

4-2203

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PREAMBLE

THIS AGREEMENT IS MADE AND ENTERED INTO ON
THIS 1st day of July, 1986, BY AND BETWEEN
THE KEARNY BOARD OF EDUCATION, (hereinafter
referred to as the 'BOARD'), and the KEARNY
SCHOOL EMPLOYEES ASSOCIATION, (hereinafter
referred to as the "ASSOCIATION").

(Clerical, Custodial and Maintenance
Employees)

X July 1, 1986 - June 30, 1988

ARTICLE I
PRINCIPLES

- Section 1 Attainment of the objectives of the educational program conducted in the schools of the district requires mutual understanding and cooperation among the Board, the Superintendent, the professional personnel, the other personnel, and citizens of the community. To this end, free and open exchange of views is desirable, proper and necessary.
- Section 2 This agreement is negotiated in order to establish for its term the terms and conditions of employment of all members of the staff employed in the classifications set forth in Appendix "A" attached hereto and made a part hereof.
- Section 3 The Board and the Association recognize the importance of orderly, just and expeditious resolution of disputes which may arise as to proper interpretation or implementation of this agreement or of policies or regulations of the Board and accordingly herein agree upon a grievance procedure for the effective processing of such disputes.
- Section 4 The Board and the Association, the parties to the Agreement, accept the provisions of this Agreement as commitments which they will cooperatively and in good faith honor, support and seek to fulfill.

Section 5 Despite reference herein to the Board or Association as such, each reserves the right to act hereunder by committee, individual member, or designated representative, professional or lay, whether or not a member. Each party will provide to the other, upon request, satisfactory evidence (such as official minutes or certificate of resolutions) or authority to act.

Section 6 The provisions of this agreement will constitute a binding obligation of the parties for the duration hereof or until changed by mutual consent in writing. Any previously adopted policy, rule or regulation of the parties which is in conflict with a provision of this Agreement shall be superseded and replaced by this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any other benefit existing prior to its effective date.

Section 7 Certain provisions of the within agreement are applicable only to secretaries, telephone operators, typists and clerks. Certain other provisions of this agreement are applicable to all other employees except the aforementioned secretaries, telephone operators, typists and clerks. Where it is the intention of the parties to include certain employees, the agreement is so indicated. In the absence of such inclusion, all

provisions of this agreement apply to all members of the bargaining unit.

ARTICLE II

RECOGNITION

The Board agrees to and hereby does recognize the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations in any and all matters relating to terms and conditions of employment on behalf of all employees in the classifications set forth in Appendix "A" attached hereto and made a part hereof.

ARTICLE III

GRIEVANCE PROCEDURE

Section 1 Definition

- a. A "grievance" is a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of a member of the negotiating unit or a group of members and/or the interpretation, meaning or application of any of the provisions of this agreement.
- b. The term "grievance" and procedure relative thereto shall not be deemed applicable in the following instances:
 - (1) The failure or refusal of the Board to renew the contract of a non-tenure employee, providing however that said employee is notified of the reasons for refusal to renew.

(2) In matters where the Board is without authority to act.

(3) In matters involving the sole and unlimited discretion of the Board subject to Chapter 123, Public Laws of 1974.

Section 2

Procedure

- a. Step 1 - In the event that an employee, in the negotiations unit covered by this Agreement, has a grievance that has not been amicably settled by the supervisor, he shall first submit it in writing to the Grievance Committee of the Association. This Committee, consisting of three (3) members of the association, shall investigate the alleged grievance and determine its merit. If the committee determines that the grievance does have merit, it shall be processed by the Association as the representative of the aggrieved party. Should the Committee determine that the alleged grievance is without merit, they shall so notify the aggrieved party in writing.
- b. Step 2 - Once the alleged grievance is determined to have merit, the Grievance Committee shall meet with the Secretary of the Board in an attempt to resolve the matter informally.
- c. Step 3 - If the efforts toward amicable adjustment do not resolve the grievance, the Committee shall appeal to the President of the Board of Education.

