

AGREEMENT

Between the

CRANFORD BOARD OF EDUCATION

And the

CRANFORD ADMINISTRATIVE & SUPERVISORY ASSOCIATION

Commencing: July 1, 2020

Ending: June 30, 2023

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PREAMBLE

This Agreement entered into this July 1, 2020, by and between the Board of Education of the Township of Cranford, in the County of Union, State of New Jersey, hereinafter called the Board, and the Cranford Administrative and Supervisory Association, hereinafter called the Association.

ARTICLE 1
RECOGNITION

- A. In accordance with Chapter 303, Public Laws of 1968 as amended by Chapter 123, Public Laws of 1974, the Board hereby reorganizes the Association as the exclusive and sole representative for collective negotiations only for the following: wages, fringe benefits, a grievance procedure, and the duration of this agreement. The unit shall consist of the personnel listed below under contract or on leave, now employed or who shall hereafter be employed by the Board.

Principals, Assistant Principals, Assistant Principal for Students, Assistant Principal for Academic Affairs, Supervisors, Director of Athletics, Director of Buildings and Grounds, and Director of Guidance.

- B. Unless otherwise indicated, the term “administrator” when used hereinafter in this agreement, refer to all professional and non-professional employees represented by the Association. In the negotiating unit as above defined, and reference to male administrators shall include female administrators.

ARTICLE 2
NEGOTIATION PROCEDURE

- A. The parties agree to enter into negotiations over a successor agreement limited to and only for the subject matters provided for in the Recognition clause: wages, fringe benefits, grievance procedure, and the duration of the Agreement.
- B. Such negotiations shall begin no sooner than November 15th.

ARTICLE 3
GRIEVANCE PROCEDURE

A. Definitions

1. The term grievance means a complaint or claim that there has been an improper application, interpretation or violation of any term or provision of the contract, as it is constituted, or administrative decisions affecting any member of the unit.
2. All matters related to discharge or deduction in pay shall not be the subject of a grievance but shall be processed by the grievant to the Commissioner of Education as provided for under Title 18A:1 et. seq. as amended.
3. A complaint of a non-tenured employee which arises by reason of his/her not being re-employed, or a complaint by any employee occasioned by lack of appointment to, or lack of retention in any position for which tenure either is not possible or not required may not be appealed further than to the Board of Education. This clause should not be construed to interfere with a non-tenured employee's statutory rights, if any.

B. Procedure

1. A grievance to be considered under this procedure must be initiated within thirty (30) calendar days from the time when the grievant is apprised of the occurrence constituting the grievance.
2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to next step within the specified time limits may be deemed to be a waiver of further appeal of the decision.
3. An employee who has a grievance shall first discuss the same with whomever the grievance is directed against. If the grievance is not resolved within fifteen (15) calendar days after presentation of the same, the grievant shall reduce the grievance to writing and submit the same to the Superintendent. The Superintendent shall meet with the grievant and a representative, if the grievant chooses one, within fifteen (15) calendar days after receipt of the written grievance. The Superintendent shall submit a written response to the grievance within fifteen (15) calendar days after the hearing.
4. If the grievant is not satisfied with the Superintendent's written response he/she may present the grievance to the Board of Education within fifteen (15) calendar days after receipt of the Superintendent's written response.

5. A hearing in private will be scheduled within thirty (30) calendar days of receipt of the grievance between the grievant, a representative, if he/she chooses one, and the Board of Education. Following the presentation of the grievance to the Board, the Superintendent shall be given an opportunity by the Board to discuss the grievance outside of the presence of the grievant and the grievant's representatives(s). The Board of Education shall deliberate and reach its final conclusion with respect to the grievance outside of the presence of the Superintendent.
6. The decision of the Board of Education shall be the final step in the grievance procedure and shall be binding upon the grievant and the Board of Education.
7. Grievance hearings shall be held after school hours.
8. The purpose of the grievance procedure is to secure at the lowest possible level, equitable solutions to those problems which may from time to time arise concerning matters constituting grievances. Both parties agree that the procedures provided for will be kept as informal and confidential as may be appropriate at any level of the procedure.

ARTICLE 4
SICK LEAVE

- A. All employees shall be entitled to sick leave days each school year as of the first official day of said school year whether or not they report for duty as hereinafter set forth. Unused sick days shall be accumulated from year to year with no maximum limit.
- B. At least once each year the Board shall inform each employee as to the total number of accumulated sick leave days said employee has and the number of additional sick leave days said employee shall be entitled to for the ensuing year.
- C. Sick leave is defined as absence on work day by an employee from his/her post or duty because of personal disability due to illness or injury.
- D.
 1. All ten (10) month employees shall be entitled to thirteen (13) personal sick leave days annually which days may be accumulated if not used.
 2. All twelve (12) month employees shall be entitled to fifteen (15) personal sick leave days annually which days may be accumulated if not used.

