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AGREEMENT
BETWEEN
WILLINGBORO TOWNSHIP BOARD OF EDUCATION
AND
WILLINGBORO EDUCATION ASSOCIATION

FOR THE
1987-88
1988-89
AND
1989-90
SCHOOL YEARS

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PREAMBLE

In compliance with, and pursuant to the provisions of the existing laws of the State of New Jersey, this Agreement is made and executed this day of 1988, between the Board of Education of Willingboro Township, Burlington County, New Jersey (hereinafter referred to as the "Board") and the Willingboro Education Association (hereinafter referred to as the "Association").

ARTICLE I
RECOGNITION

A. Pursuant to the New Jersey Employer-Employee Relations Act, the Willingboro Township Board of Education hereby recognizes the Willingboro Education Association as the exclusive representative of the personnel hereinafter listed for the purpose of collective negotiations concerning terms and conditions of employment:

1. Certificated teachers, reading specialists, nurses, head nurse, librarians, counselors, social workers, speech therapists, learning disability teacher-consultants, psychologists, T.V. Program Director, T.V. Specialist, certificated T.V. professional personnel, non-supervisory professional personnel in the summer credit make-up session and summer curriculum projects, and non-supervisory professional personnel in the Saturday/Sunday suspension program; but excluding Department Chairpersons (plus those in Child Study and Special Education), Guidance Directors, Athletic Director, Music Coordinator, Reading Supervisor, and Director of Vocational Education.

2. Secretaries, clerks, ~~administrative~~ clerk-typists, clerk-typists, half-time clerk-typists, learning resource center clerks, PBX operators, accounts payable clerks, accounts receivable clerks, ~~and~~ payroll clerks, ~~secretary~~ payroll clerks, graphic arts personnel; but excluding secretary to the Superintendent, ^{ADMINISTR} clerk-typist to the Superintendent, ^{ADMIN.} secretary to the Business Administrator, confidential clerk-typist to the Board

Secretary, ^{ADMIN} secretary to the Assistant Superintendent, secretary to the Accountant, ^{ADMIN} secretary to the Personnel Manager, and administrative clerk-typists in the personnel office, Xerox Operator.

3. Any positions equivalent to the above titles included in the unit which, after the execution hereof of this contract, may be created by the Board.

B. Unless the context otherwise requires, the term "teacher" when used in this Agreement shall refer to all professional employees in this unit listed in Section A, Subsection 1 above, and the term "secretary" when used in this Agreement shall refer to all personnel in this unit listed in Section A, Subsection 2 above. Unless the context otherwise requires, the term "employee" when used in this Agreement shall refer to all personnel--teachers and secretaries--described in Section A above.

C. ^{Speed} Learning Resource Center (LRC) Aides who have typing skills will be retitled Clerk-Typists. When appointed, they will be eligible for tenure on a prospective basis only.

what does this mean?

ARTICLE II
STATEMENT OF EMPLOYEE-ADMINISTRATOR-BOARD
OF EDUCATION RELATIONSHIPS

A. The Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authorities, duties and responsibilities conferred upon and vested in it by the law.

B. Despite reference herein to the Board or Association as such, each reserves the right to act hereunder by committee, individual member, or designated representative, professional or lay, whether or not a member. Each party will provide to the other, upon request, satisfactory evidence (such as official minutes or certificates of resolutions) of authority so to act.

ARTICLE III

NEGOTIATION PROCEDURE

A. The parties agree to commence negotiations with respect to a successor agreement in accordance with the then prevailing law of the State of New Jersey.

B. Neither party in any negotiations shall have any control over the selection of the negotiating representative of the other party.

C. The parties mutually pledge that their representatives shall be clothed with the necessary power and authority to make proposals, consider proposals, and make counterproposals during the course of the negotiations. The Association understands that any agreement reached is tentative until ratified by a majority of the Board at a public meeting.

D. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any matter whether or not covered by this Agreement and whether or not within the knowledge of contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

E. The provisions of this Agreement will constitute a binding obligation of the parties for the duration hereof or until changed by mutual consent in writing.

In the event that the parties mutually agree to alter, amend or supplement this contract, the terms of said agreement shall be reduced to writing, signed by the parties hereto and adopted by the Board. The terms hereof shall not be otherwise modified.

F. Any previously adopted policy, rule or regulation of the parties which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement. Nothing in this Agreement which changes pre-existing policy, rules or regulations of the parties will operate retroactively unless expressly so stated.

G. The Board agrees that, during the term hereof, it will not negotiate concerning the employees in the bargaining unit defined in Article I with any other organization than the Association.

H. The parties hereto agree that either shall have the right to initiate negotiations for a successor agreement by notifying the other in writing of its desire to do so in accordance with the then prevailing law or administrative regulations of the Public Employment Relations Commission.

ARTICLE IV
EMPLOYEE RIGHTS

A. Pursuant to Chapter 123 P.L. 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other lawful concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123 P.L. 1974, or any other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reasons of their membership in the Association and its affiliates, their participation in any lawful activities of the Association and its affiliates, collective negotiations with the Board, or their institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth. This section shall not

apply to the withholding of any increment, the non-renewal of any non-tenured teacher or any proceeding brought subject to the Tenured Employees Hearing Act.

C. Whenever any teacher is required to appear before the Board or any committee thereof concerning any matter which could adversely affect the continuation of that teacher in their office, position or employment or the salary or any increments pertaining thereto, then said teacher shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Willingboro Education Association present to advise and represent them during such meeting or interview. In the event that the superintendent directs any teacher to meet with the superintendent for the purpose of discussing said teacher's continuation in their office, position or employment, or a reduction in salary or salary increments, said teacher shall be entitled to receive prior written notice of the reason for the meeting and shall be entitled to have a representative of the Association present to advise and represent the teacher during said meeting. At a teacher's request, said teacher will have the assistance of the Association at any other conference which could adversely affect the continuation of that teacher in his or her office position or employment or the salary or other increments pertaining thereto.

D. Whenever any secretary is required to appear before the Superintendent, the Board, or any committee thereof concerning any matter which could adversely affect the continuation of that secretary in their office, position, or employment, or the salary

or any increments pertaining thereto, then the secretary shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise and represent said secretary during such meeting or interview.

E. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

ARTICLE V
GRIEVANCE PROCEDURE

A. Definitions

1. The term "grievance" means a claim that there has been:

- a violation;
- an erroneous application; or
- an erroneous interpretation

of this contract or of any administration decision or Board policy affecting employees.

2. The term "grievant" means the person or persons making the claim.

B. General Provisions

1. A grievance may be initiated:

- a. By an aggrieved employee; or
- b. By a group of aggrieved employees or by the

Association as the representative of a group of employees whose respective complaints all present essentially the same question.

2. The parties agree that in presenting his grievance, the grievant shall be assured freedom from coercion.

3. In the event a grievance is filed at such time that it cannot be processed through all steps in this grievance procedure by the end of the school year and if left unresolved until the beginning of the following school year, could result in irreparable harm to the grievant, the time limits set forth herein shall be reduced so that the grievance procedure

may be exhausted prior to the end of the school year or as soon thereafter as it is practicable.

C. Levels and Limits

1. There shall be three levels:

a. The level of the principal or immediate superior involved;

b. The level of the Superintendent;

c. Arbitration, final and binding, conducted under the rules of the American Arbitration Association.

2. Any secretary shall have the right to appeal the application of policies, this Agreement, and administrative decisions affecting him or her through the grievance procedure within thirty (30) calendar days of the event, or thirty (30) calendar days from the time the secretary should have known of the grievance. A grievance brought by a secretary shall be initiated at the level of the immediate supervisor.

3. A grievance brought by a teacher shall be initiated at the level of the principal, except that if the grievant is employed in television, or in special services, or in any other function which, though included within one unit, does not involve teacher-pupil contact, the first level shall be the grievant's immediate supervisor.

Unless the initial submission is made no later than sixty (60) calendar days after the challenged event or after the time the teacher should have known of the grievance, the grievance shall be untimely and the administration shall have no obligation to entertain the complaint. However, if the sixty (60)

calendar day limitation shall expire during the summer months after the school year, then the sixty (60) calendar days will be extended to ninety (90) calendar days.

4. The first level in any situation is recognized as the point where, ideally, a resolution consistent with the contract should be reached. Toward that end, the procedure there followed shall be informal and the individual grievant may elect to make his or her own presentation. The conference shall not be conducted, however, unless an appropriate representative of the Association has been accorded an adequate opportunity to be present.

5. If no mutually satisfactory decision is received within five (5) calendar days after the completion of the presentation made at the level of the principal or immediate supervisor, then, within seven (7) calendar days thereafter, a written statement of the grievance shall be delivered either manually or by ordinary mail to the office of the Superintendent, who shall have seven (7) additional calendar days, measured from the date of such delivery, to provide a response. In that interim, the appropriate representative or representatives of the Association shall confer with the Superintendent, or with the Superintendent's designee in an effort to affect a voluntary settlement.

The written statement required by this subsection shall contain:

- a. The identity of the grievant or grievants;
- b. A general description of the grievance;
- c. The nature of the relief sought;

d. The signature of the grievant or grievants except where the foregoing Section B.1(b) is applicable;

e. The date of initial presentation at the first level;

f. The name and title of the individual to whom, at the first level, the presentation was made.

6. If the complaint is presented by the Association, as the representative of a group of grievants who are employed in different schools, then the initial presentation shall be made at the level of the Superintendent, rather than at the level of either principal or immediate supervisor involved.

7. If the grievant is not satisfied with the Superintendent's decision, or if the Superintendent has made no response within the time provided above, then the grievance may, at the election of either party hereto, be submitted to final and binding arbitration to be conducted under the applicable rules of the American Arbitration Association, provided that the party wishing to submit the same to arbitration files a written demand therefor with the American Arbitration Association and serves a copy of the same upon the other party within thirty (30) calendar days after the date on which the Superintendent has replied, or was required to have replied if no reply was submitted.

8. The decision of the arbitrator shall be final and binding upon the parties hereto, except that the provisions of this paragraph shall not be applicable to any dispute concerning the hiring or firing of any secretary. The costs for the services of the arbitrator and the administrative costs of the

American Arbitration Association shall be divided equally between the parties. The arbitrator shall be wholly without authority to add to, delete from, or modify the provisions of this Agreement in making the decision and rendering the award.

D. Miscellaneous

1. The failure to answer a grievance within the applicable limit of time shall entitle the grievant to proceed in accordance with these rules, to the next level.

2. The failure to appeal any decision upon the grievance, in accordance with these rules, to the next level shall constitute acceptance of the answer not appealed, and such answer shall be deemed a final determination of the grievance.

3. The discharge of non-tenured employees shall under no circumstance be a grievable subject under this Article.

4. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this Article.

5. All specified time limits in this grievance procedure may be extended by mutual agreement in writing.

ARTICLE VI
ASSOCIATION RIGHTS

A. The Board will make available to the Association in response to reasonable requests from time to time available public information concerning the financial resources of the District, including annual financial reports and audits, published directory of personnel, agendas and minutes of all public meetings of the Board, census data, names and addresses of all employees in this unit, and all other public information which may be necessary for evaluation of grievances or complaints and for intelligent negotiation.

B. Whenever any representative of the Association or any employee in the bargaining unit is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, they shall suffer no loss in pay.

