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A G R E E M E N T

between the

Warren Township Board of Education

BOARD OF EDUCATION OF WARREN TOWNSHIP

THE COUNTY OF (SOMERSET,) NEW JERSEY

and the

WARREN TOWNSHIP ELEMENTARY

SCHOOL ADMINISTRATORS ASSOCIATION

for the

School Years 1987-88, 1988-89, & 1989-90

July, 1987

Y July 1, 1987 - June 30, 1990

ARTICLE I

RECOGNITION

Pursuant to the provisions of C. 303 of the Laws of New Jersey, 1968, the Warren Township Board of Education hereby recognizes the Warren Township Elementary School Administrators Association as majority representative and as the exclusive and sole representative for collective negotiations for its members concerning terms and conditions of employment for the following personnel, whether under contract, on leave, now employed or as may be hereafter employed by the Board:

Principals Supervisor of Special Services

The term "administrator" when used hereinafter in this agreement shall refer to all employees in the bargaining unit as above defined and references to male administrators shall include female administrators.

ARTICLE II

NEGOTIATIONS PROCEDURE

The parties agree to enter into collective negotiations over a successor Agreement in accordance with C. 303, P.L. of New Jersey 1968, such negotiations shall begin not later than September 15.

ARTICLE III

GRIEVANCE PROCEDURE

Definition:

- A. A "grievance" shall mean a claim by an administrator based upon the interpretation, application, or violation of this agreement, board policies, or administrative decisions affecting an administrator or a group of administrators. A grievance to be considered under this procedure must be initiated by the administrator within five days of its occurrence. Exclusion: A complaint of a non-tenure administrator which arises by reason of his not being re-employed.
- B. 1. It is agreed by both parties that these proceedings will be kept as informal and confidential as may be appropriate.
2. Failure to communicate a decision on a grievance within the specified time limits, at a given step, shall permit the aggrieved employee to proceed to the next step of the grievance procedure. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
3. It is agreed and understood that all administrators, including the grievant, shall, during and notwithstanding the pendency of any grievances, continue under the direction of the superintendent and continue to observe all assignments and applicable rules and regulations of the Board until such grievance or grievances and any affect thereof shall have been fully determined.
4. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. They may be extended only by mutual consent in writing.
- C. Level One

Any administrator who has a grievance shall present that grievance in writing to the Superintendent of Schools in an attempt to resolve the matter informally at that level.

Level Two

If, as a result of the informal discussion based upon the written grievance, the matter is not resolved to the satisfaction of the administrator within ten working days from the date of the informal discussion, he shall again present his grievance in writing to the Superintendent of Schools specifying:

1. The nature of the grievance and the date of the event.
2. The solution sought.
3. The result of previous informal discussion.
4. Dissatisfaction with the conclusion(s) reached by the Superintendent after the informal discussion:

A copy of the grievance shall be promptly forwarded to the administrator and/or the W.T.E.S.A.A. by the Superintendent. The Superintendent shall communicate his decision, with specific reasons, to the administrator within ten working days of the receipt of the written grievance.

Level Three

If the administrator is not satisfied with the disposition of his grievance at Level Two, he may file his grievance in writing with the Board of Education (copy to the Superintendent) within five (5) working days after receipt of decision at Level Two. The Superintendent shall forward all related papers to the Board of Education within ten working days after the filing of the grievance with the Board of Education. The Board shall review the grievance and render a decision in writing within twenty (20) calendar days of receipt of the grievance by the Board; if, in the Board's judgment, a hearing is to be scheduled with the administrator such hearing shall be held within 20 working days of the receipt of the grievance by the Board, and a decision shall be rendered in writing within ten working days of the hearing.

Level Four

Appeals beyond Level Three may be made as prescribed by law.

D. Rights of Administrators to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association.
 2. When an administrator is not represented by the Association in the processing of a grievance, the Association shall, at the time of the submission of the grievance at Level Two, with the consent of the aggrieved, be notified that the grievance is in process, have the right to be present, and present his position in writing at all meetings held with the administrator concerning the grievance and shall receive a copy of all decisions rendered.
- E. Any grievance processed by the Association must be with the consent of the aggrieved party.

