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Perth Amboy Board of Education

A G R E E M E N T

BETWEEN

BOARD OF EDUCATION OF PERTH AMBOY

- and -

PERTH AMBOY FEDERATION OF TEACHERS' LOCAL 857 AFT, AFL-CIO
on behalf of all full-time day employees of the

(PERTH AMBOY ADULT AND CONTINUING EDUCATION CENTER)

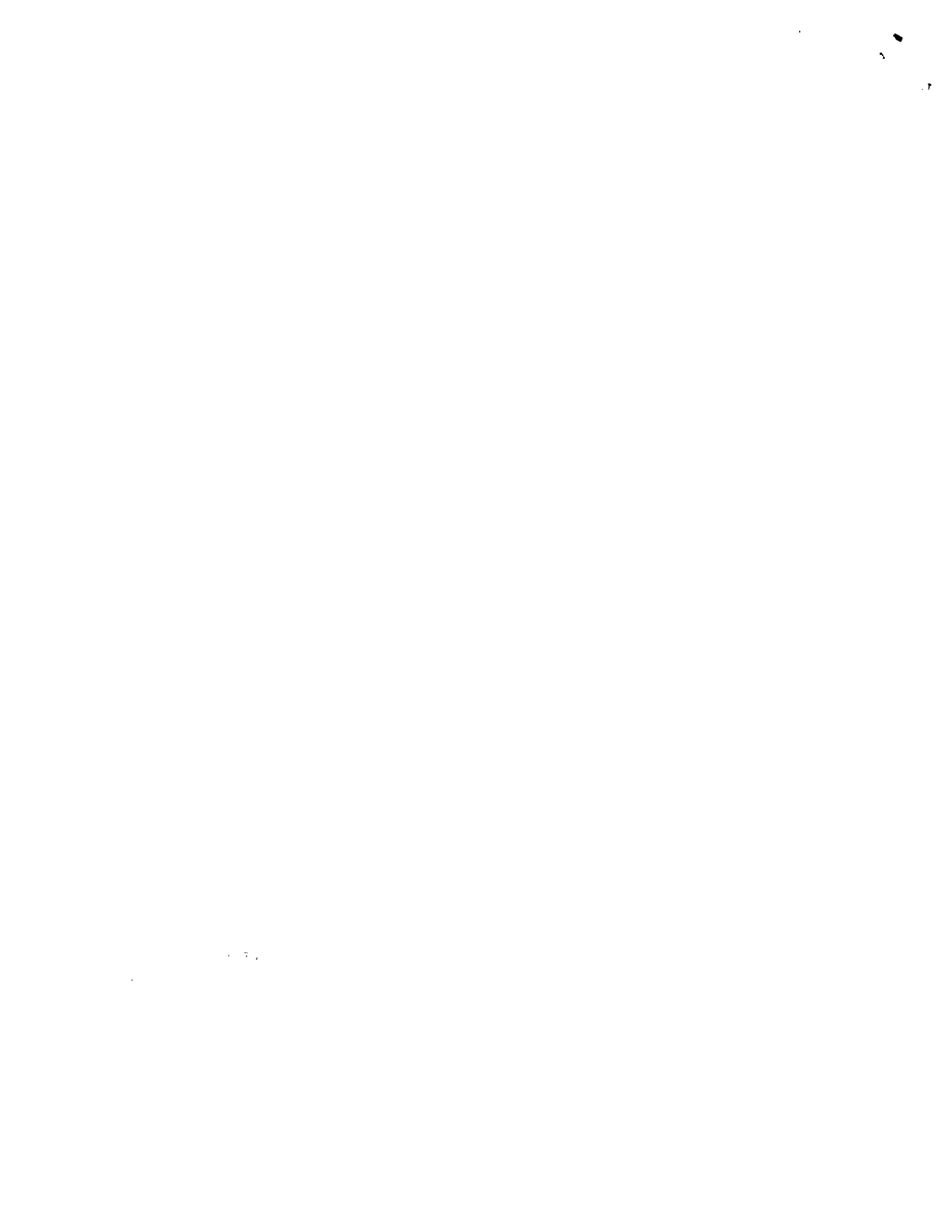
X July 1, 1981 through June 30, 1983

ARON,
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ARTICLE I

RECOGNITION

A. The Board recognizes the Federation as the sole and exclusive bargaining agent pursuant to Chapter 123 of 1974 Laws of the State of New Jersey, known as the New Jersey Employer-Employee Relations Act, concerning terms and conditions of employment for all full-time day employees of the PAACEC, but excluding custodians, confidential employees, part-time employees, and employees in an administrative or supervisory capacity.

