

Contract no. 1227

AGREEMENT

NORTH BRUNSWICK TOWNSHIP BOARD OF EDUCATION

AND

NORTH BRUNSWICK TOWNSHIP EDUCATION ASSOCIATION

SCHOOL YEARS

1991-92 THROUGH 1993-94

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
I	RECOGNITION	1-2
II	NEGOTIATION PROCEDURE	3
III	MEDICAL INSURANCE	4
IV	GRIEVANCE PROCEDURE	5-8
V	RIGHTS OF PARTIES	9-10
VI	EMPLOYEE RIGHTS	11-12
VII	PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY	13-14
VIII	SCHOOL CALENDAR	15
IX	SALARIES	16
X	GENERAL TERMS AND CONDITIONS OF EMPLOYMENT FOR NON-CERTIFIED EMPLOYEES	17-19
XI	AIDES	20
XII	CUSTODIAL/MAINTENANCE/GROUNDS	21-26
XIII	FOOD SERVICE	27
XIV	SECRETARIES/CLERK-TYPISTS	28-31
XV	TEACHERS	32-51
	A. Teacher Facilities.....	32
	B. Teacher Assignment.....	33
	C. Teaching Hours and Teaching Load.....	34-36
	D. Teaching Employment.....	37-38
	E. Procedures for Transfers and Reassignment.....	38-39
	F. Teacher Evaluation.....	39-40
	G. Re-Employment Criteria Committee.....	41-42
	H. Non-Teaching Duties.....	42
	I. Sick Leave	42-43
	J. Temporary Leave of Absence.....	43-44
	K. Extended Leaves of Absence.....	44-47
	L. Professional Development.....	47-48
	M. Promotions.....	48
	N. Curriculum Development	49
	O. Instructional Council.....	49-51
	P. Part-Time Teachers.....	51
	Q. Summer Staff.....	51
	R. Service Credit/Longevity	51

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
	ADDENDUM RE-EMPLOYMENT CRITERIA RECOMMENDATIONS	52-55
XVI	MISCELLANEOUS	56-58
XVII	DURATION OF AGREEMENT	59
	APPENDIX "A" - SABBATICAL LEAVE	60-61
	APPLICATION FOR SABBATICAL LEAVE	62-64
	APP B I - AIDES' SALARY GUIDES	65
	APP B II - CUSTODIAL/MAINTENANCE GUIDES	66
	APP B III - FOOD SERVICE SALARY GUIDES	67
	APP B IV - SEC. AND CLERICAL SALARY GUIDES	68
	APP B V - TEACHERS' SALARY GUIDES	69
	APP B VI - TEACHERS' GUIDE PLACEMENT FORMULA FOR NEW HIRES	70
	APP B VII - COACHES' SALARY GUIDE (HIGH SCHOOL)	71
	APP B VIII - COACHES' SALARY GUIDE (LINWOOD)	72
	APP B IX - ADVISORS' SALARY GUIDE	73
	APP B X - TEACHER STIPENDS (GLL, HT, SML)	74
	INDEX	75-78

THIS AGREEMENT is entered into this First day of July , 1991 by and between the NORTH BRUNSWICK TOWNSHIP BOARD OF EDUCATION, hereinafter called the "Board," and the NORTH BRUNSWICK TOWNSHIP EDUCATION ASSOCIATION, hereinafter called the "Association."

WITNESSED THAT:

IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, it is agreed as follows:

ARTICLE I

RECOGNITION

A. The Board recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions for employees under contract or on leave as follows:

1. Full-time Employees:

Classroom Teachers (Regularly employed and teaching not less than fifteen (15) hours per week)

Media Specialists

Speech Therapists

Child Development Specialists

Guidance Personnel

Nurses

**Specialists (Art, Music, Physical Education,
Remedial Teachers)**

Athletic Trainer

Psychologists

Social Workers

Learning Disability Teacher-Consultants

Head Custodian and Shift Leaders

School Custodians

Crew Leaders

Maintenance Personnel

Grounds Personnel

Custodian-Drivers

Inventory Control Specialist

Secretaries

Clerks

Attendance Officer

Computer/Data Entry Operator
Media Technical Assistant

2. Hourly Employees:

- a. Aides
High School Security
Title I & SCE
Lunchroom/Cafeteria
Special Education
- b. Cafeteria Workers
Cook Manager
Cook
Food Service Worker - General
Food Service Worker - Cashier

3. Supplemental Instructors

4. Coaches and Advisors
Head Teachers
Grade Level and Subject Matter Leaders

5. Part-time teaching staff members, regularly employed but working less than fifteen (15) hours per week but excluding all other employees of the Board, both certificated and non-certificated.

B. Unless otherwise indicated, the term "employee" when used in this Agreement shall refer to all employees represented by the Association in the negotiation unit as listed above. Use of a specific title in any provision of this Agreement shall refer only to the employees serving in such title.

C. Categories established hereafter by the Board shall be included in the unit upon approval by the Association and the Board.

D. Whenever a temporary vacancy occurs and the Board hires a replacement, if that employee's time of employment exceeds sixty (60) consecutive days, excluding incidental absences for sick leave, personal days and/or bereavement days, then that employee shall receive wage and health benefits appropriate for that category of employee, effective with the sixty-first calendar day.

ARTICLE II

NEGOTIATION PROCEDURE

The parties agree to comply with the requirements of N.J.S. 34:13-1 et seq.

A. The parties agree to comply with the requirements of the New Jersey Employer-Employee Relations Act as amended, in a good faith effort to reach agreement. Such negotiations shall begin not later than November 15th of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all members of the unit defined in Article I., be reduced to writing, and shall be subject to ratification by both parties.

B. The first negotiation session shall be only for the following purposes: (1) to establish ground rules for negotiations; (2) for any formal presentation of a full and complete written proposal by the Association and to establish dates for submission of the Board of Education proposal; (3) for discussion of any other matters that either party wishes to raise.

ARTICLE III.

MEDICAL INSURANCE

A. The North Brunswick Township Board of Education for the 1991-92 through 1993-94 school years, will pay for every employee listed in Article I.A.1., I.A.2., and I.A.3., according to his/her marital status:

100% of the cost of Connecticut General Medical and Surgical Plan, Prescription Plan, Dental Plan, and Major Medical coverage. Major Medical deductibles shall be \$50.00 for individual coverage and \$100 for family coverage. The Prescription Plan will contain a two dollar (\$2.00) co-payment.

B. Board paid medical benefits as described in (A.) above will be for "employee only" for the first three (3) years of employment. (New hires may purchase the family portion of the medical benefits).

C. Cafeteria Workers

Eligibility for board payment for medical insurance

An employee with a starting date before July 1, 1977:

Work fifteen (15) or more hours per week for Major Medical insurance.

D. The Board may, upon reasonable prior notification to the Association, substitute other insurance carriers so long as the insurance coverage provided above are equal to or better than those now provided.

E. Unless specifically stated, employees regularly employed and working less than twenty (20) hours per week shall not receive any medical insurance.

F. Health benefits for non-certified retirees:

After 25 years of employment in North Brunswick Township School District, non-certified retirees will receive 100% Board paid Medical Benefits (exclusive of dental and prescription drug). These benefits will be provided subject to the same conditions defined in the law applicable to certified retirees including the exclusion of deferred retirements. These benefits shall cease upon death of retiree. The Board's obligation shall cease upon the enactment of legislation or regulation extending paid health benefits to non-certified retirees.

ARTICLE IV

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A "grievance" shall mean a complaint in writing by an employee that there has been a violation, misinterpretation or inequitable application of any of the provisions of this Agreement; except that the term "grievance" shall not apply to any matter as to which (a) a method of review is prescribed by law; or (b) the Board of Education is without authority to act; or (c) a complaint of a non-tenure employee which arises by reason of his/her not being re-employed; or (d) any matter which the Public Employees Relations Commission has ruled or has the power to rule. As used in this definition, the term "employee" shall mean also a group of employees having the same grievance.
2. An "aggrieved person" is the person or persons claiming the grievance.
3. A "party in interest" is the person or persons claiming the grievance and any person who might be required to take action or against whom action might be taken in order to resolve the grievance.

B. PURPOSE

The purpose of this procedure is to resolve, at the lowest possible level, any grievance presented. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure. An aggrieved person shall first discuss the grievance with an immediate supervisor or principal.

C. RIGHTS OF EMPLOYEES TO REPRESENTATION

Any person in interest shall be assured freedom from restraint, interference, coercion, discrimination or reprisal due to participation in presenting a grievance. An employee may designate a representative of the Association or other person of his/her own choosing to appear with him/her at any step. If a person chooses to represent himself/herself, the Association shall receive copies of all proceedings upon their final completion.

D. PROCEDURE

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the work year, and if left unresolved until the beginning of the following work year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the work year, or as soon thereafter as is practicable.
3. It shall be the general practice of all parties in interest to process grievance procedures during times which do not interfere with assigned duties; provided, however, in the event it is agreed by the Board or its agent to hold the proceedings during regular working hours, an employee participating in any level of the grievance procedure, with any representative of the Board, shall be released from the assigned duties without loss of salary.

4. LEVEL ONE

An employee with a grievance may submit it in writing to his/her immediate supervisor (Principal or Supervisor). Forms for filing grievance and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution.

5. LEVEL TWO

If the aggrieved person has not received a written reply for Level One within five (5) work days from receipt of the grievance by the immediate supervisor, and/or is not satisfied with the disposition of his/her grievance, he/she may file a grievance in writing with the Superintendent of Schools within five (5) work days after receipt of the written reply or conclusion of the time in which to provide the written reply, if no reply is forthcoming. The written grievance shall specify: the facts constituting the grievance; the results of the previous discussions; the dissatisfaction with any decisions previously rendered. If such notification is not received within the total ten (10) work day period, the grievance shall be considered as waived, and thereafter the grievant shall be estopped from pursuing said grievance.

6. LEVEL THREE

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or has not received a written reply within ten (10) working days after the grievance was delivered to the Superintendent of Schools, he/she may within five (5) work days after the decision by the Superintendent, or fifteen (15) work days after the grievance was delivered to the Superintendent, whichever is sooner, submit in writing his/her grievance to the Board. The Board shall hold a hearing and will render a decision within thirty (30) calendar days after receipt of the grievance or after the hearing, except that every reasonable effort will be made to respond earlier. If such notification is not received within a fifteen (15) work day period, the grievance shall be considered waived, and thereafter the grievant shall be estopped from pursuing said grievance.

7. LEVEL FOUR

a. If the aggrieved person does not accept the disposition of his/her grievance at Level Three and wishes review by a third party and the grievance pertains exclusively to violation, misinterpretation, or inequitable application of any of the provisions of this Agreement, he/she shall notify the Board, through the Superintendent, within ten (10) workdays of the receipt of the Board's decision. An aggrieved person, in order to process his/her grievance beyond Level Three, must have his/her request for such action accompanied by the written recommendation of the Association for such action.

b. In order to secure the services of an arbitrator, a request will be made to the Public Employment Relations Commission to submit a roster of persons qualified to function as an arbitrator in the dispute in question. The parties shall then be bound by the Rules and Procedures of the Public Employment Relations Commission in the selection of an arbitrator.

c. The decision of the arbitrator shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decisions which requires the commission of an act by the Board prohibited by or violative of any law, or which is violative of the terms of this Agreement. As his/her power is limited to matters involving the application of the terms of this Agreement, grievances must be resolved within the terms of this Agreement, and the arbitrator shall have no power to add to or to subtract from or modify any of the terms herein without specific authority from the parties. The arbitrator shall not in any case have power to rule on any issue or dispute which is not a grievable matter under this Article IV, or so specified under the provisions of this Agreement. The decision of the arbitrator shall be final and binding on all of the parties.

d. The cost of arbitration shall be subject to the following:

1. Each party shall bear the total costs which it incurs.
2. The fee and expense of the arbitrator are the only costs which shall be shared equally by the parties.
3. Time lost by any employee for attendance at arbitration hearings shall be with pay. Arbitration hearings will be after working hours.

8. In no case shall any grievance be permitted that has not been activated within the twenty (20) work days following the inception of the act or event that alleged to have given rise to the grievance. This clause is intended to operate as a statute of limitations.

E. LIMITATION

An employee or group of employees shall not have the right to refuse to follow an administrative direction or Board policy on the grounds that he/she has instituted a grievance.

F. MISCELLANEOUS

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 V

RIGHTS OF THE PARTIES

A. The Board agrees to furnish to the Association, in response to reasonable requests all available public information concerning district operations as it relates to collective negotiations, in accordance with Negotiation Procedure, Article II, Paragraph B.

B. Upon their appointment, the names and addresses of new employees shall be available to the President of the Association following the regular Board of Education meeting at which the appointment was made.

C. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiation, grievance proceedings, conferences or meetings, he/she shall suffer no loss of pay.

D. Official Association business may be transacted on school property except during regular working hours, provided that this time shall not interfere with or interrupt normal operations and with the prior approval of the Principal of the school or Superintendent. Duty-free lunch time may be used to transact official Association business.

E. The Association shall have the right to use school equipment, including typewriters, mimeograph machines, other duplicating equipment, calculating machines and all types of audio-visual equipment at reasonable time, with prior approval of the Principal of the school, provided such equipment is not in use. The Association shall supply personnel and all materials and pay for repair or replacement of such equipment incident to such use.

Except for activities listed in its annual calendar supplied to the Superintendent, the Association shall apply for use of building facilities in the same manner as other community organizations, without charge to the Association.

F. The Board agrees to furnish to the Association ten (10) copies of the minutes of all public Board meetings, and new policies affecting the members of this unit, for posting in the employees lounge in each building and the Association files.

G. The Association may purchase and have installed by the Board, a bulletin board for its exclusive use in the employee lounge.

