

4-1135

20 19

COLLECTIVE
NEGOTIATIONS AGREEMENT

between the

UNION TOWNSHIP
ADMINISTRATORS ASSOCIATION

AND THE

UNION TOWNSHIP
BOARD OF EDUCATION (employee)

(Union County), N. J. *10/15/81*

for the period
September 1, 1980 to August 31, 1982

LIBRARY
Institute of Management and
Labor Relations
SEP 29 1981
RUTGERS UNIVERSITY

ARTICLE II - Negotiation of Successor Agreement

1 2.01 The parties agree to enter into collective negotiation over a
2 successor Agreement in accordance with N. J. Public Employer-Employee
3 Relations Law in a good-faith effort to reach agreement on all matters con-
4 cerning the terms and conditions of employment. Such negotiations shall
5 begin not later than October 1 of the calendar year preceding the calendar
6 year in which this Agreement expires or such time as may be established for
7 negotiations to begin by rules of P.E.R.C. Any Agreement so negotiated
8 shall apply to all administrators in the unit, be reduced to writing, be
9 signed by the Board and the Association, and be approved by the Board.

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

ARTICLE III - Grievance and Complaint Procedures
Administrative Complaint Procedure

1 3.01 A "complaint" is an appeal by an administrator from the inter-
2 pretation or application of Board policy, agreements, and administrative
3 decisions affecting them.

4
5 3.02 The purposes of the complaint procedure are (1) to secure, at the
6 lowest possible level, solutions to any problem or misunderstanding that
7 may be settled between the parties involved and (2) for the resolution of
8 matters not covered by the grievance procedure.

9
10 3.03 The term "Board" is the Board of Education of the Township of
11 Union. The term "Association" is the Union Township Administrators'
12 Association.

13
14 3.04 Administrators will carry out all duties, assignments and
15 directives of the Board and the Superintendent of Schools while any com-
16 plaint filed by the Association and or administrator is being processed.

17
18 3.05 Nothing herein contained shall be construed as limiting the rights
19 of any administrator having a complaint from discussing the matter informally
20 with any appropriate member of the administration, and having the complaint
21 adjusted.

22
23
24
25
26

1 3.06.1 This procedure may be used for the resolution of complaints as
2 described in paragraph 3.01 of this article. Any administrator who has an
3 alleged complaint has the right to pursue its resolve through administrative
4 channels either individually or with an authorized representative. This
5 process begins with (1) the person's immediate supervisor(s) and (2) proceeds
6 through the superintendent's designee and (3) ends with the office of the
7 Superintendent, with the legal right of appeal to the Board, the Commissioner
8 of Education, the State Board of Education and finally the courts of competent
9 jurisdiction.

10

11 3.06.2 If satisfaction is not gained at (1) from the immediate supervisor(s)
12 then an appeal to the superintendent's designee shall be made within fifteen
13 (15) days of the action complained of or the alleged complaint shall be deemed
14 abandoned. The superintendent's designee shall render a decision within
15 five (5) days after receiving the appeal. Failure to render decision shall
16 be deemed a decision to deny the relief sought. An appeal to the Superintendent
17 shall be made within five (5) days after the decision of the superintendent's
18 designee. The Superintendent shall render a decision within five (5) days
19 after receiving the appeal.

20

21 3.06.3 All appeals shall be in writing. All decisions by the superintendent's
22 designee and the Superintendent shall be in writing except as indicated in 3.06.2
23 (a failure to render a decision is a denial of the appeal).

24

25

26

1 3.07 A person who has a grievance, as defined in paragraph 3.09 of
2 this Article, may use the complaint procedure for redress. The complaint
3 procedure may be abandoned for the grievance procedure, when the matter
4 is grievable, within the fifteen (15) day time limit referred to in para-
5 graph 3.06.2 of this Article.

6

7 3.08 The time limits specified may be extended by mutual agreement
8 in writing.

9

GRIEVANCE PROCEDURES

10

11 3.09 The term "grievance" shall mean that an administrator(s), the
12 Association or the Board, complains that there has been a violation of the
13 language of this Agreement.

14

15 3.10 The purpose of this procedure is to secure, at the lowest possible
16 level, solutions to grievances agreeable to both parties, which may from time
17 to time arise affecting the terms and conditions of employment of administra-
18 tors and which violate the language of this agreement. Both parties agree
19 that these proceedings will be kept as informal and privileged as may be
20 appropriate at any level of the procedure.

21

22 3.11.1 It is understood that the following shall not be the subject of
23 arbitration and shall not be within the definition of "grievance."

24

25

26

1 3.11.2 Any failure of the Board to act where the Board is without
2 authority to act.

3

4 3.11.3 Any matter involving the failure of the Board to reappoint,
5 reemploy, or rehire a nontenure administrator, including the question of
6 placing an administrator on tenure.

7

8 3.11.4 Any matter where the Board is required by law to act, unless
9 its action is discriminatory or violates the terms of this agreement.

10

11 3.11.5 Any administrative assignment or transfer

12

13 3.11.6 Any matter in this agreement, schedules annexed to it, or any
14 supplements or modifications to it, where the Board and the Association
15 agree that the Board reserves unto itself discretion to act.

16

17 3.11.7 The school calendar and the calendar of working days, provided
18 this calendar is in agreement with paragraphs 7.01.1, 7.01.2 and 7.05.

19

20 3.12 The term "Board" is the Board of Education of the Township of
21 Union. The term "Association" is the Union Township Administrators'
22 Association.

23

24 3.13 An aggrieved person is the Association or an administrator making
25 the claim.

26

1 3.14 Administrators will carry out all duties, assignments and
2 directives of the Board and the Superintendent of Schools while any
3 grievance filed by the Association, administrator or the Board is being
4 processed.

5
6 3.15 Intentionally omitted by agreement.

7
8 3.16 Should a person be eligible and elect the grievance procedure
9 rather than the complaint procedure, then the specific steps outlined
10 below shall be followed. Once a person elects the grievance procedure,
11 then the option to pursue the matter through the administrative complaint
12 procedure is relinquished.

13
14 3.17.1 Since it is important that grievances be processed as rapidly
15 as possible, the number of days indicated at each level should be con-
16 sidered as a maximum and every effort shall be made to expedite the process.
17 The time limits specified may, however, be extended by mutual agreement in
18 writing.

19
20 3.17.2 In the event a grievance cannot be resolved by the end of the
21 school term, the necessary procedure may be extended throughout the
22 summer months if agreed to by the parties. The same amount of time as put
23 forth under Level Two shall be adhered to.

GRIEVANCE LEVEL ONE

1
2 3.18.1 An administrator with a grievance shall first discuss it with
3 the immediate supervisor either personally or at his/her option through or
4 with the Association's designated representative with the objective of
5 resolving the matter informally. The Board may have a representative of
6 its own choice present at this level.

7
8 3.18.2 Nothing herein contained shall be construed as limiting the
9 rights of any administrator having a grievance to discuss the matter in-
10 formally with any appropriate member of the administration, and having the
11 grievance adjusted without intervention of the Association (during the in-
12 formal stage) provided the adjustment is not inconsistent with the terms
13 of this agreement and that the Association has been given the opportunity
14 to be present at such adjustment and to state its views. If the adjustment
15 is inconsistent with the terms of the agreement, then the Association must
16 be given the opportunity to be present and to state its views at a subse-
17 quent meeting.

