

AGREEMENT

between

THE TRENTON BOARD OF EDUCATION

and

THE TRENTON BUSINESS AND TECHNICAL  
EMPLOYEES' ASSOCIATION

July 1, 1983 through June 30, 1985

MURRAY & GRANELLO, ESQS.  
25 Sycamore Avenue  
Little Silver, N.J. 07739  
(201) 747-2300

APPROVED AT 10/25/83 REGULAR BOARD MEETING

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ARTICLE I

PURPOSE

It is the intent and purpose of the parties hereto to set forth herein the Agreement covering rates of pay, hours of work, and conditions of employment to be observed by the parties hereto and to secure closer and more harmonious relations between the said parties.

ARTICLE II

RECOGNITION

The Board agrees to and hereby does recognize the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations in any and all matters relating to terms and conditions of employment on behalf of all employees in the classifications and units listed.

UNIT A

Assistant Secretary-Business  
Administrator I  
Systems Analyst  
Commissary Manager  
Principal Analyst/Budget  
Principal Accountant/Cafeteria  
Communications Supply Specialist  
Audit/Accounts Payable Officer

UNIT C

Storekeeper I  
Assistant Storekeeper  
Truck Driver Supply  
T. V. Technician  
Trainer/Locker Room Attendant  
Stock Clerk

UNIT B

Assistant Commissary Manager  
Senior Clerk/Bookkeeper  
Communication and Supply Clerk  
Payroll Clerk  
Senior Operator Computer/  
Keypunch  
Keypunch Operator

UNIT D

Shop Clerk  
Truck/Bus Driver  
Auto/Bus Mechanic  
Foreman/Garage Mechanic

ARTICLE III

SALARIES

- SECTION 1           The salaries of all employees covered by this Agreement are set forth in the attached pay schedule (Appendix A).
- SECTION 2           Twelve (12) month employees shall be paid every other Friday for the entire school year.
- SECTION 3           The regular work week shall be 35 hours for Units A, B, C.
- SECTION 4           All hours worked after the normal work day shall be paid at the rate of 1-1/2 times the employee's hourly wage. Work performed on Saturday shall be paid at the rate of 1-1/2 times the employee's hourly wage. Work performed on Sunday or a Holiday shall be paid at the rate of 2 times the employee's hourly wage.
- SECTION 5           Any employee covered by this Agreement requested either to return to work or come in to work outside of, but not contiguous with, his/her regularly scheduled shift shall be paid at the rate of 1-1/2 times the employee's hourly wage.
- SECTION 6           Any employee covered by this Agreement who works during the Easter or Christmas vacation, or during

any other period when the schools have been closed by Administrative action, shall have the option of selecting either compensatory time off or payment of an additional day's pay for each day so worked.

SECTION 7

Employees covered by this Agreement shall be entitled to a supermaximum equal to the employee's annual increment upon submission of proof of completion of fifteen (15) approved college credits. An employee shall be entitled to a second supermaximum equal to the employee's annual increment upon submission of proof of completion of thirty (30) approved college credits. An employee shall be entitled to a third supermaximum equal to the employee's annual increment upon submission of completion of forty-five (45) approved college credits. These credits shall relate directly to the improvement of an employee's skills and responsibility and shall be approved by the Superintendent of Schools. Requests for supermaximums may be submitted on July 1, September 1 and February 1 of each school year and payment shall be made upon approval by the Board effective upon the submission date.

SECTION 8 All employees shall be entitled to longevity according to the following schedule:

20 years - additional \$600

25 years - additional \$600

30 years - additional \$600

35 years - additional \$600

SECTION 9 The following titles under the supervision of the Executive Director-Buildings and Grounds shall work a forty (40) hour week throughout the year.

UNIT D - Shop Clerk

Truck/Bus Driver

Auto/Bus Mechanic

Foreman/Garage Mechanic

SECTION 10 No employee shall be disciplined, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be made public and shall be subject to the grievance procedure herein set forth. Any dismissal or suspension shall be considered a disciplinary action and shall at the option of the employee, be subject to the grievance procedure inclusive to grievance Level III.

