

## TABLE OF CONTENTS

Article		Page
	Preamble	2
i	Recognition	2
II	Successor Agreement	2
III	Grievance Procedure	3
IV	Teacher's Rights	5
V	Association Rights and Privileges	5
VI	School Calendar	6
VII	Teaching Hours and Teaching Load	6
VIII	Teacher Employment	8
IX	Professional Staff Vacancies	9
X	Salaries and Extra-Curricular Compensation	9
XI	Teacher Evaluation	10
XII	Sick Leave	11
XIII	Temporary Leaves of Absence	12
XIV	Extended Leaves of Absence	13
XV	Absences	15
XVI	Professional Development and Educational Improvement	15
XVII	Health Insurance	16
XVIII	Deductions from Salary	16
XIX	Personal and Academic Freedom	16
XX	Teacher Facilities	17
XXI	Department Heads	17
XXII	Teacher Assignments	18
XXIII	Work Schedule Secretarial Personnel	18
XXIV	Temporary Leaves of Absence- Secretarial Personnel	18
XXV	Vacation Schedules - Permanent Full Time Secretarial Employees	19
XXVI	Employment Procedures- Secretarial Personnel	19
XXVII	Protection of Employees- Secretarial Personnel	20
XXVIII	Salary Schedule- Secretarial Personnel	20
XXIX	Miscellaneous Provisions	20
XXX	Duration of Agreement	21
	Schedule "A" - Salary Guide for 1981-1982	22
	Schedule "B" - Salary Guide for 1982-1983	22
	Schedule "C" - Extra- Curricular Salary Scale	23
	Other Activities	24
	Schedule "D" - Salary Scale for Secretaries & Clerks	25
	Schedule "E" - Salary Scale for Secretaries & Clerks	25

## **PREAMBLE**

This Agreement entered into this 21st day of October, 1981, by and between the Board of Education of the City of Wildwood, New Jersey, hereinafter called the "Board" and the Wildwood Education Association, hereinafter called the "Association".

Whereas the Board has an obligation pursuant to Chapter 123, Public Laws of 1974, to negotiate with the Association as the representative of the employees hereinafter designated with respect to terms and conditions of employment, it is agreed by the parties that:

## **ARTICLE 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 clerical employees within the individual schools and for certificated personnel whether under contract, on leave, employed by the Board, including: teachers, librarians, nurses, specialists, school psychologist, secretarial personnel and guidance counselors, but excluding employees of the board office and the superintendent's office, other non-certificated employees, principals, vice-principals, guidance director, and school programs coordinator.
- B. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and reference to male teachers shall include female teachers

## **ARTICLE II**

### **SUCCESSOR AGREEMENT**

- A. The parties agree to enter into collective negotiations over a Successor Agreement in accordance with Chapter 123, N.J. Public Laws of 1974 (NJSA 34:13 A-1 et seq.), in a good faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin not later than October 1 of each year. Any agreement so negotiated shall apply to the Bargaining Unit, be reduced to writing, and, after ratification by the Board and the Association, be executed by both parties and said agreement shall apply to all teachers.
- B. Neither party in any negotiations shall have control over selection of the negotiating representatives of the other party.
- C. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement with any organization other than the Association for the duration of this Agreement; nor may any sub-group of this association or its membership negotiate for separate or improved benefits other than those agreed upon by the authorized negotiating committees.
- D. 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.
- E. No benefit accruing to either party pursuant to this Agreement may be eliminated or reduced without being negotiated unless otherwise provided in this Agreement or unless found to be contrary to the laws of the State of New Jersey or the United States

of America. Proposed new rules or modifications of existing rules of the Board governing working conditions shall be negotiated with the Association before they are established.

- F. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by Law, but all other provisions or applications shall continue in full force and effect; provided, however, that if the voiding of the Section in question alters the intent of the Article, said Article shall be re-negotiated within 30 days of the determination of illegality.

### ARTICLE III

#### GRIEVANCE PROCEDURE

##### A. Definition

A grievance shall mean a complaint by a teacher and/or the Association that there has been to him a personal loss or injury because of a violation, misinterpretation or inequitable application by the Board or any of its administrators of any terms of this Agreement.

A grievance to be considered under this procedure must be initiated in writing by the teacher within thirty (30) calendar days from the time when the teacher know or should know of its occurrence.

##### B. Procedure

1. (a) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved teacher to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.  
  
(b) It is understood that teachers shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance has been fully resolved under the terms of this section.
2. Any teacher who has a grievance shall discuss it first with the principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level.
3. If, as a result of the discussion the matter is not resolved to the satisfaction of the teacher within five (5) school days, he shall set forth his grievance in writing to the principal specifying:
  - (a) The nature of the grievance and redress desired.
  - (b) The nature and extent of the injury or loss.
  - (c) The results of previous discussions.
  - (d) His dissatisfaction with decisions previously rendered.

The principal shall communicate his decision to the teacher in writing within three (3) school days of receipt of the written grievance.

4. The teacher, no later than five (5) school days after receipt of the principal's decision, may appeal the principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing reciting the matter submitted to the

principal as specified above and his or her dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Superintendent shall communicate his decision in writing to the teacher and the principal.

5. If the grievance is not resolved to the teacher's satisfaction, he, not later than five (5) school days after receipt of the Superintendent's decision, may request a review by the Board of Education.

The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the teacher and render a decision in writing within thirty (30) calendar days of receipt of the grievance by the Board. Notification of the Board's intent to have or not have a hearing shall be given within fifteen (15) days of the date of receipt.

6. If the decision of the Board does not resolve the grievance to the satisfaction of the aggrieved, and the aggrieved, with the agreement of the Association, wishes review by a third party, the Association shall so notify the Board through the Superintendent within ten (10) school days of receipt of the Board's decision, except in the case of grievance involving any of the following points:

- (a) Any matter for which a method of review is prescribed by law or prescribed by any rule or regulation of the State Commissioner of Education or any matter which according to law is either beyond the scope of Board authority or limited to action by the Board alone.
- (b) A complaint of non-tenure teacher which arises by reason of his not being re-employed.
- (c) A complaint of any certificated personnel occasioned by a lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required.

7. (a) The following procedure will be used to secure the services of an arbitrator:

1. A joint request will be made to the American Arbitration Association or to the Public Employment Relations Commission, at the option of the Association, to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
2. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association (or P.E.R.C.) to submit a second roster of names.
3. If the parties are unable to determine, within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.

- (b) The arbitrator shall limit himself to the issue submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The nature of any arbitration shall be binding upon the parties.

- (c) Rights of teachers to representation:

1. Any aggrieved person may be represented at all stages of the grievance procedure by a representative(s) selected by him, or approved by the Association.

