

54-1000
Dupl

18-20

A G R E E M E N T

between the

BOARD OF EDUCATION OF WARREN TOWNSHIP *Board of Education*
THE COUNTY OF SOMERSET, NEW JERSEY

and the

WARREN TOWNSHIP ELEMENTARY
SCHOOL ADMINISTRATORS ASSOCIATION
(Elementary Schools)
for the
School Years ~~X~~ 1980-81 & 1981-82

LIBRARY
Institute of Management and
Labor Relations

SEP 28 1981

RUTGERS UNIVERSITY

July, 1980

ARTICLE I

RECOGNITION

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

Principals

Child Study Team Supervisor

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

ARTICLE II

NEGOTIATIONS PROCEDURE

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

ARTICLE III

GRIEVANCE PROCEDURE

Definition:

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

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

Level Two

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

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

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

Level Three

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

Level Four

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

Grievance Procedure, cont.

D. Rights of Administrators to Representation

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

ARTICLE IV

ASSOCIATION RIGHTS AND PRIVILEGES

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

ARTICLE V

CONTRACTUAL YEAR

- A. The contractual year for twelve (12) and ten (10) month administrators shall include vacation policy as amended by the Board June, 1974.
- B. Three Convention days - N.J.C.S.A. Spring Conference (2 days) and N.J.E.P.A. (1 day) shall be allowed annually.
- C. Unused vacation days are not cumulative.

ADMINISTRATIVE

- A. All fringe benefits extended to the W.T.E.A. shall be extended to the W.T.E.S.A.A. with the exception of Sabbatical Leave.
- B. Membership dues for administrators will be paid by the Board of Education for one Association of their choice.
- C. Members who use their autos in performance of their duties during 1978-79 and 1979-80 shall be reimbursed at the following rates:
- \$200.00 - Mrs. Israel
 \$150.00 each - Dr. Ciklamini, Mr. Gallina,
 Mr. Gundersen, Mr. Hoffman

ARTICLE VII

SALARIES

- A. The salaries of all administrators covered by this agreement are set forth by the following salary guide and ratio:
- I. Base Salary
- a. Salary guide Schedules A & B (attached)- step determined by:
- (1) Adding all years of public school administrative experience
 - (2) Up to eight years previous teaching experience
 - (3) Military service
 - (4) \$500. differential for doctorate added to final salary.
 - (5) 17 year step shall be a combination of (1), (2), and (3) without reference to Warren.
- b. Ratios
- | | | |
|---|----------------|----------------|
| | <u>12 mos.</u> | <u>10 mos.</u> |
| (1) Middle School Principal | 1.45 | |
| (2) Elementary Principal | 1.35 | 1.25 |
| (3) C.S.T. Supervisor | | 1.20 |
| (4) After completion of ten years administrative experience in Warren add .04 to ratio. | | |

2. Each ratio may be adjusted from \$100. to \$500. in \$100. increments as a result of performance evaluation. This would be added to final salary. For 1980-81 and 1981-82 performance evaluations will be based upon evaluations completed in April, by the Superintendent employing an instrument developed by the Superintendent with the advice and counsel of the W.T.E.S.A.A. In case of impasse on any specific item of the evaluation instrument, that item will be submitted to the chairman of the personnel committee for resolution. This ratio is not cumulative and will be determined for each individual each year.

Example: Person with 10 or more years with doctorate:

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

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

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

ARTICLE VIII

AMENDMENT AND DURATION OF CONTRACT

This contract shall remain in full force and effect from July 1, 1980 through June 30, 1982.

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

BOARD OF EDUCATION OF THE TOWNSHIP OF WARREN

Attest: By _____ President

Date _____

Secretary

WARREN TOWNSHIP ELEMENTARY SCHOOL ADMINISTRATORS ASSOCIATION

Attest: By _____ Spokesman *

Negotiated by:

Secretary

- Dr. Joseph Cklamini
- *Mr. Michael Gallina
- Mr. Arnold Gundersen
- Mr. Michael Hoffman
- Mrs. Lois Israel

SCHEDULE A

WARREN TOWNSHIP ELEMENTARY SCHOOLS

SALARY GUIDE 1980-81

YEARS OF EXPERIENCE	P R O F E S S I O N A L T R A I N I N G				
	Bachelor's Degree	Bachelor's Plus 15	Master's Degree	Master's Plus 15	Master's Plus 30
0	\$ 11,900	\$12,400	\$ 12,945	\$ 13,270	\$ 13,595
1	12,435	12,935	13,480	13,805	14,130
2	12,970	13,515	14,055	14,380	14,705
3	13,545	14,090	14,630	14,955	15,285
4	14,120	14,665	15,205	15,530	15,860
5	14,695	15,240	15,780	16,110	16,435
6	15,270	15,815	16,360	16,685	17,010
7	15,845	16,390	16,935	17,260	17,585
8	16,425	16,965	17,510	17,835	18,160
9	17,000	17,540	18,085	18,410	18,735
10	17,575	18,115	18,660	18,985	19,310
11	18,150	18,690	19,235	19,560	19,885
12	18,725	19,270	19,810	20,135	20,460
13	19,300	19,845	20,385	20,710	21,035
14	19,875	20,420	20,960	21,285	21,615
15	20,875	21,415	21,950	22,275	22,600
17 yrs. in Warren	21,455	21,995	22,535	22,855	23,180

SCHEDULE B

WARREN TOWNSHIP ELEMENTARY SCHOOLS

SALARY GUIDE 1981-82

YEARS OF EXPERIENCE	P R O F E S S I O N A L T R A I N I N G				
	Bachelor's Degree	Bachelor's Plus 15	Master's Degree	Master's Plus 15	Master's Plus 30
0	\$ 12,385	\$ 12,930	\$ 13,525	\$ 13,880	\$ 14,235
1	12,970	13,515	14,110	14,465	14,820
2	13,555	14,100	14,695	15,045	15,401
3	14,135	14,730	15,320	15,675	16,030
4	14,765	15,360	15,945	16,300	16,660
5	15,390	15,985	16,575	16,930	17,285
6	16,020	16,610	17,200	17,560	17,915
7	16,645	17,240	17,832	18,185	18,540
8	17,270	17,865	18,460	18,815	19,170
9	17,905	18,490	19,085	19,440	19,795
10	18,530	19,120	19,715	20,065	20,420
11	19,155	19,745	20,340	20,695	21,050
12	19,785	20,370	20,965	21,320	21,675
13	20,410	21,005	21,595	21,945	22,300
14	21,035	21,630	22,220	22,575	22,930
15	22,575	23,150	23,730	24,080	24,430
17 yrs in Warren	23,205	23,780	24,365	24,710	25,065