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THIS BOOK DOES  
NOT CIRCULATE

A G R E E M E N T

between

The Board of Education of  
The Borough of Glen Rock

and

The Glen Rock Education Association

1971 - 1972

## PREAMBLE

THIS AGREEMENT is made and entered into by and between the GLEN ROCK BOARD OF EDUCATION, (hereinafter referred to as the "Board") and the GLEN ROCK EDUCATION ASSOCIATION (hereinafter referred to as the "Association").

## ARTICLE I

### PRINCIPLES

Section 1. This agreement is negotiated in order to establish for its term the terms and conditions of employment of all members of the staff employed in the classifications set forth in Appendix "A" attached hereto and made a part hereof.

Section 2. The Board and the Association recognize the importance of orderly, just and expeditious resolution of disputes, and accordingly herein agree upon a grievance procedure for the effective processing of such disputes.

Section 3. The provisions of this agreement will constitute a binding obligation of the parties for the duration hereof or until changed by mutual consent in writing. Any previously adopted policy, rule or regulation of the parties which is in conflict with a provision of this agreement shall be superseded

and replaced by this agreement. Nothing in this agreement which changes pre-existing policy, rules, or regulations of the parties will operate retroactively unless expressly so stated.

ARTICLE II  
RECOGNITION

Section 1. The Board recognizes the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations on terms and conditions of employment on behalf of all employees in the classifications set forth in Appendix "A" attached hereto and made a part hereof.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### Section 1. Definitions

A grievance shall mean a claim by a member of a staff that there has been to him or her a personal loss, injury, or inconvenience because of a violation, misinterpretation or inequitable application of an established policy governing employees which relates to or involves the employee and the exercise of the duty assigned to him. A grievance under this procedure must be initiated by the employee within one month of its occurrence.

Staff member shall mean any regularly contracted employee of the Board of Education employed in the classifications set forth in Appendix "A".

Immediate supervisor shall mean the person who has the responsibility for immediate, direct administration of the staff member.

Representative shall mean counsel or other persons of his choice designated in writing by the staff member, the immediate supervisor, or the superintendent.

School day shall mean a day in which the central office is open to transact business.

#### Section 2. General Provisions

It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of such differences at the earliest possible stage is encouraged.

A staff member shall have the right to present

his complaint in accordance with these procedures, free from coercion, interference, restraint, discrimination, or reprisal.

A staff member shall have the right to be represented at any stage of the procedures by persons of his own choice.

Each party shall have access to all written statements and records pertaining to such case.

All hearings shall be confidential.

It shall be the responsibility of the superintendent of schools to take such steps as may be necessary to give force and effect to these procedures.

At each step of the procedures, if differences are not resolved within the prescribed time, the staff member has the right to move directly to the next stage.

The function of these procedures is to assure equitable and proper treatment under the existing laws, rules, regulations, policies, and this agreement which relate to or affect the employee in the performance of his duties. They are not designed to be used for changing such policies and regulations or establishing new ones.

### Section 3. Procedures

Any staff member who has a grievance shall present his complaint to his immediate supervisor or directly to his principal in an attempt to resolve the matter informally at that level.

If differences are not satisfactorily resolved through this informal conference, then the staff member

shall set forth his grievance in writing, stating the nature of the grievance, the nature and extent of the injury, loss or inconvenience, the results of previous discussions, and his dissatisfaction with decision previously rendered, and bring the matter to the person next in administrative responsibility.

Such administrator shall render his determination in writing, and forward a copy to the supervisor, within five (5) school days after it is brought to his attention in accordance with the preceding paragraph.

If the matter is not satisfactorily resolved at this stage, the staff member may proceed to the next stage.

#### Formal Stage

The staff member shall initiate this stage by making a written request to the superintendent of schools (with copies for the Board of Education and all others involved), for review and determination. Such request shall be made within five (5) school days after a determination has been rendered at the preceding stage.

The superintendent shall immediately notify all parties involved to submit written statements to him (with copies for the Board of Education) within five (5) school days, setting forth the specific nature of the complaint, the facts relating thereto, the determination previously rendered, the name of representatives (if any), and a request for an informal hearing, if desired.

If such is requested by either party pursuant

to the section immediately above, the superintendent shall notify all parties concerned of the time and place when an informal hearing will be held where such parties may appear and present oral and/or written statements supporting their position. Such hearing shall be held within ten (10) school days of the receipt of the request by the superintendent. Copies of this request will be forwarded to the Board of Education.

The superintendent shall render his determination in writing to both parties, with copies to the Board of Education, within ten (10) school days after all evidence, oral and written, has been presented to him.

If the matter is not satisfactorily concluded at this stage, the staff member may proceed to the appeal stage.

#### Appeal Stage

The staff member shall initiate this stage by making a written request to the Board of Education for review and determination within five (5) school days of the final determination by the superintendent.

The President of the Board of Education shall request the superintendent to submit all written records of the case.

