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CIRCULATE

AGREEMENT FOR CONTRACT YEAR 1977-1978

CEDAR GROVE BOARD OF EDUCATION

AND

CEDAR GROVE SCHOOL ADMINISTRATORS ASSOCIATION

2.24.79

LIBRARY  
Institute of Management and  
Labor Relations

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**PREAMBLE**

This Agreement entered into this first day of July, 1977 and between the Board of Education of Cedar Grove, New Jersey hereinafter called the "Board" and the Cedar Grove School Administrators Association, hereinafter called the "Association".

The Board has an obligation, pursuant to Chapter 303, Public Laws 1968, to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment.

The parties have reached certain understandings which they desire to confirm in this Agreement.

The Board and the Association agree as follows:

**ARTICLE I TERM OF AGREEMENT**

This agreement shall take effect on July 1, 1977 and end on June 30, 1978 but with the approval of both parties, hereto, may be renewed for successive terms of one year each, subject to such modifications as may be mutually agreed upon for any such year.

**ARTICLE II RECOGNITION**

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certificated personnel listed below, whether under contract or on leave, employed by the Board.

Principals  
Vice Principals  
Assistant to the Superintendent in Curriculum Research  
and Coordination  
Superintendent's Administrative Assistants  
Directors

but excluding:

Superintendent	Counselors	Social Workers
Teachers	Librarians	Board Secretary
Nurses	Psychologists	Non-Professional staff

Unless otherwise indicated, the term "administrators," when used hereinafter in this agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined.

### ARTICLE III ADMINISTRATIVE SALARY DETERMINATION

Administrative salary ranges for the 1977-78 year are as follows:

Position	MA		MA + 32	
	Min.	Max.	Min.	Max.
High School Principal	22,050.	30,200.	23,100.	30,875
Asst. to the Supt. in Curriculum Research and Coordination	20,475.	28,800.	21,525.	29,475.
Elem. Principal (12 mo.)	20,475.	28,800.	21,525.	29,475.
Elem. Principal (10 mo.)	18,475.	26,025.	19,425.	27,725.
High School Vice Prin.	19,100.	27,175.	20,175.	28,075.
Director	17,150.	23,250.	18,150	25,100.
Center School Prin.	16,275.	23,100.	17,125.	23,725

Administrative salaries will be determined annually through the process of negotiation between the Association and the Board. Among the factors that will be reflected in the determination of such salaries will be the general increase of New Jersey public school administrative salaries, cost of living increase, administrative experience, level of educational preparation, position responsibility, and performance.

The Board agrees to present to the Association prior to ratification the negotiated potential salary increase for each administrative position exclusive of additional money awarded for experience or other achievement.

For the first year of employment in the position, an administrator's salary shall be determined by the Board and the individual administrator.

#### ARTICLE IV VACATIONS

Twelve month administrators shall receive an annual vacation allowance for administrative experience in Cedar Grove in accord with the following schedule:

- a) In the first school vacation year of employment as an administrator in Cedar Grove the vacation allowance shall be the number of months actually employed multiplied by 1-2/3 days.
- b) In the second through fifth school years of employment as an administrator in Cedar Grove the vacation allowance shall be twenty days.
- c) In the sixth through tenth school years of employment an additional day per year shall be added to the vacation allowance, reaching a total of twenty-five vacation days in the tenth year as an administrator in Cedar Grove.

Ten month administrative position employees shall work the same calendar as twelve month employees for the period from September 1 through June 30. In the first five school years of such administrative employment in Cedar Grove there will be no vacation allowance. In the sixth school year of employment the vacation allowance shall be one day. In the seventh through tenth school years of administrative employment in Cedar Grove the vacation allowance shall be increased one day per year, reaching a total of five vacation days in the tenth year.

#### ARTICLE V GRIEVANCE PROCEDURE

An administrator may request, through established channels, reconsideration of his salary determination or consideration of grievances pertaining to terms and conditions of employment contemplated or effected by the Board. In addition to or in lieu thereof, he may follow the procedure set forth in the further provisions of this Article V. In either event, at the request of the administrator, the salary or grievance in question will not be presented at a public meeting until reconsideration is completed.

At any time subsequent to an administrator's receipt of the notification specified in the second paragraph of Article VI hereof, but not later than fourteen calendar days after the administrator receives his contract or letter of employment setting forth the amount of salary that is the source of his dissatisfaction, he may submit to the Superintendent a written request for the appointment of a Review Panel, a member of which must be named in such request. Within two school days after receipt of such request, the Superintendent shall name a second member of the Review Panel. The two members so named, within two additional working days, shall name a third member. The members of the Review Panel must be employees of the Board included in job classifications represented by the Association for purposes of negotiations.

Within three working days after appointment of such third member, the Review Panel shall meet with the dissatisfied administrator. At such meeting the administrator will be given reasonable opportunity to present his position with regard to his alleged grievance, including such voluntary oral or written statements of other persons as he may deem important. The Review Panel may also accept such oral or written statements of other persons as it may deem appropriate. If at least two members of the Review Panel agree in whole or in part with the administrator's position, the Panel, at its option, may request a conference with the Board. The date of such request must be made within ten days of the initial Panel meeting. The Board shall schedule the conference to be held within the next twenty working days or at such other date as may be mutually agreeable. At such conference the Review Panel and the administrator will be given a reasonable opportunity to present the facts related to the complaint and their position relating thereto, including such voluntary oral or written statements of other persons as they may deem important. The Board may also consider such oral or written statements of other persons as it may deem appropriate.

Within ten working days after such conference(s) the Board will prepare a written decision on the complaint, copies of which will be delivered to the administrator and each member of the Panel by the Superintendent. For the purposes of Article V of the Agreement the Board's decision shall be final and conclusive.

For alleged grievances other than salary considerations a similar procedure will be followed.

Nothing herein is intended as an impairment upon or limitation of any rights, under law, of an employee of the Board.

#### ARTICLE VI ISSUANCE OF CONTRACTS

Each year it shall be the practice of the Board to consider evaluations, offer contracts, and set salaries of the profes-

sional staff in the following order: (1) Teachers, (2) Administrators, subject to this Agreement, (3) Superintendent of Schools and Board Secretary. It is recognized that Board action will in most years be taken on groups (2) and (3) on a date(s) later than the date of such action with respect to group (1).

Whenever the Board, in conference, plans a specific action with respect to an administrator's salary, the Superintendent shall, within two working days following such conference (but prior to public disclosure), orally notify the administrator of the contemplated course of action.

Whenever the Board at a public meeting authorizes the issuance of a contract or letter of employment for an administrator, the Secretary of the Board shall, within five working days following such meeting, issue a written contract or letter to the administrator.

ARTICLE VII NEW POSITION OR DUTIES

Whenever a new administrative position is created or whenever the Association and the Board agree that the duties of an existing position are being substantially revised, determination of salary for such position shall be determined by the Board for two school years. During the second of such school years the Board will negotiate with the Association to determine applicable salary ranges for the purposes of this Agreement as outlined in Article III.

ARTICLE VIII MEDICAL INSURANCE

The medical benefits accorded to the members of the Association shall be the same as those accorded to the membership of the Cedar Grove Education Association.

IN WITNESS WHEREOF, the Board and the Association have caused this Agreement to be signed as of the date first above mentioned.

CEDAR GROVE BOARD OF EDUCATION

3/29/77  
Date

By Albert B. Caudelo  
President

CEDAR GROVE SCHOOL ADMINISTRATORS ASSOCIATION

3/25/77  
Date

By Herbert J. Smith  
President