

Wallington Board of Education

BOARD OF EDUCATION  
OF  
WALLINGTON, NEW JERSEY

TEACHERS' CONTRACT

1987 - 1988

1988 - 1989

and

Wallington Teachers Association

(Template)

G. Jack Natale  
Superintendent of Schools  
Wallington, New Jersey

X July 1, 1987 June 30, 1989

INDEX

PREAMBLE	.....	Pg. 1.1
ARTICLE I:	Recognition.....	1.1
ARTICLE II:	Grievance Procedure.....	1.1
ARTICLE III:	Teacher and Board Rights.....	2.1
ARTICLE IV:	Association Rights and Privileges.....	2.1
ARTICLE V:	School Calendar.....	2.1
ARTICLE VI:	Teaching Hours and Teaching Load.....	2.2
ARTICLE VII:	Non-Teaching Duties.....	2.3
ARTICLE VIII:	Teacher Employment.....	3.1
ARTICLE IX:	Salaries.....	3.1
ARTICLE X:	Teacher Assignments.....	3.2
ARTICLE XI:	Vacancies, Promotions, Transfers and Re-Assignments.....	3.3
ARTICLE XII:	Teacher Evaluation.....	3.3
ARTICLE XIII:	Temporary Leaves of Absence.....	3.4
ARTICLE XIV:	Deductions from Salary.....	3.6
ARTICLE XV:	Miscellaneous Provisions.....	3.6
ARTICLE XVI:	Duration of Agreement.....	3.7
	Schedule "A" (Grievance Procedure)..	4.1
	Schedule "B" (1987-1988 Salary Guide)	5.1
	Schedule "C" (1988-1989 Salary Guide)	6.1
	Schedule "D" (List of Religious Holidays).....	7.1

PREAMBLE

This Agreement entered into this 1st day of July, 1987, by and between the Board of Education of Wallington, of the Borough of Wallington, New Jersey, hereinafter called the "Board", and the Wallington Education Association, hereinafter called the "Association".

ARTICLE I: RECOGNITION

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all full-time certificated teaching personnel under contract to the Board, and the School Nurses, but excluding:

Director of Guidance	Hourly Employees.
Vice-Principals	Area Chairmen
Principals	Advisors
Superintendent	Extra-Curricular Activities
Secretaries	Custodians
Coordinator of Instructional Aids	

ARTICLE II: GRIEVANCE PROCEDURE

The Grievance Procedure shall be as set forth in Schedule "A" attached hereto. However, it is agreed by and between the parties that on all non-tenure teachers, the question of the renewal of their contracts is in the sole discretion of the Board and is not grievable.

ARTICLE III: TEACHER AND BOARD RIGHTS

A. Nothing contained herein shall be construed to deny or restrict to any teacher or to the Board such rights as each may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to each party hereunder shall be deemed to be in addition to those provided elsewhere.

B. No teacher shall be disciplined without just cause.

C. Whenever any teacher is required to appear before the Superintendent, 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 entitled to have a representative of the Association present to advise him and represent him during such meeting or interview, if the teacher so notifies the other party, in writing.

D. A majority representative of public employees in an appropriate unit shall be entitled to act for and to negotiate agreements covering all employees in the unit and shall be responsible for representing the interests of all such employees without discrimination and without regard to employee organization membership.

ARTICLE IV: ASSOCIATION RIGHTS AND PRIVILEGES

A. Representatives of the Association, the New Jersey Education Association, and the National Educational Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

B. The Association or its representatives shall have the right to use school buildings at all reasonable hours for meetings with prior approval of the Superintendent of Schools. The Superintendent of Schools shall be notified in advance of the time and place of all such meetings, provided same shall not interfere with or interrupt normal school operations.