C. The Association and its representatives shall have the right to use the school buildings at reasonable hours:

1. for meetings;
2. for conferences with individual employees about grievances or about potential grievances;
3. for building meetings not less than ten (10) minutes after the students leave provided that such meetings do not interfere with any school program and provided that notice in writing be given to the building principal two (2) school days in advance.

Such meetings and conferences shall be held with the prior approval of the building principal, which approval shall not be unreasonably withheld.

D. The Association shall have in each school building the exclusive use of a bulletin board in each faculty lounge and teachers' dining room. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the building principal.

E. The Association shall have the right to make reasonable use of school mail boxes to communicate with its membership.

F. For every teaching position included within the unit and for every position supervisory to teaching personnel of the unit, the Board will prepare separate, written job descriptions and provide the Association with a copy of the same. Said job descriptions shall contain the title of the job and a statement of the functions and responsibilities of the incumbent.

G. 1. For secretaries, a representative designated by the Association shall be granted released time, upon request, not to exceed two (2) hours in any given week, to perform the functions as Association representative in the fulfillment of this Agreement. The Association shall advise the Personnel Manager of the Board in writing with regard to the name of the representative so designated.

2. For teachers, the person designated by the Association to serve as its grievance chairperson shall be released from

his or her duty period in order to conduct Association business relating to grievances or potential grievances.

H. The WEA President shall be released from his/her duty period, if a secondary teacher or, if an elementary teacher, when the students leave for the day.

ARTICLE VII

HOURS OF WORK AND OVERTIME

A. Teachers' Work Hours and Overtime

1. The Board and the Association recognize and agree that the teachers' responsibility to their students and their profession generally entails the performance of duties and the expenditure of time beyond the normal working day, but that the teachers are entitled to regular time and work schedules on which they can rely in the ordinary course and which will be fairly and evenly maintained to the extent possible throughout the school system, except in emergencies and instances of staffing exigencies, and without prejudice to voluntary professional service above and beyond contract requirements.

2. The length of the regular work day shall be seven (7) hours for kindergarten and elementary teachers (K through 7 grades) and seven and one-quarter (7-1/4) hours for all other teachers. Teachers shall not be required to report earlier than fifteen (15) minutes before the start of the school day.

3. Regular school hours, once fixed, shall not be changed without notice to and discussions with the Association in accordance with the procedures set forth.

4. Lunch Period

a. All teachers in the elementary schools shall have a duty-free lunch period of one (1) hour. Secondary school teachers shall have a duty-free lunch period with a minimum time

equivalent to the length of the students' lunch period in conformance with State Law.

b. The assignment of secondary school teachers to lunch duty during student lunch periods shall be made on an equalized basis among staff members in each secondary school facility.

5. Preparation-Conference Period

a. All teachers in the secondary schools shall, in addition to their lunch period, have conference-preparation time equivalent to the time that one class meets with the teacher during a week (approximately 200 minutes), or approximately one-fifth of the five teaching periods as stated in Article VII, Section A.6, or approximately 200 minutes per week; provided, however, that no such teacher would be without a preparation-conference period on more than one day within any five day work week.

b. All teachers in the elementary schools shall, in addition to their duty free lunch periods, have preparation-conference time of thirty minutes during the period of time that their classes are being conducted by the art, music and physical education special area teachers. All elementary school teachers shall, however, be present at the beginning and at the end of the period of special instruction in order to be able to continue the instruction in said areas during the remainder of the school schedule. Absent art, music and/or physical education teachers shall be replaced by substitutes.

c. Art, music and physical education teachers in the elementary school shall have a preparation and conference period of ten minutes immediately after reporting for duty but prior to the start of the instructional program.

6. Number of Teaching Periods

In addition to homeroom duty, secondary school teachers shall not be assigned to more than five (5) teaching periods per day, except for secondary school teachers assigned to the vocational education program. Secondary school teachers assigned to the vocational education program will receive teaching assignments equivalent to the time per day represented by six (6) teaching periods.

Where administratively possible, secondary school teachers shall not be scheduled for more than three (3) consecutive periods.

7. After School Meetings

a. Building staff meetings may be called at the discretion of the building principal. These meetings are to be held during the regular teachers' day. There may be ten meetings per year which may extend beyond the regular teachers' day.

b. Attendance at meetings such as PTA activities shall be at the option of the individual teacher, but the Board and the Association encourage active participation in such meetings as part of the teachers' professional responsibility.

c. Notwithstanding the preceding paragraph b, attendance at back to school night shall be mandatory. Back to school night shall occur no more than once per school per year.

Individual teachers shall be permitted to request emergency relief from this requirement and such request shall not be unreasonably denied. Such requests shall be submitted by the teacher to her/his building principal. The teachers in a given school attending back to school night shall be permitted to leave at the student dismissal time on the day of back to school night in that school.

B. Where there are exceptional demands upon a particular teacher for time over and beyond the regular work day as hereinbefore set forth, the Superintendent or the Superintendent's designee may work out with the individual concerned an agreement for compensatory time off or adequate compensation. The individual involved may be represented by the Association in any discussions hereunder with the Superintendent or the Superintendent's designee.

C. No teacher shall be assigned to the supervision of any lunch time playground period.

D. Secretaries' Work Hours and Overtime

1. All full time secretarial and clerical personnel shall work eight hours per day, inclusive of a one hour lunch period. All approved work performed over 40 hours in a five day week shall be paid at the rate of time plus one-half.

2. All secretaries employed in a half-time position shall work four (4) hours per day with no lunch period provided by the District. The regular work week for such personnel shall be 20 hours.

3. Reasonable hours encompassing the work day will be established by the building principal for all building personnel and by the Superintendent of Schools for all other personnel.

4. Overtime is defined to mean any time spent at one's regular or assigned duties either before or after regular work hours or on days other than those in the regular work week or regular work year. Overtime work shall be voluntary and based upon mutual agreement of the employee and the immediate supervisor. Overtime work shall be rounded to the nearest one-half hour. The time plus one-half rate when applicable shall be computed by dividing the annual salary by the number of weeks in the work year, dividing the result by the number of hours in the work week, and multiplying the latter result by one and one-half. At the option of the secretary, overtime may be taken as compensatory leave at such times as shall be approved by the secretary's immediate supervisor.

5. Secretaries shall be entitled to one uninterrupted rest period of fifteen minutes during the morning and one uninterrupted rest period of fifteen minutes during the afternoon at such time as shall be mutually agreed upon and at the discretion of their immediate superior.

ARTICLE VIII
WORK YEAR AND VACATIONS

A. Teachers' Work Year and Vacations

1. The work year of teachers holding ten month employment contracts covered by the classroom salary schedule (other than new personnel who may be required to attend additional orientation sessions) shall begin not more than two days prior to the opening of school and terminate not more than two days after the last day of student attendance, but in no event total more than 185 scheduled work days.

2. Other teachers holding ten month employment contracts who receive extra compensation may be asked by the principal to work an additional number of days to assist in the opening and closing of schools.

3. The work year of teachers holding twelve month employment contracts shall commence on July 1 and terminate on the succeeding June 30. Said teachers shall be entitled to twenty-three (23) working days vacation which shall be taken between the Monday following the close of school and one week prior to Labor Day of the following contract year, unless written permission is received from the Superintendent to take vacation days during some other period. Said teachers shall observe the same calendar observed by teachers who work ten months; i.e., they shall be entitled to observe as holidays the days which are so designated by the provisions of the school calendar.

4. With respect to teachers holding twelve month employment contracts, vacation time as referred to above is earned during the fiscal year immediately preceding that in which it is taken. Any person who had been employed during the entire preceding fiscal year shall be entitled to vacation time set forth in Section A.3 of this Article. Any person who had been employed during only a portion of said preceding fiscal year shall be entitled to vacation time at the rate of one and one-half (1-1/2) days for each month of employment. Persons in the latter category whose employment begins after the first day of the calendar month or terminates prior to the last day of the calendar month shall be credited for a full month's employment for the purposes of computing vacation time, provided that they shall have been employed for fifteen working days during said month.

5. In the event that any teacher holding a twelve month employment contract is separated from service prior to June 30 of a given contract year by reason of his/her death or disability, that teacher shall be entitled to receive a cash payment for the monetary value of the current vacation standing to his/her credit at the rate of salary prevailing at the time of separation, but in this instance vacation credit shall be computed at the rate of 1.916 days for each month of employment. A person in this category shall be considered as having worked a full month for purposes of computing said vacation credit if s/he had been employed for fifteen working days during said calendar month.

B. Secretaries' Work Year and Vacations

1. The work year for ten (10) month secretaries, other than LRC Clerk-Typist, shall be September 1 through June 30, inclusive, notwithstanding the beginning and ending dates of the school calendar. The ten (10) month LRC Clerk-Typists shall be excused from reporting for work after the date on which schools close in June.

2. All secretaries who have been continuously employed as twelve month employees since July 1, 1977 or before, shall be entitled to twenty-three (23) working days of paid vacation leave. All other twelve month secretaries shall be entitled to paid vacation leave in accordance with the following schedule:

<u>Upon Completion Of</u>	<u>Vacation Leave</u>
1 year	5 working days
3 years	10 working days
5 years	15 working days
7 years	23 working days

For the purpose of calculating vacation entitlement for twelve month secretaries who have not been continuously employed as twelve month secretaries since July 1, 1977, only employment periods as a twelve month secretary shall be counted towards years of service completed. However, if such a secretary has more than one period of service as a twelve month secretary, all periods of service as a twelve month secretary may be added together to determine the number of years of twelve month service completed for purposes of the above vacation leave schedule.

3. Vacation leave for twelve month secretaries is calculated on the basis of a July 1 to June 30 work year and is earned in the year preceding that in which it is taken. Such vacation leave is to be taken between July 1 and August 15 unless

otherwise approved by the Superintendent. Vacation leave must be used or it will be deemed to have been waived; it cannot be accumulated from year to year.

4. Secretaries employed in twelve month contractual positions but who are employed subsequent to July 1 of any given school year shall receive paid vacation leave as of June 30 of such school year at the rate of one day for every 60 working days.

5. ~~Ten month secretaries shall be excused from reporting for work after the date on which schools close in June.~~

6. Secretaries shall not be required to report for work on days on which the schools are closed due to weather conditions. On days when schools are closed early due to inclement weather, secretaries may be released early as determined by their principal.

7. When a secretary moves from a position which was a ten (10) month position to a twelve (12) month position, all continuous employment in the ten (10) month position shall be counted, on a month-for-month basis, for advancement on the previous vacation schedule, Article VIII.B.2. Vacations shall not be earned and usable until the employee has actually thereafter served in the twelve (12) month position for one year.

ARTICLE IX
LEAVES OF ABSENCE

A. Holidays

All ten and twelve month secretaries shall be entitled to paid holidays coinciding with the days during the school year upon which the schools of the Willingboro Township School District are closed for the purpose of observing such holidays pursuant to the "school calendar" adopted by the administrative body of the said district. A secretary must actually work his/her regularly scheduled work day just preceding and just following a holiday, or be on paid leave of absence on such day or days, to receive pay for the holiday.

