

Cont # 1809

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AGREEMENT BETWEEN

OCEAN COUNTY VOCATIONAL BOARD OF EDUCATION

TOMS RIVER, NEW JERSEY

and the

OCEAN COUNTY VOCATIONAL TECHNICAL-SCHOOL
ADMINISTRATORS ASSOCIATION

July 1, 1992 Through June 30, 1994

Article I

Recognition

In accordance with New Jersey Statute 34:13A-1 (Chapter 123 Laws of 1974), the Board hereby recognizes the OCVTS Administrators Association as the exclusive and sole representative for the collective negotiations concerning the terms and conditions of employment for all Principals, Vice Principals, and Supervisors employed by the Board .

Article II

Grievance Procedure

A. Definition

A "grievance" is defined as a complaint by any employee and/or the association that there has been an unjust application, interpretation, or decision affecting the terms and conditions of employment of said employee provided for by this agreement.

B. Procedures

Grievances must be initiated by the association within fifteen (15) calendar days of its occurrence.

Step 1

An individual who has a complaint shall discuss it first with his/her immediate supervisor in an attempt to resolve the matter informally. However, if the complainant is the Administrator's Association, the discussion shall automatically proceed to step 2. If the problem is not resolved within five (5) working days, the matter will proceed to step 2.

Step 2

A written document stating the alleged grievance must be submitted to the superintendent or designee. The superintendent will call an informal meeting within ten (10) working days to resolve the matter. If the matter is not resolved or the superintendent fails to act within five (5) working days, the Administrators Association shall proceed to step 3.

Step 3

A written grievance shall be filed with the Board Secretary. This document will contain (a) a written reply from the superintendent indicating his/her position on the matter and (b) a copy of the original document stating the alleged violation. The matter will be placed on the agenda and a decision reached by the Board of Education at its next regularly scheduled meeting following the receipt of the grievance. The decision will be communicated in writing to the Administrators Association within five (5) days following the meeting.

Article III

Leaves of Absence

A. Sick Days

All Administrators covered by the terms and conditions of this contract shall be entitled to twelve (12) sick days per year. Unused sick days shall be accumulated from year to year. One (1) additional day shall be added after five (5) and ten (10) years in the district to a total maximum of fourteen (14) days per year. These are accumulative.

B. Temporary leaves of absence with pay

1. Leave is provided for three (3) days per year for bona fide business of personal nature, such as requires the administrators presence during working hours and which cannot be attended to at any other time provided, however, the superintendent approves the leave in advance. Such approved leave shall be without reduction of pay.

Each year, unused personal leave shall be converted to the unused sick leave total available to the administrator for compensation at the time of retirement under Article V. This day(s) shall not be used as accumulated sick leave.

2. Up to five (5) school days at any one time shall be granted to administrators in the event of death of a spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, brother and sister.

3. In the case of the death of a near relative, defined as first cousin, grandparent, uncle, aunt, niece, nephew, sister in-law, brother-in-law, there shall be no deduction in salary for absence on the day of the funeral subject to advance notice and approval of the superintendent or designee.

4. No leave of absence shall be granted due to other business or gainful employment.

5. Professional leave for such purposes as attending meetings, seminars and visiting other schools may be granted at the discretion of the Board upon recommendation of the Superintendent.

C. Vacation Days

Administrators employed under a twelve (12) month contract shall be entitled to twenty-two (22) vacation days annually. Vacation days must be taken subsequent to the year in which they were earned and may not be carried over into the next school year. Additionally no vacation request will be honored one week prior to the start of a new school year.

Article IV

Insurance Protection

A. Health Insurance

Blue Cross, Blue Shield, Rider J, Major Medical, Prescription Drug Plan and Blue Cross/Blue Shield Dental Plan shall be provided to all Administrators. The Board shall pay the full premium for the above health care benefits for each administrator and in cases where appropriate, for the family plan coverage.

B. Disability Insurance

The Board shall provide for each member of the administrators Association the NJCSA Washington National income protection plan. The cost of such minimum coverage plan shall be borne by the Board of Education and shall not exceed \$ 260.00.

