

AGREEMENT

Between the

BOARD OF EDUCATION

of

NORTH PLAINFIELD *Board of Education*

in

SOMERSET COUNTY

and the

NORTH PLAINFIELD ASSOCIATION

of

EDUCATIONAL ADMINISTRATORS AND SUPERVISORS

LIBRARY
Institute of Management and
Labor Relations

NOV 16 1981

RODGERS UNIVERSITY

X **Covering the Period from**
July 1, 1981 to June 30, 1982

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ARTICLE I

RECOGNITION

- I. Pursuant to the provisions of Chapter 123, Laws 1974, the North Plainfield Board of Education, an Equal Opportunity Employer, hereby recognizes the North Plainfield Association of Educational Administrators and Supervisors as a majority representative and as the exclusive and sole representative for collective negotiations concerning terms and conditions of employment for all administrative personnel including principals, assistant principals and administrators, directors and supervisors under contract or on leave, now employed or as hereafter may be employed by the Board, excluding the Superintendent of Schools, Assistant to the Superintendent, Secretary/Business Administrator, and Director of Operations.
- II. Unless otherwise indicated, the term administrator when used hereinafter shall refer to all professional employees represented by the Association in the negotiating unit as above defined.

ARTICLE II

NEGOTIATIONS

The parties agree to enter into negotiations concerning a successor agreement in accordance with Chapter 123, Laws of 1974. Such negotiations shall begin not later than October 1 of each year for each successor agreement.

ARTICLE III

GRIEVANCE PROCEDURE

- I. Definition

A "grievance" shall mean a complaint by an administrator that there has been a personal loss, injury, or inconvenience because of a violation, a misinterpretation, or an inequitable application of:

 - A. Board policy that affects terms and conditions of employment.
 - B. This Agreement.
- II. Rights of Administrators to Representation
 - A. Any aggrieved administrator may be represented at all stages of the grievance procedure by him/herself, or, at his option, with a representative selected or approved by the Association.

- B. When an administrator is not represented by the Association in the processing of a grievance, the Association shall have the right at the time of the submission of the grievance to the Superintendent or at any later level:
 - 1. To be notified that the grievance is in process.
 - 2. To be present and to present its position in writing at all hearing sessions held concerning the grievance.
 - 3. To receive a copy of all decisions rendered.
- C. The individual shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal at all steps in the grievance procedure.
- D. A grievance which affects a number of administrators may, at the option of those administrators, be filed as a single grievance.

III. Procedure

- A. To be considered under this procedure, a grievance must be initiated by the administrator in writing within twenty (20) school days of the occurrence of the particular incident.
- B. Failure at any step of the following procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved administrator to proceed to the next step.
- C. Failure at any step of the following 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.
- D. It is understood that administrators 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 has been fully determined.
- E. Step 1. - Any administrator who has a grievance shall discuss it first with his immediate superior in an attempt to resolve the matter informally at that level.
- F. Step 2. - If, as a result of the discussion, the matter is not resolved to the satisfaction of the administrator within ten (10) school days, he shall set forth his grievance in writing to the immediate superior specifying:

1. The nature of the grievance
2. The nature and extent of the loss, injury, or inconvenience
3. The results of previous discussions
4. His dissatisfaction with decisions previously rendered.

Within ten (10) days of receipt of the written grievance, the immediate superior shall communicate in writing his decision and justifications to the administrator. An administrator whose immediate superior is the Superintendent, will proceed directly to Step 4.

- G. Step 3. - Within five (5) school days after receipt of the immediate superior's decision, the administrator may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing and must detail:

1. The particulars of the grievance as specified in Step 2 above
2. His dissatisfaction with decisions previously rendered.

The Superintendent shall attempt to resolve the matter within a period not to exceed ten (10) school days. The Superintendent shall also communicate in writing his decision and justifications to the administrator involved.

- H. Step 4. - If the grievance is not resolved to the administrator's satisfaction, he may request a review by the Board of Education no later than five (5) school days after receipt of the Superintendent's decision. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. Within thirty-five (35) calendar days of receipt of the grievance by the Board, the Board, or a committee thereof, shall review the grievance and shall, at its option, hold a hearing with the administrator and render a decision in writing. Beyond this step a grievance shall not be processed if it applies to:

1. Any matter for which a method of review is prescribed by Title 18A
2. Any rule or regulation of the State Commissioner of Education
3. Any matter which according to law is beyond the scope of Board authority
4. A complaint of a non-tenure administrator which arises by reason of his not being reemployed

5. A complaint by any administrator occasioned by appointment to, or lack of appointment to, retention in, or lack of retention in any position for which tenure is either not possible or not required.

