

1117

AGREEMENT BETWEEN THE
HOBOKEN BOARD OF EDUCATION
AND
ADMINISTRATORS AND SUPERVISORS ASSOCIATION

July 1, 1991 to June 30, 1996

APPROVAL
NOVEMBER 17, 1992

Administrators & Supervisors Association

Frank J. Sparo
Mary C. Perpeteide
Lawrence A. ...
Veter ...

Hoboken Board of Education

John P. Seefelt
Andrew ...
Jim Stein
Michael ...
James ...
Phillip ...
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ADMINISTRATORS AND SUPERVISORS ASSOCIATION

TO: HOBOKEN BOARD OF EDUCATION

FROM: ADMINISTRATORS AND SUPERVISORS ASSOCIATION

DATE: NOVEMBER 17, 1992

Please be advised that the Administrators and Supervisors Association has ratified the proposed Agreement, and authorized me to execute same on its behalf.


MARY TREMITIEDI, PRESIDENT

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ARTICLE 1

BARGAINING AGENTS - DEFINITIONS

1.1 The Board hereby recognizes the Hoboken Administrators and Supervisors Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for Administrators and Supervisors of the Hoboken public schools, excluding the Superintendent and Assistant Superintendents.

1.2 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 (Principals, Vice-Principals, Directors, Supervisors, and Administrative Assistants). Reference to male Administrators shall include female Administrators.

ARTICLE 2
NEGOTIATION PROCEDURE

2.1 The parties agree to enter into collective negotiations over a successor agreement in a good faith effort to reach agreement on all matters concerning the terms and conditions of Administrators' employment. Either party may require an initial meeting after November 1, 1995, but in any event, negotiations shall begin no later than May 1, 1996.

2.2 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, and make counter proposals in the course of negotiations.

2.3 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 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 3
GRIEVANCE PROCEDURE

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

3.2 A grievance may be filed by an individual, a group of individuals, or by the Association, (either in its own name or as the representative of a group or class whose individual signature shall not be necessary.) Any grievance must be lodged at the proper initiating level within thirty (30) school days of the happening of the event.

3.3 Failure at any step to communicate the decision of a grievance within the specified time limitation shall mean the grievance advances to the next level.

3.4 An individual Administrator who has a grievance shall discuss it first with his immediate superior 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) school days after the conclusion of the discussion, the procedures prescribed in the

subsections of this Section shall become applicable.

3.5 Level One - Immediate Superior

If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within five (5) school days, he shall set forth his grievance in writing to the immediate superior specifying:

- a. the nature of the grievance;
- b. the nature and extent of the injury, loss or inconvenience;
- c. the result of the previous discussion;
- d. his dissatisfaction with the decisions previously rendered.

The immediate superior shall communicate his decision to the grievant in writing within five (5) school days of receipt of the written grievance.

3.6 Level Two - Superintendent of Schools

The grievant, no later than five (5) school days after receipt of the immediate superior'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 superior 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 fifteen (15) school days. The Superintendent shall communicate his decision in writing to the grievant and the immediate superior.

3.7 Level Three - Arbitration

If the decision of the Superintendent does not resolve the grievance to the satisfaction of the grievant, written notice of intention to proceed to arbitration shall be given to the Board through the Superintendent within (10) school days after the receipt of the decision which is being appealed. The grievance 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 arbitration shall be limited to the issues submitted and shall consider nothing else. Nothing can be added or subtracted from the Agreement between the 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) calendar days of the completion of arbitrator's hearings.

3.8 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 his representative and/or his attorney. If the grievance is with the support of the Association, the Association has the right to approve and/or select an attorney at the arbitrator level. 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 hearing 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.

3.9 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.

3.10 No meeting or hearing conducted under this 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.

3.11 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 4
ADMINISTRATOR RIGHTS

4.1 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 the laws of New Jersey or the Constitutions of New Jersey and the United States: that it shall not discriminate against any Administrator with respect to 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.

