

**THIS DOES NOT
CIRCULATE**

AGREEMENT

between the

PISCATAWAY ASSOCIATION OF EDUCATIONAL SECRETARIES

and

PISCATAWAY TOWNSHIP BOARD OF EDUCATION

(Employer)

X JULY 1, 1983 - JUNE 30, 1986

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Labor Relations

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PREAMBLE

This agreement entered into this _____ day of _____, 1983 by and between the Board of Education of Piscataway Township, New Jersey hereinafter called the "Board" and the Piscataway Association of Educational Secretaries hereinafter called the "Association".

ARTICLE I

Recognition

The Piscataway Township Board of Education hereby recognizes the Piscataway Association of Educational Secretaries as the exclusive negotiating agent for the following personnel employed in the district.

Clerk

Secretary

Switchboard Operator

ARTICLE II

Negotiation of Successor Agreement

- A. The parties agree to enter into collective negotiation over a successor agreement in accordance with NJSA 34:13A-1 et seq in a good faith effort to reach agreement on all matters concerning the terms and conditions of secretarial employment. Such negotiations shall begin not later than October 1 of the calendar year preceding the calendar year in which this agreement expires. Any agreement so negotiated shall apply to all full time personnel units described in Article I be reduced to writing, be signed by the Board and the Association and be adopted by the Board and ratified by the Association.
- B. This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

Grievance Procedure

A. Definition

1. A grievance shall mean an appeal by a employee or the Association based upon the interpretation, application, or violation of policies, agreements and administrative decisions affecting them.
2. Notwithstanding anything in this ARTICLE to the contrary, the right to appeal administrative decisions and policies not arising out of the agreement, shall terminate at the Board of Education level.

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 a claim.
4. A group grievance may be initiated by the Association at the lowest appropriate level when a grievance affects more than one employee in the unit.

B. Adjustment of Grievance

1. Any employee who claims to be aggrieved shall first discuss the problems with the lowest appropriate supervisor within fifteen (15) school days of the treatment, act or the initiating of a condition which is the basis of the claim, with the object of resolving the matter informally. Any such informal resolution of a grievance shall be consistent with this Agreement.
2. All grievances beyond B-1 above, shall be processed by the Association.
3. If no informal resolution has been reached within the fifteen (15) day period pursuant to B-1 above, the employee may initiate a formal grievance by submitting the matter in writing to the next higher authority within five (5) school days of the expiration of the aforementioned fifteen (15) day period. This initial written grievance shall make known the full details of the situation so that a decision can be based on total pertinent information. The Association shall simultaneously deliver a copy of the formal written complaint to the lowest appropriate supervisor with whom an informal resolution was sought and this supervisor shall be afforded the opportunity of submitting a written comment for attachment to the formal complaint and consideration by the next higher authority. The supervisor to whom the written grievance has been submitted shall review the materials presented, may discuss the issue with parties involved, and shall render a written decision within eight (8) school days after the grievance was received.
4. The Association may appeal a decision, in writing, to each next higher authority in turn. The sequence shall be (starting at the lowest appropriate level): Immediate Supervisor, Building Principal (if appropriate), Assistant Superintendent (if appropriate), Business Administrator (if appropriate), Superintendent, Board of Education, Arbitrator (if applicable). Prior to each appeal the Association shall inform the authority who last rendered a decision of an intention to appeal to the next higher authority. The complete file shall be transmitted by the Administration at each stage in the proceedings.
5. If the Association wishes to carry its appeal to the Superintendent or designee, it shall present the full grievance in writing to the Superintendent or designee. The Superintendent or designee shall review the material submitted, may discuss the issue with the parties involved and shall render a written decision within eight (8) school days of the date of the appeal.
6. To carry an appeal to the Board, the Association shall submit to the Board Secretary the complete records thus far accumulated plus its written reason for forwarding the appeal within eight (8) school days of the Superintendent's decision and notify the Superintendent of its

action. The Secretary shall promptly notify the Board. The Board may hold a meeting and/or hearing with the grievants and representatives. If the grievants appeal is received by the Board Secretary at least ten (10) school days prior to a regularly scheduled Board Meeting.