SECTION 11 The Trenton Board of Education will make available to all employees covered by this Agreement a procedure covering automatic payroll deductions necessary to establish and maintain the following:

1. Loan payment to T.E.A. Credit Union
2. Summer Savings Plan
3. T.E.A. Credit Union Savings Plan

SECTION 12 At no time shall the Board or any Agent thereof, assign or direct any employee covered by this contract, to any other duties outside of duties appropriate to their position and consistent with their general job description.

At no time shall an employee be requested or required, in any way, to supervise or be responsible for pupils at any work location except in the event of an emergency.

SECTION 13 The Board will provide clean work uniforms to be worn by the Auto Mechanics when on duty.

SECTION 14 Whenever any member of the Association is mutually scheduled by the parties hereto to participate during working hours in negotiations meetings, grievance proceedings, conferences or meetings they shall suffer no loss in pay and/or benefits.



ARTICLE IV  
LEAVE POLICIES

SECTION 1           Effective July 1, 1983, all twelve (12) month employees shall be allowed seventeen (17) sick leave days with full pay annually and all ten (10) month employees shall be allowed fourteen (14) sick leave days with full pay annually. Effective July 1, 1984, all twelve (12) month employees shall be allowed sixteen (16) sick leave days with full pay annually and all ten (10) month employees shall be allowed thirteen (13) sick leave days with full pay annually. All unused sick leave shall be accumulative.

SECTION 2           In the event an employee exhausts all accumulated and earned sick leave benefits, he/she may request additional sick leave, which request shall be considered by the Board of Education on a case-by-case basis.

SECTION 3           Any ten (10) month employee with twenty-five (25) years or more of service in the Trenton School District shall receive 1/200 of the employee's base salary for each three (3) days of unused accumulated sick leave upon the employee's retirement.

Any twelve (12) month employee with twenty-five (25) years or more of service in the Trenton School District shall receive 1/260 of the employee's base salary for each three (3) days of unused accumulated sick leave upon the employee's retirement.

SECTION 4 Illness in Immediate Family

Three (3) days per year shall be allowed for illness in immediate family. Immediate family shall mean spouse, child, parent, brother, sister, or other relative living in the same household.

SECTION 5 Death in Family

Five (5) days without loss of pay at the time of death for immediate family which shall mean spouse, child, parent, brother, sister, or other relative living in the same household, at the time of death.

SECTION 6 Death of Others

With the approval of the Superintendent of Schools an employee shall be allowed an absence of one (1) day with no loss of pay for the death of others.

SECTION 7 Personal Business or Religious Holiday

Four (4) days for twelve (12) month employees and three (3) days for ten (10) month employees

with no loss of pay shall be allowed for either personal business or religious holidays. Personal business days shall be approved in advance by the Superintendent of Schools.

SECTION 8 Marriage of Employee or in Immediate Family

One (1) day shall be allowed with no loss of pay.

SECTION 9 Other Emergency or Urgent Reasons

With the approval of the Superintendent of Schools, or his/her designee, absence for other emergency or urgent reasons may be allowed with no loss of pay.

SECTION 10 Court Order

Absence by reason of subpoena shall result in no loss of pay provided the subpoena is filed with the Superintendent of Schools, or his/her designee, except where the employee is a party to the suit, in which case full deduction shall be made.

SECTION 11 Jury Duty

Employees subpoenaed for jury duty shall receive full pay less fee received for such service.

SECTION 12 Inter-School Visitations, Conferences, Conventions

With the approval of the Superintendent of Schools, or his/her designee, with no loss of pay, advance approval required.

SECTION 13 Leave of Absence

A leave of absence, with loss of pay, may be granted employees of this unit, for a definite period. No leave will be granted to accept other employment.

SECTION 14 Maternity Leave

An employee, expecting to become a mother and wishing to continue in the service, must request a leave of absence without pay. Maternity leave may not exceed two (2) years. Any female employee adopting an infant child may receive similar leave which shall continue upon her receiving de facto custody of said infant. Any male employee shall, upon request, be granted a leave of absence without pay for paternity purposes or adoption of a child for a period of not more than two (2) years.

