

**BOARD OF EDUCATION CALDWELL-WEST CALDWELL
Caldwell, New Jersey**

AGREEMENT

Caldwell-West Caldwell Board of Education

This Agreement is entered into this 9th day of June 1980 between the Board of Education Caldwell-West Caldwell (hereinafter known as the Board) and the Caldwell-West Caldwell Educational Secretaries Association (hereinafter known as the Association).

This Agreement shall be effective as of July 1, 1980 and shall continue in effect for the school year 1980-81 in accordance with Article VII of the Agreement.

In witness whereof the said Board of Education Caldwell-West Caldwell has caused these presents to be signed by its President, and its seal to be hereunto affixed and attested by its Secretary, and said Caldwell-West Caldwell Educational Secretaries Association has caused these presents to be signed and sealed by the President, and attested to by its Secretary, on the day and year first above written.

ATTEST:

President, Board of Education
Caldwell-West Caldwell

Secretary, Board of Education
Caldwell-West Caldwell

President, Caldwell-West Caldwell
Educational Secretaries Association

Secretary, Caldwell-West Caldwell
Educational Secretaries Association

X July 1, 1980 - June 30, 1981

THIS AGREEMENT is made and entered into this 9th day of June nineteen hundred and eighty by and between the

BOARD OF EDUCATION CALDWELL-WEST CALDWELL, County of Essex, New Jersey, hereinafter referred to as the "Board"; and,

THE CALDWELL-WEST CALDWELL EDUCATIONAL SECRETARIES ASSOCIATION, Caldwell, County of Essex, New Jersey, hereinafter referred to as the "Association".

WHEREAS, pursuant to the requirements of the New Jersey Employer-Employee Relations Act (P.L. 303 Laws of 1968), agreements reached between public employees and the majority representative of an appropriate unit shall be embodied in writing, and signed by authorized representatives.

WHEREAS, agreement has been reached between the Board and the Association, the Association being the recognized majority representative of the unit of the Board's employees consisting of secretarial and clerical personnel;

NOW THEREFORE, it is mutually agreed between the Board and the Association as follows:

ARTICLE I

RECOGNITION

The Board recognizes the Association as the sole and exclusive representative for collective negotiations with respect to terms and conditions of employment of secretarial and clerical personnel, exclusive of executive secretaries.

ARTICLE II

HEALTH BENEFIT INSURANCE COVERAGE

The Board agrees to pay both the member's share of health benefit insurance coverage as currently defined and known as the UCR Plan now in effect and the full cost of dependent family coverage for the same benefits.

ARTICLE III

THE SCHOOL CALENDAR

The school calendar as approved by the Board of Education shall be made part of this agreement. The calendars for the 1980-81 school year shall be set forth in Schedules A and B.

ARTICLE IV

ABSENCES

A. Personal Illness and Personal Business Days. A ten-month employee shall be allowed (12) days absence and a twelve-month employee shall be allowed (14) days absence in any school year for personal illness without deduction of pay. The number of unused days in any year shall accumulate from year to year, so long as employment is continuous.

Upon request filed in advance (emergencies excepted) a maximum of two (2) days in a year of unused sick leave entitlement may be granted by the Superintendent or Secretary-Business Manager, according to the responsibility of employee, without deduction of pay for personal matters that are of such pressing and immediate importance that they cannot be postponed or performed after employment hours.

The Superintendent of Schools or Secretary-Business Manager may request certification by a properly licensed doctor for consecutive illness if absence exceeds five days or more.

B. Death in Immediate Family. An absence not to exceed five (5) working days for each instance shall be allowed without loss of pay by the Superintendent or Secretary-Business Manager, according to the responsibility of employee, in case of death in the immediate family. In general, immediate family shall be defined as mother, father, wife, husband, son, daughter, brother, sister, or a member of the employee's household, and such other person as may be a close family relationship to the employee, and is approved by the Superintendent or Secretary-Business Manager as falling within this category.

C. Holidays. The additional ten days' paid vacation that the twelve-month employee is granted from July 1 to June 30, shall not be reduced by the specific days on which schools are closed, such as, the day following Thanksgiving or other holidays.

