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AGREEMENT

UPON

SALARIES AND TERMS AND CONDITIONS OF EMPLOYMENT

BETWEEN

**THE BLACK HORSE PIKE
REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION**

AND

**THE BLACK HORSE PIKE
ADMINISTRATORS ASSOCIATION**

JULY 1, 1995

TO

JUNE 30, 1997

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AGREEMENT BETWEEN
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ADMINISTRATORS ASSOCIATION

JULY 1, 1995 TO JUNE 30, 1997

PREAMBLE

The parties to this Agreement are the Board of Education of the Black Horse Pike Regional School District, hereinafter called the "Board," and the Black Horse Pike Administrators Association, hereinafter known as the "Association."

The parties have reached certain understandings which they desire to confirm in this Agreement; therefore, in consideration of those mutual covenants, it is hereby agreed as follows:

ARTICLE I: RECOGNITION

A. DEFINITION OF THE UNIT

The Board recognizes the Administrators Association as the exclusive representative for the unit described herein for the purposes of collective negotiations with respect to grievances and terms and conditions of employment. The Administrators Association unit shall consist of the professional staff employees who hold the positions of principal, vice principal, director of instruction and any future position for which a New Jersey Principal's Certificate is required with the exception of an assistant superintendent.

The Board agrees not to negotiate concerning administrators in the unit defined above with any organization or individual other than the Administrators Association for the duration of this agreement.

B. DEFINITION OF EMPLOYEE OR ADMINISTRATOR

Unless otherwise indicated, the term "employee" or "administrator" when used in this agreement, shall refer to all employees represented by the Administrators Association as defined in Section A of this article.

ARTICLE II: ASSOCIATION AND MEMBERS' RIGHTS AND PRIVILEGES

A. ASSOCIATION

1. The Association shall have the right to meet on school premises upon seeking and receiving prior approval of the principal.
2. The Association and its members may use mailboxes and interschool mail to communicate with the membership, except that State statutes and Board policies prohibiting the distribution of campaign materials related to national, State, municipal, county, and School Board elections must be strictly followed.
3. The Administrators Association agrees to reimburse the Board for actual cost of School District supplies used for Association business.
4. The Board will consider suggestions of the Association relative to the school calendar. The Board reserves unto itself the right to establish the school calendar. Association calendar suggestions must be filed with the superintendent by February 1 of the preceding school year to be considered.

B. MEMBERS

1. When an administrator is required to appear before the principal, superintendent, the Board or a committee of the Board concerning a matter which could adversely affect continuation of that administrator in his/her office, position, or employment, including a verbal reprimand, or the salary or any increments pertaining thereto, the administrator shall be given prior written notice of the reason(s) for meeting and shall be entitled to have a representative present to advise him/her.
2. Adverse or positive written communication regarding the performance of an administrator by a superior, parent, pupil, student teacher, or another person will be called to the attention of the administrator within ten calendar days of its receipt, except during school closing periods of two or more days and emergency closing days which shall not toll at all.
3. The Board shall communicate planned administrative force reductions to the Administrators Association at least 60 days prior to implementation. Discussions on the topic may be requested by either party.

ARTICLE III: GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A "grievance" is a complaint by the Administrators Association alleging misinterpretation, misapplication or violation of the Agreement, Board policy New Jersey Administrative Code or New Jersey Statutes.
2. An "aggrieved person" or the "aggrieved" is an administrator or group or administrators making the claim and/or filing the formal grievance.
3. The "respondent" is the person or group of persons against whom the claim is made.

B. EFFORTS TO RESOLVE INFORMALLY

1. Nothing in this article or this agreement shall be construed to limit the right of an individual administrator, a group of administrators, officers of the Administrators Association, or a representative of the Administrators Association to discuss any and all matters of school or Association business with an administrator or the superintendent.
2. A formal written grievance may not be filed until the aggrieved has attempted to resolve the complaint through informal discussion with the respondent.

C. FILING PROCEDURE

1. A written grievance must be filed within 20 calendar days of the alleged occurrence. The standard form for filing grievances is attached to this agreement as Schedule A.
2. Incomplete grievance forms may be returned to the Administrators Association for required data. The superintendent's time deadline to respond shall not begin to toll until the incomplete form is returned. A grievance form may not be returned to the Association more than one time at each level.
3. Once the grievance has been defined by the Association on the initial form, it shall remain firm for the duration of the process. The Administrators Association may present additional information for consideration if such information was not available to the Association when the original grievance was filed.

