

4-5060  
THIS BOOK DOES  
NOT CIRCULATE

AGREEMENT  
BETWEEN THE  
PENNSVILLE ASSOCIATION OF NON-CERTIFIED PERSONNEL  
and the  
BOARD OF EDUCATION  
of  
PENNSVILLE TOWNSHIP

*Custodians*

July 1, 1975 - June 30, 1976

*Salem County*

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Labor Relations

JUL 30 1975

RUTGERS UNIVERSITY

TABLE OF CONTENTS

	Page
Preamble . . . . .	1
Article 1 - Recognition . . . . .	2
Article 2 - Grievance Procedure . . . . .	3
Article 3 - Liaison Committees . . . . .	6
Article 4 - Rights of the Association . . . . .	7
Article 5 - Rights of the Board . . . . .	8
Article 6 - Salaries and Hours of Work . . . . .	9
Article 7 - Vacancies and Transfers . . . . .	12
Article 8 - Short-term Leaves . . . . .	13
Article 9 - Tenure . . . . .	15
Article 10 - Insurance Protection . . . . .	16
Article 11 - Vacations . . . . .	17
Article 12 - Modification of Agreement and Negotiations of Successor Agreement . . . . .	18
Article 13 - Miscellaneous Provisions . . . . .	19
Article 14 - Duration . . . . .	20

PREAMBLE

THIS AGREEMENT IS MADE AND ENTERED INTO on this 1st day  
of July, 1975, by and between the Board of Education of  
Pennsville Association of Non-certified Personnel (hereinafter referred to as  
the "Association").

ARTICLE 1

Recognition

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

## ARTICLE 2

### Grievance Procedure

#### A. Definition

1. A grievance shall mean a complaint by a member of the negotiating unit that there has been to him a personal loss, injury or inconvenience resulting from a violation, misinterpretation or inequitable application of any of the provisions of this Agreement, Board policies, or administrative decisions effecting him.
2. A grievance to be considered under this procedure must be initiated in writing within thirty (30) calendar days from the date when the grievant knew or should have known of its occurrence.
3. An "employee grievant" is the person or persons making the complaint.
4. A "party in interest" is the person or persons making the complaint and any person who might be required to take action or against whom action might be taken in order to resolve the complaint.

#### B. Rights of Members to Representation

1. Any party in interest may be represented at all stages of the grievance procedure by himself or at his option, by a representative of his own choosing. Such representative may be one selected or approved by the Association.
2. When an employee is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the written grievance to the Superintendent or at any later level, be notified by the Superintendent that the grievance is in existence and shall be notified of the result.

#### C. Procedure

1. (a) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the employee grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.  
  
(b) It is understood that any employee grievant shall, during and notwithstanding the pendency of any grievance continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.
2. (Level One) Any employee grievant who has a grievance shall discuss it first with his principal (or other immediate superior, if applicable) in an attempt to resolve the matter informally at that level, who shall give his decision within five (5) school days.

Grievance Procedure Continued

3. (Level Two) The employee grievant, no later than five (5) school days after receipt of the decision of his principal or other immediate superior, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing 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. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the date of receipt of the appeal. The Superintendent shall communicate his decision in writing to the employee grievant, to the Association and to the principal or other immediate superior.
  
4. (Level Three) If the grievance is not resolved to the grievant's satisfaction, he no later than five (5) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, or at the request of the employee grievant, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within twenty (20) calendar days of receipt of the appeal by the Superintendent, or if a hearing is held, within twenty (20) calendar days of the date of the hearing. The referred to hearing shall be held within fifteen (15) school days after receipt of the appeal notice.
  
5. If the decision of the Board does not resolve the grievance to satisfaction of the employee grievant and if the grievance pertains to a matter of previous formal agreement between the Board of Education and the Association, the employee grievant or the Association may request the appointment of an arbitrator, such request to be made known to the Superintendent within twenty (20) school days of receipt of the Board's decision. However, the Board's decision shall be final and binding on any grievance concerning:
  - (a) Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Board of State Commissioner of Education; or
  - (b) A complaint of a non-tenure employee which arises by reason of his not being re-employed; or
  - (c) A complaint by any certificated or other specially licensed personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position for which tenure is not possible or not required.

