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AND LABOR RELATIONS**

**OCT 17 1989**

**RUTGERS UNIVERSITY**

**AGREEMENT**

**Between The**

*Springfield Township Board of Education*

**BOARD OF EDUCATION OF THE TOWNSHIP OF SPRINGFIELD**

*(Union)*

**AND**

**SPRINGFIELD ADMINISTRATORS' ASSOCIATION**

Effective: ~~X~~ September 1, 1988 through June 30, 1991

TABLE OF CONTENTS

PREAMBLE

AGREEMENT

ARTICLE

I	RECOGNITION.....	2
II	GRIEVANCE PROCEDURE.....	2-5
III	ADMINISTRATORS' RIGHTS AND BENEFITS .....	5
IV	PROFESSIONAL DEVELOPMENT.....	6
V	SABBATICAL LEAVE.....	7-9
VI	ABSENTEE POLICY .....	9-12
VII	INSURANCE.....	13
VIII	TAX-SHELTERED-ANNUITIES.....	13
IX	BOARD'S RIGHTS.....	13-14
X	ADMINISTRATORS' WORK YEAR.....	14
XI	REASSIGNMENT OF ADMINISTRATORS.....	14
XII	PHYSICAL EXAMINATION.....	14
XIII	CHILDREN OF STAFF.....	16
XIV	SALARIES AND OTHER COMPENSATION.....	16
XV	SUCCESSOR AGREEMENT .....	17
XVI	DURATION, EXECUTION .....	18

P R E A M B L E

WITNESSETH THAT:

WHEREAS, the Board of Education and its entire staff are dedicated to the important task of providing the best possible education for the children in its district; and

WHEREAS, satisfactory fulfillment of this responsibility requires a climate of mutual trust and dependability on the part of both the Board and its staff to work together cooperatively, within their respective spheres, as the guardians of the public trust reposed in them respectively.

NOW, THEREFORE, the parties hereto agree as follows:

AGREEMENT

THIS AGREEMENT made this 10th day of April,  
Nineteen Hundred and Eighty-Nine.

BY AND BETWEEN

THE BOARD OF EDUCATION OF THE TOWNSHIP OF SPRINGFIELD,  
IN THE COUNTY OF UNION,  
hereinafter sometimes referred to as the "Board",

AND

THE SPRINGFIELD ADMINISTRATORS' ASSOCIATION.  
hereinafter sometimes referred to as the "Association"

ARTICLE I  
RECOGNITION

A. Pursuant to and in accordance with the provisions of the New Jersey Employer-Employee Relations Act; Chapter 123; Public Laws of 1974 (N.J.S. 34:13A-1 et seq.), The Board of Education recognizes the Springfield Administrators' Association, for the purpose of professional negotiations, as the exclusive representative for the following:

1. All certificated Principals, the Curriculum Coordinator, Administrator of Special Services, and Dean of Students, under contract with the Board, hereinafter sometimes referred to as administrators.

B. It is further understood that the following certificated personnel are specifically excluded from this recognition:

1. Superintendent
2. Board Secretary/Business Administrator
3. Members and Associate Members of the Springfield Education Association.

ARTICLE II  
GRIEVANCE PROCEDURE

A. DEFINITION

1. A "grievance" is a claim by an administrator, or the Association, based upon the interpretation, application or alleged violation of this Agreement or Board policies or administrative decision affecting the terms and conditions of employment of an administrator.

B. PURPOSE

The purpose of this procedure is to provide the means by which grievances can be appealed and resolved at the earliest level. Proceedings will be kept as informal and confidential as possible.

### C. PROCEDURE

1. An Administrator shall, within twenty (20) school days of the known occurrence of the claim, present and promptly discuss the claim orally with the Superintendent or his designated representative with the objective of resolving the matter informally. Failure to do so shall be deemed to constitute an abandonment of the claim.

2. If a satisfactory settlement is not reached at the informal level, the grievant may present the grievance in writing, within five (5) school days after the discussion in 1 above, to the Superintendent of Schools or his designee. The written grievance shall set forth:

- a. The nature of the grievance and remedy requested.
- b. The nature and extent of injury or loss.
- c. The bases of dissatisfaction with the prior determination.