I. Step 5. - If the decision of the Board of Education does not resolve the grievance to the satisfaction of the administrator, and the administrator wishes review by a third party, he shall refer the grievance to the Association. Within ten (10) school days of receipt of the Board's decision, the Association may request arbitration of the grievance by notifying the Board through the Superintendent.

1. The following procedure shall be used to secure the services of an arbitrator:

a. A joint Board-Association request shall be made to the American Arbitration Association to submit a roster of persons fully qualified to function as arbitrators of the grievance in question.

b. Should the parties be unable to determine a mutually satisfactory arbitrator from the submitted list, they shall request the American Arbitration Association to submit a second roster of names.

c. Should the parties be unable to determine a mutually satisfactory arbitrator from the second submitted list within ten (10) school days of the initial request for arbitration, the American Arbitration Association shall be requested by either the Board or the Association to designate an arbitrator.

2. The arbitrator shall limit himself to the issue submitted to him and shall consider nothing else. He shall add nothing to, nor subtract anything from, the Agreement between the parties or from any policy of the Board of Education. The recommendations of the arbitrator shall be advisory on Board policy that affects terms and conditions of employment, ARTICLE XIII, and ARTICLE XIV, and binding on issues regarding this Agreement. Within thirty (30) calendar days of the completion of the Arbitrator's hearings, copies of the arbitrator's findings and recommendations shall be given to the Board and to the aggrieved and his representatives only.

IV. Costs

A. The fees and the expenses of the arbitrator are the only costs which shall be shared by the two parties, and such costs shall be shared equally.

B. All other costs shall be borne by the parties incurring them.

ARTICLE IV

SCHOOL CALENDAR

1. The Board and the Association agree to continue the present policy for drawing up the school calendar.

Upon notice from the Superintendent of Schools, the North Plainfield Association of Educational Administrators and Supervisors shall prepare and submit a proposal for a school calendar. The proposal will be jointly reviewed by the Superintendent and the President of the Association. Upon completion of this review, the Superintendent will recommend a calendar to the Board of Education, which will render the final decision.

ARTICLE V

TEACHER EMPLOYMENT

- I. All administrators who began teaching not later than October 1 shall be notified no later than April 30 of their contract and salary status for the ensuing year. Administrators shall sign their contracts or letter of intent by May 10, unless at the request of the administrators an extension has been granted by the Superintendent.
- II. The hours of respective professional personnel shall be determined by the Board of Education. The length of the school day shall not be increased above the 1974-1975 level without prior negotiations with the Association of Educational Administrators and Supervisors.

ARTICLE VI

ADMINISTRATOR ASSIGNMENT AND EVALUATION

- I. All administrators shall be given written notice of their tentative assignments for the forthcoming year not later than June 1. In the event that changes in such assignments are proposed after June 1, the affected administrator shall be notified in writing of the new assignment.
- II. Staff Evaluation
 - A. The administrator being evaluated should be a partner in the evaluation process. Therefore, all monitoring and observation of administrative staff performance shall be conducted openly and with full knowledge of the staff member.
 1. A non-tenure member shall be evaluated as per statute.

2. In the case of non-tenure staff members who are rehired for the succeeding contract year, a minimum of one evaluation must be performed during the period from September 1 to the following February 15.
 3. A tenure staff member shall be evaluated in writing as per statute.
- B. Evaluation reports shall be authored by professionals whose respective certificates authorize supervision of instruction and shall, in each case, be confined within the scope of the evaluator's job description.
 - C. Before any evaluation report is finalized, submitted to the Central Administration, or placed in the personnel file, such report shall be discussed at a post-evaluation conference of the administrator and the evaluator. At least one day prior to this meeting, the staff member shall be given a copy of the written evaluation of his/her performance. Review of the annual written performance report and the signing of said report will be completed within fifteen (15) working days of the review. The staff member shall have the right to submit a written response to any material within the report within fifteen (15) days of the post-evaluative conference. This response will be reviewed by the evaluator and will be attached to copies of the report in all file locations.
 - D. Every evaluation shall be signed by both the evaluator and the staff member evaluated. The staff member's signature, however, shall not be interpreted as an assent to the contents signed. In no event shall anyone be asked to sign a blank evaluation.
 - E. Evaluative reports will be presented to the staff member in the following manner:
 1. Such reports will be issued in the name of the appropriate administrator.
 2. Such reports will be addressed to the staff member with one copy being forwarded to the Superintendent of Schools and one copy being kept by the immediate supervisor.
 3. Such reports will include:
 - a. Areas of professional strength of the staff member.
 - b. Areas of need of professional improvement.
 - c. Specific suggestions as to measures which the staff member might take to improve his/her performance in each of the areas wherein need of professional improvement has been indicated.
 - d. Indicators of pupil progress.