ARTICLE 2

Grievance Procedure Continued

- (d) Any matter which according to Law is either beyond the scope of Board authority or limited to unilateral action by the Board alone.
6. A request for arbitration will be honored only if the employee grievant, his representative and the Association waive the right, if any, in writing to submit the matter at issue to any other administrative or judicial tribunal except for the purpose of enforcing the fact-finder's recommendation.
7. The following procedure shall be used to secure the services of an arbitrator:
- (a) Either party may request the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the matter at issue.
- (b) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted roster, they may request the American Arbitration Association to submit a second roster of names.
- (c) If the parties are unable to determine within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted roster, the American Arbitration Association may be requested by either party to designate an arbitrator.
8. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties, or any policy of the Board of Education.
- The arbitrator shall have only the power to interpret what the parties to the AGREEMENT intended by the specific clause in the AGREEMENT or Board policy which is at issue. The recommendations of the arbitrator shall be binding on both parties.
9. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.
- D. If any part of the grievance procedure requires the presence of the grievant and/or his chosen representative during any or all of the working day, said person(s) shall suffer no loss of pay, if the grievance is adjudicated in his favor.

ARTICLE 3

Liaison Committees

In each school building a liaison committee shall be established. The purpose of the committee shall be to discuss and implement suggestions for improving services of the departments staffed by members of the Association and for eliminating possible causes of employee grievances. Each committee shall consist of three (3) members of the Association from that building, designated by the members of the Association in that building, and the principal of that building. Committee meetings may be requested by representatives of either party and shall be held on a date and at a time to be mutually determined by the members of the committee.



## ARTICLE 4

### Rights of the Association

- A. Meetings at work location. On three (3) days notice to the principal of the school or to the person in charge of the work location, the Association representative shall have the right to schedule meetings in the building at a place designated by the Superintendent or his designee for such meetings before or after regular duty hours of the employees involved.
- B. In the event there is no Association representative in any work location, an authorized representative from another work location may be designated the authorized representative of the Association by a letter of authorization to the Superintendent, signed by the President of the Association, to carry out all duties and responsibilities of Association representatives as set forth in this Agreement, except that such representative shall not be entitled to leave the premises of the work location in which he works during his working hours.
- C. Upon proper written application, the Board may grant leave of absence without pay to members of the negotiating unit for the conduct of Association business, to attend Association conferences or conventions, or to serve as full-time officers or employees of the Association. To the extent permitted by law, any employee granted such full-time leave of absence shall retain all insurance and other benefits and shall continue to accrue seniority for salary increments as though he were in regular service. Upon return to service, such employee shall be placed on the assignment which he or she left or on a similar assignment with all accrued benefits and increments that he or she would have earned had he or she been on regular service. Any employee on such full-time leave of absence shall be permitted to pay both his own and the School District's regular contribution to all plans requiring such contributions, provided the same shall not be contrary to law. Such leaves of absence may not exceed a period of three (3) years, unless extended by the Board upon written application.
- D. There shall be no discrimination against any employee on the basis of race, creed, sex, color, national origin or membership activity in the Association. The Association will represent all employees in the negotiating unit.
- E. A total of 3 business days per year, non-cumulative, shall be given to the Association for Association business, to be used at the discretion of the Association, and with prior notice given to the proper supervisor or administrative authority.

ARTICLE 5

Rights of the Board

The board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this agreement, in accordance with applicable laws and regulations (a) to direct employees of the school district, (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and for just cause, to suspend, to demote, discharge, or take other disciplinary action against employees, (c) to relieve employees from duty because of lack of work or for other legitimate reasons, (d) to maintain the efficiency of the school district operations entrusted to them, (e) to determine the methods, means and personnel by which such operations are to be conducted and (f) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

ARTICLE 6

Salaries and Hours of Work

A. Salary Schedules

The 1975-1976 salaries of all employees covered by this AGREEMENT are set forth in Appendixes "B" and "C".

B. Twelve-month Employees

1. The regular work week shall be forty (40) hours. A regular work day shall be eight (8) hours, and the employee shall have a one-half hour paid lunch period daily.

2. While their regular work week is forty (40) hours, chief custodians shall remain responsible for the care and proper operation of the buildings to which they are assigned, unless specifically relieved thereof by written instructions from the business manager. Additional hours of work in any work week required of chief custodians by emergencies or with the approval of the business manager shall be deemed overtime hours and shall be paid in accordance with the applicable provisions of this ARTICLE.

3. On days when schools are closed for instructional personnel and pupils, but remain open for office and other non-instructional personnel, all custodial and maintenance employees will work their regular shifts.

C Ten-month Employees

1. The regular work week shall be thirty-five (35) hours. The regular work day shall be seven (7) hours and the employee shall have a one-half hour paid lunch period daily.

