

4-0309
08-20

POLICY

CHAPTER FOUR: SCHOOL ORGANIZATION, PROFESSIONAL STAFF

4.0 PREAMBLE

This agreement entered into this 1st day of July, 1973, by and between the Board of Education of West Deptford Township, the Township of West Deptford, New Jersey, hereinafter called the "Board" and the West Deptford Education Association, hereinafter called the "Association".

4.1 ARTICLE I - RECOGNITION

A. Association Unit

1. The Board hereby recognizes the Association as the exclusive bargaining representative as defined in "Chapter 303, New Jersey Laws of 1968" for all teaching personnel under contract, but excluding supervisory and executive personnel, office, clerical and maintenance and operating employees.
2. The term "teacher" when used hereinafter in this agreement shall refer to all employees represented by the name of the employee organization in the bargaining or negotiating unit defined as follows:

Classroom Teachers
Nurses
Guidance Counselors
Librarians
Reading Teachers
Art and Music Teachers
Home Instruction Teachers who are also full
time employees of the West Deptford
Township Board of Education
Speech Therapists

B. Board Unit

The term "Board" shall include its officers and agents.

C. Negotiation Rights

The Board agrees not to negotiate with any organization other than that designated as the representative pursuant to Chapter 303, New Jersey Laws of 1968, for the duration of this Agreement.

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4.2 ARTICLE II - NEGOTIATION PROCEDURE

A. Sessions

1. Negotiating sessions shall be held in the West Deptford School facilities.
2. Negotiations shall begin no later than the second week of October.
3. Sessions will be held at reasonable intervals at the request of either party.
4. Each session will start at 7:30 p.m. and end at 11:00 p.m. or at such time mutually agreed upon.

B. Composition of Teams

1. Neither the Board nor the Association shall have any control over the selection of the negotiation representatives of the other party. However, each party's team of representatives for negotiations shall consist of no more than eight representatives.
2. The agenda shall include any changes of composition of either committee.

C. Agenda

1. Each negotiating session agenda shall be prepared cooperatively between the Board Spokesman or agent and the Association Spokesman or agent.
2. The distribution of the agenda is the responsibility of both parties. Agendas should be distributed 48 hours prior to the meeting.

D. Minutes

The taking of minutes is the responsibility of each committee.

E. Restrictions

No tape recorders or other mechanical recording devices shall be used at any time during negotiation sessions.

F. Caucuses

1. A caucus can be called by either committee.
2. A separate caucus room shall be available to each committee.
3. The length of each caucus shall be set at the time the caucus is called.

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4.2 ARTICLE II - NEGOTIATION PROCEDURE (CONT.)

G. Tentative Agreements

Tentative Agreements by the Board Committee and the West Deptford Education Association Committee are not binding until ratified by a majority vote of the entire Board of Education and the W.D.E.A. respectively.

H. Notice

Notice by either party, pursuant to the provisions of this agreement shall be done by letter to the Board Secretary and the President of the Association (home address).

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4.4 ARTICLE IV - TEACHING HOURS AND TEACHER LOAD

A. Teacher Day

1. Check-in Procedure

Each Building Principal or Head Teacher in consultation with the Superintendent of Schools shall establish procedures for regulating the check-in and check-out procedures of his staff. This shall be based upon the needs of the students attending each building. No time clocks shall be used to accomplish this task.

The actual arrival and departure times for teachers shall be determined by the Superintendent of Schools in consultation with the Building Principal or Head Teacher. Adequate supervision of students before and after school and extra help needs of students must be considered in establishing time requirements.

2. Length of School Day

The total required school day for teachers in the Elementary, Middle and Senior High Schools shall not exceed seven and one half (7½) hours. On Fridays teachers shall not be required to remain in excess of 10 minutes after students have left school except in the event of an emergency as determined by the administration.

