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**1981 - 1983**

**AGREEMENT**

**Between**

**BERGENFIELD  
BOARD OF EDUCATION**

**AND**

**BERGENFIELD  
EDUCATION ASSOCIATION**

*Institute of Management and  
Labor Relations*



BOARD OF EDUCATION

Patrick R. Rohan            President

Thomas R. Power            Vice-President

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CONTRACT FOR THE SCHOOL YEARS 1981-1983  
Between the Bergenfield Board of Education  
and the  
Bergenfield Education Association



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PREAMBLE

In order to effectuate the provisions of Section 19 of Article I of the Constitution of the State of New Jersey and Chapter 303, P. L. of 1968, as amended by Chapter 123, P. L. of 1974, THIS AGREEMENT IS MADE AND ENTERED INTO ON THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_ by and between the BERGENFIELD BOARD OF EDUCATION (hereinafter referred to as the ("Board")) and the BERGENFIELD EDUCATION ASSOCIATION, (hereinafter referred to as the "Association").

The Board hereby recognizes the Bergenfield Education Association as the exclusive negotiating representatives, as defined under the laws of the State of New Jersey and in accordance with Chapter 303, Public Laws of 1968, as amended by Chapter 123, Public Laws of 1974, as amended for custodians, secretaries and all certified teaching personnel under contract and all certified part time hourly employees. The categories of certified personnel included are: classroom teachers, department chairmen, guidance counsellors, librarians, nurses, special subject teachers, (art, music, physical education and reading), special education teachers, speech therapists, part time hourly employees, and pupil personnel staff; excluding, school business administrator, supervisor of personnel, supervisor of curriculum, principals, directors, administrative assistant, assistant principals, administrative assistant to the school business administrator and cafeteria employees. The term "employee" when used hereinafter in this agreement shall refer to all employees represented by the name of the employee organization in the negotiating unit as above defined.

1. The demands of the Association shall be put in writing and given to the Board of Education or their designee no later than September 15.
2. The Board answer in writing shall be forthcoming with any counter demands no later than October 1.
3. The parties shall commence negotiations concerning these demands during the month of October.
4. Original proposals of the Association and the Board counter proposal shall be made available to the public upon written request.
5. 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.

It is understood that any of these dates may be waived by mutual agreement of the parties in writing. The demands and counter demands specified in sections 1 and 2 above will represent all of the demands of the parties. As agreements are reached on items, they shall be reduced to writing and initialed by the duly authorized representatives of the Board of Education and the Bergenfield Association.

A. DEFINITION:

A grievance for all purposes except arbitration shall consist of any claimed inequitable application or interpretation of the rules, regulations, or contracts bearing upon the employment relationship. For all purposes of arbitration a grievance shall consist of a claimed inequitable application or interpretation of the terms and conditions of this agreement including the past practice clause, but past practices subject to arbitration shall be limited strictly to those policies concerning wages, hours, and conditions of work and shall not include matters not encompassed by these terms.

B. PROCEDURE:

Step 1 - Informal discussion between building principal and/or director and the grievant at which the Association representative may be present. If no agreement is reached, the grievance and answer shall be reduced to writing within five (5) school days. (No grievance shall be filed later than forty five (45) school days after the alleged grievance became known or should have become known to the aggrieved. Only the Association or Superintendent of Schools may carry a grievance beyond this step).

Step 2 - The written grievances shall be presented to the Superintendent of Schools within ten (10) school days by the Association President and a meeting thereon shall be held within five (5) school days. The Superintendent's answer, in writing, shall be delivered within five school days of the meeting. The Association or Superintendent of Schools may initiate group grievances at this step.

to the Board or its subcommittee. The Association's Professional Rights and Responsibilities Committee shall meet with the Board or its subcommittee to discuss the grievance within fifteen school days of the presentation of the grievance. A decision in writing shall be rendered by the Board within ten school days after the meeting. Where no arbitrable grievance, step 3 shall be the final step.