B. Sick Leave

All twelve month employees shall be entitled to fourteen days of paid sick leave in each work year and all ten month employees shall be entitled to twelve days of paid sick leave in each work year, except that employees whose total continuous employment by the Board is less than ten full months shall be entitled to paid sick leave at the rate of one point two (1.2) days of sick leave for each month of employment. In the event that an employee is absent due to a continuing, extended illness for a period of time exceeding their accumulated sick leave, the Board agrees to pay to said employee, during the period of said continuing absence, but limited to the number of days equivalent to their accumulated sick leave prior to the inception of the absence in question, a sum equivalent to the difference between

the employee's per diem rate and the per diem cost to the Board of the substitute for said employee. A continuing, extended illness as referred to above shall be defined as an illness which necessitates employee absence for a consecutive period of ten (10) or more working days.

C. Bereavement Leave

For death in the immediate family, teachers are entitled to five (5) days. Secretaries, upon application for permission, shall be entitled to five days off with full pay in the event of each death in the immediate family. The "immediate family" shall mean father, mother, wife, husband, children, step-children, grandparents, grandchildren, brother(s), sister(s), mother-in-law, father-in-law, or other relatives domiciled in the employee's household. All employees shall be entitled to one day off with full pay in the event of each death of uncles, aunts, brother-in-law, and sister-in-law.

D. Personal Business Days and Religious Days

1. Each employee shall be permitted to utilize a combined total of three (3) days for personal business or religious leave during their contract year.

2. Personal business and religious days will not be cumulative from year to year, but effective in the 1987-88 school year and succeeding years, unused personal days shall be converted to unused sick days at the end of each year.

3. The nature of the personal business need not be stated. Religious holidays to qualify for time off with pay

shall be only those listed by the Commissioner of Education and observed by the employee's professed religion.

4. A. Requests for religious days must be submitted by teachers to the building principal or the immediate supervisor seven calendar days in advance of the day on which leave is requested; requests for personal days must be submitted by teachers to the building principal or to their immediate superior, three working days in advance of the day on which leave is requested.

B. All secretaries, upon twenty-four (24) hours written notice to their immediate supervisor, shall be entitled to three (3) days of paid leave during the work year to conduct personal business. Any leave taken for the celebration of religious holidays shall be deducted from an employee's personal leave days or, if the employee has utilized all such personal leave days, shall be taken without pay.

5. Personal business days will not be granted on days immediately preceding or immediately following scheduled holidays. Personal business days also will not be granted at a time when the employee's absence may seriously hinder the overall operation of the school: e.g., opening day, closing day, examination day, evaluation day, or report card day.

6. Individual consideration will be given by the Superintendent to situations of an emergency nature.

E. Marriage

1. Teachers

Teachers shall be allowed a maximum of five (5) consecutive days for marriage and honeymoon which shall be

charged against the individual's personal business/religious leave to the extent available; and, otherwise to be taken without pay. This leave can begin on the day before or following a holiday as opposed to other uses of personal business leave.

2. Secretaries

Any non-tenured secretary may take up to five (5) consecutive working days for marriage and honeymoon, three (3) days of which are to be regarded as vacation days and so charged in the current or following year, and the remaining two days to be taken without pay. Tenured secretaries shall receive full pay for all five of such vacation days.

F. Unpaid Extended Leave of Absence

1. Leave of absence without pay up to one year shall be granted to a tenured employee for the purpose of caring for a sick member of the employee's family or, in the case of tenured secretaries, for medical reasons of the secretary. Additional leave beyond such year may be granted to the employee at the discretion of the Board.

2. All benefits to which an employee was entitled at the time of commencement of leave including unused sick leave and credits toward sabbatical eligibility (if any) shall be restored to him/her upon his/her return. Such returned employee shall be assigned to the same position as last held, if available; otherwise to a substantially equivalent position.

3. Application for leave may be made for other good cause provided that denials of such leave shall not be arbitrable and the Board shall be the final step in any grievance thereon.

4. All employees on leave of absence intending to return to active employment shall notify the Superintendent or the designated Administrator, in writing, of said intention at least three (3) months prior to date of return. Upon compliance with this notification period, all insurance coverage shall commence with the actual return to work.

G. Maternity Leave/Child Rearing Leave

1. Any employee seeking a leave of absence for reasons associated with pregnancy shall file a written request for such leave with the Superintendent at least thirty (30) days in advance of the date on which said leave is to commence, which request shall likewise specify therein the date on which said employee proposes to return. The Board shall honor the leave dates so requested if the same will not substantially interfere with the effective administration of the educational program to which the employee was assigned, and subject to the following conditions:

a. The Board may require as a condition of the employee's return to service production of a certificate from a physician certifying that the employee is medically able to resume her duties.

b. With respect to non-tenured employees, no such leave shall extend beyond the end of the current year in which said leave is to commence.

c. With respect to tenured employees, no such leave shall extend beyond a period of twenty-four (24) calendar months from the date on which said leave is to commence.

2. The Board reserves the right to remove any pregnant employee from any position or to insist that the employee accept a leave of absence therefrom if, after the pregnancy is confirmed, the employee's performance has substantially declined in comparison to her performance prior to the medical confirmation of pregnancy, or if the employee's physical condition or capacity is such that her health would be impaired if she were to continue working. Such physical capacity shall be deemed so impaired if any of the following occur:

a. The pregnant employee, after written request from the Superintendent, fails to produce a certification from her physician that she is medically able to continue to perform her duties; or

b. The pregnant employee's physician and a physician designated by the Board agree that the employee is not medically able to perform her duties; or

c. If, after a difference of medical opinion by the employee's physician and the Board's physician, a third physician designated by mutual agreement of the employee and the Board, or, if no such agreement can be reached, by the Burlington County Medical Society, certifies that, in said physician's opinion, the employee is not medically able to perform her duties. If it becomes necessary to seek the opinion of a third physician, the fee shall be shared equally by the Board and the employee involved.

3. In the event that an employee's pregnancy terminates prior to the expiration of the leave which has been granted, or

prior to the inception of the leave which may have been requested, said employee may apply for early reinstatement by filing a written request therefore with the Superintendent accompanied by a physician's certificate that the employee is medically able to resume or to continue her duties. The Board shall grant such a request if it has not contractually obligated itself to employ a replacement for the employee in question during the period for which leave had been originally requested or granted, and if such request can be fulfilled without substantially interfering with the effective administration of the educational program to which the employee in question was assigned and seeks to be reinstated.

4. After the grant of leave to any employee pursuant to the above provisions, the Board will give reasonable consideration to requests from the employee for either the extension or reduction of that period of leave so granted, provided that the employee requesting same makes written application for such adjustments to the Superintendent of Schools and submits with that application a certificate from a physician certifying that said reduction or extension of leave is not medically contra-indicated and that the employee is or will be able to resume all duties on the date on which resumption is requested.

H. Teachers' Professional Leave

1. Teachers shall be entitled to two paid days per school year of professional leave for the purpose of attending professional conferences, observation at other school districts, or similar professional activities, provided that a request for such leave is submitted in writing at least seven (7) days prior

to the date for which leave is being requested and provided that the same is approved by the Superintendent.

2. Teachers who are in attendance at a university when the Willingboro Schools open in September may be excused from the in-service pre-school workshop and first three days of school by the Superintendent of Schools without deduction in pay. However, should the teacher separate from the Willingboro Schools before June 30, a deduction of 1/200ths of the salary should be made from the last salary check for each day excused.

I. Retirement Pay Plan

Employees who retire from the District shall be entitled to a retirement pay plan to be calculated as follows:

1. Payment to employees shall be at the rate of 80% of the current daily rate for employees who retire on or before June 30, 1988, with payment at 50% of the then current daily rate for employees who retire between July 1, 1988 and June 30, 1989, and between July 1, 1989 and June 30, 1990 payment to teachers shall be at the rate of twenty (\$20.00) dollars per unused, in-district, accumulated sick leave day if retirement occurs during the last year of this Agreement, and payment to secretaries shall be at the rate of ten (\$10.00) dollars per unused, in-district, accumulated sick day up to a maximum of one hundred (100) such days if retirement occurs during the last year of this Agreement.

2. Such payment shall only be for sick leave days accumulated while the individual is in the active employ of the District.

3. If an employee has any time credited upon beginning employment in the District, the subsequent, annual sick leave shall be utilized prior to such credited or carry over time for sickness during the individual's employment.

4. Retirement is defined as the term is used by the employee's applicable public pension fund, and does not mean the mere termination of employment with the District. For teachers, one would have to have 25 years of credited service in the Teachers Pension and Annuity Fund (TPAF) or applicable pension fund or attained at least 60 years of age with at least ten years of credited service in the TPAF or applicable pension fund. For secretaries, they must qualify to and actually retire under Public Employees Retirement System (PERS).

5. Payment pursuant to this provision will be made no later than September 1 of the following school year. However, the Board will make every reasonable effort to make payment prior to September 1.

ARTICLE X
PROMOTIONS

A. Teachers' Promotions

1. Promotional positions for teachers are defined as follows: Positions paying a salary differential and/or positions on the administrator-supervisory level, including but not limited to positions such as assistant superintendent, administrative assistant, supervisor, principal, grade level chairperson, instructional specialist, coordinator and assignments to which an honorarium is attached.

2. All vacancies in teaching promotional positions caused by death, retirement, discharge, resignation, or by the creation of new promotional positions, which vacancy the Board decides to fill, shall be filled pursuant to the following procedure:

a. Such vacancies shall be adequately publicized, including a notice in every school (by posting, through the Superintendent's bulletin or otherwise) as far in advance of the date of filling such vacancy as possible (ordinarily, at least 30 days in advance, and in no event less than 7 days in advance). In addition, the Superintendent may concurrently publicize the position outside the school district. A copy of each notice so published shall be supplied to the Association by ordinary mail within the applicable time limit hereinabove prescribed.

b. Said notice of vacancy shall clearly set forth the qualifications for the position. Standards of qualifications

must be consistent with the position which may be changed from time to time, providing notice of change shall be given at least 65 days prior to the publication for said position.

c. Teachers who desire to apply for such vacancies shall file their applications in writing with the office of the Superintendent within the limit specified in the notice.

3. All appointments to the aforesaid vacancies and opening shall be made without regard to age, race, creed, color, religion, nationality, sex or marital status, unless otherwise required by an affirmative action law or regulation applicable to the district. Such vacancy shall be filled on the basis of fitness for the vacant position; provided, however, that when one or more applicants request the same position, other qualifications being equal, seniority in the district shall prevail.

4. Vacancies which arise during July and August shall be posted in the Board office.

5. Interim or emergency appointments to vacancies (not exceeding three months) may be made at the discretion of the Superintendent of Schools and/or the Board without having to comply with the procedures outlined in Section A.2 above. It is to be clearly understood that such appointments are temporary in nature and will be void upon selection of personnel in accordance with the policy established above. At no time may the experience gained from such an interim appointment be used as qualification for filling such position.

6. The incumbent in any position for which an honorarium is paid shall be considered as having reapplied for the

same position in the next succeeding school year without having submitted a new application form unless the incumbent notifies the Personnel Manager in writing of their desire not to be re-considered for said appointment on or before May 1.

7. The Board agrees that it will send each unsuccessful applicant for a teaching promotional position a written notice indicating that their application was rejected.

B. Secretarial Promotions

1. A secretarial promotional position shall be one which pays a higher rate and which encompasses a higher level of responsibility.

