

550

AGREEMENT
between the
SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
and the
SCOTCH PLAINS-FANWOOD ADMINISTRATIVE GROUP
JULY 1, 1994 - JUNE 30, 1997

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
	Preamble.....	1
I	Recognition.....	1
II	Negotiation Procedures.....	1
III	Rights of Administrators.....	2
IV	Grievance Procedure.....	3
V	Protection of Members and Property..	6
VI	Group Members Employment.....	6
VII	Evaluation of Group Members.....	7
VIII	Fair Dismissal Procedure.....	9
IX	Personal and Academic Freedom.....	9
X	Group Participation in the Development of Policy.....	10
XI	School Calendar.....	11
XII	Deductions From Salary.....	11
XIII	Professional Growth.....	12
XIV	Sick Leave.....	12
XV	Temporary Leaves of Absence.....	13
XVI	Extended Leaves of Absence.....	14
XVII	Sabbatical Leave.....	14
XVIII	Blanket Benefits.....	17
XIX	Long Term Disability Insurance.....	17
XX	Travel Expenses.....	18
XXI	Work Calendar and Vacation.....	18
XXII	Salary Plan.....	19
XXIII	Notice Provisions.....	19
XXIV	Duration.....	20
	Appendix A.....	21

PREAMBLE

This Agreement made this 9th day of June, 1994 between the Scotch Plains-Fanwood Board of Education, hereinafter referred to as the "Board" and the Administrative Group of the Scotch Plains-Fanwood School System, hereinafter referred to as the "Group."

ARTICLE I

RECOGNITION

- A. The Scotch Plains-Fanwood Board of Education, hereinafter referred to as the "Board," recognizes the Scotch Plains-Fanwood Administrative Group, hereinafter referred to as the "Group," as the exclusive representative concerning terms and conditions of employment for all full-time personnel in the following job classifications:

High School Principal
Middle School Principal
Elementary Principal
High School Assistant Principal
Middle School Assistant Principal

- B. Unless otherwise indicated, the terms "member" or "group member" when used hereinafter in this Agreement shall refer to all personnel represented by the Group as defined in Section A. above. Reference to either male or female members shall include the opposite sex.

ARTICLE II

NEGOTIATION PROCEDURES

- A. Parties agree to enter into collective negotiations pursuant to NJSA 34:13A-1 et seq. as amended, in a good faith offer to reach agreement on all matters concerning the terms and conditions of employment for all employees for whom the Group is recognized to negotiate. The time to commence negotiations shall be in accordance with PERC rules or later if the parties agree of each calendar year in which a contract is subject to renegotiation. Any agreement so negotiated shall be applicable to all personnel for whom the Group is recognized to negotiate.

- B. Neither side shall have any control over the negotiating representative of the other side.
- C. 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.
- D. The Board agrees to negotiate with the Group whenever terms and conditions of employment are modified as a result of administrative reorganization. The negotiation shall commence within a reasonable time after the reorganization takes place. Any negotiated settlement shall be retroactive to the effective date of the modification of terms and conditions of employment unless a different date is agreed to.

ARTICLE III

RIGHTS OF ADMINISTRATORS

- A. The Group may use the school building facilities at all reasonable hours for meetings before or after normally scheduled school sessions subject to the reasonable rules and regulations which uniformly apply to the use of school facilities. Bulletin boards, administrators' mailboxes, and inter-school mail shall be made available to the Group. School duplicating equipment may be utilized, but the Association shall purchase privately all expendable materials and supplies.
- B. The Board agrees to make available to the Group in response to reasonable requests from time to time, public information which the Group requires to process professional grievances, to administer this Agreement, and to formulate contract proposals.
- C. Whenever any administrator is required to appear before the Board of any committee thereof concerning any matter of discipline which could adversely affect the continuation of that administrator in his/her office, position or employment, then he/she shall be given prior written notice of the reasons for such meeting and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such a meeting.

ARTICLE IV

GRIEVANCE PROCEDURE

A. Definition

1. A "grievance" shall mean a complaint by an administrator or a group of administrators that there has been to him/her or to them, or to the Group, an inequitable, improper, or unjust application, interpretation, or violation of this Agreement.
2. "Aggrieved party" shall mean any person or group of persons in the Group filing a grievance. However, when a group is involved the grievance shall be processed as an individual grievance.
3. "Days" shall be working days as specified for twelve-month employees.
4. The "immediate superior" shall mean the person so designated by the District's organization chart.

