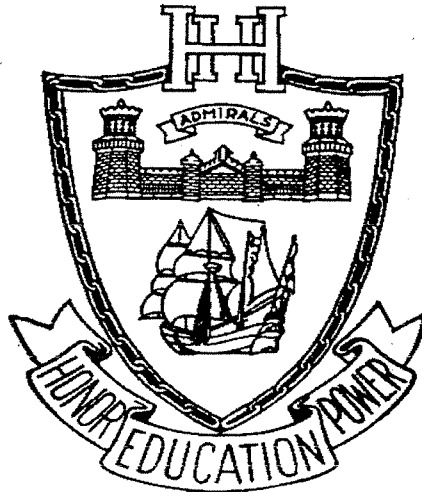


Original



**SUPPORTIVE STAFF
CONDITIONS OF EMPLOYMENT**

Secretaries

Clerks

Typists

Attendance Officer

Guidance Data Entry

Attendance Clerk

FOR

2005-2008

**HENRY HUDSON REGIONAL SCHOOL
SUPPORTIVE STAFF**

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PREAMBLE

This agreement is entered into this **25th** day of **January, 2006** between the BOARD OF EDUCATION OF THE HENRY HUDSON REGIONAL SCHOOL DISTRICT, the Borough of Highlands, New Jersey, hereinafter called the Board, and the HENRY HUDSON REGIONAL SECRETARIAL/CLERK/TYPIST/ATTENDANCE OFFICER/GUIDANCE DATA ENTRY/ATTENDANCE CLERK, hereinafter called the Employee.

ARTICLE I

SUPPORTIVE STAFF - WORK/HOURS DAYS - VACATIONS

SECTION I

Employees

All Employees known as “ten” (10) month employees shall be employed from September 1st through June 30th each school year. All Employees known as “twelve” (12) month employees shall be employed from July 1st to June 30th each school year.

SECTION II

Hours

- A. From September 1st to June 30th, the regular five (5) day week will be thirty-five (35) hours, exclusive of a sixty (60) minute daily lunch period.
- B. From July 1st to August 31st, the summer work schedule shall be regular five (5) day week, thirty-two and a half (32 ½) hours, exclusive of a thirty (30) minute daily lunch period.

SECTION III

School Holidays

The employees shall be granted all special school calendar days with the following exception:

- A. School offices will be closed during the Christmas recess.
- B. Staffing during the spring recess will be at the discretion of the Superintendent.
- C. During early dismissals for inclement weather, Employees will be allowed to leave fifteen minutes after students.

SECTION IV

Vacations

The Board of Education shall provide vacations for those persons employed on a twelve (12) month basis as follows:

1. An employee who has been employed for one year shall be eligible for a two-week vacation.
2. An employee who has been employed for less than one (1) year shall be eligible for a percentage of a two-week vacation based on the percentage of the year the member has worked.
3. An employee after completing seven (7) years of service shall be eligible for a three (3) week vacation.
4. An employee after completing twelve (12) years of service shall be eligible for a four (4) week vacation.

ARTICLE II

PERSONAL DAYS / SICK LEAVE / TEMPORARY LEAVE

Personal Days

Up to three (3) days annual leave of absence for personal reasons which require absence during school hours may be taken. No statement of reason shall be required for the request, but notification to the Superintendent shall be given at least two (2) days before taking such a leave. In case of emergencies, the Superintendent shall have the discretion to waive the two-day notification requirement. Leave may be granted within two (2) days before or after a schedule holiday at the discretion of the Superintendent. At the end of each school year, unused personal leave will be transferred to cumulative sick leave.

Sick Leave

1. Employees shall be entitled to one day of sick leave per month of contract time as of the first official day of the school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit. Upon retirement after ten (10) years service in the district, employees will be paid for unused sick days at the rate of **\$37.50** per day to a maximum of **\$6,000.00** for **2005-2006**, **\$40.00** per day to a maximum of **\$6,500.00** for **2006-2007** and **\$42.50** per day to a maximum of **\$7,000.00** for **2007-2008**.
2. Non-accumulative additional sick leave benefits may be allowed as follows: Two (2) days annually, for sickness in the immediate family of the employee limited to mother, father, wife/husband, children or member of household.
3. Employees will be paid for perfect attendance:
 - \$600 for perfect attendance in **2005-2006**
 - \$600 for perfect attendance in **2006-2007**
 - \$600 for perfect attendance in **2007-2008**

Compassionate Leave

Five (5) consecutive working days for absence without loss of pay in the case of death in the employee's immediate family or household may be taken. The administration may grant a like period of time when the presence of an employee is necessary following the death of a relative not in the immediate family. No deduction in salary shall be made for the attendance at the funeral of a relative not covered in the above paragraph.

Contagious Disease

In case of quarantine on account of a contagious disease in the household of a member of the family other than the employee, no deductions in salary shall be made for such absence during the minimum period of exclusion for contagious disease, provided that a certificate from the proper medical authority is forwarded to the Superintendent. The minimum period of exclusion shall be determined by the school physician.

Subpoenas and Jury Duty

In case of absence from school by reason of subpoena by the court, no deduction in salary shall be made for such absence, provided the subpoena is recorded with the Superintendent. However, if the employee is a defendant in a non-job related criminal action, and is found guilty by the court, no salary shall be paid them for such absence.

