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THIS BOOK DOES
NOT CIRCULATE

P R E A M B L E

1 This Agreement entered into this 20th day of
2 April, 1971, by and between the Board
3 of Education of the Passaic County Regional High School Dis-
4 trict No. 1 of Passaic County, New Jersey, hereinafter called
5 the "Board", and the Administrators' and Supervisors' Asso-
6 ciation of Passaic Valley High School, hereinafter called the
7 "Association."

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W I T N E S S E T H :

10 WHEREAS, the parties have reached certain understandings,
11 to wit: Any agreement which applies to certificated personnel
12 applies to all certificated personnel, and anything in the
13 Board PVEA Agreement cannot limit or expand this Agreement,
14 be it

15 RESOLVED, in consideration of the following mutual
16 covenants, it is hereby agreed as follows:

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ARTICLE I
RECOGNITION

1 A The Board hereby recognizes the Administrators' and
2 Supervisors' Association of Passaic Valley High School as
3 the exclusive and sole representative for collective nego-
4 tiation concerning the terms and conditions of employment
5 for all within this association under contract, on leave,
6 employed by the Board or hereinafter employed pursuant to
7 the terms of this Agreement, including:

8 Principals
9 Assistant Principals
10 Department Chairmen

11 but excluding:
12 Superintendent

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14 B Unless otherwise indicated, the term "supervisors",
15 when used hereinafter in this Agreement, shall refer to all
16 certificated personnel under contract represented by this
17 Association in the negotiating unit as defined, and refer-
18 ences to male supervisors shall include female supervisors.

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ARTICLE II
NEGOTIATION OF SUCCESSOR AGREEMENT

1 A The parties agree to enter into collective negotiation
2 over a successor Agreement in accordance with Chapter 303,
3 Public Laws 1968 in a good-faith effort to reach agreement
4 on all matters concerning the terms and conditions of
5 supervisors' employment. Such negotiations shall begin
6 not later than October 1 of the calendar year preceding
7 the calendar year in which this Agreement expires, unless
8 mutually agreed. Any Agreement so negotiated shall apply
9 to all supervisors, be reduced to writing, be signed by
10 the Board and the Association, upon adoption by both parties.

11 B This Agreement shall not be modified in whole or in
12 part by the parties except by an instrument in writing
13 duly executed by both parties.

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ARTICLE III
NEGOTIATION PROCEDURE

1 A The Board and the Association agree to enter into
2 collective negotiations over a successor agreement in
3 accordance with Chapter 303, Public Laws of 1968, in a
4 good-faith effort to reach agreement on matters concern-
5 ing the terms and conditions of supervisors' employment.
6 Such negotiations shall begin not later than October 1
7 of the calendar year preceding the calendar year in which
8 this Agreement expires. Any Agreement so negotiated shall
9 apply to all supervisors, be reduced to writing, be signed
10 by the Board and the Association and be adopted by the
11 Board.

12 B During negotiation, the Board and the Association
13 shall ~~present relevant data~~, exchange points of view and
14 make proposals and counterproposals. The Board shall make
15 available to the Association for inspection all records,
16 data and information of the Passaic County Regional High
17 School District No. 1, that are necessary for the item
18 being negotiated. As soon as possible the Board shall
19 provide the Association with a complete tentative line
20 budget for the next fiscal year as well as preliminary
21 budgetary proposals, requirements and allocations.

22 C Neither party in any negotiation shall have any con-
23 trol over the selection of the negotiating representatives
24 of the other party. The parties mutually pledge that their
25 representatives shall be clothed with all necessary power
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ARTICLE III NEGOTIATING PROCEDURE

1 and authority to make proposals, consider proposals and
2 make counterproposals in the course of negotiations.

3 D 1. Representatives of the Board and the Association's
4 negotiating committee shall meet when necessary to review
5 the administration of the Agreement, and to resolve prob-
6 lems that may arise. These meetings are not intended to
7 bypass the grievance procedure.

8 2. Each party shall submit to the other, at least
9 seven (7) days prior to the meeting, an agenda covering
10 matters they wish to discuss.

11 3. All meetings between the parties shall be regu-
12 larly scheduled, whenever possible, to take place when the
13 supervisors involved are free from assigned instructional
14 responsibilities unless otherwise agreed.