Failure to follow this procedure shall be deemed to constitute an abandonment of the grievance.

3. The Superintendent's written decision shall be rendered to the grievant within fifteen (15) school days after receipt of the written grievance by the Superintendent or his designee.

4. If the grievance is not satisfactorily disposed of in the prior step, then the grievance may be referred by the individual or the Association to the Board of Education within ten (10) days of the completion of the proceedings in the preceding paragraph, or twenty-five (25) school days after the grievance was delivered in writing to the Superintendent, whichever is sooner. The submission to the Board shall be in writing and shall include copies of all relevant documents previously considered in the grievance procedure together with a statement explaining the dissatisfaction with those decisions previously rendered. Failure to follow this procedure shall be deemed an abandonment of the grievance. The Board shall, in writing, within thirty (30) days, advise the Association and the individual of its determination and shall forward a copy thereof to the Superintendent.

5. Copies of all written documents referred to in 1 through 5, above, shall be submitted to the Board President and the Board Attorney upon the date of their submission to the appropriate personnel as provided herein.

6. The stipulated times referred to in 1 through 5, above, shall be considered as outer limits to be strictly followed, except where extenuating circumstances occur, in which case the time limits specified may be extended upon the mutual written consent of the parties.

7. If the aggrieved person is not satisfied with the decision of the Board of Education, the grievant may request the appointment of a mutually acceptable mediator, such request to be made known to the Superintendent of schools no later than fifteen (15) calendar days after the decision of the Board of Education is received. Failure to follow this procedure shall be deemed an abandonment of the grievance. If, within thirty (30) days, there has been a failure to agree on a mutually-acceptable mediator, the issue of determining a mediator shall be submitted to the American Arbitration Association. The mediator selected shall confer with the representatives of the Board of Education and the aggrieved person and/or his representative in an attempt to resolve the issue. During this time, the mediator shall be free to offer suggestions and opinions concerning ways to resolve the dispute. The procedure and time period shall be established by the mediator, but shall not exceed twenty (20) days. The costs of services of the mediator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room, shall be borne equally by the Board and the Association. Any other expense shall be paid by the party incurring the same.

#### D. RIGHTS OF ADMINISTRATOR

Any aggrieved administrator may be represented at all stages of the grievance procedure by him/herself, or, at his/her option, by representative(s) selected or approved by the Association or by legal counsel.

#### E. MISCELLANEOUS

##### 1. Group Grievance procedure

The procedures for group grievances shall be the same as procedures for individual grievances.

##### 2. 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.

3. Continuation of assignments

Any and all grievants 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 and any effect thereof shall have been fully determined.

ARTICLE III

ADMINISTRATORS RIGHTS AND BENEFITS

The Board agrees to grant Administrators their right of inspection of their own personnel records and files as provided by PERC laws and decisions thereunder. The Board of Education, in taking official action, is also granted the right to inspect an administrator's personnel record and files. All of the foregoing is subject to, and as provided in, PERC decisions, law, and decisions of the Commissioner of Education thereunder.

## ARTICLE IV

### PROFESSIONAL DEVELOPMENT

#### A. PURPOSE

The program for special grants is a plan designed to help maintain instructional service at the highest level of quality and efficiency for certificated personnel. It is understood that satisfactory service is a prerequisite.

#### B. ELIGIBILITY

Administrators may apply for grants during each year of employment. Applicants may apply each year to the Superintendent of Schools for a non-cumulative grant of a maximum of \$925 - 1988-89, \$1000- 1989-90, and \$1100- 1990-91. The calendar year is defined in the same manner as the school budget year of July 1 through June 30.

#### C. PROCEDURE

1. The applicant must submit to the Superintendent of Schools a brief outline of the purpose for which the grant is to be expended. If the proposed program is approved by the Superintendent, it is then brought to the attention of the Board of Education for consideration. The applicant will be notified of the Board's decision as soon as is practical, but, in any case, no later than December 1 for the spring semester and May 1 for the summer or fall semesters.

