

2586

Agreement Between

The RUMSON BOARD OF EDUCATION

and

The RUMSON EDUCATION ASSOCIATION

For the Fiscal Years

Commencing July 1, 1996

and

Commencing July 1, 1997

and

Commencing July 1, 1998

THIS AGREEMENT is entered into this 18th day of June, 1996

by and between THE BOARD OF EDUCATION OF THE RUMSON SCHOOLS

(hereinafter called "Board") and THE RUMSON EDUCATION ASSOCIATION

(hereinafter called "REA"). WHEREAS, the parties have reached certain understanding

which they desire to confirm in this Agreement.

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PREAMBLE

All aspects of this contract shall be in effect through the 1998-1999 school year, or until a successor agreement has been agreed upon resulting from collective negotiations between the Board and the REA which shall begin no later than October 1, 1998.

ARTICLE I

RECOGNITION

- A. The Rumson Board of Education (the Board) hereby recognizes the Rumson Education Association (the REA) as the exclusive representative for collective negotiations concerning grievances and terms and conditions of employment for all certified professional employees including but not limited to: teachers, librarians, nurses, learning disability teacher consultant, social worker, speech therapist, guidance counselor and all secretaries employed under contract or on Board leave, but excluding: Superintendent, Principals, Supervisor, Director, Secretary to the Superintendent, Board Secretary/School Business Administrator, and the Secretaries to the Board Secretary/School Business Administrator.
- B. Unless otherwise indicated, the term "teacher" or professional employee shall refer to certified, educational personnel as specified in Section A; the term "secretary" shall refer to non-certified, clerical employees as specified in Section A.
- C. Unless otherwise specified, the term "employee" shall encompass all unit members as specified in Article I: Section A and B.

ARTICLE II

NEGOTIATION PROCEDURE

- A. In accordance with Public Law 1974, Chapter 123, the Board and the REA agree to enter into collective negotiations over a successor agreement in a good-faith effort to obtain agreement on all matters concerning the terms and conditions of employment. Any agreement so negotiated shall apply to the employees cited in Article I, Section A, be reduced to writing and submitted for ratification by the REA and approval by the Board. If ratified and approved, it shall be signed by the parties.
- B. If any provision of the Agreement or any application of this Agreement is held 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.

ARTICLE III

EMPLOYEES' RIGHTS

- A. The Board and the REA agree that there shall be no discrimination on the basis of race, creed, color, religion, age, national origin, sex, or marital status in the implementation of an enforcement of all policies and procedures governing the hiring, training, assignment, promotion, transfer, or discipline of employees.
- B. No employee shall be discharged or reprimanded without just cause. Any action to discharge or reprimand an employee without just cause, shall be subject to the grievance procedure herein set forth.
- C. Any rights granted to employees pursuant to this Agreement are in addition to and in accordance with New Jersey Laws and/or other applicable regulations.

ARTICLE IV

GRIEVANCE PROCEDURE

- A. Definition:

A grievance is a claim based on the belief that a wrong has been suffered by an employee, a group of employees, or the REA through unfair or inequitable treatment or through interpretation or application of Board policies or as a result of administrative decision or through failure to comply with the provisions of the Agreement.

- B. Terms:

- 1. Aggrieved Person

An "aggrieved person" is the employee, employees, or the REA making the claim.

- 2. Party in Interest

A "party in interest" is the employee or employees making the claim and any employee including the REA or the Board, who might be required to take action or against whom action might be taken in order to resolve the claim.

C. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to problems which may arise affecting employees. Both parties agree that these proceedings will be kept confidential and include only the appropriate parties of interest.

Nothing herein shall be construed to limit the right of any employee having a grievance to discuss the matter informally with the appropriate member of the administration and to have the grievance adjusted without invocation of the grievance procedure provided that such adjustment is not inconsistent with the terms of this Agreement.

D. Procedure

1. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. The aggrieved person must initiate the grievance procedure within 45 school days from the time when the grievant knew or should have known of its occurrence. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at the step.
2. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by the representative(s) selected or approved by the REA. When a teacher is not represented by the REA, the REA shall have the right to be present and to state its views at all stages of the grievance procedure.
3. Beyond Level One, all grievance submissions and subsequent dispositions shall be in writing, and all dispositions shall set forth the decision and the reasons thereto and shall be transmitted promptly to all parties in interest and to the REA.