If the grievance appeal is received less than ten (10) school days prior to the Agenda Meeting or if a Grievance Meeting or Hearing cannot be concluded prior to the Board Agenda Meeting, the response of the Board of Education shall be delayed until five (5) school days following the second subsequent regularly scheduled Board Meeting.

7. a. If the Association is dissatisfied with the determination of the Board of Education, it may initiate binding arbitration within eight (8) school days of receipt of the Board's decision. Within the aforementioned time limit, the Association must deliver the Board a written notice of appeal, a request to arbitrate and the grounds thereof.
- b. Selection of arbitrator -- The Board and the Association shall attempt to agree on an arbitrator to determine the particular grievance being submitted. If no agreement on an arbitrator is reached within ten (10) school days of the time that the request for arbitration is received, then the parties shall jointly request the Public Employment Relations Commission to initiate arbitration procedures pursuant to the Commission's rules and regulations.
- c. Rights, duties and jurisdiction of arbitrator --
 1. Before the submission of a grievance to arbitration, each party shall, in writing set forth the issue or issues to be determined and/or considered by the arbitrator.
 2. Arbitrator must be limited to a consideration of the issues presented
 3. Arbitrator can neither alter, modify, add to nor subtract from any of the provisions of the agreement.
 4. The determination of the arbitrator must be limited to the express terms and/or conditions of the agreement which are the subject of grievance.
 5. The arbitrator's report shall be presented only to the parties at interest.
 6. Disputes involving questions of unfair labor practice, scope of negotiations questions, questions of representation and any other matters within the jurisdiction of the Public Employment Relations Commission as well as constitutional issues shall not be arbitrable. Furthermore, either party shall have the right to challenge in court any arbitration award on the grounds that the arbitrator misconstrued or misapplied principles of law.
- d. Cost - The Board and the Association shall share equally the cost of the arbitrator.

8. Notwithstanding anything contained in this Article to the contrary all notices of appeal must be made in writing within eight (8) school days of written decision to the next highest authority, otherwise the appeal shall be deemed abandoned. No written decisions shall be required if the Association in writing advises the hearing authority that its decision will not be appealed. (If a decision is not rendered within the specified time period, the employee and/or Association may appeal to the next higher authority.) All time limits may be extended by mutual consent.
9. "School day" shall be defined as a day on which Piscataway Township Schools are in session. During the summer recess a "school day" shall be defined as a normal work day.

ARTICLE IV

Secretaries' Rights

- A. Secretaries are entitled to the rights granted them pursuant to NJSA 34:13A-1 et seq.
- B. Nothing contained herein shall be deemed to deny or restrict any rights they may have under New Jersey State Law or other applicable laws or regulations. The rights granted hereunder shall be deemed to be in addition to those provided elsewhere.
- C.
 1. No secretary with tenure status shall be disciplined, reprimanded, reduced in rank or compensation without just cause. An alleged violation of this clause shall be subject to the grievance procedure up to the level of the Board of Education only. Secretaries and clerks with statutory protection under the tenure laws or with alternate statutory appeal procedures may not submit disputes concerning disciplinary determination affecting them to binding arbitration.
 2. Nontenure secretaries who have completed the probationary period may grieve under the provisions of C-1 above, only up to the level of the Board of Education.
 3. Notwithstanding anything contained in this Article IV or in this agreement to the contrary, a probationary secretary shall have no right to grieve by reason of not being reemployed.
- D. Whenever any secretary is required to appear before the Superintendent or designee for a conference to determine whether or not charges should be preferred against him or her, then he/she shall be given prior written notice of the reasons for such meetings or interview and shall be entitled to have a representative of his/her choice present to advise and represent them during such meeting or interview.
- E. Secretaries notified of termination pursuant to Section C of Article VI of this agreement shall, upon written request, be given a written statement of reasons for termination of his/her employment.

