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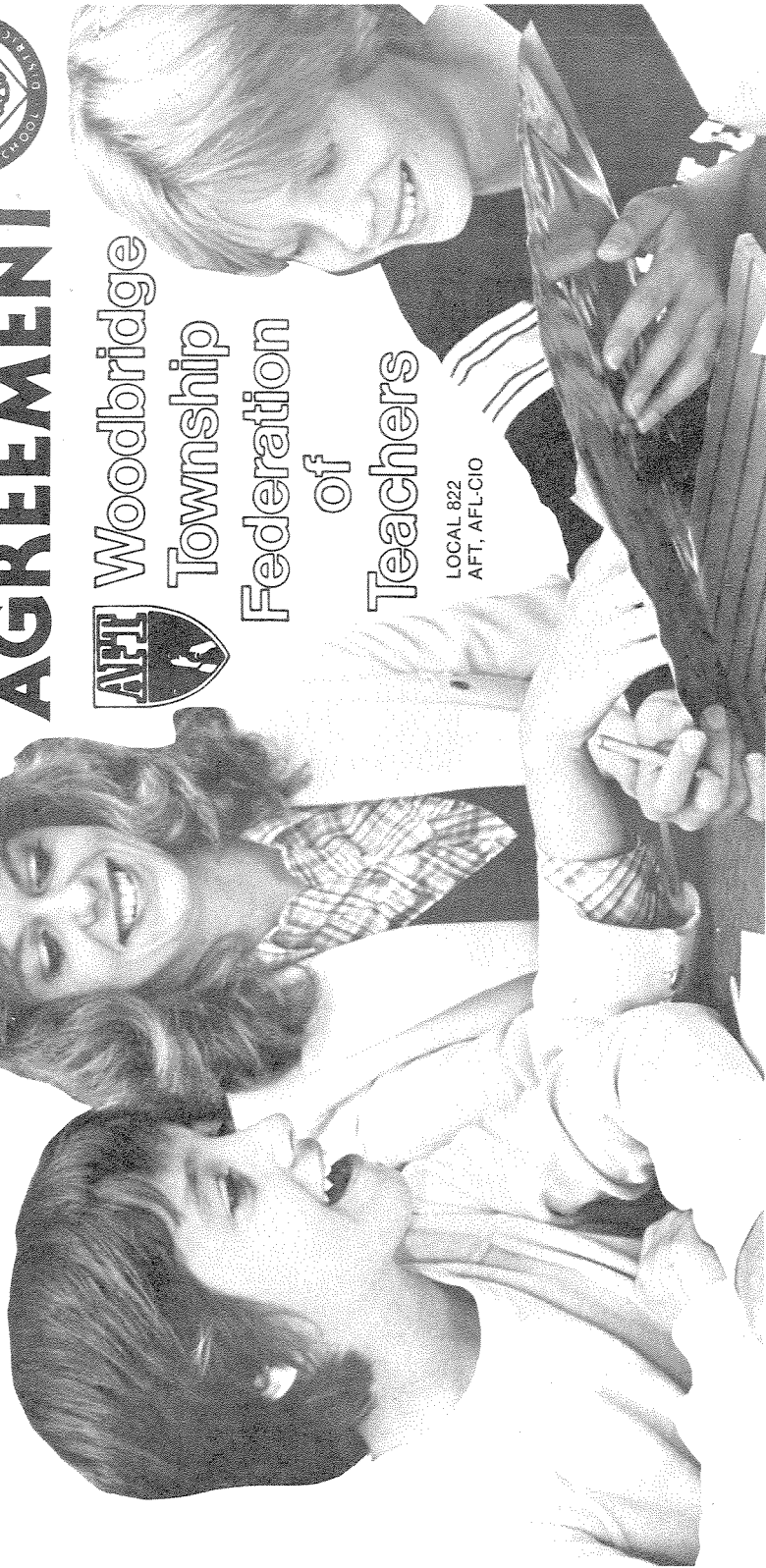
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1981

TEACHER AGREEMENT



Woodbridge
Township
Federation
of
Teachers

LOCAL 822
AFT, AFL-CIO



Woodbridge Township Board of Education



WOODBIDGE TOWNSHIP
BOARD OF EDUCATION

and

P.O. Box 428, School Street
Woodbridge, New Jersey 07095
Telephone (201) 636-0400

Joseph A. Brunello, *President*
Sherman Jacobson, *Vice-President*

Frederick A. Chesky
Vincent A. Gioffre
Edward A. Gorski

Stephen R. Kovacs
Patsy Margiotto
Joseph E. Martino

Dr. Thomas E. Ramage

WOODBIDGE TOWNSHIP FEDERATION OF TEACHERS
Local No. 822 AMERICAN FEDERATION OF TEACHERS
AFL-CIO

451 Pearl Street
Woodbridge, New Jersey 07095
Telephone (201) 636-2993

President	Gerald Pajak
Vice President	Richard Sisko
Vice President	Stephanie Faught
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Secretary	Howard Salles
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X July 1, 1981 - June 30, 1984

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AGREEMENT

This Agreement entered into this 10th day of June, 1981, by and between the Board of Education of Woodbridge, New Jersey, hereinafter called the "Board" and the Woodbridge Township Federation of Teachers, Local #822, American Federation of Teachers, AFL-CIO, hereinafter called the "Union".

PREAMBLE

The Board and the Union agree that the paramount purpose of this agreement is the recognition of the rights and responsibilities of the parties concerned and the formulation of procedure by which both parties may work together in good faith with regard to all matters of common concern. The Board and the Union further agree that the welfare of the children and learners is the paramount concern in the operation of the Woodbridge Township Public Schools and that quality education will be promoted to the fullest possible extent.

ARTICLE 1.

RECOGNITION AND PROCEDURES FOR NEGOTIATIONS

1.1 Recognition

The Board recognizes the Union as the sole and exclusive bargaining representative for all certified personnel including teachers with provisional or emergency certification and per diem substitutes, but excluding continuing education personnel, Superintendent of Schools, Assistant Superintendents, Principals, Vice-Principals, Administrative Assistants, Supervisors, Directors, Coordinators and non-certified personnel (janitors, cafeteria employees, attendance officers and secretarial and clerical employees). This Recognition Clause shall be limited for the Substitute Teachers to the language pertaining to Substitute Teachers as set forth in Article 12.

1.2 Definitions - Where Used in this Agreement

- 1.2.1 "School" shall mean any work location or functional division or group.
- 1.2.2 "Principal" shall mean the administrator of any work location or functional division or group.
- 1.2.3 "Building Representative" shall mean the agent of the Union in any work location or functional division or group.
- 1.2.4 The singular shall include the plural.
- 1.2.5 The masculine shall include the feminine; the feminine shall include the masculine.
- 1.2.6 The term "Board" shall include the Board of Education of Woodbridge Township or its designated representatives.
- 1.2.7 The term "Union" shall include the Woodbridge Township Federation of Teachers or its designated representatives.

1.3 Procedures for Arranging Negotiating Sessions

- 1.3.1 Requests for meetings from the Union will be made to the Superintendent, Assistant Superintendent for Personnel, or Chairman of the Board's Negotiation Committee. Negotiations shall begin not later than the preceding November 1st for the succeeding school year's agreement.

- 1.3.2 Requests for meetings from the Superintendent or the Board will be made to the president of the Union or her/his designee.
- 1.3.3 When a request for a meeting has been made by either party, a mutually convenient date, time and place shall be set within one (1) work day of the date of request, such meeting to take place within seven (7) work days.
- 1.3.4 Nothing in this Article shall preclude the parties scheduling meetings in such manner and at such times as may be mutually agreed upon by the parties.
- 1.3.5 Every possible effort shall be made in the meeting, or in subsequent meetings, to attempt to resolve the problem or problems.
- 1.3.6 The location at which all regular and special meetings are held shall be determined at the time of the request for a meeting.
- 1.3.7 Teachers (not to exceed six in number) who, upon request of the bargaining agent, are excused by the Assistant Superintendent for Personnel from their regular teaching assignments for the purpose of attending and/or participating in negotiation sessions with the representatives of the Board, shall suffer no loss of pay and benefits.
- 1.4 Submission of Proposals for Negotiations**
- 1.4.1 All proposals and counterproposals submitted by either party in the course of negotiations shall be in writing.
- 1.5 Conducting Negotiations**
- 1.5.1 Each party shall, upon reasonable request, furnish to the other party any available, pertinent non-confidential reports, statistics and general information concerning the Woodbridge Township public schools.
- 1.5.2 Competent professional and lay representatives or consultants may be used if deemed advisable by either party.
- 1.5.3 During negotiations, the Board and the Union will present relevant nonconfidential data, exchange points of view, and make proposals and counterproposals.
- 1.5.4 Negotiations shall be conducted in closed sessions unless both parties agree to the contrary.
- 1.5.5 Nothing herein shall be construed to prevent any official from meeting with an employee organization for the purpose of hearing the views and requests of members in such unit as long as the majority representative is informed of the meeting and provided that any changes or modifications in terms and conditions of employment, as covered in this Agreement, are made only through negotiations with the majority representatives.
- 1.5.6 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.
- 1.6 Agreement**
- 1.6.1 Once a written Agreement is adopted by the Union and the Board, it shall constitute a binding, legal and moral commitment on the part of both parties to do everything within their power to secure the execution of the provisions of the Agreement.
- 1.6.2 If a tentative Agreement submitted by the Union is rejected by

the teachers of Woodbridge Township, negotiations shall be reopened.

1.6.3 If the tentative Agreement is rejected by the Board, negotiations shall be reopened.

1.6.4 Except as this Agreement shall hereinafter provide, all terms and conditions of employment applicable in the current school year shall remain in full force and effect, except that new rules or modifications of existing rules governing terms and conditions of employment shall be negotiated with the Union before they are established.

ARTICLE 2. LEAVES OF ABSENCE

2.1 Death In Family

2.1.1 Up to five (5) days absence without pay deduction will be allowed for death in the immediate family. Immediate family shall mean:

— Husband, wife, children and any other members of the same household.

— Father and mother.

— Sisters and brothers.

2.1.2 Up to three (3) days absence without pay deduction will be allowed for death of near relative.

2.1.3 Up to five (5) days absence without pay deduction shall be allowed for the death of a mother-in-law or father-in-law if residence has been out of state. Otherwise, the prevailing practice of three days absence shall apply.

2.2 Anticipated Disability/Sick Leave of Absence

2.2.1 Any employee who anticipates disability because of a specific future event, such as pending surgery or other medical procedures, shall report that status to the Board of Education as soon as such employee becomes aware of same. If the anticipated disabling event is childbirth, the employee who becomes pregnant shall notify the Board at least 90 days prior to the expected date of delivery. At the time of notification, the employee shall submit a physician's certificate attesting to the pending disabling condition.

2.2.2 Requests for disability/sick leave relating to anticipated disability shall include dates of onset and return from such leave.

2.2.3 An employee may request unpaid leave of absence to prepare for an anticipated disabling event, which request must be submitted as soon as possible. Such unpaid leaves are subject to the provisions on unpaid personal leave as set forth herein.

2.2.3.1 In the case of pregnancy, the employee, if she so desires, will be granted an unpaid leave to prepare for the birth of her child.

2.2.3.2 Employees whose expected date of onset of disability occurs during periods which would be disruptive to the continuity of the educational process, and who do not take unpaid personal leave prior to the disability, shall be subject to being transferred to alternative duty without loss of pay or benefits while so assigned until such time as the disability occurs.

- 2.2.4 The employee who anticipates a specific disabling event and who does not request unpaid leave of absence prior to the anticipated disabling event shall become entitled to applicable sick leave benefits. The Board may require certification of such disability.
- 2.2.4.1 Requests by employees for extension of sick leave benefits shall be governed by law under N.J.S.A. 18A:30-6.
- 2.2.4.2 If the anticipated disabling event is childbirth, the Board shall presume that the pregnant employee becomes disabled for work four weeks before the anticipated date of childbirth at which time the pregnant employee shall become eligible for sick leave benefits if she does not present a certificate attesting to her ability to work during said four-week period of time. This option is granted only to employees actively employed and not to those employees on unpaid personal leave. If, as a result of the pregnancy, the teacher becomes disabled prior to this four-week period, said teacher may use any sick leave benefits to which she is entitled providing that (1) the teacher's physician provides the Board with a certificate attesting to her inability to continue teaching, and (2) the Board reserves the right to verify the teacher's inability to continue teaching.
- 2.2.5 The Board may require that an employee anticipating a disabling event may be placed on sick leave if the employee's physical condition leads to unsatisfactory performance of assigned duties, and/or the continued performance of those duties impairs the employee's health. Such incapacity must be established by the following: The Board of Education's physician and the teacher's physician agree that the teacher cannot continue teaching.
- 2.2.5.1 If there is a difference of medical opinion between the Board's physician and the teacher's physician, then the two physicians shall agree in good faith on a third impartial physician, who shall examine the teacher and whose medical opinion shall be conclusive and binding on the issue of physical capacity to continue teaching.
- 2.2.6 If the employee's disability is caused by childbirth and such employee is receiving disability/sick leave benefits, the employee is presumed to be disabled for a recuperative period of four weeks following childbirth, during which time such employee shall continue to receive sick leave pay to which she is entitled under sick leave policy. This applies only to those employees prior to childbirth and not to those employees who have been out on unpaid personal leave.
- 2.2.6.1 If as a result of pregnancy, an employee continues to be disabled after this four week period, said employee may use any sick leave benefits to which she is entitled providing that (1) the teacher's physician provides the Board with a certificate attesting to her inability to resume teaching, and (2) the Board reserves the right to verify the teacher's disability.
- 2.2.6.2 If the employee whose disability is caused by childbirth wishes to return to her duties prior to the expiration of the recuperative period, she must present medical certification of fitness to the Board. The Board reserves the right to verify her medical certification.

