

THIS BOOK DOES
NOT CIRCULATE

An AGREEMENT
 between
 THE BOARD OF EDUCATION
 of
 THE BOROUGH OF GLEN ROCK
 and
 THE GLEN ROCK SCHOOL ADMINISTRATORS ASSOCIATION
 1975-76

LIBRARY
 Institute of Management and
 Labor Relations

RUTGERS UNIVERSITY

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GLOSSARY OF TERMS

The definitions below have been agreed to by the parties concerned and will apply throughout the Agreement between the Board of Education of the Borough of Glen Rock and the Glen Rock School Administrators Association.

"EMPLOYEE" shall mean any regularly contracted Employee of the Glen Rock Board of Education employed in the classification set forth in Article 2

"GRIEVANCE" shall mean a claim by an Employee that the provisions of this Agreement have been violated, misapplied, or misinterpreted.

"IMMEDIATE SUPERIOR" shall mean the person responsible for the supervision of the Employee.

"REPRESENTATIVE" shall mean counsel and/or other persons designated in writing by the Employee, the Immediate Superior, the Superintendent and/or the Board.

"SCHOOL DAY" shall mean any day that the Central Office is open to transact business.

"SUPERINTENDENT" - In the evaluation sequence or grievance procedure, shall mean "superintendent or designee".

PREAMBLE

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

ARTICLE 1

PRINCIPLES

While in effect, this Agreement establishes the terms and conditions of employment of those Employees of the Glen Rock School District set forth in Article 2.

ARTICLE 2

RECOGNITION

The Board recognizes the Association as the sole and exclusive bargaining agent for the purpose of collective negotiation on terms and conditions of employment for those Employees covered by this Agreement.

Principals
Director of Guidance, Jr.Sr. High School
Director of Special Education
Vice-Principals

ARTICLE 3

TERMS AND CONDITIONS OF EMPLOYMENT

Section 1. Medical Insurance

All personnel covered by this Agreement are entitled to full medical premium payment for the individual Employee and for all dependents - payment to be by the Board of Education.

Section 2. Tuition Reimbursement

All Employees covered by this Agreement (Article 2) are entitled to a reimbursement of 50% of tuition costs up to a maximum of three hundred dollars (\$300) per annum for approved courses taken while under contract in Glen Rock. This reimbursement will be non-accumulative.

Section 3. Comments of Commendation and Complaint

3.1 General. When any comment of commendation or complaint about an Employee comes to the attention of the Employee's Immediate Superior, regardless of source, the Immediate Superior shall make the comment known to the Employee with all due dispatch and in a private and personal conference. The purpose of the conference is to make the Employee aware of the comment, to afford the Employee the opportunity to rebut any complaint, to afford the Employee the opportunity to take appropriate action in response to the complaint, and to minimize gossip.

3.2 In communicating the specific comment to the Employee, the Immediate Superior shall reveal the name of the person originating the comment, if the Employee requests it, or if the Immediate Superior believes it would be helpful, and if the person originating the comment gives permission to reveal his name. In the event that the person originating the comment does not wish his name or comment revealed to the employee, the immediate superior shall be responsible to investigate the validity of the comment. In such cases the immediate superior becomes the complainant.

3.3. Further Conference - In the case of comment of complaint, the Employee has, within a reasonable time, the right to present evidence in his own behalf at a further conference with the appropriate Immediate Superiors and, at his discretion, the originator of the comment if known.

3.4 Written Summaries - The Immediate Superior shall prepare in duplicate written summaries of both conferences. The original copies are to be placed in the Employee's personnel file and the duplicates are to be given to the Employee. The Employee may have placed additional relevant material in the file.

ARTICLE 4

Section 1. Evaluation Sequence

1.1 At a conference between the Superintendent and the Employee on or before October 1, individual goals, institutional goals, and performance objective shall be mutually established relative to the Employee's discharge of his duties and responsibilities.