18
19 3.18.3 Unless a written grievance is filed with the immediate supervisor
20 within fifteen (15) days of the action complained of, the alleged grievance
21 shall be deemed abandoned.

22
23 3.18.4 All written grievances at Level One shall be decided by the
24 immediate supervisor within seven (7) days after receipt of the written
25 grievance. The written grievance shall contain a statement of facts so that
26 the grievance is clearly stated.

1 3.18.5 The Superintendent of Schools shall be notified by the immediate
2 supervisor as to the settlement of any written grievance resolved under
3 Level One.

4
5 LEVEL TWO

6 3.19.1 If the aggrieved administrator is not satisfied with the dis-
7 position of the grievance at Level One, or if no decision has been rendered
8 within seven (7) days after presentation of the grievance, that person must
9 file the grievance in writing with the Association within five (5) days after
10 the decision at Level One. Within five (5) days after receiving the written
11 grievance, the Association shall refer it to the Superintendent of Schools.

12
13 3.19.2 The Superintendent shall render a decision on the grievance
14 within seven (7) days after the written grievance is referred to the
15 Superintendent.

16
17 LEVEL THREE

18 3.20.1 If the aggrieved administrator is not satisfied with the dis-
19 position of the grievance at Level Two, or if no decision has been rendered
20 within seven (7) days after the grievance was delivered to the Superintendent,
21 that person must, within five (5) days after the decision by the Superintendent
22 or twelve (12) days after the grievance was delivered to the Superintendent,
23 whichever is sooner, request in writing that the Association submit the
24 grievance to the Board of Education.

1 3.20.2 The Association must submit the aggrieved person's grievance
2 in writing to the Secretary of the Board no later than ten (10) days
3 after the decision by the Superintendent.

4
5 3.20.3 A decision shall be rendered by the Board of Education within a
6 period of 30 days. The results shall be given in writing to all parties
7 in interest. Failure of the Board to render a decision shall be deemed
8 a decision to deny the relief sought.

9
10 LEVEL FOUR

11 3.21.1 - If the aggrieved administrator is not satisfied with the disposi-
12 tion of the grievance at Level Three, or if no decision has been rendered
13 within thirty (30) days after the grievance was delivered to the Board of
14 Education, whichever is sooner, the grievant must request in writing within
15 twenty (20) days, that the Association submit the grievance to arbitration
16 within twenty (20) days after receipt of a request by the aggrieved person.

17
18 3.21.2 Within twenty (20) days after such written notice to the Board
19 of its desire to submit the grievance to binding arbitration, the Board and
20 the Association shall select a person to be arbitrator.

21
22
23
24
25
26

1 3.21.3 If the Board and the Association are unable to agree upon an
2 arbitrator within five (5) days, they shall request the American Arbitra-
3 tion Association (AAA) to submit for consideration and choice by the
4 Board and the Association a list of a panel of Arbitrators to each party.
5 The Arbitrator shall be appointed by the American Arbitration Association
6 (AAA) after the Board and Association indicate to the American Arbitration
7 Association the priority of choices in response to the AAA in accordance
8 with the rules of the AAA applicable to the selection of an arbitrator.
9 Alternatively the parties may request the appointment of an arbitrator
10 by P.E.R.C. in accordance with its rules.

11

12 3.21.4 The Arbitrator so selected shall confer with the representatives
13 of the Board and Association and hold hearings promptly and shall issue
14 his/her decision as soon as possible but not later than thirty (30) days
15 from the date of the close of the hearings or, if oral hearings have been
16 waived, then from the final date the final statements and proofs on the
17 issues are submitted. The decision of the Arbitrator shall be in writing
18 and shall set forth findings of fact, reasoning and conclusions on the
19 issues submitted. The Arbitrator shall be without power or authority to
20 make any decision affecting any matter set forth in paragraphs 3.11.2
21 through 3.11.7 of this Article or any other matter that is not negotiable.
22 The decision of the Arbitrator shall be submitted to the Board and the
23 Association and shall be binding on the parties.

24

25

26

1 3.21.5 Each party shall bear its own cost of arbitration. The costs
2 for the services of the impartial arbitrator, including per diem expenses,
3 and the cost of the hearing room shall be borne equally by the Board and
4 the Association.

5
6 RIGHTS OF ADMINISTRATORS,
ASSOCIATION AND THE BOARD

7 3.22.1 Any aggrieved administrator may be represented during all levels
8 of the grievance procedure either in person and/or by a representative
9 selected by the grievant. The grievant shall not be represented by a
10 minority employee representative under any circumstance.

11

12 3.22.2 No reprisals of any kind shall be taken by the Board of Education,
13 or by any member of the administration, against any party in interest, any
14 Association representative, any member of the unit or any other participant
15 in the grievance procedure by reason of such participation.

16

17 3.22.3 No reprisals of any kind shall be taken by any member of the
18 unit, the Association or its agent, agents or representatives against any
19 administrator, Board member or its authorized representatives, as a result
20 of filing or participating in the processing or filing of a complaint or
21 grievance against any administrator or the Association. The Association
22 shall not be responsible under this paragraph where it is without authority
23 to act.

24

25

26

1 3.23.1 Decisions rendered at Level One which are unsatisfactory to
2 the aggrieved person and all decisions rendered at Level Two, Three,
3 and Four of the grievance procedure shall be in writing setting forth
4 the decision and the reasons therefor and shall be transmitted promptly
5 to all parties in interest and to the Association Secretary. However, if
6 a written decision is not rendered within time frames mentioned at the
7 various levels of the procedure, the grievance shall be deemed to be denied
8 and the grievance may be processed to the next level.

9

10 3.23.2 Intentionally omitted by agreement.

11

12 3.23.3 All meetings, hearings, and decisions under these procedures
13 shall not be conducted in public and shall include only such parties in
14 interest and their designated or selected representatives, heretofore re-
15 ferred to in this Article.

16

17 3.23.4 All items agreed to between the Board of Education and the
18 Association, under the conditions of the written agreement shall be binding
19 upon both parties and shall not be subject to a grievance action unless an
20 alleged violation of the contract language occurs.

21

22 3.23.5 Intentionally omitted by agreement.

23

24 3.23.6 Written notice of all grievance proceedings shall be sent by
25 the Superintendent to the Secretary of the Association at least five (5)
26 days prior to the proceedings.

1 3.23.7 If, in the judgment of the Association, a grievance affects a
2 group or class of administrators, the Association may submit such grievance
3 in writing to the Superintendent directly and the processing of such
4 grievance shall be commenced at Level Two. The Association may process
5 such a grievance through all levels of the grievance procedure even though
6 the aggrieved person does not wish to do so.

7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

ARTICLE 4 - Administrators Rights and Responsibilities

1 4.01 In the administration of all matters not specifically covered
2 by the agreement, administrators are governed by the provisions of any
3 existing or future laws and regulations including policies set forth in
4 the Board Policy Manual and other Board or administrative regulations
5 which may be applicable. The agreement shall, at all times, be applied
6 subject to such laws, regulations and policies, subject to the provisions
7 of Chapter 303 as supplemented and amended.

8
9 4.02 Nothing contained herein shall be construed to deny or re-
10 strict to any administrator such rights as he or she may have under New
11 Jersey law or other applicable laws and regulations. Nor shall anything
12 herein be construed to deny or restrict to the Board such rights as it
13 may have under New Jersey school law or any other applicable laws and
14 regulations. The rights granted to administrators hereunder shall be
15 deemed to be in addition to those provided elsewhere by law.

