

WALLINGTON BOARD OF EDUCATION
JEFFERSON SCHOOL, PINE STREET
WALLINGTON, NEW JERSEY 07057

2663

BOARD OF EDUCATION
OF
WALLINGTON, NEW JERSEY

SUPERVISORS' CONTRACT

1995 - 1996

1996 - 1997

1997 - 1998

Dr. Frank A. Cocchiola, Jr.
Superintendent of Schools
Wallington, New Jersey

INDEX

PREAMBLE	PAGE1
ARTICLE I:	RECOGNITION.....	1
ARTICLE II:	GRIEVANCE PROCEDURE.....	1
ARTICLE III:	SUPERVISOR & BOARD RIGHTS.....	1-2
ARTICLE IV:	ASSOCIATION RIGHTS & PRIVILEGES.....	2
ARTICLE V:	SCHOOL CALENDAR.....	2-3
ARTICLE VI:	SUPERVISORS' HOURS & TEACHING LOAD.....	3-6
ARTICLE VII:	NON-SUPERVISORY DUTIES.....	6
ARTICLE VIII:	SUPERVISORY EMPLOYMENT.....	6
ARTICLE IX:	SALARIES.....	7-11
ARTICLE X:	SUPERVISORS' ASSIGNMENTS.....	11
ARTICLE XI:	VACANCIES, PROMOTIONS, TRANSFERS & RE-ASSIGN.	11-12
ARTICLE XII:	SUPERVISORS' EVALUATION.....	12-13
ARTICLE XIII:	TEMPORARY LEAVES OF ABSENCE.....	13-15
ARTICLE XIV:	DEDUCTIONS FROM SALARY.....	16
ARTICLE XV:	MISCELLANEOUS PROVISIONS	16-17
ARTICLE XVI:	DURATION OF AGREEMENT.....	18
	SCHEDULE "A": GRIEVANCE PROCEDURE.....	19-22
	SCHEDULE "B": 1995-96 SALARY SCHEDULE.....	23
	SCHEDULE "C": 1996-97 SALARY SCHEDULE.....	24
	SCHEDULE "D": 1997-98 SALARY SCHEDULE.....	25

PREAMBLE

This Agreement is applicable as of the 1st day of July, 1995 and is entered into by and between the Board of Education of the Borough of Wallington, New Jersey, hereinafter called the "Board", and the Wallington Supervisors' Association, hereinafter called the "Association".

ARTICLE I: RECOGNITION

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all full-time certificated supervisory personnel under contract to the Board, but excluding:

Principals and Vice-Principal

Superintendent

School Board Secretary/Business Administrator

ARTICLE II: GRIEVANCE PROCEDURE

The Grievance Procedure shall be as set forth in Schedule "A" attached hereto. However, it is agreed by and between the parties that on all non-tenure supervisors, the question of the renewal of their contracts as supervisors is in the sole discretion of the Board and is not grievable. This would not impact their status as a teacher.

ARTICLE III: SUPERVISOR AND BOARD RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any supervisor or to the Board such rights as each may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to each party hereunder shall be deemed to be in addition to those provided elsewhere.
- B. No supervisor shall be disciplined, reprimanded or reduced in rank without just cause.
- C. Whenever any supervisor is required to appear before the Superintendent, Board, or any committee or member thereof,

concerning any matter which could adversely affect the continuation of that supervisor in his/her office, position or employment, or the salary or any increments pertaining thereto, 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 or interview, if the supervisor so notifies the other party, in writing.

- D. A majority representative of public employees in an appropriate unit shall be entitled to act for and to negotiate agreements covering all employees in the unit and shall be responsible for representing the interests of all such employees without discrimination and without regard to employee organization membership.

ARTICLE IV: ASSOCIATION RIGHTS AND PRIVILEGES

- A. Representatives of the Wallington Supervisors' Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- B. The Association or its representatives shall have the right to use school buildings at all reasonable hours for meetings with prior approval of the Superintendent. The Superintendent of Schools shall be notified in advance of the time and place of all such meetings, provided same shall not interfere with or interrupt normal school operations.
- C. The Association agrees that it will not engage in any act violative of State law.

ARTICLE V: SCHOOL CALENDAR

The school calendar for the 1995-96, 1996-97 and 1997-98 school years shall be 188 days each (including four snow days), of which

the supervisors shall be required to attend 180 days of teaching each year, and a total of four days to include orientations, staff development and end-of-the-year processing. Supervisors shall be available for two days of orientation prior to student arrival and one day after student dismissal at the end of the school year. There will be a floating day during the school year to be used for staff development programs as scheduled by the Superintendent.