2. When a secretarial promotional position becomes vacant to which a promotion could be made, notice of said vacancy shall be given to the Association and shall be posted on the bulletin board of the central office and of each school. Said notice shall be posted at a reasonable time in advance of contemplated action so as to give prospective applicants a reasonable opportunity to apply. Said notice shall indicate the duties, qualifications and salary range for the position.

3. Secretaries desiring to apply for such positions shall submit applications in writing to the Personnel Manager within the time specified in the notice.

4. The Board agrees in considering such applications to give due consideration to the applicant's background and attainments along with other relevant factors.

5. Applicants not selected shall be given written notice thereof.

6. If a secretary is promoted and as a result moves from one classification to another, said secretary shall move laterally across the guide.

7. Any secretary promoted shall serve a ninety (90) day working day probationary period during which the Board may rescind the promotion.

ARTICLE XI
EVENING SCHOOL, SUMMER SCHOOL,
HOME TEACHING AND FEDERAL PROGRAMS

A. All openings for positions in the evening school, 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. Summer school and evening school openings shall be publicized not later than the preceding April 1 and June 15 respectively and teachers shall be notified of the action taken not later than May 1 and September 15 respectively. A copy of each notice so published shall be supplied to the Association no later than the pertinent date hereinbefore mentioned.

B. Applications for each such position shall be received from members of the unit. No application shall be considered from any other source unless and until the procedure herein prescribed has been exhausted and a vacancy remains unfilled. In the process of selection, consideration may be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, and attendance record. When two applicants are substantially equal on the qualities so considered, the governing factor shall be length of service rendered in the district.

C. The Board agrees to provide to the Association president or the president's designee, upon request therefor to the Person-

nel Manager, the basis upon which selections were made for any such positions and the criteria utilized in making the same.

D. Where the provisions of this article are in conflict with the affirmative action requirements of any law, those affirmative action requirements shall prevail.

ARTICLE XII
VOLUNTARY TRANSFERS

A. Teachers' Voluntary Transfers

1. A teacher may request a change in school, assignment or both when such request is made before June 1. A written request shall be sent to the Personnel Manager. When two equally qualified teachers request the same position, seniority in the district will prevail.

2. A list of the known vacancies that will exist in the following year will be posted by May 1 in all schools so that teachers may apply for open positions. This list will be kept up to date through semi-monthly revisions in which new openings, as occurring, will be published. During the summer, this list will be kept posted in the Board office. A copy of such will be sent to the Association president at his/her home or office address. During the summer, notification shall be to the home address as listed in the district directory, or as directed by that person.

B. Secretaries' Voluntary Transfers

1. In the event that a vacancy occurs in any secretarial position, the Personnel Manager shall, within a reasonable time thereafter, notify the Association thereof and post notice of the vacancy on the bulletin board in the central office and in each school.

2. Any secretary who desires to transfer to another building may file a written statement of request to do so with

the Personnel Manager, including the position and location to which transfer is desired.

3. In the review of requests for voluntary transfer, the Board shall consider the wishes of the individual employee but shall retain the right to dispose of any request in accordance with the best interest of the school system.

4. Employees in the bargaining unit applying for a job within their own classification shall not be required to take a test to determine their eligibility to fulfill the position.

ARTICLE XIII

INVOLUNTARY TRANSFERS

A. Teachers' Involuntary Transfers

1. The parties recognize the possibility that circumstances may render necessary an involuntary reassignment from one school to another. In the event that such reassignment becomes necessary, all reasonable efforts shall be made by the Board to obtain and assign a qualified volunteer to the position involved; provided, however, if no such volunteer is available an involuntary transfer may be made.

2. No involuntary transfer will be made without prior notification and without a prior consultation between the transferee and the Personnel Manager. The Association at the request of the transferee may have a representative in attendance at such conference.

3. Under no circumstances shall the process of transfer be utilized as a punitive measure against the transferee.

B. Secretaries' Involuntary Transfers

1. Notice of involuntary transfer or reassignment shall be given to a secretary as soon as practicable, and except in cases of emergency with not less than sixty (60) days notice.

2. When an involuntary transfer or reassignment is necessary, consideration shall be given, among other things, to a secretary's area of competence, length of service in a particular location, and all other relevant factors in determining which secretary is to be transferred.

3. An involuntary transfer or reassignment shall be made only after a meeting between the secretary and the Personnel Manager at which time the secretary shall be notified of the reason therefor. In the event that a secretary objects to the transfer or reassignment at this meeting, upon the request of the secretary, the Superintendent shall meet with the secretary. The secretary may, at their option, have an Association representative present at such meeting.

4. A secretary being involuntarily transferred or reassigned shall be so transferred or reassigned only to an equivalent position.

C. The Personnel Manager, as the Board's designee, shall meet with a representative of the Association to discuss non-binding transfer procedures. Such discussions shall be reported, in writing, to the Board but shall remain non-binding.

ARTICLE XIV
TEACHERS' SALARIES

A. The salaries of teachers holding ten month employment contracts shall be fixed and determined in accordance with the salary guides set forth in Schedule A(1) representing an average of 7.5% inclusive of the costs of increment for the 1987-88 school year, Schedule A(2) representing an average of 8% inclusive of the costs of increment for the 1988-89 school year, and Schedule A(3) representing an average of 8% inclusive of the costs of increment for the 1989-90 school year. Subject to the conditions set forth in subsections 1 through 4 of this Section, all such teachers shall be granted full credit for training and teaching experience and shall be placed on the appropriate position on said salary guide in accordance therewith.

1. Only graduate credits shall be counted.

2. Only graduate credits and valid degrees from properly accredited colleges and universities as determined by the primary accrediting agency shall be counted.

3. Only graduate credits and advanced degrees earned after the last movement from one column to the next shall be counted for movement to the next column.

4. The above provisions shall not be used to reduce any movement from column to column which has occurred prior to the 1984-85 school year.

All ten month guidance counselors shall receive, in addition to their normal salary as determined aforesaid, an additional annual payment of \$300.00.

B. Salaries of all teachers holding twelve month employment contracts shall be fixed and determined in accordance with the ratio guide set forth in Schedule B.

C. The salaries of all teachers employed in the vocational education program shall be fixed and determined in accordance with the B.A. scale of the salary guide set forth in Schedule A with placement at the appropriate step on that guide being determined in accordance with the following standards:

1. If the teacher has a B.A. degree and prior teaching experience, the teacher shall be given full credit for his/her prior teaching experience in determining placement on the salary guide.

2. If the teacher has a B.A. degree and prior teaching experience, practical experience in the area to which the teacher is assigned, his/her placement on the guide shall further be advanced in accordance with the following formula: The number of years of qualified, practical experience shall be determined, the number 6 shall be subtracted therefrom and the product of that calculation shall then be divided by 2 to determine the number of steps on the guide on which that employee should advance based on their qualified experience.

3. A teacher who does not have a bachelor's degree shall be placed on that step of the B.A. salary guide as determined by utilizing the following formula: Determine the number

of years of qualified, practical experience in the subject area to which the employee is assigned, deduct the number 6 therefrom and divide the product by 2 in order to determine the step on the B.A. salary guide on which the employee will be placed.

4. Any teacher who would qualify for placement on the salary guide at the degree level beyond B.A. without regard to qualified practical experience shall be so appropriately placed and thereafter given credit on that degree scale for any additional qualified practical experience placement on which the employee would otherwise be entitled in accordance with the formula set forth above.

D. A service increment of \$100.00 based on the teacher's continuous employment in the Willingboro Public School System shall become payable at the issuance of the teacher's fourth, seventh, tenth, thirteenth, and sixteenth consecutive contract or letter of intent.

E. Those teachers who serve as Grade Level Chairperson in the elementary schools shall receive an additional honorarium for said additional service of \$450.00.

F. Any teacher holding a ten month employment contract shall not be eligible to advance to the next succeeding step on the salary guide unless said teacher has completed five (5) months of active service in the school district during the school term in which s/he was hired. No teacher holding a twelve month contract shall be entitled to advance on the next step of the salary guide unless said teacher has completed six (6) months of active service in the district during the contract year in which

s/he was hired. The Board agrees to fully disclose the above to all teachers prior to the execution of initial employment contracts.

G. Each teacher whose salary is fixed by Schedule A hereof (teacher's salary guide) and who has reached and remained at the final step of his or her vertical column on the aforementioned salary guide for one full contract year prior to the contract year shall receive in the following contract year a career teacher adjustment of \$250 in addition to such other compensation as may be payable to said person under the terms of this Agreement. The parties have revised salary guides in each of the years of this Agreement so it is agreed that no new career teacher adjustment will be paid for those years.

H. Salary adjustment for advanced training will be made only upon receipt of the necessary credentials with respect thereto by the office of the personnel manager on or before the last working day of September for September 1 adjustments or on or before the last working day of January for January 1 adjustments. Salary adjustments for advanced training will not be made at any other times.

I. If a scheduled pay day falls on a holiday, weekend or during a period when school is not in session, teachers shall receive their paychecks on the last working day preceding said pay day.

J. The initial placement on the salary guide of any teacher hired after July 1, 1982 can be negotiated by the Board with the teacher. The Association shall receive written notice from the

Board of such initial placement if it is so negotiated. Initial placement shall govern advancement on the guide.

K. The Board recognizes that co-curricular activities, sponsors and directors of special school functions are vital to the efficient and complete operation of the total education effort of the school district. The responsibilities incumbent upon positions are, insofar as possible, conducted during time which is in addition to the regular school day; therefore, all such positions at all school levels should be compensable and that compensation should be apportioned on an equitable basis. The Board agrees to provide honorarium payments in the amount designated for those co-curricular positions which appear on Schedule C which is attached hereto and incorporated as a part hereof which will be increased by 7-1/2%, 8% and 8% in the three years of the Agreement.

L. Experience earned in another district while an employee is on RIF shall not cause salary guide advancement upon return to the District.

M. During the term of this Agreement, the Board shall empower an appropriate representative of the administration to meet with a WEA representative in order to decide, on a reasonable and equitable basis, the matter of equalizing H.E.R.O. (Home Economics Related Organizations) and F.B.L.A. (Future Business Leaders of America) with D.E.C.A., V.I.C.A. and H.O.S.A.

ARTICLE XV

SECRETARIES' SALARIES

A. The salary of each secretary for the 1987-88 school year shall be computed in accordance with Schedule D-1 representing an 8.5% increase inclusive of the costs of increment, those salaries for the 1988-89 school year shall be computed in accordance with Schedule D-2 representing an 8.5% increase inclusive of the costs of increment, and those salaries for the 1989-90 school year shall be computed in accordance with Schedule D-3 representing an 8.5% increase inclusive of the costs of increment. The salary of any ten month secretary not specifically designated as such on the schedules, shall be computed as five-sixths (5/6) of the sum payable under the schedules to a twelve month employee and the salary of any half-time employee at one-half of the appropriate sum.

B. The category of each secretary shall be determined by the Personnel Manager, under the direction of the Board of Education. Each new secretary shall have a beginning salary based upon the appropriate category and computed at Step 1, regardless of experience. Upon a showing of the skills, competence and performance required by the job, each secretary shall at the beginning of each succeeding school year advance to the next highest step, provided however, that any secretary holding a ten month employment contract shall not be eligible to advance to the next succeeding step on the salary guide unless said secretary has completed five months of active service in the school dis-

trict during the school year in which said secretary was hired, and provided further that no secretary holding a twelve month contract shall be entitled to advance to the next step of the salary guide unless said secretary has completed six months of active service in the district during the school year in which said secretary was hired.

