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AGREEMENT

BETWEEN THE BOARD OF EDUCATION

MAINLAND REGIONAL HIGH SCHOOL DISTRICT *Board of Education*

AND

THE MAINLAND REGIONAL SECRETARIES' ASSOCIATION

FOR THE PERIOD JULY 1, 1981 - JUNE 30, 1983

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Institute of Management and
Labor Relations

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Preamble

This Agreement is made and entered into on this 1st day of July 1981 by and between The Mainland Regional High School District Board of Education, hereinafter called the "Board", and the Mainland Regional Secretaries' Association, hereinafter called the "Association".

TABLE OF CONTENTS

Article		Page
I	Recognition.....	1
II	Negotiations Procedure.....	2-3
III	Grievance Procedure.....	4-10
IV	Evaluation.....	11
V	Association Rights and Privileges.....	12
VI	Board's Rights.....	13
VII	Work Year.....	14
VIII	Daily Work Hours.....	15
IX	Overtime.....	16
X	Temporary Leaves of Absence.....	17
XI	Sick Leave	18 ,18a
XII	Extended Leaves of Absence.....	19-20
XIII	Vacations.....	21
XIV	Summer Employment.....	22
XV	Coordinating Council.....	23
XVI	Employment Procedures.....	24-25
XVII	Voluntary Transfers and Reassignments.....	26
XVIII	Involuntary Transfers and Reassignments...	27
XIX	Health Insurance Program.....	28 ,28a
XX	Association Payroll Dues Deductions.....	29
XXI	Salaries.....	30-32a-32b
XXII	Miscellaneous.....	33
XXIII	Separability and Savings.....	34
XXIV	Representation Fee.....	35,36, 37
XXV	Duration of Agreement.....	38

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Mainland Secretaries' Association during the lifetime of this Agreement as the exclusive representative for purposes of collective negotiations concerning the terms and conditions of employment for full-time personnel (secretarial/clerical and aides) but excluding the Superintendent's Secretary.
- B. Unless otherwise indicated, the term "employee," when used in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined.

ARTICLE II

Negotiations Procedure

- A. The parties agree to enter into collective negotiations over an agreement in accordance with the New Jersey Employees Relations Act, Public Laws of New Jersey, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Any successor agreement so negotiated shall apply to all employees covered by the recognition clause, be reduced to writing, and after ratification by the Board and Association, shall be signed and adopted by both parties. 1
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- B. During negotiations, the Board and the Association shall present data, exchange points of view, and make proposals and counter-proposals. The Board shall make available to the Association, upon specific request therefor, any public information concerning negotiations. 9
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- C. Neither party in any negotiations shall have control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with the necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations. 14
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- D. All meetings between the parties shall be regularly scheduled whenever possible to take place when the employees involved are free from assigned duties, unless otherwise agreed. 20
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ARTICLE II- Negotiations Procedure (Cont'd)

- E. This agreement represents and incorporates the complete and final
Understanding and settlement by the parties on all bargainable
issues which were or could have been the subject of negotiation.
During the term of this agreement, neither party shall be required
to negotiate with respect to any such matter, whether or not covered
by this agreement, and whether or not within the knowledge or con-
templation of either or both parties at the time they negotiated
or signed this agreement.
- F. 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. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of this agreement and to resolve grievances as soon as possible so as to assure efficiency and employee morale. The parties agree that this procedure will be kept as informal as may be appropriate. 1
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2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without the intervention of the Association. 7
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B. Definition

1. The term "grievance" as used herein means any controversy arising over the interpretation or adherence to the terms and conditions of this agreement and may be raised by an individual employee covered by this agreement. 11
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2. An "aggrieved person" is the individual employee making the claim. 15
3. The term "grievance" and the procedure relative thereto shall not be deemed applicable in the following instances: 16
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 - a. The failure or refusal of the Board to renew the contract to a non-tenured employee; 18
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 - b. In matters where a method of review is set forth by law, 20
or by any rule, regulation, or order of the State Commissioner of Education or the State Board of Education; 21
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ARTICLE III - Grievance Procedure (Cont'd)

- 3-c. Any complaint by any certified personnel occasioned by
appointment or lack of appointment to retention in or lack
of retention in any position for which tenure is either not
possible or not required;
- d. In matters where the Board is without authority to act.
- e. Board Policies and administrative decisions which do not violate
the terms and conditions of this agreement.

C. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for
dissolving grievances between the parties covered by this agreement
and shall be followed in its entirety unless any step is waived by
mutual consent:

1. Level One - Informal Resolution

An aggrieved employee shall institute action under the pro-
visions hereof within ten (10) days of the occurrence or after
becoming aware of a potentially grievable situation during the
summer months by discussing it with her immediate superior or
principal, with the objective of resolving the matter informally.
Failure to act within said ten (10) days shall be deemed to con-
stitute an abandonment of the grievance.

2. Level Two- Immediate Superior

If the aggrieved individual is not satisfied with the dis-
position of her grievance at Level One or if no decision has been
rendered within five (5) school days after the presentation of the
grievance, she shall then discuss it with her school principal
with the objective of resolving the matter informally. The em-
ployee shall indicate to the building principal that a grievance
hearing is taking place.

ARTICLE III - Grievance Procedure (Cont'd)

C. Steps of the Grievance Procedure (cont'd)

3. Level Three - Superintendent

If the aggrieved individual is not satisfied with the disposition of her grievance at Level Two, or if no decision has been rendered within five (5) school days after the presentation of the grievance, she may submit the grievance in writing within five (5) school days after the decision at Level Two or ten (10) school days after the grievance was presented at Level Two, whichever is earlier, to the Superintendent of Schools.

4. Level Four - Board of Education

If the aggrieved individual is not satisfied with the disposition of her grievance at Level Three, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, she may within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that her grievance be submitted for review by the Board of Education. The Board shall review the case and may hold a hearing with the employee, if requested by the employee. An administrator may be present at this level.

The Board shall render a decision in writing within twenty-one (21) school days of receipt of the grievance. Copies of the decision of the Board of Education shall be sent to the aggrieved, to the Superintendent, and to the principal and President of the Association.

ARTICLE III - Grievance Procedure (cont'd)

C. Steps of the Grievance Procedure (cont'd)

5. Level Five - Arbitration

- a. If the aggrieved person is not satisfied with the disposition of his grievance at Level Four, or if no decision has been rendered within twenty-two (22) school days after the grievance was delivered to the Board, she may within five (5) school days after a decision by the Board, or twenty-two (22) school days after the grievance was delivered to the Board, whichever is sooner, request in writing that her grievance be submitted to arbitration.
- b. Within ten (10) school days after such written notice of submission to arbitration, both parties shall attempt to agree upon a mutually acceptable arbitrator and shall attempt to obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator, or to obtain such a commitment within the specified time period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association concerning the selection of an arbitrator.
- c. The arbitrator so selected shall hold hearings promptly and shall issue his decision no later than twenty (20) school days from the date of the close of the hearings, or if oral hearings have been waived, from the date the final statements and proofs on the issues are submitted to him. The arbitrator shall be bound by the provisions of this agreement and

ARTICLE III - Grievance Procedure (cont'd)

C. Steps of the Grievance Procedure (cont'd)

5. Level Five - Arbitration (cont'd)

c. (cont'd) restricted to the application of the facts presented to him involving the grievance. The arbitrator shall not have the authority to add to, modify, detract from, or alter in any way the provisions of this agreement or any amendment or supplement thereto. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning, and conclusions on the issues submitted; the arbitrator shall be without authority or power to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this agreement. The arbitrator's decision shall be submitted to the Board and the Association and shall be binding on both parties.

d. The costs for the services of the arbitrator shall be borne equally between the Board of Education and the Association; any other expenses, including but not limited to the presentation of witnesses, room rental, or any other matter, shall be paid by the party incurring same.

D. Time Limits

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each Level should be considered as a maximum and every effort should be made to expediate the process. The time limit specified may, however, be extended by mutual agreement. Failure in any step of this procedure to communicate

ARTICLE III - Grievance Procedure (cont'd)

D. Time Limits (cont'd)

the decision on the grievance within the specified time limits shall
permit the grievant to proceed to the next step. Failure in any step
of this procedure to appeal a grievance at the next step within the
specified time limits shall be deemed to be a waiver of further appeal
of the decision rendered.

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E. Year-End Grievances

In the event a grievance is filed at such time that it cannot
be processed through all of the steps in this grievance procedure by
the end of the school year, and, if left unresolved until the beginning
of the following school year could result in irreparable harm to a
party in interest, the time limit set forth herein shall be reduced so
that the grievance procedure may be exhausted prior to the end of the
school year or as soon thereafter as possible.

