

Contract # 372

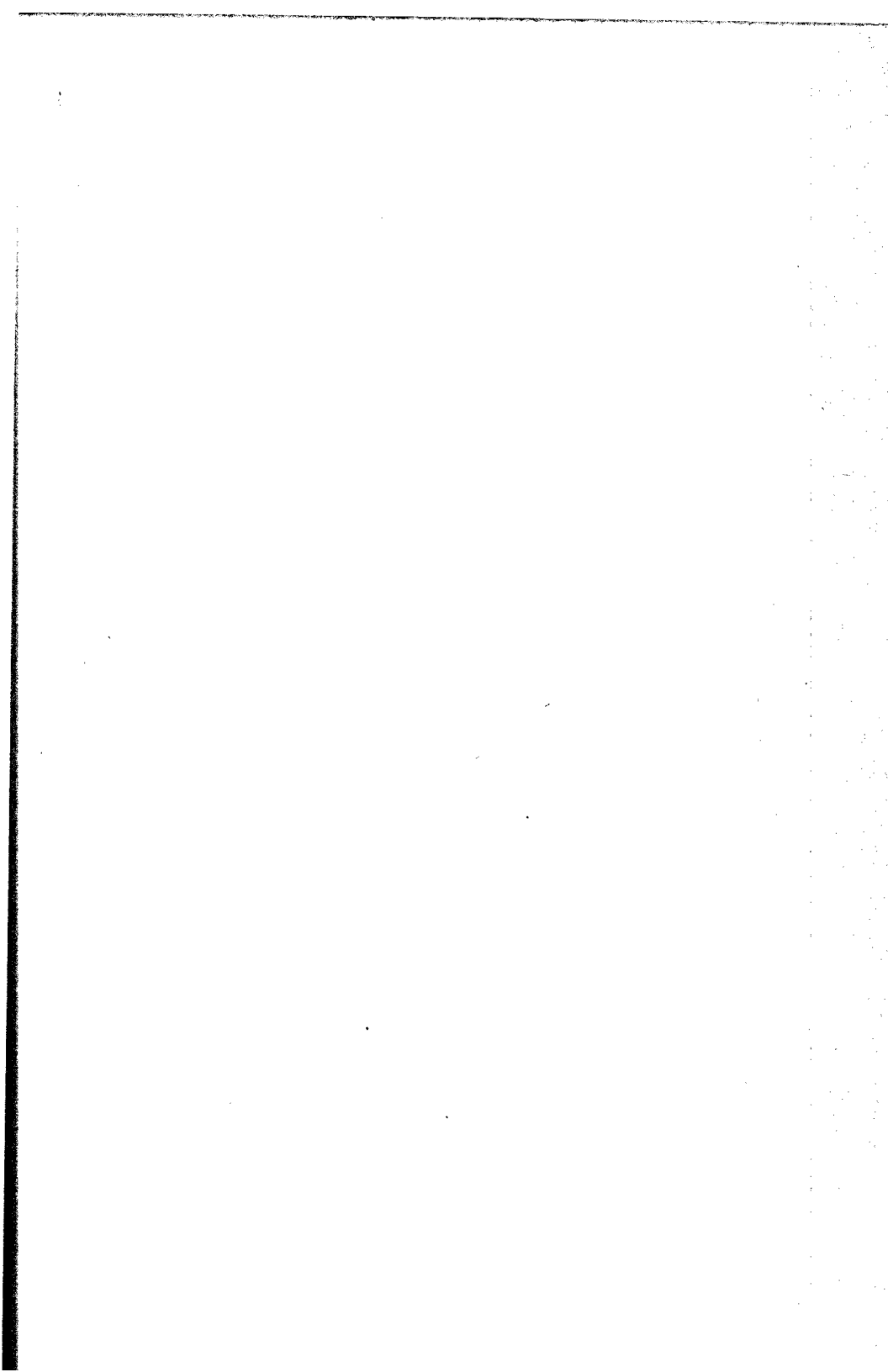
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JAN 25 1994  
RUTGERS UNIVERSITY

**AGREEMENT**  
  
**between**  
  
**RAMSEY**  
  
**BOARD OF EDUCATION**  
  
**and**  
  
**RAMSEY TEACHERS**  
  
**ASSOCIATION**

**July 1, 1993 through June 30, 1994**

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under R.S. 18A, School Laws of New Jersey or any other national, state, or county laws or regulations as they pertain to education.

**ARTICLE 6  
SALARIES**

**A. Salary Guides**

1. The salaries of all teachers covered in this Agreement for 1993-1994 are set forth in Schedule A which is attached hereto and made a part hereof.
- B.**
1. Teachers employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
  2. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
  3. Teachers may individually elect to have monies deducted from their salary for deposit in the Credit Union. Said moneys shall be sent to the Credit Union on the 15th and the 30th of each month.
  4. Teachers may individually elect to have monies deducted from their salary for annuities. Such monies shall be forwarded to the appropriate agency as designated by the applicant. Said monies shall be sent to the appropriate agency on the 15th and 30th of each month if the agency has submitted a semi-monthly deduction document to the Board Secretary/Business Administrator.
  5. When a payday falls on or during a school holiday, vacation, or weekend, teachers shall receive their paychecks on the last previous working day.
  6. Teachers shall receive their final checks on the last working day in June and upon completion of the year's work.
- C.**
1. All teachers shall advance one step per year in the appropriate column of the approved salary schedule provided work is satisfactory except for as modified in D. below.
  2. Granting of increments is dependent upon recommendation of the Superintendent and the approval of the Board of Education.
  3. Full credit may be allowed for previous experience outside of Ramsey provided the candidate does not exceed the current salary guide.
  4. Full credit for military experience will be given to anyone on leave from Ramsey.
  5. If military experience occurs before coming to Ramsey, one step credit will be allowed for each year of service up to and including four (4) years.
  6. Credit up to a maximum of three (3) years may be granted by the Superintendent of Schools for experience in the Peace Corps, Vista, or National Teacher Corps.
  7. Credit may also be granted for alternative civilian service if such service was required under the Selective Service System.

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## **PREAMBLE**

This agreement entered into this 15th day of December 1992, by and between the BOARD OF EDUCATION OF RAMSEY, hereinafter called the "Board", and the RAMSEY TEACHERS ASSOCIATION, hereinafter called the "Association", represents the complete and final understanding of all bargainable issues between the Board and the Association for the term of this Agreement.

## **ARTICLE 1 RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all certificated personnel under contract not engaged as supervisory employees and who comprise the unit hereunder as follows:
1. Classroom Teachers
  2. Nurses
  3. Psychologists
  4. Guidance Counselors
  5. Speech Correctionists
  6. Work Study Coordinators
  7. Social Workers
  8. Reading Specialists
  9. Librarians
  10. Learning Disability Specialists
  11. Adaptive Physical Education Instructor
  12. Summer School Teachers
  13. Supplemental/Basic Skills Teachers
- B. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the negotiations unit as defined above, and references to male teachers shall include female teachers.
- C. All other individuals employed by the Board not specifically enumerated above are excluded from the negotiations unit.