B. Teaching Load

1. Middle School and High School

a. The normal weekly teaching load shall not exceed five class assignments.

b. In the event a 6th class assignment becomes necessary the administration will solicit volunteers. The criteria for selection of the individual teacher shall be such as it does not conflict with the instructional requirements and is in the best interests of the educational program. At the time five teachers are assigned to a 6th period class in a departmental area, the Board shall hire an additional teacher for that area for the following school year, unless there is no longer a need for the five extra class assignments. The final selection of the teacher assigned to a 6th class rests with the Board. The teacher shall be compensated at a fixed fee of \$ 450.00.

c. Each classroom teacher shall have designated preparation time equal to 1/5 of the time spent in teaching. This preparation time shall be calculated on a weekly basis. The Board recognizes that

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4.4 ARTICLE IV - TEACHING HOURS AND TEACHER LOAD (CONT.)

team planning is essential to the success of team teaching. Consequently, wherever and insofar as possible, the administration will provide two (2) of the five (5) preparation periods per week for team planning. Occasionally, a situation will arise demanding staff supervision that may require a teacher to relinquish his preparation period on a particular day. The administration shall record such instances and equalize such "coverage needs" to the extent that it is possible among the total staff.

- d. Each classroom teacher shall receive a duty free lunch period based on the same time allotment provided students for lunch periods.
- e. The administration may assign non-teaching duties for the remainder of the school day (7½ hours) to meet the needs of the school program.
- f. The administration may decrease teaching loads according to the needs of the curricular of the extra-curricular programs.
- g. Teachers working with the Middle or High Schools shall receive every possible consideration in limiting the number of teaching stations. Factors such as the needs of handicapped children, the limitation of the building structure, the size of the student populations, etc., must be accepted as legitimate factors affecting these decisions.

2. Elementary Schools

- a. The normal daily teaching load in the elementary schools shall not exceed five hours and 30 minutes of pupil teaching time.
- b. Elementary School teachers shall receive a minimum of forty-five (45) consecutive minutes of duty free lunch time. This time provision shall be in effect unless an emergency should arise as deemed by the building principal.
- c. Elementary teachers may leave their classroom for preparation time when specialists are teaching their students. When necessary in the judgment of the principal, preparation time may be used for purposes other than preparation.

C. Meetings

1. The notice of an agenda for in-school meetings shall be given to the teachers involved or posted at least one (1) day prior to the meeting except in an emergency.
2. Teachers may have the opportunity to suggest school related topics for inclusion as items in the agenda.

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4.5 ARTICLE V - NON-TEACHING DUTIES

A. Intent

Determination of what non-teaching duties shall be performed by teachers shall remain the province of the Board. The Board and the Association are aware that teaching is a teacher's first responsibility and to that end the Board shall strive to keep non-teaching duties to a minimum. However, the Board and the Association ask all teachers to take cognizance of the fact that certain such non-teaching duties are inherent in the teaching function. It is understood that non-teaching duties are those which do not require teacher preparation time.

B. Application

Teachers shall not be required to:

1. Keep registers
2. Score the California and Iowa Tests or their equivalent.

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4.6 ARTICLE VI - SALARIES

- A. The salaries of all teachers covered by this agreement are set forth in Schedule A which is attached hereto and made a part thereof.
- B. Teachers employed on a ten (10) months' basis shall be paid in twenty (20) equal semi-monthly installments.
- C. Teachers may individually elect to have ten percent (10%) of their monthly gross salary deducted from their pay. These funds divided evenly shall be paid to the teacher on the 15th of July and the 15th of August, or the teacher shall then have the option of collecting the ten percent (10%) in a lump sum the last working day of school, provided he notified the Secretary of the Board by May 1st in writing.
- D.
 - 1. When a payday falls on or during a school holiday, vacation, or week-end, teachers shall receive their pay checks on the last previous working day.
 - 2. Teachers shall receive their semi-monthly payment on the fifteenth (15th) and thirtieth (30th) of each month during the contract year. If the 15th and/or 30th fall on a Saturday or Sunday, pay shall be made on the previous Friday.
- E. Teachers shall receive their final checks on the last working day in June. However, any teacher who has used all of his sick leave prior to the last school day in May will be notified by June fifth (5th), in writing, that his second June pay check will be held in order to affect any adjustments for sick days taken during the month of June. This final check will be mailed as soon as possible after the last school day in June, but no later than ten (10) calendar days after the close of school.

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4.7 ARTICLE VII - TUITION REIMBURSEMENT

A. Eligibility

Only teachers who have obtained full certification in their area of employment will be eligible to participate in the Board of Education's program of reimbursement for tuition expenses. (The only exception to this shall be if the Board of Education in order to fulfill a pressing need within the School System requests a certified teacher to gain certification in another area. In such situations the teacher involved will be eligible for full participation in the reimbursement program.)

