

4-1001

THIS BOOK DOES
NOT CIRCULATE

A G R E E M E N T

between

The Board of Education
of the Borough of Glen Rock

and

The Glen Rock School Administrators Association

PREAMBLE

THIS AGREEMENT is made and entered into on this 24th day of March , 1970, 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 I

PRINCIPLES

Section 1. This agreement is negotiated in order to establish for its term the terms and conditions of employment of all members of the staff employed in the classifications set forth in Appendix "A" attached hereto and made a part hereof.

ARTICLE II

RECOGNITION

Section 1. The Board recognizes the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations on terms and conditions of employment on behalf of all employees in the classifications set forth in Appendix "A" attached hereto and made a part hereof.

ARTICLE III

GRIEVANCE PROCEDURE

Section 1. Definitions

A grievance shall mean a claim by a member of a staff that there has been to him or her a personal loss, injury or inconvenience because of a violation, misinterpretation or inequitable application of an established policy governing employees which relates to or involves the employee and the exercise of the duty assigned to him. A grievance under this procedure must be initiated by the employee within one month of its occurrence.

Staff member shall mean any regularly contracted employee of the Board of Education employed in the classifications set forth in Appendix "A".

Immediate supervisor shall mean the person who has the responsibility for immediate, direct administration of the staff member.

Representative shall mean counsel or other persons of his choice designated in writing by the staff member, the immediate supervisor, or the superintendent.

School day shall mean a day in which the central office is open to transact business.

Section 2. General Provisions

It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of such differences at the earliest possible stage is encouraged.

A staff member shall have the right to present

his complaint in accordance with these procedures, free from coercion, interference, restraint, discrimination, or reprisal.

A staff member shall have the right to be represented at any stage of the procedures by persons of his own choice.

Each party shall have access to all written statements and records pertaining to such case.

All hearings shall be confidential.

It shall be the responsibility of the superintendent of schools to take such steps as may be necessary to give force and effect to these procedures.

At each step of the procedures, if differences are not resolved within the prescribed time, the staff member has the right to move directly to the next stage.

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

Section 3. Procedures

Any staff member who has a grievance shall present his complaint to his immediate supervisor or directly to his principal in an attempt to resolve the matter informally at that level.

If differences are not satisfactorily resolved through this informal conference, then the staff member

shall set forth his grievance in writing, stating the nature of the grievance, the nature and extent of the injury, loss or inconvenience, the results of previous discussions, and his dissatisfaction with decision previously rendered, and bring the matter to the person next in administrative responsibility.

Such administrator shall render his determination in writing, and forward a copy to the supervisor, within five (5) school days after it is brought to his attention in accordance with the preceding paragraph.

If the matter is not satisfactorily resolved at this stage, the staff member may proceed to the next stage.

Formal Stage

The staff member shall initiate this stage by making a written request to the superintendent of schools (with copies for the Board of Education and all others involved), for review and determination. Such request shall be made within five (5) school days after a determination has been rendered at the preceding stage.

The superintendent shall immediately notify all parties involved to submit written statements to him (with copies for the Board of Education) within five (5) school days, setting forth the specific nature of the complaint, the facts relating thereto, the determination previously rendered, the name of representatives (if any), and a request for an informal hearing, if desired.

If such is requested by either party pursuant

to the section immediately above, the superintendent shall notify all parties concerned of the time and place when an informal hearing will be held where such parties may appear and present oral and/or written statements supporting their position. Such hearing shall be held within ten (10) school days of the receipt of the request by the superintendent. Copies of this request will be forwarded to the Board of Education.

The superintendent shall render his determination in writing to both parties, with copies to the Board of Education, within ten (10) school days after all evidence, oral and written, has been presented to him.

If the matter is not satisfactorily concluded at this stage, the staff member may proceed to the appeal stage.

Appeal Stage

The staff member shall initiate this stage by making a written request to the Board of Education for review and determination within five (5) school days of the final determination by the superintendent.

The President of the Board of Education shall request the superintendent to submit all written records of the case.

A hearing shall be held within fifteen (15) school days of the receipt of the appeal by the President of the Board.

The staff member, the immediate supervisor, the superintendent and their representatives (if any)

shall have the right to be present and to present testimony at such hearing.

The Board may also require the presence and testimony of any other person it so desires.

Within fifteen (15) school days after the conclusion of the hearing, the Board shall render a final decision, which shall be conclusive except for appeals as may be provided for under New Jersey statutes.

In the event that the superintendent is the immediate supervisor of the employee and the matter cannot be resolved at that level, then the formal stage shall be eliminated and the staff member shall make a written request to the Board of Education for a hearing, submitting in writing his grievance as previously provided for herein, together with all evidence presented at the informal discussion with the superintendent with sufficient copies for all members of the Board.

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 IV

SALARIES

Section 1. Salaries of personnel covered in this agreement shall be determined in accordance with the plan set forth in Appendix "B" attached, subject to the modifications set forth in Section 2 of this Article.

Section 2. For the 1969-70 and subsequent school years the salaries determined in accordance with the plan referred to in Section 1 of this Article shall be modified as follows:

a) the actual salary of the year preceding the contract year shall be subtracted from the calculated salary for the contract year

b) the difference so obtained shall be multiplied by the applicable factor in the following table:

if the difference is	the factor is
less than \$2000	1.00
\$2000 - \$2999	.90
\$3000 - \$3999	.80
\$4000 or more	.70

c) the product so obtained shall be the dollar increase and shall be added to the actual salary of the year preceding the contract year to obtain the actual salary for the contract year.

ARTICLE V

MODIFICATION OF AGREEMENT AND NEGOTIATION OF
SUCCESSOR AGREEMENT

Section 1. Not later than October 15, 1970, 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. Any agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all the parties.

ARTICLE VI

TERMS AND CONDITIONS OF EMPLOYMENT

Section 1. All personnel covered by this agreement are entitled to the following premium payment by the Board of Education in the Public and School Employees Health Benefit Program: Full premium cost on the individual employee, and one-third premium cost for all dependents.

ARTICLE VII

DURATION

Section 1. The provisions of this Agreement shall be effective as of July 1, 1970, and shall remain in full force and effect until June 30, 1971, and shall be binding upon the parties hereto when signed by the respective Presidents of the parties hereto.

GLEN ROCK BOARD OF EDUCATION

By _____
President

GLEN ROCK SCHOOL ADMINISTRATORS ASSOCIATION

By _____
President

APPENDIX A

Recognition

Employees covered by this agreement include:

Assistant Superintendents

School Business Administrator

Principals

Vice-principals

Director of Guidance Junior-Senior High School

Coordinator of Child Study Team

APPENDIX B

Salary Policy

Salaries for administrative personnel covered by this agreement shall be based on the teachers' salary schedule for the applicable contract year.

The ratio for each person shall be determined by summing the applicable ratio factors in parts 1 through 4 of the following:

1. Base	1.00
2. Adjustment for 12-month contract	0.20
3. Factor to recognize range and scope of position	
Coordinator Child Study Team	0.10
Director of Guidance	0.10
Vice-Principal	0.10
Elementary Principal	0.15
Secondary Principal	0.225
School Business Administrator	0.25
Assistant Superintendent	0.275
4. Recognition for earned doctorate	0.05

The ratio so determined shall be multiplied by the maximum salary on the teachers' salary guide at the 5-year level, or higher as may be applicable. For persons with an earned doctorate the maximum of the 6-year level guide shall be used.

The product so obtained shall be the calculated salary for the contract year.