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CONTRACT AGREEMENT
BETWEEN
SPOTSWOOD BOARD OF EDUCATION
AND
SPOTSWOOD ADMINISTRATORS ASSOCIATION

July 1, 1990 through June 30, 1992

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ARTICLE 1

RECOGNITION

A. In accordance with Chapter 123, Public Laws of 1974, the Board recognizes the Spotswood Administrators' Association (S.A.A.) as the exclusive representative for collective negotiation for administrative and supervisory personnel in the school district employed within the following titles:

1. Assistant Principal
2. Principal

ARTICLE 2

NEGOTIATION PROCEDURE

A. SUCCESSOR AGREEMENT

The parties shall exchange written proposals for a successor agreement no later than the date set by PERC for commencement of negotiations.

B. Agreement

When the Board and the Association reach a tentative agreement, it will be reduced to writing and submitted to the parties for ratification.

C. Mediation and Factfinding

Every effort will be made to have mediation and factfinding conducted after normal school hours. However, if it is necessary that such meetings take place during normal school hours requiring the release of Association officers or committee members, or negotiators, the Board will release two (2) persons designated by the Association and such designees to suffer no loss in pay.

ARTICLE 3

BOARD RIGHTS

- A. The Board reserves to itself, except as otherwise specified in this Agreement, sole jurisdiction and authority over matters of policy, and the implementation thereof, to carry out its state-mandated responsibility to manage and direct all of the operations and activities of the school district in accordance with applicable laws and regulations.

ARTICLE 4

WORK YEAR

- A. 1. School Principal and one (1) Assistant Principal shall be employed on a twelve (12) month basis. One Assistant Principal shall be employed on a ten (10) month basis. They shall work the teacher calendar and be available for work during the major holidays.
2. The Board shall assign a minimum of two (2) weeks and a maximum of four (4) weeks work to Assistant Principal/High School between July 1 and August 31. Selection of these weeks shall rest with the Superintendent. The employee shall be compensated at her/his per diem rate in effect when the work is performed.

B. VACATION-12 MONTH EMPLOYEES

1. Crediting of Vacation

- a. Employees shall have twenty-three (23) days vacation during the twelve (12) months of the year in which it is earned, as approved by the Superintendent, and prorated on a monthly basis (for first year employees only). No partial month's credit will be given.
- b. (1) Any employee who leaves the district after October 1 shall be credited with vacation time prorated at 1.92 days per full month worked from July 1 to the date the employee leaves. Any employee who leaves on or after the 21st of the month shall receive a full month's credit.

- (2) An employee who leaves the district between July 1 and September 30 shall receive no vacation credit for that work year.
- c. Any employee employed for more than one (1) year in that position shall be entitled to take the twenty-three (23) days vacation, as approved by the Superintendent, during the twelve (12) month period covered by the contract of the employee.
- d. Earned vacation is credited on July 1 of each year.
2. Vacation Utilization
- a. Credited vacation time shall be taken between July 1 and June 30. There shall be no carryover of vacation to a succeeding year.
- b. Vacation schedules of employees shall be submitted to the Superintendent by May 15 of each year. Vacation time shall not normally be taken when school is in session. Unit members may apply to the Superintendent for approval to use vacation time when school is in session. Non-approval of such leave shall not be subject to Article 5.
3. Payment of Unused Vacation Leave At Time of Separation

If an employee leaves the district prior to June 30 and has not used all of his/her credited available vacation days, that employee shall be entitled to payment for the unused days at the per diem rate of pay in effect at the time of departure.

ARTICLE 5

GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, resolutions to the problems which may arise affecting the terms and conditions of the employment of employees as set forth in this Agreement or in the Board's policies governing such employees.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been

given the opportunity to be present at such adjustment, if so desired by the grievant.

