

AGREEMENT
BETWEEN THE
PHILLIPSBURG BOARD OF EDUCATION
AND THE
PHILLIPSBURG EDUCATION ASSOCIATION, INC.

X JULY 1, 1985 - JUNE 30, 1987

	Preamble	1
I	Recognition	1
II	Negotiation Procedure	1
III	Grievance Procedure	2
IV	Teachers Rights	6
V	Association Rights and Privileges	7
VI	Board Rights	8
VII	Work Year	8
VIII	Time Requirements	9
IX	Non-Teaching Duties	9
X	Educational Council	10
XI	Temporary Leaves of Absence	11
XII	Extended Leaves of Absence	13
XIII	Sick Leave	15
XIV	Sabbatical Leave	16
XV	Salaries	16
XVI	Credit Reimbursement	19
XVII	Transfers, Assignments and Reassignments	20
XVIII	Teacher Evaluation	21
XIX	Reporting for Duty Late	22
XX	Insurance Protection	22
XXI	Deductions from Salary	23
XXII	Reduction of Personnel	25
XXIII	Miscellaneous Provisions	27
XXIV	Duration of Agreement	28
	Schedule A	29
	1985-1986 Salary Guide	30
	1986-1987 Salary Guide	31
	1985-1987 Extra Curricular Salary Guide	32

PREAMBLE

* This Agreement entered into this 1st day of July, 1985, by and between the Board of Education of Phillipsburg, New Jersey, hereinafter called the "Board" and the Phillipsburg Education Association, hereinafter called the "Association".

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive representative for collective negotiation concerning the terms and conditions of employment for all certificated personnel, under contract, as herein included:

Classroom Teachers, Special Teachers, Guidance Counsellors, Nurses, Librarians, Reading Consultant, Speech Therapist, Learning Disability Specialist, School Psychologist, and School Social Worker; but excluding:

The Superintendent of Schools, Secretary-Business Manager of the Board of Education, Principals, Elementary Supervisors, Assistant Principals, and Department Chairpersons.

- B. Unless otherwise indicated, the terms "teachers" or "employees" when used hereinafter in this Agreement, shall refer to all certificated personnel represented by the Association.

ARTICLE II

NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations in a good-faith effort to reach agreement concerning the terms and conditions of teachers' employment. Any Agreement negotiated shall apply to the unit defined in Article I, be reduced to writing, be ratified by the Association, be adopted by the Board, and be signed by the Association and the Board.
- B. During negotiation, the Board and the Association shall present relevant data, exchange points of view and make

proposals and counter-proposals. The Board shall make available to the Association for inspection at reasonable times that information which is available to the public. The Board shall also make available to the Association, that information which by custom and usage has been made available in the past.

- C. Neither party in any negotiations shall have any control over the selection of the negotiating representative of the other party.
- D. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement, with any organization other than the Association.
- E. Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established. Unless otherwise provided in this agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any terms and conditions of employment existing prior to its effective date.
- F. This Agreement incorporates the entire understanding of the parties on all matters which were, or could have been, the subject of negotiations. During the terms 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 of the parties at the time they negotiated or executed this Agreement.
- G. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

Definition:

- A. A "Grievance" shall mean a claim by a teach that there has been misinterpretation, misapplication or a violation of

board policy, this Agreement, or an administrative decision affecting him. A grievance to be considered under this procedure must be initiated by the teacher within thirty (30) days of the time the teacher knew or should know of its occurrence.

- B. (1) It is agreed by both parties that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.
- (2) 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.
- (3) It is understood that teachers 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.
- (4) 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.

C. Level One

Any teacher who has a grievance shall discuss it first with his principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level.

Level Two

If as a result of the discussion, the matter is not resolved to the satisfaction of the teacher within 5 school days, he may set forth his grievance in writing to his principal on the grievance forms provided. Within 6 working days after notification as to the administrative decision, the teacher must reduce his/her grievance to writing and the written grievance must be signed by an Association official before submission.

The principal within 3 school days of the receipt of the written grievance must schedule a review meeting to discuss the pertinent facts surrounding the grievance. A written decision must be made by the principal within 6 working days subsequent to this review meeting.

Level Three

The teacher, no later than five school days after receipt of the principal's decision, may appeal the principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing reciting the matter submitted to the principal as specified above and his dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed 10 school days. The Superintendent shall communicate his decision in writing with reasons to the employee and the principal.

Level Four

If the Grievance is not resolved to the teacher's satisfaction he no later than five school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request within 5 school days to the Board of Education. The Board shall review the grievance and shall, at the option of the Board or upon request of the teacher, hold a hearing with the teacher and render a decision in writing with reasons within 35 working days of receipt of the grievance by the Board Secretary.

If the grievance is arbitratable the matter may go directly to arbitration at the Board's option from the Superintendent's level.

Level Five

If the decision of the Board does not resolve the grievance to the satisfaction of the teacher and the teacher wishes review by a third party, and if the matter pertains to this agreement between the Board and the Association, he shall so notify the Board through the Superintendent within ten

(10) school days of receipt of the Board's decision. A teacher in order to process his grievance beyond level four must have his request for such action accompanied by the written recommendation for such action by the Association.

No claim by a teacher shall constitute a grievable matter beyond level four or be processed beyond level four if it pertains to (a) any matter for which a detailed method of review is prescribed by law (b) any rules or regulation of the State Commissioner of Education, but not to the violation, interpretation, or application of such a rule or regulation, (c) any by-law of the Board of Education pertaining to its internal operation, or (d) any matter which according to law is beyond the scope of Board authority.