LEVEL ONE

An employee with a grievance shall first discuss it with the principal, either directly or, at the employee's discretion, through the REA with the objective of resolving the matter informally. Any employee whose duties are routinely performed at both schools may initiate a grievance with the Superintendent of Schools.

LEVEL TWO

If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within 5 school days after presentation of the grievance, he/she may, within 10 school days, refer to the Superintendent of Schools, who shall communicate a decision in writing to the grievant within 10 school days of receiving the grievance.

LEVEL THREE

If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within 10 school days after presentation of the grievance to the Superintendent, the aggrieved person may, within 10 school days, notify the REA that the grievance is still pending. The grievant may, within 10 school days, request that the REA move the grievance to the Board. The grievant or the REA may, within 10 school days, move the grievance to the Board through the Superintendent or the Board Secretary.

The Board, or a committee thereof, shall review the grievance. The Board shall render a decision in writing within 21 school days of receipt of the grievance by the Board.

LEVEL FOUR

If the aggrieved person is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within 21 school days after presentation of the grievance, he/she may request that the REA move the grievance to arbitration.

If the grievant is dissatisfied with the decision of the Board and only if the grievance pertains to the original claim, the grievant or the REA shall have the right to request the appointment of an arbitrator. Such request shall be made known to the Superintendent by certified mail -- return receipt requested -- no later than 15 school days after the decision of the Board.

Within 10 school days after such written notice of submission to arbitration, the Board and the REA shall attempt to agree upon a mutually acceptable arbitrator. The following procedure will be used to secure the services of an arbitrator:

- a) a request shall be made to the Public Employment Relations Commission to submit a roster of persons qualified to function as arbitrator in question;
- b) if the parties are unable to agree upon a mutually satisfactory arbitrator from the list submitted, they will request the Public Employment Relations Commission to submit a second list;

- c) if the parties are unable to agree within 10 school days of the initial request for arbitration upon a mutually satisfactory arbitrator from the second submitted list, the Public Employment Relations Commission may be requested by either party to designate an arbitrator. The arbitrator shall limit consideration to the issues submitted and shall consider nothing else. He/she can add nothing to, nor subtract anything from, the agreement between the parties or any policy of the Board. The decision of the arbitrator shall be in writing and binding upon the parties.

E. Cost of Arbitration

The REA and the Board shall each bear all their individual expenses incurred in the course of any arbitration proceedings.

The fees and expenses of the arbitrator are the only costs which shall be shared by the REA and the Board and such costs will be shared equally.

Where grievance proceedings are mutually scheduled by the parties during school time, parties in interest shall suffer no loss of pay.

F. Protection of Grievant

The Board recognizes that any employee has a right to file a grievance. The Board states there shall be no act, conduct, or procedure undertaken by the Board or member of the administrative staff which shall be in the nature of a reprisal against any employee who files a grievance, including but not by way of limitation, any assignment of additional duties, any adverse comment in the evaluation of the performance of the grievant, or any action which shall be undertaken solely as a means of reprisal against any employee filing a grievance.

ARTICLE V

FRINGE BENEFITS

- A. The Board will provide and pay for a comprehensive Health Benefits Plan and Dental Plan from Cigna or equivalent for each eligible employee and the cost of such insurance for dependents of each eligible employee. The deductible will be \$200 per individual and \$400 per family for each plan year.
- B. The Board shall provide a prescription plan covering eligible employees and dependents, with a \$10.00 deductible for brand name products and \$5.00 for generic products. There will be an annual cap on the prescription drug program of \$1,500 per individual and \$3,000 per family.

