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AGREEMENT

BETWEEN THE

SUSSEX COUNTY VOCATIONAL TECHNICAL SCHOOL ADMINISTRATORS ASSOCIATION

AND THE

BOARD OF EDUCATION

OF THE

SUSSEX COUNTY VOCATIONAL TECHNICAL SCHOOL (Employer)

X JULY 1, 1984 through JUNE 30, 1987

PREAMBLE

This agreement is entered into from July 1, 1984 to June 30, 1987, by and between the Board of Education of the Sussex County Vocational-Technical School, hereinafter called the "Board" and the Administrators Association of the Sussex County Vocational-Technical School, hereinafter called the "Association".

ARTICLE I - RECOGNITION

In accordance with Chapter 303, Public Laws of 1968, the Board hereby recognizes the Association as the exclusive and sole representative for the collective negotiation concerning the terms and conditions of employment for the supervisory employees listed below:

Assistant Superintendent/Principal

Vice Principal

Director of Instructional Support Services

Apprentice Coordinator

Director of Child Study Team/School Psychologist

Director of Adult and Continuing Education

Coordinator of Student Discipline and Student Activities

Supervisor of Basic and Remedial Programs

and all positions created by the Board that require Administration/Supervision certification shall be represented by this Association.

ARTICLE II - NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor agreement in a good faith effort to reach agreement on all matters concerning the terms and conditions of administrators' employment. Negotiations shall begin no later than November 1 of the calendar year preceding the year in which this agreement expires.

- B. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representative shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations. Except as this agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this agreement shall continue to be so applicable during the terms of this agreement. Unless otherwise provided in this agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any administrator's benefits existing prior to its effective date.

ARTICLE III - GRIEVANCE PROCEDURE

- A. The term "grievance procedure" shall be as set forth for teachers.

ARTICLE IV - ADMINISTRATOR RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any administrator such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights herein outlined shall be deemed to be in addition to those provided elsewhere.
- B. No administrator shall be disciplined, reduced in rank or compensation, or deprived of any professional advantage without just cause.
- C. 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 shall be given prior notice (which will be in written form) of the reason for such a meeting or interview and shall have the right of representation by the Association or attorney to advise him during such meeting or interview. Unless otherwise determined by the Board, any suspension shall be with pay.

- D. The Association shall have the right to be present to protect the interest, not only of the individual involved, but also of the organization as the bargaining representative exclusively recognized.
- E. Any criticism of an administrator by a superior or a member of the Board or vice versa shall be made in confidence and not in the presence of teachers, parents, students, or the public.

ARTICLE V - ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to the following: annual financial reports and audits, register of certified personnel, tentative budgetary requirements and all allocations, agenda and minutes of all Board meetings, census data, names and addresses of all administrators and such other information that shall assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the administrators, together with information which may be necessary for the Association to process any grievance or complaint.

- B. Whenever any member of the Association is requested by the Superintendent or Board to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay or benefits.
- C. Representatives of the Association 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.
- D. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.

ARTICLE VI - EVALUATION

- A. The Board and the Superintendent subscribe to the principle that an employee has the right to full knowledge regarding the judgment of the superiors respecting the effectiveness of the performance and that, further, he is entitled to receive such recommendations that will assist in increasing the effectiveness of the performance.
- B. Supervisory procedures shall be established so that each administrator shall receive one written evaluation per year no later than March 15.
- C. The Superintendent shall in consultation with the Association develop the instrument which shall form the basis for evaluation.
- D. Each administrator shall sign all copies of each written evaluation attesting to the fact that the contents of the evaluations are

known. No written evaluation shall become part of an administrator's file without the administrator's signature. Each administrator shall receive a copy of the written evaluation.

- E. A conference shall be arranged between the evaluator and the administrator within 10 working days after receipt of the written evaluation. At such time the administrator is entitled to have his response to the evaluation heard and appended to the evaluation report.
- F. Each non-tenure administrator shall receive written notice prior to April 1 of each year indicating whether or not the Board intends to renew the contract for the ensuing year.

ARTICLE VII - LEAVES OF ABSENCE

A. Sick Leave

1. Full time administrators shall be entitled to 12 days sick leave per year. Unused days of sick leave shall be accumulated from year to year.
2. Any administrator having served as an administrator for five (5) or more years within the district shall receive, upon retirement, one-half of the per diem rate of salary for each day of accumulated unused sick leave, accumulated while serving as a full time administrator in this district. Sick leave earned prior to the assumption of an administrative position will be treated as set forth in the current teachers' contract. Sick leave will be used on a first earned, first used basis.
3. In cases of extended illness if an administrator has exhausted his accumulated days of sick leave, upon the recommendation of the Superintendent, the Board may grant payment for an additional period equal to the total days exhausted, the per

diem difference between the salary and usual rate paid to a substitute in the district.