2. The regular work week of the cashier shall be twenty (20) hours. The regular work day shall be four (4) hours and the employee shall have a fifteen (15) minute break, at a time mutually agreed upon by the food services director and the employee.

D. Overtime Pay

1. Time and one-half time will be paid to any twelve-month employee who works in excess of eight (8) hours in a given day or forty hours in a given week.

ARTICLE 6

Salaries and Hours of Work Continued

2. Time and one-half time will be paid to any ten-month employee who works in excess of seven (7) hours in a given day or thirty-five (35) hours in a given week.

3. Time and one-half time will be paid to any employee covered by this AGREEMENT who works any time on a Sunday.

4. There shall be no pyramiding of overtime rates under any section of this ARTICLE.

5. Any full-time employee assigned to a vacant position for which he is qualified shall be paid at the pay rate for that position after working three (3) days in that position.

E. Holiday pay

1. The following holidays shall be observed as such insofar as possible with time off for all employees for observance. In case the administration finds it necessary for an employee to work on such holiday, his time shall be computed at twice his regular rate for those hours worked on the holiday.

2. Recognized holidays are:

- |                       |                  |
|-----------------------|------------------|
| a. New Year's Day     | Independence Day |
| Washington's Birthday | Labor Day        |
| Good Friday           | Columbus Day     |
| Easter Monday         | Veteran's Day    |
| Memorial Day          | Thanksgiving Day |
|                       | Christmas Day    |

b. Christmas Eve day and New Year Eve day shall be a 4 hour work day for all members of this unit.

c. The Board may grant one day with pay for 2 members of the Association to attend the N.J.E.A. Convention. One week prior notice of who will be attending must be submitted to the Superintendent. Proof of attendance by some official document secured at the Convention must be presented to the Superintendent within 3 days of the close of the Convention.

3. When any of the foregoing holidays fall on Sunday, the following Monday shall be observed as the holiday.

4. An employee is expected to work at regular pay on any other local or religious holiday falling within his regular work schedule. In case of an excused absence for personal observance of such a day, a deduction in the employee's pay at regular rate will be made for such absence.

ARTICLE 6

Salaries and Hours of Work Continued

5. If schools are required to be open for all personnel and students on a day set forth in Board policy as in this Agreement as a paid holiday (no work), employees covered by this Agreement will report to work on such day and will receive a compensatory day off at a later date during the period of this Agreement.

F. When schools are closed for instruction due to an emergency determined by the superintendent of schools, such days shall be deemed to be regular work days for all non-certified twelve-month employees covered by this AGREEMENT. All such employees shall report for their regular shifts at the appropriate starting times and work a full shift.

G. School Calendar

1. The superintendent of schools shall draw up a school calendar to recommend to the Board of Education, and shall consult with the Association, other individuals and organizations within the school system, and, as he sees fit, individuals and organizations other than within the school system.

2. The work year for twelve-month matrons shall be 243 days and for all other twelve-month employees covered by this Agreement 248 days. The work year for ten-month employees covered by this Agreement shall be 186 days. (See Appendixes "D", "E", "F")

It is understood by the parties that in the event an employee in the negotiating unit is required to work on a day established in the calendar to be a paid holiday, he or she shall receive a day of compensatory time off on a date to be determined by the superintendent or his designee, except for work required on a Sunday or legal holiday, in which case the provisions of Sections "D" and "E" of this article will apply.

H. Licensed Boiler Operators

1. Any employee in the unit who is a licensed boiler operator, and whose regular assignment requires him to hold such a license, shall receive \$300.00 per year in addition to his regular salary in 1975-1976.

2. Any employee in the unit who is a licensed boiler operator, but whose regular assignment does not require him to hold such a license, shall receive \$100.00 per year in addition to his regular salary, provided that he accepts all substitute or emergency assignments requiring a boiler license, as authorized by the business administrator.

ARTICLE 7

Vacancies and Transfers

- A. All vacancies caused by death, retirement, discharge, resignation, or by the creation of new positions, shall be publicized within the school district by the Business Administrator as soon as possible.

All present employees applying for these vacancies will be given first consideration.

- B. All association member requests for transfer shall be in a written request and if this request is granted or denied, said member shall receive a written notification of the decision.
- C. The Board of Education shall have the authority to transfer employees, whenever in the opinion of the Board, after careful study and consideration, such transfer would insure a more workable, efficient school district operation, and only after the procedure prescribed in Article 9-E has been followed.