D. REPRESENTATION AT INFORMAL DISCUSSIONS

During informal meetings to discuss grievances, the Association, the respondent, and the superintendent shall be entitled to invite attendees of their choice, except that representation shall be limited to two persons each. This provision can be waived only by mutual agreement.

E. LEVEL ONE: PRINCIPAL

1. Initial grievances vice principals have with a principal or principals must be filed with the principal. Grievances of the principals may be taken directly to the superintendent at Level Two.
2. Grievances must be stated in writing on the form attached as Schedule A and shall make known full details of the grievance. The complaint shall specify:
 - a. the nature and date of the alleged occurrence in reasonable detail, indicating portions of the Agreement, Board Policy, Administrative Code or New Jersey Statute alleged to have been misinterpreted, misapplied or violated;
 - b. the nature and extent of any injury, loss or inconvenience;
 - c. the results of informal discussions;
 - d. why grievant was dissatisfied with the decision rendered; and
 - e. expected relief, corrective action or alternatives thereof.
3. The principal may convene a discussion session with the aggrieved and respondent, if deemed necessary to arrive at further understanding of the matter, to conduct fact-finding, or to arrive at a mutually satisfactory settlement of the problem. Such a session must be convened within seven working days of receipt of the written grievance. Whether or not an informal session is convened, the principal must respond in writing to the complaint within ten working days.
4. In a response to a given grievance, the principal may not countermand directives given by the superintendent or the Assistant.

F. LEVEL TWO: SUPERINTENDENT

1. Initial grievances with the Board, superintendent or a member of the District Office staff may be filed directly with the superintendent.
2. Grievances must be stated in writing on the form attached as Schedule A and shall make known full details of the grievance. The complaint shall specify:

F. LEVEL TWO: SUPERINTENDENT

- a. the nature and date of the alleged occurrence in reasonable detail, indicating portions of the Agreement, Board Policy, Administrative Code or New Jersey Statute alleged to have been misinterpreted, misapplied or violated;
 - b. the nature and extent of any injury, loss or inconvenience;
 - c. the results of informal discussions;
 - d. why grievant was dissatisfied with the decision rendered; and
 - e. expected relief, corrective action or alternatives thereof.
3. The superintendent may convene a discussion session with the aggrieved and respondent, if deemed necessary to arrive at further understanding of the matter, to conduct fact-finding, or to arrive at a mutually satisfactory settlement of the problem. Such a session must be convened within seven working days of receipt of the written grievance. Whether or not an informal session is convened, the superintendent must respond in writing to the complaint within ten working days.

G. LEVEL THREE: BOARD OF EDUCATION

If the grievance has not been resolved satisfactorily at Level Two, the Administrators Association may appeal directly to the Board of Education within seven working days after receipt of the superintendent's written response. The written appeal shall be directed to the board secretary/business administrator.

1. The appeal may be stated on the established grievance form and any necessary attachments. The appeal must state specifically why the superintendent's response is not satisfactory. The appeal may offer alternative solutions.
2. The Board President shall arrange to conduct an informal discussion on the matter at the next regular workshop session of the Board, provided the grievance appeal reaches the board secretary/business administrator at least five working days prior to that meeting. The Board, the superintendent, assistant superintendent, the respondent, and the grievant shall be invited to attend the informal discussion session.
3. The written decision of the Board shall be delivered to the parties within five working days after the next regular monthly meeting of the Board following the workshop session at which the informal discussion took place. The decision of the Board of Education shall be final.

H. OTHER CONSIDERATIONS

1. When an appeal is moved to a higher level, the entire file containing all correspondence and decisions shall be transmitted with the appeal. Upon final resolution of a grievance, the entire file shall be forwarded to the Office of Superintendent for permanent maintenance.
2. Informal sessions shall be scheduled so as not to conflict with duties of administrators.
3. Time limits must be respected by the parties unless a change is mutually agreed. If time limits are not observed by the principal, the grievant may proceed unchallenged to the level of superintendent. If the superintendent does not adhere to time limits, the grievant may proceed unchallenged to the level of the Board of Education. If the Association fails to adhere to the time limits, the matter shall be considered dropped without challenge or recourse.
4. Grievance statements must be specific. Witnesses and respondents must be clearly identified in the initial written grievance.
5. When an administrator selects representation other than the Association, a representative of the Association shall have the right to be present and to state Association views at Levels One, Two and Three of this grievance procedure.