B. The Federation accepts the requirement of the above-named act to represent equally all members of the above-defined unit.

ARTICLE II

NON-DISCRIMINATION

The parties affirm their intent, as required by existing statute, to follow a policy of not discriminating against any employee on the basis of race, color, creed, national origin, age, sex, or marital status or membership or participation in or association with the legal activities of any employee organization.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definition

1. A grievance shall mean a complaint by an employee that there has been a violation, misinterpretation, or inequitable application of the provisions of the Agreement, except that the term grievance shall not apply to (1) any matter for which a method of review is prescribed by law; or (2) any rule or regulation of the State Commissioner of Education; or (3) any matter which according to law is limited to action of the Board alone. A grievance to be considered under this procedure must be initiated in writing by the teacher within thirty (30) calendar days from the time when the employee knew, or should have known, of its occurrence, and failure to act shall constitute abandonment.

B. Procedure

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step. Failure at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

2. Any employee who has a grievance shall discuss it first with his director or immediate superior in an attempt to resolve the matter informally at that level.

3. If as a result of the discussion, the matter is not resolved to the satisfaction of the employee, he shall initiate a grievance in writing to the director or immediate superior within the forty-five (45) calendar day period above specified, specifying:

- (a) the nature of the grievance
- (b) the nature and extent of the injury, loss or inconvenience
- (c) the results of previous discussions
- (d) his dissatisfaction with decisions previously rendered
- (e) the remedy being sought

The Director or immediate superior shall communicate his decision to the employee in writing within three (3) school days of receipt of the written grievance.

ARTICLE III - cont'd

GRIEVANCE PROCEDURE

4. (a) The employee, no later than five (5) school days after receipt of the director or immediate superior's decision, may appeal to the Superintendent of Schools. The appeal to the Superintendent must be made in writing reciting the matter submitted to the director or immediate superior as specified above and his or her dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days; but in the event that the matter comes to the Superintendent during his vacation period, then he shall resolve the matter within two (2) calendar weeks after his return from vacation. The Superintendent shall communicate his decision in writing to the employee and the director or immediate superior.

(b) If the matter comes before the Superintendent during his vacation period, and if he has not appointed a designee to hear such grievance, and if irreparable harm will result to the grievant the Federation may submit the grievance to the Board through the Board Secretary.

5. If the grievance is not resolved to the employee's satisfaction no later than five (5) school days after receipt of Superintendent's decision, he may request a review by the Board. The request shall be submitted in writing through the Board Secretary who shall attach all related papers and forward the request to the Board within five (5) calendar days after receipt of same. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the employee and render a decision in writing within thirty (30) calendar days of receipt of the said request from the Board Secretary.

6. If the decision of the Board does not resolve the grievance to the satisfaction of the employee and the employee wishes review by a third party, he shall so notify the Board through the Board Secretary within ten (10) school days of receipt of the Board's decision.

7. (a) The following procedure will be used to secure the services of an arbitrator:

1. Aggrieved or his representative shall within the ten school day period above defined, request the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

ARTICLE III - cont'd

GRIEVANCE PROCEDURE

2. Thereafter, the parties shall abide by the Rules and Regulations of the American Arbitration Association for the selection of an arbitrator.

(b) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing nor subtract anything from the Agreement between the parties or any policy of the Board of Education, and his award shall be binding upon the parties. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's report of findings. This shall be accomplished within thirty (30) calendar days of the completion of the arbitration hearings.

8. When any of the above periods occur during the summer vacation, "school days" shall be construed to be "calendar days" exclusive of Saturday, Sunday and holidays.

9. Rights of Employees to Representation

(a) Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Federation.

(b) When an employee is not represented by the Federation in the processing of a grievance, the Federation shall at the time of submission of the grievance to the Superintendent be notified that the grievance is in process, have the right to be present and present its position in writing at all hearing sessions held concerning the grievance, and shall receive a copy of all decisions rendered.

(c) The Board and the Federation agree that no reprisals of any kind shall be taken by either party or by any member of the administration or by any member of the negotiating unit against any participants in the grievance procedure by reason of such participation.

10. Grievances arising from the written or verbal directive of any supervisor or administrator may be first discussed with, or submitted to, the Superintendent.

ARTICLE III - cont'd

GRIEVANCE PROCEDURE

11. Meetings and hearings held under this Grievance Procedure shall generally be conducted on non-school time. Persons proper to be present are defined as all necessary parties.