B. Temporary leaves of absence in the district

1. Death in the family - an allowance of up to five days leave shall be granted upon the death of a husband, wife, child, step-child, father, mother, brother, sister, grandparents, father-in-law, mother-in-law, son-in-law, daughter-in-law, or any member of the administrator's household.
2. Funerals - an allowance of 1 day shall be granted to attend the funeral of other relatives of the administrator.
3. Court appearance - job related court appearance shall be granted with full pay.
4. Personal - an allowance of three days for personal business shall be granted to members of the Association and unused personal days shall be accumulated as sick days.
5. Conferences - the Superintendent may authorize the expense-paid attendance of an administrator at any meeting held within the state when such meeting is of one day's duration. Each administrator shall be permitted to attend one national conference annually with expenses paid by the Board. Such conference or annual meeting of the member's national association must be designed so that the administrator's effectiveness on the job is enhanced.
6. The Association agrees that regularity of attendance is a critical factor in job performance. While temporary leave exists to protect the livelihood of employees, a pattern of over use of such leave shall be considered undesirable and may lead to disciplinary action.

7. Sabbatical leave - leaves for professional development shall be granted to one Association member annually with full salary to be given for one-half year or 50% salary for one year leave. Upon return to the district, the administrator granted sabbatical shall remain in the district for a minimum of two (2) years or return his sabbatical salary to the Board.
8. Vacation - each administrator shall be granted 20 days of vacation time, which times shall be established by the Superintendent so that the demands of the district are met. At the option of the Superintendent, each administrator may be excused during the Christmas or April recess if work load permits and the building is covered by at least one administrator.
9. In the event that members of the Association cannot take their full vacation allotment during the year earned as a result of the demands of the job, they will be permitted to carry over no more than fifteen (15) vacation days.
10. Administrators leaving the district shall be compensated only for vacation time accumulated and unused during the last year, to a maximum of twenty (20) days.

ARTICLE VIII - ADMINISTRATIVE VACANCIES

Notice of a vacancy in an administrative position shall be sent to the Association at least 15 days prior to the time that final applications must be submitted. Such notice shall set forth the position, the qualifications, the duties, and the rate of compensation.

ARTICLE IX - SCHOOL CALENDAR

The Association shall have input so that the Board has the advantage of administrator's counsel when the school calendar is being designed.

ARTICLE X - SALARY - see Salary Schedule A

ARTICLE XI - PROFESSIONAL DEVELOPMENT

Members of the Association shall be reimbursed for registration fees and tuition costs, not to exceed \$2000 each, when such courses are taken at a recognized college or university. Prior approval for such courses must be given by the Superintendent. The Board in recognizing the value of professional organizations agrees to pay the dues up to \$600 per person in such organizations when such organizations are appropriate to the position involved.

ARTICLE XII - INSURANCE

- A. Health benefits shall be the same as for the teachers association.
- B. An annual physical examination at Board expense will be provided. The examination shall be conducted by a medical doctor or at a medical clinic/hospital chosen by the administrator at a cost not to exceed \$200. Results shall be sent to the Board with a copy to the employee.

ARTICLE XIII - MISCELLANEOUS PROVISIONS

- A. The building administrator shall recommend to the Superintendent the appointment of all professional and secretarial personnel to his building. Final employment recommendations shall be made by the Superintendent.
- B. The Board shall reimburse administrators for the reasonable cost of any clothing or other personal property damaged or destroyed as a result of an assault suffered by an administrator while acting in the discharge of his duties within the scope of his employment.
- C. The Board shall reimburse Association members for the use of their personal vehicles pursuant to their duties at the rate established by the Board.

ARTICLE XIV - SAVING CLAUSE

If any provision of this agreement is, or shall be, at any time contrary to law, then such provision shall not be applicable, performed or enforced. In such event, all other provisions of this agreement shall continue in effect.

ARTICLE XV - SUCCESSOR AGREEMENT

All provisions of this agreement will remain in effect until such time as a successor agreement has been adopted as a result of negotiations between the Association and the Board.

SALARY SCHEDULE A

	<u>1984-85</u>	<u>1985-85</u>	<u>1986-87</u>
Jakl	49,856	52,356	54,856
Zeoli	43,924	46,424	48,924
Hosking	40,954	43,454	45,954
Lombardo	43,924	46,424	48,924
Biczak	40,611	43,111	45,611
Crowe	39,878	42,378	44,878

SIGNATURE PAGE

Signed this TWELFTH day of JUNE 1984.

SUSSEX COUNTY VOCATIONAL
TECHNICAL SCHOOL ADMINISTRATORS
ASSOCIATION

By: Robert B. Zubi
President

By: Robert H. Lombardo
Secretary

BOARD OF EDUCATION OF THE
VOCATIONAL SCHOOL IN THE
COUNTY OF SUSSEX

By: Edwin J. Puder
President

By: Frank M. Mason
Secretary