

Contract no. ~~0000~~ 545

ARTICLES OF AGREEMENT

BY AND BETWEEN

**THE BOARD OF EDUCATION OF THE
BOROUGH OF TOTOWA**

AND

THE TOTOWA EDUCATION SECRETARIES ASSOCIATION

July 1, 1992 through June 30, 1994

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ARTICLES OF AGREEMENT

The BOARD OF EDUCATION OF THE BOROUGH OF TOTOWA, Passaic, County, New Jersey, hereinafter referred to as the "Board" and the TOTOWA EDUCATION SECRETARIES ASSOCIATION, hereinafter referred to as the "Association" agree as follows

ARTICLE I RECOGNITION

The Totowa Board of Education recognizes the Totowa Educational Secretaries Association as the exclusive and sole representative for collective negotiations concerning secretarial staff. Excluded shall be the secretary to the Chief School Administrator, a confidential employee, and temporary per hour and per diem employees.

ARTICLE II SUCCESSOR CLAUSE

The Board and the Association agree to begin collective negotiations in accordance with Public Law 303 of 1968 and Public Law 123 of 1974 and the rules and regulations as established by PERC.

ARTICLE III SALARIES

A. It is agreed by and between the parties hereto that the salary guides as attached, 1992 - 1993 and 1993 - 1994 are adopted.

Effective July 1, 1992, the Board of Education will award longevity payment of \$500.00, which is non-cumulative, after 15 years of service in Totowa with an additional longevity payment of \$200.00 to be awarded after 19 years of service in Totowa.

It is further understood and agreed between the parties that all of the increments referred to in the salary guide are earned by the successful completion of the preceding year and shall be granted by the favorable recommendation of the Chief School Administrator.

It is further understood and agreed that an increment may be withheld if service is unsatisfactory.

B. Promotions - If an employee moves from one category to another, said employee will be placed on the salary guide according to years of service.

ARTICLE IV
FRINGE BENEFITS

HOSPITALIZATION

It is further understood and agreed Between the parties hereto that each member of the Association who shall enroll in the New Jersey State Health Benefits Program (Blue Cross, Blue Shield, Rider J and Major Medical Coverage), for single person coverage, family coverage or husband and wife coverage as determined by the employee, in their sole discretion shall have the premium paid by the Board.

DENTAL PLAN

The Board agrees to provide the same dental plan consistent with that offered to other employee units.

PRESCRIPTION PLAN

The Board and the Association agree that there shall be a \$2.00 co-pay prescription plan.

CHANGES IN BENEFIT CARRIERS

It is understood that the Board reserves the right to change insurance carriers provided that the new carrier provides equal or improved benefits than those already in existence. The Association shall have the right to examine any change in carrier.

BENEFITS AT RETIREMENT

The Board agrees to follow the Consolidated Omnibus Budget Reconciliation Act (C.O.B.R.A.) Law in providing benefits to retiring employees.

ARTICLE V
SICK - PERSONAL LEAVE

A full time employee may be absent from school due to personal illness or personal business in accordance with the following provisions:

A. Sick Leave

1. Twelve Month Secretaries

- a. A Twelve (12) month secretary shall be granted twelve (12) days accumulative sick leave days.
- b. At no time shall a secretary accumulate more than fifteen (15) days sick leave per year.

2. Ten Month Secretaries

- a. A ten (10) month secretary shall be granted ten (10) days accumulative sick leave days.

3. The accumulation of sick leave allowance shall be limited to consecutive and uninterrupted service. A full time staff member is rendering consecutive service as long as he/she, or the Board does not officially terminate the contract. A leave of absence, as granted by the Board does not constitute an interruption of service.

4. A record kept in the office of the Chief School Administrator shall determine the number of accumulated days. Each employee shall be given a written statement of the number of accumulated sick leave days to which they are entitled, which statement shall be submitted no later than July 30th., for 12 month secretaries and September 15th for 10 month secretaries.

5. Secretaries who are absent because of personal illness for a period of more than five (5) consecutive days, shall, at this time, file with the Chief School Administrator, a certificate from their physician attesting to the illness and necessity for the absence.

6. In case of absence of ten (10) consecutive school days, or more, a written certificate of fitness from the attending physician will be required upon return to service.

7. Full salary shall be paid for absence due to illness until such accumulated leave is used up, after which, the full time employee may receive the difference between the agreement period and the substitute's pay for the duration of the contract period. The staff member's per diem pay shall be calculated as follows:

For all secretaries on ten month contract, one two-hundredths of the annual salary. For all secretaries on a twelve month contract, one two-hundred-sixty of the annual salary.

