

**AGREEMENT BETWEEN THE  
PLEASANTVILLE ADMINISTRATORS ASSOCIATION  
AND THE  
BOARD OF EDUCATION OF THE  
CITY OF PLEASANTVILLE**

**JULY 1, 2013 TO JUNE 30, 2017**

**TABLE OF CONTENTS**

<b>PREAMBLE</b>		<b>1</b>
<b>ARTICLE I</b>	<b>RECOGNITION</b>	<b>2</b>
	<b>A. UNIT</b>	<b>2</b>
	<b>B. DEFINITION OF ADMINISTRATOR</b>	<b>2</b>
<b>ARTICLE II</b>	<b>NEGOTIATION OF SUCCESSOR AGREEMENT</b>	<b>2</b>
	<b>A. DEADLINE DATE</b>	<b>2</b>
	<b>B. MODIFICATION</b>	<b>3</b>
<b>ARTICLE III</b>	<b>GRIEVANCE PROCEDURE</b>	<b>3</b>
	<b>A. DEFINITIONS</b>	<b>3</b>
	<b>B. PURPOSE</b>	<b>3</b>
	<b>C. PROCEDURE</b>	<b>3</b>
	<b>D. COSTS</b>	<b>5</b>
	<b>E. RIGHTS TO REPRESENTATION</b>	<b>5</b>
	<b>F. MEETINGS</b>	<b>5</b>
	<b>G. GROUP GRIEVANCE</b>	<b>5</b>
	<b>H. SEPARATE GRIEVANCE FILE</b>	<b>6</b>
<b>ARTICLE IV</b>	<b>RIGHTS OF PARTIES</b>	<b>6</b>
	<b>A. RIGHTS AND PROTECTION IN REPRESENTATION</b>	<b>6</b>
	<b>B. STATUTORY SAVINGS CLAUSE</b>	<b>6</b>
	<b>C. JUST CAUSE PROVISION</b>	<b>6</b>
	<b>D. RECOGNITION OF MANAGERIAL AUTHORITY</b>	<b>6</b>
	<b>E. ASSOCIATION PRIVILEGES</b>	<b>6</b>
<b>ARTICLE V</b>	<b>OTHER BENEFITS</b>	<b>7</b>
	<b>A. HEALTH COVERAGE</b>	<b>7</b>
	<b>B. DESCRIPTION TO ADMINISTRATORS</b>	<b>7</b>
	<b>C. PRESCRIPTION PLAN</b>	<b>7</b>
	<b>D. DENTAL PLAN</b>	<b>7</b>
	<b>E. OPTICAL PLAN</b>	<b>7</b>
	<b>F. HEALTH INSURANCE WAIVER</b>	<b>7</b>
	<b>G. MILEAGE REIMBURSEMENT</b>	<b>8</b>
	<b>H. REIMBURSEMENT FOR UNUSED SICK LEAVE</b>	<b>8</b>
	<b>I. PROFESSIONAL ORGANIZATION(S) FEES</b>	<b>8</b>
	<b>J. ADMINISTRATIVE VACANCIES</b>	<b>8</b>
	<b>K. TRANSFER</b>	<b>8</b>
<b>ARTICLE VI</b>	<b>MISCELLANEOUS</b>	<b>9</b>
	<b>A. MINUTES AND AGENDA</b>	<b>9</b>
	<b>B. DUES DEDUCTION</b>	<b>9</b>
	<b>C. NOTIFICATION OF CONTRACT AND SALARY</b>	<b>9</b>

	D. ZIPPER CLAUSE	9
	E. REQUIRED MEETINGS OR HEARINGS	9
	F. CRITICISM OF EITHER PARTY	9
	G. NON-DISCRIMINATORY POLICY	9
	H. SALARY	10
	I. ACTING POSITIONS	10
	J. LIAISON MEETINGS WITH SUPERINTENDENT	10
	K. PREVIOUS EXPERIENCE	10
ARTICLE VII	WORK YEAR	11
ARTICLE VIII	DAYS OF HOURS AND WORK	11
	A. WORK DAY	11
	B. INCLEMENT WEATHER	11
	C. HOLIDAYS	11
ARTICLE IX	TEMPORARY LEAVE	11
	A. SICK LEAVE	11
	B. TYPES OF LEAVE	12
	C. TEMPORARY MILITARY LEAVE	12
	D. OTHER LEAVE	12
	E. RETURN FROM LEAVE	13
	F. VACATION	14
	G. DONATED SICK DAYS	14
ARTICLE X	PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT	14
	A. REIMBURSEMENT	15
	B. PRIOR CONSULTATION	15
	C. SUBMISSION OF PROOF	15
	D. EXCEPTION	15
	E. REIMBURSEMENT FOR CONFERENCES	15
ARTICLE XI	SALARIES	16
	A. SALARY GUIDE	16
ARTICLE XII	DURATION OF AGREEMENT	19
	A. DURATION PERIOD	19
	B. STATUS OF INCORPORATION	19

## **PREAMBLE**

This Agreement is between the Board of Education of the City of Pleasantville and the Pleasantville Administrators Association in accordance with Chapter 123, Public Laws of 1974, of the State of New Jersey.

