

AGREEMENT BETWEEN

THE OCEANPORT BOARD OF EDUCATION

AND

THE OCEANPORT ADMINISTRATORS' ASSOCIATION

JULY 1, 2004 - JUNE 30, 2007

ARTICLE I

RECOGNITION

A. UNIT

Pursuant to N.J.S.A. 34:13A-5.1, et. seq., the Board hereby recognizes the Association as the exclusive representative for the purpose of collective negotiations concerning the terms and conditions of employment for the following personnel employed or to be employed by the Board:

Building Principals
Director of Special Services
Supervisor of Curriculum and Instruction

All other personnel are excluded.

B. DEFINITIONS

Unless otherwise indicated, the term “Administrator” when used hereafter in this Agreement shall refer to all employees represented by the Association in the negotiating unit as above defined and reference to male administrators shall include female administrators.

NEGOTIATION OF SUCCESSOR AGREEMENT

A. Negotiations for a Successor Agreement shall begin on a mutually acceptable date and time by March 1st of the year in which the current contract expires.

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ARTICLE III

GRIEVANCE PROCEDURE

A. DEFINITION

A grievance is a claim by an administrator or the Association based upon the interpretation, application, or violation of the agreement, policies or administrative decisions and practices affecting the terms and conditions of employment of an administrator or group of administrators.

A grievance to be considered under this procedure must be initiated within (30) days of its occurrence within the knowledge of the aggrieved.

B. Procedure

Any administrator who has a grievance shall discuss it first with the Superintendent of Schools in an attempt to resolve the matter informally at that level.

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

1. the nature of the grievance
2. the nature and extent of the injury, loss or inconvenience
3. the results of previous discussions
4. a statement of the remedy sought

The Superintendent shall communicate his decision to the administrator in writing within five (10) school days of receipt of the written grievance.

The administrator, no later than five (5) school days after receipt of the Superintendent's decision, may appeal his decision to the Board of Education. The appeal to the Board must be made in writing reciting the matter submitted to the Superintendent as specified above and his dissatisfaction with decisions previously rendered. The Superintendent will forward the grievance and all related papers to the Board. The Board or a Committee thereof, shall review the grievance and hold a hearing with the administrator and render a decision within thirty (30) calendar days of receipt of the grievance.

A. SICK LEAVE

All administrators shall be entitled to thirteen (13) sick days annually. Unused sick leave days shall be accumulated from year to year with no maximum limit. All unused accumulated sick days shall be reimbursed at retirement at a rate of \$75.00 per day to a maximum of \$8,500.00 for 2004/2005, \$9000.00 for 2006/2006, and \$9500.00 for 2006/2007.

B. HOLIDAYS

All administrators shall be entitled to fourteen (14) paid holidays.

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|-----------------------|--------------------------------|
| New Year's Day | Lincoln's Birthday |
| Washington's Birthday | Memorial Day |
| Fourth of July | Labor Day |
| Columbus Day | Veteran's Day |
| Thanksgiving | Day after Thanksgiving |
| Christmas Day | Dr. King's Birthday |
| Good Friday | Election Day |
| Christmas Eve Day | Friday of Teacher's convention |

Should any of these days conflict with the school calendar an in lieu day shall be granted. Should any of these holidays fall on a Saturday or Sunday an in lieu day shall be granted.

Week days between Christmas and New Years Day are guaranteed.

C. VACATION

Each administrator shall be entitled to twenty (20) paid vacation days per year. Days requested are subject to the approval of the Superintendent of Schools. Administrators shall be allowed to carry over up to five (5) days per year, to be used by 12/1 with the approval of the Superintendent. Each administrator can bank up to seven (7) days maximum. Vacation days are earned throughout the year at the rate of twenty/twelfth (20/12) per month. Upon separation of service, administrators shall be paid for all accumulated, unused vacation days that have been earned at the current salary rate based on 1/240. Vacation leave will not be granted as part of the required sixty (60) days advanced notice of separation from service, when such vacation leave is sought during the school year (September 1 through June 30).

D. PERSONAL LEAVE

Administrators shall be entitled to four (4) days per year for personal reasons. All leave is subject to the approval of the Superintendent of Schools. Unused days can be converted to accumulated sick days up to a maximum of two (2)per year.

E. BEREAVEMENT

Administrators shall be entitled to five (5) days for death in the family. All leave is subject to the approval of the Superintendent of Schools.

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ARTICLE V

HEALTH BENEFITS

Members of the Association shall receive **Preferred Provider Organization Health Insurance Coverage (PPO) with co-pay amounts of \$10.00 for 2004/2005, \$15.00 for**

2005/2006 And 2006/2007

The deductible shall be \$100.00 individual and \$200.00 family.

Members of the Association shall also receive family dental.

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ARTICLE VI

PROFESSIONAL DEVELOPMENT

A. PROFESSIONAL DUES

The Board of Education encourages administrators to participate in professional

organizations and agrees to pay for membership held in the following organizations:

1. New Jersey Principals and Supervisors Association
2. Two (2) other additional membership to a professional association of choice with prior Approval from the Superintendent of Schools. These additional dues payments shall be capped at \$500.00 per administrator

B. TUITION REIMBURSEMENT

The Board of Education encourages administrators to pursue goals and agrees to reimburse each member for completed course work at the current state college tuition rate up to 20 credits per year.

C. NATIONAL CONVENTIONS

The Board of Education agrees to pay for attendance, and related costs to one national convention for two (2) members of the Association per year. Expenses of up to \$2000.00 per administrator.

The approval of the particular convention is at the discretion of the Superintendent of Schools.

D. ADMINISTRATIVE INCENTIVES:

The Board of Education agrees to offer administrative incentive opportunity to each administrator each year. These opportunities are to be defined by the administrators or may be defined and assigned by the Board of Education and must be approved by the Superintendent of Schools.

These incentives will be paid upon satisfactory completion approval by the Superintendent of Schools. The incentive amounts per administrator are: \$1500.00 for 2004/2005; \$1800.00 for 2005/2006 and \$2000.00 for 2006/2007.

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ARTICLE VII

MISCELLANEOUS

A. USE OF AUTOMOBILE

Administrators required to use their automobiles for the performance of school district duties within the State of New Jersey, shall be reimbursed based on the following schedule:

1. Building Principal - Five hundred dollars per year.
2. Director of Special Services - Eight hundred dollars per year.
3. Supervisor of Curriculum and Instruction - Five hundred dollars per year.

Payment will be issued on July 15th annually in a check separate from payroll account. Should documented mileage exceed the above allowances a separate voucher may be submitted for approval and payment. Other travel outside the boundaries of the State of New Jersey shall be compensated in accordance with the Board policy.

B. MOBILE PHONES

Administrators should have access to mobile phones for emergency situations or when an administrator is out of the district and needs to be contacted. Therefore the district will provide each administrator with a district owned mobile phone or reimburse the administrator \$20.00 per month. The decision of having a district mobile phone service or a personal mobile phone service for reimbursement is at the discretion of each administrator.

C. DISTRIBUTION

The school district will, at its own expense, provide sufficient copies of this agreement for present and future administrators.

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ARTICLE VIII

ADMINISTRATORS' GUIDE 2001-2004

There will be a stepless guide with a starting salary of \$73,000 and no cap.

The salary increases will be as follows:

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ARTICLE X

CERTIFICATION OF AGREEMENT

IN WITNESS THEREOF, The Association has caused this Agreement to be signed by its President and Secretary and the Board has caused this Agreement to be signed by its President and Secretary and has placed hereon its corporate seal:

