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**Agreement  
Between  
Trenton Administrators  
and  
Supervisors Association  
and  
Trenton  
Board of Education (Employers)**

**July 1, 1979  
to  
June 30, 1982**

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## ARTICLE I RECOGNITION

A. In accordance with Chapter 123, Public Laws of 1975, the Board hereby recognizes the Association as the exclusive and sole representative for the collective negotiations concerning the terms and conditions of employment for all administrative and supervisory personnel, but excluding:

- Superintendent of Schools
- Assistant Superintendents
- School Board Employee Relations officer
- Secretary—Business Administrator
- Assistant Business Administrator
- Assistant Secretary to the Board of Education
- Executive Directors
- Assistant Executive Directors

B. The Board agrees that except for the right to reduce positions consistent with the law and this agreement, all unit titles and responsibilities shall remain in effect.

C. Each party reserves the right to petition PERC concerning any dispute.

D. Unless otherwise indicated the term, "administrator" when used hereinafter in the Agreement, shall refer to all employees represented by the Association in the negotiating unit as defined above, and references to male administrators shall include female administrators.

## ARTICLE II NEGOTIATION PROCEDURE

A. The parties agree to comply with the requirements of Chapter 123, Public Laws of 1975, in a good faith effort to reach agreement. Such negotiations shall begin not later than November 15 of the calendar year preceding the calendar year in which this Agreement expires.

B. During the negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counter-proposals. The Board shall make available all public information of the Trenton Board of Education.

C. The first negotiation session between the parties shall be scheduled by mutual agreement within 15 calendar days of October 1 of the calendar year preceding the calendar year in which this Agreement expires.

### D. Negotiating Team Authority

Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed

with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations.

1. All conditions agreed to in this Agreement shall be maintained at not less than the highest minimum standards in effect in the system at the time this Agreement is signed, provided however, that such conditions shall be improved for the benefit of administrators as required by the express provisions of this Agreement.

2. No existing Board policies, instructions, or handbooks shall in any way limit the rights granted administrators in this Agreement. Any portion of the existing documents that is inconsistent with this Agreement shall be ineffective.

3. This Agreement shall not be interpreted or applied to deprive administrators of professional advantages heretofore enjoyed unless expressly stated herein.

#### **E. Modification Understanding of Parties**

This agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the times they negotiated or executed 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.

### **ARTICLE III GRIEVANCE PROCEDURE**

#### **A. Definition**

The term "grievance" means an allegation or claim that there has been an improper application, interpretation or violation of any term or provision of this contract or administrative decisions affecting a member or group of members.

#### **B. Procedure**

##### **1. Filing a Grievance**

A Grievance may be filed by an individual member, a group of members, or by the Association, either in its own name or as the representative of a group or class whose individual signatures shall not be necessary. Any grievance must be lodged at the proper initiating level within thirty (30) work days after the administrator knew or should have known of the event.

##### **2. Failure to Communicate a Decision**

Failure at any step to communicate the decision on a grievance within the specified time limitation shall move the grievance to the next level. 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. Time limits may be extended by mutual agreement in writing.

##### **3. Informal Attempt to Resolve**

An individual administrator who has a grievance shall discuss it first with his immediate supervisor in an attempt to resolve the matter informally. However, if the grievant is the Association, the initial discussion shall be at the level of the Superintendent; and, in such event, if the problem is not resolved to the satisfaction of the Association within ten (10) work days after the conclusion of the discussion, the procedures prescribed in the subsections of this Section B shall become applicable.

##### **4. Level One—Superintendent of Schools, and of his designee**

The grievant, no later than five (5) work days after receipt of the immediate supervisor's decision, may appeal this decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing reciting the matter submitted to the immediate supervisor as specified above and his dissatisfaction with the decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) work days. The Superintendent shall communicate his decision in writing to the grievant and the immediate supervisor.

##### **5. Level Two—Board of Education**

If the grievance is not resolved to the grievant's satisfaction, he, no later than five (5) work days after the receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent, who shall attach all related papers and forward the request to the Board of Education. The Board, or a Committee thereof, or its designees shall review the grievance and shall at the option of the Board hold a hearing with the grievant and render a decision in writing within thirty-five (35) work days of receipt of the grievance by the Board.