## ARTICLE I

### RECOGNITION

#### A. Unit

The Pleasantville Board of Education ("Board") recognized the Pleasantville Administrators Association ("Association") as the sole and exclusive majority representative for collective negotiation concerning grievances and terms and conditions of employment in accordance with Chapter 123 for the following certificated staff members:

- High School Principal
- Middle School Principals
- Elementary School Principals
- Supervisors
- Early Childhood Supervisors
- Director of Athletics
- Assistant High School Principals
- Assistant Middle School Principals
- Assistant Elementary School Principals

But excluding all others not listed above and:

- Superintendent of Schools
- Assistant Superintendents
- Directors
- Board Secretary/Business Administrator
- Assistant Business Administrator
- Technology Network Engineer

#### B. Definition of Administrator

Unless otherwise indicated, the term "administrator(s)," when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined and references to male administrators shall include female administrators.

## ARTICLE II

### NEGOTIATION OF SUCCESSOR AGREEMENT

#### A. Deadline Date

The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1974, of the State of New Jersey, in a good faith effort to reach agreement on all matters concerning terms and conditions of administrators' employment. Such negotiations shall begin no later than the date as specified by the New Jersey Public Employment Relations Commission unless mutually agreed by the parties. Any agreement so negotiated shall apply to all the administrators of

the bargaining unit, be reduced to writing, be signed and approved by the Board and Association.

**B. Modification**

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

**ARTICLE III**

**GRIEVANCE PROCEDURE**

**A. Definitions**

1. Grievance

A grievance is a claim by an administrator or the Association based upon the interpretation, application or violation of this Agreement, Board policies or administrative decisions or policies of the Board of Education related to terms and conditions of employment affecting an employee or a group of employees.

2. Time Limit

A grievance to be considered under this procedure must be initiated in writing within twenty (20) school days from event of the time when the grievant knew or should have known of its occurrence.

3. Aggrieved Person

An "Aggrieved Person/Association" is the person or persons or the Association making the claim. Such person must be present at each level of the grievance procedure.

4. Party of Interest

A "Party of Interest" is the person or persons or the Association making the claim or any authorized representative of the Board of Education or the Association necessary for resolution of the grievance.

**B. Purpose**

The purpose of this procedure is to secure, at the lowest possible level, resolution of differences concerning the terms and conditions of employment of the employees covered by this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at each level of the procedure.

**C. Procedure**

1. (a) Failure to Communicate

Failure at any step of the 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 advance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.

(b) Continuation of Assignment

It is understood that any employee grievant shall, during the pendency of any grievance, continue to observe all legal and required assignments and rules and regulations of the Board of Education until such grievance and any effect thereon shall have been duly determined.

(c) Year-End Grievance

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 last day of school attendance, and, if left unresolved until the first day of the school attendance, could result in irreparable harm, to the party in interest, the time limits set forth herein, may, with the agreement of both parties, be reduced so that this grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as practicable.

2. Level I - Immediate Supervisor

An Assistant Principal with a grievance shall first discuss it with his/her Principal with the objective of resolving the matter informally. All other administrators shall first discuss a grievance with the Superintendent. To clearly identify the alleged grievance and to expedite the settlement, the aggrieved person shall prepare a written grievance statement identifying the circumstances involved and the desire reparation; and this statement shall be addressed to the immediate supervisor who have give his/her decision within ten (10) school days. The aggrieved person may elect to have an Association representative accompany him/her at this level if he/she so desires. Such representative may voice the Association's viewpoint if he/she so desires.

3. Level II – Superintendent/Designee

The aggrieved person, no later than fifteen (15) school days after receipt of the decision of the immediate supervisor, may appeal to the Superintendent of Schools or his designee. The appeal must be made in writing specifying:

- (a) the nature of the grievance
- (b) the results of previous discussion
- (c) his/her dissatisfaction with decision previously rendered.