H. The rights and privileges granted to the Association by this Agreement as exclusive representative of the employees are not intended by the parties to be granted to any other organization representing any employees in the unit in connection with terms and conditions of employment.

I. The Association may install and maintain a telephone for use by the Association President. The expenses associated with this telephone shall be borne by the Association, and the telephone's location must be approved by the Superintendent. The installation shall be at the home school of the Association President.

J. The Board of Education, subject only to the express written provisions of this Agreement, reserves to itself all rights and responsibilities of management of the School District and full jurisdiction and authority to make and revise policy, rules, regulations and practices in furtherance thereof. By way of illustration and not by way of limitation of the rights and responsibilities reserved to the Board, are the rights to select and direct employees of the school district; to hire, assign, promote, transfer and retain employees covered by this Agreement within the school district, or to suspend, demote, discharge, or take other disciplinary action against employees; to relieve employees from duties because of lack of work or for other legitimate reasons; to maintain the thoroughness and efficiency of the school district operations entrusted to it; to determine the methods, means and personnel by which school district operations are to be conducted; to introduce new or improved methods and facilities; to contract out for such goods and services as may be permitted by law; and to take whatever other actions may be necessary to accomplish the mission of the school district in any situation. In exercising the foregoing rights, the Board shall not violate any other provision of this Agreement.

K. The Board and the Association agree to hold at least one (1) conference each year with the Executive Council, the Board of Education, and representation from the Superintendent's Office, to discuss concerns of the district.

L. The Board agrees that the Association President shall have released time as follows:

- 1. If a high school or middle school teacher, the teacher shall not have any non-teaching duties;**
- 2. If an elementary school teacher, the teacher shall not have any non-teaching duties and, if possible, the preparation period will be scheduled immediately adjacent to the lunch period.**
- 3. If a non-certified employee, that employee shall receive one (1) hour of release time per day.**

ARTICLE VI

EMPLOYEE RIGHTS

A. In accordance with N. J. S. 34:13A-1 et seq., and other applicable laws, it is hereby agreed that every employee shall have the rights freely to organize, join, or refuse to join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerned activities for mutual aid and protection. As a duly selected body exercising governmental power under order of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employees with respect to hours, wages or any terms or conditions of employment by reason of his/her membership or non-membership in the Association and its affiliates, his/her participating in any lawful activities of the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Any criticism by a supervisor, administrator or Board member of an employee shall be made in confidence and not in the presence of students, parents, or at public meetings.

C. 1. An employee shall be entitled to have a representative of the Association present at an interview with the Board or its representative if there exists reasonable grounds to conclude that discipline will directly result as the result of the interview. The non-availability of Association representation shall not serve as a reason to unduly delay the interview. These representational rights shall not apply to general or informal discussions or individual performance and evaluation.

2. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

D. No employee shall be disciplined, receive a written reprimand or recorded verbal reprimand, or be reduced in rank or compensation without just cause. No employee with three or more years of continuous employment can be discharged or not have his/her contract renewed without just cause. Grievances regarding the above shall be subject to binding arbitration, except where precluded by alternate appeal procedures.

E. SECRETARIES

Nothing contained herein shall be construed to deny or restrict to any secretary such rights as she/he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to secretaries hereunder shall be deemed to be in addition to those provided elsewhere.

ARTICLE VII

PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY

A. Employees shall not be required to work under unsafe or hazardous conditions. Such conditions shall be referred immediately to the Supervisor/Principal for appropriate action.

B. 18A:6-1 (Corporal punishment of pupils)

No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school institution; but any such person may, within the scope of his/her employment, use and apply such amounts of force as are reasonable and necessary.

1. to quell a disturbance threatening physical injury to others;
2. to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
3. for the purpose of self-defense; and
4. for the protection of persons or property, and such acts, or any of them, shall not be construed to constitute corporal punishment within the meaning and intention of this section. Every resolution, by law, rule, ordinance, or other act of authority permitting or authorizing corporal punishment to be inflicted upon a pupil attending a school or educational institution shall be void.

- C. 1. The Board shall give full support, including legal and other assistance, for any assault upon the member while acting in the discharge of his/her duties.
2. 18A:30-2.1 (Payment of sick leave for services connected disability)

Whenever any employee, entitled to sick leave under this chapter, is absent from his/her post of duty as a result of a personal injury caused by an accident arising out of and in the course of his/her employment, his/her employer shall pay to such employee the full salary or wages for the period of such absence for up to one calendar year without having such absence charged to the annual sick leave or the accumulated sick leave provided in sections 18A:30-2 and 18A:30-3. Salary or wage payments provided in this section shall be made for absence during the waiting period and during the period employee received or was eligible to receive a temporary disability benefit under Chapter 15 of Title 34, Labor and Worker's Compensation, of the Revised Statutes. Any amount of salary or wages paid or payable to the employee pursuant to this section shall be reduced by the amount of any Worker's Compensation award made for temporary disability.

D. 1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their Supervisor/Principal.

2. Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the member for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the member, the police and the courts.

E. 18A:6-6 (Indemnity of Officers and Employees Against Civil Action)

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

18A:16-6.1 (Indemnity of Officers and Employees in Certain Criminal Actions)

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

F. Subject to prior approval by the Board and pursuant to Worker's Compensation Laws of New Jersey, the Board shall reimburse a member for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement) incurred as the result of any injury sustained in the course of his/her employment.

ARTICLE VIII

SCHOOL CALENDAR

A. The Board of Education shall determine the school calendar after consultation with the Association. Such consultation shall begin no later than January 15 of the prior school year.

B. The closing of schools shall be the prerogative of the Superintendent of Schools.

C. Changes in the School Calendar, to accommodate make-up days, shall be made after consultation with the Association.

ARTICLE IX

SALARIES

- A. The base salaries of all employees are set forth in Appendix B I through Appendix B V, which are attached hereto and made a part thereof.
- B. All employees may individually elect to have ten percent (10%) or twenty percent (20%) of their monthly salary (September 1 - June 30) deducted from their pay and deposited in interest-bearing accounts.
- C. 1. Employees listed in Article I.A.1. and I.A.5. shall be paid on the fifteenth (15) and thirtieth (30) day of each month. When a payday falls during a holiday, vacation or weekend, employees shall receive their paychecks on the last working day.
2. Employees listed in Article I.A.2. and I.A.3. shall be paid on the thirtieth (30) for hours worked between the first (1st) and fifteenth (15th) of the month, and shall be paid on the fifteenth (15th) for hours worked between the sixteenth (16th) and thirty-first (31st) of the previous month.
3. When a payday falls during a Board Office holiday, or a weekend, hourly employees shall receive their paychecks on the last working day.
- D. Anyone wishing to have payroll deductions for Savings Bonds must contact the Business Office.
- E. **ADDITIONAL AUTHORIZATION:** Additional authorization for dues deduction may be received after August 1st, under rules established by the State Board of Education.
- F. A program to facilitate the automatic deposit of full payroll check amounts to designated financial institutions will be implemented subject to the number of participants and bank regulations.

ARTICLE X

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT FOR NON-CERTIFIED EMPLOYEES

The following provisions shall be generally applicable to all non-certified members of the Association except as otherwise indicated below:

A. TEMPORARY LEAVE OF ABSENCE: This policy shall cover brief absences not chargeable to sick leave or for professional reasons directly beneficial to the school system.

1. An allowance of up to five (5) consecutive working days or seven (7) consecutive calendar days, whichever is less, shall be granted for death in the immediate family.

DEFINITION: Immediate family shall include: Husband, wife, mother, father, mother-in-law, father-in-law, child, sister, brother, grandfather, grandmother, or anyone making his/her or her home with the family or anyone who actually stands in the position of a member of the immediate family to the employee. Additional time beyond these days may be taken against unused personal leave provided below.

2. An allowance of up to three (3) personal leave days during the school year shall be permitted with prior approval by the Business Administrator.

Requests for personal leave shall be submitted at least two (2) full working days in advance of the date of personal leave. The Business Administrator will have the right to waive this time requirement in case of emergency.

Requests for personal leave shall not be granted on days preceding or following a school holiday, or on consecutive work days except in case of emergency.

Unused personal leave days shall be credited as sick days at the end of the school year in accordance with the Board's Staff Attendance Plan and shall be eligible for the reimbursement provided by Paragraph "B" below as sick leave days. When an employee is absent for one-half day or less, he/she shall be assessed one-half of a personal leave day.

B. Upon retirement to a State retirement system, under a pay status, excluding deferred retirement, non-certified employees with ten (10) or more years of service in the North Brunswick Township School District will receive payment for each accumulated sick day upon date of retirement at 1/4 the daily rate of pay. Upon resignation in good standing, non-certified employees with fifteen (15) or more years of service in the District, will receive payment for each accumulated sick day upon date of resignation at 1/8 the daily rate of pay.

Upon the death of an active employee, unused sick leave reimbursement (as defined for retirees) shall be paid to the estate of the deceased.

- C. 1. Evaluations for all non-certified employees shall be completed prior to June 1st of each year and shall be narrative in form.
2. Each staff member shall be evaluated and given a copy of the written evaluation report before the conference to discuss it. No such report shall be submitted to the Central Office or placed in the file without the staff member's knowledge. The staff member shall be required to sign the completed form indicating whether there is agreement or disagreement and may add an addendum.
3. A staff member shall have the right, upon request, to review the contents of their personnel file in the presence of the Business Administrator or his/her designee.

D. All openings will be circulated among existing employees for a period of one (1) week before the public advertisement.

E. Tuition Reimbursement - Non-certified employees shall be eligible for reimbursement of up to \$530 per year in 1991-92, \$560 per year in 1992-93, and up to \$590 per year in 1993-94 for tuition costs for courses directly related to the position of the applicant. Such courses shall have prior approval of the Business Administrator, submitted in writing. Official transcripts will be required, and a passing grade must be received.

F. Holidays for 12-month Personnel

1. Fifteen (15) paid holidays shall be granted, except when Christmas Eve falls on a weekday; then there shall be sixteen (16) paid holidays in that year.
2. 12 month secretaries and custodians shall receive two (2) N.J.E.A. convention days, without loss of pay, but subject to the following:
 - a. valid proof of attendance must be presented to the Business Administrator
 - b. Custodians requesting approval to attend either or both of the two N.J.E.A. convention days must submit a request to the Business Administrator at least thirty (30) days prior to the convention date.

The Business Administrator will inform the custodial employees within two weeks of receiving notification of intent, whether or not the regular operations of the district preclude their convention attendance.

G. Seniority. (RIF and Recall of Non-Certified Staff)

In the event of a reduction in force of a non-certificated employee(s), seniority will be utilized for reduction in force and re-call purposes provided the non-certificated employee(s) has five continuous years of service in the District and one year of service in the particular sub-category within the title. Such re-call rights will be in effect for up to two years after the reduction in force.

ARTICLE XI

AIDES

A. SICK DAYS

Unit members shall receive eleven (11) sick days per school year. Unused sick days from each school year shall be cumulative. When an aide is absent due to illness for one-half day or less, he/she shall be assessed one-half of a sick day.

B. Aides shall receive a full day's pay for all scheduled hours regardless of snow day, delayed opening or emergency closing.

C. When an opening occurs for a High School Security Aide, it will be posted internally. Interested Security Aides with the greatest seniority will be given the right of first refusal for the opening.

D. A fifteen (15) minute paid break daily shall be provided for all aides working four (4) or more consecutive hours as per State law.

ARTICLE XII

CUSTODIAL/MAINTENANCE/GROUNDS PERSONNEL

Reference to "custodial employee" shall hereafter refer to all grounds persons, maintenance persons and custodians. The use of a specific title shall refer to that position only.

A. TERMS AND CONDITIONS OF EMPLOYMENT

1. Work Week

The standard work week for all daytime custodial employees of the Association shall be based on a forty (40) hour week consisting of five (5) eight hour days. Shift assignments will be arranged according to the needs and demands of each school. The standard work week for custodial employees assigned to the second shift shall be based on a thirty-seven and one-half (37 1/2) hour week.

All custodial employees shall receive one fifteen (15) minute break daily as scheduled by the Supervisor of Buildings and Grounds.

2. Summer Hours

During the above period when school is not in session, all custodial employees of the Association will report to their assigned schools at 7:00 A.M. and be dismissed at 3:30 P.M., with a half hour lunch, unless otherwise notified by the Business Administrator. During July and August, in addition to their morning scheduled break listed in A.1 above, there shall be one fifteen minute break in the afternoon as scheduled by the Supervisor of Buildings and Grounds.

3. Snow Days

When schools are closed because of a snowfall, all custodial employees will report to their assigned building by 7:30 A.M. for snow removal.

In the event there is a snowfall and schools are open, day custodians are to report at 6:30 A.M. to clear snow from entrances, etc.

4. Weekend Security Check

The head custodian is responsible for his/her building seven (7) days a week and will conduct a security check on Saturday and Sunday.

5. Probationary Period

All custodial employees hired or who change job titles will receive a contract and the benefits listed below immediately. The contract will contain a provision for a one (1) day notice of termination by either party for a period of 90 days. After the completion of the 90 day period, the termination clause will be 30 days' notice by either party.

In the event of termination, employees who have changed job title will be allowed to transfer back as soon as practicable to their previously held job title if they are otherwise in good standing.

Any employee placed on probation as of July 1 or hired between July 2 and October 2, shall be on probation until November 30, but in no event shall an employee's probationary period be less than ninety (90) days from the date employment commences.

At the completion of the 90 day period, the custodial member of the Association will be eligible for the Uniform and Safety Equipment Benefits as applicable.