The Board of Education shall, within ten (10) calendar days of receipt of the appeal, conduct a hearing with the Committee. Within fourteen (14) calendar days after the hearing, the Board of Education shall render its decision in writing, to the Grievance Committee.

- d. Step 4 - The Grievance Committee may appeal the decision of the Board of Education to Advisory Arbitration. The procedure for the designation of the Arbitrator, the submission of the issues involved and the hearing shall be governed by the rules of the American Arbitration Association. The decision of the Arbitrator shall be submitted to the Board and the Association and shall be advisory to the parties.

Section 3

General Provisions

- a. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the Association to lodge an appeal at the next step of this procedure.
- b. The time limits specified in this procedure may be extended by mutual agreement of the parties.
- c. No reprisals of any kind shall be taken by the Board or any member of the administrative staff against any party in interest, any Association representative or any other participant in the

grievance procedure by reason of such participation.

- d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.
- e. Any party in interest may be represented at any or all steps of the grievance procedure by himself, or, at his option, by representatives of the Association. When a party is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

ARTICLE IV

JOINT CONTINUING COMMITTEES

The parties hereto believe that the efficiency of service to the student population of the schools and the welfare of the members of the negotiating unit will be better served by periodic meetings of a Joint-Committee, wherein both the employer and the employees may discuss and implement suggestions for improving services and for eliminating any causes for employee complaints and grievances. The Committee shall consist of the Board President, the Secretary and the Superintendent of the Board of Education and three

(3) members designated by the Association. Any two (2) members of the Committee may call a meeting as necessary with five (5) days' notice to all members, the burden of notification being on the Secretary.

ARTICLE V

NOTICES OF THE ASSOCIATION

Section 1 Adequate bulletin board space shall be reserved in each work location in a place to be designated by the supervisor at such work location readily accessible to all members of the bargaining unit, for the posting of Association notices and other material dealing with proper and legitimate Association business. All such notices and material shall bear the signature of a responsible Association official or shall clearly indicate that its issuer or publisher is the Association. The bulletin board space shall be identified with the name of the Association. The authorized representative of the Association shall be the sole person empowered to post these materials on that board.

Section 2 Meetings at Work Location - on three (3) days notice to the Secretary or to the person in charge of the work location, the Association Representative shall have the right to schedule meetings in the building at a place designated for such meetings before or after regular duty hours of the employees involved, provided the building is then otherwise in use, and further

provided that such meeting does not interfere with the operation of the building for its intended purpose.

Section 3

In the event there is no Association Representative in any work location, an authorized Representative from another work location may be designated the authorized Representative of the Association by a letter of authorization signed by the President of the Association, to carry out all duties and responsibilities of Association Representatives as set forth in this Agreement, except that such representative shall not be entitled to leave the premises of the work location in which he works during his working hours except with permission of the Secretary.

Section 4

Whenever any representatives of the Association or any member is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, he shall suffer no loss in pay.

Section 5

No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

Section 6

There shall be no discrimination against any employee on the basis of race, creed, sex, color, national origin or membership activity in the Association.

Section 7

The Association and its representatives shall have the privilege of using the inter-school mail facilities and

school mailboxes subject to the approval of the Superintendent.

ARTICLE VI

SALARIES AND HOURS OF WORK

Section 1 The salaries of all employees covered by this Agreement are set forth in Appendix "B".

Section 2 All shifts shall be regularly scheduled as set forth in Appendix "C".

Section 3 (This section is applicable to all employees except clerks, typists, secretaries and telephone operators). The regular work week shall be 40 hours, Monday through Friday. All hours over 40 hours in any week or over eight (8) hours in one day shall be paid at the following rates:

Weekdays	-	1-1/2 x basic salary
Saturdays	-	1-1/2 x basic salary
Sundays	-	2 x basic salary

Section 4 (This section is applicable to only clerks, typists, secretaries and telephone operators). The regular work week shall be as outlined in Appendix "C". In addition, overtime shall be compensated as compensatory time as is presently in practice, for the above-stated employees in this section.