ARTICLE VII

NON-TEACHING DUTIES

The Board and the Association acknowledge that an administrator's primary responsibility is to provide management and direction to the school program.

- A. Department Supervisors who cover classes for other staff members shall receive \$5.00 per class beginning with the fourth occurrence.

ARTICLE VIII

SICK LEAVE

- I. "Sick leave is hereby defined to mean the absence from his or her post of duty, of any person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined from such a disease in his or her immediate household."
(Section 18A:30-1)
- II. All persons holding any office, position or employment for the North Plainfield Board of Education, who are steadily employed under contract, or who are protected by tenure in their office of position of employment shall be allowed sick leave as follows:

10 month employees @ 11 days
11 month employees @ 12 days
12 month employees @ 13 days
- III. Sick leave allowable under the above conditions shall accumulate for use as may be needed for sickness in subsequent years.
- IV. A physician's certificate attesting to the illness or physical disability of an administrator may be required in cases where absence for reasons of sickness exceeds three days.

ARTICLE IX

TEMPORARY LEAVES OF ABSENCE

The Board of Education and the Association agree to continue the present Board policy in regard to temporary leaves of absence as follows:

- I. An employee may be absent without loss of pay when:
 - A. Absence results from obedience to legal process.
 - B. The Superintendent of Schools approves, in advance, the administrator's request to be absent to visit other schools or to attend educational meetings.

C. A member of the employee's immediate family dies. Immediate family shall be interpreted to mean the employee's spouse, father, mother, brother, sister, son, daughter, grandparent, grandchildren, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, of the employee's household. Absence without loss of pay shall be limited to a reasonable length of time. Should there be any question regarding the meaning of "reasonable," the staff member should consult the Superintendent of Schools before or during the first half day of absence.

D. A serious emergency illness of a member of the employee's household requires him to be away from school. Not more than one (1) day with pay shall be allowed in any school year for this type of absence unless the employee receives approval from the Superintendent of Schools before or during the first half day of absence.

E. 1. The Superintendent of Schools excuses him/her, in advance, for other urgent reasons. The employee may make the request by telephone or through his/her immediate supervisor. No one except the Superintendent of Schools may excuse or refuse an employee's absence under this rule.

2. A staff member may be granted two (2) days of leave to attend to private matters which cannot be handled outside school hours. Application to the Superintendent through the building principal shall be made at least five days before taking such leave, except in emergencies. In such cases, reasons beyond the signing of the required form shall not be required of the staff member. These days may not be taken immediately before nor immediately following a holiday nor during the first or last week of school and no more than three (3) professional staff members shall be permitted this absence on any one day.

The spirit and the intention of this section is to provide only for an unusually private concern of an individual and, therefore, is not to be interpreted in any manner other than that which has been expressed.

If it is established that a staff member takes such leave for other than the above purposes the Superintendent may exercise judgment as to the validity of the request and it may result in the forfeiture of pay for the absence.

3. NPAEAS will inform membership that this day is not intended to be used for recreation, relaxation, or shopping.

- II. An employee absent for reasons other than those specified above shall receive no pay for the time lost.
- III. An employee wishing to apply for an exception to the rules stated above must apply in writing for review of his case at the June meeting of the Board of Education. Such application must be received before the first Monday in June.
- IV. Nothing herein shall be construed to be in conflict with the Workmen's Compensation Laws of the State of New Jersey.

ARTICLE X

EXTENDED LEAVES OF ABSENCE

- I. Two (2) tenure employees may be granted a leave of absence for a period not in excess of two (2) years to work for the Association and/or its affiliates. Such leave shall be without accumulation of credit on the salary guide and without pay.
- II. A tenure employee may be granted a leave of absence for a period not in excess of two (2) years:
 - A. To join the Peace Corps, VISTA, a National Teachers' Corps, or similar program as a full-time participant.
 - B. To serve as an exchange or overseas administrator as a full-time participant.