B. Definitions

1. A "grievance" shall mean a claim by an employee that there has been a misinterpretation, misapplication or a violation of the Board policy or an administrative decision affecting him; except that the term "grievance" shall not apply to:
 - a. any matter for which a method of review is prescribed by law;
 - b. any rule or regulation of the State Commissioner of Education;
 - c. any policy of the Board of Education;
 - d. any matter which, according to law, is either beyond the scope of the Board authority or limited to unilateral action of the Board alone;
 - e. a complaint of a nontenured employee which arises by reason of his not being reemployed.
2. An "aggrieved person" or a "grievant" is that person or persons making the claim.
3. A "party of interest" is the person or persons making the claim, or any person against whom action might be taken in order to resolve the claim.

C. Representation

1. Any grievant may be represented at any stage of the grievance procedure by himself or, at his option, by any member of the bargaining unit.
2. When the grievant is not so represented, the Association may be present, but may not state its views.

D. Procedure

1. In order for a grievance to be considered timely under this procedure, it must be filed in writing within ten (10) working or sixteen (16) calendar days, whichever is shorter, of the action or decision giving rise to the grievance.
2. It is agreed by both parties that these proceedings shall be kept as informal and as confidential as may be appropriate at any level of this procedure.

3. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. 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 this step.
4. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall 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.
5. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced by mutual agreement so that the grievance procedure shall be exhausted prior to the end of the school year or as soon thereafter as it may be practicable.
6. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
7. Steps

- a. Level One

- (1) An employee with a grievance shall first discuss the matter with the Superintendent either directly or, if he so desires, through his designated Association representative, with the objective of resolving the matter informally.
- (2) If the aggrieved employee is not satisfied with the results of the informal discussions at Level One, he/she may submit it in writing to the Superintendent, specifying the nature of his grievance, within ten (10) working days or sixteen (16) calendar days, whichever is shorter, of the action or decision giving rise to the grievance.

The Superintendent shall communicate his/her decision to the employee in writing within ten (10) working days or sixteen (16) calendar days, whichever is shorter, of receipt of the written grievance.

b. Level Two

The employee may refer the grievance to the Board within ten (10) working days or sixteen (16) calendar days, whichever is shorter, after the receipt of the Superintendent's written decision. The Board shall render its written decision within thirty (30) calendar days from the receipt of said grievance.

c. Level Three

- (1) If the aggrieved person is not satisfied with the disposition of his grievance at Level Two or if no decision has been rendered within thirty (30) calendar days after the grievance was received by the Board of Education and the grievance is based on an alleged misapplication, misinterpretation or violation of the Agreement, he/she may, within five (5) school days after the receipt of the Board's decision, request in writing that the Chairman of the PR&R Committee submit his/her grievance to arbitration within fifteen (15) days after receipt of the request by the aggrieved person.
- (2) Within ten (10) school days after such written notice of submission to arbitration, the Board and the PR&R Committee shall attempt to agree upon a mutually agreeable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties in interest are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties in interest shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- (3) The arbitrator so selected shall confer with the representatives of the Board and the PR&R Committee and hold hearings promptly and shall issue his decision not later than twenty (20) calendar days of the close of the hearings, or if oral hearings have been waived, then from the date the final statements and proofs on the issues that are submitted to him. The arbitrator can add nothing to nor subtract anything from the Agreement between the parties. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and

conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision 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 submitted to the Board and to the Association and shall be final and binding on the parties in interest.

ARTICLE 6

INSURANCE BENEFITS

- A. For the full term of this Contract, family Blue Cross/Blue Shield and Major Medical insurance shall be provided to employees on the same basis that it is provided to teaching staff members. The Rutgers Community Health Plan or Healthways will be acceptable alternatives. The Board's contribution to R.C.H.P. or Healthways shall be equivalent to its payment under Blue Cross/Blue Shield (appropriate coverage applicable).
- B. Effective July 1, 1988, employees shall be covered by a dental plan, including a family plan, if necessary. The maximum contribution by the Board for such insurance shall not exceed \$691.00 per contract year for any enrolled employee.
- C. Effective July 1, 1988, employees shall be covered by an employee-only prescription plan. The maximum contribution by the Board for such insurance shall not exceed \$320.00 per contract year for any enrolled employee.
- D. The Board agrees to reopen negotiations with the Association over improved or additional insurances if it agrees to improved or additional insurances during the term of this agreement with any other collective negotiations unit in the district.

