

4-0277

04-35

THIS BOOK DOES
NOT CIRCULATE

AGREEMENT
BETWEEN THE
BOARD OF EDUCATION OF WATERFORD TOWNSHIP
THE COUNTY OF CAMDEN
AND THE
WATERFORD TOWNSHIP EDUCATION ASSOCIATION

1971 - 1972

PREAMBLE

This Agreement entered into this 10th day of FEBRUARY 1971, by and between the Board of Education of Waterford Township, hereinafter called the "Board", and the Waterford Township Education Association, hereinafter called the "Association".

I RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all professionally certified personnel employed by the Board, including:
Teachers, Nurse.

But excluding: administrative executive personnel, office and clerical personnel, maintenance and operating employees, non-professional personnel, janitors, library clerk, bus drivers, cafeteria personnel, substitute teachers.

II GRIEVANCE PROCEDURE

A. Definition

1. A "grievance" is a claim by a teacher or the Association based upon the interpretation, application, or violation of this agreement, policies or administrative decisions affecting a teacher or a group of teachers.

B. Purpose

1. The purpose of this procedure is to secure solutions to the problems which may from time to time arise affecting teachers.

C. Procedure

1. Step 1

A teacher or teachers with a grievance shall within five school days of the occurrence first discuss it with the Administrative Principal, either directly and/or the Association's representative, with the object of resolving the matter informally.

2. Step 2

If a teacher does not receive a satisfactory solution toward this grievance, he may file a copy of the grievance within ten school days after decision at Step 1, with the Teacher's Committee of the Board, with the Association's representative if desired.

3. Step 3

If the teacher still wishes to appeal his grievance, he may take his problem to the entire Board of Education, within thirty days of the date of occurrence.

4. Step 4 .

- A. If the decision of the Board does not resolve the grievance to the satisfaction of the teacher, he may submit the grievance to advisory arbitration by written notice to the Board within ten days of the previous decision.
- B. Such grievances shall be limited to those articles of agreement contained herein and exclude failure to retain a non-tenure teacher; a problem for which a specific remedy is provided by law; a situation upon which the Commissioner of Education has ruled or has the power to rule.
- C. The cost of the services of the arbitrator shall be born equally by the Board and the Association.

III TEACHERS' SIGN-IN PROCEDURE

- A. Teachers shall indicate their presence for duty each day by placing their initials in the appropriate column of the faculty sign-in roster. Teachers shall also place their initials in the appropriate column of the faculty sign-out roster at appropriate departure times.

IV SICK LEAVE

- A. Illness on part of employee
 - 1. Time lost for illness will be subtracted from sick leave days due the employee. When sick leave days due are consumed, pay will no longer be received for days lost due to illness.
 - 2. Teachers shall be given a written accounting of accumulated sick leave days no later than September 15 of each school year.

V TEMPORARY LEAVES OF ABSENCE

- A. Teachers shall be eligible to receive two (2) days personal leave without loss of pay. Application should be made to the Administrative Principal three days in advance "except in cases of emergency" and be approved by the Administrative Principal. Teachers shall not be required to state reasons for such leaves. No other time off shall be permitted, except as already defined herein, without the written consent of the Administrator.
- B. Personal leaves shall not be accumulative.

C. School Observation

- . Teachers can be excused from their duties at the discretion of the Administrative Principal for the purpose of visiting other schools or attending meetings or conferences of an educational nature, with Board consent.

D. Religious Holidays

Absence for the observance of legally established religious holidays fixed by the State Commissioner of Education shall be allowed after a request in writing has been made to the Administrative Principal. A maximum of three (3) days per year will be permitted without loss of pay.

E. Death in Family

Teachers will be excused from duty with pay for a maximum of three (3) days. The family is defined as parents, husband, wife, children; brother and sister by blood relationship, and mother-in-law and father-in-law.

VI NON-TEACHING DUTIES

- A. Teachers shall have a thirty (30) minute duty-free lunch period as prescribed by the State Department of Education.
- B. Teachers shall not be required to supervise playground or lunches.
- C. One teacher shall be on call to assist in cases of emergency and discipline problems. It is not the intent that the on-call teacher be physically present in the lunch or playground area.

VII TEACHER EVALUATIONS

- A. A teacher shall have the right to see copies of all evaluation reports prior to their entry into the teacher's personnel file. A teacher shall be required to initial such report but this initialing does not indicate agreement with such evaluation; in the event the teacher refuses to initial the evaluation report, his supervisor will so note this on the report and enter it into his file. A copy of the evaluation report shall be furnished each teacher evaluated. A teacher may have a letter of explanation or rebuttal placed in his file in answer to any evaluation report included therein.
- B. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
- C. Teachers shall be evaluated by the Administrative Principal of Waterford Township or other properly qualified person designated by the Board.