3. Effective September 1, 1999 all employees whose first day of employment as an administrator or supervisor is on or after July 1, 1999 shall be entitled to the following sick leave:
 - a. All ten (10) month employees shall be entitled to ten (10) personal sick days annually which may be accumulated if not used.
 - b. All twelve (12) month employees shall be entitled to twelve (12) personal sick days annually which may be accumulated if not used.
- E. All sick leave must be reported to the Superintendent of Schools on the Absence Allowance Form within seven calendar days following an employee's return to duty. In cases of more than four consecutive days, the certificate included on the Absence Allowance Form shall be executed by the attending physician.
- F. Sick leave allowance shall be prorated for employees who begin their services one month or more after the work year for their employee category has begun.
- G. Summer School employees are not covered by the above policies, but shall be entitled to one (1) day of sick leave per summer session which may not be accumulated if not used.
- H. Absences on work days due to personal illness shall be charged to the annual allowance.
- I. Absences in excess of the annual allowance shall be charged to the employee's accumulated leave, if any.
- J. In cases of individual hardship, when the number of days absent exceeds the annual and accumulated sick leave benefits, an employee may request from the Board of Education, through the Superintendent of Schools, consideration for sick leave benefits.

SICK LEAVE REIMBURSEMENT

- A. Any member of CASA who retires from active employment and draws a pension from TPAF or PERS, shall be entitled to be paid for accumulated unused sick days at the rate of \$85.00 per day for the term of the Agreement.
- B. In order for payment to begin by November 1 of the fiscal year following retirement from active employment, the Association member must submit official notification of his/her retirement by December 1 of the school year in which the retirement is to be effective.
- C. Regardless of the number of accumulated, unused sick days the maximum buyout shall be \$15,000.

- D. 1. Payment to the retiree shall be made within 30 days of the retirement. If the retiree dies before payment is made, payment shall be made to the retiree's estate.
- 2. Payments may be made to a Board of Education approved tax deferred annuity at the request of the retiree and subject to applicable law and regulation.

ARTICLE 5
TEMPORARY LEAVES OF ABSENCE

A. Absences for Personal Reasons

- 1. Absences for personal reasons shall be allowed for each administrator without loss of salary, not to exceed three (3) days per year. Personal days shall be granted without reason provided that the day is not taken before or after a holiday or school shut down, as provided in the school calendar. Personal days taken during the months of December and June shall be in accordance with Section A.3 of this Article.
- 2. Requests for personal leave shall be made on forms provided by the administration and except for those reasons specified in Paragraph A.3 (d), (e) and (j) below, or in the case of an emergency, shall be made at least two (2) school days in advance of the proposed date of leave. If circumstances permit, administrators shall use their best efforts to provide up to five (5) school days advance notice of a requested personal leave. All requests shall be countersigned by the principal or head of office and submitted for approval by the Superintendent of Schools.
- 3. Personal leave days may be taken for the following reasons:
 - a. Religious observance.
 - b. Employee's marriage
 - c. Religious ceremony or preparation for and attendance at wedding of a member of the immediate family, wedding of a relative of the employee or significant other.
 - d. Illness of a member of the employee's immediate family, the employee's household (any person who regularly resides with and functions on a continuing basis as a member of the employee's family unit, regardless of the nature of legal relationship).
 - e. Death of a relative, friend, or close associate.

- f. Graduation of the employee, the employee's spouse or children, relative or significant other.
 - g. Legal business matters.
 - h. School visitation or school conference for a family member or the employee.
 - i. Chaperoning of a non-school sponsored field trip directly related to the curriculum of the district.
 - j. Car accident or emergency situation resulting from a natural disaster.
4. In addition to the foregoing three (3) personal leave days per year, additional personal leave days may be granted at the discretion of the Superintendent of Schools upon written application by an individual employee.
5. Personal leave days for any regular employee whose employment begins after the midpoint of the work year for his/her category will be prorated as follows:
- a. Ten (10) month employees beginning service after February 1st and twelve (12) month employees beginning service after January 1st shall be entitled to a maximum of one and one-half (1-1/2) personal leave days during the remainder of the year.
 - b. Employees of all categories whose employment begins after April 1st shall not be entitled to personal leave days during the remainder of that year.
6. Persons employed on a half-time annual salary basis shall be entitled to a maximum of one and one-half (1-1/2) personal leave days.
7. Unused personal days will be added to unused sick leave and may be taken as sick leave or compensated at the time of retirement on the same basis as unused sick leave.
- B. In addition to temporary leaves of absence for personal reasons pursuant to Section A above, employees shall be entitled to the following non-cumulative leaves of absence each year with full pay except as otherwise specifically provided.
- 1. Time necessary for appearance in any legal proceeding connected with the employee's employment or with the school system, other than for action against the Board.