- 2.2.6.3 If the Board of Education's physician and the teacher's physician disagree as to the teacher's fitness, then the two physicians shall agree in good faith on a third impartial physician who shall examine the teacher, and whose medical opinion shall be conclusive and binding on the issue of the teacher's fitness to return to her duties prior to the expiration of the recuperative period.
- 2.2.7 Upon termination of disability an employee is no longer entitled to receive sick leave benefits for that particular disability. Unpaid personal leave for the purposes of recovery following disability may be requested and shall be subject to the provisions on unpaid personal leave, as set forth therein under Section 2.3 **et seq.**
- 2.2.7.1 Requests by tenured persons for personal leave prior to childbirth, following childbirth and/or adoption shall be granted for the duration of the school year in which these events occur, plus one additional academic year, if requested by the employee.
- 2.2.7.2 Employees returning from disability/sick leaves of absence shall be governed by the General Provisions Pertaining to Leaves as set forth under 2.12 **et seq.**
- 2.2.8 In no event shall the Board of Education be obligated to extend a non-tenured teacher's leave of absence beyond the contract year for which the teacher is employed.
- 2.2.9 If an employee on personal leave shall become pregnant before the expiration of her leave of absence, she shall be able to apply for a personal leave of absence for pregnancy. The same rules which apply to personal leaves for pregnancy shall apply to the new request for leave of absence for pregnancy.
- 2.2.10 If any employee who has been granted leave of absence for pregnancy has lost her baby for reason of miscarriage, stillbirth, or death of the infant before the expiration of her leave of absence, the employee shall be restored by the Board on her request, as soon as possible, to a position as nearly the same as the position she held when her leave was granted.

2.3 Unpaid Personal Leave

- 2.3.1 The Board recognizes that certain personal situations occasionally occur where an employee seeks absence from work without pay. Where this is not inconsistent with the best interests of the educational process and continuity of instruction, the Board of Education may grant individuals unpaid personal leave. Such leave will be granted within the following guidelines:
- 2.3.1.1 Employees may apply for unpaid personal leave for such purposes as preparation for, or recovery from, an employee's physical disability, unique family situations, or the achievement of personal growth goals. Mere convenience or pleasure of the employee shall not be considered as valid reasons.
- 2.3.2 Requests for personal leave shall be addressed in writing to the employee's immediate superior.
- 2.3.3 The request shall be submitted a minimum of 60 days prior to the onset of the requested leave. In cases of emergency, as

determined by the Board, such requests may be submitted less than 60 days prior to the onset of the requested leave. Requests for personal leave that grow from emergency situations shall be addressed directly to the Assistant Superintendent for Personnel.

- 2.3.4 The request shall include the reason for the petition and supportive data in accordance with administrative procedures, as well as the time period for which it is being requested.
- 2.3.5 The Board of Education reserves the right to grant personal leave so that the period of leave will coincide with the established schedule for affected educational activities and other educational concerns.
- 2.3.6 Requests for extension of personal leave received from individuals already on leave, will be treated as new requests for new leaves and judged in accordance with this policy. Such requests shall be addressed directly to the Assistant Superintendent for Personnel.
- 2.3.7 In no event shall the Board of Education be obligated to extend a nontenured teacher's unpaid personal leave of absence beyond the contract year for which the teacher is employed.

2.4 Sick Leave

- 2.4.1 Each person steadily employed by the Board will receive, without pay deduction, twelve (12) days leave per year for personal illness which are accumulative and twenty (20) days leave per year for personal illness which are non-cummulative. For example, if an individual has been steadily employed in the school system for five (5) years and had accumulated fifty (50) days leave without pay deduction for personal illness, and now such individual becomes ill for one hundred (100) days, the individual's sick leave days shall be used in the following manner and sequence:
- The twelve (12) accumulative sick leave days allowed for the current school year shall be used;
 - The fifty (50) sick leave days which had been previously accumulated shall be used; and
 - The twenty (20) non-accumulative sick leave days allowed for the current school year shall be used, at which point the individual is no longer entitled to sick leave days without pay deduction. However, the individual may then request the Board to pay such individual each day's salary less the pay of a substitute in accordance with the provisions of N.J.S.A. 18A:30-6. The decision as to whether such request will be granted and the extent of any such grant shall be at the sole discretion of the Board.
- 2.4.2 The total number of sick leave days without pay deduction for personal illness which may be accumulated by an individual while steadily employed in the Woodbridge Township School District is unlimited, except that not more than twelve (12) sick leave days may be accumulated in any one year. For example, if a steadily employed individual is absent from employment due to personal illness for three (3) days in a given year, nine (9) days sick leave only will be added for that year to such individual's total accumulated sick leave days.

- 2.4.3 The term “steadily employed” as used above means regular, continuous employment for the entire school year. Individuals whose employment is regular and continuous for the entire school year, but whose employment is for less hours daily or for fewer days per week than would be required for full-time employment are deemed to be “steadily employed” and shall be entitled to pro-rata number of sick leave days for personal illness without pay deduction.
- 2.4.4 Each steadily employed individual who retires under a state administered retirement system after twenty (20) years of service in the Woodbridge Township School District shall be entitled upon retirement after July 1, 1981 to supplemental compensation payment of eleven percent (11%) of the unused portion of accumulated sick leave days credited to such employee as of the last day of employment which shall be known as “Paid Retirement Sick Days”. Any such employee credited with “Paid Retirement Sick Days” shall receive upon retirement a lump sum payment in the following manner:
- Ten (10)-month employees will have their “Paid Retirement Sick Days” (total accumulated sick leave x 11%) multiplied by 1/200th of their final year’s salary to arrive at the lump sum payment they are to receive as supplemental compensation upon retirement. For example, if an employee, upon retirement, earned \$15,000 in the last year of employment and had accumulated 100 sick leave days, such employee would receive a lump sum supplemental compensation benefit of \$825 computed in the following manner:
 - 11% x 100 days (accumulated sick leave) = 11 days (Paid Retirement Sick Days).
 - 1/200 x \$15,000 (salary) = \$75.
 - \$75 x 11 days (Paid Retirement Sick Days) = \$825 Supplemental Compensation Benefit.
 - Twelve (12)-month employees will have their “Paid Retirement Sick Days” (total accumulated sick leave x 11%) multiplied by 1/240th of their final year’s salary to arrive at the lump sum payment they are to receive as supplemental compensation upon retirement.
- 2.4.4.1 The lump sum supplemental compensation payment for Paid Retirement Sick Days will be paid by the Board no later than August 1 of the school year subsequent to the school year in which the last day of employment was rendered, provided that notification of retirement is given to the Superintendent of Schools on or before December 1 of the school year in which the last day of employment is to be rendered. In the event that timely notice is not given, the lump sum supplemental compensation payment shall still be due and owing. If, however, payment of same presents a fiscal difficulty to the Board, then the Board may delay payment of the supplemental compensation, but in no event may payment be delayed later than August 1 of the year following the August 1 it would have been paid if timely notice had been given.
- 2.4.5 Survivors’ Rights

In the event of the death of an employee who meets the above requirements, the estate of the deceased employee shall be entitled to the above benefits.

2.5 Physician's Certificate

2.5.1 A physician's certificate must be filed following an absence of five or more successive school days because of personal illness.

2.5.2 In the event that a pattern of absence leads an administrator to believe that there has been an abuse of the sick leave policy, the administrative complaint procedure shall be invoked.

2.6 Unanticipated Absence

2.6.1 No reduction in pay shall be made for any accumulated sick days to which a teacher is entitled, except as may be delineated elsewhere in this contract.

2.6.2 Teachers shall give the administration two hours notice of intended absence, except in cases where such notice is impossible.

2.7 Military Leave

2.7.1 Military Leave will be granted to staff members in accordance with the applicable laws of the State of New Jersey pertaining to the employees of school districts.

2.7.2 Any teacher who shall enter the active military service of the United States shall be granted leave of absence without pay for the period of such service. Teachers returning from such service shall be reemployed after termination of such leave of absence if such teacher has been honorably discharged from such service. Teachers returning from military leave must notify the Personnel Office sixty (60) days prior to discharge.

2.7.3 For the purpose of determining the appropriate step on the salary scale upon which such an individual is to be placed, teaching service prior to the leave of absence and subsequent to her/his return to employment shall be considered as continuous service as though the same had not been interrupted by military leave; provided, however, that a maximum of four (4) years' credit for military service for the purpose of determining the appropriate step on the salary guide shall be granted to any teacher.

2.7.4 A teacher's eligibility for benefits, including unused accumulated sick leave and credits toward sabbatical eligibility, shall not be affected by a military leave of absence as provided for in this article. For this purpose, the teacher's service prior to leave of absence and subsequent to her/his return to employment shall be continuous service as though the same had not been interrupted by military leave.

2.8 Sabbatical Leave

2.8.1 Sabbatical leaves may be granted for the basic purpose of helping to improve the competence of personnel who have received the leaves, and thereby to help improve the quality of instruction throughout the township. In no way is this to be interpreted as a reward, remuneration, or compensation, or a type of terminal

leave.

2.8.2 Definitions

2.8.2.1 "Teacher" for this plan means any teacher with permanent certification employed by the Board of Education, and under tenure.

2.8.2.2 "Service" means active full-time employment in the public schools of Woodbridge Township.

2.8.3 Sabbatical leaves will be granted for full-time graduate study with an accredited institution for the duration of the leave, or for traveling which is in conjunction with an educational program of an accredited college or university.

2.8.4 Requirements for Application

2.8.4.1 Formal application must be made on a form provided by the Superintendent's Office.

2.8.4.2 Minimum of seven (7) years of continuous service.

2.8.4.3 Each recipient of a leave must agree to serve a minimum of two (2) years of service within the system after her/his return from the sabbatical.

2.8.5 Benefits

2.8.5.1 Full year leave at 60% of the annual salary.

2.8.5.2 Retention of all rights, such as tenure, pension, increments, hospitalization, etc.

2.8.5.3 All applications must be completed in full detail listing the purpose of leave, institution at which the study is to be taken, etcetera.

2.8.5.4 All applicants shall receive written notice from the Superintendent's office indicating either acceptance or rejection within one week after the final adoption of the budget, but not later than April 15th.

2.8.5.5 If a sabbatical is interrupted by a serious accident or illness causing the candidate to drop out of the approved sabbatical program, the teacher shall be eligible for sick leave benefits commencing with the date of disability. Sick leave benefits shall be based on full salary pursuant to the sick leave provision as shown in this contract under 2.4 **et seq.**

2.8.5.5.1 The Administration shall be notified of the accident or illness in writing within ten days of the occurrence with a statement from a licensed physician stating the nature and extent of the illness or accident.

2.8.5.5.2 Should the employee's condition improve so that s/he is fully recovered and the recovery is certified by a licensed physician, the employee shall return to full-time teaching status, assigned by the Superintendent to the nearest appropriate position to that which s/he had before the sabbatical began until the new school year at which time s/he will be given an appropriate position.

2.8.6 Application

2.8.6.1 Application forms are to be obtained from the Superintendent's office, but are to be returned by way of the building principal or supervisor, whichever applies. The applicant shall be required to agree to comply with all the provisions of this resolution or any amendment thereof.

2.8.6.2 Applications for a full year leave must be completed by December 1st of the year preceeding the school year in which the leave is granted.

- 2.8.6.3 If an application is disapproved and the teacher wishes to apply again the following year or at any other time, a new application must be timely filed with the Superintendent's office.
- 2.8.6.4 Any changes in the use of sabbatical time after the application has been approved must be sent in writing to the Superintendent's office.
- 2.8.7 Once the leave is granted, such persons do not again become eligible for a sabbatical leave until the minimum time, seven (7) years worked, has again elapsed.
- 2.8.8 Upon return from a sabbatical leave, each person must guarantee a minimum of two (2) years service. In the event said person does not complete two (2) years minimum service, said person shall repay to the Board all monies received from the Board during the leave period. (Exceptions to this may be made upon recommendation of the Superintendent for such reasons as serious illness or other extenuating circumstances.)
- 2.8.9 Ten (10) days notice of intention to transfer, where applicable, shall be given to teachers returning from sabbatical leave.
- 2.8.10 When a teacher is hired to replace a teacher on leave, the replacement teacher shall be informed of her/his status as a replacement teacher.
- 2.8.11 If granted a leave, no other full-time position will be taken during this time for the purpose of earning money. (Exceptions: grants and/or awards given by a college or foundation.)
- 2.8.12 Restrictions or Limitations
- 2.8.12.1 A minimum of two (2) sabbaticals per year shall be granted if there are:
- Qualified candidates as determined according to Article 2.8.13; and
 - Funds are available as determined by the Board.
- 2.8.12.2 Persons granted leaves for study shall be required to file transcripts with the Superintendent of Schools upon returning to the system.
- 2.8.13 Selection of Applicants
- 2.8.13.1 The following factors will be considered in determining the recommendation of approval of sabbatical leaves:
- Worthiness of proposed purpose.
 - Seniority.
 - Availability of competent replacement.
 - The number or percentage selected from a particular building.
- 2.8.13.2 Where the number applying appear to have identical qualifications, the following factors also must be taken into consideration:
- Evidence of prior interest in self-improvement.
 - Evidence of teaching interest and dedication to the profession.
- 2.8.13.3 The Superintendent may use the above listed criteria as well as other factors in selecting candidates. S/he may, at her/his discretion, appoint a screening committee to assist.
- 2.8.14 Salary Payments
- 2.8.14.1 All regular salary deductions, such as taxes, pension funds, etc. will be deducted from the payments received by the teacher. In accordance with the rules and regulations of the Teachers' Pension and Annuity Fund (52.5), the pension deduction, based

- upon the full contractual salary received at the time the leave is begun, shall continue for the duration of the leave.
- 2.8.14.2 Before leaving for the sabbatical leave, the teacher will notify the Superintendent's office in writing where the checks should be sent.
- 2.8.14.3 Teachers granted sabbatical leaves shall be paid 60% salary less the deduction for taxes, pension, etc. for all regular pay periods established by the Board of Education.
- 2.8.15 The final decision in granting of a sabbatical shall be by the Board of Education on recommendation of the Superintendent, and the action of the Board shall be by resolution approving the individual and the leave.
- 2.8.16 Sabbatical leaves may be granted to the members of the nursing staff under the same conditions and limitations prescribed for members of the instructional staff.
- 2.9 **Transfer of Sick Leave**
Under the provisions of Chapter 177 of the laws of 1967, any person employed by the Board of Education to commence initial services on or after September, 1967, who has an unused accumulation of sick leave days from another school district in New Jersey, shall be granted a maximum of ten (10) days sick leave credit, provided proof of such accumulated sick leave is furnished to the Board of Education within two (2) months of the date of actual employment.
- 2.10 **Personal Days**
- 2.10.1 Members of the instructional staff and nursing staff shall be allowed three days absence without pay deduction during any one school year for personal reasons under the following conditions:
- That no days of absence with pay be allowed, unless for religious holidays, when such days are taken during the first three or last three days of the school year, or the first day immediately preceding, or the first immediately following, a school recess or vacation.
 - That any of the instructional staff or nursing staff desiring to be absent for personal reasons are to advise the principal of the building to which they are assigned at least two school days in advance of the time that they will be absent for personal reasons. Members of the nursing staff shall also notify the Supervisor of Nurses at least two days prior to the date that they will be absent for personal reasons.
- 2.10.1.1 Special teachers are to advise the supervisor of the department to which they are assigned at least two school days before such absence.
- 2.10.1.2 In case of emergency, the two day notification requirement for personal leave is waived.
- 2.10.2 Teachers requesting personal leave shall do so on a form designated for this purpose (See Exhibit #4). Copies of the request for personal leave shall be forwarded to the Assistant Superintendent for Personnel, and records of such requests shall be kept in each teacher's central personnel file.
- 2.10.3 Employees may, on occasion because of unanticipated events

or emergencies, require the use of personal days beyond the three paid personal days allocated each year. In such cases the teachers involved may apply for additional unpaid personal days through the Assistant Superintendent for Personnel stating the reasons for such request.

