

**BETWEEN**

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**

**AND**

**WASHINGTON TOWNSHIP SCHOOLS SUPPORT**

**SERVICES PERSONNEL ASSOCIATION**

Covering Period

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to

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## **PREAMBLE**

WHEREAS, the Board of Education of the Township of Washington, County of Gloucester, New Jersey (hereinafter "Board"), and the Washington Township Schools Supportive Services Personnel Association (hereinafter "Association"), pursuant to N.J.S.A. 34:13A-1, et. seq., have negotiated with respect to contract of employment and grievances of those employees contained within this bargaining unit;

## **ARTICLE I RECOGNITION**

The Board of Education of the Township of Washington (Board) hereby recognizes the Washington Township Schools Supportive Services Personnel Association (Association) as the exclusive and sole representative pursuant to N.J.S.A. 34:13A-1, et. seq., for collective negotiations concerning grievances and terms and conditions of employment for a unit of noncertificated, non-supervisory employees of the Board in the following categories:

- (a) transportation workers
- (b) maintenance workers
- (c) food service workers
- (d) assistants
- (e) custodial employees
- (f) delivery/supply clerk
- (g) audio-visual coordinator
- (h) audio-visual technician
- (i) computer technicians
- (j) courier
- (k) transportation maintenance personnel
- (l) (1) mechanics  
(2) bus maintenance/security
- (m) security personnel
- (n) job coaches

The aforesaid unit shall exclude all certificated employees, supervisory employees, secretarial and clerical employees, and substitute and per diem employees.

## **ARTICLE II**

### **NEGOTIATION OF A SUCCESSOR AGREEMENT**

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with N.J.S.A. 34:13A-1, et. seq., on or about November 1, 2004.

- B. Neither party during the course of negotiations shall have any control over the selection of the negotiating representative of the other party. The parties agree that their respective negotiating representative shall be clothed with the authority to make and consider proposals and to do all that is necessary for bona fide negotiations, provided, however, that it is understood that no successor agreement shall be binding on the parties unless and until ratified by the Board by a majority vote at a public meeting and by the Association by a majority vote of its membership.
- C. Whenever a member of the Association's negotiating committee is mutually scheduled by the parties to participate during working hours in negotiations sessions, he or she will suffer no loss in pay.

### **ARTICLE III**

#### **GRIEVANCE PROCEDURE**

##### **A. Definitions**

1. A "grievance" is a written complaint by an employee or the Association based upon the interpretation, application or violation of board policy, the Agreement and administrative decisions affecting contract.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

##### **B. Purpose**

The purpose of this procedure is to resolve differences concerning rights of parties regarding terms and conditions of employment. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

##### **C. Procedure**

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. All time limits must be adhered to unless a modification or extension is agreed to by the Association and the Board. If such time limits are not adhered to by the Board or Administration, the aggrieved may initiate action to the next step of this procedure. If the aggrieved or the Association fails to adhere to such time limits, the grievance shall be considered withdrawn. A grievance to be considered under this procedure must be initiated by the aggrieved or the Association within twenty (20) workdays of its alleged occurrence or from the time when the aggrieved or

Association could reasonably have known of its occurrence. All timelines established in this Article may be extended by mutual agreement between the parties to meet extraordinary developments.

2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

3. **Level One**

An employee with a complaint may file a grievance in writing with his/her principal or immediate supervisor either directly or through the Association's designated representative. The principal or immediate supervisor will meet with the grievant and/or the Association's designated representative with the objective of resolving the matter. After hearing the complaint of the grievant, the principal or immediate supervisor will respond in writing to the individual or the Association's designated representative, the Board President, the Association President and the Superintendent or his/her designee.

4. **Level Two**

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level I, or if no decision has been rendered within ten (10) workdays after the grievance was delivered to the Principal or immediate supervisor, the aggrieved may, within five (5) workdays after decision, by the Principal or immediate supervisor, or fifteen (15) workdays after the grievance was presented to the Principal or immediate supervisor, whichever is less, file the grievance in writing with the Superintendent or his/her designee, copy sent to the Board President, stating (a) nature of grievance, including what contract provision or policy is being grieved, (b) results of previous discussion, (c) basis of dissatisfaction with the decision, (d) remedies sought.

5. **Level Three**

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within ten (10) workdays after the grievance was delivered to the Superintendent or his/her designee, the aggrieved may, within five (5) workdays after a decision by the Superintendent or his/her designee, or fifteen (15) workdays after the grievance was delivered to the Superintendent or his/her designee, whichever is less, submit in writing to the Board President a request for a hearing before the Board.

At the option of the Board, such hearing shall be held before the full Board or a designated committee of the Board. Such hearing shall be held within twenty-five

(25) workdays of the request for a hearing. The aggrieved may submit written materials to the Board or the designated committee of the Board in support of his/her position at the time of his/her request for a hearing. Any such written materials shall be served on all parties in interest by the aggrieved person.

In the event that the hearing is held before the entire Board, the Board shall make a determination and notify the aggrieved person in writing within ten (10) workdays of the conclusion of the hearing. In the event that the hearing is conducted before a committee of the Board, such committee may, at the option of the Board, render a final determination. In the event that the right of final determination is vested in the committee of the Board, it shall make such determination and notify the aggrieved person within ten (10) workdays after the conclusion of the hearing. In the event that the hearing is conducted before a committee of the Board, the Board may, at its option, reserve the right of final determination in the full Board. In such event, the Committee of the Board shall make a report and recommendation to the entire Board and the entire Board shall thereafter make a final determination and notify the aggrieved person within ten (10) workdays after the conclusion of the hearing.

**6. Level Four**

- a. If the Association is not satisfied with the disposition of the grievance alleging a violation of a term or condition of employment at Level Three, the Association may within fifteen (15) workdays after receiving written notification of the decision by the Board or the Board Committee, as the case may be, or forty-six (46) workdays after the request for the hearing, notify the Board that the grievance is being submitted to arbitration.
- b. Within ten (10) workdays after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association or PERC by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association or PERC in the selection of an arbitrator. The arbitrator shall limit him/herself to issues submitted to him/her and shall consider nothing else. She/he can add nothing to nor subtract anything from this agreement.
- c. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his/her decision not later than twenty (20) workdays from the date of the close of the hearings or, if oral hearings have been waived, then from the date of final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which

requires the commission of an act prohibited by law or which clearly violates the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on both parties.

- d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

#### **D. Rights of Employees to Representation**

1. Any aggrieved person may be represented at all stages of the grievance procedure by him/herself, or, at his/her option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views and no settlement can be reached without notifying the Association at any level of this procedure.
2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

#### **E. Miscellaneous**

1. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
2. All decisions rendered at Levels One, Two, Three and Four of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest, to the Board President, President of the Association and the Superintendent or his/her designee. Decisions rendered at Level Four shall be in accordance with the procedures set forth in Section C., paragraph 6 (c) or this ARTICLE.
3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, theretofore referred to in the ARTICLE.



## **ARTICLE IV**

### **BOARD RIGHTS**

The Board hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution and Laws of the United States and the State of New Jersey. Nothing herein contained shall be considered to deny or restrict the Board in the exercise of its responsibilities under the Laws of the State of New Jersey. Except as otherwise specified in this Agreement, the Association recognizes that the Board has the responsibility and authority to manage and direct, on behalf of the public, all of the operations and activities of the school district to the full extent authorized by law. In exercising its powers, the Board, through its administrative staff, shall, subject to the provisions of this Agreement, exercise all of its managerial rights and authority to the extent permitted by law.

It is recognized that such rights and functions include but are not limited to:

- (1) Control of the management of the district, the supervision of all operations; the methods, process and means of performing any and all work; the control of the property; the composition, assignment, direction and determination of the size of its working forces; and the right to maintain and protect all property and equipment;
- (2) The right to determine the work to be done by employees in the unit;
- (3) The right to introduce new or improved operations, methods, programs, means or facilities;
- (4) The right to hire, schedule, promote, demote, transfer, release, and lay off employees; and the right to suspend, and discharge employees according to state statutes and district policy, and otherwise, to maintain an orderly, effective and efficient operation.

## **ARTICLE V**

### **ASSOCIATION RIGHTS AND PRIVILEGES**

- A. The Association and its representatives shall be permitted, upon prior approval of the administrator in charge, to transact official unit business on school property at reasonable hours, provided that this shall not interfere with or interrupt normal school operations. No Association meeting shall be conducted on school property unless prior notice has been given and approval secured from the building principal. Such approvals shall not be unreasonably denied.
- B. The Association and its representatives shall be permitted to use school equipment for unit business, subject to administrative approval, including typewriters, copiers, other

duplicating equipment, calculating machines and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials, supplies and equipment repair incident to such use.

- C. The Board agrees to deduct from the paychecks of unit employees who are members of the Association, Association membership dues and to remit same to the Association. Such deduction shall be made in Accordance with the provisions of N.J.S.A. 52:14-15.9(e), upon written authorization of such individual unit employees, and shall be limited to Association membership dues only. The Association shall indemnify, defend and save harmless the Board against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon salary deduction authorization cards submitted for individual unit employees by the Association to the Board.
- D. Whenever any Association representative or unit employee is mutually scheduled by the parties to participate during working hours in grievance proceedings, administrative conferences or meetings, he or she will suffer no loss in pay.
- E. The Association shall have the right of reasonable use of the inter-school mail facilities and school mail boxes for Association communications.
- F. If during his or her normal working hours it becomes necessary for an Association officer to be called from his or her normal duties in order to represent a unit employee or the Association before the Administration, such officer shall suffer no loss in pay.
- G. The Association, shall be allowed up to six days annually for the sole purpose of conducting Association business. However, the Superintendent shall have the right to require an explanation as to what type of Association business (i.e. negotiations, grievance investigation, grievance hearing, etc.) is to be conducted when such release time is requested.