F. When an individual employee requests of his/her immediate supervisor a change in classification of position, the supervisor shall respond within thirty (30) school days.

G. Derogatory Material

No material unfavorable to an employee's conduct, service, character or personality originated by an employee, parent, student or Board member shall be placed in the employee's personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that such material was reviewed by the employee by affixing the employee's signature to the copy to be filed with the express understanding that such a signature in no way indicates agreement with the contents of said document. Refusal to sign such material shall be deemed insubordination and shall be subject to disciplinary action by the Board or its designee. The employee shall also have the right to submit a written answer to such material which will be attached to the file copy.

H. At least once each year secretaries and clerks shall have the right to indicate those documents and/or other materials in their files which they believe to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or designee and at the nonarbitrable discretion of the Superintendent or designee they have be either destroyed or retained.

ARTICLE V

Association Rights and Privileges

- A. The Board agrees to furnish to the Association, in response to reasonable requests from time to time, any available public information.
- B. Subject to Board of Education policy and the approval of the Building Principal, the Association may use appropriate rooms for meetings in a school or Administration Building and the Business Office.
- C. The Association shall have the right to use the inter-school mail facilities and the school mail boxes with good judgment, except where it interferes with the orderly transmission of inter-school mail. The Association shall not utilize inter-school mail deliveries for the distribution of material relating to candidates seeking public office.
- D. The Association shall be provided with copies of all Board Meeting minutes and Agenda.
- E. Upon the request of either party, a committee of employees covered herein shall meet with a committee of administrators from time to time during the term of this agreement to discuss current problems and practices.

ARTICLE VI

Secretarial Employment

A. Classification of Positions -Subject to Administrative Review and Revision.

Level I

Business Office Clerk	Library Clerk
General Office Clerk	Junior Transportation Clerk
High School Guidance Clerk	Switchboard Operator
Health Services Clerk	

Level II

Adult/Community Ed. Secretary	Child Study Team Secretary
Attendance Clerk	Middle School Guidance Secretary
Athletic Dept. Secretary	Maintenance Clerk
AV Secretary	Pupil Personnel Secretary
Benefits Clerk	Senior Transportation Clerk
Budget Control Clerk	

Level III

Accounts Payable Clerk	High School Guidance Secretary
Certification Clerk	Middle School Secretary
Elementary School Secretary	High School Vice Principal Sec.
Office of Curriculum Spec. Sec.	Vocational Educational Secretary
Secretary to Admin. Asst. to Superintendent	
High School Activities Bookkeeper	

Level IV

High School Principal Secretary
Payroll Clerk
Secretary to Asst. Supt. for Curriculum
Secretary to Asst. Supt. for Pupil Personnel

- B. 1. Salary guides for all employees are attached hereto in Appendix A.
2. Each employee shall receive \$250 longevity pay commencing with the 12th year in the district and an additional \$200 commencing with the 20th year in the district.
- C. Termination of Employment
1. Written notice shall be submitted at least two (2) weeks prior to the effective date of an employee's resignation.
2. Written notice of termination of employment shall be submitted to nontenure secretaries at least two (2) weeks prior to the effective date of such termination.

3. Upon request, a secretary so notified shall be given a written statement of reasons for termination of his/her employment.

ARTICLE VII

Working Conditions

A. Hours

1. A normal work week for employees in those personnel units designated in Article I shall consist of five (5) working days, namely, Monday, Tuesday, Wednesday, Thursday and Friday.
2. A normal work week shall consist of thirty-five (35) hours, (excluding lunch).
3. Each work day shall include a 15 minute coffee/rest break period in the morning as well as a 15 minute coffee/rest break period in the afternoon.
4. Each work day shall have a lunch period of one (1) hour which shall not be included in or considered a part of the work day.