8. Whenever the Board employs a secretary who has been employed for not less than three (3) consecutive years in this, or another school district in New Jersey and which employee has an unused accumulation of sick leave days from the immediate prior employment, the Board shall grant at the end of the first year of employment the full credit thereof. Prior to the granting of the said sick days, the employee shall submit to the Board a certificate from the prior employer stating such employee's unused accumulation of sick leave days as of the date of the termination of such prior employment. The number of such days when granted by the Board shall be irrevocable.

B. PERSONAL LEAVE

1. Four (4) days with pay shall be granted in emergencies of a personal nature for 12 month secretaries. Three (3) days with pay shall be granted in emergencies of a personal nature for 10 month secretaries.

2. Unused personal days shall be accumulated as sick days.

3. It is agreed by and between the parties hereto that the reasons set forth hereinafter shall be sufficient for personal leave of absence with full pay unless otherwise noted.

4. It is agreed by and between the parties hereto that any employee seeking a personal leave shall complete the form of request for said leave, which request form shall be completed and filed prior to taking the "personal leave of absence" in all cases, unless for good cause same has been waived by the Chief School Administrator. It is further understood and agreed between the parties that the granting of the personal leave of absence be received from the Chief School Administrator before the leave is taken regardless whether the written request form is submitted or waived in accordance with the terms set forth above. If the written request form is waived for good cause shown to the Chief School Administrator, same is waived upon the condition that the employee shall file a written request upon return following the termination of the personal leave.

The Chief School Administrator may request that a personal leave be taken at another time, if possible. This would occur if, in his judgment, the absence of a sufficient number of secretaries would cause undue hardship on the efficient operation of the schools.

5. A staff member's accumulated personal leave (to a maximum of 10) days shall be available per school year for use by the staff member for a sick member of the immediate family, household, and/or parents.

A record kept in the office of the Chief School Administrator shall determine the number of accumulated personal days. Each employee shall be given a written statement of the number of accumulated personal leave days to which she is entitled, which statement shall be submitted no later than July 30th. for 12 month secretaries, and September 15th for 10 month secretaries, of each school year.

C. SICK LEAVE AT RETIREMENT

At retirement each secretary shall be paid fifty (50) percent of their per diem rate of pay to a maximum of three thousand five hundred dollars (\$3,500.00) in either one lump sum or apportioned at the request of secretary. The per diem rate will be calculated at 1/200 for ten month secretaries and 1/260 for twelve month secretaries.

D. BEREAVEMENT LEAVE

It is agreed by and between the parties hereto that the following shall be the basis for a bereavement personal leave of absence.

1. An allowance of up to four (4) days shall be granted to an employee because of death in their immediate family/household. Immediate family be considered as father, mother, spouse, sister, brother, child, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law grandparents, and grandchildren .

ARTICLE VI

ASSOCIATION RIGHTS AND PRIVILEGES

A. The Board agrees, upon written request of the Association, to release to it pertinent, non-privileged information as will assist the Association to develop accurate and informed proposals concerning salary, working conditions and all other terms and conditions of employment for all representatives of the Association. It is to be noted and expected that the Board will have reasonable time to respond to such requests either by written response to the Association or by making pertinent records available to the Association in the Board Offices. Should the latter be exercised, the Association may not remove any Board records from the office, but, copies prepared by the requesting Association may be made.

B. Whenever any member of the Association is required by contract language or mutual agreement to participate during working hours in negotiations, grievance proceedings, conferences or meetings, the employee shall suffer no loss in pay.

C. The Association shall have the right to use school buildings for meetings as outlined in the Board's general policy provisions. Application forms, along with possible expenses, may be received from the central office administration. It is understood that requests for use of school facilities by the Association shall, in no way, intend to interfere with normal school functions.

D. The Association shall have, in each school, use of a bulletin board in each faculty lounge and further that the Association agrees that such notices posted on the bulletin board shall be in professional taste.

ARTICLE VII

SECRETARIAL EMPLOYMENT

A. All non-tenured secretaries shall receive contract offers no later than April 30th for the succeeding school year. They shall sign and return the contract by June 1st. Failure to return said contract by June 1st shall constitute a waiver of said employee rights to re-employment unless a longer period is actually mutually agreed upon and shall relieve the Board of any obligations to offer re-employment to said employee.

