursement until the employee has presented a receipted bill or other proof of payment of such cost and evidence that the employee has sought insurance coverage for such cost and such coverage has been denied or a statement signed by the employee that such coverage does not exist.
5. Proof of payment and evidence that the claim is not covered by other insurance or a statement that such coverage does not exist shall be presented to the Secretary of the Board of Education, along with a voucher requesting reimbursement, between September 1 and September 30 of each year. The Board shall pay the reimbursement to which the employee is entitled not later than the November 30th immediately following the September 30th filing deadline. Employees eligible for payment under E below may also submit claims between March 1 and March 31 and shall be reimbursed not later than May 31.
6. In order to be eligible for the reimbursement provided in this paragraph, the proof of payment and evidence of no coverage by other insurance or a statement that such coverage does not exist must be presented by September 30 for any service rendered prior to the immediately preceding June 30. Any claim not presented by September 30 shall be waived and the employee shall thereafter have no further claim to reimbursement under this paragraph.
7. The liability of the Board of Education for reimbursement under this paragraph shall not exceed four hundred dollars (\$400.00) per employee except as provided in paragraph E. of this Article.
8. The reimbursement to which the employee is entitled under this paragraph shall not be cumulative from year to year. Any sums not used in an academic year by an employee may not be carried to future years.

- E. Employees who waive their medical coverage altogether, after showing proof of coverage under another insurance plan, shall have added to their Blue Bank allowance the following amounts:

Waiving Medical Insurance	\$ 1000.00
Waiving Dental Insurance	\$ 200.00
Waiving Drug Insurance	\$ 200.00

ARTICLE 32

PERSONAL AND ACADEMIC FREEDOM

- A. The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the Penns Grove-Carneys Point Regional School District, and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions.

ARTICLE 33

DEDUCTION FROM SALARY

- A. 1. The Board agrees to deduct from the salaries of its employees dues for the Penns Grove-Carneys Point Regional Employees Association, the Salem County Education Association, the New Jersey Education Association and the National Education Association, or any one or any such combination of such Associations as said employees 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. 52:14-15.8(e) 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 Penns Grove-Carneys Point Regional School District Employees Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.
2. The Association named above shall certify to the Board, in writing, the current rate of its membership dues. The Association which shall change the rate of its membership

dues shall give the Board written notice prior to the effective date of such change.

- B. Upon written request from an employee, the Board will deduct any pay to the Salem County School Employees Federal Credit Union such amounts as determined by the employees.
- C. Upon written request to the Secretary of the Board of Education each teacher may cause to have deducted and withheld the amount of ten percent (10%) of said teacher's monthly salary for the period beginning September and ending May 31. These accumulated deductions to be paid to the teacher or to his estate in accordance with Chapter 90 of the Laws of 1956, and Rules and Regulations of the Board of Education, in two (2) equal monthly installments following the end of the academic year but prior to September 1 or upon death or termination of employment if earlier.
- D. Representation Fees of Non-Members

The Association President shall submit to the Board Secretary's office a list of names of employees covered by this Agreement who are not current dues-paying employees. The School District in compliance with State Law and this Agreement, will deduct from such member's pay a representation fee equal to eighty-five percent (85%) of the amount set for Association members. (This amount will be determined by the Association's Treasurer, and is to be paid by payroll deduction.)

It is understood by parties to this Agreement that the Board shall have no other obligation or liability, financial or otherwise, other than as set forth herein, because of action rising out of the understandings expressed in the language of this Article. It is further understood that once the funds deducted are remitted to the Association the disposition of such funds thereafter shall be the sole and exclusive obligation and responsibility of the Association.

The Association shall indemnify and save the Board and Administration harmless against any and all claims, demands, suits or other forms of liability including reasonable legal and/or representation fees resulting from any of the provisions of this Article or in reliance upon any lists, notice or assignment furnished under this Article.