C. The Association agrees that it will not engage in any act violative of State law.

ARTICLE V: SCHOOL CALENDAR

The school calendar for the 1987-88 and 1988-89 school years shall be 187 days each (including four snow days), of which the teachers shall be required to attend for 180 days of teaching each year, and a total of three days to include orientation, in-service and end-of-the-year processing. Teachers shall be available for two days after student dismissal at the end of the school year, and will be required to return on the second day only if a problem arises. One of these two days could be used for an in-service program if designated by the Superintendent. No socials are to be held on school grounds during the assigned school time.

ARTICLE V: SCHOOL CALENDAR (CONT'D.)

The Board and the Superintendent will make an effort to schedule one of the religious holidays as set forth in Schedule "D" as a school holiday.

Schedule "D" will be attached to this contract after receipt of a list of approved religious holidays from the Office of the Commissioner of Education. Said list is hereby adopted by the parties as Schedule "D".

ARTICLE VI: TEACHING HOURS & TEACHING LOAD

A. Teachers shall place a checkmark in the appropriate column of the faculty "sign-in" roster when reporting for duty; in the event they are late, they shall write in the time of their actual arrival and explain their lateness in an appropriate space provided, which explanation shall then be signed.

B. The teachers shall have a daily duty-free lunch period. The assigned first teacher will be on duty for twenty-five (25) minutes and will have a twenty (20) minute lunch. The assigned second teacher will be on duty for twenty (20) minutes and will have a twenty-five (25) minute lunch period. The assigned teacher will be available to assist and supervise in all emergency and lunchroom responsibilities. Designated location of teachers:

Frank W. Gavlak School - Teachers' Room  
 Jefferson School - Teachers' Room  
 High School - The teacher will be assigned to a  
 specific part of the building by  
 the building principal as designated.

The present policy of assigning a teacher on a rotating basis to supervise the student lunch period will be continued.

When a teacher is assigned to supervise the students' lunch period, compensation for such completed assignment shall be in the form of early release at the end of the school day, such time being defined as six (6) minutes subsequent to the final bell signifying student departure. However, in the event a parent requests a parent/teacher conference on the day of the teacher's completed assignment as supervisor of a lunch period, the conference shall be conducted by said teacher. Administrators and teachers shall use their best efforts to schedule a parent/teacher conference on days other than those on which a teacher is assigned the duties hereinbefore stated. Where such a request by a parent is in conflict with the teacher's assigned duties, such request shall be granted or denied at the sole discretion of the administrator. In the event an administrator schedules a teachers' meeting on a day a teacher has completed the assignment hereinbefore described, said teacher shall attend the meeting and shall be compensated on the day following, such compensation time being defined as early departure as described in this paragraph.

C. Teacher participation in extra-curricular activities shall be voluntary. However, in the event sufficient volunteers are not available, the Superintendent shall make such appropriate assignments on a rotating basis, as may be necessary.

ARTICLE VI: TEACHER HOURS & TEACHING LOAD (CONT'D.)

D. Teacher participation in field trips which extend beyond the teacher's in-school workday, and overnight week-end trips, shall be voluntary. However, in the event sufficient volunteers are not available, the Superintendent shall make such appropriate assignments as may be necessary on a rotating basis.

E. Teacher assignments for the purposes as set forth in "C" and "D" above, by the Superintendent shall not be grievable. However, if the decision of the Superintendent is arbitrary or capricious, the same shall be grievable.

F. Teachers shall be required to report for duty at or before 8:10 a.m. at the high school, and at or before 8:20 a.m. at the elementary schools, and shall remain and be available for pupils' aid and other professional responsibilities for twenty (20) minutes after the close of the pupils' school day, except on days preceding school holidays and vacations, and Fridays; on such days, the teachers may leave six (6) minutes after the close of the pupils' school day.

G. The Board agrees to provide a telephone tape answering service between 7:00 p.m. and 7:00 a.m. for teachers to report unavailability for work.

H. High School and Elementary teachers shall be compensated eight dollars and fifty cents (\$8.50) for covering another teacher's class during their normal unassigned period per school.