B. Declaration of Purpose

1. It is the purpose of this procedure to secure, at the lowest possible level, equitable solutions to grievances of Group members through procedures under which they may present grievances free from coercion, interference, restraint, discrimination, or reprisal, and by which there is adequate opportunity to dispose of differences in a professional manner, without, where possible, involving the Board of Education in time-consuming and costly proceedings.

- #### C.
1. A grievance to be considered under this procedure must be initiated within ten (10) days of its occurrence.
 2. Failure at any step of this procedure to communicate in writing the decision on a grievance within the specified time limit shall permit the aggrieved party to proceed to the next step. Failure of the aggrieved party 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. 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. The time limits specified may, however, be extended by mutual agreement.

4. Level One

The aggrieved party shall first discuss the grievance with his immediate superior with the objective of resolving the matter informally. The immediate superior shall meet with the aggrieved party within five (5) days after receiving notice of the grievance. The immediate superior shall render a decision within five (5) days after said meeting.

5. Level Two

If as a result of the discussion the aggrieved party is not satisfied with the disposition of his grievance at Level One, he may formally file the grievance in writing with the Superintendent within five (5) days after the decision at Level One, or ten (10) days after the grievance was informally presented, whichever is sooner. The Superintendent shall meet with the aggrieved party prior to communicating his written decision. The Superintendent's written decision shall be rendered within ten (10) days after the formal grievance was delivered to him.

6. Level Three

If the aggrieved party is not satisfied with the disposition of his grievance at Level Two or if no decision has been rendered within ten (10) days after the grievance was delivered to the Superintendent, he may within five (5) days after a decision by the Superintendent or ten (10) days after the grievance was filed with the Superintendent at Level Two, whichever is sooner, submit his grievance through the Superintendent to the Board of Education. The Board, or a committee designated by the Board shall meet with the aggrieved party and the Superintendent prior to communicating their written decision. The Board's written decision shall be rendered within twenty (20) days after the grievance is received by the Board's secretary.

7. Level Four - Arbitration

(a) If the aggrieved person is not satisfied with the disposition of his or her grievance at Level Three, within five (5) school days after receipt of the Board's decision, or if no decision has been rendered, within thirty-seven (37) calendar days after the grievance was delivered to the Board, the aggrieved may request that the Group submit the grievance to arbitration. If the Group determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after the request of the aggrieved person by submitting a

demand for arbitration to the American Arbitration Association and to the Board of Education.

- (b) The parties shall be bound by the rules and procedures of the American Arbitration Association.
- (c) The arbitrator shall be empowered to hold a hearing or hearings and to obtain all relevant data concerning the grievance. He shall render a written decision within thirty (30) days after the completion of the hearing or hearings or submission of any additional data. A copy shall be simultaneously furnished to the Group and to the Board. The arbitrator shall limit himself to the issue submitted and shall consider nothing else. He can add nothing to nor subtract anything from this Agreement between the parties or any policy of the Board of Education. The award of the arbitrator shall be final and binding on the parties.

It shall be the function of the arbitrator, and he shall be empowered except as his powers are limited below, after due investigation, to make a decision in cases of alleged violation, misinterpretation, or misapplication of this Agreement.

In the event that a case is appealed to an arbitrator on which he determines he has no power to rule or which he determines is not arbitrable, it shall be referred back to the parties without decision or recommendation on its merits.

The fact that the grievance has been considered by the parties in the preceding steps of the grievance shall not constitute a waiver of jurisdictional limitations upon the arbitrator in this Agreement.

The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Group. Any other expenses incurred shall be paid by the party incurring same.

D. Miscellaneous

1. The aggrieved party must be present and may be accompanied and represented at all stages of the formal grievance (Level Two and beyond) by legal counsel or a representative from the local, state or national association.

2. Notices of grievances at all levels will be filed on forms jointly prepared by the Group and the Superintendent so as to facilitate operation of the grievance procedure.
3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives.
4. While any proceeding is pending and until a final determination has been reached, all proceedings shall be private and any preliminary disposition will not be made public without the agreement of all parties.
5. It is agreed that the Board and the Group shall individually assume costs in connection with the processing of the grievance. In the event, however, that the grievance is processed through arbitration, the Group and the Board shall equally share the costs.
6. All 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.

