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AGREEMENT

BETWEEN THE

PENNS GROVE-CARNEYS POINT REGIONAL SCHOOL DISTRICT
EMPLOYEES ASSOCIATION

AND THE

PENNS GROVE-CARNEYS POINT REGIONAL
BOARD OF EDUCATION

(Employer)

(Clerks, Secretaries, Maintenance and
Custodial Personnel, Aides)

X July 1, 1985-June 30, 1988

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PREAMBLE

This Agreement entered into this first day of July, 1985, between the PENNS GROVE-CARNEYS POINT REGIONAL BOARD OF EDUCATION, hereinafter called the "Board", and the PENNS GROVE-CARNEYS POINT REGIONAL SCHOOL DISTRICT 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 Regional 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 time aides.

Excluded are:

1. professional administrators
2. confidential or supervisory personnel
3. High School monitor
4. per diem employees
5. Cafeteria employees
6. Bus Drivers
7. 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 instrument 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 within thirty (30) calendar days 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 or inconvenience;

(c) The results of previous discussions;

(d) 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 decisions previously rendered. The Superintendent shall attempt to

resolve the matter quickly as possible but within a period not to exceed ten (10) 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 twenty (20) calendar days after the submission of grievance to Level Four.

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 findings 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 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. No employee shall be unjustly evaluated in performance of his/her obligations. It is expressly understood that an arbitrator shall not substitute his judgment for the professional judgment of an administrator.

E. 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.

F. 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.

G. 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.

H. 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 tenets 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 teacher's 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 hour shall be set aside for the presentation of the Association program.

H. The Board shall grant two (2) two o'clock dismissals to teachers for Association meetings. Dates for the meetings will be decided by the Association and the District Administrator with the approval of the Board.

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
Veteran's Day

Labor Day

If a scheduled holiday is not given on the named day, compensatory time will be given within sixty (60) work 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 - Secretarial

- (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 custodian may be on vacation at anytime. 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 proper 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 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 doubletime. 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.

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 annual 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 a sixty (60) minute lunch period.

2. The workday for custodians shall be eight (8) hours exclusive of lunch period.

L. Custodial Shift Differential

Shift differential shall be paid at the rate of twenty cents (20) per hour for the 3 p.m. to 11 p.m. shift and twenty-five cents (25) per hour for the 11 p.m. to 7 a.m. shift for custodial personnel.

M. Unless expressly excused by the Superintendent, secretarial employee attendance is required on inclement weather days only if their Administrative superior is required to work. If the Administrator is authorized to leave work early, the secretary may leave work early.

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 days 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-six (186) 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 from 8:30 a.m. to 4:30 p.m., with a one-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 District Administrator to teach a class beyond said work day shall be compensated at ten dollars (\$10.00) per class period.

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 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 150 minutes per full school week.

(b) Middle School-five (5) class periods per full week, or no less than 215 minutes per full school week.

(c) Grades 9-12 - five (5) class periods per full week, or no less than 225 minutes per full school week.

(d) Other teacher members 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 coverages 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 & 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.

ARTICLE 10 TEACHER REDUCTION IN FORCE

A. Layoff does not apply to any teacher who 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 prior to the first Board meeting in April. 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. No tenured teachers shall be laid off until all non-tenured teachers with the same certification have been laid off. 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 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 they 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-tenure teacher to accept such employment within the above ten (10) day period shall be understood as resignation. Failure of a tenure 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 towards 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 service in their respective job classification. Two 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 on 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 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 utilized 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 requirement 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. Employees 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.

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 24 equal semi-monthly installments. Ten (10) month employees shall be paid in twenty (20) equal semi-monthly installments.

2. When a pay day falls on or during a school holiday, vacation, or weekend, employees shall receive their pay checks on the last previous working day.

C. Teachers shall receive their final checks no later than 12:00 p.m. on the last working day in June, provided they have complied with the provisions of R.S. 18A:25-4.

D. All teachers under 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 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 June 1st, 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 change 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.