B. Requirements

1. Only courses pertaining to a fully certified teacher's area of employment, which are offered at an accredited institution of higher education, are eligible for reimbursement. (Courses may be taken to increase one's knowledge or to keep abreast of current trends in his area of employment, or to fulfill the needs of a graduate program within his area of employment at the Master's or Doctorate levels. Courses which would be undertaken solely to gain a specialization in a discipline other than that for which the teacher is employed or for obtaining certification in other school areas such as administration, guidance, etc., would not be eligible for reimbursement.)
2. All courses must be approved by the Superintendent of Schools in advance.

C. Reimbursement

Reimbursement for non-tenure teachers shall be \$ 150.00 per school year (September to June) and \$ 150.00 during the following summer. On obtaining tenure, a teacher may use the total amount of \$ 300.00 as he sees fit during any one school year (September to September). The tuition amount is not accumulative.

D. Payment

Monies shall be repaid after completion of the course and receipt of a transcript showing a passing grade ("C" or its equivalent for an undergraduate course).

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4.8 ARTICLE VIII - VOLUNTARY AND INVOLUNTARY TRANSFERS

A. General

The Board and the Association recognize that changes in grade assignments and changes in subject assignments and transfers between schools will be necessary. Decisions affecting teachers in regard to voluntary transfers and reassignments shall rest with the Board. The decision of the Board as to the filling of all vacancies shall be final.

B. Notification of Vacancies

1. Posting

As soon as practical the Superintendent shall post in all schools a list of known vacancies as they occur.

2. Filing of Requests

A teacher may apply for a position at any time. Application must be made in writing to the Superintendent of Schools. Applications will be considered should a vacancy occur either during the school year or during the summer. Applications shall be renewed annually at the start of each school year.

C. Voluntary Transfers

1. Criteria for Reassignment

In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system. No such request shall be denied arbitrarily, capriciously, or without basis of fact.

2. Notification of Assignment

As soon as practical the Superintendent shall notify all teachers who have been reassigned or transferred. Change made after the last day of school shall be followed by notification to the teacher by certified mail to his/her address.

D. Involuntary Transfers

1. Criteria

In making an involuntary transfer, or reassignment, the conveniences and wishes of the individual teacher will be honored to the extent that these considerations do

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4.8 ARTICLE VIII - VOLUNTARY AND INVOLUNTARY TRANSFERS (CONT.)

not conflict with the instructional requirements and best interests of the school system and students. When such assignment is necessary a teacher's area of competence, major or minor field of study, and length of service shall be considered.

2. Notice

Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practical and except in cases of emergency not later than May 15.

3. Meeting and Appeal

An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the immediate supervisor at which time the teacher shall be notified of the reason therefore. In the event that a teacher objects to the transfer or reassignment at this meeting, upon the request of the teacher, the Superintendent shall meet with him. The teacher may, at his option, have an Association representative present at such meeting.

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4.9 ARTICLE IX - TEACHER EVALUATION

A. Responsibility

Teacher evaluation is the responsibility of the Board. However, the Board agrees that teacher evaluation is an important part of improving and maintaining a good educational system. The Board confirms, that the means of evaluating should be discussed between the administration and teacher but the decision regarding the final format rests with the Board. Supervision shall exist for the improvement of instruction.

B. Frequency

1. Non-Tenure Teachers

- a. All non-tenure teachers shall be formally observed at least four (4) times during the school year. A follow-up conference shall be held after each observation at which time teacher strengths and weaknesses shall be indicated. These observations shall be made by the supervisors or administrators under whose jurisdiction the particular staff members are assigned.
- b. On or before April 15th of each year, the Board shall give to each non-tenure teacher a written offer of a contract for the next year or a written notice that such employment shall not be offered.

2. Tenure Teachers

- a. All tenure staff members are to be observed formally at least twice a year.