2. Time necessary for jury duty as follows:
 - a. All personnel who are called to serve on jury duty shall receive their full salary during the period of jury duty less the amount of compensation paid them for jury service.
 3. Absences not to exceed five (5) days each year for each death, not cumulative, shall be allowed without loss of salary because of the death of a member of the employee's household, his/her parent, spouse/partner, spouse/partner's parent, child, sibling or grandchild.
 4. Absences not to exceed two (2) days each year for each death, not cumulative, shall be allowed without loss of salary because of the death of an employee's grandparent, brother-in-law, sister-in-law, aunt, and uncle.
 5. The bereavement days listed in paragraphs 3 and 4 are intended to be used at the time of the death to attend to preparation, mourning, and obligations contemporaneous with the death. If these days are not all used at the time of the death they may be used for up to one (1) year from the date of death to attend to legal matters relating to the death, memorial services, or the like. Documentation shall be required to verify the request to be absent from work.
- C. All members of CASA shall be entitled to three (3) family illness days annually. Family illness days may be used as bereavement days for the death of a relative, friend, or associate. Unused family illness days shall not be carried over from one year to the next. Unused family illness days will be added to unused sick leave and may be taken as sick leave or compensated at the time of retirement on the same basis as unused sick leave.
- D. Administrators can work remotely when school is not in session, with prior Superintendent approval, for up to two (2) days annually.

ARTICLE 6
EXTENDED LEAVES OF ABSENCE

A. Sabbatical Leave

1. Extended leaves for professional growth through study, and/or travel may be granted to any full-time administrator who has rendered seven (7) or more continuous years of satisfactory service in the Cranford Schools.
2. Such leaves may be for either (a) one full year at half pay or (b) one half year at full pay, to be paid in accordance with the administrator's regular salary schedule and step for satisfactory service.

3. Such leaves shall be planned for the purpose of improving the future performance of the administrator in the Cranford Schools and as the needs of the school system indicate.
4. Applications for such leaves of absence shall be by written requests to the Superintendent of Schools and made at least by December 31st of the school year preceding the anticipated beginning of the leave. A detailed plan of study or educational travel to be pursued shall be submitted with the application.
5. The Board reserves the right to grant or reject any application on its individual merits. Approval or reasons for disapproval shall be communicated in writing to the applicant by the Superintendent of Schools. In no event shall the Board be obligated to grant more than one (1) such application per year.
6. Acceptance of this type of leave obligates the administrator to resume and to continue his/her service with the school system for a period at least equal to the period of leave, and in any event not less than for two (2) school years. Failing this obligation, the employee will be obligated to reimburse the Board the full amount of salary received during the leave, unless he/she has become incapacitated, has been discharged or voluntarily released from this obligation by the Board.
7. The period of leave shall count as regular service for fringe benefits, retirement and salary advancement purposes.
8. The leave shall in no way be considered as a termination or breach of the contract of continuous employment. Any and all tenure rights shall be safeguarded and maintained.
9. Upon satisfactory completion of the leave, the employee will be returned to service in the school system, and his/her salary shall be determined on the same basis as if he/she had rendered full-time satisfactory service to the school system during the period of leave.
10. During an extended leave, policies providing benefits for current sick leave, bereavement and personal leaves will not apply. Accumulated sick leave available at the beginning of the leave will be preserved.
11. Subsequent leaves for professional growth may be requested at intervals of seven (7) years of continuous Cranford service.

12. Should the program of study or travel be interrupted by illness or injury and this fact is promptly reported to the Superintendent of Schools, such interruption shall not constitute a breach of agreement.
13. Should the Superintendent of Schools become informed that the purpose and requirements of leave are not being adequately fulfilled, he/she shall so advise the Board. The Board may terminate the leave as of the date of its violation and its decision shall be subject to the grievance procedure.