2. When a teacher is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance at the first level, be notified that the grievance is in process. The Association shall also have the right to be present and present its position in writing at all hearing sessions at the Superintendent's level and beyond concerning the grievance and shall receive a copy of all decisions rendered. A copy of any written decision made in response to a written grievance shall be provided for the Association upon request, in accordance with the time limitations for transmission to the aggrieved party established in Article III, Section B, Subsections 3,4,5,6.
3. The Board and the Association shall assure individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his appeal with respect to his personal grievances.
  - (d) The parties shall be responsible for all costs incurred by each, and only fees and expenses, if any, of the arbitrator shall be shared by each party paying one-half.
  - (e) In the event a grievance occurs which is beyond the authority of the immediate Supervisor, Department Head, Principal, or Superintendent to resolve, such grievance may, by mutual consent of the aggrieved party and the Board, be instituted directly with the Board of Education through the procedures set forth in the provisions of Article III, Section B, 5.
8. Any teacher involved in any complaint issued by a parent, student or other person which is used in evaluating the teacher shall be given an opportunity to respond to and/or rebutt such complaint. Said complaint shall also be called to the attention of the teacher and shall be promptly investigated.

#### **ARTICLE IV**

##### **TEACHERS RIGHTS**

- A. The Board and the Association will respect all employee rights and privileges as provided for in Chapter 123, N.J. Public Laws of 1974; (NJSA 34a;13 A-1 et seq.)
- B. Except as otherwise provided in this Agreement and under the provisions of Chapter 123, Public Laws of 1974, the W.E.A. recognizes that the Board has the responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the Wildwood City Schools to the extent authorized by law.
- C. Whenever any teaching staff member is required to appear before the Board of Education or any committee or representative or member thereof concerning any matter which could adversely affect the continuation of that teaching staff member in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of his own choosing present to advise and represent him during such meeting or interview.
- D. If the administration changes a student's grade, the involved teacher or teachers shall be notified in writing of the change.

#### **ARTICLE V**

##### **ASSOCIATION RIGHTS AND PRIVILEGES**

- A. Representatives of the Association, the New Jersey Education Association and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with nor interrupt normal school operations.

- B. The Association and its representatives shall have the right to use school buildings at reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings. The principal may not withhold approval for use of the building except for good reason.
- C. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representation of the teachers and to no other organizations.
- D. A pay telephone shall be installed in the downstairs faculty lounge at the high school. Said pay telephone shall be maintained in the name of the Wildwood Education Association. The Board and the Association shall each contribute one-half of the cost of the installation of said telephone. Thereafter, the Association shall be solely responsible for carrying charges and other costs arising out of the presence of said pay telephone within the high school.  
In case of emergency, or in the event that the above described pay telephone is disabled, Association members shall have the right to utilize one designated telephone in the high school office.
- E. The Association shall have the right to utilize one ditto machine for Association business subject to the following restrictions:
  - A. Prior approval of the Superintendent of Schools or, in his absence, his designated agent, shall be obtained by the Association. The Superintendent or his agent aforesaid, shall have the right to withhold approval of any material he deems detrimental to the Board of Education or the Wildwood School System.
  - B. The Association shall supply its own paper when using the ditto machine.

#### **ARTICLE VI**

##### **SCHOOL CALENDAR**

- A. The school calendar shall be as set forth in the annual Superintendent's Handbook that is presented to each teacher.
- B. Prior to the submission of his recommendation of the school calendar to the Board, the Superintendent will consult with the Association to receive its recommendations. The president of the Association shall receive a copy of said calendar within three days after its adoption by the Board of Education.
- C. The In-School Work Year for teachers employed on a ten month basis shall not exceed 187 days, three days of which shall be designated as snow or emergency days and shall be deleted from the teachers' In-School Work Year if not used to make up days the school was closed due to snow or other emergencies.
  - 1. The In-School Work Year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.
  - 2. New personnel to the district may be required to attend two additional days of orientation.
- D. The school psychologist shall be employed on the calendar year as the teachers, with the salary being based on the teachers' salary scale for the appropriate step and level of learning.

#### **ARTICLE VII**

##### **TEACHING HOURS AND TEACHING LOAD**

- A. (1) The normal in-school workday shall consist of not more than seven (7) hours and thirty (30) minutes, which shall include a duty-free lunch period as guaranteed to teachers under Section C of this Article.

- (2) No teacher shall be required to report for duty earlier than fifteen (15) minutes before the start of his first assigned period. Each teacher shall be permitted to leave thirty (30) minutes after the conclusion of his last assigned period. These thirty minutes are to be used for tutoring his students, curriculum development, or class preparations. On Fridays or on days preceding holidays or vacations, the teachers' normal school day shall end with the conclusion of his last assigned period.
  - (3) Teachers are expected to maintain their usual professional responsibilities.
- B. (1) Teacher-Pupil Contact
- (a) Teachers shall not be required to teach classes more than 250 minutes per day in five (5) classes, under our present scheduling system, except where initiated by the teacher.
  - (b) Teachers shall not be assigned more than one fifty-minute period per day of supervisory duties except as noted in (c) below, under our present scheduling system.
  - (c) Teachers are expected to supervise their rooms and the hallways in the area of their homeroom before and after school. Teachers without homerooms may be assigned a general supervisory duty during that same time. Teachers of classes are generally expected to supervise the hall areas between classes.
- (2) Every effort shall be made to insure that high school teachers shall not normally be required to teach more than two subject areas, nor more than a total of two teaching preparations. However, in no case shall a teacher, without his initiation, be required to teach more than three subject titles over a continuing period, except when the number of courses offered by a department mandates otherwise, exclusive of activities and clubs (under our present scheduling system).
  - (3) Regular classroom teachers in the high school shall not normally be required to change subject area teaching stations more than two times during the school day.
  - (4)
    - (a) Every effort shall be made to insure that there are no more than twenty-five (25) students to a class with one teacher under the present organizational pattern of self-contained classes in standard classroom sizes.
    - (b) Study Halls shall not be included in calculations concerning class size.
    - (c) Certain special classes such as band, choir, physical education may be excluded from computation of class size.
    - (d) In labs, shop, typing, mechanical drawing, home economics, etc., where special facilities are designed for a certain number of students, each class shall be limited to the proper size for the facilities provided but not necessarily on a one-for-one basis.
- C. (1) Teachers shall have a daily duty-free lunch period of at least twenty-five (25) minutes.
- D. Faculty Meetings
- (1) The notice of an agenda for any meetings shall be given to the teachers involved at least one working day prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.
  - (2) Except in an emergency, all faculty meetings will be terminated no later than one hour after the close of the normal school day. In the event that more than four total faculty meetings in a normal month are necessary, the school day shall be

shortened for the additional meetings so that the entire length of the meeting would be encompassed within the normal school day.

- (3) Faculty meetings are for the purpose of dialogue among the faculty and between the faculty and administration, not for the dissemination of information which could as well be printed and distributed.

General meetings shall be on subjects of interest and concern to the entire faculty, rather than subjects of primary concern to only the Administration or a portion of the faculty. Meetings shall be directed toward a prompt resolution of issues, yet provide for thorough discussion and exchange of ideas. Every effort will be made to avoid repetitive and aimless discussion which makes such meetings unproductive. Although the faculty enjoys having a voice in policy-making, it has no desire to usurp the administration's prerogative to make decisions; therefore, in discussion of policy, it must be clear that though the faculty has a voice, the decision and implementation is the sole domain of the administration.