C. Costs

1. Each party will bear the total cost incurred by themselves.
2. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.

ARTICLE IV
FEDERATION RIGHTS

A. 1. During the term of this Agreement, a Federation Representative may have the right, after giving adequate notice to his own, and subsequent principals, or in the event of unavailability of principal then principal's office, to visit the Adult and Continuing Education Center, but nothing herein shall permit said official to interrupt teachers during teaching periods.

B. 1. A copy of the official minutes of each official meeting of the Board will be given to the PAACEC representative.

2. When and as members of the Board are notified of regular or special meetings of the Board, the Representative of the PAACEC shall also be notified.

C. Adequate space on a bulletin board in the Adult and Continuing Education Center has been determined by the Federation representatives and the director of that school, such space to be exclusively available to the Federation for the posting of material. The Federation agrees that it will at no time use such space for posting any material which is unethical, unprofessional, or violative of law.

D. The Federation may call meetings in the school subject to adequate notice and approval from the director. Such meeting shall not interfere with normal school activities, and the director shall not unreasonably refuse approval. The Federation shall notify the business office immediately upon receiving approval from the director.

E. The Federation may use the school mail boxes and shall present a copy of material placed therein to the director and the Superintendent of Schools. The Federation may utilize the public address system, in the event a public address system is utilized in the building, for notices and formal announcements at the time the system is regularly used for that purpose. Notices of Federation functions may be included in weekly school notice sheet.

F. When the parties schedule a negotiating session during the normal school day, the members of the Federation negotiating team, not to exceed three (3), shall suffer no loss in pay.

G. The Federation shall have the right to use school equipment subject to the approval of the supervisor in charge of the equipment, at reasonable times when the equipment is not otherwise in

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ARTICLE IV - cont'd

FEDERATION RIGHTS

use. Such approval shall not be unreasonably withheld. The Federation shall use their own materials and supplies.

ARTICLE V

GENERAL CONDITIONS

A. Meetings may be held between the Director, or his designee, and the Federation normally on a monthly basis to discuss matters of educational policy and development.

B. 1. The Board shall utilize administratively the same tenure and non-tenure evaluation procedure that it utilizes for other teaching staff members in the district.

2. All employees shall be observed, and conference shall be held with them concerning written evaluations, a minimum of twice a year, no later than January 1 and April 1. No employee will be observed for the purpose of evaluation in this paragraph by more than one (1) administrator at a time, unless mutually agreed to.

3. The Director's copy of any written evaluation of an employee which is either shown to or discussed with the employee shall be signed by that employee. Such signature shall signify that the employee is aware of the contents of the evaluation. Signature shall not constitute approval or disapproval of the contents of evaluation. In the event the employee refuses to sign the evaluation, the Director shall so note on the evaluation.

4. Formal written evaluations that are submitted to the Office of the Superintendent shall be signed by the evaluator.

5. If the employee so desires, he may make a written response to the evaluation and such response shall be attached to the filed evaluation.

6. The employee shall be provided with a copy of his/her written evaluation.

7. An employee who is not granted a contract may request a meeting with the Superintendent who shall meet with the teacher within a reasonable time after receipt of the request. If dissatisfied with the meeting with the Superintendent, such employee may request a meeting with the Board or a committee thereof for the sole purpose of explaining his/her position concerning such failure to be offered a contract. The Board may, but shall not be required to respond in writing other than to affirm or deny their position.

8. Employees of the PAACEC have all rights and privileges granted to such employees by law.

ARTICLE V - cont'd

GENERAL CONDITIONS

C. All written classroom evaluations and observations shall be made openly and with full knowledge of the employee and a copy of the written observation or evaluation shall be provided to the employee within fifteen (15) working days.

D. Prior to June 1, the Federation shall meet with the Director and submit its recommendations for the school calendar for the following school year, but excluding funded programs that have the sole authority to set the school calendar for its program, such as Federally/State sponsored Manpower programs.