B. All tenured secretaries shall receive notification of their next year's salary no later than April 30th.

ARTICLE VIII

WORK HOURS

A. Secretaries are expected to devote to their assignments the time necessary to meet their responsibilities, but, they shall not be required to sign in and out by hours and minutes. Members of the Association shall indicate their presence for work by initialling in the appropriate column of the sign-in sheet.

B. Schedules of secretaries who are assigned to more than one building shall be arranged so that no such Association member shall be required to engage in an unreasonable amount of inter-building travel. Such secretaries shall be notified of any changes in their schedule as soon as practicable.

Secretaries and clerical aides may be assigned to other buildings on a temporary basis when work load requires without prior written notice.

C. Members of the Association who may be required to use their own automobiles in the performance of their duties, and secretaries assigned to more than one (1) building per day, shall be compensated at the rate of the Federal Government allowance per mile for the use of their vehicle for all driving done to respective buildings.

D. Whenever any employee is required to perform the duties of a higher paid position for a period in excess of five (5) consecutive days said employee after five (5) days shall be entitled to receive compensation based upon the salary of the person they are replacing.

E. Any employee who works less than a 35 hour week shall be paid at her regular rate of pay pro-rata when requested to work beyond the normal work week, or substitute pay, whichever is greater.

F. Snow Days

On days when schools are closed due to inclement weather or emergency situations, secretaries will not be required to report for work, and will be notified in the same manner as other school employees.

G. N.J.E.A. Convention Days.

Secretaries are permitted to attend the N.J.E.A. Fall Convention.

ARTICLE X

PROMOTIONS

- A. Promotional positions are defined as all positions.
- B. Vacancies shall be adequately publicized by the Chief School Administrator in accordance with the following procedure:
1. Notice shall be posted in each school building setting forth a general statement of duties and a summary of qualifications being sought for the position.
 2. Such notice shall be posted at least twenty (20) days prior to the last day on which applications will be accepted.
 3. Secretaries who desire to apply for such vacancies shall submit their application in writing to the Chief School Administrator within the time limit specified in the notice.
 4. Were the vacancy (ies) to occur during the summer, the Chief School Administrator would notify the Association representative. (Association President) in writing and following the procedures outlined in steps one, two and three.
 5. Announcements of all appointments shall be made as soon as possible to the Association by posting same.
- C. Nothing in this agreement shall be construed to limit the right of the Board of Education to change, modify, or add to the qualifications and duties associated with any position or to appoint or assign individuals to promotional positions or to appoint or assign individuals to promotional positions on either temporary or permanent basis.

ARTICLE XI

SECRETARIAL ANNUAL EVALUATION

- A. Each school year the performance of each employee in the system shall be evaluated by the Chief School Administrator and/or Principals and/or Director of Pupil-Personnel Services and/or School Business Administrator.

B. The Chief School Administrator shall present to the Board of Education an evaluation of each non-tenured secretary. Written summary of the evaluation shall be placed in the employee's personal file and a copy given to the employee. Appropriate evaluation for tenured secretaries shall be carried out at the discretion of the administration.

C. Secretaries who have not attained tenure shall receive their evaluation in conference with the Chief School Administrator. The conference shall take place no later than March 31st and in sufficient time to meet the provisions of Article IX.

ARTICLE XII EXTENDED LEAVES OF ABSENCES

A. Leave for military service shall be governed by law.

B. Maternity leave shall be governed by the following criteria and agreement:

1. The Board shall not maintain or enforce any policy or practice for removal of any tenured or non-tenured employee from her duties that is based solely on the fact of pregnancy or a specific number of months of pregnancy, but, shall consider and treat such employee on an individual basis.

2. The Board may remove any pregnant employee from her duties on an one of the following basis.

a. Performance - Her performance has substantially declined from the time immediately prior to her pregnancy.

b. Physical Incapacity - Her physical condition or capacity is such that her health would be impaired if she were to continue working, and which physical incapacity shall be deemed to exist only if:

1. The pregnant employee fails to produce a certificate from her physician that she is medically able to continue working, or

2. The Board of Education's physician and the employee's physician agree that she cannot continue working, or

3. Following any difference of medical opinion between the Board's physician and the employee's physician the Board may request expert consultation in which case the Passaic County Medical Society, 39 East 39th Street, shall appoint an impartial third physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board.

c. Just Cause - Any other "just cause" as defined in N.J.S.A. Title 18 A.