- E. (1) High school teachers shall in addition to their lunch period have daily preparation time of at least one class period in length during which they shall not be assigned to any other duties. This period shall be used for purposes directly related to the instructional program: planning, tutoring, etc., at the teacher's option. Elementary school teachers shall have a minimum of four periods per week during which they shall be assigned no other duties. Elementary classroom teachers whose classes are being instructed by specialists shall have the option of leaving the room during the period of time that the special teacher is in charge of the class.
- (2) The practice of using a regular teacher as a substitute, thereby depriving him of his preparation period, shall be discouraged. If such coverage is absolutely necessary, it shall be arranged by the principal of the school in question and shall be distributed equally among the teachers in that school. Teachers shall be paid \$7.00 per class, for each class he/she serves as a substitute.
- F. Teachers' participation in field trips which extend beyond the teacher's in-school workday or overnight or week-end trips shall be voluntary.
- G. Under no circumstances shall a teacher be requested or ordered to transport students in his own personal vehicle. If a teacher does so voluntarily with advance approval of his principal, he shall be compensated at the rate of seventeen (17) cents per mile.
- H. If any teacher is required by the administration to obtain a license qualifying him to operate a Type II van, the Board will pay all fees intended in the acquisition thereof. This paragraph shall not apply to any teacher utilizing such a license in conjunction with duties set forth in Schedule C of this Agreement, or to the Multi-Media Coordinator.

## ARTICLE VIII

### TEACHER EMPLOYMENT

- A. Teachers with previous teacher experience in the Wildwood School System shall, upon returning to the system, receive full credit on the salary schedule for all outside experience, military experience, or alternative civilian service required by the Selective Service System, Peace Corps, VISTA or National Teacher Training Corps. work, or time spent on a Fullbright scholarship up to a maximum of four years.
- B. Previously accumulated unused sick leave days will be restored to all returning teachers in accordance with the provisions of "A" above.
- C. Each teacher shall be notified of his contract and salary status for the ensuing year not later than April 30, and each non-tenured teacher shall notify the Board of his intention to return no later than June 1.

- D. Non-tenured teachers' contracts shall contain provisions by which either the teacher or the Board may terminate the contract on sixty-days' notice to the other party or sooner if mutually agreed between the teacher and the Board.

#### **ARTICLE IX**

##### **PROFESSIONAL STAFF VACANCIES**

- A. Whenever a professional staff vacancy occurs or when a new position is created, a notice shall be posted on the teachers' bulletin board in each building for a minimum of ten (10) calendar days when possible stating that the vacancy exists. Teachers interested in being considered for any posted professional staff vacancy shall file a written request with the Superintendent. Vacancies occurring from June 15 to August 31 shall be brought to the attention of the Association by the Board's mailing a notice of vacancy to the President of the Association, at his legal domicile.
- B. Notice of appointments to positions shall be posted as soon as practical after the appointments are made.
- C. Nothing herein contained in this Article precludes the Board from filling any professional staff vacancy with persons not presently employed in the system.

#### **ARTICLE X**

##### **SALARIES AND EXTRA— CURRICULAR COMPENSATION**

- A. The salaries for the year 1981-1982 for all teachers covered by this Agreement are set forth in Schedule A annexed hereto and hereby incorporated herein.  
The salaries for the year 1982-1983 for all teachers covered by this Agreement are set forth in Schedule B annexed hereto and hereby incorporated herein.
- B. The salaries of teachers shall be computed on the basis of training and experience and:
  - (1) All graduate credits earned at an accredited college or university will receive consideration on the salary scale, with the approval of the Superintendent.
  - (2) Credits taken for initial certification will not apply beyond the BA level.
  - (3) Graduate credits used toward the MA degree may not be counted toward post MA credit.
  - (4) Undergraduate and in-service courses may be credited on the salary scale with advance approval from the Superintendent.
  - (5) Transcripts must be filed with the Superintendent by October 1 of the year in which the credit is claimed.
- C. Annual increments shall be granted or withheld according to law. Increments shall be withheld only for just cause.
- D. The Board recognizes that the teachers contribute considerably to the extra-curricular program through participation in the in-school club program and other extra duties, which invariably require additional amounts of the teachers' time, even though actual meetings may be scheduled during the school day. Accordingly, the Board recognizes that teachers should be fairly compensated for all other activities in which they participate in excess of those hours of attendance specified in Article VII. Activities which receive compensation shall be voluntary, unless there are no volunteers or applicants. Prior to involuntary assignments, all persons eligible shall again be asked to volunteer.

- (1) Compensation to teachers assuming extra-curricular activities shall be paid in accordance with the provisions of Schedule "C" which is attached and made a part hereof.
- (2) Teachers will be able to apply for these positions as listed prior to the Superintendent's recommendation to the Board. As soon as Board has taken action, each successful applicant shall be notified in writing. A contract will be issued to the successful applicant, to be returned to the Board Office within fifteen days.
- (3) The stipend for any Board - initiated activity not covered above shall be negotiated with the WEA at the time of its inception.
- (4) Supervision at dances, concerts, float-building, dramatic events, fashion shows, play-days, and similar assignments shall be remunerated at \$7.50 per total session of at least ninety (90) minutes after one administratively required such assignment (in writing) or two voluntary such assignments, subject to the conditions indicated below:
  - (a) Teachers shall not receive compensation for those items which are a part of a job for which they are already compensated or P.T.A. meetings.
  - (b) Practices already in effect regarding additional teachers assisting teachers already being compensated for an activity shall be continued.
  - (c) Compensation for supervision or other activities at athletic events is not considered in this section.
  - (d) Teachers shall have the opportunity to volunteer for the duties indicated above, except that the school principal has the option to appoint someone who has not performed such duty for the first time in a school year. The principal also has the option of appointing someone if there are no volunteers. Involuntary assignment shall be made in such a way as to equitably distribute participation in these activities among the teachers.
  - (e) Baccalaureate services supervision shall be voluntary except for those staff members who have not fulfilled their supervisory duties as stipulated above in D(4).
- D. (5) The Board agrees that it will make every effort to notify all applicants for positions as sponsors of extra-curricular activities at least 30 days prior to the date the sponsor shall assume his responsibilities.

#### **ARTICLE XI**

##### **TEACHER EVALUATION**

- A. (1) All evaluations and formal observations of the work performance of a teacher shall be done with the full knowledge of the teacher.
- (2) All observations and evaluations of teachers shall be done by supervisory-certified personnel.
- (3)
  - (a) A teacher shall receive and sign a copy of any class observation or evaluation report within one school day of the observation.
  - (b) The teacher's signature will indicate only knowledge of the contents of the report, not agreement with the content. No teacher may be required to sign a blank form.
  - (c) If after receiving the evaluation report the teacher requests a conference with the evaluator, such conference will take place within five (5) days of the request.
- (4) The basic purpose of evaluation is to improve instruction. Specific suggestions

should be made and an opportunity provided for improvement, with follow-up visits made.