2.11 Other Leaves

2.11.1 The Board of Education may grant a leave of absence to any member of the instructional staff having tenure of service under the provisions of sections 18A:30-6 to 18A:30-7 of the revised statutes of New Jersey. A leave of absence will not be granted to any member of the instructional staff not protected by tenure.

2.11.2 Absence without pay deduction will be allowed under the following conditions:

- When necessary to comply with a subpoena or summons.
- For professional visitations, educational conferences and conventions when approved by the principal and the Superintendent of Schools.

2.11.3 The Board of Education agrees to grant a leave of absence without pay to the president of the Union or her/his designee, providing s/he is under tenure, for the purpose of performing duties for the Woodbridge Township Federation of Teachers. There shall be no loss of seniority or any other rights available to her/him under the law or the terms of this Agreement because of such leave of absence. Any employee granted such leave of absence shall have the right to be maintained, on the same basis as all continuing employees, in any employee welfare plans available to Board employees for hospital costs, medical-surgical benefits, major medical insurance and any other such benefits upon regular payment on her/his behalf to the office of the Board Secretary of amounts sufficient to cover the cost to the Board for continued participation in such employee welfare plans provided the Board's insurers will permit it.

2.11.4 Teachers intending to enroll in prior-approved summer school courses as defined below shall request permission of the Superintendent or her/his designee 20 days before such enrollment. If such permission is granted, it shall be understood that the teacher shall be excused for not more than five (5) days during the last scheduled week of the school year to attend all sessions of the summer school.

2.11.4.1 For purposes of this section, a summer school course shall be defined as "A district approved course of instruction in an approved institution of higher education which begins before the end of this district's school year and generates one or more course credits."

2.11.4.2 Teachers who have obtained prior approval for enrollment in summer school courses as defined above in 2.11.4.1, and have obtained approval to be excused for no more than five (5) days during the last scheduled week of the school year, will be paid the difference between their regular pay and what is paid the substitute for each day of their absence.

2.12 General Provisions Pertaining to Leaves

2.12.1 Notices shall be sent to teachers returning from leave on the

first day of school in September at least sixty days prior to the opening of school indicating the school's name and number. Where such notice is not possible or change becomes necessary, the teacher shall be notified as soon as administratively possible.

- 2.12.1.1 At the time a replacement teacher is hired, s/he shall be informed of her/his status as a replacement teacher.
- 2.12.2 A teacher returning from a leave of absence shall receive the same salary increment as those teachers within the system who have the same number of years of teaching experience in the schools of Woodbridge Township, and where applicable, equivalent credit for prior teaching experience and/or military service.
- 2.12.3 The Board of Education will make available to each teacher an annual accounting of accumulated sick leave by September 30th.
- 2.12.4 The Board of Education will allow up to four years credit on the salary guide for teachers who have taken leave for military service, the Peace Corps, or the VISTA program.
- 2.12.5 In cases of absence of any teacher from duty without leave as provided above, such teacher shall receive no pay during such absence. The deduction of such absence shall be calculated at one two-hundredths of the annual salary for each school day of such absence.

ARTICLE 3. WORKING CONDITIONS AND WORK YEAR

- 3.1 The parties recognize the **authority and duty** of the Board of Education pursuant to New Jersey law to promulgate a school calendar.
- 3.2 **The following shall be the staff work year:**
 - 3.2.1 180 instructional days.
 - 3.2.2 One five-hour in-service workshop day.
 - 3.2.3 One teacher planning day prior to the start of school.
 - 3.2.4 One orientation day for new teachers prior to Labor Day. New teachers hired after the orientation day would still be required to attend an orientation program.
 - 3.2.5 As in the past, the Board shall schedule holidays and vacation periods consistent with the educational needs of the district. Where changes in such schedules are contemplated, employees will be given ten days notice, except in case of emergency as determined by the Board of Education.
 - 3.2.6 The Board approved calendars available at this printing shall be included in the appendix of this agreement for informational purposes only. See appendix 5.
- 3.3 **Elementary Teacher Work Load**
 - 3.3.1 In the event that an elementary class exceeds thirty (30) students for a period of more than ten (10) school days without the class being supplied with either an additional teacher or a

teacher aide, then the teacher in whose class this occurs shall, on the eleventh school day, receive overload pay determined by the following formula:

teacher's annual salary = $\frac{\text{The daily rate per additional student above thirty (30) for each day that said student(s) is/are in the classroom until such time as another teacher or teacher aide is also in the classroom or until such time as the teaching load reduces to thirty (30) students or less.}}{30 \times 200}$

3.4 Elementary Level

- 3.4.1 Elementary teachers shall report to their assigned stations not later than 8:55 a.m. and shall commence their teaching duties at 9:05 a.m.
- 3.4.2 Elementary teachers are herein guaranteed a lunch period of not less than fifty (50) minutes.
- 3.4.3 The work day shall terminate no later than 3:30 p.m. except where cafeteria procedures require dismissal at 3:15 p.m. However, when circumstances and the educational needs of the students require that the work day begin at a different time, e.g. tutorial instruction, etc., such work day shall not exceed six (6) hours, thirty-five (35) minutes as set forth in 3.4 herein.
- 3.4.4 Each elementary teacher shall be guaranteed five (5) preparation periods per week.
- 3.4.5 All elementary special area teachers who teach Art, Physical Education, Music, Speech Therapists and Compensatory Education shall be granted the same number of preparation periods.
- 3.4.6 A schedule of assignments of teacher aides shall be posted in the school office available to teachers.
- 3.4.7 Parent Conference Days
- 3.4.7.1 There shall be six (6) elementary parent conference days.
 - Three (3) shall be scheduled from 1:30 p.m. to 3:30 p.m.
 - Three (3) shall be scheduled from 7:00 p.m. to 9:00 p.m.
- 3.4.7.2 On all parent conference days students shall be dismissed no later than 1:00 p.m.
- 3.4.8 Elementary class lists shall be provided by the school principal prior to the last day of school with the understanding that these lists may be revised prior to the opening day of school. Copies of these lists shall be made available to the school nurse and all special area teachers at the same time.

3.5 Secondary Level

- 3.5.1 High school teachers shall report to their assigned stations no later than 7:55 a.m.
- 3.5.1.1 The work day for high school teachers shall end at 2:45 p.m. except as set forth in 3.5.1.2 and 3.6.12
- 3.5.1.2 When circumstances and the educational needs of the students require that the work day begin at a different time, e.g. detention, tutorial instruction, etc., such work day shall not exceed six hours and fifty minutes (6 hrs. 50 min.) duration.

- 3.5.2 High school teachers are herein guaranteed a duty-free lunch period equal to that of the students.
- 3.5.3 Middle school teachers shall be scheduled for six hours and fifty minutes daily. A duty-free lunch period at least equal to the students' lunch period, but not less than thirty-five (35) minutes, shall be included.
- 3.5.4 Middle school teachers shall be on duty at their assigned stations at 8:20 a.m.
- 3.5.5 Every secondary teacher shall be guaranteed at least five preparation periods per week.
- 3.5.6 Teacher preparation periods shall be generally used for the following purposes at the teachers' discretion:
- Planning lessons
 - Grading-evaluating papers
 - Completing required reports
 - Working on curriculum projects
 - Preparing equipment and materials for class
 - Taking reasonable rest periods
 - Study and professional reading
 - Conference with staff and/or parents
 - Observing other teachers, with that teacher's permission
 - Providing extra help to pupils
- 3.5.7 A secondary teacher shall not teach more than two (2) subject areas nor more than three (3) preparations during any semester. In the event that this is not possible, the teacher shall be relieved of any duty prior to the first class period as well as homeroom.
- 3.5.8 Departmentalized teachers shall not be required to teach more than three consecutive classes without either a lunch break or a preparation period with the exception of teachers of home economics, industrial arts, laboratory sciences, and art.
- 3.5.9 No secondary teacher shall be assigned more than twenty-five class periods and five assigned periods per week (exception -driver education teachers), except that up to thirty (30) class periods per week with a corresponding reduction of assigned periods may be assigned with the approval of the teacher involved
- 3.5.10 Teachers of secondary English classes shall have a teaching load not to exceed 130 pupils. This may be modified for educational purposes only as it may apply to large group instructional programs, team-teaching and approved experimental programs.
- 3.5.11 General Secondary
- 3.5.11.1 Lunchroom duty shall be assigned on a voluntary basis to the extent that this is possible. No teacher shall be involuntarily assigned lunchroom duty for more than two consecutive years.
- 3.5.11.2 Teachers assigned to bus duty will be relieved of a homeroom assignment.
- 3.6 General Provisions Relating to Elementary & Secondary Levels**
- 3.6.1 The teachers shall be responsible for the issuing of district safety glasses and the wearing of same by students in shops and laboratories.

- 3.6.1.1 Teachers shall advise all adults who may enter their shops or laboratories that safety glasses are required.
- 3.6.2 Members of the Faculty Liasion Committee in each school shall be nominated in an open meeting of the faculty each September.
- 3.6.2.1 The Liasion Committee shall consist of not less than three, or more than eight members of the teaching staff in each school.
- 3.6.2.2 A ballot shall be prepared by a member of the clerical staff under the joint supervision of the principal and a representative of the Union. Within one week after nomination, a secret ballot election shall be conducted under the joint supervision of the principal and a representative of the Union.
- 3.6.2.3 The Superintendent of Schools shall be sent copies of the minutes of the meetings from each building.
- 3.6.3 Teachers will not be required to make written excuses for an occasional tardiness. Habitual lateness is not herein condoned and should be discouraged through conferences with the appropriate administrative authority. In no case shall this function be delegated to a clerk or secretary.
- 3.6.4 Teachers shall not be required to collect premiums for student insurance, to prepare lists therefor or in any way subsidize the operation of an insurance company. Teachers, however, shall distribute the necessary forms for implementation.
- 3.6.5 Audio-visual coordinators in secondary schools shall have their teaching load reduced by at least one class per day and they shall be free of other duties during the homeroom period.
- 3.6.6 Teachers may leave the school building during their lunch periods and with administrative permission during their preparation periods. If the administrator or her/his designee is not available to grant prior permission, an appropriate form (see Exhibit #5) will be completed by the teacher leaving the building and the completed form shall be filed with the administrator's secretary.
- 3.6.7 Teachers, prior to June 15th of each year, shall be notified of the following:
- Subjects to be taught.
 - Grade of subject to be taught.
 - Any special or unusual classes teachers will be required to teach.
 - Grade level and special nature, if any, of the regular classes. Where changes in personnel, or illness, make an exception to the above necessary, teachers affected shall be notified in writing forthwith.
- 3.6.8 All professional members shall satisfactorily complete all items on their annual clearance forms prior to receiving their final paychecks for the school year.
- 3.6.9 No monies shall be withheld from any teacher's salary for any reason not specifically delineated elsewhere in this contract or in the state and/or federal statutes.
- 3.6.10 The principal or her/his designee shall make available to teachers a master list of supplies ordered at the beginning of each school year. Teachers will be informed of deliveries as soon as possible after their arrival.
- 3.6.11 School Nurse

- 3.6.11.1 Each school nurse shall have access to a telephone line.
- 3.6.11.2 Nurses shall follow the same procedure as teachers for reporting absence due to illness.
- 3.6.12 Teachers may leave the building at the end of the school day as soon as all buses have cleared the school grounds unless requested to remain for teacher meetings, in-service training programs, extra help for pupils and/or parent conferences, and except in emergencies, teachers shall be given at least two days notice prior to such meetings and conferences. Pupils and parents are encouraged to seek help and assistance at a time that is mutually acceptable.
- 3.6.12.1 Except in genuine emergencies, as determined by the appropriate administrator, there shall be a maximum of two faculty meetings per month.
- 3.6.12.2 At least two days advance notice shall be provided for regularly scheduled meetings.
- 3.6.13 Arrangements shall be made to allow teachers who so desire to have automatic payroll deductions of savings for a credit union. The Union will submit "authorization cards" to the payroll department or Board Secretary by September 30th. the Board shall have sixty (60) days thereafter to computerize the deductions.

3.7 Field Trips

- 3.7.1 Curriculum-related field trips shall be approved by the principal who shall be governed by the following guidelines to permit such field trips:
 - When a field trip lasts for the entire school day, the Board shall provide a qualified substitute for classes not participating on the trip.
 - When a field trip lasts for less than a full day, class coverage will be provided at Board expense.