B. No later than April 30th of each school year, the Superintendent shall deliver to the Association and post in all school buildings, a list of the known vacancies which will occur during the following school year. Vacancies that occur during the school year shall be publicized within seven (7) days in all buildings after Board action.

C. As soon as practicable, and not later than June 1st, the Superintendent shall post in each school and deliver to the Association a system-wide schedule showing the names of all teachers who have been reassigned or transferred.

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 follows:

Positions paying a salary differential and/or positions on the administrator-supervisory levels 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, hometeaching, 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 hometeaching 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 rate of ten (10) dollars per hour.

ARTICLE 20
EVALUATION

A. All teachers will be observed by building administrators at reasonable intervals as follows:

1. non-tenure 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:

(a) the employee observed

(b) the principal

(c) the Superintendent of Schools

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 school days of the time the employee has received it.

3. Employees may write comments on or attach 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-tenure 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 commendation to an employee will be signed by the employee and forwarded to the Superintendent of Schools.

E. 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 teacher's work area should contain equipment and supplies to aid in the preparation of instructional materials consisting of duplicating machine and paper, typewriter and paper cutter. A minimum of five (5) packages of duplicating paper per teacher plus back-up supply.

3. A serviceable desk, chair, for the exclusive use of each teacher.

4. Space for each teacher to store coats, overshoes and personal articles.

5. A copy for each teacher's use of all text used in each of the courses he/she is to teach.

6. Chalkboard space in every classroom.

7. Dictionary in every classroom appropriate to the subject area.

8. Books, paper, pencils, pens, chalk, erasers and other such material used in daily teaching responsibility.

9. 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 schools' 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 liasion committee agree that a nonteaching employee's presence is desireable 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 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 towards 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 starting 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 or two day

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 days 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 (30) calendar days prior to commencement of such leave.

2. The employee and Superintendent shall mutually agree to the date for the leave commencement and the date for leave termination.

3. If the child dies during such leave of absence, the employee may apply for reinstatement (providing at least one month prior notice) and the Board of Education may terminate such leave.

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 May 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 June.

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 the following insurance coverage shall be continued:

(a) The Board shall provide health insurance coverage for teacher and dependents when applicable at no cost to the teacher. Such coverage shall consist of Blue Cross-Blue Shield 14-20 plan, expanded Rider "J" commonly known as "Super J", Major Medical as provided by Blue Cross and Blue Shield.

(b) The board shall provide a \$1.00 co-pay prescription plan for teachers and dependents.

(c) The Board shall contribute a maximum of \$115 in the aggregate to provide single dental insurance coverage for teachers, custodians, and secretaries. In addition, the Board shall provide in 1986-87, \$100 toward dependent dental coverage for any teacher, custodian, or secretary eligible and applying for dependent coverage. In 1987-88, the Board's total contribution for dependent dental coverage shall be \$200.

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. Educational 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 knowledge 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 "C" for the 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. 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.

B. When in the judgment of a teacher, a student requires the attention of the principal, assistant principal, a counselor, psychologist, physician or other specialist, he shall so inform his supervisor, if the supervisor agrees, shall arrange as soon as possible for a conference among himself, the teacher, and an appropriate specialist to discuss the problem and to decide upon steps for its resolution.

ARTICLE 31 INSURANCE PROTECTION FOR TEACHERS, SECRETARIES, AND CUSTODIANS

A. The Board shall provide health insurance coverage for teachers, secretaries, and custodians and their dependents where applicable at no cost to the employee. Such coverage shall consist of Blue Cross-Blue Shield 14/20 plan, Extended Rider J Benefits, and Major Medical Benefits which shall be for the full twelve (12) month period each year.

B. The Board shall provide a \$1.00 co-pay prescription plan for teachers, secretaries, and custodians and their dependents.

C. The Board shall contribute a maximum of \$115 in the aggregate to provide single dental insurance coverage

for teachers, custodians, and secretaries. In addition, the Board shall provide in 1986-87, \$100 toward dependent dental coverage for any teacher, custodian, or secretary eligible and applying for dependent coverage. In 1987-88, the Board's total contribution for dependent dental coverage shall be \$200.