##### **6. Level Three—Arbitration**

If the decision of the Board does not resolve the grievance to the satisfaction of the grievant, notice of intention to proceed to arbitration shall be given to the Board through the Superintendent within ten (10) work days after the receipt of the decision which is being appealed. Where, however, the grievant elects so to proceed without the Association's concurrence, the costs shall not be borne or shared by the Association and the Board.

The grievance, if not resolved by timely resort to the foregoing procedure shall be subject to arbitration initiated and conducted under the rules of the American Arbitration Association.

The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract nothing from, the Agreement between parties or any policy of the Board of Education. The opinion and award shall be

final and binding. Only the Board, the aggrieved, and appropriate officials of the Association shall be given copies of the arbitrator's opinion and award. This shall be accomplished within thirty (30) work days of the completion of the arbitrator's hearings.

#### 7. Right to Representation

Rights of administrators to representation shall be as follows: Any grievant may be represented at all stages of the grievance procedure by himself, or, at his option, by (a) representative(s) and/or an attorney selected and approved by the Association.

When a grievant is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent or at any later level, be notified that the grievance is in process, and have the right to be present and present its position in writing at all hearings sessions held concerning the grievance, and shall receive a copy of all decisions rendered.

The Board and the Association shall assure the individual freedom from restraint interference, coercion, discrimination, or reprisal in presenting his appeal with respect to his personal grievances.

#### 8. Separate Grievance File

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.

#### 9. Meetings and Hearings

No meeting or hearing conducted under the procedure shall be public. The only parties in attendance shall be the parties in interest and the designated or selected representatives contemplated in this article.

#### C. Costs

Each party will bear the total cost incurred by themselves.

The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally. Time lost by any grievant and/or his representative(s) due to arbitration proceedings shall not be charged to personal time nor shall there be any loss in pay.

### ARTICLE IV CONTRACTURAL SALARY PROVISIONS and FRINGE BENEFITS

A. Persons upon earning a doctorate will receive an additional \$850 (Doctoral Stipend) which will also be reflected in their maximum.

B. Any employee within the association with thirty years of service and at least seven years of service in their present position as of

July 1, 1979, shall move to the appropriate step of the salary guide presently in effect, at maximum salary.

C. Effective July 1, 1979, all unit members shall be placed on the appropriate step of the salary guide contained herein and shall be paid at that rate, consistent with salary memo.

D. All unit personnel, with the exception of Assistant Principals and Administrative Assistants shall be employed on a twelve (12) month annual contractual basis consistent with this agreement and established practice. It is understood that this contractual period shall include 20 vacation days during the months of July and August; such vacation schedules shall be approved by the designated supervisor or the Superintendent. The working day shall be consistent with established board policy.

E. Those positions presently receiving stipends shall continue and shall receive such increases as agreed to.

#### F. Fringe Benefits

For the term of this agreement, the Board shall pay the premium for:

1. Individual and family coverage of the New Jersey Blue Cross Hospital Service Plan, The New Jersey Blue Shield Medical Surgical Plan 750.

2. Unlimited major medical coverage with Provident Life and Casualty.

3. Blue Cross Prescription Drug Plan, \$1.00 co-pay, Family dependent to age 25.

4. Blue Cross Dental Plan, Family with dependent to age 25, Schedule B.

Any administrator who retires shall be allowed to remain as part of the group plans provided by the Trenton Board of Education. The administrator shall be responsible for payment of the group rates.

G. Salary Guides and Longevity (see schedules A, B and C)

### ARTICLE V ADMINISTRATOR RIGHTS AND PRIVILEGES

#### A. Rights and Protection in Representation

Pursuant to Chapter 123, Public Laws 1975, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any administrator in the enjoyment of any rights conferred by Chapter 123, Public Laws

1975 or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any administrator with respect of hours, wages, or any terms or conditions of employment by reason of his membership in the Association, his participation in any activities of the Association, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this agreement or otherwise with respect to any terms or conditions of employment.

**B. Statutory Savings Clause**

Nothing contained herein shall be construed to deny or restrict to any administrator such rights as he may have under New Jersey School laws or other applicable laws and regulations. The rights granted to administrators hereunder shall be deemed to be consistent with those provided elsewhere.

**C. Just Cause Provision**

No administrator shall be disciplined, reduced in rank or compensation, or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure and the limitations as set forth in Article III.