Section 5 (This section is applicable to all employees except clerks, typists, secretaries and telephone operators). The Kearny Board of Education agrees

that any member of the Association who is called back to work for designated emergencies will be paid a minimum of three (3) hours at the prevailing overtime rate.

It is further agreed that the Head Custodian or his designate will be excluded from the above provisions when called in for normal emergencies as previously agreed upon between both parties.

Section 6 All increments shall be granted on July first. Any employee appointed prior to February first shall advance to the next step on the salary schedule on the July first date following the appointment. Any employee appointed after February first shall advance to the proper level of any new salary guide.

ARTICLE VII

SENIORITY AND JOB SECURITY

Section 1 School district seniority is defined as service by appointed employees in the Kearny School District in the collective bargaining unit covered by this agreement.

Section 2 Seniority, qualifications and ability shall be factors considered in filling all vacancies.

Section 3 A 90-day trial period shall prevail for all job classifications. During that period, either party may without discrimination or prejudice request and be granted reinstatement in a former position.

Section 4 All notices of examination or appointments for job opportunities and/or promotion within a negotiating unit shall be posted in all departmental work locations on the official bulletin board at least ten (10) working days before the closing date for applications. A copy of each such examination or appointment notice shall be sent to the Association.

Section 5 The provisions of Chapter 137, Public Laws of 1960, (18A:17-3 and 18A:17-4) shall prevail.

Section 6 After completing a ninety (90) day probationary period, if a newly appointed school custodian is approved by the Building Principal, Head Custodian, Business Administrator and Supervisor of Operations, he shall receive all benefits as listed in the Agreement. All custodians must meet requirements for a low pressure boiler license within one-hundred eighty (180) days after the first day of employment. If this requirement is not met in the specified time, he may be granted additional time at the discretion of the Board of Education.

ARTICLE VIII

ELECTION OF THE OFFICERS

The Board agrees to allow the Association members to have one-half day off for the election of officers at the end of the school year. Provision will be made for all schools to be covered on this day.

ARTICLE IX

INSURANCE PROTECTION

- Section 1 The Board shall, after agreement with the Association regarding appropriate insurance carriers, provide the health-care insurance protection designated below. The Board shall pay the full premium for each employee and for family plan insurance coverage.
- a. Blue Cross-Blue Shield
 - b. Rider J
 - c. Major Medical
- Section 2 Effective July 1, 1984, the Board will supply the Association with a Prescription Plan, \$2.00 deductible with said plan.
- Section 3 The Board shall continue to provide Group Life Insurance, underwritten by the Prudential Insurance Company of America providing a \$4,000.00 life insurance policy for all active employees only, to be in effect until such employee retires. When an employee retires, he shall be given the right to continue payment on the \$1,000.00 life insurance previously granted by the Board, to be paid at Board group rate as long as carrier is agreeable.
- Section 4 a) Effective July 1, 1986, the Board will provide all employees covered by this Agreement, with a Dental Plan, acceptable to both the Board and the Association, whereby the Board will contribute \$182.00 per unit member towards the cost of said plan.

b) Effective July 1, 1987, the Board will provide all employees covered by this Agreement, with a Dental Plan, acceptable to both the Board and the Association, whereby the Board will contribute \$282.00 per unit member towards the cost of said plan.

Section 5

No later than July first of each year, the Board shall provide to each employee a description of the health-care coverage under this article which shall include a clear description of conditions and limits of coverage as listed above.

ARTICLE X

VACATIONS

Each employee in the negotiating unit covered by this Agreement shall be entitled to the following vacation with pay at the annual rate of pay such employees are receiving at the time such vacation is actually taken.:

0 - 1 year	12 days (1 day per month)
beginning with 2-5 years	13 days
beginning with 6-10 years	17 days
beginning with 11-15 years	18 days
beginning with 16-19 years	21 days
beginning with 20 years or over	24 days

ARTICLE XI

LEAVES OF ABSENCE

Section 1 All employees covered by this agreement shall be entitled to twelve (12) sick leave days each year. All unused sick leave days shall be accumulated without limit from year to year.