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, and 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. 52:14-15.9 (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 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 TEACHERS

A. The Board shall grant each teacher a severance bonus which shall be paid in full within sixty (60) days following actual retirement. Such bonus shall be computed by multiplying one-half (1/2) of the total number of unused accumulated sick days and personal leave days times the daily salary of a certified substitute teacher.

B. To be eligible to receive said bonus, the following conditions must be met:

1. The teacher must have accumulated minimum of 100 days.

2. The teacher must have notified the Board in writing of their intent to retire at least one year prior to their retirement.

ARTICLE 35 MISCELLANEOUS PROVISIONS

A. If any provisions 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 at equal expense of the Board and the Penns Grove-Carneys Point Regional School District Employees Association within thirty (30) days after the Agreement is signed and 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, NJ 08069.

2. To the Association at the President's home address.

ARTICLE 36
DURATION OF AGREEMENT

A. This Agreement shall be effective or retroactive to July 1, 1985 and shall remain in effect until June 30, 1988.

B. This Agreement shall terminate as indicated above unless extended in writing by agreement between the parties.

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

[Signature]

[Signature]

FOR THE

PENNS GROVE-CARNEYS POINT
REGIONAL SCHOOL DISTRICT
EMPLOYEES ASSOCIATION

Richard P. Egri, President

John Barry, Vice President

Charles J. Morris, Vice President

Date: _____

PENNS GROVE-CARNEYS POINT REGIONAL SCHOOL DISTRICT

SCHEDULE A

TEACHERS' SALARY GUIDE 1985-1986

STEP	BA	BA+30	MA	MA+30	DR
1	18500	19100	19700	20300	20900
2	18500	19100	19700	20300	20900
3	18500	19100	19700	20300	20900
4	18500	19100	19700	20300	20900
5	18500	19100	19700	20300	20900
6	19150	19750	20350	20950	21550
7	19800	20400	21000	21600	22200
8	20500	21100	21700	22300	22900
9	21200	21800	22400	23000	23600
10	22000	22600	23200	23800	24400
11	22800	23400	24000	24600	25200
12	23600	24200	24800	25400	26000
13	24400	25000	25600	26200	26800
14	25300	25900	26500	27100	27700
15	26250	26850	27450	28050	28650
16	27200	27800	28400	29000	29600
17	28150	28750	29350	29950	30550
18	29100	29700	30300	30900	31500
19	30050	30650	31250	31850	32450
20	31000	31600	32200	32800	33400

Note 1: \$500 longevity cumulative every five years starting after the 20th year.

Note 2: Progression 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 REGIONAL SCHOOL DISTRICT

SCHEDULE A

TEACHERS' SALARY GUIDE 1986-1987

STEP	BA	BA+30	MA	MA+30	DR
1	19000	19600	20200	20800	21400
2	19300	19900	20500	21100	21700
3	19600	20200	20800	21400	22000
4	20250	20850	21450	22050	22650
5	20900	21500	22100	22700	23300
6	21550	22150	22750	23350	23950
7	22200	22800	23400	24000	24600
8	22850	23450	24050	24650	25250
9	23500	24100	24700	25300	25900
10	24150	24750	25350	25950	26550
11	24950	25550	26150	26750	27350
12	25750	26350	26950	27550	28150
13	26550	27150	27750	28350	28950
14	27350	27950	28550	29150	29750
15	28350	28950	29550	30150	30750
16	29350	29950	30550	31150	31750
17	30350	30950	31550	32150	32750
18	31550	32150	32750	33350	33950
19	32750	33350	33950	34550	35150
20	34000	34600	35200	35800	36400

Note 1: \$500 longevity cumulative every five years starting after the 20th year.