SECTION 15 Injury on the Job

Whenever an employee is absent as a result of personal injury arising out of and in the

course of his employment compensable under the New Jersey Worker's Compensation laws, he shall be paid his salary for the period of such absence for up to one (1) calendar year without having such absence charged to the annual sick leave or the accumulated sick leave provided in SECTIONS 1 and 2. Salary payments allowable under this section with reference to such injury shall be made for absence during the waiting period for which no temporary disability compensation is allowed under the New Jersey Worker's Compensation laws, and during but not beyond the period for which the employee is entitled to receive for such injury a temporary disability benefit under the said Worker's Compensation laws. Any amount of salary payable pursuant to this section shall be reduced by the amount of worker's compensation award for temporary disability due to said injury for the period for which said salary is paid. The Board shall have the right to have the employee examined by a physician designated by the Board for the purpose of establishing

the length of time during which the employee is temporarily disabled from performing his duties; and, in the event that there is no adjudication in the appropriate worker's compensation proceeding of the period of temporary disability, the opinion of the physician as to the said period shall control.

SECTION 16

Return from Leave

Employees returning to work after an authorized leave shall be offered the same or similar position that they held at the time said leave was commenced. All benefits to which an employee was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave and any salary increments accruing, shall be restored to him/her upon his/her return from leave.

ARTICLE V

INSURANCE PROTECTION

SECTION 1

The Board shall pay the premium for medical benefits coverage under the New Jersey Medi-Group Plan; the New Jersey Blue Cross Hospital Service Plan; the New Jersey Blue Shield Medical-Surgical Plan; Rider J; Major Medical and N. J. Dental Service, and N. J. Prescription Program as afforded by all other bargaining units.

Effective January 1, 1984, coverage under the New Jersey Blue Shield Medical-Surgical Plan shall be upgraded to the 1420 Series. Effective January 1, 1984, the Major Medical Plan will cover 100% of the eligible Major Medical expenses for the balance of a calendar year when out-of-pocket expenses in the 20% co-insurance and \$100.00 deductible equal \$500.00 per individual or \$1,000.00 per family.

SECTION 2

A substantially equivalent Plan may be substituted, provided that such Plan shall be mutually agreeable to the Board and the Association.





SECTION 4 Full vacation allowance shall be granted any employee whose retirement becomes effective before the end of the school year, providing they have worked seven (7) of the twelve (12) months of the current school year.

SECTION 5 Any employee taking a leave of absence before the end of the school year shall be entitled to one (1) vacation day for each month worked.

ARTICLE VII

GRIEVANCE PROCEDURE

SECTION 1

Definitions

1. Grievance

A grievance is a claim by an employee or the Association, based upon the interpretation, operation, application or performance of the terms of this Agreement or relating to wages, hours or conditions of employment or any complaint, controversy, dispute or grievance involving a claimed breach of any of the terms or conditions of this Agreement and shall be handled in the following manner. A grievance must be filed within thirty (30) work days after the employee knew or should have known of the act or condition on which the grievance is based.

2. Aggrieved Person

An "aggrieved person" is the person, persons or Association making the claim.

3. Party in Interest

A "party in interest" is the person or persons making the claim and any person including the Association or the Board, who might be re-

quired to take action or against whom action might be taken in order to resolve the claim.

SECTION 2

Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

SECTION 3

Procedure

1. Time Limits

The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. Year-end Grievances (Ten (10) Month Employees)

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, the time limits set forth herein may be reduced by mutual consent so that the grievance procedure

may be exhausted prior to the end of the school year.

3. Level One - Immediate Superior

An employee with a grievance shall first discuss it with his principal or immediate superior, either directly or through the Association's designated representative, with the objective of resolving the matter informally. This discussion will be identified as an informal grievance and the date noted and initialed by both parties. A decision shall be rendered within five (5) school days.

4. Level Two - Superintendent

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, he may file the grievance in writing with the Association within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the within grievance, the Association shall refer it to the Superintendent of Schools, or his/her designee.

