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A G R E E M E N T

between

MONROE TOWNSHIP BOARD OF EDUCATION

and the

**MONROE TOWNSHIP ORGANIZATION
of
ADMINISTRATORS AND SUPERVISORS**

JULY 1, 1993 - JUNE 30, 1996

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AGREEMENT

KNOW ALL MEN BY THESE PRESENTS, that pursuant to the provisions set forth in Title 34, Chapter 303, Laws of 1968, and P.L. 123, Laws of 1974, State of New Jersey, entitled "New Jersey Employer-Employee Relations Act," the Monroe Township Organization of Administrators and Supervisors of the Township of Monroe in Gloucester County, State of New Jersey (hereinafter called the "M.T.O.A.S.") and the Monroe Township Board of Education of the Township of Monroe in Gloucester County, State of New Jersey (hereinafter called the "BOARD") do hereby enter into this Agreement the 1st day of July 1993.

WITNESSETH THAT it is agreed by and between parties hereto as follows:

ARTICLE I

RECOGNITION

WHEREAS, a majority of principals, assistant principals, supervisors, and director of guidance in the positions designated in the unit described below in the Monroe Township School District have designated the Monroe Township Organization of Administrators and Supervisors as their representative for the purpose of collective negotiations; and

WHEREAS, such principals, assistant principals, supervisors, and director of guidance constitute an appropriate unit for collective negotiations; now there be it

Resolved by the Monroe Township Board of Education, that pursuant to Chapter 123, P.L. Laws of 1974, the Board of Education of Monroe Township, Williamstown, New Jersey recognizes the Monroe Township Organization of Administrators and Supervisors as the exclusive representative for collective negotiations concerning the terms and conditions of employment of all having tenure and/or contract in the unit described below:

Principals, assistant principals, supervisor of special services, director of guidance, supervisor of the Child Study Teams, supervisor of athletics, and supervisor of special projects of Monroe Township.

ARTICLE II

NEGOTIATION PROCEDURE

The parties agree to commence negotiations in accordance with the requirements of N.J.S.A., Title 34, Chapter 123, P.L. 1974. When an agreement is reached on the terms and conditions of employment, it shall be embodied in writing and signed by the authorized representatives of the Board and the M.T.O.A.S. Representatives of the M.T.O.A.S. shall be entitled to act for and to negotiate agreements covering all members of the M.T.O.A.S. membership. Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with said representatives before they are established. In addition, representatives of the M.T.O.A.S. and designated representatives of the Board shall meet at reasonable times to negotiate in good faith with respect to grievance and terms and conditions of employment.

ARTICLE III

SALARY POLICY

1993-94 1994-95 1995-96

The administrative salary guide will be based on the following ratios. Each assigned ratio shall be calculated on a base of \$46,416. for 1993-94, \$48,505. for 1994-95, and \$50,833. for 1995-96. It is understood that adjustments in individual salaries will be negotiated until such time all members of this unit have reached the appropriate ratio level. Entry level for a new administrators shall be 94% of the ratio for the first year, 96% of the ratio for the second year, 98% of the ratio for the third year, and 100% of the ratio for the fourth year and beyond.

A tenured administrator hired from within the district shall be placed at the proper full ratio upon obtaining tenure within his/her new position.

A tenured administrator within the district who is appointed to a position of higher ratio will be placed at 96% of the ratio.

ARTICLE III
SALARY POLICY

<u>POSITION</u>	<u>FULL RATIO</u>
Principal, High School	1.60
Principal, Elementary	1.50
Supervisor, Special Services	1.45
Assistant Principal, High School	1.40
Assistant Principal, Elementary	1.35
Director of Guidance	1.35
Supervisor of Child Study Teams	1.35
Supervisor of Special Projects	1.35
Supervisor of Athletics	1.35

In the event that an administrator is called upon to perform duties which are beyond the workday, determined by the superintendent, and approved by the Board of Education not to be within his/her job description, that administrator will be compensated at the rate of \$29.00 per hour in 1993-94, \$30.00 in 1994-95 and \$31.00 in 1995-96.

ARTICLE IV
INSURANCE PROTECTION

The Board agrees to pay the full cost for family coverage for all full-time employees for P.A.C.E. Coverage for Blue Cross, Blue Shield, Rider J, and Major Medical for the term of this contract.