The Superintendent or his designee shall attempt to resolve the matter as quickly as possible, but within a period not to exceed fifteen (15) school days from the receipt of the appeal. The decision shall be communicated in writing to the aggrieved person.

4. Level III - Board of Education

If the grievance is not resolved to the grievant's satisfaction, no later than fifteen (15) school days after receipt of the Superintendent's decision, he/she may request a review by the Board. 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. The Board, or a committee thereof, shall review the grievance and at the option of the Board hold a hearing with the aggrieved person within sixty (60) days and render a decision in writing and forward copies thereof to the grievant within fifteen (15) calendar days of the

date of the hearing. A representative of the Association may be present and speak to the issue if he/she so desires.

**5. Level IV -Arbitration**

If the decision of the Board does not resolve the grievance to the satisfaction of the grievant and if the grievance pertains to a specific and express provision of this Agreement, a notice of intention to proceed to binding arbitration shall be given to the Board through the Superintendent within fifteen (15) school days after the receipt of the decision which is being appealed.

The grievance not resolved by timely resort to the foregoing procedures shall be subject to arbitration initiated and conducted under the rules of NJ Public Employee Relations Commission.

The arbitrator shall limit himself to the issues submitted to him which fall within the scope of the contract. He can add nothing to, nor subtract anything from, the Agreement between the parties or any policy of the Board. The opinion and award shall be binding upon the parties to this Agreement. Only the Board, the aggrieved and appropriate officials of the Association shall be given copies of the arbitrator's opinion and award. It is further understood that past practice determinations shall not be subject to an arbitrator's decision.

**D. Costs**

The fees and expenses of the arbitrator are the only costs which will be shared by the two parties to the arbitration, i.e., the Board and the Association and such costs will be shared equally. Any other costs shall be borne by the party incurring them.

**E. Rights to Representation**

- (a) Any aggrieved person may be represented at all states of the grievance procedure by himself, or, at his option, accompanied by a representative selected or approved by the Association.
- (b) Neither party to his Agreement shall take any reprisal(s) against any party of interest for his participation in this grievance procedure.
- (c) A representative of the Association may be present and speak to the issue if he/she so desires.

**F. Meetings**

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives.

**G. Group Grievance**

If in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievances in writing to the Superintendent of Schools directly and the processing of such grievance shall commence at Level Three (3)/ The affected administrator(s) shall be specifically identified by the Association.



**H. Separate Grievance File**

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

**ARTICLE IV**

**RIGHTS OF THE PARTIES**

**A. Rights and Protection in Representation**

Pursuant to Chapter 123, both parties to this Agreement recognize that each administrator has the right to freely organize, join and support the Association and its affiliates for the purpose of engaging in professional negotiation or to refrain from such activity. Neither party will directly or indirectly discourage or deprive or coerce any administrator in the employment of any rights conferred by Chapter 123 or any other laws of the State of New Jersey or the Constitutions of the State of New and the United States of America,. Both parties further agree that they shall not discrimination against any administrator with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association and its affiliates, collective negotiations with the Board or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

**B. Statutory Savings Clause**

Nothing contained herein shall be construed to deny or restrict to any administrator such rights as he may have under the State of New Jersey School Laws or other applicable laws and regulations. The rights granted to administrators hereunder shall be deemed to be in addition to those provided elsewhere in the law.

**C. Just Cause Provision**

No administrator shall be disciplined, reduced in rank or compensation or deprived of any commonly applied professional advantage without just cause. Any such action shall be subject to the grievance procedure herein set forth.

**D. Recognition of Managerial Authority**

Both parties as components of managerial authority in the school district reaffirm that the sovereign authority of the people is inherently resident with the legally constituted Board of Education of the City of Pleasantville, who in the name of the people, reserves all managerial rights and prerogatives not specifically relinquished. Both parties further affirm that they shall not sanction, approve or abide participation by any employee or group of employees in a concerted slowdown or work stoppage. As co-functional managerial partners interested in the thorough and efficient operation of the school system and mindful of their responsibilities both to the Board and the Association, herein reaffirm these fundamental principals.

**E. Association Privileges**

The Association shall be granted the privileges of reasonable use of the building to hold meetings and use of the school equipment and interschool mail facilities for Association

business. The Association shall pay for the reasonable costs of all materials and supplies incident to the use of equipment. The reasonable use of district buildings and school equipment must not conflict with the district's programs, activities, or operations.

## **ARTICLE V**

### **OTHER BENEFITS**

**A. Health Care Coverage**

**Insurance Coverage**

In order to be eligible for participation, employees must be regularly scheduled (not including overtime) to work a minimum of twenty-five (25) hours per week.