- (5) Non-tenured teachers shall be observed as provided for by law.
  - (6) Tenured teachers shall be evaluated at least once every school year.
  - (7) A teacher may request a formal observation from an appropriate supervisor.
- B. Material which is derogatory to a teacher's conduct, service or character may not be placed in the teacher's personal file unless the teacher has had an opportunity to review the material, other than recommendations from outside the district. The teacher shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed. Such signature will indicate knowledge only and in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.
- C. The written materials, information, and data as contained in Sections A and B of this Article shall be maintained in the administrative offices of the Board and shall be utilized as part of the evaluation process. A designated committee of members of the Wildwood Education Association may review the evaluation form to be utilized during the school year during the first week of each school year covered by this Agreement.
- D. (1) Any non-tenure teacher staff member who receives notice that his or her employment with Board is to be terminated shall be entitled to receive a written statement of the reason or reasons for such termination of employment no later than fifteen (15) calendar days after submitting a written request for such a statement. Such written request must be received by the Board no later than fifteen (15) calendar days after the transmittal of the notice of termination of employment to the said teaching staff member.
- (2) Any non-tenure teacher staff member who receives notice that his or her employment with the Board is to be terminated shall be entitled to receive a written statement of the reason or reasons for such termination of employment no later than fifteen (15) calendar days after submitting a written request for such a statement. Such written request must be received by the Board no later than fifteen (15) calendar days after the transmittal of the notice of termination of employment to the said teaching staff member.
- (3) The conduct and proceedings of such a meeting shall be informal and advisory only, and shall not obligate the Board in any way. The non-tenured teacher shall be permitted to be accompanied by a representative of the Association at such a meeting.
- (4) The dismissal of any tenured member of the teaching staff shall be in accordance with the statutes of the State of New Jersey and the rules and regulations covering such dismissals of the New Jersey State Board of Education.

## **ARTICLE XII**

### **SICK LEAVE**

- A. Each teacher shall be entitled to ten (10) days sick leave each school year as of the first official day of said school year whether or not they report on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. When a teacher has exhausted all of his sick leave days he may be entitled, at the discretion of the Board, to receive his full pay minus the actual cost of substitutes at the rate of one month for each year of tenure, up to a maximum of ten (10) months per occurrence. Reaccumulation of such utilized leave is permitted, and satisfactory service shall be the primary determinant in the Board's decision.

## ARTICLE XIII

### TEMPORARY LEAVES OF ABSENCE

- A. Teachers shall be entitled to the following temporary nonaccumulative leaves of absence with full pay annually:
- (1) Up to two (2) days for legal, family or personal business which shall be approved by the Superintendent. Personal leaves will not be granted three (3) days before or three (3) days after a holiday period or three (3) days after or three (3) days before the opening of school for the year. Written request shall be filed with the Superintendent of Schools at least three (3) days in advance, except in emergencies. Such request shall state the reason and also that such business cannot be transacted at times other than during school hours. Should the reason for the request be a delicate and extremely personal matter, the teacher may indicate this on his request form and request an appointment with an administrator to discuss it, rather than indicating this on the form.
  - (2) Up to three (3) days per school year may be granted by the Superintendent of Schools because of illness in the immediate family. Immediate family shall be interpreted as provided in paragraph 3 below.
  - (3) An employee shall be allowed a maximum of five (5) school days absence without reduction because of death within the immediate family. Immediate family shall be interpreted as husband, wife, father, mother, child, brother, sister, mother-in-law, father-in-law, or other person making his home with the teacher's family. In case of death of a relative of the second degree, absence of two (2) full days may be allowed with pay. Second degree relative shall be interpreted as uncle, aunt, grandparent, nephew, niece, or cousin, brother-in-law, or sister-in-law. In the event repeat occurrences of such deaths should occur in a school year and all allowable days of absence without reduction shall have been exhausted, the teacher shall be considered too ill to work due to mental and emotional upset to the maximum limit of days prescribed above.
  - (4) In case of absence from school by reason of court appearance, no deduction in salary shall be made for such absence up to two (2) days annually, unless school-connected, when such limit shall not apply.
  - (5) Up to five (5) days for the purpose of marriage and honeymoon, two (2) days of which will be considered personal leave with no deduction and the remaining days to be with full deduction.
  - (6) Teachers, with the approval of the Superintendent of Schools, may visit schools other than their own during school hours, or be granted other leaves of absence for approved professional reasons without loss of salary. All requests for visitations, however, are to be made through successive channels by submitting a request in writing prior to the visitation.
- B. Exception to statement:  
All unused teacher personal days shall be credited to the teacher's accumulated sick leave. This shall be done annually.
- C. The Board may, upon proper application and for good cause shown, permit a temporary leave of absence with pay for a grave personal emergency.

## ARTICLE XIV

### EXTENDED LEAVES OF ABSENCE

- A. A leave of absence without pay of up to two (2) years may be granted to any tenured teacher who joins the Peace Corps, VISTA, or the National Teacher Corps, and shall be granted to any tenured teacher who serves as an exchange teacher or overseas teacher as a full time participant in either of such programs, or to any tenured teacher who accepts a Fullbright scholarship.
- B. A teacher on tenure shall be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university.
- C. Military leave shall be granted in accordance with state and federal law.
- D. Maternity Leave
  - (1) No teacher may be removed from her teaching duties based solely on the fact of pregnancy or a specific number of months of pregnancy.
  - (2) A tenure or non-tenure teacher shall notify the Superintendent of her pregnancy as soon as it is medically confirmed.
  - (3) All tenured or non-tenured pregnant teachers may apply to the Board for a Maternity Leave of Absence without pay and shall be granted leave for up to six (6) months prior to the expected date of birth, or sooner if requested by the teacher and administratively feasible or medically advisable, and up to one year for tenured teachers after the birth of the child, at the teacher's option; however, an extension of up to one year may be granted for reasons associated with the pregnancy or birth or other just cause. The administration has the prerogative to extend the length of one leave of absence to the beginning of the next one-half (½) school year after the terminal date of the leave of absence unless that date is the beginning of a half (½) school year. For non-tenure teachers, maternity leave need not extend beyond that contract/school year in which the leave is granted. The Board shall continue to pay for the teacher's Blue Cross/Blue Shield and Major Medical during this leave of absence, for one month before and up to three months after the birth of the baby. If the teacher opts to stay home earlier than one month before and/or longer than three months after the birth of the child, the teacher shall inform the Board Secretary if the teacher wishes to remain covered by this health insurance and shall pay the monthly premiums for the periods in question until returning to school.
  - (4) The Superintendent of Schools, affirmed by the Board of Education, may direct commencement of such leave if:
    - (a) Her teaching performance has declined
    - (b) Medical certification of fitness is not produced.
    - (c) Other just cause related to this condition.
  - (5) Any tenured teacher adopting an infant child shall receive similar leave which shall commence upon her receiving de facto custody of said infant or earlier if necessary to fulfill the requirements of the adoption.
- E. (1) Upon return from leave granted pursuant to Section A, B or C of this Article, a teacher shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, provided, however, that time spent on said leave shall not count towards the fulfillment of the time requirements for acquiring tenure. A teacher shall not receive increment credit for time spent on a leave granted pursuant to Section D of this Article, nor shall such time count toward fulfillment of time

requirements for acquiring tenure.