## **ARTICLE VI**

### **EMPLOYMENT RIGHTS**

- A. Each year, each unit employee shall be given written notice of his/her contract status for the ensuing school year and his/her salary status if a salary scale has been finalized by the Board of Education Personnel Committee Meeting in May but no later than June 1.
- B. Each unit employee who receives written notice of reemployment for the ensuing school year shall signify his/her acceptance of such reemployment by returning a copy of said written notification within 10 days with his/her signed acceptance appended.
- C. Each written notification of reemployment accepted in writing by a unit employee shall be deemed to incorporate the terms of this Agreement.

- D. The employment contract of any unit employee may be terminated at any time by the Board or by the unit employee by either party giving to the other 30-day notice in writing of intention to terminate. Upon application of a unit employee, the board may waive such 30-day notice and permit the unit employee to terminate his/her employment in less than 30 days in situations involving emergencies or other justifiable reasons.
- E. Each newly hired unit employee shall be deemed to be a probationary employee to serve an initial 90-day term. The Board shall be entitled to terminate the employment of any such probationary employee at any time within said 90-day period by giving 10-days' written notice.
- F. The Board may terminate the employment of a unit employee during the term thereof without reference to the 30-day notice set forth in Subsection D above, where the unit employee has been determined by the board to have engaged in such serious misconduct or such complete failure to perform his/her assigned duties and responsibilities as to constitute discharge for cause.
- G. For all unit employees newly hired by the Board after January 1, 1980, for permanent unit positions, seniority in said position and regular salary rate shall commence as of the first day actually worked in said position after the administrator, having posted the required notice of vacancy, has indicated to the employee in writing of his/her intent to recommend said employee to the Board to fill the permanent vacancy.
- H. No employee shall be disciplined or reprimanded without just cause. The term "disciplined" shall not be deemed to include either non-renewals or terminations of non-tenured employees.

## **ARTICLE VII**

### **REDUCTION IN FORCE**

- A. In the event that the Board shall determine not to rehire or to lay off certain unit employees because of the elimination of any of the positions covered by this Agreement, any such layoffs shall be governed by the seniority principle set forth in this Article.
- B. In the event that the Board shall reduce the number of transportation worker positions, transportation workers having the least seniority in the school district as transportation workers shall be laid off first.
- C. In the event that the Board shall reduce the number of maintenance worker positions, maintenance workers having the least seniority in the school district as maintenance workers shall be laid off first.
- D. In the event that the Board shall reduce the number of food service worker positions, food service workers having the least seniority in the school district as food service workers shall be laid off first. Notwithstanding the foregoing, no food service helper shall be

entitled to displace a head cook, assistant cook or cashier who has less seniority in the district as a food service worker and no assistant cook shall be entitled to displace a head cook who has less seniority in the district as a food service worker.

- E. In the event that the Board shall reduce the number of custodian positions, custodians having the least seniority in the school district as custodians shall be laid off first.

Example - A custodian is displaced because of the operation of the seniority principle set forth in Subparagraph G. Since that custodian had previously served three (3) years in the district as a light housekeeping cleaner, he/she would be entitled to "bump" the least senior cleaner if the latter has two years of service in that position.

- F. 1. For RIF purposes, there shall be two (2) categories of assistants, to wit: Instructional Assistants and Non-instructional Assistants; however, the nomenclature shall be changed to "classification."
2. The number of daily hours worked shall determine the employee's "category." The current variety of categories shall be reduced or eliminated by attrition or transfer based upon the board's financial and/or educational considerations. The "categories" that will be established are:

Instructional:	6.5 hours and 3.5 hours
Non-Instructional	3.5 hours and 2.5 hours

Current instructional assistants with 4.0 or more hours will establish the 6.5 hour seniority list based upon the date of hire in their current position.

Current instructional assistants with less than 4.0 hours will establish the 3.5 hour seniority list based upon the date of hire in their current position.

Non-instructional assistants, who as of the 1999-2000 academic year work more than 3.5 hours, shall remain in a separate category until such category is eliminated by the Board of Education or is eliminated through attrition.

NOTE:

Placement on a seniority list does not mean that current hours worked will automatically increase or decrease. This placement is purely for the purpose of establishing a workable seniority list.

3. "Bumping" within a category shall not occur. When positions are eliminated, the least senior staff members in the affected category will be R.I.F.ed. Assignments within a category are at the prerogative of the administration. Seniority does not entitle any unit member to a particular job assignment.

4. Layoff (R.I.F.) is strictly by date of hire within a classification and category. Total hours worked shall not be a determining factor.
5. R.I.F.ed employees may “bump” to another category only if that category is LESS hours and if the employee HAS PREVIOUSLY SERVED in that category. No employee may “bump” up in a category. Seniority in the prior category shall be fixed at the seniority held when the employee left the prior category.

EXAMPLE:

An employee has worked for four (4) years as a 3.5 hour non-instructional assistant. The employee then becomes a 3.5 hour instructional assistant and works one (1) year in that position. An instructional assistant position is eliminated and the employee is R.I.F.ed. That employee would have the right to bump back into the 3.5 hour non-instructional employee position and bump the lowest seniority employee in that category.

6. Instructional and non-instructional assistants may “bump” into another classification and appropriate category only with prior service in that classification and category. No employee may “bump” up in hours from one classification to another.
  7. Employees who fall below the threshold for health benefits due to a R.I.F. shall lose benefits.
  8. Displaced employees shall be offered vacant positions on a seniority basis.
  9. Employees within the probationary period outlined in Article VI:E have not earned seniority and shall be the initial employees laid-off during a R.I.F. These employees do not have recall rights pursuant to Article VII:H
  10. A seniority list of all assistants separated into two (2) classifications and again into the appropriate categories within each will be compiled and will be mutually verified. Once completed, said list shall become the base list to which yearly updates will be applied. Said lists shall indicate any crossover allowances from the instructional to the non-instructional category for employees who are entitled to such a right.
- G. Notwithstanding the provisions of Subparagraphs B, C, D, E, and F of this Article, any unit employee (Employee #1) displaced in his/her category (transportation worker; maintenance worker; transportation maintenance personnel and security personnel; food service worker; aide) by the operation of the seniority principle set forth above and who had previous service in the school district as a regular employee in a second category, shall be entitled to displace or "bump" the least senior employee (Employee #2) in said second category as long as he or she (Employee #1) has greater seniority in said second category than the least senior employee (Employee #2) in said second category.

Example #1 - A transportation worker is displaced because of the operation of the seniority principle set forth in Subparagraph B. Since that transportation worker had previously served three years in the district as a maintenance worker, he/she would be entitled to "bump" the least senior maintenance worker if the latter has two years of service in that position, but not if the latter has four years of service in that position.

Example #2 - A food service worker is displaced because of the operation of the seniority principle set forth in Subparagraph D. Since that food service worker had previously served three years in the district as a mathematics aide, she/he would be entitled to "bump" the least senior instructional aide if the latter has two years of service in that position, but not if the latter has four years of service in that position. The displaced food service worker would not be entitled to bump any other subcategory of aide.

- H. Any unit employee who is displaced by the operation of the seniority principle set forth in this Article shall have the right of first refusal for any vacancy which occurs in his/her category within one (1) calendar year of his/her displacement. Said offer shall be made in writing by certified mail to the employee at his/her last known address. If said employee fails to accept in writing by certified mail such an offer for a position within five days of the date of the notification as sent to the employee or to the Association, his/her rights under this subparagraph shall terminate.
- I. In addition, if an employee accepts such an offer and fails to report to work without good reason, his/her rights under this subparagraph shall terminate.
- J. Any employee who has been displaced after declining to accept a position for which he/she is eligible through displacing or "bumping" a less senior employee, shall have no rights under this subparagraph.
- K. The provisions of this Article shall be deemed to apply only to employees affected by the elimination of positions and shall not apply to employees who are not rehired or whose employment is terminated for other reasons.

## **ARTICLE VIII**

### **NON-REEMPLOYMENT**

- A. Any unit employee who receives notice of a determination by the Board not to reemploy him/her for the following school year may, within 5 workdays after receipt of such notice, by registered mail to their home, file a written request with the Board Secretary for a statement of reasons for such non-reemployment.
- B. The Board Secretary shall then furnish, to said employee, a written statement of reasons for non-reemployment. The unit employee may then file a request for an informal appearance before the board. The board shall then furnish the unit employee with its determination whether or not to reemploy said person. The time limitation on the above

procedure shall be set to ensure said determination, by the board, take place before the unit employees contract actually expires.