4.2 No Administrator shall be disciplined or deprived of any professional right without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure in Article 3.

4.3 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 reasons for such meeting or interview and shall have (a) representative(s) of the Association and/or attorney present 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. The Association shall have the right to be present to protect the interests, not only of the individual involved but also of the organization as the bargaining representative exclusively recognized.

4.4 Any criticism by a superior or Board member of an Administrator shall be made in confidence and not in the presence of teachers, parents, students or in a public meeting.

4.5 Any criticism by a member of the bargaining unit of a superior or board member, as individuals, shall be made in confidence and not in the presence of students, parents or public gatherings.

ARTICLE 5

ASSOCIATION RIGHTS AND PRIVILEGES

5.1 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.

5.2 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.

5.3 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.

ARTICLE 6

ADMINISTRATIVE RESPONSIBILITY

6.1 In the event the chief school building Administrator is unable to work for a period of more than one hundred and twenty (120) calendar days, the Superintendent shall designate a replacement in an acting capacity immediately following the one hundred and twentieth (120th) calendar day. This person shall remain in this capacity until the Administrator returns or an individual is appointed on a full time basis. The designee shall be compensated at the prevailing rate provided that rate is greater than his regular salary.

6.2 Adequate secretarial assistance shall be provided for Administrators in order that they may devote their total effort to the professional implementation of their assigned responsibilities.

ARTICLE 7

RIGHT TO FULL KNOWLEDGE

7. Whenever any Administrator is required to appear before the Board of Education or any committee or member thereof concerning any matter which could adversely affect the continuation of that Administrator in his office, position, or employment - or the salary or any increments pertaining thereto - then he shall be given prior written notice of the reasons for such meeting. He shall be entitled to be represented by the Association or have a person of his own choosing present to advise and represent him during such meeting or interview.

ARTICLE 8

SICK LEAVE

8.1 The scale for allowable absence per year shall be:

	<u>Category</u>	<u>Days Available</u>	<u>Maximum Accumulation</u>
a.	1 to 5 years service -	10 days	10 days
b.	6 to 10 years service -	13 days	13 days
c.	Over 11 years service -	20 days	15 days

8.2 When calculating the payment for unused personal illness days, payment shall be made for accumulated days in reverse order of accumulation, i.e. the most recently accumulated days shall be paid first.

8.3 Sick days used each year will be deducted from the possible number to be accumulated. While there is an accumulation, there shall be no salary deduction for absence due to illness.

8.4 All accumulated days prior to July 1, 1971, will be calculated and based on the leave policy heretofore in existence. A maximum of ten (10) days per year unused personal illness days shall be applied with respect to such prior accumulation.

8.5 The Board of Education may require a doctor's certificate in the following cases:

- a) for personal illness of five (5) or more consecutive days;
- b) for illness over extended periods of time, in which case the Administrator's anticipated date of return to work must be furnished;
- c) for frequent or patterned absences; and
- d) for such other reasons as allowed by law.

8.6 An Administrator who elects to retire under one of the plans of the N.J.T.P.A.F. on or before June 30, 1993 shall be granted the cash value for all unused accumulated personal illness days. The cash value for each unused personal illness day shall be 50% of 1/200 of the annual salary at the time of retirement. Payment shall be made in one lump-sum payment in the final salary check issued in the retirement year, or on a two (2) year payout, at the option of the employee.

8.7 An Administrator who elects to retire under one of the plans of the N.J.T.P.A.F. on or after July 1, 1993 shall be granted the cash value for all unused accumulated personal illness days.

A. The cash value for each unused personal illness day accumulated on or before June 30, 1992 shall be the lesser of 50% of 1/220 of his annual salary at June 30, 1992 (prior to any salary increase that is granted retroactively to the 1991 - 1992 school year) or \$ 187.00.