ARTICLE VI

PERSONAL DAYS

- A. Personal days are those days which may be used by employees for personal business that cannot be conducted at another time and which is necessary for the health and welfare of oneself or one's family. A maximum of five days may be granted by the Superintendent in any year. These days are to be used for personal, legal, business, household, family, or religious matters which require absence during school hours.
- B. Requests for personal days shall be given in writing to the Superintendent at least three (3) days prior to the request date, stating the reason for such request, who shall either grant the request or return in writing the reason(s) for denial of said request. This three (3) day notice shall be waived in emergencies. The employee will use good judgment in determining what constitutes an emergency. Two of the five days each year will be granted without a stated reason. The days without a reason shall not precede or follow a school holiday or vacation period. Personal days for which reasons are given and the request is granted may precede or follow a school holiday or vacation period.
- C. Personal days are limited to five per year. However, the Board, at its sole discretion, may under exceptional circumstances, grant additional personal days. Such days may be granted without pay, at less the substitute's rate of pay, or with full pay. The Board reserves the right to deny the request.
- D. When a personal day is refused by the Superintendent, the staff member may request a short-term leave of absence. Such request shall state the reason for said request and shall be for three days or less. A short-term leave of absence may be granted under extenuating circumstances when the staff member must be absent during school hours. If a short-term leave of absence is granted by the Superintendent, the staff member's salary will be deducted at 1/200th's for each day.
- E. New employees employed after the start of the school year will be allotted personal days on a pro-rated basis according to the following formula: .5 days per number of months between date of employment and June 30th. New employees will be given credit for a full month if they work any part of the month.

ARTICLE VII

SICK DAYS

- A. Each employee shall be granted up to 15 days paid sick leave yearly. Unused sick leave will be cumulative.
- B. Upon retirement, employees who have completed twenty years of service in the Rumson School District shall be eligible for payment for unused accumulated sick leave. The payment shall be based on a reimbursement rate of \$35 a day per accumulated day up to a total of two hundred days (200) for a maximum of \$7,000.
- C. New employees employed after the start of the school year will be allotted sick days on a pro-rated basis according to the following formula: 1.5 sick days per number of months between date of employment and June 30th. New employees will be given credit for a full month if they work any part of the month.

ARTICLE VIII

TUITION REIMBURSEMENT

- A. On approval of the Superintendent, the Board shall reimburse employees' tuition costs for further study up to a maximum amount, per academic year, equal to the tuition costs for six graduate credits at Rutgers, the State University. Reimbursement will be given only for the successful (grade of "C" or better) completion of courses.
- B. A course begun in one fiscal year and ending in the following fiscal year shall be reimbursed with monies from both years.
- C. New employees employed after the start of the school year will be allotted tuition reimbursement on a pro-rated basis according to the following formula:

cost of 6 graduate credits at Rutgers divided by 10,

times the number of months between day of employment and June 30th.

New employees will be given credit for a full month if they work any part of the month.

ARTICLE IX

PRINTING AGREEMENT

- A. Verbatim copies of this Agreement as signed by the Board and the REA shall be printed and distributed to each employee at the expense of the Board within thirty (30) days after the Agreement is signed. The Board shall have the prerogative of choosing the printer.
- B. The Board shall make available to the REA a maximum of twenty additional copies of this Agreement upon request.

ARTICLE X

1996-1997 SALARY GUIDE

Years of Experience	LEVEL	B	B+30	M	B+60	M+30
0-1	A	33,069	33,466	34,655	35,514	36,374
2	B	33,295	33,691	34,880	35,738	36,597
3	C	33,557	33,953	35,141	35,999	36,859
4	D	33,832	34,229	35,417	36,275	37,134
5	E	34,124	34,520	35,709	36,567	37,426
6	F	34,433	34,830	36,018	36,876	37,736
7	G	35,564	35,941	37,103	37,421	38,285
8	H	37,621	38,019	38,617	39,529	40,442
9	I	39,740	40,161	40,840	41,003	41,424
10-15	J	41,565	41,985	42,687	43,108	43,528
16	K	41,985	42,406	43,108	43,528	44,091
17	L	42,546	43,528	44,231	44,652	45,213
18	M	43,247	44,371	45,072	45,635	46,196
19	N	44,371	45,494	46,196	46,897	47,600
20	O	45,354	46,476	47,740	48,301	49,004
21	P	46,337	47,319	48,441	49,004	50,266
22	Q	46,897	47,881	49,004	49,565	51,530
23	R	47,600	50,684	50,407	51,250	53,652
	OG6	50,316	52,977	53,974	54,528	56,079
	OG5	53,335	56,155	57,212	57,800	59,444
	OG4	56,419	59,402	60,520	61,141	62,881
	OG3	59,597	62,749	63,930	64,586	66,423
	OG2	60,343	63,532	64,729	65,392	67,253
	OG1	63,743	67,112	68,376	69,078	71,042