B. Leave for Rest or Recuperation

1. Extended leaves for rest or recuperation without salary may be granted to any full-time employee who has rendered twelve (12) or more years of satisfactory service in the school system or twelve (12) years of school service outside of Cranford plus seven (7) years in the local school system.
2. This type of leave may be granted for a period of one-half (1/2) year or one (1) full year, or for any longer or shorter period at the discretion of the Board.
3. Application for leave shall be accompanied by a statement of need, supported by the administrator's immediate supervisor and by the school physician.
4. The leave shall in no way be considered as a termination or breach of the contract of continuous employment. Any and all tenure rights shall be safeguarded and maintained.
5. During an extended leave, policies providing benefits for current sick leave, bereavement and personal leaves will not be maintained. Accumulated sick leave available at the beginning of the leave will be preserved.
6. Should the Superintendent of Schools become informed that the purpose and requirements of a leave are not being adequately fulfilled, he/she shall so advise the Board. The Board may terminate the leave as of the date of its violation, and its decision shall be subject to the grievance procedure.
7. Applications for subsequent leaves for rest or recuperation may be made at intervals of seven (7) years.

C. Other Extended Leaves of Absence

Other extended leaves without salary may be granted by the Board for good reason including (a) formal study (other than a sabbatical leave), (b) prolonged illness or incapacity, (c) major home and family responsibilities, and (d) temporary work assignment of spouse away from locale.

D. Requests, Extensions and Renewals

All requests, extensions or renewals of leaves shall be applied for and granted or denied in writing.

E. Notification of Return from Leave

An employee on extended leave of absence shall notify the Superintendent of Schools by March 1st of the year preceding the termination of the leave of his/her intention to resume his/her duties with the Cranford School System.

ARTICLE 7
PROFESSIONAL DEVELOPMENT

A. The Board of Education and CASA support the principle of professional development for administrative/supervisory personnel, and agree as follows:

1. The Board of Education agrees to set aside eight thousand dollars (\$8,000.00) per year for the term of the Agreement for tuition reimbursement for tenured administrators who pursue graduate study in courses that receive the prior written approval of the Superintendent of Schools. Tenured administrators shall be eligible to receive tuition reimbursement of five hundred dollars (\$500.00) per credit for up to three (3) semesters (Summer, Fall, and Spring) per year. Reimbursement shall be limited to one (1) three (3) credit class per semester and three (3) three (3) credit classes per year. If the total amount budgeted for a given year/term is not expended, the remaining amount is distributed amongst those administrators who successfully completed courses based on the number of credits taken.
2. Tuition reimbursement shall be limited to the amount budgeted by the Board of Education. Applications must be submitted by the established deadlines. In the event of applications in excess of the amounts budgeted by the Board of Education, the remaining balance of the allotment will be distributed equally amongst those applicants whose courses were otherwise approved.

3. Written approval shall be granted by the Superintendent of Schools prior to the start of the course, and reimbursement for tuition costs shall not occur unless the administrator has earned a grade of “B” or higher in a graded course or a “Pass” in an ungraded, pass-fail course for which there is not a graded options.
4. Approval for proposed courses shall be on forms provided by the Office of the Superintendent. All administrators shall be limited to nine (9) credits per year for tuition reimbursement, subject to the annual aggregate CAP of \$8,000.00 and the provisions of this Article.
5. All administrators who receive tuition reimbursement must remain employed by the Board of Education for a period of time, as provided below, following receipt of tuition reimbursement or the administrator shall be required to reimburse the Board as follows:
 - a. Administrators must remain employed by the Board of Education for at least one calendar year following receipt of tuition reimbursement, or the administrator shall be required to repay 100% of said tuition reimbursement moneys to the Board.
 - b. Administrators must remain employed by the Board of Education for at least two calendar years following receipt of tuition reimbursement, or the administrator shall be required to repay 75% of said tuition reimbursement moneys to the Board.
 - c. Administrators must remain employed by the Board of Education for at least three calendar years following receipt of tuition reimbursement, or the administrator shall be required to repay 50% of said tuition reimbursement moneys to the Board.

An example of the pay-back requirement: An administrator resigns effective June 30, 2013. Previously, the administrator had been reimbursed by the Board as follows: \$4,400 for courses taken in 2010-11; \$3,600 for courses taken in 2011-12; and \$2,000 for courses taken in 2012-13. The administrator’s pay-back obligation would be: \$2,000 (100%) of tuition reimbursement for 2012-13; \$2,700 (75%) of tuition reimbursement for 2011-12; and \$2,200 (50%) of tuition reimbursement for 2010-11.