C. If a secretary has been assigned to a position other than the secretary's contract classification for which there is a higher rate of compensation, said secretary shall be compensated at the higher rate for such time as said secretary continues to work in the higher classification after the assignment exceeds 23 consecutive working days or 30 non-consecutive working days the contracted work year, whichever occurs first. Time spent working in a higher classification, whether or not such is compensable at the rate applicable thereto, shall not create any entitlement to permanent reclassification or reassignment to the higher classification.

D. In addition to the above described salary, each contractual secretarial employee in continuous employment of the Willingboro Board of Education shall receive a longevity increment in annual salary, in the sum of \$100.00, at the beginning of the fourth, seventh, tenth, thirteenth, and sixteenth school years next succeeding the initial date of continuous employment. Service prior to July 1, 1958 shall not be included in determining length of continuous employment.

E. Salaries hereunder shall be paid on the fifteenth and thirtieth day of the month; in the event that said date may fall

on a weekend or holiday, salary payments will be made on the preceding work day.

F. Any secretary who reached and remained at the final step of the vertical column on the salary guide for one year, and who would not, therefore, receive a scheduled increment, shall receive in each contract year thereafter a career service increment of \$150. The parties have added a revised salary step in each of the years of this Agreement so no new career service increments will be paid for those years.

G. The Board of Education will provide a four hundred (\$400.00) dollar per year stipend for each of the three (3) years of this contract to the secretary each year who is assigned for the year of payment to the alternate school.

H. Experience earned in another district while an employee is on RIF shall not cause salary guide advancement upon return to the District.

ARTICLE XVI

HEALTH INSURANCE PLAN

A. For the term of this Agreement, the Board shall pay the full cost of a health insurance program for the employees in the unit, which program shall include Blue Cross, Plan 365, Blue Shield Prevailing Fee Plan, and Rider J. For employees, the aforesaid insurance program shall include the employee and the employee's immediate family. The major medical coverage shall contain those features set forth on the plan summary attached hereto as Schedule E.

1. Rider J shall be extended to provide diagnostic and pathology laboratory work to a combined total of four hundred (\$400.00) dollars per year.

B. The Board agrees that with respect to each employee who remains in the employ of the Board for the full school year, it will make the necessary arrangements with respect to the payment of insurance premiums to provide continuing health insurance coverage for the full twelve month period commencing September 1 and ending August 31 so as to assure uninterrupted participation and coverage for unit members electing to participate in the plan.

C. No employee who is employed for seventeen (17) hours or less per week shall receive any fringe benefits other than the prescription plan under this contract or Board policy.

D. Prescription Plan. For the duration of this Agreement, employees shall be provided a prescription plan as set forth on

the plan summary attached hereto as Schedule F. The co-payment provision shall be one dollar (\$1.00) per prescription.

E. The Board shall provide a maximum of one hundred and twenty-five (\$125) dollars per unit employee receiving employee only dental insurance coverage and a maximum of two hundred thirty-five (\$235) dollars per unit employee receiving family dental insurance. The Association shall provide input as to the type and extent of the coverage to be purchased. However, the Board shall make the final decision.

Under no circumstances shall the cost to the Board exceed the maximum amount of one hundred twenty-five (\$125) dollars for each unit member receiving employee only coverage or two hundred thirty-five (\$235) dollars for each unit member entitled to and receiving family coverage. The parties direct any arbitrator or anyone else reviewing this contract to apply and abide by the maximums of \$125.00 per unit employee per year receiving employee only coverage and \$235.00 per unit employee per year entitled to and receiving family coverage.

F. For those employees whose spouses are employed in the district, the Board shall provide a maximum of one family insurance coverage and, for teachers only, one dental coverage of either type per family and, provided that should the marital status change, or should the covered employee leave the district's employ, the non-covered employee shall become eligible immediately for the appropriate coverage with no delay or waiting period.

G. Secretaries who qualify to and actually retire, as that term is used by the Public Employee Retirement System (PERS), shall be eligible to apply for medical insurance, prescription and dental coverage up to the age 65. The premium for such coverage shall be paid by the Board. The coverage provided is adjustable to keep the premium level within any statutory or regulatory limitations. If, during the term of this Agreement, legislation is enacted into law which would provide health insurance for retirees under PERS, then in that event, the Board would no longer be obligated to provide this benefit at Board expense, and all health payments scheduled to be made would cease.

H. The Blue Cross, Blue Shield and Rider J portions of the health insurance program shall be placed with the Hospital Service Plan of New Jersey, and the major medical coverage shall be placed with the carrier selected by the Board.

I. Unit members who retire, as that term is used by the Teachers Pension and Annuity Fund, or who are on an extended long-term unpaid leave of absence shall be eligible to apply for medical insurance coverage at a group rate. The premium for such coverage shall be paid solely by the unit member receiving that coverage with no costs, of any kind whatsoever, to the Board. The coverage provided is adjustable to keep the premium level within any statutory or regulatory limitations. The parties agree and direct any person interpreting this contractual provision or deciding the rights created hereunder to treat any challenge to this provision which attempts to or could result in

imposing any costs whatsoever upon the Board as a result hereof as a waiver of this contractual provision. The intent is that no costs whatsoever be imposed upon the Board.

ARTICLE XVII

TEACHERS' PERSONNEL FILES

A. Official teacher files shall be maintained in accordance with the following procedures:

1. Administrators will be encouraged to place in the file information of a positive nature indicating special competencies, achievements, performance or contributions of an academic, professional or civic nature. All material received from and signed by responsible sources concerning a teacher's conduct, service, or character may be placed in the file.

2. The teacher shall be given the opportunity to review the contents of this file once during the year by request in writing. At all other times reasonable requests for review shall be honored.

3. The teacher has the right to reply to any document retained in the file with a formal letter addressed to the Superintendent of Schools. This letter will be placed in the file and attached to the document to which it pertains.

4. The teacher shall be permitted to obtain a copy of any item contained in their file, but solely for their own information and for use in the grievance procedure. No duplicate so made shall be used otherwise than in the presentation of a grievance or for the private purposes of the teacher involved.

5. Whenever any material adverse to the teacher is placed in his/her file, s/he shall be apprised promptly of the

addition and shall be permitted promptly to inspect the item or items so added.

6. No complaint made by an individual shall be retained in the file or otherwise used against the teacher charged unless on reasonable notice to the teacher and to the Association, opportunity is given to the teacher and to his or her representative to meet the accuser in the presence of the principal. As in the past, in the event that any such complaint is made by an individual, regardless of the disposition thereof, no action of a retaliatory nature shall be taken by any teacher or other unit member against the student involved.

7. Any item placed in the file beginning with the implementation of this contract will bear the date of its receipt at the office of the Director of Personnel.

ARTICLE XVIII
EVALUATION OF TEACHERS

A. The teacher being evaluated must be a partner in the process with full knowledge of:

1. The procedure;
2. The evaluator's qualifications;
3. The findings;
4. The identify of all persons that were consulted by the evaluator in preparing his/her findings.

B. The teacher evaluated shall be given a copy of their ratings or of any other written evaluations of their work. Before the material is submitted to the Central Administration or placed in their personnel file, the teacher shall have the right to discuss the ratings and evaluation and to append responsive comments.

C. Every evaluation shall be signed by both the evaluator and the teacher evaluated. The teacher's signature, however, shall not be interpreted as an assent to the contents signed. In no event shall any one be asked to sign an incomplete evaluation. No public disclosure of the contents of the evaluation or of the responsive comments, if any, shall be made without the mutual consent of the teacher involved, the Association and the Board.

D. Procedure

Evaluative reports will be presented to the teacher by the principal periodically in accordance with the following procedures:

1. Such reports will be issued in the name of the building principal based upon a compilation of reports, of observations, and of discussions with any or all supervisory personnel who come into contact with the teacher in their supervisory capacity.

2. Such reports will be addressed to the teacher, with carbon copies being forwarded to the Superintendent of Schools and kept by the building principal.

3. Such reports will be written in narrative form and will include:

a. Strengths of the teacher as evidenced during the period since the previous report.

b. Weakness of the teacher as evidenced during the period since the previous report.

c. Specific suggestions as to measures which the teacher might take to improve their performance, particularly in each of the areas wherein weaknesses have been indicated.

4. Such supervisory evaluations are to be provided for non-tenured teachers three (3) times each year; the first not later than November 15, the second not later than February 1, and the third not later than April 1. With respect to tenured teachers, such supervisory evaluation shall be provided once each year no later than March 1, except that a tenured teacher shall be so evaluated a second time if said tenured teacher files a written request for the same with his/her building principal on or before March 15. The second evaluation, if requested, shall be completed on or before April 30.

5. On or before April 30 of each year, the Board shall give to each non-tenured teacher continuously employed since the preceding September 30 either:

a. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary and benefits as may be required by law or agreement between the Board and the Association, or

b. A written notice that such employment shall not be offered.

Should the Board fail to give a non-tenured teacher either an offer of contract for employment for the next succeeding year or a notice that such employment shall not be offered within the time and in the manner specified by this Agreement, the Board shall be deemed to have offered to that teacher continued employment for the next succeeding school year.

E. Evaluations shall be conducted exclusively by persons whose respective certificates authorize supervision of instruction and shall, in each case, be confined within the scope of the evaluator's job description.

ARTICLE XIX

TEACHERS' SABBATICAL LEAVE

A. The Board agrees that during the 1987-88, 1988-89 and 1989-90 school years it will grant a sabbatical leave for the purpose of graduate study to a maximum of four (4) teachers from among the qualified applicants subject to the terms and conditions hereinafter set forth in this Article.

B. Applications for sabbatical leave shall be submitted to the office of the Superintendent in writing and in such form as may be prescribed by the Superintendent on or before November 30, 1987 for 1988-89 leaves, November 30, 1988 for 1989-90 leaves, and November 30, 1989 for the 1990-91 leaves. The Superintendent shall thereafter make a recommendation to the Board with respect to sabbatical leaves on or before January 30, 1988, January 30, 1989 and January 30, 1990, respectively.

C. No application for sabbatical leave shall be considered unless the applicant has, on or before June 30, 1987, June 30, 1988, and June 30, 1989, respectively, completed at least seven (7) consecutive years of service in the school district as a teaching staff member. In computing this service qualification, absence on a Board approved leave of absence shall not be considered to have interrupted one's prior record of consecutive service, but the period of such absence shall not be regarded as a year of service for the purpose of computing the number of years so required.

D. Persons approved by the Board for sabbatical leave pursuant to the terms of this Article shall be paid during the period of such leave at a sum equivalent to 75% of the salary which said persons would have received had they remained on active duty in the district.

E. A condition precedent to the implementation of any sabbatical leave granted under the terms of this Article shall be the execution by the party requesting such leave of a written contractual commitment to the Board to remain in the service of the Board for at least two (2) contract years subsequent to the year in which sabbatical leave is taken.

F. Upon returning from sabbatical leave, the person in question shall be placed on the applicable salary schedule at the level which they would have achieved had they remained actively employed in the district during the year of their absence on sabbatical leave; however, said person shall not receive credit toward the service increment referred to in Section D of Article XIV hereof for the period of time spent on sabbatical leave.