## **ARTICLE IX**

### **SALARIES**

- A. The salaries for all **TRANSPORTATION WORKERS** included in the unit represented by the Association are covered by this Agreement and shall be as set forth in the following schedule annexed hereto and made a part hereof:

Schedule A - 2002-2003 school year through 2004-2005

- B. The salaries for all **MAINTENANCE WORKERS** included in the unit represented by the Association are covered by this Agreement and shall be as set forth in the following schedule annexed hereto and made a part hereof:

Schedule B - 2002-2003 school year through 2004-2005

- C. The salaries for all **FOOD SERVICE WORKERS** included in the unit represented by the Association are covered by this Agreement and shall be as set forth in the following schedule annexed hereto and made a part hereof:

Schedule C - 2002-2003 school year through 2004-2005

- D. The salaries for all **ASSISTANTS** included in the unit represented by the Association are covered by this Agreement and shall be as set forth in the following schedule annexed hereto and made a part hereof:

Schedule D - 2002-2003 school year through 2004-2005

- E. The salaries for all **CUSTODIANS** included in the unit represented by the Association are covered by this Agreement and shall be as set forth in the following schedule annexed hereto and made a part hereof:

Schedule E - 2002-2003 school year through 2004-2005

- F. The salaries for all **DELIVERY/SUPPLY CLERK** workers included in the unit represented by the Association are covered by this Agreement and shall be as set forth in the following schedule annexed hereto and made a part hereof:

Schedule F - 2002-2003 school year through 2004-2005

- G. The salaries for the AV TECHNICIAN, AV COORDINATOR, COMPUTER TECHNICIAN, and COURIER included in the unit represented by the Association are covered by this Agreement and shall be as set forth in the following schedule annexed hereto and made a part hereof:

Schedule G - 2002-2003 school year through 2004-2005

- H. The salaries for all TRANSPORTATION MAINTENANCE workers included in the unit represented by the Association are covered by this agreement and shall be set forth in the following schedule annexed hereto and made a part hereof:

Schedule H - 2002-2003 school year through 2004-2005

- I. The salaries for all SECURITY personnel included in the unit represented by the Association are covered by this agreement and shall be set forth in the following schedule annexed hereto and made a part hereof:

Schedule I - 2002-2003 school year through 2004-2005

- J. The salaries for all JOB COACHES personnel included in the unit represented by the Association are covered by this agreement and shall be set forth in the following schedule annexed hereto and made a part hereof:

Schedule J - 2002-2003 school year through 2004-2005

- K. Employees shall receive longevity payments for years in the district according to the following schedule:

15 - 19 years = Salary + 1% of their base salary  
20 - 24 years = Salary + 2% of their base salary  
25+ years = Salary + 3% of their base salary

- L. All unit employees employed on a 10-month basis shall be paid in 20 semi-monthly installments, payable on the 15th and last day of the month, respectively.
- M. All unit employees employed on a 12-month basis shall be paid in 24 semi-monthly installments, payable on the 15th and last day of the month, respectively.
- N. When a payday falls on or during a school holiday, vacation or weekend, unit employees shall receive their paychecks on the last previous working day.



- O. An employee may individually elect to have any whole dollar amount of his/her monthly salary deducted from his/her pay to be forwarded to an account of an accredited institution designated by the Association, provided she/he files the appropriate written request form with the Business Office.

Deduction request cannot be canceled until the end of the contract year or at the time the employee resigns his or her employment in this school district, nor can the amount of deductions be changed after the initial request in any given contract year.

- P. A minimum of two maintenance workers shall be designated to be on weekend and/or holiday call or shall receive an additional stipend of \$1,500.00 per year and serve in that position for the entire year. Employees selected for this responsibility shall be available to render service to the district on call 24 hours per day on weekends and/or holidays in a given contract year. Selection will be on the basis of seniority, rotating annually. If there is substitute coverage at any time, the substitute will be paid pro rata and the stipend to the regularly assigned employee will be reduced accordingly.

Payment, subject to satisfactory fulfillment of this responsibility, shall be made (one half) at mid-year of the contract year and (one half) at the end of the contract year.

In the event a maintenance worker resigns prior to the end of a contract year, payment shall be made at the time of the severance of his employment in the district and shall be made on a prorated monthly basis.

- Q. Any employee required to work a second shift shall receive a night differential of fifty (\$.50) cents per hour. The second shift differential for custodial, maintenance and security staff shall apply only to those hours worked after 3:00 p.m. on a workday.
- R. The salary schedules annexed hereto shall be pro-rated for those working less than 40 hours per week and/or 12 months per year, as the case may be.
- S. Any employee required to attend any mandated training classes, meetings, work shops, etc., held outside of the normal working day shall receive additional compensation computed on the regular hourly rate of pay. This provision does not apply when any employee attends classes to secure a pesticide licensing or any other boiler operator's license.

However, each maintenance and custodial employee who holds a valid black seal license and any employee who has a black seal license as of June 30, 1993, shall receive an annual stipend of \$400.00. Any employee transferring to a position after June 30, 1996, which does not require a black seal, will no longer continue to receive a stipend. In addition, the Board shall pay the fee for any maintenance or custodial employee who takes the black seal-licensing course.

- T. For purposes of future placement on the salary scale, any newly hired employee who works for less than a full contract year shall receive a full year's credit on the salary scale

if he has worked the equivalent of at least one day more than one half of the total workdays for that position during that contract year.

- U. The Board shall be empowered to withhold the scheduled salary increment of any unit employee for unsatisfactory job performance or other good cause. Such action may be taken by the Board at any time prior to actual payment of the scheduled salary increment and notwithstanding that any notice of reemployment shall have contained a stated salary for the ensuing school year inclusive of the scheduled salary increment. The Board shall notify the unit employee in writing within 10 days after its action withholding the salary increment together with a statement of the reasons thereof. The unit employee shall be entitled to file a grievance concerning said action at Level Three within 10 calendar days after receipt of said written notice and statement of reasons.
- V. Transportation drivers will be required to attend a transportation meeting to be held one (1) week prior to the first day of attendance by students to select routes, prepare buses, run the routes, and write up the route. A period of four (4) hours will be set aside for this purpose. Drivers will be compensated on the basis of the regular hourly rate of pay.

## **ARTICLE X**

### **OVERTIME PAY**

- A. All employees shall receive overtime pay for all hours worked in any week in excess of forty at the rate of one and one half times normal hourly pay; and shall be notified as soon as it becomes available.
- B. Any transportation worker who, having completed his/her daily work assignment and returned home, is called in for emergency unscheduled work (excluding scheduled extracurricular runs) shall be entitled to a minimum of two hours pay and at a rate of one and one-half times the hourly rate.
- C. For maintenance workers, custodians, transportation, maintenance, security personnel, and supply clerk overtime will be scheduled on a rotational basis, not to exceed twenty-five (25) hours on any rotation. Once all of the above is exhausted, then delivery/supply clerk shall be asked to work. Any hours worked in any week in excess of forty-eight shall be paid at the rate of two times normal hourly pay. All board approved leaves of absences (including holidays) shall count as work time. In addition, any maintenance worker or custodian, who having completed his/her daily work assignment and returned home, is called in for emergency unscheduled duties shall be entitled to a minimum of two hours' pay and at the appropriate overtime rate.
- D. Any maintenance worker, custodian, transportation maintenance, security personnel or supply clerk required to work on any of the paid holidays stipulated in Article XI shall receive two times normal hourly pay for all hours worked in addition to holiday pay.

With regard to all unit members:

1. If an employee takes a vacation day or sick day on Friday, he/she is not eligible for the weekend overtime.
  2. If an employee takes a vacation day or sick day on the day of overtime, he/she is not eligible for overtime.
  3. When an employee is declared ineligible for the foregoing reasons, he/she goes back into his/her spot in the overtime rotation when he/she returns to work.
- E. Any unit member called back by an Administrator shall be paid a minimum of two (2) hours.

## **ARTICLE XI**

### **PAID HOLIDAYS**

- A. Maintenance, custodial, transportation maintenance and security personnel, delivery/supply clerk and AV Coordinator, 12-month Computer Technician, Courier and transportation maintenance personnel shall be entitled to the following paid holidays:
1. Veteran's Day
  2. Thanksgiving Day
  3. Day after Thanksgiving
  4. Christmas Eve (12/24)
  5. Christmas Day
  6. December 26
  7. New Year's Eve (12/31)
  8. New Year's Day
  9. Martin Luther King Day
  10. President's Day
  11. Good Friday
  12. Memorial Day
  13. Independence Day
  14. Labor Day

In any given contract year when any of the above holidays fall on days when school is in session for students, an alternate day may be assigned as the holiday in lieu of the day on which the designated holiday falls. Whenever possible, the alternate day assigned in lieu of a holiday shall be contiguous to a weekend, holiday break, semester vacation, etc.

When school is closed for students on a Friday and the succeeding Monday, and one of the listed holidays falls on the Monday, the Administration may elect to have employees

work on Monday and celebrate the holiday on Friday. At least two (2) weeks' notice will be given to the employees and employees within the same building may arrange to switch with each other, with notice thereof given to the appropriate administrator.

- B. Transportation workers shall be entitled to Thanksgiving Day and Christmas Day as paid holidays.
- C. Assistants, AV Technicians, and ten-month Computer Technicians shall be entitled to Thanksgiving Day and Christmas Day as paid holidays.
- D. Food service workers shall be entitled to Thanksgiving Day and Christmas Day as paid holidays.
- E. Custodians employed on a 10-month contract shall be entitled to all of the paid holidays set forth in Subsection A above except Independence Day; provided, however, that 10-month custodians who elect to work during the summer months shall be entitled to Independence Day as a paid holiday where said day falls within their extended work year.