6. Non-tenured administrators may be eligible to receive tuition reimbursement if the Board finds that reimbursement is in the best interests of the District; the courses are related to the non-tenured administrator's area of certification; and the non-tenured administrator has been approved for reemployment with the Board for the following school year. If a non-tenured administrator receives the prior written approval of the Superintendent of Schools for tuition reimbursement, the same grade requirements, credit limitations, and mandatory employment following receipt of tuition reimbursement monies, as detailed above, shall control.
 7. Should the Board terminate an administrator's employment, notwithstanding the above provisions, the administrator will not have to reimburse the Board for any and all tuition reimbursement received during the course of the administrator's employment.
 8. Administrators must obtain prior approval from the Superintendent or designee before attending a workshop. Administrators must provide documentation of attendance to the Superintendent or designee. Administrators must make a presentation about the workshop he/she attended, at a future administrators' meeting. Administrators shall receive a professional development stipend of up to \$400 per year for attending a workshop and making a presentation under this provision.
- B. Participation of administrative/supervisory personnel in approved in-service activities which are designed to develop increased competency in their assignments, shall be permitted without loss of salary. In-service activities include:
1. Training in classes or workshops sponsored by the district, professional organizations, or other institutions.
 2. Conferences, conventions (both state and national) or committee work including other personnel from the district, county, state, region or nation.
- C. All requests for permission to be absent for in-service purposes must be made in writing and have the approval of the applicant's immediate supervisor. Approval will be based on: a) the nature of the activity in relationship to the growth potential of the employee, b) time limitations and work demands, c) the number of persons involved in applying for in-service activities at a given time, and d) the relative importance in terms of the needs of the school system.
- D. Approval or disapproval for permission to be absent for in-service purposes shall be communicated to the employee in writing.

- E. The Board agrees to a mutually acceptable procedure approved by the Business Office to establish a deduction for dues upon the consent of the CASA member. Dues will be deposited to an account identified by the CASA President, in writing, to the Business Office.

ARTICLE 8
VACATIONS AND HOLIDAYS

Because of the unique leadership function of the administrative personnel and their responsibility for educational programs and school buildings, which must operate on the time sequence of a school year, the Board of Education agrees to the following:

A. Twelve-Month Administrators

1. Vacation time may be taken while school is in session with the expressed written consent of the Superintendent of Schools.
2. The administrator shall have Independence Day, Labor Day, and all other legal holidays observed during the pupil's school calendar as paid holidays.
3. Administrators shall not be required to be on duty on all authorized general shutdown days during the school calendar when the school offices are closed. On partial shutdown days during the school calendar when school offices are open, administrators shall be on duty fifty per cent (50%) of these days. The Director of Buildings and Grounds shall be available to perform his or her duties on all general shutdown days when the school offices are closed unless the Superintendent gives prior written approval.
4. The Superintendent of Schools may require any or all administrators to be on duty on unscheduled shutdown days. Unscheduled shutdown days are those that result from interrupted utility service, loss of heat, fire, flood, storm or other similar occurrences. Snow days shall not be considered unscheduled shutdown days on which the Superintendent may require administrators to be on duty unless the snow day is accompanied by one of the occurrences listed above. The Director of Buildings and Grounds shall be available to perform his or her duties on unscheduled shutdown days unless the Superintendent gives prior written approval.
5. In addition to numbers 2 and 3 above, each administrator covered by this policy shall have twenty-two (22) working days of vacation available each year. This shall be calculated from each individual's initial date of employment to the next following June 30th. Thereafter, each June 30th shall be considered each individual's anniversary date.

6. Vacation days shall be earned at the rate of twenty-two twelfths (22/12ths) for each month of service. Vacation days may be taken during any month in which they are earned with the expressed written consent of the Superintendent of Schools, but preferably should be taken when school is not in session.

7. At the conclusion of the administrator's employment for administrators employed on or before June 30, 1991, the administrator shall be paid for any unused shutdown or vacation days to a maximum as indicated in the table below. The rate of compensation shall be 1/240 of his/her then current salary. The number of days for which the administrator shall be compensated following the conclusion of the administrator's employment shall be limited as follows:

YEARS OF ADMINISTRATIVE SERVICE	MAXIMUM DAYS OF COMPENSATION
End of 1st year to end of 10th year	30
Beginning of 11th year to end of 15th year	40
Beginning of 16th year to end of 20th year	45
Beginning of 21st year and thereafter	55

8. At the conclusion of the administrator's employment for administrators employed on or after July 1, 1991, the administrator shall be paid for any unused shutdown or vacation days to a maximum as indicated in the table below. The rate of compensation shall be 1/240 of his/her then current salary. The number of days for which the administrator shall be compensated following the conclusion of the administrator's employment shall be limited as follows:

YEARS OF ADMINISTRATIVE SERVICE	MAXIMUM DAYS OF COMPENSATION
End of 1st year to end of 10th year	20
Beginning of 11th year to end of 15th year	25
Beginning of 16th year to end of 20th year	30
Beginning of 21st year and thereafter	40