Step 4 - Arbitration grievances as defined in Paragraph A above shall concern the application and interpretation of the terms of this agreement. Within ten school days of the Board's action if unsatisfactory to the Association, it may, in writing, demand arbitration. In the case in which a grievance is submitted for arbitration, the arbitrator shall be selected from the panel of and pursuant to the rules of P.E.R.C., John Fitch Plaza, Trenton, New Jersey 08625.

Step 5 - Arbitration under this grievance procedure shall not include:

1. The failure or refusal of the Board to renew the contract of a non-tenured teacher.
2. Any matter which concerns a subject for which an alternate method of review is prescribed.
3. Any matter which concerns a subject of major educational policy decision-making.

The arbitrator shall be bound by the language of the contract and may neither add to, detract from, or in any way modify the same.

The arbitration procedure shall be governed by the rules of the American Arbitration Association. The opinion of the arbitrator shall be binding and any costs arising out of arbitration shall

- A. The Board agrees to provide access to the Association to records normally available to citizens of Bergenfield. In addition, the Board will provide such other records as it deems advisable to assist the Association in its functions, including agenda and minutes of all Public meetings of the Board of Education and work experience preparation table for employees covered by this agreement based on figures of August 31st.
- B. Representatives of the Association, BCEA, NJEA and NEA may be permitted to conduct official Association business on school property providing that it shall not interfere with or interrupt normal school operations or specifically approved functions. When the official Association business occurs during the in-school work day, the Superintendent or his designated representative shall approve such visits prior to their occurrence. When the official Association business occurs on school property outside the school work day or during the lunch period of the participant or participants, the Superintendent or his designated representative shall be notified of such visits prior to their occurrence.
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings with the approval of the Principal. Likewise the Association shall have the right to use school

- D. The Association may install a bulletin board for its exclusive use in the faculty lounge of each school building.
- E. The Association shall have the right to use school mailboxes as it deems necessary for Association material and a copy of such material shall be placed in the principal's mailbox, prior to distribution. Such materials shall be distributed only before or after school hours or during the duty free lunch period. Except in emergent circumstances, no material shall be hand distributed during the in-school work day.
- F. The President of the Bergenfield Education Association shall be allowed one free period a day in which to conduct official Association business. The President of the Association shall have the opportunity to be allowed one (1) additional free period if the Association so notifies the Superintendent in writing of their intention to exercise this option. Said notice must be delivered to the Superintendent with a copy to the building principal no later than May 1st of the school year preceeding the school year in which this additional period is to be used.
- In the event the option is exercised the Association shall pay the Board of Education the cost of this free period which the parties agree is 1/6 of the President's annual wage and shall be paid in full no later than January 1.
- G. The rights and privileges of the Association and its representatives as set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the unit and to no other minority within the recognized organization.

TEACHER EMPLOYMENT

- A. 1. The Superintendent of Schools and the Board of Education shall determine each teacher's place on the scale on the basis of training and experience in comparable schools up to a maximum of eight years. No teacher entering with experience outside the Bergenfield system shall be placed at a point higher on the scale than any teacher with equal experience within the system.  
  
This provision does not limit the prerogative of the Superintendent from giving credit for more than eight (8) years experience in situations deemed necessary for the good of the school system.
- 2. Veterans who have been on active duty in the Armed Forces since July, 1940 will receive full teaching credit for military service up to a maximum of four years. However, credit for teaching experience in any school system added to military service shall not exceed eight years (for this purpose one year of military service equals one school year).
- 3. Credit, not to exceed two years may be granted for service in the Peace Corps, VISTA, National Teachers Corps work or on a Fulbright scholarship.

Teachers employed shall be notified of their contract and salary guide status on or before April 30.

except in case of necessary schedule changes.

- D. Previously accumulated sick leave days will be restored to all teachers returning to the system from approved leave.