C. Reports and Procedure

1. Each teacher shall receive two (2) copies of the observation report within fifteen (15) calendar days following an observation.
2. The teacher shall retain one copy for his file, the other shall be signed and returned to the evaluator to be placed in the teacher's personal file.
3. A tenure teacher shall have the opportunity to respond to the written observation with the evaluator. All teachers, if so desired, may submit a written reply to the observation. This reply shall be in duplicate, signed by the teacher, and forwarded to the evaluator. The evaluator shall sign both copies and return one copy to the teacher. The other copy shall be placed in the teacher's personal file.

D. Comprehensive Evaluation

1. Non-Tenure

Each non-tenure staff member shall receive a yearly com-

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4.9 ARTICLE IX - TEACHER EVALUATION (CONT.)

prehensive evaluation in writing reflecting formal classroom observations, records, and all other existing information relating to that teacher's total performance as a staff member.

2. Tenure

A similar written comprehensive evaluation, as cited above, shall also be given any tenure staff member who is experiencing difficulty. Once a tenure staff member has been categorized as performing in a minimal or sub-standard manner, a yearly evaluation of this nature shall be made until a satisfactory performance classification is reobtained.

3. Process-Two Steps

a. Initial Phase

In the elementary system the comprehensive evaluation shall consist of a meeting between the teacher to be evaluated and his head teacher, or principal and the Elementary Supervisor. In the middle and high schools the administrators meeting with the teacher will be the Principal and the Vice-Principal. This meeting will be structured to provide a discussion of the teacher's total performance. If areas of disagreement should arise, the teacher shall be given the opportunity to present any extenuating circumstances or arguments which he feels would affect the interpretation of the matter being considered. In order to insure that the teacher will be adequately prepared for this meeting, advance notice will be extended him of the forthcoming conference. This notice shall include a copy of the outline to be used as the evaluative instrument. The staff member should use this outline to either write out or mentally formulate his own self-evaluation.

b. Second Phase

This comprehensive evaluation shall consist of the administrators drafting a summary statement, after the aforementioned exchange with the teacher reflecting their conclusions regarding that teacher's total performance. This statement will pertain only to those matters discussed at the preliminary meeting.

4. Reports and Procedure

a. Each teacher shall receive two signed copies of the comprehensive evaluation report.

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4.9 ARTICLE IX - TEACHER EVALUATION (CONT.)

- b. The teacher shall retain one copy for his file, the other shall be signed and returned to the evaluator to be placed in the teacher's personal file.
- c. Should the teacher substantially disagree with the written comprehensive evaluation, he may submit two signed copies of a written statement indicating disagreement. Both copies shall be signed by the evaluator, one copy returned to the teacher, the other to be placed in the teacher's personal file.

5. Review

If dissatisfaction still exists, the teacher may request a meeting with the Superintendent of Schools.

E. Personnel Records

The contents of teachers' files shall remain the discretion of the Superintendent of Schools.

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4.10 ARTICLE X - SICK LEAVE

A. Accumulative

1. All teachers employed are entitled to ten (10) sick days each school year as of the first day they report for duty. Unused sick leave days shall be accumulated with no maximum limit.
2. A teacher employed during a school year shall be granted one day of sick leave for each month remaining in that school year beginning with the teacher's first day on duty.

B. Statement

1. A written reason shall be filed for each sick day absence.
2. The Superintendent may, at his discretion, require medical proof in connection with any illness the Superintendent deems to be prolonged.

C. In-School Injury

Payment of sick leave for a service connected disability shall be granted according to the appropriate provisions of N.J.S.A. 18 A. (18A:30-2.1)

D. Prolonged Absence

Payment for prolonged absence beyond the sick leave period shall be granted according to the appropriate provisions of N.J.S.A. 18A (18A: 30-6)

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4.11 ARTICLE XI - TEMPORARY LEAVES OF ABSENCE

A. Death

In the event of a death in the immediate family, an allowance of up to four (4) consecutive days leave shall be granted. "Immediate family" shall be defined as mother, father, spouse, child, brother, sister, grandfather, grandmother, father-in-law, mother-in-law, son-in-law, daughter-in-law and other members of the immediate household, excluding boarders.

B. Personal Leave

1. General

- a. Each teacher shall be granted no more than two (2) days of personal leave of absence with pay for personal business reasons. Such leave may be taken with no reason stated other than that it is being taken under the provision of this article. Personal leave shall not be accumulative.