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F. Rights of Employees to Representation

1. Any aggrieved person may be represented at all stages of the
grievance procedure by herself, or, at her option, by a representative
of her choosing. When an employee is not represented by the Association,
the Association through a designated representative, shall have the right
to be present and state its views at all levels of the grievance pro-
cedure above Level Two.

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2. No reprisals of any kind shall be taken by either party to this
agreement against any employee whether or not a member of the bargain-
ing unit or the Association who shall participate in the grievance
procedure by reason of such participation.

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ARTICLE III - Grievance Procedure (cont'd)

G. Miscellaneous

1. If a grievance affects a group of employees, by mutual agreement of the parties, such grievance may be consolidated, and where appropriate, may be instituted at Level Two of the grievance procedure.

2. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be prepared jointly by the Superintendent and the Association subject to Board approval and shall be given appropriate distribution so as to facilitate operation of the grievance procedure.

3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties and their designated or selected representatives as heretofore referred to in this Article.

4. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

ARTICLE IV

EVALUATION

A. Evaluation

1. The performance of each employee in the unit shall be evaluated 1
annually by the immediate superior. Formal evaluation reports shall 2
be prepared after said evaluation and said employee shall be 3
provided the opportunity to see, sign and receive a copy of 4
same prior to inclusion in the employee's personnel file. 5
Signature by an employee shall only signify acknowledgement of 6
of the report and shall not imply agreement or disagreement 7
with the contents thereon. 8
2. An employee shall have the opportunity to respond on the back 9
of such report prior to inclusion in the employee's personnel 10
permanent folder. 11

B. Decision to Withhold Increment

1. The Superintendent shall advise the employee by April 1st 12
of the decision to withhold employment or adjustment increment. 13
2. The employee may appeal the Superintendent's action to the 14
Superintendent within ten (10) school days. 15
3. If dissatisfied at this level, employee may appeal to Board . 16
4. The Board of Education shall take statutory action by May 30th. 17
5. The employee may appeal the Board's action to the New Jersey 18
Commissioner of Education. 19

ARTICLE V

Association Rights and Privileges

- A. The Board hereby agrees to furnish to the Association in response to reasonable requests therefor, relevant information which is in the public domain , concerning negotiations and pending grievances. 1
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- B. The Association and its representatives shall have the right to request in writing use of school buildings at all reasonable hours for meetings subject to the approval of the superintendent. The Association shall pay any other out-of-pocket expenses incurred. The Association shall designate one individual who will initiate requests for school facility use and she will be the liaison person between the Association and the School Administration. The Association shall be solely responsible for the restoration of any facility to its original condition upon the conclusion of an Association meeting. 4
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- C. Subject to the prior approval of the Superintendent, the Association shall have the right to use school facilities and equipment, including typewriters, duplicating equipment, calculating machines, and all types of audio-visual equipment outside of regular working hours when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials, services, and supplies incident to such use. 13
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ARTICLE VI

BOARD'S RIGHTS

A. The Board of Education reserves to itself sole juris- 1
diction and right, in compliance with the laws of the State of 2
New Jersey and The Rulings of the State Commissioner of Education, 3
except as may be limited by the language of this agreement and the 4
laws of New Jersey, to hire, assign duties, promote, arrange work 5
schedules, reduce number of employees and direct employees covered 6
by this Agreement and to take disciplinary action against said 7
employees up to and including discharge for just cause, and to 8
manage school operations. 9

ARTICLE VII

WORK YEAR

- A. The work year of employees shall be as follows: 1
10-month contract employees - September 1 through June 2
30. 3
- B. All 10 and 12 month employees shall be entitled to paid 4
holidays coinciding with the days during the school year 5
upon which the Mainland Regional High School District is 6
not in session (including Independence Day and Labor Day). 7
- C. The Superintendent may request coverage of office by an 8
employee when school is not in session. This schedule is 9
to be worked out to the mutual satisfaction of the Super- 10
intendent and members of the Association on a voluntary 11
and seniority basis. In the event a volunteer cannot 12
be found, an employee shall be selected on a rotating 13
basis by the Superintendent. Compensatory time off (day 14
and a half) or compensatory pay (time and a half) shall be 15
granted on any day worked when school is not in session as 16
mutually agreed upon by Superintendent and employee. Prior 17
approval of compensatory time is required by the 18
Superintendent and immediate superior. 19