15 4. Should a mutually acceptable amendment to this
16 Agreement be negotiated by the parties, it shall be re-
17 duced to writing, be signed by the representatives of the
18 Board and the Association, and be recommended for adoption
19 by their respective bodies.

20 E The Board shall not enter into an agreement with any
21 other group or association which will solely affect the
22 terms and conditions of employment of the members of this
23 Association.

24 F This Agreement shall not be modified in whole or in
25 part by the parties except by an instrument in writing duly
executed by both parties.

ARTICLE IV

INDIVIDUAL GRIEVANCE PROCEDURE

1 General Provisions

- 2 1. It is conceivable that conditions of employment may become
3 a matter of concern for an individual member of the staff.
4 This may result in a complaint against an alleged violation,
5 misinterpretation, or inequitable application of an ex-
6 isting law, rule, regulation, or policy.
- 7 2. The resolution of such a concern or complaint at the
8 earliest possible moment is desirable. It is the intent
9 of these procedures to provide for an orderly settlement
10 of such differences in a fair and equitable manner.
- 11 3. Any individual member of the staff shall have the right
12 to appeal the application of policies and administrative
13 decisions affecting him, through administrative channels.
- 14 4. A staff member may expect to present his complaint with
15 freedom from restraint, interference, coercion, discrimi-
16 nation, or reprisal. Similar freedom from prejudicial action
17 shall be granted to the Board of Education, any individual
18 member of the Board or any member of the administrative
19 staff hearing the complaint.
- 20 5. The staff member shall have the right to present his own
21 appeal or to be represented and accompanied by a person
22 or persons of his own choice at any step in his appeal.
- 23 6. All hearings shall be confidential.
- 24 7. Each party shall have access at reasonable times to all
25 written statements and records pertaining to the case.

ARTICLE IV--INDIVIDUAL GRIEVANCE PROCEDURE

1 8. At each step of the procedures, if differences are not re-
2 solved within the prescribed time, the staff member shall
3 have the right to move directly to the next step.

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

10 Procedures

11 1. The staff member shall present his complaint orally to his
12 immediate supervisor who shall orally and informally dis-
13 cuss the problem with him in an attempt to resolve the mat-
14 ter.

15 2. If the differences are not satisfactorily resolved through
16 this informal conference within five (5) school days and/or
17 working days, the staff member may present the complaint in
18 writing to the principal of the school or to the principal's
19 designee. A working day is identified as one on which the
20 general school office is open for business.

21 3. The principal or his designee shall conduct whatever in-
22 vestigation he deems necessary and shall render his deter-
23 mination in writing within three (3) school and/or working
24 days after it is brought to his attention. Copies of the
25 decision shall be given to the employee and to the super-
26 visor.

ARTICLE IV--INDIVIDUAL GRIEVANCE PROCEDURE

- 1 4. The staff member, if not satisfied by the principal's or
2 his designee's decision, may submit a written request to
3 the superintendent for review and determination. The su-
4 perintendent or his designee shall gather all pertinent
5 data and shall confer with all interested parties, col-
6 lectively and/or separately. The matter should be resolved
7 as quickly as possible but within a period not to exceed
8 ten (10) school and/or working days.
- 9 5. The superintendent or his designee shall present his
10 determination, including supporting reasons, in writing
11 to all concerned parties and shall file a report with the
12 Board of Education.
- 13 6. If satisfaction does not result from the superintendent's
14 or his designee's action, the staff member may request
15 that his complaint be reviewed by the Board of Education.
16 The request shall be in writing and shall be presented
17 through the office of the superintendent. A copy of the
18 request shall at the same time be delivered to the secre-
19 tary of the Board of Education by the staff member.
- 20 7. The President of the Board of Education shall request that
21 the superintendent submit all written records of the case
22 for review by the Board or a designated Board committee.
- 23 8. The Board or its representatives shall examine the data,
24 may hold a hearing, or shall hold a hearing if requested
25 by any of the concerned parties.