9. Any member of CASA who begins employment as an administrator after July 1, 1995, may not accumulate more than twenty-two (22) vacation days at the end of a year.
10. Any member of CASA who begins employment as an administrator on or after September 1, 1999 may not accumulate more than ten (10) vacation days at the end of a year.
11. Any member of CASA who begins employment as an Administrator on or after January 1, 2009 or the date of ratification whichever occurs first, may not accumulate more than five (5) vacation days at the end of a year. The value of such accumulated days shall be calculated using the administrator's per diem rate in 2020-2021, regardless of the year in which the administrator accumulates the vacation days. For those administrators hired after June 30, 2020, the value of such accumulated days shall be the administrator's per diem rate in the first year of employment as an administrator.
12. Regardless of the date of employment the maximum buyout for unused shutdown or vacation days shall be \$24,000.
13. Payment to the retiree shall be made within 30 days of the retirement. If the retiree dies before payment is made, payment shall be made to the retiree's estate. Payments may be made to a Board of Education approved tax deferred annuity at the request of the retiree and subject to applicable law and regulation.
14. Any exception to this article will be made only with the expressed written consent of the Superintendent of Schools. Requests for exceptions to this policy shall be made in writing to the Superintendent of Schools for his determination.
15. For the purposes of planning, each administrator shall submit to the Superintendent of Schools by May 1st, his/her tentative vacation plans for the next fiscal year (July 1st to June 30th).
16. At the beginning of each school year, the administrator shall be given a written notice as to the number of days' vacation time available to him/her.
17. Any twelve month administrator moved to a ten month administrative/supervisory position shall be permitted to buyout accumulated unused shutdown vacation days as above. However, should the administrator or supervisor return to a twelve month administrative/supervisory position in the future, he/she may not accumulate unused shutdown or vacation days. All days must be used in the year following their earning.

B. Director of Buildings and Grounds

1. The Director of Buildings and Grounds shall have Independence Day, Labor Day, and all other legal holidays observed during the pupil's school calendar as paid holidays.
2. The Director of Buildings and Grounds shall have seventeen working days of vacation available each year. This shall be prorated from the initial date of employment to the next June 30th. After that, June 30th shall be considered the anniversary date. After the 6th year of employment, add one vacation day per year up to a maximum number of vacation days equal to the number of vacation days allowed 12-month administrators.
3. Director of Buildings and Grounds shall not be requested to be on duty on all general shutdown days during the school calendar when the school offices are closed. On partial shutdown days during the school calendar when school offices are open, Director of Buildings and Grounds shall be on duty fifty percent (50%) of these days.
4. Vacation days shall be earned at the rate of seventeen-twelfths (17/12th) for each month of service. Vacation days may be taken during any month in which they are earned with the expressed written consent of the Superintendent of Schools, but preferably should be taken when school is not in session.
5. At the conclusion of a Director of Buildings and Ground's employment, the Director of Buildings and Grounds shall be paid for any unused shutdown or vacation days at a rate of 1/240 of his/her then current salary. The number of days for which the Director of Buildings and Grounds shall be compensated following the conclusion of the engineer's employment shall be based upon the table in this Article, Section A.8. Sections A.9 to A.11 shall apply as well.
6. Any member of CASA who begins employment as a Director of Buildings and Grounds may not accumulate more than the equivalent of one year's earned vacation days.
7. For the purposes of planning, the Director of Buildings and Grounds shall submit to the Superintendent of School by May 1st their tentative vacation plans for the next succeeding fiscal year (July 1st to June 30th).
8. Any exceptions to this article will be made only with the express written consent of the Superintendent of Schools for this determination. Requests for exceptions to this policy shall be made in writing to the Superintendent of Schools for his determination.

ARTICLE 9
HEALTH BENEFITS

- A. The Board shall provide all administrators with health benefit coverage, including dependent coverage where appropriate, subject to administrators' contributions. Administrators shall contribute an amount equal to the greater of 1.5% of base salary or the amount set by statute, code or as provided by law. Should the statute, code, or law be repealed, the amount administrators had been required to contribute shall remain in the contract.

Effective January 1, 2018, the base health benefit plan shall be Direct 15. All administrators enrolled in Direct 10 shall be placed in Direct 15. Should any administrator seek to enroll in a plan which is more expensive than Direct 15, the administrator shall bear 100% of the difference in cost between the plan enrolled and Direct 15. All Chapter 78 payments shall be based on Direct 15 rates.