5. Level Three - Board Level

a. In the event that the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or in the event no decision has been rendered by the Superintendent, or his/her designee, within five (5) school days after the conclusion of the hearing or after fifteen (15) school days after the grievance has been filed with the Superintendent, he may request the Association to appeal the grievance to the Board, in which event the Association shall make the appeal by notifying the Superintendent, or his/her designee, in writing.

b. The Board or designated hearing officers will review the grievance with the grievant and the Association's representatives present solely for the purpose of reviewing the accuracy of the facts presented. No new evidence shall be presented at this level. The hearing officers shall present a written recommendation to the Board within fifteen (15) work days of the hearing.

c. The Board shall render a written decision on the grievance within twenty (20) work days after the recommendations of the hearing officers are presented to the Board. A copy of each decision shall be immediately forwarded to the Association which shall notify the grievant.

d. The Board shall not be required to hold a special meeting to comply with times specified in SECTION 5 (a), (b), (c), provided that not more than forty (40) working days shall elapse between the filing of the grievance at Level Three and the Board's decision.

6. Level Four - Arbitration

a. If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within forty (40) work days after the grievance was delivered to the Board, he may within five (5) work days after a decision by the Board or forty (40) work days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Associa-

tion submit its grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) work days after receipt of a request by the aggrieved person and the Board shall be so notified.

b. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

c. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision normally not later than thirty (30) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his 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 is violative of 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 the parties in interest.

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 expense incurred shall be paid by the party incurring same.

#### SECTION 4

##### Rights of an Employee to Representation

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and



to state its views at all stages of the grievance procedure.

SECTION 5

Miscellaneous

1. Group Grievance

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, or his/her designee, 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. Written Decision

Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefor and shall be transmitted promptly to all parties in interest and to the Association.

3. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

4. Meetings and Hearings

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, heretofore referred to in this Article.

ARTICLE VIII

EMPLOYEE EVALUATION

SECTION 1      Open Evaluation

All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee.

SECTION 2      Copies of Evaluation

An Employee shall be given a copy of any visit or evaluation report prepared by his evaluators at least three (3) days before any conference to discuss it. No such report shall be submitted to the central office, placed in the employee's file or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form.

SECTION 3      Signing

Said evaluation shall be signed by the employee and supervisor with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer. His answer shall be reviewed by the Superintendent, or his designee, and attached to all copies.

SECTION 4 Personnel Records

An employee or his designee, by written consent, shall have the right upon request, to review the contents of his personnel file and to copy any documents contained therein.

SECTION 5 Derogatory Material

No material derogatory to an employee's services, character, or personality shall be placed in his personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent, or his designee, and attached to all copies.

SECTION 6 Complaints

Any complaints regarding an employee made to any member(s) of the administration by a parent, student, or other person which does or may influence evalua-

tion of and/or continued employment shall be brought to the attention of the employee. Further, any written report of said incident shall be subject to the procedures outlined above.

ARTICLE IX

FAIR DISMISSAL PROCEDURE

SECTION 1      Date

On or before April 30 of each year, the Board shall give to each employee:

- A. A written notification of employment for the succeeding year containing salary and noting that the terms and conditions of employment shall be in accordance with the Agreement negotiated between the Board and the Association, or
- B. A written notice that such employment shall not be offered.

SECTION 2      Reasons

Any employee who receives a notice of non-renewal of employment may within ten (10) days thereafter, in writing, request a statement of reasons in writing, for such non-renewal of employment from the Superintendent, or his/her designee. Reasons shall be given, in writing, within ten (10) days after the receipt of the request.

SECTION 3

Hearing

Any non-tenured employee who has received such notice of non-renewal of employment and statement of reasons shall be entitled to a hearing before the Board, provided a written request for hearing is received in the office of the Secretary of the Board within ten (10) work days after receipt by the employee of the statement of reasons, in writing.