3.8 Teacher Protection

- 3.8.1 Teachers shall inform the school administration of any undesirable situation, condition or occurrence which may require official administrative attention.
- 3.8.1.1 Habitually disruptive pupils shall be referred to the administration. (See exhibits included in appendix for informational purposes showing Board of Education policy #523 regarding Disorder and Disruption of Educational Program and Board Policy #530 regarding Suspension and Expulsion) Appendices 1&2.
- 3.8.2 Teachers shall immediately report in writing to their building administrator and to central administration, all cases of assault suffered by them in the course of their employment. (See Board Policy #523 and #530 included in appendix for informational purposes.)
- 3.8.2.2 Such report shall be forwarded through the Superintendent to the Board which shall comply with any reasonable request from the teacher for information in its possession, not privileged under law, which relates to the incident or the persons involved.
- 3.8.3 Employees of the Woodbridge Township School District shall be

indemnified against civil actions brought against them in the course of their employment to the fullest extent provided by N.J.S.A. 18A:16-6 (as may be amended) which is incorporated herein by reference. (Text of the most recent copy of this law as of this printing is set forth in appendix #3.)

3.8.4 Employees of the Woodbridge Township School District shall be indemnified against criminal actions brought against them in the course of their employment to the extent provided by N.J.S.A. 18A:16-6.1 (as may be amended) which is incorporated herein by reference. (Text of the most recent copy of this law as of this printing is set forth in appendix #4.)

3.8.5 A teacher absent from school as a result of personal injury caused by an assault arising out of and in the course of her/his employment and compensable under New Jersey Workers Compensation laws shall be paid her/his full salary for the period of such absence for up to one calendar year without having such absence charged to the annual sick leave or accumulated sick leave. Any amount of salary payable pursuant to this Section shall be reduced by the amount of any Workers Compensation award for temporary disability due to the said assault or injury for the period for which such salary is paid. The Board shall have the right to have the teacher examined by a physician designated by the Board for the purpose of establishing the length of time during which the teacher is temporarily disabled from performing her/his duties; and, in the event that there is no adjudication in the appropriate Workers Compensation proceeding for the period of temporary disability, the opinion of the said physician as to the said period shall control.

3.8.5.1 When absence arises out of or from such assault or injury, the teacher shall not forfeit any sick leave or personal leave.

3.9 Building Level Implementation

3.9.1 The principal of each school shall meet with the Union Building Representative at the request of either party to discuss school operation and questions relating to the implementation of this Agreement.

3.9.1.1 Proposed changes in existing policies and procedures and new policies and procedures for the school relevant to this Agreement shall be subject for discussion at such meetings.

3.9.1.2 Policies adopted or maintained by any principal shall not be inconsistent with the terms of this Agreement.

3.10 Assignments of Teachers

3.10.1 Teachers initially joining the Woodbridge Township School District shall receive their school building(s) assignment from the Superintendent's Office.

3.10.2 Teachers already in the system shall receive notification of their assignments in writing for the ensuing school year not later than June 15th of the current school year.

3.10.2.1 When a vacancy becomes known or is anticipated, members of the current staff shall be notified of said vacancy through posting and shall be given an opportunity to apply for it before

the vacancy is filled.

- 3.10.3 Evening Duties (Other Than Assigned Coaches/Extra-Curricular Duties)
- 3.10.3.1 Duties which teachers are required to perform outside the school day shall be equally distributed and, with the exception of parents' night, no teacher shall be required to perform more than two per year.
- 3.10.4 Summer School
- 3.10.4.1 Notice of anticipated summer school positions shall be posted by May 15 of each school year, affording each teacher the opportunity to apply for appointment.
- 3.10.4.2 The Board retains the right to appoint teachers from within or without the District to summer school positions with the understanding that all applications for summer school employment from current employees shall be considered by (1) acknowledgement in writing and (2) interviews.
- 3.10.4.3 Compensation for summer school teaching shall be at the rate of \$11.25 per hour in 1981-82; \$11.50 per hour in 1982-83; and \$11.75 per hour in 1983-84.

ARTICLE 4 SUPERVISION, EVALUATION AND EDUCATIONAL IMPROVEMENT

4.1 Supervisory Programs and Teacher Evaluation

- 4.1.1 The supervisory program of the Woodbridge Township School District shall consist of five (5) phases:
 - Classroom visitation and observation.
 - Follow-up conference with teacher and observer.
 - Annual evaluation report (tenure staff).
 - Tenure recommendation to Superintendent of Schools.
 - Tenure recommendation by Superintendent of Schools to the Board of Education.

4.2 Classroom Visitation and Observation

- 4.2.1 It shall be the administrative procedure that all teachers be visited and observed both by a subject-matter specialist and an administrator, wherever available. Follow-up conferences shall be held by the observer with the teacher as soon as possible, but in any event, no later than three (3) school days after each visit. As a result of each visit and conference, the observer shall complete a report on the approved District form.
- 4.2.1.1 Problems caused by classroom interruptions, other than classroom visitations and observations, both by teachers and administrators, should be discussed at each building level and effective practices established to overcome said problem.
- 4.2.2 The observer is to submit one copy of the form to the teacher observed, one copy to the principal's office, and a third copy to the Assistant Superintendent for Personnel for the teacher's District personnel file.
- 4.2.3 The teacher may submit a self-evaluation for each observation on a form identical to that used by the observer prior to the

follow-up conference. This self-evaluation shall be attached to the official observation form and shall be placed in the teacher's District personnel file.

4.2.4 Tenure teachers should be visited at least once each year by a representative of both the subject-matter specialist (where available) and the administration. These reports of the observations and conferences for tenure teachers shall be used as a basis for the annual evaluation reports to be made by the building principal.

4.2.5 If an administrator/supervisor/coordinator observes a teacher or class for more than 15 minutes, the observation shall be written up.

4.2.6 First-year teachers shall have the right to be familiarized with the District evaluation and observation forms and procedures prior to the beginning of the first observation.

4.2.7 Follow-Up Conference

4.2.7.1 Conferences might relate to the observation/evaluation in areas including, but not limited to, varied techniques of instruction, varied activities utilized, depth of lesson plans and their execution, organization and management of the class and classroom, full utilization of class time, degree of maximum pupil participation, classroom atmosphere, motivating techniques, maximum use of equipment, supplies and materials and other instructional techniques as they might relate to specific subject areas.

4.2.7.2 Observers should be prepared to offer constructive suggestions, where necessary, for improved teaching techniques, for new and varied resource materials, for class organization, for improved lesson planning, for meeting the needs of individuals as well as the group, and for the proper implementation and completion of minimum curriculum standards.

4.2.7.3 Conferences should result in growth and learning by the teacher.

4.3 Annual Evaluation Reports (Tenure Teachers)

4.3.1 Annual evaluation of tenure teachers shall be processed in the prescribed manner noted above, but such reports shall be submitted by June 1st of each school year.

4.4 Annual Evaluation Reports (Non-Tenure Teachers)

4.4.1 Annual evaluation reports shall be completed by the building principal (or the designated administrator) by April 1st of each school year. One copy shall be given to the teacher, one copy sent to the District office for study and filed in the teacher's District personnel file, and a third copy placed on file in the teacher's building personnel file.

4.4.2 Subject specialists may be called upon to assist in the development of evaluation reports and will be expected to review the evaluation reports upon completion.

4.4.3 Principals shall be expected to confer with non-tenure teachers regarding their annual evaluation prior to placing the report on file.

4.4.4 Teacher's signatures on each evaluation report shall indicate that such a conference was held and that they are familiar with

the contents of the evaluation. Such a signature shall not mean that the teacher necessarily approved the contents of the report. Evaluations will continue to be signed in ink by the evaluator and personnel being evaluated.

4.5 Achieving Tenure Status

4.5.1 A non-tenure teacher who is not granted a contract may request a meeting with the Superintendent who shall arrange such a meeting with the teacher within ten school days after the receipt of such a request. The teacher shall be shown any rating forms that have been completed by the administration. If s/he so chooses, s/he may be accompanied by a representative of the Union.

4.5.2 A non-tenure teacher will be informed of the Superintendent's recommendation as to whether s/he has been granted tenure at least (60) days prior to the expiration date of her/his probationary period, and shall be informed in writing of the final action of the School District on the granting or denial of her/his tenure at least sixty (60) days prior to the expiration date of her/his probationary period.

4.6 Other Procedures in Supervisory Program

4.6.1 Teachers will be given a copy of any class visit or evaluation report prepared by their superiors at the conference for the purpose of discussion. No such report shall be submitted to central administration, placed in a teacher's file, or otherwise acted upon until the teacher has had a conference with the observer.

4.6.2 All monitoring or observation of the work performance of a teacher will be conducted openly, with full knowledge of the teacher. Surreptitious use of public address or audio systems and similar surveillance devices shall not be permitted.

4.6.3 Because of the confidential nature of observation and evaluation procedures, information on evaluations, observations and conferences shall be accessible to no party except the building and central administrators, the supervisor, the department head and/or coordinator, the teacher involved and the Board of Education, if necessary.

4.6.3.1 Only authorized clerical personnel shall prepare such reports.

4.6.4 Classroom supervision shall be regarded by all parties concerned as a means to assist in improving instruction, not as a means to harass the parties being observed and evaluated.

4.6.5 All supervisors and administrators, directly or indirectly responsible for the supervision of a teacher, shall have the right to visit classrooms or other activities under the teacher's jurisdiction at any time.

4.7 Teachers' Textbooks, Equipment and Materials

4.7.1 The Board shall provide textbooks in sufficient numbers and other equipment and materials as prescribed within curriculum guidelines.

4.7.2 Each teacher shall be provided with two (2) copies of all basic textbooks and/or teacher's manuals for each different teaching

assignment.

- 4.7.3 All textbooks (more than ten (10) copies for any basic subject) shall be adopted by the Board of Education, as prescribed by law, after a representative teachers' committee has received at least three (3) available and suitable texts for the specific subject, and submitted their recommendations to the Superintendent of Schools for recommendation to the Board of Education. The administration shall provide the necessary forms and procedures to assist with any textbook adoption. All textbook adoption committee work should be presented to the Superintendent of Schools with copies of the textbooks no later than May 1st of each school year if the adopted textbook is expected to be available by September 1st of the school year.
- 4.7.4 Textbooks for all levels and all grades should not be collected prior to three (3) days before the end of the school year nor before the last final examination from any subject or curriculum experience area.
- 4.7.5 Pilot projects should be encouraged. However, funds for the initial and/or the continuation of the program should be taken from a pilot project section of the general textbook account. Funds for the pilot project should be in addition to the regular school allotment for textbooks.

4.8 Professional Growth

- 4.8.1 Teachers are encouraged to join professional organizations of their choice.
- 4.8.2 All teachers holding permanent or regular certification shall be eligible for tuition reimbursement. Reimbursement will be made under the following conditions:
- Approval of the course to be taken must be obtained from the office of the Assistant Superintendent for Personnel, prior to starting the course.
 - Course taken must be part of a planned program leading to a definite educational objective related to the assigned position of the applicant, or the courses must be directly related to the individual's professional needs as determined by her/his assigned position.
 - All courses eligible for tuition reimbursement must be successfully completed.
 - Tuition reimbursement shall be limited to a maximum of \$425 per person per fiscal year.
 - Official transcripts for all reimbursable courses must be filed in the office of the appropriate director by October 15 for payment in November; by March 15 for payment in April and by July 15 for payment in September.
- 4.8.3 All work for salary credit shall be classified in one of two ways:
- Professional courses in the field of education, not to exceed one-third of total credits earned (12 credits maximum).
 - Content courses in the field to be taught or a related field, not to exceed two-thirds of total credits earned (20 credits maximum).

4.9 Curriculum Workshops

- 4.9.1 Curriculum workshops may be established by the

Administration for the purpose of continual improvement of the instructional program.

- 4.9.1.1 Teachers shall be selected by the Superintendent of Schools, and/or her/his designee, for all workshops, based upon their recognized skills and areas of assignment as well as the need for developing a balanced team for the project.
- 4.9.2 Workshops may be held on Saturdays, in summer months or during scheduled recess holidays.
- 4.9.2.1 A workshop may be scheduled during the regular school day, providing the specific situation warrants it, and the Superintendent of Schools recommends it to the Board of Education, which must give final approval.
- 4.9.3 It shall not be mandatory for a teacher to accept a position in a workshop. However, teachers agree that participation, or lack of participation, may be a factor with the teacher's assignment as it relates to the goals and/or purposes of the workshop and its results.
- 4.9.4 Teachers shall be compensated at the rate of \$11.25 per hour in 1981-82 for approved workshop time when scheduled on other than a regular school day. The rate shall be \$11.50 per hr. in 1982-83 and \$11.75 per hr. in 1983-84.
- 4.9.5 Professional staff members with permanent certification may apply toward salary schedule credit for approved District-sponsored in-service courses which do not offer college or university credit. Staff members with a Bachelor's degree and certification may apply such credits towards the Bachelor's degree plus 32 hours. Those with a Master's Degree and certification may apply such credits toward the master's plus 32 hours salary schedule. In order to receive salary schedule credit, the professional staff member must have successfully completed the course, have attended at least 80% of the total sessions and have demonstrated satisfactory growth through participation and contributions to the course.
- 4.9.6 In-service education is to be defined as any approved professional study, course of study, curriculum, workshop, lectures or committee work in/or sponsored by the Woodbridge Township School District which will contribute to the improvement of assignment in which the professional personnel are involved. Such courses are intended for the improvement of the educational program in the District, and, therefore, the best qualified instructors obtainable both in the District and from outside agencies will be sought.
- 4.9.7 Schedule of Maximum Credits for Approved In-Service Credit:
 - 4.9.7.1 Planned In-Service Courses:
 - Five (5) two-hour sessions, 1 credit
 - Ten (10) two-hour sessions, 2 credits
 - Fifteen (15) two-hour sessions, 3 credits
 - 4.9.7.2 Curriculum Study Committees:
 - Ten (10) two-hour sessions, 1 credit
 - Twenty (20) two-hour sessions, 2 credits
 - 4.9.7.3 All curriculum and professional study committees must be approved by the Superintendent of Schools prior to their organization before authorization of in-service credit may be considered. Meetings of supervisors, coordinators, department

or building faculties shall be considered as part of the duties and responsibilities of the professional staff member.

4.9.7.4 Since professional staff members will pay no tuition for such District sponsored courses, and since they may not be classified as graduate courses, such salary credit will be allowed toward total credits required in moving from one salary schedule to another.