**D. Required Meetings or Hearing**

Whenever any administrator is required to appear before the Superintendent Board, or any committee or member thereof concerning any matter that could result in the termination of employment of that administrator, he shall be given prior notice, (which will be in written form) of the reason for such meeting, or interview at his option. He shall have (a) representative(s) of the association to advise him and represent him during such meeting or interview. Any suspension shall be with pay until formal determination by the Board of Education.

**E. Criticism of Administrator**

Any criticism by a supervisor or Board member of any administrator shall be made in confidence and not in the presence of teachers, parents, students, or other public gathering. Criticism of any staff member shall be in complete confidence. Conversely administrators will observe the same professional courtesy toward the Administration and Board members as set forth above.

**F. Legal Representation**

1. An administrator that has a grievance presented against him has a right to be present at all levels of the grievance procedure. He may, at his option, have the Board attorney present to council and advise him at any level of the grievance at the Board's expense.

2. Consistent with Title 18A:16-6.1 should any criminal action be brought against any administrator in the performance of his assigned duties, the Board shall aid and assist in any way, the defense of said administrator with attorneys fees or any other legal fees continuously through the resolution of the dispute.

## ARTICLE VI ASSOCIATION RIGHTS AND PRIVILEGES

**A. Information**

The Board agrees to furnish to the Association in response to responsible requests from time to time all available public information concerning the financial resources of the district, including but not limited to annual financial reports and audits, register of certified personnel, tentative budgetary requirements and all allocations, agendas, and minutes of all Board meetings, census data, names and address of all administrators and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the administrators, together with all information which may be necessary for the Association to process any grievance or complaint.

**B. Released Time for Meetings**

Whenever any member of the Association is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay and/or benefits.

**C. Use of School Buildings**

Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with or interrupt normal school operations.

**D. Use of School Equipment**

The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials, supplies, and equipment incident to such use.

**E. Exclusive Rights**

The rights and privileges of the Association and its members as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the administrators, as defined in the unit, and to no other organization. The use of these rights and privileges shall be reasonable and consistent with the law.

**F. Association Released Time**

When situations arise the president of the Association, or his designee, shall with prior notice, be granted time to attend to pressing association business within the district.

G. The provisions of this Agreement and the wages, hours, terms and conditions of employment shall be applied in a manner which is not arbitrary, capricious or discriminatory and without regard to

race, creed, religion, color, national origin, age, sex, or marital status.

## ARTICLE VII ASSOCIATION-ADMINISTRATION LIAISON

### A. Organization

Recognizing that any agreement entered into by the professional staff, the Board of Education, and the administrators of schools will be effective in providing for better educational opportunities for children only if properly implemented by way of effective and continuing communication on subjects related to current school practices and problems; therefore, the Liaison Committee shall be established.

### B. Board Action

Any anticipated policy which has an impact on the terms and conditions of employment of an administrator or administrators shall be brought before the Association sixty (60) days prior to its adoption, but in no event shall any term or condition of employment be changed without proper negotiations consistent with Chapter 123, Public Laws of New Jersey, 1975.

### C. Meetings with the Superintendent

Meetings shall be held at the request of either party and arranged by mutual consent of both parties. Meetings shall be scheduled during the school day, unless otherwise mutually agreed and shall be of a reasonable length to discuss areas of concern.

## ARTICLE VIII EVALUATION

### A. Right to Full Knowledge

The Board of Education and the Superintendent subscribe to the principle that an employee has the right to full knowledge regarding the judgment of his supervisors affecting his continuous employment. Further, he is entitled to receive such recommendations that will assist him in increasing the effectiveness of his performance.

### B. Frequency of Review

Therefore, the Superintendent shall establish supervisory procedures that will guarantee a minimum of two (2) written evaluations per year for each non-tenure administrator consistent with the law.

Tenure administrators shall receive at least one written evaluation per year.

### C. Evaluation Procedures

1. Any evaluative statements that could in the administrators

judgment affect his employment status shall be made in writing and presented to the administrator. He shall have the right to discuss such evaluative material with his supervisor and respond in writing before it is placed in his personnel file.

### 2. Right of Administrator to Respond

A conference shall be arranged upon request between the evaluator and the administrator as soon as possible after receipt of the written evaluation by the administrator. At such time, the administrator is entitled to have his response to the evaluation heard and appended to the evaluation report.