I. The rate of pay for home instruction will be ten dollars (\$10.00) per hour for the 1987-88 and 1988-89 school years.

J. Compensation for conducting in-service workshops: the teacher will receive \$100 per session and there must be a minimum of two hours presentation by the individual conducting the workshop; workshop to have prior consent and approval of the Superintendent.

ARTICLE VII: NON-TEACHING DUTIES

A. 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 advance approval of the Superintendent. In such event, he shall be compensated at the rate of 20¢ per mile for the use of his/her own automobile.

B. Employees who use their automobiles during the course of a school day between the hours of 8:33 and 11:30 a.m. and 12:30 and 2:55 p.m. travelling from one building to another on a daily basis, excluding lunch, shall be reimbursed at the rate of \$75 per school year.

C. Assigned teachers who are chaperoning a school function will be compensated at the rate of \$15.00 per function, excluding the advisor. The maximum number of assigned teachers will be four to six, depending upon the school activity and need.

ARTICLE VIII: TEACHER EMPLOYMENT

Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30th if the salary guide has been adopted by the Board by April 1st. If adopted later, the teachers shall be notified within thirty (30) days of its adoption.

ARTICLE IX: SALARIES

A. The salaries of all teachers covered by the Agreement are set forth in the 1987-88 and 1988-89 salary guides which are attached hereto and made a part hereof.

- B. 1. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
2. Teachers may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. These funds shall be deposited by the Board of Education Business Office in the Teachers' Credit Union in individual accounts, and controlled by the individual staff member.
3. When a pay day falls on or during a school holiday, vacation or week-end, teachers shall receive their pay checks on the last previous working day.
4. Teachers shall receive their final checks on the last working day in June after the registers have been approved by the Superintendent or his agent.
5. Employment or adjustment increments may be withheld in whole or in part for inefficiency or other just cause related to the performance of duties and only in accordance with the following:
- (a) That procedures be adhered to as outlined in Article XII, "Teacher Evaluation".
  - (b) The immediate superior and/or the principal shall not forward any recommendation to withhold a teacher's increment or a part thereof through the Superintendent to the Board unless at least ninety (90) calendar days prior thereto, and in no case no later than April 1st of the preceeding year in which such action would take effect, the principal has given to the teacher against whom the recommendation shall be made, written notice of the alleged cause(s) for the recommendation, specifying the nature thereof with such particulars as to furnish the teacher an opportunity to correct and overcome the same.
  - (c) Once a recommendation is forwarded to the teacher and the Board, the teacher may within ten (10) school days file a grievance commencing at the Board level. The Board shall take no action on the recommendation until the grievance is heard by the Board according to the grievance procedure as set forth heretofore in Schedule "A" of this Agreement.

ARTICLE IX: SALARIES (CONT'D.)

- (d) Any action by the Board to withhold an increment or any part thereof shall be subject to advisory arbitration as set forth in Schedule "A" of this Agreement. The arbitrator shall have the opportunity to recommend to restore all or any part of the increment withheld, retroactively.
- (e) Any employment increment or adjustment increment or part thereof withheld under this provision shall be restored the following year unless the procedures set forth in this provision are followed once again, in which case, the increment or increments previously withheld and any additional increments which may be due may be withheld in whole or in part.

C. The Board agrees to pay the cost of the New Jersey State Health Plan. In any event, not more than the cost of a family plan, if applicable, for all full-time employees, during the period employees are on the Board payroll and actually being paid for services rendered. Any employee on leave or absence or maternity leave or for any other leave or reason with no pay, will be dropped from the aforementioned Plan for the applicable period.

D. The Board agrees to pay the cost of the New Jersey Dental Service Plan according to the limits of the application. Program II, with a 50/50 co-payment in the second year on all increases in the premium rate. In any event, not more than the cost of a family plan, if applicable, for all full-time employees, during period employees are on the Board payroll and actually being paid for services rendered. Any employee on leave of absence or maternity leave or for any other leave or reason with no pay, will be dropped from the aforementioned Plan for the applicable period.