- B. The Board of Education will continue dental insurance coverage which was in effect on June 30, 2005 and shall pay the premium for CASA employees and their dependents for the period July 1, 2008 to June 30, 2011.
- C. The Board of Education shall put into effect a family optical plan for all personnel covered by this agreement.
- D. Health examinations and requirements for initial and continuing employment shall be in accordance with existing rules and regulations. (Policy No. 4113)
- E. Should the Board and any of the other employees agree to changes in the current health benefits coverage provided to all employees, the Board and CASA agree to meet and reopen the issue of health benefits.
- F. An administrator who waives health benefits shall be entitled to receive 25% of the amount saved by the Board of the current employee premium cost or \$5,000.00, whichever is less, based on current eligible coverage at the time the administrator provides notification of the waiver to the Superintendent or designee.

ARTICLE 10
MISCELLANEOUS COMPENSATION

A. Ten-month supervisors who are requested by their supervisor to work beyond the school calendar and with the approval of the Superintendent of Schools, or who are employed during July and August by resolution, shall be compensated at an hourly rate based upon 1/1600 of their then current annual salary.

B. Supervisors required to supervise two departments shall be entitled to an annual stipend of \$2,250.00. Portions of a year shall be prorated.

This amount shall accrue toward pension credit but shall only be earned upon the supervision of two departments.

C. Administrators or supervisors who supervise overnight student field trips shall be granted compensatory time off equal to the number of days of the field trip. Such compensatory time shall be taken with the approval of the Superintendent of Schools with the appropriate form completed seeking approval of such time. Such time shall be taken no later than November 15 of the fiscal year following the field trip.

D. Administrators and supervisors who earn a doctorate shall be entitled to an annual stipend of \$2,000.00.

E. CASA members who may be required to use their own automobiles in the performance of their duties and who travel between buildings shall be reimbursed for all such travel in accordance with the existing rules and regulations at the current State OMB rate. The formula to determine the amount of the reimbursement shall be the current State OMB rate per mile times the number of miles driven per day times number of days in a work year.

F. For Administrators hired after July 1, 2012 (and placed on the hiring guide), on the July 1 immediately following an Administrator's fifth (5th) anniversary as a supervisor or administrator, that Administrator will be entitled to a one-time non-pensionable, nonrecurring payment of \$1,000.00. This payment shall be paid to each Administrator who had accrued five (5) years of service as a supervisor or administrator on the hiring guide.

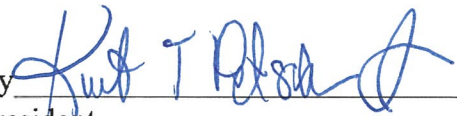
ARTICLE 11
DURATION AND EXECUTION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 2020, except where otherwise provided, and shall continue in effect until June 30, 2023, subject to the Association's right to negotiate over a successor Agreement as provided in Article 2. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.
- B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all in the day and year first above written.

Attest:

The Board of Education of the Township of
Cranford, in the County of Union

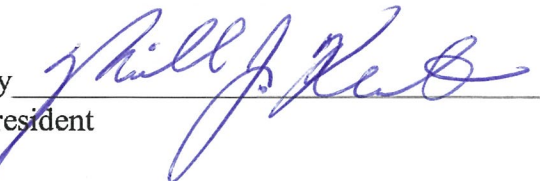

Secretary

By 
President

Attest:

Cranford Administrative and Supervisory
Association


Secretary

By 
President

**SALARY GUIDES
2020-2021**

Step	I	II	III	IV	V	VI	VII	VIII
1	140,703	117,794	110,158	107,103	104,049	97,940	94,263	87,249
2	142,703	119,794	112,158	109,103	106,049	99,940	96,263	89,249
3	144,703	121,794	114,158	111,103	108,049	101,940	98,263	91,249
4	146,703	123,794	116,158	113,103	110,049	103,940	100,263	93,249
5	148,703	125,794	118,158	115,103	112,049	105,940	102,263	95,249
6	150,703	127,794	120,158	117,103	114,049	107,940	104,263	97,249
7	152,703	129,794	122,158	119,103	116,049	109,940	106,263	99,249
8	154,703	131,794	124,158	121,103	118,049	111,940	108,263	101,249
9	156,703	133,794	126,158	123,103	120,049	113,940	110,263	103,249
10	158,703	135,794	128,158	125,103	122,049	115,940	112,263	105,249
11	160,703	137,794	130,158	127,103	124,049	117,940	114,263	107,249
12	162,703	139,794	132,158	129,103	126,049	119,940	116,263	109,249
13	164,703	141,794	134,158	131,103	128,049	121,940	118,263	111,249
14	166,703	143,794	136,158	133,103	130,049	123,940	120,263	113,249
15	168,703	145,794	138,158	135,103	132,049	125,940	122,263	115,249
16	170,703	147,794	140,158	137,103	134,049	127,940	124,263	117,249
17	172,703	149,794	142,158	139,103	136,049	129,940	126,263	119,249
18	174,703	151,794	144,158	141,103	138,049	131,940	128,263	121,249
19	176,703	153,794	146,158	143,103	140,049	133,940	130,263	123,249
OG1		169,520	159,590	159,590	150,479		131,128	135,084
OG2				171,355				

