

**AGREEMENT**

#1692

Between

**MILLVILLE BOARD OF EDUCATION**

and

**MILLVILLE ADMINISTRATORS' ASSOCIATION**

**Effective Date**

**July 1, 1994, through June 30, 1996**

**Agreement Date**

**July 1, 1994**

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**PREAMBLE**

This agreement entered into this July 1, 1994, between the Board of Education of Millville, Cumberland County, New Jersey, hereinafter called the "Board", and the Millville Administrators' Association, hereinafter called the MAA.

WHEREAS, the Board and the MAA recognize and declare that providing a quality education for the children of the Millville School District is their mutual aim, and

WHEREAS, the Board, pursuant to Chapter 123, Public Laws of 1974, herein agrees to negotiate with the designated or selected representatives of the MAA of the City of Millville, and

WHEREAS, the parties have reached certain understandings desire to confirm this agreement as follows.

**ARTICLE I**

**Membership**

A. **Unit Membership**

In accordance with Chapter 123, Public Laws of 1974, the Board hereby recognized the MAA as the exclusive and sole representative for the collective negotiation concerning the terms and conditions of employment for all administrative and supervisory certificate and non-certified personnel whether under contract, on leave, employed or to be employed by the Board, but excluding the Superintendent and Board Secretary and other managerial and confidential employees within the meaning of the Public Employment Relations Act.

B. **Definition**

Unless otherwise indicated, the term "administrator" when used hereinafter in this agreement, shall refer to all professional employees represented by the MAA in the negotiating unit as above defined, and references to male administrators shall include female administrators.

## **ARTICLE II**

### **Negotiation Procedure**

#### **A. Accordance with Law**

The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of administrators' employment.

## **ARTICLE III**

### **Grievance Procedure**

#### **A. Definition**

1. A "grievance" shall mean a complaint by an administrator or administrators that there has been a personal loss, or injury because of a violation, misinterpretation or inequitable application of Board policy, this Agreement or administrative decision affecting administrators.
2. Aggrieved - is defined as the employee making the complaint. (If it is a class action, the MAA shall be the aggrieved.)
3. Day - is defined to mean calendar days.

#### **B. Time Limits**

A grievance shall be processed within the specified time limits. Time limits may be extended by mutual written agreement. Any grievance not advanced from one step to the next within the specified time limits of that step shall be considered dropped.

#### **C. Failure to Communicate a Decision**

Failure ~~at any step~~ to communicate the decision of a grievance within the specified time limitation shall permit the grievance to proceed to the next step.

#### **D. Recordkeeping**

Documents, communications and records, dealing with the processing of a grievance, shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants at any time.

**E. Representation**

The aggrieved may be presented at any stages of the grievance procedure by himself/herself or at his option by an MAA representative. When the aggrieved is not represented by the MAA, the MAA shall have the right to be present as an observer. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their representatives and counsel.

**F. Initiation of Grievance**

A grievance shall be deemed waived and barred and outside the jurisdiction of an arbitrator if it is not presented in writing within twenty-eight (28) days of the time it arose, or the grievant should have been aware of the facts giving rise to the grievance.

**G. Levels in Grievance Procedure**

**Level I - Informal attempt to resolve**

An individual administrator who has a grievance shall discuss it first with his principal or immediate supervisor in an attempt to resolve the matter informally. However, if the grievant is the MAA, the initial discussion shall be at the level of the Assistant Superintendent for Curriculum and, in such event, if the problem is not resolved to the satisfaction of the MAA within ten (10) days after the conclusion of the discussion, the procedures prescribed in the subsections of the Article shall be applicable.

**Level II - Immediate Superior**

If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within nine (9) days, he/she shall set forth his/her grievance in writing to the principal or immediate superior specifying:

1. The act or omission giving rise to the grievance including the date of alleged violation;
2. The basis of the grievance, including the specific article of the contract, or policy, rule or regulation, if any;
3. The remedy sought

The principal or immediate superior shall communicate his/her decision to the grievant in writing seven (7) days of receipt of the written grievance.