- (2) All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave, shall be restored to him upon his return.

F. Sabbatical Leaves:

A sabbatical leave of absence shall be for the purpose of professional improvement which will benefit the school system. A teacher who has been employed in the Wildwood Public Schools for seven years or more of continuous full-time service may be granted a leave of absence for one school year for study or travel.

Study shall mean full-time study involving course work of at least twelve credit hours per semester or nine credits per trimester at graduate level. Comparable programs of study authorized by scholarly foundations or government grant programs shall be considered as study within this sabbatical leave policy. If an undergraduate course is very closely related to the curriculum and also fills an obvious gap in the teacher's background, this may be included up to a maximum of six credits per semester. Under the conditions of a study program, evidence of successful completion of the program must be submitted to the Superintendent.

Travel shall mean a visitation program within the United States or abroad for the purpose of studying other environments or cultures.

In the event of failure to successfully complete any part of all the program, it will be incumbent on the employee to complete the same equivalent courses on his own time at his own expense within one year. If failure to complete the program results from long-term illness, the employee will not be required to complete the program and may choose to use his accumulated sick leave, provided illness is of two months or more duration and physician's certificate is presented to the Secretary of the Board of Education.

The salary granted to a teacher on sabbatical leave shall be 50% of the salary to which he would be entitled if not on leave. The salary granted for sabbatical leave for travel shall be 25% of that salary to which he would be entitled if not on leave. From such salary shall be deducted monthly the regular deductions as may be required by law or authorized by the teacher. Salary payments shall be made in accordance with the general time schedule for payment of salaries in the school system.

As a condition to such leave, the teacher shall enter into a contract to continue in the service of Wildwood Public Schools for a period of at least two years after expiration of the leave of absence. Failing to so continue in service, the teacher shall repay to the Wildwood Board of Education the amount equal to the sum paid the teacher while he was on sabbatical leave, unless the teacher is incapacitated or has been discharged or if the teacher is relieved of such obligations upon recommendation of the Superintendent and approval of the Board.

Applications for such leave shall be made to the Superintendent's office prior to February 15 preceding the school year for which such absence is requested. Such application shall be made upon a regular application form furnished by the office. Immediately after February 15, the Superintendent will forward all such applications to the appropriate committee of the Board of Education.

Not more than one sabbatical leave shall be granted in any one year, and it is understood that the Board has the right to deny the sabbatical leave privilege to all applicants in any given year so long as the denial is consistent with the procedures delineated in this article. Upon denial, the reasons for such denial shall be provided in writing to the applicant.

The successful applicant receiving the sabbatical leave shall submit to the Board written

verification of his acceptance as a candidate in a graduate program of study at a properly accredited institution of learning by May 1. Failure to submit said verification shall result in automatic revocation of the sabbatical privilege. The Board may, at its sole discretion, extend the May 1 deadline.

Disruptive effect on the school program, past performance of the candidate, and the degree of benefit the school will realize from the candidate's sabbatical experience will be factors influencing the Board's final decision, to be presented no later than April 5.

Courses taken while on sabbatical leave shall not be reimbursable as per Article XVI.

Upon completion of the sabbatical leave a written report to the Superintendent of Schools and an oral report to the Board shall be made within a period of thirty days after return to service.

Upon return from sabbatical leave, a teacher shall receive one year's experience credit on the current salary guide, for his year on leave. The teacher will be entitled to return to the position he left. (All benefits to which a teacher was entitled at the time his leave commenced, including unused accumulated sick leave, shall be restored to him upon his return.) It is expressly agreed that no sick leave shall be accumulated by the teacher on sabbatical during his year on leave.

#### **ARTICLE XV**

#### **ABSENCES**

Except in unusual circumstances teachers must call their principal or designee by 6:30 a.m. of the day they are to be absent.

#### **ARTICLE XVI**

#### **PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

- A. The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other such sessions which a teacher is requested by the Superintendent in writing to take with the exception of those courses necessary to achieve standard initial teaching certification. The Board further agrees to pay the reasonable expenses (including fees, meals, lodging, and transportation) incurred by teachers who attend such sessions under the provisions of this paragraph.
- B. The Board recognizes the value of teachers remaining up-to-date and agrees to reimburse teachers for costs of continuing education as follows:
  - (1) All course work requires prior approval of the Superintendent of Schools. These courses are directed to the improvement of instruction in the teacher's field or such others as approved by the Superintendent.
  - (2) Upon presentation of an official transcript reflecting a grade of "C" or higher, one-half of the total registration/tuition costs of up to twelve (12) credits annually shall be reimbursed to the staff member, provided the amount reimbursed shall not exceed one-half of the current state college rate. For purposes of this provision, a year shall be construed to mean from July 1 to June 30.
  - (3) Courses taken for initial certification are not reimbursable.
- C. The Board recognizes the Association's duly appointed "T. & E." representative as one of the designees for the required consultation in connection with Chapter 212 and Title 6.

## ARTICLE XVII

### HEALTH INSURANCE

- A. The Board will pay the cost of Blue Cross - Blue Shield, Rider J and Major Medical Insurance coverage for members of the bargaining unit and their dependents; this coverage will be provided under the New Jersey Public and School Employees' Health Benefits Plan.
- B. The Board will pay the cost of Blue Cross Prescription - Drug program coverage for members of the bargaining unit and their dependents.
- C. The Board will pay the cost of dental insurance coverage of its choosing for each member of the bargaining unit. Starting in September 1982, the Board shall provide second party coverage for each member of the bargaining unit. The coverage provided shall be similar to that of Plan #2A of the Delta Dental Plan offered by New Jersey Dental Service Plan Inc. The members of the bargaining unit shall have the right to purchase, at their own expense, additional coverage for their dependents.

## ARTICLE XVIII

### DEDUCTIONS FROM SALARY

- A. The Board agrees that it will make such deductions as authorized by the teacher in compliance with the provisions of Chapter 310, Public Laws, 1967 and under the rules established by the New Jersey Department of Education.
- B. Each teacher will have the option to be paid on either a ten (10) or twelve (12) month equal semi-monthly payment basis.
- C. All salary checks will be received by the teachers prior to lunchtime on the day on which the payment should be made, except in emergencies.
- D. Each teacher shall have the option of joining a tax sheltered annuity plan as part of the payroll deduction plan. The teacher may determine the amount to be deducted each month before taxes as allowed by federal law. One transaction shall be made by the Board Secretary and deductions shall be sent to an insurance company or agent to be designated by the Wildwood Education Association. Said insurance company or agent will, in turn, distribute the funds to their proper destination. A teacher must sign for participation in the program for the entire school year.
- E. If a teacher so wishes, his paycheck may be deposited into his checking or savings account if same is located in the official depository of the Board of Education. If the Board of Education selects a new depository, it shall be the obligation of the Association to negotiate a direct deposit plan with the new depository.
- F. The Board Secretary shall deduct 85% of the NEA-NJEA unified dues paid by a member of the Wildwood Education Association from the salary of any member of the representative unit who elects not to join the United Teaching Profession.