## **ARTICLE 2 NEGOTIATIONS PROCEDURE**

- A. 1. It is agreed that all employees covered by this Agreement in accordance with Article 1, "Recognition", shall have all the rights granted to employees under Chapter 123, Public Laws 1974. The parties agree to enter into collective negotiations over a Successor Agreement in accordance with Chapter 123, Public Laws of 1974 in good-faith effort to reach agreement on all matters concerning terms and conditions of teacher's employment. Any Agreement so negotiated shall apply to all teachers in the negotiations unit and shall be reduced to writing. The Association shall notify the Board in writing when the Agreement has been ratified by the membership. The Agreement shall be adopted by appropriate resolution of the Board and shall be signed by the Board and the Association.
2. The Association and the Board shall submit their proposals to the opposite party not later than December 1 of the calendar year preceding the calendar year in which this Agreement expires.

3. Additional proposals or counterproposals, if any, may be submitted by either party within seven (7) calendar days of date noted in No. 2, unless otherwise extended by mutual agreement.
- B. The Board agrees to furnish the Association, from time to time, available public information and data concerning the Ramsey Schools which the Association may require. Nothing herein contained shall impose any obligation on the part of the Board to disclose any information which may be classified as privileged and/or confidential.
  - C. It is understood and agreed between the parties that negotiations contemplate that a complete Agreement be signed by the respective parties, and in the event either of the parties does not receive authorization to execute the Agreement negotiated by the members of the negotiations team, the clauses which have been agreed upon between the representatives of the negotiating parties shall not be deemed to have any binding effect.
  - D.
    1. Representatives of the Board and the Association shall be available to meet upon request of either party for the purpose of reviewing the administration of the Agreement. These meetings are not intended to bypass the grievance procedure, nor are they to be negotiating sessions.
    2. Each party shall submit to the other, at least three (3) days prior to the meeting, an agenda covering matters which they wish to discuss.
    3. All meetings between the parties shall be scheduled, whenever possible, to take place when the teachers involved are free from assigned instructional responsibilities, unless otherwise agreed.
    4. Whenever any representative of the Association or any teacher is mutually scheduled to participate during regular school hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.
  - E. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
  - F. Should a mutually acceptable amendment to this Agreement be agreed upon by the parties, it shall be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

### ARTICLE 3 GRIEVANCE PROCEDURE

#### A. Definitions

1. A "grievance" is a claim based upon an event or condition which affects the terms and conditions of employment of a teacher or group of teachers and/or the interpretation, meaning, or application of any of the provisions of this Agreement, with the exception of contract renewal for non-tenured teachers.
2. An "aggrieved person" is the person or persons making the claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

#### B. Purpose

1. It is understood and agreed that both the Board and the Association have the right to utilize all provisions of this Article and that grievances may be processed either by the employee who has been aggrieved or by the Board or the Association.
2. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
3. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its view.
4. The Association may process a grievance through all levels of the grievance procedure though the aggrieved person does not wish to do so.
5. The Association may file a grievance at the level at which the decision was made which leads to the grievance.

#### C. Procedure

1. An aggrieved employee shall institute action under the provisions hereof within twenty (20) working days of the occurrence complained of or within twenty (20) working days after he would reasonably be expected to know of its occurrence. Failure to act within said twenty (20) day period shall be deemed to constitute an abandonment of the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
3. In the event a grievance is filed at such time that it cannot be processed through all the 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 a party of interest, 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 is practicable.
4. Level One

A teacher with a grievance shall first discuss it, either directly or through the Association's designated representative, with his immediate superior in an informal confer-



ence in the hope of resolving the matter at the lowest possible administrative level, department supervisor if applicable, then building principal.

**5. Level Two**

If the aggrieved person is not satisfied with the disposition of his grievance at Level One or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance in writing with the Association within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Association shall refer it to the Superintendent of Schools.

**6. Level Three**

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he may within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Association submit his grievance to the Board of Education.

**7. Level Four**

- (a) If the aggrieved person is not satisfied with the disposition of his grievance at Level Three or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Board of Education, he may within five (5) school days after a decision by the Board of Education or fifteen (15) school days after the grievance was delivered to the Board of Education, whichever is sooner, request in writing that the Association submit the grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after the receipt of a request by the aggrieved person.
- (b) Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- (c) The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearings, or if oral hearings have been waived, then his decision shall be issued not later than twenty (20) days from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his

finding of facts, reasonings, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of any act prohibited by law or which is violative of the terms of this Agreement.

- (d) The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties insofar as the grievance deals with the terms of the Agreement. The decision of the arbitrator shall be advisory insofar as it deals with administrative decisions and Board Policies not in conflict with the terms of this Agreement.
- (e) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

#### **D. Rights of Teachers to Representation**

- 1. Any party in interest may be represented at all stages of the grievance procedure by himself or at his option, by a representative(s) selected or approved by the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.
- 2. No reprisals of any kind shall be taken against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation or lack of participation.

#### **E. Miscellaneous**

- 1. If in the judgment of the Association, a grievance affects a group or class of teachers, the Association may submit grievance in writing to the Superintendent directly, and the processing of such grievance shall be commenced at Level Two.
- 2. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two, Three, and Four of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association. Decisions rendered at Level Four shall be in accordance with the procedures set forth in Section C, Paragraph 7 (c) of this Article.
- 3. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
- 4. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

5. 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.
6. Employees are required to carry out all administrative directives despite an alleged contract violation or the pendency of a grievance.
7. The Association agrees that during the term of this Agreement, neither the Association nor any person acting in its behalf will cause, authorize, or support, nor will any of its members take part in any strike, work stoppage, slowdown, walkout, or other action which violates the terms and conditions of the Agreement. The Association agrees that such action would constitute a material breach of this Agreement.
8. The School Board agrees that during the term of this Agreement, neither the Board nor any of its agents will cause, authorize, or support the locking out of the employees in this bargaining unit.

#### ARTICLE 4 COMPLAINT PROCEDURE

- A. Complaints regarding an employee which are made to any member of the administration or the Board by any parent, student, or other person, and which do or may influence an evaluation of an employee shall not be placed in his/her personnel file unless the employee has had an opportunity to review the materials by affixing his/her signature to the copy to be filed, with the express understanding that the signature in no way indicates agreement with the contents thereof.
- B. The employee shall have the right to submit a written rebuttal to such material within five (5) working days of receipt of the materials proposed to be filed. His/her rebuttal shall be reviewed by the Superintendent or his/her designee and attached to the file copy.
- C. Notification to the employee of a written complaint shall be made within ten (10) days of the complaint.

#### ARTICLE 5 BOARD RIGHTS AND RESPONSIBILITIES

- A. The Board on its own behalf and on behalf of the citizens of the Borough of Ramsey, New Jersey, hereby retains and reserves unto itself except as specifically limited by this Agreement all powers, rights, authority, duties, and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and the Constitution of the State of New Jersey and of the United States.
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of New Jersey and of the United States.
- C. Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities, and the authority

under R.S. 18A, School Laws of New Jersey or any other national, state, or county laws or regulations as they pertain to education.