The guidance department supervisor will work 20 days after the teachers' final day in June. These 20 days will include 5 consecutive days immediately following the final teachers' day, 5 consecutive days prior to the official reporting date for teachers and 10 days as determined by the supervisor and the principal. He/she will receive an additional 10% of the base salary for this time. The director of athletics reports a minimum of one day per week for six weeks during the summer as part of his/her responsibilities.

The Board and the Superintendent will make an effort to schedule one of the religious holidays as set forth in Schedule "D" as a school holiday.

Schedule "D" will be attached to this contract after receipt of a list of approved religious holidays from the Office of the Commissioner of Education. Said list is hereby adopted by the parties as Schedule "D".

ARTICLE VI: SUPERVISORY HOURS & TEACHING LOAD

- A. Supervisors shall place a checkmark in the appropriate column of the faculty "sign-in" roster when reporting for duty; in the event they are late, they shall write in the time of their actual arrival and explain their lateness in an appropriate space provided, which explanation shall then be signed.
- B. Participation in extra-curricular activities shall be voluntary. However, in the event sufficient volunteers

are not available, the Superintendent shall make such appropriate assignments on a rotating basis, as may be necessary.

- C. Participation in field trips which extend beyond the supervisors in-school workday, and overnight week-end trips, shall be voluntary. However, in the event sufficient volunteers are not available, the Superintendent shall make such appropriate assignments as may be necessary, on a rotating basis.
- D. Assignments for the purposes as set forth in "B" and "C" above, by the Superintendent shall not be grievable. However, if the decision of the Superintendent is arbitrary or capricious, the same shall be grievable.
- E. Supervisors shall be required to report for duty by 8:10 a.m. at the high school, and 8:20 a.m. at the elementary schools, and shall remain and be available for pupils' aid and other professional responsibilities for twenty minutes after the close of the pupils' school day, except on days preceding school holidays and vacations, and on Fridays; on such days, the supervisors may leave six minutes after the close of the pupils' school day.
- F. The Board agrees to provide a telephone tape answering service between 7:00 p.m. and 7:00 a.m. for supervisors to report unavailability for work.
- G. Whenever a supervisor covers a class during their normal unassigned period, they will be compensated at \$20.00 per class period in 1995-96 and 1996-97 and \$22.00 in 1997-98.
- H. The rate of pay for home instruction will be \$26.00 per hour in 1995-96, \$28.00 in 1996-97 and \$30.00 in 1997-98.
- I. Compensation for conducting in-service workshops teacher will be \$100 per session and there must be a minimum of two hours presentation by the individual conducting the workshop; workshop to have prior consent and approval of the Superintendent.

- J. If there is a need to expand the academic course offerings, a supervisor may be approached by the administration regarding his/her willingness to accept an additional teaching assignment. Advance notification of the meeting between the supervisor and administrator will be sent to the WSA president. The supervisor has the right to refuse this additional assignment. If the supervisor agrees to the assignment compensation will be:
- a. Daily late arrival (8:25 a.m.)
 - b. No chaperoning assignments except for advisors of co-curricular programs who are paid an additional stipend (i.e. class advisors, play advisor, etc.)

K. **FLEX TIME**

Classes can be scheduled outside of the traditional school day in the following manner:

High School - A "period zero" could be scheduled as follows:

- a. The class would meet from 7:40 a.m. to 8:22 a.m.
- b. The staff member would be required to report no later than 7:30 a.m.
- c. The staff member would have to consent to such a schedule for it to take effect.
- d. The staff member would be excused 42 minutes early to compensate for the early arrival. (2:23 p.m. for regular dismissal and 2:06 p.m. on early dismissal days)
- e. The staff member will call the superintendent's office whenever they may be late for work so that coverage can be arranged.
- f. The staff member will be required to attend the principal's monthly meetings, superintendent's meetings, monthly departmental meetings and district staff development programs.

(The elementary schedule for FLEX TIME is different and

will be applied as per the WEA contract (teachers' section) if it needs to be used.)

L. FACULTY MEETINGS

The supervisors will be required to remain after the end of the regular work day, without additional compensation, for the purpose of attending principals', department, grade level, superintendent's or other professional meetings at the rate of three (3) per month. The meetings may extend to 3:25 p.m. When the meeting is determined to be concluded by the person(s) responsible, the participants are free to leave. (This does not include individual meetings with parents, teachers, the principals or superintendent.)

ARTICLE VII: NON-SUPERVISORY DUTIES

- A. Supervisors shall not be required to drive students to activities which take place away from the school building. A supervisor may do so voluntarily, however, with the advance approval of the Superintendent. In such event, he/she shall be compensated at the rate per mile established by the I.R.S. for the use of his/her own automobile.
- B. Employees who use their automobiles daily during the course of a school day between the hours of 8:33 and 11:30 a.m. and 12:30 and 2:55 p.m. travelling from one building to another, excluding lunch, shall be reimbursed at the rate of \$100 per school year. .
- C. Assigned staff members who are chaperoning a school function will be compensated at the rate of \$25 per function, excluding the advisor. The maximum number of assigned teachers will be four to six, depending upon the school activity and need.