ARTICLE 7

SABBATICAL LEAVES

- A. All personnel included in this Agreement shall be entitled to apply for a sabbatical leave.
- B. Applicants must state reasons in writing for requesting sabbatical leave. Priority will be given as follows:

1. advanced study approval of the Superintendent;
 2. travel;
 3. other reasons for requesting sabbatical may be submitted for consideration.
- C. Application for sabbatical leave shall be forwarded to the Superintendent's Office on or before October 1 for the following school year. The Superintendent will submit his recommendation for approval to the Board of Education for its December meeting.
- D. Personnel shall become eligible to apply for a sabbatical after they have completed six (6) years' service in the Spotswood Public Schools and have attained tenure in their current position.
- E. Seniority as a criterion will be used in the selection process only in instances where there is a tie as determined by the Superintendent of Schools.
- F. Upon application, no more than one of the personnel included in this unit shall be granted sabbatical leave during any two (2) year period, provided said personnel have met the established criteria.
- G. A sabbatical leave shall be for a maximum of one (1) year at 50% of salary.
- H. Personnel returning from sabbatical leave shall be placed on the salary schedule they would have achieved had they not been on sabbatical leave, and shall receive pension coverage and medical coverage while on leave.
- I. As a condition of receiving a sabbatical leave, the employee will agree to serve in the Spotswood Public Schools for a minimum of two (2) years following the sabbatical. Any employee who fails to comply with this return service obligation must return to the Board the salary received during the sabbatical. This return service obligation may be waived by the Board at its discretion.

ARTICLE 8

PROFESSIONAL DEVELOPMENT

- A. All employees shall be eligible to receive reimbursement of tuition cost under the terms of B. below for courses taken in a college or university on a graduate level pursuant to the following:

1. Application for approval of courses is made in writing to the Superintendent before such coursework is undertaken.
 2. The courses are undertaken not to produce a minimum credential for any position.
 3. The course(s) must relate directly to the employee's present assignment and certification and is (are) deemed to be of potential benefit to the district.
 4. Reimbursement for approved courses will be authorized when the employee presents a transcript indicating a minimum performance standard of B or its equivalent.
 5. The Superintendent's decision on all such applications shall not be grievable.
- B.
1. The Board shall reimburse employees when the terms of A. above are met. Such reimbursement shall not exceed \$1,000 per full time employee in any July 1 - June 30 period.
 2. An employee will be reimbursed only upon submission of an invoice, a college bill (or copy) and a transcript indicating satisfactory completion of graduate level studies.
 3. The cost of courses not completed, or which are scheduled to be completed after resignation from the school system, shall be borne by the individual.
- C.
- Upon the approval of the Superintendent, administrators may attend national or state conventions. Where such approval is granted, the Board will cover the cost of registration, travel and reasonable expenses.

ARTICLE 9

SICK LEAVE

- A. The present procedure and policy concerning sick leave shall continue and shall include twelve (12) days of sick leave, cumulative for employees working a twelve (12) month calendar and one (1) day per month for all other employees covered by this Agreement equal to contractual months.
- B. Employees newly employed after the beginning of any year shall, at the time of employment, be credited with sick leave at the rate of one (1) day for each month or portion of a month remaining in the work year. Any portion of a month shall be considered as a full month.

C. Payment for Accumulated Sick Leave

Effective July 1, 1988, the parties agree that there shall be payment for accumulated sick leave upon retirement or termination under the following provisions:

1. "Retirement" is defined as applying to and qualifying for, and receiving pension payments from T.P.A.F.
2. Sick leave days credited to an employee upon initial hire and earned in other school districts shall be deducted from the total accumulated sick leave days available for payment.
3. In order to be eligible for such payment, the employee must have had a minimum of fifteen (15) years service in the Spotswood School District.
4. Payment shall be at the rate of \$30.00 per day in 1988-89, and \$40.00 per day in 1989-90.
5. Payment shall be for a maximum of one hundred (100) days in the case of a termination, and two hundred (200) days in the case of a retirement.