## ARTICLE XIX

### PERSONAL AND ACADEMIC FREEDOM

- A. The personal life of a teacher is an appropriate concern of the Board only when it may directly prevent the teacher from performing properly his assigned functions during the work day or any other school activity or function.
- B. Teachers shall be entitled to full rights of citizenship, and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities do not violate any local, state, or federal law.

- C. The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the Wildwood School District. Accordingly, they agree that teachers shall be granted full freedom, without censorship or restraint, in classroom presentations and discussions, provided that the material is relevant to the course content. Teachers shall further be granted full freedom to express, without censorship, their personal opinions on matters relevant to the course content, provided that said opinions are not detrimental to the welfare of the students of the Wildwood School District, and provided further that each teacher shall indicate that he or she is expressing a personal opinion and is not speaking on behalf of the Wildwood School District, its administration, or the Board of Education.
- D. The Association and the Board agree that they are extremely proud of the Wildwood School System, and that this pride should be shared and expressed by each teacher. The Association and the Board further agree that disputes between them, and between individual teachers and the Board and its Administrators, are matters to be handled within the framework set forth in N.J.S. 34:13A-1 et seq.  
Accordingly, the Association and the Board agree that their respective members shall refrain from discussing individual members of either group in the classroom or in public meeting. The Association and the Board further agree that their respective members, either collectively or individually, shall refrain from making disparaging or critical remarks in public about members of the opposite group. The Association agrees that this subsection is essential to the maintenance of pride in the Wildwood School System.

## ARTICLE XX

### TEACHER FACILITIES

- A. The Board shall provide space in each classroom in which teachers may store instructional materials and supplies.
- B. For each school building a teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials shall be provided and will include a copying machine, a ditto machine, a typewriter, and all appropriate supplies and paper for said machines.
- C. In addition to the aforementioned teacher work area, an appropriately furnished room shall be reserved for the exclusive use of teachers as a faculty lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.

## ARTICLE XXI

### DEPARTMENT HEADS

- A. Department heads shall be recommended annually by the Superintendent of Schools and shall be paid a stipend of Six Hundred (\$600.00) Dollars per year. Fifty (\$50.00) Dollars per teacher shall be paid to a Department Chairman for each teacher over five, exclusive of the Department Head himself, in any one Department.
- B. When departments exist in more than one school, the department head shall have the responsibility to co-operate and consult closely with the principal of each school concerning the performance and administration of his department in that school. In the event that conflicting demands shall be made by the schools, the Superintendent shall be called on for final decision.

- C. The department chairpersons for the English and Mathematics Departments shall have scheduled one period per day to do work relating to the requirements of T & E within their specific departments in lieu of one pupil contact period.
- D. (1) They will be limited to five pupil contact periods (within the present organization pattern) per day. Department chairpersons shall have a duty-free homeroom period.
- (2) The voluntary and involuntary provisions in Article X-D shall apply to this position.

**ARTICLE XXII**

**TEACHER ASSIGNMENTS**

- A. All teachers shall be given a preliminary schedule of their salary schedules, grade and/or subject assignments and building assignments not later than June 15. The teacher will be notified in writing of any change of such assignments as soon as possible but not later than two weeks prior to school's opening.
- B. Teachers who desire a change in grade, subject, or building assignments will notify the principal and superintendent in writing. Such request will be evaluated prior to consideration of the hiring of new staff, if a vacancy exists. Nothing in this Article shall prevent administrative assignment or transfers in the best interest of the School District.

**ARTICLE XXIII  
WORK SCHEDULE  
SECRETARIAL PERSONNEL**

- A. Daily work hours
  - 1. The work day shall consist of eight hours including a sixty-minute uninterrupted lunch hour.
  - 2. The work day shall be from 8:00 a.m. to 4:00 p.m. with one exception. On a staggered basis (to be worked out between high school principal and secretaries) one secretary will be in the high school office from 7:45 a.m. to 3:45 p.m. on days school is in session.
  - 3. Summer work hours of 8:30 a.m. to 3:00 p.m., including sixty minutes uninterrupted lunch hour, will take effect five school days following the close of school in June and will remain in effect until the day of school opening in September; provided, however, that between the hours listed above all offices having more than one secretary shall be covered continuously between the hours stated herein.
  - 4. One uninterrupted coffee break of fifteen minutes each morning per day standardized and mutually agreed upon by the employee and immediate superior.
  - 5. Workday of secretaries/clerks shall conclude at 3:30 p.m. on each Friday of the school year, with approval of immediate superior.
- B.
  - 1. School closings for inclement weather shall include secretaries/clerks.
  - 2. During times of inclement weather that poses serious safety considerations, secretaries/clerks may be excused from work early with the permission of their immediate superior.

**ARTICLE XXIV**

**TEMPORARY LEAVES OF ABSENCE — SECRETARIAL PERSONNEL**

- A. Twelve (12) days sick leave for all twelve month employees and ten (10) days sick leave

for all ten month employees accumulated annually.

- B. Five (5) days absence annually for death in the immediate family. One (1) day for other relatives.
- C. Three (3) days annually for illness in the immediate family.
- D. Two (2) days personal leave.
- E. N.J.E.A. Convention - May be attended by secretaries/clerks. Those not attending shall report to work one day.
- F. One secretary may have one day leave per year to attend workshops not affiliated with N.J.E.A. which would be beneficial to Wildwood Public Schools in the operation of secretarial duties. With prior approval of the Board, two may attend. The Board will reimburse secretaries/clerks for registration fees and mileage at 17¢ per mile for workshops that are approved by the Board and the Superintendent.

#### **ARTICLE XXV**

##### **VACATION SCHEDULES — PERMANENT FULL TIME SECRETARIAL EMPLOYEES**

- A. Vacation eligibility shall be determined as of July 1 of each year. Vacation time accumulated during the year preceding July 1 may not be used prior to June 30. Vacation scheduling is to be arranged with approval by the employee's immediate superior, and the taking of vacations is not to be limited to the summer period.
- B.
  - 1. First year personnel - one working day for each full month of service up to a maximum of eight (8) working days.
  - 2. Over one (1) year but less than two (2) years of service - ten (10) working days.
  - 3. Over two (2) years but less than five (5) years of service - twelve (12) working days.
  - 4. Over five (5) years but less than ten (10) years of service - thirteen (13) working days.
  - 5. Over ten (10) years of service - sixteen (16) working days.
- C. Compensatory Time - Secretaries and clerks shall receive compensatory time for any time worked before 8:00 a.m., after 4:00 p.m., and for any time worked during lunch periods or weekends.
- D. Secretaries and clerks on 12 month contract shall work all of the Board-approved teacher calendar days. The Board shall have the right to require one secretary or clerk to be on duty during all days on which an administrator is working, and the school is closed during the school year (summer excluded).