SECTION 4

Board Determination

The Board shall issue its written determination as to the employment or non-renewal of employment of said non-tenured employee for the next succeeding school year within ten (10) work days after the completion of the hearing. Said proceeding shall be completed and the Board's determination presented to the employee in no later than twenty (20) working days. Should the Board fail to conduct a hearing and respond in a timely fashion the employee shall be deemed to have been offered employment for the succeeding school year.

SECTION 5. Notification of Intention to Return

If the employee desires to accept such employment, he shall notify the Board of such acceptance, in writing, on or before May 15 in which event such employment shall continue as provided for herein. In default of such notice, the Board shall not be required to continue the employment of the employee.



ARTICLE X

MANAGEMENT RIGHTS

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or for other legitimate reasons; (d) to maintain efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; (f) to establish reasonable work rules; and (g) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

ARTICLE XI  
REPRESENTATION FEE

SECTION 1      The Board will deduct a representation fee in equal installments, as nearly as possible, from the paychecks paid to those employees who have not become members of the Association for the then current membership year. Said deduction shall be made upon receipt of authorization from the Association. The deductions will begin with the first paycheck paid thirty (30) days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

SECTION 2

If an employee, who is required to pay a representation fee, terminates his/her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

SECTION 3

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

SECTION 4

Each pay period the Board shall provide the Association with an alphabetical list of all personnel in a bargaining unit position. The list shall include the amount, if any, deducted for representation fees during the previous pay period for each named individual.

SECTION 5

The Association shall submit to the Board proof of the establishment and maintenance of a demand and return system through which non-members may appeal the amount of the representation fee. Furthermore, the Association agrees to make all non-Association members aware of their legal rights of appeal and of

SECTION 6

the procedures available for such an appeal  
The Association shall indemnify and hold the  
Board harmless against any and all claims, demands,  
suits and other forms of liability, except for  
counsel fees and other legal costs and expenses  
that may arise out of, or by reason of any action  
taken or not taken by the Board in conformance with  
the representation fee provisions.

ARTICLE XII

DURATION OF AGREEMENT

SECTION 1 This Agreement shall be effective as of July 1, 1983, and shall continue in effect until June 30, 1985. It shall be the Association's right to request the commencement of negotiations on a successor Agreement by December 1st of the calendar year preceding the calendar year in which this Agreement expires. This Agreement shall not be extended orally.

SECTION 2 This Agreement incorporates all of the understandings of both parties and may not be modified for the duration of this contract, except by an instrument in writing duly executed by both parties.

SECTION 3 In witness whereof the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their

respective Vice-President and Assistant  
Superintendent-Business Administration/Board  
Secretary, all on the day and year first  
above written.

BOARD OF EDUCATION  
TRENTON, NEW JERSEY

TRENTON BUSINESS AND TECHNICAL  
EMPLOYEES ASSOCIATION

---

President

---

President

---

Assistant Superintendent-  
Business Administration/Board  
Secretary

---

Vice-President

The following salary range has been agreed upon by both parties:

1983-1984	Maximum of \$2,000
	Minimum of \$700 for 10 month employees
	Minimum of \$800 for 12 month employees

1984-1985	Maximum of \$2,200
	Minimum of \$700 for 10 month employees
	Minimum of \$800 for 12 month employees

1983-1984: Increase in base salary, within above salary ranges, shall be 7.25%.

1984-1985: Increase in base salary, within above salary ranges, shall be 7.25%.

APPENDIX A  
SALARY GUIDE 1983-84

<u>UNIT A</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>INCREMENT</u>
Principal Analyst/Budget	\$20,165	\$25,740	\$600
Assistant Secretary Business Administration I	\$17,160	\$25,635	\$600
Systems Analyst	\$17,160	\$24,345	\$600
Principal Accountant/ Cafeteria	\$16,410	\$21,445	\$600
Commissary Manager	\$16,090	\$24,345	\$600
Audit/Accounts Payable Officer	\$15,550	\$19,840	\$600
Communications Supply Specialist	\$11,800	\$19,520	\$600
 <u>UNIT B</u>			
Assistant Commissary Manager	\$11,800	\$18,770	\$400
Senior Operator Computer/ Keypunch	\$10,725	\$13,945	\$400
Payroll Clerk	\$8,580	\$14,155	\$400
Communication and Supply Clerk	\$7,615	\$13,085	\$400
Senior Clerk/Bookkeeper	\$7,615	\$13,085	\$400
Keypunch Operator	\$6,970	\$11,905	\$400



