

EMPLOYMENT CONTRACT; July 1, 2019 – June 30, 2022

ADMINISTRATORS

THIS EMPLOYMENT CONTRACT is made and entered into this 1st day of July, 2019 by and between the Wallington Board of Education, with offices at Jefferson School, Pine St., Wallington, NJ 07057 (hereinafter referred to as the “Board”) and

Members of the Wallington Public School Administrators Unit: Junior-Senior High School Principal, Junior-Senior High School Vice-Principal and Elementary School Principal and Elementary School Vice-Principal (hereinafter referred to as the “Administrators”).

1. **ADMINISTRATOR CERTIFICATION & RESPONSIBILITIES**

Certification - The Administrators shall hold a valid and appropriate certificate to act as a school principal or vice-principal in the State of New Jersey.

Duties – The Administrators shall represent the Board and Superintendent of Schools in all aspects of supervision and curriculum, including the fiscal operation and instructional programs of the schools. They should be prepared to make recommendations to the Superintendent of Schools regarding selection, placement, transfer and dismissal of personnel, both instructional and non-instructional.

The Principals will be required to attend the first Board of Education meeting of each month, and be on call for any additional board or committee meetings, as requested by the Superintendent of Schools or his/her designee. The principals will report to the Board, verbally and in writing, on the activities of importance for that month at the first meeting.

All duties assigned to the Administrators by the Board should be appropriate to and consistent with the professional role and responsibility of the Administrators, and shall be set by the Board policy and in the job description (attached hereto and incorporated herein by reference) which may be modified by mutual agreement from time to time, consistent with the intent set forth above.

The parties agree that the Administrators shall have the right to legal assistance in carrying out his/her duties at the expense of the Board provided that they have conformed with the Board’s policies, rules, regulations and State law.

2. **WORK DAY**

The Administrators work day will begin no later than 7:45 a.m. and end no earlier than 4:00 p.m.

Fifty (50) minutes will be provided for lunch, which may begin no earlier than 11:30 a.m. and end no later than 1:00 p.m.

3. WORK YEAR

- a. The Principals' work year will be from July 1 – June 30.
- b. All Vice Principals hired after July 1, 2016 shall be hired as 12 month employees with contractual (non-compensatory) provisions that match those agreed to with principals.

The administrators will be required to report to work one day during the February or spring vacation on an "as needed" basis as determined by the Superintendent of Schools and/or the School Board Secretary. The Christmas recess will be voluntary.

If an administrator will be away on a scheduled vacation during one of these time periods he/she will make the day up at another time. A "work day" will be a minimum of six hours within the 7:45 a.m. to 4:00 p.m. framework.

4. BUILDING COVERAGE

With the exception of emergent situations, or the approval of the Superintendent of Schools, the buildings must be under the direct supervision of an administrator from September 1 to June 30. He/she is to be on duty in the building.

Jr/Sr. High School – The Principal or Vice-Principal must be physically on duty at all times during the school day (8:00 a.m. to 4:00 p.m.). Lunches should be staggered. In the event that they are both out for the aforementioned reasons the Superintendent of Schools must be notified, and building supervision must be formally transferred to a supervisor(s).

Elementary Schools – The Principal or Vice-Principal must be on duty at all times during the school day (8:00 a.m. to 4:00 p.m.). Lunches should be staggered. When either of these two personnel is out the other assumes responsibility for both schools. In such a case the one who is in should remain in Gavlak School. If both are out for some emergent reason, the authority will be with the Superintendent of Schools.

5. COMPENSATION

Longevity

- 20+ years of service in the District - \$ 1,500
- 25+ years of service in the District - \$ 500
- 30+ years of service in the District - \$ 500
- 35+ years of service in the District - \$ 500

Compensation for Credit Acquisition (As of 1996-97)

<u>MA + 15</u>	<u>MA + 30</u>	<u>DR.</u>
\$1,200	\$1,200	\$1,250

Salary: The salaries of all employees covered by the agreement are set forth in the 2019-20, 2020-21, 2021-22 salary guides and scattergrams, which are attached hereto and made a part hereof retroactive to July 1, 2019.