Definition: Cumulative sick leave allowance is the sum of all unused portions of an employee's annual allowance. This definition is construed to mean that the beneficiary in addition to the twelve (12) days allowance for the current year shall be entitled to the unused days of the annual allowance for the past consecutive years service.

Effective July 1, 1986 through June 30, 1988, the Association and the Board agree to an incentive plan for sick leave, whereby all employees who do not use a certain part of their annual allotted twelve (12) sick days, shall receive a one time bonus check. Examples are as follows:

Used 0 days in 1986/1987 - will receive check for \$180.00.

Used 1 day in 1986/1987 - will receive check for \$165.00.

Used 2 days in 1986/1987 - will receive check for \$150.00.

Used 3 days in 1986/1987 - will receive check for \$135.00.

Used more than 3 days in 1986/1987 - will not receive check.

The aforesaid sick leave incentive plan shall also be in effect under the same terms and conditions for the July 1, 1987 to June 30, 1988 school year. Payment for the years in question shall be made on or before September first in each year. The employees shall not be permitted to use any cumulative sick leave in place of the annual allotted twelve (12) days in order to qualify for the one-time bonus plan. The aforesaid bonus plan shall be in effect only for the two (2) year period of this Agreement.

Section 2.

- a. All tenure employees covered by this Agreement shall be eligible to twice the amount of their accumulated sick leave in cases of prolonged illness or confined after he has been employed five (5) years.
- b. The accumulation of sick leave allowance shall be limited to consecutive and uninterrupted service.
 1. An employee is rendering consecutive service as long as he or the Board of Education does not officially terminate the service.
 2. A leave of absence does not constitute an

interruption of service, but, during a leave of absence, there will be no accumulation of sick leave. Intermittent absence during the year shall not be interpreted as an interruption of service.

3. An employee who leaves the system shall lose his benefits under the cumulative sick leave plan. If he returns to the system, he shall have the same classification as any new employee. The sick leave allowance is established to protect employees during illness while in service. When an employee resigns, his rights to such allowance are forfeited.
- c. The cumulative sick leave plan shall be applicable to all full time employees of the Board of Education.
- d. The records kept in the superintendent's office, or in the Business Administrator's Office in the case of employees working under the immediate supervision of the Business Administrator, shall determine the number of accumulated days.
- e. The intent of sick leave is to protect employees during confining illness or accident. The allowance may not be used for non-confining illness except by Board approval.
- f. An absence of three (3) days duration may be

certified by the medical inspection department when the supervising nurse has been notified in writing as to the date of absence and the nature of the illness. This certification will be accepted for an absence of only three (3) days duration. Absences of more than three (3) days duration must be certified by the personal physician. Salary will be allowed only upon the presentation of a doctor's certificate clearly stating the dates of absence.

g. There shall be an allowance of \$15.00 for each unused sick day on retirement. All employees under this plan must have at least 20 years service in the Kearny Board of Education to qualify for the aforesaid allowance.

Section 3. Non teaching personnel are entitled to three (3) days personal leave for religious, legal, business or family matters which require absence during school hours. Application to the Head Custodian or the Supervisor of Operations, for those who do not work in the buildings, must be made at least five (5) days before taking such leave (except in the case of emergencies). The Head Custodian or the Supervisor of Operations will initial the written request and send it immediately to the Business Administrator. The secretaries/clerks in the schools will submit their initial request to their immediate superior generally the building Principal)

who will initial the request and forward it to the Superintendent.

Section 4. Death in Family - In case of death in the immediate family, an employee shall be allowed a number of days, not to exceed five (5), without loss of salary at the discretion of the Business Administrator. Where long travel distances are involved, allow seven (7) days instead of five (5) at the discretion of the Business Administrator. Immediate family is defined as father, mother, husband, wife, child, sister, brother, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law or anyone who has actually occupied a position as a member of the immediate family. In case of death of relatives other than those in the immediate family, such as uncle, aunt, niece, nephew or cousin, an absence of one (1) day will be allowed without loss of salary. Allowance may be extended to a maximum of three (3) days where long travel is involved, at the discretion of the Business Administrator.

Section 5. Commencement of bereavement leave shall be computed from date of death or day of funeral.