ARTICLE IV--INDIVIDUAL GRIEVANCE PROCEDURE

1 9. Any hearing must be held within ten (10) school and/or
2 working days of the receipt of the appeal by the President
3 of the Board. All parties associated with the complaint
4 and their representatives (if any) shall have the right to
5 attend and to present testimony at such hearing. The Board
6 may also require the presence and testimony of any other
7 person it so desires.

8 10. Within fifteen (15) school and/or working days after the
9 conclusion of the hearing the Board shall render a final
10 decision which shall be conveyed to all major parties in-
11 volved in the complaint. This decision shall be conclusive
12 except for appeals which may be provided for under New Jersey
13 Statutes.

14 11. Nothing herein contained shall be construed as limiting the
15 right of any teacher having a grievance to discuss the mat-
16 ter informally with any appropriate member of the adminis-
17 tration, and having the grievance adjusted without the in-
18 tervention of the Association, provided the adjustment is
19 not inconsistent with terms of this Agreement and that the
20 Association has been given the opportunity to be present at
21 such adjustment and to state its views.

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ARTICLE V

SUPERVISOR RIGHTS AND BOARD RIGHTS

1 A Pursuant to Chapter 303, Public Laws 1968, the Board
2 hereby agrees that each certificated person under contract
3 with the Board shall have the right freely to organize,
4 join and support the Association and its affiliates* for
5 the purpose of engaging in collective negotiations and
6 other concerted activities for mutual aid and protection.
7 As a duly selected body exercising governmental power under
8 the laws of the State of New Jersey, the Board undertakes
9 and agrees that it shall not directly or indirectly dis-
10 courage or deprive or coerce any supervisor in the enjoy-
11 ment of any rights conferred by Chapter 303, Public Laws
12 1968 or other laws of New Jersey or the Constitutions of
13 New Jersey and the United States; that it shall not dis-
14 criminate against any supervisor with respect to hours,
15 wages, or any terms and conditions of employment by reason
16 of his membership in the Association and its affiliates,
17 his participation in any activities of the Association and
18 its affiliates, collective negotiations with the Board, or
19 his institution of any grievance, complaint or proceeding
20 under this Agreement or otherwise with respect to any terms
21 and conditions of employment.

22 *Affiliates as used herein above shall mean profes-
23 sional educational organizations.

24 B Nothing contained herein shall be construed to deny
25 or restrict to any supervisor or other employee under

ARTICLE V—SUPERVISOR RIGHTS AND BOARD RIGHTS

1 **B** contract such rights as he may have under **New Jersey School**
2 **Laws** or other applicable laws and regulations. **The rights**
3 **granted to supervisors hereunder shall be deemed to be in**
4 **addition to those provided elsewhere.**

5 **C** 1. No supervisor shall be reduced in rank or com-
6 **pen-sation** or deprived of any professional advantage with-
7 **out just cause.** Any such action asserted by the Board,
8 **or any agent or representative thereof, shall be subject**
9 **to the grievance procedure herein set forth.**

10 2. Disciplinary interviews and reprimands will be
11 **considered in private.** An affected supervisor shall,
12 **however, have the right, in all such instances, to re-**
13 **quest the presence of an Association representative at**
14 **said interview and, when such request is made, the in-**
15 **terview shall not proceed until the representative is**
16 **in attendance.** The member of the administrative staff
17 **who conducts the interview shall have the right to have**
18 **another member of the administrative staff in attendance**
19 **at said interview.**

20 **D** The Board, on its own behalf and on the behalf of
21 **the electors of the District, hereby retains and reserves**
22 **unto itself, without limitation, all powers, rights,**
23 **authority, duties and responsibilities conferred upon**
24 **and vested in it by the laws and the Constitution of the**
25 **State of New Jersey, and of the United States, including,**
26 **but not limiting the generality of the foregoing, the**

ARTICLE V--SUPERVISOR RIGHTS AND BOARD RIGHTS

1 D right:

2 1. To the executive management and administrative
3 control of the school system and its properties and fa-
4 cilities, and the activities of its employees during the
5 school day;

6 2. To hire all employees and subject to the pro-
7 visions of law, to determine their qualifications, and
8 the conditions for their continued employment, or their
9 dismissal or demotion; and to promote, and transfer all
10 such employees;

11 3. To establish grade-levels and courses of in-
12 struction, including special programs, and to provide
13 for athletic, recreational and social events for students,
14 all as deemed necessary and advisable by the Board;

15 4. To approve the means of instruction, curriculum,
16 the selection of textbooks and other teaching materials,
17 and the use of teaching aids of every kind and nature;

18 5. To determine class schedules, the hours of in-
19 struction, and the duties, responsibilities, and assign-
20 ments of supervisors and other employees with respect
21 thereto, and non-teaching activities during the school
22 day.