**ARTICLE 6**  
**SALARIES**

**A. Salary Guides**

1. The salaries of all teachers covered in this Agreement for 1993-1994 are set forth in Schedule A which is attached hereto and made a part hereof.
- B.
  1. Teachers employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
  2. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
  3. Teachers may individually elect to have monies deducted from their salary for deposit in the Credit Union. Said moneys shall be sent to the Credit Union on the 15th and the 30th of each month.
  4. Teachers may individually elect to have monies deducted from their salary for annuities. Such monies shall be forwarded to the appropriate agency as designated by the applicant. Said monies shall be sent to the appropriate agency on the 15th and 30th of each month if the agency has submitted a semi-monthly deduction document to the Board Secretary/Business Administrator.
  5. When a payday falls on or during a school holiday, vacation, or weekend, teachers shall receive their paychecks on the last previous working day.
  6. Teachers shall receive their final checks on the last working day in June and upon completion of the year's work.
- C.
  1. All teachers shall advance one step per year in the appropriate column of the approved salary schedule provided work is satisfactory except for as modified in D. below.
  2. Granting of increments is dependent upon recommendation of the Superintendent and the approval of the Board of Education.
  3. Full credit may be allowed for previous experience outside of Ramsey provided the candidate does not exceed the current salary guide.
  4. Full credit for military experience will be given to anyone on leave from Ramsey.
  5. If military experience occurs before coming to Ramsey, one step credit will be allowed for each year of service up to and including four (4) years.
  6. Credit up to a maximum of three (3) years may be granted by the Superintendent of Schools for experience in the Peace Corps, Vista, or National Teacher Corps.
  7. Credit may also be granted for alternative civilian service if such service was required under the Selective Service System.

- D. 1. Effective July 1, 1992, the formula to determine the annual rate for a supplemental teacher is as follows:
- .1428 x # of Average Hours Per Day x Step on Guide.
- E. 1. Teachers shall receive written notification of their contract and salary status for the ensuing year no later than April 30.
- F. 1. The teacher shall notify the Superintendent in writing on a form provided on or before the first of December if he expects to receive a degree or advanced step on the salary guide the following school year. The construction of the salary guides shall not be diminished by this subsection. Receipt of such notification shall be acknowledged by the Superintendent within five (5) working days. Failure of the teacher to notify the Superintendent by the first of December may, at the Superintendent's discretion, eliminate such teacher for such salary consideration for the immediately following school year. The exercise of such discretion by the Superintendent shall not be subject to the grievance procedure. Upon written proof, degrees or advanced steps on the salary guide will be recognized on September 1 and February 1 of each year. Where degrees or advanced steps on the salary guide have been earned prior to the aforementioned dates but evidence of completion by the teacher has not been submitted prior thereto, payment will be made retroactively upon satisfactory proof of completion.
2. a. Effective July 1, 1992, any teacher who 1) was employed in the District prior to July 1, 1992; and, 2) who by the end of the Spring 1992 semester had obtained graduate or initiative credits in excess of those needed to obtain an M. A. degree; and, 3) who completes a Master's degree program by October 1, 1993, may use such excess credits for guide column movement within twenty-four (24) months of obtaining the Master's degree or October 1, 1995, whichever is later.
- b. No teacher under a. above may move more than one column horizontally in any one academic year except that any teacher who meets the definition under a. above and who had at least fifteen (15) excess credits by the end of the Spring 1992 semester may move to MA+15 in the same academic year.
- c. Teachers who do not meet the definition under a. above may not use excess graduate or initiative credits obtained before attainment of a Master's degree for column movement beyond the Master's degree.
- G. **Special Salary Positions**
1. All regular teachers asked by the administration to cover a class in an emergency will be paid at the rate of 25% of the short-term substitutes rate. This coverage rate shall be a minimum of \$11 per period.
2. Any work assigned to the T and I Director beyond the regular teacher work year will be paid at the per diem rate in effect at the time the work is performed.
3. Coaches' salaries for 1993-1994 are attached as Schedule B.

4. Extra-curricular salaries for 1993-1994 are attached as Schedule C.
5. Middle School Team Leaders will receive a stipend of \$1,700.
6. Summer School

Ramsey teachers who are interested in working during the summer school session must indicate their availability for summer school teaching not later than May 1. Written contracts shall thereafter be executed by June 1 for each position in the summer school session. The failure by a teacher to honor such an employment contract for the summer school for other than reasons of illness documented by medical certificate, may at the discretion of the Superintendent result in the teacher being ineligible for employment during the next succeeding summer school session. In the event of cancellation of the course or courses to be taught by a teacher made after June 20th, the teacher shall be compensated for one-third (1/3) of the anticipated income for teaching such courses. Effective July 1, 1992, the rate for summer school teaching shall be eighteen dollars (\$18) per hour.

7. The rate for bedside tutoring shall be \$22.88 per hour in-field and \$20.59 per hour out-of-field.

#### H. Mileage

Teachers required to use their own automobiles to carry out assignments shall be reimbursed at the rate of twenty-five cents (\$.25) per mile. Request for payment for the July 1 through December 31 period shall be made by January 31. Request for payment for the January 1 through June 30 period shall be made by July 31. Payment will be made within sixty (60) days of submission.

- I. When compensatory time is granted under this contract, the work performed to earn such time must receive prior written approval of the Superintendent. The use of approved compensatory time must be with prior notification to the Superintendent and his prior consent thereto which shall not be unreasonably withheld. Such time must be used within one calendar year of the date same was earned.

### ARTICLE 7 TEACHER FACILITIES

- A. Each school should have the following facilities if space and monies to provide them are available:
  1. Space in each classroom or departmental office in which teachers may store instructional materials and supplies.
  2. A teacher work area containing equipment and supplies to aid in the preparation of instructional materials.
  3. A serviceable desk, chair, and filing cabinet for the use of each teacher.
  4. A communication system so that teachers can communicate with the main office from their classrooms.

5. Well-lighted, ventilated, and clean teacher restrooms, separate for each sex and separate from the students' restrooms.
  6. A separate private dining area for the exclusive use of the staff.
  7. Free off-street paved parking facilities exclusively for teacher use.
  8. Closet space for each teacher to store coats, overshoes, and personal articles.
  9. Copies, exclusively for each teacher's use, of all texts used in each of the courses he is to teach.
  10. Books, paper, pens, pencils, chalk, erasers, and other such material required in daily teaching responsibility.
- B. The Board shall provide an extension telephone in each faculty lounge for incoming calls only. The number of such extension telephones shall not exceed five (5) throughout the District. The Association may at its option arrange for the installation of a pay telephone in each faculty lounge for the exclusive use of teachers. The Association shall pay for any such installation and be responsible for the payment of all charges in connection with such telephone service, including minimum monthly charges.
- C. Upon reasonable notice, teachers may request secretarial assistance from their Principals. At the discretion of the Principals and insofar as current staffing and work load permits, secretarial assistance will be provided.
- D. The Board shall provide, install, and maintain an air conditioner in every faculty room.

#### ARTICLE 8 LEAVES

##### A. Sick Leave

In addition to the requirements of Chapter 18A, Laws of 1954, the Ramsey Board of Education further agrees that:

1. If the absence of any teacher on account of personal illness exceeds ten (10) days in one school year, except as allowed under accumulated period provided in New Jersey Statutes 18A, such teacher shall forfeit the actual substitute's salary pay for each day's absence for extended sick leave days granted pursuant to N.J.S.A. 18A:30-6.
2. Bargaining unit members newly employed after the beginning of any school year shall at the time of employment be credited with sick leave at the rate of one (1) day for each month or portion of a month remaining in the school year. Any portion of a month shall be considered as a full month.
3. There shall be payment for accumulated sick leave upon retirement under the following provisions:
  - a. "Retirement" is defined as applying for, qualifying, and receiving a pension under T.P.A.F.
  - b. Sick leave days credited to an employee upon initial hire and earned in other school districts shall be

deducted from the total accumulated sick leave days available for payment.