1.2 In addition to informal and joint assessment of progress during the contract year at least one formal "progress conference" between the Superintendent and the Employee shall be held at least sixty days after the goal setting conference. Such progress conferences shall commence not later than six calendar months after the beginning of the contract year. Additional formal progress conferences may be held at anytime at the request of either the Superintendent or the Employee.

1.3 After February 1, and at least sixty days after the first formal progress conference, a formal "evaluation conference" shall be held between the Superintendent and the Employee during which the results of the evaluation of the Employee's performance and goal attainment shall be discussed. This will be so stated and specific documentation shall be provided supporting such findings.

1.4 In cases of disagreement about evaluation of a criteria both the Superintendent and the Administrator will be required to furnish documentation supporting his position which shall be included in the evaluation file.

1.5 The Superintendent of Schools shall report his evaluation of each administrator and his recommendation for salary purposes to the Board of Education. The evaluation and recommendation shall also be reported to the Employee.

ARTICLE 5

SALARIES

Section 1. The salaries for all Employees covered by this Agreement are set forth in Appendix "A".

ARTICLE 6

GRIEVANCE PROCEDURE

Section 1. General Provisions

1.1 The Grievance Procedures purpose is to provide for an orderly settlement of differences between the parties of the Agreement in a fair and equitable manner.

1.2 The Employee has the right to present his Grievance in accordance with these procedures, free from coercion, interference, restraint discrimination, or reprisal.

1.3 The Employee has the right to have a Representative at any step of these procedures.

1.4 All hearings shall be confidential.

1.5 If the Grievance is not resolved within the prescribed time, the Employee has the right to move directly to the next step as described below in this Article.

1.6 Each party has access to all official statements and records pertaining to the Grievance.

1.7 All records pertaining to the Grievance shall be filed separately and shall not be kept in the personnel file of an Employee.

Section 2. Informal Presentation of the Grievance

2.1 Any Employee who has a Grievance shall present the Grievance to his Immediate Superior in an attempt to resolve the Grievance informally.

2.2 If within ten (10) school days the differences are not resolved satisfactorily after a conference or conferences with the Immediate Superior, the Employee may present the Grievance to the Superintendent.

2.3 Within ten (10) school days the Superintendent shall have at least:

- .one private conference with the Employee
- .one with the Immediate Superior and
- .one joint conference with both parties.

2.4 If within the ten (10) school days and after at least one joint conference the differences are not resolved satisfactorily, the Employee shall notify the Superintendent and his Immediate Superior that he is going to proceed to the formal presentation of the Grievance.

2.5 If the Immediate Superior is the Superintendent,

- 2.5.1 2.2 and 2.3 above do not apply,
- 2.5.2 the number of school days in 2.4 changes to twenty (20),
- 2.5.3 Section 3, paragraph 3.1.2 below does not apply.

Section 3. Formal Presentation and Hearing of the Grievance

3.1 Within five (5) school days after the Employee has notified the Superintendent of his intention to proceed to the formal presentation,

3.1.1 The Employee shall present to the Superintendent a copy of the written Grievance which states the nature, the recourse sought, the result of the informal conferences, and the reason for the Employee's dissatisfaction with the decision or decisions previously rendered.

3.1.2 The Immediate Superior shall present to the Superintendent a written copy of his decision and the reasons for it.

3.2 A hearing shall be held no later than ten (10) school days after the Employee has informed the Superintendent of his intention to proceed to formal presentation. All parties involved shall be notified by the Superintendent of the date, time, and place of this hearing. Oral and written statements may be presented by all parties and questions may be asked by the Superintendent to clarify issues, elicit facts and contentions.

3.3 At least three (3) school days prior to the hearing, each party shall notify the other parties in writing of the name and affiliation of his Representatives who will be present.

3.4 Within five (5) school days of the hearing above, the Superintendent shall present his determination in writing to the Employee.

3.5 If the differences are not resolved satisfactorily through the hearing above, the Employee may appeal to the Board.

3.6 If the differences are resolved satisfactorily through the hearing above, the Superintendent shall not earlier than five (5) school days after the hearing give the Board a report of the Grievance, the hearing, and his determination.