D. Procedure for Securing the Services of an Arbitrator.

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

- (1) A request will be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
- (2) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association to submit a second roster of names.
- (3) If the parties are unable to determine, within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.
- (4) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties. The recommendations of the arbitrator shall be advisory. Only the Board and the aggrieved and his representative shall be given copies of the arbitrator's report of findings, reasons and recommendations. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearing.

E. Rights of Teachers to Representation

- (1) Any aggrieved person must be represented by a representative of the Association at Level Two (2) and beyond.

F. Miscellaneous

Forms pertaining to the filing of grievances shall be prepared by the Superintendent or his designee after consultation with the Association.

G. Costs

- (1) Each party shall bear the total cost incurred by themselves.
- (2) The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and they will be shared equally.

ARTICLE IV

TEACHERS RIGHTS

- A. The Board hereby agrees that every employee of the Board included in the unit as set forth under Article I shall have the right freely to organize, join and support the Association and activities and affiliates for the purpose of engaging in collective negotiations for mutual aid and protection. As a duly selected body exercising governmental power under laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the employment of any rights conferred by other laws of New Jersey or Constitutions of New Jersey and the United States.
- B. No teacher shall be disciplined, reprimanded, reduced in rank, or monetary compensation without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be made public until formal action is taken by the Board and shall be subject to the grievance procedure herein set forth.
- C. Whenever any teacher is required to appear before the Board

or any committee or member thereof concerning any matter which could adversely affect the continuation of that teacher in his office, position or employment or the salary or any increments pertaining thereto then he shall be given prior written notice of the reasons for such meeting or interview.

- D. No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates. Such pins or other identification shall be in good taste.
- E. The teacher shall maintain the right and responsibility to determine grades within the grading policy of the Phillipsburg School District based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. No grade shall be changed without consultation between the teacher and building principal. In the event a continued disagreement exists, the Superintendent shall make the final determination.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish the Association a current roster of certified personnel (as of September 1), and one (1) copy of the minutes of all public Board meetings, and one (1) copy of names and addresses of all teachers.
- B. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. Permission of the Superintendent or his designees shall be required. Such permission shall not be withheld unreasonably.
- C. The Association shall have access to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, and when such equipment is not otherwise in use. No equipment shall be removed from school property without approval by the building principal. The Association will pay for any damage incurred, loss, or theft of borrowed property. Permission of the building principal or his designee shall be required. Such permission shall not be withheld unreasonably.

- D. The Association shall have the right to use the interschool mail facilities and school mail boxes as it deems necessary. Permission of the building principal or his designee shall be required. Such permission shall not be withheld unreasonably.
- E. During the annual Orientation meeting of new teachers, the Association shall have 30 minutes time on the program.
- F. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted to the Association as the exclusive representative of the teachers, and to no other comparable teacher organization.

ARTICLE VI

BOARD RIGHTS

Subject to the express provisions of this Agreement and in full compliance with established laws, the Board retains all rights, powers, functions and authority of management, including the hiring, supervision, discipline and promotion of employees, the direction of school operations and determinations of the methods, means and personnel by which such operations are to be conducted, and to take whatever actions may be necessary to accomplish the missions of the school district.

ARTICLE VII

WORK YEAR

- A. The in-school work year for teachers employed on a ten (10) month basis shall not exceed one hundred eighty-four (184) days. Three (3) additional days may be scheduled in the school calendar for inclement weather. In the event that school is not closed for inclement weather or other reasons, these days shall be deleted from the school calendar so as to make the total number of teacher days equal to 184.
- B. New personnel may be required to attend an additional two days of orientation. Guidance personnel may be required to attend orientation sessions for new personnel and remain after the work year to properly close the schools. The in-school work year for these and similar type personnel shall not exceed 192 days.

- C. Final determination of the school calendar will rest with the Board after consultation with the Educational Council. When finalized, the calendar shall be appended to this agreement.
- D. Substantive changes in the school calendar affecting scheduled vacation periods will be made by the Board after consultation with the Educational Council.

ARTICLE VIII

TIME REQUIREMENTS

- A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities and they shall clock in and out by hours and minutes each time they enter or leave a building on a faculty register provided at the office of the principal in each building. In addition each teacher shall report and sign in (full name) ten (10) minutes or more before his or her workday is scheduled to commence and sign out (full name) ten (10) minutes or later after the workday is scheduled to end and shall be available for such additional duties as assigned by his or her immediate superior during such times, except Fridays and days before holidays.
 - (1) Teachers shall have a daily duty-free lunch period of at least the following lengths:
 - a. Elementary School - 30 minutes
 - b. Senior High School - the same as students
 - c. Specialists - 30 minutes
 - d. Middle School - the same as students
 - (2) Teachers may leave the building without requesting permission from the building principal during their scheduled duty-free lunch periods, but they must indicate their leaving and return by signing the faculty "sign-in, sign-out" roster. When the teacher has permission to leave the building, he must also sign in and sign out.

ARTICLE IX

NON-TEACHING DUTIES

- A. Except for the collection of pupil insurance monies, banking

plan monies and school pictures, teachers will not be required to collect money from students. Teachers shall not be required to count nor be responsible for the collected monies, except to follow appropriate procedures and rules established. Procedures surrounding the collection of monies shall be developed by the Educational Council and be recommended for implementation as Board Policy.