B. Overtime

1. Although overtime is understood to be a necessary condition of employment, the scheduling of overtime hours shall be mutually agreed upon by the employee and the immediate supervisor.
2. An employee who works more than 35 hours but no more than 40 hours in any one week shall be compensated on a straight hourly rate for the time worked.
3. An employee who works more than 40 hours shall be compensated on the basis of time and a half for each hour beyond the 40th hour worked in any one week.

C. Holidays

1. There shall be a minimum of fourteen (14) paid holidays each contract year, July 1 - June 30 for personnel working a twelve (12) month schedule and a minimum of thirteen (13) paid holidays each contract year for personnel working a ten (10) month schedule.
2. If a holiday falls during an employee's vacation period, the employee shall receive an extra day off with pay. Whenever fewer than 13 holidays are designated for ten month employees, such employees may select one (1) additional school holiday as their 13th designated holiday with the approval of their immediate supervisor.

D. Inclement Weather

No employee in those personnel units designated in Article I shall be required to work on any day schools have been closed due to inclement weather. Such school closings may only be initiated by the Superintendent of Schools.

ARTICLE VIII

Vacancies and Transfers

- A. Notice of all vacancies shall be posted in each building.
- B. Office personnel who desire a change in assignment may file a written statement of such desire with the Director of Staff Personnel.
- C. Where qualified personnel make such application, they shall receive prior consideration in filling the vacancy.
- D. In the case of an involuntary transfer, the Board or its designee shall discuss the transfer with the employee and/or representative and shall make the final assignment in writing.

ARTICLE IX

Sick Leave, Paid Vacation and Other
Leaves of Absence

A. Sick Leave

- 1. All secretaries currently employed shall be entitled to ten (10) sick leave days (11 after tenure) for ten month employees and eleven (11) sick leave days (12 after tenure) for twelve month employees each contract year (July 1 to June 30).
- 2. Secretaries who begin their employment during the contract year shall be entitled to sick leave days equal to the number of calendar months remaining in the contract year.
- 3. Secretaries who terminate their employment before the end of the contract year shall be entitled to have used one (1) sick leave day for each month worked since the beginning of the contract year.
- 4. For the purposes of Sections 2 and 3 above, the term "month" shall be defined as a calendar month or major fraction thereof.
- 5. Effective July 1, 1983, each secretary and clerk shall, upon retirement, be eligible to receive fifteen dollars (\$15) per day for one-half of all unused sick leave days accumulated since the end of the 1969-70 school year.

B. Emergency Leave - Not Covered By Sick Leave

1. Death in Immediate Family

Employees shall be allowed up to three (3) school days absence at any one time without loss of pay in case of death in the immediate family. "Immediate Family" is interpreted to include father, mother, spouse, brother, sister, son, daughter, mother-in-law, father-in-law or any other relative who makes his or her home with the family of the employee. On request and for good and sufficient reason, the Board or its designee may grant up to two (2) additional days.

2. Funeral of a Relative

One school day shall be allowed without loss of pay for the funeral held on a school day of a relative who is not a member of the immediate family and is not living in the home of the employee.

3. Personal or Emergency Leave

- a. Each employee may have two (2) personal days leave without stating a reason each year. Such leave shall be granted only after presentation of the emergency day request form. Whenever possible, this request form shall be submitted in advance. Such leave shall not generally be granted on the day immediately before or after a school holiday or vacation unless good and sufficient reason is provided. Documentary evidence of reason for such absence before or after a school holiday or vacation shall be made when requested by the Superintendent of Schools or designee.
- b. Other requests may be granted in the sole judgment of the Superintendent or designee but with loss of pay at the employee's daily rate.
- c. Effective July 1, 1983, all unused personal days shall be converted to sick leave days.
- d. Personal leave shall be limited to five (5) secretaries or clerks on any one day except for religious or emergency purposes.

C. Leaves of Absence

1. Maternity Leave

Members of the staff who have received tenure shall be permitted to take maternity leaves of absence without pay. Determination of the length of such leaves shall take the following factors into consideration:

- a. The personal health and family circumstances of the staff member.
- b. The staff needs of the school system.
- c. The desirability of dovetailing staff changes with the school calendar.