6. Boiler License

Each custodial employee of the Association shall obtain a license as directed by the Business Administrator and at the expense of the Board of Education. Custodians attending boiler license school will do so without loss of pay, provided they comply with reasonable travel time allowances as established by the Administration. Such travel shall be eligible for mileage reimbursement.

7. License - Maintenance

The Board of Education will pay the license fee for licensed maintenance personnel if the license is a requirement of the position.

8. Head custodians shall be guaranteed a total of one (1) hour per day for duty free lunch.

9. Differential Classification

Any custodial employee who is required to perform the duties of a head custodian, shift leader, or maintenance personnel for a period of thirty (30) consecutive days or more, shall be paid the differential retroactive to the first day of the person's assignment in that position.

10. Service Credit

A custodial employee appointed by the Board of Education between the dates of July 1 through December 31, will be granted one (1) year's service credit at the completion of that fiscal year for both salary and longevity purposes.

11. Longevity

The differential of \$200 over base salary will be paid on July 1 when the employee has earned eight (8) consecutive years of service credit.

12. Overtime

Overtime will be offered on an equal basis to all custodial employees when the need arises as determined by the Business Administrator.

Overtime will be paid at the rate of time and a half (1 1/2) for all hours worked over eight (8) hours in the work day. The work week consists of eight (8) hours per day, five (5) days per week.

The minimum overtime during the regular work week will be one (1) hour. Overtime assignments on weekends will be compensated at a four (4) hour minimum.

Emergency Call Outs

a. If the duration of the call out is greater than one (1) hour (excluding travel time to and from the building) after working hours during the regular work week and weekends, compensation will be at a four hour minimum at time and a half per hour.

b. Call outs of one (1) hour duration or less (excluding travel time to and from the building) after working hours during the regular work week and weekends, will be compensated at a four hour minimum at the regular hourly rate.

There shall be a \$7.50 meal allowance for employees plowing or shoveling snow for more than four hours after a regular eight hour shift.

Overtime assignments on holidays will be compensated at double time for any hours worked.

B. Benefits

1. **Sick Days** - twelve (12) days, cumulative. When an employee is absent due to illness for one-half day or less, he/she shall be assessed one-half of a sick day.

2. **Vacations**

Employment date for vacation purposes will be retroactive to the first day of employment, providing the employee receives an annual contract upon completion of the probationary period.

Full years of employment are based on school year starting September 1 and ending June 30.

All custodial employees shall be entitled to the following vacation schedule:

0 - 11 months employment - one (1) day upon completion of each month of employment until June 30, but not exceeding 10 days during the first school year. Employees must work to June 30 before becoming eligible for this vacation time.

Completion of:

1-4 full years of employment	10 working days
5-10 " " "	15 " "
11th year " "	16 " "
12th year " "	17 " "
13th year " "	18 " "
14th year " "	19 " "
15th year " "	20 " "
20th year " "	22 " "

Custodial employees other than 0 - 11 months will be entitled to a prorated vacation period should they leave during the school year.

Vacation time may be taken from July 1 to June 30 for vacation earned the previous school year upon approval of the Business Administrator.

Scheduled vacation times shall be determined on a district-wide seniority basis. Vacation selection forms shall be distributed to the employee no later than March 15th for the upcoming vacation year.

Choices, if any, shall be returned to the Business Administrator no later than April 15th. The Business Administrator shall notify employees of their vacation schedule no later than May 15th. The foregoing is based upon standard budget submission/approval dates for purposes of determining the status of planned projects.

3. Uniform, Tools and Safety Equipment

- a. The Board of Education will furnish each employee with five (5) complete sets of uniforms, and it is each persons responsibility to see that the uniforms are laundered and neat in appearance and worn on their job. Twice yearly, worn out uniforms will be replaced on or before July 1 and January 1 of the contract year.
- b. Maintenance, grounds, and custodial personnel will be furnished with one (1) set of foul weather gear.
- c. All maintenance and grounds employees will be furnished with one (1) heavy jacket, one (1) pair of heavy gloves, one (1) safety helmet, and one (1) pair of safety goggles. The gloves and jackets will also be replaced on an as needed basis.
- d. The Board shall provide one (1) pair of shoes annually in the following categories: work shoes for custodians; safety shoes for maintenance and grounds personnel. Work shoes and safety shoes must be worn by appropriate employees during working hours.
- e. During the term of the contract, the Board shall provide one (1) pair of insulated gloves to custodians.
- f. Each maintenance employee shall be furnished with a complete set of hand tools. Maintenance employees will use only Board of Education tools. Replacements will be furnished by the Board for worn out or broken tools.

4. Promotions.

a. Head Custodians

The appointment of the head custodian in a building will be at the recommendation of both the Principal and Administrator in charge. Length of service will be a factor in the selection, but it will not be the sole factor or most important. The most important factor in the selection will be for the person to meet the requirements as outlined in the job responsibilities and qualifications. This can best be determined by the present attitude and quality of work performed.

b. Copies of this agreement shall be presented to all custodial employees and to each new employee in this classification hired by the Business Administrator.

5. Qualification of Maintenance Personnel

Any maintenance employee appointed after July 1, 1977, shall be required to present proof of his/her skills or competencies in the trades by means of a license in that skill, union card, or qualified references. The area of skill will be outlined at the time the position is open.

6. Tenure - None (See Seniority - RIF/Recall)

7. Miscellaneous

a. All requests for transfers from one building to another, or to the maintenance crew, must be in writing to the Business Administrator

b. Notice of involuntary transfer or reassignment shall be given to employees as soon as practicable.

c. An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the Business Administrator

d. Within two (2) weeks of the decision on the appointment, the Business Administrator shall notify applicants in writing as to the disposition of the application.

e. Attendance at required workshop sessions shall not be compulsory during an employee's approved vacation time.

ARTICLE XIII

FOOD SERVICE

A. CHANGES IN CLASSIFICATION

1. A helper who substitutes on a temporary basis for a cook shall receive an additional \$.55 per hour, during the time of substitution.
2. A helper promoted to cook on a permanent basis shall receive cook's salary at the same step that they received as a helper.

B. SERVICE CREDIT

1. Persons who work at least 90 consecutive days in the cafeteria system during a school year will receive one (1) year service credit. A former employee of the cafeteria staff will be granted full credit for prior service time in the North Brunswick School District.

C. LEAVE

1. Any regularly employed food service employee with a daily assignment shall have, without loss of pay, eleven (11) cumulative sick leave days per year. When an employee is absent due to illness for one-half day or less, he/she shall be assessed one-half of a sick day.

D. UNIFORMS

1. All food service employees who have been employed by the Board for more than 90 days are entitled to a \$250.00 yearly uniform allowance. Uniforms are to include shoes.

E. HEALTH EXAMS

1. For all food service employees, health exams and blood work, when required by the Board, shall be paid by the Board.

- F. Food service employees shall receive a full day's pay for all scheduled hours regardless of snow day, emergency or delayed opening.

G. SERVICE CREDIT AND LONGEVITY

To be considered for a full year's credit for longevity, a food service worker must work within the district at least one more than one-half the number of teaching days for the school year. The stipend for longevity is contained in Appendix B III.

ARTICLE XIV

SECRETARIES/CLERK-TYPISTS

A. RECLASSIFICATION

1. Whenever a clerical employee shall be reclassified due to an opening in the system, the salary shall be adjusted accordingly, but in no event shall the employee be penalized salary wise through reclassification, but subsequent salary negotiations will be based on the newly assigned category.

B. LEAVES

Any full-time staff member shall have without loss of pay:

1. Twelve (12) sick leave days per year. When an employee is absent due to illness for one-half day or less, he/she shall be assessed one-half of a sick day.

2. Inclement Weather - If schools are closed by the Board of Education for inclement weather, all offices will be closed.

3. Subject to the prior approval of the Business Administrator to attend workshops, seminars, conferences, and in-service training sessions, the Board agrees to pay full, reasonable expenses, including fees, meals, lodging, and/or transportation incurred for same. Such requests for reimbursement shall be documented.

4. Maternity leave, without pay, shall be granted to all tenured employees of the secretarial and clerical staff upon request. The following conditions apply:

a. The employee shall submit a request for maternity leave to the Business Administrator, in writing, at least 90 days prior to the date she wishes her leave to commence. She shall submit to the Business Administrator, in writing, confirmation of date of return 30 days prior to her return. Such leave can be terminated earlier upon the request of the employee, with the approval of the Business Administrator.

b. The commencement date of the maternity leave shall be determined by taking into account the needs of the district and the physical ability of the employee.

c. Maternity leave may be granted for a period of up to one (1) full year, 12 months.

d. All medical and hospital insurance benefits may be continued at the employee's expense at the group rate during maternity leave.

e. Any employee, upon returning from maternity leave, shall assume the same job classification in the system without the benefit of experience increment credit for the time of said leave.

5. An allowance of up to five (5) consecutive working days or seven (7) consecutive calendar days, whichever is less, shall be granted for death of grandchildren.

6. For the duration of this agreement, a pilot program will be initiated at the high school, whereby mutually acceptable vacation schedules will be formulated so that 12 month high school secretarial staff will follow the school calendar. It is recognized that District needs may require the Administration to request that a given secretary/secretaries work on a day(s) outside the school calendar. Should such secretary/secretaries be available, compensatory time will be provided. The parties will coordinate efforts so as to satisfy District needs. To this end, a sub-committee will annually review the program to discuss problem areas. During the pilot program, the differential of .0553% for 12 month personnel involved shall be suspended. Upon completion of the successor Agreement, should either party determine to discontinue this pilot program, this system will automatically revert to the status quo ante including restoration of the existing differential.

C. EXTENDED LEAVES OF ABSENCE

1. A leave of absence, without pay, for one (1) year may be granted at the discretion of the Board of Education to a tenured staff member for the purpose of caring for a sick member of the immediate family, as defined in Article X, A.1. Additional leave may be granted at the recommendation of the Superintendent and the discretion of the Board of Education.

2. Other leaves of absence, without pay, may be granted at the sole discretion of the Board.

3. All benefits accumulated in North Brunswick Township, excluding salary to which a staff member was entitled at the time the leave of absence commenced, including unused accumulated sick leave, shall be restored upon the staff member's return from the granted leave of absence.

4. All extensions or renewals of leaves shall be applied for, in writing, and the reply shall be in writing.

D. VACATION

1. The vacation entitlement for 12 month full-time employees shall be:

Completion of:		
0-12 months -	after the first three months of the school year, one day per month be granted as vacation time, for each full month worked	
1-4 years employment		10 working days
5-10 " "		15 " "
11 " "		16 " "
12 " "		17 " "
13 " "		18 " "
14 " "		19 " "
15 " "		20 " "
20 " "		22 " "

2. The vacation entitlement for 12 month part-time clerical employees shall be a prorated portion of the 12 month full-time clerical employees' vacation, based on the hours worked per day as compared to a full seven (7) hour work day.

3. There is no vacation entitlement for 10 month full-time clerical employees. They are not required to work on days when school is not in session, except for the complete months of June and September.

4. When an employee transfers from a ten (10) month position to a twelve (12) month position, the employee shall receive credit for half of the years worked as a ten month employee towards vacation as a twelve (12) month employee.

E. HOURS

1. All 12 month clerical employees to work six (6) hours per day during the months of July and August. The district has the right to schedule its summer staff at the Board Office for six consecutive hours of work (exclusive of lunch) between the hours of 7:30 a.m. and 4:30 p.m.

2. The Board shall be able to schedule one secretary in the High School to start at 7:30 a.m. and one to stop at 4:30 p.m. in order to keep the office open from 7:30 a.m. to 4:30 p.m. Similarly, the Computer Center may be staffed from 7:30 a.m. to 5:00 p.m. The Board shall notify an employee two weeks before changing the hours of work.

3. Secretaries will be permitted to leave fifteen (15) minutes early on any day immediately preceding a holiday.

F. SERVICE CREDIT AND LONGEVITY

a. 10 month secretarial/clerical

To be considered for a full year's credit for longevity, a ten month secretary/clerk-typist must work within the district at least one more than one-half the number of scheduled days for the school year. The stipend for longevity is contained in Appendix B IV

b. 12 month secretarial/clerical

A 12 month secretary/clerk-typist appointed by the Board of Education between the dates of July 1 through December 31, will be granted one (1) year's service credit at the completion of that fiscal year for both salary and longevity purposes.

ARTICLE XV

TEACHERS

A. TEACHER FACILITIES

1. Each school will have the following facilities:
 - a. Space in each classroom in which teacher may store instructional supplies.
 - b. Free off-street parking facilities.
 - c. Closet space for each teacher.
 - d. Copies, for each teacher's use, of all textbooks used in each of the courses he/she is to teach.
 - e. Chalkboard space in every classroom.
 - f. A complete and unabridged dictionary in every classroom.
 - g. Books, paper, pens, chalk, erasers and other such materials required in daily teaching responsibility.
 - h. A teacher work area containing equipment and supplies to aid in the preparation of instructional materials. An appropriately furnished room for the exclusive use of teachers; it shall be regularly cleaned by the school custodian. Teachers are not to move desks, tables or chairs from designated areas.
 - i. A filing cabinet for the exclusive use of each teacher.
 - j. An adequate number of duplicating machines shall be placed in each school and shall be available for use by teachers.
2. The Board shall provide gym uniforms for physical education teachers, uniform for the band director, choir robe for the choral director, smocks for art and home economics teachers, laboratory coats for science teachers, shop coats for industrial arts teachers.

3. Special Services Facilities

- a. It will be the responsibility of the Administration to provide clerical services as they become necessary.
- b. The Board will provide office facilities which meet generally accepted standards for the type of professional work in which the staff engages.