ARTICLE V

PROTECTION OF MEMBERS AND PROPERTY

The Board of Education agrees to take all reasonable precautions under State Law to protect the health and safety of its administrators.

ARTICLE VI

GROUP MEMBERS EMPLOYMENT

- A. The Board agrees to hire only certified personnel or those eligible for certification for every administrative position for which a New Jersey State certification is required, unless such personnel are not available.
- B. Members shall be notified in writing of their contract status and salary status for the ensuing year not later than May 15th of each year.

ARTICLE VII

EVALUATION OF GROUP MEMBERS

Administrators shall be evaluated in accordance with the provisions of NJAC 6:3-4.1. Supervision of Instruction: observation and evaluation of non-tenured teaching staff members, and NJAC 6:3-4.3, Evaluation of tenured teaching staff members.

A. Guidelines for the completion of the administrative evaluation form.

1. Instructional Leadership
2. Supervisory Management
3. Personnel Administration

B. General Considerations

The purpose of evaluation is to provide the basis and guidelines for the growth and improvement and/or the recording of weaknesses and deficiencies of a staff member in the fulfillment of his or her role and responsibility.

The second purpose is to provide the basis for the formulation of judgment regarding employment, salary determination, dismissal, maintenance, and/or reappointment to create a systematic approach to compensation and promotion.

C. Procedure

1. It is agreed that the accomplishment of the basic day-to-day managerial and supervisory function of the administrator which gives direction to the operation of the school, the supervision of staff and the improvement of instruction, remains the central basis for evaluation. Each administrator shall develop specific objectives i.e., job targets and/or site objectives. These objectives shall be viewed, when developed, as one portion of the total process. The time line for the development and implementation of these objectives shall be consistent with the school year. Tentative objectives for the subsequent school year shall be considered during the summer and shall be refined by the administrator and submitted to the Superintendent and/or designee as the basis for a conference to be held during the summer. During that conference, a free exchange will take place resulting in statements of objectives to be pursued during the school year. Objectives will be agreed to before the end of September.

2. Following the summer conference, a periodic conference(s) shall be held as deemed necessary by either party and prior to the March summary evaluation report. This report conference shall serve to evaluate and/or revise these objectives and to report the degree of progress made.
3. Minimum of one formal evaluation report will be filed by the Superintendent for each tenured administrative staff member, during any given year and a minimum of three evaluations shall be made for a nontenured administrator.

The evaluation report is to be filed by March 31st.

4. The judgments made on evaluation reports for principals, assistant principals, and administrative assistants should represent the opinions of more than one supervisor. The final evaluation is the responsibility of the Superintendent. A conference shall be held with a draft document with each administrator prior to the final written evaluation report. The written evaluation report shall be compiled and submitted to the administrator within ten (10) days following the date of the conference.
5. As soon as it is determined that a staff member is not meeting expectations, as delineated in the evaluation criteria, and needs to correct specific deficiencies in order to be recommended for reemployment or salary increase, a conference will be held with the evaluator to discuss the situation. As an outcome of the conference, a written statement detailing specific deficiencies and suggestions for improvement will be given to the staff member within five (5) working days.. In order to provide evaluatee sufficient time to implement suggestions for improvement, a written statement shall precede the March evaluation with as much lead time as possible.
6. No evaluation report shall be filed in the Superintendent's office or shared with the Board of Education before the staff member has had the opportunity to read it, discuss it with the Superintendent, and offer written comments to be appended. To this end, the evaluation reports shall be shared with the evaluatee no less than ten (10) days prior to the date concluding the evaluation period.
7. Should an administrative staff member be invited to a conference with the Board or a committee of the Board in which the continuation of his or her employment or maintenance of his or her salary will be discussed, the staff member has the right to be accompanied by an organizational representative or legal counsel of his (her) choosing. Should a staff member be involved in a conference in which he (she) perceives the content of which are

deleterious to his (her) employment status, he (she) may adjourn the conference in order to obtain said representation or counsel. The adjourned conference must be reconvened at the convenience of both parties, but within five (5) working days of its initiation.

ARTICLE VIII

FAIR DISMISSAL PROCEDURE

A. Notification of Status

1. Date

On or before May 15th of each year, the Board shall give to each non-tenured administrative staff member continuously employed since the preceding September 30th either:

(a) A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment, or

(b) A written notice that such employment shall not be offered.

