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THIS BOOK DOES
NOT CIRCULATE

Somerset

AGREEMENT

Between the

MANVILLE BOARD OF EDUCATION OF
MANVILLE, COUNTY OF SOMERSET, NEW JERSEY

and the

ADMINISTRATORS of the MANVILLE PUBLIC SCHOOL SYSTEM

for the

1976-77 SCHOOL YEAR

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Institute of Management and

Aug 21 1978

RODGERS UNIVERSITY

ARTICLE I

RECOGNITION

- A. The Manville Board hereby recognizes the Manville Public School Administrators as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for the following personnel: all principals, vice principals, and psychologist (Director of Special Services).

ARTICLE II

NEGOTIATION PROCEDURE

- A. Both parties agree to accept the timetable for negotiations set by Perc in the calendar year preceding the calendar year in which this agreement expires. Any agreement negotiated shall apply to all Administrators, be reduced to writing, be signed by the Board and the Administrators, and be adopted by both parties.

ARTICLE III

RIGHTS AND PRIVILEGES

- A. When requested by the Board, a representative from the Administrators will be invited to participate in negotiations of all other employees in order to assist the Board in interpreting the impact of requests made by other employees on school operations.
- B. Board members shall request any complainant having a grievance with regard to any school personnel or any school centered problem to follow proper channels, beginning with (a) the teacher, (b) the principal, and (c) the superintendent of schools, with regard to resolving his/her complaint. If the complainant has not been satisfied, he may then refer the problem to the Board.
- C. Administrators shall exercise their personal judgment with regard to reporting or not reporting to their respective school when schools are closed due to inclement weather or hazardous conditions and any other time with prior approval of Superintendent.

ARTICLE IV

TEMPORARY LEAVES OF ABSENCE

A. Administrators employed by the Board shall be granted the following temporary leaves of absence:

1. Up to five (5) days for death in the immediate family; i.e. father, mother, mother-in-law, father-in-law, spouse, child, brother, sister, or any member within the immediate household.

2. Up to three (3) days for serious illness in the immediate family (members as listed in Item #1 above).

3. Up to a total of four (4) days during the year for matters of an emergency nature which cannot be handled outside of school. Said emergencies would include death of a relative or close friend, or religious holidays. One (1) day under this item need not state a reason.

B. Approval for temporary leave requests under Items #2 and #3 must be received from the Superintendent of Schools.

C. All requests for temporary leaves of absence must be presented in writing to the Superintendent of Schools prior to the requested leave, except in time of emergency when the request must then be submitted to the superintendent no later than three (3) school days after the return from the leave.

Administrators not employed for a full year shall receive pro-rated temporary leaves of absence.

ARTICLE V

SICK LEAVE

- A. Administrators shall be entitled to twelve (12) days of sick leave each school year. Teaching principals shall be entitled to (10) days of sick leave each school year. Any of the unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. Administrators not employed for a full year shall receive pro-rated sick leave benefits.
- C. Administrators shall be given a written accounting of accumulated sick leave days of each year. Present district personnel records will stand as the accurate accounting of accumulated sick leave days unless the individual concerned can present validated evidence to the contrary. Administrators will be given a written accounting of sick leave days before the last working day in October.

ARTICLE VI

VACATION

- A. Administrators shall be entitled to twenty-two (22) working days for full year of employment.
- B. Any administrator not employed for a full year shall receive pro-rated vacation benefits.
- C. All proposed vacation days for the Administrators must be approved by the Superintendent of Schools prior to the taking of the days.

ARTICLE VII

HOLIDAYS

- A. Administrators shall receive the following paid holidays when school is closed: New Year's Day, day before and day after; Washington's Birthday; Good Friday; Easter Monday; Memorial Day; Independence Day; Labor Day; Columbus Day; Election Day; Veteran's Day; Thanksgiving Day and day after; Christmas Day, day before and day after.

ARTICLE VIII

SUBSTITUTE CALLING

- A. The Administrators shall establish an answering service for the purpose of substitute calling. The Administrators shall bear full responsibility, save monetary, for the answering service operation regarding this calling.