ARTICLE 8

Short Term Leaves

A. Personal Business Leave

1. All employees covered by this Agreement shall be granted two days absence yearly, with pay, to take care of any emergencies which may arise.
2. Personal business leave may be granted for a work day immediately preceding or following a holiday or vacation period, with the express approval of the Superintendent of Schools.
3. Request for personal business leave must be submitted 48 hours before personal business leave is to be effective, the Superintendent may approve emergency requests as they arise.
4. Only 10% of the unit members may be off on personal business leave on any one day.
5. The unused personal business days for each year shall become cumulative and shall be added to the employee's sick leave.

B. Sick Leave

1. All employees covered by this Agreement shall be allowed personal sick leave with pay for one day per month for each month of the yearly contract period. (Example: Ten month employees - ten days sick leave per year, twelve month employees - twelve days sick leave per year).
2. Any unused sick leave days shall accumulate without limit from year to year.
3. Sick leave days accumulated under the previous policy shall remain valid under this new policy which is in accordance with Chapter 188, Laws of 1954, of New Jersey.
4. In case of sickness in the immediate family of any employee, and upon the request of the employee to the school superintendent, sick leave may be granted to cover employee's absence because of such illness.

C. Death in Family Allowance

All employees covered by this Agreement, in the event of death in the immediate family, shall be granted allowance with pay for attending the death bed or funeral as hereinafter stated:

1. An allowance up to five calendar days shall be granted in case of death of any of the following:
  - a. Employee's parents, spouse, children, son-in-law, daughter-in-law, and other persons residing as a member of the household of the employee.

- b. Brothers and sisters of the employee and the parents of the employee's spouse.
- c. Legally adopted members of the family and step-relationships as outlined in (a) or (b).

2. An allowance of one day shall be granted to attend the funeral of any of the following:

- a. Uncles, aunts, grandparents and grandchildren of the employee.
- b. Brothers-in-law and sisters-in-law of the employee.

D. Jury Duty

All employees covered by this Agreement who are called on jury duty shall be paid for the time thus lost from regular school duties the difference between their regular pay and their jury pay.

E. Leave of Absence

1. A request for a leave of absence submitted by an employee after May 1 for the succeeding school year will not be approved except in an extreme emergency.

2. Leave of absence may be granted only to employees who have successfully completed three consecutive calendar years of service in the district, and upon recommendation of the Superintendent of Schools.

F. Official leave of Absence Without pay due to Illness.

Whenever an employee covered by this agreement is absent due to illness beyond his accrued sick leave, the employee will be automatically placed on official leave of absence without pay until further disposition of the case is taken by the Board of Education.



ARTICLE 9

Tenure

- A. Terms and conditions of employment regarding tenure of employees in the unit covered by this Agreement shall be governed by the provisions of this Article and applicable law.
- B. Before being appointed as a regular employee, any newly appointed custodian, matron, or maintenance employee will be employed on a year to year basis for the first three years.
- C. The new employee will be evaluated at the end of each four (4) month period.
- D. At the end of the three (3) year period, if the individual has proven satisfactory, he will then be employed permanently. If during the first three (3) year period the employee is not performing satisfactorily, he can be released at the end of any evaluation period.
- E.1. Employees shall receive written reports of all evaluations and may request a conference to discuss such evaluation with their superior, and shall be afforded the right to respond to any adverse evaluation in writing. Said written response shall be attached to and shall become part of said evaluation.
- 2. Any employee given an adverse evaluation shall be given a period of 30 days to improve the deficiency, at the end of which time a second evaluation shall be made.
- F. Each member of the unit will receive a performance review by May 1 of each year, covering areas other than set forth in their job description. Performance reviews will be carried out by each building administrator. Performance reviews on maintenance personnel, grounds keeper, and others not assigned a specific building will be carried out by the Director of Maintenance and Operations.

ARTICLE 10

Insurance Protection

The Board shall provide health-care insurance protection for each employee in the unit covered by this Agreement. The Board shall pay the full premium for each employee and 100% of the premium for dependent coverage. Provisions of the health-care insurance shall be detailed in master policies and contracts as provided in the State Health Benefits Plan.