- * B. Teachers shall not be required to drive students to activities which take place away from the school building. A teacher may do so voluntarily, however, with the advanced approval, in writing, of his principal or immediate supervisor. He shall be compensated at the rate of the Internal Revenue Service equivalent on allowance per mile for the use of his automobile for school purposes. A teacher who drives students to activities away from the school building or acts on behalf of the Board driving students anywhere, must meet the insurance requirements as determined by the Board and as stated in Board policy, which either is or is about to be in effect.

ARTICLE X

EDUCATIONAL COUNCIL

- A. A joint Educational Council shall be established as soon as possible after the effective date of this Agreement. It shall consist of four (4) members of the Board of Education one of whom shall be the Superintendent or his designee and four (4) Phillipsburg Teachers appointed by the Association. The council shall meet at least four (4) times a year and advise the Board on such matters as school calendar, teaching hours and teaching load, class size, educational specialists, non-teaching duties, teacher employment, teacher assignment, teacher transfers, promotions, teacher evaluation, teacher facilities, professional development and educational improvement, protection of teachers, students and property, maintenance of classroom control and discipline, personal and academic freedom, books and other instructional materials, teaching techniques, curriculum improvements, extra-curricular programs, in-service programs, pupil testing and evaluation, philosophy and educational goals of the district, research and experimentation, teacher responsibilities, educational specifications for buildings, and other matters regarding the effective operation of the Phillipsburg School District.

- B. The Educational Council shall establish rules of procedure and shall provide for a rotating chairman who shall be responsible for the arrangement and conduct of meetings.
- C. The Council shall meet by prepared agenda.
- D. The Council shall be empowered by majority vote to form subcommittees to study and render reports to the Council concerning the topics suggested in Paragraph A.
- E. The primary function of the Educational Council is to recommend for Board of Education consideration the establishment of policies and practices pertinent to the items suggested in Paragraph A. The Council in preparing their recommendations for Board of Education consideration shall at all times avail itself of the most up-to-date research pertinent to such recommendations. In addition, it shall provide for majority reports and minority reports, if any, pertaining to its recommendations.
- F. All reports and recommendations outlined above in Paragraph E shall be in writing.
- G. Meetings shall generally be held during evening hours, usually beginning at seven-thirty P.M..
- H. The Board of Education in order to establish this Council and to enable it to function adequately agrees to budget \$500.00 (five-hundred dollars) annually to provide for reasonable expenditures related to the work of the Council.

ARTICLE XI

TEMPORARY LEAVES OF ABSENCE

- A. Teachers will be entitled to leaves of absence with full pay up to a maximum of two (2) days in any contract year. The two (2) days shall require no reason be given. If, on any one day, requests for a temporary leave day exceed ten (10) percent in a building or, in the case of buildings in which there are fewer than twenty teachers these requests exceed two (2) teachers, the superintendent may deny or postpone requests beyond the above limitations. Such denial shall be subject to grievance procedures. If not used, one personal day without reason will accumulate annually as a sick leave day.

- B. Past practices of the Board of Education relative to requests for leave time concerning religious holidays and ceremonies will remain unchanged.
- C. As may be required to meet the beginning or ending dates of NDEA Institute, etc., an additional three (3) days shall, if necessary, be granted to teachers applying under this provision.
- D. Attendance of Association representatives at conferences and conventions of state and national affiliated organizations. (The combined total for all Association representatives shall not exceed six (6) man days).

All leaves of absence referred to in this section are subject to the following conditions:

- (1) At least twenty-four (24) hours notice shall be given in requesting a personal day through the building principal. Lacking such notice, the absence will be considered unauthorized and teacher's pay will be deducted at a daily rate of 1/187 of the annual salary.
- (2) Personal days will not be granted the day immediately preceding or following a vacation, except for appropriate reasons stipulated well in advance.
- (3) The Superintendent of Schools, in the best educational interest of the school district, is empowered to deny any requests for the above days. Such denial shall be subject to grievance procedures.

- B. Up to five (5) successive days may be granted for death in the immediate family (husband, wife, children, father and mother, and other members of the same home). The Superintendent may grant up to five (5) days for other family members and relatives when circumstances warrant it. The Superintendent in cooperation with the Educational Council will develop written rules of procedure for the application of this paragraph. (Note: See Explanatory Statement of Intent of this paragraph developed by the Superintendent and Educational Council, and approved by the Board in January, 1970, and distributed on January 27, 1970).
- C. Extensions to any temporary leaves of absence referred to in Sections A and B as outlined above may be made at the discretion of the Superintendent of Schools with or without pay.
- D. A regularly appointed teacher who is required to undergo military field training or to attend service school for a period of two (2) weeks or less during any school year shall be granted leave of absence with pay. Such training shall be arranged for times when school is not in session whenever it is possible to do so. Whenever such military field training or attendance at service schools requires that the teacher remain for a longer period than the prescribed two (2) weeks, the teacher shall receive the difference between his pay and his military pay for the remainder of such time provided that such additional time of training or service school attendance is not in excess of one (1) calendar month during any school year. Should any military field training or attendance at service schools in excess of that granted above be required in the same school year, military leave without pay for each additional period shall be granted.
- E. Leaves taken pursuant to this Article shall be in addition to any sick leave to which the teacher is entitled.

