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RUTGERS UNIVERSITY

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

1974-75

Bergen County

4-1001

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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 Appendix A attached hereto.

"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.

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 I

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 Appendix A attached hereto and made a part hereof.

ARTICLE II

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 set forth in Appendix A of this Agreement.

ARTICLE III

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.

Article III Cont'd

Section 2. Comments of Commendation and Complaint

2.1 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.

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.

2.2 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.

Article III cont'd

2.3 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 place additional relevant material in the file as well.

ARTICLE IV

Section 1. Evaluation Sequence

1.1 At a conference between the Superintendent and the Employee prior to the beginning of each contract year, individual goals, institutional goals, and performance objective shall be established relative to the Employee's discharge of his duties and responsibilities. This conference may be held at the same as 1.3 below.

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. This progress conference shall take place not later than six calendar months, nor sooner than four calendar months, after the beginning of the contract year. Additional formal progress conferences may be held at the request of either the Superintendent, or the Employee.

1.3 During the ninth calendar month of the contract year, a third formal 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.

Article IV Cont'd.

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 V

SALARIES

Section 1.

The negotiated salaries for administrators have been determined in the following manner.

The Board has agreed to a 7.9% increase based upon the 1973-74 administrators' salaries. The administrators used the following method to allocate the sum among members of the bargaining unit:

1.1 Allocated \$900.00 for earned doctorate

1.2 Determined the base for each administrator at the maximum on the teachers' salary schedule guide for 1974-75 at the five year level or higher as may be applicable.

1.3 Multiplied the resulting figure for each administrator by the following ratio figures:

Article V Cont'd

Vice-Principal)	
Director of Guidance)	
Director of Special Education)	
Principal of Community School)	1.30
Elementary Principal		1.35
Secondary Principal		1.45
Assistant Superintendent		1.50

1.4 All figures thus arrived at were adjusted by the Increase Limitation (Gottesman) formula, as shown in Appendix B.

1.5 These computations produced the following salary figures:

Robert Hilton, Principal Community School -	\$26,414
Arnold Pressman - Guidance Director	\$26,414
Edna Froehlich, Director, Special Education	\$27,320
Harold Knapp, Vice-Principal	\$25,399
Edward Turco, Vice-Principal	\$25,495
James Jones, Elementary Principal	\$27,404
Clifford Kreismer, Elementary Principal	\$28,423
Paul Ritz, Elementary Principal	\$24,521
Mae Hansen, Elementary Principal	\$26,717
David Skinner, Secondary Principal	\$29,379
Paul Schneider, Assistant Superintendent	\$31,175
Harry Steiner, Assistant Superintendent	\$30,364

1.6 It is understood that in the event an administrator earns sufficient credits prior to July 1, 1974, to move to a higher education level, he will receive the appropriate increase in salary.

Article V Cont'd

Section 2. Merit Increment

The Board may award any Employee a merit increment which is to be added to the Employee's negotiated salary. This increment is:

- .not governed by any of the provisions in Section 1,
- .for the year 1974-75 only,
- .not to be used to calculate any future salary changes.

ARTICLE VI

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.

Article VI Cont'd

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,

2.51 2.2 and 2.3 above do not apply,

2.52 the number of school days in 2.4 changes to
twenty (20),

2.53 Section 3, paragraph 3.12 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,

3.11 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.

3.12 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.

Article VI Cont'd

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.

Article VI Cont'd.

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:

- 5.21 Jointly agree upon an acceptable arbitrator;
- 5.22 Obtain a commitment from the Arbitrator to serve;
- 5.23 Request, if agreement on either 5.21 or 5.22 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

- 5.41 is prohibited by law
- 5.42 violates the terms of this Agreement
- 5.43 amends any provision of this Agreement.

Article VI Cont'd

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 VII

MODIFICATION OF AGREEMENT
AND NEGOTIATION OF SUCCESSOR AGREEMENT

Not later than October 15, 1974, 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 VIII

DURATION

Section 1.

The provisions of this Agreement shall become effective as of July 1, 1974, and remain in full force and effect until June 30, 1975.

Article VIII cont'd

Section 2.