E. The Wallington Board of Education agrees to pay full tuition costs for faculty members in acquiring certification to teach a new course which has been approved by the Board as part of the school curriculum.

F. Teachers expecting to receive educational credits necessary for advancement to a higher salary level for the next school year shall notify the Superintendent by November 1st of the preceeding year in which they will be eligible for such placement.

G. The Board agrees to pay the cost of tuition reimbursement up to 50% for graduate courses taken within the individual's subject area and approved by the Superintendent. A grade score of "B" or better is required. The Board has agreed to a \$5,000 per year cap maximum for the district, non-cumulative.

ARTICLE X: TEACHER ASSIGNMENTS

A. All teachers shall be given written notice of their salary schedules, class and/or subject assignments and building assignments for the forthcoming year not later than June 15th, except for necessary changes, and such changes to be solely within the discretion of the Superintendent; the teachers shall be notified of such changes as soon as possible.



ARTICLE X: TEACHER ASSIGNMENTS (CONT'D.)

B. Decisions of the Superintendent and the assignment by the Superintendent shall not be grievable. However, the teacher shall have the right to discuss the matter with the Superintendent.

ARTICLE XI: VACANCIES, PROMOTIONS, TRANSFERS & RE-ASSIGNMENTS

A. 1. No later than April 30th of each school year if known, the Superintendent shall deliver to the WEA's President and post in all school buildings a list of the known vacancies which are anticipated for the following year.

2. 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 May 15. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference; however, decision to change the assignments rests solely within the Superintendent's discretion and is not grievable.

3. As soon as practicable, and no later than the last day of school in June, the Superintendent shall post in each school and deliver to the WEA's President a system-wide schedule showing the names of the teachers and their assignments.

B. All openings for positions in the summer school, home teaching, federal projects, and other programs (including non-teaching positions for which teachers may be qualified and eligible), shall be adequately publicized by the Superintendent in accordance with the procedure for publicizing promotional vacancies set forth in Section "A" above.

ARTICLE XII: TEACHER EVALUATIONProcedure for Evaluation

1. The major purpose of classroom visitations is to provide help to the teacher and to evaluate the teaching process. The responsibility for making recommendations regarding the teacher rests with the building principal and the Superintendent of Schools.

2. The emphasis in classroom visitation will be to provide any help needed to insure that classes are under control of the teacher; that learning activities are being conducted in an organized and orderly manner; and that teachers have the instructional materials to carry out the program.

3. Formal observation will last from twenty to forty-five minutes. Should questions of performance arise in observation, additional observations may be made.

ARTICLE XII: TEACHER EVALUATION (CONT'D.)

4. Observation reports will be written after each visitation. A conference will be held with the teacher to interpret the report. One copy of the report will be distributed to the Superintendent, one copy is to remain with the principal, and one copy of this report will be given to the teacher. The teacher will acknowledge receipt of the observation report by affixing his/her signature and the date. Should the teacher wish to comment on the observation report, he/she will submit an attachment to the report within seven (7) days.

5. The principal and the Superintendent will continue to visit teachers during the year, giving particular attention to the new teacher, the teacher approaching tenure, and those whose adequacy has been questioned.

6. Independent conclusions regarding re-employment or placement on tenure will be reached by March 1st and reported to the Superintendent. Where differences in judgment prevail, further study will be given the individual.

7. If deemed advisable by the Superintendent, contract offers will be withheld to provide time for further study and consultation. In this case, teachers in question will be notified before contracts are distributed. Final decision will be made and non-tenure teachers notified as soon as possible after March 1st, but not later than April 30th.

8. The Superintendent will make the final decision and recommendation to the Board of Education.

9. Following Board action, contract offers will be sent to all teachers whose evaluations are positive, and the plan to continue their services insofar as it is known to the administration.

10. Following receipt of contract offer, teachers will be given fifteen (15) days within which to declare their intent to accept offer.