ARTICLE VIII

DAILY WORK HOURS

- A. The work day shall consist of a seven-hour day except in the case of an emergency closing or an early dismissal. In addition to the seven hours, there shall be a one-hour lunch period. Where possible, all employees shall work regular hours, with starting and finishing times worked out to the mutual satisfaction of supervisor and employee. 1
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- B. Each employee shall be allowed a fifteen-minute coffee break to be taken at the approval of her immediate supervisor. 7
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- C. Summer hours for all employees shall be based on a six-hour day for 1981-1982 and a seven-hour day for 1982-1983. In addition to the hours worked, there shall be a one-hour lunch period. Where possible, staggered working time schedules shall be worked out to the mutual satisfaction of employee and administration. 9
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- D. Summer hours will commence when, in the judgement of the Superintendent, the volume of clerical work permits, but in no event later than July 1st. 15
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ARTICLE IX

OVERTIME

- A. Overtime shall be defined as time worked beyond the regular 1
7 hour day or (6 hour work day in July or August of 1981,) 2
and a seven hour work day July and August 1982. Overtime 3
shall be paid at the rate of 1 1/2 hours worked over 35 hours 4
in one week (over 30 hours - July - August 1981), or the 5
the equivalent time off (time and a half) with pay will be 6
granted with approval of the Superintendent. 7
- B. Overtime will normally be shared by all qualified personnel 8
willing to work. The senior person will get at least his/her 9
fair share. All overtime must be approved by the Superintendent. 10

ARTICLE X

TEMPORARY LEAVES OF ABSENCE

- A. This policy shall cover brief absences not chargeable to sick leave 1
The provisions for leave at full pay stated below shall be for one 2
year and no unused days shall be accumulated for use in another year. 3
1. DEATH IN THE IMMEDIATE FAMILY
- An allowance of up to 3 days leave shall be granted. 4
Immediate family shall be considered as follows: father, 5
mother, spouse, child, brother, sister, or any relative residing 6
in the immediate household. 7
2. CRITICAL ILLNESS IN THE IMMEDIATE FAMILY
- An allowance of up to 3 days leave shall be granted (immediate 8
family as defined in 1). Verification may be required. 9
3. PERSONAL DAYS (also, see Article XI) 10
- Leave at full pay shall be allowed for up to 3 personal days 11
for 12 month employees and 1 personal day for 10 month employees. 12
Employees shall certify by their signature on the application form 13
as follows: 14
- It is not possible for me to handle this problem 15
without taking time from school. I further certify 16
that I shall not use personal days for recreation, 17
entertainment, shopping or vacation purposes. It is 18
further understood that these days will not be used for 19
working for myself or others. 20
- B. Notification to the employee's immediate superior, and to the 21
Superintendent for personal leave shall be made at least two (2) 22
days before taking such leave (except in case of unforeseen 23
emergencies). Said leave shall not be taken on the day prior to or 24
following a school holiday except for death or critical illness in 25
the family. 26

ARTICLE XI

Sick Leave

- A. Sick leave at full pay shall accrue at the rate of ten (10) days per year for employees on a ten (10) month contract, and at the rate of twelve (12) days per year for employees on a twelve (12) month contract. 1
- B. Sick leave shall be allowed on notice to the Superintendent in the event of the employee's absence due to illness. 2
- C. Accumulative sick leave not utilized during the year earned shall be applicable to subsequent years. 3
- D. Sick leave in excess of three (3) consecutive working days must be supported by certification from an attending physician. Notwithstanding this three (3) day limitation, in cases of frequent application of sick leave or suspected abuse, the Superintendent may require submission of a statement of a physician or submission to physical examination by a physician designated by the Board of Education. Abuse of sick leave shall be cause for disciplinary action. 4
- E. Unauthorized absence from work will constitute cause for appropriate disciplinary action. 5
- F. Employees shall be compensated for unused sick days and unused personal days according to the following: 6
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ARTICLE XI - continued