ARTICLE XII

EXTENDED LEAVES OF ABSENCE

- A. A leave of absence without pay of up to two (2) years shall be granted to any tenure teacher who joins the Peace Corps, VISTA, National Teacher Corps, or services as an exchange teacher or overseas teacher, and is a full-time participant

in either of such programs, or accepts a Fullbright Scholarship.

B. Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment.

* C. (1) A maternity/paternity leave of absence without pay will be granted to any teacher. In the case of tenure teacher, such leave of absence shall be for a period of one (1) or not more than two (2) years. In the case of a non-tenure teacher, the Board is not required to grant said leave beyond the end of the current contract year. The applicant shall make the pregnancy known to the office of the Superintendent by the third month. The leave shall begin at a time recommended by the person's physician or other mutually agreeable date.

* (2) A teacher on maternity/paternity leave shall have the opportunity to substitute in the Phillipsburg School District in the area of her certification at the discretion of the Superintendent of Schools.

(3) Any female tenure teacher adopting an infant child may be granted a leave up to a period of two (2) years without pay. Such leave shall commence upon her receiving defacto custody of said infant, or earlier if necessary, to fulfill the requirements for the adoption.

* (4) Return from maternity/paternity leave, or leave for adoption purposes, will occur at the beginning of a school semester so that the return date will not exceed two (2) years maximum leave.

D. Other requests for leaves of absence may be granted by the Board of Education upon the recommendation of the Superintendent of Schools.

E. Upon return from leave granted pursuant to Sections A and B of this Article, a teacher shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent. A teacher shall not receive increment credit for time spent on a leave granted

pursuant to Sections C and D of this Article.

- F. All extensions or renewals of leaves shall be applied for, and if granted, be in writing. Such extensions or renewals, shall be acted upon by the Board of Education upon the recommendation of the Superintendent of Schools.

ARTICLE XIII

SICK LEAVE

All teachers of the school staff shall be entitled to ten (10) sick leave days each school year with pay as of the first official day of said school year whether or not they report for duty on the day. Any of the unused sick leave days shall be accumulated from year to year with no maximum limit.

Any teacher who has been in the employ of the Board of Education of Phillipsburg, New Jersey, for a continuous period of twenty (20) years or more, and whose sick leave has expired, may request that he or she be paid the differential between his or her salary of a substitute for a maximum period of seventy-five (75) days while he remains employed by the Board of Education, but said payments shall be made for not more than the said seventy-five (75) days, in any one period consisting of any two consecutive years. The salary of a substitute shall be the salary set by the Board as the normal rate of pay per day for substitutes and shall enter into all calculations. The Board shall review the request on a case by case basis, and notify the teacher of its decision in writing.

The teacher shall certify to the Board in writing the nature of his illness upon return to duty in all cases. Sick leave for more than three (3) consecutive days may require the teacher to present, in addition to his or her certification as to the illness, the certification of his or her physician.

Teachers with twenty (20) years or more service to the Phillipsburg School System retiring at the end of the 1976-1977 school year and thereafter, shall receive one-half ($\frac{1}{2}$) of his/her daily rate of pay for up to and including sixty (60) days of unused accumulated sick leave (i.e. thirty (30) full days pay maximum). The daily rate of pay for this purpose shall be $\frac{1}{184}$ th of the pay earned in the previous 187 full contract days worked including senior service increments where applicable.

ARTICLE XIV

SABBATICAL LEAVE

A sabbatical leave shall be granted to a teacher by the Board for the purpose of full-time graduate study in the teacher's field of certification, or within the non-reviewable discretion of the Board if requested for other reasons, subject to the following conditions:

- (1) No more than one per cent (1%) of the teaching staff will be eligible for a sabbatical in any one year. The Board has non-reviewable discretion to determine which applicants shall receive a sabbatical when more than 1% apply.
- (2) To be eligible for a sabbatical a teacher must have ten (10) years continuous service in the district.
- (3) A teacher on sabbatical leave shall be paid by the Board at one-half pay for a full year.
- (4) Teachers must apply for a sabbatical by December 15 of the school year preceding the sabbatical year and will receive notification from the Board by March 1.
- (5) Teachers on sabbatical leave shall receive full credit on the salary guide upon their return to the district.
- (6) A teacher shall agree to return to the district for one (1) year after the sabbatical, or on default to return to the Board the entire sabbatical pay.
- (7) A sabbatical shall begin on September 1.

ARTICLE XV

SALARIES

- A.
- (1) The salaries of all teachers covered by this Agreement are set forth on Schedule "A" which is attached hereto and made a part hereof.
 - (2) Except the initial salary of a teacher shall be set at the discretion of the Board of Education, subject to the provisions of Paragraph C below, but shall not

exceed the salary paid to teachers of equivalent training and experience presently employed in comparable positions. The Board of Education and the individual shall decide as to the salary step and this agreed upon experience level shall proceed from this point in regular progression in future years.

- (3) The salaries of all teachers in the Phillipsburg Public Schools will fall on or within the minimum and maximum indicated in Schedule "A".
- (4) All teachers, except for the limitations imposed by A-2 shall be on their appropriate step of Schedule "A".

B. Teachers shall be notified of their contract status by April 30th. Teachers being offered contracts shall indicate acceptance or rejection within 20 days of the offer.