E. Those employees filling the positions of Secretary-Bookkeeper or Clerk Typist shall be regular twelve (12) month employees. All other employees will inform us by February 28th of each year, whether or not they intend to work through the summer months or to take time off without pay during the summer. Rejection of such a summer assignment shall have no negative effect upon an employee's status. Employees who inform us that they are going to work through the summer, and in fact do so, shall receive the contractual rate for their summer employment. Those employees who inform us that they will take time off during the summer or those who inform us that they will not take such time off, but do so anyway, shall receive the supplemental rate for any work which is performed during the summer months. It is understood by the parties that any employee who informs us that they will be working during the summer but chooses not to, will have the appropriate monetary deductions made from subsequent pay checks if they have been erroneously paid at the contractual rate. The salary and fringe benefits granted to the Secretary-Bookkeeper and Clerk Typist shall commence July 1, 1979. Other employees who inform us of their intention to work throughout the summer, and in fact do so, shall be considered twelve (12) month employees effective July 1, 1980. Such employees shall henceforth be entitled to contractual raises effective on that date and shall also be entitled to July 4, 1980 as a paid holiday.

F. In the event that in the future space becomes available, the Board may make available a lounge/work/study room for the employees. The availability of space for such a purpose will be at the sole discretion of the Board.

G. As early as possible in the school year, each employee shall receive a directory of names and addresses of the professional

ARTICLE V - cont'd

GENERAL CONDITIONS

staff. Two (2) copies of the directory shall be forwarded to the Adult and Continuing Education Center at the same time the copy is forwarded to the printer.

H. The administration will make an effort to minimize classroom interruptions.

I. Normally, there shall be no more than one faculty meeting per month. Except in the event of an emergency, such meetings shall not be called without at least 72 hours previous notice. If an employee submits a recommendation for a subject to be included on the agenda at least 48 hours before the time of the scheduled meeting, such recommendation shall be considered, but excluding funded programs that require meetings more often such as Federally State sponsored Manpower programs.

J. Employees shall be included in the administrative practice involved in recommending text books to the Board.

K. The Board shall form a Community Committee to study the utilization of space at the PAACEC; the Board shall notify the Union which shall then submit to the Superintendent a list of names of employees suggested by the Union to serve upon the committee. The Superintendent shall select one (1) from among those proposed by the Union. There is no restriction upon the right of the Superintendent to appoint additional employees to also serve upon the Committee.

L. The Board will continue its efforts to keep class size at a reasonable level. It will be the judgment of the Board to determine what is reasonable.

M. On a late opening day, employees who normally report at 8:00 AM will report at 9:00 AM with pay; employees who normally report at 9:00 AM will report at 10:00 AM with pay; employees who normally report at 10:00 AM or thereafter, shall report for their regular work day.

N. The Board agrees that it will make no change in existing Board policy, benefits or practice related to employee wages, hours, and conditions of employment not specifically included in this Agreement without prior negotiation with the Federation.

ARTICLE VI

JOB POSTING

.A. Vacancies and promotional opportunities system-wide will be posted in the Adult School.

ARTICLE VII

SALARIES AND OTHER BENEFITS

A. Annexed hereto and made a part hereof, as if fully set forth is the salary guide, marked Schedule "A" for the 1981-82 school year.

B. Annexed hereto and made a part hereof, as if fully set forth is the salary guide, marked Schedule "B" for the 1982-83 school year.

C. Employees on the payroll as of July 1, 1979 or September 1, 1979, as provided in Schedule "A", shall be placed on the appropriate Step of the salary guide based upon their previous work experience in the PAACEC.

D. When requested by the Board, employees will receive up to two hundred twenty-five (\$225.00) dollars in 1981-1982 and two hundred seventy-five (\$275.00) dollars in 1982-1983 as repayment of tuition for graduate courses taken for professional improvement beyond basic state certification requirements. The stipend shall be paid after presentation to the Superintendent of a transcript indicating a grade of "C" or better and a receipt for money expended; however, such a stipend shall not be paid for any courses required for basic teacher certification.

ARTICLE VIII

LEAVES OF ABSENCE

A. Sick Leave

1. Employees of the Perth Amboy Board of Education with twenty (20) years or less of cumulative employment shall be allowed full pay during a school year and shall accumulate a maximum of unused sick leave in any year as follows:

- (a) Ten month employees - ten days
- (b) Eleven month employees - eleven days
- (c) Twelve month employees - twelve days

2. Personnel employed for more than twenty (20) years by the Perth Amboy Board of Education and employees employed by the Board who have twenty (20) years of accumulated public school teaching experience and who, unless expressly waived by the Board upon the recommendation of the Superintendent, have been so engaged for over two (2) years next preceding their employment by the Perth Amboy Board of Education shall be allowed full pay and shall accumulate a maximum of unused sick leave, in any year as follows:

- (a) Ten month employees - fifteen days
- (b) Eleven month employees - sixteen and one-half days sick leave, fifteen of which are cumulative
- (c) Twelve month employees - eighteen days, fifteen of which are cumulative

3. Any employee whose sick leave exceeds the annual sick leave and the accumulated sick leave, shall be entitled to apply to the Board of Education for an additional maximum sick leave of forty (40) days, or to the end of the school year, whichever is less; provided, however, that for such additional period such person shall receive each day's salary less the pay of a substitute, if a substitute is employed or the estimated cost of the employment of a substitute if none is employed. A day's salary is defined as 1/200ths of the annual salary for ten (10) month employees; 1/220ths of the annual salary for eleven month employees; and 1/240ths of the annual salary for twelve (12) month employees.