Section 4. Appeal to the Board

4.1 Within five (5) school days of the presentation of the Superintendent's written determination to the Employee, the Employee may appeal in writing to the Board for a hearing to review the Superintendent's determination.

4.2 Within fifteen (15) school days of the receipt of the Employee's appeal by the Board, a hearing shall be held.

4.3 The Superintendent shall submit all official records pertaining to the Grievance to the Board.

4.4 The Employee, the Immediate Superior, the Superintendent, and their Representatives shall have the right to be present at the hearing and to present testimony.

4.5 Within fifteen (15) school days after the conclusion of the hearing, the Board shall deliver its decision in writing to the Employee.

4.6 If the Employee and the Association are not satisfied with the Board's decision, the Association may appeal to advisory arbitration.

Section 5. Advisory Arbitration

5.1 Within ten (10) school days after receipt of the Board's decision, the Association may notify the Board in writing that it wants the Employee's grievance submitted to advisory arbitration.

5.2 Within ten (10) school days after receipt of the Association's notification by the Board, the Board and the Association shall:

- 5.2.1 Jointly agree upon an acceptable arbitrator;
- 5.2.2 Obtain a commitment from the Arbitrator to serve;
- 5.2.3 Request, if agreement on either 5.2.1 or 5.2.2 is not reached, of the American Arbitration Association a list of arbitrators. This action binds the parties by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

5.3 The Arbitrator, within twenty (20) school days after:
.conferring with the Board and the Employee or their
Representatives, or
.receiving final statements and proofs from the parties
if the conferences are waived,
shall deliver his written recommendation to the Board
and the Association.

5.4 The Arbitrator may not recommend any action that
5.4.1 is prohibited by law
5.4.2 violates the terms of this Agreement
5.4.3 amends any provision of this Agreement.

5.5 The Arbitrator's recommendation is advisory and not
binding on the Board.

5.6 Within fifteen (15) school days after the receipt of the
Arbitrator's recommendation, the Board shall deliver its written
decision to the Association. This decision shall be conclusive
except for appeals as may be provided for under New Jersey Statutes.

5.7 The Arbitrator's fees and out-of-pocket expenses for his
services shall be borne jointly by the Board and the Association.

ARTICLE 7

MODIFICATION OF AGREEMENT AND NEGOTIATION OF SUCCESSOR AGREEMENT

Not later than October 15, 1975, the Board agrees to enter into
negotiations with the Association over a Successor Agreement. By
the same date, the Association agrees to present to the Board its
proposals for the Successor Agreement. The new negotiated Agreement
will be written, apply to all members of the negotiating unit, and
be signed by both parties.

ARTICLE 8

DURATION

Section 1.

The provisions of this Agreement shall become effective as of
July 1, 1975, and remain in full force and effect until June 30, 1976.

Section 2.

Both parties agree not to propose other changes for negotiations until the opening of negotiations for the 1976-77 contract year.

In witness whereof the parties have duly executed this Agreement.

GLEN ROCK BOARD OF EDUCATION

By _____
President

GLEN ROCK SCHOOL ADMINISTRATORS
ASSOCIATION

By _____
President

DATE _____

APPENDIX "A"

	<u>GROUP I</u>	<u>GROUP II</u>	<u>GROUP III</u>
1.	18,622	19,832	21,799
2.	19,830	20,998	22,965
3.	20,996	22,164	24,131
4.	22,162	23,330	25,297
5.	23,328	24,496	26,463
6.	24,494	25,666 (2)	27,629
7.	25,660	26,828	28,795
8.	26,910 (1)	27,994	29,961
9.	27,992 + 1,168	29,160 +1,967	31,127

\$900 differential for a Doctorate degree.

Group I - Vice Principals and Directors

Group II - Principals

Group III - Junior-Senior High School Principal

New Employees' Placement on the Guide

The Board will determine the placement of new Employees on the Guide within his Group.

Provided a new Employee's performance is satisfactory, the Employee will progress up the Guide one increment a year within his Group until the top of the Guide is reached.