**Full Health Care Coverage**

The Board shall provide the healthcare insurance protection designated below. All employees shall contribute to their health insurance/major medical coverage pursuant to State Law. All employees who retire shall be allowed to remain as part of the District's group plan and shall be responsible for payment at the group rates until eligible for Medicare. Upon eligibility for Medicare, retirees will not be allowed to participate in the District's group plans.

**B. Description to Administrators**

The Board shall provide the healthcare insurance protection designated below. All employees shall contribute to their health insurance/major medical coverage pursuant to State Law.

**C. Prescription Plan**

The Board shall provide a family prescription through NJSEHB co-pay plan that will be ten dollars (\$10.00) for brand name prescriptions (thirty (\$30) dollars for a 90-day supply and five dollars (\$5.00) for generic prescriptions for all employees. For mail order 90-day supply there shall be a co-pay of \$15.00/\$5.00.

**D. Dental Plan**

Current dental coverage is by Delta Dental. Upon notification to the Association, the Board has the right to change insurance carriers if the level of services offered by the new plan is equal to or better than that which is currently provided. Upon eligibility for Medicare, retirees will not be allowed to participate in the District's group plans.

**E. Optical Plan**

Our current optical coverage is through Vision Service Plan. Upon notification to the Association, the Board has the right to change insurance carriers if the level of services offered by the new plan is equal to or better than that which is currently provided.

**F. Health Insurance Waiver**

Under the following conditions and subject to the Section 125 (IRS Code) to this agreement, an employee may waive medical insurance or prescription plan coverage and receive a cash option or flexible spending plan in accordance with state law.

**G. Mileage Reimbursement**

Mileage for necessary travel on school business shall be reimbursed according to State statutes and shall not exceed the limits of the law in accordance with the Office of Management and Budget rules and regulations.

**H. Reimbursement for Unused Sick Leave**

Reimbursement for unused sick leave may be granted to administrators who have served as certified employees of the district for a minimum of ten (10) consecutive years at the time of retirement. An administrator must have accumulated at least one hundred (100) days of unused sick leave to be eligible. The maximum allowable sick leave payment is not to exceed \$17,500 for 2013-2015 school years and \$15,000 thereafter. Notice of retirement must be given to the Superintendent, in writing, at least twelve (12) months in advance. If notice is not given in a timely fashion, then the compensation shall be deferred until one (1) year later. If the employee should die after the Board accepts a request for retirement and prior to receiving payment, then such funds shall not be paid to the employee's estate pursuant to N.J.S.A. 18A:30-3.5 (P.L. 2007, c. 92 §44).

**I. Professional Organization(s) Fees**

Administrators shall be reimbursed a maximum of \$825.00 for membership in approved professional organization(s). Such reimbursement is subject to prior approval by the Superintendent of Schools concerning the appropriateness of any organization(S) or reimbursement. Such approval shall not be unreasonably withheld.

**J. Administrative Vacancies**

1. Notice

A notice of vacancy is an administrative position for an employment position covered by this agreement, shall be posted and a copy shall be sent to the Association President ten (10) days before the final date when applications must be submitted. The qualifications and duties shall be given or mailed upon receipt of a written request for an application to the position. The rate of compensation shall be based upon an existing schedule or will be negotiable with the Board.

2. Implementation

Any unit member who applies for a position and holding the proper certification will be given a courtesy interview for such vacancies.

**K. Transfer**

Any employee who might be transferred shall be given fifteen (15) calendar days' notice, except when transferred during July and in cases of emergency.

## ARTICLE VI

### MISCELLANEOUS

**A. Minutes and Agenda**

The Official minutes of the Board of Education meetings shall be sent to the Association President upon approval by the Board of Education. The office agenda of the Board of Education meetings shall be sent to the Association Present when it is sent to the Board members.

**B. Dues Deduction**

The Board will provide for dues deductions in accordance with the requirements of State of New Jersey Law. The Association shall hold the Board harmless for any costs associated with making those deductions.

**C. Notification of Contract and Salary**

Administrators shall be notified of contractual status and salary (if determined) for the following school year by proceeding May 15, or as required by law or regulation.

**D. Zipper Clause**

In accordance with law, this Agreement represents and incorporates the complete and final understanding and settlement by the parties on all bargainable or permissively negotiable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

**E. Required Meetings or Hearings**

Whenever any administrator is required to appear before the Superintendent concerning a disciplinary matter, then he/she shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting. It is understood that the Administrator shall provide the Superintendent with reasonable notice of an Association representative's attendance at such meeting.