ARTICLE 34

SEVERANCE BONUS FOR EMPLOYEES

- A. The Board shall grant each employee a severance bonus which shall be paid in full within sixty (60) days following actual retirement. The severance bonus shall be computed as follows:

employees who retire shall receive one (1) day of pay for each four (4) credited and/or unused sick days and personal days.

The Bonus shall be computed by multiplying the appropriate fraction times the number of days accumulated and unused by the employee as of the date of retirement times the daily salary of the employee at the time of retirement. Daily salary shall be one over the number of work days for each particular unit member multiplied times the individual yearly salary of the employee at the time of retirement.

- B. To be eligible to receive said severance bonus, the following conditions must be met:
1. The employee must have accumulated a minimum of one hundred (100) days.
 2. The employee must have notified the Board in writing of his or her intent to retire at least one (1) year prior to retirement.

ARTICLE 35

MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement shall be declared invalid by a court of competent jurisdiction or decision of the Commissioner of Education it shall in no way invalidate the balance of this Agreement which shall remain in full force and effect.
- B. Copies of this Agreement shall be printed and the cost thereof shall be equally divided by the Board of Education and the Employees Association. Prior to the printing of the Agreement, the parties shall agree as to its format and what firm shall be engaged to print the contract. Such agreement shall not be unreasonably withheld. The Agreement shall be printed within thirty (30) days after the Agreement has been signed and after it has been printed, it shall be presented to all employees.
- C. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organizations.

D. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or certified letter at the following addresses:

1. To the Board at: 113 West Harmony Street
Penns Grove, N.J. 08069
2. To the Association at the President's home address.

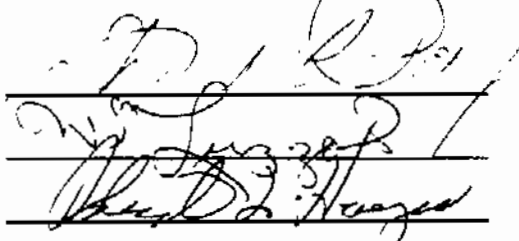
ARTICLE 36

DURATION OF AGREEMENT

- A. This Agreement shall be effective commencing July 1, 1991 and shall remain in effect until June 30, 1994.
- B. This Agreement shall terminate as indicated above, unless extended in writing by agreement between the parties.
- C. Should the State of New Jersey enact a revised minimum salary law during the life of this Agreement, the Board and Association agree that the existing salary guides shall be restructured by the parties in order to reflect the application of any additional money actually received by the district as a result of the change in statute. It is understood by the parties that such revision of the guides shall not be construed as requiring additional negotiations and further that any said guide revision shall not reflect a new cost greater than the amount of money actually received by the district as a result of new legislation.

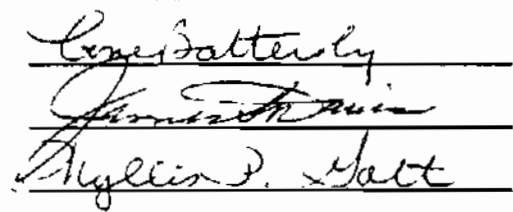
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