ARTICLE IV: DURATION

A. AGREEMENT DURATION

This agreement shall be effective for the period from July 1, 1995, to June 30, 1997, inclusive.

B. BARGAINING LIMITATION

The Association and the Board for the life of this Agreement each waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement.

C. MODIFICATION OF THIS AGREEMENT

The Agreement shall not be modified in whole or in part by the parties except by written instrument duly executed by both parties.

ARTICLE V: TUITION REIMBURSEMENT

The Board of Education encourages professional growth of administrators and, therefore shall reimburse them for earned graduate credits in accordance with the following rules and conditions:

A. AVAILABLE FUNDS

Eligible staff members shall be reimbursed only for actual costs of tuition, not to exceed a total of \$6,000 per school year for all unit members. If eligible reimbursements exceed that total, the \$6,000 shall be prorated on a percentage basis on the basis of the amount requested and approved.

Administrators shall not be reimbursed for more than 12 graduate credits per year.

B. APPLICATIONS

Advance application shall be made by December 1 of the school year of course enrollment. Applications shall be filed on the form attached as SCHEDULE C.

All applications are subject to approval of the superintendent, who may approve only graduate courses meeting the following criteria:

1. leading to a higher educational job certification,
2. perceived to be of value to the applicant in serving the District,
3. or leading to a doctorate degree in school administration, and
4. offered by a college or university whose graduate credits are acceptable to the New Jersey State Board of Examiners for certification purposes.

With the prior approval of the superintendent, tuition for undergraduate courses which will enhance administrative skills may be reimbursed.

C. REIMBURSEMENTS OF TUITION

Within 120 days of course completion, a copy of the payment receipt issued by an accredited college or university shall be submitted to the office of superintendent with the appropriate declaration form attached to a purchase request for payment.

The office of superintendent must receive purchase requests, declaration forms, transcripts and tuition payment receipts prior to recommending approval of payment by the Board of Education.

Provided all conditions have been met, reimbursement normally will be made to applicants within 60 days following receipt of the documents required by this provision. Payment shall be processed by the board secretary/business administrator within ten working days following Board approval.

D. GRADE REQUIREMENT

The administrator must earn a grade of "B" or higher, its equivalent, or "pass" in a pass/fail grading system, as documented by an official transcript received no later than 90 days following completion of the course. Should administrative difficulties preclude timely receipt of the transcript, a letter of explanation from the appropriate college or university official may be used as a basis to extend the transcript submission deadline.

E. OTHER REQUIREMENTS

Subject to the conditions described in this article and subject to receipt of official college transcripts, verification of courses as graduate credit, verification of actual tuition costs, verification of available funds and substantiation that the college or university offers graduate credits acceptable to the New Jersey State Board of Examiners for certification purposes, and upon receipt of a signed voucher required by statute, tuition shall be reimbursable to supervisors within 15 days after the Board meeting subsequent to administrators meeting all of these requirements and conditions.

ARTICLE VI: HEALTH BENEFITS PROGRAM

For all full time administrators, the Board shall provide the identical family health care, dental and prescription insurance programs which are negotiated with the Black Horse Pike Education Association. In the event an administrator chooses not to participate in the medical insurance plans provided by the Board, that administrator may not be granted payment or other considerations in lieu of participation.

ARTICLE VII: SICK LEAVE

A. ENTITLEMENT AND NOTIFICATION

Twelve month administrators shall be entitled to twelve sick leave days each school year. Unused sick leave shall accumulate from year to year without a limit. On or about September 1 of each school year, administrators shall receive a notice which details the number of sick leave days accumulated as of June 30 of that calendar year.

B. PREVIOUSLY EMPLOYED ADMINISTRATORS

All unused accumulated sick leave at the time of separation shall be restored to a person who was employed previously in the District and who returns to the District as an administrator, unless the person was paid for that sick leave, in which case no days will be restored.

C. PAYMENT FOR UNUSED SICK LEAVE AT RETIREMENT

Upon simultaneous retirement from the teaching profession and retirement from the service of the Board, as confirmed by the New Jersey Teachers' Pension and Annuity Fund, an administrator shall receive a lump-sum amount equal to \$75.00 for each day of unused accumulated sick leave on the day of retirement, provided:

1. the administrator has been employed continuously by the Board, including periods of approved leave of absence, for a period of 15 complete years or more, and
2. the administrator notified the Board of an intent to retire by November 1 of the year prior to the fiscal year in which retirement will take place. In event of an unforeseen disability retirement, a later notice will be accepted by the Board but payment shall be deferred one year to allow for budgeting of funds.