## **ARTICLE XII**

### **VACATIONS**

- A. All twelve-month employees shall be entitled to utilize vacation days with pay in the contract year following the one in which the vacation days were earned according to the schedule set forth in this Article. Legal holidays shall not be counted as vacation days if they fall on a working day during an employee's vacation as scheduled under this Article.
- B. Vacation schedules shall be arranged and coordinated with an employee's immediate supervisor and building administrator, and be submitted to the Superintendent of Schools for approval at least three weeks prior to the first day of vacation. Should a conflict in vacation scheduling arise, preference shall be given according to seniority. A maximum of five (5) days of unused vacation may be carried into the following contract year. Any additional carry-over may be granted only upon written request through the building administrator and with the approval of the Superintendent.

In the first year of employment, employees will accrue prorated vacation time after the first two months of employment which may be taken during the following contract year.

- C. Vacation eligibility
  - 1. Vacation for ten(10) month employees who transfer to twelve (12) month employees:
    - a. During the first year that a (10) month employee transfers to a twelve (12) month position, provided that the transfer is in effect on July 1 of the work year, he/she shall be eligible for six (6) days of vacation time for use between the July 1 start date and June 30 of the first year of 12 month

employment. The scheduling of these vacation days shall be subject to XII:B above.

- b. If the initial year of employment for a ten (10) month employee who transfers to a twelve (12) month position commences after July 1 of the work year, the prospective number of months that such employee will work during their initial year as a 12 month employee shall determine the prorated vacation allotment available to that employee for use between their start date and June 30 of their first year of employment. The prorating shall be of the six (6) days allotted in 1.a. The scheduling of these vacation days shall be subject to XII:B above.
- c. In subsequent years of employment, XII:C.2 shall govern the amount of vacation time an employee is eligible for.

2. Vacation eligibility for twelve (12) month employees shall be as follows:

- a. In the first year of employment, employees will accrue prorated vacation time after the first two (2) months of employment which may be taken during the following contract year.

b.	Eligibility in the following
<u>Vacation Schedule</u>	<u>Contract Year</u>
First contract year (if less than a full year)	
Less than two (2) months employment	0 days
Less than one (1) year, but more than Two (2) months	1 day for each month worked after two (2) months

- c. Consecutive contract years for which service credit was granted:

One (1) through six (6) years	10 days
Seven (7) through fourteen (14) years	15 days
Fifteen (15) years or more	20 days

Vacation days earned shall be calculated on a contract year basis and shall be prorated if an individual does not complete a full contract year. One full year of credit shall be given to twelve-month employees for each previous year of employment as a ten-month employee provided that the total length of service has been continuous.

Vacation time accrued to the date of termination of employment will be determined by years of service and prorated according to the length of time employed in the current school year and shall be taken prior to termination of service.

If an employee who has worked at least one full contract year terminates his/her service before the end of a contract year, vacation time accrued will be determined by the years of service and prorated on a full month basis to the date of termination.

Example:

15 full years of service - eligibility - 20 days

Termination days - May 11 of 15th year - (10 months)

$5/6 \times 20 = 16$  days' vacation to be taken prior to termination day.

Vacation days will be prorated on full-day basis only.

## **ARTICLE XIII**

### **SICK LEAVE**

- A. All unit employees shall be granted a yearly sick leave of ten (10) days to be used only for illness and for no other purpose. Use in violation of this Agreement shall constitute grounds for disciplinary action. All days of sick leave not utilized within the current school year shall be accumulative, to be used for additional sick leave as needed in subsequent years. Notwithstanding the foregoing, all unit employees under 12-month contract shall be entitled to a yearly sick leave of twelve (12) days. Once each year, employees shall be notified of the total number of sick days they have accumulated and personal leave days they have accumulated for possible use as sick days as per ARTICLE XIV (A).
- B. Unit employees shall notify their designated supervisor or his/her designee of anticipated absence due to illness as early as possible, and in accordance with standard operating procedures for each employee group.
- C. Upon request of a unit employee's supervisor or the Superintendent, a doctor's certificate concerning any absence due to illness shall be presented.
- D. Any unit employee who regularly works less than five days per week shall be entitled to prorated sick leave entitlement.
- E. Sick leave sell-back at termination, except for cause, shall be as follows:
  - 10-15 Years of Service = 1 day for every 4 days
  - 16-20 Years of Service = 1 day for every 3 days
  - 21-24 Years of Service = 1 day for every 2 days
  
  - 25 or more Years of Service = 1 day for every 1 day to a maximum of \$7,500.Payment will be based on the per diem rate for the first step of the employee's category.
- F. Employees must notify via a letter of intent to the board secretary stating their intended retirement date. This letter must be received by October 1 of the prior school year for

budget purposes. Should an employee fail to file a letter or an unanticipated retirement occurs, the payment of this benefit shall be made the budget year following the retirement year prior to September 1.

## **ARTICLE XIV**

### **TEMPORARY LEAVES OF ABSENCE**

#### **A. Personal Business**

Each unit employee shall be eligible for four (4) paid personal need days per year. A personal need day may only be utilized for important personal need, which the employee is unable to carry out on a non-working day or during non-working hours.

With respect to the above personal need days, the employee shall be required to furnish a reason for two (2) of the of the personal days in order to permit the Superintendent or his designee to render a decision on the request. Two personal days per school year are permitted without reason.

An employee shall submit an application form for a personal business day to the Superintendent or his designee for approval at least seven (7) calendar days in advance, except in the case of an emergency. The Superintendent or his designee may deny a personal business day if the date of the intended absence by the employee would unreasonably interfere with the administration of the schools.

The four (4) days specified herein for personal business days shall not be cumulative if not used in the year granted except under those conditions listed below. Personal business days may be used for illness in the year granted, provided that such employee has exhausted his annual sick leave and all accumulated sick leave. Unused personal business days may also be used in future years for illness, provided that the employee has exhausted all his annual sick leave and all accumulated sick leave. However, any unused personal business days (which is herein made eligible for use in future years for illness where the employee has exhausted all annual and accumulated sick leave) shall not be deemed "accumulated unused sick leave" for purposes of any future legislation mandating payment on retirement or otherwise for accumulated unused sick leave. It is the intention of this subparagraph that a separate record shall be maintained for "unused personal business days" which are eligible for use in future years for illness in the event that an employee has exhausted all annual and accumulated sick leave, but that such record of "unused personal business days" shall in no event be deemed to be "accumulated unused sick leave" or purposes of such future legislation.

#### **B. Death in the Immediate Family**

Each unit employee shall be eligible for up to five (5) days' leave for a death in the immediate family (spouse, parent, parent-in-law, child, brother or sister, grandparent, and stepfamily). The first three (3) days of such leave shall be granted with pay. The Superintendent shall have complete discretion in granting a fourth or fifth day and in determining whether such fourth or fifth day shall be with or without pay.

## ARTICLE XV

### EXTENDED LEAVES OF ABSENCE

- A. Any unit employee shall notify the Superintendent of her pregnancy as soon as it is medically confirmed, and not later than five months prior to the expected birth.
- B. The Board shall not remove any unit employee from her duties during pregnancy except on any one of the following basis:

1. **Performance**

Her job performance has substantially declined from the time immediately prior to her pregnancy.

2. **Physical Incapacity**

Her physical condition or capacity is such that her health would be impaired if she were to continue performing her duties, and which physical incapacity shall be deemed to exist only if:

- a. The pregnant employee fails to produce a certification from her physician that she is medically able to continue performing her duties; or
- b. The Board's physician and the employee's physician agree that she cannot continue performing her duties; or
- c. Following any difference of medical opinion between the Board's physician and the employee's physician, the Board may request expert consultation, in which a third impartial physician, agreed upon by the employee's physician and the Board's physician, shall be appointed to examine the employee, and whose medical opinion shall be conclusive and binding on the issue of medical incapacity to continue performing her duties. The expense of any examination by an impartial third physician under this subparagraph shall be shared equally by the employee and the Board.

3. **Safety**

Her physical condition or capacity is such that her continued performance of her duties may pose a risk to the safety and welfare of students.



- C. Prior to the date of the expected birth, a pregnant employee shall be entitled to choose one of the two alternative maternity leave of absence programs set forth below.

1. **Paid Sick Leave**

A pregnant employee may choose to utilize her annual and accumulated paid sick leave days during the period of actual disability caused by pregnancy, as certified by her physician. If this alternative is chosen by the employee, such employee shall commence her leave at such time as she is physically disabled by her pregnancy condition. Upon the end of the disability period, the employee shall thereafter return to work or shall take leave without pay in accordance with the New Jersey Family Leave Act.

2. **Unpaid Child-Rearing Leave**

A unit employee may seek an unpaid child-rearing leave of absence by making application to the Superintendent at least 60 days prior to the requested commencement date of such leave of absence. Said application shall set forth, in writing, the commencement date of the requested leave of absence and the anticipated termination date thereof. The Board shall grant such unpaid leave of absence with the requested commencement date, which commencement date may be any date prior to birth.

