

THIS DOES NOT  
CIRCULATE

AGREEMENT

BETWEEN

THE BOARD OF EDUCATION OF THE BOROUGH OF GLEN ROCK, *Borough of*  
AND *Board of Education*  
THE GLEN ROCK SCHOOL ADMINISTRATORS ASSOCIATION

X July 1, 1984 Through June 30, 1987

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Institute of Management and  
Labor Relations

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RUTGERS UNIVERSITY

## GLOSSARY OF TERMS

The definitions below have been agreed to by the parties concerned and will apply throughout the Agreement between the Board of Education of the Borough of Glen Rock and the Glen Rock School Administrators Association.

"DEPENDENT" shall mean Employee's spouse and domiciled minor offspring or non-domiciled offspring no longer minor who are totally dependent.

"EMPLOYEE" shall mean any regularly contracted Employee of the Glen Rock Board of Education employed in the classification set forth in Article 2.

"GRIEVANCE" shall mean a claim by an Employee that the provisions of this Agreement have been violated, misapplied, or misinterpreted.

"IMMEDIATE SUPERIOR" shall mean the person responsible for the supervision of the Employee.

"REPRESENTATIVE" shall mean counsel and/or other persons designated in writing by the Employee, the Immediate Superior, the Superintendent and/or the Board.

"SCHOOL DAY" shall mean any day that the Central Office is open to transact business.

"SUPERINTENDENT" shall mean "superintendent or designee."

## PREAMBLE

THIS AGREEMENT is made and entered into by and between the GLEN ROCK BOARD OF EDUCATION (hereinafter referred to as the "Board") and the GLEN ROCK SCHOOL ADMINISTRATORS ASSOCIATION (hereinafter referred to as the "Association").

## ARTICLE 1

### PRINCIPLES

While in effect, this Agreement establishes the terms and conditions of employment of those Employees of the Glen Rock School District set forth in Article 2.

## ARTICLE 2

### RECOGNITION

The Board recognizes the Association as the sole and exclusive bargaining agent for the purpose of collective negotiation on terms and conditions of employment for those Employees covered by this Agreement.

Principals  
Director of Special Services  
Vice Principals  
Community School Administrator

### Article 3

#### TERMS AND CONDITIONS OF EMPLOYMENT

##### Section 1. Medical Insurance

1.1 The Board of Education shall continue to provide health insurance during the life of this Agreement.

1.2 The dental insurance plan agreed upon by the Board and the G.R.S.A.A. shall be maintained for all personnel covered by this Agreement. The liability of the district shall be limited to a maximum cost of two hundred fifty-five dollars (\$255) per unit member.

##### Section 2. Tuition Reimbursement

An Employee is entitled to a reimbursement of 50% of tuition costs up to a maximum of three hundred dollars (\$300) per annum for approved courses taken while under contract in Glen Rock. This reimbursement will be non-accumulative.

##### Section 3. Comments of Commendations and Complaints

###### 3.1 Commendations

3.11 All commendations received shall be placed in the Employee's file.

3.12 The Employee shall be notified of such commendations.

###### 3.2 Complaint Procedure

3.21 In the event specific charges are to be brought against a teaching staff member, the specifics of said charges shall be communicated to the Employee in writing by an administrator. Should a hearing be held with respect to such charges, the Employee involved shall be afforded the opportunity to present evidence and to provide such other defenses as may be appropriate. Copies of records of any such hearings are to be placed in the Employee's personnel file and shall be provided to the Employee as well.

3.22 Any complaint which is to be used in an evaluation or a hearing will be shared with the Employee within 30 class days or will not be used. The Employee shall have the right to know the identity of the complainant if such complaint will be used in an evaluation or a hearing.

##### Section 4. Sick Leave

Administrators shall be granted eleven sick leave days per year.

### ARTICLE 4

#### SEPARATION PAY

##### Section 1. Requirements

1.1 Upon voluntary termination of employment in the Glen Rock School District, any Employee covered by this Agreement shall be eligible for separation pay if the Employee resigns or retires and meets the following requirements:

1.11 Effective July 1, 1982 certificated employment in Glen Rock for at least 10 years.

1.12 Separation is effective no later than June 30, 1987.

1.2 Separation pay shall be based on accumulated, unused sick leave.

Section 2. Rate of Pay

2.1 The Employee shall receive \$60.00 per day for each day of accumulated, unused sick leave.

2.2 The maximum payment upon termination of employment shall not exceed \$7,500, regardless of the number of sick days accumulated.