Such leave shall be with accumulation of credit on the salary guide but without pay
- III. An administrator may be granted maternity leave of absence subject to terms satisfactory to the administration. She shall notify the superintendent of her pregnancy as soon as it is medically confirmed. Such leave shall be without accumulation of credit on the salary guide and without pay.
- IV. A tenure administrator who adopts an infant may be granted a leave of absence. The leave shall commence upon receipt of de facto custody of said infant or earlier if necessary to fulfill the requirements for the adoption. Such leave shall be without accumulation of credit on the salary guide and without pay.
- V. A tenure employee may be granted a leave of absence for advanced study at the discretion of the Board of Education.
- VI. All applications for leaves, extensions or renewals thereof must be made and granted in writing.
- VII. A tenure employee upon the resumption of his employment shall have restored to him all benefits to which he was entitled prior to his leave of absence.
- VIII. Requests for extended leaves shall be in writing and specify one (1) or two (2) years duration. The Board shall be notified in writing by April 15 but not later than June 1 before the expiration of such leave that an administrator intends to return to work at the beginning of the subsequent school year.

ARTICLE XI

SABBATICAL LEAVE

The policy of granting sabbatical leave of absence is established solely to help the district maintain the highest level of instructional competence. In no case is an application for such leave recommended by the Superintendent or approved by the Board of Education unless, in their considered judgment, the professional competence of the staff member and the general efficiency of the school system will be benefited thereby.

I. Sabbatical Leave Regulations

A. Eligibility--A certificated full-time employee completing seven (7) or more years of continuous satisfactory service in North Plainfield Public Schools may, upon recommendation of the Superintendent, be granted a leave of absence for one (1) or two (2) semesters for:

1. Study on a full-time basis
2. Travel on a full-time basis
3. Any other reason that the Board and the Superintendent shall approve.

The employee shall not be granted subsequent sabbatical leave until that person has re-established eligibility by serving another seven (7) years of continuous satisfactory service.

B. Number of Leaves Authorized--No more than two staff members shall be granted sabbatical leave during any school year.

C. Application for Leave--Application for sabbatical leave shall be made on or before December 1 on a form prescribed by the Superintendent. Such form shall provide for an outline of the program or itinerary to be followed by the staff member during the period of the leave.

The Superintendent shall notify the applicant in writing of the decision of the Board on or before February 15. If granted, such leave shall begin in the next school year on the first day of the first semester or on February 1.

D. Physical Examination--Any applicant favorably considered by the Superintendent may be required by the Board of Education to have a physical examination. The purpose of such an examination is to determine whether there is reasonable probability that the applicant will be physically able to return to service for the minimum period required.

E. Subsequent Service--As a condition to being granted leave, the employee shall enter into a contract (in terms to be mutually agreed upon) to continue in the employ of the North Plainfield Board of Education for a period of not less than two (2) years following the leave of absence.

Should an employee violate the terms specified above, he shall repay to the Board of Education a sum of money bearing the same ratio to the amount of salary received while on leave of absence that the unperformed part of the two (2) subsequent years of service bears to the full two (2) years. An employee may be released from such obligation if he is:

1. Incapacitated
2. Discharged
3. Released for good and sufficient reason by the Board of Education.

F. Status of Pension and Tenure--Contributions by the employee to the retirement fund shall continue as usual during the sabbatical leave period. Tenure rights shall not be impaired.

G. Illness or Accident--Serious accident or illness (established by evidence satisfactory to the Board) interrupting the program of study or itinerary being pursued by an employee shall not constitute a breach of the conditions of such leave. Neither shall it prejudice the employee against receiving all the rights and benefits provided for under the terms of sabbatical leave, provided that the Superintendent was notified of such accident or illness by registered letter within ten (10) days of its occurrence or as soon as feasible.

H. Forfeiture of Leave--If the Superintendent is convinced that an employee 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. The Board after giving the employee an opportunity to be heard may terminate the leave of absence as of the date of its abuse.

A sabbatical leave shall not be forfeited should the employee become the recipient of grant or scholarship.