ARTICLE IV

ASSOCIATION RIGHTS AND PRIVILEGES

- A. Whenever any member of the Association or any administrator is mutually scheduled by the parties to participate during work hours in negotiations, grievance proceedings excluding Level Four, conferences or meetings, he shall suffer no loss in pay.
- B. The rights and privileges of the Association and its members as set forth in this agreement shall be granted to the Association as the representative of the administrators, and to no other comparable administrator organizations.
- C. The Board agrees to furnish the Association in response to reasonable requests, available information concerning the financial resources of the district, i.e., A-4 audit, A-7 report, agendas and minutes of all public board meetings, census data, individual and group teacher health insurance premiums relative to cost with names and classifications of illness to be withheld.

ARTICLE V

CONTRACTUAL YEAR

- A. The contractual year for twelve (12) and ten (10) month administrators shall include vacation policy as amended by the Board 3/16/76, and by this contract. (GCBE.CA)

GCBE.CB - All 10 month administrators will receive vacation at the discretion of the Superintendent. For tenured administrators, up to 5 days may be taken during times when school is in session; the rest only when school is closed - 10 days.

For nontenured administrators, vacation may be taken only when school is closed, but at the discretion of the Superintendent; (a) 5 days within the first contract year, (b) 7 days within the second contract year, (c) ten days within the third contract year.

- B. Three convention days shall be allowed annually.
- C. Unused vacation days are not cumulative.

ARTICLE VI

ADMINISTRATIVE

- A. All fringe benefits extended to the WTEA shall be extended to the WTESAA with the exception of Sabbatical Leave.
- B. Membership dues for administrators will be paid by the Board of Education for one (1) Association of their choice.
- C. Unit members shall be reimbursed for the use of their autos in the performance of their duties at the rate of \$400. each, per year, for the 1987-88, 1988-89, and 1989-90 years.

ARTICLE VII

SALARIES

- A. The salaries of all administrators covered by this agreement are set forth by the following salary guide and ratio:
 - 1. Base Salary
 - a. Salary guide Schedules A, B and C (attached) - step determined by:
 - (1) Adding all years of public school administrative experience
 - (2) Up to eight years previous teaching experience
 - (3) Military service
 - (4) \$500. differential for doctorate added to the salary guide figure on the proper step in the 6th column of Schedules A, B or C.
 - (5) 17 year step shall be a combination of (1), (2) and (3) without reference to Warren.

b. Ratios	<u>12 mos.</u>	<u>10 mos.</u>
(1) Middle School Principal	1.45	
(2) Elementary Principal	1.35	1.25
(3) Supervisor of Spec. Serv.	1.30	
(4) After completion of ten years administrative experience in Warren, add .04 to ratio.		

2. Each ratio may be adjusted from \$100. to \$500 as a result of performance evaluation. This would be added to final salary. For the years covered by this contract, performance evaluations will be based upon evaluations completed in April, by the Superintendent employing an instrument developed by the Superintendent, with the advice and counsel of the WTESAA. In case of impasse on any specific item of the evaluation instrument, that item will be submitted to the chairman of the personnel committee for resolution. This ratio is not cumulative and will be determined for each individual each year.

Example: Person with 10 or more years with doctorate:

$$\text{Salary} = \left[\begin{array}{l} \text{Base rate from} \\ \text{teachers contract} \\ \text{as limited by} \\ \text{WTESAA contract} \end{array} \right] + \$500. \times \left[\begin{array}{l} \text{Basic} \\ \text{Ratio} \\ + .04 \end{array} \right] + \left[\begin{array}{l} \text{Merit} \\ \text{(if any)} \\ \$100-500 \end{array} \right]$$

3. Ten month administrators may need additional time to open and/or close school. Up to two weeks additional work may be authorized upon recommendation of the Superintendent. Compensation shall be at 2.5% of the previous yearly salary, per week.
4. Procedure
- a. The Superintendent shall meet with the administrator to discuss his evaluations of that administrator as it appears on Forms A and C. The administrator shall be allowed sufficient time to register the scores and make notes on his personal copy.
 - b. The Superintendent shall prepare a narrative evaluation report based on Forms A and C and the current objectives. Two copies of the narrative shall be given to each administrator. One copy (which will constitute the Board file copy) shall be signed by the administrator and returned. The administrator's signature shall only signify he/she acknowledges receipt of the narrative. Within one week each administrator may register in writing, either on the narrative or as an attachment, any disagreement(s). No administrator shall be required to sign a blank or incomplete evaluation form.