4. Employees absent from school because of accidental injury arising out of or in the course of employment shall receive for up to one calendar year, full salary and all other benefits as if they were present on condition that they turn over to the Board all monies received from the compensation carrier of the Board for temporary disability. It is expressly understood that all money received for permanent disability shall be retained by the employee.

ARTICLE VIII - cont'd

LEAVES OF ABSENCE

It is the responsibility of the employee to forward the proper statement to the Superintendent's office immediately upon his/her return from absence.

5. The Superintendent of Schools may require an employee to furnish a physician's certificate of illness before allowing pay for days absent on account of personal illness; and in each case in which he does not require a physician's certification, he shall require the employee to furnish a signed statement certifying to personal illness, which shall be made on official forms prepared by the Superintendent of Schools and shall be kept on file.

6. The rules governing sick leave pay of employees who are absent on account of illness shall apply to the cases of employees who are unable to report for duty on the first day of school at the beginning of the school year. Employees who are unable to report for duty on the first day of school due to personal illness shall notify the Superintendent of Schools and shall furnish a physician's certificate.

7. Employees not hired at the commencement of a school year shall have their sick days pro-rated at the rate of one (1) day per full month of service.

B. Personal Leave Days

1. All employees are entitled to up to three (3) personal leave days, two (2) of which may accumulate as sick leave if not used, up to a maximum of fifteen (15) per year, without requiring in advance, the specific approval of the Administration, subject to the following restrictions:

- (a) Except in the event of an emergency making such notice impossible, at least 24 hours and more if possible, of notice shall be given in order to provide for substitutes.
- (b) Normally such leaves shall not be granted on the first day of school in September nor on the last day of school in June or immediately prior to or after any scheduled vacation period or school holiday.

In emergency circumstances a personal day with reason may be granted in the above circumstances upon prior approval of the Superintendent of Schools. If the Super-

ARTICLE VIII - cont'd

LEAVES OF ABSENCE

intendent cannot be reached for such advanced approval an employee who takes such a personal day risks having his/her pay deducted for that day if subsequent approval is not granted. In any event, denial of approval for any such day is not subject to the grievance procedure.

- (c) Employees shall be entitled to personal days pursuant to their date of hire as follows:

If hired prior to October 1st - three days
If hired between October 1st and April 1st - two days
If hired after April 1st - one day

- (d) A personal leave day in normal instances shall be construed to mean a full day.

- (e) Such leave days will be used for personal business normally unable to be completed after normal school hours, and will not be used as additional vacation, holiday, nor for any concerted activity, and each teacher taking a personal leave day shall sign the following certificate:

"I hereby certify that the following date(s) were used for personal business which I was unable to conduct after normal school hours. I did not use this (those) day(s) as additional vacation, holiday or for any concerted activity."

DATE(S) _____

Signature

Date

C. Maternity Leave

1. Any female employee upon becoming aware of a pregnancy shall, during the fourth month of pregnancy, report same in writing to the Superintendent of Schools and also state the expected date of birth.

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ARTICLE VIII - cont'd

LEAVES OF ABSENCE

2. Any pregnant employee may apply to the Board of Education for a disability leave of absence. The disability leave dates shall be supported by a physician's certificate which shall allow for the use of accumulated sick days during the period of twenty (20) work days before and twenty (20) work days after the date of birth.

3. A pregnant employee may request disability leave for more or less than twenty (20) work days before and/or after the anticipated date of birth upon presentation of and approval by the district's Medical Officer of the attending physician's certificate supporting said specific further disability and related complications.

4. Said employee need not apply for a Maternity Leave of Absence but she may apply for a Maternity Leave of Absence without pay at her own discretion which will not be denied by the Board upon proof of pregnancy.

Said voluntary leave may be up to two (2) full consecutive school years. An initial leave request must be from the date of commencement until the end of that current school year. A subsequent extension for all of the following school year may be requested and granted. In all such instances, however, a leave and/or extension of a leave must end with the conclusion of a school year and the employee must return to work at the commencement of the following school year.

