

FLORENCE TOWNSHIP PUBLIC SCHOOLS

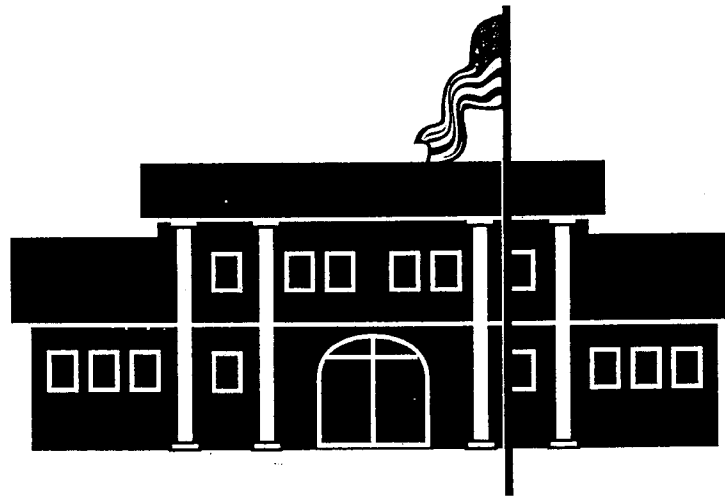
ADMINISTRATORS ASSOCIATION

CONTRACT

2007-2010

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FLORENCE TOWNSHIP  
PUBLIC SCHOOL DISTRICT  
BOARD OF EDUCATION



Administrative Office  
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## ARTICLE

### Membership

#### A. Unit Membership

In accordance with Chapter 123, Public Laws of 1974, the Board recognizes the Florence Township Administrative Association, hereinafter known as "The Association," as the exclusive and sole representative for the collective negotiation concerning the terms and conditions of employment for all appropriate, N.J.D.O.E. certified administrative/supervisory personnel; whether under contract, leave or employed by the Florence Township Board of Education, hereinafter known as "The Board," including only:

Principals, Assistant Principals, Directors, Supervisors and any new certified supervisory title which shall be established by the Board.

#### B. Definitions

For purposes of clarity, terms crucial to the interpretation of this Agreement are listed below:

1. Employee - when used hereinafter in the Agreement, this term shall refer to all professional administrative/supervisory employees represented by the Association in the negotiating unit as above defined, and references to "males" shall include females.

## ARTICLE II

### Negotiation Procedure

#### A. Deadline Dates

The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment of certificated administrative/supervisory personnel. Negotiations shall begin with a meeting at a mutually satisfactory place and at a mutually convenient time after receipt of the proposal.

#### B. Negotiating Team Authority

The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals and make

counter-proposals in the course of negotiations. The parties' representative have authority only to reach a tentative agreement and that the full Board and Association membership reserve the right to ratify or reject any tentative agreement.

C. Modification - Understanding of Parties

This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the times they negotiated or executed this Agreement.

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

This Agreement shall be effective July 1, 2007 and shall continue in effect until June 30, 2010 subject to the Association's right to negotiate over a successor Agreement, as provided herein.

### ARTICLE III

#### Grievance Procedure

A. Definition

The term "grievance" means a complaint or claim over the interpretation, application or alleged violation of negotiated agreements, board policies and administrative decisions affecting employees' terms and conditions of employment.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, a resolution to the problem which may arise from time to time affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Filing a Grievance

A grievance may be filed by an individual member, a group of members of

the Association, either in its own name or as the representative of a group or class whose individual signatures, shall not be necessary. Any grievance must be lodged at the proper initiating level within thirty (30) calendar days of the happening of the event.

2. Failure to Communicate a Decision

Should the Association fail to communicate a response within the specified time limitation, the grievance shall result in a dismissal.

Should the Superintendent fail to respond within the specified time limitation, then the grievance shall proceed to the next level of the grievance procedure.

3. Informal Attempt to Resolve a Complaint

An individual who has a complaint shall discuss it first with his immediate supervisor in an attempt to resolve the matter informally. However, if the complainant is the Association, the initial discussion shall be at the level of the superintendent; and in such event, if the problem is not resolved to the satisfaction of the Association within fourteen (14) days after the conclusion of the discussion, the procedures prescribed in the subsections of this section shall become applicable.