In such event, the secretary or clerk in question shall receive compensatory time off equivalent to the extra time worked, said compensatory time to be scheduled with the approval of her supervisor. This paragraph shall not apply during the summer.

#### **ARTICLE XXVI**

##### **EMPLOYMENT PROCEDURES — SECRETARIAL PERSONNEL**

- A. An employee who is resigning from her position shall be required to give thirty (30) days' notice. The Board will consider releasing an employee prior to thirty (30) days

notice if a suitable replacement is found.

- B. Earned vacation shall be paid according to the proportion of full months worked to the total contract year.
- C. All clerical and secretarial vacancies shall be posted in school office.

#### **ARTICLE XXVII**

#### **PROTECTION OF EMPLOYEES — SECRETARIAL PERSONNEL**

- A. In the event that any member of the Bargaining Unit shall be compelled by circumstances to make an executive decision during an emergency because of the absence from the building of the appropriate person in authority, the Board of Education agrees to support the said executive action of said member of the Bargaining Unit, provided that said action is reasonable taken in good faith by the clerk-typist or secretary involved.

#### **ARTICLE XXVIII**

#### **SALARY SCHEDULE — SECRETARIAL PERSONNEL**

- A. The salaries for the year 1981-1982 for all secretarial personnel covered by this Agreement are set forth in Schedule D annexed hereto and hereby incorporated herein. The salaries for the year 1982-1983 for all secretarial personnel covered by this Agreement are set forth in Schedule E annexed hereto and hereby incorporated herein.
- B. Increments may be withheld from secretarial personnel pursuant to Article X-C of this Agreement.
- C. The Superintendent of Schools, with Board of Education approval, may grant credit for prior clerical experience for employees new to the Wildwood Public Schools.
- D. "Secretarial" classification shall be determined by demonstration of acceptable speed and accuracy by means of a proficiency test at the time of employment.

#### **ARTICLE XXIX**

#### **MISCELLANEOUS PROVISIONS**

- A. When any notice is required to be given by either of the parties of this Agreement to the other pursuant to the provisions of this Agreement, either party shall do so in writing to the following addresses:
  - (1) If by the Association to the Board - at the office of the Secretary of the Board of Education, Wildwood, New Jersey 08260.
  - (2) If by the Board to the Association, at the school of the President of the Association. Written notification of the appropriate school will be submitted to the Board of Education at the beginning of the school year.

One final typed copy of the agreed upon contract will be provided by the W.E.A. The Board will then provide copies of the contract for each employee.

- B. Teachers shall communicate with the Board of Education through proper and successive channels; principal, superintendent, Board; except for Section A of this Article.
- C. This Agreement represents the complete understanding between the parties, and during the term of this Agreement, that neither party shall be required to reopen negotiations. However, if during the term of this Agreement, the Board upon its sole initiative, in meeting its responsibilities determines to undertake such changes in the organization and operations of the schools as to change or modify the terms and conditions of the employees covered by this Agreement, such changes may be made after

the Board has negotiated with the Association regarding such changes.

- D. The President of the Association shall be assigned to Hall Duty for his Supervisory Period. At the discretion of the Principal, or his designated agent, he may be released from Hall Duty to deal with Association business. The President of the Association shall also have a duty-free home room period.

**ARTICLE XXX**

**DURATION OF AGREEMENT**

- A. Except as otherwise provided herein, this Agreement shall be effective as of September 1, 1981, and shall continue in effect until August 31, 1983. There shall be no re-openers.
- B. The Association shall have the right to negotiate a successor Agreement as provided in Chapter 123, Public Laws of 1974.
- C. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and Negotiator and the Board has arranged to have this Agreement signed by the President of the Board and the Board's Negotiations Committee Chairman, with its corporate seal to be placed hereon, all on the day and year listed below.

WILDWOOD EDUCATION ASSOCIATION

By: Edward S. Borneman  
Edward Borneman, President

Attest: James Emory  
James Emory, Secretary

John G. Mueller  
John G. Mueller, Negotiating  
Team Chairman

WILDWOOD BOARD OF EDUCATION

Date: 10/21/81

By: Harry Breslin  
Harry Breslin, President

Seal:

Attest: Frank E. Kohlenberger, Jr.  
Frank E. Kohlenberger, Jr., Secretary

Larry Snyder  
Larry Snyder, Negotiating  
Team Chairman

**Schedule A  
1981 - 1982  
Teachers' Salary Guide**

<u>Step</u>	<u>ND</u>	<u>BA</u>	<u>BA/15</u>	<u>BA/30</u>	<u>MA</u>	<u>MA/15</u>	<u>MA/30</u>	<u>MA/45</u>
1.	10,050.	11,750.	12,050.	12,350.	12,650.	12,950.	13,250.	13,450.
2.	10,550.	12,250.	12,550.	12,850.	13,250.	13,550.	13,850.	14,050.
3.	11,050.	12,750.	13,050.	13,350.	13,850.	14,150.	14,450.	14,650.
4.	11,550.	13,250.	13,550.	13,850.	14,450.	14,750.	15,050.	15,250.
5.	12,050.	13,750.	14,050.	14,350.	15,050.	15,350.	15,750.	15,950.
6.	12,550.	14,250.	14,550.	14,850.	15,650.	15,950.	16,450.	16,650.
7.	13,050.	14,750.	15,050.	15,350.	16,250.	16,550.	17,150.	17,350.
8.	13,650.	15,350.	15,650.	15,950.	16,850.	17,150.	17,950.	18,150.
9.	14,250.	16,050.	16,350.	16,650.	17,450.	17,750.	18,750.	18,950.
10.	15,050.	16,750.	17,150.	17,450.	18,250.	18,550.	19,550.	19,750.
11.	15,850.	17,450.	17,950.	18,350.	19,050.	19,450.	20,450.	20,650.
12.	16,650.	18,250.	18,750.	19,250.	19,850.	20,350.	21,350.	21,550.
13.	17,450.	19,050.	19,550.	20,250.	20,750.	21,250.	22,250.	22,450.
14.	18,250.	20,050.	20,450.	21,250.	21,750.	22,150.	23,250.	23,450.
15.	19,050.	21,350.	21,650.	22,250.	22,950.	23,150.	24,250.	24,450.