16
17 4.03 In any emergency situation or circumstance, the Board may take
18 such actions as it deems appropriate.

19
20 4.04.1 An administrator shall have the right, upon request, to review
21 the contents of his/her personnel files. An administrator shall be entitled
22 to have a representative of the Association present during such review. Any
23 time an administrator reviews or examines his or her own personnel file, the
24 Board shall have the right to have a representative present. At least once
25 every year, an administrator shall have the right to indicate those documents
26 and/or other materials other than evaluations in the files regarded by the

1 4.04.1 administrator as obsolete or otherwise inappropriate to retain.
2 Said documents shall be reviewed by the Superintendent or his/her designee,
3 and if, in his/her discretionary judgment, in fact, they are obsolete or
4 otherwise inappropriate to retain they shall be destroyed. Initial copies
5 shall be at the expense of the Board. The cost of additional copies shall
6 be paid by the parties requesting the copies.

7

8 4.04.2 Intentionally omitted by agreement.

9

10 4.04.3 The Association agrees that, consistent with the law, the Board
11 may make such rules and regulations to carry out its legal obligations and
12 responsibilities not inconsistent with the terms of this agreement.

13

14 4.05 No administrator shall be disciplined, reprimanded or reduced
15 in rank or compensation except in accordance with law.

16

17 4.06 Intentionally omitted by agreement.

18

19

20

21

22

23

24

25

26

1 4.07 No material derogatory to an administrators conduct, service,
2 character or personality shall be placed in the personnel file unless the
3 administrator has had an opportunity to review the material. The administra-
4 tor shall acknowledge that the copy to be filed has been read by signing
5 it, with the express understanding that such signature in no way indicates
6 agreement with the contents thereof. The administrator shall also have
7 the right to submit a written answer to such material and any such answer
8 shall be reviewed by the Superintendent or his/her designee and attached
9 to the file copy.

10
11 4.08 Intentionally omitted by agreement.
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

ARTICLE V - Board and Association Rights

1 5.01 The Association shall have access to the same public documents
2 of the Board as are usually available to the public at reasonable request;
3 at the expense of the Association. Upon request, three copies of the Minutes
4 of all public meetings where the Board takes official action shall be given
5 to the Association after they are adopted, without charge. The Board
6 will make available to the Association, a list of all certified personnel
7 employed by the Board that are part of the unit as described in paragraph
8 1.01 of Article 1.

9
10 5.02 All reasonable efforts shall be made to handle negotiations,
11 complaints, proceedings, grievances, and related conferences involving
12 administrators in the unit and the Board outside of school working hours,
13 but when necessary to do these matters during school hours, no such in-
14 volved administrator shall suffer any loss of pay for the time involved.

15
16 5.03 The Association shall have the use of the interschool delivery
17 system. Such use shall be related to matters pertaining to its membership.
18 The distribution of materials into these facilities shall be done by the
19 Association at its expense by its members.

20
21 5.04 An authorized representative of the Association may speak to the
22 administrator following any meeting consisting exclusively of the administra-
23 tive staff called by the Superintendent or his/her designee.

24
25
26

1 5.05 The Association shall have permission to use school equipment in
2 its place of location that is used for clerical purposes at reasonable
3 times when such equipment is not otherwise in use. The Association shall
4 be responsible for costs, materials and damages for all supplies and such
5 equipment used by it and incident to its use.

6
7 5.06 The Board, on its own behalf and on behalf of the electors
8 of the district, hereby retains and reserves unto itself, without limitation,
9 powers, rights, authority, duties and responsibilities conferred upon and
10 vested in it by the laws and Constitution of the State of New Jersey, and
11 of the United States, except as limited specifically and expressed in
12 terms of this agreement.

13
14 5.07 In the event of any reduction in force of tenured administrators,
15 (other than by attrition*) the Association shall be notified prior to
16 public notice.

17
18
19
20
21
22
23
24
25 *Attrition is defined as retirement and/or any other voluntary termination
26 of employment.

ARTICLE VI - Administrators' Hours

1 6.01 The administrator's daily working hours shall not be less than
2 eight (8) hours per day including lunch. However, an administrator shall
3 be required to extend his/her daily working hours to perform his/her
4 professional responsibilities in accordance with the existing practices
5 for the position.

6

7 6.02 Administrators shall be required to conduct faculty meetings
8 as required by the Superintendent and in accordance with the practices of
9 the district.

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

ARTICLE VII - Work Year

ADMINISTRATORS' WORK YEAR

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

7.01.1 The school year for administrators employed on a ten (10) month basis shall be from September 1 to June 30. Ten (10) month administrators shall not be required to work on those days specifically designated as holidays in the school calendar.

7.01.2 The school year for administrators employed on a twelve (12) month basis shall be from July 1 to June 30.

7.02 The actual calendar(s) for administrators shall be as adopted annually by the Board for each school year.

7.03 It is agreed between the parties hereto that the final approval of the calendar(s) is in the discretion of the Board, and its decision shall not be the subject of a grievance.

7.04.1 Twelve (12) month administrators shall be entitled to the following vacation:

- One (1) to Seven (7) years - 2 weeks
- Eight (8) to Fifteen (15) years - 3 weeks
- Sixteen (16) to twenty-five (25) years - 4 weeks
- After twenty-five (25) years - 5 weeks

7.04.2 Administrators entitled to a vacation shall not take vacation days when students are in attendance without the prior approval of the Superintendent.

1 7.04.3 Twelve (12) month administrators may select vacation time during
2 times that school is closed for teachers and/or pupils except that adminis-
3 trators may not take vacation during the Superintendent's opening of school
4 meetings, workshop days, and the closing days of school when the schools are
5 closed to teachers or students. Exceptions may be made in the descretion of
6 the Superintendent.

7
8 7.04.4 When an administrator changes from a full time ten (10) month
9 administrative position with the Board to a full time twelve (12) month
10 administrative position with the Board, the number of full working years
11 as a ten (10) month professional employee with the Board shall be included
12 to compute the total length of service to qualify for vacations under
13 paragraph 7.04.1.

14 TWELVE MONTH ADMINISTRATOR HOLIDAYS

15
16 7.05 Twelve (12) month administrators shall enjoy as holidays those
17 days identified in their calendar as days on which the administrative
18 offices are closed or other legal holidays as established by the Board
19 as holidays for twelve (12) month administrators. In addition to holidays
20 twelve (12) month administrators shall also be allowed additional days as
21 holidays, with advance notice and prior approval of the days from the
22 Superintendent, provided, however, that the total of holidays and
23 additional days, other than vacation, shall total seventeen (17) days
24 in any year commencing July 1.

25
26

ARTICLE VIII - Administrators' Assignments

1 8.01 All administrators shall be given notice of their building
2 assignments for the forthcoming year on or before May 30, prior to the
3 succeeding school year where feasible. Such assignments may be changed
4 by the Board after May 30 where circumstances warrant a change after the
5 Superintendent has first advised the administrator involved.

6

7 8.02 Administrators desiring transfers shall forward their requests
8 in writing to the Superintendent on or before March 1st. Each request,
9 if determined to be in the best interest of the school system, will be
10 implemented as soon as reasonable in the discretion of the Board.

11

12 8.03 It is agreed between the parties hereto that the final approval
13 of all transfers is in the discretion of the Board, and its decision
14 shall not be the subject of a grievance.