- A. The normal in-school work day shall consist of not more than 6 1/2 hours which shall include a duty-free lunch period. This does not include additional requirement as defined in (B) below.
- B. Teachers will be required to report for duty fifteen (15) minutes before the opening of the pupils' school day and shall be permitted to leave at an average of thirty (30) minutes after the close of the pupils' school day. Special rules as to hours may be authorized by the Superintendent of Schools for particular grades or subject matter teachers in consideration of special needs; any hours in excess of above hours shall be with consultation with an authorized representative of the Association.
- C. Teachers shall indicate their presence in the building by initialing the faculty roster when they enter and leave the school.
- D. Classroom teachers having more than one year's experience in Bergenfield shall not be required to remain in the classroom when an assigned specialist is in the classroom.
- E. All teachers are to attend Parents' Night, Open House Programs, Orientation Programs, In-service Training Programs and such other programs designated by the Superintendent of Schools

their obligation.

- F. Teachers will be assigned to chaperone dances and other after school activities on a fair and equitable basis by the Principal.
- G. The notice of and agenda for any faculty or any other professional meeting shall be given to the teachers involved at least one (1) day prior to the meeting.

TEACHER EVALUATION

NON-TENURE

- A. There shall be at least three written evaluations for each non-tenure teacher.
- B. The results of these evaluations shall be given to the teacher, in writing, at a meeting with the administrator who undertook the evaluation within ten school days after the evaluation.
- C. The teacher shall receive one copy of the evaluation for his personal files and shall sign the original for his personnel files in the Superintendent's office. The teacher may append, in writing, his own views concerning the evaluation on all copies.

TENURE

- A. Tenure teacher evaluations will be in accordance with Board of Education policy 6049 C.

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Teachers may at reasonable times and places and in the presence of an administrator, examine the materials in their files.

While no material may be removed from the files, the teacher shall have the right to append as part of the permanent record, his own comments, in writing, to any material contained in the files. A copy of such comments shall be provided to the evaluator for his information only.

1. Notices of all vacancies in the school system will be posted in each school by the Superintendent of Schools or his designee within ten (10) school days of:
  - a- Acceptance of a letter of resignation.
  - b- Official Board action vacating a position or creating a new position within the school system.
2. Staff members who are interested may then apply for said position according to the following protocol:-
  - a- Five (5) school days will be given in which to submit a letter of intent.
  - b- All those who are interested will be considered by application and/or interview.
  - c- Each applicant will be given the courtesy of a reply to his application or interview within a reasonable period of time.
3. The Superintendent reserves the right to fill any vacancy of an emergency nature as soon as possible. Normally, these vacancies will apply only for September 1st openings, except in cases of non or partial teaching assignments.
4. Teachers desiring a change of subject assignment shall make their request in writing to their Principal or Director.

6. Teachers requesting transfer to another school will be interviewed by the Principal of the school requested.
7. Approval of the request will be based on the best interest of the school system as a whole.
8. Involuntary transfers will be made only when conditions require it. The individual to be transferred will be given every consideration possible as to grade and/or school.

Seniority within the school and grade will be given consideration. The transfer shall first be discussed with the teacher by the Superintendent or his designee and/or the Principal.

A list of open positions in the school district shall be made available to all teachers being involuntarily transferred or reassigned. Such teachers may request the positions in order of preference to which they desire to be transferred.

9. Any change in subject or position shall be made in writing by June 1st to the teacher involved except where there are necessary schedule changes.
10. No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position.

1. Prior consideration will be given to applicant holding a Masters' Degree from an approved institution.
2. Applicant must have completed seven years of service in Bergenfield prior to the date of beginning of leave.
3. Applicant must agree, in writing, to serve at least one full academic year in the Bergenfield Schools following the leave or reimburse the Board of Education for the amount received while on leave, within one calendar year from the date of resignation.
4. All benefits to which a teacher was entitled at the time his sabbatical commenced including unused accumulated sick leave shall be restored to him upon his return and he shall be assigned to the same position which he held at the time said leave commenced if available or if not, to a substantially equivalent position.

B. BASIS FOR LEAVE

1. The applicant shall submit a "project", to the Superintendent of Schools. The project may include graduate study, independent study or research deemed to be of benefit to the aims and objectives of the Bergenfield Public Schools.