ARTICLE XIII: TEMPORARY LEAVES OF ABSENCEA. DEATH IN THE IMMEDIATE FAMILY

An allowance of up to five days shall be granted. The five days are to be consecutive and include the week-end if death should occur on Wednesday, Thursday, Friday, Saturday or Sunday. Immediate family shall be considered as father, mother, spouse, child, brother, sister, grandmother, grandfather, or anyone who actually stands in the position of a member of the immediate family to the employee. However, up to three days allowance as computed above, shall be granted in instances of death of a mother-in-law or father-in-law who is not a member of the immediate household.

B. DEATH OF OTHER RELATIVE OR CLOSE FRIEND

An allowance of one day's leave shall be granted with pay for attendance at funeral.

ARTICLE XIII: TEMPORARY LEAVES OF ABSENCE (CONT'D.)C. SERIOUS ILLNESS IN THE IMMEDIATE FAMILY

An allowance of up to two days leave shall be granted for the immediate family in case of serious illness (immediate family same as "A" above).

D. OTHER EMERGENCIES OF A PERSONAL NATURE

An allowance of up to two days leave with pay shall be granted for any of the following reasons:

1. Court Subpoena
2. Marriage of the employee
3. Personal business which cannot be handled outside school hours
4. Religious holidays as listed by the Commissioner of Education, per Schedule "D" attached
5. Any other emergency or urgent reason not included in 1 to 4 above, with the approval of the Superintendent of Schools.

Personal days as hereinbefore defined shall be granted upon a written request submitted to the Superintendent of Schools at least five (5) days in advance except in an emergency, then the five day period may be waived by the Superintendent. Furthermore, no personal day or days shall be granted for the day or days immediately preceding or following a school holiday or vacation period unless specifically approved by the Superintendent of Schools.

E. EXTENDED LEAVE OF ABSENCE

1. A leave of absence, without pay, of up to two years shall be granted to any teacher who joins the National Teacher Corps, or serves as an exchange teacher and is a full-time participant in either of such programs, or accepts a Fullbright Scholarship. This is limited to one teacher a year, and for tenure teachers only.
2. Military leave, without pay, shall be granted to any teacher who is inducted into any branch of the Armed Forces of the United States for the period of said induction, and three months thereafter, or three months after recovery of any wound or sickness at the time of discharge, or until the expiration of two years from the date of discharge, whichever comes first.
3. Other leave of absence, without pay, may be granted by the Board for good reasons.
4. a. Upon return from leave granted pursuant to Section 1 or 2 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 be absent, provided, however, that time spent on said leave shall not count toward the fulfillment of the time requirements for acquiring tenure. A teacher shall

ARTICLE XIII: TEMPORARY LEAVES OF ABSENCE (CONT'D.)E. EXTENDED LEAVE OF ABSENCE (CONT'D.)

not receive increment credit for the time spent on a leave granted pursuant to Section 3 of this Article, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.

- b. All benefits to which a teacher was 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, and he shall be assigned to the same position which he held at the time said leave commenced, if available, or if not, to a substantially equivalent position.

ARTICLE XIV: DEDUCTIONS FROM SALARY

Deductions from salary for members of the Negotiating Unit for dues for the Wallington Education Association, the Bergen County Education Association, the New Jersey Education Association, or the National Education Association shall be made in accordance with the laws of the State of New Jersey (Chapter 310, P.L. 1967), NJSA S2:14-15.9c.

MISCELLANEOUS PROVISIONS

A. This Agreement constitutes Board Policy for the term of said Agreement and the Board shall carry out the commitments contained therein and give them full force and effect as Board policy.

B. If any provisions 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 individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

D. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of teachers or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.

E. Copies of this Agreement shall be duplicated at the expense of the Board within thirty (30) days after the Agreement is signed and presented to the teachers.

MISCELLANEOUS PROVISIONS (CONT'D.)