### J. Notice of Contract Renewal

Each non-tenure administrator shall receive written notice, prior to April 30 of each year, whether or not the Superintendent intends to recommend a renewal of contract for the ensuing year.

4. When any complaint, regarding an administrator, is made to any member of the administration which may be used in any manner in evaluating an administrator he shall be promptly notified and made fully aware of the contents of that complaint. The administrator shall be given an opportunity to respond to and/or rebut such complaint and shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

## ARTICLE IX ADMINISTRATIVE VACANCIES

### A. Notice

A notice of vacancy in an administrative position shall be posted in each Board of Education Building and a copy shall be sent to the Association ten (10) work days before the final date when applications must be submitted. The notice of vacancy shall set forth the position, its qualifications, its duties and the rate of compensation. It is understood that the qualifications for any such position shall not be changed while applications therefore are pending.

All applicants within the District shall be interviewed within a reasonable period of time.

### B. Timing for Decision

The Association will be notified of the identity of the person selected for the position within sixty (60) calendar days of the last day for the filing of applications, or if the position has not been filled within that period, of the reason for the delay, but in the event of a vacancy over ninety (90) days, the Board shall pay additional compensation consistent with the additional assignment schedule contained herein to the immediate supervisor responsible for carrying out the responsibilities of the vacant position, but in no event shall the position remain vacant longer than one (1) school year.

## ARTICLE X TRANSFER OF PERSONNEL

A. Administrators shall be required to accept a transfer when done in accordance with the following procedure:

### B. Involuntary Transfer Procedure

In the event of involuntary transfers, the candidate(s) shall be notified of the anticipated transfer designating the location of the new assignment and a conference shall be held between the candidate(s) and the Superintendent (with proper notice, consistent with this Agreement) prior to April 30.

C. In the event of an emergency the Board has the right to involuntarily transfer an administrator for just cause.

### D. Procedure for Processing Transfer Requests

1. The request for transfer shall be submitted to the Superintendent for endorsement.

2. The Superintendent shall acknowledge receipt of the request and schedule an interview with the transfer candidate as soon as possible.

3. The Superintendent shall inform the transfer candidate of the final decision in writing within one (1) calendar month prior to assignment.

### E. Implementation

1. To implement the foregoing, known vacancies will be advertised within ten (10) work days from the date they become official by Board action.

2. When two or more administrators from within the district apply for the same vacancy, and the qualifications are equal, seniority as an administrator in the Trenton School District will be considered. Seniority for the purpose of this paragraph shall be calculated from the first day of employment in that position.

3. When qualifications are equal, applicants from within the District shall receive preference.

## ARTICLE XI SCHOOL SIZE

### A. Overcrowded Schools

The Board of Education and the Association recognizes that over-crowded schools are detrimental to the educational process.

### B. Overcrowded Conditions

The Association's Liaison Committee may make recommendations to the Board concerning the capacity limit per school, and the available facilities involved.

### C. Board Resolution

In the event of over crowding or other critical conditions the

administrator shall notify the Association and the Superintendent who shall subsequently notify the Board of Education. The Board of Education shall within a reasonable time period appoint a committee of the Board to investigate the situation and make recommendations for its resolution.

The administrator and the Association initiating such action shall receive from the Board notification of findings of the Board within a reasonable time period not to exceed 30 days.

## ARTICLE XII CURRICULUM DETERMINATION

### A. Initiating Proposals

Proposals for curriculum change can be initiated by professionals at any level of responsibility.

### B. Appeal to Superintendent

If a disagreement between the people initiating a proposal and an administrator cannot be resolved, the organization can appeal to the Superintendent.

### C. Appeal to Board

If then not resolved, the Association shall have the right to appeal to the Board of Education for a final decision.

## ARTICLE XIII PROTECTION OF ADMINISTRATORS AND PROPERTY

### A. Unsafe and Hazardous Conditions

Every effort shall be made to provide safe and un-hazardous conditions concerning administrators and the performance of their duties.

### B. Procedures for Hazardous Conditions

In the event an emergency situation arises, that is not covered by the written policy or emergency procedure, the building administrator in the absence of the Superintendent's direction shall have the authority to make whatever decision he deems necessary for the safety and welfare of the students.