**Level III - Administrative Assistant For Curriculum**

The grievant, no later than seven (7) days after receipt of the principal's or immediate superior's decision, may appeal this decision to the Administrative Assistant for Curriculum or such other administrator as the Superintendent may designate. The appeal to the Administrative Assistant must be made in writing, reciting the matter submitted to the principal or immediate superior as specified above. The Administrative Assistant shall attempt to resolve the matter as quickly as possible, but within a period not to exceed seven (7) days. The Administrative Assistant shall communicate this decision in writing to the grievant and the principal or immediate superior.

#### Level IV - Superintendent of Schools

The grievant, no later than seven (7) days after receipt of the Assistant Superintendent for Curriculum's decision, may appeal this decision to the Superintendent of Schools. The appeal of the Superintendent must be made in writing, reciting the matter submitted to the Assistant Superintendent as specified above. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed fourteen (14) days. The Superintendent shall communicate his decision in writing to the grievant and the principal or immediate superior.

#### Level V - Board of Education

If the grievance is not resolved to the grievant's satisfaction, he/she, no later than seven (7) days after the receipt of the Superintendent's decision, may request a review by the Board. The request shall be submitted in writing through the Superintendent, who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the grievant and render a decision in writing within thirty-seven (37) days of receipt of the grievance by the Board.

#### Level VI - Arbitration

Grievances based solely upon a claimed violation, misapplication, or misinterpretation of the express terms of this locally written contract between the parties may be submitted to arbitration. Notice of intention to proceed to arbitration shall be given to the Board through the Superintendent within fifteen (15) days after receipt of the decision which is being appealed by the MAA which shall be the only party entitled to bring a matter to binding arbitration.

Arbitration initiated and conducted under the rules of the American Arbitration Association. The arbitrator's decision will be in writing and will set forth his findings, reasonings and conclusions on the issues submitted. The arbitrator will be without the power or authority to make any decision or remedy which required

the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be final and binding on both parties. The arbitrator shall have no power to alter, add to or detract from the provisions of this Agreement.

Only the Board, the Superintendent, the aggrieved and appropriate officials of the MAA shall be given copies of the arbitrator's Opinion and Award. This shall be accomplished within thirty (30) calendar days of the completion of the arbitrator's hearings.

The fees and expenses of the arbitrator shall be borne equally by the Board and the MAA. Time lost by any grievant and/or his/her representatives to attend the arbitration hearing shall not be charged to personal time nor shall there be any loss in pay.

## **ARTICLE IV**

### **Administrator's Rights**

#### **A. Rights and Protection in Representation**

Pursuant to Chapter 123, Public Laws of 1974, the Board hereby agrees that every administrator shall have the right freely to organize, join, and support the MAA for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under cover of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any administrator in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974 or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any administrator with respect to hours, wages or any terms or conditions of employment by reason of his/her membership in the MAA, his/her participation in any activities of the MAA, collective negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

#### **B. Statutory Savings Clause**

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

#### **C. Required Meetings or Hearings**

Whenever any administrator is required to appear before the Superintendent, Board or any committee or member thereof concerning any matter that could result in the

termination of employment of that administrator, he/she shall be given prior notice (which will be in written form) of the reasons for such meetings or interview and shall have (a) representative(s) of the MAA present to advise him/her and represent him/her during such meeting or interview.

**D. Criticism of Administrators**

Any criticism by a superior or Board member of an administrator shall be made in confident, unless public disclosure is required by law or is necessary to some official action by the Board. The Association agrees that its members and officers will accord similar treatment to Board members and superiors.

**ARTICLE V**

**Association Rights and Privileges**

**A. Information**

The Board agrees to make available to the Association all information in the public domain in its possession that is reasonably required by the Association to carry out its duty of representation of members of the bargaining unit, upon request, at reasonable times.