1. Starting June 30, 1981 credit will be granted in each year that the employee used no more than five (5) sick days per year (six sick days per year for 12 month employees). All unused sick days accumulated prior to June 30, 1981 will be credited. 1
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2. Starting June 30, 1981 credit will be granted in each year for all unused personal days. 6
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3. The credited days as specified above will be reimbursed at the rate of \$15.00 each at retirement, not to exceed a maximum of \$750 per employee for the period between June 30, 1981 and June 29, 1982. 8
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4. The entitlement at retirement for credited sick days and unused personal days will be increased annually, commencing with June 30, 1982 and each June 30 thereafter by \$375. until it reaches a maximum of \$2,250 per employee. 12
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5. The provisions of paragraph F apply only to sick days and personal days accumulated while working for Mainland Regional High School. No reimbursement will be given for such days accumulated with another employer. 16
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6. The Superintendent will be notified one year in advance of the date of retirement for eligibility under this benefit. Failure to do so may result in a delay of payment not to exceed one year. 20
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ARTICLE XII

Extended Leaves of Absence

A. Maternity Leave

1. An employee shall notify the Superintendent of her pregnancy 1
as soon as it is medically confirmed. Said employee may re- 2
quest a maternity leave without pay and said leave shall be 3
granted in accordance with Board policy and state and federal 4
law. 5
2. Any employee adopting an infant may request leave which shall 6
commence upon receiving de facto custody of said infant, or 7
earlier, if necessary to fulfill requirements for adoption. 8
The duration of said leave shall be determined in the same 9
manner as maternity leave above. 10

- B. A leave of absence of one (1) year without pay may be granted upon 11
the recommendation of a doctor for the purpose of caring for a 12
sick member of the employee's immediate family. Additional leave 13
may be granted at the discretion of the Board of Education. 14

- C. Other leaves of absence without pay may be granted by the Board for 15
good reason. 16

- D. Any extensions or renewals of leave of absence shall be applied for 17
in writing, and if approved, granted for a specific period of time. 18

- E. Any employee on leave shall indicate to the Superintendent her in- 19
tention for the following year no later than March 1 of the year in 20
which the leave is taken. 21

ARTICLE XII - Extended Leave of Absence (cont'd)

F. Return from Leave

1. Salary

Upon return from leave granted pursuant to Section A or B 1
of this article, an employee shall not be considered as if she 2
were actively employed by the Board during the leave and shall 3
not be placed on the salary schedule at the level she would 4
have achieved if she had not been absent. If an employee is 5
absent pursuant to Sections A and B more than one-half year, 6
she shall not receive the increment. If she is absent a half 7
year or less, she shall receive her salary increment. 8

2. Benefits

All benefits to which an employee was entitled at the time 9
of her leave of absence commenced, including unused sick leave, 10
shall be restored to her upon her return, and she shall be 11
assigned to the same position, if available, which she held 12
at the time said leave commenced; or, if not available, to a 13
substantially equivalent position. Pursuant to Section A and B, 14
vacation time shall be pro-rated based on the time worked during 15
the 12-month period. 16

ARTICLE XIII

Vacations

- A. Employees on a 12-month contract shall be eligible for vacations on the following basis: 1
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1. At the completion of 12 months of service, vacation time shall be two calendar weeks (10 working days). 3
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2. At the completion of 10 years of service, vacation time shall be three calendar weeks (15 working days). 5
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- B. Any employee who has been employed at Mainland Regional High School for a period of one year and is promoted from a 10-month position to a 12-month position shall be entitled to the vacation due a 12-month employee. This shall be effective immediately upon assuming the new position as per A-1 above. 7
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- C. Vacation time shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the immediate superior. 12
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ARTICLE XIV

SUMMER EMPLOYMENT

- A. Any 10-month employee who works during the summer shall be 1
compensated at the daily rate of 1/200th of the annual salary 2
rate in effect as of July 1 of the summer worked. 3
- B. In the event a 10-month employee works less than a full month 4
during July and August, the pay shall be proportioned for 5
actual time worked. 6
- C. The 10-month employee shall receive sick days, vacation days 7
and holiday pay in proportion to summer days worked. 8

ARTICLE XV

Coordinating Council

Mainland Regional Secretaries' Association shall appoint a
Coordinating Council consisting of two members, to meet with
the Superintendent once a month. Items to be discussed shall
include but shall not be limited to procedural recommendations,
writing of job descriptions, and equipment and material needs.

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ARTICLE XVI

EMPLOYMENT PROCEDURES

A. Placement on Salary Schedule

1. Adjustment to Salary Schedule

Each employee shall be placed on her proper step of the salary schedule. Any employee employed prior to January 1 shall be given full credit for one (1) year of service toward the next increment step for the following year.

2. In order to qualify for step increases in the salary guide, the employee must have worked one-half the prior school year.