4.9.7.5 When the local staff member is involved as instructor or coordinator, she/he will be compensated under the schedule shown below:

Instructor - \$30.00 per session

Coordinator - \$15.00 per session

4.10 Promotions

4.10.1 Definition: A promotion shall mean a change in position in which an employee will qualify for a salary differential and/or the acquisition of a job title, which is of a supervisory or administrative nature. Such titles shall include, but not be limited to, staff leader, department chairperson, guidance counselor, child study team members, and all other who meet the above definition.

4.10.2 Posting of Notices

4.10.2.1 The administration shall post notices of vacancies in all applicable positions in all school and work locations. Such notices shall be posted at least ten workdays (except during the months of July and August) prior to the deadline for filing applications. The Union shall be given three (3) copies of such notices at the time they are posted.

4.10.2.2 The qualifications and references to salary ranges and/or differential for such positions shall be clearly stated in the vacancy notice. If it should become necessary to change qualifications or salary ranges prior to the selection of the candidate, the new qualification and/or salary range shall be publicized.

4.10.3 Application Procedure

4.10.3.1 All applications for promotion shall be acknowledged. It is incumbent upon the applicant to have all credentials on file or submitted prior to the deadline for filing applications. In the event that an applicant does not possess appropriate credentials s/he shall be so notified before any interviews are scheduled.

4.10.4 The Board will make every effort to interview all in-district candidates for promotion who have the necessary qualifications and certification.

4.10.5 Within five (5) working days after the selected candidate has been appointed by the Board of Education, a letter confirming the appointment shall be sent to the successful candidate, and the unsuccessful candidate shall be so notified in writing. Subsequent to this, the unsuccessful candidate(s) may arrange an appointment(s) with the Assistant Superintendent for Personnel to discuss the matter.

4.11 Summer Vacancies

4.11.1 When such vacancies occur during the summer months, notices

of such vacancies shall be sent to the Union, posted in the schools and publicized in the Sunday editions of the New York Times and/or the Star Ledger.

- 4.11.2 If for some reason it is impossible to publicize the job vacancy in either the New York Times or the Star Ledger, then the vacancy shall be publicized in at least one major daily New Jersey newspaper.

ARTICLE 5. GRIEVANCE PROCEDURE

5.1 Grievances arising out of the provisions of this Agreement shall be governed by the following:

- 5.1.1 A grievance shall mean a complaint by any employee (A) that there has been as to her/him a violation, misinterpretation or inequitable application of any of the provisions of this agreement between the Federation and the Board of Education or (B) that insofar as matters covered by the agreement s/he has been treated unfairly or inequitably by reason of an act or condition which is contrary to established policy or practice governing or affecting employees, except that the term "grievance" shall not apply (1) to any matter as to which the Board of Education is without authority to act, or (2) to the complaint of a non-tenure teacher or a non-tenure appointment of a tenured teacher, which arises by reason of her/his not being reemployed or reappointed to the non-tenure position.

- 5.1.1.1 As used in this article, the term "employees" shall also mean a group of employees having the same grievance, or the Union. A grievance to be considered under the procedure must be initiated by the employee within 30 calendar days of its known occurrence.

- 5.1.2 A teacher with a grievance shall first discuss it with her/his immediate superior either directly or through the Union's designated representative with the objective of resolving the matter informally.

- 5.1.3 If the teacher submitting the grievance is not satisfied with the disposition of her/his grievance after having discussed it with her/his immediate superior, or if no decision has been rendered within five school days after presentation of the grievance, s/he may file the grievance in writing with the Union. The Union may submit the grievance within five school days to the Superintendent of Schools. No grievance may be processed under this procedure at this level, or at any higher level, without the written approval of the Union.

- 5.1.4 If the person submitting the grievance is not satisfied with the disposition of her/his grievance by the Superintendent, or if no decision has been rendered within ten school days after the grievance was delivered to the Superintendent, s/he may request in writing that the Union submit the grievance within 15 school days to the Board of Education. The Board or a committee thereof shall review the grievance and shall hold a hearing with the employee and render a decision in writing within 15 calendar

days of receipt of the grievance by the Board or the date of the hearing with the employee, whichever comes later.

- 5.1.5 If the grievant is not satisfied with the decision of the Board, the Union may appeal the decision to binding arbitration. Notice of a demand for binding arbitration shall be filed with the American Arbitration Association within thirty (30) calendar days of the last appropriate date for a decision to be rendered by the Board, with copy of such notice to be sent to the Board of Education.
- 5.1.6 Binding arbitration shall take place when requested after action by the Board of Education. The following procedure will be used to secure the services of an arbitrator:
- Either party may request the American Arbitration Association, in accordance with its rules, to submit a list of persons qualified to function as an arbitrator in the dispute in question.
 - Either party may request a second list of arbitrators if the first list is unsatisfactory. In the event that no arbitrator is selected from the second list, the American Arbitration Association shall designate an arbitrator in accordance with its rules. The parties will arrange to have arbitration meetings held at times which will not interfere with normal operation of the schools whenever possible.
- 5.1.7 The arbitrator shall limit her/his recommendations strictly to the application and interpretation of the provisions of this agreement and s/he shall be without power or authority to make recommendations contrary to or inconsistent with the terms of the Agreement or of applicable law, rules or regulations having the force and effect of law.
- 5.1.8 The recommendation of the arbitrator shall be binding. Only the Board and the aggrieved and her/his representative shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within 30 days of the completion of the arbitrator's hearings.
- 5.1.9 The arbitrator's fee shall be shared equally by the Board and the Union.
- 5.1.10 The Board agrees that it will apply to all substantially similar situations the decision of the arbitrator, which it has accepted sustaining a grievance which is substantially similar to a grievance denied by the decision of the arbitrator.
- 5.1.11 Any aggrieved person may be represented at all levels of the grievance procedure by her/himself or, at her/his option, by a representative selected or approved by the Union, except that this provision shall be limited by 5.1.3 and/or 5.1.5 of this Article.
- 5.1.12 When a teacher is not represented by the Union, the Union shall be notified of the time, date and place of hearing at least 72 hours prior to the hearing, have an opportunity to be present at its option, and may present its views or appeal that disposition of the grievance at the administrator or Board Level.
- 5.1.13 A notice of hearing at each step and a copy of the written decision at each step shall be mailed to the administrators involved and to the Union. Whenever the Union appears with an aggrieved employee, at the same time and in the same manner, a copy of the said notice or decision is required to be sent to the aggrieved employee. The fact that a grievance is raised by an employee shall not be recorded in the employee's personnel file

or in any file or record utilized in the promotion process; nor shall such fact be used in any recommendations for job placement; nor shall an employee be placed in jeopardy or be the subject of reprisal or discrimination for having followed this grievance procedure.

- 5.1.14 Hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend.
- 5.1.14.1 When hearings are during school hours, all such employees who are present at the hearing shall be excused for that purpose with pay and benefits.
- 5.2 **The Union accepts the responsibility to see that its members adhere to the procedure if they feel that policy has been misinterpreted, misapplied, or not followed.**
- 5.3 **The Board accepts a similar responsibility to see that administrators do not misinterpret, misapply, or neglect to follow policy.**

ARTICLE 6. RIGHTS, RESPONSIBILITIES, AND DUTIES OF THE BOARD AND UNION

- 6.1 The Board and the Union agree to protect the integrity of this agreement to the fullest extent permitted by law.
- 6.2 The Board agrees to allow a designated, regular staff member of the Federation or an off duty teacher representative of the Federation to visit the schools on Union matters.
- 6.2.1 Upon arrival, the representative shall notify the school administrator or her/his designee that s/he is visiting the school building.
- 6.2.2 If conferences with teachers are necessary, they shall be scheduled so as not to interfere with the instructional program.
- 6.3 **Teacher-Administrative Public Relations Program**
- 6.3.1 All teachers and the Woodbridge Township Federation of Teachers shall participate in the development and operation of a positive, and consistent public relations program which would provide year round favorable publicity regarding the District's accomplishments and remaining problems.
- 6.3.2 A joint committee shall be established as needed consisting of five administrators designated by the Superintendent or her/his designee and five representatives from the Woodbridge Township Federation of Teachers for the purpose of recognizing District accomplishments and staff or individual staff members accomplishments and for recommending media releases on the same. They shall be responsible for the preparation and formal distribution of all releases.
- 6.3.3 It shall be understood that other media releases may be released by the Administration and by the Union without the guidance or recommendations of the Public Relations Committee.

- 6.4** As provided in Ch. 303, P.L. 1968 and Ch. 123, P.L. 1974, the Board hereby agrees that all teachers shall have the right to join with and support the Union for the purpose of engaging in collective negotiations on matters pertaining to conditions of employment with the Board of Education.
- 6.4.1** The Board of Education recognizes the right of teachers to belong to teacher organizations of their choice, or not to belong to any organization.
- 6.5** Nothing contained in this agreement shall be construed to deny or restrict to any teacher such rights as s/he may have under New Jersey Statutes or regulations of the Commissioner of Education or applicable laws and regulations.
- 6.6** The Board agrees not to discriminate against any teacher on the basis of race, creed, color, national origin, sex, or marital status, or membership in or association with the activities of the Woodbridge Township Federation of Teachers, Local #822.
- 6.7** The Union agrees to admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex, or marital status, or membership in any other professional organization.
- 6.8** The Union shall be given a place on the agenda of the building teachers' meetings, upon prior request, for brief reports and announcements.
- 6.9** Union officers may schedule regular and special meetings in the school buildings at such times as mutually agreed upon by the officers of the Union and the administration. The principal of the building will assign the area to be used and approve the date and time. Permission shall not be arbitrarily withheld.
- 6.10** The rights delineated in this paragraph shall be granted exclusively to the Woodbridge Township Federation of Teachers.
- The use of one bulletin board in each faculty room;
 - The use of school mailboxes.
- 6.11** Nothing contained in 6.10 and its subparts shall preclude or restrict the Board and Administration in their rights to use the facilities therein described.
- 6.12** The Union, as sole and exclusive representative of the teaching staff, shall be the only employee organization to participate in the presentation of the annual new teacher orientation.
- 6.13** The names and addresses of all newly-hired members of this collective negotiating unit shall be made available to the Union in the personnel office within seven work days after they are hired.
- 6.14** The Board of Education encourages the use of school facilities for the promotion of teacher welfare by recognized teacher organizations or employee groups as long as it does not interfere with the educational program, and that the rules of the Board of Education for the use of school buildings are enforced.
- 6.15** The Union agrees and recognizes that the Board of Education reserves to itself sole jurisdiction and right, in compliance with the laws of the State of New Jersey and the rulings of the State Commissioner of Education, to hire, assign, promote, transfer and direct employees covered by this Agreement or to take disciplinary action against said employees (up to and including discharge) for just cause, to direct school operations, and to

take whatever other actions may be necessary to accomplish the mission of the School District except as may be specifically provided by the language of this Agreement.

6.16 Two copies of the agenda shall be mailed to the Union office within five working days of the public Board meeting and two copies of the official minutes shall be mailed when prepared.

6.17 Payroll Deduction of Union Dues

6.17.1 Dues for the Union shall be deducted from the pay of all teachers signing authorization cards according to the State Department of Education rules.

6.17.2 The monies withheld shall be forwarded to the Union treasurer within two (2) working days following the end of each pay period.

6.17.3 Agency Shop

6.17.3.1 Any employee in the bargaining unit on the effective date of this agreement who does not join the Union within thirty (30) days thereafter; any new employee who does not join within ninety (90) days of initial employment within the unit, and any employee previously employed within the unit who does not join within ten (10) days of reenentry into employment within the unit shall, as a condition of employment, pay a representation fee to the Union by automatic payroll deduction effective as of the date dues for membership would have been owed and payable had the employee joined the Union. The representation fee shall be in an amount equal to eighty-five percent (85%) of the regular Union membership dues, fees, and assessments as certified to the Employer by the Union. The Union may revise its certification of the amount of the representation fee at any time to reflect changes in the regular Union membership dues, fees and assessments. The Union's entitlement to the representation fee shall continue beyond the termination date of this agreement so long as the Union remains the majority representative of the employees in the unit, provided that no modification is made in this provision by a successor agreement between the Union and the Employer. For the purposes of this provision, employees employed on a ten (10) month basis or who are reappointed from year to year shall be considered to be in continuous employment.

6.17.3.2 The Union shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, that may arise out of or by reason of any action taken or not taken by the employer in conformance with this provision.

6.18 Selection and Operation of Woodbridge Township Special Purpose Study Committees.

6.18.1 Definition of Committees: the term "Special Purpose Study Committee" used herein shall mean each and every District committee whose scope of study or function affects the terms and conditions of employment of the persons included in Article 1. Section 1.1 of this Agreement.

6.18.2 Formation of Committees: said committees shall be formed by a "Selection and Recruiting Committee" which shall consist of:

- Assistant Superintendent for Personnel
 - Director of Secondary Education
 - Director of Elementary Education
 - Three members designated by the Union president.
- 6.18.3 Responsibilities of Selection and Recruiting Committee:
- The recruiting of members and appointment of each and every Special Purpose Study Committee and determination of number of members on committees.
 - Conducting the initial meeting of said committee until a permanent chairman is elected at the first meeting.
- 6.18.4 Methods of recruiting: the Selection and Recruiting Committee may recruit members by any or all of the following means:
- Soliciting building principals and/or supervisors and coordinators for the names of responsible personnel.
 - Requesting the president of the Union to provide names of personnel.
- 6.18.5 Business of Special Purpose Study Committee:
- Keep minutes of each meeting which shall be filed with the Assistant Superintendent for Personnel and with the Union.
 - Consider only that business which pertains to their respective functions.
 - Make a final report of its findings and/or recommendations; a copy to be sent to the Assistant Superintendent for Personnel and to the Union.
- 6.18.6 The recommendations and findings of all Special Purpose Study Committees shall not be implemented until or unless said recommendations are mutually agreed to by the Board and the Union.
- 6.19 The Board grants the Union the right to reasonable use of interschool mail service in accordance with established district procedures to whatever extent it is legally permissible.

ARTICLE 7. TRANSFER PROCEDURES

7.1 Anticipated Vacancies

- 7.1.1 Lists of anticipated vacancies shall be published and posted by May 1 of the school year preceeding the year in which the vacancies are anticipated.