3. The Board shall grant leaves of absences for medical reasons associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absences for other illness or medical disabilities, as set forth in N.J.S.A.. 18A:30-1, et seq. and the rules regulations, policy statements and collective negotiations agreements entered into by the Board except as otherwise provided herein.

a. Any tenured or non-tenured employee seeking a leave of absence on the basis of medical reasons associated with pregnancy or birth shall apply to the Board for said leave at least 30 working days prior to start of said leave. At the time of application, which shall be made upon reasonable notice to the Board, the employee shall specify in writing the date on which she wishes to commence leave and the date on which she wishes to return to work after birth. The Board may require any employee to produce a certificate from a physician in support of the requested leave dates provided that if the Board's physician is in disagreement the conflict of medical opinion shall be resolved as set forth in paragraph 2.b.2 of this agreement. Where medical opinion is supportive of the leave dates requested such requested leave shall be granted by the Board, except that the Board may change the requested dates upon a finding that the grant of a leave for those dates would substantially interfere with the administration of the school and provided that such date changed by the Board is not medically contra-indicated. Following the grant of such leave to any employee, the commencement or termination dates thereof, may be further extended or reduced for medical reasons upon application by the employee to the Board. Such extension or reduction shall be granted by the Board of an additional reasonable period of time except that the Board may alter the requested date upon a finding that such extension or reduction would substantially interfere with he administration of the school and provided that such date change by the Board is not medically contra-indicated. The Board may require any employee to produce a certificate from the physician in support of the extension or reduction of requested leave dates provided that if the Board's physician is in disagreement, the conflict of medical opinion shall be resolved as set out in paragraph 2.b.2 of this order.

b. It is agreed that maternity leave shall be granted for a period of up to the end of the school year for which the leave commenced.

a. **The failure or refusal of the Board to renew a contract of a non-tenured employee.**

The term "employee" shall mean any regularly employed individual receiving compensation from the Board.

The term "representative" shall include any organization, agency, or person authorized or designated by any employee or any group of employees, or by a public employees association or by the Board to act on its behalf and to represent it or them.

The term "immediate" superior shall mean the person to whom the aggrieved employee is directly responsible under the Table of Organization prevailing in this school district.

The term "party" means an aggrieved employee, the immediate superior, the school principal, or any staff member below the Chief School Administrator who may be affected by the determination of the Chief School Administrator in connection with the procedure.

PROCEDURE

1. An aggrieved employee shall institute action under the provisions hereof within thirty (30) days of the occurrence complained of, or within thirty (30) days after the employee would reasonable be expected to know of its occurrence. Failure to act within said thirty (30) day period, shall be deemed to constitute an abandonment of the grievance.

2. An employee processing a grievance, shall be assured freedom of restraint, interference, coercion, discrimination, or reprisal.

3. In the presentation of a grievance, the employee shall have the right to present his/her own appeal or to designate a representative to appear with him/her at any step in her/his appeal. A minority organization shall not have the right to present or process a grievance.

4. Whenever the employee appears with a representative, the Board shall have the right to designate a representative to participate at any stage of the grievance procedure.

5. An employee shall first discuss the grievance orally with the immediate supervisor. A decision shall be rendered within five (5) days of said hearing.

6. If the grievance is not resolved to the employee's satisfaction within five (5) days from the determination referred to in paragraph 5 above, the employee shall submit the grievance to the Chief School Administrator in writing, specifying:

- a. the nature of the grievance;
- b. the results of the previous discussion;
- c. the reason for the dissatisfaction with the determination.

7. A copy of the writing called for in Paragraph 6 above, shall be furnished to the immediate superior of the aggrieved employee.

8. Within ten (10) days from the receipt of the written grievance (unless a different period is mutually agreed upon) the Chief School Administrator shall hold a hearing at which all parties in interest shall have the right to be heard.

9. Within ten (10) days of said hearing (unless a different period is mutually agreed upon) the Chief School Administrator shall, in writing, advise the employee and the representative, if there be one, of the determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved employee.

10. In the event of the failure of the Chief School Administrator to act in accordance with the provisions of paragraphs 8 and 9, or in the event a determination is deemed unsatisfactory by either party, the dissatisfied party, within ten (10) days of the determination by them, may appeal to the Board of Education.

11. Where an appeal is taken to the Board, there shall be submitted:

- a. By the Chief School Administrator, the writing set forth in paragraph 6;
- b. By the aggrieved, a further statement, in writing, setting forth the aggrieved's dissatisfaction with the Chief School Administrator's action. A copy of said statement shall be furnished to the Chief School Administrator and to the adverse party.