When a legal holiday falls on a Monday during a school vacation, such as, Washington's Birthday, all twelve-month employees shall be given the holiday and not be charged a vacation day.

If a legal holiday falls on a Saturday or Sunday, the day before Saturday or the day after Sunday shall be given off and not charged as a vacation day.

ARTICLE V

NOTIFICATION OF POSITION VACANCY

When a vacancy occurs in the Secretarial or Clerical Staff, each building will be notified of the vacancy. During the summer months the Superintendent or Secretary-Business Manager will notify the President of the Association of the vacancy.

ARTICLE VI

SALARIES

A. The salary schedule for Secretarial and Clerical personnel is set forth in Schedule C which is attached hereto and made a part hereof. All increments and guide improvements are based on merit and are to be granted only with the approval of the Board of Education on recommendation of the administration.

B. Salary rate for ten-month employees who work during summer months:

A ten-month employee who is employed during the months of July and/or August shall be paid at the rate of the Contract Salary for the ensuing year.

C. Longevity Increment. As of June 30, an employee of the Association at age 55 who has had ten years' consecutive Secretarial/Clerical service in the school district shall receive \$300.00 per year (12-month employee); or \$230.00 (10-month employee) in addition to the annual contract salary.

D. Service Increment. As of June 30, an employee at maximum who has completed sixteen years of Secretarial/Clerical service in the school district shall receive a service increment as follows:

	<u>YEARS OF SERVICE</u>			
	<u>17th Year</u>	<u>18th Year</u>	<u>19th Year</u>	<u>20th Year</u>
12 Month Employee	\$700.00	\$800.00	\$900.00	\$1000.00
10 Month Employee	\$560.00	\$640.00	\$720.00	\$ 800.00

ARTICLE VII

DURATION OF AGREEMENT

This contract shall be in effect for the school year 1980-81 insofar as all provisions are concerned except those dealing with accrued terminal sick and/or personal leave benefits, (if approved by Commissioner of Education's decision, court decision, or Commissioner's administrative promulgation) which will be reopened yearly for negotiating purposes.

SCHOOL CALENDAR
1980 - 1981

1980

September 2	Tuesday	All Staff Members Report	
September 3	Wednesday	Schools Open	Regular Session
September 11	Thursday	Schools Closed	Rosh Hashanah Observance
October 20	Monday	Early Dismissal	Curriculum Workshop
November 13 & 14	Thursday & Friday	Schools Closed	NJEA Convention
November 26	Wednesday	Early Dismissal	Thanksgiving Vacation Begins
November 27 & 28	Thursday & Friday	Schools Closed	Thanksgiving Vacation
December 23	Tuesday	Early Dismissal	Christmas Vacation Begins
December 24	Wednesday	Schools Closed	Christmas Vacation
<u>1981</u>			
January 5	Monday	Schools Reopen	Regular Session
January 26	Monday	Early Dismissal	Curriculum Workshop
February 16-20	Monday-Friday	Schools Closed	Mid-Winter Vacation
April 6	Monday	Early Dismissal	Curriculum Workshop
April 17	Friday	Schools Closed	Good Friday
April 20-24	Monday-Friday	Schools Closed	Spring Vacation
May 25	Monday	Schools Closed	Memorial Day Observance
June 19	Friday	Last Day for Students	
June 22	Monday	Last Day for Teachers	

If the number of days schools are closed for emergency exceeds three (3), make-up days will be added at the end of the year.

Pupil Days - Total 183

September	19	February	15
October	23	March	22
November	16	April	16
December	17	May	20
January	20	June	15

BOARD OF EDUCATION CALDWELL-WEST CALDWELL

CALENDAR OF HOLIDAYS - 12-MONTH EMPLOYEES
1980-1981 School Year

1980

Friday	July 4	Independence Day
Monday	Sept. 1	Labor Day
Thursday	Sept. 11	Rosh Hashanah
Wednesday	November 26	(Early Closing - 3:00 P.M.)
Thursday	November 27	Thanksgiving Day
Friday	November 28	Thanksgiving Day Closing
Wednesday	December 24	(Early Closing - 12:00 noon)
Thursday	December 25	Christmas
Friday	December 26	Christmas Closing
Wednesday	December 31	(Early Closing - 12:00 noon)

1981

Thursday	January 1	New Year's Day
Friday	January 2	New Year's Day Closing
Monday	February 16	Washington's Birthday
Friday	April 17	Good Friday
Monday	May 25	Memorial Day Observance

The dates listed are official holidays for twelve-month employees and are not to be charged to vacation days.