15

16

17

18

19

20

21

22

23

24

25

26

ARTICLE IX - Administrators' Evaluation

1 9.01 Administrators shall be evaluated at least as many times per
2 school year as required by law. Individual administrators may, at the
3 Board's discretion, be evaluated more times than required.

4

5 9.02 The Association agrees that the content or subject matter of
6 evaluation or observation reports are not subject to the grievance pro-
7 cedure contained in Article 3, but may be the subject of an administrative
8 complaint in accordance with the procedure for such complaints.

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

ARTICLE X - Sabbatical Leave for Administrators

1 10.1 See side letter.

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

ARTICLE XI - Absences from Duty - Administrators

1 11.01 All ten (10) month administrators employed by the Board of
2 Education shall be eligible for sick leave with full pay for twelve (12)
3 school days in any school year. All twelve (12) month administrators
4 employed by the Board of Education shall be eligible for sick leave with
5 full pay for fourteen (14) school days in any school year. If any
6 administrator utilizes in any school year fewer than the specified number
7 of days of sick leave allowed with pay, all unused sick days shall be
8 cumulative, to be used for additional sick leave as may be necessary in
9 subsequent years of active service with the Board.

10

11 11.02.1 Sick leave is hereby defined to mean the absence from his or
12 her post of duty of any such person because of personal disability due
13 to illness or injury or because he or she has been excluded from school
14 by the school district's medical authorities on account of a contagious
15 disease or of being quarantined for such a disease in his or her immediate
16 household.

17

18 11.02.2 Intentionally omitted by agreement.

19

20 11.02.3 If the administrator remains on the job until 10:00 a.m. then
21 leaves because of illness, credit for 1/2 day's attendance will be given.
22 Conversely, if the administrator leaves before 10:00 a.m., credit for
23 attendance is not given.

24

25

26

1 11.02.4 If the administrator remains on the job until 1:00 p.m.,
2 credit for a full day's attendance will be given. Conversely, if the
3 administrator leaves before 1:00 p.m., credit for a full day is not
4 given.

5
6 11.03 Administrators absent for personal illness for more days than
7 they are allowed under Article 11.01 shall be subject to a deduction of
8 a full day's pay for each day's absence. A full day's pay for ten (10)
9 month administrators is defined as 1/200 of the annual base salary.
10 (N.J.S. 18A:30-6). A full day's pay for twelve (12) month administrators
11 is defined as 1/240 of the annual base salary.

12
13 DEATH IN IMMEDIATE FAMILY

14 11.04 In each school year, an administrator may be granted up to
15 five (5) days absence out of seven (7) consecutive days for each death
16 in the immediate family, or because of death in the immediate family of
17 the spouse, without loss of salary. These days shall not be accumulated
18 from year to year. The term "immediate" means wife, husband, grandchildren,
19 parents, children, grandparents, brothers and sisters of the administrator,
20 brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law.

21
22
23
24
25
26

PERSONAL DAYS

1 11.05.1 All ten (10) month administrators may be absent up to a total
2 of three (3) personal days and twelve (12) month administrators may be
3 absent up to a total of four (4) personal days in any one school year
4 without loss of salary for the following reasons:

5

6 11.05.2 Religious holidays.

7

8 11.05.3 Court proceedings to which the person is a party or where
9 subpoena is served requiring court attendance.

10

11 11.05.4 Serious illness of members of the family.

12

13 11.05.5 Attendance at funerals of relations other than the immediate
14 family.

15

16 11.05.6 Civic or community responsibilities.

17

18 11.05.7 Household moving.

19

20 11.05.8 Title closing.

21

22 11.05.9 Non-court adoption proceedings.

23

24 11.05.10 Any other reason that may be approved by the Superintendent in
25 his/her absolute discretion.

26

1 11.06 Such absence shall be in addition to the days granted for
2 sick leave. Unused personal days shall be added to the previously
3 accumulative sick leave of the administrator for the following school
4 year, up to a maximum of fifteen (15) days per year.

5
6 11.07 Administrators absent because of a compensable accident
7 sustained while on duty shall receive full salary for the first week
8 of such absence. Beginning the second week such administrators shall
9 receive the difference between their regular salary and the compensa-
10 tion allowed. Time lost through a compensable accident while on duty
11 will not be charged against accumulated sick leave for up to one year,
12 as provided by N.J.S. 18A:30-2.1.

13
14 11.08 When absence, under the circumstances described in N.J.S.
15 18A:30-1 (Definition of sick leave), exceeds the annual sick leave and
16 the accumulated sick leave, the Board may pay, in individual cases and
17 for just cause, any such person each day's salary less the pay of an
18 appropriate administrative substitute, if a substitute is employed or
19 the estimated cost of an administrative substitute if none is employed,
20 for such length of time as may be determined by the Board in each
21 individual case. A day's salary is defined as 1/200 of the annual
22 salary for ten (10) month administrators. A day's salary is defined
23 as 1/240 of the annual salary for twelve (12) month administrators.
24 Any decision of the Board is not subject to grievance arbitration, but
25 may be the subject of an administrative complaint.

26

1 11.09 In individual cases, the Board has discretion to act in ways
2 other than stated in 11.08, 11.10.1, and 11.10.2. Such discretion
3 may not be the subject matter of a grievance or any other procedure
4 under this Agreement.

5
6 11.10.1 A leave of absence without pay may be granted to any tenured
7 administrator to care for a sick member of an administrator's immediate
8 family. The length of such a leave shall be determined by the Superin-
9 tendent and is subject to a roll call of the Board at a Public meeting.
10 Any leave granted under this paragraph (11.10.1) shall not exceed one (1)
11 school year.

12
13 11.10.2 A request for such a leave as defined in 11.10.1 shall be made
14 in writing to the Superintendent. The date on which the leave may commence
15 and terminate shall be determined by the Superintendent.

16
17 11.11 While on such a leave, no seniority or longevity rights accrue.

18
19 11.12 The decision to grant such a leave without pay is not subject
20 to the grievance procedure.

21
22
23
24
25
26

ARTICLE XII - Temporary Sick Leave

1 12.01 Any administrator who becomes temporarily disabled may apply
2 to the Board of Education for a leave of absence and may be granted that
3 leave at a mutually agreed upon time continuing to a specific date. A
4 disabled administrator may be relieved from duties if his or her performance
5 has noticeably declined, or he or she cannot produce a certification from
6 his or her physician that he or she is medically able to continue normal
7 administrative duties.

8
9 12.02 For the period of disability related to the temporary disability,
10 the administrator may elect to use accumulated sick leave and return to
11 employment after the period of disability ends.

12
13 12.02.1 In order to receive sick leave pay, the administrator seeking
14 same must submit a medical certification that is in accordance with N.J.S.
15 18A:30-4, which certificate must specifically attest to the condition as
16 "disabling". and specifically state when the disability began and ended.

17
18 12.02.2 In the event that there is any dispute as to whether (a) there
19 is a disabling medical condition; (b) the time such condition began or
20 ended, then the Board shall have the right to require a medical examination
21 and evaluation to determine whether there is or was a disabling condition
22 and when it began and ended. Such examination will be conducted by a
23 physician selected by the administrator from a panel of at least three (3)
24 physicians named by the Board. The cost, if any, of any examination re-
25 quired by the Board shall be at Board expense.