A hearing shall be held within fifteen (15) school days of the receipt of the appeal by the President of the Board.

The staff member, the immediate supervisor, the superintendent and their representatives (if any)

shall have the right to be present and to present testimony at such hearing.

The Board may also require the presence and testimony of any other person it so desires.

Within fifteen (15) school days after the conclusion of the hearing, the Board shall render a final decision, which shall be conclusive except for appeals as may be provided for under New Jersey statutes.

In the event that the superintendent is the immediate supervisor of the employee and the matter cannot be resolved at that level, then the formal stage shall be eliminated and the staff member shall make a written request to the Board of Education for a hearing, submitting in writing his grievance as previously provided for herein, together with all evidence presented at the informal discussion with the superintendent with sufficient copies for all members of the Board.

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

## ARTICLE IV

### SALARIES

Section 1. The salaries and other benefits for all employees covered by this agreement are set forth in Appendix "B".

## ARTICLE V

### MODIFICATION OF AGREEMENT AND NEGOTIATION OF SUCCESSOR AGREEMENT

Section 1. Not later than the date(s) specified in Article VIII below, the Board agrees to enter into negotiations with the Association over a successor agreement. By the same date, the Association agrees to present to the Board its proposals for the successor agreement. Any agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all the parties.

Section 2. During negotiations the party making the proposals shall submit such proposals in writing to the other party. Receipt of a proposal shall be acknowledged in writing within five (5) days. Negotiations shall commence with a meeting at a mutually satisfactory place within fifteen (15) days after receipt of a proposal, unless the Board and the Association mutually agree to an extension of time. During negotiation, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. Each party shall promptly make available to

the other, upon request, information within its possession which is not privileged under law and which is relevant to the subject under discussion. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

Section 3. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings, or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.

Section 4. A committee of administrators and the Association's negotiating committee shall meet monthly if either party requests it for the purpose of reviewing the administration of the agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure. Each party shall submit to the other, at least three (3) days prior to the meeting, an agenda covering matters they wish to discuss. Minutes of such meetings will be forwarded to the President of the Board of Education.

Section 5. By mutual agreement, this contract may be modified, the changes thereto being reduced to writing, and signed by the parties hereof.

ARTICLE VI

TEACHER AND ASSOCIATION RIGHTS

Section 1. Pursuant to Chapter 303, Public Laws of 1968, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and interest.

Section 2. 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 or interrupt normal school operations.

ARTICLE VII

SAVING CLAUSE

Section 1. If any provision of this agreement is, or shall at any time be, contrary to law, then such provision shall be null and void. In such event, all other provisions of this agreement shall continue in effect.

## ARTICLE VIII

Section 1. Not later than October 15, 1971, the Board agrees to enter into negotiations with the Association over a successor agreement, for the 1972-73 school year, on all contract provisions except those specifically enumerated below in Sections 2-(a), 2-(b), and 2-(c).

Further, the Board agrees to enter into negotiations with the Association over a successor agreement, for the school year 1973-74, on all contract provisions not later than October 15, 1972.

Section 2. The provisions of this agreement shall become effective as of July 1, 1971, and shall remain in full force and effect until June 30, 1972, subject, however, to the following provisions which shall become effective July 1, 1972, and shall remain in full force and effect until June 30, 1973:

(a) The number of steps from minimum to maximum salary in the "4-year" teachers' guide shall be reduced from fourteen to thirteen steps and there shall be no further revisions made with respect to the number of steps from minimum to maximum in the "No Degree", "5-Year", and "6-Year" teachers' guides during negotiations of the teachers' salary guide for the 1972-73 school year.

(b) During the 1972-73 year, the salary for all Degree Nurses shall be adjusted so that each Degree Nurse's salary will be eighty-five percent (85%) of the appropriate step on the 1972-73 teachers' salary guide.

(c) The "fringe benefits"

specifically enumerated in Appendix B, to wit: medical insurance premiums, tuition reimbursement and differentials for the nine (9) department chairmen shall not be the subject of negotiations between the parties until October of 1972, for the 1973-74 school year.

IN WITNESS WHEREOF, the parties have caused these presents to be executed by their proper officers.

GLEN ROCK BOARD OF EDUCATION

By \_\_\_\_\_  
President

GLEN ROCK EDUCATION ASSOCIATION

By \_\_\_\_\_  
President

DATE \_\_\_\_\_

APPENDIX "A"

RECOGNITION

Employees covered by this agreement include:

Classroom teachers  
Nurses  
Librarians  
Social Workers  
Psychologists  
Coordinators  
Supplementary teachers  
Speech Therapists  
Supervisors  
Specialists  
Reading Consultants  
Remedial Instructors  
Department Chairman  
Guidance Counselors

APPENDIX "B"  
 TEACHER SALARY SCHEDULE  
 1971-72

<u>Step</u>	<u>No Degree</u>	<u>4-Year</u>	<u>5- Year*</u>	<u>6-Year**</u>
1	8180	8250	9045	9910
2	8555	8655	9500	10380
3	8930	9060	9955	10850
4	9305	9465	10410	11320
5	9680	9870	10865	11790
6	10055	10275	11320	12260
7	10430	10680	11775	12730
8	10805	11085	12230	13200
9	11180	11490	12685	13670
10	11555	11895	13140	14140
11	11930	12300	13595	14610
12	12305	12705	14050	15080
13	12680	13110	14505	15550
14	13055	13515	14960	16020
15	13430		15415	16490
16				16960

\*Placement on the five-year guide requires a master's degree or 30 approved credits beyond the bachelor's degree.

