

THIS BOOK DOES  
NOT CIRCULATE

AGREEMENT BETWEEN

the

BOARD OF EDUCATION OF NORTH HANOVER TOWNSHIP

and the

NORTH HANOVER PRINCIPALS' ASSOCIATION

1976-79

*Burlington County*

LIBRARY  
Institute of Management and  
Labor Relations

APR 28 1978

RUTGERS UNIVERSITY

1. The North Hanover Township Board recognizes the North Hanover Principals' Association as sole and exclusive representative for collective negotiation for all principals employed by the Board pursuant and in accordance with Chapter 123, Public Laws of 1974.

2. (a) Unless otherwise indicated, the term Board is used hereinafter to mean the Board of Education of North Hanover Township, County of Burlington, New Jersey.

(b) The term Association refers to the exclusive representative in Paragraph 1 above.

(c) The term principal(s) refers to the member(s) of this appropriate bargaining unit.

### 3. General Grievance Procedure

In order to provide a uniform method for principals to have situations which they believe are inequitable to be reviewed by school authorities, the following procedure is adopted by the Board of Education of North Hanover:

A grievance means a complaint by a principal(s) that he has been treated unfairly or inequitable because of any act, condition, or omission, which affects his occupational status. Any principal has the right to appeal his case at each level of this procedure, assured that such appeal shall not be subject to criticism, undue publicity, or harassment because he utilizes this procedure for adjudication of any grievance.

If a grievant utilizing this procedure does not initiate his appeal within any of the following time limits, the issue shall be considered resolved.

If the following prescribed time factors are not adhered to by the Superintendent, then the grievant may process his grievance to the next level of appeal.

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. The time limits specified may, however, be extended by mutual agreement.

LEVEL 1 - Within seven (7) workdays of its occurrence, a principal who has a grievance shall first discuss his contention with the Superintendent (or with the supervisor to whom he normally reports if such be the case), and thereby attempt to resolve the issue informally.

If the issue is not resolved to the principal's satisfaction, he shall submit the matter in writing within seven (7) workdays following the informal discussion to the Superintendent detailing the specifics of the issue, the results, if any, of his previous discussion, and attach any relevant supporting data to his letter. The Superintendent shall answer in writing to the grievant within five (5) calendar days of receiving the letter, advising of his determination concerning the matter.

LEVEL 11 - If the grievant is not satisfied with the written determination of the Superintendent, he may within five (5) calendar days of receipt submit a written appeal addressed to the Board of Education, attention of the Board Secretary, (with a copy to the Superintendent who shall then forward the grievance file to the Board Secretary), requesting a review of the Superintendent's determination.

Such review will be held by the Board, or a committee of the Board appointed for this purpose, who shall conduct a hearing with the grievant within fifteen (15) calendar days of receipt of the grievant's letter requesting review.

The results of the Board's review shall be communicated in writing to the grievant by the Board Secretary within ten (10) calendar days of the review, and the results of this review shall be considered final and binding for the matter under consideration.

#### 4. Interviewing

Except for unusual circumstances, each principal(s) shall interview candidates for appointment to his school as a teacher, as well as clerical and custodial personnel. If appointment is to be made for personnel assigned to more than one school, then more than one principal will be involved in the interview(s). If a principal is on vacation or leave, reasonable effort will be made to contact him by phone or mail in order to afford him such opportunity. If the principal is unavailable another principal will be involved in his place. Final determination concerning employment is understood to reside with the Superintendent and the Board of Education.

#### 5. Administrative Liaison

##### Principals' Professional Liaison Committee

In order to discuss problems of mutual concern in areas of professional development, implementation of Board Policies and administrative directives, the following procedures apply:

(a) The Principals' Professional Liaison Committee shall be composed of the Superintendent and two principals appointed by the Association and chaired by the Superintendent or his designee.

(b) A meeting of the Principals' Professional Liaison Committee shall be scheduled for October, January, and April of each school year. Initiation of these meetings will be by either the Superintendent or the Association President (or their designee) submitting to the other in writing an agenda of items for discussion. The initiating party shall submit the proposed agenda within the last seven (7) work days of the month prior to such meeting, suggesting three (3) dates and times of convenience for such meeting. The receiving party shall within seven (7) work days of receipt respond in writing with any other items for inclusion in the agenda and select one of the dates and times of convenience or propose a new one. Lack of initiation by either party within the time prescribed is understood to mean that there is no need for a meeting during that month.

(c) It is specifically understood that the Principals' Professional Liaison Committee is an internal instrument between the Board and Association and is intended to be confidential between the parties to this Agreement and not a public forum. Any report(s) emanating from the considerations of the committee shall also be confidential and forwarded to the Board for its review and consideration.

(d) Any report(s) generated from this committee shall be forwarded to the Board through the Superintendent, and the Board will acknowledge receipt in writing within thirty (30) calendar days. The Board may accept, reject, modify or return such report(s) for further study.

6. Each principal shall be provided with a policy manual and all relative and current Board policies necessary for school operations shall be contained therein, and such future policies shall be forwarded to each principal after adoption and approval of Board within five (5) working days.

7. The salary guide for the 1976-77 work year shall be as follows:

<u>Step</u>	<u>Amount</u>	
1	18,350	
2	19,350	
3	20,350	Mr. Miller
4	21,350	
5	22,350	Mr. Russell
6	23,350	Mr. Levee
7	24,350	Mr. Wagner

(\$24,750. - Mr. Ciampa - Step 7 + note (a) below

Note:

(a) In addition administrators with fifteen (15) or more years of in district administrative experience shall receive \$400.00 in addition to their salary.

(b) The above salary guide shall be effective July 1, 1976 through June 30, 1977.

8. Negotiations concerning a subsequent agreement shall commence no later than October 1, 1978 after prior initiation of the Association.

9. This Agreement incorporates the total understanding of both parties, however, adopted Board policies concerning other benefits to principals shall continue to apply.

10. Health care insurance premiums shall be paid one-hundred percent (100%) by the Board in accordance with the benefits of the 750 Plan Blue Cross - Blue Shield with Rider J and Major-Medical (or comparable) effective at the time of opening for enrollment, and in accordance with the rules and requirements of the insurance carrier(s).

11. This Agreement shall be effective July 1, 1976 and shall continue in effect until June 30, 1979 subject to the Association's right to negotiate a successor agreement and provides that each party will renegotiate salary guide, (paragraph # 7), mileage reimbursement, and one nonfinancial and one financial provision for each party each of the subsequent two years of the Agreement.

12. In witness whereof the Association and Board have caused this Agreement to be adopted by their constituent bodies and signed by their Presidents and Secretaries, all on the day and year below.

\_\_\_\_\_ date

NORTH HANOVER TOWNSHIP PRINCIPALS' ASSOCIATION

by \_\_\_\_\_  
Its President

by \_\_\_\_\_  
Its Secretary

by \_\_\_\_\_

by \_\_\_\_\_

by \_\_\_\_\_

NORTH HANOVER TOWNSHIP BOARD OF EDUCATION

by \_\_\_\_\_  
Its President

by \_\_\_\_\_  
Its Secretary