- (1) Teachers employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
- (2) Teachers employed on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments.
- (3) Teachers may individually elect to have ten (10%) per cent of their monthly gross salary deducted from their pay which will be set aside and will be paid in two equal summer payments on July 15th and August 15th, by mail. The money set aside for summer payments is not payable until July 15th and August 15th, unless a person leaves the employment of the Board before the end of the regular ten (10) months contract period; or upon a thirty (30) day written request to the Board Secretary stating that an emergency exists and that they are requesting withdrawal of the accumulative sum. No requests must be honored before June 30 of the school year.
- (4) When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.
- (5) Teachers shall receive their final checks on the last working day in June, provided they have fulfilled all professional responsibilities.

- C. (1) Increments and/or raises may be withheld in whole or in part for inefficiency or other just cause.
- (2) Prior to recommending the withholding of an increment and/or raise, an administrator involved, whether the immediate supervisor, principal or the Superintendent, shall confer with the teacher and advise the teacher of his intent to make such a recommendation, and in the case of inefficiency in the performance of duties such conference shall occur at least 45 days prior to the making of such recommendation.
- (3) All teachers whose increments and/or raises or any part thereof are to be withheld shall be notified of same by the Board on or before May 1st of the current school year, together with the reasons for such action by the Board.
- (4) Such action by the Board shall be subject to review through the grievance procedure with the appeal to commence at Level Four. The arbitrator shall have the authority to advise restoration of all or part of the increment withheld.
- (5) Thereafter, the Board may restore all or part of any increment and/or raise withheld either on its own action or upon request by the teacher; and the teacher may initiate a grievance at Level Five and proceed to arbitration with respect to any increment and/or raise withheld but not restored only during the second school year next following the school year in which the teacher received notice that the increment and/or raise would be withheld.

By way of illustration of the foregoing:

School year 1975-76; On or before May 1, 1976, the Board notifies teacher of the decision to withhold increment and/or raise, effective as of the start of the 1976-77 school year. Teacher may grieve the decision.

School year 1976-77 and 1977-78: Board on its own action or upon review requested by teacher, may restore all or part of the increment and/or raise withheld for these years. Teacher has no right to review Board decision by appeal to arbitration.

School year 1978-79: Board will notify the teacher on or before May 1, 1978 if it will not restore the increment and/or raise effective as of the start of the 1978-79 school year. The teacher may appeal the Board decision through the grievance procedure with the appeal to commence at Level Five. The time within which to appeal shall run from the date of such notification.

D. Coaches' Guide

- (1) All coaches who are to be retained in the position shall be notified of such fact by June 15th and will indicate their acceptance or rejection in writing within ten (10) days of the notification.
- (2) The Board reserves the right to increase the salary specified for any coaching position, and such change shall not require revision or re-negotiation of the salary specified for other coaching positions.

ARTICLE XVI

CREDIT REIMBURSEMENT

The Board shall reimburse teachers for graduate credits at the New Jersey State College tuition rate with a maximum of twelve (12) credits per school year per teacher upon receipt of an official transcript showing satisfactory completion of a course with a passing grade. It is also agreed that prior notification and approval by the Superintendent before enrollment in any course or program is mandatory to eliminate a misunderstanding after completion of a course or program as to whether or not it qualifies for reimbursement. Approval will not be withheld for courses directly related to the teacher's field of study, courses required in a degree program in your major field of study or courses required in a Master of Education program. All other courses need prior Superintendent approval before enrollment in order to qualify for reimbursement which shall be at the Superintendent's discretion. The Board of Education will appropriate an amount of \$20,000.00 annually for credit reimbursement during the term of the contract.

* In the event the total amount sought by all of the members shall exceed the pre-stated limit for credit reimbursement, such excess shall be borne by the members, pro-rata. Course credits taken during the summer and fall sessions will

be reimbursed in February of that school year. All course work applications for the spring term of each school year must be submitted for approval to the regular February meeting of the Phillipsburg Board of Education.

ARTICLE XVII

TRANSFERS, ASSIGNMENTS AND REASSIGNMENTS

- A. No later than April 1 of each school year, the Superintendent shall make available to the Association and post in all school buildings a list of the known unfilled positions which he expects to fill prior to the opening of school in September. Revisions of the aforementioned list will be made as of May 1, June 1, July 1, and August 1. During July and August the revised list will not be posted in the school buildings. However, it will be forwarded to the Association President at his summer address as filed with the Board.
- B. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than April 15. Such statement shall include the grade and/or subject to which the teacher desires to be transferred, in order of preference. The final decision pertaining to assignments rests with the Superintendent of Schools. Upon reaching his decision, the Superintendent shall notify the employees involved.
- C. As soon as practicable, and no later than the last two weeks of school, the Superintendent shall post in each school and make available to the Association President, a system-wide roster showing the names and tentative assignments of all teachers by building. In the event of a change of tentative assignment, the teacher involved will be notified at the earliest possible time. Upon request of the teacher, a consultation with the Superintendent or his designee will be held.
- * D. Notification of all open positions in the Phillipsburg Public Schools shall be posted in all schools and sent to the Association President. The posting notice shall set forth the qualifications for the position and the minimum salary the Board expects to pay. Individuals interested in applying for the position shall do so in the manner prescribed in the notice within 15 days of the date of the notice.