Any long term disorder or disruption will require a meeting of the Superintendent, the Association, and Board of Education to develop a mutually acceptable program to cover the situation.

### C. Assault

#### 1. Legal Assistance

The Board shall give full support including legal and other assistance for any assault upon the administrator while acting in the discharge of his duties.

Whenever an administrator is absent from school as a result of

personal injury, caused by an assault arising out of and in the course of his employment, compensable under the New Jersey workmen's compensation laws, he shall be paid his full salary for the period of such absence for up to one (1) calendar year without having such absence charged to the annual sick leave or the accumulated sick leave provided in N.J.S.A. 18:13-23.8. Salary payments allowable under this section with reference to such injury shall be made for absence during the waiting period for which no temporary disability compensation is allowed under New Jersey workmen's compensation laws, and during but not beyond the period for which the administrator is entitled to receive for such injury a temporary disability benefit under the said workmen's compensation laws. Any amount of salary payable pursuant to this Section shall be reduced by the amount of any workmen's compensation award for temporary disability due to the said assault injury for the period for which such salary is paid. The Board shall have the right to have the administrator examined by a physician designated by the Board for the purpose of establishing the length of time during which the administrator is temporarily disabled from performing his duties; and, in the event, that there is no adjudication in the appropriate workmen's compensation proceeding of the period of temporary disability, the opinion of the said physician as to the said period shall control. This Section applies only to assaults occurring after July 1, 1968:

2. The Board shall be liable and shall reimburse administrators for any personal property loss during the regular work day, while in the performance of their duties except that the Board shall not be responsible for automobiles or negligence on the part of the Administrator.

3. **Reimbursement for Personal Property Damage**

The Board shall reimburse administrators for the reasonable cost of any clothing or other personal property damaged or destroyed as a result of an assault suffered by an administrator while the administrator was acting in the discharge of his duties within the scope of his employment.

D. **Seniority and Job Security**

1. There shall be no reduction in administrative staff except for just cause.

2. Any such reduction as above defined, shall only be accomplished in accordance with the following procedure:

The employee/s affected by such a reduction shall have seniority rights over the most junior employee within their current category of employment (as listed in the salary guide), and those employee/s thus affected shall retain the same rights in replacing the most junior employee/s in their categories before reverting to the next lower category to exercise seniority rights, but in no case shall an affected employee/s reduction be any more than one (1) salary

column at a time as established on the salary guide.

3. All non-tenured affected employee/s shall retain their current salary until such time as their current salary appears within \$50.00 of the next highest step of the new column.

E. **Administrative Assistants**

Administrative Assistants shall for all conditions of employment be considered permanent and shall not be reduced, disciplined, nor renewed or denied any professional advantage except for just cause.

## ARTICLE XIV ASSOCIATION DUES

A. The Board agrees to deduct from the salaries of its administrators dues for any one or combination of associations as said administrators individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (NJSA 52:14-159e) and under rules established by the State Department of Education. The person designated shall distribute such monies to the appropriate association or associations.

Each of the associations shall certify to the Board in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

B. **Tax Sheltered Annuity**

An employee may authorize the Board to make deductions for the purpose of tax sheltered annuities pursuant to the provisions of R.S. 18A:66-127, et seq., and the terms of a group contract approved by the Board.

C. **Summer Pay Plan**

Each administrator may individually elect to have deductions made from his or her pay for the purposes of a summer pay plan.

## ARTICLE XV MISCELLANEOUS

A. Before the Board adopts a change in the policy manual which affects administrators' terms or conditions of employment, the Board shall notify the Association in writing that it is considering such a change. The Association shall have the right to negotiate with the Board over such proposed change.



**B. Use of Automobile**

All members of the Association shall be reimbursed for the use of their personal vehicle on Board related business at the rate per mile consistent with Board policy.

**C. Job Description**

Each administrator shall have a job description.

**ARTICLE XVI  
PROCEDURE FOR ESTABLISHMENT OF  
ADDITIONAL ADMINISTRATIVE  
POSITIONS**

A. Upon the request of an administrator to his immediate supervisor, the Superintendent shall select a committee to make an appraisal of the situation.

B. No person shall be employed for an administrative position unless he possesses the qualifications demanded by the required specifications.