Section 6. On September first, each employee shall be notified of his accumulated sick leave if same is requested in writing by the employee.

ARTICLE XII

LONGEVITY

Section 1. a) Each employee covered by this Agreement shall be paid in addition to the rates of pay set forth in Article VI, Appendix "B" attached hereto, a longevity increment based upon years of service within the Kearny Board of Education in accordance with the following schedule:

Beginning with 15-19 years	-	\$350.00
Beginning with 20-24 years	-	\$450.00
Beginning with 25-29 years	-	\$550.00
Beginning with 30 years and over	-	\$650.00

b) In addition to any and all longevity increments due under Article XII, Section 1 a), effective July 1, 1986, each employee with at least 15 years of service within the Kearny Board of Education, shall be entitled to a one time annual stipend of \$100.00 per qualified employee.

c) In addition to any and all longevity increments due under Article XII, Section 1 a) and b), effective July 1, 1987, each employee with at least 15 years of service within the Kearny Board of Education, shall be entitled to a one time annual stipend of \$100.00 per qualified employee.

Section 2. a) Effective July 1, 1986, each employee with at least

five (5) years service with the Kearny Board of Education and up to those with fourteen (14) years of service shall be entitled to a one time annual stipend of \$150.00 per qualified employee.

b) Effective July 1, 1987, each employee with at least five (5) years service with the Kearney Board of Education and up to those with fourteen (14) years of service, shall be entitled to a one time annual stipend of \$150.00 per qualified employee.

Notwithstanding anything to the contrary contained herein, any employee who receives any incremental income by moving from one step to another on the salary guide set forth under the Schedules attached to the current contract, shall not receive any of the aforesaid one time stipends for the years 1986 and 1987.

ARTICLE XIII

HOLIDAYS

Section 1 The following holidays shall be granted with pay to all employees covered by this Agreement:

New Years Day	Columbus Day
Lincoln's Birthday	Election Day
Washington's Birthday	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Eve

Independence Day	Christmas Day
Labor Day	Day after Christmas
Friday before Labor Day	Day after Thanksgiving

Section 2 The following holidays shall be added to the holidays already granted by the Board:

Any two (2) officers granted two (2) days with pay to attend the New Jersey Education Association Convention in November.

Section 3 Any employee assigned to work any shift on a holiday shall receive double time in addition to regular salary.

ARTICLE XIV

EMPLOYEE IMPROVEMENT PLAN

The Board of Education agrees to cooperate with the Association in evaluating tuition or reasonable expenses incurred by KSEA employees when attending courses, workshops, or training sessions relative to the improvement of their quality of work or advancement while employed by the Kearny Board of Education.

ARTICLE XV

CLOTHING ALLOWANCE

(This section is applicable to all employees except clerks, typists, secretaries and telephone operators). The Board of Education shall furnish three (3) uniforms for each employee, adequate coveralls where required,

and adequate raingear for all schools. For IRS purposes and where applicable, the Board will verify by voucher that personnel do use their own vehicles for work purposes.

ARTICLE XVI

AUTOMATIC PAYROLL DEDUCTIONS

Section 1 The Board agrees to deduct from the salaries of its employees dues for the Kearny School Employees Association and the New Jersey Education Association or the National Education Association, or any one or any combination of such Associations, which must include Kearny School Employees Association and New Jersey Education Association, as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, N.J. Public Laws of 1969 (NJSA 52:14-15 9e) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such person as may from time to time be designated by the Kearny School Employees Association by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such

monies to the appropriate Association or Associations.

Section 2

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.

Section 3

The Board agrees to deduct money for local, state and/or national association services and programs as said employees authorize the Board to deduct and to transmit monies promptly to such associations. Any employee may have such deductions discontinued at any time upon sixty (60) days written notice to the Board and the appropriate Association.

Section 4

a. Agency Shop. If any employee does not become a member of the Association during a membership year (July 1 to June 30), said employee shall be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative. Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the

Association for the then current membership year.