ARTICLE VIII: TEMPORARY LEAVES OF ABSENCE

A. PERSONAL LEAVE

Administrators shall be entitled to two personal leave days each school year. Application for such leave must be filed at least five school days in advance. The five day notice may be waived by the superintendent in emergency situations explained to the superintendent. Approval may be granted only for obligations which cannot be reasonably met during nonwork hours. Only in unusual circumstances may the superintendent grant leave for a holiday or day preceding or following a school recess.

Unused personal leave shall not accumulate from year to year. Unused days are to be converted to accumulated sick leave which may be used after the administrator has acquired tenure as an administrator.

B. BEREAVEMENT LEAVE

The superintendent may grant up to three days at any one time in the event of the death of an administrator's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, or sister-in-law. One day may be granted in the event of the death of a member of the family who is not listed. Additional absence due to emotional disability may be charged to an administrator's accumulated sick leave upon request. In the event of the death of an administrator, the superintendent shall determine who will represent the District at services. If other administrators wish to attend those services during work hours, personal leave may be requested for that purpose.

C. CONVENTIONS, WORKSHOPS AND SEMINARS

Upon approval of the superintendent, administrators may volunteer or be assigned to attend one-day conferences or seminars at Board expense. Any conference which requires lodging, more than one meal, and/or public carrier transportation, must be approved in advance by the Board.

The director of instruction, the principals and one vice principal from each school may request Board of Education approval to attend one national convention each school year. For the 1995-96 and 1996-97 school years, participation in national conventions will not be approved.

Administrators may request approval of the Board to attend their respective State conferences, except that only one vice principal per school per year will be granted such approval. County functions may be attended when approved by the superintendent.

D. OTHER TEMPORARY LEAVES

Other temporary leaves of absence with or without pay may be granted to administrators at the discretion of the superintendent.

ARTICLE IX: EXTENDED LEAVES OF ABSENCE

A. FAMILY ILLNESS LEAVE

Upon Board approval, a leave of absence for up to one employment year may be granted without pay for the purpose of attending a sick member of an administrator's immediate family. Additional time may be considered and granted at the Board's discretion.

B. PUBLIC OFFICE LEAVE

The Board may grant a leave of absence without pay to any administrator to serve in an elected or appointed office.

C. MILITARY LEAVE

For the period of induction or initial enlistment, military leave without pay shall be granted upon request to any administrator who is inducted into or who enlists in a branch of the Armed Forces of the United States. An extension of military leave may be granted by the Board at its discretion.

D. MATERNITY DISABILITY AND CHILD - REARING LEAVE

Not to exceed 24 months, a pregnant administrator may request a child-rearing leave without pay immediately following the delivery of a child. During a period of physician-certified medical disability due to pregnancy, the administrator may utilize accumulated sick leave at her option. The Board reserves the right to require a pregnant administrator to initiate a medical leave of absence if her services diminish noticeably or if she is unable to produce certification from her physician that she is medically able to continue her normal duties. The Board reserves the right to require a pregnant administrator to undergo a medical examination by a school medical inspector or another physician retained by the Board, to determine if the administrator is medically able to continue to perform her duties.

E. OTHER MEDICAL DISABILITY LEAVE

Upon written recommendation of an administrator's physician, the Board may grant a medical disability leave without pay for a period not to exceed one calendar year. The Board reserves the right to require an administrator to undergo an examination by a school medical inspector or a physician retained by the Board, to determine if an administrator is medically able to perform his/her duties. Extensions of medical disability leave may be considered by the Board at its discretion. Even if the administrator's sick leave expires during a period of medical disability, the Board shall continue to pay medical benefit premiums for the administrator.

F. SABBATICAL LEAVE

Sabbatical leave shall be available to administrators under the following conditions:

1. Only one sabbatical leave per year may be granted to this group.
2. The purpose of a sabbatical leave shall be limited to full time pursuit of a higher degree which must be conferred at the end of the leave period, or as soon after as possible, depending upon established schedules for graduations of conferring institutions.
3. The administrator must have completed seven full school years of service with the District by the first day of the requested sabbatical leave.
4. An administrator on sabbatical leave shall be paid at 50 percent for a full year of leave at the salary rate he/she would have received had he/she remained on active duty.
5. Upon return from a sabbatical leave, the administrator shall be placed on the salary schedule at the level which would have been attained if active employment had been continuous during the period of sabbatical leave.