A unit employee may request to return to work from an unpaid child-rearing leave of absence within the same school year in which his/her leave began, provided that she/he shall have requested to do so in his/her application and shall have specified the month when she/he desires to return. The Board of Education shall be the sole determiner of the specific day on which she/he returns from leave; however, the date determined by the Board of Education shall fall within one pay period of the date requested. Any extension or reduction of the date of return within the same school year shall only be allowed at the discretion of the Board, provided application has been made following the original grant of the unpaid leave of absence, but prior to the announced commencement date thereof. Such extension or reduction may be granted by the Board for an additional reasonable period of time for reasons associated with the pregnancy or birth, or for other proper cause, provided that such extension or reduction will not substantially interfere with the administration of the school system.

Since no unit employee has any guaranty of continued employment beyond the current school year, no such unpaid maternity leave of absence may extend beyond the termination of the current school year in which such leave was granted and no grant of such unpaid maternity leave of absence for the duration of the current school year shall be construed as guaranteeing reemployment in the following school year. However, in the event such employee shall be re-employed for the following school year, she may apply for an extension of such unpaid maternity leave of absence beyond the end of the current school year.

- D. A unit employee who wishes a child care leave following the adoption of a pre-school age child(ren) or birth of such employee's child may apply for and shall be granted such leave without pay for the remainder of the school year in which the leave starts.

Such leave shall not extend beyond the end of the employee's contract for the school year in which leave is granted, nor shall the granting of such leave constitute a promise of reemployment for the following school year. Determination of whether the employee on such leave will be reemployed for the following year will be made on, or prior to, April 30.

- E. Except as otherwise provided in this Article, no unit employee shall be barred from returning to work after the birth of her child by a prescribed waiting period between the date of birth and the date of return to work; however, each such employee shall be required to file, at least two weeks prior to the date of birth and the date of return or at the time of giving the required notice of intention to return, whichever is earlier, a certificate from her physician stating that she is physically capable of resuming her full duties, provided, that if the Board's physician is in disagreement, the conflict of medical opinion shall be resolved in the same manner as set forth in Subsection B(2)(c) of this Article.
- F. Any employee granted a leave of absence under this Article shall be eligible for any available increment in the following school year, if reemployed, provided that she completed at least five months of work during the school year in which the leave of absence commenced.
- G. Other leave with or without pay may be granted by the Board on a case-by-case basis.

## **ARTICLE XVI**

### **INSURANCE PROTECTION**

- A. The Board will provide health care protection at a level of benefit equal to U.S. Healthcare Patriot V and CIGNA Traditional - \$10.00 co-pay coverage.

Payment will be as follows:

1. All new hires on or after October 1, 1994 within the unit, working 20-29 hours per week shall receive, employee only, medical insurance coverage (medical, dental, and prescription). Other benefits shall be available through employee contribution.
2. Employees hired prior to October 1, 1994 shall retain same level of eligibility for benefits, as per previous agreement.
3. All new hires after June 1, 2001 will be eligible for benefits in the POS plan subject to the same cap clause. They may choose to purchase the PPO or CMM plan but must pay the difference.

4. All members of the WTSSSPA shall be subject to the same employee co-pay requirements, coverage options and/or level of coverage for medical insurance coverage (medical, dental, prescription) as agreed to between the Board and all other associations in the district.
- B. The Board shall provide all employees with a description of health care insurance coverage and a description of the conditions of the coverage and the individual limits thereof.
- C. During the term of this contract, the Board of Education shall provide and pay for dental, prescription and Employee Assistance Program (EAP) programs for individual and full family coverage at the level of benefits or equivalent, as described in the Delta Dental Plan of New Jersey Inc., Blue Cross/Blue Shield, and Gloucester County Schools Consortium contracts effective June 30, 1991, for each employee who shall be eligible for and shall be enrolled in a prescription drug and dental plan through a company to be selected by the Association and approved by the Board. The Board will pay up to \$500.00 for each employee enrolled in a dental plan. If the employee selects dental coverage where the premium exceeds \$500.00, the employee pays the additional cost. The Board pays full cost of single coverage for prescription. If the employee selects coverage other than single, the Board will pay 85% of the additional cost for dependent coverage while the employee will pay 15% of the additional cost for dependent coverage. The Board assumes full cost of the Employee Assistance Program (EAP). Eligibility for enrollment for benefits shall be governed by and be subject to any restrictions imposed by the plan established by the selected company. Any such plan may provide for coverage for individual employees and their eligible dependents and may contain a deductible.
- D. To be eligible for insurance protection described in Paragraphs A, C or D above, an employee must be employed twenty (20) hours or more per week and meet the criteria in A.1 above.
- E. In case of an employee's death, health benefits coverage for surviving family members shall continue for six (6) months at Board expense.

## **ARTICLE XVII**

### **PERSONNEL FILES**

- A. An employee shall have the right, upon request and reasonable notice, to review the contents of his personnel file and to receive copies of any materials contained therein. An employee who desires to review his or her file must schedule an appointment for review with the personnel office in advance. An employee may have an Association representative accompany him during such review.
- B. An employee may request that any document or material contained in his personnel file which he deems obsolete to be removed. Such request shall be received by the Superintendent or his designee who shall have complete discretion in granting or denying such request.

- C. No material generated by school district personnel of an evaluative or judgmental nature which is derogatory to an employee's conduct, service or character shall be placed in an employee's file unless the employee shall be given notice and an opportunity to review the material. The employee shall be entitled to submit a written response to such material for inclusion in the file.
- D. The only personnel file shall be the one held by the Superintendent of Schools.

## **ARTICLE XVIII**

### **VOLUNTARY TRANSFERS AND REASSIGNMENTS**

- A. Any vacancy occurring during the school year in any of the positions covered by this Agreement shall be posted in appropriate places together with notification of the date by which interested parties may apply.
- B. No later than June 1 of each year a list of all known vacancies expected to occur for the following school year in positions covered by this Agreement shall be posted in appropriate places together with notification of the date by which interested parties may apply.
- C. Any unit employee may apply for a transfer or reassignment to any of the vacancies under Subsection A or B. However, nothing contained herein shall compel the Board to grant any such application for transfer or reassignment.

## **ARTICLE XIX**

### **INVOLUNTARY TRANSFERS AND REASSIGNMENTS**

- A. A unit employee shall be given two (2) calendar weeks' notice of an involuntary transfer or reassignment.
- B. Prior to an involuntary transfer or reassignment of a unit employee, the unit employee's immediate supervisor shall meet with him and advise him of the reasons thereof. The unit employee may request a meeting with the Superintendent or his designee to discuss any involuntary transfer and shall have the right to presentation at said meeting. A request for a meeting with the Superintendent shall not delay the date an involuntary transfer is to take place.

## **ARTICLE XX**

### **EVALUATIONS**

- A. Each unit employee shall be evaluated once during the school year by his immediate supervisor or by an evaluator designated by the Board.
- B. A written evaluation report shall be prepared for each unit employee which shall include, when pertinent, areas of strength and weakness and suggestions for improvement.
- C. A copy of the written evaluation report shall be furnished to the unit employee who shall sign and return same and may append his comments thereto.
- D. Any unit employee who receives an unsatisfactory evaluation shall be afforded a post-evaluation conference with the evaluator for the purpose of discussing the evaluation. The employee will be entitled to association representation at the conference.
- E. Prior to any formal action by the Board to withhold the increment of a unit employee or not to reemploy a unit employee for unsatisfactory job performance, a second evaluation of said unit employee shall be conducted by the unit employee's immediate supervisor or by an evaluator designated by the Board. In such cases, the provisions of Subsections B, C, and D of this Article shall also apply.

## **ARTICLE XXI**

### **EMPLOYEE-ADMINISTRATION LIAISON**

- A. On request of either the Superintendent or the Association representative, a meeting shall be held at least once every calendar quarter during the year to review and discuss current problems and practices and the administration of this Agreement.
- B. Neither the Association's representative nor the Superintendent shall have the power to negotiate terms or conditions of employment or to modify the terms of this Agreement as part of such review and discussion.

## **ARTICLE XXII**

### **TRANSPORTATION WORKERS ASSIGNMENTS**

- A. Assignment of regular transportation routes shall be made by the Transportation Supervisor. Assignments will be made by seniority...the driver with the most seniority will be assigned a route with the highest number of hours of paid driving time... correspondingly, the driver with the least seniority will be assigned the route with the lowest number of hours of paid driving time (i.e., the seniority principle will be in effect in regard to hours of driving time). The assignment of a specific route, after

consideration of seniority, shall be at the discretion of the Transportation Supervisor and communicated to the drivers.

The Transportation Supervisor shall establish a system whereby drivers may indicate their preferences of bus routes prior to the beginning of the school year. The Transportation Supervisor shall make route assignments according to requests and seniority as much as possible, as long as such requests are in conformity with all provisions of Article XXII and are, in his/her judgment, in the best interest of the school district.

The Transportation Force will consist of two (2) groups with all drivers having a permanent schedule of no less than four (4) hours per day/twenty (20) hours per week, except for pre-school handicap runs. The Regular/ Permanent Force will consist of 65 drivers; however, the Board retains its rights under Article XXIII - G. The Secondary Force will be an unlimited (as needed) group, provided the cost remains less than subcontracting as determined by the Board's cost analysis. When a permanent vacancy occurs in the Regular/Permanent Force, the senior driver, hired on or before March 22, 2000, from the Secondary Force will enter into the lowest seniority of the Regular/ Permanent Force. Secondary Force drivers hired after March 22, 2000 will **not** move in to the Regular/Permanent Force; these drivers will remain on their own guide. Four (4) day van and secondary force get the hours that the regular force cannot do. The five (5) day secondary force is eligible for extra time. All bus drivers are eligible for summer work.