- b. Certification. The Association will certify to the Board before the start of each membership year that the amount of the representation fee to be assessed does not exceed 85% of unified dues, fees and assessments.
- c. Notification. Prior to the beginning of each membership year, the Association will notify the Board in writing, of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year.
- d. Demand and Return. The Association agrees that it will, in conformity with the applicable laws, establish a demand and return system for all employees and will present appropriate evidence of the existence of such a system to the Board.
- e. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of or by reason of any action taken or not taken by the Board in conformance with this provision.
- f. Except as otherwise provided in this Article, the

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

ARTICLE XVII

MODIFICATION OF AGREEMENT AND NEGOTIATION

OF SUCCESSOR AGREEMENT

- Section 1 There shall be no individual agreement with employees. This agreement constitutes the entire agreement between the parties. This agreement cannot be modified except by mutual written agreement executed by the parties.
- Section 2 Before the Board adopts a change in policy which affects terms and conditions of employment, the Board will notify the Association in writing that it is considering such a change. The Association shall have the right to negotiate with the Board for a mutually acceptable change in said policy. Any agreement reached with the Board shall be reduced to writing, signed by the Board and the Association, and become an addendum to this Agreement.
- Section 3 Not later than October 15, 1987, the Board agrees to initiate negotiations with the Association over a Successor Agreement in accordance with the procedure set forth herein in a good faith effort on both sides

to reach continuing agreement not only on salaries and other conditions of employment, but also on other matters of personnel policy and relationships which may then be of mutual concern and interest. By the same date, the Association agrees to present to the Board its proposals for the successor agreement. Any agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all the parties.

Section 4

During negotiations, the party making the proposals shall submit such proposals in writing to the other party. Receipt of a proposal shall be acknowledged in writing within five (5) days. Negotiations shall commence with a meeting at a mutually satisfactory place within 15 days after receipt of a proposal, unless the Board and the Association mutually agree to an extension of time. During negotiations, the Board and the Association shall present relative data, exchange points of view, and make proposals and counter-proposals. Each party shall promptly make available to the other, upon request, information within its possession which is not privileged under law and which is relevant to the subject under discussion. Each party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

Section 5

Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.

ARTICLE XVIII

SAVING CLAUSE

If any provision of this Agreement is, or shall at any time be, contrary to law, then such provision shall not be applicable, performed or enforced. In such event, all other provisions of this agreement shall continue in effect.

ARTICLE XIX

DURATION

The provisions of this Agreement shall be effective as of July 1, 1986 and shall remain in full force and effect until June 30, 1988, subject to the right of the Board and the Association to negotiate for a modification of this Agreement as provided in Article XVII of said agreement.

The School District of Kearny

By: 

President of Board of
Education

The Kearny School Employees
Association

By: 

President

APPENDIX "A"

Maintenance Foreman

Head Custodians

Maintenance Men

Assistant Head Custodian

Carpenter

Custodians

Electrician

Matrons

Mason

Drivers

Painters

Attendance Officers

Plumber

High School Lead Night

Utility Men

Custodian

Boiler/Fireman H.V.A.C.

Lead Field Custodian

Maintenance Man-Kearny H.S.