F. SABBATICAL LEAVE (Continued)

6. By written contractual agreement, consummated prior to leaving for an approved sabbatical leave, the administrator must guarantee to the Board that two additional years of service in the District will be rendered immediately and continuously following a return to the District on the agreed upon date. Acknowledgement of such an agreement shall be incorporated into the application for sabbatical leave or consideration will not be given by the Board.
7. Requests for sabbatical leave must be submitted to the superintendent in writing in a format requested by the superintendent, by November 1 of the school year prior to the school year for which sabbatical leave is to be taken. When possible, Board action on such requests shall be taken at the regular December Meeting of the Board.
8. The superintendent shall report all requests for sabbatical leaves to the Board within 30 days after the deadline date for receiving requests. The superintendent shall submit a recommendation to the Board which outlines the qualifications of each candidate and a course of action considered best by the District.

G. OTHER EXTENDED LEAVES

Other extended leaves of absence without pay may be granted by the Board at its discretion.

H. FAMILY LEAVE ACTS

Where applicable, all time granted for temporary and extended leaves of absence shall count toward the Board's obligations under the State and Federal Family Leave Act.

ARTICLE X: COMPENSATION

A. SALARY GUIDE

Salaries of administrators covered by this Agreement shall be according to the salary guides set forth as Schedule B attached hereto.

B. COCURRICULAR BONUSES

Administrators who assume cocurricular duties shall be paid according to the guide negotiated with the Black Horse Pike Education Association which is established as Board Policy GCBBA; "Cocurricular Salary Guide."

C. INITIAL SALARY

When accepting employment as an administrator, initial placement on the salary guide shall be as agreed by the Board and the administrator.

D. SERVICE INCREMENT

An additional increment of \$150.00 over and above the base salary shall be awarded to each administrator upon completion of three full years of continuous service to the District. Similar additional increments of \$150.00 shall be given after completion of the sixth, ninth, twelfth, fifteenth, eighteenth, twenty-first, and twenty-fourth full year of continuous service in the District.

E. INCREMENT

To be eligible for a full increment, an administrator must have been employed as an administrator by the District during the prior year for at least 120 days.

The Board reserves the right for inefficiency and/or other good cause to withhold the salary increment for an administrator. Once withheld, an increment shall be deemed to have lapsed. The Board may, at its discretion, restore a previously withheld increment upon recommendation of the superintendent.

F. PROMOTIONS

An administrator may be upgraded from one classification to another upon recommendation of the superintendent and approval of the Board of Education. When a promotion occurs, the administrator shall not sustain a salary reduction because of placement on a different salary guide.

ARTICLE XII: WORK YEAR AND DAY

- A. The salary guides for administrator positions shall be as shown on Schedule B. Salary deductions for days not worked shall be at 1/240th of base salary.
- B. Administrators shall not be required to come to the school plant on emergency closing days or on holidays which appear in the regular school calendar.
- C. The work day for administrators shall be as established through continuous past practice.
- D. Administrators shall be assigned as needed to supervise school activities which occur during non-school hours. Assignments shall be rotated on an equal basis.
- E. Administrators may be required to attend evening in-service sessions sponsored by the principal, by Central Office, or by an outside consultant group arranged by the Board or Central Office.
- F. Administrators are required to return to school for evening chaperoning duties without additional compensation
- G. Lunch periods for administrators may be taken on or off school premises. (GCBC

ARTICLE XIII - VACATIONS AND HOLIDAYS

- A. Between September and June, when school is in session for pupils, all administrative staff members will be permitted to remain away from their respective offices when school is closed for staff and pupils.
- B. Vacation entitlement for administrators shall be as follows:

SERVICE TO THE DISTRICT	VACATION ENTITLEMENT
After one full year	15 days
After two full years	15 days
After three full years	20 days
After ten full years	21 days
After 15 full years	22 days
After 20 full years	23 days

Administrators who are promoted to their positions from within the District shall be entitled to 20 vacation days after their third year of service to the District. The proration for less than a full year of service to the District shall be as shown on the table in Section Three of this Article.