F. 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, return receipt requested, at the following addresses:

1. If by the Association, to the Board at Jefferson School, Wallington, New Jersey.
2. If by the Board, to the Association President at the designated school, Wallington, New Jersey.

G. Except as this contract shall hereafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement, as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be applicable during the term of this Agreement.

H. The Board and the Association recognize the complexity of the subject matter of this written Agreement between the parties dealing with terms and conditions of employment. It is, therefore, agreed that the inclusion of any item or article in this contract, shall not be used by either of the parties as evidence of the item's or article's negotiability or non-negotiability in any future negotiations or proceedings.

ARTICLE XVI: DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1987 and shall continue in effect until June 30, 1989, or until a successor agreement is negotiated and ratified by the WEA and the Board.

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and Secretary, and the Board has caused this Agreement to be signed by its President, attested to by its Secretary, and its Corporate Seal to be placed thereon, all on the day and year first above written.

WALLINGTON EDUCATION ASSOCIATION

BY *Carl ...* 10-15-87  
President

BY *...* 10-15-87  
Secretary

BOARD OF EDUCATION, BOROUGH OF WALLINGTON

BY *Walter ...*  
President

BY *Joseph C. Brunacki*  
Secretary

## SCHEDULE "A"

### GRIEVANCE PROCEDURE

#### DEFINITION

The term "grievance" shall be defined herein as set forth in Public Laws of 1968, Chapter 303.

The term "grievance" and the procedure relative thereto, shall not be deemed applicable in the following instance:

The failure or refusal of the Board to renew a contract of a non-tenure teacher.

#### PROCEDURE

1. Any aggrieved teacher who has a grievance shall discuss it first with his principal (or immediate superior or department head, if applicable), within seven (7) days following the treatment, act or condition, or seven (7) days after he should have reasonably known of the aforesaid treatment, act or condition which is the basis of his complaint. Failure to act within seven (7) days, as aforesaid, shall be deemed to constitute an abandonment of the grievance.
2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved employee, he shall, within seven (7) days, set forth his complaint in writing to the Principal. The Principal shall communicate his decision to the employee in writing (5 copies), within three (3) days of the receipt of the written complaint.
3. The employee may appeal a decision to each next higher authority in turn. The sequence shall be, employee to the immediate supervisor, to the building principal, to the Superintendent, to the Board of Education. Prior to each appeal, the employee shall (in writing), inform the authority who last rendered a decision of his intention to appeal to the next higher authority.
4. If an employee wishes to carry his appeal beyond the level of the building principal, the employee shall present his full complaint in writing, along with a copy of the principal's decision, and the employee's written reason setting forth the grounds for his continued appeal, to the Superintendent within one (1) week of the date of the principal's decision as outlined in #2 above.
5. The Superintendent shall review the materials submitted to him and discuss the issues with the parties involved, and will attempt to resolve the matter as expeditiously as possible. The Superintendent shall render a written decision (5 copies to appellant), within ten (10) days of the date of the appeal.
6. At no point prior to an official hearing or meeting with the Board shall the employee discuss with any Board members or any one of them, the subject of the employee's complaint or matters relating to the substance of the complaint.

SCHEDULE "A" - Continued

7. If dissatisfied with the action taken by the Superintendent of Schools, the employee may request a meeting with the Board. Such a request shall be made in writing to the Secretary of the Board and copies sent to the principal and to the Superintendent of Schools. The request shall describe the points of issue including reasons for the employee's dissatisfaction with the action taken in the preceding steps.

8. To carry an appeal to the Board of Education, the employee shall submit to the Board Secretary the complete records thus far accumulated, as well as his written reason for continuing the appeal. The appeal to the Board of Education must be submitted to the Board Secretary within one (1) week of the Superintendent's decision. The employee shall notify the Superintendent of his action in writing.