- d. In accordance with Applicable Laws and Regulations.
- 2. Any employee with tenure status adopting an infant preschool child may receive a leave similar to that for maternity and which shall commence upon her receiving the actual custody of said infant or earlier if necessary to fulfill the requirements for adoption.
- 3. A leave without pay for health or other reasons may be granted to tenure employees at the discretion of the Board of Education.
- 4. A leave without pay for military service shall be granted.
- 5. Return from Leave

Personnel on Maternity Leave, Military Leave or any other extended leave shall, in writing, inform the Superintendent of intention to return as follows:

- a. If date of return is the start of school in September, notice should be received not later than the preceding April 1.
- b. In other cases, notice must be received at least sixty (60) days before the scheduled date of return.

D. Paid Vacation

- 1. Personnel employed on a twelve (12) month schedule shall be granted vacation time with pay according to the following schedule:
 - a. More than six (6) months but less than one (1) year by July 1 Five (5) days
 - b. At least one (1) year but less than six (6) years by July 1 Ten (10) days
 - c. At least six (6) years but less than eleven (11) years by July 1 Fifteen (15) days
 - d. At least eleven (11) years Twenty (20) days
- 2. The following vacation rollover provisions shall be in effect for the duration of this agreement:
 - a. An employee who has worked at least five (5) years but less than six (6) years by July 1 shall, in addition to the normal ten (10) days, be granted one (1) additional vacation day for every two (2) months worked beyond five (5) years. The maximum number of such additional vacation days shall be five (5).
 - b. An employee who has worked at least ten (10) years but less than eleven (11) years by July 1 shall, in addition to the normal fifteen (15) days vacation, be granted one (1) additional vacation day for every two (2) months worked beyond ten (10) years. The maximum number of such additional vacation days shall be five (5).

E. All Purpose Days:

Personnel employed on a ten (10) month schedule shall be granted All Purpose Days according to the following schedule and in addition to the fourteen (14) designated holidays. All Purpose Days shall be taken with the approval of the immediate supervisor.

<u>Consecutive Years of Service</u>	<u>Number of All Purpose Days</u>
1	1/2
2	1
3	1-1/2
4	2
5	2-1/2
6	3
7	3-1/2
8	4
9	4-1/2
10	5
11	5-1/2
12	6
13	6-1/2
14	7
15	7-1/2

ARTICLE X

Professional Improvement

- A. Secretarial personnel who attend the annual convention of the New Jersey Educational Association shall notify their immediate supervisor at least one week in advance of the actual convention. After his/her return to school each secretary shall submit a Certificate of Attendance furnished by the NJEA.
- B. The Board shall reimburse at the rate of 100% expenditures for tuition, fees and books incurred in taking courses or for fees charged for attending professional workshops when such attendance is requested by the Board or its designee.
- C. The Board shall grant each employee one (1) request per contract year to attend a professional workshop or course sponsored by the New Jersey Association of Educational Secretaries provided that such workshops or courses are not conducted during the normal work day. Reimbursement, not to exceed \$10 will be made upon presentation of documentary evidence of attendance at an approved workshop or course.
- D. In-service workshops shall be held for all secretaries on same days as those scheduled for teachers. Association shall be responsible for planning and implementation.

ARTICLE XI

Insurance Protection

- A. The Board agrees to provide for the full time employees covered by this agreement, medical, hospitalization, dental and major medical insurance coverage with benefit levels in effect as of June 30, 1983 and as specified in the progressive dental plan.
- B. Effective July 1, 1984, the major medical deductible shall be one hundred dollars (\$100).
- C. Effective July 1, 1984, part time secretaries and clerks shall be eligible to receive health insurance benefits on a 50/50 co-pay basis if they are employed for twenty-five (25) hours per week or more.
- D. Effective July 1, 1984, the Board shall provide a premium of ninety-seven dollars and fifty cents (\$97.50) for pharmaceutical insurance for each secretary and clerk employed twenty (20) hours per week or more.