As per federal law, the Board shall offer each administrator a family HMO Plan as an alternative to the medical insurance plan. In the event the HMO Plan cost per employee exceeds the present Blue Cross and Blue Shield Plan's cost, the employee will incur the differential.

The Board will pay full cost for a \$5.00/0.00 co-pay prescription plan for the employee and family.

The Board will pay the full-family dental premium for 1993-94, 1994-95, and 1995-96. Such premium cost will be capped at the premium in effect at the end of the contract.

ARTICLE IV
INSURANCE PROTECTION

Health Benefits Coverage Upon Retirement

Administrators retiring from service in Monroe Township will have health benefits coverage continued at the employer's expense for life. To be eligible, an administrator must complete a minimum of 25 years in an educational capacity in the Monroe Township District and must retire from service from this district. Health benefits coverage provided by the employer at the time of retirement will include those programs in existence and shall be available to the retiring administrator and spouse only. Should the administrator predecease a spouse, the benefits shall continue for the surviving spouse as long as survival status does not change. If a spouse predeceases an administrator, the benefit will continue for the retired administrator, only, and cannot be expanded for any change in marital status. While the coverage to be provided is "husband-wife," a retiring administrator may request family coverage, if eligible; however, additional costs for such extended coverage will be paid by the retiring administrator.

Retirement - Sick Leave Benefit

Upon retirement from the district, an administrator will be reimbursed for unused sick leave. Payment shall be based on 30% of the per diem rate multiplied by the assigned ratio for the existing administrative position of \$34,400. in 1993-94, \$36,700. in 1994-95, and \$39,000. in 1995-96. The per diem rate shall be calculated on a twelve-month basis or 240 days per year. In order to receive this benefit, during the actual year of retirement, the employee must give the employer a written notice of pending retirement 18 months in advance; otherwise, the employer may pay this benefit in the next fiscal year (after July 1 of the retirement year).

EXAMPLE: Elementary principal retiring in 1993-94 with 50 sick days:

Base	-	\$34,400.
Per diem	-	$\$34,400. \div 240 = \143.33
30% Factor	-	$\$143.33 \times 30\% = \$ 42.99$
Ratio Factor	-	$\$ 42.99 \times 1.5 = \$ 64.48$
Payment	-	$\$ 64.48 \times 50 \text{ days} = \$3,224.00$

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ARTICLE VIII

TEMPORARY LEAVE OF ABSENCE

Professional days shall be granted at the discretion of the superintendent.

There shall be three (3) personal days granted at the discretion of the superintendent. Personal days are to be used only for such personal business matters as appearance in court, settlement of purchase and sale of real estate, call by I.R.S. for review of tax returns, religious holidays, physical examination for the armed forces graduation when receiving a degree, and such other personal business matters that are not possible to transact during out-of school hours. Up to three (3) personal days per year, if unused may be applied to accumulated sick leave.

Death in Family

In the event of death in the immediate family, administrators shall be granted with pay for attending the deathbed, funeral or to make funeral arrangements as hereinafter stated:

- a. An allowance of five (5) days shall be granted in the case of death in any of the following:
 1. employee's parents, spouse, children, brothers, sisters, parents of the employee's spouse, and other persons residing as members of the household of the employee.
 2. legally adopted members of the family and step-relationships as outlined in a-1.
- b. An allowance of three (3) days shall be granted to attend the funeral of any of the following:
 1. uncle, aunt, grandparents, and grandchildren of the employee.
 2. brothers-in-law, sisters-in-law, sons-in-law, and daughters-in-law of the employee.

ARTICLE IX

ADMINISTRATIVE EMPLOYEES

Administrators and all parties to this contract should be notified of their contract and salary for the ensuing year no later than April 30; and the employee must return the contract indicating his/her desire for the ensuing year by May 15.

ARTICLE V

VACATION

All administrators shall receive 22 days vacation after completion of one (1) year's service as a full-time administrator in the district.

