

Monmouth County

BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS  
IN THE COUNTY OF MONMOUTH

and

MONMOUTH COUNTY VOCATIONAL PRINCIPALS AND  
SUPERVISORS ASSOCIATION

AGREEMENT

X JULY 1, 1983 - JUNE 30, 1985

INDEX

	<u>Page</u>
PREAMBLE	1
ARTICLE I - RECOGNITION	2
ARTICLE II - NEGOTIATION PROCEDURE	3
ARTICLE III - ASSOCIATION RIGHTS AND PRIVILEGES	4
ARTICLE IV - GRIEVANCE PROCEDURE	5
ARTICLE V - UNIT MEMBERS RIGHTS	7
ARTICLE VI - SALARY GUIDE	8
ARTICLE VII - PERSONNEL	9
ARTICLE VIII- VACATIONS	14
ARTICLE IX - DUES	15
ARTICLE X	16
ARTICLE XI - DURATION OF AGREEMENT	17

PREAMBLE

This Agreement entered into the            day of December, 1983, by and between the Board of Education of the Vocational Schools in the County of Monmouth, New Jersey, hereinafter called the "Board", and the Monmouth County Vocational Principals and Supervisors Association, hereinafter called the "Association".

ARTICLE I

RECOGNITION

1. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning grievances and terms and conditions of employment for full time employees as follows:

All principals  
All vice principals  
Director of Pupil Personnel  
Supervisor of Practical Nursing  
Director of Marine Academy Science and Technology  
Director of Adult Education  
Special Needs Coordinator

but excluding all other personnel in the employ of the Board of Education of the Vocational Schools in the County of Monmouth.

## ARTICLE II

### NEGOTIATION PROCEDURE

1. Parties agree to enter into collective negotiations pursuant to Chapter 303, Public Law of 1968, in a good faith offer to reach agreement on matters concerning the terms and conditions of employment for all employees for whom the Association is authorized to negotiate. Such negotiations shall begin no later than October 1st of each calendar year. The proposal of the Association shall be submitted to the Board before the first of October of each year, and shall clearly propose changes in the current agreement and any new proposals. Items not included in the original demands which affect the budget shall not be negotiated until after a contract is agreed upon. Any contract so negotiated shall be applicable to all personnel for whom the Association is authorized to negotiate, shall be reduced to writing and shall be signed by the Board and the Association.
2. Either party may request in writing an initial meeting during October for the purpose of conducting negotiations and establishing dates for future sessions. A request for a meeting when made by either party shall contain a listing of items to be included for discussion at the initial session.
3. Board covenants that it will exercise all efforts to finalize the annual budget by no later than January 15th of each year.
4. Either party shall have the right to have its attorney and/or designated representative present at a negotiation session.
5. Counter proposals submitted by either side shall be in writing, with a copy or copies left in the hands of the other side. This provision may be waived by mutual consent.
6. Items agreed upon at a negotiation session shall be signed by the chairman of each negotiating team.

### ARTICLE III

#### ASSOCIATION RIGHTS AND PRIVILEGES

1. Whenever any representative of the Association or any member is mutually scheduled by the parties to participate during working hours in any meetings to discuss business between the Board and the Association no loss of pay shall be suffered by the member. Whenever a meeting is mandated by a mediator, arbitrator, judge, PERC or other authority with such a power, with such a meeting resulting from any action initiated by the Association, the Board shall not reimburse members for loss of pay unless the members are called as witnesses for the Board or payment is mandated by the ordering agency.

2. Representatives of the Association, the New Jersey Education Association and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, with the approval of the Superintendent or his designee, provided that this shall not interfere with or interrupt normal school operations.

3. The Association and its representatives may request permission to use school buildings at all reasonable hours for meetings. The request must be made to the Superintendent, in writing, at least 48 hours in advance of the time and place of all such meetings. The selection of the place for the meeting shall rest with the Superintendent and any cost resulting from the use of the school facilities shall be borne by the Association providing the cost is clearly stated on the notice of approval from the Superintendent.

4. The Association shall have in each building the use of a bulletin board.

## ARTICLE IV

### GRIEVANCE PROCEDURE

#### DEFINITION

A grievance shall be defined as a complaint by a member of the unit that there has been as to him (1) a violation of a specific section of this agreement, (2) that he has been treated unfairly by reason of an act or condition which is contrary to established Board policy or practice governing or affecting a member of the unit or (3) by an administrative decision affecting the member of the unit which is inconsistent with established Board policy or provisions of this Agreement. An "aggrieved person" shall mean a person or persons having the same grievances.

Group grievance - If, in the judgment of the Association, a grievance affects a group or class of members of the unit, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.

#### PROCEDURE

In order for a grievance to be considered under this procedure initial processing must be initiated within fifteen (15) school days of the occurrence within the knowledge of the aggrieved of the matter to be grieved.

1. A member of the unit with a grievance shall first discuss it with his immediate superior in an attempt to resolve the matter informally at that level.

If this information discussion does not resolve the matter, the employee shall present his complaint, in writing, to his immediate superior, and this complaint shall make known the full details of his grievance. The complaint shall specify:

- a. the nature of the grievance,
- b. the nature and extent of any injury, loss or inconvenience,
- c. the results of previous, informal discussions,
- d. his dissatisfaction with decisions previously rendered.

