

2-0285

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AGREEMENT

BETWEEN THE

SUSSEX COUNTY VOCATIONAL TECHNICAL SCHOOL ADMINISTRATORS ASSOCIATION

AND THE

BOARD OF EDUCATION

OF THE

VOCATIONAL TECHNICAL SCHOOL

IN THE COUNTY OF SUSSEX

JULY 1, 1980 thru JUNE 30, 1981

PREAMBLE

This agreement is entered into from July 1, 1980 to June 30, 1981, by and between the Board of Education of the Sussex County Vocational Technical School, hereinafter called the "Board" and the Administrators Association of the Sussex County Vocational Technical School, hereinafter called the "Association."

ARTICLE I - RECOGNITION

In accordance with Chapter 303, Public Laws of 1968, the Board hereby recognizes the Association as the exclusive and sole representative for the collective negotiation concerning the terms and conditions of employment for all certified employees including but not limited to the following:

Principals

Vice Principals

Director of Special Needs

Apprentice Coordinator/Director of Adult Education

Supervisors

ARTICLE II- NEGOTIATIONS PROCEDURE

- A. 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. Negotiations shall begin no later than November 1 of the calendar year preceding the year in which this agreement expires.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating representative 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 counter-proposals in the course of

negotiations. 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.

ARTICLE III - GRIEVANCE PROCEDURE

- A. The term "grievance" shall be as set forth for teachers, 1979-81.

ARTICLE IV - ADMINISTRATORS RIGHTS

- A. 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 herein outlined shall be deemed to be in addition to those provided elsewhere.
- B. No administrator shall be disciplined, reduced in rank or compensation, or deprived of any professional advantage without just cause.
- C. 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 a meeting or interview and shall have the right to representation by the Association or attorney to advise him during such meeting or interview. Unless otherwise determined by the Board, any suspension shall be with pay.

- D. 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.
- E. Any criticism of an administrator by a superior or a member of the Board or vice versa shall be made in confidence and not in the presence of teachers, parents, students, or the public.

ARTICLE V - ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to the following: annual financial reports and audits, register of certified personnel, tentative budgetary requirements and all allocations, agenda and minutes of all Board meetings, census data, names and addresses 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 information which may be necessary for the Association to process any grievance or complaint.
- B. Whenever any member of the Association is requested by the Superintendent or Board to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay or benefits.
- C. 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. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and 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 and supplies incident to such use.

ARTICLE VI - EVALUATION

- A. The Board and the Superintendent subscribe to the principle that an employee has the right to full knowledge regarding the judgment of the superiors respecting the effectiveness of the performance and that, further, he is entitled to receive such recommendations that will assist in increasing the effectiveness of the performance.
- B. Supervisory procedures shall be established so that each administrator shall receive at least one written evaluation per year no later than March 15th.
- C. The Superintendent shall in consultation with the Association develop the instrument which shall form the basis for evaluation.
- D. Each administrator shall sign all copies of each written evaluation attesting to the fact that the contents of the evaluation are known. No written evaluation shall become part of an administrator's file without the administrator's signature. Each administrator shall receive a copy of the written evaluation.
- E. A conference shall be arranged between the evaluator and the administrator within 10 working days after receipt of the written evaluation. At such time the administrator is entitled to have his response to the evaluation heard and appended to the evaluation report.

- F. Each non-tenure administrator shall receive written notice prior to April 1 of each year indicating whether or not the Board intends to renew the contract for the ensuing year.

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ARTICLE VII - LEAVES OF ABSENCE

A. Sick Leave

1. Full time administrators shall be entitled to 12 days sick leave per year. Unused days of sick leave shall be accumulated from year to year.
2. Any administrator having served as an administrator for 10 or more years within the district shall receive upon retirement one-half of the per diem rate of salary for each day of accumulated unused sick leave.
3. In cases of extended illness if an administrator has exhausted his accumulated days of sick leave, upon the recommendation of the Superintendent the Board may grant payment for an additional period equal to the total days exhausted, the per diem difference between the salary and usual rate paid to a substitute in the district.

B. Temporary leaves of absence with pay

1. Death in the family - an allowance of up to five (5) days leave shall be granted upon the death of a husband, wife, child, step-child, father, mother, brother, sister, grandparents, father-in-law, mother-in-law, son-in-law, daughter-in-law, or any member of the administrator's household.
2. Funerals - an allowance of 1 day shall be granted to attend the funeral of other relatives of the administrator.

3. Special - an allowance of 5 days shall be granted for the purpose of attendance in court, and observing religious holidays.

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4. Personal - an allowance of three days for personal business shall be granted to members of the Association and unused personal days shall be accumulated as sick days.
5. Conferences - the Superintendent may authorize the expense-paid attendance of an administrator at any meeting held within the state when such meeting is of one day's duration. Each administrator shall be permitted to attend one national conference annually with expenses paid by the Board. Such conference or annual meeting of the member's national association must be designed so that the administrator's effectiveness on the job is enhanced.
6. The Association agrees that regularity of attendance is a critical factor in job performance. While temporary leave exists to protect the livelihood of employees, a pattern of over use of such leave shall be considered undesirable and may lead to disciplinary action.
7. Sabbatical leave - leaves for professional development may be granted to one Association member annually with full salary to be given for one-half year or 50% salary for one year. Leave shall be recommended by the Superintendent and approved by the Board. Upon return to the district, the administrator granted sabbatical shall remain in the district for a minimum of 2 years or return his sabbatical salary to the Board.