1 12.02.3 In the event of a disagreement as to either (a) the existence
2 of a medical disability, or (2) the time it began or ended, then the
3 Board and the administrator shall agree upon a third doctor, who shall
4 examine and evaluate the administrator to determine whether there was
5 a disability and the time it began and ended. The opinion of the third
6 physician shall be binding on the parties.

7

8 12.02.4 In the event the parties cannot agree who the independent
9 physician should be, the selection of an independent physician shall be
10 made by reference to arbitration.

11

12 12.03 The date of return may be extended for an additional reasonable
13 period of time at the administrator's request for reasons associated with
14 the disability or for other proper cause, but the Board need not extend
15 the leave of absence of a nontenured administrator beyond the end of the
16 contract school year in which the leave was granted. An administrator
17 may not be barred from returning except for lack of sufficient medical
18 evidence of capability or because of failure to specify a date of return.

19

CHILD REARING LEAVE WITHOUT PAY

20

21 12.04.1 An administrator may request leave for child rearing purposes
22 for the balance of the school year (ending June 30th) in which the
23 administrator or spouse of such administrator gives birth to a child.

24

25

26

1 12.04.2 Such leave must be requested, in writing, addressed to the
2 Superintendent, at least six (6) weeks before the anticipated birth of
3 the child.

4

5 12.04.3 If granted, the child rearing leave may commence on the day
6 after the birth of the child and continue to the end of the school year
7 (June 30th) during which the child was born.

8

9 12.04.4 A request for extension of the child rearing leave may be made
10 and if made, must be in writing, addressed to the Superintendent, for the
11 year (July 1 through June 30) next succeeding the birth of the child, by
12 the administrator if such person was under tenure at the time the leave
13 originally began. Such request must be made no later than April 1 pre-
14 ceding the year for which the extension is requested.

15

16 12.04.5 A second consecutive full school year extension may be requested
17 for child rearing beyond that described above if the total child rearing
18 leave requested would not exceed two and one-half academic years. The
19 request for the second consecutive full school year extension must be made
20 in writing no later than April 1 preceding the school year for which the
21 second extension of the leave is requested.

22

23 12.04.6 All child rearing leaves described above in this Article shall
24 be made in writing and subject to the recommendations of the Superintendent
25 and approval of the Board.

26

1 12.04.7 A nontenured administrator shall not be granted child rearing
2 leave beyond the end of the school year in which her child is born.

3

4 12.04.8 If granted, child rearing leave shall be without compensation
5 of any type. Seniority shall not accrue during the term of the leave.

6

7 12.05.1 An administrator adopting a child under five (5) years of age
8 may apply for a child rearing leave commencing upon receiving physical
9 custody of the child.

10

11 12.05.2 Such leave must be requested in writing, addressed to the
12 Superintendent, with as much advance notice as the administrator can
13 supply with reasonable certainty, as to when physical custody of the child
14 will be received.

15

16 12.05.3 If granted, the child rearing leave shall commence on the day
17 the administrator receives physical custody of the child and continue
18 to the end of the school year (June 30) during which physical custody of
19 the child was received.

20

21 12.05.4 Tenured administrators may request up to two (2) extensions of
22 the same leave in accordance with the procedure in paragraphs 12.04.4
23 and 12.04.5 of this Article.

24

25

26

1 12.05.5 A nontenured administrator shall not be granted child rearing
2 leave beyond the end of the school year in which the physical custody
3 of the child is received.

4

5 12.05.6 If granted, child rearing leave shall be without compensation
6 of any type. Seniority shall not accrue during the term of the leave.

7

8 12.06 No provisions of this article shall be retroactive prior to
9 the signing of this agreement.

10

11 12.07 An administrator desiring to request an extension, or who is
12 given notice to return to employment with the Board, shall give written
13 notice of intention to do so at least five (5) months prior to July 1
14 if a 12 month employee or prior to September 1 in the next school year
15 if a ten (10) month employee. A failure to provide such written notice
16 to the Board shall constitute a resignation and abandonment of position.

17

18

19

20

21

22

23

24

25

26

ARTICLE XIII - Protection of Administrators

1 13.01 All administrators shall be entitled to receive all insurance
2 benefits for medical, surgical, or hospital services incurred as the
3 result of an injury sustained in the course of employment for which the
4 Board has secured insurance coverage in accordance with the terms of
5 such insurance policies.

6

7 13.02 When an administrator's absence occurs from an assault during
8 the course of employment, the administrator shall be compensated at
9 his/her usual salary by the Board, less credit for all temporary disa-
10 bility payments received by the administrator for workers' compensation
11 benefits received by the administrator for the incident.

12

13 13.03 The Board shall reimburse administrators for the reasonable
14 value of any clothing or personal property damaged or destroyed as a re-
15 sult of an assault upon an administrator while the administrator was acting
16 in the discharge of duties within the scope of his or her employment.

17

18 13.04 Administrators shall immediately report cases of assault
19 suffered by them in the course of their employment to the Superintendent
20 and the school nurse.

21

22

23

24

25

26

ARTICLE XIV - Administrators' Professional Development Program

1 14.01 The Board agrees to pay the full cost of tuition incurred in
2 connection with any professional courses, workshops, seminars, confer-
3 ences, in-service training sessions, or other such sessions which an
4 administrator is required by the Superintendent to take.

5

6 14.02 Any administrator in the employ of the Board may enroll from a
7 prescribed list of courses prepared by the Director of the Adult School
8 and approved by the Superintendent in one course per semester in the
9 Union Township Adult School at faculty rates. Enrollment under this
10 program will be on a space available basis.

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

ARTICLE XIV - Insurance

1 15.01 The Board shall provide the expense of health benefits in-
2 surance as provided by the Hospital Service Plan of New Jersey, Medical-
3 Surgical Plan of New Jersey and the Prudential Insurance Company of
4 America, as administered by the New Jersey Division of Pensions, accord-
5 ing to the most recent pamphlet published by the New Jersey Division of
6 Pensions, P. O. Box 2058, Trenton, N.J. called "An Explanation of the
7 Public and School Employees Health Benefits Program." The applicable
8 insurance (single, parent, child, husband-wife, family) referred to in
9 this paragraph shall be available to all administrators where applicable,
10 who are represented by the Association except administrators on leave of
11 absence without pay.

12

13 15.02.1 The Board shall provide dental benefits for each employee
14 family coverage as provided under the Dental Contract for all other
15 contracted employees of the Board. Premiums for the above coverage
16 shall be paid by the Board.

17

18 15.02.2 In the event that the dental coverages purchased exceeds an
19 overall cost of \$65,000.00 per contract year for all contracted adminis-
20 trators, teachers and secretaries receiving such dental insurance
21 coverage shall contribute his/her proportionate cost of same by way of
22 reimbursement to the Board through payroll deductions.

23

24

25

26

1 15.03 All insurance provided shall be in accordance with the terms of
2 such insurance policies. All eligibility for insurance shall be in
3 accordance with the terms of the policies issued and the responsibility
4 of the Board shall be no greater than the terms of such policies of
5 insurance, as issued or applied.

6
7 15.04 For the period of time covered by this Agreement, the Board
8 shall not take any steps to reduce the coverages provided by the above
9 referred to insurance programs.

10
11 15.05 Notwithstanding the provisions of paragraph 15.01, the Board
12 and the Association agree that in the event that the Board and the
13 Association desire to replace the health benefits insurance described
14 in paragraph 15.01, the Board may do so upon the following conditions,
15 the Association agreeing that such conditions shall apply.