2. Reasons and Hearings

Any non-tenured member of the Group who receives a notice of non-reemployment may request either reasons and a hearing or both concerning the non-reemployment in accordance with the provisions of N.J.A.C. 6:3-1.20.

B. Notification of Intention to Return

If the non-tenured administrator desires to accept such employment, he shall notify the Board of such acceptance, in writing, on or before June 1st in which event such employment shall continue as provided for herein. In default of such notice the Board shall not be required to continue the employment of the administrator.

ARTICLE IX

PERSONAL AND ACADEMIC FREEDOM

A. The personal life of members is not an appropriate concern nor within the purview of the Board of Education except as it may interfere with the effective performance of his assigned functions within the school district.

- B. Members shall be entitled to full rights of citizenship, and no religious, social or political activities of any administrators or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such member, providing said activities do not violate any local, state or federal law.
- C. The Board and the Group agree that academic freedom is essential to the fulfillment of the purposes of the Scotch Plains-Fanwood School District, and they acknowledge the fundamental need to protect administrators from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their job functions. Accordingly, they agree as follows:
- D. In performing their job functions, administrators shall be guaranteed full freedom in expressing their personal opinions on all matters relevant to the school and society provided, however, that when they do so they shall make every effort to indicate that they are speaking personally and not on behalf of the school, its administration or the Board.
- E. Administrators shall not be censured nor restrained in the performance of their job functions on the ground that the material discussed and/or opinions expressed are distasteful or embarrassing to those in authority in the school system. It shall be understood that administrators shall act and speak with the best interest of the district in mind.

ARTICLE X

GROUP PARTICIPATION IN THE DEVELOPMENT OF POLICY

It is clearly understood that the Board of Education is solely responsible for the development and adoption of policy. However, the value of the advice of the district's administrative leadership is recognized by the Board.

1. Representatives of the Administrative Group shall be provided with the opportunity to meet with the Superintendent on policy issues prior to the public introduction of the policy.
2. It is also understood that such policy issues remain confidential within the Group until such policy is publicly introduced by the Board of Education for first reading.

ARTICLE XI

SCHOOL CALENDAR

Prior to submitting the proposed school calendar to the Board of Education, the Superintendent shall submit the proposed calendar to the Group and shall meet, upon request, with appropriate officials of the Group to discuss and consider revisions of the calendar. Such meetings shall in no way limit the role of the Superintendent in recommending to the Board of Education the adoption of the school calendar, nor shall it in any way abridge or modify the final authority of the Board of Education in connection with its adoption.

ARTICLE XII

DEDUCTIONS FROM SALARY

- A. The Board agrees to deduct from the salaries of its administrators, dues for any combination of such associations as said administrators individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the Treasurer of the Group by the 15th of each month following the monthly pay period in which deductions were made. The Group Treasurer shall disburse said monies to the appropriate association or associations.
- B. If during the life of this Agreement there shall be any change in the rate of membership dues, the Group shall furnish to the Board written notice prior to the effective date of such change and shall furnish to the Board the new authorizations from its members showing the individual deduction authorizations and the total authorized deductions for each employee, it being understood that the only obligation of the Board shall be to remit to the Group the total deduction and not the individual deductions. It shall be the obligation of the Group from the total deduction to make the further individual deductions authorized by the members.
- C. The program now in force for payroll deductions with the Union County Teachers' Federal Credit Union shall remain.

ARTICLE XIII

PROFESSIONAL GROWTH

The Board agrees to implement the following at the beginning of the school year:

1. To pay up to \$1,000 for cost of tuition during any one school year for any member who takes course work, approved by the Superintendent.
2. To pay other reasonable expenses incurred in connection with workshops, seminars, conferences, and membership in professional organizations, which a member requests the approval of the Superintendent, or which is required by the administration to take and/or attend.
3. To expend up to \$200 per administrator each school year to purchase books, equipment and/or other educational resource materials according to the discretion of the individual member following established accounting procedures. Such materials would become the property of the Scotch Plains-Fanwood Board of Education.

