

Agreement

between

The Ewing Township Board of Education

and

The Ewing Township Administrators Association

For the Period

July 1 2002, through June 30, 2005

TABLE OF CONTENTS

ARTICLE		PAGE
I.	Recognition	1
II.	Negotiation Procedure	1
III.	Grievance Procedure	1
IV.	Professional Rights	2
V.	Insurance Protection	3
VI.	Sick Leave	4
VII.	Salary	4
VIII.	Professional Growth and Development	5
IX.	Leaves of Absence	5
X.	Term and Duration	7
Appendix A:		
	2002-2005 Salary Guides	8

I. Recognition

The Board of Education hereby recognizes the Administrative Staff for the purpose of collective negotiations concerning terms and conditions of employment under this Agreement with the Board for the following classifications:

Principals
Vice Principals
Director of Student Personnel Services
Director of Special Programs
Director of Administrative and Educational Services
Director of Instructional Services
Director of Athletics

but excluding:

all other supervisory, executive personnel and any other category of employees.

II. Negotiation Procedure

The parties agree to enter into collective negotiations over a successor Agreement. Such negotiations shall begin by mutual agreement no later than February 15 of the calendar year preceding the calendar year in which this Agreement expires. Any agreement so negotiated shall apply to all classifications recognized under this Agreement.

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

III. Grievance Procedure

Any grievance or dispute which may arise between the parties concerning the application, meaning or interpretation of this Agreement, shall be settled in the following manner:

Step 1 - Vice Principals, with or without a representative, shall take up the grievance or dispute with their school principal within ten (10) working days of its occurrence. The Assistant Superintendent for Curriculum and Instruction, immediate supervisor or school principal shall then attempt to adjust the matter and shall respond to the employee (or his/her representative) within three (3) working days.

Step 2 - If the grievance has not been settled, it shall be presented in writing by the employee (or his/her representative) to the Superintendent of Schools within three (3) working days after the Assistant Superintendent for Curriculum and Instruction, immediate supervisor or School Principal's response is due. School Principals and the Directors covered hereby shall present their grievances to the Superintendent of Schools within ten (10) days of its occurrence. The Superintendent shall respond to the grievant (or his/her representative) in writing within five (5) working days.

Step 3 - If the grievance still remains unadjusted, it shall be presented by the employee (or employee's representative) to the Board of Education in writing within three (3) days after the response to the Superintendent of Schools is due. The Board of Education shall respond in writing to the employee (or the employee's representative) within one (1) month and ten (10) days. The decision of the Board of Education shall be final and binding.

Failure at any step to communicate the decision on a grievance within the specified time limitations shall constitute acceptance of a grievance as sustained. Failure to appeal within the specified time limitations from an answer which is unsatisfactory shall be deemed to constitute an acceptance of such response as dispositive.

IV. Professional Rights

No negative records shall be placed in an administrator's file, without first being discussed with the administrator. The administrator shall sign the document indicating that he/she has read the item of record. The administrator shall also have the right to submit a written answer to the material within ten (10) working days and his/her answer should be reviewed by the Superintendent or his/her designee and attached to the file copy.

V. Insurance Protection

- A. The Board shall provide to all contracted administrators regularly employed a minimum of thirty (30) hours per week by the Ewing Township School District health care insurance protection consisting of the New Jersey State Health Benefits Program covering the administrator and his/her family dependents where appropriate. For each administrator and his/her family dependents enrolled in the various available insurance plans the Board shall pay the full premium.
- B. In addition the Board shall provide to all contracted administrators regularly employed a minimum of thirty (30) hours per week by the Ewing Township School District a prescription drug plan with five dollar (\$5.00) co-pay for name brands and three dollars (\$3.00) co-pay for generic drugs for the employee and his/her family with a company selected by the Board.
- C. The Board shall provide to all contracted administrators regularly employed a minimum of thirty (30) hours per week by the Ewing Township School District the 1B Dental Plan, N.J. Dental Service Plan, Inc. (Delta Dental Plan) covering the administrator and his/her family dependents where appropriate. Said plan shall also include, subject to approval by the carrier, Ortho II Family Plan, orthodontic benefits for both adults and children (children covered to age 19, student-child to age 23).
- D. Employees who retire may buy into the Prescription and Dental Plans at the group rate with the employee paying the premium costs in advance on the same payment schedule as the Board. The above is subject to the approval of the insurance carriers.

All insurance benefits shall be provided by the Board at the prevailing rate.

In no case will a person receive double coverage under any available insurance plan.

For each administrator who terminates employment with the Board of Education, the Board of Education shall make payments of insurance premiums for the State Health Plan for two (2) full months beyond termination date.

- E. Administrators who elect not to take either prescription and/or dental insurance shall receive one-half (1/2) of the value of the actual premium at his/her appropriate level of coverage. All requests for changes in coverage must be submitted in writing to the Director of Human Resources a minimum of sixty (60) days prior to July 1 or January 1, the dates on which any changes shall become effective.

Payment shall be made within forty-five (45) days following the conclusion of each six (6) month coverage period - i.e. July 1 through December 31 and January 1 through June 30.

VI. Sick Leave

Reimbursement for unused sick leave - Administrators who retire after completing fifteen (15) years in Ewing Township shall receive payment for all unused accumulated sick leave in accordance with the schedule set forth below:

Ninety dollars (\$90) per day to max of \$11,500

An administrator planning to retire shall provide written notification to the Board of his intent to retire no later than December 1 immediately preceding the effective date of retirement, except in the case of an emergency or serious unforeseen event. Failure to comply with this procedure will result in a delay of payment until such time that (1) the Board allocates the money in its next annual budget and (2) said budget becomes effective.