Both parties agree not to propose other changes for negotiations until the opening of negotiations for the 1975-76 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 - RECOGNITION

Employees covered by this Agreement shall include:

Assistant Superintendents

Principals

Vice-Principals

Director of Guidance, Junior-Senior High School

Director of Special Education

Principal of Community School

APPENDIX B

Salary Increase Limitation Formula

The actual dollar difference between the Employee's salary for 1974-75, as calculated by the Association, and the Employee's actual 1973-74 salary shall be multiplied by applicable factor listed below. The product so obtained shall be added to the Employee's 1973-74 salary to arrive at the Employee's negotiated 1974-75 salary.

<u>Difference</u>	<u>Factor</u>
\$0 -1900	100%
\$1901-2000	90%
\$2001-2100	89%
\$2101-2200	88%
\$2201-2300	87%
\$2301-2400	86%
\$2401-2500	85%
\$2501-2600	84%
\$2601-2700	83%
\$2701-2800	82%
\$2801-2900	81%
\$2901-3000	80%
\$3001-3100	79%
\$3101-3200	78%
\$3201-3300	77%
\$3301-3400	76%
\$3401-3500	75%
\$3501-3600	74%
\$3601-3700	73%
\$3701-3800	72%
\$3801-3900	71%
\$3901-or more	70%

APPENDIX C

Performance Criteria - Administrators

Performance Evaluation (documented)

Directions If the individual being evaluated meets the expectation for his position, explanations are not required but the evaluator may comment if he feels it is appropriate to do so.

However, if the individual being evaluated exceeds expectations, or if he has not met the objectives or criteria an explanation and documentation are required.

1. Operational Leadership

In exercising leadership does the administrator:

- . assume responsibility for the implementation of Board policies within the framework and limitations of existing negotiated agreements
- . meaningfully involve subordinates,

Performance Criteria - Administrators

Performance Evaluation (documented)

superiors, and associates in decision

making when the decisions affect them

. assume accountability for clearly

defined objectives and accepted results

mutually agreed upon by those parties

involved

. promote high morale via

reciprocity of communications and will-

ingness to listen

. recommend policies and practices

for improving the system and services

. delegate sufficient authority to

tasks assigned and make clear where

authority and responsibility begin and end

. encourage constructive dissent

which contributes to the well-being of the

member himself, the organization and the

constituents of the district.

Performance Criteria - Administrators

. show due regard for promptness in himself and his subordinates.

2. Supervision and Administration

In performing his duties does the administrator

. efficiently maintain adequate school records that conform to state law and local Board of Education policies

. economically secure and allocate resources according to budgetary guideline

. plan the organization of his staff so that each member understand his role, responsibility and concomitant authority

. supervise via observation and conferencing with the primary purpose of improving the instructional process

. evaluate personnel based on data readily documented by authentic perceptions and he participates in the retention,

Performance Evaluation (documented)

Performance Criteria - Administrators

transfer and dismissal of said personnel

.express himself orally and in writing with clarity, precision, the use of vocabulary appropriate to the listener, and the use of acceptable grammar.

3. Creativity

Does the administrator

.keep abreast of research findings, technical developments, and educational innovations

.evidence flexibility by adjusting to meet all variations in situations and individuals with which he is concerned

.preserve the good, conserve those things of lasting value, and demonstrate an acceptance of planned changes rather than change for change sake.

.exhibit the highly prized

Performance Evaluation (documented)

Performance Criteria - Administrators

Performance Evaluation (documented)

characteristic of creative solutions of problems, innovative approaches to tasks, alertness to needs, possibilities and alternatives.

.indicate he is receptive to new ideas

.initiate proposals for improved

procedures both within his sphere of major responsibilities as well as in the wider, district-wide setting.

4. Professional Attitudes and Activities

Does the administrator

.seek personal improvement through

appropriate study, travel, seminars, and similar activities

.demonstrate a willingness both to cooperate on requests and to volunteer his services for the good of the enterprise.

.express his dissent constructively

Performance Criteria - Administrators

Performance Evaluation (documented)

with thoughtful suggestions for change

.observe duly constituted channels
and procedures in all of his professional
activities, support his colleagues publicly,
and exhibit loyalty to organizational goals.

5. Health and Social Interaction

Does the administrator

.exhibit the ability to withstand
the physical rigors and pressures of his
assignment

.exhibit a healthy optimism and a
zeal for life.