**Schedule B  
1982 - 1983  
Teachers' Salary Guide**

<u>Step</u>	<u>ND</u>	<u>BA</u>	<u>BA/15</u>	<u>BA/30</u>	<u>MA</u>	<u>MA/15</u>	<u>MA/30</u>	<u>MA/45</u>
1.	10,900.	12,900.	13,300.	13,700.	14,300.	14,700.	15,100.	15,500.
2.	11,600.	13,400.	13,800.	14,200.	14,800.	15,200.	15,600.	16,000.
3.	12,300.	13,900.	14,300.	14,700.	15,300.	15,700.	16,100.	16,500.
4.	13,000.	14,500.	14,900.	15,300.	15,900.	16,300.	16,700.	17,100.
5.	13,700.	15,100.	15,500.	15,900.	16,500.	16,900.	17,300.	17,700.
6.	14,400.	15,700.	16,100.	16,500.	17,100.	17,500.	17,900.	18,300.
7.	15,100.	16,300.	16,700.	17,100.	17,700.	18,100.	18,500.	18,900.
8.	15,800.	17,100.	17,500.	17,900.	18,500.	18,900.	19,300.	19,700.
9.	16,500.	17,900.	18,300.	18,700.	19,300.	19,700.	20,100.	20,500.
10.	17,200.	18,700.	19,100.	19,500.	20,100.	20,500.	20,900.	21,300.
11.	17,900.	19,500.	19,900.	20,300.	20,900.	21,300.	21,700.	22,100.
12.	18,600.	20,300.	20,700.	21,100.	21,700.	22,100.	22,500.	22,900.
13.	19,300.	21,100.	21,500.	21,900.	22,500.	22,900.	23,300.	23,700.
14.	20,000.	22,100.	22,500.	22,900.	23,500.	23,900.	24,300.	24,700.
15.	20,700.	23,100.	23,500.	23,900.	24,500.	24,900.	25,300.	25,700.

**Schedule C**  
**Extra Curricular Salary Scale**  
All Ratios for extra curricular salaries  
shall be based on the rate of \$1,700.00

**Athletic Activities**

	<u>Ratio</u>	<u>1981-82</u>	<u>1982-83</u>
Athletic Director	1.0	\$1,700.	\$1,700.
Football-Head	.9	1,530.	1,530.
Assistant	.6	1,020.	1,020.
Assistant	.5	850.	850.
Freshman	.4	680.	680.
Freshman	.4	680.	680.
Basketball-Head	.9	1,530.	1,530.
Assistant	.5	850.	850.
Freshman	.4	680.	680.
7th and 8th grade	.2	340.	340.
Baseball-Head	.6	1,020.	1,020.
Assistant	.4	680.	680.
Track-Head	.6	1,020.	1,020.
Assistant	.4	680.	680.
Tennis-Girls'	.4	680.	680.
Boys'	.4	680.	680.
Golf-Head	.4	680.	680.
Cross Country-Head	.4	680.	680.
Girls' Basketball-Head	.9	1,530.	1,530.
Assistant	.5	850.	850.
Girls' Softball-Head	.6	1,020.	1,020.
Intramurals:			
Volleyball (co-ed)	.2	340.	340.
Bowling (co-ed)	.2	340.	340.

**OTHER ACTIVITIES**

	<u>Ratio</u>	<u>1981-82</u>	<u>1982-83</u>
Cheerleading Advisor	.35	\$ 595.	\$595.
Assistant	.25	425.	425.
Newspaper-Head	.267	454.	454.
Assistant	.133	227.	227.
Band	.6	1,020.	1,020.
Drama Director	.6	1,020.	1,020.
Assistant	.3	510.	510.
Drama Ticket Sales and Advertising Director	.2	340.	340.
Drama Chorus Director	.2	340.	340.
Drama Band Director	.2	340.	340.
Yearbook	.6	1,020.	1,020.
Senior Proctor	.2	340.	340.
Junior Proctor	.2	340.	340.
Sophomore Proctor	.1	170.	170.
Freshman Proctor	.1	170.	170.
Eight Grade Proctor	.2	340.	340.
Seventh Grade Proctor	.1	170.	170.
Activity Fund	.2	340.	340.
Photo Club	.1	170.	170.
Choir	.2	340.	340.
Varsity Club	.1	170.	170.
National Honor Society	.1	170.	170.
Student Council	.2	340.	340.
Elementary Safety Patrol Director			
Elementary #1	.13	\$ 221.	\$ 221.
Glenwood Avenue	.07	119.	119.
Elementary School Student Council Advisor	.2	340.	340.
Junior High School Year Book	.1	170.	170.
Junior High School Cheerleading Advisor	.1	170.	170.

If the Board chooses to appoint an Assistant Junior High School Cheerleader Advisor, the two positions shall receive a combined stipend of .13 to be apportioned between the two by mutual agreement between the Board and the Association

**SALARY SCALE FOR SECRETARIES AND CLERKS  
EMPLOYED ON A 12 MONTH BASIS  
SCHEDULE "D"  
1981-1982**

<b>Step</b>	<b>Clerk- Typist</b>	<b>Secretary</b>	<b>Secretary to Elementary Prin.</b>	<b>Secretary to High School Prin.</b>
1.	7,101.	7,327.	7,779.	8,005.
2.	7,327.	7,553.	8,005.	8,231.
3.	7,553.	7,779.	8,231.	8,457.
4.	7,779.	8,005.	8,457.	8,683.
5.	8,005.	8,231.	8,683.	8,909.
6.	8,231.	8,457.	8,909.	9,135.
7.	8,457.	8,683.	9,135.	9,361.
8.	8,683.	8,909.	9,361.	9,587.
9.	8,909.	9,135.	9,587.	9,813.
10.	9,135.	9,361.	9,813.	10,039.
11.	9,361.	9,587.	10,039.	10,265.
12.	9,587.	9,813.	10,265.	10,491.
13.	9,813.	10,039.	10,491.	10,717.
14.	10,039.	10,265.	10,717.	10,943.
15.	10,265.	10,491.	10,943.	11,169.
16.	10,491.	10,717.	11,169.	11,395.
17.	10,717.	10,943.	11,395.	11,621.
18.	11,169.	11,395.	11,847.	12,073.

**SALARY SCALE FOR SECRETARIES AND CLERKS  
EMPLOYED ON A 12 MONTH BASIS  
SCHEDULE "E"  
1982-1983**

<b>Step</b>	<b>Clerk- Typist</b>	<b>Secretary</b>	<b>Secretary to Elementary Prin.</b>	<b>Secretary to High School Prin.</b>
1.	7,625.	7,851.	8,303.	8,529.
2.	7,851.	8,077.	8,529.	8,755.
3.	8,077.	8,303.	8,755.	8,981.
4.	8,303.	8,529.	8,981.	9,207.
5.	8,529.	8,755.	9,207.	9,433.
6.	8,755.	8,981.	9,433.	9,659.
7.	8,981.	9,207.	9,659.	9,885.
8.	9,207.	9,433.	9,885.	10,111.
9.	9,433.	9,659.	10,111.	10,337.
10.	9,659.	9,885.	10,337.	10,563.
11.	9,885.	10,111.	10,563.	10,789.
12.	10,111.	10,337.	10,789.	11,015.
13.	10,337.	10,563.	11,015.	11,241.
14.	10,563.	10,789.	11,241.	11,467.
15.	10,789.	11,015.	11,467.	11,693.
16.	11,015.	11,241.	11,693.	11,919.
17.	11,241.	11,467.	11,919.	12,145.
18.	11,919.	12,145.	12,579.	12,823.