B. TEACHER ASSIGNMENT

1. In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall not be assigned outside the scope of their certificate and/or their major or minor fields of study except in cases of emergency.
2. All teachers shall be given written notice of their salary schedule, class and/or subject assignments, building assignments for the forthcoming years as soon as possible; if feasible, not later than August 15th.
3. The Superintendent shall give notice of assignments to new teachers as soon as practicable.
4. In the event that changes in such schedules, class and/or subject assignments or building assignments are proposed after August 1st, any teacher affected shall be notified promptly and in writing and, upon request of the teacher, changes shall be promptly reviewed.
5. Itinerant teachers who may be required by the Board or the Superintendent to use their own automobiles in the performance of their duties, and teachers who are assigned to more than one (1) school per day, shall be reimbursed for all travel done after the arrival at their first location or based school assignment and before the last assigned location at the end of the day. Such requests for travel reimbursement shall be documented. The rate will be at the I.R.S. rate as of July 1st of each school year.

Such traveling teachers shall be provided an adequate amount of time for travel between schools. Traveling teachers shall be on the duty roster in only one school per day.

6. All orientation programs for teachers shall be sponsored by the Board in cooperation with the Association.

C. TEACHING HOURS AND TEACHING LOAD

- 1. Teachers, as professionals, shall indicate their presence for duty by initialing the school attendance sheet upon arrival and departure from school. The attendance sheet will be removed to the Principal's Office fifteen (15) minutes before the opening of school and returned fifteen (15) minutes after the close of school. Teachers reporting or leaving the building while the attendance sheet is in the Principal's Office will be required to clock in and clock out the time.**

- 2. Teachers shall be required to report at least fifteen (15) minutes prior to their first daily scheduled assignment (for example, teaching, prep period, etc.), unless they are assigned to a preschool duty. Teachers shall be required to remain at least fifteen (15) minutes after their last daily scheduled assignment (for example, teaching, prep period, etc.), unless they are assigned to a post-school duty. Early dismissal may be granted only by permission of the Principal.**

- 3. No teacher shall stand pre or post school bus duty without an administrator or designee in the building and appropriate emergency procedures established.**

- 4. Teachers are expected to cooperate with the present volunteer practice concerning all school activities.**

- 5. On Fridays and days preceding a holiday or vacation, the teacher's day will end five minutes after the close of the pupil's day to which they are assigned.**

- 6. a. The daily teaching load will be established by the school Principal. At the High School (grades 9-12) and the Middle School (grades 7-8), the normal teaching load will be five (5) teaching periods, a homeroom period (which will be rotated on an equitable basis), plus one additional assignment, a duty-free lunch period and one preparation period. The Principal shall have the right to exclude from homeroom assignment those teachers having assignments that require more daily preparation to meet the student needs or those teachers who accept a pre or post duty assignment for the entire school year. Every reasonable effort will be made to restrict the teaching schedule to two (2) subject areas and a maximum of three (3) teaching preparations. Lost preparation periods shall be compensated in accordance with Paragraph 7 below.**
 - b. SIXTH TEACHING PERIOD**
 - 1. The Administration may replace a teachers duty period in the High School and/or Middle School, with a sixth teaching assignment.**

2. The Administration must endeavor to obtain volunteers within the areas in which it seeks to assign the sixth teaching period.
3. A volunteering teacher can be assigned a sixth teaching class for consecutive years.
4. Anyone teaching a sixth class, shall receive additional compensation equal to 1/7th of his/her/her annual salary (annual salary includes service or longevity bonus for this calculation).
5. A sixth teaching class that has been volunteered for can be assigned without regard to the contractual restrictions relating to the number of consecutive periods or the number of preparations.
6. A sixth teaching assignment shall not be implemented more than twice in any department or subject area.
7. Prior to a teacher being assigned to teach a sixth period on an involuntary basis, the Board will:
 - a. Post the positions involved seeking volunteers.
 - b. Advertise the position if no volunteers come forth.
 - c. Notify the Association if no suitable and/or qualified teacher can be found.
 - d. Involuntarily appoint a teacher to the sixth class.
7. Five (5) preparation periods per week shall be provided for classroom and special subject teachers in the elementary schools. In the event an elementary classroom or special subject teacher loses a preparation period, the classroom or special subject teacher will be compensated **\$15.75 for the 1991-92 school year, \$16.50 for the 1992-93 school year and \$18.00 for the 1993-94 school year** per lost preparation period.
8. Teachers shall have a duty-free lunch period, during a regularly scheduled lunch period for the students, of at least the equivalent time of the students', but not less than thirty (30) consecutive minutes.
9. Teachers may leave the building during their duty-free lunch period upon notification to their Principal of their departure and return to the building.

10. Teachers shall be required to attend a reasonable number of professional meetings. There shall be sixteen Thursday 2:00 p.m. closings in grades K-8. The released time created by the early dismissal of students on Thursdays at 2:00 p.m. in grades K-8 shall not be used for general faculty meetings, but shall be used for curriculum development. One-half of the sixteen meetings shall be used for grade level curriculum meetings and one-half for Administration needs. **One (1) faculty meeting per month at the elementary schools with a prescribed agenda shall be allotted for grade level meetings.**

11. An Association representative may speak to the teachers at any faculty meeting and shall be limited to fifteen (15) minutes.

12. The Principal, Director of Special Services or the Superintendent shall have the prerogative of determining the time and length of each meeting. The Principal, Director of Special Services and the Superintendent shall attempt to keep the starting time and length of these meetings within a reasonable time. **Meetings canceled due to school closings or otherwise not scheduled due to a school holiday may be rescheduled upon notice to staff.**

13. Agendas shall be provided in advance wherever possible. Teachers may submit items for the agenda.

14. Teachers may be assigned to field trips by the building Principal when volunteer teachers acceptable to the administrator are not available. Reasonable expenses incurred by the teacher shall be reimbursed by the Board.

15. Exceptions to the provisions of this Article may be made only in case of emergency. If possible, the Association shall be notified of the emergency. A disagreement over the justification of an exception shall be subject to the grievance procedure and shall be initiated at Level One thereof.

16. Every reasonable effort will be made to continue minimizing the changing of teaching stations and to continue insuring that senior high school teachers are not assigned more than three (3) teaching periods in a row.

17. The teacher shall maintain the responsibility to determine grades and other evaluations of students, within the grading policies of the district, based upon his/her professional judgment of available criteria pertinent to any given subject area or activity to which he/she is responsible. No grade or evaluation shall be changed without consultation with the teacher by a committee composed of representatives of the Office of the Superintendent and Special Services Department, building administrator, the Education Association and the teacher involved.

18. Elementary teachers will have a daily duty free lunch of no less than 42 consecutive minutes. This is to be administered independently at each elementary school. It is recognized that special circumstances, such as early closings, delayed opening, parent conferences and other reduced scheduling might limit the duty-free lunch to 30 minutes. Other uncontrollable emergencies such as employee absences will be dealt with on a case by case basis. Every effort will be made to resolve any disagreements in informal discussion.

D. TEACHER EMPLOYMENT

1. Each teacher shall be placed on the proper step of the salary schedule as of the beginning of the school year, in accordance with Paragraph 2 below. The foregoing is not intended to require the restoration of any increment and/or raise which may have been withheld by the Board.

2. Credit up to the maximum step of any salary column on the Teacher Salary Schedule may be given for previous continuous teaching or educational experience in a school duly accredited by the Department of Education in the state in which the school was located, prior to initial employment, including credit not to exceed four (4) years for military experience or alternative civilian service required by the Selective Service System.

3. To be considered for a full year's credit on the salary guide, a teacher must teach within the district at least one more than one-half the number of teaching days for the school year.

4. Teachers with previous teaching experience in the North Brunswick Township School District, upon return to the system, shall receive full credit on the salary schedule for all continuous teaching experience prior to date of application. Such teachers who have not engaged in other teaching or the other activities indicated above shall, upon returning to the system, be restored to the same position on the salary schedule at which they left. The rights granted under this paragraph shall terminate after ten (10) years of absence. Any teacher who has been absent from teaching in the public schools for five (5) years or more, shall receive full credit for the total years of teaching experience in the public schools or military service, less one-half year of credit for each full year he/she has been absent from teaching. In no case shall the penalty for absence exceed two (2) years total, and provided the total credit for prior experience and military service shall not exceed ten (10) years as provided in Paragraph 1 above.

5. Returning Teachers - Accumulated Leave Days:

a. Previously accumulated unused and unpaid for leave days while in the system will be restored to all teachers returning within five years of their original departure.

b. Eligible sick leave reimbursement monies to be paid to those teachers with accumulated leave days may be claimed at any time within the above-mentioned five-year period at a rate in existence at time of departure.

6. Teachers shall be notified of their contract and salary status for the ensuing year no later than April 30th. Such contracts shall be returned to the Superintendent within fifteen (15) school days, signed or unsigned. Failure to return the contract within fifteen (15) school days, signed or unsigned, indicates a rejection thereof.

7. The Board may require a medical examination at its discretion and at the Board's expense.

E. PROCEDURES FOR TRANSFERS AND REASSIGNMENTS

1. Known vacancies which occur during the school year shall be distributed to all schools through the Principal and Association.

2. Teachers who desire a change in grades and/or subject assignments or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than two (2) weeks after the posting of the notice of such vacancy. A copy shall also be forwarded to the building Principal of the teacher requesting a transfer. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference.

3. A notice of voluntary transfer or reassignment shall be made to teachers as soon as practicable.

4. Upon the teacher's request, the decision as to a voluntary reassignment and/or transfer shall be made only after a meeting between the teacher involved and the Assistant Superintendent of Personnel. In the event the teacher's request is denied after such meeting, the teacher may request and be granted a meeting with the Superintendent to review the matter. The teacher may, at his/her option, have an Association representative present at such meeting.

5. Notices of an involuntary transfer or reassignment shall be given to teachers as soon as practicable.

6. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the Assistant Superintendent of Personnel, at which time the teacher will be notified of the reasons thereof. In the event a teacher objects to the transfer or reassignment at this meeting, upon request of the teacher, the Superintendent will meet with him/her to review the matter. The teacher may, at his/her option, have an Association representative present at such meeting.

7. The decision of the Superintendent as to voluntary or involuntary transfers or reassignments of teachers shall be final and not reviewable under the grievance procedure.

F. TEACHER EVALUATION

1. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

2. Teachers shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.

3. A teacher shall be given a copy of any class visit or evaluations report prepared by his/her evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the Central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

4. a. Non-tenure teachers are to be evaluated at least three (3) times each year.

b. Tenure teachers shall be evaluated at least once a year.

5. The evaluator will honor up to three (3) requests per year for classroom observation by invitation of the teacher.

6. Summary evaluation reports for non-tenure teachers shall be completed by the Principal or Director of Special Services each year. This evaluation will be treated in accordance with "3" above.

7. Principals or the Director of Special Services will be expected to confer with non-tenure teachers regarding their summary evaluation, and a copy of the summary evaluation will be given to the teacher.

8. Evaluation reports shall be presented to teachers by the Principal or counterpart supervisor periodically, in accordance with the following procedures:

- a. Such reports shall be issued in the name of the appropriate supervisor based upon a compilation of reports, of observations, and of discussions with any or all supervisory personnel who come into contact with the teacher in a supervisory capacity.
 - b. Such evaluation reports shall be addressed to the teacher, and a conference shall be held with the teacher within seven (7) school days of the observation.
 - c. Such evaluation reports shall be written in narrative form and shall include, when pertinent:
 1. Strengths of the teacher as evidenced during the period since the previous report.
 2. Weaknesses of the teacher as evidenced during the period since the previous report.
 3. Specific suggestions as to measures which the teacher might take to improve his/her performance in each of the areas wherein weaknesses have been indicated.
 - d. The number of evaluation reports shall be determined by the Board.
9. a. A teacher shall have the right, upon request, to review the contents of his/her personnel file.
- b. Any material relative to a teacher's conduct, service, character or personality shall not be placed in his/her personnel file unless the teacher has had an opportunity to review such material. The teacher must acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the opportunity to submit a written answer to such material, and his/her answer shall be reviewed by the Superintendent of Schools or his/her designee and attached to the file copy.
 - c. The Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents.
 - d. The Board shall not establish any separate personnel file which is not available for the teacher's inspection.

10. Any complaints regarding a teacher made to any member of the administration by any parent, student, or other person, which are used in evaluating a teacher shall be promptly investigated and called to the attention of the teacher. The teacher shall have the right to be present or represented at any meetings or conferences regarding formal complaints. The teacher must respond to and/or rebut all complaints in writing.

11. Prior to any summary evaluation report, the immediate supervisor of a non-tenure teacher shall have had appropriate communication, including but not limited to all steps in Section "8" above, regarding his/her performance as a teacher.

G. RE-EMPLOYMENT CRITERIA COMMITTEE

1. The Board and the Association agree to continue the Re-Employment Criteria Committee consisting of six (6) members; three (3) members appointed by the Board and three (3) members appointed by the Association.

2. This Committee shall continue to study and develop specific criteria which shall be used for re-employment of non-tenure teachers.

3. The criteria heretofore recommended by the Re-Employment Criteria Committee is appended hereto as an addendum to this Agreement.

4. The Board and Association shall provide said criteria to all presently employed teachers as soon as possible after adoption.

5. a. No later than April 30th, the Board of Education shall give to each non-tenure teacher continuously employed preceding September 30th, either:

1. A written offer of a contract for employment for the next succeeding year providing for usual sixty (60) days' termination clause and at such salary and benefits as may be agreed upon between the Board and the Association; or

2. A written notice that such employment will not be offered.

If the non-tenure teacher desires to accept such employment, he/she shall notify the Board of such acceptance, in writing, within fifteen (15) school days after receipt thereof. Failure to notify the Board shall be deemed a rejection of the offer.