G. The determination of which applicants are qualified for sabbatical leave shall be within the sole discretion of the Board after receiving the advice of the Superintendent. Among the relevant factors to be considered in such a determination shall be the nature of the proposed leave, the area of the applicant's specialization, the needs of the school district, and the length of the applicant's service in this district.

H. Each applicant whose request for sabbatical leave is approved by the Board shall submit to the Superintendent on or

before September 1, 1988, September 1, 1989 and September 1, 1990, respectively, satisfactory evidence of their acceptance and enrollment in the course or program of studies listed on his application for sabbatical leave and shall further submit on or before September 1, 1989, September 1, 1990 and September 1, 1991, respectively, satisfactory evidence of the successful completion thereof.

I. The Board agrees to provide to the Association president upon request therefor to the Personnel Manager, the basis upon which selections were made for any such positions and the criteria utilized in making the same.

J. The parties agree that any and all grievances, disputes, appeals and questions involving the granting or denial of sabbatical leave, or sabbatical leave in any manner whatsoever, shall be appealable to the Board of Education and no further, notwithstanding any other provision of the collectively negotiated contract or of any law or rule or regulation.

ARTICLE XX

TEACHERS' PROFESSIONAL DEVELOPMENT

The Board agrees to pay full cost of tuition and other reasonable expenses incurred in connection with any course, work shops, seminars, conferences, in-service training sessions, or any other such session in which a teacher is required by the administration to take.

ARTICLE XXI

INSTRUCTIONAL COUNCIL AND BOARD-STAFF COMMITTEE

A. The Association and the Board have a mutual responsibility to promote better instruction. The Board welcomes Association participation in all aspects in strengthening the educational program to best meet the needs of the students, the schools and the community. Toward that end, the parties agree to establish and maintain an Instructional Council, to consist of three representatives from the administration and three from the Association, to serve as a medium for periodic cooperative exchange of views on educational matters, to study matters of concern to the staff and to the Board, and to prepare recommendations to both parties. The subjects to be referred to the Instructional Council for review and analysis shall be determined by the members thereof.

B. To promote mutual respect and cooperation rooted in mutual respect the Board and the Association have established a Board-Staff Committee, which will be composed of members as designated respectively by each. The two groups will meet for the purpose of exchanging views and for the purpose of maintaining contact designed to promote good understanding between the contractees and to prevent misunderstanding of which both parties have experienced enough and which all involved wish, as far as is possible, to obviate. The involvement of this committee shall be restricted and limited solely to non-negotiable matters. The Board-Staff Committee will include the concept of an Information

Exchange Committee providing a forum for the Board and the Association to exchange information and discussions on non-negotiable topics including, but not limited to, morale, absenteeism and curriculum issues. The committee shall be restricted and limited solely to non-negotiable matters. This committee shall meet a minimum of four times a year. Negotiable matters shall be discussed solely by the parties' negotiation committees.

C. Joint meetings of the Instructional Council and the Board-Staff Committee shall be held at least once every two months.

D. The Board-Staff Committee or the Instructional Council, as appropriate, will include discussions on curriculum determination; selection of instructional materials, supplies and equipment and design of in-service programs. In addition, changes in teaching stations by high school teachers and scheduling of special education students shall be discussed.

ARTICLE XXII

SENIORITY AND REDUCTION IN FORCE

A. Teachers' Reduction In Force

1. In the event that a reduction in force affecting tenured teachers occurs, the procedure for the implementation thereof shall be in conformance with the then prevailing law.

2. In the event that any such reduction affects non-tenured teachers, the Board agrees that in determining the non-tenured teachers to be terminated it will consider the following factors:

- a. quality of teaching performance;
- b. prior teaching experience;
- c. certification;
- d. graduate degrees; and
- e. length of service in the district.

The final determination shall, however, be within the sole discretion of the Board and shall not be subject to review through the grievance procedure of this contract.

3. The Board agrees to regard non-tenured teachers who are so terminated as candidates for any vacancies which occur during the twelve months following the date of their termination, provided that they possess proper certification for the same according to the records on file with the Personnel Manager.

B. Secretaries' Seniority and Reduction in Force

1. A secretary's seniority shall be based upon the secretary's service in the district as calculated for tenure

purposes. The Board shall maintain a seniority list of secretaries, copies of which shall be made available to the Association. Such list shall be updated quarterly.

2. In the event that a reduction in force should occur that involves tenured secretaries, the reduction for tenured secretaries shall be based upon seniority, provided that said tenured secretaries may be permitted to bump into a lower classification, if they possess the requisite qualifications and ability to perform the functions of the job to which they desire to bump into and further that no one shall be permitted to bump into a higher classification.

3. In the event that the Board determines to recall any tenured secretaries who have been reduced in force, said recall shall be on the basis of the tenured secretary with the greatest seniority who has held a job within the classification in which the opening exists, or who held a higher classification immediately prior to being reduced in force and has the requisite qualifications and ability to perform the job.

4. Commencing with the 1984-85 contract year, the parties have created a new classification of secretarial position for the two unit positions in the print shop/reproduction room and for the one unit position in the Community Information Office. That new classification shall henceforth be known as Graphic Arts Personnel. The parties to this contract consider that these three unit positions based upon their job functions and skills required to be separate and distinct from other unit

positions for the purpose of preventing bumping against these three positions and other unit positions.

ARTICLE XXIII
REPRESENTATION FEE

A. Purpose of Fee

Any employee included in Article I who does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement will be required to pay a representation fee to the Association for that membership year. The purpose of this fee is to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues charged by the Association on its own members for that membership year.

C. Deduction and Transmission of Fee

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the current membership year. The Board will deduct from the salaries of such employees, in accordance with subsection 3 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

1. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

a. 10 days after receipt of the aforesaid list by the Board; or

b. 30 days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

2. Termination of Employment

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck to be paid to said employee during the membership year in question.

3. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possi-

ble, be the same as those used for the deduction and transmission of regular membership dues to the Association.

4. Changes

The Association will notify the Board in writing of any changes in the list provided for in subsection 1 above and/or the amount of the representation fee and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.

5. Once per month, the Board will submit a list of new employees, hired by the Board in positions represented by the Association, during the month preceding the month in which the report is made. The list will include name, job title and date of employment for all such employees.

D. Indemnification, Hold Harmless and Guarantee Clause

1. The Willingboro Education Association and its affiliates shall indemnify and hold the Board harmless against and from any and all claims, demands, suits, and any other forms of liability or costs, whatsoever, including but not limited to liability for reasonable counsel fees and other legal costs, paid to counsel of the Board's choice, that may arise out of, or by reason of any action taken or not taken by the Board in conformance with or in attempted conformance with the agency shop or representation fee provision. Furthermore, and in addition hereto, the Willingboro Education Association, and its affiliates, guarantees that it will be responsible for and reimburse to the Board any costs or expenses including but not limited to the above enumerated types of costs arising from or by reason of any

action taken or not taken by the Board in conformance with or in attempted conformance with the agency shop or representation fee provisions.

2. The Willingboro Education Association and its affiliates shall be solely responsible for any costs, liabilities, refunds or charges of any type of expense whatsoever arising from the use of the demand and return system or other appeal or challenge to the representation fee. In the event of such a situation, the Willingboro Education Association and its affiliates shall indemnify and hold the Board harmless from any such costs, liabilities, refunds or charges, including but not limited to reasonable counsel fees and other legal costs paid to counsel of the Board's choice that may arise out of or by reason of any such appeal or challenge.

E. In the implementation and operation of this agency fee provision the Association guarantees that it will comply with all constitutional, statutory and regulatory provisions and requirements.

ARTICLE XXIV

TERMINATING EMPLOYMENT OF NON-TENURED SECRETARY

The contract of a non-tenured secretary may be terminated by either the Board or by the secretary upon prior written notification of at least two weeks. Such termination carried out by the Board need not be for cause nor is it required that a statement of reasons be given or hearing afforded. However, the parties acknowledge that they are in agreement that it is to their mutual benefit that terminated secretaries shall be made aware of the reasons for termination and be given an opportunity to be heard. To that end, the Board shall attempt (at its discretion) to furnish a statement of reasons for termination and grant an opportunity to be heard to a terminated secretary who has not achieved tenure. Nothing contained herein shall be construed as an attempt to alter in any way nor to add to the requirements of law concerning the termination of the employment of tenured employees.

ARTICLE XXV

MISCELLANEOUS PROVISIONS

A. In the event that an unusual or extraordinary disorder or disruption occurs within the school district which is of such proportion as to warrant, in the opinion of the Superintendent, that consideration be given to the closing of a given school or school building, or the closing of all facilities in the district, the Superintendent shall so notify the Association president and consult with said person before making a final determination in that regard.

B. For the purpose of this Article, determinations relating to the opening or closing of school district facilities or early dismissal of students or employees due to weather conditions shall not be regarded an unusual or extraordinary disorder or disruption.

C. The Board shall reimburse teachers for the reasonable cost of any clothing or other personal property damaged or destroyed as a result of an assault suffered by a teacher while the teacher was acting in the discharge of their duties within the scope of their employment.

ARTICLE XXVI

ADMINISTRATION OF CONTRACT

A. 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.

B. Any individual employment contract issued to a member of the bargaining unit shall be subject to the provisions hereof as to salary and the terms and conditions of employment.

C. 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 employees or in the application or administration of this Agreement on the basis of race, creed, color, or religion, national origin, sex, domicile, or marital status.

D. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing 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 so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or

applied so as to eliminate, reduce or otherwise detract from any employee benefit existing prior to its effective date.

E. 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 mail letter at the following addresses:

1. If by the Association to the Board at Willingboro Township Board of Education, Board Secretary, Levitt Building, Salem Road, Willingboro, New Jersey 08046.

2. If by the Board, to Association at President, Willingboro Education Association, home address (to be advised), Willingboro, New Jersey 08046.

3. During the summer months, notification to the Association President will be sent to his/her home address as listed in the District directory or as directed by that person.

ARTICLE XXVII
SCHOOL CALENDAR

The Association and the administration shall jointly endeavor to develop a calendar for the school years 1987-88, 1988-89 and 1989-90 covered by this Agreement to be recommended to the Board for its approval. In the event that the Association and the administration cannot agree upon a calendar, each shall submit its respective proposals to the Board.

ARTICLE XXVIII

CLASS SIZE

The class size should be reduced to the optimum educational size as soon as the number of classrooms and pupils in the total district permit. The direction of the education program in Willingboro should be set by a goal of twenty-five (25) pupils per average class.

ARTICLE XXIX

TERM AND DURATION

The terms and provisions of this Agreement shall become effective as of July 1, 1987, unless otherwise provided in any specific Article hereof. The terms and provisions hereof shall expire on June 30, 1990, unless otherwise provided in any specific Article hereof.

IN WITNESS WHEREOF, the parties hereto have caused the hands
of their respective organizations to be affixed this day of
 , 1988.