4. Level One - Immediate Superior

If, as a result of the discussion, the matter is not resolved to the satisfaction of the complainant within seven (7) calendar days, he shall set forth his grievance in writing to the Superintendent, specifying:

- a. the nature of the grievance;
- b. the nature and extent of the injury, loss or inconvenience;
- c. the result of the previous discussion

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

5. Level Two - Board of Education

If the grievance is not settled after reaching the Superintendent of Schools, the matter may be referred back to the Association for reconsideration. The Association shall make a determination as soon as possible, but within a period not to exceed ten (10) school days, notifying the employee in writing of that determination.

If the Association determines that the grievance has merit, it shall recommend to the Superintendent that the grievance be reviewed again, and shall submit its recommendation within five (5) school days. If not satisfactorily resolved, the grievance is to be submitted to the Personnel Committee of the Board of Education within ten (10) days. If not satisfactorily resolved, the grievance is to be submitted to the full Board of Education and they will meet with the employee and make a determination within ten (10) days, notifying in writing the employee, the Superintendent and the Association of its decision.

6. Level Three - Arbitration

In the event a grievance has not been resolved at Level Two, either the Association or the Board may seek "binding arbitration" without the other's consent.

When binding arbitration is intended to be used in remediation of a grievance, the following conditions must exist:

- a. The topic for arbitration will be limited only to the "express terms of the written Agreement."
- b. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can neither add to nor subtract anything from the Agreement between the parties.
- c. Grievances that are related to Board policies shall not be topics for arbitration.
- d. A written request for arbitration must be submitted to PERC and simultaneously served on the other party within fifteen (15) calendar days after receipt of the Board's response at Level Two or after the Board's response was due.
- e. The arbitrator's decision shall be in writing and submitted to the Board and the Association.
- f. All costs of the arbitrator, including per diem and travel, shall be borne equally by the parties. Any other expenses incurred shall be paid by the party incurring same.

7. Right to Representation

It is understood that any aggrieved person may be represented at all stages of the grievance procedure by himself or at his option, by a

representative selected and approved by the Association, also at Level One, if mutually agreeable. When an administrator is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure. However, the aggrieved person must be present at all times.

No reprisals of any kind shall be taken by the Board or by any member of the Administration against any party of interest, or any representative in the grievance procedure by reason of such participation.

8. Separate Grievance File

During the processing of a grievance, all documents and records dealing with the grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants. However, a copy of the decision will be placed in the personnel file and the aggrieved member or members shall have the right to attach a written disclaimer within thirty (30) days.

9. Meetings and Hearings

No meeting or hearing conducted under this procedure shall be public, unless the grievant exercises the right to compel a public discussion of the grievance.

If a meeting is not held in public, then the only parties in attendance shall be the parties in interest and the designated or selected representatives contemplated in this article.

D. Costs

The fees and expenses of the arbitrator are the only costs which will be shared equally and only in instances where the binding arbitration is mutually agreed to by both parties.

In all other cases, except when binding arbitration is mutually agreed to by the parties, the fees and expenses shall be born by the party incurring them.

Where, however, the grievant elects to proceed without the Association's concurrence, the costs shall not be born or shared by the Association. Time lost by any grievant and/or his representative due to arbitration proceedings shall not be charged to personal time nor shall there be any loss in pay.

## ARTICLE IV

### Administrative/Supervisory Employee Rights

#### A. Statutory Savings Clause

Nothing herein shall be construed to deny or restrict any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations.

Except at this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of the Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be applicable during the term of the Agreement. Unless otherwise provided in this Agreement, nothing contained hereto shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any benefit existing prior to its effective date.

#### B. Required Meetings or Hearings

Whenever any employee is required to appear before the Superintendent or his designee, the Board or any committee concerning any matter which could adversely affect the continuation of that employee in his office, position of employment or the salary or any increments pertaining thereto, he shall be given prior notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him.

#### C. Criticism of Administrative/Supervisory Employees

Any criticism by a superior or Board Member of an employee shall be made in confidence and not in public.