Note 2: Progression 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 REGIONAL SCHOOL DISTRICT

SCHEDULE A

TEACHERS' SALARY GUIDE 1987-1988

STEP	BA	BA+30	MA	MA+30	DR
1	20000	20600	21200	21800	22400
2	20700	21300	21900	22500	23100
3	21400	22000	22600	23200	23800
4	22100	22700	23300	23900	24500
5	22800	23400	24000	24600	25200
6	23500	24100	24700	25300	25900
7	24200	24800	25400	26000	26600
8	24900	25500	26100	26700	27300
9	25600	26200	26800	27400	28000
10	26400	27000	27600	28200	28800
11	27200	27800	28400	29000	29600
12	28000	28600	29200	29800	30400
13	28800	29400	30000	30600	31200
14	29600	30200	30800	31400	32000
15	30400	31000	31600	32200	32800
16	31600	32200	32800	33400	34000
17	32800	33400	34000	34600	35200
18	34000	34600	35200	35800	36400
19	35200	35800	36400	37000	37600
20	37000	37600	38200	38800	39400

Note 1: \$500 longevity cumulative every five years starting after the 20th year.

Note 2: Progression 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 REGIONAL SCHOOL DISTRICT

SALARY SUPPLEMENT SCHEDULE

TEACHERS' SALARY GUIDE

1985-86

<u>STEP</u>	<u>GUIDE</u>	<u>SUPPLEMENT</u>	<u>TOTAL</u>
1	14050	4450	18500
2	17050	1450	18500
3	17050	1450	18500
4	17050	1450	18500
5	17050	1450	18500
6	18365	785	19150
7	19015	785	19800
8	19715	785	20500
9	20415	785	21200
10	21215	785	22000
11	22015	785	22800
12	22815	785	23600
13	23615	785	24400
14	24515	785	25300
15	25465	785	26250
16	26415	785	27200
17	27365	785	28150
18	28315	785	29100
19	29265	785	30050
20	30215	785	31000

The teachers salary guide shall reflect the amount of supplemental money on each step realized from the State of New Jersey to implement the \$18500 salary bill. It is understood that this money is supplementary, and shall be expended only as long as the State of New Jersey provides this aid to the school district for the duration of the contract.

PENNS GROVE-CARNEYS POINT REGIONAL SCHOOL DISTRICT

SALARY SUPPLEMENT SCHEDULE

TEACHERS' SALARY GUIDE

1986-87

STEP	GUIDE	SUPPLEMENT	TOTAL
1	14550	4450	19000
2	14850	4450	19300
3	16700	2900	19600
4	17350	2900	20250
5	18000	2900	20900
6	18650	2900	21550
7	20630	1570	22200
8	21280	1570	22850
9	21930	1570	23500
10	22580	1570	24150
11	23388	1570	24950
12	24180	1570	25750
13	24980	1570	26550
14	25780	1570	27350
15	26780	1570	28350
16	27780	1570	29350
17	28780	1570	30350
18	29980	1570	31550
19	31180	1570	32750
20	32430	1570	34000

The teachers salary guide shall reflect the amount of supplemental money on each step realized from the State of New Jersey to implement the \$18500 salary bill. It is understood that this money is supplementary, and shall be expended only as long as the State of New Jersey provides this aid to the school district for the duration of the contract.

PENNS GROVE-CARNEYS POINT REGIONAL SCHOOL DISTRICT

SALARY SUPPLEMENT SCHEDULE

TEACHERS' SALARY GUIDE

1987-88

STEP	GUIDE	SUPPLEMENT	TOTAL
1	15550	4450	20000
2	16250	4450	20700
3	16950	4450	21400
4	17750	4350	22100
5	18450	4350	22800
6	19150	4350	23500
7	19850	4350	24200
8	22545	2355	24900
9	23245	2355	25600
10	24045	2355	26400
11	24845	2355	27200
12	25645	2355	28000
13	26445	2355	28800
14	27245	2355	29600
15	28045	2355	30400
16	29245	2355	31600
17	30445	2355	32800
18	31645	2355	34000
19	32845	2355	35200
20	34645	2355	37000

The teachers salary guide shall reflect the amount of supplemental money on each step realized from the State of New Jersey to implement the \$18500 salary bill. It is understood that this money is supplementary, and shall be expended only as long as the State of New Jersey provides this aid to the school district for the duration of the contract.