It is agreed that Secondary Force employees are represented by the WTSSSPA, and salary increases shall be subject to negotiations.

- B. The exceptions to A above are as follows:
1. Assignment to special education routes by the Transportation Supervisor shall be made without regard to seniority. However, requests for special education routes by drivers with high seniority should be given first consideration to permit them the opportunity to work the highest number of hours of paid driving time. If a driver with higher seniority is assigned a special education run, which they have not requested, the driver shall not receive any less paid driving time than they would have received in their regular order of seniority.
  2. The Transportation Supervisor, for adequate reasons of demonstrated inability to handle a particular route, may disregard the seniority principle referred to above when making assignments.
- C. The Transportation Supervisor may remove a driver from his/her route for just cause.
- D. Where a permanent vacancy in a regular route assignment occurs during the school year because of the termination of an incumbent driver's employment, such a vacancy shall be posted by the Transportation Coordinator to give employees the opportunity to apply. Such vacancy will be filled at the sole discretion of the Transportation Supervisor based on seniority of those drivers who apply for the position. The Board agrees that any bus

run that is increased by sixty (60) minutes or more shall be re-bid.

- E. It is recognized by the parties that when transportation routes are posted by the Transportation Supervisor prior to the commencement of the school year for selection by the drivers, the number of hours contained therein are estimates only and actual pay shall be subject to adjustment based on actual hours. In addition, the assignment of a specific transportation route does not constitute a guaranty of a minimum number of work hours for the duration of the school year since the parties recognize that transportation runs may be altered or eliminated during the course of the school year through such factors as opening of new schools, installation of sidewalks, withdrawal of special students, and the like.

For the foregoing reasons, it is recognized that the Board is entitled, during the course of the school year where any such factors necessitate, altering and/or eliminating a large proportion of all transportation runs.

In the event any run is reduced in hours, every effort shall be made by the coordinator to replace those hours (i.e., extra runs covering runs due to illness, etc.) without regard to the extra time board.

In addition, when transportation runs are assigned at the commencement of a school year by the Transportation Supervisor, he/she shall assign, as far as possible, those runs which may be temporary or subject to alteration or reduction during the course of the school year to drivers with the least seniority. Drivers assigned such runs shall be notified at the time of the assignment that those runs may be temporary or subject to alteration or reduction during the course of the school year.

Temporary runs (not including leaves of absence) shall be deemed to last no more than two (2) months after said period. Run must be re-bid by seniority.

- F. Special trips shall be assigned to regular drivers, provided that the school district's vehicles are available and the cost thereof will not exceed the cost of utilizing an outside carrier. Assignments of such regular drivers to special trips shall be by a rotation system defined in the memorandum annexed hereto as Schedule K. Any driver refusal of a trip or of extra-time runs shall be subject to a maximum charge of up to four (4) hours.
- G. Any unit member called back by an Administrator shall be paid a minimum of two (2) hours.
- H. All drivers shall be required to have an annual physical examination. Such annual physical examination shall be conducted by the school medical examiner at Board expense, or at the option of the driver, by the driver's own physician at the driver's expense so long as any such examination by the driver's own physician is reviewed, approved and accepted by the school medical examiner.
- I. Each driver shall be responsible for the renewal and validation of his/her license each year. The Board agrees to pay for the renewal fingerprinting of bus drivers. The driver will be reimbursed for the cost of fingerprinting upon presentation of an "acceptable"

report from the State.

- J. The Board will make every effort to avoid any driver having a permanent schedule in excess of 40 hours per week unless all drivers are placed, as nearly as possible, on a 40-hour per week schedule.
- K. All drivers who have a layover of less than one full hour between the end of one run and the beginning of the next run shall receive pay for such layover time. During such layover time, drivers shall remain on duty for the purpose of gassing, cleaning, and maintaining their buses and shall be available to perform any other driver duties, which may be assigned by the Transportation Supervisor.

Any driver having a combined layover time of less than 20 minutes per day shall be entitled to extra pay at his/her normal hourly rate for the equivalent of the difference between 20 minutes and his actual combined layover time. Such time shall be utilized by the driver to gas, clean and maintain his/her bus. Notwithstanding the foregoing, in the event the Board shall assign guards or other personnel to gas buses in the evening, such extra pay shall be reduced proportionately, or eliminated in each case depending upon the extent of each driver's actual combined pay layover time.

- L. Hours worked on summer assignments shall not be counted in determining eligibility for assignments during the regular school year.
- M. The Extra-Driving Work and Trips shall be posted in the driver's lounge and should be updated weekly.

## ARTICLE XXIII

### WORKERS ASSIGNMENTS

- A. **Maintenance:** Assignments of maintenance personnel shall be made by the Manager of Custodial and Maintenance Services or his/her designee.
- B. **Warehouse:** Assignment of delivery/supply clerk shall be made by the Operations Manager or his/her designee.
- C. **Transportation:** Assignment of transportation personnel shall be made by the Manager of Transportation or his/her designee.
- D. **Food Service:** Assignment of food service personnel shall be made by the Manager of Food Services, or his/her designee.
- E. **Assistants:** Assignment of assistants (other than transportation) shall be made by the building principal or his/her designee.
- F. **Computer Tech:** Assignment shall be made by the Director of Technology.



- G. **Security:** Assignment shall be made by the Director of Security.
- H. **Courier:** Assignment shall be made by the Business Administrator. In the event the courier is absent, a substitute may be called.
- I. The Board shall have the right to contract any and all services for the purpose of economy after giving the Association sixty (60) workdays notice of such intent. Such notice will contain all details, including financial aspects thereof, of the contemplated sub- contracting; and be sufficient so as to enable the Association to consider ways of compromising their position so as to perhaps save their jobs.

**ARTICLE XXIV**

**FOOD SERVICE WORKERS' ASSIGNMENTS**

- A. Assignments of food service workers for the school year and during the course of the school year shall be made by the Food Service Manager.
- B. Assignments of food service workers for banquets/ special events\* shall be made by the Food Service Manager. With the exception of the head cook who shall be assigned by the Food Service Manager, one third of the workers within the bargaining unit needed for a banquet shall be assigned by the Food Service Manager from those workers within the bargaining unit regularly assigned to the school building in which the banquet is being held and two thirds from workers within the bargaining unit not assigned to the building in which the banquet is to be held on the basis of a rotating seniority system. Cooks are eligible to be assigned as regular workers, in which event they shall receive pay as a regular worker.

\*Banquets and special events is defined as work outside of the normal workday.  
 Example of special events: craft show, wrestling tournament, Project Graduation.

The following hourly rate shall be paid for banquets/special events, for 2002 through 2005.

Food Service	\$14.00
Cook	\$18.00
Asst. Cook	\$16.00

Banquet rates shall be paid from September 1 through June 30.

- C. If a unit member voluntarily accepts concession work, he/she shall be paid the rate established. The rate for concession work shall be \$8.75, which shall remain in effect for the life of this agreement. Said rate shall be paid for all concession work during a calendar year. Concession work will not be assigned. Such work shall be offered to staff on a voluntary basis.
- D. Summer work (Between July 1 and August 31) shall be paid at the employee's regular hourly wage. Summer work will not be assigned. Such work shall be offered to staff on a

voluntary basis.

- E. In the event that a food service worker is assigned the responsibilities of a manager, cook, assistant cook, or cashier, the employee shall be paid the hourly salary of the position for which they have been assigned to substitute beginning on the first day, whenever they are requested to substitute in the above positions.
- F. The Board will provide a \$150.00 per year uniform allowance to each food service worker for the purpose of securing work clothing, including socks, twice a year, September and March.

**ARTICLE XXV  
ASSISTANTS' ASSIGNMENTS**

- A. Assistants employed by the school district presently include the following classifications:

Instructional Assistants

- Teacher Assistant
- Library Assistant
- Special Education Assistant
- State Compensatory Education Program Tutorial Assistant (BSI)
- ESEA Title I Tutorial Assistant

Non-Instructional Assistants

- Cafeteria-Playground Assistant
- Transportation Assistant
- Nurse Assistant
- Clerks Assistant
- Hall Monitors
- Student Supervisory Assistant

Since the maintenance of certain classifications of assistants is dependent upon educational needs and funding for various sources, the parties recognize that the Board has the discretion to abolish existing categories or to create additional categories or to hire additional employees in any category or to reduce the number of employees in any category.

- B. Assignments of assistants in the various classifications for the school year shall be made at the sole discretion of the Superintendent and shall be made by administration prior to

the opening of school in September, except in extenuating circumstances in which case aides shall be notified as soon as possible.

- C. The Board of Education may, at its sole discretion, provide in-service training for assistants in areas of their assignment within the designated work year and work day.

In the event assistants are requested to attend training sessions or partake in field trips outside of their designated work year and work day, they shall be compensated at their regular hourly salary.