9. Upon receipt of an appeal to the Board, the Secretary shall notify the President of the Board who shall determine whether to schedule the appeal for an executive session, unless the same is such as required to be heard at a public meeting, no longer than three (3) weeks after receipt of the appeal by the Secretary. In the event any of the hearings on the appeal are not completed in the session set by the Board, as aforesaid, the Board shall schedule additional or continued hearings within seven (7) days until the conclusion of the hearing. This time element shall be followed unless mutually agreed otherwise, in writing, by the parties.

10. The Board of Education shall review the facts and shall make the final decision in all cases of dispute referred to it within three (3) weeks. The final decision shall be communicated to the parties concerned through the Superintendent of Schools immediately after the decision.

11. In the event a teacher is dissatisfied with the determination of the Board he shall have the right to advisory arbitration pursuant to rules and regulations established by the Public Employment Relations Commission under the provisions of Chapter 303, Laws of 1968.

A demand for advisory arbitration shall be made no later than fifteen (15) days following receipt of the written determination of the Board. Failure to file within said time period shall constitute a bar to such arbitration unless the aggrieved teacher and the Board shall mutually agree, in writing, upon a longer time period within which to assert such a demand.

In the event of arbitration, the costs of the arbitrator's service shall be shared equally by the appellant and the Board. If the appellant is represented by the Association, the Association will bear the expense for the appellant.

12. Any party in interest may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

SCHEDULE "A" - Continued

13. In the event that the seven day period mentioned in #1 of this Grievance Procedure within which a grievance must be initiated, falls within a holiday vacation period, those vacation days shall not be included in the seven day count. This exclusion for a holiday vacation period shall not pertain to the summer vacation period.



SCHEDULE "B"

1987-1988 SALARY GUIDE

<u>STEP</u>	<u>B.A. GUIDE</u>	<u>M.A. GUIDE</u>	<u>M.A.+15 GUIDE</u>	<u>M.A.+30 GUIDE</u>
1	18,890.00	20,590.00	21,390.00	22,290.00
2	19,490.00	21,190.00	21,990.00	22,890.00
3	20,090.00	21,790.00	22,590.00	23,490.00
4	20,690.00	22,390.00	23,190.00	24,090.00
5	21,290.00	22,990.00	23,790.00	24,690.00
6	22,090.00	23,790.00	24,590.00	25,490.00
7	22,890.00	24,590.00	25,390.00	26,290.00
8	23,690.00	25,390.00	26,190.00	27,090.00
9	24,490.00	26,190.00	26,990.00	27,890.00
10	25,290.00	26,990.00	27,790.00	28,690.00
11	26,090.00	27,790.00	28,590.00	29,490.00
12	27,090.00	28,790.00	29,590.00	30,490.00
13	28,090.00	29,790.00	30,590.00	31,490.00
14	29,090.00	30,790.00	31,590.00	32,490.00
15	30,090.00	31,790.00	32,590.00	33,490.00
Super. Max.	33,650.00	35,350.00	36,150.00	37,050.00
20	35,150.00	36,850.00	37,650.00	38,550.00
25	35,650.00	37,350.00	38,150.00	39,050.00
30	36,150.00	37,850.00	38,650.00	39,550.00

All teachers beyond Step 15 are to receive the Super Max salary, according to degree and credits earned.

In order to qualify for the M.A. column, teachers must have an M.A. degree except for those who have reached B.A.+ 32 prior to September, 1978.

Longevity shall be paid upon completion of 20 years, 25 years, and 30 years of service, to be effective beginning with the 21st, 26th and 31st years in the Wallington School System.