ARTICLE 11

Vacations

The Board and the Association agree that vacation benefits for employees covered by this AGREEMENT shall include and shall be limited to the following:

- A. Annual vacations based on seniority shall be taken at a time approved by the Superintendent of Schools. Any vacation time earned during a contract year may be held over up to August 31 of the next succeeding contract year, however, up to two weeks of said vacation time may be banked indefinitely for future use, notwithstanding the August 31st termination date.
- B. An employee who dies before his contract period is completed shall receive full recognition of his vacation rights. If an employee retires on or after his anniversary date of employment during the contract period, he will be entitled to the regular vacation he would have received under section "C" below, had he worked the full contract period. Such vacation rights, unless decided otherwise by the retiree, shall be an extension of employment beyond the effective date of official retirement.
- C. Vacation schedule for all regular twelve-month employees will be:

<u>Years of Service</u>	<u>Vacation</u>
From six (6) months to one (1) year	One (1) week
After first year to five (5) years	Two (2) weeks
After fifth year to ten (10) years	Three (3) weeks
After tenth year to twenty (20) years	Four (4) weeks
After twentieth year to thirty (30) years	Five (5) weeks
After thirtieth year	Six (6) weeks

- D. Present employees will continue to receive the vacation rights they have built up until they reach the number of years service needed to conform to this policy.
- E. Whenever a forgoing legal holiday falls within the scheduled vacation period, the employee will receive one extra day of paid vacation.

ARTICLE 12

Modification of Agreement and Negotiation of Successor Agreement

- A. Not later than October 1 of the school year in which the contract expires, the Board agrees to enter into negotiations with the Association over a successor Agreement. By the same date, the Association agrees to present to the Board its proposals for the successor Agreement. Any Agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all the parties.
  
- B. Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.

ARTICLE 13

Miscellaneous Provisions

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

B. Use of Employee's Vehicle

Whenever any employee is required to transport school supplies or property in his own vehicle he shall be reimbursed at the rate of twelve (12) cents per mile. Such use of an employee's vehicle shall be on a voluntary basis.

ARTICLE 14

Duration

- A. The provisions of this AGREEMENT shall become effective on July 1, 1975 and shall remain in full force and effect until June 30, 1976. The Board and the Association retain the right to negotiate for a modification of this AGREEMENT as provided in Article 12 of said AGREEMENT.
- B. IN WITNESS THEREOF, the parties accept the provisions of this Agreement as binding upon their relationship to the extent that those provisions affect terms and conditions of employment of the employees in the unit and rights and obligations of the employer for the duration hereof have caused this Agreement to be signed by their respective presidents, and attested to by their respective secretaries, all on the day and year first above written.

ASSOCIATION OF NON-CERTIFIED PERSONNEL

BOARD OF EDUCATION

\_\_\_\_\_ President

\_\_\_\_\_ President

\_\_\_\_\_ Secretary

\_\_\_\_\_ Secretary

APPENDIX A

POSITIONS COVERED BY  
THIS AGREEMENT

A. Twelve Month Employees

1. Chief Maintenance
2. Chief Custodian
3. Maintenance Mechanic
4. Custodians
5. Matrons
6. Grounds Keeper

B. Ten Month Employees

1. Chief Cook
2. Cashier
3. Cafeteria Workers

APPENDIX B

SALARY SCHEDULE FOR  
TWELVE-MONTH EMPLOYEES

1975-76

- A. The salary schedule which follows is adopted by the Board of Education and is applicable to full-time custodians, chief custodians, matrons, maintenance mechanic, chief of maintenance and grounds keeper.
- B. Each individual is to be placed on his or her proper place on the salary schedule on the effective date of July 1, 1975.
- C. All employees with an honorable discharge from the United States Armed Service will be given additional credit for full service to the nearest calendar year up to a maximum of four (4) years.
- D. All employees working regular working hours after 3 p.m. shall receive \$.10 per hour differential pay.
- E. All employees working regular working hours after 11 p.m. shall receive \$.17 per hour differential pay.
- F. A service increment of \$200.00 shall be granted to an employee upon commencing his twenty-first (21) year of employment in the school district.



## SALARY SCHEDULES

APPENDIX "B"

1975 - 1976

<u>Years of Service</u>	<u>Marrons</u>	<u>Custodians</u>	<u>Chief Custodians Maintenance Grounds Keeper</u>	<u>Chief Maintenance</u>
1	\$6,701.	\$7,138.	\$ 8,546.	\$ 9,791.
2	6,846.	7,287.	8,693.	9,937.
3	6,993.	7,434.	8,841.	10,084.
4	7,137.	7,582.	8,987.	10,231.
5	7,281.	7,729.	9,134.	10,380.
6	7,426.	7,876.	9,281.	10,526.
7	7,570.	8,023.	9,428.	10,674.
8	7,715.	8,171.	9,576.	10,821.
9	7,859.	8,317.	9,722.	10,968.
10	8,003.	8,465.	9,870.	11,115.
11	8,148.	8,612.	10,018.	11,261.
12	8,436.	8,906.	10,313.	11,557.