Switchboard Operator/Receptionist

High School Principal's Secretary

Guidance Department Secretary

Director of Athletics' Secretary

Secretary to Supervisor/High School

School Secretaries

Chief Clerk Typists

Clerks

SALARY GUIDE 1986/1987

<u>TITLE</u>	<u>Minimum Step 1</u>	<u>Incr-ment</u>	<u>Step 2</u>	<u>Incr-ment</u>	<u>Step 3</u>	<u>Incr-ment</u>	<u>Step 4</u>	<u>Incr-ment</u>	<u>Step 5</u>	<u>Incr-ment</u>	<u>Step 6</u>	<u>Incr-ment</u>	<u>Step 7</u>	<u>Incr-ment</u>	<u>Step 8</u>	<u>Incr-ment</u>	<u>Maximum Step 9</u>
Office Manager	15,113	343	15,456	365	15,821	386	16,207	387	16,594	386	16,980	387	17,367	388	17,755	1,159	18,914
Payroll Clerk & Bookkeeper	13,911	317	14,228	336	14,564	354	14,918	354	15,272	356	15,628	355	15,983	354	16,337	1,064	17,401
Secretary to H.S. Principal	13,849	316	14,165	336	14,501	353	14,854	354	15,208	355	15,563	355	15,918	354	16,272	1,063	17,335
Asst. Payroll Clerk	13,655	316	13,971	336	14,307	354	14,661	353	15,014	356	15,370	354	15,724	354	16,078	1,064	17,142
Office Secretaries-Supt. & K-8	13,655	316	13,971	336	14,307	354	14,661	353	15,014	356	15,370	354	15,724	354	16,078	1,064	17,142
Office Secretaries-Business, H.S. & K-6	13,527	316	13,843	333	14,176	356	14,532	355	14,887	354	15,241	355	15,596	353	15,949	1,064	17,013
H.S. Chief Clerk-Typist	13,527	316	13,843	333	14,176	356	14,532	355	14,887	354	15,241	355	15,596	353	15,949	1,064	17,013
Clerk-Typist & Receptionist/Switchboard Operator	13,356	290	13,646	307	13,953	321	14,274	320	14,594	324	14,918	323	15,241	322	15,563	967	16,530

Stenographer for Board Meetings will receive \$20.00 for evening meetings - 2 hours.

SALARY GUIDE 1986-1987

<u>TITLE</u>	<u>Minimum Step 1</u>	<u>Increment</u>	<u>Step 2</u>	<u>Increment</u>	<u>Step 3</u>	<u>Increment</u>	<u>Maximum Step 4</u>
Head Custodian - High School	17,831	608	18,439	642	19,081	2,062	21,143
Head Custodian - Junior School	16,742	542	17,284	574	17,858	1,818	19,676
Head Custodian - Elementary School	16,415	496	16,911	524	17,435	1,662	19,097
Assistant Head Custodian	15,813	476	16,289	502	16,791	1,594	18,385
Custodian	15,261	433	15,694	458	16,152	1,460	17,612
Matron	15,261	433	15,694	458	16,152	1,460	17,612
Carpenter)							
Electrician)							
Mason)							
Painter)							
Plumber)							
Boiler/Fireman-HVAA Maintenance)							
Man - Kearny High School)	17,705	517	18,222	550	18,772	1,739	20,511
Utilityman	16,673	473	17,146	500	17,646	1,593	19,239
Drivers							
a. Truck	15,528	457	15,985	481	16,466	1,522	17,988
b. Handicapped	16,117	492	16,609	522	17,131	1,663	18,794
Attendance Officer	16,677	734	17,411	774	18,185	2,468	20,653
Maintenance Foreman	18,720	590	19,310	625	19,935	1,982	21,917
Additional \$200.00 for Night Service							
Additional \$400.00 for Lead Night Custodian - Kearny High School							
Additional \$100.00 for Fireman's License							
Additional \$400.00 for Lead Field Custodian							
Additional \$500.00 for Lead Painter							
Additional \$2,000.00 for Head High School Custodian							

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<u>TITLE</u>	<u>Minimum Step 1</u>	<u>Incre- ment</u>	<u>Step 2</u>	<u>Incre- ment</u>	<u>Step 3</u>	<u>Incre- ment</u>	<u>Step 4</u>	<u>Incre- ment</u>	<u>Step 5</u>	<u>Incre- ment</u>	<u>Step 6</u>	<u>Incre- ment</u>	<u>Step 7</u>	<u>Incre- ment</u>	<u>Step 8</u>	<u>Incre- ment</u>	<u>Maximum Step 9</u>
Office Manager	15,944	362	16,306	385	16,691	407	17,098	409	17,507	407	17,914	408	18,322	410	18,732	1222	19,954
Payroll Clerk & Bookkeeper	14,676	335	15,011	354	15,365	373	15,738	374	16,112	376	16,488	374	16,862	374	17,236	1122	18,358
Secretary to H.S. Principal	14,611	333	14,944	355	15,299	372	15,671	373	16,044	375	16,419	374	16,793	374	17,167	1121	18,288
Asst. Payroll Clerk	14,406	333	14,739	355	15,094	373	15,467	373	15,840	375	16,215	374	16,589	373	16,962	1123	18,085
Office Secretaries/ Supt. & K-8	14,406	333	14,739	355	15,094	373	15,467	373	15,840	375	16,215	374	16,589	373	16,962	1123	18,085
Office Secretaries/ Business, H. S. & K-6	14,271	333	14,604	352	14,956	375	15,331	375	15,706	373	16,079	375	16,454	372	16,826	1123	17,949
H. S. Chief Clerk-Typist	14,271	333	14,604	352	14,956	375	15,331	375	15,706	373	16,079	375	16,454	372	16,826	1123	17,949
Clerk-Typist & Receptionist/ Switchboard Operator	14,091	306	14,397	323	14,720	339	15,059	338	15,397	341	15,738	341	16,079	340	16,419	1020	17,439