23 The exercise of the foregoing powers, right, authority,
24 duties and responsibilities by the Board, the adoption of
25 policies, rules, regulations and practices in furtherance
26 thereof, and the use of judgment and discretion in

ARTICLE V--SUPERVISOR RIGHTS AND BOARD RIGHTS

1 connection therewith shall be limited only by the specific
2 and express terms of this Agreement and then only to the
3 extent such specific and express terms hereof are in con-
4 formance with the Constitution and laws of the State of
5 New Jersey and the Constitution and laws of the United States.

6 Nothing contained herein shall be considered to deny or
7 restrict the Board of its rights, responsibilities, and au-
8 thority under the provision of Title 18A of the laws of the
9 State of New Jersey or any other national, state, county,
10 district or local laws or regulations as they pertain to
11 education.

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ARTICLE VI

ADMINISTRATORS' AND SUPERVISORS' EMPLOYMENT

1 1. The Board agrees to make every effort to hire only
2 certificated administrators and supervisors holding standard
3 certificates issued by the New Jersey Department of Educa-
4 tion for every regular administrative and supervisory assign-
5 ment.

6 2. Administrators and supervisors who do not hold the
7 supervisory certificate for their position must agree to
8 obtain proper certification within a period of 5 years sub-
9 sequent to the date of their employment. Present super-
10 visors must become certificated no later than 5 years after
11 the effective date of this agreement. Newly appointed de-
12 partment heads are to become certificated within 3 years
13 following the date of their appointment.

14 3. Administrators and supervisors shall be notified
15 of their contract and salary status for the ensuing year
16 no later than the beginning of the Easter vacation.

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ARTICLE VII
WORKING HOURS

1 1. Department chairmen shall indicate their presence
2 for duty by indicating the time of arrival or departure in
3 the appropriate column of the faculty "sign in" roster.
4 Each person is to log the register himself. Assistant
5 principals shall indicate their presence for duty in such
6 manner as directed by the principal.

7 2. (a) Supervisors may leave the building during
8 their scheduled duty-free lunch periods without notifying
9 the main office. Supervisors of instructional departments
10 shall have, in addition to their lunch period, daily prepara-
11 tion time of at least one period and a minimum of two periods
12 for departmental supervision during which they shall not be
13 assigned to any other duties.

14 (b) If in the opinion of the superintendent or the
15 principal, an emergency shall arise which requires that one
16 of the supervisors be assigned to a class or classes in order
17 to fill a teaching void or to resolve an emergent situation
18 which in the judgment of the principal or superintendent
19 shall require the assignment of a supervisor, the latter
20 shall readily accept such responsibility and assignment
21 notwithstanding anything stated anywhere within this Agree-
22 ment. The principal and/or superintendent shall give as
23 much notice as may be reasonable under the circumstances
24 to such supervisor as may be selected for such emergency
25 assignment.

ARTICLE VII--WORKING HOURS

1 3. No supervisor shall be requested to report for duty
2 earlier than twenty (20) minutes before the opening of the
3 pupils' school day. If a supervisor finds it necessary to
4 leave before 4:00 p.m., the Administrative Secretary must
5 be notified of this fact. On Fridays or on days preceding
6 holidays or vacations, the supervisor's day shall end 30
7 minutes after the close of the pupils' day.

8 4. Supervisor participation in regularly scheduled
9 extra-curricular activities shall be voluntary.

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ARTICLE VIII
SUPERVISORY ASSIGNMENTS

1 1. All supervisors shall be given written notice of
2 their instructional and/or supervisory assignments for the
3 forthcoming year as soon as practicable but prior to August 15.

4 2. Teaching assignments for department heads shall be
5 in accordance with Article 2130.2 of the Staff Handbook.