B. Notification of Contract and Salary

1. Employees shall be notified of their contract and salary status for the ensuing year no later than May 30. If notice has not been given by May 30, the employee shall automatically be considered employed in the same position as occupied before April 30.

C. Assigned Duties

1. The Board or any agent thereof may assign or direct any employee covered by this contract to duties outside of her assigned position but consistent with her general job description and consistent with the needs for the efficient operation of the school system.

D. Resignation

1. An employee who is resigning from her position shall give the normal 30 days' notice.

2. Earned vacation will be granted at the rate of one (1) day per month but not to exceed a total of ten (10) days per fiscal year. However, if an employee (10 plus years in district) completes her fiscal year she shall receive her fully-earned vacation.

ARTICLE XVI - Employment Procedures (cont'd)

E. Pay Dates

1. Employees shall be paid twice monthly. The pay dates shall be 1
set by the Board. In the event that the regular pay date falls 2
on a weekend or scheduled holiday, the pay date shall be the 3
last working day preceding the weekend or holiday. 4

ARTICLE XVII

Involuntary Transfers and Reassignments

- A. An involuntary transfer or reassignment shall be made only after 1
a meeting between the employee involved and the Superintendent, 2
at which time the employee shall be notified of the reason therefor. 3
- B. When an involuntary transfer or reassignment is necessary, an em- 4
ployee's area of competence and length of service in the school 5
shall be considered in the determination of which employee is to 6
be so transferred and there shall be no reduction in classification 7
or total compensation. 8
- C. An employee being involuntarily transferred or reassigned shall 9
be placed only in an equivalent position - i.e., one which, among 10
other things, does not involve reduction in classification or in 11
total compensation. 12

ARTICLE XIX

Health Insurance Program

- A. The Board agrees to provide hospitalization insurance to employees working a minimum of twenty (20) hours per week, in accordance with the schedule below.
- B. Eligibility for payment of premium for dependents is established on the basis of years of participation in the program while an employee of Mainland Regional High School District Board of Education.
1. The Board hereby agrees to pay the full cost of the premium for individual employee participants.
 2. The Board hereby agrees that for employees seeking family plan coverage, it will pay fifty (50%) percent of the difference between employee and family premium rates for employees for whom it is the first year of family participation, seventy-five (75%) per cent of the difference between individual and family premium rates for employees in the second year of participation, in the family program, and the full premium for employees who have been in the family plan for three (3) or more years.
- C. The Board hereby retains the right to change insurance carriers so long as substantially similar benefits are provided.
- D. Covered employees are required to file an application with the District Business Administrator at the beginning of the contract year, accepting or rejecting the plan.
- E. A change in an employee's coverage may take place only during the January enrollment period.
- F. Mainland Regional High School Secretary's Association Health Benefits to parallel any changes in Mainland Teachers' Association benefits which may be negotiated.

ARTICLE XIX

Health Insurance Program

- A. The Board agrees to provide hospitalization insurance to employees working a minimum of twenty (20) hours per week, in accordance with the schedule below.
- B. Eligibility for payment of premium for dependents is established on the basis of years of participation in the program while an employee of Mainland Regional High School District Board of Education.
1. The Board hereby agrees to pay the full cost of the premium for individual employee participants.
 2. The Board hereby agrees that for employees seeking family plan coverage, it will pay fifty (50%) percent of the difference between employee and family premium rates for employees for whom it is the first year of family participation, seventy-five (75%) per cent of the difference between individual and family premium rates for employees in the second year of participation, in the family program, and the full premium for employees who have been in the family plan for three (3) or more years.
- C. The Board hereby retains the right to change insurance carriers so long as substantially similar benefits are provided.
- D. Covered employees are required to file an application with the District Business Administrator at the beginning of the contract year, accepting or rejecting the plan.
- E. A change in an employee's coverage may take place only during the January enrollment period.
- F. Mainland Regional High School Secretary's Association Health Benefits to parallel any changes in Mainland Teachers' Association benefits which may be negotiated.

ARTICLE XIX

HEALTH INSURANCE PROGRAM (Continued)

G. INSTRUCTIONS FOR FILING ENROLLMENT APPLICATIONS

New employees who are eligible for coverage must file an application with the District Business Administrator within five (5) days from the opening of School, accepting or rejecting the plan. The employee's effective date of coverage is the first of the month following two (2) months of continuous employment. However, employees who are initially hired on an annual ten-month contract, provided they are employed as of the beginning of the school year, will be deemed to have satisfied the two (2) month waiting period in the months of July and August and coverage for these employees will be established as of September 1. Employees hired after September 1 must file an application within five (5) days accepting or rejecting the plan. The employee's effective date of coverage is the first of the month following two (2) months of continuous employment. In presenting each employee with a copy of this contract and application forms for benefits authorized herein, the Board of Education and school administration have made the employee aware of his benefits and the procedures to be followed for eligibility.