Article V Terminal Leave Remuneration

Sick Leave Remuneration

A retiring administrator who notifies the Board of Education in writing on or before December 1st prior to the year of retirement, and who actually files a retirement paper with the N.J. State Retirement System shall be entitled to receive compensation for unused sick days and personal days at a rate of \$125.00 per day up to a maximum of \$25,000.

Failure to do so by December 1st will result in forfeiting this benefit until the following school year.

In the event of death of the retired administrator, prior to collecting the full benefit under the terms of the within paragraph, his/her estate shall be paid the remainder.

Article VI Terminal Paid Health Benefits Upon Retirement

The Board of Education shall provide Blue Cross, Rider J, Major Medical, Prescription Drug Plan and Blue Cross/Blue Shield Dental Plan to all retiring administrators and spouses based upon the following payment agreement:

- 15 years with District - Board 80%, Retiree 20% of cost
- 20 years with District - Board 90%, Retiree 10% of cost
- 25 years with District - Board 100%

The Board of Education shall provide for and assume full cost for the above terminal health benefits for each administrator and his/her dependent upon retirement according to the provisions of the pension and annuity fund. However, when the dependent is covered by another plan, he/she will not receive these insurance benefits. If the dependent discontinues his/her employment coverage by another plan they will receive the benefits of hospitalization/major medical, dental and prescription benefits of the spouse. These benefits will not exceed ten (10) years for the spouse. The benefits shall be available to the individual and his/her spouse to his/her 65th birthday or upon eligibility of medicare, whichever comes first.

Administrative Retirees with less than Fifteen (15) years of employment in the district and surviving spouses of active or retired administrators may elect to stay in the above coverage plan, but must assume the total payment for the coverage.

Article VII Professional Development

A. Sabbatical Leave

Sabbatical leave will be granted subject to the following conditions:

1. Availability of funds.
2. The administrator must have ten (10) years continuous employment in the district; seven (7) of these years must have been classified administrative.
3. The request for sabbatical must be submitted to the superintendent before December 1 of the year prior to the sabbatical.
4. Fifty percent (50%) of the administrators salary will be paid plus medical and insurance benefits for one full year.
5. A mid-year and end of the year professional development progress report will be submitted to the superintendent's office.
6. The administrator requesting the sabbatical will sign an agreement to return to full time employment following the completion of the sabbatical leave.

7. Upon return, the administrator shall be placed upon that step of the guide which was earned at the time of taking the sabbatical leave.

B. Courses, Seminars, Workshops, Conferences, Advanced Degrees

The Board of Education recognizes the need to encourages its professional staff to continue to expand their technical/administrative competencies. Consistent with this philosophy, the following guidelines are established:

Reimbursement for costs related to single courses, seminars, and other professional development activities will be reviewed by the superintendent and Board of Education. When requests for such activities are consistent with recommendations made in professional improvement plans, the recommendations made in the professional improvement plan, the full cost incurred by the administrator will be reimbursed.

C. Course Reimbursement

Reimbursement for the tuition of graduate courses taken and approved by the Superintendent shall be made by the Board of Education. Such reimbursement will be a maximum of no more than \$100.00 per credit. Maximum entitlement for reimbursement shall be nine (9) credits per year including summer.

D. Professional Dues

The Board of Education will assume the cost of dues for some Professional Associations (based upon recommendation of the superintendent) up to \$500.00 per year exclusive of the dues for the American Vocational Association, which will be paid for each administrator. The list of said associations is to include: NJVEA, NJPSA, NASSP, OSCP, OCPGA, ASCD, NJHOA, and NJT & T. Each member of the association shall be limited to six choices.

Article VIII

Agency Shop Clause

If any Principal, Vice Principal, or Supervisor does not become a member of the Ocean County Vocational Technical School Administrators Association during the Membership year

(September 1 to August 31) which is covered in whole or in part by this agreement, said administrator will be required to pay a representative fee to the Association for that membership year. The purpose of this fee will be to offset the administration per capita cost of services rendered by the association as majority representative.

Prior to the beginning of each membership year, the association will notify the Board of Education, in writing of the amount of the regular membership dues, initiation fees and assessments charged by the association to its own members for that membership year. The representation fee to be paid by the non-members will not exceed eighty five percent (85%) of that amount.