I. Sabbatical to Maternity Leave--If an employee on sabbatical leave ascertains that she is pregnant, she shall immediately report this fact to the Superintendent. Sabbatical leave shall be transferred to maternity leave subject to the rules regulating maternity leave.

J. Return to Active Duty--An employee who has been on sabbatical leave for the first semester shall notify the Superintendent on or before December 1 of his/her intention to return to duty the following semester. If leave has been granted for the second semester or the entire school year, the employee shall notify the Superintendent on or before April 1 of his/her intention to return to duty the following school year. Failure of an employee on leave to give such notification shall be interpreted as an indication that such employee does not wish to return to the North Plainfield Public School System.

K. Reinstatement--Unless conditions have arisen that necessitate change in subject or building assignment, the employee who has complied with Section J above shall be reinstated in the position he/she held at the time his/her leave was granted.

Reinstatement is further conditioned by submitting a written report to the Superintendent describing the significant activities engaged in while on sabbatical leave. If the leave is taken during the first semester, such report is due by March 30 of the following semester. If the leave is taken during the second semester or for the entire school year, the report is due by the following September 30.

L. Salary--The salary of an employee on sabbatical leave for a full year shall be fifty-five (55%) percent of the salary to which he/she is entitled if not on leave, minus the regular deductions for Social Security, Income Tax, Teachers' Pension Fund and any other deduction required.

The salary of an employee on sabbatical leave for one (1) semester shall be seventy-five (75%) percent of the half-year salary to which he/she is entitled if not on leave, minus the regular deductions listed above.

Salary shall be paid in accordance with the salary payment schedule of the North Plainfield School System.

The decision of the Board to grant or to refuse to grant a sabbatical leave shall be final. It shall not be subject to the grievance procedure.

M. Reimbursement--Neither tuition nor costs of any professional growth activity undertaken during sabbatical leave will be reimbursed.

ARTICLE XII

BOARD-NPAEAS LIAISON

The Association's representatives shall meet with the Superintendent and/or a committee of the Board as necessary during the school year. Primary responsibility to call meetings shall rest with the Association. The first Board-NPAEAS meeting shall be held prior to September 20. The Board-NPAEAS Committee shall review and discuss current school practices and problems. The Committee shall also attend to the proper administration of this Agreement.

ARTICLE XIII

PROTECTION OF STUDENTS AND PROPERTY

As per school law Title 18A.

ARTICLE XIV

EDUCATIONAL IMPROVEMENT

The Board agrees to pay:

- A. The full cost of tuition and other reasonable expenses incurred in connection with courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which an administrator is required and/or requested to take by the administration.
- B. The Board agrees to pay seventy-five (75%) percent of the cost per credit hour of the New Jersey State colleges and university of graduate courses approved by Superintendent up to 18 semester hours per year. Reimbursement shall be on courses related to an administrator's present assignment.

ARTICLE XV

INSURANCE PROTECTION

The Board shall provide the health-care insurance protection outlined in present policies and designated below. The Board shall pay the full premium for each administrator and one hundred (100%) percent of the family premium.

- A. The Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing on July 1 and ending on June 30 for each teacher who remains in the employ of the Board for the full school year.
- B. Provisions of the health-care insurance program shall be detailed in master policies and contracts agreed upon by the Board and the Association and shall include but not necessarily be limited to:
 - 1. Hospital room and board and miscellaneous costs
 - 2. Out-patient benefits
 - 3. Laboratory fees, diagnostic expenses, and therapy
 - 4. Maternity costs
 - 5. Surgical costs
 - 6. Major-medical coverage.
- C. The Board shall provide a \$1.00 co-pay prescription plan, including contraceptives, to include family coverage.

ARTICLE XVI

SALARIES

- I. The attached salary guide shall be used for hiring purposes only for the duration of this agreement. Salaries for administrators for the duration of this agreement shall be as set forth on Tenure of Service cards or individual contracts. The Board, at its discretion, in individual cases with just cause, may withhold salary increases or portions thereof.
- II. The Board and the Association agree to the following:
 - A. Administrators employed on an eleven (11) or twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
 - B. Administrators employed on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments.
 - C. Pay days shall be on the fifteenth (15) day and on the last school day of the month.
 - D. When a pay day falls on or during a school holiday, vacation, or weekend, administrators shall receive their pay checks on the working day immediately preceding the holiday, vacation, or weekend.
 - E. A 10-month administrative employee shall receive his final pay check on the last working day in June after he has completed all his assigned duties.
- III. Salary Guide.