BOARD OF EDUCATION CALDWELL-WEST CALDWELL
Caldwell, New Jersey

SALARY SCHEDULE - SECRETARIAL & CLERICAL - 1980-81

TWELVE-MONTH EMPLOYEES

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
Secretary#1 to Princ. High, JrHigh/ Bookkpr, 8452 Payroll	8668	8884	9208	9532	9856	10180	10504	10828	11152	11476	11800	12124	12448	12772	13096	
Secretary#2 to Vice-Princ., Guid.Counselr, ComputerOperatr	8063	8279	8495	8819	9143	9467	9791	10115	10439	10763	11087	11411	11735	12059	12383	12707
Secretary#3 AllOthers	7671	7887	8103	8427	8751	9075	9399	9723	10047	10371	10695	11019	11343	11667	11991	12315
Clerical Assistant	7120	7336	7552	7876	8200	8524	8848	9172	9496	9820	10144	10468	10792	11116	11440	11764
Telephone Operator	5997	6213	6429	6753	7077	7401	7725	8049	8373	8697	9021	9345	9669	9993	10317	10641

TEN-MONTH EMPLOYEES

Secretary#1 Elem.Princ.	6505	6671	6837	7086	7335	7584	7833	8082	8331	8580	8829	9078	9327	9576	9825	10074
Secretary AllOthers	5904	6070	6236	6485	6734	6983	7232	7481	7730	7979	8228	8477	8726	8975	9224	9473
Library Asst.	6003	6156	6309	6539	6769	6999	7229	7459	7689	7919	8149	8379	8609	8839	9069	9299
Clerical Asst.	5480	5646	5812	6061	6310	6559	6808	7057	7306	7555	7804	8053	8302	8551	8800	9049

Longevity Increment: As of June 30, an employee of the Association at age 55 who has had ten years' consecutive Secretarial/Clerical service in the school district shall receive \$300.00 per year (12-month employee); or \$230.00 per year (10-month employee) in addition to the annual contract salary.

Service Increment: As of June 30, an employee at maximum who has completed sixteen years of Secretarial/Clerical service in the school district shall receive a service increment as follows:

	<u>YEARS OF SERVICE</u>			
	<u>17th Year</u>	<u>18th Year</u>	<u>19th Year</u>	<u>20th Year</u>
12 Month Employee	\$700.00	\$800.00	\$900.00	\$1000.00
10 Month Employee	\$560.00	\$640.00	\$720.00	\$ 800.00

Adopted June 9, 1980

CALDWELL-WEST CALDWELL EDUCATIONAL SECRETARIES ASSOCIATION
Caldwell, New Jersey 07006

July 1, 1981

Mr. E. M. McKeon
Superintendent of Schools
Board of Education Caldwell-West Caldwell
Prospect Street
Caldwell, New Jersey 07006

CALDWELL-WEST CALDWELL PUBLIC SCHOOLS Superintendent's Office	
RECEIVED	
JUL 02	
ANS'D _____	PSMA _____
FILE _____	PR&R _____
X-FILE _____	CC _____
OTHER _____	

Dear Mr. McKeon:

At a meeting on Tuesday, June 30, 1981, the Salary Committee of the Caldwell-West Caldwell Educational Secretaries Association presented to the Members of the Association the Salary Schedule for 1981-82 as per attached. On June 30, 1981, Dr. Frank A. Fahy advised me that this schedule had been approved by the Members of the Board of Education at the Special Meeting on June 29, 1981. The Members of the Association accepted this Schedule.