PENNS GROVE-CARNEYS POINT REGIONAL SCHOOL DISTRICT

SCHEDULE B 1985-1986

HIGH SCHOOL

Computer Lab Coordinator	\$1490
Senior Class Advisor	612
Junior Class Advisor	480
Sophomore Class Advisor	348
Freshman Class Advisor	176
Student Affairs Coordinator	783
Student Congress Advisor	783
School Newspaper (per issue)	76
Yearbook Advisor	694
Art Coordinator	859
Choir Director	859
Play Director	859
Audio Visual & VTR Officer	745
Band Director (Summer Band Camp*)	1553
Assistant Band Director (Summer Band Camp*)	783
Indoor Guard	783
Honor Society Sponsor	436
High School Play Coordinator	518
High School Play Choral Assistant	518
High School Play Make-up Assistant	348
High School Play Costume Assistant	348
High School Play Set Assistant	348
High School Play Property Assistant	348
Supply Officer	436
Department Head	783
(for all supervisors up to and including 5 people + \$59 for each supervision in excess of 5 people)	

MIDDLE SCHOOL

Yearbook Advisor	430
Newspaper Advisor	392
Student Council Advisor	518
Audio-Visual Officer	612
VTR Coordinator	436
Supply Officer	436
Middle School Band Director (Summer Band Camp*)	581
Group Leaders	581

GENERAL

Travel between schools	.20
C.S.T. Chairperson	783

ELEMENTARY

Director of Safety Patrol	171
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*Band Director who participates in Summer Band Camp shall be compensated at the rate of \$5.40 per hour and shall submit a voucher for same.

PENNS GROVE-CARNEYS POINT REGIONAL SCHOOL DISTRICT

SCHEDULE C 1985-1986

	<u>Minium</u>	<u>Maxium</u>
Athletic Director Head		\$2646
Football Head	\$1307	2349
Basketball Head	1131	1818
Wrestling Head	1131	1818
Baseball Head	966	1655
Track Head	966	1655
Tennis Head	966	1655
Golf Head	966	1655
Softball Head	783	1471
Cross-Country Head	783	1471
Field Hockey Head	783	1471
Football Trainer	783	1131
Football Assistant	966	1307
Basketball Assistant	783	1131
Wrestling Assistant	783	1131
Wrestling Freshman	783	1131
Baseball Assistant	783	1131
Track Assistant	783	1131
Field Hockey Assistant	612	966
Cheerleader Sponsor	966	1655
Winter Track	348	694
Intramural Coach	38	49
Girls' Softball (JV)	612	1131
Soccer	612	663

PENNS GROVE-CARNEYS POINT REGIONAL SCHOOL DISTRICT

SCHEDULE A

CLASSROOM AIDES' SALARY GUIDE

STEP	1985-86	1986-87	1987-88
1	4.97	5.26	5.61
2	5.07	5.36	5.71
3	5.21	5.47	5.82
4	5.35	5.62	5.94
5	5.49	5.77	6.10
6	5.62	5.93	6.26
7	5.76	6.07	6.43
8	5.89	6.22	6.58
9	6.09	6.36	6.75
10	6.36	6.58	6.90
11	6.57	6.87	7.14
12	6.79	7.09	7.45
13	7.13	7.34	7.69
14		7.70	7.96
15			8.35

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

PENNS GROVE-CARNEYS POINT REGIONAL SCHOOL DISTRICT

SCHEDULE A

NON-CLASSROOM AIDES' SALARY GUIDE

<u>STEP</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>
1	3.85	4.06	4.30
2	3.95	4.16	4.40
3	4.03	4.27	4.51
4	4.10	4.35	4.63
5	4.17	4.43	4.72
6	4.26	4.50	4.81
7	4.45	4.60	4.88
8	4.73	4.81	4.99
9	5.13	5.11	5.21
10	5.54	5.54	5.54
11	5.76	5.98	6.01
12		6.22	6.49
13			6.75

Progression to 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 REGIONAL SCHOOL DISTRICT