2. Application for the summer or fall semesters must be submitted to the Superintendent not later than March 1 of the year preceding the one in which the grant is to be expended. For the spring semester, applications must be submitted not later than October 1.

3. Requests for payment of grants shall be submitted on the official form, accompanied by a regular voucher.

4. Tuition fees received through Federal grants, etc., may not be duplicated by utilization of this policy. Tuition grants, subject to the above conditions, may be awarded during sabbatical leave.

#### D. MEMBERSHIP DUES

The Board shall reimburse each Administrator for all necessary dues relating to his/her membership in the following professional associations:

1. New Jersey Principals and Supervisors Association
2. National Elementary Principals Association, ASCD or an alternate as selected by the Administrator.



## ARTICLE V

### SABBATICAL LEAVE

#### A. PURPOSE

The policy of sabbatical leave is a plan designed to help maintain and improve the quality and efficiency of instructional services to the children of the Springfield Public Schools. This privilege is granted to certificated employees in order that they may extend their professional competence and thus better serve the school district.

#### B. APPLICATION

Preliminary application for sabbatical leave shall be made prior to December 15 of the year previous to the year for which the leave of absence is desired. The purpose, date of this application, and length of service will be factors in determining the number of grants within the budgetary limits for that year. The final application must be submitted by February 15. Due consideration shall be given to the reasonable and equitable distribution of the applications among the different schools and departments. The Board of Education shall give notice of the approval for sabbatical leave, or rejection, together with an explanation thereof, no later than April 1 of the year previous to the year for which the leave is requested.

#### C. CONDITIONS

1. Since the policy for sabbatical leave is solely to promote the more efficient conduct of the schools, no application for such leave shall be recommended by the Superintendent or approved by the Board of Education unless, after considered judgment, the professional competence of the staff member and the general efficiency of the school system will thereby be benefited.

2. During any sabbatical leave, the administrator shall not engage in any employment for remuneration without approval of the Superintendent and shall devote the major portion of his or her time and effort toward the purpose of the grant.

3. As a condition of sabbatical leave, the administrator shall agree that, if he does not continue in service for two years after expiration or leave of absence, he shall be required to repay the Board 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 subsequent two years of services bears to the full two years, unless such administrator is incapacitated, has been discharged without cause or has been released by the Board from this obligation.

4. If the Superintendent has reason to believe that an administrator on sabbatical leave is not fulfilling the purpose for which the leave or absence was granted, he shall report this fact to the Board. The Board may eliminate the leave or absence for non-fulfillment of purpose after giving the administrator involved the opportunity of a hearing.

5. If an administrator on sabbatical leave shall ascertain that she is pregnant, she shall immediately report this fact to the Superintendent. The Superintendent shall, after considering her doctor's report, recommend to the Board whether or not the leave shall continue, dependent upon the probability of the successful completion of the sabbatical program. Transfer to maternity leave shall be governed by the maternity leave policy.

#### D. ELIGIBILITY

1. Any administrator who has completed seven (7) or more years of satisfactory service in the Springfield Public Schools may, on the recommendation of the Superintendent and the approval of the Board, be granted a leave of absence for one academic year or one-half (1/2) of an academic year, for the purpose of professional improvement through study and research. Such study shall be directly connected with his or her work in the school system. The administrator's application for a sabbatical shall outline in detail the proposed professional study plan for administrative review.

2. Any administrator shall be eligible for another sabbatical leave after he has had seven (7) additional school years of service in the Springfield district. This time limit may be waived at the discretion of the Board.

#### E. SALARY

The recipient shall receive, in lieu of salary, a sum equal to two-thirds (2/3) of the salary to which the administrator would otherwise be entitled if not on leave, less such regular deductions for Government income tax, Pension and Annuity Fund and other deductions as required by law

or customary in the District. Said sum shall be paid in installments in accordance with the general time schedule for payment of salaries to employees in the regular employ of the school system.