The maximum and super-maximum payment recipients in the 1996-97 contract shall be grandfathered

ARTICLE X

1997 - 1998 SALARY GUIDE

Years of Experience	LEVEL	B	B+30	M	B+60	M+30
0-1	A	34,274	34,688	35,930	36,826	37,724
2	B	34,524	34,939	36,180	37,077	37,974
3	C	34,760	35,173	36,415	37,310	38,207
4	D	35,034	35,447	36,687	37,583	38,481
5	E	35,321	35,735	36,975	37,871	38,768
6	F	35,625	36,039	37,280	38,176	39,073
7	G	35,948	36,363	37,603	38,499	39,396
8	H	37,129	37,522	38,736	39,068	39,970
9	I	39,276	39,692	40,316	41,268	42,221
10	J	41,489	41,928	42,637	42,807	43,247
11-16	K	43,394	43,832	44,565	45,005	45,443
17	L	43,832	44,272	45,005	45,443	46,031
18	M	44,418	45,443	46,177	46,617	47,202
19	N	45,150	46,323	47,055	47,643	48,229
20	O	46,323	47,496	48,229	48,960	49,694
21	P	47,350	48,521	49,841	50,426	51,160
22	Q	48,376	49,401	50,572	51,160	52,478
23	R	48,960	49,988	51,160	51,746	53,797
	OG7	49,694	52,914	52,625	53,505	56,013
	OG6	52,530	55,308	56,349	56,927	58,546
	OG5	55,682	58,626	59,729	60,343	62,060
	OG4	58,901	62,016	63,183	63,831	65,648
	OG3	62,219	65,510	66,743	67,428	69,346
	OG2	62,998	66,327	67,577	68,269	70,212
	OG1	66,548	70,065	71,385	72,117	74,168

The maximum and super-maximum payment recipients in the 1997-98 contract shall be grandfathered.

ARTICLE X

1998 - 1999 SALARY GUIDE

Years of Experience	LEVEL	B	B+30	M	B+60	M+30
0-1	A	35,464	35,895	37,189	38,123	39,058
2	B	35,714	36,145	37,439	38,373	39,308
3	C	35,974	36,406	37,700	38,634	39,569
4	D	36,220	36,650	37,944	38,877	39,812
5	E	36,505	36,936	38,228	39,161	40,097
6	F	36,804	37,236	38,528	39,462	40,396
7	G	37,121	37,553	38,846	39,779	40,714
8	H	37,458	37,890	39,182	40,116	41,051
9	I	38,688	39,098	40,363	40,709	41,649
10	J	40,926	41,359	42,009	43,001	43,994
11	K	43,232	43,689	44,428	44,605	45,063
12-17	L	45,217	45,673	46,437	46,895	47,352
18	M	45,673	46,131	46,895	47,352	47,964
19	N	46,284	47,352	48,116	48,575	49,184
20	O	47,046	48,269	49,031	49,644	50,255
21	P	48,269	49,491	50,255	51,016	51,781
22	Q	49,339	50,559	51,934	52,544	53,309
23	R	50,408	51,476	52,696	53,309	54,682
	OG8	51,016	52,087	53,309	53,919	56,056
	OG7	51,781	55,136	54,835	55,752	58,366
	OG6	54,736	57,631	58,716	59,318	61,005
	OG5	58,021	61,088	62,238	62,877	64,667
	OG4	61,375	64,621	65,837	66,512	68,405
	OG3	64,832	68,261	69,546	70,260	72,259
	OG2	65,644	69,113	70,415	71,136	73,161
	OG1	69,343	73,008	74,383	75,146	77,283

The maximum and super-maximum payment recipients in the 1998-99 contract shall be grandfathered