The following Members will enroll in the New Jersey Dental Service Plan:

Helen Hauser
Algy Jackson
Betty Mensinger
Nancy Saulter
Ingeborg Sayre

The following Members will not enroll in the New Jersey Dental Service Plan:

Susan Ballard	Carol Mattia
Virginia Barrow	Charlotte Olsen
Mary Lou Bryant	Ann Pancila
Gloria Carmata	Eileen Powers
Elinor Chubin	Miriam Radek
Moreen Connors	Virginia Schwinge
Doris de la Cretaz	Violet Sierchio
Signe Donker	MaryAnn Stefani
Louise Gingher	Margaret Steiner
Rose Jacullo	Genevieve Sudzus
Jean Loffler	Blanche Townsend
Ruth MacElroy	

Note: This is a total of 28 Members. To date the replacement for Joan Paszek has not been announced.

Prior to the August 17, 1981, Board of Education Meeting, a Salary Schedule for 1982-83 will be presented to you. This Schedule will be within the limits of funds allocated to the Association and

- 2 - July 1, 1981 - Mr. E. M. McKeon

approved by the Board at their Special Meeting on June 29, 1981 - a total increase of \$57,206.00 (over the 1980-81 Base) for both schedules.

Sincerely yours,

(Mrs.) Louise S. Gingher
Chairman - Salary Committee

Enc (1)

cc Dr. Frank A. Fahy
Mr. Ronald P. Skopak

BOARD OF EDUCATION CALDWELL-WEST CALDWELL
 CALDWELL, NEW JERSEY
 SALARY SCHEDULE - SECRETARIAL & CLERICAL - 1981-82

TWELVE-MONTH EMPLOYEES

Secy#/1	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>
to Princ.	9369	9585	9801	10125	10449	10773	11097	11421	11745	12069	12393	12717	13041	13365	13689	14013
Hi gh, Jr High/ Booldpr, Payroll																

Secy#2	8952	9168	9384	9708	10032	10356	10680	11004	11328	11652	11976	12300	12624	12948	13272	13596
to V.Princ., Guid. Cslr., Comp.Optr																

Secy#3AllOthers	8533	8749	8965	9289	9613	9937	10261	10585	10909	11233	11557	11881	12205	12529	12853	13177
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Clerical Asst.	7943	8159	8375	8699	9023	9347	9671	9995	10319	10643	10967	11291	11615	11939	12263	12587
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TelephoneOptr.	6742	6958	7174	7498	7822	8146	8470	8794	9118	9442	9766	10090	10414	10738	11062	11386
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THIRTEEN-MONTH EMPLOYEES

Secy#1	7210	7376	7542	7791	8040	8289	8538	8787	9036	9285	9534	9783	10032	10281	10530	10779
Mem.Princ.																

Secy#3AllOthers	6567	6733	6899	7148	7397	7646	7895	8144	8393	8642	8891	9140	9389	9638	9887	10136
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Library Asst.	6654	6807	6960	7190	7420	7650	7880	8110	8340	8570	8800	9030	9260	9490	9720	9950
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Clerical Asst.	6113	6279	6445	6694	6943	7192	7441	7690	7939	8188	8437	8686	8935	9184	9433	9682
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Longevity Increment: As of June 30, an employee of the Association at age 55 who has had ten years' consecutive Secretarial/Clerical service in the school district shall receive \$300.00 per year (12-month employee); or \$230.00 per year (10-month employee) in addition to the annual contract salary.

Service Increment: As of June 30, an employee at maximum who has completed sixteen years of Secretarial/Clerical service in the school district shall receive a service increment as follows:

		YEARS OF SERVICE				
		17th Year	18th Year	19th Year	20th Year	21st Year
12 Month Employee		\$800.00	\$900.00	\$1000.00	\$1100.00	\$1200.00
10 Month Employee		\$640.00	\$720.00	\$800.00	\$880.00	\$960.00

DENTAL PLAN OPTION: If an employee wishes to participate, \$100.00 will be deducted from the annual contract salary as listed above. The Dental Plan covers the EMPLOYEES ONLY.
 Approved June 29, 1981