ARTICLE XIV

SICK LEAVE

- A. Sick leave is hereby defined to mean the absence from his/her post of duty of any person because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities on account of a contagious disease or being quarantined for such a disease in his/her immediate household.
- B. The granting of sick leave shall not be intended to entitle any administrator, in the event extensive sick leave is not required, to accumulate more than twelve (12) days of unused sick leave in accordance with the provisions of NJSA 18A:30-7. Unused sick days shall accumulate without limit.
- C. Upon recommendation of the Superintendent specific circumstances necessitating the need for sick leave over and above the amount accumulated shall be considered in a positive manner by the Board.

- D. Employees who retire and who will be eligible to receive TPAF pension checks immediately after retirement shall be entitled to receive severance pay based upon accumulated sick leave days as follows:
1. Sixty dollars (\$60) per accumulated sick leave day at the time of retirement to a maximum of one hundred forty (140) days.
 2. Payment for accumulated sick leave days shall be payable during July immediately following retirement.
 3. In the event of the death of an employee who has at least ten (10) years of service in the district, the employee's estate shall receive payment in accordance with this Section.

ARTICLE XV

TEMPORARY LEAVES OF ABSENCE

During the calendar year, administrators shall be entitled to the following temporary leaves of absence without loss of pay which shall be noncumulative:

1. A total of three days leave of absence for such personal or other matters which require absence during the year. Application to the Superintendent for personal leave shall be made at least five (5) days before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than he/she is taking it under this section.
2. The actual time necessary for appearance in court or before a state administrative agency pursuant to a duly issued subpoena for school related business. The subpoena shall be presented to the immediate superior in advance of the appearance at court or the administrative agency for approval.
3. Members of the New Jersey National Guard and United States Military Reserves shall be entitled to fifteen (15) days annual training leave of absence upon submission of a copy of their orders to active duty without loss of pay or time on all days on which he shall be engaged in field training. An administrator will make every effort to take this field training during nonschool period whenever possible.
4. Temporary leaves of absence without loss of pay may be granted by the Superintendent of Schools.

5. Absence without salary deduction or charge against sick leave shall be authorized as follows:

A maximum of five (5) days at any time in the event of the death of a mother, father, spouse or child. A maximum of three (3) days in the event of the death of a brother, sister, aunt, uncle, niece, daughter-in-law, son-in-law, father-in-law, mother-in-law, grandmother, grandfather or grandchild.

ARTICLE XVI

EXTENDED LEAVES OF ABSENCE

The Board may grant such leaves of absence without pay as it may deem necessary and appropriate.

ARTICLE XVII

SABBATICAL LEAVE

A. Eligibility

By reason of the fact that those administrators who work on a twelve-month basis are denied an opportunity for self-improvement through study during summer months, such administrators who have completed six (6) or more years of continuous satisfactory service in the Scotch Plains-Fanwood Public Schools may be granted leave for one academic year for professional study or research, with the approval of the Superintendent for research leading to professional growth which would be beneficial to the Scotch Plains-Fanwood School System and is in an area directly connected with his/her work in the Scotch Plains-Fanwood Public Schools.

B. Number of Leaves Authorized

One sabbatical leave per two year period may be granted subject to the determination of the Superintendent relative to the effect on the operation of the school system by reason of the specific individual requesting the leave at any given time.

C. Application for Leave

1. Application for Sabbatical Leave shall be made on or before January 1st for a leave during the following year. If approved, such leave shall officially begin the following September and shall be on a one-year basis only unless a

different effective date and period of duration is mutually agreed upon by the member and the Superintendent.

2. Applications shall be made to the Superintendent upon the appropriate form and shall include the program to be followed by the administrator during the period of leave.
3. Each applicant shall be notified promptly by the Superintendent, in writing, of decision covering the application.

D. Subsequent Service

At this expiration of sabbatical leave, the administrator shall enter into a contract to continue in the service of the Scotch Plains-Fanwood Board of Education for a period of not less than two (2) years after the expiration of the leave of absence.

If any administrator fails to continue in service after such sabbatical leave, the administrator shall repay the Scotch Plains-Fanwood Board of Education a sum of money equal to the amount of salary received while on leave of absence, unless such administrator is incapacitated, has been discharged or has been released for good and sufficient reasons by the Board of Education from this obligation.

The aforementioned repayment shall be made in full by a certified check payable to the order of the Scotch Plains-Fanwood Board of Education within seven (7) days after the administrator has been informed by the Board Secretary as to the full amount of salary to be repaid.