ARTICLE XI

TEACHERS' SALARY GUIDE ADVANCEMENT

- A. Teachers receiving advanced degrees will be issued a notification of salary at the new level upon receipt of a transcript from the college/university attended. The appropriate recommendation for advancement on the salary guide will be made at the next Board meeting; however, adjustments will only be made in September and February. Credits must be completed prior to September 1 in order to be eligible for movement in September and credits must be completed prior to February 1 in order to be eligible for movement in February. Advancement on the guide will not be made at any other time during the school year.
- B. It will be the responsibility of the teacher to inform the Superintendent of Schools before October 15 regarding any change or contemplated change in training level for the following school year. A written statement from the teacher of such change will be submitted to the Superintendent not later than the opening day of school in the following September, and a notification of salary issued. If such evidence is not submitted at the prescribed time, no adjustment will be made until the next scheduled adjustment period.
- C. All successful public school service shall be creditable for steps on the salary guide. However, previous private school service shall be given as credit solely at the discretion of the Board upon the recommendation of the Superintendent of Schools. Up to four years of military service shall be creditable.
- D. Teachers may progress to any pay scale shown above provided that earned credits are substantiated by official transcripts and courses approved by the Superintendent.
- E. The 1996-97 salary guide replaces the 1995-96 salary guide commencing July 1, 1996. The 1997-98 salary guide replaces the 1996-97 salary guide commencing on July 1, 1997. The 1998-99 salary guide replaces the 1997-98 salary guide commencing on July 1, 1998.
- F. The Board may by a roll call vote of the majority of the members of the Board, withhold for inefficiency or other good cause an employment increment (step) or an adjustment increment, or both. Prior written notification of the reasons for the withholding and of the date and time of the Board meeting at which such actions will be discussed will be provided to the employee ten (10) days before the meeting. Further, the employee, prior to the Board's vote, shall have the right to address the Board on his/her behalf.

- G. Funds withheld from such teachers will be earmarked for summer educational grants.

ARTICLE XII

TEACHER WORK YEAR AND WORK DAY

- A. The in-school work year for teachers shall consist of a maximum of 183 pupil-contact days plus one professional day. If more than three emergency closings are required, the in-school work year for teachers shall not exceed 180 pupil-contact days plus one professional day.
- B. The Board may, within its sole prerogative, include in the school calendar "early closing" days for "in-service" programs of various natures. Advice on such "early-closings" shall be given to the REA a minimum of two weeks prior to the "early closing".
- C. The inclusion of early closing in the school calendar shall not commit the Board to including early closings in any subsequent school calendar as a working condition.
- D. The Board will welcome input from the REA regarding the school calendar prior to March 15 for the coming school year. However, the final decision as to the composition of the school calendar is recognized to be a Board prerogative.
- E. A teacher shall have the right to refuse to perform volunteer work during a holiday or vacation period beyond the normal in-school day and in-school work year.
- F. Teachers will attend one Back-to-School night each year and two nights for parent-teacher conferences, if requested by the Superintendent. The Superintendent will give the affected teacher(s) reasonable notice of such meetings, (whenever possible, two weeks). The night conferences will be scheduled from 7:00 to 9:00 p.m.
- G. The time period from 3:05 to 3:20 p.m. shall be part of the school day. Teachers shall not be assigned to provide instruction during this time. In addition, to those staff who are regularly assigned to bus loading and other safety related areas, all staff members shall be available to provide for the safety of students.
- H. Teachers who are assigned by the administration to cover a class and, as a result, have no preparation period, will be compensated at the extra-curricular rate named in this Agreement.

- I. Professional staff members supervising overnight student activities shall be reimbursed \$68.00 for 1996-97, \$71.00 for 1997-98 and \$74.00 for 1998-99 per night.
- J. The hours of the guidance counselor may be flexible but may not be increased, and that upon consultation with the Superintendent, appropriate compensatory time shall be provided.
- K. Teachers shall have a duty free lunch period, as provided by statute.
- L. Teachers shall have five (5) duty free preparation periods per week. Conferences held during these periods shall be arranged by mutual agreement. Said agreement shall not be arbitrarily withheld.

ARTICLE XIII

EXTRA-CURRICULAR ACTIVITIES

- A. Within funding restrictions, priority for extra-curricular activities will be given to activities which result in the greatest overall educational impact to the students.
- B. To the degree possible, appointments for the new school year will be approved by the Board not less than one month prior to the commencement of a particular activity. These appointments will be recommended by the administration for a period of one year. No tenure status is acquired with such appointments. All available supervisor positions will be advertised to the teaching staff for a period of at least ten (10) days before appointments are made. Job descriptions for every extra-curricular activity leader will be available.
- C. Pay periods for activity personnel will be three times per year: November, March, and June. Payments are to be made by separate checks at the conclusion of each activity program. In the event a program is ineffective, a re-evaluation will be made to determine the status of the activity. Activities or supervisors may be terminated and/or replaced by substitutes at the discretion of the administration.
- D. In the event that an activity is cancelled by the administration, payment will be made on a pro-rata basis for time actually worked. In addition, and at the discretion of the administration, a termination allowance of up to 30 percent of the total activity cost shall be made.
- E. The salary formulas, to be determined by the administration, are computed calculating the total student contact hours allocated for each activity and multiplying by (Y).