5. An employee not applying for a Maternity Leave of Absence and who continues to work shall upon the sixth month present a certificate of physical fitness from a doctor. A new certificate shall be submitted the beginning of the seventh month and every two weeks thereafter until the ninth month, at which time a certificate shall be submitted weekly.

6. An employee on maternity leave may be reinstated at any time during the period of her leave provided that a suitable vacancy exists upon her request to the Board.

7. Maternity Leave of Absence without pay may be extended for up to one year provided that the date of return is at the inception of a school year, if requested by the employee.

ARTICLE VIII - cont'd

LEAVES OF ABSENCE

8. All seniority rights shall be maintained during the period of maternity leave.

9. The Superintendent of Schools shall not remove any tenured or non-tenured employee from her duties during her pregnancy, or prevent her from resuming her duties, as the case may be, except on one of the following basis:

- (a) The Superintendent has found that her work performance has noticeably declined by reason of the pregnancy; but before relieving her of her duties, the Superintendent of Schools shall give the said employee an opportunity to be heard on the matter. Any other just cause as a result of her condition. The Superintendent's decision may be appealed from as provided for in the grievance procedure.
- (b) The pregnant employee cannot produce a certificate from her physician that she is medically able to continue working.
- (c) In the event the Superintendent feels that she cannot continue working or that she is not yet ready to come back to work, the Superintendent shall select a physician from a list of physician's submitted to the Superintendent by the Federation, fifty (50%) percent of whom are on the staff of Perth Amboy General Hospital, to determine if she can continue to work or return to work. The medical opinion of this physician shall be conclusive and binding on the issue of medical capacity to continue or resume working.

10. Any employee, limited to one (1) per family employed by the Board, who adopts an infant shall be eligible for a Child Rearing Leave if he/she so requests, on the same terms as permitted for the rearing of naturally born children.

11. A non-tenured employee shall not be entitled to a leave of absence beyond the contract school year in which the leave was taken.

ARTICLE VIII - cont'd

LEAVES OF ABSENCE

D. Military Leave

1. The school statute that is binding upon the school authorities is quoted in full as follows:

18A:6-33 TENURE, PENSION AND OTHER EMPLOYMENT RIGHTS
IN MILITARY AND NAVAL SERVICE SAVED

L. 1944, c. 226, p. 765, entitled, "An Act concerning persons holding certain offices, positions and employment in the public school system of this state who, after July 1, 1940 have entered or hereafter shall enter the active military or naval service of the United States or of this state, in time of war or emergency, or for or during any period of training or pursuant to or in connection with the operation of any system of selective service, or who, after July 1, 1940, have entered or hereafter, in time of war or emergency, shall enter the active service of the women's army corps, the women's reserve of the naval reserve or any similar organization authorized by the United States to serve with the army or navy, and to provide for and protect their rights to employment, re-employment and tenure in such offices, positions and employments and the rights, privileges and benefits of certain of them in any pension, retirement or annuity fund of which they were or are members in good standing at the time of entering such service, and repealing 'An Act concerning the holders of offices, positions and employments in the public schools of this state, concerning reemployment, acquisition of tenure and protecting pension rights when the holders of such offices, positions or employments enter the military or naval services of the United States and supplementing Title 18 of the Revised Statutes' approved May 19, 1941 (P.L. 1941 c. 134) as said title was amended by Chapter 119 of the Laws of 1942 (P.S. 1942, c. 119)' approved April 21, 1944 (P.S. 1944, c. 226), as said title was amended by Chapter 91 of the Laws of 1951, and L. 1951, c. 91, is saved from repeal. This act provided for leaves of absence to join military or naval service of the United States after July 1, 1940 and saves their tenure pension and other employment rights."

ARTICLE VIII - cont'd

LEAVES OF ABSENCE

E. Peace Corps, Teacher's Corps, Vista

Employees may receive a leave of absence of not more than two school years without pay to serve in the Peace Corps, the Teacher Corps or Vista. Upon their immediate return to the Perth Amboy Schools System no later than the beginning of the school year following termination of said service, they shall be placed on the salary scale at that position they would have normally achieved if they had not been on leave.