**ARTICLE XVII  
LEAVE POLICIES**

**A. Sick Leave**

1. Administrators shall be allowed fifteen (15) days for ten (10) month employees and eighteen (18) days for twelve (12) month employees for leave because of personal illness per year. The unused portion of such leave at the end of any year shall be cumulative.

2. Additional sick leave benefits shall be considered by the Board on a per case basis and, if approved, shall be granted according to the following schedule: Approval shall not be arbitrarily denied.

Years of Service	Number of Additional Days
3 to 6	15
6 to 11	20
11 to 16	25
16 to 21	30
21 to 26	35
26 to 31	40
31 to 36	45
36 to 41	50
after 41	55

3. To all administrators returning to the Trenton Public School System, previously accumulated unused sick leave days will be

restored to that at which they left.

4. Administrators shall be given a written accounting of accumulated sick leave days no later than September 30 of each school year.

**B. Illness in Immediate Family**

Up to a total of three (3) days per year shall be allowed for illness in the immediate family with no loss of pay. Immediate family shall mean spouse, child, parent, brother, sister or any other relative living in the same household.

**C. Death in Family**

All full-time employees shall be allowed five (5) days without loss of pay at the time of death for (a) immediate family which shall mean spouse, child, parent, brother or sister or (b) any other relative living in the same household, at the time of death.

**D. Death of Others**

With the approval of the Superintendent, an employee shall be allowed an absence of one day with no loss of pay for the death of others.

**E. Personal Business or Religious Holidays**

Three (3) days per year for ten (10) month employees and four (4) days per year for twelve (12) month employees shall be allowed for either personal business or religious holidays. Personal business days shall be approved in advance by the Superintendent.

**F. Marriage of Employee or in Immediate Family**

One (1) day shall be allowed with no loss of pay.

**G. Other Emergency or Urgent Reason**

With the approval of the Superintendent, absence for other emergency or urgent reasons may be allowed.

**H. Court Order**

Absence by reason of subpoena shall result in no deduction from salary provided the subpoena is filed with the Secretary-Business Administrator, except where the employee is a party to the suit in which case full deduction shall be made.

**I. Jury Duty**

Employees subpoenaed for jury duty shall receive full pay less fee received for such service.

**J. Inter-School Visitations, Conferences, Conventions**

With the approval of the Superintendent, no loss of pay.

**K. School Holiday**

An administrator may be absent on days immediately preceding or following a school holiday with the permission of the Superintendent. Request for such absence shall be filed with the Superintendent no later than three (3) days before the beginning of a holiday. Rules regulating absence due to personal illness, death

in the immediate family, court orders or jury duty shall not affect such absence.

**L. Furlough**

A furlough with loss of pay, may be granted by the Board of Education for a definite period.

**M. Sabbatical Leave**

For the purpose of study and observation, an administrator who has seven (7) or more years of service in the Trenton schools, uninterrupted by a resignation, may be granted a leave of absence by the Board of Education for a period of not more than one (1) year. Compensation shall be at the rate of full pay. Time granted for study and observation leave shall be counted for salary guide programs.

**1. Study and Observation**

A committee, consisting of one board member, the Superintendent or his designee, and one member appointed by the association shall receive and review all sabbatical applications and will make recommendations to the Board of Education.

**2. Rest or Travel**

For the purpose of rest or travel an administrator who has twenty (20) or more years of service in the Trenton Schools, uninterrupted by a resignation, may be granted a leave of absence by the Board of Education for a period of not more than one (1) year. Compensation for travel shall be at the rate of half pay, with compensation at the rate of \$3,000 a year for rest.

**3. Return from Leave**

An employee granted a leave of absence for study, observation, rest or travel shall be required to serve the Trenton School System for three (3) years immediately after the expiration of such leave. In the event it is impossible for such employee to return at the expiration of the leave, he shall reimburse the Board of Education the amount paid him during the leave of absence.

**N. Maternity Leave—Child Rearing**

An administrator shall, upon request, be granted a leave of absence without pay for maternity purposes, child rearing or adoption of a child for a period of not more than two (2) years.

1. Any pregnant administrator shall be entitled to continue working as long as she is physically able to do so, and to return to her duties when physically able. At the beginning of the seventh (7) month of pregnancy, the administrator's personal physician shall issue a certificate stating that the administrator is physically able to continue her duties. Concurrence of the personal physician and the school medical director may be required by the Board to establish the initial date of the maternity leave.

2. Any administrator adopting an infant child may receive similar leave which shall commence upon her receiving de facto custody of said infant.

3. The administrator requesting such leave as stated above shall indicate a tentative return-to-work date on a leave request form provided, and reconfirmation of such return-to-work date shall occur at least thirty (30) days prior to such return.

**O. Exchange Administrator—Study Grant Leave**

An administrator on leave for study and working as an exchange administrator or on a study grant from an approved Foundation will be entitled, with the approval of the Board of Education, to the place on the salary guide where he would have been placed if he had remained. This shall include teaching in United States Federal or Military organizations in foreign countries. Credit shall be given for one (1) year only.

**P. Caring For Sick Member of Immediate Family**

A leave of absence, without pay, of up to one (1) year shall be granted for the purpose of caring for a sick member of the administrator's immediate family, consistent with established Board policy, after the administrator has submitted satisfactory proof to the Superintendent that such leave is necessary.

**Q. Military Leave**

Military Leave without pay shall be granted to any administrator who is inducted or enlists in any branch of the armed forces of the United States for the period of said service and three (3) months thereafter, or three (3) months after recovery of any wound or sickness at time of discharge.

**R. Return from Leaves**

1. Administrators returning after an authorized leave of absence shall be offered the same or similar position that they held at the time said leave was commenced.

2. All benefits to which an administrator was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return from leave.

**S. Retirement Benefits**

The Board shall reimburse each administrator upon his retirement on or before the effective date of retirement or his beneficiary upon his death, one full days pay for each three (3) days of accumulated sick leave credited to them as of July 1 of the year in which they retire.

## ARTICLE XVIII PROFESSIONAL DEVELOPMENT

**A. Professional Dues**

The Board of Education recognizes the value of professional organizations and agrees to pay the dues for administrators who join professional organizations appropriate to their positions.

The approval of the Superintendent shall be secured in advance pending final approval by the Board of Education.

**B. Reimbursement of Tuition, Fees and Books**

**1. Reimbursement**

The Board of Education shall reimburse administrators for tuition and other reasonable costs for college and university courses up to \$350.00 per year.

**2. Time Limit for Reimbursement**

Reimbursement shall follow within thirty (30) days of submission.

**ARTICLE XIX  
ADMINISTRATIVE WORKLOAD  
AND ASSIGNMENTS**

**A. Work Day**

The work day for all administrators shall be consistent with established practice.

**B. Assignments**

All assignments shall be in agreement with the general job description of each employment category.

**Article XX**

**Management Rights Clause—**

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this agreement, in accordance with applicable laws and regulations (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or for other legitimate reasons; (d) to maintain efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; (f) to establish reasonable work rules; and (g) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

**TRENTON ADMINISTRATORS SUPERVISORS ASSOCIATION  
SALARY GUIDE—SCHEDULE A—1979-80**

Steps	1	2	3	4	5	6	7	8	9	10	11	12
Administrative Assistant	18,400	19,000	19,600	20,200	20,800	21,400	22,000	22,600	23,200	23,800	24,400	25,000
Asst. Principal	19,400	20,000	20,600	21,200	21,800	22,400	23,000	23,600	24,200	24,800	25,400	26,000
Coordinator 10 Month	19,900	20,500	21,100	21,700	22,300	22,900	23,500	24,100	24,700	25,300	25,900	26,500
Assistant to Secretary	21,400	22,000	22,600	23,200	23,800	24,400	25,000	25,600	26,200	26,800	27,400	28,000
Coordinator Supervisor	22,400	23,000	23,600	24,200	24,800	25,400	26,000	26,600	27,200	27,800	28,400	29,000
Department Head Asst. Secretary	23,400	24,000	24,600	25,200	25,800	26,400	27,000	27,600	28,200	28,800	29,400	30,000
Vice-Principal	24,400	25,000	25,600	26,200	26,800	27,400	28,000	28,600	29,200	29,800	30,400	31,000
Elementary Principal	25,400	26,000	26,600	27,200	27,800	28,400	29,000	29,600	30,200	30,800	31,400	32,000
Junior High School Principal	26,400	27,000	27,600	28,200	28,800	29,400	30,000	30,600	31,200	31,800	32,400	33,000
Director	29,400	30,000	30,600	31,200	31,800	32,400	33,000	33,600	34,200	34,800	35,400	36,000
High School Principal												

**LONGEVITY**

Longevity (experience in Trenton plus credited experience outside of Trenton):

20 years	\$600 additional
25 years	\$600 additional
30 years	\$600 additional
35 years	\$600 additional
40 years	\$600 additional

which will also be reflected in the maximum.