ARTICLE VIII: SUPERVISOR EMPLOYMENT

Supervisors shall be notified of their contract and salary status for the ensuing year no later than May 15th if the salary guide has

been adopted by the Board by **May 1st**. If adopted later, they shall be notified within thirty days of its adoption.

ARTICLE IX: SALARIES

- A. The salaries of all supervisors covered by the Agreement are set forth in the 1995-96, 1996-97 and 1997-98 salary guides which are attached hereto and made a part hereof.
- B.
 - 1) Supervisors employed on a ten month basis shall be paid in twenty equal semi-monthly installments.
 - 2) Supervisors may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. These funds shall be deposited by the Board of Education Business Office in the Teachers' Credit Union in individual accounts, and controlled by the individual staff member.
 - 3) When a pay day falls on or during a school holiday, vacation or week-end, supervisors shall receive their pay checks on the last previous working day.
 - 4) Supervisors shall receive their final checks on the last working day in June after the registers have been approved by the Superintendent or his agent.
 - 5) Employment or adjustment increments may be withheld in whole or in part for inefficiency or other just cause related to the performance of duties and only in accordance with the following:
 - (a) That procedures be adhered to as outlined in Article XII, "Supervisor Evaluation".
 - (b) The principal shall not forward any recommendation to withhold a teacher's increment or a part thereof through the Superintendent to the Board unless at least ninety calendar days prior thereto, and in no case no later than April 1st of the preceding year in which such action would take effect, the principal has given to the

teacher against whom the recommendation shall be made, written notice of the alleged cause(s) for the recommendation, specifying the nature thereof with such particulars as to furnish the supervisor an opportunity to correct and overcome the same.

- (c) Once a recommendation is forwarded to the supervisor and the Board, the supervisor may within ten school days file a grievance commencing at the Board level. The Board shall take no action on the recommendation until the grievance is heard by the Board according to the grievance procedure as set forth heretofore in Schedule "A" of this Agreement.
- (d) Any action by the Board to withhold an increment or any part thereof shall be subject to advisory arbitration as set forth in Schedule "A" of this Agreement. The arbitrator shall have the opportunity to recommend to restore all or any part of the increment withheld, retroactively.
- (e) Any employment increment or adjustment increment or part thereof withheld under this provision shall be restored the following year unless the procedures set forth in this provision are followed once again, in which case, the increment or increments previously withheld and any additional increments which may be due may be withheld in whole or in part.

C. **The Board agrees to pay the cost of a health plan whose coverage is equal to or greater than that of the New Jersey State Health Plan.** In any event, not more than the cost of a family plan, if applicable, for all full-time employees, during the period employees are on the Board payroll and actually being paid for services rendered.

Any employee on leave of absence or maternity leave or for any other leave or reason with no pay, will be dropped from the aforementioned Plan for the applicable period.

- D. The Board agrees to pay the full premium rate of a 70/30 Dental Service Plan, according to the limits of the application. In any event, not more than the cost of a family plan, if applicable, for all full-time employees during the period employees are on the Board payroll and actually being paid for services rendered. Any employee on leave of absence or maternity leave or for any other leave or reason with no pay, will be dropped from the aforementioned Plan for the applicable period.
- E. The Board agrees to pay the full premium cost of a Co-Pay Prescription Plan, \$5.00 for brand name drugs and \$3.00 for generic drugs, according to the limits of the application. In any event, not more than the cost of a family plan, if applicable, for all full-time employees, during the period employees are on the Board payroll and actually being paid for services rendered. Any employee on leave of absence or maternity leave or for any other leave or reason with no pay, will be dropped from the aforementioned Plan for the applicable period.
- F. The Wallington Board of Education agrees to pay full tuition costs for faculty members in acquiring certification to teach a new course which has been approved by the Board as part of the school curriculum.
- G. Supervisors expecting to receive educational credits necessary for advancement to a higher salary level for the next school year shall notify the Superintendent by November 1 of the preceding year in which they will be eligible for such placement.
- H. The Board agrees to pay the cost of tuition reimbursement

up to 50% for graduate courses taken within the individual's subject and/or supervisory/administrative area and approved by the Superintendent. A grade score of "B" or better is required. The Board has agreed to a \$3,000.00 per year cap maximum for the district, non-cumulative. Courses in teaching area from teachers' cap.