Any new administrator within the unit who fails to join the association within sixty (60) days will be added to the agency shop for deductions.

Article IX Saving Clause

All of the terms and conditions prior to this agreement shall remain in effect, except those added, deleted or modified by this agreement.

Article X Rights of the Board

A. Except otherwise provided in this agreement and under the provision of New Jersey Statute 34:13A-1 (Chapter 123, Public Law 1974), New Jersey Employer and Employee Relations Act, the Administrators Association recognizes that the Board has the responsibility and authority to manage and direct in behalf of the public all the operations and activities of the Ocean County Vocational-Technical School.

B. Anything to the contrary notwithstanding, nothing contained in any section, paragraph, or sub-section of this agreement shall be interpreted in any manner or be construed as to indicate that the Board has waived rights which are expressly required by the courts to be retained by the Board.

Article XI
Duration of Agreement

This Agreement shall be effective as of July 1,1992 and shall continue in full force and effect until June 30,1994, or until such time as successor agreement has been completely negotiated and accepted by both parties.

Article XII
Salary

1. Administrators or supervisors hired after July 1,1992 may be placed on step 00 for salary purposes or a salary of any amount higher than step 00 as determined by the Board and acceptable to the candidate.
2. In the second year of employment the salary must be equal to step 0 of the then current guide or at any amount higher than step 0 as determined by the board and acceptable to the candidate.
3. In the third year of employment, the salary must be equal to step 1 of the then current guide or any step higher than step 1 as determined by the Board and acceptable to the candidate.
4. Any administrator or supervisor hired after July 1,1992, must be employed for a minimum of six (6) months in order to advance to the next higher step on the salary guide. Any administrator or supervisor employed for less than six (6) months in their first year of employment will remain on the same step of the appropriate salary guide for the second year of employment and then proceed through the salary guide as described in the above paragraphs.

Article XII

SALARY GUIDES

1992-1993

Principals		Vice-Principals		Supervisors	
Step		Step		Step	
00	60175	00	54325	00	47620
0	64175	0	56825	0	50120
1	68175	1	59325	1	52620
2	69215 <i>68,975</i>	2	60325	2	53620
3	70175	3	61225	3	54620
4	71175	4	62175	4	55620
5	72975	5	63125	5	56620
6	73775	6	64125	6	57620
7	74574	7	65125	7	58620
8	75574	8	66125	8	59620
9	76175	9	67125	9	60620
				10	61620
				11	62620

Longevity (Service in District)

6th year through 10th year	-	Salary + \$500.00
11th year through 15th year	-	Salary + 1000.00
16th year through 20th year	-	Salary + 1500.00
21th year on	-	Salary + 2000.00

Salary Guide

1993 - 1994

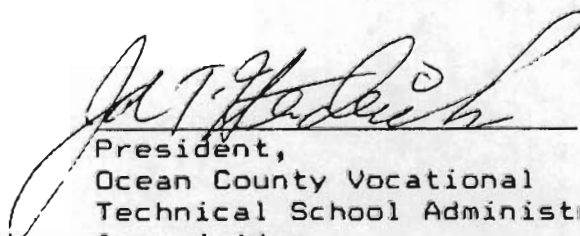
Principals		Vice-Principal		Supervisors	
Step		Step		Step	
00	63275	00	58325	00	50420
0	67275	0	60825	0	52920
1	71275	1	63325	1	55420
2	72775	2	64325	2	56420
3	73825	3	65225	3	57420
4	74875	4	66125	4	58420
5	75925	5	67025	5	59420
6	76975	6	67925	6	60420
7	77725	7	68695	7	61420
8	78475	8	69415	8	62420
9	79175	9	70125	9	63420
				10	64420
				11	65420

Note:


The following are frozen on their step for the 1993-94 contract Coleman (step 2), Schoka (step 6), Corbally (step 2) and Vanacore (step 2)

Longevity (Service in District)

- 6th year through 10th year - Salary + 700.00
- 11th year through 15th year - Salary + 1200.00
- 16th year through 20th year - Salary + 1700.00
- 21th year on - Salary + 2200.00



President,
Ocean County Vocational
Technical School Administrators
Association



Board of Education of
the Vocational School of
the County of Ocean