His immediate superior shall inform the employee of his decision within ten (10) school days of receipt of the written grievance.

2. If the complaint has not been settled satisfactorily by the employee's

immediate superior, the employee may request that the complaint be referred to the Superintendent of Schools. This request shall be made in writing not later than ten (10) school days following the decision in Step 1. The Superintendent shall communicate a decision in writing within fifteen (15) school days after receipt of the grievance.

3. If the complaint is not settled at the Superintendent level, the aggrieved of the unit may within ten (10) school days file a request in writing for a review by the Board of Education, and said request for review shall be submitted in writing through the Superintendent, who shall attach all related papers, decisions and summaries to said request and forward all documents to the Board within ten (10) days from the receipt thereof. The Board shall review the grievance and may, at its option, conduct a hearing in connection with said grievance. Within fifteen (15) school days from the date of said hearing, or within thirty (30) school days from the receipt by the Board of the request for review of said grievance, the Board shall prepare and render to the aggrieved member of the unit its decision, in writing, with respect to said grievance.



ARTICLE V

UNIT MEMBERS RIGHTS

1. No unit member shall be prevented from wearing lapel pins or other similar identification of membership in the Association or its affiliates.

ARTICLE VI  
SALARY GUIDE

<u>TITLE</u>	<u>STEP</u>	<u>1983-1984</u>	<u>1984-1985</u>
Principal	1	\$40,000.00	43,100.00
	2	40,800.00	43,900.00
	3	41,600.00	44,700.00
	4	42,400.00	45,500.00
Director	1	37,250.00	40,150.00
	2	37,750.00	40,650.00
	3	38,250.00	41,150.00
	4	39,050.00	41,950.00
Vice-Principal	1	34,100.00	36,800.00
	2	34,900.00	37,600.00
	3	35,700.00	38,400.00
	4	36,500.00	39,200.00

## ARTICLE VII

### PERSONNEL

#### Leave and Absence

All employees must report their expected absence prior to the start of their regular work day and indicate the reason for the expected absence. Reporting procedures are to be as indicated by the Superintendent of Schools.

A certificate of absence is to be filed for all absences by all employees.

#### A. Leave Due to Personnel Illness

##### 1. Annual Absence Allowance for Personal Illness - Sick Leave

- a. Definition: Sick leave is defined by law "to mean the absence from his or her post of duty, of any such person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household."
- b. Any employee holding any office, position or employment in the school district who is steadily employed by the Board of Education or who is protected in his or her office by tenure (section 18;13-16 through 19 of the Revised Statutes) shall be allowed sick leave with full pay for a minimum of ten school days in the case of ten month employees and twelve school days in the case of twelve month employees. A certificate of absence shall be filed by every unit member for any absence, and any employee absent over three consecutive days because of illness shall be required to file a doctor's certificate.

##### 2. Cumulative Sick Leave for Personal Illness

If any such person requires in any school year less than the then specified number of days sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used as additional sick leave as needed in subsequent years.

## Leave and Absence (Continued)

### 3. Extended Leave for Personnel Illness

Absence beyond the accrued leave credit shall receive separate consideration by the Board of Education, based upon the merits of the individual case. Any decision made is not to be considered setting a pattern of precedence.

### B. Leave Due to Death in Immediate Family

1. An employee may be absent from school duties without loss of pay for a period of not to exceed more than five (5) days for each death in the immediate family.
2. Definition: Immediate family shall be construed to mean: father, mother, husband, wife, child, sister, brother, grandparents, father-in-law, mother-in-law, son-in-law, daughter-in-law.

### C. Death of Relative

1. An employee may be absent from school duties without loss of pay for a period of one (1) day for the death of a relative.
2. Definition of relative shall be construed to mean: uncle, aunt, niece, nephew, brother-in-law, sister-in-law, and includes housekeeper for immediate family if not a relative or anyone living with immediate family.

### D. Personal Leave

1. An employee may be permitted a maximum of three (3) days absence for legitimate personal reasons such as attendance in court, a house closing or other personal business that must be attended to during school hours.
2. The District's "Request for Personal Leave" form shall be completed and submitted to the Superintendent for approval prior to the day such absence is to occur.
3. In the event of emergency family situations, approval may be given verbally by the Superintendent and the "Request for Personal Leave" form completed after such absence.

4. Any personal leave (3 days per year) that is not used during the period of July 1 to June 30 during a given year shall be credited to cumulative sick leave for personal illness on July 1 of the following year.

**E. Observation and Convention Absences**

1. Approval to attend conventions or visit other schools must be obtained ten work days in advance of the day from the Superintendent.
2. A written report of the day's activities shall be forwarded to the Superintendent within three (3) days following the visitation.