- b. **Notice of renewal or non-renewal of employment to non-tenure teachers hired after the preceding September 30th shall be in accordance with Administrative regulations.**
- c. **Any non-tenure teacher who receives a notice of non-employment may, within ten (10) school days thereafter, request, in writing, a statement of reasons for such non-employment from the Superintendent, which statement shall be given to the teacher, in writing, within ten (10) school days after receipt of such request.**

H. NON-TEACHING DUTIES

- 1.
 - a. **The Principals shall determine the number of professional personnel to be assigned to bus, cafeteria and playground duties in their building. A monthly review with a representative of the Association and the Principals may be held to guarantee equitable distribution of duties within the respective schools.**
 - b. **Cafeteria duty at North Brunswick Township High School should be equated to an administrative assignment rather than to a teaching assignment.**
 - c. **There will be no accounting of monies from students except when it is of an instructional nature.**
 - d. **Inventorying and storing of books will be limited to only those contained in the classroom.**
 - e. **Objective standardized tests used district-wide at the direction of the Board or administration which cannot be machine scored will be scored by clerical help. Teachers will be responsible for recording the results.**
- 2. **Activities which have no educational objective shall be barred from the classroom unless approved directly by the Superintendent of Schools.**
- 3. **Teachers shall not drive students to activities which take place away from the school building.**

I. SICK LEAVE

- 1. **Each teacher shall be allowed full pay for absence from duty for personal illness for eleven (11) days in any school year. Unused days of sick leave shall be accumulated by the teacher to be used for additional sick leave as needed in subsequent years. When a teacher is absent one-half day or less, he/she shall be assessed one-half of a sick leave day.**

2. Each teacher shall be given a written accounting of accumulated sick leave days no later than September 30th of each year.

3. When absence, under the circumstances described in 18A:30-1, exceeds the annual sick leave and the accumulated sick leave, the Board of Education may pay any such person each day's salary less the pay of a substitute, if a substitute is employed or the estimated cost of the employment of a substitute if none is employed, for such length of time as may be determined by the Board of Education in each individual case. A day's salary is defined as 1/200 of the annual salary.

4. Upon retirement to a State retirement system, under a pay status, excluding deferred retirement, teachers with ten (10) or more years of service in the North Brunswick Township School District will receive payment for each accumulated sick day upon date of retirement at a rate of \$45 for 91-92, \$50 for 92-93 and \$55 for 93-94 per accumulated sick day. Upon resignation in good standing, teachers with fifteen (15) or more years of service in the District will receive payment for each accumulated sick day upon date of resignation at a rate of \$20 for 91-92, \$20 for 92-93 and \$25 for 93-94 per accumulated sick day.

Upon the death of an active employee, unused sick leave reimbursement (as defined for retirees) shall be paid to the estate of the deceased.

J. TEMPORARY LEAVE OF ABSENCE

This policy shall cover brief absences not chargeable to sick leave or for professional reasons directly beneficial to the school system. The provisions for leave at full pay stated below shall be for one (1) year.

1. **DEATH IN THE IMMEDIATE FAMILY** (An allowance of up to five (5) consecutive working days or seven (7) consecutive calendar days, whichever is less, shall be granted):

Immediate family shall include: husband, wife, mother, father, mother-in-law, father-in-law, child, sister, brother, grandfather, grandmother, or anyone making his or her home with the family or anyone who actually stands in the position of a member of the immediate family to the employee. Additional time beyond the five (5) days may be applied against any unused personal leave from the three (3) days of personal leave allowed under Paragraph J.2. below.

2. **OTHER EMERGENCIES OF PERSONAL NATURE** (An allowance of up to a total of three (3) days leave during a school year, with prior approval by the Superintendent of Schools, shall be granted.

3. **Requests for personal leave shall be submitted at least two (2) full working days in advance of the date of personal leave. The Superintendent of Schools will have the right to waive this time requirement in case of emergency.**
4. **Requests for personal leave shall not be granted on days preceding or following a school holiday or on consecutive work days except in cases of emergency.**
5. **Unused personal leave days shall be credited as sick days at the end of the school year in accordance with the Board's Staff Attendance Plan, and shall be eligible for the reimbursement provided in Paragraph I.4. hereinabove as sick leave days.**
6. **When a teacher is absent one-half day or less, he/she shall be assessed one-half of a personal leave day.**

K. EXTENDED LEAVES OF ABSENCE

1. **The Board of Education shall consider the request of a tenured teacher who applies for a leave of absence, without pay, for two (2) years to teach in an accredited college or university without loss of tenure.**
2. **A leave of absence, without pay, for one (1) year may be granted to a tenured teacher for the purpose of caring for a sick member of the immediate family, as defined in Article XV J1. Additional leave may be granted at the recommendation of the Superintendent and the discretion of the Board.**
3. **Other leaves of absence, without pay, may be granted at the sole discretion of the Board.**
4. **Upon return from leave granted pursuant to this Section K-1 only, a teacher shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent; provided, however, that the time spent on said leave shall not count toward the fulfillment of the time required for tenure.**
5. **All benefits accumulated in North Brunswick Township, excluding salary to which a teacher was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, shall be restored upon his/her return from the granted leave of absence.**
6. **All medical and hospital and insurance benefits shall be continued at Board expense at the group rate while a teacher is on leave granted pursuant to Paragraph I above only.**

7. All extensions or renewals of leaves shall be applied for in writing by the teacher by April 1st for the following September term; or at least ninety days in advance of the expected date of return at other times of the year. The reply to these requests shall also be in writing.

8. A teacher on any leave taken pursuant to Article XV. K. 1, 2 or 3, shall notify the Board, in writing, of his/her intention to return to the District by April 1 of the school year preceding the school year in which he/she intends to return to the district, or ninety (90) days prior to the intended return date, whichever is sooner. Failure to provide such written notification in a timely manner shall be deemed a resignation and the Board will have no further obligations to such teacher. The Assistant Superintendent shall send a written reminder (certified mail, receipt requested) to teachers on such extended leaves.

9. **MATERNITY LEAVE**

Maternity leave, without pay, shall be granted by the Board of Education in accordance with the following procedures:

a. All initial applications for, and applications for extensions or reductions of, maternity leave shall be made, in writing, to the Superintendent.

b. Any teacher intending to apply for maternity leave shall advise the Superintendent of the fact of her pregnancy and of her prospective plans for taking maternity leave and of her best estimate of when the maternity leave will commence and terminate. The teacher shall request maternity leave of the Superintendent of Schools, in writing, at least ninety (90) days prior to the date she wishes her leave to commence. Such written request shall specify the date when the teacher wishes her leave to commence and to terminate.

c. The commencement date of the maternity leave shall be determined by taking into account the needs of the district and the physical ability of the teacher to continue teaching.

d. The Board may require a teacher during her pregnancy to produce a certificate from her physician stating that she may continue working effectively at the duty to which a teacher has been assigned. Except for good reasons, the Board shall not require the teacher to produce such a certificate (updated) more than once every thirty (30) calendar days.

e. In the event of any question as to the condition of the pregnant teacher, a conference shall be arranged between the Board's physician and the attending physician.

f. Nothing stated herein is intended to restrict the right of the Board to remove any pregnant teacher from her teaching duties if it should determine that her teaching performance has substantially decreased from the time immediately prior to her pregnancy or for any other just cause.

g. Maternity leave may be granted for a period of up to the end of the academic school year in which the maternity leave commenced and upon the request of a teacher under tenure or who has received a tenure-year contract for an additional academic school year for such teacher. A teacher on maternity leave shall notify the Board, in writing, of her intention to return to the district by April 1st of the school year preceding the school year in which she wishes to return to the district, or ninety (90) days prior to said intended return date, whichever is sooner. Failure to provide such written notification shall be deemed a resignation as a teaching staff member in the district.

h. When a teacher who has been granted a maternity leave returns to the system, such teacher may be assigned to any position decided upon by the Superintendent as long as such assignment is within the certification of such teacher.

i. The Board may set reasonable conditions for the granting of the maternity leave, including requirement that the teacher receiving such leave not accept full-time employment, or undertake any employment or full-time graduate study during all or part of the period of the maternity leave which would interfere with the purpose of such leave.

j. Except as provided in Paragraph g. above, nothing herein is intended to create any right with respect to non-tenure teachers to maternity leave except as such non-tenure teachers may have under requirements of law. A maternity leave granted to any non-tenure teacher shall not extend beyond the end of the academic school year in which the leave is granted, unless the Board, at its sole discretion, grants an extension of such leave.

k. Any teacher who has applied for and received maternity leave may reapply for permission to return to employment during any academic school year for which such leave was granted, and such leave may thereupon be terminated by the Board, at its sole discretion.

l. All maternity leaves of absence shall be without benefit of experience increment credit.

m. Paternity leave shall be made available on the same basis and subject to the same conditions as herein provided by Article XV, K.8.

10. SABBATICAL LEAVE

The Board of Education shall consider requests for sabbatical leave in accordance with Appendix "A", attached hereto and made a part hereof.

L. PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

1. The Board agrees:

a. To pay full, reasonable expenses incurred in connection with a course, workshop, seminar or conferences exceeding one (1) day, as requested and approved by the Superintendent of Schools and approved by the Board.

b. To pay for a teacher holding standard certification in his/her teaching field, tuition costs and fees in an amount not to exceed nine hundred dollars \$900 per year in 1991-92, \$950 per year in 1992-93 and \$1,000 per year in 1993-94. Such courses shall have prior approval of the Superintendent of Schools. Applications and approvals shall be submitted in writing. Official transcripts will be required for reimbursement. Teachers must receive a passing grade in this course work. Only courses directly related to his/her position or teaching field shall be considered for reimbursement. Teachers matriculated in an approved degree granting program prior to the 1983-84 school year will continue to have all post-graduate courses in which they enroll considered for reimbursement.

c. Subject to the prior approval of the Superintendent of Schools to attend workshops, seminars, conferences and in-service training sessions of one (1) day or less, the Board agrees to pay full, reasonable expenses, including fees, meals, lodging and/or transportation incurred for same. Such requests for reimbursement shall be documented.

2. The Board may, at its discretion, consult with the Association on matters pertaining to in-service workshops, conferences and programs designed to improve the quality of instruction within the school district.

3. As part of an ongoing professional development, each teacher will successfully complete thirty (30) hours of training activities over a period of three years in accordance with the implementing guidelines and procedures that have been developed. The program guidelines are as follows:

a. Certified staff taking college courses equaling 30 or more hours during this three-year period would be exempt, except for the basic ITIP course, from this requirement.

b. The District's staff development program offers courses for which certified staff members may choose either one credit on the salary guide for every 10 hours of participation or receive \$15.00 per hour.

(1) Credit will be awarded for seminar/workshops that are approved by the Superintendent in consultation with the Advisory Committee. Credit or compensation will not be given in courses that would otherwise receive salary guide credit.

(2) To receive credit, the staff member must satisfactorily complete the seminar/workshop as per the certification of the instructor.

c. An advisory committee of an equal number of teachers and administrators will be appointed to assist the supervisor of staff development in choosing appropriate staff development programs as well as fulfilling the obligations in 3 b1 above. The advisory committee may recommend to the Superintendent the granting of a waiver for the ITIP program requirement for an individual with extenuating circumstances.

M. PROMOTIONS

1. a. Promotional positions are defined as follows: positions paying a salary differential and/or positions on the administrative/supervisory levels of responsibility.
b. All vacancies in promotional positions, including specialists, shall be adequately publicized by the Superintendent.
2. a. Date of Posting - When school is in session, a notice shall be posted in each school as far in advance as practicable, ordinarily at least ten (10) school days before the final date when applications must be submitted. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications, in writing, to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly, in writing, the receipt of all such applications.
b. Procedure - No position shall be filled until all properly submitted applications have been considered. In filling such vacancies, consideration will be given to qualified teachers already employed by the Board. A list shall be given to the Association indicating which positions have been filled and by whom.

N. CURRICULUM DEVELOPMENT

1. The Association and the Board have a mutual responsibility to promote better instruction. The Board welcomes staff participation in all aspects of strengthening the education program to best meet the needs of the students, the schools, and the community.
2. The Board of Education shall consider revision and development in all subject areas. Each year, a priority list shall be established by the Instructional Council for curriculum revision, subject to Board approval. Employment consideration shall be given to the continuing staff members.
3. The Board of Education will provide a fund of two thousand dollars (\$2,000) to be used for implementation of innovations and experimental ideas in curriculum, subject to the approval of the Superintendent of Schools.
4. Compensation for new or revised curriculum work shall be in the form of release time and/or an hourly rate. Any such curriculum may be utilized by the District and its teachers.

(a) Released Time

Participants may be released from their instructional and/or other duties for a specific period of time, however, a reasonable effort will be made to schedule this work outside the regular school day.

(b) Hourly Rate

A specific number of hours for a project shall be mutually agreed to by the Administration and Teacher(s). Such curriculum work shall be compensated for the time required for such work at a rate of \$20.00 per hour for 1991-92, \$22.00 per hour for 1992-93 and \$24.00 per hour for 1993-94

O. INSTRUCTIONAL COUNCIL

1. The purpose of the Instructional Council (goals) are:
 - a. Encourage teachers to identify curricula areas that need improvement and convey these ideas to the Instructional Council members.

