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AGREEMENT

Between

THE WYCKOFF BOARD OF EDUCATION

and

THE WYCKOFF ADMINISTRATORS ASSOCIATION

X July 1, 1988 - June 30, 1991

ARTICLE I
RECOGNITION

Pursuant to existing Laws of the State of New Jersey, the Board of Education of Wyckoff recognizes the Wyckoff Administrators Association as the exclusive representative for the purpose of collective negotiations concerning the terms and conditions of employment of Elementary and Middle School Principals.

In the event that a Vice Principal position is established in the future, it would also be considered a part of this unit.

The positions recognized will hereafter be referred to as "Administrators."

ARTICLE II

GRIEVANCE PROCEDURE

I. DEFINITIONS

- A. A Grievance is a complaint by an administrator or administrators based upon the interpretation, application, or violation of this Agreement. A grievance to be considered under this procedure must be initiated by the administrator or administrators within thirty (30) calendar days of its occurrence.

The non-renewal of a non-tenured administrator's contract is not subject to this grievance procedure, nor shall the grievance procedure be invoked by a tenured administrator against whom charges have been brought pursuant to the provision of the Tenure Employees Hearing Law with respect to the issue or issues on which charges have been made.

- B. An Aggrieved Person is the administrator or group of administrators making the claim.
- C. Immediate Supervisor shall mean the person who has the responsibility for immediate, direct administration of the aggrieved person.
- D. Representative shall mean counsel or other person designated in writing by the aggrieved person.
- E. Working Day shall mean a day in which the central office is open to transact business.

II. GENERAL PROVISIONS

- A. It is the intent of these procedures to provide for the orderly settlement of differences in a fair and equitable manner. The resolution of such differences at the earliest possible stage is encouraged.
- B. The aggrieved person shall have the right to present a complaint in accordance with these procedures, free from coercion, interference, restraint, discrimination, or reprisal.

- C. The aggrieved person shall have the right to be represented at any stage of the procedures by a person so designated.
- D. Each party shall have access at reasonable times to written statements and records pertaining to such case.
- E. All hearings shall be confidential.
- F. At each step of the procedures, if differences are not resolved within the prescribed time, the aggrieved person has the right to move directly to the next stage.
- G. The function of these procedures is to assure equitable and proper treatment under the existing laws and this contract which relate to or affect the administrator in the performance of duties. They are not designed to be used for changing such laws and contract or establishing new ones.
- H. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants. Upon resolution, a summary of the grievance and the decision may be placed in the personnel file of the participants.

III. PROCEDURES

- A. The aggrieved person shall discuss the grievance with the appropriate immediate supervisor.
- B. If the aggrieved person is not satisfied with the disposition of the grievance, it shall be discussed informally with the Superintendent of Schools.
- C. If the aggrieved person is not satisfied with the disposition of the grievance, the grievance may be presented in writing to the Superintendent of Schools within five (5) working days of the informal discussion.
- D. The Superintendent of Schools shall investigate the grievance and give a decision in writing, within five (5) working days.
- E. If the aggrieved person is not satisfied with the disposition of the grievance, a review by the Board may be requested, within five working days of the Superintendent's decision.

The request shall be submitted in writing through the Superintendent, who shall attach all related papers and forward the request to the Board. The Board or committee thereof shall review the grievance, hold a hearing with the aggrieved, if requested, and render the final decision, in writing, within thirty (30) calendar days of the request.

- F. If, within ten (10) working days after the decision of the Board, the aggrieved person is not satisfied with the disposition of the grievance, advisory arbitration may be requested. The Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and obtain a commitment to serve. If the parties are unable to agree on an arbitrator, they shall request a list of arbitrators from PERC, and they shall be bound by the procedure for selection.
- G. The arbitrator selected shall hold hearings in the district and issue an advisory decision, in writing, within twenty (20) calendar days from the close of the hearings. The decision shall set forth findings of fact, reasoning, and conclusions on the issue submitted. The arbitrator shall be without power to add or subtract from this Agreement, and the costs for the services of the arbitrator shall be borne equally by the parties. Any other expenses shall be paid by the party incurring same.
- H. The Board and the Association shall meet within ten (10) working days to discuss the advisory decision.

ARTICLE III

EVALUATIONS

The Superintendent of Schools shall conduct regular evaluations in accordance with current Board policy.

The evaluation of the administrators will be conducted by the Superintendent by May 15. A mid-year review will take place with the Superintendent by January 1, so that each principal would be able to ascertain his performance progress at that point. The Board reserves the right to alter these dates if circumstances within the district warrant.

Administrators will be provided with copies of all evaluations. Administrators may add any pertinent remarks for inclusion in their respective permanent personnel file.

ARTICLE IV

SALARIES

The following salaries and differentials are adopted for the duration of this agreement.

<u>Administrator</u>	<u>1988-89 Salary</u>	<u>1989-90 Salary</u>	<u>1990-91 Salary</u>
J. Desiderio	64,500	69,500	75,000
P. Ernest	64,500	69,500	75,000
R. Schuck	64,500	69,500	75,000
H. Van Teyens	64,500	69,500	75,000
R. Weisiger	64,500	69,500	75,000

Differentials

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
Middle School Principal:	4,500	4,750	5,000

Longevity

	<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
15 years	1,500	1,500	1,500
20 years	1,750	1,750	1,750

The longevity differentials are not cumulative and are earned in the salary year following completion of the recognized number of years of service in Wyckoff.

The minimum base salary for any principal shall be \$45,000.

The Superintendent recommends initial salary for any new administrator.

The Board of Education retains the right to withhold any increment for just cause.