B. The cash value for each unused personal illness day accumulated on or after July 1, 1992 shall be \$150.00.

C. For the 1993 - 1994 school year the Board shall approve at least \$ 125,000.00 for payments to retiring Administrators for unused personal illness days. For 1994 - 1995 and each subsequent year the Board shall approve at least \$ 50,000.00 for payments to retiring Administrators for unused personal illness days.

D. The total amount available for payment to all retiring Administrators in a given year for all personal illness days shall be the total approved on or after July 1, 1993 less the total paid in

prior years, plus any funds approved and unused under Article 8.9. It is understood that the payments commencing in 1993 - 1994 and subsequent payments in paragraph C above shall be cumulative.

E. The total amount paid to all retiring Administrators for unused personal illness days in any given school year shall not exceed the total amount available in Article 8.7 D above.

F. In the event that the total requests for payments for unused personal illness days from retiring Administrators exceeds the total amount available in Article 8.7 D above, payment shall be made to those Administrators in accordance with the number of days submitted by each applicant on a pro-rata basis.

G. In the event that the total requests for payments for unused personal illness days from retiring Administrators exceeds the total amount available in 8.7 D above, the balance due will be paid from the total amount available for payment to all retiring Administrators in subsequent years, and will be paid in full prior to any payment for retirements in later years.

8.8 An Administrator, upon resignation with approval of the Board of Education, after ten (10) years of regularly appointed service, shall receive a lump-sum payment equivalent to one-half (1/2) of the then current substitute per diem pay for each unused day accumulated in his personal leave bank. In the event of death before retirement, but after ten (10) years of service, the Administrator's estate shall receive the lump-sum payment described in Article 8.7.

8.9 Beginning in 1993 - 1994, the Board of Education will

establish an annual Administrator Sick Bank Reserve Fund of at least \$25,000.00 in anticipation of early payment of accumulated unused personal illness days.

A. Each Administrator with 200 or more accumulated unused personal illness days may, at the Administrator's discretion, beginning in 1993 - 1994, receive early payment for up to fifteen (15) accumulated unused personal illness days at 90% of the cash value for those days, provided that: i) the number of accumulated unused personal illness days remaining for that Administrator does not fall below 200 days; and ii) the total amount paid for early payment of accumulated unused personal illness days does not exceed the amount in the Administrator Sick Bank Reserve Fund in any given year.

B. In the event of multiple requests for early payment of accumulated unused personal illness days in any particular school year, the total of which exceed the amounts available in the Administrator Sick Bank Reserve Fund, early payment shall be made in accordance with the number of days submitted by each applicant on a pro rata basis to the extent funds are available. Upon exhaustion of the designated funds in the Administrator Sick Bank Reserve Fund in any particular school year, no further early payments of accumulated unused personal illness days will be made.

C. Any unused personal illness days for which an Administrator receives early payment under this Article shall be deducted from that Administrator's total number of unused accumulated personal illness days.

D. Requests for payment must be submitted in writing to the Superintendent by June 30 and payment will be made by August 1.

8.10 Administrators, on request, shall be furnished in writing by October 1st of their total accumulated unused sick leave as of the prior June 30th.

8.11 In the event an Administrator exhausts accumulated sick leave as a result of extended illness, the Board of Education may, in its discretion, grant extended sick leave pursuant to N.J.S.A. 18A:30-6, providing persons granted such leave shall receive their daily salary less the pay of a substitute. Disputes concerning the granting or denial of leaves pursuant to this provision shall be submitted to the Commissioner of Education.

ARTICLE 9

TEMPORARY LEAVE

9.1 No deduction in an Administrator's salary shall be made nor absence days deducted for the following:

a. Absence due to injury arising out of or in the course of employment. (A school doctor to certify as to the extent of the injury and recommend the period of convalescence.);

b. Legal summons to court;

c. Professional Conferences

Each Administrator shall be entitled to attend national, state professional conferences or meetings without a reduction in pay. Request for permission to attend these professional meetings shall be made in writing to the Superintendent of Schools, at least thirty (30) days prior to the conference date, whenever possible. Expenses incurred by members as a result of their attendance and participation in these meetings or conferences shall be approved by the Superintendent of Schools and paid by the Hoboken Board of Education, in accordance with Board policy. A summary of all such conferences and meetings attended shall be submitted to the Superintendent of Schools.

d. Funerals of immediate members of a family, not to exceed four (4) consecutive work days per funeral.

e. Each Administrator shall be entitled to three personal days per year. Personal days are not cumulative from year to year.