- c. In order to be eligible for said payment, the employee must have worked at least ten (10) years in the District.
- d. Effective July 1, 1991, payment shall be at the rate of thirty dollars (\$30) per day for the first one hundred (100) days of accumulated unused sick leave and unused personal leave (B.1a-f below) and at the rate of forty-five dollars (\$45) per day for all other days of said accumulated sick leave. The total limit of payment shall not exceed eight thousand dollars (\$8,000) to a retiring employee.
- e. All unused personal leave days under Section 1 each year shall be available for payment for accumulated sick leave under the terms of A. 3. of this Article. These days will be treated as if they were accumulated sick leave upon retirement.

#### **B. Temporary Leave**

In addition to the requirements of New Jersey Statute 18A, the Board further agrees that:

1. Any teacher shall be allowed two (2) personal business days without pay loss for each school year. A selected day may be taken for any one of the following reasons:
  - a. Attendance at college graduation ceremonies of the individual teacher or his child or spouse.
  - b. Taking a dependent to or from college at the beginning or the end of the academic year.
  - c. Funeral attendance for a relative or close friend, other than those noted elsewhere in this Agreement.
  - d. Observance of a religious holiday.
  - e. Legal business other than that provided for elsewhere in this Agreement which cannot be conducted outside of school hours.
  - f. Within the two (2) days allowed under 1., an employee may utilize personal leave for a home emergency which requires immediate attention such as a plumbing, heating, or refrigeration problem. The employee must describe in writing the nature of the emergency.
2. Any teacher may be allowed up to two (2) professional days without pay loss for purpose of visiting other schools or attending meetings or conferences of an educational nature upon approval of the Superintendent.
3. Any teacher may be allowed time necessary without pay loss for appearances in any legal proceeding connected with the teacher's employment or with the school system or in any other legal proceeding if the teacher is required by law to attend.
4. Any teacher may be allowed up to five (5) days without pay loss at any one time in the event of death of a teacher's



spouse, child, grandchild, son-in-law, daughter-in-law, parent or grandparent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, and any other member of the immediate household.

5. Any teacher may be allowed up to five (5) days leave in a school year without any loss of pay in the event of a serious illness of the teacher's spouse, child, parent, parent-in-law, grandchild, or spouse of a child. The Superintendent has the discretion to grant additional time for this clause.
6. At the discretion of the Superintendent, necessary time at the beginning and/or end of the school year may be granted to attend summer school classes and/or travel to or from the place where such classes are held.
7. Time necessary for persons called into temporary active duty of any unit of the U.S. Reserves or the State National Guard shall be granted, provided such obligations cannot be fulfilled on days when school is not in session. A teacher shall be paid his regular pay for a period of not more than two (2) weeks in addition to any pay which he receives from the State or Federal government.
8. Other leaves of absence with pay may be granted by the Board for good reason.
9. A teacher requesting leave of absence for marriage shall be granted such leave and shall forfeit per diem pay for such leave.
10. Leaves taken pursuant to Section B above shall be in addition to any sick leave to which the teacher is entitled.
11. Any teacher absent from school without leave under the provisions outlined above shall forfeit per diem pay for each day of such absence. Nothing in the foregoing sentence shall be interpreted to mean that employees may take unauthorized leaves of absence.

**C. Extended Leave**

In addition to the requirements of Chapter 18A, Laws of 1954, the Board further agrees that:

1. A leave of absence without pay of up to two (2) years shall be granted to any teacher who joins the Peace Corps, Vista, National Teachers Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship or other approved grants.
2. **Pregnancy-Disability**
  - a. Maternity leave shall be granted subject to the following conditions:
    - (1) A teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed.
    - (2) A request for maternity leave shall include a statement from a physician confirming the pregnancy and anticipated date of birth.

- (3) Exact dates of the leave will be arranged as closely as possible to parallel opening and closing dates of school.
  - (4) A statement from a physician certifying that the teacher is physically able to return to duty shall be furnished to the Board before a teacher is permitted to return from maternity leave.
- b. A teacher's return date to employment shall be extended for a reasonable period of time at her request for reasons associated with pregnancy, birth, or other related cause. However, the leave of absence granted a non-tenured teacher hereunder shall not be extended beyond the end of the contract school year in which the leave is obtained.
  - c. Except as provided above, no teacher shall be barred from returning to duty after the birth of her child solely on the ground that there has not been a time lapse between the birth and her desired date of return.
  - d. No teacher shall be removed from her teaching duties during pregnancy except upon one of the following:
    - (1) The Board has found that her teaching performance has noticeably declined.
    - (2) The pregnant teacher is found to be medically unable to continue teaching by her own physician and the Board's physician, or where these physicians disagree, by a physician jointly selected by the Board and the teacher, whose opinion on medical capacity shall be final and binding.
    - (3) Any other just cause.

### 3. Child-Rearing

- a. Teachers desiring an unpaid leave of absence for child-rearing purposes shall apply to the Superintendent at least four (4) months in advance of the desired commencement date of such leave.
- b. In the case of child-rearing leave commencing immediately upon birth or adoption, tenured teachers shall be entitled to child-rearing leave for the balance of the school year in which the child is born or adopted and one additional full school year. At the time of application under C.3.(a), the teacher shall state whether he or she is seeking the balance of the school year or that period plus the additional year. However, a teacher may elect to delay notification to the Board of his or her intentions regarding the additional year as long as such notification is made prior to April 1 preceding that year.
- c. Non-tenured teachers shall be entitled to child-rearing leave for the balance of the school year in which the child is born or adopted.
- d. If an employee under the provisions of C.3.(b) is on a child-rearing leave solely for the balance of the school year in which the child was born or adopted, the employee may receive an additional full school year of such leave. A letter of application to request such

leave shall be made to the Superintendent no later than the April 1st prior to the termination of the leave already granted.

4. A leave of absence without pay of up to one (1) year shall be granted for the purpose of caring for a sick member of the teacher's immediate family. Additional leave may be granted at the discretion of the Board.
5. Other leaves of absence without pay may be granted by the Board for good reason.
6. Upon return from leave pursuant to C.1. of this Article, a teacher shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, provided, however, that time spent on said leave shall not count toward the fulfillment of the time requirements for acquiring tenure. A teacher shall not receive increment credit for time spent on leave granted pursuant to C. 2,3,4, or 5 of this Article, nor shall such time count towards the fulfillment of the time requirements for acquiring tenure.
7. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return, and he shall be assigned to the same position which he held at the time said leave commenced, if available, or if not, to a substantially equivalent position.
8. All extensions or renewals of leaves shall be applied for and granted in writing.

**D. Career Development Leave**

**1. Purpose**

The career development program is designed to help maintain instructional service at the highest level of quality by affording teachers the opportunity to further their professional development.

**2. Eligibility for Consideration**

- a. Any teacher who will have completed ten (10) years of teaching with seven (7) years of active service in the Ramsey Public Schools shall be eligible to apply for a grant. After such subsequent seven (7) year period, a successful applicant may apply for an additional grant. An unsuccessful applicant may reapply for consideration in any year following his/her first application.
- b. While satisfactory service is a prerequisite, the career development program looks ahead to the contribution that its participants can make to the children of Ramsey through the benefits of the program. It is not a reward for past accomplishments.
- c. In all instances, the activity must be related to enhancing the applicant's contribution to the educational program at the Ramsey Public Schools.