#### F. RETURN

1. An administrator on sabbatical leave shall notify the Superintendent, in writing, on or before March 1 of that year, of his or her intention to return to duty. Failure to give such information on the part of the administrator on leave will be interpreted as an indication that such administrator does not wish to return to the employ of the Board. Every employee on sabbatical leave shall present a written report to the Superintendent covering the studies engaged in while on sabbatical leave and the benefits anticipated therefrom. Such report is due prior to August 1 but, in any event, not later than two months after the completion of the sabbatical program. If said report is not timely submitted, the administrator shall repay to the Board an amount equalling one-half (1/2) of the salary received during the sabbatical.

2. Upon satisfactory completion of the sabbatical leave, the administrator will be returned to service at a salary on the same basis as if he had rendered continued and satisfactory service in the school system during the interim.

### ARTICLE VI

#### ABSENTEE POLICY

##### A. DEFINITION OF TERMS

All reference in this Article to days shall mean teaching or working days.

A day's salary for administrators shall be defined as 1/200 of the annual salary for 10.5 month personnel and 1/220 for 12 month personnel and, in no instance where a deduction is made from a salary, shall the deduction be greater than the regular wage of the individual for the day involved.

The provisions of each section of this policy operate independently of all other sections.

##### B. PERSONAL ILLNESS

Sick leave with full pay during any school year shall be granted administrators of the Board as follows:

1. The sick days allowance for non-tenured administrators shall be the same as that for tenured administrators:  
20 days.

2. Each year, any unused portion of the first fifteen (15) days leave shall be cumulative without limit.
3. Absences on sick leave shall be charged, first, to the annual allowance of any administrator until it is fully utilized and, thereafter, to the accumulated credit.
4. For administrators who are suffering from an extended illness and are under the continuous care and treatment of an attending physician, sick leave in excess of that provided under (1) and (2) may be allowed, subject to Board approval. Up to 20 days time may be allowed for each completed year of service by the administrator on sick leave and limited to 10 months in any current 10-year period. A deduction, equivalent to the substitute teacher salary rate, shall be made from such payments.
5. Absence for illness in excess of 5 consecutive days must be certified by the attending physician. In the case of frequent or intermittent illness the Board or Superintendent will require the administrator to submit a certificate of illness from the attending physician or submit to an examination or examinations by the school physician, or both.
6. Upon written request from an administrator a written accounting of that administrator's accumulated sick leave will be provided.

C. ILLNESS IN THE FAMILY

For absence due to a serious illness of anyone, not in the employ of the employee, living in the employee's immediate household or a mother, father, or child, full pay for not more than five (5) days in each school year shall be paid the employee. For absence due to serious illness of a child who is not living in the household of an employee, full pay for not more than three (3) days in each school year shall be paid the employee. Days needed for this purpose will be deducted from the accumulated sick leave allowance which is in excess of that which is stipulated as mandatory by New Jersey State Law. Such absence shall be approved by the Superintendent. If there is no such accumulation of sick leave, such pay shall be subject to the deduction of salary paid a substitute.

D. DEATH

1. Absences because of death in the administrator's immediate household or the administrator's spouse, children, parents, grandparents, grandchildren, brothers and sisters, including father-in-law and mother-in-law, shall be allowed with full pay for a period not exceeding five (5) days in each such case.

4. Absences due to death of any other family member will be permitted with full pay for the day of the funeral.

#### E. PROFESSIONAL BUSINESS

1. Two days leave of absence with pay may be granted for school business, if application is made in writing five (5) school days in advance and approved by the Superintendent.

2. Application for more extended leave for school purposes shall be made in writing five (5) school days in advance of the beginning of the intended leave and shall require Board approval.

#### F. PERSONAL BUSINESS

An administrator will be granted, if needed, two (2) personal business days per year, which shall be with full pay, to accomplish legitimate business requirements that cannot be attended to on other than the normal work day. The Superintendent shall be notified three (3) days in advance, in writing, of the reason stated, unless an unforeseen emergency arises, in which case the three (3)-day advance requirement may be relaxed at the discretion of the Superintendent. A personal business day shall not be granted for a day preceding or the day following holidays or vacations and the first and last day of the school year, except by special approval from the Superintendent.