ARTICLE 10
SABBATICAL LEAVE

10.1 Sabbatical leave is a plan of professional improvement designed to help maintain instructional service at the highest level of quality and efficiency. While satisfactory service is its prerequisite, sabbatical leave is not a reward for past accomplishments. On the contrary, it is a privilege granted to Administrators for their professional advancement so that they may better serve the Hoboken School District.

10.2 The policy of granting sabbatical leaves of absences is established solely for the purpose of promoting more efficient conduct of the Hoboken Schools. In no case, therefore, is an application for such leave recommended by the Superintendent or approved by the Board of Education unless, in their considered judgment, the professional competence of the staff member and general efficiency of the school system will thereby be benefitted. The criterion used for judging a particular leave of absence will be whether it will contribute to the improvement of the educational service to Hoboken Public Schools students.

10.3 One (1) Administrator per year may be granted sabbatical leave under the following conditions:

- a. Applicants must have held an administrative position for three (3) consecutive years.
- b. The leave will not exceed one (1) year.

- c. Salary will be three-fourths ($3/4$) of the actual annual salary the Administrator would have earned had the leave not been granted.
- d. Salary after returning will be equal to what the Administrator would have received if the leave had not been granted.
- e. An Administrator returning from the sabbatical agrees in contract to serve the Hoboken School system a minimum of two (2) months for each month of the leave.
- f. Application must be made six (6) months prior to date of requested leave via detailed letter to the Superintendent of Schools. Action must be taken on all sabbatical requests within ninety (90) days of submittal date.

10.4 If an Administrator fails to continue in service after a sabbatical leave of absence, such Administrator shall repay to the Board of Education a sum of money equal to one-twenty fourth ($1/24$) of salary received while on leave of absence for each month of the unperformed part of the service contract, unless such Administrator is incapacitated, has been discharged, or has been released for good and sufficient reasons by the Board of Education from this obligation.

10.5 The period of sabbatical leave shall count as regular service for the purpose of retirement planning, and contributions by the Administrators to the retirement fund shall continue as usual during such period. Tenure rights shall not be impaired and

the Board shall continue all fringe benefits during the sabbatical period.

10.6 Should the program pursued by an Administrator on sabbatical leave be interrupted by a serious accident or illness during such leave, (established by evidence satisfactory to the Superintendent), this fact shall not constitute a breach of the conditions of such leave nor prejudice the Administrator against receiving all the rights and benefits provided for under the terms of sabbatical leave, provided the Superintendent was notified of such accident or illness by certified letter within thirty (30) days of it.

10.7 If the Superintendent is convinced that an Administrator on sabbatical leave is not fulfilling the purpose for which the leave of absence was granted, he shall report this fact to the Board of Education and the Board may terminate the leave of absence as of the date of its abuse after giving the Administrator an opportunity to be heard. Such termination shall be subject to the grievance procedure.

ARTICLE 11

EXTENDED LEAVES OF ABSENCE

11.1 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.

11.2 Administrators may apply to the Board for a maternity or paternity leave of absence without pay which shall be granted at any time. However, in other than emergency situations, reasonable notice shall be given to the Board in order for it to have sufficient time to obtain an adequate replacement. Nothing herein shall preclude an Administrator from using sick leave for disability incurred as a result of pregnancy or complications arising therefrom. Maternity, paternity and/or child rearing leave of absence shall be terminated provided ninety (90) days notice is given to the Board of the Administrator's intention and ability to return to his/her position. Such leave shall not extend beyond one (1) year. Upon request, an additional leave of one (1) year may be granted for child care. This may not be renewed after expiration. Should any Administrator absent on maternity develop any illness or malady as a result of such pregnancy and be unable to resume her work at the end of her said leave because of such illness or malady, she may be granted further leave of absence not to exceed one (1) year, without pay, upon the recommendation of the Medical

Director of the Board of Education and subject to the approval of the Board of Education until she has recovered from such illness.