C. PROCEDURE

1. A letter giving written notice of intent to make application for sabbatical leave shall be presented to the Superintendent of Schools on or before June 30th (or fourteen months) of the school year preceding the school year in which the leave is to take place.
2. A resume of the "project" shall be submitted to the Superintendent of Schools on or before October 1st of the school year preceding the school year in which the leave is to take place. The resume shall be the outline of the project.
3. The Superintendent of Schools or his designee shall review the "project" in consultation with a committee of appropriate staff members, one of whom shall be designated by the President of the B.E.A. to represent B.E.A. and make his recommendations to the Board of Education no later than the regular meeting of the Board in January of that year. The applicant shall be notified as soon as the Board of Education has taken action on the application.
4. Intermin reports shall be submitted every three months. One copy of the completed "project" shall be filed with the Superintendent of Schools as the property of the Board of Education.

Should the program of study or itinerary being pursued by a teacher on sabbatical leave be interrupted by serious accident or illness (established by evidence satisfactory to the Superintendent) this fact shall not constitute a breach of the conditions of such leave nor prejudice the teacher against receiving all the rights and benefits provided for under the terms of sabbatical leave, providing the Superintendent is notified of such accident or illness by registered letter within ten (10) days of its occurrence. Arrangements may be made, subsequently, to carry out the intent of the sabbatical leave contract.

2. Forfeiture of Leave:

The teacher to whom sabbatical leave has been granted shall accept responsibility for providing evidence (official transcript or comparable document) that the purpose of the leave is being fulfilled, bearing in mind that an ethical relationship exists between the recipient and the Committee of Review and a contractual agreement with the Superintendent of Schools and the Board of Education. If the Superintendent is convinced that a teacher on sabbatical leave is not fulfilling the purpose for which the leave of absence was granted, he shall report this fact to the Board of Education and the Bergenfield Education Association and the Board may terminate the leave of absence.

that she is pregnant, she shall immediately report this fact to the Superintendent. She may continue the sabbatical leave providing she meets all of the sabbatical requirements during that period of time. Upon consultation with the Superintendent and at a mutually agreeable time she must accept a leave of absence under the maternity leave regulations of the Agreement.

4. If an applicant for sabbatical leave is favorably considered the applicant will then present to the Superintendent a statement of condition of health from a licensed physician. The cost of such examination to be paid by the Board.

E. SALARY PROVISIONS

1. A sabbatical year shall extend from July 1st of any given year to June 30th of the following calendar year.
2. Persons may be granted a leave of absence for one half year (July 1st to January 31st) or February 1st to June 30th.
3. Remuneration shall be based on the annual contract salary of the employee. Employees granted a leave for one year shall receive one half their contract salary in twenty (20) semi-monthly payments. Employees granted a leave for one half year shall

and fringe benefits as would have been obtained had he been active in his regular position for that year.

5. No full time employment shall be undertaken by any person on sabbatical leave. Part-time employment must be approved by the Superintendent of Schools prior to granting the leave unless extreme emergent circumstances require consideration of such a request after the leave has begun.

Absence of all regularly contracted employees shall be governed by state law and the following detailed provisions:

A. GENERAL

1. Sick leave with pay shall be granted to all regularly contracted employees of the Board on the basis of thirteen (13) school days per year for each year of employment for those on a ten month contract and thirteen (13) school days for those on twelve month contracts.
2. Unused sick leave shall accumulate up to a maximum of thirteen (13) days per year. Full credit is retroactive to July 1, 1954. Five days credit shall be granted to each year of employment prior to July 1, 1954 to a maximum of 25 years employment in Bergenfield prior to July 1, 1954.
3. When an employee is on sick leave beyond his allotted number of days, the Board of Education, upon the recommendation of the Superintendent, shall consider each case on an individual basis to determine the pay status for certified long term illness.
4. In cases where any employee must leave school during regular hours for personal illness or other emergency, the following rules shall apply:
  - a. Professional Staff - prior to one-half (1/2) hours, full day deduction of pay or time; prior to three (3) hours, one-half (1/2) day deduction of pay or time; such time to begin when the teacher's normal school day begins.
  - b. Custodial Staff, Grounds Crew and Maintenance Staff - prior to four hours, 1/2 day deduction of pay or time.
5. There shall be no deduction of time or salary for absence due to quarantine. Upon return to work the employee must present a