SALARY GUIDE 1981-1982

**High School Principal
Director of Elementary Education**

Step	<u>Doctor's Degree</u>		<u>Six-Year Level</u>		<u>Master's Degree</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
8	\$43,800	\$45,600	\$42,350	\$44,050	\$40,950	\$42,650
7	41,600	43,300	40,150	41,750	38,750	40,350
6	39,600	41,200	38,100	39,650	36,750	38,250
5	37,600	39,100	36,100	37,600	34,750	36,150
4	35,650	37,100	34,200	35,600	32,800	34,150
3	33,850	35,250	32,400	33,700	31,000	32,300
2	32,150	33,450	30,650	31,900	29,300	30,500
1	30,500	31,750	29,050	30,250	27,700	28,800

**Elementary Principals; High School Assistant Principal
Director of Pupil Services**

Step	<u>Doctor's Degree</u>		<u>Six-Year Level</u>		<u>Master's Degree</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
8	\$40,100	\$41,750	\$38,650	\$40,200	\$37,250	\$38,800
7	38,000	39,550	36,550	38,000	35,150	36,600
6	36,000	37,450	34,500	35,950	33,150	34,500
5	34,100	35,450	32,600	33,950	31,250	32,500
4	32,250	33,600	30,800	32,050	29,450	30,650
3	30,550	31,800	29,100	30,250	27,700	28,850
2	28,950	30,100	27,450	28,600	26,100	27,150
1	27,400	28,550	25,950	27,000	24,600	25,600

SALARY GUIDE 1981-1982

Director of Guidance

<u>Step</u>	<u>Doctor's Degree</u>		<u>Six-Year Level</u>		<u>Master's Degree</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
8	\$37,400	\$38,950	\$35,950	\$37,400	\$34,550	\$36,000
7	35,400	36,850	33,950	35,300	32,550	33,900
6	33,500	34,850	32,000	33,350	30,650	31,900
5	31,700	32,950	30,200	31,450	28,850	30,000
4	29,950	31,200	28,500	29,650	27,100	28,250
3	28,350	29,500	26,850	27,950	25,500	26,550
2	26,850	27,900	25,350	26,400	24,000	24,950
1	25,400	26,450	23,950	24,900	22,550	23,500

Department Supervisors Director of Adult Education

<u>Step</u>	<u>Doctor's Degree</u>		<u>Six-Year Level</u>		<u>Master's Degree</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
8	\$34,850	\$36,250	\$33,350	\$34,750	\$32,000	\$33,300
7	32,900	34,250	31,450	32,750	30,100	31,300
6	31,100	32,400	29,650	30,850	28,250	29,400
5	29,400	30,600	27,900	29,050	26,550	27,650
4	27,800	28,900	26,300	27,400	24,950	25,950
3	26,250	27,350	24,800	25,800	23,400	24,350
2	24,850	25,850	23,350	24,300	22,000	22,900
1	23,500	24,450	22,050	22,950	20,650	21,500

SALARY GUIDE 1981-1982

Administrative Assistant to High School Principal (10 month)
Director of Athletics (10 month)

Step	<u>Doctor's Degree</u>		<u>Six-Year Level</u>		<u>Master's Degree</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
8	\$33,700	\$35,100	\$31,900	\$33,200	\$30,550	\$31,800
7	31,550	32,850	30,100	31,300	28,700	29,900
6	29,850	31,050	28,400	29,550	27,000	28,100
5	28,250	29,400	26,750	27,850	25,400	26,450
4	26,700	27,800	25,250	26,300	23,850	24,850
3	25,300	26,350	23,800	24,800	22,450	23,350
2	23,950	24,950	22,500	23,400	21,150	22,000
1	22,750	23,650	21,300	22,150	19,900	20,700

Audio Visual Director (10 month)
Head Librarian (10 month)

Step	<u>Doctor's Degree</u>		<u>Six-Year Level</u>		<u>Master's Degree</u>	
	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
8	\$32,200	\$33,550	\$30,750	\$32,000	\$29,400	\$30,600
7	30,400	31,650	28,950	30,100	27,550	28,700
6	28,700	29,850	27,250	28,350	25,850	26,900
5	27,100	28,200	25,600	26,650	24,250	25,250
4	25,550	26,600	24,100	25,050	22,700	23,650
3	24,150	25,100	22,650	23,600	21,300	22,150
2	22,800	23,750	21,350	22,200	19,950	20,800
1	21,600	22,450	20,100	20,950	18,750	19,500

IV. Salary Policy

A. Subject Area Supervisors will work an eleven (11) month contract schedule consisting of the following:

1. Each day of the regular school calendar
2. Twenty-three additional work days between July 1 and June 30 on a pre-arranged schedule

B. Subject Area Supervisors wishing to depart from the eleven (11) month schedule shall advise the Superintendent by December 1st of the prior contract year. Salary for Subject Area Supervisors who work a ten (10) month schedule shall be ninety percent of the eleven month salary.

