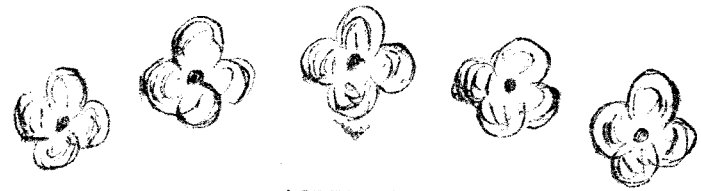


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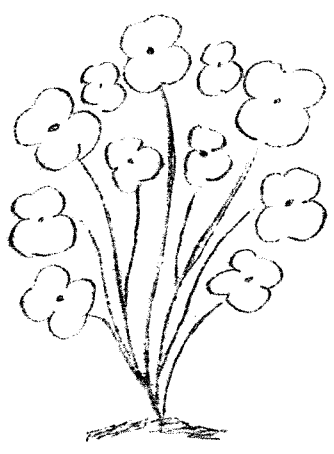


AGREEMENT

between the
Piscataway Association of Educational Secretaries
and the

Piscataway Township Board of Education

July 1, 1972 - June 30, 1974



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Preamble

This Agreement entered into this _____ day of _____ 1972, 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 categories of full-time personnel employed in the district:

a. Ten (10) month categories:

Clerk
Data Processing Operator
Activities Bookkeeper
Stenographer
Secretary

b. Twelve (12) month categories:

Clerk
Switchboard Operator
Stenographer
Secretary
Payroll Clerk
Bookkeeper

ARTICLE II

Negotiation of Successor Agreement

- A. The parties agree to enter into collective negotiation over a successor Agreement in accordance with Chapter 303, Public Laws 1968 in a goodfaith 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.
- 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 a complaint by an employee(s) in the unit described in Article I That there has been to him or her (them) a violation, misinterpretation or inequitable application of any of the provisions of the Agreement.
2. Employees in the bargaining unit shall have the right to grieve administrative decisions, not arising out of the Agreement, which are inequitable as to them. Notwithstanding anything in this Article to the contrary the right to appeal such administrative decisions shall terminate at Board of Education level.
3. All grievances which are carried beyond the first step shall be processed by the Association.
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. The employee(s) or Association shall present the grievance, either orally or in writing, to the immediate supervisor within twenty calendar days following the treatment, act, or condition which is the basis of the grievance; this initial grievance shall make known the full details of the grievance and the result so that a decision can be based on total pertinent information. The immediate supervisor's written decision shall be made to the employee and Association within ten calendar days after the grievance is received.
2. 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 employee(s) shall inform the authority who last rendered a decision of his intention to appeal to the next higher authority. The complete file shall be transmitted by the administration at each stage in the proceedings.
3. If the Association wishes to carry its appeal to the Superintendent or Designee, it shall present the full grievance in writing to the building principal or other supervisor whose position of authority is immediately below that of the Superintendent or Designee within ten calendar days of the date of the decision of the principal or supervisor, and the Association's written reason for forwarding the appeal.
4. The Superintendent or Designee shall review the materials submitted to him, may discuss the issue with the parties involved, and shall render a written decision within ten calendar days of the date of the appeal.

ARTICLE III continued

5. 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 ten (10) calendar days of the Superintendent's decision and notify the Superintendent of its action. The Board Secretary shall promptly notify the Board, and, within fifteen (15) calendar days, the Board shall meet and shall render a decision within ten (10) calendar days after meeting. The employee(s) and his representatives shall be present at any such meeting.
6.
 - a. If the Association is dissatisfied with the determination of the Board of Education, it may initiate binding arbitration within ten (10) calendar days of receipt of the Board's decision. Within the aforementioned time limit the Association must deliver to 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 calendar days of the time that the request for arbitration is received, then the parties shall jointly request the American Arbitration Association to submit a list of five (5) names of qualified arbitrators. Upon receipt of the list the Association shall strike two names, the Board two names and the remaining arbitrator on the list shall then be designated as the arbitrator to hear the grievance.
 - 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 limit himself 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.
 - d. Costs -- The Board and the Association shall share equally the cost of the arbitrator.
7. Notwithstanding anything contained in this Article to the contrary all notices of appeal must be made in writing within ten days of written decision to the next highest authority, otherwise the appeal shall be deemed abandoned. No written decisions shall be required if the employee(s) in writing advises the hearing authority that its decision will not be appealed. (If a decision is not rendered within

ARTICLE III continued

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.