16
17 15.05.1 Under no circumstances may the health benefits insurance be
18 reduced in any way below the coverage presently provided.

19
20 15.05.2 There may be no break or discontinuance in present benefits.

21
22 15.05.3 Any other provider of health benefits insurance must provide
23 insurance that is generally acceptable to hospitals in the area of Union,
24 New Jersey.

1 15.05.4 Any other provider of health benefits insurance must have
2 a reputation for making payments within a reasonable amount of time.

3

4 15.05.5 Either party shall have the right to reject the selection
5 of a new health benefits insurance provider for any of the reasons set
6 forth in sub-paragraph 15.05 (15.05.1 through 15.05.5). Such a rejection,
7 if it occurs, may be submitted to arbitration under the terms of
8 Article 3.

9

10 15.05.6 Any financial benefits resulting from a change of carriers
11 shall accrue to the benefit of the Board only and shall not be the
12 subject of negotiations.

13

14

15

16

17

18

19

20

21

22

23

24

25

26

ARTICLE XVI - Salary Class Change Procedures for Administrators.

CLASS V TO CLASS VI (MASTER TO SIXTH YEAR)

1
2 16.01 An earned Masters Degree in Education or related to the
3 education profession and thirty-two (32) graduate credits in Education.

4
5 16.01.1 A minimum of twenty (20) of the graduate credits shall be in
6 a specific area of graduate study in education or related to the educa-
7 tion profession.

8
9 16.01.2 A maximum of sixteen (16) undergraduate college credits in
10 education or related to education may be substituted for graduate credits
11 with the prior approval of the Superintendent prior to the administrator
12 taking each course.

13
14 16.01.3 A maximum of sixteen (16) approved "equivalent credits" may
15 be submitted as part of the requirements for placement on the sixth year
16 level of training on the teachers salary guide.

17
18 16.01.4 Any administrator submitting the appropriate transcripts and
19 approved equivalency credits by September 15 shall be granted the change
20 in salary class and payments shall be effective as of September 1 of the
21 same school year.

EQUIVALENCY PROGRAM

1
2 16.02 Undergraduate Credits: Each undergraduate course must be
3 in the administrator's subject field and in the case of an administrator
4 with an elementary certificate each course must relate directly to
5 specific teaching needs of similarly certified elementary teachers.
6

7 16.03 Equivalent Credits: An administrator may request that specific
8 noncollege courses or professional improvement activities completed by the
9 administrator be evaluated by the Superintendent for determining their
10 "equivalent graduate credit value" which may be substituted for certifiable
11 education undergraduate credits. The "equivalent graduate credits" which
12 are approved by the Superintendent may be used as part of the total
13 minimum credits requirements necessary from 5th to the 6th year training
14 level. Movement from the 5th year training level to the 6th year training
15 level requires an earned Masters Degree in Education.
16

17 16.03.1 Any such credits approved by the Superintendent may only be
18 used once for advancement to any other training level or qualifying for
19 any additional salary on any administrators' salary guide.
20

21 THE FOLLOWING NONCOLLEGE COURSES OR
22 PROFESSIONAL IMPROVEMENT ACTIVITIES
23 MAY QUALIFY FOR APPROVAL BY THE EQUIVA-
24 LENCY COMMITTEE AS "EQUIVALENT CREDIT"
25 FOR THE PURPOSES OF THIS ARTICLE.
26

24 16.04.1 In-service activities sponsored by the Board may be used for
25 equivalent credit in accordance with the credits posted. The administrator
26 electing to take the course agrees to accept the credits as posted.

1 16.04.2 Original writings which are published in a current educational
2 magazine, pamphlet or journal and have not been used as a part of the re-
3 quirements of any college course the credits for which were or will be
4 submitted for the purposes of salary advancement on any administrators'
5 salary guide.

6
7 16.04.3 A published educational book may be approved for up to twelve
8 (12) credits depending upon length and quality. An educational article
9 or pamphlet may be approved for up to three (3) credits depending upon
10 length and quality.

11
12 16.04.4 Independent educational research conducted in connection with
13 the Union Township Public Schools which results in an objective outcome,
14 such as a publication or detailed report or proved application in the
15 administrators effectiveness in carrying out his/her school responsibilities.
16 This work can not be done for college credit in any institution of higher
17 learning. Research projects may be approved for a maximum of six (6)
18 credits depending upon quality and value to the school system.

19
20 16.04.5 Noncredit studies at colleges or universities, military schools
21 or recognized institutes involved in the training of professional educators
22 may be considered for equivalency credit. Any administrator planning to
23 request "equivalent credit" under this section must have prior approval of
24 the Superintendent that the program of studies qualifies for consideration
25 under this section. The Superintendent at his discretion, may allow up to
26 a maximum of six (6) "equivalent credits" under this section.

1 16.04.6 Work experience directly contributory to professional growth
2 and efficiency may be considered for equivalent credit. The Superintendent
3 shall determine whether the work is of such type, scope and nature as to
4 merit such consideration. The maximum number of credits which may be
5 approved for by the committee for work experience shall not exceed eight
6 (8) credit hours. The Superintendent may not approve similar work ex-
7 perience for equivalent credit more than once.

8
9 16.05 Travel, either domestic or foreign may be considered by the
10 committee for up to six (6) equivalency credits. One and one-half (1½)
11 equivalent credit hours may be approved for a trip of three (3) weeks
12 duration. No credit may be granted for a fractional part of three weeks.
13 A written report on the trip must be prepared and shall indicate the value
14 of the trip to the school system and the administrator's professional growth.
15 Any administrator planning to apply for credit under this paragraph must
16 have prior approval of the Superintendent that the planned travel is not
17 recreational and is covered by this paragraph with the number of credits
18 to be determined by the Superintendent when the final submission for
19 equivalency credit is made.

20
21 16.06 No feature of this "Equivalency Credit Program" shall be
22 retroactive prior to date of approval of the Agreement by the Board and
23 the Association.

EQUIVALENCY PROCEDURES

1 16.07 The Superintendent may call in any member of school staff
2 for advice in considering the material.

3

4 16.08 All submissions are to be completed no later than September
5 15. The Superintendent shall make a decision no later than October
6 30. If credit is granted that permits a change in salary class,
7 payment shall be made effective as of September 1 of the same school
8 year for ten month Administrators and July 1 for twelve month Adminis-
9 trators.

10

11 16.09 If the material submitted for equivalency credit is rejected
12 by the Superintendent, the applicant, upon request will be granted an
13 opportunity to meet with the Superintendent to review the matter.

14

15 16.10 The number of Equivalency Credits granted shall not exceed
16 sixteen (16) at the Sixth Year Level.

17

18

19

20

21

22

23

24

25

26

ARTICLE XVII - Job Vacancies

1 17.01 All openings for administrative positions shall be publicized
2 by the Superintendent in accordance with the following procedure for
3 publicizing vacancies.

4
5 17.02.1 Publicizing of vacancies shall be accomplished by posting
6 notice of the opening, and such other publicity of the position as the
7 Board may desire to utilize.

8
9 17.02.2 The posting shall set forth the title of the position, the
10 qualifications required as a minimum for purposes of applying for the
11 position, the duties, and the rate of compensation, if available.

12
13 17.02.3 In the event that it is necessary for a vacancy to be filled
14 to assure the continuing educational process and time is of the essence,
15 no posting shall be required.

16
17 17.03 The Superintendent shall distribute, at the regular principals'
18 and directors' meeting, a list of the resignations, appointments, retire-
19 ments and other long term leaves.