FOR THE
PENNS GROVE-CARNEYS POINT
REGIONAL BOARD OF EDUCATION



Date: _____

FOR THE
PENNS GROVE-CARNEYS POINT
REGIONAL SCHOOL DISTRICT
EMPLOYEES ASSOCIATION



Date: Jan 21, 1992

PENNS GROVE-CARNEYS POINT

Schedule A
Teacher Salary Guide

1991-1992 ACTUAL

91-92 Step	91-92 YOS	BA	BA +30	MA	MA +30	DR
1	1	\$26,345	\$27,270	\$28,195	\$29,120	\$30,045
2	2,3	27,075	28,000	28,925	29,850	30,775
3	4,5	27,600	28,525	29,450	30,375	31,300
4	6	28,400	29,325	30,250	31,175	32,100
5	7	29,200	30,125	31,050	31,975	32,900
6	8	30,000	30,925	31,850	32,775	33,700
7	9	30,800	31,725	32,650	33,575	34,500
8	10	31,600	32,525	33,450	34,375	35,300
9	11	32,400	33,325	34,250	35,175	36,100
10	12	33,350	34,275	35,200	36,125	37,050
11	13	34,300	35,225	36,150	37,075	38,000
12	14	37,000	37,925	38,850	39,775	40,700
13	15	37,600	38,525	39,450	40,375	41,300
14	16,17	38,500	39,425	40,350	41,275	42,200
15	18,19	42,100	43,025	43,950	44,875	45,800
16	20	46,400	47,325	48,250	49,175	50,100

1. In addition to the above, eligible teachers shall receive longevity as follows: an additional \$2,513 after twenty (20) years of credited service, and \$800 every five (5) years thereafter.

2. Progress to the next vertical step of each salary guide shall be contingent upon seven (7) months of completed service prior to July 1st.

PENNS GROVE-CARNEYS POINT

Schedule A
Teacher Salary Guide

1992-1993 EXAMPLE¹

92-93 Step	92-93 YOS	BA	BA +30	MA	MA +30	DR
1	1	\$26,875	\$27,825	\$28,775	\$29,725	\$30,675
2	2	27,630	28,580	29,530	30,480	31,430
3	3,4	28,450	29,400	30,350	31,300	32,250
4	5	29,050	30,000	30,950	31,900	32,850
5	6	29,627	30,577	31,527	32,477	33,427
6	7	30,547	31,497	32,447	33,397	34,347
7	8	31,467	32,417	33,367	34,317	35,267
8	9	32,387	33,337	34,287	35,237	36,187
9	10	33,312	34,262	35,212	36,162	37,112
10	11	34,237	35,187	36,137	37,087	38,037
11	12	35,267	36,217	37,167	38,117	39,067
12	13	36,467	37,417	38,367	39,317	40,267
13	14	38,067	39,017	39,967	40,917	41,867
14	15	40,767	41,717	42,667	43,617	44,567
15	16,17,18	42,267	43,217	44,167	45,117	46,067
16	19,20	47,967	48,917	49,867	50,817	51,767

1. This is an example guide only. It presumes an increase in the CPI-U for Philadelphia - Southwest New Jersey Area of 4.5% from June 1991 to June 1992. If the change in the CPI is more or less than 4.5% than each step of the guide will be accordingly increased or decreases \$40 for each .1% difference between the actual June to June change in the CPI and 4.5%; however the maximum increase shall not exceed \$720 and the maximum decrease shall not exceed \$480.

2. In addition to the above, eligible teachers shall receive longevity as follows: an additional \$2,949 after twenty (20) years of credited service, and \$800 every five (5) years thereafter.

3. Progress to the next vertical step of each salary guide shall be contingent upon seven (7) months of completed service prior to July 1st.

PENNS GROVE-CARNEYS POINT

Schedule A
Teacher Salary Guide

1993-1994 EXAMPLE¹

93-94 Step	93-94 YOS	BA	BA +30	MA	MA +30	DR
1	1	\$28,055	\$29,055	\$30,055	\$31,055	\$32,055
2	2	28,755	29,755	30,755	31,755	32,755
3	3	29,555	30,555	31,555	32,555	33,555
4	4	30,455	31,455	32,455	33,455	34,455
5	5	31,205	32,205	33,205	34,205	35,205
6	6	31,855	32,855	33,855	34,855	35,855
7	7	32,455	33,455	34,455	35,455	36,455
8	8	33,355	34,355	35,355	36,355	37,355
9	9	34,255	35,255	36,255	37,255	38,255
10	10	35,305	36,305	37,305	38,305	39,305
11	11	36,355	37,355	38,355	39,355	40,355
12	12	37,405	38,405	39,405	40,405	41,405
13	13	38,605	39,605	40,605	41,605	42,605
14	14	40,105	41,105	42,105	43,105	44,105
15	15	42,405	43,405	44,405	45,405	46,405
16	16-19	48,005	49,005	50,005	51,005	52,005
17	20	51,005	52,005	53,005	54,005	55,005