The employees shall be given the opportunity to respond and/or to rebut any complaints made to a superior or Board Member, and he shall have the right to be represented by the Association or legal counsel at any meetings or conferences regarding such complaint.



## ARTICLE V

### Association Rights and Privileges

#### A. Information

The Board agrees to make available, in the Board of Education Office, minutes of the regular and special meetings, a copy of the yearly audit, salary information for staff members and a copy of all policies of the Board. All the above listed materials must remain in the Board Office. Each administrative/supervisory personnel shall receive a copy of all policies of the Board.

#### B. Released Time for Meetings

Whenever any member of the Association is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, he shall suffer no loss in pay and/or benefits.

#### C. Use of School Buildings

Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that prior notice has been given to the Superintendent and that this business shall not interfere with or interrupt normal operations.

#### D. Use of School Equipment

The Association shall have the privilege to use the following school owned equipment: typewriters, computers, photocopiers, calculating machines and other types of equipment at the direction of the Superintendent. The Association shall pay for the reasonable cost of all materials incident to such use.

#### E. Exclusive Rights

The rights and privileges of the Association and its members as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the administrative/supervisory employees, as defined in the unit, and to no other organization.

## ARTICLE VI

### Association-Administration Liaison

#### A. Organization

A Liaison Committee shall be established in order to implement effective and continuing communication on subjects related to administrative/supervisory practices or problems.

#### B. Meetings with the Superintendent

The President of the Association and/or his representative(s) shall meet with the Superintendent and/or his designated representative(s) at the request of either party within seven (7) school days of said request, but these meetings shall not exceed one (1) per month unless by mutual consent. These meetings shall be of a reasonable length to discuss the areas of concern.

## ARTICLE VII

### Evaluation

Evaluation of administrative/supervisory personnel shall be conducted as per Board policy covering teaching staff members.

## ARTICLE VIII

### Leave of Absence

#### A. Sick Leave

##### 1. Accumulative

All full-time employees shall be entitled to twelve (12) sick leave days per year.

Those administrators with 12 or more years of service to the Florence Township School District shall be entitled to an additional two (2) days of sick leave. Unused sick leave shall be accumulated from year to year.

##### 2. Retirement

a. Upon retirement from the District as verified by the Teachers' pension and Annuity Fund, an administrator shall be eligible for

payment of unused sick leave accumulated while employed in the District.

- b. Administrators retiring at the end of a school year should notify the Superintendent on or before February 1. Administrators retiring during the school year are asked to give 90 days written notice. Such written notice may be waived by the Superintendent under extraordinary circumstances.
- c. Any employee who retires during the first year of eligibility shall receive a per diem rate of employee's yearly salary (Base/240) up to 130 sick days and \$45.00 per day for sick days above 130 days to be paid over a five year period commencing July 1 of the year of retirement. During said year, said payments shall be made on a monthly basis. (If a unit member retires effective December, 2007 or June 2008, payments would begin July 1, 2008.)

Any member of the Florence Township Education Association who becomes a member of the Florence Township Principals and Supervisors Association after July 1, 2007 shall upon retirement, receive payment for accumulated sick leave at the per diem rate of pay for those unused sick days accrued as an administrator only. In the event that the administrator under this provision has accumulated less than 130 sick leave days, he/she shall be entitled to payment for the balance at the per diem rate of pay he/she shall be entitled to payment for the balance at the per diem rate of pay he/she earned in the last year of his/her contract as a teacher.

Example: Sick Days as Administrator = 100 days  
Administrator would receive per diem rate  
Sick Days as Teacher = 130 days  
Administrator would receive for 30 days the per  
Diem rate earned in last year of teacher  
Contract. Remaining 100 days would drop to  
\$45 per day

Any employee who retires during the second year of eligibility shall receive 0.85 per diem of employee's yearly salary (Base/ 240) up to 120 sick days and \$45.00 per day for sick days above 120 days to be paid over a five year period commencing July 1 of the year of retirement. During said year, said payments shall be made on a monthly basis.

Any employee who delays their retirement until their third year of eligibility shall receive 0.50 per diem of employee's yearly salary

(Base/240) up to 120 sick days and \$45.00 per day for sick days above 120 to be paid over a five year period commencing July 1 of the year of retirement. During said year, said payments shall be made on a monthly basis.