7.2 Voluntary Transfers

- 7.2.1 Teachers desiring to be transferred to another building or assignment shall apply for a transfer not later than May 15 of the school year immediately preceeding the school year in which the transfer is desired.
- 7.2.2 Each teacher desiring a transfer may indicate up to four (4) schools or work locations in the order of preference on a transfer application form to be provided by the Personnel Office. Provisions shall be made to indicate receipt of the form by the Personnel Office.
- 7.2.3 Any teacher being transferred shall be notified of such anticipated transfer ten (10) days prior to the Board of Education rendering a final decision regarding the transfer.

- 7.3 When openings occur during the school year, members of the current school staff shall be given the opportunity to apply for such openings. Notice of such vacancies shall be posted for the benefit of the members of the current staff.

ARTICLE 8 SALARIES, FRINGE BENEFITS AND RATES OF PAY

- 8.1 **Custodians of student and athletic funds** in high schools shall receive compensation as set forth in exhibit #3.
- 8.2 **Elementary teachers** may be delegated the additional duty of safety patrol supervisor or student council advisor for the additional salary as set forth in the extra-curricular salary guide, payable on June 15th (Exhibit #3).
- 8.3 **The salary guide** shall be implemented in accordance with exhibits #1 and #1-supplement.
- 8.4 **The coaches' salary guide** shall be implemented in accordance with exhibit #2 for 1981-83 and exhibit #2-supplement for 1983-84.
- 8.4.1 The coaches will receive separate pay checks the second and third pay periods after the conclusion of the season.
- 8.5 **Extra-curricular activities salary schedule** shall be implemented in accordance with exhibit #3 for 1981-82, 1982-83 and 1983-84.
- 8.5.1 Those salaries provided in the extra-curricular salary guide shall apply to nurses as well as teachers.
- 8.6 **Advisors of extra-curricular activities** shall be paid on January 15th and June 15th as follows:
- First semester activities - January 15th.
 - Second semester activities - June 15th.
 - Full-year activities - One-half pay on January 15th and one-half pay on June 15th.
- 8.7 For the school year 1981-82, teachers in middle schools and high schools shall be paid at the rate of \$8.44 per preparation period for the coverage of classes of any absent teacher.(\$11.25/hr.)
- 8.7.1 For the school year 1982-83, teachers in middle schools and high schools shall be paid \$8.63 per preparation period for the coverage of classes of any absent teacher. (\$11.50/hr.)
- 8.7.2 For the school year 1983-84, teachers in middle schools and high schools shall be paid \$8.81 per preparation period for the coverage of classes of any absent teacher. (\$11.75/hr.)
- 8.8 For the school year 1981-82, teachers at the elementary level shall be paid at the rate of \$5.63 per preparation period for the coverage of classes of any absent teacher. (\$11.25/hr.)
- 8.8.1 For the school year 1982-83, elementary teachers shall be paid

- \$5.75 per preparation period for the coverage of classes of any absent teacher. (\$11.50/hr.)
- 8.8.2 For the school year 1983-84 elementary teachers shall be paid \$5.88 per preparation period for the coverage of classes of any absent teacher (\$11.75/hr.)
- 8.9 Any teacher who is required to cover a class that requires compensation for that teacher will receive confirmation of this request in written form.
- 8.10 Employees who, prior to September 1, 1979, worked as teacher coordinators of Distributive Education (D.E.), Cooperative Office Education (C.O.E.), Cooperative Industrial Education (C.I.E.) and Cooperative Nursing (C.N.) and continue to so work, shall continue to be paid \$400 differential above the normal classroom teacher pay and their maximums shall exceed the scale maximum by \$400.
- 8.10.1 Effective September 1, 1979, employees new to the positions identified in 8.10 (D.E., C.O.E., C.I.E. and C.N.) shall not receive any differentials.
- 8.10.2 In the event that CIE, COE and DE teachers work during the summer, they shall be paid pro-rata at the rate of 2½ % for each week worked. This does not, in any way, guarantee summer work for any teachers in this group.
- 8.11 Employees who, prior to July 1, 1977, worked in positions as teachers of Industrial Arts and teachers of mentally and physically handicapped pupils (other than bedside teachers), Speech teachers and Remedial Reading teachers, and continue to so work, shall continue to be paid \$400 differential above the scale and their maximums shall exceed the scale maximums by \$400.
- 8.11.1 Effective July 1, 1977, employees new to the above identified positions shall not receive any differentials.
- 8.12 **Guidance Counselors**
- 8.12.1 Full-time guidance counselors shall be paid according to the teachers' salary guide plus an additional 5% so long as they continue to serve as guidance counselors. This 5% shall be included as part of the annual base salary for pension purposes and shall be paid along with the annual base salary in twenty equal payments.
- 8.12.2 Guidance personnel shall work no more or less than ten (10) additional days beyond the teachers' normal work year. Guidance counselors shall report the first day of the full week beginning on the Monday prior to Labor Day. They shall work until June 30 unless there are more than five days after the end of the students' school year, in which case they shall work only five days after the end of the students' school year. In the event that there are fewer than five work days left in June after the end of the students' school year, guidance counselors shall still work an additional five days.

- 8.12.3 The work day of the guidance counselor shall be the same throughout their work year.
- 8.13 Classroom teachers who are assigned to after-school bedside instruction and after-school driver education shall be paid at the rate of \$11.25/hr. for 1981-82, \$11.50/hr. for 1982-83 and \$11.75/hr. for 1983-84.
- 8.14 When Board supplied transportation is not available and where no other provisions for payment are stipulated, all school personnel covered by this contract who are required to use their own automobiles for school business and have received prior approval for such use shall be compensated at the rate of twenty cents (\$.20) per mile.
- 8.15 Child Study Teams**
- 8.15.1 Child Study Teams, including School Social Workers, Learning Disability Teacher Consultants and School Psychologists, shall be paid according to the teachers' salary guide plus an additional 15%.
- 8.15.2 Members of the Child Study Teams shall report the first day of the full week beginning on the Monday prior to Labor Day. They shall work until June 30 unless there are more than five (5) days after the end of the students' school year in which case they shall work only five days after the end of the students' school year.
- 8.15.3 The hours for Child Study Teams shall be from 8:30 a.m. until 4:30 p.m. with one hour for lunch.
- 8.15.4 Members of the Child Study Teams shall not be required to use their private vehicles to transport children and/or parents.
- 8.15.5 Members of Child Study Teams shall work the same number of hours as classroom teachers on the last student day of the school year.
- 8.16 Nurses required to participate in physical examinations during the summer months shall be paid \$11.25 per hour in 1981-82, \$11.50 per hour in 1982-83 and \$11.75 per hour in 1983-84.
- 8.17 Subject area, guidance staff leaders and team leaders in the middle schools shall receive \$400 per year.
- 8.18 Teachers in charge of Language Laboratories and Computer Laboratories in high schools shall receive \$700 per year.
- 8.19 Graphic Arts instructors who are employed during the summer months shall be paid pro-rata according to the basic teachers' salary guide designated as Exhibits #1, and #1-supplement in the appendix of this agreement.
- 8.20 Part-time teachers shall be paid at the rate of \$11.25 per hour in 1981-82, \$11.50 per hour in 1982-83 and \$11.75 per hour in 1983-84.

8.21 All employees covered by this agreement shall, if appointed to summer programs, workshops or other similar assignments, be paid \$11.25 per hour in 1981-82, \$11.50 per hour in 1982-83 and \$11.75 per hour in 1983-84.

8.22 Teachers who have completed twenty consecutive years of teaching in Woodbridge Township schools shall be paid a \$600 service maximum as set forth below:
\$300 in the twenty-first year
\$300 in the twenty-second year

8.23 Increments

8.23.1 To be eligible for an annual increment, a teacher must have been employed a minimum of ninety (90) school days in the preceding school year.

8.23.1.1 An annual teacher reappointment does not guarantee an increment.

8.23.2 In cases where denial is contemplated, the administrative complaint procedure shall be invoked no later than May 1, of the preceding school year.

8.23.3 The Union acknowledges the Board's right to withhold a salary increment in accordance with the due process procedures as cited in N.J.S.A. 18A:29-14.

8.24 Teachers with twenty (20) consecutive years of service in the schools of Woodbridge Township contemplating retirement from service within five years under 18A:66-43 of the revised Statutes of New Jersey (minimum age - 60 years), shall, after submitting written notice to that effect to the Board of Education, be placed on the service maximum at the beginning of the following school year.

8.25 Insurance Protection

8.25.1 Basic Total Health Insurance and HMO Option

8.25.1.1 The Board will continue to pay for the full cost of Hospitalization, Medical Surgical and Major Medical insurance for employees and their dependents, including laboratory and X-Ray exam benefits (unlimited X-Ray benefits), and a \$1,000,000 limit under the Major Medical coverage. Coverage includes the full cost of all hospital extras including anesthesiology.

8.25.1.2 Under Major Medical coverage, there is a \$100 deductible after which reimbursement is at 80%. Employees covered by this basic health insurance coverage will not have to pay more than \$400 per year out-of-pocket under this Major Medical coverage. Once \$2,000 in eligible expenses is reached in any given year, Major Medical will reimburse at the rate of 100%.

8.25.1.3 Employees shall have the option to join a qualified, geographically appropriate Health Maintenance Organization (HMO). If the employee opts for HMO coverage for total health benefits, the Board contribution per employee shall be for the cost of such membership except that in no event shall such-contribution exceed the Board contribution for the cost of the conventional single or family (as appropriate to the employee)

- total basic health benefits coverage with the insurance carrier.
- 8.25.2 Dental Plan
The Board will provide usual, customary and reasonable dental fees as per classification with no deductible for the individual employee and dependents.
- 8.25.3 Prescription Plan
The Board will provide a \$1.00 deductible prescription plan.
- 8.25.4 Optical Plan
In 1982-83, the Board will provide the employee with a program of vision care with the Board paying 100% of the insurance premium. In 1983-84, the Board will provide the employee with a family plan program of vision care with the Board paying 75% of the cost of the insurance premium. All eligible employees shall have the right of refusal to participate in the family plan in the third year of the contract.
- 8.25.5 Part-time teachers shall have the opportunity to purchase the health benefits coverage at prevailing rates.
- 8.25.6 The Board and the Union agree that they will jointly prevail upon the Connecticut General Insurance Company to provide complete brochures for all teachers, listing all insurance benefits provided under the terms of this Agreement.
- 8.25.7 Personal information regarding a physician's diagnosis, the nature of a teacher's illness, etc., shall not be processed by Board of Education employees, but shall be processed exclusively by the personnel of the insurance carrier. It shall be the employee's responsibility to obtain the verification of employment from the Board Secretary's office. All further processing of all claims and follow-up thereof will be the responsibility of the employee unless informational aid is requested.
- 8.25.8 Any employee of the Board of Education while driving her/his own vehicle on Board of Education business, is covered for liability insurance by the Non-Ownership portion of the Board of Education's Fleet Auto Policy to the extent of \$500,000/\$1,000,000 as secondary insurance. The employee's own insurance, to whatever coverage she/he has, will take effect first and then the Board's coverage takes over to the extent mentioned.
- 8.25.9 The Board shall make provision for payroll deduction of income protection insurance premiums for such company as may be designated by the Union.
- 8.26 The Board will continue to make available the opportunity to have payroll deductions for a voluntary program of tax sheltered annuities for all teachers desiring to participate. Such deductions shall be made and forwarded to the bank which in turn makes payment to the investment companies designated in accordance with the written agreement between the Board of Education, the Woodbridge Township Federation of Teachers, the National State Bank and the participating investment companies. Arrangements for a limited increase in the number of investment companies will be made through consultation with the bank, Board Secretary and a representative of the Union.

- 8.27** All employees new to the district shall be granted credit for prior full-time teaching experience up to thirteen years.
- 8.28** A new teacher entering the district shall be placed on the same step of the appropriate guide as a current employee with the same creditable experience.
- 8.29** Salary schedules are set forth on Exhibits 1 and 1-supplement.
- 8.29.1** In each year of the contract, employees shall move diagonally on the steps; for example, an employee who is paid on step 5 in 1980-81 will be paid according to step 6 in 1981-82. This employee will, in 1982-83 be paid according to step 7. In the third year of this contract (1983-84), this employee will be paid on step 8.

**ARTICLE 9.
ACADEMIC FREEDOM AND
EDUCATIONAL PROCEDURES**

- 9.1** Teachers shall be expected to plan and execute appropriate teaching units or daily lesson plans utilizing a variety of materials and methods of presentation within the limits imposed by law, the State Board of Education regulations, district policies and regulations and Board-approved curricula. The building principal will determine the method of planning that will be used in her/his school. These plans are to be submitted in writing to the appropriate administrator for approval by Friday afternoon preceding implementation. When handling controversial issues, the teacher may express her/his own personal position on that particular issue as long as s/he makes it clear that it is only her/his opinion.
- 9.2** Teachers of special area subjects such as art, music, health and physical education shall present the marks of the students to the regular classroom teacher who shall enter these marks on the regular report cards.
- 9.3** The teacher shall, in accordance with Board policy, inform parents through conferences, report cards, failure notifications and/or interim reports of the standing of children who are doing unsatisfactory work.
- 9.4** The frequency of submission of folders containing student work to parents shall be determined by the administration of each elementary school based upon district guidelines.
- 9.5** Teachers shall supply to substitutes procured by the administration the following material as appropriate to the particular situation in each school:
- An up-to-date seating plan or arrangement for each class.
 - A current lesson plan for each class relating to the unit study presently under assignment to pupils.
 - A copy of textbook(s) and necessary related teaching materials required for successful conduct of the lesson.
 - A set of instructions for the substitute.
 - The names of students in each class who might be called upon for assistance.

- The teacher's daily schedule.
- Organization of any specialized groupings within classes or levels.