1. This is an example guide only. (This guide and all 1993-94 guides will be adjusted to reflect the actual 1992-93 increase over 1991-92 per the fact finder's recommendation and the parties agreement to use the CPI as a factor in determining the future year's percentage increases.) It presumes an increase in the CPI-U for Philadelphia - Southwest New Jersey Area of 4.5% from June 1992 to June 1993. If the change in the CPI is more or less than 4.5% than each step of the guide will be accordingly increased or decreases \$___ for each 1/10% difference between the actual June to June change in the CPI and 4.5%; however the maximum increase shall not exceed \$___ and the maximum decrease shall not exceed \$___. (The amounts herein will be determined when the actual 1992-93 guide is set and the appropriate CPI figures are known.)

2. In addition to the above, eligible teachers shall receive longevity as follows: an additional \$2,008 after twenty (20) years of credited service, and \$800 every five (5) years thereafter.

3. Progress to the next vertical step of each salary guide shall be contingent upon seven (7) months of completed service prior to July 1st.

PENNS GROVE-CARNEYS POINT

Schedule B

<u>HIGH SCHOOL</u>	<u>91-92</u>
Gifted & Talented Coordinator	2020
Computer Coordinator	2200
Senior Class Advisor	1480
Junior Class Advisor	1060
Sophomore Class Advisor	665
Freshman Class Advisor	460
Student Affairs Coordinator	1120
Student Congress Advisor	1120
School Newspaper (per issue)	120
Yearbook	2000
Art Coordinator	1295
Choir Director	1400
Play Director	1410
Audio Visual & VCR Officer	1230
Band Director	2290
Band Director Summer Camp per hour	8.65
Assistant Band Director	1170
Ass't Band Dir. Summer Band Camp per hr.	8.65
Indoor Guard	1170
Honor Society Advisor	760
Play Coordinator	1010
Play Choral Assistant	785
Play Make-up Assistant	540
Play Costume Assistant	540
Play Set Construction Assistant	540
Play Property/Design Assistant	540
Supply Officer	915
Department Head	1170
Dep't Hd. -5 Supervision, ea.	75
Odyssey of the Mind Advisor	825
SERCS Coordinator	2350
Academic Decathlon Coach	825
Academic Jeopardy Coach	775
Mock Trial Advisor	825
Renaissance Club Advisor	1060
SERCS Facilitators (per period)	9.80
DuPont Academic League Advisor	775

Schedule B (cont.)

<u>MIDDLE SCHOOL</u>	<u>91-92</u>
Computer Coordinator	2200
Yearbook Advisor	800
Newspaper Advisor	700
Student Council Advisor	1100
Audio Visual Officer	870
VCR Coordinator	670
Supply Officer	915
Band Director	875
Band Director Summer Band Camp	8.85
Subject Area Coordinators	1000
Core Leaders (6th)	875
Class Advisors (Total 6th)	875
 <u>GENERAL</u>	
Specialists Differential (grandfathered)	878
Night Shift Differential	.55
Travel	.22
Night Shift Head	1.07
Public Relations Personnel (H.S. M.S.)	930
Public Relations Personnel (Elem.)	870
 <u>ELEMENTARY</u>	
Safely Patrol Advisor	245
Odyssey of the Mind Advisor	825
Young Astronauts Advisor	805
Write-to-Read Coordinator	850
Prism Facilitator	850
TELS Grant Coordinator	2300

1. For 1992-93, each figure above will be increased by the June 1991 to June 1992 change in the CPI-U plus 2.71%, except the increase shall not be less than 6% nor greater than 9%. New annual figures will be rounded to the nearest \$5.