7. Upon recommendation of the Superintendent of Schools, the Board of Education may grant a teacher sick leave accumulated in another school district of Bergen County providing it does not exceed the limits applied to teachers previously employed in Bergenfield.
8. Each employee shall receive a statement of his accumulated sick leave no later than September 30 of each year.
9. Upon voluntary retirement employees with fifteen (15) years or more service will receive remuneration for accumulated sick days in accordance with the following schedule:

- a. On or before June 30, 1981

1. Certificated personnel \$50.00 per day (\$7500 maximum)
2. Non-certificated personnel \$25.00 per day (\$3000 maximum)

- b. On or before June 30, 1982

1. Certificated personnel \$50.00 per day (\$5000 maximum)
2. Non-certificated personnel \$25.00 per day (\$2500 maximum)

B. MILITARY LEAVE

1. Any regular employee of the Bergenfield Schools who may be conscripted into the defense forces of the United States for service or training shall make application for military leave. He shall be reinstated to his position in this school system with full credit including the annual increment under the salary schedule upon written request supported by competent proof that said applicant is fully qualified to perform the duties of said position, and has received an honorable discharge. Said application for reinstatement shall be made within a reasonable time after discharge or release from military

the Board of Education keep up his payments to the New Jersey Teachers' Pension and Annuity Fund or to the Public Employee Retirement System.

C. MATERNITY LEAVE OR LEAVE FOR ADOPTION

A. Maternity leave shall be granted subject to the following conditions:

1. A teacher shall notify in writing the Superintendent of her pregnancy accompanied by her physician's note, and she should state the requested commencement date of the leave as far in advance as possible.
2. Exact dates of the leave shall be arranged, if possible, to be of least disruption to the operation of the school system.
3. Following the grant of such leave to any teacher, the date of return of that teacher shall be further extended at the discretion of the Board for a reasonable period of time at the teacher's request for reasons associated with pregnancy or birth.
  - a.) The Board need not grant or extend the leave of absence of any non-tenured teacher beyond the end of the contract school year in which the leave is obtained unless the Board agrees to an extension of said leave.
  - b.) Nothing contained herein shall require the Board to offer a contract for a new school year to any non-tenured teacher who would not have been offered such a contract in the absence of a maternity leave.

school year is entitled to two (2) full school years, plus the remainder of the school year in which she left. In either case the teacher must notify the Superintendent of Schools in writing of her intent to return by April 1 prior to the September of her return.

- B. No teacher shall be barred from returning to work after the birth of her child solely on the ground that there has not been a time lapse between that birth and her desired date of return provided she supplies a physician's certificate attesting to her ability to perform her teaching duties as requested by the Board.
- C. No teacher shall be removed from her teaching duties during pregnancy, except upon one of the following bases:
  - 1. Her teaching performance has noticeably declined.
  - 2. The teacher is found to be medically unable to continue teaching by her own physician and the Board's physician, or where these physicians disagree, by a third physician jointly selected by the Board and the teacher, whose opinion on medical capacity shall be final and binding.
  - 3. Any other just cause.
- D. A teacher adopting a child shall receive similar leave which shall commence upon receiving de facto custody or earlier if necessary to fulfill the requirements for adoption.

brother, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law) shall be fixed from the date of death until one day beyond the date of burial inclusive. Leave for this purpose shall not be counted as part of the sick leave policy. Extension of leaves of this classification shall be at the discretion of the Superintendent of Schools.

2. Leave with pay for one day may be granted by the Superintendent of Schools for reason of death of a relative, other than one in the immediate family, (aunt, uncle, cousin) or others who have actually occupied a position in fact as a member of the immediate family. Interpretation of "other" will be at the discretion of the Superintendent of Schools.