Unused personal days will be accumulated as additional sick leave days; however, in no event shall more than fifteen (15) days be accumulated in any school year.

#### G. MATERNITY LEAVE

##### 1. NOTIFICATION

An administrator shall notify the Superintendent of Schools of her intent to take a maternity leave of absence, no later than sixty (60) calendar days prior to the date on which she intends to leave. Such notification will be accompanied by a written statement from her doctor. The leave of absence shall begin on the date stipulated by the administrator, subject to her continued ability to perform all professional responsibilities, as determined by her doctor.

2. At the time an administrator applies for said leave, she shall also submit the date on which she expects to return to employment. The leave for a tenured administrator may extend up to one (1) year following the birth of the child, plus as much time as may be required for her to return on the next succeeding September 1. For a non-tenured administrator, the leave may not extend beyond the end of her contract period. The Board of Education will grant such a leave of absence without pay, except as provided in paragraph "3" below. The administrator may return to her position prior to the expected date of return upon sixty (60) calendar days advance written notice to the Superintendent.

### 3. PERIOD OF DISABILITY

Under normal conditions, pregnancy shall be deemed to be a temporary disability during the four (4) weeks immediately preceding the expected birth of the child and the four (4) weeks following the termination of the pregnancy. For the period of disability related to the pregnancy and childbirth, the administrator may elect to use her accumulated sick leave up to a maximum of eight (8) weeks.

### H. CHILD ADOPTION

Any administrator adopting a child shall be eligible to receive leave similar to maternity leave. Any administrator planning adoption should notify the Superintendent upon submitting legal application for adoption. Said leave shall commence upon her receiving de facto custody of said child or earlier, if necessary to fulfill the requirements for adoption.

### I. JUDICIAL PROCEEDINGS

Absences from school, by reason of a subpoena by any court, shall be allowed with full pay, providing a copy of the subpoena is shown to the Superintendent. If an administrator is a party to a suit and is required to appear in court, absence from school shall be with pay for a maximum of five (5) days.

### J. QUARANTINE IN CONTAGIOUS DISEASES

1. When such quarantine is not because of personal illness, the administrator shall be allowed full pay, providing the certificate is filed with the Superintendent.

2. When the quarantine is because of personal illness, Section "B" of this Article shall control.

### K. OPTIONAL LEAVE

On the recommendation of the Superintendent, absence in excess of that referred to in Sections "I" through "J" may be reviewed by the Board for special consideration, but there shall be no deviation from these rules except by vote of the Board.

## ARTICLE VII

### INSURANCE

#### A. HEALTH

All persons represented by the Springfield Administrators' Association will be provided the same coverage under the New Jersey State Public and School Employees Health Benefits program as is now in existence.

#### B. DENTAL

The Board shall provide dental care coverage for each administrator and, in appropriate cases for family-plan insurance coverage. The Board and the Association shall agree upon the carrier for this insurance coverage.

#### C. PRESCRIPTION

The Board shall provide each administrator with prescription coverage for the employee only. The Board does, however, reserve the right to select or change the insurance carrier with it being understood and agreed that benefit protection thereunder shall be equal to or greater than that provided prior to any such change. Said benefit shall be equivalent to that protection afforded the Springfield Education Association in the 1988-91 contract.

## ARTICLE VIII

### TAX-SHELTERED ANNUITIES

The Board agrees to provide the bookkeeping necessary to make a tax-sheltered annuity program (as described in Section 403 (b) of the Internal Revenue Code) and payroll deduction for Savings Bonds available in the district.

The Board of Education shall remit one monthly check, covering all participants in the plan, to the agency designated in writing by the Association.

The Board's only responsibilities in this matter are to honor the request of the individual employees to participate in the plan remit the money as outlined above.

## ARTICLE IX

### BOARD'S RIGHTS

A. The Board, on its own behalf and on behalf of the citizens of Springfield, Union County, New Jersey, hereby retains and reserves unto itself without limitation all powers, rights, authorities, duties, and responsibilities conferred upon and vested in it prior to the signing of this agreement by the Laws and the Constitution of the State of New Jersey and of the United States.