ARTICLE XII

Rights, Authority and Responsibilities
of the Board of Education

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and any other responsibilities conferred upon and vested in it by the statutes and the Constitution of the State of New Jersey and of the United States.

The Board's reservation of rights shall be limited only by the specific and expressed terms of this agreement and then only to the extent such specific and expressed terms hereof are in conformance with the Constitution and statutes of the State of New Jersey, including NJSA 34:13A-1 et seq.

ARTICLE XIII

Dues Deduction

- A. The Board agrees to deduct from the salaries of its employees dues for the Piscataway Association of Educational Secretaries, the Middlesex County Education Association, the New Jersey Education Association and the National Education Association or any one or any combination of such associations as said employee individually and voluntarily authorizes the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the Treasurer of the Piscataway Association of Educational

Secretaries by the 15th of each month following the monthly pay period in which deductions were made. The Association Treasurer shall disburse such monies to the appropriate association or associations.

- B. The Board shall have no responsibility and/or liability to any person, corporation or association for any failure, error, omission, mistake or loss resulting from the action of any person as a member or representative of the Piscataway Association of Educational Secretaries in authorizing, accepting or disbursing said deductions.
- C. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

ARTICLE XIV

LAY-OFF AND RECALL

- A. Whenever the Board acts, by reason of a reduction-in-force, to terminate the employment of any employee covered herein, the following procedure shall be followed:
 - 1. The Board shall provide a written notice of lay-off at least two (2) weeks prior to the effective date.
 - 2. Employees shall be selected for lay-off in inverse order of seniority within the following categories:
 - (a) Clerks within each salary level or successive lower salary levels if the individual possesses the skills required.
 - (b) Secretaries within each salary level or successive lower salary levels if the individual possesses the skills required.
- B. When a vacancy occurs, a laid-off employee shall be entitled to recall thereto in order of seniority on the appropriate list.
- C. Notice of recall to work shall be sent to the employee's last known address. Within seven (7) days of the receipt of such notice, the employee shall notify the Board of acceptance or rejection of this recall.
- D. Any employee who fails to reply or who indicates a rejection of the recall, shall forfeit all seniority and all rights to further recall. Any employee who indicates an acceptance of the recall shall arrange to report for work within twenty-one (21) days after receipt of the notice of recall or within such period of time as may be set forth in a written extension of time granted by the Board or designee. Any employee who fails to report to work as described herein shall forfeit all seniority and all rights to recall.

E. Miscellaneous

1. Employment in the Piscataway School District prior to the adoption of these rules shall be counted in determining seniority.
2. Seniority shall be terminated upon resignation or dismissal for cause.
3. New unit positions shall be placed in a category as agreed by the parties.
4. Seniority rights shall commence in each category after a probationary period of one (1) evaluation cycle not to exceed eighteen (18) months and shall be retroactive to day one (1) of employment.
5. Seniority shall continue in all categories if an employee moves from one category to another within the unit.

ARTICLE XV

Miscellaneous Provisions

- A. 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, according to a decision of the Commission of Education or a Court of 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.
- B. Ray Post Memorial Welfare Fund

The Board agrees to contribute to the Piscataway Township Education Association on January 1, 1984 an amount equal to \$30 for each employee employed twenty (20) hours per week or more January 1, 1985 an amount equal to \$30 for each employee employed twenty (20) hours per week or more and January 1, 1986 an amount equal to \$33 for each employee employed twenty (20) hours per week or more. The Association shall establish the Ray Post Memorial Welfare Fund with the Association solely responsible for the administration of the fund and the implementation of the welfare program. The Association shall indemnify and hold the Board of Education fully harmless and free of any liability or responsibility, including all costs and expenses arising out of the creation, implementation and/or administration of the Ray Post Memorial Welfare Fund except as stated herein. If any section of this provision is determined to be contrary to law, the aforementioned Board contribution shall, at the discretion of the Association, be either credited to each unit member or applied to a mutually agreeable temporary disability insurance plan.