- C. Vacation may be taken only after completion of the school year in which it is earned (July 1 to June 30). When employment in the District begins after July 1 of the first year as an administrator or ends before June 30 of the final year as an administrator, the vacation entitlement shall be as shown on the chart below:

WHEN EMPLOYED FOR:		Vacation Days Earned By Administrators Who Have the Following Years of Service to the District				
At Least	But Less Than	1 or 2	3 to 10	11 to 15	16 to 20	Over 20
49 weeks	52 Weeks	14	18	19	20	21
46 weeks	49 weeks	13	17	18	19	20
43 weeks	46 weeks	12	16	17	18	19
40 weeks	43 weeks	11	15	16	16	17
37 weeks	40 weeks	10	14	14	15	16
34 weeks	37 weeks	9	13	13	14	15
31 weeks	34 weeks	8	11	12	13	13
28 weeks	31 weeks	8	10	11	11	12
25 weeks	28 weeks	7	9	10	10	11
22 weeks	25 weeks	6	8	8	9	9
19 weeks	22 weeks	5	7	7	8	8
16 weeks	19 weeks	4	6	6	6	7
13 weeks	16 weeks	3	5	5	5	5
10 weeks	13 weeks	2	3	4	4	4
7 weeks	10 weeks	2	2	2	2	3
4 weeks	7 weeks	1	1	1	1	1
0 weeks	4 weeks	0	0	0	0	0

- D. Administrators are required to take their vacation days by the end of each school year.
1. For administrators employed by the District prior to July 1, 1993, some accumulation of vacation time may occur; however, no more than two year's earned vacation may be carried past June 30 into the following school year and no administrator may take into the following year a higher number of days than had been accumulated as of June 30, 1993.
 2. Administrators hired on or after July 1, 1993, may not accumulate any vacation days. All earned vacation days must be used during the school year they are awarded.
 3. If the superintendent and/or Board of Education require(s) an administrator to work during a planned vacation period, the superintendent may ask the Board to adopt a resolution to permit that administrator to carry only those days into the next school year to be used during that calendar year. If the days cannot be used during that year, the superintendent may ask the Board to adopt a resolution to pay that administrator for any remaining days and remove them from the records. Such payment will be at a per diem rate equal to 1/240th of the administrator's base salary (excluding service increment for which payment had already been received) earned during the school year the vacation days were awarded. Only in very unusual circumstances will these resolutions be approved by the Board.
 4. Because of serious extenuating circumstances, such as documented illness or another major problem, if an administrator is unable to take all earned vacation before the end of a given school year, the superintendent may recommend an accumulation of the unused days up to a maximum of twenty for future use. Including at retirement or when leaving the District, under no circumstances will an administrator be entitled to compensation for these days. The superintendent will bring the matter to the Board in the form of a resolution upon which the Board will vote.
- E. Vacation time shall be scheduled at the discretion of the superintendent.
- F. Vacation privileges shall not be affected by an extended absence due to illness which is covered by approved accumulated sick leave. When job absence due to illness exceeds sick leave accumulation, vacation leave earned shall be based upon the chart in Section Three of this Article, using the last day of sick leave as the final day of work for which vacation time can be earned. Administrators may use earned vacation time for extended periods of illness at their discretion.
- G. Upon separation from the District or from an administrative position, full-time administrators (12 month) shall be entitled to vacation time or vacation pay for allowable unused days accumulated prior to June 30 of the preceding school year as permitted by this Article plus a prorata portion of time earned during the year of separation. Prorations shall be based upon the chart shown in Section Three of this Article.

- H. Administrators must take earned vacation during the period of time schools are closed for the summer recess. Upon advance written application, the superintendent may grant exceptions up to a maximum of five days per year for a school-based administrator. Required interaction with pupils, staff and parents mandates strict adherence to this regulation. Very special, unique or unusual opportunities considered to be a basis for further exception to this regulation, must be presented to the Board of Education for consideration and approval. The superintendent may grant a maximum of ten school year vacation days to the director of instruction.
- I. The superintendent may enter into an arrangement with a first-year administrator to borrow vacation for use during the first year of employment when trip reservations or arrangements made prior to employment cannot be cancelled without financial harm to the employee.
- J. The Board reserves the right to close school and offices for a two-week period during the summer recess period and require all administrators to take earned vacation during that period. A first-year administrator shall not incur financial harm; however, such persons are expected to perform school business during this closing period.
- K. When a decision is made not to close the school during the summer recess, at least one administrator shall be on duty in each school building every day during the summer recess period.