6 3. No supervisor shall be assigned to a supervisory
7 task which would place him in a position under the juris-
8 diction of or on a level below non-supervisory personnel.

9 4. In the event that changes in schedules, instruc-
10 tional and/or supervisory assignments are made after April 15,
11 the Association and any supervisor affected shall be notified
12 promptly in writing and, upon the request of the supervisor,
13 the changes shall be promptly reviewed between the principal
14 and the supervisor affected and at his option a representa-
15 tive of the Association. In the event of any disagreement
16 as to the need or desirability of such changes, the dispute
17 shall be the subject of the grievance procedure.

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ARTICLE IX
REASSIGNMENTS

1 1. As supervisory and other staff vacancies become
2 known to the Administration, the superintendent shall deliver
3 to the Association a list of such vacancies as are expected
4 to occur in supervisory and other staff positions for the
5 following school year.

6 2. Supervisors who desire a change in grade and/or
7 supervisory assignment may then file a written statement
8 of such desire with the superintendent forthwith. Such
9 statement shall include the administrative, supervisory
10 or staff assignment to which the supervisor desires to be
11 re-assigned in order of preference.

12 3. If and when a re-assignment is recommended by the
13 superintendent, he shall deliver to the Association a school-
14 wide schedule showing the names of such supervisors or other
15 staff who have been so re-assigned and the nature of the re-
16 assignment.

17 4. In the determination of requests for voluntary re-
18 assignment, the wishes of the individual supervisor shall
19 be honored to the extent that the re-assignment does not
20 conflict with the instructional or administrative require-
21 ments and best interests of the school system and no such
22 request shall be denied arbitrarily, capriciously or without
23 basis in fact.

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ARTICLE X
NOTICE OF PROMOTIONS

1 A. Promotional positions are defined as follows:
2 Positions paying a salary differential and/or positions
3 on the administrator-supervisory levels of responsibility
4 including but not limited to positions as Administrative
5 Assistant, Athletic Director, Department Chairman, Gui-
6 dance Counselor, Librarian-in-Charge, Coordinators, Vice-
7 Principal, Principal, Superintendent. All vacancies in
8 promotional positions and/or newly created positions
9 including specialists and/or special projects teachers,
10 pupil personnel workers and positions in programs funded
11 by the state or federal government shall be adequately
12 publicized by the superintendent in accordance with the
13 following procedure:

14 1. When school is in session, a notice shall be
15 posted as far in advance as practicable, ordinarily at
16 least twenty (20) school days before the final date when
17 applications must be submitted and in no event less than
18 ten (10) school days before such date. A copy of said
19 notice shall be given to the Association at the time of
20 posting. Teachers who desire to apply for such vacancies
21 shall submit their applications in writing to the super-
22 intendent within the time limit specified in the notice,
23 and the superintendent shall acknowledge promptly in
24 writing within five (5) days receipt of all such applica-
25 tions. Applications shall be kept on file in the

ARTICLE X--NOTICE OF PROMOTIONS

1 A. superintendent's office for consideration for a minimum
2 period of two (2) years for future vacancies, or until
3 the office is notified in writing by an applicant that
4 the application is withdrawn, whichever event occurs
5 first.

6 2. During July and August the superintendent shall
7 notify the Association of vacancies arising in promo-
8 tional positions.

9 B. The giving of notice as above described shall in
10 no wise be interpreted as compelling the Board and/or
11 the superintendent to hire for "promotional positions"
12 from and among the personnel of the membership of the
13 Administrators' and Supervisors' Association.

14 C. In both situations set forth in Section A above,
15 the qualifications for the position, its duties, and
16 the rate of compensation, shall be clearly set forth.
17 No vacancy in a promotional position shall be filled
18 other than in accordance with the above procedure.

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ARTICLE XI

NOTICE OF POSITIONS FOR EVENING SCHOOL,
SUMMER SCHOOL, HOME TEACHING AND FEDERAL PROGRAMS

1 1. All openings for positions in the evening school,
2 summer school, home teaching, federal projects, and other
3 programs (including non-teaching positions for which super-
4 visors may be qualified and eligible) shall be adequately
5 publicized by the superintendent in accordance with the
6 procedure for publicizing promotional vacancies set forth
7 in Article X dealing with promotions. Summer school and
8 evening school openings shall be publicized forthwith upon
9 determination of staff needs. Home teaching openings shall
10 be posted as they occur.