- b. Provide means for the teacher to identify curricula areas that need improvement or updating (i.e., open meetings, surveys, etc.).
 - c. Determine the priorities of these identified needs.
 - d. Motivate teachers to share ideas for improving instruction and curriculum (i.e., in-service programs, extension courses).
 - e. Recognize and recommend to the teachers, programs for the improvement of instruction.
 - f. Recommend, advise, evaluate, publicize, etc. programs of worth for the improvement of instruction, including in-service workshop programs.
2. The Council shall consist of:
- a. One (1) representative from each school, selected by the Association.
 - b. Six (6) administrators appointed by the Board of Education.
3. Operational Procedures
- a. A quorum, one more than half the membership, must be present in order to conduct Council business.
 - b. To insure that teachers are kept informed of Council decisions, no vote of the Council shall be taken prior to the presentation of the item under consideration at every faculty meeting.
 - c. Decisions of the Instructional Council which require a vote shall be reached by the affirmative vote of the majority of the membership.
 - d. The Superintendent and the President of the N.B.T.E.A. are ex-officio members of the Instructional Council.
 - e. The chairperson of the Instructional Council shall be elected by members of the Council.
 - f. Following the initial election, the chairperson shall be elected at the May meeting.
 - g. The Council shall meet monthly from October through May.

h. Recommendations of the Council shall be reviewed by the Superintendent and presented to the Board of Education or returned to the Council.

P. Part-time teaching staff members listed in I.A.5 shall continue to be eligible only for sick leave and personal leave.

Q. SUMMER STAFF AND HOME INSTRUCTION

1. Summer School Staffs shall be compensated as follows:

	91-92	92-93	93-94
B.S.I.	\$1,400	\$1,500	\$1,600
B.S.I. Coordinator	1,700	1,800	1,900
Enrichment	\$1,250	\$1,350	\$1,450
Enrichment Coordinator	1,500	1,600	1,700

2. Summer work for Guidance Counselors and Child Study Team Members shall be compensated on a pro-rata basis.

3. Home Instructors and Detention Proctors shall be compensated \$21.00 per hour for 1991-92, \$22.00 per hour for 1992-93 and \$24.00 per hour for 1993-94

R. SERVICE CREDIT AND LONGEVITY

To be considered for a full year's credit for longevity, a teacher must teach within the district at least one more than one-half the number of teaching days for the school year. The stipend for longevity is contained in Appendix B V

ADDENDUM

RE-EMPLOYMENT CRITERIA RECOMMENDATIONS

We recommend that the criteria address itself to six characteristic areas which we consider as essential. They are, the teacher as:

- A. A Director of Learning
- B. A Counselor and Advisor
- C. A Mediator of the Culture
- D. A Link with the Community
- E. A Member of the School Staff
- F. A Member of the Teaching Profession

We see these criteria used by teachers as guidelines for their professional improvement. We see these criteria used by supervisors as guidelines for an analytical, objective, and specific observation of the teacher in action with the children, the staff, the parents, and with the community in general.

The criteria established are not to be construed as all-encompassing. Rather, they are to be considered basic. We also recognize that in any evaluation, all of the elements of these criteria may not always be present.

On this basis, we offer the following criteria:

A. THE TEACHER AS A DIRECTOR OF LEARNING

1. Provides varied activities and/or projects.
2. Makes effective use of instructional materials.
3. Demonstrates his/her command of subject matter.
4. Encourages in the student self-directed standards and behavior
5. Provides for differentiated experiences to meet individual needs.
6. Provides a climate for student interaction.
7. Provides opportunities which encourage creativity.
8. Adjusts the program according to class needs.

9. Provides opportunities for student self-assessment.
10. Provides a learning atmosphere which is reflected in the classroom appearance.

B. THE TEACHER AS A COUNSELOR AND ADVISOR

1. Establishes a classroom atmosphere which nurtures the positive attributes of each pupil.
2. Maintains and conveys a positive approach toward solution of a student's problems.
3. Assists individuals and groups with learning difficulties.
4. Recognizes and deals with each student according to his/her needs, aptitude, talents and learning style.
5. Develops goals with class and individuals, planning for their cooperative attainment.
6. Encourages children to work at their own rate.
7. Upon recognizing the possibility of a student problem, will make referral to proper authority.
8. Establishes an atmosphere which enables students to express their own points of view.
9. Attempts to understand the value system of various groups.
10. Attempts to have students examine their values; e.g., honesty, fairness, self-worth, etc.
11. Feels free to contact parents.
12. Attempts to develop in the student a positive attitude toward seeking help.

C. THE TEACHER AS A MEDIATOR OF THE CULTURE

1. Provides experiences which encourage students to explore differing points of view in order to develop evaluative judgment.
2. Strives to link all aspects of the culture (Arts, Science, Language, etc.) within the educational process.

3. Uses a variety of community resources skillfully relating them to educational objectives.
4. Contributes to the understanding of community problems.
5. Promotes a classroom atmosphere that utilizes similarities and differences found within our multi-ethnic culture.
6. Provides a variety of multi-cultural information experiences and materials.

D. THE TEACHER AS A LINK WITH THE COMMUNITY

1. Encourages parental interest and participation in school activities.
2. Reports classroom activities in concert with the Principal for dissemination to the community.
3. Displays student work for interested members of the community.
4. Relates pertinent information about pupil progress to the parents.
5. Extends invitations to the parents to view classrooms on specific occasions.
6. Exercises professional judgment when discussing school or school activities.

E. THE TEACHER AS A MEMBER OF THE SCHOOL STAFF

The teacher encourages codes of ethical practices and performance standards among colleagues.

1. Informs appropriate individuals and agencies of the students' educational needs and experiences.
2. Refrains from discussing or evaluating his/her colleagues in negative terms, with students or parents, or other colleagues.
3. Uses information of confidential nature professionally.
4. Strives for impartiality in association with pupils, parents and colleagues.
5. Exhibits a cooperative attitude in school-connected activities.
6. Having been informed, complies with existing policies, rules and regulations of the school and the school system.

7. **Maintains accurate records and reports and presents them when prescribed.**
8. **Accepts faculty, in-service and other professional meeting responsibilities.**
9. **Feels free to contribute suggestions and recommendations concerning the operation of the school to the appropriate administrative officials.**
10. **Maintains open channels for communication with parents.**
11. **Accepts responsibility for handling concerns and/or problems in a professional manner.**

F. THE TEACHER AS A MEMBER OF THE TEACHING PROFESSION

1. **Teacher exhibits enthusiasm for his/her profession.**

ARTICLE XVI

MISCELLANEOUS

A. SEPARABILITY

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 of 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.

B. 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.

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

D. NOTICE

Whenever any notice is required to be given by either party to this Agreement to the other, pursuant to the provision of this Agreement, either party shall do so by personal written notice or by certified mail, return receipt requested, at the following addresses:

1. If by the Association, to the Board at:

Maple Meade School
Old Georges Road
Post Office Box 1807
North Brunswick, N. J. 08902

2. If by the Board, to the Association at:

Home School of the current Association President

or office:

1648 Highway #130
North Brunswick, N. J. 08902

E. ASSOCIATION PAYROLL DUES DEDUCTION

1. The Board agrees to deduct from the salaries of its employees such dues for the North Brunswick Township Education Association, the Middlesex County Education Association, the New Jersey Education Association and the National Education Association as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 N. J. Public Laws of 1969 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education.

2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

3. The parties agree to an agency shop provision with non-members paying a representation fee of 85% of full dues for members, initiation fees and assessments charged by the Association to its own members for that membership year.

4. Indemnification and Save Harmless Provision:

A. Liability

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provision of this Article, provided that:

(a) The Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and

(b) If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

B. Exception:

It is expressly understood that paragraph 1 above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board.

F. Unless the clear language of this Agreement provides otherwise, nothing contained herein shall be interpreted so as to diminish or reduce or detract from any established employee benefit existing prior to the effective date of this Agreement.

G. All openings for positions in the accredited evening high school, summer school, and federal projects, shall be publicized by the Superintendent in accordance with the procedure for publicizing promotional vacancies as set forth in Article XV, Section M of this Agreement. Anticipated and known home instruction openings shall be posted if the student's assigned teacher(s) are not available.

H. Where applicable, transportation rates shall be at the I.R.S. rate as of July 1st of each school year.

I. The Association President and one officer may meet informally with the Superintendent and/or Assistant Superintendent during the school year to review and discuss current problems and practices of mutual interest and the administration of this Agreement. Such meetings shall occur at a mutually acceptable date.

ARTICLE XVII

DURATION OF AGREEMENT

This Agreement shall be effective as of **July 1, 1991**, and shall continue in effect until **June 30, 1994**.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

**NORTH BRUNSWICK TOWNSHIP
EDUCATION ASSOCIATION**

BY: *Sylvia Smalley*
President

ATTEST:

Walter Stern
Secretary

**NORTH BRUNSWICK TOWNSHIP
BOARD OF EDUCATION**

BY: *Allen Sherman*
President

ATTEST:

Robert Tuller
Secretary

APPENDIX "A"

SABBATICAL LEAVE

1. General Statement

Sabbatical leave is designed to maintain and improve educational services. It is an opportunity made available to professional staff members to improve themselves so that they may better serve the students of the North Brunswick School System.

2. Sabbatical Leave Review Council

A Sabbatical Leave Review Council shall be appointed by the Board of Education by December 1 of each year, and shall include three (3) representatives appointed by the North Brunswick Township Education Association, and three (3) representatives from the administrative or supervisory staff appointed by the Superintendent of Schools. The Council shall have the duty to review the applications of the candidates and recommend candidates in rank order for sabbatical leave to the Superintendent of Schools who shall recommend them to the Board of Education. The decision of the Board of Education shall be final and not grievable.

3. Sabbatical leaves may be granted by the Board for the purpose of full-time graduate study in a matriculated program at an accredited college or university, or for an approved program of study, subject to the following conditions:

(a) Full-time professional staff members must have completed seven (7) years of continuous service in the district. Once a staff member receives a sabbatical leave, he or she will be eligible for another such leave until seven (7) years of additional continuous service.

(b) The application for the leave must be filed by February 15, or a date thereafter as established by the Sabbatical Leave Review Council, of the academic year prior to that in which the leave would be taken. The request must state the specific course of study in the manner specified in the Sabbatical Leave Application Form, as supplied by the Sabbatical Leave Review Council (see attached sample form). If the application is inadequate for proper evaluation, the Sabbatical Leave Review Council shall request of the applicant any additional information reasonably required, and said applicant shall comply with the request.

(c) The Superintendent shall forward recommendations to the Board of Education by April 1 of the year the sabbatical is to be granted. The Board shall take action on these recommendations at the April Public Board Meeting.

(d) A minimum of one sabbatical will be awarded a teaching staff member with a maximum of two (2) for the district.

(e) Professional staff members will be granted a sabbatical leave for one year at three-quarters salary.

(f) Professional staff members, while on sabbatical leave, shall continue to receive medical, dental, and credit toward retirement, but shall not accumulate sick or personal leave. Payroll deductions shall be made as if the successful applicant were daily employed by the system.

(g) Any substantive change requested in the purpose of the sabbatical leave must be approved by the Sabbatical Leave Review Council and the Superintendent of Schools and reported to the Board of Education.

(h) By November 30, following the conclusion of the leave, the individual must submit a transcript and a report summarizing what was accomplished on the leave.

(i) The course of study must be in a related educational field as interpreted by the Sabbatical Leave Review Council, or in the case of a tie vote by the Superintendent, and approved by the Board of Education.

(j) The recipient of the sabbatical leave shall agree in writing to return to the North Brunswick Township School System for a period of at least two school years after the leave. Failure to comply with this section will require reimbursement for salary received during said leave. However, the staff member shall be released from such repayment if the failure to serve the stipulated two (2) school years is due to illness or disability or if the staff member is discharged from the position. In addition, no repayment will be due from the staff member's estate if the staff member should expire before the end of the two-year period.

(k) Should the recipient not complete his/her or her course work or degree requirements as outlined in the proposal during the sabbatical leave, he or she is to reimburse the Board for the pay he or she received while on sabbatical. However, the staff member shall be released from such repayment under the same conditions stated in section 3 (j) above.

(l) All course work must be satisfactorily completed.

(m) Upon return from sabbatical leave, the staff member shall be placed on the salary schedule on the level that he or she would have been on had he or she remained actively employed during the absence. Time spent on sabbatical leave shall count toward retention of tenure rights.

APPLICATION FOR SABBATICAL LEAVE

Please identify responses by number

- 1. Name and location of institution(s) and department(s) where study will occur.**
- 2. Outline of your proposed program of study, including a list of course numbers, titles, and credits; attach a certificate of admission to your program of study or explain why a certificate is not available. Submit alternatives in the event of class cancellation by the institution or other impediments to enrollment.**
- 3. Will the leave fulfill a residency requirement?**
- 4. Will the leave lead to a degree? If so, provide the title of the degree and the date expected.**
- 5. If presently enrolled in the program, please attach a letter from your course work advisor or an alternate college representative as to your status.**
- 6. If you plan to participate in an assistantship/fellowship program, please provide a written statement of your status from the person for whom you will work.**

Please provide photocopies of the relevant pages from the catalog for each institution which you propose to attend. Photocopies should include a description of all courses, an outline or descriptive statement of your program of study, and a statement on residency requirement, if appropriate.

APPLICATION FOR SABBATICAL LEAVE

SABBATICAL LEAVE APPLICATION SUMMARY

Since a statement summarizing the project and its benefits to you and to the District must be forwarded to the Board of Education, the following information must be provided in the space indicated:

a. *Summary of project:* _____

b. *Summary of contribution(s) of Leave to your Professional Growth:* _____

c. *Summary of ultimate benefit(s) of Leave to the District:* _____

IMPORTANT

This page must be completed and attached to your Sabbatical Leave Application. Additional information may also be included with your application.

If granted a sabbatical leave, I understand and agree to abide by all the terms and conditions set forth in the sabbatical leave section of the contract between the North Brunswick Township Education Association and the North Brunswick Township Board of Education. Failure to do so will result in reimbursement to the Board of Education any monies I have received while on said leave.