For 1993-94 an essentially similar process will be used to implement the fact-finder's award.

PENNS GROVE-CARNEYS POINT

Schedule C

91-92
Min. Max.

Athletic Director		3780
Football Head Coach	1255	3375
Basketball Head Coach	1730	2680
Wrestling Head Coach	1730	2660
Baseball Head Coach	1815	2430
Track Head Coach	1815	2430
Softball Head Coach	1815	2430
Field Hockey Head Coach	1815	2430
Cheerleader Sponsor	1815	2430
Soccer Head Coach	1815	2430
Football Trainer	1350	2205
Football Assistant(s)	1350	2205
Tennis Head Coach (Boys/Girls)	1300	2235
Golf Head Coach	1300	2235
Cross-Country Head Coach	1300	2235
Winter Track Head Coach	1300	2235
Swimming Head Coach	1300	2235
Basketball Assistant(s)	1210	1740
Wrestling Assistant(s)	1210	1740
Baseball Assistant(s)	1055	1590
Track Assistant(s)	1055	1590
Field Hockey Assistant(s)	1055	1590
Softball Assistant(s)	1055	1590
Soccer Assistant(s)	1055	1590
Intramural Coach	270	405
Special Olympics Coach	1815	2430
Weight Trainer (per hour)		8.80

1. For 1992-93, each figure above will be increased by the June 1991 to June 1992 change in the CPI-U plus 2.71%, except the increase shall not be less than 6% nor greater than 9%. New annual figures will be rounded to the nearest \$5.

For 1993-94 an essentially similar process will be used to implement the fact-finder's award.

PENNS GROVE-CARNEYS POINT

Schedule D
Custodial Salary Guide

1991-1992 ACTUAL

91-92 Step	91-92 YOS	Reg. Cust. Head L/P, Grd. Help Carl., F'ld Grd.,	Head HS, MS, Main't
1	1,2	\$20,000	\$21,440
2	3	20,250	21,710
3	4	20,500	21,980
4	5	20,800	22,300
5	6	21,330	22,870
6	7	21,860	23,430
7	8	22,390	24,000
8	9	22,920	24,570
9	10,11	23,500	25,190
10	12,13	24,080	25,810
11	14,15	24,610	26,380
12	16	25,140	27,090
13	17	25,670	27,720
14	18	26,200	28,090
15	19	26,600	28,520
16	20	28,200	30,230

1. Progress to the next vertical step on each salary guide shall be contingent upon seven (7) months of completed service prior to July 1st.

PENNS GROVE-CARNEYS POINT

Schedule D
Custodial Salary Guide

1992-1993 EXAMPLE¹

<u>92-93 Step</u>	<u>92-93 YOS</u>	<u>Reg. Cust. Head Grd. Help Carl., F'ld</u>	<u>Head HS, MS, Grd., Main't</u>
1	1	\$21,000	\$22,090
2	2,3	21,400	22,510
3	4	21,800	22,930
4	5	22,200	23,350
5	6	22,700	23,880
6	7	23,200	24,400
7	8	23,700	24,930
8	9	24,200	25,050
9	10	24,700	25,980
10	11,12	25,200	26,510
11	13,14	25,750	27,090
12	15,16	26,200	27,560
13	17	26,800	28,190
14	18	27,200	28,310
15	19	28,100	28,420
16	20	29,600	31,400

1. This is an example guide only. It presumes an increase in the CPI-U for Philadelphia - Southwest New Jersey Area of 4.5% from June 1991 to June 1992. If the change in the CPI is more or less than 4.5% than each step of the guide will be accordingly increased or decreased \$24 for each .1% difference between the actual June to June change and 4.5%; however the maximum increase shall not exceed \$430 and the maximum decrease shall not exceed \$290.

2. Progress to the next vertical step on each salary guide shall be contingent upon seven (7) months of completed service prior to July 1st.