ARTICLE XIV - DUES TO ORGANIZATIONS

The Board shall underwrite membership of administrators to professional organizations as shown:

A. Principals

- (a) National Association of Secondary School Principals
- (b) New Jersey Principals and Supervisors Association
- (c) Camden County Secondary School Principals Association
- (d) Association for Supervision and Curriculum Development
- (e) New Jersey Association for Supervision and Curriculum Development

B. Director of Instruction

- (a) National Association of Secondary School Principals
- (b) New Jersey Principals and Supervisors Association
- (c) Association for Supervision and Curriculum Development
- (d) New Jersey Association for Supervision and Curriculum Development

C. Vice Principals

- (a) National Association of Secondary School Principals
- (b) New Jersey Principals and Supervisors Association
- (c) Camden County Secondary School Principals Association

Upon written presentation of the administrator to the superintendent, the superintendent may request Board consideration for other memberships.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their respective officers on this fifteenth day of June, 1995.

ATTEST:

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION

Raymond B. Heston
Board Secretary/Business Administrator

Carmella McMurray, President

BLACK HORSE PIKE ADMINISTRATORS ASSOCIATION

George J. Steinmetz

Richard C. Hollinshead

Louis S. Lucente

LEVEL ONE (Continued)

e. Expected relief, corrective actions or alternatives.

Signature of Grievant

Date

RESPONSE BY PRINCIPAL

Signature of Principal

Date

LEVEL TWO

Why dissatisfied with the principal's response:

Signature of Association Official

Date

LEVEL TWO (Continued)

RESPONSE BY SUPERINTENDENT

Signature of Superintendent

Date

LEVEL THREE

Why dissatisfied with the superintendent's response.

Signature of Association Official

Date

RESPONSE BY THE BOARD OF EDUCATION

Signature of the Board Secretary

Date

SCHEDULE B

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
580- Erial Road, Blackwood, New Jersey 08012

SALARY GUIDES FOR ADMINISTRATORS
July 1, 1995 to June 30, 1997

1. Initial placement on the salary guide shall be based upon school employment experience, military service up to a maximum of four years and educational background. (Policy GCBA)
2. Whenever a person accepts a promotion or an appointment to an administrative position, initial placement on the guide shall be at a point agreed by the candidate and the Board of Education. (Policy GCBA)

1995 - 1996 SCHOOL YEAR

Step	Principals Director of Instruction	Vice Principals
A	70,000	57,000
B	As negotiated with candidate	As negotiated with candidate
C	As negotiated with candidate	As negotiated with candidate
D	As negotiated with candidate	As negotiated with candidate
E	As negotiated with candidate	As negotiated with candidate
F	As negotiated with candidate	As negotiated with candidate
G	As negotiated with candidate	As negotiated with candidate
H	As negotiated with candidate	As negotiated with candidate
I	As negotiated with candidate	As negotiated with candidate
J	As negotiated with candidate	As negotiated with candidate
K	As negotiated with candidate	As negotiated with candidate
L	95,709	84,299

1996 - 1997 SCHOOL YEAR

Step	Principals Director of Instruction	Vice Principals
A	72,000	59,000
B	As negotiated with candidate	As negotiated with candidate
C	As negotiated with candidate	As negotiated with candidate
D	As negotiated with candidate	As negotiated with candidate
E	As negotiated with candidate	As negotiated with candidate
F	As negotiated with candidate	As negotiated with candidate
G	As negotiated with candidate	As negotiated with candidate
H	As negotiated with candidate	As negotiated with candidate
I	As negotiated with candidate	As negotiated with candidate
J	As negotiated with candidate	As negotiated with candidate
K	As negotiated with candidate	As negotiated with candidate
L	98,866	87,456

SCHEDULE C

**BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT
580 Erial Road, Blackwood, New Jersey 08012**

**APPLICATION FOR REIMBURSEMENT OF
ADMINISTRATOR TUITION FOR GRADUATE CREDITS**

NAME _____
POSITION _____
SCHOOL _____

I intend to enroll in and complete the graduate courses listed below during the 199__ - 199__ school year for which I respectfully request reimbursement:

Title of Graduate Course(s)	Number of Credits	Estimated Cost per Credit Hr.

My purpose(s) for enrolling in graduate level course(s) is/are:

Signature

Date Submitted