**B. Released Time for Meetings**

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

**C. Use of School Buildings**

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

**D. Use of School Equipment**

The MAA shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials, supplies and equipment incident to such use.

**E. Exclusive Rights**



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

**F. Cocurricular Positions**

MAA members shall be afforded the opportunity to apply for extracurricular positions. No unit member shall be barred from applying solely on the basis of membership in the MAA.

**ARTICLE VI**

**Association - Administration Liaison**

- A. A Liaison Committee shall be designated by the President of the MAA. This Committee will meet, bimonthly, with the Superintendent to discuss matters of mutual concern. Meetings shall be scheduled during the school day, unless otherwise mutually agreed and shall be of a reasonable length to discuss areas of concern.

**ARTICLE VII**

**Leaves of Absence**

**A. Sick Leave**

1. A twelve-month (12) employee is entitled to an annual leave of absence on account of personal illness for a period of eighteen (18) school days at full pay. A ten-month (10) employee is entitled to an annual leave of absence on account of personal illness for a period of fifteen (15) school days at full pay.
  2. If any twelve-month (12) employee requires in any school year less than this specified number of days sick leave with pay allowed, a maximum of fifteen (15) days of such sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years. A maximum of twelve (12) days shall be accumulated each year by a ten-month (10) employee.
- B. A maximum total allowance of five (5) days per year, which shall be deducted from the total fifteen (15) days granted for sick leave under provision A.1. shall be granted for a combination of the following reasons, except that two (2) of the days for death in the immediate family, if required, shall not be deducted from the total days in A.1. above.
1. Death in the Immediate Family

- a. Immediate family shall be considered grand-parent, parent, brother, sister, husband, wife, child, mother-in-law, father-in-law, grand-children or other relative living with the family.

2. Serious Illness in the Immediate Family

- a. Immediate family same as 1.a above. Maximum days that may be used for this is three (3) days in any one year.

3. Personal Days

- a. An employee is entitled to an annual leave of absence on account of the death of a relative, a wedding, a religious holiday, business or other justifiable personal reason for a period of two (2) school days at full pay. Such leave of absence must receive prior approval by the Superintendent upon the written application of the employee.

C. Special Circumstances

In the event of a special circumstance, an employee may request in writing a compensatory day. Said request shall be submitted to the Superintendent of Schools at least three (3) days prior to the requested compensatory day and shall indicate the reason for the request. The Superintendent shall have the sole authority to grant or deny said request and this provision shall not be subject to the grievance procedure. The Superintendent shall determine the work or assignment which shall be performed in lieu of the compensatory day.

D. School Business

Permission may be granted by the Superintendent for administrators to attend meetings or conventions concerning school business, and, also, to visit a designated school for not more than one (1) day each year without loss of pay.

E. Maternity

1. The Board shall not remove any employee from her duties during pregnancy, except on any one of the following basis:
  - a. Performance - her performance has substantially declined from the time immediately prior to her pregnancy.
  - b. Physical Incapacity - her physical condition or capacity is such that her health would be impaired if she were to continue working, and which physical incapacity shall be deemed to exist only if:

1. The pregnant employee ~~fails to produce~~ a certification from her physician that she is medically able to continue working, or,
  2. The Board's physician and the employee's physician agree that she cannot continue working, or
  3. Following any difference of medical opinion between the Board's physician and the employee's physician, the Board may request expert consultation in which case a third impartial physician, agreed upon by the employee and the Board, shall be appointed to examine the employee and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board.
- c. Just Cause - Any other "just cause" as defined in N.J.S.A. Title 18A.
2. The Board shall grant maternity leaves of absence without pay to employees under the following terms and conditions:
    - a. A pregnant employee who becomes medically disabled is entitled to utilize sick leave as provided in N.J.S.A. 18A:301 et seq., or at the employee's election such leave may be utilized without pay.
    - b. An employee with a child less than four (4) months of age may apply for and will be granted unpaid child-rearing leave if application is made at least sixty (60) days prior to commencement of such leave and continuing until the start of the subsequent school year (or until the end of the school year for which he/she was hired in the case of a non-tenured employee).
    - c. Such tenured or non-tenured employee may return to work during the school year in which the child-rearing leave began, provided the request to do so was initially stated in the original application for child-rearing leave.
  3. Any employee granted a leave of absence under this Article shall be eligible for an **increment in the following year** (or in a subsequent year in which he/she actually **returns from such leave**) provided he/she has completed at least half year and one **day or more** of service to the district in the year in which the leave commences.
  4. The Board reserves the right to request a statement of health from said employee's physician.
  5. In no case does he/she have the right to be reinstated without Board approval. An employee under tenure, who is granted a child-rearing leave, may apply for