E. LEAVE FOR PERFORMANCES OF LEGAL RESPONSIBILITIES

1. Leave for performance of civic duty in serving on a petit or grand jury when required by law shall be granted without loss of pay; provided a letter confirming purpose of such leave from a sheriff, court or United States Attorney, depending on jurisdiction, is filed with the Superintendent of Schools immediately upon receipt of notice of such required leave.

he, in his discretion, grants such leave. Otherwise, the leave will be granted with deduction from pay equal to the substitute rate of pay.

F. LEAVE FOR PERSONAL EMERGENCIES, ILLNESS IN FAMILY AND RELIGIOUS HOLIDAYS:

1. Leave up to three days each year for personal emergencies may be granted with pay by the Superintendent of Schools. Such leave shall not be cumulative. Requests for leave of this nature shall be submitted to the Principal or Director for his recommendation preferably forty-eight hours in advance. Reasons for leave in this category may include illness in family, religious holidays, death of friends, graduation of members of the immediate family, marriage, marriage of children, house closing, moving, or other reasons at the discretion of the Superintendent of Schools. Additional leave in this category may be granted upon recommendation of the Principal or Director and with the approval of the Superintendent of Schools not to exceed ten (10) school days per year. The following deductions per day may be applied.
  - a. Instructional Staff - Current substitute rate of pay.
  - b. Non Instructional Staff
    1. Ten month contract -  $1/400$  of annual contract salary.
    2. Twelve month contract -  $1/500$  of annual contract salary.

- A.
  1. An employee, under tenure, may be granted a leave of absence not exceeding twenty-four calendar months for a prolonged illness, period of recuperation or other emergency. Employees not under tenure may be requested to tender their resignation.
  2. A written request for such leave shall be directed to the Board of Education through the Superintendent of Schools.
  3. Leave of absence under this classification shall be without pay and shall not count for purposes of placement on salary schedules or seniority.
  4. A person on leave under this classification may return to work upon presentation of a statement from a proper medical authority, certifying to the fact that the employee is able to perform his duties.
  5. Individuals who have been granted leave pursuant to this provision and who desire to return shall submit in writing notice of intent so to return to the Superintendent of Schools no later than April 1st of any given year if the employee expects to return in September.
- B. The Board agrees that a teacher designated by the Association shall, upon request, be granted a leave of absence without pay for up to two (2) years for the purpose of engaging in activities of the Association or its affiliates.

peace corps, vsoia, national teacher corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.

- D. A leave of absence without pay of up to two (2) years shall be granted for the purpose of caring for a sick member of the teacher's immediate family.
- E. The Board shall grant a leave of absence without pay of up to two (2) years to any teacher who is elected or appointed to public office.
- F. Other leaves of absence without pay may be granted by the Board for good reason.
- G. Upon return from a leave granted pursuant to Section C above of this article, a teacher shall be placed on the salary schedule at the level he would have advanced if he had not been absent.
- H. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return to employment.

The Board of Education and the Bergenfield Education Association believe in a good climate of human relations where any and all employees feel free to discuss the educational and administrative policies of the school system. We further believe that an established means of communication should exist between the staff and the Board of Education. Toward this end, the following levels of communication will be established:

1. A study committee for each building composed of Bergenfield Education Association members and the Principal, with members in proportion to the size of the faculty, but no less than two and no more than ten.
2. There shall be a central committee composed of one member of each building committee and that building's Principal, the Business Administrator, the Superintendent of Schools or his designate, the President of the Association or his designate, the Vice-President of the Association or his designate. The Chairman of this committee shall be the Superintendent of Schools or his designate. Minutes of all meetings shall be in writing. The function of this committee will be to discuss matters of district concern or building matters that cannot be satisfactorily resolved at that level.
3. Both the building committees and the central committee shall meet at least monthly during the academic school year and may meet more frequently at the request of

A regular meeting shall not be held unless an agenda has been submitted to the Superintendent of Schools or his designee at least five school days prior to the date set for each meeting.

A copy of the agenda will then be distributed to members of the committee two school days prior to the day of the meeting.

4. Items of import will be reviewed by the Superintendent of Schools and those items requiring Board attention will be submitted by him to the full Board and in addition minutes of the district committee shall be filed with the Board.