PENNS GROVE-CARNEYS POINT

Schedule D
Custodial Salary Guide

1993-1994 EXAMPLE¹

<u>93-94 Step</u>	<u>93-94 YOS</u>	<u>Reg. Cust. Head L/P, Grd. Help Carl., F'ld Grd.,</u>	<u>Head HS, MS, Main't</u>
1	1	\$22,000	\$23,150
2	2	22,300	23,460
3	3	22,600	23,780
4	4	22,900	24,090
5	5	23,300	24,510
6	6	23,900	25,140
7	7	24,500	25,770
8	8	25,100	26,410
9	9	25,700	27,040
10	10	26,300	27,670
11	11,12	27,200	28,610
12	13,14,15	27,950	29,400
13	16,17	28,450	29,930
14	18,19	29,000	30,210
15	20	30,100	30,400
16	21	31,200	32,820

1. This is an example guide only. This guide will be adjusted in essentially the same manner as Schedule A.

2. Progress to the next vertical step on each salary guide shall be contingent upon seven (7) months of completed service prior to July 1st.

PENNS GROVE-CARNEYS POINT

Schedule E
Secretary Salary Guide

1991-1992 ACTUAL

91-92 Step/ YOS	91-92 12 MO. Salary	91-92 10 MO. Salary
1	\$17,450	\$16,050
2	17,850	15,400
3	18,250	15,750
4	18,650	16,100
5	19,050	16,450
6	19,450	16,800
7	19,950	17,250
8	20,450	17,650
9	21,100	18,200
10	21,800	18,800
11	22,500	19,400
12	23,150	19,900
13	23,800	20,500
14	24,500	21,150
15	25,200	21,750
16	26,800	23,100

1. Progress to the next vertical step of the salary guide shall be contingent upon seven (7) months of completed service prior to July 1st.

PENNS GROVE-CARNEYS POINT

Schedule E
Secretary Salary Guide

1992-1993 EXAMPLE¹

92-93 Step/ YOS	92-93 12 MO. Salary	92-93 10 MO. Salary
1	\$18,400	\$15,870
2	18,800	16,215
3	19,200	16,560
4	19,600	16,905
5	20,000	17,250
6	20,400	17,595
7	20,800	17,940
8	21,300	18,371
9	21,800	18,802
10	22,450	19,363
11	23,150	19,966
12	23,850	20,570
13	24,500	21,131
14	25,750	22,209
15	27,000	23,287
16	28,250	24,365

1. This is an example guide only. This guide will be adjusted in essentially the same manner as Schedule A, except for 1992-93, each step on the 12 mo. guide will be adjusted up or down \$23 for 12 mo. secretaries and \$17 for 10 mo. secretaries for each 1/10% (one tenth percent) difference between the actual change in the CPI and 4.5%.

2. Progress to the next vertical step of the salary guide shall be contingent upon seven (7) months of completed service prior to July 1st.

PENNS GROVE-CARNEYS POINT

Schedule E
Secretary Salary Guide

1993-1994 EXAMPLE:

<u>93-94 Step/ YOS</u>	<u>93-94 12 MO. Salary</u>	<u>93-94 10 MO. Salary</u>
1	\$19,400	\$16,732
2	19,900	17,163
3	20,300	17,508
4	20,700	17,853
5	21,100	18,198
6	21,500	18,543
7	21,900	18,888
8	22,300	19,233
9	22,800	19,665
10	23,300	20,096
11	23,950	20,656
12	23,850	20,570
13	25,400	21,907
14	26,000	22,425
15	27,750	23,934
16	30,000	25,875

1. This is an example guide only. This guide will be adjusted in essentially the same manner as Schedule A.

2. Progress to the next vertical step of the salary guide shall be contingent upon seven (7) months of completed service prior to July 1st.