H. Any employee who shall elect not to enroll for coverage for himself or for his dependents at the time such employee or dependent first becomes eligible for coverage, shall subsequently be permitted to enroll himself and his dependents only during the annual enrollment period during the month of January, with coverage effective May 1.

ARTICLE XX

Association Payroll Dues Deductions

- A. The Board agrees to deduct from the salaries of its employees 1
dues for the New Jersey Education Association and the Mainland 2
Regional Secretaries' Association. Said employees individually 3
and voluntarily authorize the Board to deduct in compliance 4
with Chapter 233 N. J. Public Laws of 1969 (NJSA 52:14-15.9e) 5
and under rules established by the State Department of Educa- 6
tion. Said monies together with current records of any collec- 7
tions shall be transmitted to such person as may from time to 8
time be designated by the Mainland Regional Secretaries' Associa- 9
tion by the 25th of each month following the monthly pay period 10
in which deductions were made. The person designated shall dis- 11
burse such monies to the appropriate association or associations. 12
- B. The above shall certify to the Board in writing the current rate 13
of its membership dues. Any association which shall change the 14
rate of its membership dues shall give the Board written notice 15
sixty (60) days prior to the effective date of such change. 16

ARTICLE XXI

Salaries

A. Salary Schedule

1. The salary of each employee covered by this agreement is set forth in the schedule A and schedule B attached and made a part hereof.
2. New employees may be hired at a rate up to step 2 on the schedule, at the Superintendent's discretion.

B. Compensation for Substitute Caller

1. Additional compensation for employee assigned the duty of obtaining substitute teachers shall be \$850. per school year. Person fulfilling this responsibility shall be allowed to report to school one hour later than the time that her work day would normally begin.
2. The specific duties of the substitute caller shall be set forth before the opening of school in September and shall appear in staff manual. Also, times of day to receive calls regarding teacher absences shall appear in the teachers' manual and shall be strictly adhered to.
3. The employee designated as the substitute caller shall have a telephone installed in her home with a call number entirely for her duties as the substitute caller. This basic telephone rate will be paid by the Mainland Regional High School Board of Education.

C. Summer Pay Plan

1. Each 10-month employee may elect to have ten (10% per cent of her monthly salary deducted from her pay and to receive those

SCHEDULE A

JULY 1, 1981 - JUNE 30, 1982

<u>Step</u>	<u>Bookkeeper/Secretary Business Administrator</u>	<u>12 Month Secretary</u>	<u>10 Month Secretary</u>	<u>Clerk Typ Aides</u>
10	11,994	11,644	9,431	8,744
9	11,363	10,942	8,885	8,249
8	10,942	10,522	8,529	7,922
7	10,522	10,102	8,201	7,602
6	10,087	9,651	7,832	7,282
5	9,651	9,224	7,484	7,207
4	9,224	8,789	7,135	6,655
3	8,789	8,361	6,788	6,329
2	8,361	7,926	6,438	6,009
1	7,926	7,576	6,151	5,742

Note

1. Assistant Bookkeeper/10 month secretary.....to receive \$200.00 above 10 month secretary

SCHEDULE B

JULY 1, 1982 - JUNE 30, 1983

<u>STEP</u>	<u>Bookkeeper/Secretary Bus. Administrator</u>	<u>12 Month Secretary</u>	<u>10 Month Secretary</u>	<u>Clerk Typist Aides</u>
11	14,033	13,623	10,751	9,968
10	13,295	12,802	10,129	9,403
9	12,802	12,311	9,723	9,031
8	12,311	11,819	9,349	8,666
7	11,802	11,292	8,928	8,301
6	11,292	10,792	8,532	8,216
5	10,792	10,283	8,134	7,587
4	10,283	9,782	7,738	7,215
3	9,782	9,273	7,340	6,850
2	9,273	8,864	7,012	6,546
1	8,856	8,487	6,712	6,259

NOTE

1. Assistant Bookkeeper/10 month secretary.....to receive \$200.00 above 10 month secretary