**F. Criticism of Either Party**

Both parties to this Agreement reaffirm that criticism of the other party, or its members should not be made in the presence of students, teachers, parents, or other public gatherings including public Board meetings.

**G. Non-Discriminatory Policy**

Both parties to this Agreement confirm that all persons are entitled to equal employment opportunities and there shall be no discrimination because of race, creed, color, national origin, affectional or sexual orientation, age, marital status, disability or sex.

**H. Salary**

The administrator salary ranges shall be shown in Article XI-A. If an Administrator covered by this contract is transferred to a lesser paying administrative position their salary shall remain frozen until such time as the salary is equal to that of the new position. In the event an Administrator is transferred or promoted to a higher paying position, the Administrator will move horizontally on the salary guide to determine the new salary. If an Administrator's position is eliminated for economic or enrollment reasons, the Administrator who has tenure and seniority rights to a teaching position shall be placed at the top of the teachers' guide and have the right of first refusal to any future new or open administrative positions for which the Administrator holds the proper certification.

**I. Acting Positions**

1. If the Board appoints an Administrator to an "Interim/acting Position" in a high job title and is such services exceeds 15 consecutive work days, then the administrator shall receive \$100.00 per day. The administrator in the acting position must be filling in a vacancy or any extended leave and must be performing the duties of the two positions.

2. In the event an administrator is given duties of a position that has been vacated but not eliminated and such service exceeds 30 consecutive work days, then the administrator shall receive additional compensation of \$50.00 per day.

**3. Liaison Meetings with Superintendent**

The President of the Association and/or his/her representative(s) shall meet with the Superintendent at the request of either party within seven (7) calendar days of said request, but these meetings shall not exceed two (2) per month unless by mutual consent. These meetings shall be of a reasonable length to discuss the areas of concern.

**4. Previous Experience**

Credit up to the tenth step on the salary guide shall be given for previous outside administrative experience in a duly accredited school upon initial employment in accordance with provisions of Schedule A. Credit not to exceed four (4) years for military experience or alternative civilian services required by the Selective Service System and credit not to exceed two (2) years for Peace Corps, VISTA or National Teacher Corps work and time spent on Fulbright Scholarship shall be given upon initial employment.

## ARTICLE VII

### WORK YEAR

The work year shall be July 1<sup>st</sup> to June 30<sup>th</sup>.

## ARTICLE VII

### DAYS OF HOURS AND WORK

**A. Work Day**

The minimum work day for Administrators covered by this Agreement shall be eight (8) hours, inclusive of a lunch period appropriate to each building. Administrators are expected to attend a reasonable number of extracurricular functions.

**B. Inclement Weather**

On days all other employees are off due to a designated closure because of inclement weather, administrators shall not be required to be in attendance at work.

**C. Holidays**

All holidays granted to teachers on the adopted school calendar (including, where appropriate, Independence Day and Labor Day) shall be granted to all administrators.

## ARTICLE IX

### TEMPORARY LEAVE

**A. Sick Leave**

New employees to the School District who are members of the Association are eligible to transfer up to ten (10) unused sick days from previous employment in another New Jersey public school district. The unused sick days earned from another New Jersey public school district will not be added to the sick bank for retirement. The School District will utilize 'first in – first out' to determine the usage and accumulation of sick days. The number of unused sick days must be certified by the person in charge of personnel from the new employee's former school district and the Board must grant the applicable number of sick days. They are entitled to use twenty-five percent (25%) of the sick days in their first calendar days of employment. In their second (25%) full calendar year of employment, they are entitled to use another twenty-five (25%) of the sick days. In their third calendar year of employment, they are entitled to use another twenty-five (25%) of the sick days. The remaining twenty-five percent (25%) of the sick days will be usable at the end of their fourth calendar year of employment. All sick days granted pursuant to this position are cumulative as set forth in this Agreement.

Each Administrator shall be provided twelve (12) days sick leave per work year, in accordance with N.J.S.A. 18A:30-01, et. seq.

**B. Types of Leave**

1. Temporary Leave

(a) Personal Leave

Three (3) days leave of absence shall be granted for personal, legal, business household or family matters, which require absence during working hours. Application to the employee's principal or immediate supervisor for personal leave shall be made at least one (1) week before taking such leave (except in the case of emergencies), and the applicant for such leave shall not be required to state the reason for taking such leave other than that he/she is taking it under this Section. No personal leave can be taken before or after a holiday during the months of September through June.