Any current employee who has reached or surpassed their first year of eligibility prior to the signing of this agreement shall be entitled to sick leave pay as outlined in the first paragraph of this section. (2.C)

- d. Retirement is defined as the term as used by the Teachers Pension and Annuity Fund (TPAF), and does not mean the mere termination of employment with the district. One would have to have 25 years of credited service in the TPAF and be at least 55 years of age or attained at least 60 years of age with at least ten years of credited service in the TPAF.

An employee who has at least 25 years of credited service in the TPAF but has not reached the age of 55 may take advantage of this provision provided they are willing to accept the penalty imposed by the TPAF.

- e. The following applies to those members who do not qualify for 2.c and 2.d above: Administrators shall be paid for accumulated sick leave at the rate of \$45.00 for 2004-05 school year, \$47.00 for 2005-06 school year and \$49.00 for 2006-07 school year. Other additional considerations may be given to employees with 10 or more years of service. Payment shall be made upon retirement.

Payment for unused sick days shall be made upon retirement or, at the Administrator's request, on January 30<sup>th</sup> of the calendar year following retirement. For those retirees who do not give notice as specified in paragraph 2b above, payment shall be made 30 days subsequent to the actual date of retirement.

### 3. Notification of Accumulated Days

By October 1, the Board of Education will notify employees as to how many sick leave and personal days have been accumulated.

### 4. Death Benefits

In the event of the death of an administrator, payment due for accumulated sick leave shall be made to the estate of the administrator.

5. Perfect Attendance

Unit members shall be entitled to an outstanding attendance per diem honorarium for the length of this contract for the use of no sick leave or personal leave from July 1 to June 30 of each year. The per diem honorarium shall be calculated as base salary/240. For the school year 2007-08, the amount will be \$600.00, for 2008-09 school year, the amount will be \$625.00 and for 2009-10 the amount will be \$650.00.

**B. Temporary Leaves of Absence**

All full-time employees shall be entitled to the following leaves of absence with pay during the school year:

1. Death in Family

Up to five (5) days will be granted in the event of the death of an employee's spouse, child or parent. Up to three (3) days will be granted in the event of the death of an employee's son-in-law, daughter-in-law, father-in-law, mother-in-law, brother, sister, grandparents, brother-in-law and any other member of the employee's immediate household. When adverse circumstances prevail, additional leave up to two (2) days may be granted by the Superintendent upon the request of the employee.

2. Funerals

In the event of the death of a teacher or student in the Florence Township School District, the Superintendent shall grant to an appropriate number of employees sufficient time off to attend the funeral. The time and number shall be at his discretion.

3. Personal

Absence of four (4) days per year may be granted to an employee without reduction in pay for personal business which cannot be performed other than during employment hours.

Unused personal days can be accumulated each year for payment upon retirement. The method of payment will be consistent with the payment of accumulated sick leave in Article VIII, Leave of Absence, Section A. Sick Leave - Retirement.

4. Death Benefits

In the event of the death of an administrator, payment due for

accumulated personal leave shall be made to the estate of the deceased administrator.

5. Military Leave

Time necessary will be granted for employees called into temporary active duty by any unit of the U.S. Reserves or the State National Guard provided such obligations cannot be fulfilled on days when school is not in session.

C. Extended Leaves of Absence

1. Maternity

Upon reasonable notice, any tenured or non-tenured employee seeking a leave of absence on the basis of medical reasons associated with pregnancy or birth shall apply to the Board for said leave at any time prior to birth. At the time of application, the employee shall specify in writing the date on which she wishes to commence leave and the date on which she wishes to return to work after birth.

The Board may remove any pregnant employee from her duties if deemed physically unable to fulfill her official responsibilities by a medical physician; and, if her administrative/supervisory performance has substantially declined from the time immediately prior to her pregnancy.

2. Illness in the Family

A leave of absence without pay for up to one (1) year may be granted by the board for the purpose of caring for a sick member of the employee's family. Additional leave may be granted at the discretion of the Board.

3. Good Cause

Other leaves of absence with or without pay may be granted by the Board for good reason.