The aggrieved shall advise the Board, in writing, whether it will process the appeal on behalf of the appellant and if it chooses not to appeal in his/her own rights.

12. If the appellant, in her appeal to the Board, does not request a hearing, the Board may consider the appeal on the written record submitted to it, or the Board may, on its own, conduct a hearing; or it may request the submission of additional written material. Where additional written materials are requested by the Board, copies thereof, shall be served upon the adverse parties who shall have the right to reply thereto. Where the appellant requests in writing a hearing before the Board, a hearing shall be heard.

13. The Board shall make a determination within thirty (30) calendar days from the receipt of the grievance and shall, in writing, notify the employee, their representative if there be one, the immediate superior and the Chief School Administrator of its determination. This time period may be extended or reduced by mutual agreement of the parties.

14. In the event a grievance should be filed by any employee who is not subject to the jurisdiction of any principal or supervisor, who may be answerable to more than one principal or supervisor, shall discuss the grievance initially with the Chief School Administrator and if dissatisfied with the determination, may appeal to the Board in accordance with the provisions herein set forth.

15. The Board agrees to submit to the Totowa Educational Secretaries Association copies of all decisions, communications or correspondence sent by the Board to any person or organization in connection with any grievance filed hereunder by a person who is a member of the unit.

16. (a) If the grievant does not accept the Board's disposition and wishes review by a third party and the grievance pertains exclusively to a violation, misinterpretation, or inequitable application of any specific provisions of this Agreement, he/she shall notify the Board, through the Superintendent, within ten (10) work days of the receipt of the Board's decision. In order to process his/her grievance, the Board must have such action accompanied by the written recommendation of the Association.

(b) In order to secure the services of an arbitrator, a request will be made to the Public Employment Relations Commission to submit a roster of persons qualified to function as an arbitrator in the dispute in question. The parties shall then be bound by the Rules and Procedures of the Public Employment Relations Commission in the selection of an arbitrator.

(c) The decision of the arbitrator shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The only grievances which may be arbitrated are those alleging that there have been specific violations of the express written terms of the negotiated agreement.

The arbitrator shall have no authority to rule on grievances which concern the interpretation, application, or alleged violation of Board policies and Administrative decisions, procedures and past practices affecting terms and conditions of employment, or of statutes and regulations setting terms and conditions of employment, or of statutes and regulations setting terms and conditions of employment.

The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by or violative of any law, or which is violative of the terms of this Agreement, nor shall he/she in any case have the power to rule on any issue or dispute which is not an arbitrable grievance by law or as defined in this Article, or which is excepted from this grievance procedure or arbitrator's review by law or by any other provision of this Agreement.

The arbitrator shall be limited to the issues submitted to that arbitrator and shall consider nothing else. He-she shall have no authority to hear or decide issues of procedural or substantive arbitrability, to add to, subtract from, alter, amend, or modify any provision of this Agreement, to impose on either party a limitation of obligation not explicitly provided for in this Agreement; or to establish or alter any wage rate or wage structure. The decision of the arbitrator shall be advisory only.

17. In the event a grievance should be filed by any employee who is not subject to the jurisdiction of any principal or supervisor who may be answerable to more than one principal or supervisor, shall discuss their grievance initially with the Superintendent and if dissatisfied with the determination, may appeal to the Board in accordance with the provision herein set forth.

18. The Board agrees to submit to the Totowa Education Secretaries Association copies of all decisions, communications or correspondence sent by the Board to any person or organization in connection with any grievance filed hereunder by a person who is a member of the secretary's unit of which the TESA is the majority representative.

19. All employees shall be entitled to resort to the full procedure hereinabove set forth.

ARTICLE XIV

VACATION

All full time secretaries placed on a 12 month schedule shall have their vacation schedule determined by the Chief School Administrator.

1. Those employed from one to five years shall be granted two (2) weeks vacation.
2. Those employed for five years, but less than ten years, shall be granted three (3) weeks vacation.
3. After ten years, one day additional for each year over ten until reaching fifteen years, then four (4) full weeks.
4. Those employed for part of a year shall be allowed a day for each month's service up to June 30th., with a maximum of ten.

When conflicts over vacation scheduling occur, seniority shall be the determining factor.

All full time secretaries must adjust their vacation periods according to the demands of the office work schedule.

Vacation time may not be carried over from year to year, unless some part of it shall not have been taken at the Board's request. In such event the employee may carry the unused portion over to the following year or be paid on the basis of the salary in effect when the vacation is earned.