11.3 Any Administrator adopting a child shall be eligible to receive leave similar to maternity/paternity leave which shall commence upon his or her receiving de facto custody of said infant, or earlier, if necessary, to fulfill the requirements for the adoption.

11.4 Other leaves of absence without pay may be granted by the Board for good reasons.

11.5 All benefits to which an Administrator was entitled at the time his leave of absence commenced, including unused accumulated sick leave, credits toward sabbatical eligibility, and other benefits protected by law shall be restored upon his return.

11.6 All extensions or renewals of leaves shall be applied for in writing and granted in writing.

ARTICLE 12

ADMINISTRATIVE VACANCIES - PROMOTIONS

12.1 A notice of vacancy in an administrative position shall be posted in all schools and a copy shall be sent to the Association President, when practical, fifteen (15) 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 such position shall not be changed while applications are pending. If a vacancy should occur during the summer months, the Association President shall be notified in writing.

ARTICLE 13

PROFESSIONAL DEVELOPMENT AND IMPROVEMENT

13.1 Evaluation of Administrators shall be made by utilizing the instrument adopted by the Board of Education and shall be continuous. The evaluation procedure will consist of a multi-step process to measure performance against criteria which evolve from the administrative and supervisory priorities and objectives of each Administrator's position as specified in the job description for his position.

13.2 The Board of Education shall reimburse members of the Association for all tuition, fees and book costs for approved college and university courses.

13.3 No more than six (6) credits of reimbursement courses shall be taken in any one (1) semester.

13.4 Official transcripts shall be considered as proof of having taken a course or courses.

13.5 Courses must be approved by the Superintendent prior to registration.

13.6 Reimbursement shall follow submission of an itemized voucher with official transcripts attached.

ARTICLE 14

INSURANCE PROTECTION

14.1 The Board agrees to continue full family coverage of Blue Cross/Blue Shield, Rider J., Major Medical, and Blue Cross/Blue Shield dental plan.

14.2 The Board Prescription Plan and Optical Plan are hereby eliminated. Coverage for prescription benefits will be provided under the State Health Benefits Plan. The Board agrees to make an annual cash payment to each Administrator as compensation. Such annual payment shall be \$200.00 for those Administrators with individual coverage, or \$400.00 for those Administrators with family coverage. These payments will be reduced on a pro rata basis for the number of months during the life of this Agreement for which the Board Prescription Plan remains in force.

14.3 The Board shall provide to each Administrator a description of the health care insurance coverage provided under this article, which shall include a clear description of conditions and limits of coverage.

ARTICLE 15

DEDUCTIONS FROM SALARY

15.1 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 (N.J.S.A. 52:14-159c) and under rules established by the State Department of Education. The person designated shall distribute such monies to the appropriate association or associations.

15.2 The Association shall certify to the Board in writing, the current rate of its membership dues. The Association may change the rate of its membership dues after giving the Board prior written notice of the effective date of such a change.

15.3 The Board agrees to deduct from Administrators' salaries money for local, state and/or national association services and programs as said Administrators individually and voluntarily authorize the Board to deduct and to transmit monies promptly to such association or associations. Any Administrator may have such deductions discontinued at any time upon sixty (60) days written notice to the Board and appropriate association.

15.4 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.

ARTICLE 16

MISCELLANEOUS PROVISIONS

16.1 The Association will be consulted by the Superintendent and given an opportunity to participate in the development of administrative policies and procedures.