Example: (D) days/week x (W) week x (H) hours/day x (Y)* = DWHY

*Y = \$31.22 for the 1996 - 1997 school year;

*Y = \$32.59 for the 1997 - 1998 school year;

*Y = \$33.96 for the 1998 - 1999 school year.

If two supervisors are required, each supervisor will receive DWHY for a total of 2 DWHY.

- F. Conditions in any school year may alter the activities pursued in past school years, and may affect all elements in the formula except the hourly remuneration rate.
- G. Teacher participation in extra-curricular activities which extends beyond the regularly scheduled in-school day shall be voluntary and shall be compensated according to the rate established in paragraph E.

ARTICLE XIV

SUMMER EDUCATIONAL GRANTS

- A. A teacher employed by the Board is eligible for a summer educational grant after completing four or more consecutive years of service in the Rumson School District. Requests for such grants shall be submitted to the Superintendent of Schools prior to April 30th. The Superintendent will make his/her recommendations to the Board of Education prior to the Regular May Meeting for approval or disapproval based on the following criteria:
 - 1. At most, two grants will be funded for any calendar year at the discretion of the Board.
 - 2. Each grant will be for a maximum of \$5,000.
 - 3. The candidate must submit a plan of study no later than April 30th consisting of a minimum of 9 graduate credits. The plan of study must be consistent with the district's goals as determined by the Board with advice from the Superintendent. All courses must require class attendance by the teacher; therefore, correspondence and/or television courses are not acceptable. The teacher shall have the right to address the Board on his/her own behalf.
 - 4. Prior to approving a grant, the Board shall receive from the candidates a signed Summer Educational Grant Contract agreeing to serve one (1) additional school year in the Rumson School District immediately following his/her return from the summer study.

5. An oral report summarizing the experience and suggesting ways which the study might benefit the Rumson School District shall be submitted to the Superintendent.
- B. Monies for the two summer educational grants will be budgeted at the discretion of the Board each fiscal year. The grant shall be paid in two installments; one-half to be paid on July 15th and one-half to be paid on August 15th of the year of the summer educational grant.
 - C. The Superintendent shall certify that the recipient of a Summer Educational Grant has successfully completed the plan of study as approved by the Board. To so certify, the Superintendent shall ascertain that the applicable course credits have been granted within the time frame agreed upon.
 - D. If the teacher fails to successfully complete the Summer Educational Grant as approved by the Board or fails to execute in full the terms of the Summer Educational Grant contract, the grant shall be refunded in full to the Board within nine (9) months of the final payment made by the Board.

ARTICLE XV

ADDITIONAL COMPENSATION

A. Team Leader	1996 - 1997	\$ 978
	1997 - 1998	\$1,021
	1998 - 1999	\$1,064
B. Coordinator of Competitive Sports	1996 - 1997	\$2,002
	1997 - 1998	\$2,090
	1998 - 1999	\$2,178
C. Stokes Coordinator	1996 - 1997	\$1,579
	1997 - 1998	\$1,648
	1998 - 1999	\$1,717

ARTICLE XVI

SECRETARIAL SALARY GUIDE

	1996 - 1997	1997 - 1998	1998 - 1999
A (01 - 05 years)	24,340	25,411	26,478
B (06 - 10 years)	26,260	27,415	28,566
C (11 - 15 years)	26,626	27,798	28,966
D (16 - 20 years)	32,206	33,623	35,035
E (21 - 25 years)	36,375	37,976	39,571