B. The exercise of the foregoing rights, powers, authority, duties, and responsibilities of the Board, the adoption of policy, rules, regulations, and practices and furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms hereof and in conformance with the Constitution and Laws of New Jersey and of the United States and the decisions of the Commissioner of Education.

#### ARTICLE X

##### ADMINISTRATORS' WORK YEAR

The principals of the elementary schools and the Dean of Students at the middle school shall be considered to be employed on a 10.5 month per year basis. Said 10.5 months shall include 10 days during the summer vacation - the 5 days following the close of school in the summer and the 5 days preceding the opening of school in the fall unless otherwise arranged and approved by the Superintendent.

The principal of the middle school, curriculum coordinator and administrator of special services shall be considered to be employed on a 12 month per year basis. He or she shall be entitled to all legal holidays plus 22 vacation days.

#### ARTICLE XI

##### REASSIGNMENT OF ADMINISTRATORS

A. Administrative vacancies shall be advertised in all school offices for at least a period of ten (10) calendar days in order to permit application for transfer, reassignment or promotion of present administrators. During vacation periods, such notices shall be mailed to the administrators' homes.

B. Should a vacancy occur, an administrator may request such transfer based on good cause and providing he or she qualifies in regard to certification. Such a request shall be made to the Superintendent, but the Board shall have complete discretion in filling said vacancy.

#### ARTICLE XII

##### PHYSICAL EXAMINATION

The Board of Education shall provide, at no cost to the employee, one (1) complete physical examination for each twelve (12) month period of this Agreement and employee will submit himself to such physical examination, the results of which shall be made available to both employer and employee. This examination will be conducted by medical personnel of employee's choice and the Board will reimburse employee for said physical in an amount not to exceed \$250.00. In the event this medical examination is conducted by medical personnel of employer's choosing, said medical fees will be paid by the district.



ARTICLE XIII

CHILDREN OF STAFF

Children of Administrators who live out of the district may attend the Springfield Public Schools at the tuition rate set by the Board annually provided that the children receive only in-district services in a placement within the district public schools, at the Superintendent's discretion.

ARTICLE XIV

SALARIES AND OTHER COMPENSATION

A. SALARY GUIDES

The salary guides for all administrators are set forth in Schedule A which is attached hereto and made a part hereof.

B. UNUSED SICK DAYS

1. An administrator who retires pursuant to N.J.T.P.A.F. shall be paid for accumulated unused sick days, at the rate of \$35.00 a day to the maximum of \$4000.00 for 1988-89; \$40.00 per day to the maximum of \$4500.00 for 1989-90; and \$45.00 per day to the maximum of \$5000.00 for 1990-91.
2. If an employee dies prior to retirement, his/her estate shall receive the above payment.

C. DOCTORATE

An additional \$1200.00 will be paid for earned doctorate.

## MERIT PAY

1. An amount of 2% of the total salaries will be set aside for merit pay. This pay will be in addition to the base salary guide for the year designated.
2. The awarding of merit pay on the basis of performance will be at the sole discretion of the Superintendent.
3. Performance will be evaluated in accordance with Board of Education policy.
4. Criteria will be two-fold:
  - a. The quality and degree to which an administrator carries out the duties in his/her job description.
  - b. The quality and degree to which mutually agreed upon objectives are attained.
5. Each administrator shall set objectives annually with his immediate superior, and these will be mutually reviewed and approved by the Superintendent.
6. Procedures for assessing the degree of accomplishment in each of the criteria and awarding of the merit pay bonus will be developed by the Superintendent and the Administrators' Association, and subject to the approval of the Board of Education prior to September 1, 1989. In the event that procedures are not mutually agreed to the increase in base salary for the 1989-90 school year will be 9%. (Salary Schedule A)
7. The salary recommendation will be made prior to June 1 annually based on the above criteria.
8. Recommendations for pay will be supported by the written evaluations given to each administrator.
9. Merit pay will be paid to the individual administrator no later than July 1, 1990 for the 1989-90 contract year, and July 1, 1991 for the 1990-91 contract year. Merit will be based on the current year's base salary. Additional amounts for merit pay shall not become part of the base salary. This is a one-time payment.