- I. Unused Sick Day Buy-Out Option - Within 60 days of the end of a given school year a supervisor may request compensation for any amount of his/her accumulated, unused sick days. The rate of compensation will be determined by 10% of the per diem salary during the given year. (Example: If a supervisor has 100 accumulated sick days and submits a request to be compensated for 60 of them he/she will be paid at a rate of 10% of the per diem salary. That will leave 40 days in the supervisor's accumulated sick day total.)
- J. The stipends for the supervisors will be \$1,800 for 1995-96, \$1,950 for 1996-97 and \$2,150 for 1997-98 per department. If a department has 3 or more members the compensation will be the full amount for the year. If the department has less than 3 members the compensation will be at 50% of the amount agreed to for that particular year.
- K. When a supervisor is required to work additional time on tasks which can not be done during the normal school day he/she will be paid at a rate of \$25.00 per hour. These functions and hours will be for the preparation of the HSPT/EWT/SRA or any other activity deemed necessary by and approved by the principal or superintendent. A specific schedule will be planned between the supervisor and administrator.
- L. If a supervisor voluntarily accepts a fifth teaching assignment he/she will be compensated at a rate equal to that received for supervising a full department for that

year.

- M. If a supervisor assumes the duties of a second department he/she will be compensated at the full rate for that department. If the department is assumed after the beginning of the school year, the compensation will be prorated on a monthly basis. (Department status regarding compensation is based upon the size requirement as defined in paragraph J)
- N. If the disciplinarian or athletic director were to assume the duties of a supervisor of any academic department, it would be considered their first to determine their compensation.

ARTICLE X: SUPERVISOR ASSIGNMENTS

- A. All supervisors shall be given written notice of their salary schedules, class and/or subject building assignments for the forthcoming year not later than June 30th, except for necessary changes, and such changes to be solely within the discretion of the Superintendent. Emergency changes will be discussed on an individual basis with the supervisor.
- B. Decisions of the Superintendent and the assignment by the Superintendent shall not be grievable. However, the supervisor shall have the right to discuss the matter with the Superintendent in the presence of the WSA president or designee.

ARTICLE XI: VACANCIES, PROMOTIONS, TRANSFERS & RE-ASSIGNMENTS

- A. 1. Not later than April 30th of each school year, if known, the Superintendent shall deliver to the WSA's President, and post in all school buildings a list of the known vacancies which are anticipated for the following year.
- 2. Supervisors who desire a change in their dept./teach.

assignment may file a written statement of such desire with the Superintendent not later than May 15th. Such statement shall include the department to which the supervisor desires to be assigned; however, the decision to change the assignment rests solely within the Superintendent's discretion and is not grievable.

3. As soon as practicable, and no later than the last day of school in June, the Superintendent shall post in each school and deliver to the WSA's President, a system-wide schedule showing the names of the supervisors and their assignments.
- B. All openings for positions in the summer school, home teaching federal projects, and other programs (including non-supervisory positions for which supervisors may be qualified and eligible), shall be adequately publicized by the Superintendent in accordance with the procedure for publicizing promotional vacancies set forth in Section "A" above.

ARTICLE XII: SUPERVISOR EVALUATION

Procedure for Evaluation

1. a. The major purpose of supervisory evaluations is to provide assistance to the supervisor and to evaluate supervisory process. The responsibility for making recommendations regarding the supervisor rests with the building principal and the Superintendent of Schools.
- b. Supervisors will be evaluated once per year by the building principal. A conference will follow the evaluation.
2. The principals, supervisors and the Superintendent will continue to visit teachers during the year, giving particular attention to the new teacher, the teacher approaching tenure, and those whose adequacy has been questioned.

3. Independent conclusions regarding re-employment or placement on tenure will be reached by March 1st and reported to the Superintendent. Where differences in judgement prevail, further study will be given to the individual.
4. If deemed advisable by the Superintendent, contract offers will be withheld to provide time for further study and consultation. In this case, supervisors in question will be notified before contracts are distributed. Final decision will be made and non-tenure supervisors notified as soon as possible after March 1st, but not later than **May 15th**.
5. The Superintendent will make the final decision and recommendation to the Board of Education.
6. Following Board action, contract offers will be sent to all supervisors whose evaluations are positive, and who plan to continue their services insofar as it is known to the administration.
7. Following receipt of contract offer, supervisors will be given fifteen days within which to declare their intent to accept offer.

ARTICLE XIII: TEMPORARY LEAVES OF ABSENCE

A. DEATH IN IMMEDIATE FAMILY

An allowance of up to five days shall be granted. The five days are to be consecutive and include the week-end if death should occur on Wednesday, Thursday, Friday, Saturday or Sunday. Immediate family shall be considered as father, mother, spouse, child, brother, sister, grandmother, grandfather, or anyone who actually stands in the position of a member of the immediate family to the employee. However, up to three days allowance as computed above, shall be granted in instances of death of a mother-in-law or father-in-law who is not a member of the immediate household.