**d. Activities are limited to:**

1. Study in association with a recognized graduate institution or its equivalent, or in a planned program with recognized authorities.
2. Travel when combined with study within or outside of regular education institutions. Recreational travel is not allowed.
3. Research
4. Writing

**3. Time Lines**

- a. Requests for career development leave shall be made to the Superintendent of Schools before November 1st of the year previous to the desired school year of leave.
- b. Notification of the action taken by the Board of Education on requests for career development leave will be given by the Board to all applicants by March 1.

**4. The Application**

- a. The request shall be in writing giving the reason for the leave, how it is expected to improve the quality of the instruction, and any additional information which will be helpful in evaluating the request. The application shall relate such information to the criteria listed in "Eligibility for Consideration" listed in 2. above. The applicant shall also have completed a "Promissory Note" under the terms of 9. below.
- b. The application shall also have the written approval of the principal or other administrator under whom he or she works.

**5. The Grant Process**

**a. The Program Evaluation Committee**

There shall be a committee to make recommendations to the Superintendent concerning each applicant based upon the criteria set in 2. above.

- 1) The Association President shall select three (3) professional staff members from the bargaining unit of whom at least (2) shall be classroom teachers. The Board's appointees to the committee shall consist of a Board member, the Superintendent or his designee, and a Principal selected by the Superintendent. Membership on this committee except for the Superintendent or his designee should be rotated on a school year basis.
- 2) The committee shall review all applications received by the deadline set in 3.a. above, shall meet as convenient, may meet with applicants as it chooses, and shall take formal votes on applicants.
- 3) The committee shall forward its recommendations in writing to the Superintendent and the Board containing its assessment of whether a candidate meets the criteria listed in 2. above and its rationale.

The committee may judge more than one applicant qualified. If it does so, it may recommend one candidate over another but must state reasons for that selection.

- 4) The committee will also provide written advice concerning potential "Forfeiture of Grant" under 7. below.
- 5) The committee may also evaluate the career development program and its own procedures from time to time and make recommendations to the Superintendent.
- b. The selection of teachers to be recommended to the Board of Education for career development leaves shall be made by the Superintendent on the basis of information contained in the written requests. Provided he or she meets the eligibility criteria listed above, an applicant to the program shall be recommended by the Superintendent and approved by the Board of Education.
- c. No more than one teacher per year shall be granted a career development leave.

#### 6. The Grant

- a. Career development grants shall be based on the anticipated salary of the staff member during the year that the grant is in effect. Such grants may be either at full pay for one-half (1/2) of the school year or one-half (1/2) pay for the entire school year. Salary payments will be made on the same basis as for regularly employed teachers.
  - b. While on a career development leave, a teacher will make the same payments into the T.P.A.F. as would be made if teaching that year on a full salary. The full twelve (12) month service credit is allowed for retirement and pension purposes. Teachers also make the regular payment based on full salary to Contributory Life Insurance and are fully covered during the year.
  - c. During a career development leave, a teacher accumulates sick leave and is eligible to use it at the contracted salary, the same as if regularly employed. All other advantages of regular teaching also are available including Worker's Compensation coverage.
  - d. Tenure rights shall not be impaired.
- #### 7. Forfeiture of Grant

If in the judgment of the Superintendent or the Program Evaluation Committee, the teacher on a grant program is not fulfilling the purpose for which the grant was made, the Superintendent and the committee shall discuss the problem. The Superintendent may recommend forfeiture of the grant to the Board in writing. The Board may terminate the grant after providing an opportunity to the teacher to be heard.

#### 8. Summation

Teachers on leave will be required to submit to the Superintendent transcripts of courses taken during the leave, or a brief written report on the activities in which they

engaged during said leave.

**9. Subsequent Service**

- a. As a condition to being granted leave, the teacher shall enter into a contract (Promissory Note) with the Ramsey School District wherein he or she agrees to continue in service to the Board for the period of no less than two (2) years after the expiration of the career development leave.
- b. If a teacher fails to continue in service after such a leave, said teacher shall repay to the Ramsey School District the sum of money bearing the same ratio to the amount of salary received while on leave of absence that the unperformed part of the two (2) subsequent years of service bears to the two (2) full years, unless said teacher is incapacitated, has been discharged, or has been released for good and sufficient reasons by the Board of Education from this obligation.

**ARTICLE 9  
PROFESSIONAL DEVELOPMENT AND  
EDUCATIONAL IMPROVEMENT**

**A. The Board of Education agrees:**

1. To pay the full cost of tuition, textbooks and other materials required for any courses, workshops, seminars, conferences, inservice training sessions or other such sessions, which a teacher is required and/or requested by the administration to take.
2.
  - a. To pay the full cost of tuition, registration fees, service fees, and laboratory fees of approved graduate studies up to \$650 effective July 1, 1992, provided such study has been given prior approval by the Superintendent.
  - b. The foregoing reimbursement arrangement shall not cover courses required of teachers for certification purposes unless a change in field of certification is requested by the Superintendent, or the Superintendent, at his discretion, determines that regardless of whether such course is required for certification, the course will be of benefit to the District. Parking fees and fees of a similar nature shall not be reimbursable.
  - c. The Superintendent may recommend courses for certification purposes only, and/or he may approve courses for reimbursement and credit on the guide.
  - d. In order to be eligible for reimbursement, an employee must gain a grade of "B" or better in a course. A "Pass" grade will be accepted for reimbursement only if the employee has not been offered the choice of a letter grade rather than "Pass-Fail". Failure to select a letter grade when offered shall result in loss of reimbursement.
3. This reimbursement policy does not apply to teachers on leave, with the exception of those on sabbatical leave.

- B. Provisions of this Article will cover teachers taking courses during the summer months, providing said teacher was in the employ of the Ramsey School System prior to the close of school**

in June and is under contract for the new school year starting in September.

**C. Criteria for Course Approval**

1. College courses, workshops, seminars, or initiative credits which have previously been approved shall be credited toward an advancement to the next column on the salary guide. No credit will be given for travel.
2. Any college course, workshops, seminars, or initiative credits described below shall be credited toward an advancement to the next column on the salary guide and shall be reimbursed under this Article. However, the aforementioned reimbursement shall not cover courses required of teachers for certification purposes unless a change in field of certification is requested by the Superintendent, or the Superintendent, at his discretion, determines that regardless of whether such course is required for certification, the course will be of benefit to the District.
  - a. Prior to entering a Master's or Doctorate program, there shall be written approval by the Superintendent. For K-5 classroom teachers, all graduate degrees in elementary education taken at a New Jersey State College or university shall be approved. For all 6-12 staff and special area staff K-5, graduate degree programs in the area of the individual staff member's certification and job assignment shall be approved. The Superintendent shall have discretion to approve other degree programs.
  - b. All college-approved courses which are credited toward a teacher's graduate degree which has been approved under the terms of a. above shall be approved.
  - c. If a teacher is not enrolled in a graduate degree program, he shall receive credit for all graduate content (field) courses, provided he can justify them to the Superintendent as being directly related to his teaching assignment.
  - d. In addition to related content (field) courses, teachers may be given credit by the Superintendent for courses that would increase the effectiveness of their teaching, such as speech, linguistics, reading, psychology, and guidance.
  - e. A teacher of a self-contained class shall be credited for content area courses directly related to his teaching assignment. One-third (1/3) of the course credits (5 hours) may be at the undergraduate level.
  - f. If undergraduate course credits would be beneficial for an individual teacher in his job assignment, then such courses may be credited upon recommendation of the school principal and/or department supervisor and the concurrence of the Superintendent of Schools.
  - g. No teacher may receive credit for repeating a course unless changes in the field have been such, that in the written opinion of the teacher's immediate supervisor or degree advisor, repetition of a course will prove beneficial to the teacher and students.