4. Continuation of Benefits While on Leave

Employees while on leave without pay shall have all benefits, to which the unit member was entitled at the time of the leave of absence, preserved and paid by the Board of Education during the absence for a maximum of 120 days from the effective date of the extended leave. For the remaining period of leave without pay, employees shall have the option to continue paying premiums for health/insurance benefits regularly provided by the

Board of Education, by paying the premiums 60 days in advance of the date of coverage.

5. Return from Leave

a. Salary

Upon return from leave granted by the Board, the employee shall be placed on the salary schedule at the level he had achieved at the time the leave commenced.

b. Benefits

All benefits to which an employee was entitled at the time his leave of absence commenced, including unused accumulated sick leave, shall be restored to him upon his return.

6. Extension and Renewals

All extensions or renewals of leaves shall be applied for in writing, and the Board shall respond in writing.

7. Legal Assistance

The Board shall provide legal assistance for any assault upon an employee while acting in the discharge of his duties. When absence arises out of or from such assault or injury, the employee shall not forfeit any sick leave or personal leave.

## ARTICLE IX

### Vacation

A. Time Allotted

1. Annual vacations for association members shall be taken within the contract year with Superintendent's approval. Fifteen (15) days of which must be taken during the summer with the remaining five (5) days to be used during the academic year at his discretion.
2. If an administrator does not use all vacation days between July 1 and June 30, the administrator will be reimbursed a per diem rate (1/240) for each day up to five (5) days. Retirement will be made in the July 15 pay of the same year.

B. Separation from Service

A member who resigns or retires during the contract year shall receive cash payments for his vacation days as estimated by the following formula.

$$\begin{array}{rcccl} \# \text{ Vacation Days} & \times & \# \text{ of months} & \times & \text{Per Diem} \\ \text{of entitlement} & & \text{completed} & & \text{salary rate} = \text{payment} \\ \\ \# \text{ of months in} & & 1 & & 1 \\ \text{contractual year} & & & & \end{array}$$

Upon written notification of pending retirement, an employee can request that payment for up to five (5) earned, unused vacation days be included in base salary for the upcoming, final year of employment.

C. Death Benefits

In the event of the death of an administrator, payment due for unused vacation earned shall be made to the estate of the deceased administrator.

**ARTICLE X**

**Administrative Vacancies**

A. Notice

A notice of vacancy in an administrative position shall be posted and a copy shall be sent to the Association twenty (20) days before the final date when applications must be submitted. The qualifications and duties shall be given or mailed upon receipt of a written request for an application for the position. The rate of compensation is a determination of the Board and shall be based upon an existing schedule or will be negotiable with the Board.

B. Implementation

Any unit member holding proper certification for such vacancies shall be extended the courtesy of an administrative interview.

**ARTICLE XI**

**School Calendar**

Input to the school calendar shall be solicited from representatives of this Association prior to its being adopted by the Board of Education.



## ARTICLE XII

### A. Procedure for Processing Transfer Requests

1. The request for transfer shall be submitted to the Superintendent for endorsement.
2. The Superintendent shall acknowledge receipt of the request and schedule an interview with the transfer candidate as soon as possible.
3. The Superintendent shall inform the transfer candidate of the final decision in writing within sixty (60) calendar days.

## ARTICLE XIII

### Professional Development

#### A. Professional Dues

The Board shall pay membership dues to professional associations relevant to the employees' areas of specialization (e.g. Principals and Supervisors Association, the National Association of Secondary School Principals, the Burlington County Association of Elementary School Administrators, the National Association of School Psychologists, the New Jersey Association of School Administrators).

The approval of the Superintendent shall be secured in advance.

#### Professional Development and Educational Improvement

An administrator/director will be compensated for approved courses taken up to a maximum of six (6) credits per fiscal year. Reimbursement will be per credit. The maximum reimbursement per credit will be at the rate for an in-state graduate course in education at the College of New Jersey. Any per credit cost less than the maximum will be reimbursed at the actual per credit tuition paid.