Vacations may be taken during July or August and when school is not in session. Vacations may also be taken at any time when attendance is not required during the school year as approved by the Chief School Administrator.

ARTICLE XV

HOLIDAY TIME

A total of five (5) days per school year will be provided as holidays which may be used during the Christmas Recess and/or the Spring Recess per each twelve (12) month employee.

Secretaries shall be given all holidays as listed below, all of which shall be with pay.

Independence Day	First Workday after Christmas
Labor Day	New Year's Day
Columbus Day	Martin Luther King Day
Veterans Day	Lincoln's Birthday
Thanksgiving	Washington's Birthday
Day after Thanksgiving	Good Friday
Christmas Eve	Memorial Day
Christmas Day	

ARTICLE XVI

TUITION REIMBURSEMENT

The Board of Education will reimburse a secretary, bookkeeper/secretary, assistant secretary, for tuition fees and required textbooks expended for study in a field related to her job. The reimbursement will apply according to the following conditions:

A. Reimbursement shall be for the actual tuition cost per credit and required textbook(s) by an accredited college or university or adult education school for the semester.

B. Reimbursement shall be limited to six (6) credits for the Summer, Fall or Spring sessions, with a maximum of twelve (12) credits per school year (July to June). This total may be extended by one (1) credit under extenuating circumstances as approved by the Chief School Administrator.

C. Course of study to be acceptable for reimbursement shall be job related, working toward degree requirements, and do not limit study to a college or university, but is to include a community college or an adult education school or whenever a course is issued by place of business where equipment being used on the job is purchased and a fee is charged.

D. A person in the first year of service will not be eligible for this program.

E. To be eligible, a person must be a full time employee.

F. Courses taken must be approved in advance by the Chief School Administrator.

G. Payment will be made following presentation to the Chief School Administrator of:

1. passing course with a "C" or equivalent;
2. or pass in those courses which award only "pass" or "fail" grades;
3. evidence of payment made by staff member.

H. The Board reserves the right to deny reimbursement when conditions of this article have not been satisfied.

ARTICLE XVII

SEVERABILITY

If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but, all other provisions or applications shall continue in full force and effect.

ARTICLE XVIII

CONTRACT PRINTING

Copies of this Agreement shall be printed at the expense of the Board after the Agreement with the Association on format within thirty (30) days after the agreement is signed. The Agreement shall be presented to all secretaries now employed or considered for employment by the Board.

ARTICLE XIX

DURATION

This Agreement shall take effect July 1, 1992, and continue in effect until June 30, 1994.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective duly authorized officers.

ATTEST:

BOARD OF EDUCATION OF
THE BOROUGH OF TOTOWA

SUPERINTENDENT OF SCHOOLS
VIKTOR J. JOGANOW

PRESIDENT
SHARON MASKLEE

ATTEST:

TOTOWA EDUCATION
SECRETARIES ASSOCIATION

SUPERINTENDENT OF SCHOOLS
VIKTOR J. JOGANOW

RUTHANN QUINN

DATE

DIANE PORTELLI

GUIDE JULY 1992 - JUNE 1993						
GUIDE JULY 1993 - JUNE 1994						
BOOKKEEPER						
	1992-93		1993-94			
STEP 1	\$27,650.00		\$28,377.00			
STEP 2	\$28,417.00		\$29,377.00			
STEP 3	\$29,184.00		\$30,377.00			
STEP 4	\$29,951.00		\$31,377.00			
STEP 5	\$30,718.00		\$32,377.00			
STEP 6	\$31,485.00		\$33,377.00			
STEP 7	\$32,252.00		\$34,377.00			
SECRETARIES						
	1992-93		1993-94			
STEP 1	\$21,139.00		\$22,200.00			
STEP 2	\$21,839.00		\$22,930.00			
STEP 3	\$22,539.00		\$23,660.00			
STEP 4	\$23,239.00		\$24,390.00			
STEP 5	\$24,317.00		\$25,119.00			
STEP 6	\$25,395.00		\$27,323.00			
STEP 7	\$27,553.00		\$29,528.00			
ASSISTANT SECRETARIES						
	1992-93		1993-94			
STEP 1	\$16,157.00		\$17,407.00			
STEP 2	\$16,657.00		\$17,957.00			
STEP 3	\$17,157.00		\$18,507.00			
STEP 4	\$17,657.00		\$19,057.00			
STEP 5	\$18,157.00		\$19,607.00			
STEP 6	\$18,657.00		\$20,157.00			
STEP 7	\$19,157.00		\$20,707.00			