Principals' Secretary - plus 10% over step

ARTICLE XVII

SECRETARIES

- A. The principals' secretary shall command a 10% increase over the appropriate guide step in each year of the agreement.
- B. The guide is based on a twelve-month year, and an eight-hour work day, including a one-hour lunch period. Specific hours in a standard day and lunch period are to be determined and scheduled by the administration. The work day on "early closing" days prior to vacation shall terminate one hour after the dismissal of students.
- C. Overtime will be paid at the rate of one and one-half times the hourly wage. Overtime is defined as that work performed before or after a standard day. The hourly rate is calculated as follows:

$$\frac{\text{Yearly salary}}{1820}$$

- D. Holiday time will be paid at the rate of one and one-half times the hourly rate, in addition to the actual holiday pay.
- E. Overtime and Holiday time must be assigned by the Superintendent, Business Administrator, or principal and approved by the Superintendent.
- F. The Board may, by a roll call vote by a majority of the members of the Board, withhold for inefficiency or other good cause an employment increment or an adjustment increment, or both. Prior written notification of the reasons for the withholding and of the date and time of the Board meeting at which such actions will be discussed will be provided to the employee ten (10) days

before the meeting. Further, the secretary, prior to the Board's vote, shall have the right to address the Board on his/her own behalf.

ARTICLE XVIII

SECRETARIAL VACATION

- A. Vacations shall be staggered at the discretion of the administration, and will be granted in accordance with longevity as follows:

<u>Length of Vacation</u>	<u>Longevity</u>
2 weeks	1 - 4 years
3 weeks	5 - 9 years
4 weeks	10 years

- B. In addition to these vacation periods, secretaries are permitted the following holidays:

Good Friday	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Vacation
Labor Day	Day after School Closes in June
Martin Luther King, Jr. Day	

Furthermore, the secretaries shall be permitted two days for the Teachers' Convention.

"Holiday time" will be paid in addition to actual holiday pay on any of these holidays if a secretary is assigned to work on these days.

- C. Secretaries are to work whenever school is in session, therefore, work days may occur on the following legal holidays:

Columbus Day	Veteran's Day
Election Day	Presidents' Day

If secretaries do work on these days, no "holiday time" will be paid, but additional compensatory time will be given in lieu of these legal holidays as follows:

- (1) two days off during February vacation
- (2) two days off during Spring vacation
- (3) one day of Christmas vacation will be in lieu of one legal holiday.

- D. Secretaries may request of the Superintendent approval to use vacation time during school recesses in December, February and/or April.

ARTICLE XIX


SCHOOL AGE DEPENDENTS

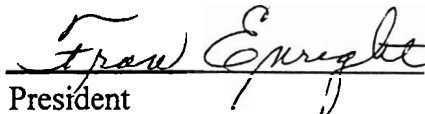
- A. Any employee employed as of November 1, 1977, may have his/her child/children (natural, adopted, or stepchild) attend the Rumson School District free of any tuition charges. Teachers and staff members previously employed by the District who left the District on maternity leave and are subsequently rehired are entitled to the same benefit.
- B. Any employee employed on or after November 1, 1977, may have his/her child/children (natural, adopted, or stepchild) attend the Rumson School District, but said employee shall be charged a tuition fee for each child as fixed by the Board to reflect one-half of the annualized, per capita expenditure.
- C. The tuition payment shall be due in two (2) equal installments: the first shall be due prior to the first day of school; the second shall be due prior to the first day of school in January next. Failure to meet these payment requirements shall result in the Superintendent's refusal to admit said student(s) to the Rumson School District until all tuition fees have been received by the District.

IN WITNESS WHEREOF, each of the parties hereto has caused these presents to be executed by its duly authorized corporate officers and has caused its corporate seal to be hereunto affixed to the aforesaid Agreement on this 18th day of June, 1996.

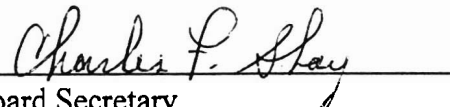
BOARD OF EDUCATION
OF RUMSON

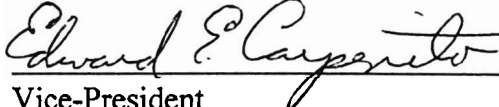
RUMSON EDUCATION
ASSOCIATION, INC.

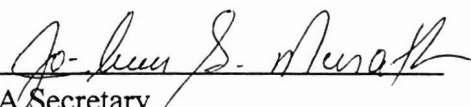
BY: 
President

BY: 
President

ATTEST:


Board Secretary


Vice-President
REA/Negotiations Chair


REA Secretary