Other arrangements for repayment may be considered, upon written request to the Board of Education, detailing the proposed arrangements and subject to acceptance by the Scotch Plains-Fanwood Board of Education.

E. Status of Tenure and Pension

The period of Sabbatical Leave shall count as regular service for the purpose of retirement planning and contributions by the administrator to the retirement fund shall continue as usual during such period. Tenure rights shall not be impaired.

F. Illness or Accident

Should the program of study or itinerary being pursued by an administrator on Sabbatical Leave be interrupted by serious accident or illness (established by evidence satisfactory to the Superintendent) this fact shall not constitute a breach of the conditions of such leave and shall not prejudice the administrator against receiving all the rights and benefits

provided for under the terms of Sabbatical Leave, providing the Superintendent is notified of such accident or illness by registered letter within ten (10) days of its occurrence. Arrangements may be made subsequently, to carry out the intent of the Sabbatical Leave contract.

G. Forfeiture of Leave

The administrator to whom Sabbatical Leave has been granted shall accept responsibility for providing evidence (transcript or comparable document) that the purpose of the leave is being fulfilled, bearing in mind that an ethical relationship and a contractual agreement exists between the recipient and the Superintendent of Schools and the Board of Education.

If the Superintendent is convinced that an administrator on Sabbatical Leave is not fulfilling the purpose for which the leave of absence was granted, he shall report this fact to the Board of Education and the Board may terminate the leave of absence as of the date of its abuse after giving the administrator an opportunity to be heard.

H. Reinstatement

It is the intent of the Board of Education to replace the administrator while on Sabbatical Leave and not have his/her responsibilities assumed by other administrators. At the expiration of Sabbatical Leave, the certificated administrator shall be reinstated in the position held by such administrator at the time such leave was granted, unless he/she shall agree otherwise. This is further conditioned by the presentation of a written report to the Superintendent of Schools in which is stated the activities engaged in while on Sabbatical Leave and the subsequent benefits expected therefrom.

I. Salary

The salary granted to an administrator on a full school year Sabbatical Leave shall be one-half (1/2) of the salary to which he or she would be entitled if not on leave, minus the regular deductions for taxes and Teachers' Pension and Annuity Fund. The salary payments shall be in accordance with the general time schedule for payments of salaries in the Scotch Plains-Fanwood Public Schools.

ARTICLE XVIII

BLANKET BENEFITS

- A. The Board shall provide for and pay the cost of a health insurance program. Such program shall include medical-surgical and major medical coverage for the employee and his/her family.
- B. The Board agrees to provide a dental insurance plan for the employee and his/her family.
- C. The Board shall provide for Health Care Insurance for individuals within the unit who retire within the contract period, after serving the Scotch Plains-Fanwood School District for twenty (20) or more years. The coverage provided shall be that under the current contract less Medicare when the individual is eligible for Medicare. The cost of Retirement coverage shall be as follows:

1st year of retirement.....	100%	paid by the Board
2nd year of retirement.....	90%	paid by the Board
3rd year of retirement.....	80%	paid by the Board
4th year of retirement.....	70%	paid by the Board
5th year of retirement.....	60%	paid by the Board
and from the 6th year forward 50%	paid by the Board.

The individuals so covered shall be required to pay the necessary contribution of the Board in advance of the payment of the premium by the Board.

- D. The group insurance benefits described above shall be identical to the group insurance benefits granted to the district's teachers.

ARTICLE XIX

LONG-TERM DISABILITY INSURANCE

The Board shall maintain a group long-term disability insurance policy at a total annual premium cost not to exceed nine thousand five hundred (\$9,500) dollars for all administrators. Included in the nine thousand five hundred (\$9,500) dollar cost will be the cost of the premiums for those central office administrators who are not included in the Recognition Clause, including but not limited to Superintendents, Assistant Superintendents, Business Administrators, Directors, and Supervisors.