ARTICLE XVIII - Administrator Facilities

1 18.01 The Board and the Association agree that during the term of this
2 contract, adequate facilities shall be provided, with the understanding
3 that the Board shall have the final discretion as to requests for additional
4 facilities greater than those provided during the previous school year.

5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

ARTICLE XIX - Payroll Check-off Items

1 19.01 The Board agrees and the Association does authorize the Board
2 to deduct monthly, the Association or other dues as may be levied by the
3 Association from the salaries of the administrators all in accordance
4 with the applicable laws. In addition, each individual administrator
5 must approve such deductions in writing. This check-off shall be made
6 once during each month of the school year during the term of this Agree-
7 ment, or at such other times as may be mutually agreed upon as will con-
8 form to the accounting practices of the Board.

9
10 19.02 The Board further agrees and the Association does authorize the
11 Board to make such other payroll deductions up to the limits of the
12 district's data processing capability as follows: (1) Tax shelter
13 annuities, (2) Savings Bonds and (3) United Fund contributions,
14 (4) Washington National Life Insurance Company, (5) T.P. and A. or P.E.R.S.
15 supplemental annuity payments, (6) Union County Teachers' Federal Credit
16 Union. Such requests shall be in writing on forms supplied by the Board,
17 and filed with the Board. All such deductions are noncontributory by the
18 Board and fully paid by administrators.

19
20 19.03 In addition to the above, the Board may make all payroll deductions
21 as are requested and allowed by laws which can be accommodated by the
22 districts data processing system in use as of July 1, 1981.

23
24 19.04 The Board and the Association agree that there shall be an annual
25 review of the Tax Sheltered Annuity Program. Any employee may enroll in a
26 Tax Sheltered Annuity Program on a quarterly basis.

ARTICLE XX - Miscellaneous Provisions

1 20.01 Copies of this agreement shall be printed at the expense of
2 the Board. The printing format of the Agreement shall be determined by
3 the Board. This Agreement shall be presented to all administrators
4 employed by the Board with distribution made by the Association.

5
6 20.02 No administrator shall be required by any member of the
7 administration or Board to transport any student in his/her private
8 carrier except in an emergency.

9
10 20.03 Wherever in this Agreement the Superintendent of Schools is
11 referred to, such reference shall be deemed to include any authorized
12 designee acting with the consent of the Superintendent of Schools.

13
14 20.04 The Board agrees to reimburse each administrator an amount
15 not to exceed \$100 per employment year toward the cost of a complete
16 physical examination performed by a licensed medical physican, on the
17 condition that a copy of said report is furnished to the Superintendent
18 before the reimbursement is made. This examination shall not be construed
19 to be required by the Board.

20
21 20.05 Nothing in this Agreement shall be interpreted, or understood,
22 to maintain any past practices or noneconomic benefits that may preexist
23 the execution of this Agreement that are not expressly stated and in-
24 cluded (as benefits) in this Agreement. No language of this Agreement
25 that is general in nature shall be interpreted or understood to include
26 what is not expressly and clearly stated in this Agreement to be an

1 20.05 employee benefit. There were negotiations concerning all
2 subjects the parties intended to negotiate and this Agreement represents
3 the total agreement of the parties.

4

5 20.06 If any part of this Agreement becomes contrary to law during
6 its duration, that part only shall be severed from the other articles.
7 All other articles or sections shall remain in full effect.

8

9 20.07 The President of the Association or his/her designee may re-
10 ceive up to three (3) days leave on a half or whole day basis for Asso-
11 ciation business, provided notice of absence is given to the Superin-
12 tendent by 3:00 p.m. of the preceding school day, except for emergency,
13 not to include those days referred to in Article 5, section 5.02. The
14 Association shall reimburse the Board (for a full day's absence) 1/200
15 or 1/240 of the President's or his/her designee's annual salary, depend-
16 ing on whether the person is a ten (10) month or twelve (12) month em-
17 ployee.

18

19 20.08 Twelve (12) month administrators will be paid in twenty-four (24)
20 equal semi-monthly payments; ten (10) month administrators shall be paid in
21 twenty (20) equal semi-monthly installments. The administrators will be
22 paid on the 15th and the last day of each month except in emergency or un-
23 usual cases. When a pay day falls on or during a school holiday, vacation,
24 or weekend, administrators shall receive their paychecks on the last pre-
25 vious working day, where possible. The final paycheck for ten (10) month
26 administrators shall be received on the last administrator's work day in June.

ARTICLE XXI - Salaries

1 21.01.1 The Salary guides for the various positions are set forth in
2 schedules A and B which are attached hereto for the years commencing
3 July 1, 1980 and July 1, 1981.

4

5 21.01.2 Omitted by agreement.

6

7 21.01.3 Initial placement on the appropriate step on the administrators'
8 guide shall be determined by the Board of Education upon the recommendation
9 of the Superintendent of Schools, and agreed upon by the newly assigned/
10 promoted administrator prior to formal appointment to the position. The
11 current salary shall be the base for the establishment of the new salary.

12

13 21.01.4 Promotions from the teachers' salary guide shall be computed
14 as follows:

15 First step of the supervisor's stipend in the proper
16 class, plus promotional raise as listed below:

16	Vice Principal, Director	\$ 500.00
	Principal - Elementary	750.00
17	Principal - Junior High	1,000.00
	Principal - Senior High	1,500.00

18 Example:

19	Teacher - Class V-SM (1980-81)	25,100.00
	Supervisor - Class V-Step 1	2,100.00
20	Elementary Principal - Promotional Increase	<u>750.00</u>
		\$27,950.00

21

22 The locating salary is \$27,950.00. The nearest step above \$27,950.00
23 on the 1980-81 Elementary Principals' guide is step 7 - \$28,510.00.

24 That salary would become the starting salary for that new administrator.

25

26

1 21.01.5 Promotions from the Supervisors' salary guide will include the
 2 current salary plus the promotional raise as listed below:

3	Vice Principal, Director	\$ 500.00
4	Principal, Elementary	750.00
	Principal, Junior High	1,000.00
	Principal, Senior High	1,500.00

5 Example:

6	Supervisor - Class V-Step 1/Teacher	
	class V-SM (1980-81) combined salary	
	(\$2,100 + \$25,100)	27,200.00
7	Add promotional increase - Elementary	
	principal	750.00
8	Total locating salary	<u>\$27,950.00</u>

9 The locating salary is \$27,950.00. The nearest step above \$27,950.00 on
 10 the 1980-81 Elementary Principals' guide is step 7 - \$28,510.00. That
 11 salary would become the starting salary for that administrator.

12
 13 21.01.6 Promotions from within the unit shall be awarded the promotional
 14 raise for the new position as listed below:

15	TO:	<u>Dir.</u>	<u>VP-Jr High</u>	<u>VP-Sr High</u>	<u>Prin.-Elem.</u>	<u>Prin.-Jr.</u>	<u>Prin.-Sr.</u>
16	<u>FROM:</u>						
17	Director		500.00	500.00	750.00	1,000.00	1,500.00
18	VP-Jr. High			500.00	750.00	1,000.00	1,500.00
19	VP-Sr. High				750.00	1,000.00	1,500.00
20	Prin.-Elem.					1,000.00	1,500.00
21	Prin.-Jr High						1,500.00

22 Example:

23	Director ten (10) month - step 14 (1980-81)	\$30,790.00
24	Senior High Promotional increase	<u>1,500.00</u>
25	Locating salary	<u>\$32,290.00</u>

26 The nearest higher salary on the 1980-81 Senior High Principals' guide is
 Step 6 - \$33,040.00. This would be the starting salary of that administrator.

