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07-05

AGREEMENT FOR CONTRACT YEARS

**1987 - 88
1988 - 89
1989 - 90**

CEDAR GROVE BOARD OF EDUCATION

AND

CEDAR GROVE SCHOOL ADMINISTRATORS ASSOCIATION

**LIBRARY
INSTITUTE OF MANAGEMENT
OCT 1989
AUTO...**

x July 1, 1987 June 30, 1990

PREAMBLE

This agreement entered into this 17th day of June 1987 and between the Board of Education of Cedar Grove, New Jersey hereinafter called the "Board" and the Cedar Grove School Administrators Association hereinafter called the "Association."

The Board has an obligation, pursuant to Chapter 303, Public Laws 1968, to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment.

The parties have reached certain understandings which they desire to confirm in this Agreement.

The Board and the Association agree as follows:

ARTICLE I TERM OF AGREEMENT

This agreement shall take effect on July 1, 1987 and end on June 30, 1990 but with the approval of both parties, hereto, may be renewed for successive terms of one year each, subject to such modifications as may be mutually agreed upon for any such year.

ARTICLE II RECOGNITION

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certificated personnel listed below, whether under contract or on leave, employed by the Board.

Principals
Vice Principals
Assistant to the Superintendent in Curriculum Research and Coordination
Superintendent's Administrative Assistants
Directors

but excluding:

Superintendent	Psychologists
Teachers	Social Workers
Nurses	Board Secretary
Counselors	Non-Professional Staff
Librarians	

Unless otherwise indicated, the term "administrators," when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined.

Representatives of the Cedar Grove School Administrators Association will be permitted to transact official association business on school property at times other than when school is in session.

ARTICLE III ADMINISTRATIVE SALARY DETERMINATION

Administrative salaries will be determined annually through the process of negotiation between the Association and the Board. Among the factors that will be reflected in the determination of such salaries will be the general increase of New Jersey public school administrative salaries, cost of living increase, administrative experience, level of educational preparation, position of responsibility and performance.

The Board will determine initial placement of the administrator on the salary guide.

The Board will have the right to place administrators with less than twelve years of public education experience at a salary which would be negotiated. This salary would not necessarily be one of the guide position numbers and may be adjusted in future years to one of the guide positions.

When a current administrator is being moved to a position on a guide other than the one on which he is presently, his placement on the new guide will be negotiated with the C.G.S.A.A.

The step or guide number is that which is suggested and not necessarily an automatic level. The Board will determine the amount of increment and/or percentage of increase based on evaluation and performance.

Salary increases will be: 7% 1987-88
 8% 1988-89
 9% 1989-90
 Plus increment

Administrative salary guide for the 1987-88 year is as follows:

Secondary Principal

1. 47,850
2. 49,750
3. 51,650
4. 53,550
5. 55,500
6. 57,450
7. 59,400
8. 61,350

Curriculum Coordinator

1. 46,550
2. 48,150
3. 49,550
4. 51,050
5. 52,550
6. 54,050
7. 55,550
8. 57,050

Elementary Principal &
 Vice Principal

1. 42,150
2. 43,500
3. 44,850
4. 46,200
5. 47,600
6. 49,000
7. 50,400
8. 51,890

Directors

1. 38,650
2. 39,900
3. 41,150
4. 42,400
5. 43,650
6. 44,950
7. 46,250
8. 47,550

The above salaries are for the MA degree level. In the first year of the agreement for the MA+30 add \$1300. In the second and third years of the agreement add \$750 for MA+15 and \$1500 for MA+30.

In the first two years of the agreement longevity in the amount of \$500 will be paid to all administrators who have completed at least 25 yrs. in public education. In the third year of the agreement this amount will be \$700.

Salary increases will be: 7% 1987-88
8% 1988-89
9% 1989-90
Plus increment

Administrative salary guide for the 1988-89 year is as follows:

Secondary Principal

1. 51,680
2. 53,760
3. 55,840
4. 57,920
5. 60,000
6. 62,080
7. 64,160
8. 66,260

Curriculum Coordinator

1. 50,270
2. 51,890
3. 53,510
4. 55,130
5. 56,750
6. 58,370
7. 59,990
8. 61,610

Elementary Principal &
Vice Principal

1. 44,590
2. 46,210
3. 47,830
4. 49,450
5. 51,070
6. 52,690
7. 54,310
8. 56,040

Directors

1. 41,740
2. 43,110
3. 44,480
4. 45,850
5. 47,220
6. 48,590
7. 49,960
8. 51,350

The above salaries are for the MA degree level. In the first year of the agreement for the MA+30 add \$1300. In the second and third years of the agreement add \$750 for MA+15 and \$1500 for MA+30.