- J. A conference shall be held no later than seven days after any class visit.
- E. Any serious complaints regarding a teacher made to any member of the administration and/or the Board of Education by any parent, student, or other person shall be promptly investigated and called to the attention of the teacher. The teacher shall be given an opportunity to respond to and/or rebut such complaint.

VIII INSURANCE PROTECTION

- A. The Board will pay coverage for the employee, Blue Cross, Blue Shield, and Rider J, up to \$175.00.
- B. An additional \$60.00 will be paid toward spouse and child or family coverage.
- C. If the employee does not carry Blue Cross, Blue Shield and Rider J coverage, the Board will pay an equal amount, based on employee coverage, toward Washington National Insurance.

IX SCHOOL CALENDAR

- A. A committee, designated by the Association, shall make recommendation to the Administrative Principal concerning the school calendar. Changes in school calendar shall not be made prior to consulting this committee.
- B. The calendar when developed shall become an addendum to this Agreement, and shall appear as Schedule B. It provides for 185 working days for the teachers and 180 days for the pupils.

X FACULTY COUNCIL

- A. The Association shall select a Faculty Council which shall meet with the Administrator at least once a month for the duration of the school year. This Council shall consist of three members.
- B. The purpose of this Council shall be to make recommendations to the Administrator in order to facilitate the smooth operation of the educational program.
- C. The Council will discuss and review current school problems and practices with the Administrator

XI LETTER OF INTENT

- A. All teachers who will be rehired for the 1972-1973 school year shall receive a letter of intent prior to the Spring vacation. Teachers shall indicate their intentions one month after receiving the notification.

XII NURSE

- A. The Nurse shall work 3/5 of the required number of days for the other professional members of the staff. These days shall be decided by mutual agreement between the Administrator and the Nurse.
- B. The Nurse shall be paid at the rate of 3/5 of the salary at the appropriate step on the non-degree salary schedule.

XIII DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1971 and shall continue in effect until June 30, 1972, subject to the Association's right to negotiate over a successor Agreement as provided by Chapter 303, Public Laws 1968. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

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 hereon, all on the day and year first above written.

Waterford Township Education
Association

By (signed) MARY M. LEWIS
President

By (signed) ELIZABETH J. LOMAS
Secretary

Waterford Township Board
of Education

By (signed) FREDERICK W. WATSON
President

By Virginia Eppelman
Secretary

SCHEDULE A

SALARY GUIDE

1971 - 1972

	<u>Non Degree</u>	<u>Bachelor's</u>	<u>Bachelor's plus 30</u>	<u>Master's</u>	<u>Master's plus 30</u>
1.	6,800.	7,200.	7,500.	7,800.	8,100.
2.	7,100.	7,500.	7,800.	8,100.	8,400.
3.	7,400.	7,800.	8,100.	8,400.	8,700.
4.	7,700.	8,100.	8,400.	8,700.	9,000.
5.	8,000.	8,400.	8,700.	9,000.	9,300.
6.	8,300.	8,750.	9,050.	9,350.	9,650.
7.	8,600.	9,100.	9,400.	9,700.	10,000.
8.	8,900.	9,450.	9,750.	10,050.	10,350.
9.	9,200.	9,800.	10,100.	10,400.	10,700.
10.	9,500.	10,150.	10,450.	10,750.	11,050.
11.	9,800.	10,550.	10,850.	11,150.	11,450.
12.	10,100.	10,950.	11,250.	11,550.	11,850.

Additional \$50. after 20 years in this District

Additional \$100. after 30 years in this District

Additional \$100. after 40 years in this District

SCHEDULE B

SCHOOL CALENDAR

1971 - 1972

September 6 - Labor Day
7 - Teachers Workshop
8 - School Opens

October 11 - Columbus Day
25 - Veterans Day

November 1 - Teachers Workshop
2 - Election Day
3-5 Fall Vacation
25) Thanksgiving Recess
26)

December 24 - Jan. 2 - Christmas and New Year Recess

February 21 - Presidents Day

March 31 - Good Friday

April 3-7 Spring Vacation

May 29 - Memorial Day

June 16 - Tentative Last Day of School for Students
20 - Tentative last day for Teachers

Number of Student Days

Sept.	17
Oct.	19
Nov.	15
Dec.	17
Jan.	21
Feb.	20
Mar.	22
Apr.	15
May	22
June	12
	<hr/>
	180

Number of Teacher Days

Sept.	18
Oct.	19
Nov.	16
Dec.	17
Jan.	21
Feb.	20
Mar.	22
Apr.	15
May	22
June	14

1 additional day
185 for workshop at
the discretion
of Admin.Princ.