Stenographer for Board Meetings will receive \$20.00 for evening meetings - 2 hours.

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<u>TITLE</u>	<u>Minimum Step 1</u>	<u>Increment</u>	<u>Step 2</u>	<u>Increment</u>	<u>Step 3</u>	<u>Increment</u>	<u>Maximum Step 4</u>
Head Custodian - High School	18,812	641	19,453	677	20,130	2,176	22,306
Head Custodian - Junior School	17,673	562	18,235	605	18,840	1,918	20,758
Head Custodian - Elementary School	17,318	523	17,841	553	18,394	1,753	20,147
Assistant Head Custodian	16,683	502	17,185	530	17,715	1,681	19,396
Custodian	16,100	457	16,557	483	17,040	1,541	18,581
Matron	16,100	457	16,557	483	17,040	1,541	18,581
Carpenter)							
Electrician)							
Mason)							
Painter)							
Plumber)	18,679	545	19,224	580	19,804	1,835	21,639
Boiler/Fireman-HVAA Maintenance)							
Man - Kearny High School)							
Utilityman	17,590	499	18,089	528	18,617	1,680	20,297
Drivers							
a. Truck	16,382	482	16,864	508	17,372	1,605	18,977
b. Handicapped	17,003	519	17,522	551	18,073	1,755	19,828
Attendance Officer	17,594	775	18,369	816	19,185	2,604	21,789
Maintenance Foreman	19,750	622	20,372	659	21,031	2,091	23,122
Additional \$200.00 for Night Service							
Additional \$400.00 for Lead Night Custodian - Kearny High School							
Additional \$100.00 for Fireman's License							
Additional \$400.00 for Lead Field Custodian							
Additional \$500.00 for Lead Painter							
Additional \$2,000.00 for Head High School Custodian							

APPENDIX "C"

SHIFT SCHEDULES

Day Shift	-Matrons & Custodian	7:30am - 4:30pm (1 hour lunch)
	-Mechanics and all other positions	8:00am - 4:30pm (1/2 hour lunch)
Night Shift	-Custodians	3:00pm - 11:00pm

Secretaries, Typists, Clerks & Telephone Operator

Business Office Clerks	8:30am - 4:00pm
Telephone Operator	8:00am - 3:30pm
Superintendent's Office	
2 Secretaries	7:30am - 3:00pm
1 Secretary	8:30am - 4:00pm
1 Secretary	9:00am - 4:30pm
Assistant Superintendent's Office	
1 Secretary	9:00am - 4:30pm
High School Office	
Principal's Secretary	8:30am - 4:00pm
1 Chief Clerk Typist	7:00am - 2:30pm
1 Secretary	7:00am - 2:30pm
1 Secretary (Athletic Dept.)	8:00am - 3:30pm
Guidance Department	
1 Secretary	8:00am - 3:30pm
1 Clerk	8:30am - 4:00pm
Supervisor's Office	
1 Secretary	8:00am - 3:30pm
All School Secretaries	
Franklin, Garfield	
Lincoln, Roosevelt,	
Schuyler, Washington	8:30am - 4:00pm

Secretaries, Typists, Clerks and Telephone Operator shall receive one (1) hour duty-free lunch.