C. Whenever any notice is required to be given by either of the parties to this agreement to the other, pursuant to provision(s) of this agreement, either party shall do so by telegram, registered letter or receipted letter at the following address:

1. If by Association, to Board at: Willow Avenue, Piscataway, NJ 08854
2. If by Board, to the President of the Association.

ARTICLE XVI

Duration of Agreement

- A. The provisions of this agreement shall be effective as of July 1, 1983 and shall remain in full force and effect until June 30, 1986 subject to the right of the Board and the Association to negotiate a modification of this agreement as provided in Article II of said agreement.
- B. In witness whereof the parties hereto have caused this agreement to be signed by their respective presidents and attested by their respective secretaries all on the day and year first above written.

Dated this 19th day of March, 1984.

Piscataway Association of
Educational Secretaries

Piscataway Township Board
of Education

by Giovanna Musto
President

by Shirley Melton
President

by Anthony Giardino
Secretary

by Ray Warden
Secretary

APPENDIX A

Salary Guide for Secretaries & Clerks

1983-84

Years Completed		I	II	III	IV
0-3	A (Minimum)	168	185	204	224
4-7	B (Minimum)	188	207	228	251
8-12	C (Minimum)	209	230	253	278
13 & Over	D (Maximum)	241	265	292	321

For the 1983-84 contract year each employee hired before July 1, 1983 shall receive an 8% increase based upon his or her 1982/1983 weekly salary except that no employee shall earn a weekly salary more than the guaranteed maximum nor less than the guaranteed minimum in the appropriate experienced range as indicated above.

1984-85

Years Completed		I	II	III	IV
0-2	A (Minimum)	180	198	218	240
3-6	B (Minimum)	201	221	243	267
7-10	C (Minimum)	224	246	271	298
11 & Over	D (Maximum)	258	284	313	344

For the 1984-85 contract year each employee hired before July 1, 1984 shall receive an 8% increase based upon his or her 1983/1984 weekly salary except that no employee shall earn a weekly salary more than the guaranteed maximum nor less than the guaranteed minimum in the appropriate experienced range as indicated above.

1985-86

Years Completed		I	II	III	IV
0-2	A (Minimum)	193	212	233	256
3-6	B (Minimum)	215	237	261	287
7-10	C (Minimum)	240	264	290	319
11 & Over	D (Maximum)	276	304	335	368

For the 1985-86 contract year each employee hired before July 1, 1985 shall receive an 8% increase based upon his or her 1984/1985 weekly salary except that no employee shall earn a weekly salary more than the guaranteed maximum nor less than the guaranteed minimum in the appropriate experienced range as indicated above.

APPENDIX B

Inservice Stipend

Employees who participate in approved inservice training programs shall be eligible to receive an inservice stipend pursuant to the following provisions:

A. Participation in Inservice Programs

- (1) Employee participation must be wholly outside of normal working hours.
- (2) Participation must be approved in advance by the Superintendent or designee.
- (3) Inservice programs must be related to the occupation of the employee.
- (4) Inservice programs shall be approved and scheduled by the Superintendent.

B. Inservice Credit

- (1) Inservice participants shall be awarded one (1) inservice credit for each fifteen (15) hours of instruction.
- (2) Inservice programs with a duration from one and one-half hours (.1 credit) up to 45 hours (3 credits) may be scheduled.
- (3) Inservice credit will be awarded only to those who attend all required sessions and participate in instructional activities, if any.

C. Inservice Instructors

- (1) Inservice instructors must be approved in advance by the Superintendent or designee.
- (2) Inservice instructors must prepare and conduct inservice programs after normal working hours.
- (3) Inservice instructors shall be awarded twice the inservice credit of inservice participants. One (1) inservice credit for each 7-1/2 hours of instructions).

D. Payment of Stipend

1. Employees shall receive an annual stipend of \$119 for every 7 inservice credits up to a maximum of 63 credits
2. The inservice stipend of each employee shall be determined at the start of each work year.