16.2 Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement shall continue to be so applicable during the terms of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any Administrator's benefits existing prior to its effective date.

16.3 Any individual contract between the Board and an individual Administrator, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

ARTICLE 17

LENGTH OF WORK YEAR/WORK DAY

17.1 Administrators shall work during the twelve (12) months of the calendar year.

17.2 During the school year, Administrators shall work the same days worked by the teachers in the District.

17.3 The length of the workday for all Administrators shall be 8.5 hours including a reasonable lunch period. As professionals, Administrators shall spend the time that is necessary to meet their professional obligations and responsibilities.

17.4 Each Administrator will be available, at the Superintendent's direction, to participate in professional development activities for as many as three (3) days at any time in the calendar year beyond the regular school schedule. Such professional days are not cumulative from year to year.

17.5 Administrators appointed prior to July 1, 1992 shall be entitled to five (5) weeks paid vacation during July and August.

17.6 Administrators appointed after July 1, 1992, with ten (10) or less years of administrative service within the District shall receive four (4) weeks paid vacation during July and August.

17.7 Upon attainment of more than ten (10) years of administrative service within the District, Administrators shall be entitled to five (5) weeks paid vacation during July and August.

17.8 Vacation is not cumulative from year to year.

17.9 The scheduling of all vacations must be arranged through the Superintendent's office.

17.10 Vacations shall be scheduled during July and August. Vacation of up to one week for the purpose of the marriage of an Administrator may be scheduled during the school year with the prior approval of the Superintendent.

ARTICLE 18

SALARY

18.1 All Administrators will receive an annual salary that consists of an annual base salary plus longevity payments as specified in this Article.

18.2 The annual base salary for the school years for which this agreement is in force shall be as per the following schedules:

A. For Administrators with an M. A. and 30 graduate credits beyond the M. A.:

	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>
Vice-Principals and Supervisors	70,418	70,418	73,621	76,964
Principals and Directors	75,806	75,806	79,255	82,854
High School Principal	78,500	78,500	82,071	85,798
	<u>1995-96</u>			
Vice-Principals and Supervisors	81,574			
Principals and Directors	87,817			
High School Principal	90,937			

B. For Administrators with an M. A. and less than 30 graduate credits beyond the M. A.:

	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>
Vice-Principals and Supervisors	67,352	67,352	70,416	73,614
Principals and Directors	72,505	72,505	75,804	79,225
High School Principal	75,082	75,082	78,498	82,040
	<u>1995-96</u>			
Vice-Principals and Supervisors	78,023			
Principals and Directors	83,915			
High School Principal	86,897			

C. For Administrators with a doctorate:

	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>
Vice-Principals and Supervisors	71,918	71,918	75,190	78,604
Principals and Directors	77,306	77,306	80,823	84,492
High School Principal	80,000	80,000	83,640	87,437
	<u>1995-96</u>			
Vice-Principals and Supervisors	83,312			
Principals and Directors	89,553			
High School Principal	92,674			

18.3 Each Administrator shall be entitled to longevity payments for total service to the District as per the following schedule:

15 years	\$ 1,000.00
18 years	3,000.00
20 years	600.00
25 years	600.00
30 years	600.00

18.4 Each Administrator shall be entitled to longevity payments for administrative service to the District as per the following schedule:

6 years	\$ 800.00
12 years	800.00
15 years	800.00

18.5 All administrative appointees employed by the District at the time of appointment shall have the difference between their new administrative salary (including longevity) and their salary for their previous position (including longevity) phased in as follows:

A. New Administrative Employees.

The salary difference shall be divided into three equal installments to be paid in each of the first three years beginning in the year in which the appointment is made.

B. Promotion of Present Administrators.

The salary difference shall be divided into two equal installments to be paid in each of the first two years beginning in the year when the appointment is approved.

ARTICLE 19

DURATION OF CONTRACT

19.1 This agreement shall be in full force and effect as of July 1, 1992 and shall continue in full force until June 30, 1996.