ARTICLE 10

TEMPORARY LEAVE OF ABSENCE

- A. In the event of death in the immediate family, an allowance of up to five (5) school days leave shall be granted. Immediate family may be considered father, mother, father-in-law, mother-in-law, spouse, child, brother, sister, grandparent, brother-in-law, sister-in-law, or any relative or friend domiciled with the employee.
- B.
 1. All employees shall be granted, upon request, up to three (3) days' leave per school year, without reduction in pay, for personal reasons.
 2. Any employee newly employed between November 1 and the last day in February shall be entitled to two (2) personal days in the first year of employment.
 3. Any employee newly employed between March 1 and June 30 shall be entitled to one (1) personal day in the first year of employment.

4. Each employee shall receive sixty (\$60) dollars for each unused personal day at the end of the school year. If the employee so chooses, he/she may request in writing that his/her unused personal day(s) be transferred into accumulated sick leave.

ARTICLE 11

OTHER LEAVES

- A. The Board shall grant a child-rearing leave without pay to any employee upon request subject to the following stipulations and limitations:
 1. As agreed to in teachers' contract;
 2. The Board shall grant a leave of absence for medical reasons associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absence for other illness or medical disabilities, as set forth in NJSA Title 18A:30-1, et. seq.
 3. Any tenured or nontenured employee seeking such leave shall apply to the Board sixty (60) school days prior to the beginning of leave. At the time of application the person shall specify in writing the date on which she wishes to return to work after birth. The Board may require any employee to produce a certificate from a physician in support of the requested leave dates. The physician's certification is subject to agreement by the Board's physician. Where medical opinion is supportive of the leave dates requested, such leave shall be granted by the Board, except that the Board may change the requested dates upon finding that the granting of a leave for the dates stipulated and medically confirmed would substantially interfere with the administration of the school. Following the grant of such leave to any employee, the commencement and termination dates thereof may be further extended or reduced for medical reasons upon application by the employee to the Board. Such extension or reduction shall be granted by the Board for an additional reasonable period of time except that the Board may alter the requested dates upon finding that such extension or reduction would substantially interfere with the administration of the school, and provided that such date change is not medically contraindicated. The Board may require any employee to produce a physician's certificate in support of the requested change and is subject to agreement by the Board's physician.

4. Upon return from a maternity leave of absence, the tenured employee shall be reinstated in her same position.
5. The Board is under no compulsion to continue the employment of a nontenured employee beyond the contracted period so long as the nonrenewal of employment is not based solely upon a condition of pregnancy or childbirth. The maternity leave period shall not be counted for tenure purposes.
6. Advancement on the salary guide shall be based upon the date of commencement of the leave of absence. The employee will be granted a full salary guide step if she works more than ninety (90) working days. Working ninety (90) days or less shall result in no advancement on the salary guide.
7. Any employee who does not elect to take a maternity leave may continue to perform her duties as long as she is physically able to do so, as certified by her physician, and will be entitled to return to her duties when her physician certifies that she is physically able. The Board shall grant a leave of absence for medical reasons associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absence in NJSA Title 18A:30-1, et. seq.

B. Advanced Study

1. Leave without pay will be granted for the purpose of advanced study for the duration of one (1) calendar year. Application for leave must be made according to the timeline in Article 7, Section C.
2. Personnel on leave under this section shall return to a position equivalent to the one they held when they went on leave.

ARTICLE 12

MISCELLANEOUS PROVISIONS

A. Dues Deduction

1. The Board agrees to deduct from the salaries of the members of this Association, such dues for the Association as shall be determined. Such deductions shall be made in compliance with Chapter 233, N.J. Public Laws of 1969 (NJSA 52:14-15.9), and under rules established by the State Department of Education. Said monies, together with current records of any corrections shall be transmitted to such person as may from time to time be designated by the Association by the 15th of each month

following the monthly pay period in which the deductions were made.

2. The Association's treasurer shall disburse such monies to the appropriate association. The association named above shall certify to the Board in writing the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

B. Professional Association Memberships

1. The Board agrees to pay professional association dues of employees for three associations, not to exceed a total equal to the annual regular dues of the New Jersey Principals and Supervisors Association.