(b) Unused Days

Unused personal leave will be converted to accumulated sick leave at the close of the school year.

(c) Bereavement Leave

Leave without loss of pay not to exceed a total of five (5) days per death shall be granted by the Superintendent of Schools. Said leave applies to the death of any of the following: husband, wife, civil union partner, domestic partner, child, sister, brother, father, mother, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt or uncle.

(d) Nothing herein precludes the opportunity to request the Superintendent (or his designee) use of personal leave day for a reason other than those specified above, however, approval or denial rests solely with the Superintendent and such decision on the request is not grievable.

**C. Temporary Military Leave**

Time necessary for persons called into temporary active duty or any unit of the United States Reserves or the New Jersey State National Guard shall be granted in accordance with applicable State or Federal statutes. Each employee must attempt in writing to request this duty during non-working time. Such request must be made within ten (10) days of notification by the Military with a copy to the Superintendent of Schools and the employee shall provide a copy of his/her assignment order to the Superintendent.

**D. Other Leave**

1. Conferences and Conventions

The School District may grant up to two (2) certified professionals of the Association to attend conferences and conventions of State and National affiliated organizations. Requests for permission to attend professional meetings shall be submitted in writing by the local president or his designee at least two (2) weeks prior to the meeting for recommendation by the Superintendent of Schools and approval by the Board.

2. Court Leave

Any employee who is summoned to perform jury duty, who is subpoenaed to appear as a witness before a court, legislative committee, judicial or quasi-judicial proceeding and who is a party to any action, unless the employee is a defendant in an Authority matter, shall be excused from their normal work duties, with pay in order to fulfill this civic obligation.

Copies of the jury duty summons or subpoena must be given to the employee's supervisor within three (3) days of receipt. Employees who perform jury duty or who appear as witnesses shall request a certificate of attendance from the court and provide a copy of the certificate to their supervisor. Jury pay will be endorsed over to the School District.

Only employees who receive a subpoena to be a witness in a case which is directly related to the business of the School district will be given the same level of absence with pay as granted above for jury duty with the following exception: an employee who is a plaintiff in a case in which he/she has brought against the School District will not be eligible for such compensation and will be required to utilize his/her vacation, compensatory and/or personal leave time. Such time off shall not be unreasonably denied.

Employees will be given time off for court leave directly related to Association business.

3. Family and Medical Leave

Eligible employees are entitled to twelve (12) weeks, unpaid leave of absence, pursuant to the Federal Family and Medical Leave Act of 1993, as amended or supplemented, and the New Jersey Family Leave Act, as amended or supplemented. Eligible employees are entitled to six (6) weeks, paid leave of absence, pursuant to the New Jersey Paid Leave Act. Employee leave entitlements and eligibility are governed by law and are not diminished, increased or modified by Board policy.

4. Additional Leaves

Other leaves of absence with pay may be granted at the discretion of the Superintendent of Schools. A written request must be submitted by the employee no less than one (1) week, if possible, prior to the time leave is to be granted.

**E. Return from Leave**

An administrator who is granted an extended leave of absence by the Board shall not receive increment credit for time spent on a leave granted pursuant to any section of this Article, except as mandated by an applicable law.



**F. Vacation**

Administrators shall receive fifteen (15) paid vacation days per year beginning at the end of the first year of service. An additional five (5) paid vacation days will be earned at the end of five (5) accrued years of administrative service in the district provided any interruption in service does not exceed one (1) calendar year.

Vacation scheduled shall be submitted to the Superintendent of Schools in advance for approval. Up to fifteen (15) days of vacation may be carried over with express written approval of the Superintendent.

Administrators should avoid using vacation days when school is in session (normally) and immediately before or after holidays and, in no instance, may this provision exceed ten (10) days in one (1) school year.

Administrators may not use vacation days during the last two weeks of August without the consent of the Superintendent, which consent shall not be unreasonably withheld. Administrators in the same building cannot be on vacation at the same time.

**G. Donated Sick Days**

Establishment:

This shall be established for the purpose of providing compensable leave coverage to Pleasantville Administrators Association members who are absent for an extended period due to catastrophic illness or injury.

Eligibility:

An individual will be eligible to receive Donated Sick Days if they have:

- (a) exhausted all earned and accumulated sick leave; personal leave, and vacation time.
- (b) a physician's certificate of catastrophic illness or injury; and
- (c) been absent a minimum of thirty (3) consecutive workdays.