- F. Emergency Absence due to illness in family shall be at the discretion of the Superintendent who may allow up to one (1) day's absence without salary deduction.**

**G. Absence for Other Reason**

1. Loss of full pay for each day of absence.

**H. Transfer of Personal Sick Leave**

1. New employees who show evidence of accumulated unused sick leave from another school district in New Jersey as specified in 18A:30-3.3 shall immediately receive credit for one half of the number of days accumulated up to twenty (20) days. Additional accumulated days will be credited at the rate of five (5) per contract year up to one half of the total amount. In no case will credit be given for more than one half of the total sick leave accumulated in other school districts.

**I. Payment of Unused Sick Leave at Retirement**

1. Any unit member who retires from the Monmouth County Vocational School District in accordance with the Rules and Regulations of the District and the New Jersey Teachers' Pension and Annuity Fund shall be eligible to receive up to \$4,000.00 credit for unused sick leave during the 1983-84 school year and \$7,000.00 during the 1984-85 school year. Monetary credit for unused sick leave shall be based on 1/200th per day of their current contract for ten month employees and 1/260th per day of their current contract for twelve month employees.

### Health Benefits

- A. The Board shall provide employee and dependent coverage under the New Jersey Public Employee Health Benefits Plan.
- B. Prescription Plan - The Board of Education agrees to pay 100% of the premium for each member of the Association who subscribes to the group prescription \$1.00 co-payment plan. Applications for new enrollees will be processed in accordance with rules and regulations of the Insurance Carrier.
- C. Dental Plan - 1983-84: The Board of Education agrees to provide a sum not to exceed \$5,400.00 for 1983-84 for the purpose of providing a dental insurance program for family coverage. Coverage will include a basic dental plan plus \$1,000.00 orthodontic rider.
- 1984-85: The Board of Education agrees to provide a sum not to exceed \$6,000.00 for the 1984-85 school year for the purpose of providing a dental insurance program for family coverage. Coverage will include a basic dental plan plus \$1,000.00 orthodontic rider.
- Cost factor is based on ten (10) employees; therefore, any increase or decrease in membership will be adjusted accordingly.
- D. Annual Physical Examination: The Supervisor of Practical Nursing shall receive a paid physical examination per year, as required by law, with the cost of said examination approved in advance.

### Tuition Refund

The Board shall reimburse unit members for full cost of professional improvement under the following conditions.

1. To insure reimbursement the unit member must obtain approval in advance from the Superintendent for courses for which reimbursement will be requested.
2. Reimbursement will be made by voucher at the close of the school year after tuition receipts and college transcripts are submitted to the Superintendent showing credits and grades earned. Credits with grades below the "C" level will not be honored for reimbursement.

3. Actual dollars for reimbursement will be based on proration formula of the Monmouth County Vocational Education Agreement.
4. Reimbursement cost per one graduate credit will not exceed \$84.00 and the reimbursement will not exceed the actual tuition charges.
5. In the event tuition refund provisions under the contract with the Monmouth County Vocational Education Association are increased, the parties agree to reopen this contract to negotiate increases under the tuition refund section.

Reimbursement Mileage

Members of the Association will be eligible for approved mileage reimbursement at 22 cents per mile.

ARTICLE VIII

VACATIONS

All employees of the Association shall be granted twenty vacation days to be taken during times when the school buildings are closed. Additionally, the Superintendent, in his discretion, may grant occasional single day vacation days when the school building is open, but no two vacation days in sequence.

In addition to the aforesaid twenty days, each member of the association shall be entitled to the following additional vacation days:

After five years in the district	1 day
After ten years in the district	1 day
After fifteen years in the district	1 day
After twenty years in the district	1 day
After twenty-five years in the district	1 day

so that after twenty-five years the total vacation days will be 25.



## ARTICLE IX

### DUES

In order to encourage the improvement of the skills and the association of the members of the Association with their peers and other persons in the art of supervision, the Board agrees that during the year 1983-84 it will pay to each member of the Association a sum necessary to pay his or her dues in the New Jersey Principals and Supervisors Association, but not to exceed in any year the sum of \$250.00 per member of the Association. In 1984-85 an additional sum shall be paid as shall represent the cost of membership in the American Association of School Administrators, but the total for the membership in all groups listed herein shall not exceed on behalf of any member of the Association the sum of \$325.00.

## ARTICLE X

Copies of this Agreement shall be duplicated at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all members of the Association now employed, hereafter employed, or considered for employment by the Board.

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:

1. If by Association, to Board at

Monmouth County Vocational School District  
2 Bucks Lane  
Marlboro, N. J. 07746

2. If by Board, to Association at

Monmouth County Vocational Principals and Supervisors Association

ARTICLE XI

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1983 and shall continue in effect until June 30, 1985. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and attested by its Secretary, and the Board has caused this Agreement to be signed by its President and attested by its Secretary, all on the day and year first above written.

ATTEST:

Betty A. Perro  
Betty A. Perro, Secretary

BOARD OF EDUCATION OF THE  
VOCATIONAL SCHOOLS IN THE  
COUNTY OF MONMOUTH

By: Sidney B. Johnson  
Sidney B. Johnson, President

ATTEST:

Patricia Ferrine  
Patricia Ferrine, Secretary

MONMOUTH COUNTY VOCATIONAL  
PRINCIPALS AND SUPERVISORS  
ASSOCIATION

By: Richard Bagley  
Richard Bagley, President