#### Professional Conferences

1. Each year, two unit members will be permitted to attend a national conference relevant to educational issues with approval of the Superintendent of Schools. Opportunity to attend the conference will

rotate among the unit members and will be based on seniority status. Seniority status as determined by the existing longevity schedule of this contract. The Board of Education will reimburse up to \$1,500 for the cost of this conference. The participating unit member will submit the proper receipts and prepare a written summary of their participation at the conference for the Board of Education.

2. If in the event a unit member is requested by the Superintendent and Board of Education to attend a national and/or state professional conference as part of a district initiative, it will not replace part one (1) of this section of the contract.
3. Each employee may request the opportunity to attend professional workshops upon approval of the Superintendent. The Board will reimburse each administrator up to a maximum of \$400 annually for incurred expenses.

## **ARTICLE XIV**

### **Insurance Protection**

#### **A. Full Health Care Coverage**

The Board agrees that, during the term hereof, it will extend to the members of this unit the same health insurance benefit program and applicable fringe benefits as extended to other professional certificated employees. The Board shall also provide for each administrator disability insurance in the amount of \$425 for the duration of this contract. Any premium in excess of the cap will be assumed by the employee through payroll deductions. New administrative employees recognized as members of this unit will retain the same benefit entitlement as existing members.

#### **B. Retirement Coverage**

At the time of retirement from the Teachers Pension and Annuity Fund (TPAF), the employee may elect to continue the Health Benefits Program, dental and prescription coverage at group rates. Premiums will be paid to the Board of Education by check, three (3) months in advance. The administration surcharge for insurance coverage purchased under COBRA shall be 2.0%.

#### **C. Description to Employees**

The Board shall provide to each employee at the beginning of each school year a description of the health care coverage provided under this Article. The description shall include an overview of the conditions and limits of coverage as

listed above.

D. Prescription/Dental Coverage

The Board agrees that, during the term hereof, it will extend to the members of this unit the same health insurance benefit program and applicable fringe benefits as extended to other professional certificated employees.

A unit member, eligible for prescription and dental coverage, may elect to not to enroll for such coverage and may participate in an in lieu payment program. The in lieu payment shall be equal to thirty five percent (35%) of the base premium. Base premium shall be determined at the coverage level in which the unit member was enrolled immediately prior to the election to participate in the in lieu payment program or to the lesser coverage if a change was made in the year prior to the participation year.

Unit members who elect to participate in the in lieu payment program may re-enroll for prescription and/or dental coverage during open enrollment periods. If a unit member wishes to re-enroll in a prescription or dental plan prior to an open enrollment period due to a demonstrated loss of alternate coverage, the unit member shall pay a re-enrollment charge equal to one hundred and ten percent (110%) of any pro-rated payment made under the in lieu payment program for the participation year.

In lieu payments shall be issued as a lump sum payment in the first pay period of November.

If a unit member participating in the in lieu payment program dies between July 1<sup>st</sup> and October 30<sup>th</sup> of the participation year, a pro-rated payment based on the time worked during the participation year shall be made to the estate of the unit member. If a unit member dies during the participation year after in lieu payment is made a payroll withholding shall be made for the pro-rated amount paid but not worked during the participation year.

The Board shall adopt, by resolution, A Section 125 plan as provided by the United States Internal Revenue Code of 1986, as amended, which shall conform to all relevant United States and New Jersey regulations.

## ARTICLE XV

### Deductions from Salary

#### A. Association Payroll Dues Deduction

1. The Board agrees to deduct from the salaries of its employees dues for any one or combination of associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, N.J. Public Laws of 1969 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. The person designated shall distribute such monies to the appropriate association or associations.
2. Each of the associations shall certify to the Board in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

#### B. Local, State and National Services

The Board agrees to deduct from employees' salaries money for local, state and/or national association services and programs as said employees individually and voluntarily authorize the Board to deduct and to transmit monies promptly to such association or associations.

#### C. Tax Sheltered Annuity

An employee may authorize the Board to make deductions for the purpose of tax sheltered annuities and ABCO Public Employees Federal Credit Union pursuant to the provisions of R.S. 18A:66-127, et seq., and the terms of a group contract approved by the Board.

## ARTICLE XVI

### Miscellaneous Provisions

#### A. Selection of Personnel

The building principal shall be involved in the interview process and make recommendations to the Superintendent concerning the appointment of personnel of his/her building.