ARTICLE XVIII

TEACHER EVALUATION

- A. A teacher shall be given two copies of any class visit or evaluation report prepared by an evaluator. Either the teacher or the evaluator may request a conference to discuss the report. A teacher shall sign one of the completed evaluation forms and return it to the evaluator. Such teacher signature shall indicate only that the report has been read by the teacher and, in no way indicates agreement with the contents thereof. If, for any reason, the teacher fails to sign the evaluation report, the evaluator shall note the circumstances in writing on the report form, send a copy of such annotated form to the teacher, and then place the annotated report in the teacher's file and/or submit such report to the Central Office.
- B. (1) Any complaint regarding a teacher made to any member of the administration by any parent, student, or other person which may be used in any manner in evaluating a teacher shall be promptly investigated. The teacher shall be given an opportunity to respond to and/or rebut those complaints, which, as a result of the investigation, shall become part of his file.
- (2) The teacher shall acknowledge that he has had the opportunity to review such complaint by affixing his signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.
- (3) All documents shall be filed, signature notwithstanding, and such action shall be so indicated by the supervisor. The Association shall be informed if any employee described in the unit in Article I, refuses to sign derogatory or evaluation material that is being placed in his file.
- C. A teacher shall have the right, upon request, to review the contents of his personnel file, in the presence of the Superintendent or Assistant Superintendent, and to receive

copies at Board expense of any documents contained therein. A teacher shall have the right to indicate those documents and/or other materials in his file which he believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his designee and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed. Disputes over the retention of said documents may be processed through the grievance procedure, commencing at Level Two.

ARTICLE XIX

REPORTING FOR DUTY LATE

It is mutually agreed that arrival at employment stations on time is in the best interests of the educational program.

It is further understood that extenuating circumstances do result in occasional late reporting.

It is agreed that more than three such late arrivals per school year is cause for disciplinary action of the employee concerned.

DISCIPLINARY ACTION

Staff members who have exceeded three late arrivals shall have their salary reduced as follows:

- (1) Up to 40 minutes - 1/6 of their daily salary.
- (2) Over 40 minutes - 1/2 of their daily salary.

ARTICLE XX

INSURANCE PROTECTION

A. The Board of Education agrees that it will provide individual and full family health-care insurance coverage comparable to that currently provided through Blue Cross of the Lehigh Valley and the Medical Service Association of Pennsylvania covering the areas of:

- (1) Hospitalization benefits
- (2) Surgical benefits
- (3) Medical benefits
- (4) Diagnostic benefits

(5) Major Medical benefits with a maximum limit of \$250,000.00 in 1985-1986 and 1986-1987.

(6) Family Prescription Plan - A Prescription Plan for the employee and dependents of which \$1.00 will be paid toward each prescription by the employee with the remainder paid from the Board's insurance carrier.

Hospitalization, surgical, medical and diagnostic benefits are described in the contract effective July 1, 1970, on file at the Board of Education Office. The major medical benefits are described in the contract effective July 1, 1965, and revised effective July 1, 1970, on file at the Board Office.

B. A Dental Program shall be provided by the Board for one party coverage at the rate of \$9.78 per month per employee from July 1, 1985 to June 30, 1987. Benefits are:

- (a) 100% of preventive and diagnostic services
- (b) 50%/50% of remaining basic services
- (c) 50%/50% of prosthodontic benefits

Based upon a usual, customer/and reasonable fee schedule.

The Board will provide payroll deduction services for family coverage if 75% of all employees of the Board choose to elect a family coverage plan.

C. The Board shall request the carrier to provide each new teacher with a description of the health-care insurance coverage provided under this Article at the beginning of the school year. In addition, all personnel covered by the health-care plan shall be notified of revisions prior to their effective date.

D. Retired teachers shall be provided the above Section A and C benefits as part of the group contract provided there shall be no increase in insurance premiums to the Board. Payment procedures to be agreed upon by the Board and the Association.

ARTICLE XXI

DEDUCTIONS FROM SALARY

A. (1) The Board agrees to deduct from the salaries of its teachers dues for the Phillipsburg Education Association, the Warren County Education Association, the New Jersey Education Association and the National Education Association, as said teachers, individually and voluntarily authorize the Board to deduct. It shall be the obligation of the said Association to certify the cost of said dues to the Board Secretary-Business Administrator of said district on or before August 1 of each year -- failure to comply with this provision will relieve the Board and district from any obligation to deduct said dues. Such deductions shall be made in compliance with Chapter 310, Public Law of 1967, (NJSA, 52:14-15, 9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Phillipsburg Education Association by the 15th of each month following the monthly

pay period in which deductions were made.

Date _____

The Association treasurer shall disburse such monies to the appropriate association or associations. Teacher authorizations shall be in writing in the form set below:

AUTHORIZATION

TO DEDUCT ASSOCIATION MEMBERSHIP DUES

Name _____ So. Sec. No. _____
School Building _____ District _____

TO: Disbursing Office Phillipsburg Board of Education

I hereby request and authorize the above named disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those yearly membership dues as certified by the organizations indicated in equal monthly payments for all or part of the current school year and for succeeding school years. I understand that the disbursing officer will discontinue such deductions only if I file such notice of withdrawal as of the January 1 or September 1 next succeeding the date of which notice of withdrawal is filed. I also agree that upon termination of employment, the disbursing officer shall deduct any remaining amount due for that current school year. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the governing board and all of its officers from any liability therefor.

I designate the Phillipsburg Education Association to receive dues and distribute according to the United Teaching Profession.

signature

- (2) The Association named above, through the Phillipsburg Education Association shall certify to the Board in writing the current rate of its membership dues. The Board shall be given written notification of any change in membership dues prior to the effective date of such change.