Written request:

Members who meet the above criteria may make a written request to the Pleasantville Administrator's Association (PAA) seeking to receive Donated Sick Days. Such a request must be accompanied by documented proof of the illness or condition from which the affected members is suffering and the number of days that are being requested. The doctor's certification must contain a diagnosis, prognosis, and an anticipated start date. The PAA will then forward the form and their determination that the members request meets the above criteria to the Superintendent or his/her designee.

**ARTICLE X**

**PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT**

**A. Reimbursement**

The Board shall provide an annual budget to reimburse tenured members of the Association for all approved tuition costs earned annually from an accredited college or

university recognized by the State of New Jersey, at the Rowan University rate as long as the courses are in educational leadership. There will be an annual cap of \$25,000 to be prorated among those Association members completing course work if the total amount requested exceeds the cap of \$25,000. Annually is defined as that period from July 1<sup>st</sup> to June 30<sup>th</sup>.

**B. Prior Consultation**

The Superintendent or his/her designee must be consulted with and grant approval for the registration for graduate courses or a doctoral program. Once the Superintendent's approval has been granted for a doctoral program, all required courses shall be reimbursed in accordance with this Agreement. The Superintendent must approve reimbursement for courses required by the doctoral program.

**C. Submission of Proof**

Funds will be reimbursed upon submission to the Office of the Superintendent of Schools evidence of participation, official proof of a "B" grade or better of the graduate course and proof of costs of tuition. However, the member must remain employed in the district for two (2) years following course completion. If the member leaves employment of the Pleasantville Board of Education in less than two (2) years of receiving reimbursement the member must pay back the costs of tuition.

**D. Exception**

Reimbursement will not be given for:

1. Courses taken to satisfy certification requirement;
2. Conferences, workshops, seminars, or institutes not approved in writing by the Superintendent and the Board.

**E. Reimbursement for Conferences**

Attendance at conferences, workshops, and/or seminars requested in writing by an administrator to the Superintendent of Schools and approved by the Board shall be reimbursed according to State statutes and shall not exceed the limits of the law. If the administrator does not attend the conference, workshop, or seminar, he/she must reimburse any pre-paid costs to the district within ten (10) days after the scheduled event provided the absence was not due to unforeseen circumstances outside the administrator's control with supporting documentation approved by the Superintendent.

ARTICLE XI

SALARIES

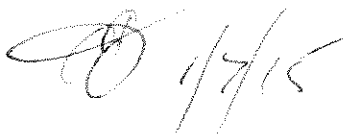
A. Salary Guides

Base salaries, longevity compensation and stipends for unit members shall be per the following salary guides:

2013 – 2014 (increase per member \$3,800)

YEARS	STEP	HS PRIN	MS PRIN	ELEM PRIN	12 MO. SUPER	ASST. PRIN
0	1	119,463	112,263	111,163	107,463	107,463
1	2	120,463	113,263	112,163	108,463	108,463
2	3	121,463	114,263	113,163	109,463	109,463
3	4	122,463	115,263	114,163	110,463	110,463
4	5	123,463	116,263	115,163	111,463	111,463
5	6	124,463	117,263	116,163	112,463	112,463
6	7	125,463	118,263	117,163	113,463	113,463
7	8	126,463	119,263	118,163	114,463	114,463
8	9	127,463	120,263	119,163	115,463	115,463
9	10	128,463	121,263	120,163	116,463	116,463
10	11	129,463	122,263	121,163	116,936	116,936
11	12	129,931	123,719	122,666	117,933	117,933
12	13	131,105	124,919	123,817	119,107	119,107
13	14	132,279	126,121	124,968	120,281	120,281

Note: All administrators off guide receive a \$3,800 increase above their 12-13 salary



2014 – 2015 (increase per member \$3,400)

YEARS	STEP	HS. PRIN	MS. PRIN	ELEM PRIN	12 MO. SUPER	ASST. PRIN
0	1	121,863	114,663	113,563	109,863	109,863
1	2	122,863	115,663	114,563	110,863	110,863
2	3	123,863	116,663	115,563	111,863	111,863
3	4	124,863	117,663	116,563	112,863	112,863
4	5	125,863	118,663	117,563	113,863	113,863
5	6	126,863	119,663	118,563	114,863	114,863
6	7	127,863	120,663	119,563	115,863	115,863
7	8	128,863	121,663	120,563	116,863	116,863
8	9	129,863	122,663	121,563	117,863	117,863
9	10	130,863	123,663	122,563	118,863	118,863
10	11	131,863	124,663	123,563	119,863	119,863
11	12	132,863	125,663	124,563	120,336	120,336
12	13	133,331	127,119	126,066	121,333	121,333
13	14	134,505	128,319	127,217	122,507	122,507