11 2. In filling such positions, consideration shall be
12 given to a supervisor's area of competence. Supervisors,
13 as certificated personnel, shall be given the same consider-
14 ation for these assignments as all certificated personnel
15 in the Passaic County Regional High School District No. 1.
16 Supervisors employed in the Passaic County Regional High
17 School District No. 1 shall have priority to such assign-
18 ments before appointment to applicants from outside the
19 district.

20 3. Salary schedules for summer school positions shall
21 be in accordance with those for all certificated personnel
22 who will be so employed.

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ARTICLE XII

EVALUATION OF ADMINISTRATION AND SUPERVISION

1 A 1. All monitoring or observation of the work per-
2 formance of a supervisor shall be conducted openly with
3 full knowledge of the supervisor.

4 2. Supervisors shall, where possible, be evaluated
5 only by persons certificated by the New Jersey Department
6 of Education as Secondary School Administrators. The
7 Board will encourage all personnel involved in evaluation
8 to obtain proper certification.

9 3. A supervisor shall be given a copy of any class-
10 visit or evaluation report prepared by his evaluators at
11 least one (1) day before any conference to discuss it.
12 No such report shall be submitted to the central office,
13 placed in the supervisor's file or otherwise acted upon
14 without prior conference with the supervisor. No super-
15 visor shall be required to sign a blank form. Any cata-
16 gory not evaluated shall be marked "n/e".

17 B 1. A supervisor shall have the right, upon request,
18 to review the contents of his personal file. A super-
19 visor shall be entitled to have a representative of the
20 Association accompany him during such review.

21 2. No material regarding a supervisor's conduct,
22 service, character or personality shall be placed in his
23 personal file unless the supervisor has had an opportunity
24 to review the material. The supervisor shall acknowledge
25 that he has had an opportunity to review such material

ARTICLE XII--EVALUATION OF ADMINISTRATION AND SUPERVISION

1 B by affixing his signature to the copy to be filed with
2 the express understanding that such signature in no way
3 indicates agreement with the contents thereof. The
4 supervisor shall also have the right to submit a written
5 answer to such material and his answer shall be reviewed
6 by the superintendent or his designee and attached to
7 the file copy.

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ARTICLE XIII
STAFF ABSENCE

1 SICK LEAVE

2 All staff members shall be allowed sick leave with
3 full pay for ten school days in any school year. Sick
4 leave is defined as absence because of personal disability
5 due to illness in one's immediate household, such as wife,
6 husband, child, father or mother. If any staff member re-
7 quires in any school year less than the specified number of
8 days of sick leave with pay allowed, all days of such sick
9 leave not utilized that year shall be accumulative to be
10 used for additional sick leave as needed in subsequent
11 years.

12 Absence for other than sick leave shall not be deducted
13 from the ten days allowed for personal illness.

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ARTICLE XIV

ABSENCE OTHER THAN SICK LEAVE

1 A As of the beginning of the 1970-71 school year, super-
2 visors shall be entitled to the following temporary non-
3 accumulative leaves of absence with full pay each school
4 year:

5 1. Absence for professional reasons or for personal
6 reasons other than those listed in Regulations Concerning
7 Staff Absence 4151 in the Staff Handbook of Administrative
8 Regulations must be approved by the superintendent and
9 the Board president. The application must be in writing,
10 signed by the applicant and submitted to the superintendent,
11 whenever possible, at least two school days in advance of
12 the day for which permission to be so absent is sought.

13 2. Time necessary for appearances in any legal pro-
14 ceeding connected with the supervisor's employment or
15 with the school system or in any other legal proceeding
16 if the supervisor is required by law to attend as a party
17 or as a witness under subpoena.

18 3. Up to three (3) days at any one time in the event
19 of death or serious illness of a supervisor's spouse, child,
20 son-in-law, daughter-in-law, parent, grandparent, father-
21 in-law, mother-in-law, brother, sister, brother-in-law,
22 sister-in-law. In the event of the death of a supervisor,
23 teacher or student in the Passaic Valley High School Dis-
24 trict, the superintendent shall allow the chairman of the
25 Association or his designee and the immediate superior of
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ARTICLE XIV--ABSENCE OTHER THAN SICK LEAVE

1 A said supervisor, teacher or student sufficient time
2 off to attend the funeral.

3 4. Other leaves of absence including extended
4 leaves of absence with or without pay may be granted
5 by the Board as the Board may see fit.