ARTICLE IX

SABBATICAL LEAVES

- A. All Administrators shall be eligible for a sabbatical leave of absence for one (1) full year for study, travel, or for other reasons of value to the school system. Any sabbatical leave shall be subject to the following conditions:
1. The sabbatical leave requested must be recommended by the Superintendent of Schools and must be approved by the Board.
 2. The Administrator has completed at least seven (7) consecutive full years of service in the Manville School System and has not received a leave of absence during the seven (7) years of more than five (5) months.
 3. A sabbatical leave may be granted to only one (1) eligible Administrator in any one (1) year within a three year period.
 4. Requests for a sabbatical leave must be received by the Superintendent of Schools in writing, in such form as he may desire, no later than October 31 of the school year preceding the school year for which the sabbatical leave is requested.
 5. An administrator on a sabbatical leave shall be paid by the Board fifty per cent (50%) of his salary for a full year of the salary he/she would have received had he/she remained on active duty.

The salary paid to an Administrator while on sabbatical leave shall be paid in the form of a loan. Said loan shall be considered cancelled by the Administrator after completion of two (2) years of administrative service after his/her return from sabbatical leave. The form for such loan shall be mutually agreed on by the Board and the Administrator.

- a. An Administrator who has completed only one (1) year of administrative duties after his/her return from a sabbatical leave shall cancel only one-half (1/2) of his/her loan.
- b. The above provisions shall not apply upon the death or disability of the Administrator returning from a sabbatical leave.

ARTICLE X

HEALTH INSURANCE

- A. The Board agrees to pay one hundred percent (100%) of the Blue Cross/Blue Shield Hospitalization Family Plan, Husband and Wife Plan, or Single Person Plan as so designated by each Administrator employed by the Board; this includes full payment by the Board for Rider J.
- B. The Board shall pay the full premium for Major Medical Insurance coverage for each Administrator employed.
- C. The Board agrees to pay for each Administrator all additional fringe benefits that are granted to the Manville Education Association.

ARTICLE XI

GRIEVANCE PROCEDURE

- A. This procedure is a means by which an employee may appeal the interpretation, application, or violation of policies, agreements, and administrative decisions affecting him, except:
 - 1. A complaint of a non-tenure employee which arises by reason of his not being re-employed;
 - 2. A complaint by an employee occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required;
 - 3. Any policy of the Board of Education pertaining to its internal operation.
 - 4. Any matter for which a method of review is prescribed by law;
 - 5. Any rule or regulation of the State Board of Education or Commissioner of Education, but not to the violation, misinterpretation, or mis-application of such a rule or regulation.

A grievance to be considered under this procedure must be initiated by the employee within thirty (30) calendar days of its occurrence. All time limits specified are considered maximum; however, they may be extended by mutual agreement in writing.

B. Procedure:

- 1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved person to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

2. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

3. In the presentation of a grievance, the employee shall have the right to designate any representative or representatives of his own choosing to appear with him at any level.

4. All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or elected representatives.

Level One: The employee shall discuss it first with his immediate superior, in an attempt to resolve the matter informally.

Level Two: If as a result of discussion the matter is not resolved to the satisfaction of the employee within five (5) school days, he shall set forth his grievance in writing on a prepared form to the superintendent specifying:

- a. The nature of the grievance and date of occurrence;
- b. The nature and extent of injury, loss, or inconvenience;
- c. The results of previous discussions; and
- d. His dissatisfaction with decisions previously rendered.

The superintendent shall communicate his decision to the employee in writing within five (5) school days of receipt of the written grievance.

Level Three: If the grievance is not resolved to the employee's satisfaction he may, no later than five (5) school days after receipt of the superintendent's decision, request a review by the Board of Education. This request shall be submitted in writing through the superintendent. The Board, or a committee thereof, shall review the grievance and may, at the option of the Board, hold a hearing with the employee. The Board shall then render a decision in writing within thirty (30) calendar days of receipt of the grievance by the Board or of the hearing with the employee, whichever comes later.