2. Definition

- a. Personal leave days are to be utilized only for personal business that cannot be conducted outside the normal work day. Personal leave shall not be taken for pleasure, recreation, job interviews, or to extend vacations, holidays, weekends, and for the first and last days of the school year.

3. Procedure

- a. An application form for personal leave must be submitted to the Superintendent of Schools for approval through the normal chain of command, beginning with the principal at least four (4) calendar days in advance.
- b. In cases of extreme emergency the Superintendent of Schools may waive the requirement of advance notice, or approve personal leave via telephone. In the latter case an application form shall be submitted through the normal chain of command within two (2) school days after the teacher's return.

4. Additional Personal Leave

The Superintendent of Schools may grant additional temporary leaves of absence without pay.

C. Professional Leave

Temporary leaves for Administrator-approved visitation to other schools, or for attending meetings, or conferences, of an educational nature will be with pay.

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4.12 ARTICLE XII - EXTENDED LEAVES OF ABSENCE

A. Maternity

A teacher shall advise the Board within two (2) weeks of the confirmation of pregnancy. Maternity leaves shall be granted to teachers who have achieved tenure in the school district. The Board, in consultation with the teacher, shall determine the exact date of commencement and termination of such leave.

B. Adoption Leave

Female tenured teachers in the school district adopting an infant child may receive similar leave (A above) which shall commence upon her receiving de facto custody of said infant.

C. Benefits

Any benefit to which a teacher was entitled prior to the extended leave of absence, which are still available, shall be restored to the teacher returning from leave. However, a maternity leave shall not be credited for teaching service or salary increment.

D. Military Leave

Military leave shall be granted according to the appropriate provisions of the New Jersey Statutes Annotated, Title 18A.

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4.13 ARTICLE XIII - SABBATICAL

A. Purpose

Subject to applicable New Jersey statutory regulations as provided in N.J.S.A. Title 18A and any amendments thereto, the West Deptford Township Board of Education may grant sabbatical leaves for the purpose of study.

B. Provisions

1. No more than 2% of the professional teaching staff shall be on sabbatical leave at any one time.
2. Requests for sabbatical leave must be received by the Superintendent, in writing, on or before February 1 of the school year preceding the school year for which the leave is sought.
3. Sabbatical leaves shall be granted solely for the purpose of study.
4. The institution and program of study shall be approved by the Superintendent of Schools.
5. The teacher shall have completed at least seven (7) full school years of service in West Deptford Township School District.
6. Preference shall be given, though not restricted, to study related directly to a teacher's classroom assignment.
7. Sabbatical leaves shall be granted for a full year at one-half (1/2) pay or one-half at full pay.
8. Upon return from sabbatical leave, a teacher shall be placed on the level of the salary schedule which he would have reached if he had not taken a sabbatical leave.
9. Payment for sabbatical leave shall be granted by the Board subject to the provision that if the teacher does not work in the District for three (3) years following return from sabbatical leave, the Board shall be reimbursed for salaries paid during sabbatical leave in the following manner: only one year - 70% reimbursement; only two years- 35% reimbursement; three years - 0% reimbursement; no return - 100% reimbursement.
10. Approval by the Board shall be contingent upon securing a certified employee qualified to assume the applicant's duties while on leave.

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4.14 ARTICLE XIV - INSURANCE PROTECTION

The Board shall pay, for each teacher who remains in the employment of the Board for the full school year, single and full family health and major medical coverage, as provided by the Public and School Employees' Health Benefit Act of the State of New Jersey (L.1964, Ch.125), for the full twelve (12) month period commencing September 1st and terminating August 31.

4.15 ARTICLE XV - TEACHER WORK YEAR

The Board, through the Superintendent of Schools, may solicit the suggestions and recommendations concerning the school-calendar from interested groups. However, the Teacher School Calendar shall contain a maximum of 192 days.

4.16 ARTICLE XVI - LIAISON COMMITTEE

A. Purpose

The Association and the Board recognize the desirability for continuing communications on subjects relating to current school problems, practices and curriculum to maintain and improve the quality of education.

B. Membership

1. The Association shall select three (3) members.
2. The Board's membership shall consist of the Superintendent of Schools and two (2) elected members.