ATTEST:

BOARD OF EDUCATION OF THE
TOWNSHIP OF WILLINGBORO

Lee Muller, Secretary

By _____
Elmer Corda, President

ATTEST:

WILLINGBORO EDUCATION ASSOCIATION

 , Secretary

By _____
 , President

SCHEDULE A

MEA SALARY GUIDE A2 1988-1989

MEA SALARY GUIDE A1 1987-1988

STEP	NONDEGREE	BA	BA-30	MA	MA-30	DR	STEP	NONDEGREE	BA	BA-30	MA	MA-30	DR
1	19418	19718	20118	20868	21813	22668	1	20229	20625	21599	22829	23737	24778
2	19886	20894	21367	22212	23265	24217	2	20723	21357	22376	23549	24692	25668
3	20365	21612	22110	22960	24068	25053	3	21228	23026	23825	25101	25655	26591
4	20856	22365	22879	23776	24900	25919	4	21746	23613	24626	25930	26522	27547
5	21358	23145	23675	24600	25761	26816	5	22276	24226	25158	26790	27421	28537
6	21873	23954	24499	25453	26653	27744	6	22818	24868	26318	27680	28350	29562
7	22400	24790	25333	26336	27576	28705	7	23374	25442	27107	29601	29314	30824
8	22942	25637	26237	27251	28532	29701	8	23944	27245	28029	29554	30311	31723
9	23492	26555	27153	28198	29523	30732	9	24527	28181	28985	30543	31343	32861
10	24058	27484	28100	29179	30548	31800	10	25123	29151	29974	31565	32413	34039
11	24633	28446	29082	30194	31611	32905	11	25734	30156	30997	32425	33520	35260
12	25230	29442	30098	31246	32709	34050	12	26360	31193	32057	33721	34668	36524
13	25837	30474	31191	32335	33848	35238	13	26990	32269	33154	34857	35654	37832
14	27071	31542	32241	33463	35027	36463	14	27654	33483	34292	36033	36984	39187
15		33190	33637	34630	36247	37734	15		35204	35783	37252	38353	40590
16			35099	35839	37512	39050	16			37241	38512	39675	42044
17				37029	38821	40413	17				39366	41042	43548
18					39817	41824	18					42482	45106
19						43383	19						46056

MEA SALARY GUIDE A3 1989-1990

STEP	NONDEGREE	BA	BA-30	MA	MA-30	DR
1	20915	22414	23410	24805	25392	26062
2	21426	23478	24564	25047	26707	26777
3	21943	24379	25235	26341	27409	27509
4	22465	25275	26267	27775	28503	28257
5	23025	26125	27132	28670	29440	29290
6	23597	27003	27707	29659	30411	30359
7	24182	27912	28559	30560	31414	31473
8	24783	28856	29812	31559	32455	32613
9	25398	29832	30807	32584	33432	33800
10	26028	30842	31840	33652	34646	35029
11	26672	31890	32908	34756	35902	36301
12	27332	32973	34013	35885	36998	37620
13	28008	34095	35158	37085	38237	38985
14	31231	35257	36342	39312	39518	40398
15		37827	38513	39582	40739	41861
16			39838	41096	42223	43376
17				42235	43645	44946
18				43383	45285	46531
19						49409

SCHEDULE B

RATIO GUIDE - TWELVE MONTH EMPLOYEES

Compensation for twelve month employees shall be determined in accordance with the following ratio guide:

High School Guidance Director	1.3
Junior High School Guidance Director	1.28
Psychologist	1.3
Counselors, Social Workers, and Learning Disability Teacher-Consultants	1.2
T.V. Specialist	1.2
T.V. Program Director	1.225

WILLINGBORO PUBLIC SCHOOLS
WILLINGBORO, NEW JERSEY

ELEMENTARY SCHOOL HONORARIA

Year _____

SERVICE: INSTRUCTIONAL

PROGRAM: CO-CURRICULAR

SCHOOL _____	PHONE _____	DATE: _____				ASN
POSITION	HONO-RARIUM	DATE	7.5 1987-88	8.0 1988-89	8.0 1989-90	
ELEMENTARY DISTRICT CHORUS	\$ 495.	6/1	\$ 532.	\$ 575.	\$ 621.	
ELEM. ASST. DISTRICT CHORUS	\$ 399.	6/1	\$ 429.	\$ 463.	\$ 500.	
ASST. DIST. CHORUS DIRECTOR	\$ 318.	6/1	\$ 342.	\$ 369.	\$ 399.	
ELEMENTARY DISTRICT BAND	\$ 495.	6/1	\$ 532.	\$ 575.	\$ 621.	
ELEM. ASST. DISTRICT BAND	\$ 399.	6/1	\$ 429.	\$ 463.	\$ 500.	
ELEM. DISTRICT ORCHESTRA	\$ 495.	6/1	\$ 532.	\$ 575.	\$ 621.	
ELEM. ASST. DIST. ORCHESTRA	\$ 399.	6/1	\$ 429.	\$ 463.	\$ 500.	
SAFETY PATROL	\$ 831.	6/1	\$ 893.	\$ 965.	\$ 1042.	
THEATRE ARTS	\$ 495.	6/1	\$ 532.	\$ 575.	\$ 621.	
HEAD NURSE	\$1955.	6/1	\$ 2102.	\$ 2270.	\$ 2451.	

RECOMMENDED FOR POSITION _____

RECOMMENDED FOR PAYMENT _____

CHANGE OF PERSONNEL _____

ADDED PERSONNEL _____

DATE _____

PRINCIPAL APPROVED _____

SENIOR HIGH HONORARIUMS - YEAR _____

SERVICE: INSTRUCTIONAL

PROGRAM: CO-CURRICULAR

SUB-PROGRAM: ATHLETICS

SCHOOL _____

ASN _____

DATE _____

POSITION	HONORARIUM AMOUNT 1986-87	DATE	7.5	8.0	8.0	DISTRICT	
			1987-88	1988-89	1989-90	In	Out
FOOTBALL	\$2,771.	12/1	\$2979.	\$3217.	\$3474.		
ASST. FOOTBALL	1,979.	12/1	2127.	2297.	2481.		
ASST. FOOTBALL	1,979.	12/1	2127.	2297.	2481.		
ASST. FOOTBALL (J.V.)	1,979.	12/1	2127.	2297.	2481.		
ASST. FOOTBALL (J.V.)	1,979.	12/1	2127.	2297.	2481.		
FRESHMAN FOOTBALL	1,979.	12/1	2127.	2297.	2481.		
ASST. FRESHMAN FOOTBALL	1,584.	12/1	1703.	1839.	1986.		
SOCCER (MALE)	2,177.	12/1	2340.	2527.	2729.		
ASST. SOCCER (MALE)	1,584.	12/1	1703.	1839.	1986.		
ASST. SOCCER (MALE)	1,584.	12/1	1703.	1839.	1986.		
SOCCER (FEMALE)	2,177.	12/1	2340.	2527.	2729.		
ASST. SOCCER (FEMALE)	1,584.	12/1	1703.	1839.	1986.		
ASST. SOCCER (FEMALE)	1,584.	12/1	1703.	1839.	1986.		
FRESHMAN SOCCER	1,584.	12/1	1703.	1839.	1986.		
ASST. FRESHMAN SOCCER	1,226.	12/1	1318.	1423.	1537.		
CROSS COUNTRY	1,773.	12/1	1906.	2058.	2223.		
ASST. CROSS COUNTRY (FEMALE)	1,330.	12/1	1430.	1544.	1668.		
HOCKEY	2,177.	12/1	2340.	2527.	2729.		
ASST. HOCKEY	1,584.	12/1	1703.	1839.	1986.		
ASST. HOCKEY	1,584.	12/1	1703.	1839.	1986.		
FRESHMAN HOCKEY	1,584.	12/1	1703.	1839.	1986.		
ASST. FRESHMAN HOCKEY	1,226.	12/1	1318.	1423.	1537.		

POSITION	1986-87	DATE	7.5	8.0	8.0	DISTRICT	
	HONORARIUM AMOUNT		1987-88	1988-89	1989-90	In	O
TENNIS (FEMALE)	\$1,385.	12/1	\$1489.	\$1608.	\$1737.		
BASKETBALL (MALE)	2,573.	4/1	2766.	2987.	3226.		
ASST. BASKETBALL (MALE)	2,177.	4/1	2340.	2527.	2729.		
BASKETBALL (FEMALE)	2,573.	4/1	2766.	2987.	3226.		
ASST. BASKETBALL (FEMALE)	2,177.	4/1	2340.	2527.	2729.		
FRESHMAN BASKETBALL (MALE)	2,177.	4/1	2340.	2527.	2729.		
FRESH. BASKETBALL (FEMALE)	2,177.	4/1	2340.	2527.	2729.		
WRESTLING	2,573.	4/1	2766.	2987.	3226.		
ASST. WRESTLING	2,177.	4/1	2340.	2527.	2729.		
FRESHMAN WRESTLING	2,177.	4/1	2340.	2527.	2729.		
CHEERLEADER (V)	1,168.	4/1	1256.	1356.	1464.		
ASST. CHEERLEADER (V)	691.	4/1	743.	802.	866.		
ASST. CHEERLEADER (J.V.)	691.	4/1	743.	802.	866.		
ASST. CHEERLEADER (J.V.)	691.	4/1	743.	802.	866.		
FRESHMAN CHEERLEADER	691.	4/1	743	802	866		
WINTER TRACK	2,061.	4/1	2216.	2393.	2584.		
ASST. WINTER TRACK (MALE)	1,773.	4/1	1906.	2058.	2223.		
ASST. WINTER TRACK (FEMALE)	1,773.	4/1	1906.	2058.	2223.		
SWIMMING (MALE)	2,158.	4/1	2320.	2506.	2706.		
SWIMMING (FEMALE)	2,158.	4/1	2320.	2506.	2706.		
GOLF	1,385.	6/1	1489.	1608.	1737.		
TENNIS (MALE)	1,385.	6/1	1489.	1608.	1737.		
SOFTBALL	2,177.	6/1	2340.	2527.	2729.		
ASST. SOFTBALL	1,773.	6/1	1906.	2058.	2223.		
ASST. SOFTBALL	1,773.	6/1	1906.	2958.	2223.		
FRESHMAN SOFTBALL	1,773.	6/1	1906.	2058.	2223.		
ASST. FRESH. SOFTBALL	1,330.	6/1	1430.	1544.	1668.		

POSITION	1986-87 HONORARIUM AMOUNT	DATE	7.5	8.0	8.0	DISTRICT In Out
			1987-88	1988-89	1989-90	
BASEBALL	\$2,177.	6/1	\$2340.	\$2527.	\$2729.	
ASST. BASEBALL	1,773.	6/1	1906.	2058.	2223.	
ASST. BASEBALL	1,773.	6/1	1906.	2058.	2223.	
FRESHMAN BASEBALL	1,773.	6/1	1906.	2058.	2223.	
ASST. FRESH. BASEBALL	1,330.	6/1	1430.	1544.	1668.	
TRACK (MALE)	2,573.	6/1	2766.	2987.	3226.	
ASST. TRACK (MALE)	1,773.	6/1	1906.	2058.	2223.	
ASST. TRACK (MALE)	1,773.	6/1	1906.	2058.	2223.	
ASST. TRACK (MALE)	1,773.	6/1	1906.	2058.	2223.	
ASST. TRACK (MALE)	1,773.	6/1	1906.	2058.	2223.	
FRESHMAN TRACK	1,773.	6/1	1906.	2058.	2223.	
ASST. FRESHMAN TRACK	1,330.	6/1	1430.	1544.	1668.	
TRACK (FEMALE)	2,573.	6/1	2766.	2987.	3226.	
ASST. TRACK (FEMALE)	1,773.	6/1	1906.	2058.	2223.	
ASST. TRACK (FEMALE)	1,773.	6/1	1906.	2058.	2223.	
ASST. TRACK (FEMALE)	1,773.	6/1	1906.	2058.	2223.	
ASST. TRACK (FEMALE)	1,773.	6/1	1906.	2058.	2223.	
LACROSSE	2,177.	6/1	2340.	2527.	2729.	
ASST. LACROSSE	1,584.	6/1	1703.	1839.	1986.	
ATHLETIC MANAGER	3,576.	12/1 1/1, 6/1	3844.	4152.	4484.	

