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AGREEMENT FOR 1983-84
BETWEEN
THE DOVER BOARD OF EDUCATION

AND
THE BUILDING ADMINISTRATORS OF THE DOVER PUBLIC SCHOOLS

The Dover Board of Education and the Building Administrators of the Dover Public Schools do hereby agree to the following proposals for the school year beginning July 1, 1983 and ending June 30, 1984.

ARTICLE I -- RECOGNITION

The Board recognizes the Building Administrators Committee as the representative for collective negotiations for personnel in the Dover Public Schools employed in the following positions: Principals, Vice Principals, and Guidance Director/T&E Coordinator.

ARTICLE II -- SALARY SCHEDULE FOR ADMINISTRATIVE POSITIONS*

	1983-84
High School	\$38,880
East Dover	43,865
Academy Street	43,865
North Dover/CST Coord.	38,815
East Dover (V.P.)	38,965
High School (V.P.)	40,940
Guidance Director/ T&E Coordinator	40,410

LIBRARY
Institute of Management and
Labor Relations
JUL 12 1983
RUTGERS UNIVERSITY

*Each salary increase is to be based upon the recommendation of of the Superintendent of Schools as determined by administrative evaluation.

ARTICLE III -- WORK YEAR

A. Twelve Month Administrators

The work year shall consist of 218 days minimum, plus additional time as needed to a maximum of 225 days at the discretion of the Superintendent of Schools.

For purposes of computing the work year, administrators who commence employment after July 1st and/or terminate employment prior to June 30th shall have their work year computed on the basis of 18.75 days per month. For payroll purposes, daily salary equals 1/240th of the annual contractual salary.

B. Ten Month Administrators

The work year shall consist of 191 days minimum, plus additional time as needed to a maximum of 193 days at the discretion of the Superintendent of Schools.

For purposes of computing the work year, administrators who commence employment after September 1st and/or terminate employment prior to June 30th shall have their work year computed on the basis of 19.3 days per month. For payroll purposes, daily salary equals 1/200th of the annual contractual salary.

ARTICLE III -- WORK YEAR (Continued)

- C. Days scheduled as time off shall be approved by the Superintendent and records maintained in the office of the Board of Education.
- D. A new employee shall negotiate his work year and salary for the first contract year only.

ARTICLE IV -- FRINGE BENEFITS

- 1. Administrators shall be entitled to 12 days sick leave per year for 12 month employees and 10 days for 10 month employees without loss of pay. All unused sick leave shall accumulate without limit.
- 2. Compensation for unused sick leave to be received as follows: Beginning July 1, 1983 upon retirement after twenty (20) years of service in the Dover Public School District, administrators shall be compensated at the rate of \$15 for each day of unused sick leave up to a maximum of \$3,000. Twelve (12) months notice must be given to the Board by the retiring administrator in order to qualify for payment. Such notice can be waived by the Board for a good reason acceptable to the Board. Payment shall be made in equal monthly installments during the final year of service, or in an alternate manner which is mutually acceptable to both the retiree and the Board.

Upon death of a member of this administrative group who has completed twenty (20) years of service to the Dover School District, said members beneficiary shall be compensated at the rate of \$15 per day for each day of unused sick leave up to a maximum of \$3,000.

- 3. Jury duty shall be excused at full pay less the stipend paid by the court.
- 4. Maternity leave will be granted in accordance with the New Jersey Division of Civil Rights determination in the case of Miller vs. Pequannock or applicable statutes.
- 5. INSURANCE PROTECTION The Board shall make available for administrators and their dependents, group coverage provided by the Public and School Employees' Health Benefit Act of the State of New Jersey (The State Plan) as follows:

- a. N.J. Blue Cross Hospital Service Plan and N.J. Blue Shield Medical-Surgical Plan.

- (1) The Basic Plan, including Extended Basic Outpatient Benefits and Extended Basic Benefits.

- b. The Prudential Insurance Company of America.

- (1) Major Medical Insurance

The Board shall pay for full cost of this insurance protection.

- 6. One Tax Sheltered Annuity Plan with no contribution by the Board.
- 7. Payment of dues for those professional organizations as recommended by the Superintendent of Schools.
- 8. TUITION REIMBURSEMENT To provide the opportunity for continued and additional growth in areas of study which should result in benefits to the educational

TUITION REIMBURSEMENT (Continued)

program, an administrator pursuing graduate study shall be entitled to full or partial reimbursement for all or part of the cost of accredited courses as detailed below taken between July 1 and June 30 under the following conditions.

- a. Reimbursement is limited to courses for which a passing grade has been earned as determined by an official transcript, or grade report.
- b. Each applicant is limited to a maximum of twelve (12) credit hours per school year with tuition reimbursement for up to one-half ($\frac{1}{2}$) of tuition costs incurred or up to \$100, whichever is greater. Fees, costs of textbooks, travel expenses and other associated expenses are not subject to reimbursement.

<u>EXAMPLES:</u>	<u>TUITION</u>	<u>REIMBURSEMENT</u>
	\$ 50.00	\$ 50.00
	80.00	80.00
	100.00	100.00
	150.00	100.00
	200.00	100.00
	300.00	150.00
	400.00	200.00

- c. In order to receive reimbursement, the applicant must be in the employ of the District at the time the reimbursement is to be made and must present a receipt of payment from the college or university, together with an official transcript or letter from the registrar's office and claim form. The registrar's letter must be followed with the official transcript or grade report. An applicant who wishes to be reimbursed for graduate credits taken during the spring or summer of any given year must be granted and have accepted an employment contract for the following year.
- d. Notification of intent to take specific courses shall be submitted to the Superintendent of Schools and approval received prior to registration. Courses shall be on the administrative and/or supervisory level.
- e. The Board will make every effort to have payment made within sixty (60) days from the date of receipt of complete documentation.

ARTICLE V -- GRIEVANCE PROCEDURE

1. DEFINITIONS:

a. Grievance

A "Grievance" is a claim by a member of the Administrative Unit based upon the interpretation, application, or violation of this Agreement policies or administrative decisions affecting an administrator.

GRIEVANCE PROCEDURE (Continued)

b. Aggrieved Person

An "Aggrieved Person" is the person or persons making the claim.

2. PURPOSE

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting members of the Administrators Unit. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

3. PROCEDURE

a. Time Limits

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. A grievance to be considered under this procedure must be initiated by the administrator within thirty (30) calendar days of the time that the administrator knows or should know of its occurrence, otherwise the same shall be deemed to have been abandoned. It is understood the administrators shall, during and notwithstanding the pendency of any grievance, continue to carry out all duties and assignments and observe all rules and regulations of the Board.

b. Level One - Superintendent of Schools

An "aggrieved person" will first present his grievance in writing to the Superintendent of Schools with whom it will be discussed directly. Such a grievance shall be filed within thirty (30) days of the occurrence. The Superintendent shall inform the aggrieved person of his decision in writing within five (5) school days after the grievance was presented.

c. Level Two - Board of Education

(1) If the aggrieved person is not satisfied with the disposition of his grievance at level one, or if no decision has been rendered within five (5) school days after presentation of his grievance, he may then present his grievance to the Board of Education within ten (10) days.

(2) Within thirty (30) school days after notification to the Board of Education, the aggrieved party shall meet with the Board of Education or its designee. The Board of Education, or its designee, shall notify the aggrieved of its decision on the grievance within fifteen (15) school days after the meeting.

DOVER BOARD OF EDUCATION

[Signature] President
[Signature] Secretary
June 28, 1983 Date

DOVER BUILDING ADMINISTRATORS

[Signature] President
[Signature] Chairman
June 28, 1983 Date