and shall be granted an additional child-rearing leave of absence for a period of one (1) year. The tenured employee shall return as a tenured employee.

F. Good Cause

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

G. Return from Leave

1. Salary

Upon return from paid leave granted by the Board, an administrator shall be considered as if he/she were actively employed by the Board during the leave and shall be placed on the salary range at the level he/she would have achieved if he/she had not been absent.

H. Extensions and Renewals

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

I. Family Medical Leave Act

All leave entitlements under the N.J.F.M.L.A. of the F.F.M.L.A. are included within the above provisions.

J. Vacation Time

1. Each employee on a twelve-month (12) contract will be entitled to twenty (20) vacation days each year. The accrued days will be earned on a monthly basis of 1.66 days.

2. No more than forty days (40) may be accrued as of July 1 of any year. In the case of a member who has properly taken the twenty (20) vacation days for the academic year of 1987-88, and will still have more than forty (40) days accrued on July 1, 1988, the member may use the remainder during the life of this contract. As of June 30, 1991, the total number of accrued vacation days which can be carried over to the subsequent contract period shall not exceed twenty (20) days.

**ARTICLE VIII**

**Notice of Vacancies**

**A. Notice**

A notice of vacancy in an administrative position shall be sent to each administrator and a copy shall be sent to the MAA at least fifteen (15) work days before the final date when applications must be submitted. The notice of vacancy shall set forth the position and its qualifications.

**ARTICLE IX**

**Benefits**

**Medical Coverage**

NOTE: The current contract provision as it appears in present agreement has been completely re-written.

- A. For each employee who remains in the employment of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period as follows:
- B. The Board shall provide health benefit coverages for administrative unit members, as outlined below.

**B.1 Basic Health Coverage**

The Board shall provide New Jersey State Health Benefits Plan coverage, or its equivalent, single, husband/wife, parent/child, or family coverage as appropriate, for all employees who qualify. The full cost of the coverage shall be borne by the Board of Education.

**B.2 Dental, Prescription and Vision Coverages**

The Board shall provide dental, prescription and optical coverages for each administrative employee at Board expense, according to the following:

[a] a dental plan (single, husband/wife, parent/child, or family, as appropriate), with a \$25.00 individual and a \$75.00 family deductible.

[b] a prescription drug plan with the following co-pay: for 1994-95; \$2.00 generic and \$5.00 brand effective 7/1/95; \$5.00 generic and \$10.00 brand

[c] a full family optical plan with a \$20.00 per person deductible.

Employees hired before February 1, 1995, shall be eligible for all benefits outlined in B.1 and B.2 above, at Board of Education expense.

### **B.3 New Employee Benefits**

[a] Employees hired subsequent to February 1, 1995, shall be eligible for benefits according to the following:

1. at initial hire, new administrative employees shall be eligible for the coverage outlined in B.1 above, at Board expense.
2. at initial hire, new administrative employees shall be eligible for single dental, prescription and vision benefits only, at Board expense. Should the new employee desire husband/wife, parent/child, or family coverage, he/she may purchase same through payroll deductions by paying the full cost of the difference between the prevailing single rate and the prevailing rate for the coverage desired, at the Board's group rate.