RECOMMENDED FOR POSITION _____

RECOMMENDED FOR PAYMENT _____

CHANGE OF PERSONNEL _____

ADDED PERSONNEL _____

DATE _____

PRINCIPAL APPROVED _____

POSITION	HONORARIUM AMOUNT	DATE	7.5	8.0	8.0	DISTR	
			1987-88	1988-89	1989-90	In	O
GENERAL DETENTION	\$1,634.	6/1	\$1757.	\$1898.	\$2050.		
GENERAL DETENTION	1,634.	6/1	1757.	1898.	2050.		
Z CLUB	890.	6/1	957.	1034.	1117.		
FINANCIAL ADVISOR (YEARBOOK)	534.	6/1	574.	620.	670.		
AFRO-AMERICAN CLUB	495.	6/1	532.	575.	621.		
CHEMISTRY CLUB	298.	6/1	320.	346.	374.		
CHESS CLUB	495.	6/1	532.	575.	621.		
COMPUTER CLUB	298.	6/1	320.	346.	374.		
MATH TEAM SPONSOR	691.	6/1	743.	802.	866.		
H.S. SCIENCE LEAGUE	691.	6/1	743.	802.	866.		
DRILL TEAM	495.	6/1	532.	575.	621.		
CLASSICAL HUMANITIES	298.	6/1	320.	346.	374.		
D.E.C.A. (WHS ONLY)	495.	6/1	532.	575.	621.		
H.E.R.O.	298.	6/1	320.	346.	374.		
V.I.C.A.	495.	6/1	532.	575.	621.		
F.B.L.A.	298.	6/1	320.	346.	374.		
H.O.S.A. (WHS ONLY)	495.	6/1	532.	575.	621.		
DANCE THEATRE WORKSHOP (JFK ONLY)	495.	6/1	532.	575.	621.		
INTERNATIONAL CLUB	298.	6/1	320.	346.	374.		
ACADEMIC COMPETITION ACTIVITIES ADVISOR	684.	6/1	735.	794.	858.		
T.V. LEAD TEACHER (WHS ONLY)	1,050.	6/1	1129.	1219.	1317.		
T.V. PROD. ASST. (WHS ONLY)	684.	6/1	735.	794.	858.		
S.A.T. FACILITATOR	1,634.	6/1	1757.	1898.	2050.		
INTERACT	298.	6/1	320.	346.	374.		
MATH TEAM SPONSOR	691.	6/1	743.	802.	866.		
SCIENCE H.S. LEAGUE	691.	6/1	743.	802.	866.		
<i>Audio Visual</i>	1050		1129	1219	1317		

SENIOR HIGH HONORARIUMS - YEAR _____

SERVICE: INSTRUCTIONAL PROGRAM: CO-CURRICULAR SUB-PROGRAM: _____
 SCHOOL _____ ASN _____ DATE _____

	1986-87		7.5 1987-88	8.0 1988-89	8.0 1989-90		
MARCHING BAND	\$1,439.	12/1	\$1547.	\$1671.	\$1805.		
ASST. MARCHING BAND	961.	12/1	1033.	1116.	1205.		
ASST. MARCHING BAND	961.	12/1	1033.	1116.	1205.		
ASST MARCHING-BAND FRONTS	961.	12/1	1033.	1116.	1205.		
ASST MARCHING-BAND FRONTS	961.	12/1	1033.	1116.	1205.		
CONCERT JAZZ BAND	892.	6/1	959.	1036.	1119.		
H.S. JAZZ ROCK ENSEMBLE	495.	6/1	532.	575.	621.		
SCHOOL BANK	1,485.	6/1	1596.	1724.	1862.		
SR. CLASS ADVISOR	1,078.	6/1	1159.	1252.	1352.		
JR. CLASS ADVISOR	746.	6/1	802.	866.	935.		
SOPHOMORE CLASS ADVISOR	691.	6/1	743.	802.	866.		
FRESHMAN CLASS ADVISOR	602.	6/1	647.	699.	755.		
EIGHTH GRADE CLASS ADVISOR	496.	6/1	533.	576.	622.		
YEARBOOK	1,798.	6/1	1933.	2088.	2255.		
NATIONAL HONOR SOCIETY	495.	6/1	532.	575.	621.		
STUDENT COUNCIL	945.	6/1	1016.	1097.	1185.		
ASST STUDENT COUNCIL	449.	6/1	483.	522.	564.		
DRAMA	990.	6/1	1064.	1149.	1241.		
SCHOOL NEWSPAPER	594.	6/1	639.	690.	745.		
SET/SCENERY DESIGNER	629.	6/1	676.	730.	788.		
KEY CLUB	890.	6/1	957.	1034.	1117.		
GENERAL DETENTION	1,634.	6/1	1757.	1898.	2050.		
COORDINATOR OF MICRO-COMPUTER SERVICES (DISTRICT)	3,000.	6/1	3225.	3483.	3762.		

SCHEDULE D

SALARY GUIDE DL 1987-1988

STEP	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E
1	7694	7803	9364	10752	10771
2	7944	8053	9514	11002	11021
3	8190	8318	9866	11358	11395
4	8454	8603	10265	11743	12201
5	8720	8839	10633	12137	12615
6	9034	9231	11042	12591	13092
7	9396	9614	11544	13106	13629
8	9683	9929	11920	13523	14065
9	9992	10227	12277	13957	14517
10	10526	10760	12863	14626	15205
11	11158	11398	13612	15435	15927
12	11670	11931	14322	16290	16822
13	12023	12295	14763	16704	17349
14	12396	12676	15216	17233	17904
15	12781	13072	15691	17781	18478
16	13365	13667	16367	18535	19254
17	14049	14400	17285	19538	20288
18	14526	14846	17820	20159	20930
19	14977	15312	18378	20806	21605

SALARY GUIDE DL 1988-1989

STEP	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E
1	8098	8216	9859	11416	11437
2	8348	8466	10160	11666	11687
3	8620	8737	10323	11937	11958
4	8886	9025	10705	12323	12363
5	9173	9334	11115	12741	13238
6	9461	9645	11537	13166	13688
7	9802	10015	12024	13662	14204
8	10195	10431	12526	14220	14787
9	10513	10773	12933	14673	15260
10	10841	11097	13320	15144	15751
11	11420	11683	13978	15867	16498
12	12107	12367	14769	16747	17290
13	12662	12945	15539	17675	18252
14	13051	13341	16017	18123	18924
15	13450	13754	16509	18698	19425
16	13863	14183	17025	19292	20048
17	14301	14623	17558	20111	20891
18	14746	15074	18109	21198	22013
19	15201	15624	18754	21873	22709
20	15761	16188	19335	22574	23441
21	16250	16613	19940		

SALARY GUIDE DL 1989-1990

STEP	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E
1	8537	8664	10397	12136	12159
2	8786	8914	10697	12386	12409
3	9058	9186	11024	12658	12680
4	9352	9480	11201	12952	12975
5	9641	9792	11614	13371	13414
6	9953	10128	12060	13824	14363
7	10266	10465	12517	14288	14851
8	10635	10867	13046	14823	15412
9	11061	11318	13590	15428	16044
10	11406	11688	14032	15920	16557
11	11763	12040	14453	16431	17090
12	12391	12676	15167	17215	17900
13	13136	13418	16025	18171	18749
14	13739	14045	16860	19177	19803
15	14160	14476	17379	19664	20424
16	14593	14923	17913	20267	21077
17	15040	15384	16472	20912	21752
18	15734	15989	19268	21820	22667
19	16586	16952	20348	23000	23384
20	17100	17477	20578	23732	24639
21	17532	18025	21635	24493	25433

SCHEDULE E

HEALTH INSURANCE

SCHEDULE OF BENEFITS

<u>Employee Benefits</u>	<u>Life Insurance and Accidental Death and Dismemberment Insurance*</u>
All Employees	\$1,500.00
	*Amounts reduce 50% at age 65
<u>Employee and Family Member Benefits</u>	<u>Amount</u>
Major Medical Benefits Coinsurance (in a calendar year) Medical Expenses	Plan pays 80% until bene- fits paid equal \$2,500; 100% of excess (except mental illness).
Deductible (in a calendar year)	\$100.00
Employee	\$300.00
Family	
Overall Plan Maximum	\$1,000,000.00
Annual Automatic Reinstatement	\$1,000.00
Medicare Major Medical Benefits, up to	\$10,000.00
Family Security Benefit	Plan pays up to two years for surviving spouse and children.

**SCHEDULE F
 PRESCRIPTION PLAN
 SCHEDULE OF BENEFITS**

PRESCRIPTION DRUG BENEFITS

**For You And
 Your Family Members**

Benefits Payable

If, while your insurance is in effect, you or your family members incur expenses for drugs prescribed by a doctor or dentist, payment will be made for up to 100% of the reasonable and customary charges made by the pharmacy, after deducting \$1.00 from each prescription order or refill order.

Covered Prescription Drugs

The prescription drugs for which benefits are payable are:

Legend Drug for which a written prescription is required:

1. Injectable insulin or any Prescription Legend Drug for which a written prescription is required;
2. A compounded medication of which at least one ingredient is a prescription drug.
3. oral contraceptives, but in no event to exceed a three month supply.
4. Any other drug which may only be dispensed by prescription.

Benefits Following Cancellation

Payment will be made for prescription drug expenses incurred within 90 days after cancellation of insurance, provided you or your family member is totally disabled on the day insurance is cancelled.

Deductible Amount - \$1.00 per fill or refill

Limitations

No payment will be made for

1. drugs administered in a hospital;
2. any contraceptive medication or device (other than oral contraceptives) or for any therapeutic devices or appliances;
3. administration of any medication;
4. any charges in any one calendar month for more than a thirty-four day supply of any medication or more than one hundred unit doses of the following drugs, whichever is greater:
 - Acetohexamide
 - Cardiac glycosides
 - Chlorpropamide
 - Chlorthalazide
 - Colchicine
 - Coliticineprobenecid
 - Diphenythydanolol sodium
 - Hydrochlorothiazide
 - Mitroglycerin
 - Para-salicylic acid
 - Pentamerythriol tetranitrate
 - Phenloralin
 - Phenylbutazone
 - Propranolol hydrochloride
 - Quindine sulfate
 - Reserpine
 - Thyroid (natural/synthetic)
 - Tolbutamide
5. charges exceeding the reasonable and customary charge;
6. any refill in excess of the number specified by the doctor or dentist or for any refill...

Limitations (continued)

prescription over one year old.

Charges made for prescription drugs will be considered reasonable and customary if they do not exceed the average charges made for such drugs in the locality where they are received.