In the first two years of the agreement longevity in the amount of \$500 will be paid to all administrators who have completed at least 25 yrs. in public education. In the third year of the agreement this amount will be \$700.

Salary increases will be: 7% 1987-88
8% 1988-89
9% 1989-90
Plus increment

Administrative salary guide for the 1989-90 year is as follows:

Secondary Principal

1. 56,330
2. 58,600
3. 60,870
4. 63,140
5. 65,410
6. 67,680
7. 69,950
8. 72,220

Curriculum Coordinator

1. 54,790
2. 56,550
3. 58,310
4. 60,070
5. 61,830
6. 63,590
7. 65,350
8. 67,150

Elementary Principal &
Vice Principal

1. 48,600
2. 50,360
3. 52,120
4. 53,880
5. 55,640
6. 57,400
7. 59,160
8. 61,080

Directors

1. 45,500
2. 46,990
3. 48,480
4. 49,970
5. 51,460
6. 52,950
7. 54,440
8. 55,970

The above salaries are for the MA degree level. In the first year of the agreement for the MA+30 add \$1300. In the second and third years of the agreement add \$750 for MA+15 and \$1500 for MA+30.

In the first two years of the agreement longevity in the amount of \$500 will be paid to all administrators who have completed at least 25 yrs. in public education. In the third year of the agreement this amount will be \$700.

All positions will be paid on a ten month basis, 1/10 of contract each month, September through June. Secondary Principal, Curriculum Coordinator and Vice Principal positions will have a work year which includes twenty working days in July or August, with the dates to be approved by the Superintendent. Guides for these positions include compensation for the twenty days.

ARTICLE IV VACATIONS

Twelve-month administrators shall receive an annual vacation allowance for administrative experience in Cedar Grove in accord with the following schedule:

- a. In the first school vacation year of employment as an administrator in Cedar Grove the vacation allowance shall be the number of months actually employed multiplied by $1 \frac{2}{3}$ days.
- b. In the second through fifth school years of employment as an administrator in Cedar Grove the vacation allowance shall be twenty days.
- c. In the sixth through tenth school years of employment an additional day per year shall be added to the vacation allowance, reaching a total of twenty-five vacation days in the tenth year as an administrator in Cedar Grove.

Other than elementary principals, ten month administrative position employees shall work the same calendar as twelve-month employees for the period from September 1 through June 30. In the first five school years of such administrative employment in Cedar Grove there will be no vacation allowance. In the sixth school year of employment the vacation allowance shall be one day. In the seventh through tenth school years of administrative employment in Cedar Grove the vacation allowance shall be increased one day per year, reaching a total of five vacation days in the tenth year.

After fifteen years as an administrator in Cedar Grove the administrator shall receive an additional day of vacation allowance. After twenty years as an administrator in Cedar Grove the administrator shall receive an additional day of vacation allowance making the total vacation allowance twenty-seven days for a twelve-month administrator and seven days for the ten-month administrator.

Elementary principals shall work from September 1 through June 30 of each school year. They shall not work during periods of time when school is closed for teachers and students. They will work five days between July 1 and August 31 of each school year as agreed to with the Superintendent. Any time beyond the five days will be compensated for on a day for day basis.

A teacher employed by the Cedar Grove Board of Education who becomes an administrator in Cedar Grove shall receive one day of vacation allowance for each four years of teaching services rendered in Cedar Grove. These days do not increase the previously stated maximum vacation allowances.

Administrators serving in the position of Director shall have a work year which is seven days less than the work year of other ten-month administrators in the district.

Vacation days for all administrators as well as the seven non-work days for the Directors shall be scheduled with and subject to the approval of the Superintendent of Schools.

ARTICLE V GRIEVANCE PROCEDURE

An administrator may request, through established channels, reconsideration of his salary determination or consideration of grievances pertaining to terms and conditions of employment contemplated or effected by the Board. In addition to or in lieu thereof, he may follow the procedure set forth in the further provisions of this Article V. In either event, at the request of the administrator, the salary or grievance in question will not be presented at a public meeting until reconsideration is completed.