ARTICLE IV

Secretaries' Rights

- A. Secretaries are entitled to the rights granted them pursuant to Chapter 303, Public Laws of 1968.
- 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 reduced in rank or compensation without just cause; and any such action executed by the Board or any agent or representative thereof shall be subject to the grievance procedure herein set forth.
 - 2. Non-tenure 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 her not being re-employed.
- D. Whenever any secretary is required to appear before the Superintendent or his designee for a conference to determine whether or not charges should be preferred against him or her, then he or she shall be given prior written notice of the reasons for such meetings or interview and shall be entitled to have a representative of her choice present to advise her and represent her during such meeting or interview.
- E. Any suspension of a secretary pending charges shall be without pay, providing that charges are brought within three (3) business days of the conference specified in D above.

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 after school hours and until 5:00 p.m. Rooms may be used for evening meetings with prior approval by the building principal and the business office.

ARTICLE V continued

- 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.
- D. The Association shall be provided with copies of all Board meeting minutes.
- E. 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

- Library Clerk
- General Clerk
- Business Office Clerk
- Transportation Clerk
- Personnel Clerk
- Guidance Clerk (High School)
- Switchboard Operator

Level II

- Guidance Clerk (Jr. High) Cafeteria Clerk
- Attendance Clerk (Jr. High)
- Accounts Payable Clerk
- Maintenance Clerk
- Activities Bookkeeper
- Secretary to AVA Coordinator
- Data Processing Operator
- Secretary to Vice Principal
- Secretary to Dir. of Voc. Ed.
- Records Clerk
- Certification Clerk
- Secretary to Dir. Resource Services
- Special Services Secretary

Level III

- Elementary Secretary
- Secretary -- Ass't. to Bus. Admin.
- Secretary -- Admin. Ass't. for Staff Personnel
- Guidance Secretary (High School)

LEVEL IV

- Head Secretary (Secondary School)
- Payroll Clerk
- IBM Operator
- Secretary -- Ass't. Super Secondary
- Secretary -- Ass't. Super. Elementary
- Secretary -- Admin. Ass't. for Pupil Personnel

Level V

- Head Bookkeeper

ARTICLE VI continued

- B. 1. Schedule of Guaranteed weekly minimum and maximum salaries retroactive to July 1, 1972 for personnel who are presently employed as of the effective date of this agreement.

		<u>1972-73</u>			
LEVEL I	LEVEL II	LEVEL III	LEVEL IV	LEVEL V	
A	\$ 95 week Less than 3 years	\$ 100	\$ 110	\$ 120	\$ 130
B	105 At least 3 years but less than 6 years	110	120	130	140
C	115 At least 6 years but less than 10 years	120	130	140	150
D	125 Maximum -- At least 10 years	130	140	150	160

2. Schedule of Guaranteed weekly minimum and maximum salaries, effective July 1, 1973

		<u>1973-74</u>			
LEVEL I	LEVEL II	LEVEL III	LEVEL IV	LEVEL V	
A	\$ 99 Less than 3 yrs.	\$ 104	\$ 114	\$ 124	\$ 134
B	111 At least 3 yrs. -- Less than 6 yrs.	116	124	134	144
C	123 At least 6 yrs. -- Less than 10 yrs.	128	134	144	154
D	133 <u>Maximum</u> -- At least 10 yrs.	138	144	154	164

3. For purposes of B 1. and 2. above, full years of service shall be calculated as of the effective date of the schedule.
4. For the 1972-73 contract year each employee hired before July 1, 1972 shall receive a 5.5% increase based upon his or her 1971-72 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 experience range of B. 1. above.
5. For the 1973-74 contract year each employee hired before July 1, 1973 shall receive a 5% increase based upon his or her 1972-73 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 experience range of B. 2. above.