ARTICLE V

HEALTH CARE INSURANCE

1. The Board will provide to full-time administrators, family coverage for Blue Cross, Blue Shield, Rider J, and Major Medical.
2. The Board will provide to full-time administrators a maximum of \$41.63 per month for family dental coverage and \$15.09 per month for single dental coverage.
3. The Board will provide to full-time administrators a maximum of \$50.06 per month for family pharmaceutical coverage and \$20.28 per month for single pharmaceutical coverage.
4. Full-time administrators shall have an annual physical. The Board will pay up to \$300 after insurance coverage has been exhausted.

ARTICLE VI

TUITION REIMBURSEMENT

The board shall reimburse full-time tenured administrators for tuition costs incurred in professional improvement. In all cases, prior approval must be obtained and course work must relate directly to the individual's assignment in the district.

Reimbursement will be as follows:

<u>Grade</u>	<u>% Reimbursement</u>
A - B	100%
C	75%
D or less	0%

Pass/Fail or Doctoral Program

Pass	100%
Fail	0%

ARTICLE VII
SABBATICAL LEAVE

An individual who has been an administrator in the Wyckoff system for eight (8) consecutive years may be granted a sabbatical leave. Applications must be made to the Superintendent, in writing, on or before November 1 for leaves granted for the following contract year.

A one-year leave at three quarters pay may be requested for advanced study or educational research. Advanced study is limited to acceptance and matriculation in a doctoral program. Educational research must be publishable or have a direct benefit to the Wyckoff Schools.

The Board will not grant more than one leave every two years.

Administrators must agree to return to the Wyckoff Schools for at least three (3) years upon termination of the leave. Failure to do so will lead to a proportional refund of sabbatical salary and tuition unless waived by the Board.

The administrator will enter into a contractual agreement with the Board detailing the terms and conditions of the sabbatical prior to the granting of the sabbatical.

All leaves are subject to Board approval.

ARTICLE VIII

VACATIONS AND HOLIDAYS

Administrators will earn twenty-two days of vacation per year. After five years of service in the district, administrators will be entitled to twenty-four days of vacation per year. All requests for vacation must be submitted to the Superintendent for approval. Upon termination of employment with the district, unused vacation will be paid in full.

Mr. Weisiger will continue to receive twenty-six days of vacation.

Vacation days are earned on an accrual basis, according to the following table:

<u>Years of Service</u>	<u>Vacation Days</u>	<u>7/1</u>	<u>Quarterly accrual</u>		
			<u>10/1</u>	<u>1/1</u>	<u>4/1</u>
1-5	22	5	5	6	6
6+	24	6	6	6	6
Special	26	6	6	7	7

Vacation must be planned so that a maximum accrual as of September 30 shall not exceed ten (10) days. Days in excess of ten (10) will be forfeited after September 30.

The Superintendent may approve an extension of the September 30 accrual maximum to 15 days for the purposes of 1) completing matriculation requirements for an educationally related doctoral program, or 2) district circumstances requiring disruption of the administrator's planned vacation.

Administrators will receive eight paid holidays each year. These days will be designated by the Superintendent after consultation with the Wyckoff Administrators Association. In addition, the December recess will be considered a holiday in its entirety.

ARTICLE IX

TEMPORARY LEAVE OF ABSENCE

The Superintendent may grant temporary leaves of absence with pay (one to 10 days) for personal matters that cannot be handled outside of school hours. Requests for leaves beyond two weeks in length require School Board approval, and may be approved with or without pay. Leaves without pay will result in a deduction of 1/240 of the administrator's annual salary.

ARTICLE X

PROFESSIONAL ASSOCIATIONS

The Board of Education will pay the annual dues for one county, one state, and one national organization for each administrator.

The Board will provide funds annually for two (2) elementary principals and semi-annually for one (1) middle school principal to attend a national conference or convention.

The Superintendent must approve all requests for attendance and travel.

ARTICLE XI

MILEAGE

Administrators who are required to use their automobiles for school district business shall be reimbursed semi-annually at the rate established by the federal government as indicated annually by the I.R.S. This rate will be appropriately adjusted at the beginning of each calendar year.

Requests for reimbursement, with proper documentation, must be submitted within twenty (20) days after the end of each half..

ARTICLE XII

SICK LEAVE AND DISABILITY

Administrators shall be entitled to fifteen (15) sick leave days each year. Unused sick leave days shall be accumulated each year with no maximum limit.

In cases of frequent or intermittent illness, or personal illness in excess of three (3) days, the Superintendent may require the administrator to submit a statement of health from a physician.

Administrators will be paid, upon retirement under the provisions of TPAF, \$35.00 per day for all unused sick leave up to the following maximums.

<u>Contract Year</u>	<u>Amount</u>
1988-89	\$5,000
1989-90	5,000
1990-91	5,500

Administrators will be provided with \$600.00 annually to cover the cost of a long-term income disability protection plan for the period July 1, 1988 through June 30, 1991.

ARTICLE XIII

REASSIGNMENT

An administrator may request reassignment to a classroom teaching position. If the Board of Education approves the request, the annual salary of the administrator will be frozen until the teacher salary schedule increases to the same amount or for a period of five (5) years, whichever should occur first. During this period, the administrator may be assigned up to five (5) weeks of additional work annually.

ARTICLE XIV

DURATION OF AGREEMENT

This agreement shall be in effect July 1, 1988 and shall continue in effect until June 30, 1991.

WYCKOFF ADMINISTRATORS ASSOCIATION

Richard K. Meigs
Resident

George Stalhoff
Witness

WYCKOFF BOARD OF EDUCATION

Margaret Craig
President

Richard H. Di
Witness

Date: June 27, 1988