- h. Credits may be given for non-college workshops, lectures, or courses approved by the Superintendent of Schools. Such courses shall be prorated in accord with the hours spent and course content. Ten (10) hours are equivalent to one (1) credit.

**ARTICLE 10  
INSURANCE PROTECTION**

- A. The Board shall provide the health-care insurance protection as designated below:
1. The health-care benefits shall be those provided by the New Jersey State Health Benefits Plan or a plan that provides substantially comparable coverage.
  2. The terms and conditions of said health-care coverage shall be consistent with the regulations of the carrier (New Jersey State Health Benefits Plan).
  3. The Board shall pay the full premium for each individual teacher and, when requested, for any dependents of said teacher as long as the teacher qualifies under conditions stated in Paragraph 2 above.
- B. 1. a. Effective July 1, 1992, the maximum Board contribution for any eligible employee shall be \$650 per year. Any cost of such coverage for both individual and family plan beyond that which is established by the above shall be borne by the individual teacher.
- b. Supplemental teachers shall be covered by a prorated dental contribution by the Board based upon the number of hours worked per week. In order to be eligible for this prorated Board contribution, the supplemental teacher must work more than twenty (20) hours per week.
2. Retirees may buy into dental insurance under the following guidelines:
- a. Only employees who retire on or after July 1, 1983, are eligible.
  - b. Employee payment may only be made in annual installments.
  - c. The Board shall notify eligible retired employees at the last known address, of the dental rate by August 15 of each year, if possible. Retired employees are obligated to supply the Board with notice of any address change.
  - d. The employee must forward the insurance premium to the Board within thirty (30) calendar days of notification of the rate pursuant to c. above.
  - e. Any retired employee who elects not to buy into dental insurance for the year cannot be eligible again for this benefit.
  - f. "Retirement" is defined as applying for, qualifying, and receiving a pension under T.P.A.F.
  - g. New retirees must pay a prorated insurance premium for the remainder of the insurance year on or before the date of retirement.



3. The parties agree to establish a joint committee of three (3) members each in order to investigate the dental insurance plans and carriers. The committee will meet as necessary to determine if better and/or more efficient coverage can be obtained in other plans and/or carriers within available agreed-upon moneys.
- C. The Board shall provide to each teacher a description of all insurance coverage provided under this Article, which shall include the conditions and limits of said coverage.
- D. The Board may at its option change insurance carriers as long as substantially equivalent and/or comparable benefits as those presently enjoyed are provided.

**ARTICLE 11  
TEACHER WORK YEAR**

- A. The contract work year for teachers employed on a ten (10) month contract extends from September 1 through June 30. For each of the school years covered by this Agreement, the in-school attendance of teachers will be a maximum of one hundred eighty-nine (189) days for teachers currently in the school system and one hundred ninety-one (191) days for new teachers as follows:
  1. **Pupil Attendance Days**

The number of days when pupils are in attendance will not exceed one hundred eighty-five (185) days nor be less than one hundred eighty (180) days. This includes four (4) emergency closing days. If the emergency days are not used, the school year may be shortened at the discretion of the Board of Education. The last two (2) pupil attendance days shall be minimum length days as set forth by the State Board of Education's Rules and Regulations.
  2. **Orientation Days**

Two (2) days are allotted prior to school opening for teacher orientation.
  3. **School Closing**

One (1) day after dismissal of students shall be allotted for completion of records and inventories. However, one additional day may be required for individual teachers at the discretion of the school principal if work is not completed.
  4. **New Teacher Orientation**

New teachers may be required to attend an additional two (2) days for orientation.
- B. The contract work year for teachers employed on a twelve (12) month contract shall contain an additional twenty-two (22) working days to those described above.
- C.
  1. The school calendar shall be set by the Board each year after consultation with the Association. Such consultation shall begin no later than January 15 of the preceding year.
  2. After adoption of the calendar by the Board, changes shall be made only after consultation with the Association.

- D. Any teacher who is transferred completely from one building to another shall be allowed one day to relocate teaching materials. Any elementary teacher who is involuntarily transferred between one classroom in a building to another classroom in the same building shall be paid 1/200th of the teacher's annual salary and shall be allowed one day to relocate teaching materials if the transfer necessitates the relocation of materials. If this day occurs on a day when a teacher normally is required to work, there shall be no additional compensation. If this day occurs on a day when a teacher is not scheduled to work, the teacher shall be compensated at the rate of 1/200th of the teacher's base salary.
- E. All teachers who teach in kindergarten through fifth grade shall be available on two (2) evenings each year for parent-teacher conferences. These evenings shall be scheduled on normal instructional days. The Fall Conference schedule of three half days shall also remain in effect.

**ARTICLE 12  
TEACHER HOURS AND  
TEACHING LOAD**

- A. 1. A teacher is a professional who carries out his assignments to the best of his ability and is willing to give the time necessary to meet these responsibilities.
2. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" roster and shall also place a check mark in the appropriate column when signing out.
3. Teachers shall accept the responsibility to inform the principal when arrival or departure is to be at other than the usual time.
4. Each teacher shall be on classroom duty or where specifically assigned at least ten (10) minutes before scheduled starting time and remain on duty thirty (30) minutes after student dismissal times. The term classroom duty is defined for the purpose of this Article to mean duties directly related to classroom instruction and is not confined to the literal interpretation of physical location of the teacher in the classroom. Some teachers may be assigned earlier duties by the principal or vice-principal when pupils must be admitted early. Such teachers will be relieved from comparable duty. Provisions of Paragraph A.4 shall not be construed to conflict with provisions of D. 1 in this Article.
5. Any necessary deviations from the above schedule shall be resolved between the teacher and the appropriate administrator.
6. Schedules of the opening and closing times of the respective schools shall be those approved by the Board of Education and attached as Schedule "D". This schedule is not to be considered part of this Agreement. Contracted teachers shall be notified as soon as possible of any proposed changes.
7. On Fridays or on days preceding holidays or vacations, the teacher's day shall end at the close of the pupil's day, with the exception that if specific requirements of students necessitate the teacher staying longer, such shall be considered a part of that teacher's workday.