- D. Employees will be given credit for time worked in the district, in any classification covered by this contract, in the determination of seniority and salary guide placement. It is understood that this paragraph applies for salary guide placement only and has no relationship to seniority for R.I.F. purposes.
- E. Assistants will not be responsible for procuring substitutes for them in the event they are absent from work. The responsibility for calling substitutes shall rest with the administration.

## **ARTICLE XXVI**

### **CUSTODIANS' ASSIGNMENTS**

- A. Where any vacancy occurs in a custodial position or any new custodial positions are added, notice of such vacancies shall be posted in an appropriate area in each building in which members of this unit are employed. Any employee in this unit who desires a transfer to the position posted shall file a written statement of such desire with the Superintendent or his designee no later than 10 days after the notice of the position has been posted. Members of this bargaining unit shall receive consideration for the positions; however, such positions shall be filled at the sole discretion of the Administration and/or the Board of Education.
- B. Where in any building different starting times are established for those custodians working a particular shift, the most senior custodian working in that building shall receive first consideration for his choice of starting time. The actual assignment of custodians to shifts and starting times shall be at the sole discretion of the Administration and/or the Board of Education.

## **ARTICLE XXVII**

### **TRANSPORTATION MAINTENANCE PERSONNEL ASSIGNMENTS**

- A. Assignments to be made by the manager of transportation or his/her designee.
- B. The board will supply uniforms to all transportation maintenance personnel at board expense.

**ARTICLE XXVIII**

**SECURITY PERSONNEL**

- A. Assignments shall be made by Director of Security or his/her designee.
- B. Three (3) uniform shirts and two (2) uniform pants shall be provided for the security employee each year.

**ARTICLE XXIX**

**DELIVERY/SUPPLY CLERK**

- A. Assignments shall be made by the maintenance supervisor or his/her designee.

**ARTICLE XXX**

**AV COORDINATOR/TECHNICIAN**

- A. Assignments of AV Coordinator shall be made by building principal or his/her designee.
- B. Assignments of AV Technician shall be made by building principal or his/her designee.

**ARTICLE XXXI**

**COMPUTER TECHNICIANS**

- A. Assignments of Computer Technicians shall be made by the Director of Technology.

**ARTICLE XXXII**

**COURIERS**

- A. Assignments of Courier shall be made by Business Administrator or his/her designee.
- B. In the event the Courier is absent, a substitute may be called.

## **ARTICLE XXXIII**

### **JOB COACHES**

- A. Assignments of Job Coaches shall be made by Assistant Superintendent or designee.
- B. In the event the Job Coach is absent, a substitute may be called.

## **ARTICLE XXXIV**

### **WORK YEAR**

- A. Food service workers shall be under a 10-month contract commencing September 1 and ending June 30. The minimum number of workdays for food service workers in the elementary schools shall be 175, plus one day prior to the start of school and one day after the closing of school. The minimum number of workdays for food service workers at the Middle School and High School level shall be 175, plus one day prior to the start of school and two days after the closing of school. Any additional days worked shall be at the sole discretion of the Board of Education, shall be paid at the regular hourly or daily rate of pay, and except in extenuating circumstances shall be subject to 30 day prior notification. When food service workers at a particular school are not scheduled to work because their school is not scheduled to provide lunch, they shall have the first option to substitute at schools where such work is scheduled for employees who are absent. The regular hourly rate of pay shall be paid rather than the substitutes' scale. Paid holidays for food service workers shall be in accordance with Article XI.
- B. Transportation workers shall be under a 10-month contract commencing September 1 and ending June 30. The minimum number of workdays for transportation workers shall be equivalent to the number of days pupils are in attendance. Any additional days worked shall be at the sole discretion of the Board of Education, shall be paid at the regular hourly or daily rate of pay, and except in extenuating circumstances shall be subject to 30 day prior notification. Paid holidays for transportation workers shall be in accordance with Article XI.
- C. Assistants, job coaches, computer technician, and AV technician shall be under a 10-month contract commencing September 1 and ending June 30. The number of actual workdays for assistants will vary depending upon the categories of assistants positions. Except in extenuating circumstances, assistants will be notified prior to September 1 of the actual number of days they will work in a given contract year. Any additional days worked shall be at the sole discretion of the Board of Education, shall be paid at the regular hourly or daily rate of pay, and except in extenuating circumstances shall be subject to 30 day prior notification.
- D. Maintenance workers, custodians, AV coordinator, delivery/supply clerk, courier, transportation maintenance personnel and security shall be under a 12-month contract

commencing July 1 and ending June 30, subject to their paid vacation entitlements under Article XII and their paid holiday entitlements under Article XI.

- E. A second shift maintenance shall be established as follows:
  - 1. Number of staff up to seven (7) current staff.
  - 2. Voluntary selection first - seniority - reversed second.
  - 3. Definite second shift - not transferred to another shift according to workload. Example: no two (2) week notice and transfer to another shift - at will.

## **ARTICLE XXXV**

### **WORK DAY**

- A. Full-time custodians, maintenance, transportation maintenance personnel, supply/delivery clerk, AV coordinator, security, and courier shall normally work an eight-hour day, five days per week.
- B. All eight hour employees shall be entitled to two fifteen minute breaks during paid working hours on or about the second and sixth hours of work.
- C. All eight-hour employees shall be entitled to a duty-free thirty-minute lunch outside paid working hours on or about the fourth hour of work. Said lunch period shall be uninterrupted except for emergencies, in which case, the employee shall be granted compensatory time off.

## **ARTICLE XXXVI**

### **WORKING CONDITIONS**

- A. The Board will provide, at its expense, needed safety items (i.e., rubber gloves, safety glasses, ear plugs) to unit personnel. All weather gear shall be made available to all employees required to work outside.
- B. When roads are impassable due to deep snow, ice, or other hazardous road conditions, the Custodians are not expected to report for work until such time that the road crews or improved weather conditions made the roads safe for travel. After an employee reports to work, he/she may leave at his/her regular time with the option to make up the lost time difference within five (5) workdays.
- C. It is agreed that it shall not be the regular practice to have custodians unload trucks; however, custodians are expected to help on major supply deliveries and on occasional small deliveries. It is understood that in order to assist with the unloading, a custodian

would not be expected to complete all of his normal duties, unless he is required to work overtime.

- D. Custodians will perform all functions and duties outlined in the job descriptions for said positions which shall be filed in each school and furnished to each new employee.

## **ARTICLE XXXVII**

### **DEDUCTION FROM SALARY**

- A. The Association shall indemnify, defend and save harmless the Board of Education against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon salary deduction authorization cards or cancellations and/or changes in salary deduction authorization cards submitted by individual members or for individual members by the Association to the Board of Education.

Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 N.J.S.A. 52:14-15 a-e, and under rules established by the State Department of Education.

## **ARTICLE XXXVIII**

### **AGENCY SHOP**

#### **Representation Fee**

- A. Any employee represented by this bargaining unit employed by the Board of Education during the term of this Agreement who does not become a member of the Association shall be required to pay a representation fee to the Association for the purpose of offsetting the employee's per capita cost of services rendered by the Association as majority representative. Representation fees for non-members shall be deducted prospectively only beginning September 1 of each contract year.
- B. Unless otherwise specified in this article, the maximum representation fee for non-members, notification of procedures available to non-members for appeal and the establishment of a demand and return system, etc., shall comply to 34:13A-5.4 et. seq. in effect at the time of the execution of this contract.

The Board and the Association agree that a full list of employees will be shared, indicating those paying dues and those not paying full dues. Said lists shall be verified by both parties to accurately reflect full membership and dues amounts, on or about November 1 of each year.

On or about the last day of each month beginning in November of each year, the Board will notify the Association of newly employed members of this bargaining unit. The





- D. Copies of this Agreement shall be duplicated and made available to unit employees, with the cost thereof shared equally by the Board and Association.

**ARTICLE XXXX**

**DURATION OF AGREEMENT**

This Contract shall be effective July 1, 2002, as of the date of execution thereof and shall continue in effect until June 30, 2005.