ARTICLE 13

EVALUATION OF EMPLOYEES

A. Objectives

The objective of this system is to evaluate the effectiveness and the quality of performance of the employee in the execution of the duties of the position.

B. Procedure

1. Employees will be evaluated a minimum of three (3) times per year for nontenured personnel and a minimum of two (2) times per year for tenured personnel in accordance with state law.
2. Summary evaluations should be given to the employee no later than July 1, wherever possible, of each and every school year and shall consist of, but not be limited to, a compilation of all previous evaluations during the course of the year (period of year being defined as July 1 - June 30).
3. Evaluations shall be based upon performance plans established yearly by the Superintendent after consultation with the appropriate employee.

C. Processes

1. Written evaluations pursuant to A. and B. above shall be conducted openly and with full knowledge of the employee involved.

2. All evaluations shall be submitted to the employee after completion of said evaluation for employee review and signature, with said signature indicating that the employee has received copy of same, and with the understanding that said signature does not necessarily mean agreement with content. The employee shall have the right to affix any comments and other supporting data to the evaluation form within seven (7) working days of receipt of same.
3. The employee shall receive a copy of his/her evaluation.
4. A conference shall be held between the evaluator and the employee being evaluated to review the content therein and the rationale for same.
5. No employee shall have an evaluation submitted to the central office or placed in his/her file without his/her knowledge, nor shall any employee be required to sign a blank or incomplete form.
6. Final evaluation of an employee shall be conducted upon termination of said employee's employment. Copies of any material placed in an employee's personnel file after termination shall be sent to the employee at his last known address, and the employee shall have the right to submit a response which shall be attached to the material at issue and placed in the file. If the employee does not submit a response, he shall sign a form indicating that he has received a copy of the material and shall return that form to the district.
7. An employee will not receive an automatic raise unless he has received a satisfactory evaluation. If an employee received an unsatisfactory evaluation and an increment is to be withheld, the Board of Education must inform the employee no later than April of the year in question.

ARTICLE 14

SALARIES

- A. For the term of this Agreement, the salaries of all employees employed by the district will be determined by evaluation of the Superintendent, and recommended to the Board of Education for approval, on the basis of the current evaluation system or other such systems to which the Superintendent and the Association shall agree and which the Board of Education shall adopt. (See ARTICLE 13).

- B. No employee shall be entitled to any extra compensation for performance of the duties of the position in which he is employed and every employee is expected to perform such duties at such times, either before, during or after the school year as the duties of the position normally required.
- C. Employees' salaries shall be computed on a fiscal year basis July 1 to June 30. They are set forth in Appendix 1.
- D. The Board, at the discretion of the Superintendent, may assign up to four (4) weeks of work to the Assistant Principal/High School between the July 1 - August 1 period.

The parties agree on the following minimum entry level salaries for employees first employed during the term of this contract.

Entry Levels

High School Principal	\$35,000
Assistant High School Principal (12 Months)	31,000
Assistant High School Principal (10 Months)	26,000
Elementary Principal (Appleby)	34,000
Assistant Elementary Principal (10 Months)	26,000
Elementary Principal (Schoenly)	31,000

E. Travel Reimbursement

Supervisors shall be reimbursed for travel in their own vehicle on district business in accordance with Board policy, but at no less than twenty-five cents (\$.25) per mile. All out-of-district travel requires advanced approval from the Superintendent.

ARTICLE 15

REIMBURSEMENT FOR PERSONAL PROPERTY DAMAGE

- A. An employee shall be reimbursed within the limits of E. below by the Board's insurance company or by the Board for the reasonable cost of any clothing or other personal property damaged or destroyed as a result of an assault suffered by the employee while the employee was acting in the discharge of his/her duties within the scope of his employment. Each item for which compensation is requested must be reported to the Superintendent within three (3) days of the assault. This time limit must be met unless the employee is incapable of filing such report as a result of the assault.
- B. An employee shall also be reimbursed within the limits of E. below for malicious damage done to his/her passenger vehicle parked on

Board of Education property, while that employee is required to be present on Board property as a function of his position as an employee. Reimbursement shall only be made for damage not covered by the employee's personal insurance carrier.