V. Application of Accredited Experience

A. No new administrator will be employed for a specific position at a salary level higher than that of an existing employee in the same position, unless said new employee possesses more education and experience.

B. Military Experience - As per state law

A new employee shall be granted not more than three (3) years of credit for military service. A year of military service shall be defined as twelve (12) months.

ARTICLE XVII

LONGEVITY PAY

At the discretion of the Superintendent and the Board, the sum of \$400 shall be added to the salary of all certificated personnel who have completed twenty (20) years of service within the North Plainfield School System. Up to four (4) years of military service, subsequent to employment in the North Plainfield School System, shall be counted toward longevity pay.

ARTICLE XVIII

SALARY DEDUCTIONS

When requested, salary deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15, 9e) and under rules established by the State Department of Education.

When requested by an employee, the Board of Education agrees to enter into an agreement to reduce the employee's salary to purchase on behalf of the employee an annuity which qualifies under the provisions of Section 403b of the Internal Revenue Code of 1954, as amended.

ARTICLE XIX

SUPPLEMENTAL SALARIES

A. The Board of Education agrees to compensate administrators assigned to interscholastic, intramural, extra-curricular activities at the supplemental salary rates agreed upon by the Board of Education and the North Plainfield Education Association.

B. Any department supervisor required to supervise beyond current practice at an afternoon dance, bazaar, basketball game, wrestling meet, baseball game, or a soccer game shall be paid at the rate of \$10.35 per event. All evening and Saturday events shall be paid at the rate of \$6.63 per hour.

C. Where feasible, administrators shall be notified no later than April 30 of their supplemental contract status for the ensuing year. Administrators shall sign their supplemental contracts or letters of intent by May 10, unless, at the request of the administrator, an extension has been granted by the Superintendent.

ARTICLE XX

MISCELLANEOUS PROVISIONS

- I. This Agreement shall be honored by the Board of Education and by the Association for the duration of the Agreement.
- II. If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, such provision or application shall not be deemed valid and subsisting except to the extent permitted by law. All other provisions or applications shall continue in full force and effect.
- III. Any individual contract between the Board of Education and an individual administrator, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with the Agreement, this Agreement shall be controlling.
- IV. Copies of this Agreement shall be reproduced within thirty (30) days after the Agreement is signed. Copies shall be presented to all administrators now employed or hereafter employed by the Board. The Board and Association agree to Pro Rate expenses of printing copies of the Agreement.
- V. Whenever any notice is required to be given by either party to this Agreement to the other, pursuant to the provisions of this Agreement, such party shall do so in writing at one of the following addresses:
 - A. If by the Association, to:

The Board of Education
Watchung School
North Plainfield, New Jersey 07060
 - B. If by the Board, to:

President
North Plainfield Association of Educational Administrators
and Supervisors
North Plainfield, New Jersey 07060
- VI. If, after the Agreement has become effective, it is felt by either the Board of Education or the Association that an amendment to this Agreement is warranted, such amendment may be added by mutual consent.
- VII. The Association agrees to respond in writing to correspondence from the Board of Education within twenty (20) school days.

ARTICLE XXI

DURATION OF THE AGREEMENT

This Agreement shall become effective July 1, 1981, and continue in effect until June 30, 1982.

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless extended by mutual agreement.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested to by their respective secretaries, all on the day and year first written above.

BOARD OF EDUCATION

North Plainfield
County of Somerset
State of New Jersey

NORTH PLAINFIELD ASSOCIATION OF
EDUCATIONAL ADMINISTRATORS AND
SUPERVISORS

Frank G. Eckert
President

Martin A. Shapiro
President

ATTEST:

ATTEST:

Ronald P. Rossi
Secretary

Robert Axmann
Secretary