\*\*\*\*\*

Anyone currently employed who would normally be moving on grade from Step 11 on the 1974-1975 Salary Guide to Step 12 on the 1975-1976 Salary Guide shall be limited to an increase of 13.5% of his/her 1974-75 salary.

\*\*\*\*\*

Workers on 3-11 shift will receive \$.10 per hour differential pay.

Workers on 11-7 shift will receive \$.17 per hour differential pay.

APPENDIX C  
1975-76  
SALARY SCHEDULE FOR  
TEN-MONTH EMPLOYEES

- A. The salary schedule which follows is adopted by the Board of Education and is applicable to full-time chief cooks, cafeteria workers and cashier.
- B. Each individual is to be placed on his or her proper place on the salary schedule on the effective date of July 1, 1975.
- C. All employees with an honorable discharge from the United States Armed Service will be given additional credit for full service to nearest calendar year up to maximum of four (4) years.
- D. All employees working during the months of July and August shall be paid the straight time rate on the salary schedule effective July 1 of the same year.
- E. The position of four (4) hour per day cashier requires that she must work two years to move the next higher step on the salary schedule.
- F. A service increment of \$200.00 shall be granted to an employee upon commencing his twenty-first (21) year of employment in the school district.

## CAFETERIA SALARY SCHEDULE

1975 - 1976

<u>Years of Service</u>	<u>Cafeteria Workers</u>	<u>Chief Cooks</u>
1	\$4,258.	\$5,040.
2	4,355.	5,137.
3	4,464.	5,235.
4	4,562.	5,332.
5	4,659.	5,430.
6	4,757.	5,529.
7	4,854.	5,626.
8	4,952.	5,724.
9	5,147.	5,920.

\*\*\*\*\*

Anyone currently employed who would normally be moving on guide from Step 11 on the 1974-1975 Salary Guide to Step 12 on the 1975-1976 Salary Guide shall be limited to an increase of 13.5% of his/her 1974-75 salary.

WORK SCHEDULE  
for  
MATRONS

July 1, 1975 - June 30, 1976

July	4	Independence Day	No Work
September	1	Labor Day	No Work
October	13	Columbus Day	No Work
November	11	Veteran's Day	No Work
November	27	Thanksgiving Day	No Work
November	28	Thanksgiving Recess	No Work
December to January	24 2	Christmas Recess	No Work
February	13	Lincoln's Birthday	No Work
February	16	Washington's Birthday	No Work
April	16	Good Friday	No Work
April	19	Easter Monday	No Work
May	31	Memorial Day	No Work

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July	- 22	January	- 20
August	- 21	February	- 18
September	- 21	March	- 23
October	- 22	April	- 20
November	- 17	May	- 20
December	- 17	June	- 22

Total 243

WORK SCHEDULE  
for  
CUSTODIANS - MAINTENANCE MEN - GROUNDS KEEPER

July 1, 1975 - June 30, 1976

July	4	Independence Day	No Work
September	1	Labor Day	No Work
October	13	Columbus Day	No Work
November	11	Veteran's Day	No Work
November	27	Thanksgiving Day	No Work
November	28	Thanksgiving Recess	No Work
December	24	Christmas Eve Day	4 Hour Work Day
December	25	Christmas Day	No Work
December	31	New Year's Eve Day	4 Hour Work Day
January	1	New Year's Day	No Work
February	13	Lincoln's Birthday	No Work
February	16	Washington's Birthday	No Work
April	16	Good Friday	No Work
April	19	Easter Monday	No Work
May	31	Memorial Day	No Work

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July	- 22	January	- 20
August	- 21	February	- 18
September	- 21	March	- 23
October	- 22	April	- 20
November	- 17	May	- 20
December	- 22	June	- 22

Total - 248

WORK SCHEDULE  
for  
CAFETERIA

September 1, 1975 - June 30, 1976

Cafeteria employees will work each day that school is open for students plus two cleaning days before school opens, two cleaning days during the school year, and two cleaning days after school is over.

August	28 - 29	Clean
November	13	Clean
March	15	Clean
June	10 - 11	Clean

The June 10 and 11 are tentative dates, depending on the student calendar. If it is necessary to close school because of an emergency, these dates will have to be moved back.