ARTICLE VI continued

6. Newly hired employees shall earn a weekly salary no less than the minimums specified in B. 1. and B. 2. above
- 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 non-tenure 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 or 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 her 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 thirteen (13) paid holidays each contract year, July 1 -- June 30 for personnel working a twelve month schedule and a minimum of twelve (12) paid holidays each contract year for personnel working a ten month schedule.
2. The following designated days shall be deemed paid holidays on which no employee covered hereby shall be obligated to work for the 1972-73 school year.

ARTICLE VII continued

July	4	Independence Day
September	4	Labor Day
October	9	Columbus Day
October	23	Veteran's Day
November	23-24	Thanksgiving Recess
December	25-26	Christmas Recess
January	1	New Year's Day
February	19	Washington's Birthday
April	20	Good Friday
April	23	Easter Monday
May	28	Memorial Day

3. If a holiday falls during an employees vacation period, the employee shall receive an extra day off with pay.
4. Designated holidays for the 1973-74 contract year shall conform to the official school calendar and shall be established by mutual agreement.

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 Administrative Assistant for 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 her representative and shall make the final assignment in writing.

ARTICLE IX

Sick Leave, Paid Vacations and Other
Leaves of Absence

- A. Sick Leave
 1. As of July 1, 1972, all secretaries currently employed shall be

ARTICLE IX continued

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. Extended total Disability Leave
 - a. Total Disability

"Total disability" shall mean one which,

- (1.) Results from bodily injuries or disease, and
- (2.) Wholly prevents the employee from engaging in his or her regular occupation; or assuming duties assigned by his superior taking into consideration the nature and degree of the disability.
- (3.) The employee must be under the care of a physician. The Board may require examinations and statements from doctors of its own choosing at reasonable intervals.

b. Eligibility

- (1.) Extended total disability benefits shall be payable to all full time secretaries of the Piscataway School System, regardless of the term of service previously performed prior to total disability.
- (2.) Benefits shall not be available to any employee who has been notified in writing that his or her services are to be terminated or his contract not renewed, prior to the start of total disability.
- (3.) Benefits shall also not be available to any employee who submits his or her resignation in writing prior to the start of his total disability.
- (4.) A recurrence of the same disability within 180 days of discontinuance of benefits shall be considered a continuation of the original disability.

c. Procedure for Applying for Benefits

- (1.) An application for total disability benefits under this program must be accompanied by a physician's certificate listing the nature of the condition and the probable length of total disability of the employee.

ARTICLE IX continued

- (2.) An application for total disability shall be submitted only after the maximum sick leave days, determined by the employee have been used to cover absence resulting from his total disability.
- (3.) An employee need not use all sick leave days toward his or her absence when applying for benefits under this program, but only those days used shall be considered in computing the percentage factor for monthly benefits, as described under item 2 of benefits.

d. Benefits

- (1.) The amount and duration of such benefits shall be determined by the employee's current salary, length of service, and the number of sick days utilized prior to the commencement of this benefit.
- (2.) The amount of daily benefits shall be determined in the following manner:
 - (a.) The basic daily salary shall be computed by dividing the twelve-month equivalent salary by 260.
 - (b.) Benefit payments shall be increased by $\frac{1}{2}\%$ above the basic 45% payment for each sick day used after the first 12 working days of total disability and prior to the commencement of benefit payments; e.g. an employee used 30 sick days after the first 12 working day waiting period to cover his absence under this program. On the basis of $\frac{1}{2}\%$ for each of these days the percentage factor would be added to the basic 45% or 60%. Employees in this case would be entitled to 60% of his daily salary.
- (3.) Daily benefit payments shall not exceed 65% of an employees regular daily salary.
- (4.) The number of days that benefits shall be payable shall be determined by dividing the total number of days of service as an employee by 4. Except that benefits shall not be payable for a period of more than 1 calendar year, or 260 working days.
- (5.) In no case shall benefits be payable concurrently with payments received by an employee for retirement or disability under the Social Security Program or any state employees or teachers pension plan.
- (6.) Benefits under this program shall be reduced by the amount of any Workmen's Compensation payable.
- (7.) Table for computation of percentage of daily benefits:

ARTICLE IX continued

Sick Leave used after the first 12 working days of total disability	Percentage factor to be applied in computing daily payments under this benefit program
1	45.5
2	46
3	46.5
4	47
5	47.5
	continues to
35	62.5
36	63
37	63.5
38	64
39	64.5
40	65

e. Exclusions of Benefits

Benefits shall not be payable for a disability resulting from:

- (1.)A Pregnancy
- (2.)Disease or bodily injury willfully and intentionally self-inflicted
- (3.)Injury incurred or disease contracted prior to becoming an employee of the Piscataway School System unless employed for more than 3 years in this system
- (4.)Declared or undeclared war, insurrection, invasion, rebellion, revolution, Civil War, or Civil Riot.

f. Benefits shall not be payable while salary is being paid through the use of accumulated sick leave.

B. Emergency Leave -- not covered by Sick Leave

1. Death in Immediate Family

Employees shall be allowed up to three (3) working 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 working day shall be allowed without loss of pay for the funeral held on a working 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 non-cumulative and 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

ARTICLE IX continued

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 his designee.

- b. Other requests may be granted in the sole judgement of the Superintendent or his designee but with loss of pay at the employees daily rate.

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 staffing needs of the school system.
- c. The desirability of dovetailing staff changes with the school calendar.
- d. In accordance with Applicable Laws and Regulations --

A Staff member must apply for a maternity leave of absence as soon as she becomes aware of her pregnancy.

In the event that normal conditions attendant upon pregnancy and birth do not prevail, the employee may apply to the Superintendent for permission to return to work prior to the termination of the period for which the leave was granted. Such applications must be accompanied by a certificate from a physician indicating that the staff member is in good health and is able to resume her duties.

2. Any female employee with tenure status adopting an infant pre-school 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:

ARTICLE IX continued

- 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 days before the scheduled date of return.

D. Paid Vacation

Personnel employed on a twelve (12) month schedule shall be granted vacation time with pay according to the following schedule:

- 1. More than six (6) months
but less than one (1) year
by July 1 Five (5) days
- 2. At least one (1) year
but less than eight (8)
years by July 1 Ten (10) days
- 3. At least eight (8) years
but less than sixteen (16)
years by July 1 Fifteen (15) days
- 4. At least sixteen (16)
years Twenty (20) days

Vacations shall be taken in accordance with a schedule approved in advance by the Superintendent and immediate supervisor in their respective area.

E. All Purpose Days

For the 1973-74 contract year, personnel employed on a ten (10) month schedule shall be granted all purpose days according to the following schedule and in addition to the twelve designated holidays. All purpose days shall be taken only on regular school holidays with the approval of the immediate supervisor.

Consecutive Years of Service	Number of All Purpose Days
2	1
4	2
6	3
8	4
10 or more	5

ARTICLE X

Professional Improvement

- A. Secretarial personnel who attend the annual convention of the New Jersey Education Association shall notify their immediate supervisor at least one week in advance of the actual convention. After her return to school each secretary shall submit a Certificate of Attendance furnished by the N.J.E.A.

ARTICLE X continued

- 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 work shops 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 \$10.00 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

All full time employees covered by this Agreement shall receive health insurance benefits equal to those provided for the unit represented by the Piscataway Township Education Association.

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 express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and statutes of the State of New Jersey, including Chapter 303, P. L. 1968.

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

ARTICLE XIII continued

- 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

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. 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: Suttons Lane, Piscataway NJ 08854
 2. If by Board, to Association at _____
Address

ARTICLE XV

Duration of Agreement

- A. The provisions of this Agreement shall be effective as of July 1, 1972 and shall remain in full force and effect until June 30, 1974, 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.

ARTICLE XV continued

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 _____ day of _____, 1972.

Piscataway Association of
Educational Secretaries

by _____
President

by _____
Secretary

Piscataway Township Board
of Education

by _____
President

by _____
Secretary