July 1, 2019-June 30, 2020 - Increase of 2.9% over the 2018-19 base salary

July 1, 2020-June 30, 2021 - Increase of 2.9% over the 2019-20 base salary

July 1, 2021-June 30, 2022 - Increase of 2.9% over the 2020-21 base salary

Longevity will be included in this calculation

	2019-20	2020-21	2021-22
Fromfield	\$135,040*	\$138,956	\$142,986
Giambrone	\$137,151	\$141,129	\$145,221
Lozanski	\$120,000	\$123,480	\$127,061
Sondej	\$139,407	\$143,450	\$148,110**
Estupinan	\$102,000	\$104,958	\$108,002

*Includes longevity for 20+ Years of Service

**Includes longevity for 35+ Years of Service

6. SATURDAY DETENTION COVERAGE

The compensation will be \$35 per hour for an administrator and \$25 for other staff who supervise this duty. Students will be offered the chance to do an assignment assigned by the vice-principal, or his designee. If they do so in an acceptable manner they can be excused 30 minutes early.

7. LEAVES

The Board will provide the following leaves to the Administrators:

VACATION

The Principals shall be granted twenty-two (22) vacation days annually, all of which shall be available to them on July 1st of each year. A total of five (5) unused vacation days not taken between July 1 and August 30 may be taken during the subsequent school year with the approval of the Superintendent. Up to two (2) unused vacation days may be added to their sick bank. A record of the Principals' vacation days will be kept in the Superintendent's office and the Board Secretary's office with those of all other twelve-month staff. This list will be provided for Board approval each year.

HOLIDAYS

The Administrators shall be entitled to all holidays provided to the regular teaching staff in addition to legal holidays that fall in July and August.

SICK LEAVE

The Principals shall be allowed twelve (12) sick days leave annually. The unused portion of such leave, at the end of any year, shall be cumulative. The Administrators shall be compensated at the same rate as the WEA members for all unused sick time at the time of retirement. The rate of compensation will be 25% of accumulated sick time with a cap maximum for new administrators only as of July 1, 2013.

LEAVE TIME (ABSENCES/PERSONAL)

All Leave Time that is credited in advance at the beginning of the calendar year or upon hire is in anticipation of continued employment for the full year. Upon separation from the district or upon retirement, an employee shall be entitled to leave allowances for the current year prorated upon the number of months worked in the calendar year in which the separation or retirement becomes effective. If an employee separates from the district and does not have enough leave time banked to cover the amount of leave time used, the employees final pay check will be reduced accordingly.

PERSONAL LEAVE

The Administrators shall be granted two (2) non-cumulative days of absence annually with pay for personal matters that require absence during school hours, to be used at their discretion. Any unused personal days at the end of each school year will be added to their accumulated sick day total.

EMERGENCY DAYS

An allowance of up to two days leave shall be granted for emergent reasons. Emergency days may be taken in full days or half days.

DEATH IN THE IMMEDIATE FAMILY

An allowance of five days shall be granted for bereavement for members of the immediate family. Immediate family shall be considered as father, mother, spouse, child, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepchild, grandchild, spouse's grandchild or "significant other". Bereavement days shall be assessed starting the day after the immediate family member's death and shall be assessed for consecutive days not to include weekends.

An allowance of two days for bereavement shall be granted for brother-in-law, sister in law, grandparents, grandparents in law, and stepparents. These two bereavement days shall be taken within the same five day period immediately following the death of the family member

DEATH OF OTHER RELATIVE OR CLOSE FRIEND

An allowance of one bereavement day leave shall be granted with pay for attendance at a funeral of "other relative." An allowance of up to two bereavement days per year shall be granted with pay for attendance at a funeral of a "close friend."

8. HEALTH INSURANCE

- a) All members will participate in BC/BS Direct 15 coverage.
- b) All employees will be moved to Direct 15 Health Insurance effective in the 2010-11 school year. A staff member will have the opportunity to pay the difference for Direct 10 coverage if they desire.
- c) New employees as of July 1, 2010 will be entitled to NJSHB Direct 15 single coverage only. If they request additional coverage, or Direct 10, it would be at their expense. The exception to this will be for new hires who had worked in another district before coming to Wallington. They would be entitled to the same level of coverage (Family, Husband & Wife, etc.) that they received in the previous school district as long as their personal situation has not changed, and all dependents are still eligible. Upon the awarding of tenure the employee will be entitled to change the level of coverage from single to husband & wife, family, etc.
- d) Administrators covered under this Collective Bargaining Agreement will be required to contribute part of their base salary toward their Health Care Coverages for the term of this Agreement as prescribed by the State of New Jersey for Health Benefits Contribution Coverage Percentages of Premiums.