At any time subsequent to an administrator's receipt of the notification specified in the second paragraph of Article VI hereof, but not later than fourteen calendar days after the administrator receives his contract or letter of employment setting forth the amount of salary that is the source of his dissatisfaction, he may submit to the Superintendent a written request for the appointment of a Review Panel, a member of which must be named in such request. Within two school days after receipt of such request, the Superintendent shall name a second member of the Review Panel. The two members so named, within two additional working days, shall name a third member. The members of the Review Panel must be employees of the Board included in job classifications represented by the Association for purposes of negotiations.

Within three working days after appointment of such third member, the Review Panel shall meet with the dissatisfied administrator. At such meeting the administrator will be given reasonable opportunity to present his position with regard to his alleged grievance, including such voluntary oral or written statements of other persons as he may deem important. The Review Panel may also accept such oral or written statements of other persons as it may deem appropriate. If at least two members of the Review Panel agree in whole or in part with the administrator's position, the Panel at its option, may request a conference with the Board. The date of such request must be made within ten days of the initial Panel meeting. The Board shall schedule the conference to be held within the next twenty working days or at such other date as may be mutually agreeable. At such conference the Review Panel and the administrator will be given a reasonable opportunity to present the facts related to the complaint and their position relating thereto, including such voluntary oral or written statements of other persons as they may deem important. The Board may also consider such oral or written statements of other persons as it may deem appropriate.

Within ten working days after such conference(s) the Board will prepare a written decision on the complaint, copies of which will be delivered to the administrator and each member of the Panel by the Superintendent. For the purpose of Article V of the Agreement the Board's decision shall be final and conclusive.

For alleged grievances other than salary considerations a similar procedure will be followed.

Nothing herein is intended as an infringement upon or limitation of any rights, under law, of an employee of the Board.

ARTICLE VI ISSUANCE OF CONTRACTS

Each year it shall be the practice of the Board to consider evaluations, offer contracts, and set salaries of the professional staff in the following order: (1) Teachers, (2) Administrators, subject to this Agreement, (3) Superintendent of Schools and Board Secretary. It is recognized that Board action will in most years be taken on groups (2) and (3) on a date(s) later than the date of such action with respect to group (1).

Whenever the Board, in conference, plans a specific action with respect to an administrator's salary, the Superintendent shall, within two working days following such conference (but prior to public disclosure), orally notify the administrator of the contemplated course of action.

Whenever the Board at a public meeting authorizes the issuance of a contract or letter of employment for an administrator, the Secretary of the Board shall, within five working days following such meeting, issue a written contract or letter to the administrator.

ARTICLE VII NEW POSITION OR DUTIES

Whenever a new administrative position is created or whenever the Association and the Board agree that the duties of an existing position are being substantially revised, determination of salary for such position shall be determined by the Board for two school years. During the second of such school years the Board will negotiate with the Association to determine applicable salary ranges for the purposes of this Agreement as outlined in Article III.

ARTICLE VIII MEDICAL INSURANCE

The medical benefits accorded to the members of the Association shall be the same as those accorded to the membership of the Cedar Grove Education Association.

These include the basic Blue Cross, Blue Shield, Rider J, supplemental major medical coverage, prescription drug coverage and dental coverage for the employee and eligible dependents. Maternity leave benefits will be the same as those given to the teaching staff.

ARTICLE IX RETIREMENT BENEFITS

Upon retirement from public education during the first year of the contract there will be two options:

- a. If any member of the unit retires by September 1, 1987 having given proper notification, they will receive \$25,000 for their accumulated sick days, equally divided and payable over a period of 3 yrs.
- b. If any member of the unit retires between September 1, 1987 and June 30, 1988 they will receive \$18,000 for their accumulated sick days equally divided and paid over a period of three years.
- c. During the second and third years of the contract any member of the unit who retires from public education will receive \$25.00 per day up to 100 days maximum after having accumulated a minimum of 50 sick days.

IN WITNESS WHEREOF, the Board and the Association have caused this Agreement to be signed as of the date first above mentioned.

CEDAR GROVE BOARD OF EDUCATION

9/22/87
Date

By *Ronald Sam Filipo*
President

CEDAR GROVE SCHOOL ADMINISTRATORS ASSOCIATION

9/21/87
Date

By *Kenneth P. Quinn*
President