IN WITNESS THEREOF, the parties hereto have caused these Terms and Conditions to be signed by their proper officers and their corporate seals to be affixed hereto this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

WASHINGTON TOWNSHIP BOARD OF EDUCATION

\_\_\_\_\_  
Eileen Abbott, President

\_\_\_\_\_  
Margaret F. Meehan, Board Secretary

WASHINGTON TWP. SCHOOLS SUPPORT SERVICES PERSONNEL ASSOC.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**SCHEDULE A**

**TRANSPORTATION WORKERS' SALARIES  
WTSSSPA**

<u>Step</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
Regular/Permanent	\$19.99	\$20.72	\$21.48
Secondary hired on or before 4/30/98	14.16	14.68	15.21
Secondary hired after 4/30/98	13.59	14.08	14.60

**SCHEDULE B**

**MAINTENANCE WORKERS' SALARIES  
WTSSSPA**

**EMPLOYEES HIRED ON OR BEFORE 4/30/98**

<u>Step</u>	<u>Prior Years of Service Completed</u>	<u>Annual Salary</u>		
		<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
1	0 - 3	\$37,912	\$39,160	\$40,648
2	4 - 7	38,912	40,160	41,648
3	8 - 11	39,912	41,180	42,648
4	12 or more	40,912	42,160	43,648

**EMPLOYEES HIRED AFTER 4/30/98**

<u>Step</u>	<u>Prior Years of Service Completed</u>	<u>Annual Salary</u>		
		<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
1	0 - 3	\$33,463	\$34,711	\$36,199
2	4 - 7	34,463	35,711	37,199

**SCHEDULE C**

**FOOD SERVICE WORKERS' SALARIES  
WTSSSPA**

	<u>Hourly Rate</u>		
	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
Cook	\$18.10	\$18.76	\$19.44
Assistant Cook	15.53	16.09	16.68
Cashier	14.29	14.82	15.36

**EMPLOYEES HIRED BEFORE 4/30/98**

Food Service Worker, Step 2	\$12.39	\$12.84	\$13.31
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**EMPLOYEES HIRED AFTER 4/30/98**

Food Service Worker, Step 1	\$ 9.71	\$10.07	\$10.45
Food Service Worker, Step 2	9.96	10.32	10.70

**SCHEDULE D**

**ASSISTANTS' SALARIES  
WTSSSPA**

**EMPLOYEES HIRED ON OR BEFORE APRIL 30, 1998**

<u>Step</u>	<u>Prior Years of Service Completed</u>	<u>Hourly Rate</u>		
		<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
1	0	\$ -	\$ -	\$ -
2	0	-	-	-
3	0	-	-	-
4	5+	12.93	13.40	13.89

**EMPLOYEES HIRED AFTER APRIL 30, 1998**

<u>Step</u>	<u>Prior Years of Service Completed</u>	<u>Hourly Rate</u>		
		<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
1	0	\$8.60	\$8.81	\$ 8.92
2	1 - 2	8.80	9.01	9.12
3	3 - 4	9.10	9.30	9.32
4	5	9.45	9.75	9.62
5	6+			10.07

**SCHEDULE E**

**CUSTODIANS' SALARIES  
WTSSSPA**

**EMPLOYEES HIRED ON OR BEFORE 4/30/98**

<u>Step</u>	<u>Prior Years of Service Completed</u>	<u>Annual Salary</u>		
		<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
1	Less than 1	\$ -	\$ -	\$ -
2	1 - 3	-	-	-
3	4 - 7	33,781	35,015	36,030
4	8 - 11	34,781	36,015	37,030
5	12+	35,781	37,015	38,030

**EMPLOYEES HIRED AFTER 4/30/98**

<u>Step</u>	<u>Prior Years of Service Completed</u>	<u>Annual Salary</u>		
		<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
1	Less than 1	\$24,466	\$25,301	\$26,269
2	1 - 3	25,432	26,301	27,269
3	4 - 7	26,182	27,051	28,019
4	8 - 11	26,982	27,951	29,019
5	12+	27,782	28,851	30,019

**SCHEDULE F  
DELIVERY/SUPPLY CLERK**

	<u>Annual Salary</u>		
	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
DELIVERY/SUPPLY CLERK	\$38,801	\$40,218	\$41,686

**SCHEDULE G  
AV COORDINATOR/ AV TECHNICIAN/COMPUTER TECHNICIAN/COURIER  
SALARIES  
WTSSSPA**

**ANNUAL SALARY/HOURLY RATE  
EMPLOYEES HIRED ON OR BEFORE APRIL 30, 1998**

	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
AV COORDINATOR	\$46,303	\$47,993	\$49,744
AV TECHNICIAN	14.24	14.76	15.30
COMPUTER TECHNICIAN	15.83	16.41	17.00

**EMPLOYEES HIRED AFTER APRIL 30, 1998**

	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
AV COORDINATOR	\$38,744	\$40,159	\$41,624
AV TECHNICIAN	11.51	11.93	12.36
COMPUTER TECHNICIAN	12.89	13.36	13.85
COURIER	\$23,445	\$24,300	\$25,187

**SCHEDULE H**

**TRANSPORTATION MAINTENANCE PERSONNEL SALARIES  
WTSSPA**

	<u>Annual Salary</u>		
	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
MECHANICS			
Dale Kassin	\$45,533	\$47,195	\$48,918
Richard Sherry	35,576	37,375	39,239
BUS MECHANIC			
Michael DeMers	\$33,311	\$34,527	\$35,787

**SCHEDULE I**

**SECURITY PERSONNEL SALARIES  
WTSSPA  
EMPLOYEES HIRED ON OR BEFORE APRIL 30, 1998**

	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
HOURLY RATE	\$13.06	\$13.54	\$14.03

**EMPLOYEES HIRED AFTER APRIL 30, 1998**

	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
HOURLY RATE	\$11.24	\$11.65	\$12.07

**SCHEDULE J**

**JOB COACHES**

	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
All	\$12.44	\$12.89	\$13.36
Tarpey *	13.50	\$13.99	\$14.50

\*This individual has progressed on the assistant's guide and will continue to do so.  
This individual is grandfathered.

**SCHEDULE L  
EXTRA DRIVING WORK AND TRIPS**

1. Trips and extra time will operate on a rotation system based on seniority not to exceed 25 hours. An employee will be eligible for rotation based on seniority to the maximum of 25 hours. They are then removed from consideration until all other employees have been given the opportunity to reach 25 hours.
2. At the beginning of each school year, the Transportation Coordinator will give all drivers a form to complete, similar to the example attached, indicating their acceptance or rejection of all extra work available during that school year.
3. A routine trip notice will be placed in the bus driver's mailbox. Bus drivers are required to pick up their mail daily, 15 minutes prior to their scheduled route time. The 24-hour notice starts 15 minutes before the first scheduled run and ends at the same time the following day.
4. Drivers must reply, indicating acceptance or rejection of the trip. This reply must be returned to the Transportation Coordinator as per conditions stated in paragraphs 5 and 6 below. Failure to reply will result in the trip being charged against the driver and a reassignment of the trip to another driver will be made. Rejection of the trip will also be charged against the driver and a reassignment made. If less than 24 hours notification is given, a rejection will not result in time charged against driver.
5. For those trips, which are not routinely scheduled (as #3 above), the 24-hour notification begins, 24 hours from the time a driver must report in order to be at the appointed place at trip time.

For example, for a trip scheduled to begin at 5:30 p.m. on the 27th of July, the driver would have to be notified prior to 5:00 p.m. on the 26th of July in order to pick up bus and arrive at designated school on time.

6. Reporting time for field trips is 30 minutes prior to departure time. Twenty-four hours' notice is based upon reporting time.

Example: Departing time is 5:30 p.m., report by 5:00 p.m., and 24 hours notice is established at 5:00 p.m. the preceding day. Ending time is when the bus is returned to the bus yard.

7. If a trip conflicts with a driver's run, it will not be charged to the driver. The trip will be reassigned to the next available driver.
8. If a driver is sick on the day of a scheduled trip, he will not be charged. The trip will be reassigned to the next available driver.



9. If a trip is canceled, through no fault of the driver, he will not be charged.
10. If a driver turns down five (5) trips, he will automatically be removed from the trip list for the remainder of the school year.
11. The Transportation Coordinator has the right to assign trips to the first available driver when a last minute request is granted (less than 24 hours).
12. Trip sheets will be furnished for each trip. They are to be completed and turned in to the Transportation Coordinator's office immediately following the trip completion, or in the event of evening or weekend trips, on the morning of the first day following the trip that the transportation office is operational.
13. Drivers employed after the beginning of the school year will be added to the "Trip and Extra Work List" following the driver with the lowest seniority. The new driver will take his place on the "Trip and Extra Work Rotation List" in the same position as the driver with the highest number of hours of trips and extra work on the date of the new driver's appointment by the Board of Education.

Example: Rotation List

Driver with highest hours	<u>25 hours</u>
Other drivers	<u>20 hours</u>
New driver placed on rotation list at this point	----- -----

This means the new driver will not be eligible for trips until all other drivers have completed 24 hours.

14. Summer work, when available, will be assigned by the Transportation Coordinator by seniority.
15. The following codes will be used by the Transportation Supervisor when driver contact must be made over the telephone, to accept or reject extra work (when a notice cannot be placed in a mailbox on weekends or when the school system is closed).
  - A - Acceptance
  - R - Rejection
  - PB - Phone Busy - Rejection, go onto next driver
  - NA - No Answer - Rejection, go onto next driver

Only "A" and "R" are chargeable to the driver on the Trip and Extra Work Rotation List.
16. Trip hours will be kept as close to equal as possible.

**WASHINGTON TOWNSHIP SCHOOLS TRANSPORTATION DEPARTMENT**

**TRIPS/EXTRA WORK REQUEST FORM**

Driver's Name \_\_\_\_\_ Date Employed \_\_\_\_\_

I am interested in trips/extra work in the areas checked below for the \_\_\_\_\_ school year.

YES NO

\_\_\_ \_\_\_  
\_\_\_ \_\_\_ Field Trips/Athletic Trips

\_\_\_ \_\_\_  
\_\_\_ \_\_\_ Bus Inspection (other than your own)

\_\_\_ \_\_\_  
\_\_\_ \_\_\_ Parochial School (other than your own)

\_\_\_ \_\_\_  
\_\_\_ \_\_\_ Taking Buses for Repairs or Replacement to Dealer (example:  
Wolffington Body, Cherry Hill Dodge)

\_\_\_ \_\_\_  
\_\_\_ \_\_\_ Bus Repairs (example: International, T & W Stratton, Tires, etc.)