ARTICLE 10. TEACHER FILES

- 10.1 Official teacher files** shall be maintained in accordance with the following procedures:
- 10.1.1 No material related to a teacher's conduct, service, character or personality shall be placed in the file unless it is signed by the person submitting the information.
- 10.1.2 The teacher shall be given the opportunity to acknowledge that s/he has read such material by affixing her/his signature on the actual copy to be filed with the understanding that such signature merely signifies that s/he has read the material to be filed and does not necessarily indicate agreement with its content.
- 10.1.3 A teacher's refusal to sign will be noted by an administrator and a witness.
- 10.1.4 The teacher shall have the right to answer any material filed and her/his answer shall be attached to the file copy.
- 10.1.5 Each teacher shall have the opportunity to examine her/his personnel file.
- 10.1.6 Reasonable arrangements for the purpose of examining personnel files shall be made mutually by the Board/ Administration and the Federation so that the Administration will not be overwhelmed by a deluge of teachers seeking simultaneously to examine their files.
- 10.1.7 The teacher shall have the opportunity to remove unsigned materials from her/his personnel file.
- 10.1.8 The right to remove unsigned materials shall not pertain to evaluations on which the evaluator's name was stamped or typed.
- 10.1.9 The teacher shall indicate in a writing to be placed in her/his file that s/he has examined same.
- 10.1.10 Only those personnel who have an official right and reason for doing so may inspect a teacher's file.
- 10.1.11 Administrators shall place in teachers' files information of a positive nature indicating competencies, achievements, performances or contributions of an academic, professional or civic nature. Any such material received from concerned, responsible outside sources shall also be included in the teachers' files.
- 10.1.12 The teacher shall have the right to add to her/his file any additional information and material of an academic, professional or civic nature. The administrator shall be given the opportunity to acknowledge that s/he has read such material by affixing her/his signature on the actual copy to be filed with the understanding that such signature merely signifies that s/he has read the material to be filed and does not necessarily indicate agreement with its content.
- 10.1.13 Teachers shall be permitted to reproduce any material in their

file at their own expense.

- 10.2** In the event that the Board or Administration wish to use materials such as written memos or notes which are not a part of the official personnel file in making decisions concerning the promotion of a teacher, the teacher shall, upon request, be shown these materials and have one week in which to make verbal and/or written comments about them. Letters in response to requests for references shall not be covered by this section.
- 10.3** Teachers will have the right, upon request, to review the contents of their personnel files and to make copies of any documents in it. A teacher will be entitled to have a representative of the Federation accompany her/him during such review. An administrator shall be present during such review.
- 10.4** No material derogatory to a teacher's conduct, service, character, or personality shall be placed in her/his personnel file unless the teacher has had an opportunity to review the material. The teacher will acknowledge that s/he has had the opportunity to review such material by affixing her/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 will also have the right to submit a written answer to such material and her/his answer shall be reviewed by the Superintendent and attached to the file copy.

ARTICLE 11. ADMINISTRATIVE COMPLAINT PROCEDURE

11.1 Definitions

- 11.1.1** Employer - The Board of Education, Woodbridge Township School District, New Jersey.
- 11.1.2** Employee - Any person directly employed and compensated by the Board of Education as a certified teacher as defined by the Commissioner of Education of the State of New Jersey and covered under this agreement.
- 11.1.3** Union - The Woodbridge Township Federation of Teachers.
- 11.1.4** "Complaint" - Shall mean any claimed violation, misinterpretation or inequitable application of negotiated contractual obligations by an employee against the employer or his representative, which relate to or involve the employer's rightful expectations of professionalism and obligations of this contract as agreed upon by the Union and the Board of Education of the Woodbridge Township School District.

11.2 Procedures

11.2.1 Informal: Stage 1

- 11.2.1.1** The principal and/or supervisor shall informally and orally confer with a teacher who violates any section of this agreement in order to clarify or interpret any misunderstanding on the part of the teacher of her/his contractual obligations and for the sole purpose of providing full knowledge of the expectations and

necessary professionalism, as agreed upon in this contract.

- 11.2.1.2 The principal and/or supervisor may file a formal complaint to the Union's Executive Committee (or any Union committee so established), indicating the violation of contract and requesting such committee to meet with the teacher and to make every effort to resolve the complaint in the best interests of the profession, the teacher and administration of the school, and the instructional program.
- 11.2.1.2.1 The Committee shall submit a written report to the principal and/or supervisor regarding the results of the teacher conference.
- 11.2.1.2.2 The Committee may confer with the principal and/or supervisor if desired by any party.
- 11.2.1.3 If the principal and/or supervisor is not satisfied with the results of the conference and its report, and/or if further violations of the contract occur, s/he shall enter into Stage II within five (5) days after receiving the Committee's report.
- 11.2.2 *Stage II*
- 11.2.2.1 The principal and/or supervisor shall confer with the teacher in the presence of the Union representative(s) and the Assistant Superintendent for Personnel for the purpose of presenting formally the "Administrative Complaint" of violation of contract by the teacher.
- 11.2.2.2 Every effort shall be made by the parties assembled to resolve the complaint and to guarantee to the principal and/or supervisor that further violations of the contract will not occur.
- 11.2.2.3 The principal and/or supervisor shall determine that a record of the conference and its agreement shall be filed in the teacher's personnel record file with a copy submitted to the teacher.
- 11.2.2.4 If the principal and/or supervisor does not feel that the complaint has been satisfactorily resolved, s/he may initiate action to implement Stage III.
- 11.2.3 *Stage III*
- 11.2.3.1 The principal and/or supervisor shall file her/his complaint in writing to the Superintendent of schools within five (5) work days after the conference.
- 11.2.3.2 This document shall state the nature of the complaint, the historical background of the complaint, evidence supporting the complaint, action taken thus far to resolve the complaint, the reason for dissatisfaction with the result of the conference during Stage I and Stage II and between such stages, and the names of the Committee involved in Stage II.
- 11.2.3.3 The teacher will furnish the Superintendent a written resume of the procedures at the previous stages and her/his reasoning and evidence supporting her/his position.
- 11.2.3.4 Within five (5) working days after the receipt of the resume, the Superintendent will study both resumes and may assemble the Committee of Stage II and/or confer with the teacher involved.
- 11.2.3.5 If it is the judgement of the Superintendent that the violation of the contract did occur, s/he shall summon the teacher and present the proper reprimand to the teacher and file a copy of the reprimand in the teacher's personnel file. A copy shall also be submitted to the teacher.
- 11.2.3.6 If the Superintendent deems that the violation of contract is a

major violation of professionalism or expected obligations of the contract, s/he may submit formal charges, inform the teacher of her/his intent and present it to the Board of Education for a proper hearing, as provided by law.

11.3 Other Complaints Against A Teacher's Performance

- 11.3.1 Any complaints regarding a teacher's performance of duties made to any member of the Administration by any parent, student or other person shall be promptly called to the attention of the teacher by the administrator.
- 11.3.2 The teacher shall have the right to clarify and substantiate her/his position whenever s/he feels the matter is not justified.
- 11.3.3 The results of such a conference may be placed in the teacher's District personnel file by the administrator with a copy forwarded to the teacher. The teacher may place a written reply in her/his District personnel file.

11.4 Final Disposition

- 11.4.1 No record of these procedures shall appear in a teacher's personnel file until after final disposition.
- 11.4.2 If the final disposition favors the teacher, no reference to the complaint shall appear in her/his personnel file or in any file or record utilized in the promotion process; nor shall such fact be used in any recommendations for job placement; nor shall an employee be placed in jeopardy or be subject to reprisal or discrimination for having been the subject of an administrative complaint.
- 11.4.3 If a teacher feels aggrieved regarding any actions or results of the above, s/he may submit a formal grievance as set forth in this agreement.

**ARTICLE 12
SUBSTITUTE TEACHERS**

12.1 Recognition Clause

- 12.1.1 The Board recognizes the Union as the sole and exclusive collective negotiating representative for all Woodbridge Township Substitute Teachers as set forth below:
- 12.1.2 All Woodbridge Township Substitute Teachers who have worked in that capacity for at least 30 days during a given school year, and express a willingness to accept employment as a substitute teacher in this district for the next succeeding school year.

12.2 Salaries

- 12.2.1 Salaries for certified substitute teachers shall be
 - \$36.00 per day
 - \$4.00 additional per day after 15 consecutive days*
- 12.2.2 Salaries for non-certified substitute teachers shall be:
 - \$30.00 per day
 - \$4.00 additional per day after 15 consecutive days.*

*Consecutive days shall mean working in the same position.

12.3 Pay Periods

12.3.1 Substitutes shall be paid twice a month with the provision that their first pay shall be the last pay period in September and the last pay to be received shall be the 15th of July.

12.4 Dues Deduction

12.4.1 The Board shall deduct from the wages of any employee so employed by the Board dues authorized by each employee and remit such monies in accordance with and to the extent required in compliance with N.J.S.A. 52:14-15.9e, and the rules established by the New Jersey State Department of Education. Such monies collected together with a record of collection and any corrections applicable shall be forwarded to the Union treasurer within two (2) working days following the end of each pay period.

12.4.2 In the event that any member of this unit does not work in any given month(s), the collection of dues for that month (or those months) shall be the sole, exclusive and direct responsibility of the Union. Dues will be collected by the Board under this check-off provision only for months in which substitute teachers work.

12.5 Agency Shop

12.5.1 The Agency Shop provision in 6.17.3 of this contract shall apply to the Substitute Teachers.

12.6 Substitute List

12.6.1 In September, the Board shall supply the Federation with a complete copy of the authorized substitute list.

12.6.2 Additions shall also be forwarded to the Federation within ten (10) working days of the Board's approval of these additions.

12.7 Grievance Procedure

12.7.1 Grievances arising out of the provisions of this Agreement shall be governed by the following:

- A grievance shall mean a complaint by any employee (A) that there has been as to her/him a violation, misinterpretation or inequitable application of any of the provisions of this agreement between the Federation and the Board of Education or (B) that insofar as matters covered by the agreement s/he has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting employees, except that the term "grievance" shall not apply to any matter as to which the Board of Education is without authority to act.

12.7.2 As used in this article, the term "employee" shall also mean a group of employees having the same grievance, or the Union. a grievance to be considered under this procedure must be initiated by the employee within 15 calendar days of its known occurrence.

12.7.3 Step I - A substitute teacher with a grievance shall first discuss it with her/his immediate superior either directly or through the Union's designated representative with the objective of resolving the matter informally.

12.7.4 Step II - If the substitute teacher submitting the grievance is not satisfied with the disposition of her/his grievance after having

discussed it with her/his immediate superior, or if no decision has been rendered within five school days after presentation of the grievance, s/he may file the grievance in writing with the Union. The Union may submit the grievance within five school days to the Superintendent of Schools. No grievance may be processed under this procedure at this level without the written approval of the Union. The recommendation or determination shall be issued in writing by the Superintendent within ten (10) school days and shall be final.

**ARTICLE 13.
CONFORMITY TO LAW-SAVINGS CLAUSE
AND DURATION OF AGREEMENT**

- 13.1 If any provisions of the Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law and any substitute action shall be subject to appropriate consultation and negotiation with the Union.
- 13.2 In the event that any provision of the Agreement is or shall at any time be contrary to the law, all other provisions of the Agreement shall continue in effect.
- 13.3 All provisions in the present contract shall remain in full force and effect except as modified by agreement.
- 13.4 In witness whereof the parties hereto have caused this agreement to be signed by their respective presidents, attested by their respective secretaries and their corporate seals to be placed thereon, all on the day and year first above written.
- 13.5 Copies of the signed contract shall be printed at the Board's expense.
- 13.5.1 The cover design and format shall be jointly approved by the Board and the Union.
- 13.5.2 A copy of the contract shall be provided for each member of the bargaining unit as soon as possible.
- 13.5.3 One copy of the contract shall be given to each new employee as soon as possible.
- 13.5.4 Fifty copies of the contract shall be provided to the Union.
- 13.6 The Board and the Union agree to protect the integrity of this Agreement to the fullest extent permitted by law.
- 13.7 This contract shall be effective July 1, 1981 and shall continue in effect through June 30, 1984.
- 13.8 **No-Reprisal Clause**
Both parties agree that they shall not discriminate against nor engage in any reprisals or repercussions of any nature against any employee of the Board, officers or members of the Federation, any individual or organization engaged in activities or in support of activities related to the contractual negotiations for this agreement, including Local #822, students, or any other past or future employee of the Board. Any such activities shall be prohibited, not only in the schools, but also outside the schools. Both parties agree to enjoin their members, agents, and employees to be bound by these provisions and use their

best efforts to ensure that said agents, members and employees comply with this clause.

BOARD OF EDUCATION
TOWNSHIP OF WOODBRIDGE, NEW JERSEY

By Joseph A Brunello (President)

By J. C. Cadwalader (Secretary)

WOODBIDGE TOWNSHIP FEDERATION OF TEACHERS
LOCAL #822, AMERICAN FEDERATION OF TEACHERS
AFL-CIO

By Gerald A. Zyga (President)

By Howard L. Salles (Secretary)

**EXHIBIT NO. 1.
SALARY GUIDES**

A.		B.		C.	
Step	1981-82	Step	1982-83	Step	1983-84
0	12,310	0	12,864	0	13,346
1	12,812	1	13,418	1	13,829
2	13,364	2	13,965	2	14,424
3	14,730	3	14,750	3	15,012
4	15,977	4	16,056	4	16,070
5	17,180	5	17,415	5	17,460
6	18,463	6	18,726	6	18,730
7	19,207	7	20,125	7	20,130
8	19,950	8	20,936	8	21,634
9	20,678	9	21,746	9	22,506
10	21,423	10	22,539	10	23,377
11	23,084	11	23,351	11	24,229

(See Exhibit 1-Supplement for Longevity factors and Supermaximum. In any year of this contract, an employee who is on step 10 will go on to step 11 only. No longevity factor applies at step 11.)

In each year of this contract, employees shall move diagonally on the steps. See sec. 8.29.1.

Degree Differential

	1981-1984
BA + 16	\$ 450
BA + 32	700
MA	1,100
MA + 16	1,300
MA + 32	1,500
PhD	2,000

EXHIBIT #1. - SUPPLEMENT

LONGEVITY FACTOR

Factors	1981-82	1982-83	1983-84
A	\$1600	\$1600	\$1600
		+	+
B		\$1600	\$1600
			+
C			\$1600

SM(21) + \$300 See Section 8.22
SM(22) + \$300

The longevity factor shall apply each year to those personnel who have completed at least one year on step 11 of the salary guide. For example: the employee who was on step 11 in 1980-81 shall, in 1981-82, be paid \$23,084 plus \$1600 for a total of \$24,684. That same employee in year two of the contract shall be paid \$23,351 plus \$3,200 for a total of \$26,551. In the third year of the contract, that employee shall be paid the new eleventh step of \$24,229 plus \$4,800 for a total of \$29,029.