F. Absence on Account of Death in the Immediate Family

In case of the death of a member of the immediate family (immediate family as here used means parents, brothers, sisters, own children, husband or wife, grandparents and grandchildren of any employee, mother-in-law, father-in-law or the death of any person who has lived in the home of the employee for some time preceding death, as a member of the household) such employee shall be excused, without loss of pay, for a period not exceeding one calendar week. This allowance shall not extend beyond the seventh day following the date of death. In case of death of aunts, uncles, brothers-in-law, sisters-in-law, nieces or nephews of any employee, such employee shall be excused without loss of pay for a period not to exceed two school days, provided the two days come within five days following the date of death.

G. Quarantine

Employees absent from school by reason of quarantine by the Board of Health shall not suffer deduction in pay because of such action. In case of inoculations of students with a live virus, initiated or administered by either a national, state, county or local health organization, any pregnant employee upon submission of a physician's certificate shall be permitted to leave during the incubation period without any loss of sick leave or pay.

H. Employees may be permitted, with pay, to attend the funeral services of a deceased employee from their own school faculty; however, it shall be the sole discretion of the Superintendent concerning the number to be released and the specific staff members to be released.

I. Absence for attendance at Educational Meetings

The Superintendent of Schools may, at his discretion, allow employees to attend educational meetings with pay.

ARTICLE VIII - cont'd

LEAVES OF ABSENCE

J. The Superintendent of Schools may grant an employee's request for professional visiting days during the school year without loss of pay under the following provisions:

1. The employee's application for permission to visit a school shall be made in writing, to the Superintendent.

2. Permission shall be granted only with the written approval of the employee's director or immediate superior.

3. Within 3 days after the visit, the employees shall make a written report of the visit in duplicate, one copy for his director or immediate superior, and one for the Superintendent of Schools.

K. An employee who has first requested an exemption for jury duty and had been refused, shall suffer no loss in pay for jury duty.

L. The Board will continue to provide that which is required by law to any employee required to take a selective service examination.

M. The Board will continue to provide that which is required by law to any employee on temporary active reserve duty.

N. Extension of Leave of Absence

There shall be no extension of leaves of absence beyond the ending date of such leaves except by action of the Board of Education. Every request for extension shall be considered individually, on its own merits, and without regard to precedent.

ARTICLE IX

VACATIONS

A. As per policy now in effect, twelve month Secretary-Bookkeepers and Clerk-Typists covered by this Agreement shall receive three (3) weeks vacation upon completion of one year. Less than one year shall be prorated, as per policy now in effect.

B. Vacation period will be subject to the approval of the Superintendent.

ARTICLE X

WELFARE

- A. The Board states that it carries insurance for all legal responsibilities of the Board.
- B. 1. The Board shall provide same medical benefits as provided for in the new teachers' contract for insurance coverage which includes dependents (to wit: Hospitalization Medical Service, Major Medical and Dental) and amount of payment made on behalf of the employees provided the insurance carrier will enroll said employees.
2. The Board shall provide eye examination and eyeglasses insurance.
3. The Board shall provide for 750 Blue Shield Medical plan.
- C. It is the responsibility of the employee to report in writing any changes in his or her marital status or number of dependents for insurance records, and if the employee has not made such written report, the Board is relieved of all insurance liability in reference to such insured coverage.
- D. Board reimbursement for travel will be at the rate of 24¢ per mile in 1981-82 and 28¢ in 1982-83.
- E. Effective April 1, 1980, the Board shall pay the premium for a \$1.00 co-pay Prescription Drug Plan for employees and their dependents.
- F. Effective July 1, 1980, individual employees shall have the right to buy additional Group Life Insurance without cost to the Board, in accordance with the Rules and Regulations of the Board's Life Insurance carrier.

ARTICLE XI

DUES DEDUCTION

A. The Board agrees to make deductions of dues pursuant to N.J.S.A. 52:14-15.9e for the Federation from the salary of employees. Such employees must voluntarily authorize the Board to make such deductions on the form provided in sub-paragraph (b), this section and such monies shall be transmitted to the Federation. In the event dues deductions are not made due to clerical errors, the Board will be so notified by the Federation and proper action will be taken the following month.

B. Effective September 1, 1977, in accordance with Chapter 233, Laws of 1969, the following form shall be used for dues check off for the Federation:

TO: Secretary, Board of Education, School District
of Perth Amboy

I hereby request and authorize the above named secretary of the Board of Education to deduct from my earnings an amount sufficient to provide for one-tenth (1/10) of the yearly membership dues, as certified by Local 857, APT, to the secretary of the Board of Education, to the treasurer of Local 857 APT, in equal monthly payments for all or part of the current school year and for succeeding school years. I understand that the secretary of the Board of Education will discontinue such deductions only if I file such notice of withdrawal as of the January 1 or July 1 next succeeding the date on which notice of withdrawal is filed. I also agree that upon termination of employment, the secretary of the Board of Education shall deduct any remaining amount due for that school year. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the Board of Education and all its officers from any liability therefor.