Section 3. Procedures for Payment

3.1 Notice of application for separation pay must be given in writing to the Superintendent at least 60 days in advance of the termination date, and in no instance later than April 1, 1987.

3.2 Separation pay shall be paid in the July or January following separation.

3.3 For purposes of calculating separation pay when a contract year is not completed, the Employee shall receive credit for 1 day of unused sick leave for each month of the uncompleted year prior to separation.

ARTICLE 5

SALARIES

Section 1. The Salaries for all Employees covered by this Agreement are set forth in Appendix "A."

Section 2. The Board will determine the placement of new Employees on the Guide within the Group. Provided a new Employee's performance is satisfactory, the Employee will progress up the Guide one step a year within the Group until the top of the Guide is reached.

ARTICLE 6

GRIEVANCE PROCEDURE

Section 1. General Provisions

1.1 The Grievance Procedures purpose is to provide for an orderly settlement of differences between the parties of the Agreement in a fair and equitable manner.

1.2 The Employee has the right to present a Grievance in accordance with these procedures, within thirty (30) days of the alleged grievable action, free from coercion, interference, restraint, discrimination or reprisal.

1.3 The Employee has the right to have a Representative at any step of these procedures.

1.4 All hearings shall be confidential.

1.5 If the Grievance is not resolved within the prescribed time, the Employee has the right to move directly to the next step as described below in this Article.

1.6 Each party has access to all official statements and records pertaining to the Grievance.

1.7 All records pertaining to the Grievance shall be filed separately and shall not be kept in the personnel file of an Employee.

## Section 2. Informal Presentation of the Grievance

2.1 Any Employee who has a Grievance shall present the Grievance to his/her Immediate Superior in an attempt to resolve the Grievance informally.

2.2 If within ten (10) school days the differences are not resolved satisfactorily after a conference or conferences with the Immediate Superior, the Employee may present the Grievance to the Superintendent.

2.3 Within ten (10) school days the Superintendent shall have at least:

- one private conference with the Employee
- one with the Immediate Superior, and
- one joint conference with both parties.

2.4 If within the ten (10) school days and after at least one joint conference the differences are not resolved satisfactorily, the Employee shall notify the Superintendent and Immediate Superior that he/she is going to proceed to the formal presentation of the Grievance.

2.5 If the Immediate Superior is the Superintendent,

2.51 2.2 and 2.3 above do not apply;

2.52 the number of school days in 2.4 changes to twenty (20)

2.53 Section 3, paragraph 3.12 below does not apply.

## Section 3. Formal Presentation and Hearing of the Grievance

3.1 Within five (5) school days after the Employee has notified the Superintendent of his/her intention to proceed to the formal presentation,

3.11 The Employee shall present to the Superintendent a copy of the written Grievance which states the nature, the recourse sought, the results of the informal conferences, and the reason for the Employee's dissatisfaction with the decision or decisions previously rendered.

3.12 The Immediate Superior shall present to the Superintendent a written copy of the decision and the reasons for it.

3.2 A hearing shall be held no later than ten (10) school days after the Employee has informed the Superintendent of his/her intention to proceed to formal presentation. All parties involved shall be notified by the Superintendent of the date, time and place of this hearing. Oral and written statements may be presented by all parties and questions may be asked by the Superintendent to clarify issues, elicit facts and contentions.

3.3 At least three (3) school days prior to the hearing each party shall notify the other parties in writing of the name and affiliation of the Representatives who will be present.

3.4 Within five (5) school days of the hearing above, the Superintendent shall present a determination in writing to the Employee.

3.5 If the differences are not resolved satisfactorily through the hearing above, the Employee may appeal to the Board.

3.6 If the differences are resolved satisfactorily through the hearing above, the Superintendent shall not earlier than five (5) school days after the hearing give the Board a report of the Grievance, the hearing, and the determination.

#### Section 4. Appeal to the Board

4.1 Within five (5) school days of the presentation of the Superintendent's written determination to the Employee, the Employee may appeal in writing to the Board for a hearing to review the Superintendent's determination.

4.2 Within fifteen (15) school days of the receipt of the Employee's appeal by the Board, a hearing shall be held.

4.3 The Superintendent shall submit all official records pertaining to the Grievance to the Board.

4.4 The Employee, the Immediate Superior, the Superintendent, and their Representatives shall have the right to be present at the hearing and to present testimony.

4.5 Within fifteen (15) school days after the conclusion of the hearing, the Board shall deliver its decision in writing to the Employee.

4.6 If the Employee and the Association are not satisfied with the decision of the Board, and the Grievance alleges a violation of the specific and express written terms of this Agreement, the Association may process the case to Arbitration.