[b] For employees hired subsequent to February 1, 1995, after two (2) years of successful employment in the District, the employee shall be eligible for family, dental, prescription and optical coverages, if appropriate, at Board expense pursuant to B.2 above.

[c] Should a new administrative unit member be promoted from within the Millville School District and already have full benefits, he/she shall not be subject to the provisions of B.3 [a] & [b] above.

**B.4** Should legislation be passed allowing a plan to be implemented under which a payment may be made to unit members who waive duplicate New Jersey State Health Benefits Plan or equivalent coverages, the Association agrees that said plan may be implemented in the District.

### **C. Professional Improvement**

#### **1. Educational Credits**

The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of educational performance and attitudes. The Board and the Association support the principle of continuing training of the professional staff and the improvement of instruction.

To work toward the end stated above, the Board agrees to implement the following:

To pay the full cost of six (6) credits in any one school year, taken beyond the required administrative or supervisory certification with the approval of the Superintendent. A school year for credit purposes shall be defined as the period between September 1 and August 31.

2. Workshops, Seminars, Conferences, Inservice Training Sessions

To pay the reasonable expenses (including fees, meals, lodging and/or transportation) incurred by administrators who attend workshops, seminars, conferences, inservice training sessions or other such sessions with the prior written approval of the Superintendent and the Board where policy so requires.

**ARTICLE X**

**Salaries**

A. Pay Periods

All administrators shall be paid semi-monthly, in equal installments, on the 15th and 30th of each month of their respective work years.

B. Advanced Credits

Effective July 1, 1994, the lateral differentials for educational credits above the Masters Degree, are as follows and will be added to salary range for each employee.

	<u>1994-95</u>	<u>1995-96</u>
MA+15	\$ 310	\$ 325
MA+30	\$ 621	\$ 650
MA+45	\$ 932	\$ 975
PhD	\$1,242	\$1,300

These stipends are only applicable to NEW hires and current members who earn additional graduate credits making them eligible for a lateral differential. These increases are already calculated into the salaries created on the July 1, 1994 agreement. The 1993-94 salary used for the basic calculation was the salary including the graduate credits.

C. Salary Ranges

See appendix (attached).

## **ARTICLE XI**

### **Retirement Bonus**

#### **A. Bonus Formula**

Upon retirement from the Millville School System, each employee shall receive a payment for unused accumulated sick leave in accordance with the following formula:

Payment is arrived at by taking the employee's present salary at retirement and dividing it by 240 for twelve (12) month employees or by 200 for ten (10) month employees, thus finding the per diem rate. Said payment shall be twenty-five (25) percent of the per diem rate times the total number of accumulated sick days.

#### **B. Notification of Anticipated Retirement**

Payment of retirement bonus shall be made twelve (12) months after written notification of anticipated retirement. Waiver of this requirement shall only be made in extraordinary hardship cases which could not be anticipated. In event of the death of the employee who has retired, payment will be paid to deceased's estate.

#### **C. Death Benefit**

In the event of the death of an employee before retirement, payment, in the amount calculated using the bonus formula of this Article, Section A, will be paid to the estate of the deceased within one year of his or her death.

## **ARTICLE XII**

### **Agency Shop**

#### **A. Agency Shop Fee**

In order to adequately offset the per capita cost of services rendered by the Millville Administrators' Association as majority representative, the representation fee shall be eighty-five (85) percent of the amount charged for regular membership dues, initiation fees and assessments by the Association to its own members.

#### **B. Deduction From Pay for Agency Shop Fee**

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee who has chosen not to become a full dues paying member of the Millville Administrators' Association.



C. Forty-five Day Clause

Within forty-five (45) days of the onset of employment of non-member, the eighty-five (85) percent assessment fee shall be assessed retroactive to the first day of his or her employment.

D. Limit on Collection of Fee

Any non-member leaving his/her position with the school system will be obligated to pay the representation fee only through the last day of the month for which he/she receives a salary.