DATED _____ Signature _____

School _____

Social Security # _____

Mailing Address _____

ACHMAN & ARON
ATTORNEYS AT LAW
501 SUMMIT AVENUE
NEW CITY, NEW JERSEY 07003

ARTICLE XII

MISCELLANEOUS

A. All personnel shall use the following procedure to report absences:

Between 4:30 PM and 7:00 AM the following day, to report an absence call 826-1845. After listening to the instructional message and hearing a signal BLEEP, the employee will please respond in a normal voice as follows:

1. School
2. Grade
3. Name (Spell last name please)
4. Reason for absence
5. Expected length of absence

Notification should be made as soon as possible when the employee knows he will be absent.

In the event of an emergency after 8:00 AM, notify the Superintendent's office by telephoning 826-3360.

B. Upon reasonable notice, the Board shall make available to the Federation material and information in the public domain.

C. Employees will be notified in writing of hiring or non-rehiring as soon as possible after notification of funding from appropriate Federal/State sources is received by the Board. Rehiring will not be contingent upon summer employment, except as provided in ARTICLE V, Section E of this Agreement. Any permanent change in working hours shall not be made without written notification to the individual employee involved. Notification shall be submitted to the employee within a reasonable amount of time, as time permits. Reason/reasons will be given for the change.

D. Employees shall not transport students in their own car.

E. No grade will be changed without first discussing such change with the employee, or if the employee is unavailable, giving written notice to the employee when the change is made.

F. The Board has taken steps to compile a list of all films in the system, such lists containing the date of production and the grade levels of the film, and same shall be available to all employees.

ARTICLE XII - cont'd

MISCELLANEOUS

G. All PAACEC employees are guaranteed at least a half (1/2) hour lunch period, per day, without pay.

H. The following will be considered paid holidays:

Labor Day	New Year's Eve Day*
Columbus Day	New Year's Day
Election Day	Lincoln's Birthday
Veterans Day	Washington's Birthday
Thanksgiving Day	Good Friday
Thanksgiving Friday	Easter Monday
Christmas Eve	Memorial Day
Christmas Day	July 4 for 12 month employees
	King's Birthday.

*If this holiday falls on either a Saturday or a Sunday, it shall be enjoyed on the preceding Friday.

I. Work-shops during non-scheduled work-time shall not be mandated. If an employee voluntarily agrees to participate in such a work-shop, they shall be compensated at the rate of two (2) hours pay for each such work-shop attended, at their regular rate of pay.

When work-shops for in-service are held for the regular teaching staff on a one-half day basis, Adult school teachers shall also have a one-half day with students and a one-half in-service day with pay.

J. When school is closed due to inclement weather, the Adult School Employees shall receive their normal daily pay for the day.

K. All Adult school teachers teaching in the same subject program they had in June 1981, shall be guaranteed the same number of teaching hours throughout the first year of this Agreement, unless the funding source reduces its promised grant during the term of the program or there has been a reduction in student enrollment. A joint committee shall be set up to review the program, funding and hours, for the second year of the Agreement.

L. The Board shall not reduce an employee to less than twenty (20) hours of work per week in order to remove that employee from the collective bargaining unit.

ARON,
TILL & SALSBERG
COUNSELLORS AT LAW
691 SUMMIT AVENUE
JERSEY CITY, NEW JERSEY 07306

ARTICLE XIII
NEGOTIATING PROCEDURE

The parties agree to commence negotiations in accordance with the requirements of Chapter 303 of the Laws of 1968 as amended and supplemented by Chapter 123 of the Laws of 1974.

ARTICLE XIV

CONFORMITY TO LAW

.Should any provision hereby be held or determined by any court or agency having jurisdiction to be invalid or unenforceable, then same shall not invalidate the other provisions hereof that are severable therefrom.

ARTICLE XV

BOARD'S RIGHTS

The Board retains the following rights, except as limited by applicable law and the terms of this Agreement.

- A. The right to direct the employees of the school district.
- B. To hire, promote, transfer, assign and retain employees in positions in the school district and to suspend, demote, discharge or take other disciplinary action against employees.
- C. To relieve employees of duty because of lack of work or for other legitimate reasons contained in Title 18A.
- D. To determine the methods, means and personnel by which operations are to be conducted.
- E. To take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.