PENNS GROVE-CARNEYS POINT

Schedule F
Classroom Aide Wage Guide

Step/ YOS	1991-92 Actual	1992-93 ¹ Example	1993-94 ¹ Example
1	\$7.15	\$7.55	\$8.10
2	7.30	7.70	8.25
3	7.45	7.85	8.40
4	7.60	8.00	8.55
5	7.90	8.10	8.70
6	8.00	8.22	8.83
7	8.20	8.44	9.05
8	8.60	9.05	9.40
9	9.18	9.45	10.20
10	10.00	10.20	10.60

1. These are example wage rates only. These guides will be adjusted in essentially the same manner as Schedule A, except for 1992-93, each step on Schedule F shall be adjusted up or down .86¢ (Eighty sixth one hundredth cent) for each 1/10% (one tenth percent) difference between the actual change in the CPI and 4.5%.

2. Progress to the next vertical step of the wage guide shall be contingent upon seven (7) months of completed service prior to July 1st.

PENNS GROVE-CARNEYS POINT

Schedule G
Specialist Aide Wage Guide

Step/ YOS	1991-92 Actual	1992-93 ¹ Example	1993-94 ¹ Example
1	\$7.60	\$8.30	\$9.00
2	7.90	8.60	9.30
3	8.20	8.90	9.60
4	8.50	9.20	9.90
5	8.80	9.50	10.20
6	9.10	9.80	10.50
7	9.40	10.10	10.80
8	9.50	10.40	11.10
9	9.60	10.70	11.40
10	9.70	11.00	11.70
11	9.80		
12	9.90		
13	10.30		
14	10.60		

1. These are example wage rates only. These guides will be adjusted in essentially the same manner as Schedule A, except for 1992-93, each step on Schedule G shall be adjusted up or down 1¢ (one cent) for each 1/10% (one tenth percent) difference between the actual change in the CPI and 4.5%.

2. Progress to the next vertical step of the wage guide shall be contingent upon seven (7) months of completed service prior to July 1st.

PENNS GROVE-CARNEYS POINT

Schedule H
Non-Instructional Aide Wage Guide

Step/ YOS	1991-92 Actual	1992-93 ¹ Example	1993-94 ¹ Example
1	\$5.60	\$6.05	\$6.50
2	5.80	6.25	6.70
3	6.10	6.45	6.90
4	6.40	6.75	7.10
5	6.70	7.05	7.40
6	7.00	7.35	7.70
7	7.30	7.65	8.00
8	7.60	7.95	8.30
9	7.90	8.25	8.60
10	8.20	8.55	8.90

1. These are example wage rates only. These guides will be adjusted in essentially the same manner as Schedule A, except for 1992-93, each step on Schedule H shall be adjusted up or down .7¢ (seven tenths cent) for each 1/10% (one tenth percent) difference between the actual change in the CPI and 4.5%.

2. Progress to the next vertical step of the wage guide shall be contingent upon seven (7) months of completed service prior to July 1st.

PENNS GROVE-CARNEYS POINT

Schedule I
Security Aide Wage Guide

Step/ YOS	1991-92 Actual	1992-93 ¹ Example	1993-94 ¹ Example
1	\$8.50	\$9.20	\$9.90
2	8.80	9.40	10.10
3	9.00	9.70	10.30
4	9.40	10.00	10.60
5	9.70	10.30	10.90
6	10.00	10.60	11.20
7	10.30	10.90	11.50
8	10.60	11.20	11.65
9	10.90	11.30	11.80
10	11.27	11.44	11.90

1. These are example wage rates only. These guides will be adjusted in essentially the same manner as Schedule A, except for 1992-93, each step on Schedule I shall be adjusted up or down .99¢ (Ninety nine one hundredth cent) for each 1/10% (One tenth percent) difference between the actual change in the CPI and 4.5%.

2. Progress to the next vertical step of the wage guide shall be contingent upon seven (7) months of completed service prior to July 1st.