Name _____
(print or type)

Signature _____

ATTEST

Sworn and subscribed to before
me this _____ day of
_____, 19____

Signed and sealed by Notary Public

NORTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS
North Brunswick, N.J. 08902

APPLICATION FOR SABBATICAL LEAVE _____ SCHOOL YEAR

Please submit two (2) copies of your response to the application form to the Superintendent of Schools.

The major factors to be considered in granting a sabbatical leave are benefit to the District and professional growth of the individual. Each applicant is required to respond completely and in detail to all relevant portions of the application. Please note that full time study does not need to lead to a degree.

NAME: _____

SCHOOL/DEPARTMENT: _____

DATE SUBMITTED: _____ **DATE RECEIVED:** _____

MONTH AND YEAR STARTED FULL TIME EMPLOYMENT: _____

Certification Presently held _____

Present Assignment _____

**APPENDIX B - I
AIDES & SUPPLEMENTAL INSTRUCTORS
HOURLY RATES**

1991-92 Salary Guide

Exp/Step	High School Security	Classroom	Lunchroom Playground	Supplemental Instructor	Exp/Step
1	6.52	7.09	6.16	21.25	1
2	6.73	7.32	6.36		2
3	7.00	7.60	6.63		3
4	7.28	7.87	6.91		4
5	7.55	8.14	7.18		5
6	7.83	8.42	7.45		6
7	8.10	8.69	7.73		7
8	8.35	8.96	7.83		8
9	9.44	9.53	8.06		9

1992-93 Salary Guide

Exp/Step	High School Security	Classroom	Lunchroom Playground	Supplemental Instructor	Exp/Step
1	6.92	7.53	6.54	22.56	1
2	7.11	7.74	6.72		2
3	7.34	7.99	6.94		3
4	7.64	8.29	7.24		4
5	7.94	8.59	7.53		5
6	8.24	8.88	7.83		6
7	8.54	9.16	8.13		7
8	8.84	9.48	8.43		8
9	10.03	10.12	8.55		9

1993-94 Salary Guide

Exp/Step	High School Security	Classroom	Lunchroom Playground	Supplemental Instructor	Exp/Step
1	7.35	7.99	6.94	23.95	1
2	7.56	8.22	7.14		2
3	7.77	8.45	7.34		3
4	8.02	8.73	7.58		4
5	8.35	9.05	7.91		5
6	8.68	9.38	8.23		6
7	9.00	9.71	8.56		7
8	9.33	10.03	8.88		8
9	10.64	10.74	9.06		9

LONGEVITY - \$100 upon completion of 8 years of service in North Brunswick and work a minimum of 20 hours per week

APPENDIX B - II
CUSTODIAL/MAINTENANCE SALARY GUIDES

1991-92 Salary Guide

Exp/Step	Salary	Differential	Amount
1	19,571	Head Custodian	2,397
2	20,284	School Bus Licence	100
3	21,099	2nd Shift Leader	1,295
4	21,915	3rd. Shift Leader	777
5	22,731	Maintenance (Unlicensed)	1,942
6	23,547	Maintenance (Licensed)	2,202
7	24,362	Boiler Licence	225
8	25,178	Crew Leader	1,165
9	25,994	Grounds	713
10	26,809	Bus Driver Sub.	100
11	27,625	Pool Operator	225
12	28,713	Pesticide Applicator	225
13	31,724	Asbestos Maint.	300

1992-93 Salary Guide

Exp/Step	Salary	Differential	Amount
1	20,405	Head Custodian	2,637
2	21,283	School Bus Licence	110
3	22,059	2nd Shift Leader	1,425
4	22,948	3rd. Shift Leader	855
5	23,833	Maintenance (Unlicensed)	2,138
6	24,720	Maintenance (Licensed)	2,422
7	25,607	Boiler Licence	248
8	26,494	Crew Leader	1,282
9	27,381	Grounds	784
10	28,268	Bus Driver Sub.	110
11	29,155	Pool Operator	248
12	30,042	Pesticide Applicator	248
13	33,627	Asbestos Maint.	330

1993-94 Salary Guide

Exp/Step	Salary	Differential	Amount
1	21,262	Head Custodian	2,900
2	22,139	School Bus Licence	121
3	23,093	2nd Shift Leader	1,567
4	23,934	3rd. Shift Leader	940
5	24,896	Maintenance (Unlicensed)	2,350
6	25,858	Maintenance (Licensed)	2,664
7	26,821	Boiler Licence	272
8	27,783	Crew Leader	1,410
9	28,746	Grounds	863
10	29,708	Bus Driver Sub.	121
11	30,671	Pool Operator	272
12	31,633	Pesticide Applicator	272
13	35,645	Asbestos Maint.	365

**APPENDIX B - III
FOOD SERVICE SALARY GUIDES**

1991-92 Salary Guide

Exp/Step	Helper	Cook	Differential	Amount
1	5.94	6.16		
2	6.10	6.32	Head Cook - High School	\$500
3	6.27	6.65		
4	6.81	7.25	Head Cook - Linwood	\$250
5	7.36	7.79		
6	7.90	8.34	Head Cashier - High School	\$250
7	8.45	8.88		
8	8.99	9.43		
9	9.65	10.08		
10	10.67	11.09		

1992-93 Salary Guide

Exp/Step	Helper	Cook	Differential	Amount
1	6.30	6.53		
2	6.42	6.65	Head Cook - High School	\$550
3	6.59	6.83		
4	6.77	7.18	Head Cook - Linwood	\$275
5	7.36	7.83		
6	7.95	8.42	Head Cashier - High School	\$275
7	8.53	9.01		
8	9.12	9.59		
9	9.71	10.18		
10	11.31	11.78		

1993-94 Salary Guide

Exp/Step	Helper	Cook	Differential	Amount
1	6.68	6.93		
2	6.81	7.05	Head Cook - High School	\$605
3	6.93	7.18		
4	7.12	7.37	Head Cook - Linwood	\$303
5	7.31	7.76		
6	7.95	8.45	Head Cashier - High School	\$303
7	8.58	9.09		
8	9.22	9.79		
9	9.85	10.38		
10	11.99	12.46		

LONGEVITY \$100 upon completion of 8 years of service in North Brunswick and work a minimum of 20 hours per week.

**APPENDIX B - IV
SECRETARIAL AND CLERICAL GUIDES**

1991-92 Salary Guide

Exp/Step	12 Month Secretary	10 Month Secretary	12 Month Clerk	10 Month Clerk	12 Month Super-Max	Differential	Amount
1	18,639	15,318	17,179	14,104	32,914		
2	19,623	16,302	18,163	15,088		12 Month Personnel	5.53%
3	20,607	17,120	19,147	15,908		Supervisor of three or more employees	\$250
4	21,591	17,938	20,131	16,724		High School Office Mgr.	\$3,500
5	22,575	18,755	21,115	17,542		High School Guidance Secy.	\$250
6	23,559	19,573	22,100	18,360			
7	24,544	20,390	23,084	19,178			
8	25,528	21,207	24,068	19,995			
9	26,512	22,025	25,052	20,813			
10	27,496	22,843	26,036	21,631			
11	29,744	24,710	27,250	22,680			

1992-93 Salary Guide

Exp/Step	12 Month Secretary	10 Month Secretary	12 Month Clerk	10 Month Clerk	12 Month Super-Max	Differential	Amount
1	19,200	15,591	17,615	14,271	34,938		
2	20,270	16,658	18,682	15,338		12 Month Personnel	5.53%
3	21,340	17,728	19,752	16,408		Supervisor of three or more employees	\$275
4	22,410	18,818	20,823	17,298		High School Office Mgr.	\$3,950
5	23,480	19,507	21,893	18,187		High School Guidance Secy.	\$275
6	24,551	20,396	22,963	19,077			
7	25,621	21,285	24,033	19,966			
8	26,691	22,175	25,104	20,856			
9	27,761	23,063	26,174	21,744			
10	28,832	23,952	27,244	22,634			
11	31,573	26,229	28,926	24,075			

1993-94 Salary Guide

Exp/Step	12 Month Secretary	10 Month Secretary	12 Month Clerk	10 Month Clerk	12 Month Super-Max	Differential	Amount
1	19,734	15,806	18,009	14,369	37,035		
2	20,899	16,971	19,174	15,534		12 Month Personnel	5.53%
3	22,064	18,132	20,336	16,696		Supervisor of three or more employees	\$303
4	23,228	19,297	21,500	17,860		High School Office Mgr.	\$4,235
5	24,393	20,265	22,665	18,829		High School Guidance Secy.	\$303
6	25,558	21,234	23,830	19,797			
7	26,723	22,201	24,995	20,765			
8	27,888	23,169	26,160	21,733			
9	29,053	24,137	27,325	22,702			
10	30,218	25,104	28,490	23,669			
11	33,467	27,803	30,662	25,519			

LONGEVITY \$150 After completing 5 years of service in the district
 \$250 After completing 10 years of service in the district
 \$350 After completing 15 years of service in the district
 \$450 After completing 20 years of service in the district

**APPENDIX B - V
TEACHERS' SALARY GUIDES**

1991-92 Salary Schedule

Exp/Step	BA	BA+30	MA	MA+30	PhD	Exp/Step
1	24,648	25,548	26,448	27,348	28,248	1
2	25,489	26,367	27,245	28,123	29,001	2
3	26,587	27,465	28,343	29,221	30,099	3
4	28,233	29,111	29,989	30,867	31,745	4
5	29,879	30,757	31,635	32,513	33,391	5
6	31,526	32,404	33,282	34,160	35,038	6
7	33,172	34,050	34,928	35,806	36,684	7
8	34,818	35,696	36,574	37,452	38,330	8
9	36,464	37,342	38,220	39,098	39,976	9
10	38,111	38,989	39,867	40,745	41,623	10
11	41,403	42,281	43,159	44,037	44,915	11
12	44,970	45,848	46,726	47,604	48,482	12
13	48,616	47,494	48,372	49,250	50,128	13
14	48,138	48,986	49,834	50,682	51,530	14

1992-93 Salary Schedule

Exp/Step	BA	BA+30	MA	MA+30	PhD	Exp/Step
1	26,374	27,263	28,243	29,283	30,273	1
2	27,113	28,103	29,093	30,083	31,073	2
3	28,038	29,004	29,970	30,935	31,902	3
4	29,246	30,212	31,177	32,143	33,109	4
5	31,056	32,022	32,988	33,954	34,920	5
6	32,867	33,833	34,799	35,764	36,730	6
7	34,679	35,644	36,610	37,576	38,542	7
8	36,489	37,455	38,421	39,387	40,352	8
9	38,300	39,266	40,231	41,197	42,163	9
10	40,110	41,076	42,042	43,008	43,974	10
11	41,922	42,868	43,854	44,820	45,785	11
12	45,543	46,509	47,475	48,441	49,407	12
13	49,467	50,433	51,399	52,364	53,330	13
14	51,146	52,047	52,948	53,849	54,750	14

1993-94 Salary Schedule

Exp/Step	BA	BA+30	MA	MA+30	PhD	Exp/Step
1	28,304	29,207	30,252	31,499	32,591	1
2	29,091	30,093	31,152	32,299	33,391	2
3	29,906	30,998	32,090	33,182	34,274	3
4	30,926	31,991	33,057	34,121	35,187	4
5	32,258	33,324	34,388	35,454	36,519	5
6	34,255	35,320	36,386	37,451	38,517	6
7	36,252	37,318	38,383	39,448	40,513	7
8	38,251	39,315	40,381	41,446	42,512	8
9	40,247	41,313	42,378	43,444	44,508	9
10	42,245	43,310	44,375	45,440	46,506	10
11	44,241	45,307	46,372	47,438	48,503	11
12	46,240	47,305	48,371	49,436	50,501	12
13	50,234	51,299	52,365	53,430	54,496	13
14	54,291	55,247	56,204	57,160	58,117	14

LONGEVITY

\$200 5 thru 14 years of service with the district.
 \$400 15 thru 24 years of service with the district.
 \$500 25 or more years of service with the district.

APPENDIX B - VI

NORTH BRUNSWICK TOWNSHIP SCHOOL DISTRICT
TEACHERS' GUIDE PLACEMENT FORMULA
FOR NEW HIRES

1991-92		1992-93		1993-94	
Yrs. Exp.	Guide Step	Yrs. Exp.	Guide Step	Yrs. Exp.	Guide Step
0	1	0	1	0	1
1	2	1	2	1	2
2	3	2	3	2	3
3-5	4	3	4	3	4
6-9	5	4-6	5	4	5
10-11	6	7-10	6	5-7	6
12	7	11-12	7	8-11	7
13	8	13	8	12-13	8
14	9	14	9	14	9
15	10	15	10	15	10
16	11	16	11	16	11
17	12	17	12	17	12
18	13	18	13	18	13
19+	14	19+	14	19+	14

Newly hired certificated employees shall be placed on guide up to the same step as current employees with similar experience. The Board retains the right to grant such employees up to 2 additional steps on guide in the event a current employee fails to give the Board sufficient notice of his or her resignation as contractually required. If the Board, after posting, etc. does not have a sufficiently qualified replacement, the Board shall notify the Association president of such insufficient notice and the resulting additional credit.