B. DEATH OF OTHER RELATIVE OR CLOSE FRIEND

An allowance of one day's leave shall be granted with pay for attendance at funeral.

C. SERIOUS ILLNESS IN THE IMMEDIATE FAMILY

An allowance of up to two days leave shall be granted for the immediate family in case of serious illness (immediate family same as "A" above).

D. OTHER EMERGENCIES OF A PERSONAL NATURE

An allowance of up to two days leave with pay shall be granted for any of the following reasons:

1. Court Subpoena.
2. Marriage of the employee.
3. Personal business which cannot be handled outside school hours.
4. Religious holidays as listed by the Commissioner of Education, per Schedule "D" attached.
5. Any other emergency or urgent reason not included in 1 to 4 above, with the approval of the Superintendent of Schools.

Personal days as hereinbefore defined shall be granted upon a written request submitted to the Superintendent of Schools at least five days in advance, except in an emergency, then the five day period may be waived by the Superintendent. Furthermore, no personal day or days shall be granted for the day or days immediately preceding or following a school holiday or vacation period unless specifically approved by the Superintendent of Schools.

E. EXTENDED LEAVE OF ABSENCE

1. A leave of absence without pay, of up to two years shall be granted to any supervisor who joins the National Teacher Corps, or services as an exchange teacher and is a full-time participant in either of such programs, or accepts a Fullbright Scholarship.

This is limited to one staff member a year, and for tenure staff members only.

2. Military leave, without pay, shall be granted to any supervisor who is inducted into any branch of the Armed Forces of the United States for the period of said induction, and three months thereafter, or three months after recovery of any wound or sickness at the time of discharge, or until the expiration of two years from the date of discharge, whichever comes first.
3. Other leave of absence, without pay, may be granted by the Board for good reasons.
4. a. Upon return from leave granted pursuant to Section 1 or 2 of this Article, a supervisor shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, provided, however, that time spent on said leave shall not count toward the fulfillment of the time requirements for acquiring tenure. A supervisor shall not receive increment credit for the time spent on a leave granted pursuant to section 3 of this Article, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.
- b. All benefits to which a supervisor was entitled at the time the leave of absence commenced, include unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored upon their return, and they shall be assigned to the same position which they held at the time said leave commenced, if available, or if not, to a substantially equivalent position.

F. REIMBURSEMENT OF UNUSED DAYS

Supervisors who have not used their two personal days and one of their two illness in the family days upon the conclusion of the school year will receive one additional accumulated sick day.

ARTICLE XIV: DEDUCTIONS FROM SALARY

Deductions from salary for members of the Negotiation Unit for dues for the Wallington Supervisors' Association, the Bergen County Education Association, the New Jersey Education Association, or the National Educational Association shall be made in accordance with the laws of the State of New Jersey (Chapter 310, P.L. 1967), NJSA S2:14-15.9c.

ARTICLE XV: MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes Board Policy for the term of said Agreement and the Board shall carry out the commitments contained therein and give them full force and effect as Board policy.
- B. If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual supervisor, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration, shall be controlling.
- D. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and

policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of supervisors or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.

- E. Copies of this Agreement shall be duplicated at the expense of the Board within thirty days after the Agreement is signed and presented to the supervisors.
- F. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions(s) of this Agreement, either party shall do so by telegram or certified letter, return receipt requested, at the following addresses:
 - 1. If by the Association to the Board, at Jefferson School, Wallington, New Jersey.
 - 2. If by the Board, to the Association President, at the designated school, Wallington, N.J.
- G. Except as this contract shall hereafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement, as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be applicable during the term of this Agreement.
- H. The Board and the Association recognize the complexity of the subject matter of this written Agreement between the parties dealing with terms and conditions of employment. It is, therefore, agreed that the inclusion of any item or article in this contract, shall not be used by either of the parties as evidence of the item's or article's negotiability or non-negotiability in any future negotiations or proceedings.

ARTICLE XVI: DURATION OF AGREEMENT

THIS AGREEMENT shall be effective as of July 1, 1995 and shall continue in effect until June 30, 1998, or until a successor agreement is negotiated and ratified by the WSA and the Board.

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and Secretary, and the Board has caused this Agreement to be signed by its President attested to by its Secretary, and its Corporate Seal to be placed thereon, all on the day and year first above written.

WALLINGTON SUPERVISORS' ASSN.