Note: All administrators off guide receive a \$3,400 increase above their 13-14 salary

2015 – 2016 (increase per member \$3,000)

YEARS	STEP	HS. PRIN	MS. PRIN	ELEM PRIN	12 MO. SUPER	ASST. PRIN
0	1	123,863	116,663	115,563	111,863	111,863
1	2	124,863	117,663	116,563	112,863	112,863
2	3	125,863	118,663	117,563	113,863	113,863
3	4	126,863	119,663	118,563	114,863	114,863
4	5	127,863	120,663	119,563	115,863	115,863
5	6	128,863	121,663	120,563	116,863	116,863
6	7	129,863	122,663	121,563	117,863	117,863
7	8	130,863	123,663	122,563	118,863	118,863
8	9	131,863	124,663	123,563	119,863	119,863
9	10	132,863	125,663	124,563	120,863	120,863
10	11	133,863	126,663	125,563	121,863	121,863
11	12	134,863	127,663	126,563	122,863	122,863
12	13	135,863	128,663	127,563	123,336	123,336
13	14	136,321	130,119	129,066	124,333	124,333

Note: All administrators off guide receive a \$3,000 increase above their 14-15 salary

*[Handwritten signature]* 1/7/15

2016 - 2017 (increase per member \$3,000)

YEARS	STEP	HS. PRIN	MS. PRIN	ELEM PRIN	12 MO. PRIN	ASST. PRIN
0	1	125,863	118,663	117,563	113,863	113,863
1	2	126,863	119,663	118,563	114,863	114,863
2	3	127,863	120,663	119,563	115,863	115,863
3	4	128,863	121,663	120,563	116,863	116,863
4	5	129,863	122,663	121,563	117,863	117,863
5	6	130,863	123,663	122,563	118,863	118,863
6	7	131,863	124,663	123,563	119,863	119,863
7	8	132,863	125,663	124,563	120,863	120,863
8	9	133,863	126,663	125,563	121,863	121,863
9	10	134,863	127,663	126,563	122,863	122,863
10	11	135,863	128,663	127,563	123,863	123,863
11	12	136,863	129,663	128,563	124,863	124,863
12	13	137,863	130,663	129,563	125,863	125,863
13	14	138,863	131,663	130,563	126,336	126,336

Note: All administrators off guide receive a \$3,000 increase above their 15-16 salary

**Educational Stend:**

Master + 30 \$975.00  
 Doctorate \$1,000.00

**Longevity:**

After 15 years in the district \$1,100.00  
 After 20 years in the district \$2,500.00  
 After 25 years in the district \$3,500.00  
 After 30 years in the district \$4,000.00

*(Signature)* 1/7/15

ARTICLE 27

DURATION OF AGREEMENT

A. Duration Period

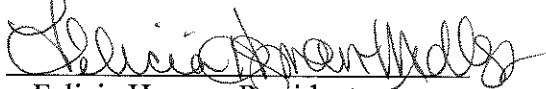
This Agreement shall be effective for the period commencing July 1, 2013 and shall continue in effect until June 30, 2017, subject to administrator's right to negotiate over a successor agreement as provided in Article II. It is agreed between the parties, however, that the terms and conditions set forth herein shall continue to extent of the provisions of P.E.R.C. and/or New Jersey courts of jurisdiction.

B. Status of Incorporation

In witness whereof the parties hereto have caused this agreement to be signed by their respective Presidents, attested by their respective Secretaries, all on the day and year first stated below:

IN WITNESS WHEREOF:

PLEASANTVILLE ADMINISTRATORS ASSOCIATION

By   
Felicia Hyman, President

DATED: January 5, 2015

By \_\_\_\_\_

DATED: January 5, 2015

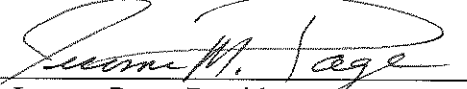
By \_\_\_\_\_

DATED: January 5, 2015

By \_\_\_\_\_

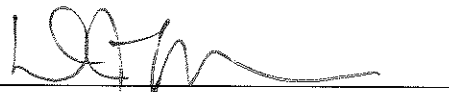
DATED: January 5, 2015

PLEASANTVILLE BOARD OF EDUCATION

By   
Jerome Page, President

DATED: January 5, 2015

ATTEST:

  
Dennis Mulvihill  
Business Administrator/Board Secretary

DATED: January 5, 2015