E. Indemnity Clause

The Association will indemnify and hold the Board harmless against all claims and litigation brought against it by reason of its compliance with the provisions of this Article.

**ARTICLE XIII**

**Management Rights**

A. Board Rights

The School Board, on its own behalf and on behalf of the taxpayers of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey, and of the United States, including but without limiting, and generality of the foregoing, the right:

To exercise executive management and administrative control of the school system and its properties and facilities, and the activities of its employees.

B. Hiring of Employees

To hire all employees and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotions, and to promote and transfer all such employees.

C. Establishment of Grades and Course of Study

To establish student grades and course of instruction, including special programs and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.

**D. Method of Instruction and Selection of Textbooks**

To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature.

**E. Exercise of Power and Rights**

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms thereof are in conformance with the Constitution and laws of the United States.

**F. Non-Restriction of Rights**

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under the New Jersey School Laws or any other national, state, county, district, or local laws or regulations.

**ARTICLE XIV**

**Miscellaneous Provisions**

**A. Use of Automobiles**

All administrators shall be reimbursed at the rate prevailing in the school system when required to use their own automobiles in the performance of their duties.

**B. Printing of Contracts**

Copies of the Agreement shall be reproduced at the joint expense of the Board and the MAA and distributed to all members of the unit.

**C. Continuation of Terms of Contract**

All rights, benefits and options acquired under the express terms of this Agreement shall continue to accrue upon the expiration of said Agreement and shall remain in effect until such time as a successor Agreement has been negotiated.

The Board agrees that it will not change the terms and conditions of employment of the members of the bargaining unit without negotiations.

**D. Snow Emergency Days**

Should the Superintendent close the school for a snow emergency, he/she may excuse administrative unit members from attendance on a case by case basis, at his/her discretion.

**ARTICLE XV**

**Duration of Agreement**

**A. Duration of Agreement**

This Agreement shall be effective as of July 1, 1994 and shall continue in effect until June 30, 1996 subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally, and it is understood that it shall expire on the date indicated.

**B. Successor Agreement**

The parties agree that all matters that were negotiable have been negotiated, and that neither party will be required to reopen negotiations during the term of this Agreement except those for a successor agreement.

In witness whereof, the parties have affixed their respective signatures this 26<sup>th</sup> day of Sept., 1995.

For the Board

N. George Mitchell  
[Signature]  
\_\_\_\_\_

For the Association

Warren E. Elliott  
\_\_\_\_\_  
\_\_\_\_\_

**GRIEVANCE FORM**

**DATE:** \_\_\_\_\_

The undersigned grievant hereby submits the following grievance to

\_\_\_\_\_:

- a) The nature of the grievance:
- b) The date of occurrence:
- c) The basis of the grievance
- d) The grievant is dissatisfied with the previous decision in the following way:
- e) The grievant seeks the following redress:
- f) The grievance has previously proceeded through these steps with these outcomes:

\_\_\_\_\_  
**Grievant**

**APPENDIX A  
SALARY RANGES**

<b>Job Titles</b>	<b>Range</b>	
Senior High Principal	\$69,000	\$83,000
Memorial High Principal	\$64,170	\$77,190
Elementary Principals	\$63,480	\$76,360
High School Vice Principal	\$61,410	\$73,870
Elementary Vice Principal	\$59,340	\$71,380
K-12 System Wide Supervisors	\$55,200	\$66,500
K-12 Department Chair (10 Months)	\$48,300	\$59,100
7-12 Department Chair (10 Months)	\$48,300	\$58,100
Guidance (12 Months)	\$51,750	\$62,250
Psychologist (10 Months)	\$44,850	\$53,950
Chief of Administrative Services	\$43,470	\$52,290
Clerical Supervisor	\$40,710	\$48,970
Buildings and Grounds #1	\$40,020	\$48,140
Buildings and Grounds #2	\$37,950	\$45,650
Food Services Manager	\$35,800	\$43,160