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ARTICLE XV

EXTENDED LEAVES OF ABSENCE

1 A Military leave shall be in accordance with New Jersey
2 State Statutes.

3 B Employees under tenure may request and be granted a
4 leave of absence in the event of pregnancy. Non-tenure
5 employees shall not be so eligible. Normally, such em-
6 ployees shall withdraw from their positions at the end
7 of the fifth month of pregnancy. Non-tenure personnel
8 shall submit their resignations at least 60 days prior
9 to the end of the five-month period. Employees under
10 tenure who desire a leave of absence shall submit a
11 written request at least 60 days prior to the end of
12 the five-month period.

13 Maternity leave shall be without compensation. It
14 shall continue for one year from the date of initial ab-
15 sence and for such additional time necessary to coincide
16 with the opening of the next school year.

17 C All benefits to which a supervisor was entitled at
18 the time his leave of absence commenced, including unused
19 accumulated sick leave, shall be restored to him upon his
20 return, and he shall be assigned to the same position which
21 he held at the time said leave commenced, if available or,
22 if not, to a substantially equivalent position.

23 D Applications for extensions or renewals of leaves
24 and Board action thereon shall be in writing.

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ARTICLE XVI

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

1 A The Board agrees to consult with the principal and
2 Association in establishing after-school in-service
3 courses, workshops, conferences and programs designed
4 to improve the quality of instruction, within budgetary
5 limits.

6 B The Board, within budgetary limitations, will pay
7 the reasonable expenses, including fees, meals, lodging,
8 and/or transportation incurred by administrators and
9 supervisors who attend local and out-of-town educational
10 workshops, educational seminars, and/or conferences at
11 the request and/or with advance approval of their im-
12 mediate supervisor and the superintendent.

13 C Reimbursement for Advanced Study

14 The Board of Education will reimburse a professional
15 staff member for tuition fees and for all registration
16 fees expended by the staff member for graduate study re-
17 lated to his or her present service to the educational
18 program at the Passaic Valley High School. The follow-
19 ing conditions shall apply:

20 1. Reimbursement shall be for actual tuition cost
21 per credit but shall not exceed a maximum of \$50 per
22 credit, and shall be for actual registration fees levied
23 by the college or university for the semester.

24 2. Reimbursement shall be limited to six credits
25 per semester; fall, spring, and summer, for a potential
26 maximum of 18 credits in one calendar year.

ARTICLE XVI--PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

1 C 3. Courses to be acceptable for reimbursement shall
2 be on the graduate level and shall be within the staff
3 member's field of teaching or service. A course needed
4 to complete the requirements for a Masters degree in
5 that field will also be acceptable for reimbursement.

6 4. A person holding a Masters degree may elect to
7 matriculate in a second Masters program and the Board
8 will reimburse on the same basis for courses within
9 this program with the exception that the fields of
10 administration and supervision and guidance will not
11 be acceptable for persons not engaged in these areas
12 at the Passaic Valley High School.

13 5. In the event that a person does not matriculate
14 for an advanced degree, the only courses for which the
15 Board will offer reimbursement will be those within that
16 person's teaching field or area of service.

17 6. A person in his first year of service at the
18 Passaic Valley High School will not be eligible for this
19 program. Such a person who is granted a contract for
20 the second year of service may enter the tuition reim-
21 bursement program during the summer term following the
22 first year of service.

23 7. A person engaged to start work after February 1
24 of a school year will not be eligible for the reimburse-
25 ment program during the summer of that year nor during
26 the succeeding school year. This provision shall not

ARTICLE XVI--PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

1 C apply to anyone so engaged who is under contract and
2 teaching at the time of the adoption of this Article.

3 8. To be eligible for reimbursement a person must
4 be currently serving as a member of the staff at the
5 Passaic Valley High School.