The Association members will, upon the selection of the Superintendent, be involved in the interview process and make recommendations regarding administrative/supervisory appointments.

B. Participation in Policy Making

The Association will be consulted, when appropriate, in the development of administrative policies and procedures.

C. Use of Automobiles

All members of the Association who may be required to use their own automobiles in the performance of their duties shall be reimbursed at the prevailing I.R.S. rate per mile. It is understood that the unit member's auto insurance policy is the primary insurance in the event of an accident. However, the Board's liability policy will cover any costs that exceed the member's policy coverage.

D. Administrative Reorganization

The Superintendent shall request the advice of the Association before presenting any recommendation to the Board for the creation, change or abolishment of any position covered by this Agreement. The Superintendent shall request the advice of the Association before implementing a new administrative organization or before abolishing an existing structure at either the district or building level.

E. Printing and Distribution

The school district will, at its own expense, print sufficient copies of this Agreement for present and new employees.

F. Pay Schedule

Principals and Supervisors shall be paid on the fifteenth and thirtieth of each month. If either of these days fall on a Saturday, Sunday, or Monday holiday, payment will be made on the preceding Friday. If the fifteenth or thirtieth falls during an extended school holiday, payment shall be made on the last day before the start of the holiday.

G. Distribution of Paychecks

When an administrator is scheduled to be absent for an approved personal day(s) or an approved vacation day(s); and when the approved absence occurs on a date when paychecks are scheduled for distribution, the administrator shall receive his/her paycheck at the close of the business day immediately preceding the scheduled pay day.

H. Administrative Office Schedule

The schedule of work for administrative/supervisory personnel follows the school calendar for teachers with holidays granted on the same basis as teachers. Work during the summer is from Monday through Friday with holidays (Independence Day and Labor Day) granted on the same basis as non-certificated personnel. The days following the day that the teachers have completed their responsibilities and have signed out in June until the Monday of the week before the teachers return to school in September comprise summer work hours. Hours in summer will be 8:30 to 3:00 including thirty minutes for lunch. During the school year, members are expected to arrive prior to staff and to depart no earlier than fifty (50) minutes after student dismissal.

**ARTICLE XVII**

**Duration of Agreement**

- A. This Agreement shall be effective as of July 1, 2007 and continue in effect until a new Agreement is negotiated between the Association and the Board.

All contractual items will be opened for renegotiation during the 2009-2010 school year in preparation for a new contract, that will be effective on July 1, 2010, or upon the date thereafter when an amicable conclusion has been reached.

In witness thereof the Association has caused this Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon.

FLORENCE TOWNSHIP  
ADMINISTRATORS ASSOCIATION

FLORENCE TOWNSHIP  
BOARD OF EDUCATION

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## ADMINISTRATORS BARGAINING UNIT ANNUAL SALARY SCHEDULE

<u>Name</u>	<u>2007-2008 Annual Salary</u>	<u>2008-2009 Annual Salary</u>	<u>2009-2010 Annual Salary</u>
David Connor	\$121,685	\$126,584	\$131,704
Stephen Falcone	\$129,766	\$134,665	\$139,785
Alicia Monroe	\$80,000	\$84,899	\$90,019
Joseph Frappolli	\$117,232	\$122,131	\$127,251
Theresa Elias	\$105,195	\$110,094	\$115,214
Carole Range	\$105,958	\$110,857	\$115,977
Maria Sadar	\$117,232	\$122,131	\$127,251
Lee Viggiano	\$98,195	\$103,094	\$108,214

## ADMINISTRATORS BARGAINING UNIT ANNUAL SALARY RANGES

Level 1 – Assistant Principals & Supervisors  
 Level 2 – Principals & Directors

<u>Level</u>	<u>2007-2008 Annual Range</u>	<u>2008-2009 Annual Range</u>	<u>2009-2010 Annual Range</u>
Level 1 – Min	\$70,000	\$73,150	\$76,440
Level 1 – Max	\$120,000	\$125,400	\$131,045
Level 2 – Min	\$80,000	\$83,600	\$87,360
Level 2 – Max	\$130,000	\$135,850	\$141,965