VII. Salary

- A. The pay schedule for all employees covered by this Agreement shall be as set forth in Appendix "A" attached hereto.
- B. A new administrator must be employed prior to January 1 in order to qualify for the next highest pay level on the salary guide for the following year.

VIII. Professional Growth and Development

- A. Administrators electing to take courses in State approved institutions or Board approved organizations may receive financial assistance from the Board of Education. Assistance is limited to \$900 per person, per year (maximum of four administrators). Prior approval is required by the Board of Education and its decision is not subject to the grievance procedure.
- B. The total maximum payable under this provision shall be \$3,600 per year (July 1 - June 30); there shall be no carry over of unexpended monies.

IX. LEAVES OF ABSENCE

- A. Holidays
 - 1. Administrators shall follow the teachers' calendar plus Independence Day except as follows:
 - a. administrators shall be available during winter recess; and
 - b. administrators shall report for work in the district during all days of spring recess with the exception of Good Friday when said day is a designated holiday for teachers.
- B. Vacations
 - 1. All twelve (12) month Administrators shall receive twenty-two (22) vacation days annually. Upon the recommendation of the administrator's immediate supervisor and approval of the Superintendent, a maximum of five (5) vacation days may be carried over to the next school year. Under such circumstances, the total maximum number of earned vacation days shall not exceed twenty-seven (27).

2. All vacation time must be recommended by the administrator's immediate supervisor and approved in advance by the Superintendent.
3. Vacation days shall not be taken the first or last day of school, or on days when inservice or training programs are provided by the district.

C. Personal Leave

1. Personal leave shall cover brief absences not chargeable to sick leave, or professional or semiprofessional assignments directly beneficial to the school system. It provides for up to three (3) days' leave at full pay during any one year for any of the following reasons:
 - a. Illness in the immediate family. Immediate family shall be considered: father, mother, brother, sister, spouse, child or any member of the immediate household.
 - b. Death of a relative or close friend.
 - c. Recognition of religious holidays.
 - d. Marriage of the professional or marriage in the family. Family shall be considered: father, mother, brother, sister, child, nephew, niece, brother-in-law, sister-in-law, father-in-law, and mother-in-law.
 - e. Court Subpoena.
 - f. Personal, legal business, or family matters which cannot be handled outside of school hours.
 - g. Any other emergency or urgent reason not included in (a) to (f) above, if approved by the Superintendent of Schools.
2. All requests for personal leave shall be submitted in writing, on the proper form, (in advance, except in the case of an emergency) recommended by the administrator's immediate supervisor and approved by the Superintendent or his/her designee; however, no more than two (2) requests will be approved for any one date.

Requests for personal leave on the day preceding or immediately following a vacation period, on inservice days, or on dates of parent conferences will be honored only in unusual cases.

3. Three (3) additional days' leave shall be granted for Death in the

Immediate Family (immediate family is considered the same as subsection C.1a hereinabove), plus mother-in-law and father-in-law. Said bereavement days are separate and distinct and shall not be charged as either sick leave or personal leave set forth herein.

4. Each administrator with unused personal leave days under Section C.1 as of June 30th of each school year shall have all such unused days added to his/her accumulated sick leave. Indication will be given annually of any conversion made to the sick leave account.

X. Term and Duration

This Agreement shall be in effect as of July 1, 2002 and shall continue through June 30, 2005.

Ratified this 25th day of February, 2002.

**Ewing Township
Administrators Association**

Ewing Township Board of Education

Patricia Womelsdorf, President

Bruce A. Buck, President

Sheila Bernhaut, Secretary

Dennis Nettleton, Business

DATE

DATE

:\CBA\P02-1001.CBA

APPENDIX A ETAA SALARY GUIDES

2002-2003 ETAA SALARY GUIDE

STEP	HSP	FMSP	DSP/EP	D.SPS	DIS/DAES	EHSVP	FMSVP	EVP 12 Mo.
1	106,171	103,376	100,117	99,651	94,762	95,088	92,364	90,314
2	108,719	105,857	102,520	102,043	97,036	97,370	94,581	92,482
3	111,328	108,398	104,980	104,492	99,365	99,707	96,851	94,702
4	114,000	111,000	107,500	107,000	101,750	102,100	99,175	96,975
5	116,736	113,664	110,080	109,568	104,192	104,550	101,555	99,302
6	119,538	116,392	112,722	112,198	106,693	107,059	103,992	101,685

2003-2004 ETAA SALARY GUIDE

STEP	HSP	FMSP	DSP/EP	D.SPS	DIS/DAES	EHSVP	FMSVP	EVP 12 Mo.
1	109,091	106,219	102,870	102,391	97,368	97,703	94,904	92,798
2	111,655	108,715	105,287	104,797	99,656	99,999	97,134	94,979
3	114,279	111,270	107,762	107,260	101,998	102,349	99,417	97,211
4	116,964	113,885	110,294	109,781	104,395	104,754	101,753	99,495
5	119,713	116,561	112,886	112,360	106,848	107,216	104,144	101,833
6	122,526	119,300	115,539	115,001	109,359	109,735	106,592	104,226

2004 - 2005 ETAA SALARY GUIDE

STEP	HSP	FMSP	DSP/EP	D.SPS	DIS/DAES	EHSVP	FMSVP	EVP 12 Mo.
1	112,473	109,512	106,059	105,565	100,386	100,732	97,846	95,675
2	115,026	111,998	108,467	107,961	102,665	103,018	100,067	97,847
3	117,637	114,540	110,929	110,412	104,996	105,357	102,339	100,068
4	120,307	117,140	113,447	112,919	107,379	107,749	104,662	102,339
5	123,038	119,799	116,022	115,482	109,817	110,194	107,038	104,662
6	125,831	122,519	118,656	118,103	112,309	112,696	109,467	107,038