WALLINGTON BOARD OF EDUCATION

BY Robert A. Nichols
President

Joseph J. Romanick
President

BY James R. O'Rourke
Secretary

Joseph C. Bruniachi
Secretary

SCHEDULE "A"
GRIEVANCE PROCEDURE

DEFINITION

The term "grievance" shall be defined herein as set forth in Public Laws of 1968, Chapter 303.

The term "grievance" and the procedure relative thereto, shall not be deemed applicable in the following instance:

The failure or refusal of the Board to renew a contract of a non-tenure supervisor.

PROCEDURE

1. Any aggrieved supervisor who has a grievance shall discuss it first with his/her principal (or immediate superior or department head, if applicable), within seven (7) days following the treatment, act or condition, or seven (7) days after he/she should have reasonably known of the aforesaid treatment, act or condition which is the basis of his/her complaint. Failure to act within seven (7) days, as aforesaid, shall be deemed to constitute an abandonment of the grievance.

2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved employee, he/she shall, within seven (7) days, set forth his/her complaint in writing to the Principal. The Principal shall communicate his/her decision to the employee in writing (5 copies), within three (3) days of the receipt of the written complaint.

3. The employee may appeal a decision to each next higher authority in turn. The sequence shall be, employee to the immediate supervisor, to the building principal, to the Superintendent, to the Board of Education. Prior to each appeal, the employee shall (in writing), inform the authority

who last rendered a decision of his/her intention to appeal to the next higher authority.

4. If any employee wishes to carry his appeal beyond the level of the building principal, the employee shall present his full complaint in writing, along with a copy of the principal's decision, and the employee's written reason setting forth the grounds for his/her continued appeal, to the Superintendent within one (1) week of the date of the principal's decision as outlined in #2 above.
5. The Superintendent shall review the materials submitted and discuss the issues with parties involved, and will attempt to resolve the matter as expeditiously as possible. The Superintendent shall render a written decision (5 copies to appellant), within ten (10) days of the date of the appeal.
6. At no point prior to an official hearing or meeting with the Board shall the employee discuss with any Board members or any one of them, the subject of the employee's complaint or matters relating to the substance of the complaint.
7. If dissatisfied with the action taken by the Superintendent of Schools, the employee may request a meeting with the Board. Such a request shall be made in writing to the Secretary of the Board and copies sent to the principal and to the Superintendent of Schools. The request shall describe the points of issue including reasons for the employee's dissatisfaction with the action taken in the preceding steps.
8. To carry an appeal to the Board of Education, the employee shall submit to the Board Secretary the complete records thus far accumulated, as well as his/her written reason for continuing the appeal. The appeal to the Board of Education must be submitted to the Board of Secretary within one (1)

week of the Superintendent's decision. The employee shall notify the Superintendent of his action in writing.

9. Upon receipt of any appeal to the Board, the Secretary shall notify the President of the Board who shall determine whether to schedule the appeal for an executive session, unless the same is such as required to be heard at a public meeting, on longer than three (3) weeks after receipt of the appeal by the Secretary. In the event any of the hearings on the appeal are not completed in the session set by the Board, as aforesaid, the Board shall schedule additional or continued hearings within seven (7) days until the conclusion of the hearing. This time element shall be followed unless mutually agreed otherwise, in writing, by the parties.
10. The Board of Education shall review the facts and shall make the final decision in all cases of dispute referred to it within three (3) weeks. The final decision shall be communicated to the parties concerned through the Superintendent of Schools immediately after the decision.
11. In the event a supervisor is dissatisfied with the determination of the Board he/she shall have the right to advisory arbitration pursuant to rules and regulations established by the Public Employment Relations Commission under the provisions of Chapter 303, Laws of 1968. A demand for advisory arbitration shall be made no later than fifteen (15) days following receipt of the written determination of the Board. Failure to file within said time period shall constitute a bar to such arbitration unless the aggrieved supervisor and the Board shall mutually agree, in writing, upon a longer time period within which to assert such a demand.
In the event of arbitration, the costs of the arbitrator's service shall be shared equally by the appellant and the

Board. If the appellant is represented by the Association, the Association will bear the expense for the appellant.

12. Any party in interest may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When a supervisor is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

13. In the event that the seven day period mentioned in #1 of this Grievance Procedure within which a grievance must be initiated, falls within a holiday vacation period, those vacation days shall not be included in the seven day count. This exclusion for a holiday vacation period shall not pertain to the summer vacation period.