SCHEDULE A

SECRETARIAL SALARY GUIDE
1985-86

<u>STEP</u>	<u>10 MONTHS</u>	<u>12 MONTHS</u>
1	8360	10068
2	8560	10268
3	8898	10675
4	9236	11082
5	9575	11489
6	9913	11895
7	10251	12301
8	10589	12708
9	10927	13114
10	11267	13522
11	11605	13928
12	11944	14335
13	12282	14741
14	12621	15148
15	12958	15555

Progression 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 REGIONAL SCHOOL DISTRICT

SCHEDULE A

SECRETARIAL SALARY GUIDE
1986-87

<u>STEP</u>	<u>10 MONTHS</u>	<u>12 MONTHS</u>
1	8829	10673
2	9029	10873
3	9245	11089
4	9610	11529
5	9975	11968
6	10341	12408
7	10706	12847
8	11071	13285
9	11437	13725
10	11802	14164
11	12168	14603
12	12533	15042
13	12899	15482
14	13264	15920
15	13631	16360
16	13994	16799

Progression 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 REGIONAL SCHOOL DISTRICT

SCHEDULE A

SECRETARIAL SALARY GUIDE
1987-88

<u>STEP</u>	<u>10 MONTHS</u>	<u>12 MONTHS</u>
1	9379	11380
2	9579	11580
3	9796	11797
4	10031	12032
5	10427	12509
6	10823	12986
7	11220	13463
8	11616	13939
9	12013	14415
10	12409	14892
11	12805	15368
12	13202	15845
13	13598	16320
14	13996	16798
15	14392	17273
16	14789	17751
17	15184	18227

Progression 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 REGIONAL SCHOOL DISTRICT

SCHEDULE A

SCHOOL SERVICE PERSONNEL SALARY GUIDE
1985-86

STEP	GROUND HELPER, REG CUST	ONE MAN, FIELD, CARLETON	GEN MAINT, HD HS, HD MS, HD GROUNDS
1	13213	13552	14399
2	13413	13752	14599
3	13752	14091	14939
4	14091	14430	15278
5	14430	14769	15617
6	14769	15108	15956
7	15108	15447	16295
8	15447	15786	16634
9	15786	16125	16973
10	16125	16465	17312
11	16465	16804	17652
12	16804	17143	17991
13	17143	17482	18330
14	17482	17821	18669
15	17821	18160	19008
16	18160	18499	19347
17	18499	18838	19686
18	19838	19178	20025
19	-----	20007	-----

Progression 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 REGIONAL SCHOOL DISTRICT

SCHEDULE A

SCHOOL SERVICE PERSONNEL SALARY GUIDE
1986-87

STEP	GROUNDS HELPER, REG CUST	ONE MAN, FIELD, CARLETON	GEN MAINT, HD HS, HD MS, HD GROUNDS
1	14070	14436	15351
2	14270	14636	15551
3	14486	14852	15767
4	14852	15218	16134
5	15218	15584	16500
6	15584	15951	16866
7	15951	16317	17232
8	16317	16683	17599
9	16683	17049	17965
10	17049	17415	18331
11	17415	17782	18697
12	17782	18148	19064
13	18148	18514	19430
14	18514	18881	19796
15	18881	19247	20162
16	19247	19613	20529
17	19613	19979	20895
18	19979	20345	21261
19	20345	20712	21627
20	-----	21608	-----

Progression 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 REGIONAL SCHOOL DISTRICT

SCHEDULE A

SCHOOL SERVICE PERSONNEL SALARY GUIDE
1987-88

STEP	GROUNDS HELPER, REG CUST	ONE MAN, FIELD, CARLETON	GEN MAINT, HD HS, HD MS, HD GROUNDS
1	15065	15463	16456
2	15265	15663	16656
3	15482	15880	16873
4	15717	16114	17108
5	16114	16512	17505
6	16512	16909	17902
7	16909	17306	18300
8	17306	17704	18697
9	17704	18101	19095
10	18101	18498	19492
11	18498	18896	19889
12	18895	19293	20287
13	19293	19691	20684
14	19691	20088	21081
15	20088	20485	21479
16	20485	20883	21876
17	20883	21280	22274
18	21280	21678	22671
19	21678	22075	23068
20	22074	22472	23466
21	-----	23445	-----

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