ARTICLE XX

TRAVEL EXPENSES

Each member of the Group shall receive an annual stipend as reimbursement for all required use of personal automobiles for travel within and outside the boundaries of the School District. In addition, members shall be reimbursed at the rate per mile that is set each year by the Internal Revenue Service for all required travel to locations more than fifty (50) miles from the School District. The annual stipend shall be:

1994-95	\$ 600
1995-96	650
1996-97	700

ARTICLE XXI

WORK CALENDAR AND VACATION

- A. The contractual year for a member of the Group shall run from July 1 to June 30. Included within this work year shall be:
1. Twenty-five (25) days paid vacation
 2. Following the completion of six (6) years of administrative service in the school district the paid vacation shall increase to thirty (30) days.
 3. Thirteen (13) paid holidays as designated in the school calendar including Independence Day and Labor Day.
- B. The Superintendent shall be notified a minimum of two (2) workdays prior to the taking of vacation days of the employee's intent to take vacation days. Approval or disapproval of the requested days shall be consistent with the needs of the District. Shorter notification may be acceptable based on the needs of the District.
- C. 1. Earned vacation days may be accumulated up to a maximum of fifty (50) days. Those administrators having accumulated vacation in excess of fifty (50) days on July 1, 1981, shall be required to reduce their accumulation to the maximum permitted by taking all current year vacation days plus at least five (5) of their accumulated days each year until the accumulation is reduced to the maximum of fifty (50) days. The maximum number of vacation days eligible for conversion to cash at termination of employment shall be fifty (50) days.

2. For administrators initially employed in vacation-eligible positions after June 30, 1994: the maximum accumulation and conversion shall be thirty (30) vacation days.
- D. Administrators who are required to report to work on approved scheduled vacation days shall be granted another vacation day in lieu of the day worked even if required to work less than a full day.

ARTICLE XXII

SALARY PLAN

- A. The salary plan is detailed in Appendix A of this contract. However, it is agreed that those employees hired during the life of this contract will negotiate an initial salary individually with the Board of Education and that succeeding contracts will be in accordance with the attached salary plan; but, in no circumstances shall any employee governed by this contract receive more than a ten percent (10%) annual increase in salary.
- B. When an administrator is temporarily promoted to a higher paying position, the administrator shall be compensated in accordance with Appendix A after thirty (30) calendar days in the higher paying position. This section shall not apply to temporary promotions resulting from vacations.

ARTICLE XXIII

NOTICE PROVISIONS

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or by certified mail at the following addresses:

1. If by the Group, to the Board at Evergreen Ave. & Cedar St.
Scotch Plains, N.J. 07076
2. If by the Board, to the Group at Evergreen Ave. & Cedar St.
Scotch Plains, N.J. 07076

ARTICLE XXIV

DURATION

- A. This Agreement shall be effective July 1, 1994 and shall continue and remain in full force and effect through June 30, 1997 and shall continue from year to year thereafter unless either party notifies the other of their intention to resume negotiations. Such notice shall be timely in accordance with the rules for commencing negotiation as established by PERC and shall designate the specific articles or sections of the Agreement to be negotiated. The party receiving the notice of intent to negotiate may also present articles and sections for negotiation.
- B. IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be affixed hereto all on this day of _____.

SCOTCH PLAINS-FANWOOD
ADMINISTRATIVE/SUPERVISORY
GROUP

SCOTCH PLAINS-FANWOOD
BOARD OF EDUCATION

By *James C. Drells*
President

By *Donald E. Sheldon*
President

Attest: *Joseph J. Finner*
Secretary

Attest: *Ronald G. [unclear]*
Secretary

APPENDIX A

ADMINISTRATIVE GROUP

BASE SALARY FIGURES

1994-1995	\$59,626
1995-1996	61,445
1996-1997	63,320

Senior High School Principal	\$1.60 - \$ 1.85
Middle School Principal	1.50 - 1.75
Elementary Principal	1.40 - 1.65
Assistant Principal Senior High School and/or Director of Guidance/Student Personnel Services	1.30 - 1.55
Assistant Principal Middle School	1.20 - 1.45

- A. Job Category will establish the minimum salary.
- B. Education factor will be added to minimum as follows:
- | | |
|---------|-------|
| MA+30 | - .03 |
| 6th Yr. | - .07 |
| Ed. D. | - .10 |
- C. Each year of administrative experience will be added at the rate of .015 to a maximum of 10 years.
- D. Longevity: Each administrator shall be entitled to a longevity payment of seven hundred fifty (\$750) dollars per year after fifteen (15) years of teacher/administrator experience, seven (7) years of which shall be in the Scotch Plains-Fanwood School District. The amount shall increase after twenty-five (25) years of teacher/administrator experience, thirteen (13) of which shall be in the Scotch Plains-Fanwood School District to thirty-five hundred (\$3500) dollars.