- (3) Additional authorization for dues deduction may be received after August 1 under rules established by the State Department of Education.
- (4) The filing of notice of a teacher's withdrawal shall be at least one month prior to the effective date of halting deductions which may be either January 1 or September 1.

ARTICLE XXII

REDUCTION OF PERSONNEL

- A. During the term of this contract, reduction in personnel shall be in conformity with this Agreement and with the Statutes of the State.
- B. If a reduction in personnel is being considered, the Board shall notify the Association as soon as possible.
- C. During said layoffs, such teacher's seniority shall remain unbroken despite such layoff and his accumulated sick leave shall not be cancelled but shall remain credited to him pending his return to a professional assignment in this district.
- D. The fact that a teacher is laid off for the purpose of staff reduction, this shall not result in the loss of status or credit for previous years of service.
- E. Reduction of certified personnel who are represented by the Bargaining Unit will be made according to the following:
 - (1) Seniority for the purpose of this Article shall be defined as non-terminated years of employment in the district.
 - (2) A seniority list shall be prepared by the Board and presented to the Association which includes all present Bargaining Unit personnel.
 - (3) Probationary teachers will be laid off first where any teacher who has acquired tenure and whose position has been curtailed is certified to perform the services of the probationary teacher.

- (4) In the event teachers must be laid off, layoff will be on the basis of seniority and certification except as provided for in 3 above.
- (5) In the event of a layoff with all of the above factors being equal, teachers will be considered on the basis of a rating determined by the Superintendent with the least satisfactory to be released from service first.
- (6) Transfers made necessary under this procedure and requests for re-transfer will be handled within the intent of Article XIV of this Agreement.

F. Recall - Teachers shall be recalled in the inverse order of layoff for position openings for which they are certified and qualified in accordance with the following:

- (1) If a position exists within the District for which the teacher is certified pursuant to this Agreement, the teacher shall be notified by certified mail. Within ten (10) days of the receipt of a written offer to return to employment, the teacher shall accept the position via a response by certified mail or it shall be determined that he has declined the position he was offered. If a teacher is under contract to another school district, he shall have sixty (60) days from being notified of a position in which to return to the district.
- (2) All teachers on layoff and the Association shall be notified by certified mail on or before April 1 of their position on the recall list and be given the opportunity to remain on recall for the following school year. The teacher shall notify the Superintendent via certified mail by April 15 of his intent to return to the school district or his layoff position shall be terminated.
- (3) No new teachers shall be hired until all properly certified tenured teachers on layoff, in accordance with this Article, have been offered an opportunity in writing to return to active employment.

G. The recall list shall be maintained by the Personnel Office. It shall be the teacher's responsibility to maintain a current address with the personnel office. Said teacher waives his layoff position with the Board if he cannot be

contacted by the District upon the opening of a position for which he is qualified.

- H. The above provisions shall apply to tenured personnel only.

ARTICLE XXIII

MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes a Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as a Board policy.
- B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any teaching contract between the Board and an individual teacher hereinafter executed, shall be subjected to and consistent with the terms and conditions of this Agreement. If the aforesaid teaching contract contains any language inconsistent with this Agreement, during its duration, this Agreement shall be controlling.
- D. Copies of this Agreement shall be reproduced at the expense of the Board and presented to all teachers employed.
- E. Nothing in this Agreement shall operate retro-actively unless expressly so stated.
- F. It is understood that teachers shall continue to serve under the direction of the Superintendent of Schools and in accordance with "School Board" policies, and administrative rules, regulations and the provisions of this Agreement.
- G. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party may do so by telegram or registered letter at the following addresses:
- (1) If by Association, to Board of Education, Municipal Building, 675 Corliss Avenue, Phillipsburg, New Jersey.
 - (2) If by Board, to the President of the Association at his appropriate address as filed with the Board of Education.

ARTICLE XXIV

DURATION OF AGREEMENT

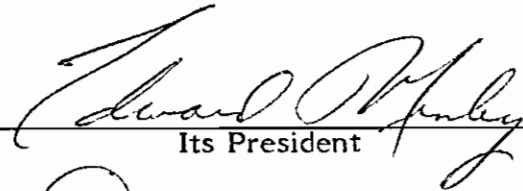
This Agreement shall be effective as of July 1, 1985, and shall continue in effect until June 30, 1987, subject to the Association's right to negotiate over a successor Agreement. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. Any extension shall be mutually agreed upon in writing by the parties of the Agreement, and unless such extensions are agreed upon this contract shall expire on the date indicated herein.

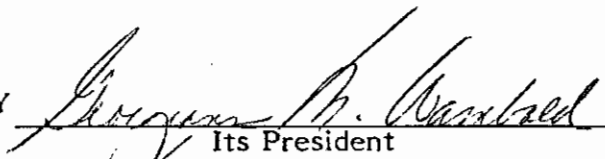
The Board and the Association agree to begin negotiations over a successor Agreement no later than October 3, 1986.

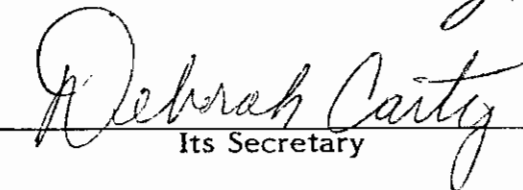
In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

PHILLIPSBURG EDUCATION ASSOCIATION

PHILLIPSBURG BOARD OF EDUCATION

BY 
Its President

BY 
Its President

BY 
Its Secretary

BY 
Its Secretary

Dated: Oct 7, 1985

SCHEDULE A

TEACHER SALARY GUIDES (Effective July 1, 1985)

This guide uses the terminology and definitions used in the New Jersey Statutes, Title 18A, Education (18A:29-6).