The Board of Education recognizes that class size has an impact both on the learning experience of children and upon the conditions of work of teachers. It shall endeavor insofar as possible to maintain class sizes which maximize the educational experiences.

- A. The Board of Education will endeavor to cover classes by obtaining substitutes. Where this is not possible, teachers may be assigned to cover classes in the following order:
1. Teachers who volunteer to cover classes during their preparation or lunch periods shall be assigned first. A list shall be kept of volunteers by the Building Principal or his designee.
  2. Where no volunteers are available, teachers may be assigned to cover during their preparation time on a fair and equitable basis.
  3. Teachers performing such duty shall be paid \$7.50 per period.
  4. Where no volunteers or teachers with preparation time are available, the Building Principal may reassign a teacher from his operation assignment. In this case, there is no additional remuneration.
- B. A teacher who is assigned to cover his/her own class when the special teacher is absent shall be paid at the rate of \$7.50 per forty minute period or any proration thereof. In the event a substitute cannot be obtained to cover an elementary class and the class is given to a teacher or teachers (in addition to the teacher or teachers regular class), those affected shall divide the maximum per diem substitute pay.

INSURANCE PROTECTION

The Board agrees to provide without cost to the contracted employee, the following:

- A. The Public and School Employees Health Benefits Program administered through the New Jersey Division of pensions under individual or family plan whichever is applicable to the employee.
- B. Individual coverage under the New Jersey Dental Service Plan, U.C.R. Incentive Plan. The individual employee shall be able to purchase family coverage when available.
- C. As of January 1, 1982 a prescription drug plan shall be in effect for employees and their eligible dependents.

Where the Board has adopted policy concerning wages, hours and conditions of work prior to the negotiation of this contract which were in effect at the time this agreement was concluded, such policy, as provided in law, may not be unilaterally changed and shall be considered past practices which are incorporated as part of this agreement. Those practices concerning wages, hours, conditions of work are among the items subject to arbitration under this contract.

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey, and of the United States including, but without limiting the generality of the foregoing, the right to the executive management and administrative control of the school system and its properties and facilities.

The exercise of the power, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of New Jersey and the Constitution and laws of the United States.

The Board of Education recognizes that Specialists have a value for the learning experience of children and upon the conditions of work of teachers. It shall endeavor insofar as possible to consider the role of Specialists to maximize the educational experience.

In the grievance procedure, the supervisor with whom grievances are to be discussed is the supervisor to whom the grievant is responsible.

Step 2 of the grievance procedure for custodians and secretaries -

The supervisor to whom the written grievance must be directed is the Secretary-Business Administrator of the district rather than the Superintendent of Schools.

TENURE (CUSTODIANS)

1. Tenure of office shall be granted to members of the custodial staff who have obtained three favorable annual evaluations after three years of service in the Bergenfield School System.

Evaluations shall be carried out as follows:

<u>Employee</u>	<u>Performed By</u>
Custodian	Head Custodian, Building Principal
Head Custodian	Principal
Maintenance Staff	Head Maintenance
Grounds Staff	Head Groundsman
Head Groundsman	Supervisor of Personnel
Head Maintenance	Supervisor of Personnel

All yearly evaluations shall be reviewed and discussed with individual evaluated. All yearly evaluations will be subject to review and recommendation by the Secretary-Business Administrator. Evaluations shall be made part of the personnel file of the individual.

2. Tenure may be withdrawn from any employee for malfeasance, misfeasance, or nonfeasance in the performance of his duties. Prior to actual discharge, except in unusual cases mutually determined, the individual will be placed on probation for a period of time to be determined by the Secretary-Business Administrator after discussion with the individual and with a member of the Association, if the individual so desires.

1. The Board agrees that the Salary Guide attached hereto, including the general provisions thereon, and made a part hereof shall apply to all employees within the unit covered by this agreement.

2. A night shift differential schedule shall be paid to those individuals assigned to the night or early morning shifts.

The remuneration shall be:

\$300 additional per annum-night shift.

\$400 additional per annum-early morning shift.

3. All members of the unit shall be employed on a twelve month basis. Members shall be employed on the basis of a normal work week of forty hours.