SCHEDULE "B"

SUPERVISORS' SALARY GUIDE
1995-96

STEP	MA LEVEL	MA + 15	MA + 30	DOCT.
1	\$32,831	\$34,073	\$35,320	\$36,320
2	33,081	34,323	35,570	36,570
3	33,331	34,573	35,820	36,820
4	33,831	35,073	36,320	37,320
5	34,331	35,573	36,820	37,820
6	35,270	36,512	37,759	38,759
7	36,270	37,512	38,759	39,759
8	37,270	38,512	39,759	40,759
9	38,270	39,512	40,759	41,759
10	39,270	40,512	41,759	42,759
11	40,270	41,512	42,759	43,759
12	42,457	43,699	44,946	45,946
13	45,457	46,699	47,946	48,946
14	48,457	49,699	50,946	51,946
15	52,457	53,699	54,946	55,946
16	57,457	58,699	59,946	60,946
20+	58,957	60,199	61,446	62,446
25+	59,457	60,699	61,946	62,946
30+	59,957	61,199	62,446	63,446
35+	60,457	61,699	62,946	63,946

Longevity will be paid upon the completion of 20 years, 25 years, 30 years and 35 years of consecutive years in the district, to be effective beginning with the 21st, 26st, 31st and 36th years.

The disciplinarian will receive a stipend of \$3,000 in 1995-96.

SCHEDULE "C"

SUPERVISORS' SALARY GUIDE
1996-97

STEP	MA LEVEL	MA + 15	MA + 30	DOCT.
1	\$34,980	\$36,222	\$37,469	\$38,469
2	35,230	36,472	37,719	38,719
3	35,480	36,722	37,969	38,969
4	35,980	37,222	38,469	39,469
5	36,480	37,722	38,969	39,969
6	37,480	38,722	39,969	40,969
7	38,480	39,722	40,969	41,969
8	39,480	40,722	41,969	42,969
9	40,480	41,722	42,969	43,969
10	41,480	42,722	43,969	44,969
11	42,480	43,722	44,969	45,969
12	44,665	45,907	47,154	48,154
13	47,697	48,939	50,186	51,186
14	51,197	52,439	53,686	54,686
15	55,197	56,439	57,686	58,686
16	59,697	60,939	62,186	63,186
20+	61,197	62,439	63,686	64,686
25+	61,697	62,939	64,186	65,186
30+	62,197	63,439	64,686	65,686
35+	62,697	63,939	65,186	66,186

Longevity will be paid upon the completion of 20 years, 25 years, 30 years and 35 years of consecutive years in the district, to be effective beginning with the 21st, 26st, 31st and 36th years.

The disciplinarian will receive a stipend of \$3,500 for 1996-97.

SCHEDULE "D"

SUPERVISORS' SALARY GUIDE
1997-98

STEP	MA LEVEL	MA + 15	MA + 30	DOCT.
1	\$37,320	\$38,472	\$39,719	\$40,719
2	37,480	38,722	39,969	40,969
3	37,730	38,972	40,219	41,219
4	38,230	39,472	40,719	41,719
5	38,730	39,972	41,219	42,219
6	39,730	40,972	42,219	43,219
7	40,730	41,972	43,219	44,219
8	41,730	42,972	44,219	45,219
9	42,730	43,972	45,219	46,219
10	43,730	44,972	46,219	47,219
11	44,730	45,972	47,219	48,219
12	46,915	48,157	49,404	50,404
13	49,947	51,189	52,436	53,436
14	53,447	54,689	55,936	56,936
15	57,447	58,689	59,936	60,936
16	61,947	63,189	64,436	65,436
20+	63,447	64,689	65,936	66,936
25+	63,947	65,189	66,436	67,436
30+	64,447	65,689	66,936	67,936
35+	64,947	66,189	67,436	68,436

Longevity will be paid upon the completion of 20 years, 25 years, 30 years and 35 years of consecutive years in the district, to be effective beginning with the 21st, 26st, 31st and 36th years.

The disciplinarian will receive a stipend of \$4,000 in 1997-98.

WALLINGTON BOARD OF EDUCATION
JEFFERSON SCHOOL, PINE STREET
WALLINGTON, NEW JERSEY 07057

2664

WALLINGTON EXECUTIVE/CONFIDENTIAL SECRETARIAL UNIT

EMPLOYMENT CONDITIONS

The executive level/confidential secretarial personnel in the Wallington Public School District are entitled to the following benefits addressed in the contract provided to the Wallington Education Association:

1. Recognition

The Board hereby recognizes the executive secretarial unit as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all executive level secretarial personnel under contract to the Board.

2. Grievance (As per the WEA contract)
3. Medical, Dental and Prescription Benefits (As per the WEA contract)
4. Temporary Leaves of Absence (As per the WEA contract)

- a. Death in Immediate Family
- b. Death of Other Relative or Close Friend
- c. Serious Illness in the Family
- d. Personal Days
- e. Reimbursement of Unused Days

Executive level secretaries who have not used their two personal days and one of their two illness in the family days upon the conclusion of the school year will receive one additional accumulated sick day.