APPENDIX A

SALARY GUIDE 1983-84 (continued)

<u>UNIT C</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>INCREMENT</u>
Storekeeper	\$11,800	\$15,765	\$400
T.V. Technician	\$10,725	\$14,690	\$400
Assistant Storekeeper	\$9,115	\$14,265	\$400
Trainer/Locker Room Attendant	\$8,580	\$14,050	\$400
Truck Driver Supply	\$8,045	\$13,085	\$400
Stock Clerk	\$6,435	\$11,045	\$400
 <u>UNIT D</u>			
Auto/Bus Mechanic -	\$12,870	\$18,875	\$500
Foreman Garage Mechanic	\$12,870	\$18,875	\$500
Shop Clerk	\$10,190	\$15,550	\$500
Truck/Bus Driver	\$7,615	\$12,550	\$500

APPENDIX A  
SALARY SCHEDULE 1984-85

<u>UNIT A</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>INCREMENT</u>
Principal Analyst/Budget	\$21,625	\$27,605	\$600
Assistant Secretary Business Administration I	\$18,405	\$27,495	\$600
Systems Analyst	\$18,405	\$26,110	\$600
Principal Accountant/ Cafeteria	\$17,600	\$23,000	\$600
Commissary Manager	\$17,255	\$26,110	\$600
Audit/Accounts Payable Officer	\$16,675	\$21,280	\$600
Communications Supply Specialist	\$12,655	\$20,935	\$600
 <u>UNIT B</u>			
Assistant Commissary Manager	\$12,655	\$20,130	\$400
Senior Operator Computer/ Keypunch	\$11,505	\$14,955	\$400
Payroll Clerk	\$9,200	\$15,180	\$400
Communication and Supply Clerk	\$8,165	\$14,035	\$400
Senior Clerk/Bookkeeper	\$8,165	\$14,035	\$400
Keypunch Operator	\$7,475	\$12,770	\$400

APPENDIX A

SALARY GUIDE 1984-85 (continued)

<u>UNIT C</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>INCREMENT</u>
Storekeeper	\$12,655	\$16,910	\$400
T.V. Technician	\$11,505	\$15,755	\$400
Assistant Storekeeper	\$9,775	\$15,300	\$400
Trainer/Locker Room Attendant	\$9,200	\$15,070	\$400
Truck Driver Supply	\$8,630	\$14,035	\$400
Stock Clerk	\$6,900	\$11,845	\$400
 <u>UNIT D</u>			
Auto/Bus Mechanic	\$13,805	\$20,245	\$500
Foreman Garage Mechanic	\$13,805	\$20,245	\$500
Shop Clerk	\$10,930	\$16,675	\$500
Truck/Bus Driver	\$8,165	\$13,460	\$500

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE TRENTON BOARD OF EDUCATION  
AND  
THE TRENTON BUSINESS AND TECHNICAL  
EMPLOYEES' ASSOCIATION

The Board of Education of the City of Trenton and the Trenton Business and Technical Employees' Association agree as follows subject to ratification by the Board and the membership:

I. The following settlement shall cover the period of time from July 1, 1985 through June 30, 1986.

II. Unless noted all provisions of the existing agreement remain in full force and effect.

III. Sick days will be increased to eighteen (18) per year for twelve (12) month employees.

IV. Salaries will be increased to 6.8% inclusive of increment for all employees in the Unit.

THE TRENTON BUSINESS AND TECHNICAL  
EMPLOYEES' ASSOCIATION

THE TRENTON BOARD OF  
EDUCATION

BY: HY  
HOWARD YOUNG  
Unit Negotiator

BY: DJG  
DANIEL J. GRAZIANO, JR.  
Labor Negotiator