SALARY SCHEDULE - A

1988/89

	<u>Middle School</u> <u>10.5 Mos.</u>	<u>Elementary</u> <u>10.5 Mos.</u>	<u>Central Office</u> <u>12 Mos.</u>	<u>Middle School</u> <u>12 Mos.</u>
1.	\$ 45,000	\$ 56,091	\$ 58,211	\$ 60,282
2.	46,250	57,421	59,655	61,933
3.	47,500	58,729	61,132	63,334
4.	48,750	60,064	62,600	65,136
5.	50,000	61,399	64,068	66,738
6.	51,250	62,734	65,554	68,373
7.	52,500	64,068	67,038	70,008

1989/90

1.	\$ 49,050	\$ 61,139	\$ 63,450	\$ 65,707
2.	50,413	62,589	65,024	67,507
3.	51,775	64,015	66,634	69,034
4.	53,138	65,470	68,234	70,998
5.	54,500	66,925	69,834	72,744
6.	55,863	68,380	71,454	74,527
7.	57,225	69,834	73,071	76,309

1990/91

1.	\$ 52,974	\$ 66,030	\$ 68,526	\$ 70,964
2.	54,446	67,596	70,226	72,908
3.	55,917	69,136	71,965	74,557
4.	57,389	70,708	73,693	76,678
5.	58,860	72,279	75,421	78,564
6.	60,332	73,850	77,170	80,489
7.	61,803	75,421	78,917	82,414

SALARY SCHEDULE - B

1988/89

	<u>Middle School 10.5 Mos.</u>	<u>Elementary 10.5 Mos.</u>	<u>Central Office 12 Mos.</u>	<u>Middle School 12 Mos.</u>
1.	\$ 45,000	\$ 56,091	\$ 58,211	\$ 60,282
2.	46,250	57,421	59,655	61,933
3.	47,500	58,729	61,132	63,334
4.	48,750	60,064	62,600	65,136
5.	50,000	61,399	64,068	66,738
6.	51,250	62,734	65,554	68,373
7.	52,500	64,068	67,038	70,008

1989/90

1.	\$ 48,600	\$ 60,578	\$ 62,868	\$ 65,105
2.	49,950	62,015	64,427	66,888
3.	51,300	63,427	66,023	68,401
4.	52,650	64,869	67,608	70,347
5.	54,000	66,311	69,193	72,077
6.	55,350	67,753	70,798	73,843
7.	56,700	69,193	72,401	75,609

1990/91

1.	\$ 52,488	\$ 65,424	\$ 67,897	\$ 70,313
2.	53,946	66,976	69,581	72,239
3.	55,404	68,501	71,305	73,873
4.	56,862	70,058	73,017	75,975
5.	58,320	71,616	74,728	77,843
6.	59,778	73,173	76,462	79,750
7.	61,236	74,728	78,193	81,658

ARTICLE XV  
SUCCESSOR AGREEMENT

A. MEETINGS

The Board and the Association agree to commence collective negotiations in accordance with Public Employment Relations Commission rules and regulations. Both parties agree to meet at reasonable times and to negotiate in good faith.

B. REPRESENTATIVES

The Board and the Association agree that their respective representatives shall be given full authority to negotiate, but any agreement reached shall be subject to ratification by the respective bodies.

C. 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 XVI

DURATION

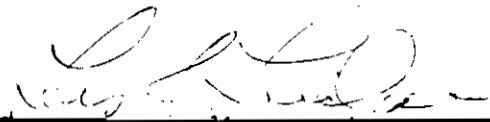
This Agreement shall be effective September 1, 1988 and shall continue in effect until June 30, 1991 when it shall expire unless an extension is agreed to by both parties and expressed in writing prior to that date. Anything herein to the contrary notwithstanding, the terms of the within contract shall be subject to renegotiation for the school year 1991-92.