6 9. Courses of study to be included in this program
7 must be approved in advance by the Board of Education.
8 The application form to be used is to be obtained from
9 the office of the superintendent and will be presented
10 for approval through his office.

11 10. Payment will be made following presentation to
12 the Superintendent of (1) evidence of successful com-
13 pletion of the course, and (2) evidence of the payment
14 made by the staff member.

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ARTICLE XVII
INSURANCE PROTECTION

1 A As of September 1, 1970, the Board shall provide
2 for each supervisor Hospitalization benefits, Surgical
3 benefits and Major-medical benefits under the New Jersey
4 Public and School Employee Health Benefits Plan. The
5 Board shall pay the full premium for each supervisor
6 and, in cases where appropriate, for family-plan in-
7 surance coverage.

8 B The Board shall provide to each supervisor a
9 description of the health-care insurance coverage
10 provided under this article, no later than September 1,
11 1970, which shall include a clear description of the
12 conditions and limits of coverage.

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ARTICLE XVIII
PERSONAL FREEDOM

1 A The personal life of a supervisor is not an appro-
2 priate concern or attention of the Board except as it
3 may directly prevent the supervisor from performing
4 properly his assigned functions during the workday.

5 B Supervisors shall be entitled to full rights of
6 citizenship, and no religious or political activities
7 of any supervisor or the lack thereof shall be grounds
8 for any discipline or discrimination with respect to
9 the professional employment of such supervisor, pro-
10 viding said activities do not violate any local, state
11 or federal law and do not occur in the presence of
12 students.

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ARTICLE XIX

MISCELLANEOUS PROVISIONS

1 A The Board agrees to furnish to the Association a
2 list of all positions that are to be compensated and
3 the amount of compensation.

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ARTICLE XX

SALARIES

1 A Salaries of all administrators and supervisors
2 covered by this Agreement are set forth in Schedule "A"
3 which is attached hereto and made a part hereof.

4 B 1. Supervisors employed on an eleven (11) month
5 or twelve (12) month basis shall be paid in twenty-
6 four semi-monthly installments.

7 2. Supervisors employed on a ten (10) month
8 basis shall be paid in twenty (20) semi-monthly in-
9 stallments.

10 3. Supervisors may individually elect to have
11 ten per cent (10%) of their monthly salary deducted
12 from their pay. These funds shall be paid to the
13 supervisor on the final pay-day in June.

14 4. When a pay-day falls on or during a school
15 holiday, vacation, or week-end, supervisors shall
16 receive their pay checks on the last previous working
17 day.

18 5. Supervisors shall receive their final checks
19 on the last working day in June.

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SCHEDULE A

ADMINISTRATORS' AND SUPERVISORS' SALARIES

1 Salaries of administrators and supervisors will be
2 established in terms of the responsibility and additional
3 time burden associated with these positions. The teachers'
4 salary guide will serve as the base salary and the follow-
5 schedule will determine compensation for administrators
6 and supervisors.

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8	<u>Position</u>	<u>Ratio</u>	<u>Maximum Above Teaching Salary</u>
9	Principal	1.6	\$6600.00
10	Assistant Principal	1.4	4400.00
11	Department Chairman less than 5 teachers	1.15	1430.00
12			
13	Department Chairman 5 to 10 teachers	1.2	1870.00
14			
15	Department Chairman 11 or more teachers	1.2	2200.00
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ARTICLE XXI

DURATION OF AGREEMENT

1 A This Agreement shall be effective as of July 1,
2 1971 and shall continue in effect until June 30, 1972,
3 subject to the Association's right to negotiate a
4 successor Agreement as provided in Article II.

5
6 In witness whereof the parties hereto have caused
7 this Agreement to be signed by their respective pre-
8 siding officers, attested by their respective secre-
9 taries, and their corporate seals to be placed hereon,
10 all on the day and year first above written.

11
12 ADMINISTRATORS' AND SUPERVISORS' BOARD OF EDUCATION
13 ASSOCIATION OF PASSAIC VALLEY OF THE PASSAIC COUNTY
14 HIGH SCHOOL REGIONAL HIGH SCHOOL
15 DISTRICT NO. 1

16 By _____ By _____
17 Its Chairman Its President

18 Attest: _____ Attest: _____
19 Secretary Secretary

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