Accumulation

Wherein any fiscal year, the vacation or any part thereof is not granted by reason of pressure of school district business, such vacation periods or parts thereof not granted, shall accumulate and shall be granted during the next succeeding year (fiscal) only. If granted, the vacation must be taken or any unused leave would be forfeited. However, if the administrator's presence is required and the Board of Education does not grant the requested vacation leave within the scope of the policy, and as a result, the employee would, in effect, lose vacation time, the administrator would be paid for that equal time.

If at the time of resignation or retirement, said employee having unused vacation time accumulated that had been denied after request, this and/or current accrued vacation shall be either granted or reimbursement given.

ARTICLE VI

INCLEMENT WEATHER

When schools are closed because of inclement weather, each administrator shall determine his or her attendance during the day of closing or any portion thereof.

ARTICLE VII

TRAVEL EXPENSES

When administrators must use their own automobiles for school district business, they will be paid the prevailing I.R.S. rate per mile.

ARTICLE X
EDUCATIONAL IMPROVEMENT

Any administrator or other professional employee who is a party to this contract and takes a course or courses to better his/her professional knowledge in his/her field shall be reimbursed up to \$1,300. in 1993-94, \$1,400. in 1994-95, and \$1,500. in 1995-96.

ARTICLE XI
FRINGE BENEFITS

All fringe benefits now being provided shall be continued. The Board of Education will provide membership in one (1) professional organization for each administrator selected at the option of the administrator with the approval of the superintendent.

ARTICLE XII
CONTRACT MEMORANDUM

The Board agrees to a contract memorandum to read as follows:

"The Board will notify the M.T.O.A.S. of the identity of an individual selected for an administrative position within sixty (60) calendar days of the last day for application, or if that position has not been filled within that period of time, notification of the reason(s) for the delay."

ARTICLE XIII
GRIEVANCE PROCEDURE

LEVEL 1

Should any administrator feel aggrieved regarding his/her position responsibilities, he/she should attempt to resolve his/her complaint(s) with his/her immediate supervisor. All grievances should be filed within thirty (30) days of the occurrence of the specific problem.

ARTICLE XIII

GRIEVANCE PROCEDURE

LEVEL 2

Should the administrator feel that his/her grievance has not been satisfactorily resolved, he/she should submit, in writing, a statement of the grievance and his/her expected resolution to the superintendent of schools, within five (5) working days of his/her meeting with his/her immediate supervisor.

LEVEL 3

Should the administrator feel that his/her grievance has not been satisfactorily resolved by the superintendent of schools, he/she may, within five (5) working days of the receipt of the superintendent's response, submit a written request for a hearing with the Board of Education. The Board of Education will hold a hearing within fifteen (15) working days of the written request and will respond to the administrator, in writing, within ten (10) working days following the hearing.

GENERAL

1. Administrators are entitled to representation at any level.
2. Position retention is not subject to grievance
3. Every attempt should be made to resolve grievances at the first level.

ARTICLE XIV

DURATION OF AGREEMENT

This Agreement shall take effect July 1, 1993 and expire June 30, 1996 and shall be renegotiated.

Edward D. Woelfel

PRESIDENT, BOARD OF EDUCATION

Raymond J. Pharo

CHAIRPERSON, M.T.O.A.S.

Elizabeth A. Kennelbaum

BOARD SECRETARY

John R. Muller

VICE CHAIRPERSON, M.T.O.A.S.

12/6/93

DATE

12/1/93

DATE

SIDE BAR AGREEMENT

INSURANCE PROTECTION (ARTICLE IV)

In the 1994-95 contract year, employees will receive any and all increases in benefits that the other negotiating units receive.

CONTRIBUTORY INSURANCE

The Board will provide to administrators full repayment for the life of this Agreement toward Contributory Pension Insurance.

SICK LEAVE BUY-OUT

Each district administrator having a minimum of fifteen (15) years employment with ten (10) of these years as an administrator in Monroe Township may apply accumulated sick leave not to exceed fifty (50) days per year for payment. This payment will be calculated at the current contract year "payment schedule for unused sick leave at retirement" and placed directly into a prescribed tax shelter annuity. One hundred (100) sick days, however, must remain as a minimum in each administrator's accumulated sick leave total.

An administrator requesting this stipend must submit this request in writing by November so that payment can be issued in July of the following year. All particulars concerning this procedure are the full responsibility of the requesting administrator. He/she must abide by all laws and regulations concerning tax shelter annuities.