- B. 1. a. The daily teaching load of teachers in the high school and the middle school shall not be more than five (5) teaching periods per day plus one (1) additional supervised activity period or resource assistance period and shall not exceed five (5) hours and fifteen (15) minutes. Homeroom is not considered as a supervised activity period. A teacher may voluntarily accept an additional teaching period in place of a supervised activity period.
- b. A "resource assistance period" is defined as:
- 1) A non-teaching assignment
  - 2) No take-home lesson plans
  - 3) No grading of papers
  - 4) No development, instituting, or marking of tests
  - 5) No report card grades .
  - 6) No take-home carry over of work after the period is over
  - 7) No formal, adopted curriculum.
2. The daily teaching load in the elementary schools shall not exceed five (5) hours and fifteen (15) minutes. There shall be a one-teacher per lunch period limit per day in the elementary schools for assignment to lunchroom and playground duties. The intention of this Article is to limit lunch duty to approximately one (1) per month.
3. The teachers in grades seven (7) through twelve (12) shall not be required to teach more than two (2) subject areas, nor more than a total of four (4) teaching preparations at any one time except in foreign language areas. Special education teachers in grades seven (7) through twelve (12) shall not be required to teach more than three (3) subject areas.
4. When available facilities permit, regular classroom teachers in the middle and high schools shall not be required to change teaching stations more than three (3) times during a school day. Special education teachers are excluded from this provision.
5. Supplemental teachers are excluded from all of the provisions in B.1 through B.4 above and C.1 below. Supplemental teachers who work four (4) or more hours per day shall receive a thirty (30) minute lunch period and a fifteen (15) minute break period. Supplemental teachers who work less than four (4) hours per day shall receive a fifteen (15) minute break period.
- C. 1. Teachers shall have a daily duty-free lunch period of at least thirty (30) minutes or as otherwise provided by the statutes of the State of New Jersey.
2. Teachers may leave the building without requesting permission during their scheduled duty-free lunch periods. Teachers finding it necessary to leave the building early or during their preparation periods shall obtain the permission of their administrator.
- D. 1. Teachers may be required to remain after the end of the regular workday without additional compensation for faculty or other professional meetings.

2. An Association representative may speak to the teachers at a meeting called by the school principal or other school official if such arrangement is made beforehand with the administrator in charge.
  3. Principals should prepare an agenda for all meetings where teachers are involved and whenever possible provide such agenda at least one school day before the time of the meeting. Emergency meetings may be called, when needed, by the school principal. Teachers should be given an opportunity to suggest items for the agenda.
- E. Teacher participation in field trips which extend beyond the teacher's in-school workday and overnight or weekend trips shall be voluntary. Written permission for field trips shall be obtained from the Superintendent to guarantee insurance coverage as a school sponsored activity.

**ARTICLE 13  
TEACHER ASSIGNMENT**

- A. All teachers shall be given written notice of their class and/or subject assignments and building assignments for the forthcoming year not later than June 15.
- B. The Superintendent shall assign all newly appointed personnel to their respective positions within subject area and/or grade level and shall give notice of assignments to new teachers as soon as practicable.
- C. In the event that changes in assignments are to be made by the Administration, the teacher affected shall be notified as soon as practicable. At the request of the affected teacher, the Superintendent or his designee will discuss the change with the teacher.
- D. In no event, however, shall the assignment of the teacher or a change in such assignment be subject to the grievance procedure under this agreement.
- E. The Board shall inform in writing the President of the Association of all teaching assignments and changes to them.

**ARTICLE 14  
TRANSFERS, REASSIGNMENTS,  
AND PROMOTIONS**

During the lifetime of this Agreement, the Administration shall post in each building openings and promotion positions.

**ARTICLE 15  
TEACHER EVALUATION**

- A. **Frequency**
  1. Non-tenured teachers shall be evaluated at least four (4) times in each school year.
  2. Tenured teachers shall be evaluated at least one (1) time each school year.

## **B. Reports**

A teacher shall be furnished a copy of each of his own personal evaluation reports. The teacher shall acknowledge that he has read and received a copy of the report by affixing his signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also be afforded the opportunity to submit a written reply to the evaluation report which shall be reviewed by the Superintendent or his designee and attached to the file copy.

### **ARTICLE 16 JOINT CONSULTATIVE TASK FORCE**

- A.** The parties agree to continue the Joint Consultative Task Force which shall consist of four (4) members, the Superintendent of Schools and/or his designee representing the Board and four (4) members, the President of the Association and/or his/her designee representing the Association.
- B.** At the request of either party, the Superintendent will schedule a meeting at a mutually convenient time. Each party shall present to the other at least five (5) school days prior to the meeting an agenda covering the matters they wish to discuss.
- C.** The following items shall be referred to the Joint Consultative Task Force for discussion:
  - 1.** Specialist
  - 2.** Non-teaching duties
  - 3.** Teacher-Administration Liaison
  - 4.** Instructional Council
  - 5.** Maintenance of classroom control and discipline
  - 6.** Books and other instructional materials and supplies
- D.** The parties agree to consider all recommendations of the Joint Consultative Task Force.
- E.** It is understood and agreed by and between the parties that the inclusion of the aforementioned subjects in this Article for study by the Joint Consultative Task Force does not waive any rights of the parties with respect to the negotiability or non-negotiability of any or all of the aforementioned items.

### **ARTICLE 17 TEACHER RIGHTS**

- A.** The teacher shall be responsible to determine the grades and other evaluations of students within the grading policies of the Ramsey Board of Education based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. No grade or evaluation shall be changed without consultation with the teacher. In the event a change is made, a notation shall be made by the administration in the teacher's personnel file, and the teacher shall be afforded the opportunity to indicate in writing in said file his agreement or disagreement with the change.
- B.** 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 teacher benefit existing prior to its effective date.

**ARTICLE 18  
ASSOCIATION RIGHTS**

Any unit member serving as President shall have no duty periods and may utilize his own lunch period and preparation period for Association activities, provided such activities do not interfere with the operations of the school district. Every reasonable effort shall be made to meet the scheduling needs of the RTA President.

**ARTICLE 19  
MISCELLANEOUS**

- A. Copies of this Agreement shall be reproduced and the expenses shall be equally shared between the parties. The Agreement shall be reproduced within ninety (90) days after it has been signed and copies shall be made available to all individuals now employed or hereafter employed in the negotiations unit for whom the Association is authorized to negotiate in accordance with Article 1 "Recognition" of this Agreement.
- B. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or certified or registered mail at the following addresses:
1. If by the Association to the Board:  
Ramsey Board of Education  
266 East Main Street  
Ramsey, New Jersey 07446
  2. If by the Board to the Association:  
Ramsey Teachers Association President  
(Home Address)
- C. The Association shall notify the Board within twenty (20) calendar days after any election or appointment, of the names of all of its officers and members of the negotiations committee.
- D. There shall be no discrimination, interference, restraint, or coercion by the Board or any of its agents or representatives against any of the employees covered under this Agreement because of their membership or non-membership in the Association or because of any lawful activities by such employees on behalf of the Association. The Association, its members, and agents shall not discriminate against, interfere with, restrain, or coerce any employees covered under this Agreement who are not members of the Association and shall not solicit membership in the Association or payment of dues during classroom instruction periods.
- E. Any individual contract hereafter executed between the Board and an individual teacher shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- F. A teacher may voluntarily (but shall not be required to) transport students with the advance approval of his principal or immediate supervisor.
- G. The Board recognizes the value of maintaining class size at an optimum level consistent with the available resources of the school system and the community. Therefore, the Board will endeavor to maintain an optimum class size within the realm of economic ability and will through the Administration consider

the recommendations of the Association in establishing class size.

**ARTICLE 20  
SEPARABILITY AND SAVINGS**

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by a Court or other tribunal of competent jurisdiction, such provision shall be inoperative but all other provisions shall not be affected thereby and shall continue in full force and effect.

**ARTICLE 21  
FULLY-BARGAINED PROVISIONS**

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues for the term of this Agreement. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

**ARTICLE 22  
DURATION**

This Agreement shall be in full force and effect as of July 1, 1993, and shall continue in full force and effect through June 30, 1994. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective secretaries, and their respective corporate seals affixed hereto at Ramsey, New Jersey, on this 15th day of April, 1993.