TRENTON ADMINISTRATORS SUPERVISORS ASSOCIATION  
SALARY GUIDE—SCHEDULE B—1980-81

Steps	Administrative Assistant	Asst. Principal Coordinator 10 Month	Assistant to Secretary	Coordinator Supervisor	Department Head Asst. Secretary	Vice-Principal	Elementary Principal	Junior High School Principal	Director	High School Principal
1	19,425	20,425	20,925	22,425	23,425	24,425	25,425	26,425	27,425	30,425
2	20,025	21,025	21,525	23,025	24,025	25,025	26,025	27,025	28,025	31,025
3	20,625	21,625	22,125	23,625	24,625	25,625	26,625	27,625	28,625	31,625
4	21,225	22,225	22,725	24,225	25,225	26,225	27,225	28,225	29,225	32,225
5	21,825	22,825	23,325	24,825	25,825	26,825	27,825	28,825	29,825	32,825
6	22,425	23,425	23,925	25,425	26,425	27,425	28,425	29,425	30,425	33,425
7	23,025	24,025	24,525	26,025	27,025	28,025	29,025	30,025	31,025	34,025
8	23,625	24,625	25,125	26,625	27,625	28,625	29,625	30,625	31,625	34,625
9	24,225	25,225	25,725	27,225	28,225	29,225	30,225	31,225	32,225	35,225
10	24,825	25,825	26,325	27,825	28,825	29,825	30,825	31,825	32,825	35,825
11	25,425	26,425	26,925	28,425	29,425	30,425	31,425	32,425	33,425	36,425
12	26,025	27,025	27,525	29,025	30,025	31,025	32,025	33,025	34,025	37,025

**LONGEVITY**

Longevity (experience in Trenton plus credited experiences outside of Trenton):

20 years	\$600 additional
25 years	\$600 additional
30 years	\$600 additional
35 years	\$600 additional
40 years	\$600 additional

which will also be reflected in the maximum.

TRENTON ADMINISTRATORS SUPERVISORS ASSOCIATION  
SALARY GUIDE—SCHEDULE C-1981-82

Steps	Administrative Assistant	Asst. Principal Coordinator 10 Month	Assistant to Secretary	Coordinator Supervisor	Department Head Asst. Secretary	Vice-Principal	Elementary Principal	Junior High School Principal	Director	High School Principal
1	21,000	22,000	22,500	24,000	25,000	26,000	27,000	28,000	29,000	32,000
2	21,600	22,600	23,100	24,600	25,600	26,600	27,600	28,600	29,600	32,600
3	22,200	23,200	23,700	25,200	26,200	27,200	28,200	29,200	30,200	33,200
4	22,800	23,850	24,350	25,850	26,850	27,850	28,850	29,850	30,850	33,850
5	23,400	24,500	25,000	26,500	27,500	28,500	29,500	30,500	31,500	34,500
6	24,000	25,150	25,650	27,150	28,150	29,150	30,150	31,150	32,150	35,150
7	24,600	25,800	26,300	27,800	28,800	29,800	30,800	31,800	32,800	35,800
8	25,200	26,500	27,050	28,550	29,550	30,550	31,550	32,550	33,550	36,550
9	25,800	27,200	27,750	29,250	30,250	31,250	32,250	33,250	34,250	37,250
10	26,400	28,000	28,500	30,000	31,000	32,000	33,000	34,000	35,000	38,000
11	27,000	28,750	29,250	30,750	31,750	32,750	33,750	34,750	35,750	38,750
12	27,600	29,500	30,000	31,500	32,500	33,500	34,500	35,500	36,500	39,500

**LONGEVITY**

Longevity (experience in Trenton plus credited experiences outside of Trenton):

20 years	\$600 additional
25 years	\$600 additional
30 years	\$600 additional
35 years	\$600 additional
40 years	\$600 additional

which will also be reflected in the maximum.

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