1988-1989 SALARY GUIDE

<u>STEP</u>	<u>B.A. GUIDE</u>	<u>B.A.+15 GUIDE</u>	<u>M.A. GUIDE</u>	<u>M.A.+15 GUIDE</u>	<u>M.A.+30 GUIDE</u>
1	20,693.00	21,693.00	22,693.00	23,693.00	24,693.00
2	21,293.00	22,293.00	23,293.00	24,293.00	25,293.00
3	21,893.00	22,893.00	23,893.00	24,893.00	25,893.00
4	22,493.00	23,493.00	24,493.00	25,493.00	26,493.00
5	23,093.00	24,093.00	25,093.00	26,093.00	27,093.00
6	23,893.00	24,893.00	25,893.00	26,893.00	27,893.00
7	24,693.00	25,693.00	26,693.00	27,693.00	28,693.00
8	25,493.00	26,493.00	27,493.00	28,493.00	29,493.00
9	26,293.00	27,293.00	28,293.00	29,293.00	30,293.00
10	27,093.00	28,093.00	29,093.00	30,093.00	31,093.00
11	27,893.00	28,893.00	29,893.00	30,893.00	31,893.00
12	28,893.00	29,893.00	30,893.00	31,893.00	32,893.00
13	29,893.00	30,893.00	31,893.00	32,893.00	33,893.00
14	30,893.00	31,893.00	32,893.00	33,893.00	34,893.00
15	31,893.00	32,893.00	33,893.00	34,893.00	35,893.00
Super Max.	36,468.00	37,468.00	38,468.00	39,468.00	40,468.00
20	37,968.00	38,968.00	39,968.00	40,968.00	41,968.00
25	38,468.00	39,468.00	40,468.00	41,468.00	42,468.00
30	38,968.00	39,968.00	40,968.00	41,968.00	42,968.00
35	39,468.00	40,468.00	41,468.00	42,468.00	43,468.00

All teachers beyond Step 15 are to receive the Super Max salary, according to degree and credits earned.

In order to qualify the M.A. column, teachers must have an M.A. degree except for those who have reached B.A.+32 prior to September, 1978.

Longevity shall be paid upon completion of 20 years, 25 years, and 30 years of service, to be effective beginning with the 21st, 26th and 31st years in the Wallington School System.

SCHEDULE "D"

The following is a list of religious holidays\* for the 1987-88 school year:

September 24	Feast of Trumpets (World Wide Church of God)
Sept. 24 & 25	Jewish New Year (Rosh Hashanah)
Oct. 8 & 9	First & Second Days of Tabernacles (Sukkot)
Oct. 8-14	First Day through Seventh Day of Feast of Tabernacles (World Wide Church of God)
October 15	Eighth Day of Tabernacles
October 15	Last Great Day (World Wide Church of God)
October 16	Rejoicing of the Law (Simhat Torah)
October 20	Birth of the Bab (Baha'i)
November 12	Birth of the Baha'u'llah (Baha'i)
December 8	Feast of the Immaculate Conception
December 16	First Day of Hanukkah
December 23	Eighth Day of Hanukkah
December 25	Christmas
January 1	New Year's Day
January 6	Armenian Christmas
January 6	Eastern Orthodox Feast of the Epiphany
January 7	Eastern Orthodox Christmas
January 14	Eastern Orthodox New Year's Day
February 16	Shrove Tuesday
February 17	Ash Wednesday
February 17	Chinese New Year
February 18	Sts' Vartanantz Day (Armenian)
February 22	Eastern Orthodox Lent
March 3	Purim
March 21	Feast of Naw-Ruz (Baha'i New Year)
March 31	Holy Thursday
April 1	Good Friday
April 7	Eastern Orthodox Holy Thursday
April 8	Eastern Orthodox Holy Friday
April 8	Seventh Day of Feast of Unleavened Bread or Passover (World Wide Church of God)
April 8	Seventh Day of Passover
April 21	First Day of Ridvan (Baha'i)
April 29	Ninth Day of Ridvan (Baha'i)
May 2	Twelfth Day of Ridvan (Baha'i)
May 12	Ascension Day
May 19	Eastern Orthodox Ascension Day
May 23	Declaration of the Bab (Baha'i)
May 23	Second Day of Feast of Weeks (Shavuot)

\*NOTE: Holidays that fall on Saturday or Sunday are not listed.