ARTICLE III

EXTENDED LEAVES OF ABSENCE

- A. The Board shall grant maternity/paternity leaves of absence upon written request by the employee in accordance with normal Board Policy and court related decisions.
- B. Any employee adopting an infant child may become eligible for maternity leave. This leave shall commence upon the employee receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for adoption.
- C. Placement on the salary scale upon returning from a leave of absence shall be as follows:
 - 1. The employee shall progress to the next step of appropriate salary guide if leave were taken at the end of the school year.
 - 2. If leave is taken at a time other than the end of the school year, the employee shall return to the step at which the employee left at the appropriate salary guide and progress to the next step at the start of the succeeding school year.

ARTICLE IV

VACANCIES AND NEW POSITIONS

The Superintendent shall make known in writing a list of vacancies and promotions which shall occur in the district and seniority will be a consideration in transfers and promotion.

ARTICLE V

EMPLOYEE EVALUATION

- A. Employees shall be evaluated no less than twice a year. The employee shall be provided with a written evaluation to be signed by the employee so as to signify its having been read. A conference between the employee and the evaluator shall be held within a forty-eight (48) hour time span of the evaluation being presented.
- B. The employee may write any comments on the evaluation and shall be provided with a copy upon request, and has a right to review own personal file.

ARTICLE VI

INSURANCE PROTECTION

The Board agreed with the Employee to provide the health-care insurance protection designated below.

Health Care

- Effective as soon as possible, Horizon Blue Cross/Blue Shield, Blue Card PPO shall become the benchmark plan. The Board shall provide 100% of premium cost of PPO plan with dependent coverage for all **tenured** employees. **All non-tenured employees hired prior to the date of this settlement will maintain full family coverage at the Board's expense. All employees hired after the date of this settlement will receive PPO employee only coverage of health, dental and prescription benefits for the first three years. Employees may purchase dependent coverage at their own expense through payroll deduction. Upon receiving tenure, employees will receive family coverage of health, dental and prescription benefits at the Board's expense. Employees presently in Traditional Plan may elect traditional coverage for which the Board shall pay 50% of the difference between traditional and PPO coverage (plus cost of PPO coverage). Employee shall be responsible for remaining 50% of the difference between traditional and PPO by payroll deduction.**
- **Doctor Office co-payment visit will be \$15.00.**
- Effective as soon as possible, the Board shall enter into an agreement with a mutually agreeable company to provide members of the unit and their dependents with **prescription coverage with a \$20.00 co-payment-brand name, \$10.00 co-payment-generic, \$10.00 co-payment order-generic, and \$20.00 co-payment-mail order-brand name.** The Board agrees to contribute to such plan, from the date it becomes effective, the established rate monthly for each member of the unit. Coverage for each member of the unit and his dependents shall commence only after the individual member makes application for said coverage and executes the necessary enrollment card. The administration of the aforementioned plans shall be controlled by the agreed upon companies in accordance with their rules and regulations.

ARTICLE VII

COMPENSATION

1. Individual Contracts

The listed salary amount have no bearing on the Superintendent's discretion in setting starting salaries for new employees in these positions.

NAME	POSITION	10/12 months	2005-2006 SALARY	2006-2007 SALARY	2007-2008 SALARY
Cummins, Ruthann	Attendance Clerk / Supervisors Secretary	10	\$23,717.00	4.75%	4.75%
Hillmann, Jacqueline	Guidance Secretary	12	\$28,455.00	4.75%	4.75%
Micko, Antonia	School Clerk - 3 ½ hours	10	\$15,477.00	4.75%	4.75%
Schmedes, Gail	Truant Officer/Guidance Data Entry	12	\$33,989.00	4.75%	4.75%

ARTICLE VIII

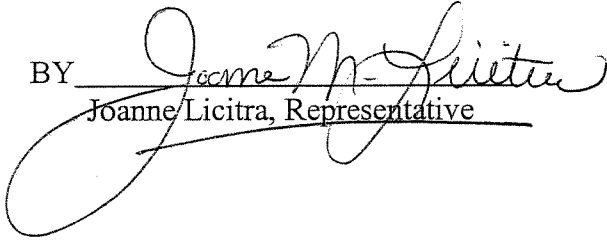
DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1, 2005 and shall continue in effect until June 30, 2008.

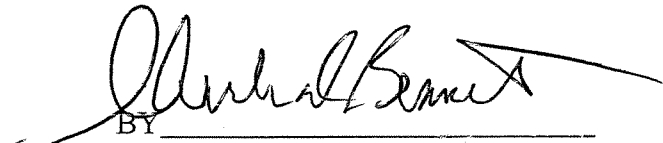
HENRY HUDSON REGIONAL
SUPPORTIVE STAFF MEMBERS

HENRY HUDSON REGIONAL
BOARD OF EDUCATION

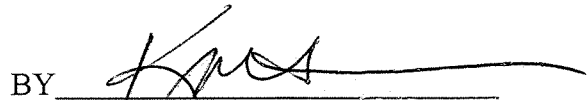
BY


Joanne Licitra, Representative

BY


Charles D. Bennett
Board President

BY


Katherine E. McDonald-Ott
Board Secretary