#### Section 5. Arbitration

5.1 Within ten (10) school days after receipt of the Board's decision, the Association may notify the Board in writing that it wants the Employee's grievance submitted to arbitration.

5.2 Within ten (10) school days after receipt of the Association's notification by the Board, the Board and the Association shall:

5.21 Jointly agree upon an acceptable arbitrator;

5.22 Obtain a commitment from the Arbitrator to serve;

5.23 Request, if agreement on either 5.21 or 5.22 is not reached, of the American Arbitration Association a list of arbitrators. This action binds the parties by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

5.3 The Arbitrator, within twenty (20) school days after

- conferring with the Board and the Employee or their representatives, or
- receiving final statements and proofs from the parties if the conferences are waived,

shall deliver a written decision to the Board and the Association.

5.4 The arbitrator's decision shall be in writing and shall set forth the findings of facts, reasoning and conclusion on the issue submitted. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates, adds to, subtracts from or modifies in any way the specific and express terms of this Agreement. The arbitrator shall be bound by the provisions of this Agreement and restricted to the application of the facts presented involving the specific grievance.

5.5 The decision of the arbitrator shall be submitted to the Board and the Association and shall be binding only if the grievance alleges a violation of this Agreement.

5.6 The costs for the services of the arbitrator including per diem expenses, if any, and actual and necessary travel and subsistence expenses, will for the first two arbitrations be borne equally by the Board and the Association. In any additional arbitrations, all such costs will be borne by the Association if the arbitrator upholds the Board's decision and by the Board if the Association's grievance is sustained.

ARTICLE 7

MODIFICATION OF AGREEMENT AND  
NEGOTIATION OF SUCCESSOR AGREEMENT

As prescribed by law, 120 days prior to election, the Board agrees to enter into negotiations with the Association over a successor Agreement.

ARTICLE 8

DURATION

Section 1. The provisions of this Agreement shall become effective as of July 1, 1984 and shall remain in full force and effect until June 30, 1987.

Section 2. Both parties agree not to propose other changes for negotiations until the opening of negotiations for the 1987-88 contract year.

IN WITNESS WHEREOF, THE PARTIES HAVE DULY EXECUTED THIS AGREEMENT.

GLEN ROCK BOARD OF EDUCATION

By: William M. Wigde  
President

GLEN ROCK SCHOOL ADMINISTRATORS  
ASSOCIATION

By: Edward A. Keisman  
President

Date: January 3, 1984

APPENDIX "A"

1984-85

**ADMINISTRATORS SALARY GUIDE**

<u>STEP</u>	<u>GROUP 1</u>	<u>GROUP 2</u>	<u>GROUP 3</u>
1	30,897	32,847	36,130
2	32,757	34,706	37,990
3	34,702	36,652	39,936
4	36,649	38,599	41,880
5	38,594	40,545	43,829
6	40,547	42,490	45,772
7	42,487	44,438	47,720
8	44,433	46,383	49,664
9*	46,467	48,413	51,698

1985-86

**ADMINISTRATORS SALARY GUIDE**

<u>STEP</u>	<u>GROUP 1</u>	<u>GROUP 2</u>	<u>Group 3</u>
1	33,029	35,113	38,623
2	35,017	37,101	40,611
3	37,096	39,181	42,692
4	39,178	41,262	44,770
5	41,257	43,343	46,853
6	43,345	45,422	48,930
7	45,419	47,504	51,013
8	47,499	49,583	53,091
9*	49,673	51,753	55,265

\$900 differential shall be added to the above Base salaries for a Doctorate degree.

\*Employees may not progress beyond step 8 unless they have reached MA+45 training level

Group 1 Vice Principals, Directors and Community School Administrator

Group 2 Elementary School Principals

Group 3 Junior-Senior High School Principal



## ADMINISTRATORS SALARY GUIDE

<u>STEP</u>	<u>GROUP 1</u>	<u>GROUP 2</u>	<u>GROUP 3</u>
1	35,473	37,711	41,481
2	37,608	39,846	43,616
3	39,841	42,080	45,851
4	42,077	44,315	48,083
5	44,310	46,551	50,320
6	46,553	48,783	52,551
7	48,780	51,019	54,788
8	51,014	53,252	57,020
9*	53,349	55,583	59,355

\$900 differential shall be added to the above Base salaries for a Doctorate degree.

\*Employees may not progress beyond step 8 unless they have reached MA+45 training level

Group 1 Vice Principals, Directors and Community School Administrator

Group 2 Elementary School Principals

Group 3 Junior-Senior High School Principal