- C. The clothing or personal property damaged or destroyed shall have been of such a character that would be considered common to the daily exercise of the employee's professional assignment.
- D. In order for an employee to be eligible for reimbursement under B. above, he/she must do the following:
 - 1. Immediately, upon learning of the damage, inform the Superintendent.
 - 2. Allow the Superintendent to make a visual inspection of the damage.
 - 3. Obtain and present to the Business Administrator copies of repair estimates.
 - 4. Provide to the Business Administrator certification that said damage has been repaired and the cost of that repair.
 - 5. Complete required sections of the district and state vandalism report.
 - 6. Inform the Business Administrator of the terms of the employee's car insurance provisions.
 - 7. Provide the Business Administrator with a copy of the local police report.
- E. Payments under A. and B. above shall be limited to \$150 per occurrence. Total Board liability under A. and B. during the term of this contract shall not exceed \$600.

ARTICLE 16

DURATION

This Contract Agreement has been entered into for the period from July 1, 1988 to June 30, 1990.

FOR THE ASSOCIATION

FOR THE BOARD

President Date

President Date

Negotiations
Chairperson Date

Negotiations
Chairperson Date

APPENDIX 1

SALARIES

1990-91

1991-92

ADDENDUM

SPOTSWOOD ADMINISTRATORS MERIT AWARD PROGRAM

1. In 1990-91, each bargaining unit member shall receive an equal dollar increase equal to 3.1% of the average salary in the unit in the preceding school year. In 1990-91 that equal dollar increase shall be \$1770, based on an average salary in 1989-90 of \$57,241. In 1991-92, each bargaining unit member shall receive an equal dollar increase equal to 2.96% of the average salary in the unit in the 1990-91 school year, based on the salaries and staff in place on December 1, 1990, but not less than \$1825.
2. In 1990-91, there shall be allocated an amount equal to 4.6% of the total salary base of the bargaining unit in the 1989-90 school year. In 1990-91 that allocation shall be \$13,165, based on a total salary base in 1989-90 of \$286,206. In 1991-92, the allocation shall be equal to 4.44% of the total salary base of the bargaining unit in the preceding year, based on the salaries and staff in place on December 1, 1990. This annual allocation shall be available for merit awards according to the procedures hereinafter described.
3. Merit points shall be determined by a review of the administrator's performance in a school year utilizing a performance evaluation instrument developed jointly by the Superintendent and the administrators and approved by the Board.

Merit awards shall be based on the following scale:

- 4 - Exceeds standards
- 3 - Meets standards
- 2 - Improvement required
- 1 - Unsatisfactory

4. Merit awards shall be provided to unit members achieving a total score of 70% or better of the maximum potential score for his job performance. The maximum potential score is equal to four points per component in the evaluation instrument times the number of components.
5. Merit awards shall be determined in the following way. The number of points received by the administrator is divided by the total possible points that the administrator could have received, e.g., 80 points out of a possible 90 points = .889. This decimal value is multiplied times the percentage value available for merit increases as established in paragraph 2. This constitutes the administrator's merit award percentage, and is multiplied times his individual salary in the preceding year to determine his individual merit award.

6. Merit awards and non-merit increases become part of the administrator's base salary for purposes of calculating future increases.
7. There shall be a minimum of two evaluations per year for each member of the bargaining unit.
8. The Superintendent shall do the summative evaluation for all administrators except the Assistant Principal.
9. The merit increase for the Assistant Principal shall be based on the summative evaluation which will be done by the Principal in consultation with the Superintendent, with input from other principals to whom the Assistant Principal may be required to report.
10. All merit award decisions and the substantive content of evaluations are final and not grievable. Alleged violations of evaluation procedures are appealable through the contractual grievance procedure.
11. The timetable for evaluations shall be as follows:

	<u>Not later than</u>
Personal Achievement Plan Finalized	September 1
First evaluation	January 15
Second evaluation	March 15
Final evaluation	
- Nontenured Staff	April 30
- Tenured Staff	May 30
Merit award announcements	June 15