(1) Teacher Salary Guides

The factors which determine a teacher's salary or placement on the salary guide are: years of training, years of teaching experience, success as a teacher, and compliance with the law.

- (a) After April 1, 1963, if it is necessary to employ an emergency, non-degree teacher, such teacher shall be placed on this scale.
- (b) Certified nurses shall be placed on the bachelor's or equivalent guide.
- (c) All course credits above the bachelor's level must be on the graduate level earned at institutions recognized by the State of New Jersey. A teacher will be placed on or granted credit toward advanced training levels for approved graduate courses providing he is permanently certified.
- (d) All teachers on the M.A. scale as of June 30, 1969, shall remain on the M.A. scale -- this provision is a grandfather clause only and is designed to protect those persons who arrived at the M.A. scale, as of June 30, 1969, and no others.

(2) Senior Service Increments

On the basis of the last continuous service in Phillipsburg schools, plus military service credit, teachers shall receive senior service increments as follows:

For the 16th year \$250
For the 21st year \$250 additional
For the 26th year \$250 additional
For the 31st year \$250 additional
For the 36th year \$250 additional
For the 41st year \$250 additional
For the 46th year \$250 additional

PHILLIPSBURG EDUCATION ASSOCIATION
1986-87 SALARY GUIDE

PHILLIPSBURG EDUCATION ASSOCIATION
1985-86 SALARY GUIDE

<u>STEP</u>	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+3</u>
1.	18500	18750	19000	19250	19500	19750
2.	19000	19250	19500	19750	20000	20250
3.	19675	19925	20175	20425	20675	20925
4.	20425	20675	20925	21175	21425	21675
5.	20900	21150	21400	21650	21900	22150
6.	21625	21875	22125	22375	22625	22875
7.	22350	22600	22850	23100	23350	23600
8.	23230	23480	23730	23980	24230	24480
9.	24115*	24365*	24615*	24865*	25115*	25365*
10.	26145	26395	26645	26895	27145	27395
11.	28175	28425	28675	28925	29175	29425
				29825	30075	30325

* No employee shall receive an increase less than the increment in the preceding year's guide.

PEA EXTRA CURRICULAR SALARY GUIDE

	<u>New</u>	<u>Continuing</u>
<u>FOOTBALL</u>		
Head	3373	3972
Varsity Assistant	1993	2383
JV Head	1993	2383
JV Assistant	1993	2383
Freshman Head	1399	1789
Freshman Assistant	960	1450
<u>BASKETBAL (Boys/Girls)</u>		
Head	2698	3178
Varsity Assistant	1594	1906
Freshman	1477	1789
Middle School	801	1313
<u>WRESTLING</u>		
Head	2698	3178
Varsity Assistant	1594	1906
Freshman	1477	1789
<u>TRACK</u>		
Head	1720	2184
Varsity Assistant	1008	1456
<u>BASEBALL/SOFTBALL</u>		
Head	1615	2100
Varsity Assistant	1008	1456
<u>CROSS COUNTRY</u>		
Head	1060	1390
Assistant	620	834
<u>TENNIS</u>		
Boys	788	925
Girls	788	925
<u>GOLF</u>		
Head	596	725
<u>HOCKEY/SOCCER</u>		
Head	1794	2184
Varsity Assistant	1057	1352

PEA EXTRA CURRICULAR SALARY GUIDE (1985-1987)

	<u>New</u>	<u>Continuing</u>
<u>CHEERLEADERS</u>	978	1253
<u>TRAINERS</u>		
Head	2450	2750
Assistant	1249	1549
<u>ATHLETIC DIRECTORS</u>	4285	5764
<u>EQUIPMENT MANAGER</u>	1550	1822

PHILLIPSBURG EDUCATION ASSOCIATION

1985-87 SALARY GUIDE

	<u>1985-86</u>	<u>1986-87</u>
Ticket Manager	2246	2482
Assistant Ticket Manager	204	225
Team Physician	1429	1579
Comptroller of High School Funds	847	936
Coordinator & Supervisor, Books & Supplies	847	936
Director - School Play	847	936
Director - Tournament of Plays	426	471
Technical Producer	274	302
Business Manager - School Play	163	180
Business Manager - Tournament of Plays	163	180
Art Production Supervisor	1051	1162
Yearbook Advisor	1022	1129
Newspaper Advisor	642	709
Literary Magazine Advisor	223	246
Student Council Advisor	847	936
Senior Class Advisor	426	471
Assistant Senior Class Advisor	223	246
Junior Class Advisor	426	471
Assistant Junior Class Advisor	223	246
Sophomore Class Advisor	426	471
Assistant Sophomore Class Advisor	223	246
Freshman Class Advisor	426	471
Assistant Freshman Class Advisor	223	246
Band Director	1414	1562
FFA Advisors	442	488
Audio-Visual Coordinator	552	610
Band Front	731	888
Twirlers - Middle School	331	403
Intramurals (H.S.)	1110	1306
Intramurals (M.S.)	956	1056
Student Council (M.S.)	307	339
Drama Club (M.S.)	307	339
Rock Band (M.S.)	307	339
Photography Club (M.S.)	307	339