2021-2022

Step	I	II	III	IV	V	VI	VII	VIII
1	142,606	119,697	112,061	109,006	105,952	99,843	96,166	89,152
2	144,606	121,697	114,061	111,006	107,952	101,843	98,166	91,152
3	146,606	123,697	116,061	113,006	109,952	103,843	100,166	93,152
4	148,606	125,697	118,061	115,006	111,952	105,843	102,166	95,152
5	150,606	127,697	120,061	117,006	113,952	107,843	104,166	97,152
6	152,606	129,697	122,061	119,006	115,952	109,843	106,166	99,152
7	154,606	131,697	124,061	121,006	117,952	111,843	108,166	101,152
8	156,606	133,697	126,061	123,006	119,952	113,843	110,166	103,152
9	158,606	135,697	128,061	125,006	121,952	115,843	112,166	105,152
10	160,606	137,697	130,061	127,006	123,952	117,843	114,166	107,152
11	162,606	139,697	132,061	129,006	125,952	119,843	116,166	109,152
12	164,606	141,697	134,061	131,006	127,952	121,843	118,166	111,152
13	166,606	143,697	136,061	133,006	129,952	123,843	120,166	113,152
14	168,606	145,697	138,061	135,006	131,952	125,843	122,166	115,152
15	170,606	147,697	140,061	137,006	133,952	127,843	124,166	117,152
16	172,606	149,697	142,061	139,006	135,952	129,843	126,166	119,152
17	174,606	151,697	144,061	141,006	137,952	131,843	128,166	121,152
18	176,606	153,697	146,061	143,006	139,952	133,843	130,166	123,152
19	178,606	155,697	148,061	145,006	141,952	135,843	132,166	125,152
OG1		173,423	163,493	163,493	154,382		135,031	138,987
OG2				175,258				

2022-2023

Step	I	II	III	IV	V	VI	VII	VIII
1	144,626	121,717	114,081	111,026	107,972	101,863	98,186	91,172
2	146,626	123,717	116,081	113,026	109,972	103,863	100,186	93,172
3	148,626	125,717	118,081	115,026	111,972	105,863	102,186	95,172
4	150,626	127,717	120,081	117,026	113,972	107,863	104,186	97,172
5	152,626	129,717	122,081	119,026	115,972	109,863	106,186	99,172
6	154,626	131,717	124,081	121,026	117,972	111,863	108,186	101,172
7	156,626	133,717	126,081	123,026	119,972	113,863	110,186	103,172
8	158,626	135,717	128,081	125,026	121,972	115,863	112,186	105,172
9	160,626	137,717	130,081	127,026	123,972	117,863	114,186	107,172
10	162,626	139,717	132,081	129,026	125,972	119,863	116,186	109,172
11	164,626	141,717	134,081	131,026	127,972	121,863	118,186	111,172
12	166,626	143,717	136,081	133,026	129,972	123,863	120,186	113,172
13	168,626	145,717	138,081	135,026	131,972	125,863	122,186	115,172
14	170,626	147,717	140,081	137,026	133,972	127,863	124,186	117,172
15	172,626	149,717	142,081	139,026	135,972	129,863	126,186	119,172
16	174,626	151,717	144,081	141,026	137,972	131,863	128,186	121,172
17	176,626	153,717	146,081	143,026	139,972	133,863	130,186	123,172
18	178,626	155,717	148,081	145,026	141,972	135,863	132,186	125,172
19	180,626	157,717	150,081	147,026	143,972	137,863	134,186	127,172
OG1		177,443	167,513	167,513	158,402		139,051	143,007
OG2				179,278				

SCALE CHART

SCALE	POSITION
I	HS Principal
II	CAP/CAMP, K-8, 3-8 Principals
III	All other Principals
IV	HS Assistant Principals
V	Director of Guidance, Athletic Director
VI	Director of Buildings & Grounds
VII	12 Mo. Supervisors, All other Assistant Principals
VIII	10 Mo. Supervisors