8. Vacations - each administrator shall be granted 20 days of vacation time, which times shall be established by the Superintendent so that the demands of the district are met. At the option of the Superintendent, each administrator may be excused during the Christmas or April recess if work load permits and the building is covered by at least one administrator.
9. In the event that members of the Association can not take their full vacation allotment during the year earned as a result of the demands of the job, they be permitted to carry over no more than 10 vacation days.
10. Those members of the Association that as of July 1, 1980, have carried over more than 10 vacation days as a result of district demands, shall be allowed to use those days up to August 30, 1981.
11. Administrators leaving the district shall be compensated only for vacation time accumulated and unused during the last six months.

ARTICLE VIII - ADMINISTRATIVE VACANCIES

Notice of a vacancy in an administrative position shall be sent to the Association at least 15 days prior to the time the final applications must be submitted. Such notice shall set forth the position, the qualifications, the duties, and the rate of compensation.



ARTICLE IX - SCHOOL CALENDAR

The Association shall have input so that the Board has the advantage of administrator's counsel when the school calendar is being designed.

ARTICLE X - SALARY - See Addendum A.

ARTICLE XI - PROFESSIONAL DEVELOPMENT

Members of the Association shall be reimbursed for registration fees, and tuition costs, not to exceed \$1000 each, when such courses are taken in pursuit of a formal program at a recognized college or university. Prior approval for such courses must be given by the Superintendent. The Board in recognizing the value of professional organizations agrees to pay the dues up to \$400 per person in two (2) such organizations when such organizations are appropriate to the position involved.

ARTICLE XII - INSURANCE

- A. Health benefits shall include Blue Cross Blue Shield Rider "J", Major Medical, Dental and Orthodontic Care coverage for Association members and their dependents to be paid in full by the Board.
- B. An annual physical examination at Board expense will be provided. The examination shall be conducted by a medical doctor or at a medical clinic/hospital chosen by the administrator at a cost not to exceed \$150. Results shall be sent to the Board with a copy to the employee.

ARTICLE XIII - MISCELLANEOUS PROVISIONS

- A. The building administrator shall recommend to the Superintendent the appointment of all professional and secretarial personnel to his building. Final employment recommendations shall be made by the Superintendent.
- B. 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 acting in the discharge of his duties within the scope of his employment.
- C. The Board shall reimburse Association members for use of their personal vehicles pursuant to their duties at the rate of \$.18 per mile or as may be adjusted upon and by the Board.

ARTICLE XIV - SAVING CLAUSE

If any provision of this agreement is, or shall be, at any time contrary to law, then such provision shall not be applicable, performed or enforced. In such event, all other provisions of this agreement shall continue in effect.

ARTICLE XV - SUCCESSOR AGREEMENT

All provisions of this agreement will remain in effect until such time as a successor agreement has been adopted as a result of negotiations between the Association and the Board.

SALARY SCHEDULE A

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Principal	\$33,779
Vice Principal	\$29,349
Director of Special Needs	\$29,903
Apprentice Coordinantor	\$30,346

ARTICLE XVI

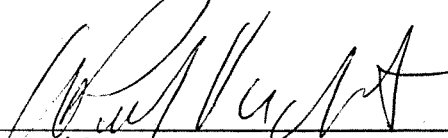
SIGNATURE PAGE

This agreement is entered into from July 1, 1980 to June 30, 1981 by and between the Board of Education of the Vocational Technical School in the County of Sussex.

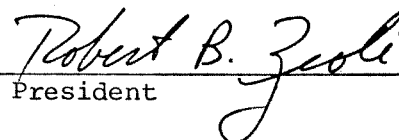
In witness whereof, the Sussex County Vocational Technical School Administrators Association has caused this agreement to be signed by its President and Secretary, after reatification by the members of the association at a meeting duly called for that purpose, and the Board has caused this agreement to be duly signed by its President and attested by its Secretary pursuant to a resolution duly adopted by the said Board the 15th Day of April 1980.

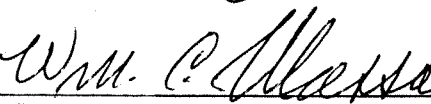
VOCATIONAL TECHNICAL SCHOOL  
IN THE COUNTY OF SUSSEX

BOARD OF EDUCATION

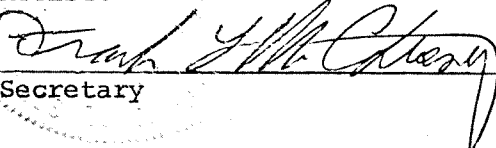
  
\_\_\_\_\_  
President

SUSSEX COUNTY VOCATIONAL TECHNICAL  
SCHOOL ADMINISTRATORS ASSOCIATION

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

ATTEST:

  
\_\_\_\_\_  
Secretary