APPENDIX B - VII
High School Coaches

Sport	Rate	91-92 Salary	92-93 Salary	93-94 Salary
Football, Head	19.00%	5,154	5,592	6,067
Football, Asst. JV	65.00%	3,350	3,635	3,944
Football, Asst. JV	65.00%	3,350	3,635	3,944
Football, Asst. JV	65.00%	3,350	3,635	3,944
Football, Asst. JV	65.00%	3,350	3,635	3,944
Football, Asst. Frosh	60.00%	3,092	3,355	3,640
Football, Asst. Frosh	60.00%	3,092	3,355	3,640
Boys Soccer, Head	14.75%	4,001	4,341	4,710
Boys Soccer, Asst. JV	65.00%	2,601	2,822	3,062
Boys Soccer, Asst. Frosh	60.00%	2,401	2,605	2,826
Gymnastics, Head	11.00%	2,984	3,237	3,513
Gymnastics, Asst.	65.00%	1,939	2,104	2,283
Boys Cross Country, Head	13.00%	3,526	3,826	4,151
Girls Cross Country, Head		0	0	0
Baseball, Head	14.75%	4,001	4,341	4,710
Baseball, Asst. JV	65.00%	2,601	2,822	3,062
Baseball, Asst. Frosh	60.00%	2,401	2,605	2,826
Basketball, Head	14.75%	4,001	4,341	4,710
Boys Basketball, Asst.	65.00%	2,601	2,822	3,062
Boys Basketball, Asst. JV	65.00%	2,601	2,822	3,062
Boys Basketball, Asst. Frosh	60.00%	2,401	2,605	2,826
Girls Basketball, Head	14.75%	4,001	4,341	4,710
Girls Basketball, Asst.	65.00%	2,601	2,822	3,062
Wrestling, Head	14.75%	4,001	4,341	4,710
Wrestling, Asst. JV	65.00%	2,601	2,822	3,062
Wrestling, Asst. Frosh	60.00%	2,401	2,605	2,826
Softball, Head	14.75%	4,001	4,341	4,710
Softball, Asst. JV	65.00%	2,601	2,822	3,062
Softball, Asst. Frosh	60.00%	2,401	2,605	2,826
Golf, Head	11.00%	2,984	3,237	3,513
Boys Tennis, Head	13.00%	3,526	3,826	4,151
Girls Tennis, Head	13.00%	3,526	3,826	4,151
Girls Tennis, Asst.	65.00%	2,292	2,487	2,698
Girls Soccer, Head	14.75%	4,001	4,341	4,710
Girls Soccer, Asst. JV	65.00%	2,601	2,822	3,062
Boys Winter Track, Head	13.00%	3,526	3,826	4,151
Girls Winter Track, Head	13.00%	3,526	3,826	4,151
Boys Spring Track, Head	14.75%	4,001	4,341	4,710
Girls Spring Track, Head	14.75%	4,001	4,341	4,710
Boys Spring Track, Asst.	65.00%	2,601	2,822	3,062
Girls Spring Track, Asst.	65.00%	2,601	2,822	3,062
Swimming, Head	14.75%	4,001	4,341	4,710
Swimming, Asst.	65.00%	2,601	2,822	3,062
Swimming, Asst.	65.00%	2,601	2,822	3,062
Cheerleader, Fall	4.00%	1,085	1,177	1,277
Cheerleader, Fall	4.00%	1,085	1,177	1,277
Cheerleader, Winter	4.00%	1,085	1,177	1,277
Cheerleader, Winter	4.00%	1,085	1,177	1,277
Athletic Manager	5.50%	1,482	1,619	1,758
Equipment Manager Asst.	7.00%	1,890	2,080	2,235
Total		143,518	155,717	168,953
Base		27,125	29,431	31,932
Assistant Coach Base = Head Coach Salary				

**APPENDIX B - VIII
Linwood Athletic Coaches**

Sport	Rate	91-92 Salary	92-93 Salary	93-94 Salary
Boys Basketball	50.00%	2,001	2,171	2,355
Girls Basketball	50.00%	2,001	2,171	2,355
Wrestling	50.00%	2,001	2,171	2,355
Gymnastics	50.00%	2,001	2,171	2,355
Baseball	50.00%	2,001	2,171	2,355
Softball	50.00%	2,001	2,171	2,355
Girls Soccer	50.00%	2,001	2,171	2,355
Boys Soccer	50.00%	2,001	2,171	2,355
Athletic Coordinator	50.00%	2,001	2,171	2,355
Total		18,007	19,537	21,198

Note: Salary Base = Head Coach Salary

APPENDIX B - IX

ADVISORS - 1991-92 - 1993-94

Activity	91-92 Rate	91-92 Salary	92-93 Salary	93-94 Salary	No. of Staff	Cost
Band Director	8.67%	2,352	2,552	2,799	1	<div style="border: 1px solid black; padding: 2px;"> Clubs: Alchemist Alchemist - Backstage Backstage - Winter Backstage - Spring Chess CLEAN Concert Choir Cultural Exchange DECA FBLA French German Independent Study Italian KEY Club Latin Library Assistant Model UN NHS Pep Club Photo Spanish </div>
Drama Director - Play	5.10%	1,383	1,501	1,629	1	
Drama Director - Musical	7.14%	1,937	2,101	2,290	1	
Newspaper	7.14%	1,937	2,101	2,280	1	
Yearbook	7.14%	1,937	2,101	2,280	1	
Yearbook Bus. Mgr.	3.57%	968	1,051	1,140	1	
School Treasurer	8.47%	2,297	2,493	2,705	1	
Literary Magazine	4.06%	1,107	1,201	1,303	1	
Advisor - Senior	4.59%	1,245	1,351	1,466	1	
Advisor - Juniors	4.59%	1,245	1,351	1,466	1	
Advisor - Sophomore	3.06%	830	901	977	1	
Advisor - Freshmen	3.06%	830	901	977	1	
Mathletes	3.72%	1,009	1,095	1,188	1	
Science League	3.58%	971	1,054	1,143	1	
Drill team (Business)	3.77%	1,023	1,110	1,204	1	
Color Guard Instructor	4.59%	1,245	1,351	1,466	1	
Percussion Instructor	4.59%	1,245	1,351	1,466	1	
Brass Instructor	4.59%	1,245	1,351	1,466	1	
Student Council	7.14%	1,937	2,101	2,280	1	
Spec. Prod. - Band	3.06%	830	901	977	1	
Spec. Prod. - Chorus	3.06%	830	901	977	1	
Intramurals (Weights)	3.06%	830	901	977	1.5	
Push Coordinator	5.65%	1,533	1,663	1,804	1	
Push Workers	3.75%	1,017	1,104	1,197	3	
Clubs	3.06%	830	901	977	22	
Linwood						
Creative Thinking	3.06%	830	901	977	1	<div style="border: 1px solid black; padding: 2px;"> Other Band/Chorus Literary Mag. School Treas. Strings </div>
Drama	3.57%	968	1,051	1,140	1	
Keyboard/Word Processing	3.06%	830	901	977	1	
Builders (KEY)	3.06%	830	901	977	1	
Student Council	4.06%	1,107	1,201	1,303	1	
Yearbook	3.57%	968	1,051	1,140	1	
P.R.I.D.E	3.06%	830	901	977	1	
Cheerleading	3.06%	830	901	977	1	
Jazz Band	3.06%	830	901	977	1	
Intramurals	3.06%	830	901	977	1	
Other	3.06%	830	901	977	4	
TOTAL					63	
1990-91 Base = \$25,500		27,125	29,431	31,932		

APPENDIX B - X
TEACHER STIPENDS

POSITION	1991-92	1992-93	1993-94
Subject Matter Leaders	615	677	745
Head Teachers	840	924	1016

Grade Level Leaders (GLL)

- 1. All GLL's stipend shall depend upon the number of teachers (excluding the GLL him/herself) on grade**
- 2. Where there is only one other teacher on grade, the stipends shall be \$500 in 1991-92, \$550 in 1992-93, and \$605 in 1993-94.**
- 3. For every additional teacher on grade, the stipend shall increase by \$15 in 1991-92, \$17 in 1992-93, and \$19 in 1993-94.**

INDEX

<u>Item</u>	<u>Page #</u>
Assignment (Teachers).....	33
Association President (Release Time).....	10
Boiler License (Custodians).....	22
Breaks (Aides).....	20
Breaks (Custodians).....	21
Change in Classification (Food Service).....	27
Conditions of Employment for Non-Certified Staff.....	17-19
Corporal punishment.....	13
Curriculum Development (Teachers).....	49
Death in Immediate Family (Non-Certified).....	17
Death in the immediate family (Teachers).....	43
Delayed Openings (Food Service).....	27
Dental Insurance.....	4
Detention Proctors Compensation (Teachers).....	51
Differential Classification (Custodians).....	22
Differential Payment (Custodians).....	66
Direct payroll deposit.....	16
Dues Deduction (Association).....	57
Emergency Call Outs (Custodians).....	23
Employee Rights.....	11-12
Employment (Teacher).....	37
Evaluation (Teachers).....	39-41
Evaluations (Non-Certified Staff).....	18
Extended Leaves of Absence (Secretaries/Clerk Typist).....	29
Extended Leaves of Absence (Teachers).....	44
Facilities (Special Service).....	33
Facilities (Teachers).....	32
Field Trip Assignment (Teachers).....	36
Grades and evaluations of Students (Teachers).....	36
Grievance Procedures.....	5-8
Guide Placement Formula (Teachers).....	70
Health benefits for non-certified retirees.....	4
Health Exams (Food Service).....	27
Health Insurance.....	4
Holiday Overtime (Custodians).....	23
Holidays for 12 month personnel (Non-Certified Staff).....	18
Home Instruction Compensation (Teachers).....	51
Hours (Custodians).....	21
Hours (Secretaries/Clerk Typists).....	30
Hours and Teaching Load (Teachers).....	34
Inclement Weather (Secretaries/Clerk Typists).....	28
Indemnification and Save Harmless (Board).....	57
Indemnity against civil action.....	14
Indemnity in certain criminal actions.....	14

INDEX

<u>Item</u>	<u>Page #</u>
Instructional Council.....	49
Involuntary Transfer (Custodians).....	26
Involuntary Transfer (Teachers).....	38
License - Maintenance.....	22
Longevity (Aides).....	65
Longevity (Custodians).....	23
Longevity (Food Service).....	67
Longevity (Secretaries/Clerk Typists).....	68
Longevity (Teachers).....	69
Lunch Periods (Elementary Teachers).....	37
Lunch Periods (Head Custodians).....	22
Lunch Periods (Teachers).....	35
Maternity Leave (Secretaries/Clerk Typists).....	28
Maternity Leave (Teachers).....	45-46
Meal Allowance (Custodians).....	23
Medical Insurance.....	4
Negotiation Procedure.....	3
Non-Teaching Duties.....	42
Notice.....	56
Opening (Security Aide).....	20
Openings (Non-Certified Staff).....	18
Openings (Special Schools, evening, summer etc.).....	58
Orientation Program (Teachers).....	33
Overtime (Custodians).....	23
Pay schedule.....	16
Personal Days (Non-Certified Staff).....	17
Personal Days (Teachers).....	43
Pilot Program - High School Clerical.....	29
Placement on Salary Guide (Teachers).....	37
Posting of openings (Non-Certified Staff).....	18
Preparation periods (Teachers).....	35
Prescription Plan.....	4
Probationary Period (Custodians).....	22
Professional Development (Teachers).....	47-48
Professional Meetings (Teachers).....	36
Promotions (Custodians).....	25
Promotions (Teachers).....	48
Pro-Rata Pay.....	43
Protection of employee, students and property.....	13-14
Qualification of Maintenance Personnel.....	26
Re-employment Criteria (Teachers).....	41
Reclassification (Secretaries/Clerk Typists).....	28
Recognition.....	1
Retirement Benefits (Sick Days) - Teachers.....	43

INDEX

<u>Item</u>	<u>Page #</u>
Retirement Benefits (Sick Days) - Non-Certified.....	17
Rights of the Parties.....	9-10
Sabbatical Leave (Teachers).....	47
Salary Guide (Advisors).....	73
Salary Guide (Aides).....	65
Salary Guide (Coaches).....	71-72
Salary Guide (Custodian/Maintenance/Grounds).....	66
Salary Guide (Food Service).....	67
Salary Guide (Secretarial and Clerical).....	68
Salary Guide (Supplemental Instructor).....	65
Salary Guide (Teachers).....	69
Savings Bonds.....	16
School Calendar.....	15
Seniority (Non-Certified Staff).....	19
Separability.....	56
Service Credit (Custodians).....	23
Service Credit (Food Service).....	27
Service Credit (Teachers).....	37
Service Credit and Longevity (Food Service).....	27
Service Credit and Longevity (Secretaries and Clerk Typists).....	31
Sick Leave (Aides).....	20
Sick Leave (Custodians).....	24
Sick Leave (Food Service).....	27
Sick Leave (Secretaries/Clerk Typists).....	28
Sick Leave (Teachers).....	42
Sixth Teaching Period.....	34
Snow Days (Custodians).....	21
Staff Development (Teachers).....	48
Stipends (Grade Level Leader, Head Teacher & Subject Matter Leader).....	74
Summer Hours (Custodians).....	21
Summer Savings.....	16
Summer Staff Compensation (Teachers).....	51
Temporary Leave of Absence (Non-Certified Staff).....	17
Temporary Leave of Absence (Teachers).....	43
Temporary vacancy.....	2
Tenure (Custodians).....	26
Terms and Conditions (Custodial/Maint./Grounds).....	21-26
Transfer (Custodians).....	26
Transfer and Reassignment (Teachers).....	38
Tuition Reimbursement (Non-Certified Staff).....	18
Tuition Reimbursement (Teachers).....	47
Uniforms (Food Service).....	27
Uniforms (Teachers).....	32
Uniforms, Tools and Safety Equipment (Custodians).....	25

INDEX

<u>Item</u>	<u>Page #</u>
Unsafe or hazardous conditions	13
Vacations (Custodians).....	24
Vacations (Secretaries/Clerk Typists).....	30
Weekend Security Check (Custodians).....	21
Work Week (Custodians).....	21
Worker's Compensation	13
Workshop Attendance (Custodians).....	26
Workshop Attendance (Secretaries/Clerk Typists).....	28