EXECUTION

IN WITNESS WHEREOF, the parties hereto have hereunto caused these presents to be signed by their proper corporate officers the day and year first above-mentioned.

ATTEST:

BOARD OF EDUCATION OF THE  
TOWNSHIP OF SPRINGFIELD,  
COUNTY OF UNION

  
\_\_\_\_\_  
SECRETARY

BY   
\_\_\_\_\_  
PRESIDENT

ATTEST:

SPRINGFIELD ADMINISTRATORS' ASSOCIATION

  
\_\_\_\_\_  
SECRETARY

BY   
\_\_\_\_\_  
PRESIDENT

**MERIT PAY**

1. An amount of 2% of the total salaries will be set aside for merit pay. This pay will be in addition to the base salary guide for the year designated.
2. The awarding of merit pay on the basis of performance will be at the sole discretion of the Superintendent.
3. Performance will be evaluated in accordance with Board of Education Policy.
4. Eligibility for merit pay increases will require a rating of 2.25 or more on the job description duties.
5. Criteria will be two-fold:
  - a. The quality and degree to which an administrator carries out the duties in his/her job description.
  - b. The quality and degree of accomplishment to which agreed upon job targets are achieved.
6. Each administrator shall set job targets annually with his immediate supervisor, and these will be mutually reviewed and if appropriate approved by the Superintendent.
7. The degree of accomplishment for the overall job description, and each job target, will be determined by the Superintendent as follows:

**MERIT PLAN**

Scale: 100 points

Job Description	50 points
Other Job Targets	50 points

The value of job targets would be a decision between administrator/ Superintendent. For example:

Target 1.	=	20	
2.	=	15	
3.	=	10	
4.	=	5	
		<u>50</u>	pts.

To determine merit one would multiply the weighted importance times the degree of accomplishment (1.0-3.0):

	<u>Weighted</u> <u>Importance</u>		<u>Degree of</u> <u>Accomplishment</u>
Job Description	50/100	.50	3 = 1.50
Target 1	20/100	.20	3 = .60
2	15/100	.15	3 = .45
3	10/100	.10	3 = .30
4	5/100	.05	3 = <u>.15</u>
			3.00

**PROPOSED SCALE**

2.75 - 3.00 = \$1500. merit  
2.50 - 2.74 = \$1000. merit  
2.25 - 2.39 = \$ 500. merit

**Performance Rating Scales For Calculating Merit Pay Increases**

**A. Job Description**

<u>Rating Descriptor</u>	<u>Degree of Accomplishment</u>
Commendable	3.0
Highly Satisfactory	2.5
Satisfactory	2.0
Marginally Satisfactory	1.5
Poor Performance/Unsatisfactory	1.0

**B. Job Targets**

<u>Rating Descriptor</u>	<u>Degree of Accomplishment</u>
Achieved in a Commendable Manner	3.0
Achieved in a Highly Satisfactory Manner	2.5
Achieved in a Satisfactory Manner	2.0
Substantial Progress Made	1.5
Limited Progress Made	1.0

8. Recommendations for pay will be supported by the written evaluations given to each administrator.
9. The salary recommendation will be made prior to June 15 annually based on the above criteria.
10. Merit pay will be paid to the individual administrator no later than June 30, 1990 for the 1989-90 contract year, and June 30, 1991 for the 1990-91 contract year. Merit will be based on the current year's base salary. Additional amounts for merit pay shall not become part of the base salary. This is a one-time payment.



**EXECUTION**

IN WITNESS WHEREOF, the parties hereto have hereunto caused these presents to be signed by their proper corporate officers the day and year first above-mentioned.

**ATTEST:**

BOARD OF EDUCATION OF THE  
TOWNSHIP OF SPRINGFIELD,  
COUNTY OF UNION

  
\_\_\_\_\_  
SECRETARY

BY

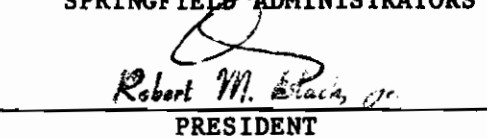
  
\_\_\_\_\_  
PRESIDENT

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