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AGREEMENT

BETWEEN

THE MANCHESTER TOWNSHIP

BOARD OF EDUCATION

(Ocean)
AND

THE ADMINISTRATOR'S UNIT:

(
PRINCIPALS
VICE-PRINCIPAL
GUIDANCE DIRECTOR
DIRECTOR OF SPECIAL SERVICES
DIRECTOR OF CURRICULUM K-12
SUPERVISORS OF INSTRUCTION
)

COVERING THE PERIOD

JULY 1, 1987

TO

JUNE 30, 1990

PREAMBLE

The following constitutes a contract between the Manchester Township Board of Education and the Manchester Township Administrators' Unit.

ARTICLE I

RECOGNITION AND PURPOSE

1:1 The Board hereby recognizes the Administrators' Unit as the exclusive and sole representative for collective negotiating concerning grievances and terms and condition of employment for all regularly employed certified administrators listed below:

Principals
Vice Principals
Guidance Director
Director of Special Services
Director of Curriculum, K-12
Supervisors of Instruction

1:2 The Board and the Unit agree to participate in negotiations under the New Jersey Employer-Employee Relations Act, such participation being in good faith for the purpose of arriving at mutual agreement on the terms and conditions of employment. Negotiations shall begin no later than November 15 of the year prior to the school year for which the contract will be negotiated.

ARTICLE II

NEGOTIATING PROCEDURE

2:1 Directing Requests: Requests for meetings from the Administrators' Unit will be made directly to the Superintendent. Requests from the Board shall be made to the representative of the administrators. A mutually convenient meeting date shall be set within 30 days of the date of request by either party.

2:2 Meetings: Meetings shall be called upon the written request of either party. Requests for meetings shall contain the reasons for the request. Official summary minutes shall be kept by the parties present.

2:3 Agreement: When agreement is reached, it shall be reduced to writing by the Board, and when ratified by Board and the administrators shall be signed by both parties. The agreement shall not discriminate against any member of the unit regardless of membership or non-membership in the unit.

ARTICLE III

GRIEVANCE PROCEDURE

The grievance procedure shall be the same as in the negotiated teachers' contract starting at the applicable step in that procedure.

ARTICLE IV

AMENDMENTS

All or part of this agreement may be amended by mutual consent, in writing.

ARTICLE V

INSURANCE PROTECTION

5:1 The Board will pay for full coverage on the Family Plan for medical and surgical in a plan of the Board's choosing.

5:2 The Board will pay for full coverage on the Dental Plan (Family).

5:3 The Board will pay for coverage on the Provident Mutual Disability Plan, up to a salary of \$37,000.00. Once a salary reaches \$38,000.00, the Board and the Administrator will share the premium of the Disability Plan, Washington National Insurance Company, equally, to cover the difference between the Administrator's salary and \$37,000.00.

5:4 The Board will pay for a physical examination of the unit members once every other year, with a cap of \$225.00. Results of same to be sent to the Superintendent of Schools. (or: eye examination and eyeglass prescription if needed)

5:5 The Board will pay full premium on the Family Plan for a \$2.00 co-pay prescription plan of their choice. The plan will include insulin and contraceptives.

ARTICLE VI

SICK LEAVE, PERSONAL DAYS AND TEMPORARY LEAVES OF ABSENCE

6:1 The Board will grant fifteen (15) sick days and up to twenty (20) days at the Board's discretion.

6:2 The Board will allow personal days. Personal days will be allowed for good cause and within reasonable limits.

6:3 Three (3) days leave with pay for death in the immediate family, unless the deaths occur simultaneously, (mother or father, husband or wife, son or daughter, brother or sister, guardian, father-in-law or mother-in-law). The Board will allow for extenuating circumstances.

6:4 All administrators will be paid for accumulated sick leave upon leaving the district at a rate of one half pay for each day up to a maximum of \$3,500.00. All administrators will be paid for accumulated sick leave upon retirement. The rate will be half (1/2) pay for each day, up to a maximum of \$7,000.00. Rate will be per diem of current salary.

6:5 Administrators will not be required to work on days when school is closed due to inclement weather.

6:6 Upon request of a tenured administrator, and with recommendation of the Superintendent of Schools and the approval of the Board of Education, a leave of absence may be granted without pay and benefits for not more than one (1) year. Said request shall not be unreasonably denied. Employees may pay the insurance premiums through the Board at group rates. If the leave exceeds six (6) months, it shall not count for advancement on the salary guide.

ARTICLE VII

WITHHOLDING OF INCREMENTS AND RAISES

The Board of Education may withhold increments or other raises for inefficiency or other good cause as provided in the New Jersey Statutes 18A:29-14 and the decisions of the Commissioner and other courts of the State of New Jersey interpreting said statute.

ARTICLE VIII

TERMINATION OF CONTRACT

Sixty (60) days notice in writing must be given by the administrator to the Board of Education of intention to terminate the employment contract. The Board must give untenured administrators sixty (60) days notice of intention to terminate the employment contract.

ARTICLE IX

VACATION

9:1 The vacation schedule with pay shall be:

Under fifteen (15) years of employment	-	20 days
Over fifteen (15) years of employment	-	25 days

9:2 In any given year, the number of banked vacation days will not exceed the eligible vacation days for that year. A minimum of 10 days vacation shall be taken each year. Banked vacation can be used for extended vacations, provided the employee has approval from the Superintendent. Banked vacation time in excess of yearly allotment will be lost.

9:3 Accrued vacation time shall be paid to the employee upon resignation, retirement or termination of contract.

9:4 Vacation pay shall be provided to the employee before the start of the vacation. A written request must be received thirty (30) days prior to the commencement of the vacation, in the Superintendent's office.

9:5 Employees must request vacation days at least two weeks in advance. The Superintendent of Schools must approve specific dates of vacation before they can be taken.

ARTICLE X

TUITION REIMBURSEMENT

The Board will pay for tuition and cost of books for each administrator for courses taken within the following limits:

1. The courses are approved by the Superintendent of Schools.
2. The courses are in education or clearly related fields, in a recognized graduate program.
3. Administrators must indicate their intent to take courses by June 1st for summer and fall courses, and by January 1st for spring courses.
4. The Board will allow each administrator a cap of \$2,000.00 annually inclusive of all fees and expenses, i.e. books, registration fees and tuition.
5. The Board will reimburse the administrators after they have successfully completed the courses.
6. The Board will pay for courses which they request an administrator to take.

SIGNATURE PAGE

Date: June 11, 1987

For the Board: *R. T. Nolan*
Richard T. Nolan, Chairman

Robert Borthwick
Robert Borthwick

Harold C. Greenberg
Harold C. Greenberg

Witness: *Joel R. Oppenheim*
Joel R. Oppenheim

For the Association: *Richard F. Fosko*
Richard F. Fosko

Judithann C. Keefe
Judithann C. Keefe

Millicent McNearney
Millicent McNearney