The employee who is on step 11 in 1981-82 shall, in the second year of the contract, be paid \$23,351 plus \$1,600 for a total of \$24,951. In the third year of the contract, that same employee shall receive \$24,229 plus \$3,200 for a total of \$27,429.

The employee who was on step 11 in 1982-83 shall, in the third year of the contract, be paid \$24,229 plus \$1,600 for a total of \$25,829.

EXHIBIT NO. 2.

Coaches Pay Scale High Schools 1981-1983

	1.	2.	3.
Football, Head	1,800	2,000	2,200
Football, Asst.	1,150	1,300	1,500
Basketball, Head	1,600	1,800	2,000
Basketball, Asst.	1,000	1,150	1,300
Cross Country	1,395	1,545	1,745
Soccer, Head	1,395	1,545	1,745
Soccer, Asst.	900	1,050	1,200
Wrestling, Head	1,395	1,545	1,745
Wrestling, Asst.	900	1,000	1,150
Winter Track, Head	1,395	1,545	1,695
Winter Track, Asst.	900	1,000	1,150
Spring Track, Head	1,395	1,545	1,745
Spring Track, Asst.	900	1,000	1,150
Baseball, Head	1,395	1,545	1,745
Baseball, Asst.	900	1,000	1,200
Golf	845	945	1,095
Archery	845	945	1,095
Tennis	845	945	1,095
Bowling	845	945	1,095
Softball, Head	1,395	1,545	1,745
Softball, Asst.	900	1,000	1,200

All recommended coaching assignments of personnel shall be made to the Assistant Superintendent for Personnel upon the recommendation of the principal and the athletic director of the individual school. These shall be approved and referred to the Board of Education for final approval.

Coaches who were on steps 0 through 3 in 1980-81 will, in 1981-82, be on the new step 1. In 1982-83 these coaches will move to step 2, and in 1983-84 these coaches will move to step 3.

Coaches who were on step 4 in 1980-81 will, in 1981-82, be on the new step 2. In 1982-83 these coaches will reach step 3.

Coaches who were on steps 5 and 6 in 1980-81 will, in 1981-82, be on the new step 3.

EXHIBIT 2-SUPPLEMENT**1983-1984**

	1.	2.	3.
Football, Head	1,850	2,050	2,250
Football, Asst.	1,200	1,350	1,550
Basketball, Head	1,650	1,850	2,050
Basketball, Asst.	1,050	1,200	1,350
Cross Country	1,445	1,595	1,795
Soccer, Head	1,445	1,595	1,795
Soccer, Asst.	950	1,100	1,250
Wrestling, Head	1,445	1,595	1,795
Wrestling, Asst.	950	1,050	1,200
Winter Track, Head	1,445	1,595	1,745
Winter Track, Asst.	950	1,050	1,200
Spring Track, Head	1,445	1,595	1,795
Spring Track, Asst.	950	1,050	1,200
Baseball, Head	1,445	1,595	1,795
Baseball, Asst.	950	1,050	1,250
Golf	895	995	1,145
Archery	895	995	1,145
Tennis	895	995	1,145
Bowling	895	995	1,145
Softball, Head	1,445	1,595	1,795
Softball, Asst.	950	1,050	1,250

EXHIBIT NO.3
Extra Curricular Activities
Salary Schedule
1981-1984
HIGH SCHOOLS

Band	\$1320
Custodian School Monies	1175
Twirlers	620
Twirlers Assistant	420
Color Guard	620
Drill Team	620
Cheerleaders	895
Cheerleaders Assistant	545
Student Council	920
Student Council Assistant	520
Yearbook	620
Yearbook Assistant	420
Yearbook Financial Advisor	270
Newspaper	570
<i>(Minimum of 6 issues per year)</i>	
Newspaper Assistant	320
Literary Magazine	620
Literary Magazine Assistant	220
Chorus	620
Senior Class Advisor	520
Senior Class Treasurer	270
Senior Class Play	620
<i>(If a Musical:)</i>	
Orchestra Director	370
Vocal Director	370
Senior Prom	255
Senior Dances (2@\$110.00 each)	220
Junior Class Advisor	420
Junior Class Treasurer	245
Junior Cotillion	245
Junior Cotillion Assistant	195
Sophomore Class Advisor	320
<i>(Includes Dance)</i>	
Art Services	445
National Honor Society	370

Interest Clubs

Art	Junior Revue
Automotive Club	Key
Bowling	Math
Chemistry	Photography
Chess	Rocket
D.E.C.A	Sino-American
Drama	Ski
Ecology	Social Action
Electronics	F.B.L.A.
French	F.H.A.
Forensics	F.S.A.
German	F.T.A.
Hostess	Spanish
Inter-Act	Student Council Store
International Club	Varsity

Each club advisor shall receive \$175 provided:

1. Each club meets as often beyond the normal school day as is necessary to fulfill the goals of the club.
2. Each club has a minimum membership of 12 students with the exception of clubs involved in competition; such clubs to maintain the membership requirements of the league to which they belong, (i.e. Chemistry, Math). Special note should be made in reference to Forensics. If these clubs are also members of the National Forensic Society and adhere to the rules, regulations, and schedules as required by such membership, this club reverts to the original grant of \$425 to the advisor. Request for this amount of money to be based upon evidence submitted.

It is understood that the money set aside for a particular club or clubs may be utilized by the Principal for interest clubs that may arise during the year if that club or clubs for which the money was intended do not function.

MIDDLE SCHOOLS

Band	\$270*
Chorus	\$320*
Newspaper	\$420
Student Council	\$520

*To include school productions beyond normal concerts.

Interest Clubs

At the discretion of the building principal up to a maximum of ten (10) interest clubs will be made available to Middle School students.

Each club advisor shall receive \$175 provided:

1. Each club has a minimum membership of 12 students.
2. Each club meets as often as is necessary outside of the normal school day to fulfill the goals of the club.

ELEMENTARY SCHOOLS

Safety Patrol
Student Council

\$220★
\$220★

*Minimum of 20 hours beyond normal school day.
Activity to be paid only if it functions.

**EXHIBIT NO. 4
WOODBRIAGE TOWNSHIP SCHOOL DISTRICT
WOODBRIAGE, NEW JERSEY 07095**

School _____

Date _____

Dear Principal:

This letter is to request one day personal leave on _____
My reason for requesting personal leave is:

_____ Personal

_____ Religious

_____ Legal (except court summons)

Teacher

Note: Familiarize yourself with the regulations concerning personal leave in the Board of Education Policy Book. Please keep in mind that personal leave is essentially for religious, legal, or other grave reasons.

Administrator

**EXHIBIT NO. 5
WOODBRIAGE TOWNSHIP SCHOOL DISTRICT
WOODBRIAGE, NEW JERSEY 07095**

School: _____

Date: _____

Time Out: _____

In: _____

Dear Principal:

This is to indicate that I have had to leave the school building during my preparation period and I was unable to obtain administrative permission to do so. The reason for my leaving is as follows:

_____ School related as explained below.

_____ Non-school related as explained below.

Explanation: _____

(Teacher)

(All appendices for informational purposes only)

APPENDIX NO. 1

DISORDER AND DISRUPTION OF EDUCATIONAL PROGRAM

It is the legal responsibility of the Woodbridge Township Board of Education to provide school facilities and to maintain an appropriate program of education for the school children of the community. It is the right of these children to attend these schools and to receive the best education possible. Any disruption of the schools or interference with their normal operation offends this right thereby violating the law, and this shall not be tolerated or condoned.

It is recognized that existing conditions may need improvement from time to time. Any student, or students, wishing to express themselves because of some disagreement has the right to express his/her feelings in a reasonable and orderly manner to his/her student representatives. Any disagreement not resolved by the elected student officers may be presented to the principal upon request in a reasonable and orderly manner. The principal will consider and evaluate any grievance presented and will render a decision which, in his/her professional judgment, is in the best interest of the student body.

If the students are not satisfied with the decision rendered, they then have the right, through the regular channels of communication, to appeal to the next higher authority in writing. If still not satisfied, they may continue upward, still keeping in mind the regular channels of communication. The sequence of administrative authority is: Principal, Director (Elementary or Secondary), Assistant Superintendent, Superintendent, Board of Education, County Superintendent of Schools, and Commissioner of Education.

Violence, disruption, vandalism, seizure of school buildings or part of school buildings, constitute a serious breach in school discipline, school safety and the law and therefore cannot and will not be permitted under any circumstances. Students participating in any such activity are subject to any and all disciplinary measures available to the building principal, and subject their parents to money damages for harm or destruction of school property. Students and other persons participating in the above-named activities will be subject to whatever legal action is available and deemed appropriate. The right of normal operation of any school is constitutional in origin, and this right shall be protected as shall the safety of each and every child who attends school.

Reference: 2A:126-4, -5, 148-14, 170-28; 18A:6-1, 37-2

Date Adopted: 4/18/73

Date Revised: 12/21/78

APPENDIX NO. 2
SUSPENSION AND EXPULSION

Suspension, a function of the school principal, is a serious disciplinary sanction which may be taken against the student. Suspension is defined as the withdrawing of a student from her/his regular classes for a given period of time. Such action is to be taken only as a last measure after all other disciplinary techniques have been exhausted.

- A. Legal causes for suspension of a student include:
 - 1. continued and willful disobedience.
 - 2. open defiance of the authority of any teacher or person having authority over him/her.
 - 3. habitual use of profanity or obscene language.
 - 4. vandalism.
 - 5. defiance of policies of the Board of Education.
 - 6. disruption of the educational process.
 - 7. interference with the health and safety of others.
 - 8. violation of law or ordinances.
- B. Administrative causes for suspension of a student include among others:
 - 1. smoking in school or on school grounds.
 - 2. fighting.
 - 3. habitual truancy.
 - 4. insolence to a substitute teacher.
- C. In any disciplinary action, the student is entitled to due process. The procedures include:
 - 1. statement in writing by the teacher or individual making the complaint of the reason or reasons for sending the student to the office.
 - 2. presentation to the student by administrator of the allegations made against him/her.
 - 3. full opportunity given to student to state his/her position.
 - 4. contact with home by telephone and by letter.
 - 5. conference with parents, student, and administrator.

The length of suspension depends upon the nature of the infraction. The Office of the Superintendent shall be informed monthly of all suspensions of three days or less duration. No suspension may exceed three days unless the Superintendent has been informed and has given his/her consent.

No suspended student may leave the building to go home unless permission to leave has been granted by a parent or a parent takes the student home. If the administrator has been unable to contact the parents, the student must remain in school until dismissal. Every student has the right to make up the class work missed during the period of his suspension. The record of absence shall be made part of his/her permanent attendance record. No permanent record shall be kept on disciplinary infractions.

Students suspended for a period of time longer than a short-term suspension shall be afforded a formal hearing which shall take place not later than 21 calendar days after the suspension occurs. The Board requires that each such hearing shall be closed to the public but should all parties thereto agree, the hearing may be publicly held.

Reference: 18A:37-1 et seq.

Date Adopted: 7/74

Date Revised: 12/21/78

APPENDIX NO. 3

18A:16-6

Indemnity of officers and employees against civil actions

Whenever any civil action has been or shall be brought against any person holding any office, position or employment under the jurisdiction of any board of education, including any student teacher or person assigned to other professional pre-teaching field experience, for any act or omission arising out of and in the course of the performance of the duties of such office, position, employment or student teaching or other assignment to professional field experience, the board shall defray all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting therefrom; and said board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

APPENDIX NO. 4

18A:16-6.1

Indemnity of officers and employees in certain criminal actions

Should any criminal action be instituted against any such person for any such act or omission and should such proceeding be dismissed or result in a final disposition in favor of such person, the board of education shall reimburse him/her for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.

APPENDIX NO. 5

1981-82

WOODBRIAGE TOWNSHIP PUBLIC SCHOOLS

STUDENT SCHOOL YEAR 1981-82

(For Informational Purposes Only)

SEPTEMBER (14)

M	T	W	T	F
	1	2	3	4
⑦	8	⑨*	10	11
14	15	16	17	18
21	22	23	24	25
28	⑳	⑳		

OCTOBER (20)

M	T	W	T	F
			1	2
5	6	7	⑧	9
⑫	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER (15)

M	T	W	T	F
2 [@]	③	4	5	6
9	10	⑪	⑫	⑬
16	17	18	19	20
23	24	⑳	㉑	㉒
30				

DECEMBER (17)

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	⑳	㉑
⑳	㉑	㉒	㉓	

JANUARY (19)

M	T	W	T	F
				①
4	5	6	7	8
11	12	13	14	⑮
18	19	20	21	22
25	26	27	28	29

FEBRUARY (18)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	⑫
⑮	16	17	18	19
22	23	24	25	26

MARCH (23)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL (17)

M	T	W	T	F
			1	2
⑤	⑥	⑦	⑧	⑨
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY (20)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
⑳				

JUNE (17)

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	⑳	㉑	㉒
⑳	㉑	㉒		

August, 1981
27 New Teacher Orientation

September, 1981
7 Labor Day
8 Faculty Meetings
9 First Day of School
29, 30 Rosh Hashanah

October, 1981
8 Yom Kippur
12 Columbus Day

November, 1981
2 Teachers' Workshop
3 Election Day
11 Veterans' Day
12, 13 N.J.E.A. Convention
26, 27 Thanksgiving Recess

December, 1981
24-31 Winter Recess

January, 1982
1 New Year's Day
15 M.L. King's Birthday

February, 1982
12 Lincoln's Birthday
15 Washington's Birthday

April, 1982
5-9 Spring Recess

May, 1982
31 Memorial Day

June, 1982
23 Last Day of School

Scheduled Instructional Day - 180

- Holidays & Vacations
- △ Early Dismissal (Minimum of 4 hours of instruction)
- @ Teachers' Workshop
Delayed Opening
- Non-School Day - Pupils
Non-Work Day - Teachers
- * Pupils Excused

Any snow days in excess of two will be taken from the week of April 5

(Because calendars for 1982-83 and 1983-84 were not prepared and approved by the Board at the time of printing, they are not included.)

NOTES