5. The Board of Education may withhold for inefficiency or other good cause, all or part of the employment increment of any administrator in any year by a majority vote of all members of the Board of Education in accordance with established grievance procedures outlined in this WTESAA contract. Written notice of such action, together with the reasons therefore, shall be given to the administrator concerned.

ARTICLE VIII

AMENDMENT AND DURATION OF CONTRACT

This contract shall remain in full force and effect from July 1, 1987 through June 30, 1990.

In witness whereof the parties have executed this Agreement, the day and year first below written:

BOARD OF EDUCATION OF THE TOWNSHIP OF WARREN

By Thomas S. Schumaker President

Date August 24, 1987

Negotiated by:

Mr. Joseph Lakatos
Mrs. Ellen Cwynar
Mr. Christian Henriksen
Mr. Lester Deotte

Attest:

Murray A. Lentz
Secretary

WARREN TOWNSHIP ELEMENTARY SCHOOL
ADMINISTRATORS ASSOCIATION

By Michael Hoffman

Negotiated by:

Dr. Joseph Ciklamini
Mr. Michael Gallina
Mr. Michael Hoffman
Mr. Joseph Palumbo

Attest:

Marian Kaurer
Secretary

SALARY GUIDE - 1987/88

<u>Step</u>	<u>BA.</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>ED.D.</u>
1	20,345	21,159	22,005	22,885	23,801	24,752
2-6	21,159	22,005	22,885	23,801	24,752	25,743
7	22,005	22,885	23,801	24,752	25,743	26,773
8	22,885	23,801	24,752	25,743	26,773	27,844
9	23,801	24,752	25,743	26,773	27,844	28,957
10	24,752	25,743	26,773	27,844	28,957	30,116
11	25,743	26,773	27,844	28,957	30,116	31,320
12	26,773	27,844	28,957	30,116	31,320	32,573
13	27,844	28,957	30,116	31,320	32,573	33,876
14	28,957	30,116	31,320	32,573	33,876	35,231
15	30,116	31,320	32,573	33,876	35,231	36,640
16	32,525	33,826	35,179	36,586	38,049	39,571
21	36,428	37,885	39,400	40,976	42,615	44,320

SALARY GUIDE - 1988/89

<u>Step</u>	<u>BA</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>ED.D.</u>
1	21,725	22,594	23,498	24,438	25,415	26,432
2	22,594	23,498	24,438	25,415	26,432	27,489
3-7	23,498	24,438	25,415	26,432	27,489	28,589
8	24,438	25,415	26,432	27,489	28,589	29,732
9	25,415	26,432	27,489	28,589	29,732	30,921
10	26,432	27,489	28,589	29,732	30,921	32,158
11	27,489	28,589	29,732	30,921	32,158	33,444
12	28,589	29,732	30,921	32,158	33,444	34,782
13	29,732	30,921	32,158	33,444	34,782	36,173
14	30,921	32,158	33,444	34,782	36,173	37,620
15	32,158	33,444	34,782	36,173	37,620	39,125
16	34,731	36,120	37,565	39,068	40,630	42,255
21	38,899	40,455	42,073	43,756	45,506	47,326

SALARY GUIDE - 1989/90

<u>Step</u>	<u>BA</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>ED.D.</u>
1	22,815	23,728	24,677	25,664	26,690	27,758
2	23,728	24,677	25,664	26,690	27,758	28,868
3	24,677	25,664	26,690	27,758	28,868	30,023
4-8	25,664	26,690	27,758	28,868	30,023	31,224
9	26,690	27,758	28,868	30,023	31,224	32,473
10	27,758	28,868	30,023	31,224	32,473	33,772
11	28,868	30,023	31,224	32,473	33,772	35,123
12	30,023	31,224	32,473	33,772	35,123	36,528
13	31,224	32,473	33,772	35,123	36,528	37,989
14	32,473	33,772	35,123	36,528	37,989	39,508
15	33,772	35,123	36,528	37,989	39,508	41,089
16	36,474	37,933	39,450	41,028	42,669	44,376
21	40,851	42,485	44,184	45,951	47,789	49,701

MEMORANDUM OF INTENT

The Warren Township Board of Education and the Warren Township Elementary School Administrators agree to negotiate compensation for Association members assigned additional duties as per the following Board of Education policies:

38 e IHB	District Scheduling
38 IFD	Curriculum Revision
41 a IM	Program Evaluation

Nov. 26, 1984