**RAMSEY TEACHERS ASSOCIATION**

**RAMSEY BOARD OF EDUCATION**

By: /s/ ROBERT SCHMARGE  
President

By: /s/ KAREN M. DICCIANNI  
President

By: /s/ SARA HESKINS  
Secretary

By: /s/ ROBERT J. MARCOTULLI  
Secretary

**SCHEDULE A****TEACHER SALARY GUIDE**

July 1, 1993 - June 30, 1994

<b>STEP</b>	<b>I BA</b>	<b>II BA+15</b>	<b>III MA</b>	<b>IV MA+15</b>	<b>V MA+30</b>	<b>VI MA+45</b>
1	\$32,046	\$33,475	\$36,041	\$37,041	\$38,032	\$39,285
2	\$32,859	\$33,944	\$37,006	\$38,071	\$39,105	\$40,409
3	\$33,712	\$34,797	\$37,930	\$39,065	\$40,147	\$41,494
4	\$34,553	\$35,725	\$38,908	\$40,089	\$41,198	\$42,575
5	\$35,667	\$36,895	\$40,158	\$41,410	\$42,567	\$43,992
6	\$36,955	\$38,245	\$41,594	\$42,919	\$44,123	\$45,602
7	\$38,464	\$39,831	\$43,101	\$44,713	\$45,981	\$47,523
8	\$40,132	\$41,580	\$44,762	\$46,682	\$48,017	\$49,629
9	\$42,032	\$43,565	\$46,864	\$48,902	\$50,305	\$51,995
10	\$43,739	\$45,343	\$49,165	\$50,966	\$52,924	\$54,636
11	\$45,498	\$47,373	\$51,552	\$53,377	\$55,518	\$57,329
12	\$47,635	\$49,508	\$53,786	\$55,706	\$58,098	\$60,261
13	\$54,098	\$56,535	\$60,719	\$63,246	\$65,500	\$67,864

An employee who possesses an earned doctorate shall receive \$1,000.00 over the appropriate MA+45 guide step.



**SCHEDULE B  
COACHING AND INTRAMURAL SALARIES**

<u>TITLE</u>	<u>1993-1994</u>
Baseball, Head	\$4,495
Baseball, Ass't (2)	\$3,215
Basketball, Head (2)	\$5,135
Basketball, Ass't (4)	\$3,625
Bowling	\$3,100
Cheerleading Adv. (Var.) (2)	\$2,165
Cheerleading Adv. (J.V.)	\$1,445
Cross Country	\$4,495
Field Hockey, Head	\$4,495
Field Hockey, Ass't	\$3,215
Football, Head	\$5,780
Football, Ass't (5)	\$4,175
Golf	\$3,215
Indoor Track	\$3,300
Intramurals (10)	\$1,420
Murray Nuts Advisor	\$1,475
Softball, Head	\$4,495
Softball, Ass't (2)	\$3,215
Soccer, Head (2)	\$4,495
Soccer, Ass't (3)	\$3,215
Swimming	\$4,495
Tennis, Head (2)	\$3,855
Tennis, Ass't (2)	\$2,755
Track, Head (2)	\$4,600
Track, Ass't (2)	\$3,215
Volleyball, Head	\$4,495
Volleyball, Ass't	\$3,215
Wrestling Head	\$5,135
Wrestling, Ass't	\$3,625
Basketball, 8th Gr (2)	\$3,410
Cheerleading Adv. (Smith)	\$1,445
Volleyball - Gr. 8	\$1,420
Wrestling - Gr. 8	\$3,410

\$25 per trip for driving a school van

**SCHEDULE C  
EXTRACURRICULAR SALARIES**

<u>Title</u>	<u>1993-1994</u>
Academic Decathlon	\$1,230
AFS Advisor	\$1,375
AVA Assistant	\$1,135
Chem League Adv.	\$1,400
Chess Club Advisor	\$1,480
Chorale Advisor	\$1,605
Class Advisors (Sr.) (2)	\$1,435
Class Advisors (Jr.) (2)	\$1,380
Class Advisor (Soph.)	\$1,105
Class Advisor (Fresh.)	\$1,065
Color Guard Director	\$2,615
Computer Club Advisor	\$2,600
Debating Team Adv.	\$1,350
Drama Coach	\$1,975
Environmental Club Adv.	\$1,300
Honor Society Adv.	\$1,300
Interact Advisor	\$1,145
Jazz Ensemble	\$1,490
Literary Mag. Adv.	\$2,340
Marching Band Director	\$3,940
Marching Program Coord.	\$2,165
Math League Adv.	\$1,300
Quiz Bowl Advisor	\$1,230
RAM Business Mgr.	\$1,135
RAM Editorial Adv.	\$2,435
School Treasurer	\$4,265
Set Construct. (Per Prod.)	\$1,000
Ski Club	\$1,180
SOS Advisor	\$1,500
Stage Band Director	\$1,420
Stage Crew Advisor	\$1,155
Student Activities Coord.	\$1,105
Student Council Advisors (2)	\$1,105
Winter Guard	\$1,185
Yearbook Advisor	\$3,160
Yearbook Business Mgr.	\$1,380
Jazz Ensemble (Smith)	\$2,215
Joy Poetry (Smith)	\$890
Mathcounts (Smith)	\$1,100
Origami Workshop (Smith)	\$800
Student Council. Adv. (Smith)	\$1,000
Writers Club (Smith)	\$890

**OPENING AND CLOSING  
TIMES OF SCHOOLS**

**Ransey High School**

Homeroom	8:00 - 8:07	
Period 1	8:11 - 8:51	
2	8:55 - 9:35	
3	9:39 - 10:19	
4	10:23 - 11:03	
5	11:07 - 11:47	(Lunch)
6	11:51 - 12:31	(Lunch)
7	12:35 - 1:15	(Lunch)
8	1:19 - 1:59	
9	2:03 - 2:43	

**Eric Smith School**

<b>Entrance</b>	<b>Tardy</b>	<b>Dismissal</b>
8:14 am	8:20 am	3:00 pm

**Elementary Schools K - 5**

	Entrance	Tardy	Dismissal
<b>DATER SCHOOL</b>			
Kindergarten A.M.	8:50 am	8:55 am	11:20 am
Kindergarten P.M.	12:30 pm	12:35 pm	3:00 pm
Grades 1 through 3	8:50 am	8:55 am	3:00 pm
<b>HUBBARD SCHOOL</b>			
Grades 4 through 5	8:40 am	8:45 am	2:50 pm
<b>TISDALE SCHOOL</b>			
Kindergarten A.M.	9:00 am	9:05 am	11:30 am
Kindergarten P.M.	12:40 pm	12:45 pm	3:10 pm
Grades 1 through 3	9:00 am	9:05 am	3:10 pm



## NEGOTIATIONS TEAMS

### BOARD OF EDUCATION

- \* Robert Baxer
- Cheri Marie Berman
- George Bumiller
- \* Karen M. Diccianni
- Kathleen Dreyer
- Deborah Ferrara
- Joyce Meyers
- \* Elizabeth Ohnegian
- \* Stephen Richards

### RTA

- Mary Jane Bainbridge
- Roni Carver
- Terry Diffley
- Harriet DuFault
- Shirley Keyser
- Rosemary Kidd
- Jim Morris, Chairperson
- Al Note
- Peg Puder
- Robert Ritzer
- Gale Sales
- Barbara Schenk
- Robert Schmarge, President

- \* Committee Members

