

notice of vacancy position is posted. Such request shall be filed in writing with the Superintendent and shall state the reason for requesting the transfer, the building and position sought and the applicant's qualifications.

B. Involuntary Transfers

Involuntary transfers of administrative personnel shall ordinarily be made prior to July 1 and only after consultation with the Association member and his/her superior, and an Association representative, if applicable. The foregoing notwithstanding, it is recognized that the Commission has the right to transfer staff at any time of the year and without negotiating same with the Association.

ARTICLE XIV

CURRICULUM DETERMINATION

A. Initiating Proposals

Proposals to the Superintendent for curriculum change can be initiated by professionals of any level of responsibility.

B. Approving Proposals

Before a proposal involving curriculum change is sent to the Commission, employees affected by the change may review the same and make recommendations to the Superintendent concerning the proposals.

ARTICLE XV

PROFESSIONAL DEVELOPMENT

A. Graduate Courses

Employees who successfully complete courses for graduate credit shall be reimbursed, **pending available contracted budget**, by the Commission for tuition expenses at the rate of sixty percent (60%) of the Rutgers University per credit cost, provided the course taken has the prior approval of the Superintendent and is within the employee's area of specialization or will provide benefit to the Commission or if the employee is in a matriculated program. ~~Courses initially approved as part of a matriculating program shall not require additional approval of the Superintendent.~~ After completion of a graduate program, an Administrator must remain employed by the Commission for two years or reimburse the amount provided by the Commission for completion of the approved courses. Administrators must receive a grade of "B" or better to receive reimbursement. **The approval of courses shall take place in three time periods as follows:**

**Summer (Classes begin 5/1 or later and end no later than 8/31)**

- All Summer semester tuition reimbursement requests must be submitted by April 30
- Summer courses must be completed by August 31
- Reimbursement requests for Summer courses must be submitted by September 30

**Fall (Classes begin 8/15 or later and end no later than 12/31)**

- All Fall semester tuition reimbursement requests must be submitted by August 1
- Fall courses must be completed by December 31
- Reimbursement requests for Fall courses must be submitted by January 31

**Winter/Spring (Classes begin 1/1 or later and end no later than 5/31)**

- All Winter/Spring semester tuition reimbursement requests must be submitted by December 15
- Winter/Spring courses must be completed by May 31
- Reimbursement requests for Winter/Spring courses must be submitted by June 30

**B. Maximum Tuition Reimbursement**

~~No employee shall be permitted to receive reimbursement for more than fifteen (15) credits in any one year. The total amount of reimbursement that will be provided by the Commission for all employees covered hereunder shall not exceed \$6,000.00 per year for the unit. The parties agree that they can discuss the transfer of money from the tuition budget to the Professional Conference Budget and vice versa if the need arises during the year.~~

**The total amount of tuition reimbursement that will be provided by the Commission for all administrators covered hereunder shall not exceed \$8,000 per fiscal year (July 1 to June 30) except for the impact of any transfers to/from the professional conference budget. These funds will be divided into three equal parts (\$2,667 for the Summer, Fall, Winter/Spring semesters respectively). The Superintendent will approve tuition reimbursement requests for each semester using the schedule outlined in Article XV, Section A. No administrator shall initially be permitted to receive reimbursement for more than three (3) credits in any one semester and nine (9) credits in any one year, subject to fund availability. The parties agree that they can discuss and agree on the transfer of money from the tuition budget to the professional conference budget and vice versa.**

**If allocated funds for a single semester are not exhausted, those funds shall roll over to the next semester's allocation.**

**If tuition reimbursement requests for a single semester total more than the allocated amount for that semester, each administrator will receive a partial reimbursement by evenly distributing the semester funds among all requests. Requests that are partially**

**funded may be eligible for additional reimbursement at the end of the year.**

**Any requests that are not funded due to a lack of available funds in the semester pool shall be marked “reimbursement subject to fund availability on June 30”.**

**Should additional tuition reimbursement funds remain in the account on June 30, those funds shall be distributed equitably, based on unfunded amounts, among administrators who made requests during the year that were partially funded or not funded at all due to a lack of available funds at that time. If there are still remaining funds, then credits not eligible for funding due to exceeding the semester and annual limits of 3 and 9 respectively, would be funded.**

C. Time for Reimbursement

Reimbursement shall follow within thirty (45) days of submission of an itemized voucher from the college or university. If an employee fails to successfully complete a course he or she must then refund to the Commission the money received.

D. Professional Conferences

Each employee, with the prior approval of the superintendent, may attend conferences, workshops and visits to other programs that relate directly to their work with the Commission. The Commission will pay the registration fees and the employee will be reimbursed for his/her lodging expenses and meals in accordance with the State Mandated Travel Guidelines. The employees shall be entitled to reimbursement for mileage in accordance with the prevailing rate set by the State Department of the Treasury. The total amount of reimbursement that will be provided by the Commission for all Administrators covered hereunder shall not exceed **\$6,000** for the unit. Any Administrator enrolled in New Jersey Leaders-to-Leaders will be compensated in an amount not to exceed \$1000 for payment towards the workshop and/or conference requirement. **Funding for professional conferences are subject to any transfer of funds to or from the tuition budget as referenced in item B above.**

E. Conventions

All 12 month employees will be eligible to use up to two professional days to attend the annual NJPSA convention

F. Educational Stipend

The existing Educational Stipend shall be maintained as follows:

MA +30 = \$750.00 per year  
Ph D or Ed D = \$2,000.00 per year