\*\*Placement on the six-year guide requires a master's degree plus 30 approved credits beyond the master's degree.

Credits will be approved in accordance with established policy.

APPENDIX "B" (Continued)

SALARY SCHEDULE -- NURSES

1971-72

<u>Step</u>	<u>Schedule A</u>	<u>Schedule B</u>
1	6430	7705
2	6725	8000
3	7020	8295
4	7315	8590
5	7610	8885
6	7905	9180
7	8200	9475
8	8495	9770
9	8790	10065
10	9085	10360
11	9380	10655
12		10950
13		11245

Schedule A applies to nurses without bachelors' degrees

Schedule B applies to nurses with at least a bachelor's degree in their field.

APPENDIX "B" (Continued)

CO-CURRICULAR SALARIES  
1971-72

A. JUNIOR-SENIOR HIGH SCHOOL

1. Salary Schedule for Athletics

a	b	c	d	e	f	years of service
\$1000	\$ 900	\$700	\$550	\$225	\$200	1
1100	975	750	600	250	225	2
1200	1050	800	650	275	250	3
1300	1125	850	700	300	275	4

Years of service to mean service in the specific position in Glen Rock.

- a. Head football coach
- b. Head coach of basketball  
baseball  
track  
soccer  
wrestling
- c. Assistant coaches of football  
Head coaches of cross country  
golf  
tennis  
fencing
- d. Assistant coaches of basketball  
baseball  
track  
soccer  
wrestling  
Head coach of cheerleaders  
Director of marching band
- e. Head coach of bowling  
Assistant coach of cheerleaders  
Canteen director
- f. Seasonal intramurals  
Canteen and Saturday basketball

2. Salaries for student academic activities

a. Yearbook advisor	\$600
Senior High School Student Council Advisor	600
Senior newspaper advisor	600
Literary magazine advisor	600
b. Yearbook assistant (business)	400
Junior Student Council Advisor	400
Junior newspaper advisor	400
Senior Class advisor	400

c.	Interscholastic competition coaches	
	Physics Team	\$300
	Chemistry Team	300
	Biology Team	300
	Debating Team	300
	Math League	300
d.	Class advisors, grades 7-11	200
e.	Sponsors of school clubs	50
	Sponsor of Honor Society	50
3.	Salaries for Dramatics	
a.	Dramatic/Musical Production	
	Director/Producer	350
	Assistant Director	200
	Conductor/Orch. Director	250
	Business Manager	50
	Scenery	50
	Staging	50
	Costumes	50
b.	Spring Variety Show	
	Director/Producer	225
	Assistant Producer	125
	Business Manager	50
c.	Nights of Drama	
	Director	600
4.	Miscellaneous Functions	
	A-V Coordinator	600
	Book Inventory	600
	Science inventory and special programs	600
	Dance Band	250
	Folk Singers, girls trio	100
	Madrigals, special groups	100

## B. ELEMENTARY SCHOOLS

1.	Salaries for miscellaneous functions	
a.	Coordinator of physical education programs	650
b.	Director of elementary recreation/intramural programs	350
c.	Square dancing coach	350
d.	Recreation/intramurals seasonal	150
e.	Safety patrol advisor	100
f.	Student Council Advisor	100
g.	Audiovisual aid coordinator	100

Note: The establishment of all co-curricular positions are subject to Board approval.

APPENDIX "B" (Continued)

MEDICAL INSURANCE COVERAGE

All personnel covered by this agreement (Appendix A) are entitled to the following premium payment by the Board of Education in the Public and School Employees Health Benefits program:

1971-72

Full premium cost on the individual employee

One-half premium cost for all dependents

1972-73

Full premium cost on the individual employee

Full premium cost for all dependents

TUITION REIMBURSEMENT

All personnel covered by this agreement (Appendix A) are entitled to a tuition reimbursement of fifty dollars (\$50) per annum during 1971-72 and of seventy-five dollars (\$75) per annum during 1972-73 for approved courses taken while under contract in Glen Rock. This reimbursement will be non-accumulative.

DEPARTMENT CHAIRMAN DIFFERENTIAL

Differentials for the nine (9) department chairmen shall be increased from \$600 per annum to \$800 per annum for 1971-72, and for 1972-73 shall be further increased to \$900 per annum.