C. Meetings

1. Meetings shall be held on a monthly basis or as often as the committee deems necessary.
2. An organizational meeting shall be held no later than the last week of October.
3. These meetings shall not be a substitute for matters which initially should be processed through established administrative channels nor should they exist as a substitute for contract negotiations or the settlement of issues via the negotiated grievance procedure.

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4.17 ARTICLE XVII - MISCELLANEOUS

A. Tax Sheltered Annuity

The Board agrees to deduct from Teachers' salary, money to be deposited in the Tax Sheltered Annuity as said teachers individually and voluntarily authorize the Board to deduct.

B. Separability

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.

4.18 ARTICLE XVIII - DURATION OF AGREEMENT

A. New Teachers

Contracts for teachers new to the District and for non-tenure teachers in the District shall be by Agreement between the Board of Education and the person to be hired, and the execution of such contracts are not within the purview of this agreement.

B. Duration

Negotiations on Salary only may be opened as per Article II. All other parts of the Agreement shall be effective as of July 1, 1973 and terminate June 30, 1975, provided that, if no new agreement has been adopted by that time, the agreement then in force shall continue until a new agreement is ratified.

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4.19 ARTICLE XIX - SIGNING OF AGREEMENT

In witness whereof the Board of Education has caused this Agreement to be signed by its president, attested by its secretary and its corporate seal to be placed hereon, and the West Deptford Education Association has caused this Agreement to be signed by its president and secretary, all on the day and year written below.

WEST DEPTFORD EDUCATION ASSOCIATION

By _____ DATE _____
W.D.E.A. President

By _____ DATE _____

WEST DEPTFORD BOARD OF EDUCATION

By _____ DATE _____
W.D. Board President

By _____ DATE _____

Schedule A
Salary Agreement
1974-1975

- New teachers to the West Deptford School District with no teaching experience shall receive a minimum of \$ 8200
- New teachers to the West Deptford School District with teaching experience shall receive compensation within the established ranges according to years of service
- A teacher employed by the West Deptford School District that changes his training status prior to the beginning of the school year shall receive an adjustment in his salary according to the following schedule:

Bachelor's to Bachelor's plus 30 credits - \$300
Bachelor's plus 30 credits to Master's - \$300
Master's to Master's plus 30 credits - \$600
Bachelor's to Master's - \$600

A teacher changing his training status during the school year shall receive a pro-rated salary adjustment according to the aforementioned schedule.

- Increases for the 1974-75 year are as follows:

<u>Years of Service</u>	<u>Amount</u>
2-3	\$500.00
4-6	\$600.00
7-10	\$750.00
11 or more	\$950.00

SCHEDULE A
SALARY GUIDE
1973 - 1974

<u>Step</u>	<u>Non-Degree</u>	<u>B.A.</u>	<u>B.A.+30</u>	<u>M.A.</u>	<u>M.A.+30</u>	<u>DR.</u>
1	7,900.00	8,200.00	8,500.00	8,800.00	9,400.00	10,000.00
2	8,090.00	8,400.00	8,705.00	9,010.00	9,625.00	10,240.00
3	8,400.00	8,705.00	9,010.00	9,320.00	9,935.00	10,550.00
4	8,805.00	9,115.00	9,420.00	9,730.00	10,345.00	10,960.00
5	9,115.00	9,420.00	9,730.00	10,035.00	10,650.00	11,270.00
6	9,420.00	9,730.00	10,035.00	10,345.00	10,960.00	11,575.00
7	9,820.00	10,130.00	10,440.00	10,750.00	11,375.00	11,995.00
8	10,180.00	10,495.00	10,805.00	11,115.00	11,735.00	12,355.00
9	10,545.00	10,855.00	11,165.00	11,475.00	12,095.00	12,720.00
10	10,910.00	11,220.00	11,530.00	11,840.00	12,460.00	13,080.00
11	11,430.00	11,740.00	12,055.00	12,370.00	12,995.00	13,620.00
12	11,900.00	12,210.00	12,525.00	12,840.00	13,465.00	14,090.00
13	12,420.00	12,800.00	13,050.00	13,360.00	13,990.00	14,615.00

...Teachers with 14 or more years experience will receive a 5.0% increased salary adjustment based on the 13th step of the 1972-1973 Salary Guide.

...An additional \$ 250. will be paid to teachers completing their 15th and 20th year of service in the West Deptford Township Schools (\$500.00)