ARTICLE XII

SALARIES

A. Administrators' Salary Guide for the school year 1976-77 shall be as follows:

Level of Training

Masters	.000
Masters +15 graduate credits	.005
Masters +30 graduate credits	.010
Doctorate	.015

Level of Experience

At tenure	+ .02
tenure +3 yrs.	.03
+6 yrs.	.04
+9 yrs.	.05
+12 yrs.	.06
+14 yrs.	.07
+16 yrs.	.08
+18 yrs.	.09
+20 yrs.	.10

	<u>Base</u>	<u>Tr.</u>	<u>Exp.</u>	<u>Salary</u>
Robert Forder	\$21,495	+ .01	+ .05	\$22,785
Eleanor Machita	21,112 *	+ .01	+ .03	21,956
Paul Safko	22,000	+ .01	+ .04	23,100
Robert Mendenhall	25,242	+ .01	+ .04	26,504
Ned Panfile	20,131 *	+ .005	+ .03	20,836
Michael DiBella	21,069	+ .01	+ .02	21,701

*Includes an additional \$250.00 to help bring base salary to parity.

ARTICLE XIV

DURATION OF THE AGREEMENT

- A. This Agreement shall be effective as of July 1, 1976 and continue in effect until June 30, 1977. Negotiations will commence no later than September 30 of each year for each successive Agreement.
- B. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated unless extended, in writing, by mutual agreement.
- C. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, and attested by their respective secretaries.

Manville Board of Education

Manville Public School Administrators

By Andrew H. Esack
Vice-President

By Joseph P. Saffo
Chairman

By J. Raymond Larim
Secretary

By Med Kenfile
Secretary

Date Adopted: 8/16/76

APPENDIX III

Manville

ADMINISTRATIVE SECRETARIAL
AGREEMENT FOR SCHOOL YEAR
1976-77

SALARY GUIDE

Each Administrative Secretary shall receive \$550 above the regular (Manville Education Association) secretarial guide depending on the Administrative Secretary's step and category on the guide.

All fringe benefits received by the secretarial staff of the school system shall also apply to the Administrative Secretaries.

MANVILLE BOARD OF EDUCATION

ADMINISTRATIVE SECRETARIES

By T. Dardone Dzedich
President

By Carol A. Goodman
Chairperson

By J. Raymond Hanin
Secretary

By Shirley A. Surace
Secretary

ADOPTED 7-19-76

<u>SUPERINTENDENT OF SCHOOLS</u> (110-f) Salvatore C. Cirillo	29,753
<u>ATTENDANCE/SUPPLY OFFICER</u> Benjamin Szymanski (310)	12,857
<u>CUSTODIAN OF SCHOOL FUNDS</u> (110-c) Edward W. Marshall	1,200
<u>SCHOOL DOCTOR</u> (410-a) Samuel Pogoloff	5,400
<u>HEAD NURSE</u> (410-a) Julia Sipos	500
<u>FINANCIAL SECRETARY STUDENT BODY ACTIVITIES</u> (1030) Alexander Pustai	1,500
<u>DIRECTOR OF GUIDANCE</u> (214-b) George Fagan	2,150
<u>SCHOOL ACCOUNTANT'S FEE</u> (120-a) Suplee and Clooney	4,100
<u>AVA COORDINATORS</u> (214-d) Charles Person - H.S. Paul Kolody - ABIS and District	450 900
<u>SUBSTITUTE TEACHERS AND NURSES SALARIES</u> (a) \$23.00 a day (b) \$28.00 a day after 10 consecutive days, retroactive from the first day	
<u>PART-TIME AND SUBSTITUTE SECRETARIES</u> (215-a and 215-b) Between \$2.70 and \$2.90 per hour	
<u>SUBSTITUTE CUSTODIANS, A & B</u> (610-a) Between \$3.10 and \$3.35 per hour	
<u>BEDSIDE HOME INSTRUCTORS AND SUPPLEMENTAL (TUTORING)</u> (213.1-b.2 and 213.1-b.3) \$7.00 per hour	
<u>SUBSTITUTE CAFETERIA EMPLOYEES</u> \$2.20 per hour	