At no time shall employee contributions for the cost of Health Care Coverage provided by the N.J. Schedule for Health Benefits Contribution fall below 1.5% for the life of the contract.

Effective July 1, 2008 staff members may waive their health insurance coverage and shall receive in lieu of benefits reimbursement based on a minimum of 30% of the cost of the plan they have selected in July of the current year. As the district currently participates in the State Employees Health Benefits Program, reimbursement may not be more than 25% of the amount saved by the employer because of the waiver or \$5,000.00 whichever is less as mandated by law. Employees are required to inform the Board Office of any changes in status for their

health benefit coverage or benefit reimbursement.

Employee contributions shall be calculated at the Tier III contribution levels under Chapter 78. P.L. 2011, for the duration of this contract only, after which the contributions shall return to the Tier IV schedule or as prescribed by the then existing State of NJ contribution coverage percentages for health care benefits premiums. Employees who choose to voluntarily waive prescription health care coverage shall receive in lieu of benefits reimbursement of 25% of the cost selected in July of the current year.

e) DENTAL PLAN

Administrators will be provided the opportunity to upgrade coverage on an individual basis as follows:

\$1.40 per month for an increase from the present \$1,250 to \$1,500.

\$2.53 per month for an increase from the present \$1,250 to \$2,000.

Administrators will be responsible for enhanced coverage cost. Above rates are current, but are subject to change.

9. JOB RELATED EXPENSES

a) Membership Fees – The Board shall pay the cost of the following membership fees:

Mr. Fromfield (HS Principal) National Association of Secondary School Principals (NASSP)
Association for Supervision & Curriculum Development (ASCD)
Bergen County Secondary School Principals & Supervisors Association. (BCSSPSA)

Ms. Giambrone - (Elem Principal) Bergen County Elementary School
Principals & Supervisors Association (BCESPSA)
NJ Principals & Supervisors Association (NJPSA)
Association for Supervision and Curriculum Development (ASCD)

Mr. Estupinan - (HS VP) National Association of Secondary School Principals (NASSP)
Association for Supervision & Curriculum Development (ASCD)
Bergen County Secondary School Principals & Supervisors Association. (BCSSPSA)

Dr. Lozanski - (Elem Principal) Bergen County Elementary School
Principals & Supervisors Association (BCESPSA)
NJ Principals & Supervisors Association (NJPSA)

Association for Supervision and Curriculum Development (ASCD)

- b) The Administrators will be compensated at the rate of \$350 each, provided receipts are provided, for attendance at the NJPSA or NJEA convention in Atlantic City.

10. EVALUATION

The procedure for teachers’ evaluations will be consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACH NJ). N.J.S.A. 18A:6-117 et al.

The Principals shall be evaluated by the Superintendent in writing at least once per year, on or before April 30. Before final Board action, a copy shall be provided to the Principals, and they shall meet with the Superintendent to discuss the findings. The annual evaluation shall be based upon goals and objectives of the district, the responsibilities of the Principals as set forth in the job description for the position, and such other criteria as the State Board of Education shall by regulation prescribe.

The Vice-Principal shall be evaluated in writing by the High School Principal at least once per year, on or before April 30. Before final Board action, a copy shall be provided to the Vice-Principal, and he/she shall meet with the Principal to discuss the findings. The annual evaluation shall be based upon goals and objectives of the district, the responsibilities of the Vice-Principal as set forth in the job description for the position, and such other criteria as the State Board of Education shall by regulation prescribe.

11. TERMINATION OF EMPLOYMENT CONTRACT

The Agreement may be terminated by:

- a) Mutual agreement of the parties
- b) A 60 day notice of termination in writing by the Administrator

Administrators’ Representative

Board Representative

Date

Date

(The absence of any item(s) previously considered as included in the administrators’ duties and responsibilities from this document do not preclude it/them from adherence. Any items concerning provisions for all employees in the WEA contract also pertain to the administrators, even if not specifically listed here.)