27 Non cumulative for each promotion.

1 21.01.7 Movement from ten (10) month Director to twelve (12) month
2 Director will be as follows: Base Director's salary plus 10%, then
3 locate nearest higher step on the twelve (12) month Director's guide.

4 Example: Ten (10) month maximum \$30,700.00
5 Plus 10% (1980-81) 3,070.00
6 Locator step \$33,770.00

7 The nearest step on the 1980-81 twelve (12) month Directors' guide is
8 Step 11 - \$34,220.00 which would be the new twelve (12) month Director's
9 salary.

9

10 21.02 Administrators employed to teach behind the wheel-driver education
11 shall be compensated at the rate per hour paid to other driver education
12 teachers for all time worked in excess of the normal work day.

13

14 21.03 Administrators who may be required to use their own automobile
15 in the performance of their duties and administrators who are assigned
16 to more than one (1) school per day shall be reimbursed for all such
17 travel at the mileage rate that is in use and approved by the Board.

18

19 21.04 Salary for Administrator working an extra month in the summer
20 when assigned by the Superintendent shall be paid 6% of his/her salary
21 in accordance with the guide in effect July 1 of the summer in which the
22 task is assigned.

23

24 21.05 Summer School Principal shall be paid 6% of his/her salary in
25 accordance with the guide in effect July 1 of the summer in which the
26 task is assigned by the Superintendent. If a twelve (12) month principal

1 21.05 is assigned to the task, no additional stipend shall be paid.

2

3 21.06 The Board may withhold any salary increase from any administrator
4 upon recommendation of the Superintendent and with the approval of the
5 Board of Education. Administrators shall have such rights as are be-
6 stowed upon them by law and any legal right shall not be abrogated.

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

Union Township Public Schools
Administrators Salary Guide
1980-81

Step	High School Principal	12 Month Director	Jr. High Principal	Elementary Principal	High Sch. Vice- Principal	Jr. High Vice- Principal	10 Month Director
1	28065	25470	24795	23620	23285	21435	21300
2	29060	26345	25635	24435	24085	22175	22030
3	30055	27220	26475	25250	24885	22915	22760
4	31050	28095	27315	26065	25685	23655	23490
5	32045	28970	28155	26880	26485	24395	24220
6	33040	29845	28995	27695	27285	25135	24950
7	34035	30720	29835	28510	28085	25875	25680
8	35030	31595	30675	29325	28885	26615	26410
9	36025	32470	31515	30140	29685	27355	27140
10	37020	33345	32355	30955	30485	28095	27870
11	38015	34220	33195	31770	31285	28835	28600
12	39010	35095	34035	32585	32085	29575	29330
13	40005	35970	34875	33400	32885	30315	30060
14	41000	36845	35715	34215	33685	31055	30790
Increment	995	875	840	815	800	740	730

Union Township Public Schools
Administrators Salary Guide
1981-82

Step	High School Principal	12 Month Director	Jr. High Principal	Elementary Principal	High Sch. Vice-Principal	Jr. High Vice-Principal	10 Month Director
1	30065	27940	27190	25915	25540	23515	23365
2	31060	28815	28030	26730	26340	24255	24095
3	32055	29690	28870	27545	27140	24995	24825
4	33050	30565	29710	28360	27940	25735	25555
5	34045	31440	30550	29175	28740	26475	26285
6	35040	32315	31390	29990	29540	27215	27015
7	36035	33190	32230	30805	30340	27955	27745
8	37030	34065	33070	31620	31140	28695	28475
9	38025	34940	33910	32435	31940	29435	29205
10	39020	35815	34750	33250	32740	30175	29935
11	40015	36690	35590	34065	33540	30915	30665
12	41010	37565	36430	34880	34340	31655	31395
13	42005	38440	37270	35695	35140	32395	32125
14	43000	39315	38110	36510	35940	33135	32855
Increment	995	875	840	815	800	740	730

1 ARTICLE XXII - TERMINATION

2 This Agreement shall be effective as of the 1st day of September, 1980 and
3 shall remain in full force and effect through August 31, 1982.

4

Board of Education of the
Township of Union

5

Harry J. Schuetz

Roosevelt Williams

6

HARRY SCHUETZ (s)

ROOSEVELT WILLIAMS (s)

7

Attest:

Union Township Administrators
Association

8

Charles Murphy

CHARLES MURPHY (s)

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

BOARD OF EDUCATION

Township of Union, County of Union

New Jersey 07083

HARRY J. SCHUETZ, Secretary
JOHN E. GAFFGA, Asst. Secretary

Administration Building
2369 Morris Avenue
Union, New Jersey
MURdock 8-1200

May 20 , 1981

Mr. Charles Murphy
President
Union Township Administrators Association

Dear Mr. Murphy:

As a supplement to and in clarification of the agreement recently negotiated between your Association and the Board of Education of Union, it is understood that the following principles will apply:

1. In the event that the Grievance Procedure contained in the next agreement with the Union Township Teachers Association (U.T.T.A.) is materially different from the present grievance machinery in the existing U.T.T.A. agreement, your Association has the right to request re-opening of negotiations on the grievance machinery contained in the Administrators' recently negotiated agreement.

2. In the event that the U.T.T.A. secures through negotiations with the Board broader health insurance benefits, or new types of health insurance, i.e. prescription plan, such insurance shall be extended to the administrators' unit in like manner.

3. In the event any new financial benefits are negotiated by the U.T.T.A. that are applicable to its general membership, these benefits will be extended to the administrators' unit general membership.

4. The intent of the negotiated agreement in Article 10 is that the sabbatical leave policy to be applicable to the administrators' unit shall be similar in scope to that sabbatical leave policy applicable to members of the U.T.T.A. If there is agreement between the Board and U.T.T.A. to replace sabbaticals with educational course reimbursement, a pool of money approximating the cost of a sabbatical for an administrator shall be created. This would be based on the cost of a sabbatical based on average salary in the unit. The same regulations applicable to U.T.T.A. will apply.

BOARD OF EDUCATION

Township of Union, County of Union

New Jersey 07083

HARRY J. SCHUETZ, Secretary
JOHN E. GAFFGA, Asst. Secretary

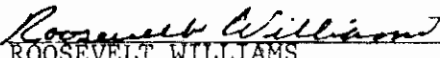
Administration Building
2369 Morris Avenue
Union, New Jersey
MUrdoch 9-1700

May 20, 1981

Page 2

5. On an experimental basis and for the term of the recently negotiated agreement, the Board will create a committee of a Board member, a member of your Association, and a member of the Central Office staff to review requests for reimbursement for a personal property loss sustained as a result of performance of duties by an administrator. The requests to the committee are to be made through the Association in accordance with the Complaint Procedure in the negotiated agreement. It is understood that no obligation is assumed by the Board except to consider the requests for reimbursement on a case by case basis and the decision of the Board will be final in each individual case.

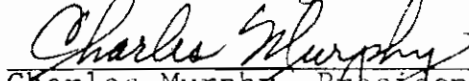
Very truly yours,


ROOSEVELT WILLIAMS

Board President

RF:BG

The within is agreed to.


Charles Murphy, President of
Union Township Administrators' Assoc.