The conditions that are specific to the executive level secretarial/clerical staff are:

1. School Calendar

- a. The executive level secretaries are contracted from July 1 through June 30 (12 month employees).
- b. The executive level secretaries do not work during scheduled vacations, holidays or recesses when schools are closed as per the Board approved calendar from September 1 through June 30.
- c. Executive level secretaries employed prior to May 1, 1994 receive 22 vacation days, plus the Fourth of July, during the summer months (July 1 through August 31). There will be no scheduled vacation days during the last week

of the summer prior to the opening of school without approval from the superintendent.

Executive level secretaries employed after May 10, 1994 will receive the Fourth of July and additional days during the summer as per the following schedule:

1. Ten working days after 1-5 years of service.
2. Fifteen working days after 6-13 years of service.
3. Twenty working days after 14 years or more of service.

If an executive level secretary is employed during a contractual year he/she will be entitled to one vacation day per month worked during the contractual year. Vacation is non-cumulative unless approved by the superintendent.

2. Hours

a. September 1 through June 30

Superintendent's Secretary - 7:30 a.m. to 3:30 p.m.
with a one-hour lunch. (7 hour day)

Board Secretary's Office - 8:00 a.m. to 4:00 p.m.
with a one-hour lunch. (7 hour day)

Part-Time Secretary (if needed) - The hours to be determined by the Board Secretary/School Business Administrator or Superintendent as per need. There will be no benefits for employment of less than 30 hours.

On Friday's and days before vacations they are permitted to leave 30 minutes early.

b. July 1 through August 31

All full time staff work from 8:00 a.m. to 3:00 p.m. with an hour lunch or 8:30 a.m. to 3:00 p.m. with a one-half hour lunch.

c. Single-Session Days

When students and staff are dismissed at 12:40 p.m. for a single-session day the secretarial/clerical personnel work until 1:00 p.m.

3. Longevity

After 20 consecutive years of service- \$1,000
After 25 consecutive years of service- \$500 (additional)
After 30 consecutive years of service- \$500 (additional)

4. Guide Levels

Class A - Superintendent's Secretary and School Board
Secretary's Secretary.

Class B - School Business Administrator's Secretary
Secretary.

One part-time secretary is employed at an hourly rate.

5. Cumulative Sick Days

Each executive level secretary is provided twelve (12) cumulative sick days per year. Secretaries who are hired during the school year will receive one cumulative sick day for each month worked during that contractual year.

6. Tenure

Executive level secretaries receive tenure in a position after three successful years of service. Tenure is awarded as of the first day of the fourth contract.

Date _____

**EXECUTIVE SECRETARIES' SALARY GUIDE
1995-96**

STEP	CLASS B	CLASS A
1	\$19,700	\$23,450
2	\$20,700	\$25,450
3	\$21,700	\$27,450
4	\$22,900	\$29,450
5	\$25,900	\$31,450
6	\$27,900	\$33,450
7	\$29,900	\$35,450
MAX	\$32,000	\$37,450
LONGEVITY		
20+	\$33,000	\$38,450
25+	\$33,500	\$38,950
30+	\$34,000	\$39,450

NOTE: A \$500 stipend is paid for calling substitutes.

Longevity will be paid upon the completion of 20, 25 and 30 consecutive years in the district, effective in the 21st, 26th and 31st years.

**EXECUTIVE SECRETARIES' SALARY GUIDE
1996-97**

STEP	CLASS B	CLASS A
1	\$20,000	\$25,635
2	\$21,000	\$27,635
3	\$22,000	\$29,635
4	\$24,000	\$31,635
5	\$26,000	\$33,635
6	\$28,000	\$35,635
7	\$30,500	\$37,135
MAX	\$33,485	\$39,135
LONGEVITY		
20+	\$34,485	\$40,135
25+	\$34,985	\$40,635
30+	\$35,485	\$41,135

NOTE: A \$500 stipend is paid for calling substitutes.

Longevity will be paid upon the completion of 20, 25 and 30 consecutive years in the district, effective in the 21st, 26th and 31st years.

**EXECUTIVE SECRETARIES' SALARY GUIDE
1997-98**

STEP	CLASS B	CLASS A
1	\$20,600	\$26,700
2	\$21,800	\$28,700
3	\$22,800	\$30,700
4	\$24,800	\$32,700
5	\$26,800	\$34,700
6	\$29,000	\$36,700
7	\$31,500	\$38,700
MAX	\$33,000	\$40,700
LONGEVITY		
20+	\$34,000	\$41,700
25+	\$34,500	\$42,200
30+	\$35,000	\$42,700

NOTE: A \$500 stipend is paid for calling substitutes.

Longevity will be paid upon the completion of 20, 25 and 30 consecutive years in the district, effective in the 21st, 26th and 31st years.