4. Members shall be paid on the basis of one and one-half times their equivalent hourly rate for hours in excess of forty within any given calendar week, Sunday through Saturday, except that when work is performed on Sunday and/or Holidays in connection with non-school activities through which rental monies are received by the district, double time then shall be paid for such Sunday and/or Holiday work.

VACATIONS (CUSTODIANS/SECRETARIES)

Twelve month employees will receive paid vacations in accordance with the following schedule of employment from July 1st.

<u>Length of Service</u>	<u>Vacation</u>
Less than ten months	One working day for each month of service
One year, as of July 1st thru five years	Two calendar weeks
Six years, thru ten years	Three calendar weeks, at least two weeks of which shall be consecutive
Eleven or more years	Four calendar weeks, at least two of which shall be consecutive

An additional day of vacation will be granted any employee whose vacation includes a legal holiday.

The following holidays will be observed for custodians providing school is not in session:

Independence Day	Christmas Day
Labor Day	New Year's Day
Columbus Day	Lincoln's Birthday
Election Day (only when school is closed)	Washington's Birthday
Veterans Day	Good Friday
Thanksgiving Day	Easter Monday
Day after Thanksgiving	Memorial Day

If school is in session on one of the above listed holidays, or if a listed holiday falls on Saturday, members of the custodial staff shall receive a day off on a non-listed holiday that school is closed at the discretion of the Secretary-Business Administrator.

sets of uniforms and shall also provide the necessary coveralls for boiler cleaning as required.

2. The Board of Education shall pay for the initial and yearly renewal boiler license fee of the individual custodial staff member achieving or holding same.

3. THIS APPLIES TO PERSONNEL HIRED AFTER JULY 1, 1981

Custodians shall obtain a Black Seal license by the end of their third year of employment. Cost of the course and the license shall be paid by the Board of Education.

#### ARTICLE 24B

#### MISCELLANEOUS (SECRETARIES)

#### WORK SCHEDULE

The work day is seven (7) hours plus one hour for lunch, the work schedule for twelve (12) months employees is from July 1 through June 30 and the work schedule for ten (10) months employees is from September 1 through June 30. Any work between thirty five (35) and forty (40) hours may be remunerated at the normal hourly rate (with the approval of the immediate supervisor) or equal compensatory time.

#### POSITIONS

Category I	Secretaries to Supervisors and Administrative Assistant, Accounting Manager, Media Co-ordinator, Data Processing Clerk and Payroll Clerk.	(12 mos.)
Category II	Secretaries to Principals and Directors.	(12 mos.)
Category III	All other 12 month employees.	
Category IV	All 10 month employees.	

A. Purpose of Fee

If a teacher does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative.

B. Amount of Fee

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to the maximum allowed by law.

C. Deduction and Transmission of Fee

The Board agrees to deduct from the salary of any teacher who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section B above and promptly will transmit the amount so deducted to the Association.

The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each teacher during the remainder of the membership year in question. The deductions will begin thirty (30) days after the teacher begins his or her employment in a bargaining unit position.

D. Termination of Employment

If a teacher who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said teacher during the membership year in question and promptly forward same to the Association.

E. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

- A. This Agreement shall be added to Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual teacher, heretofore and hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- D. Copies of this Agreement shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed and presented to the President for distribution to all teachers now employed or hereafter employed. The format of the cover of the Agreement shall be determined by the Superintendent of Schools.
- E. The teacher shall have the right and responsibility to determine grades within the grading policy of the Bergenfield School System based upon his professional judgment of available criteria pertinent to any given subject area or activity for which he is responsible. No grade will be changed without consultation with the teacher.

DURATION OF AGREEMENT

- A. This agreement shall be effective as of July 1, 1981 and shall continue in effect until June 30, 1983. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.
- B. In witness whereof the parties hereto have caused this agreement to be signed by their respective president, attested by their respective secretaries, and under their corporate seals to be placed hereon, all on the \_\_\_\_\_ day of \_\_\_\_\_ 1981.

BERGENFIELD EDUCATION ASSOCIATION

BERGENFIELD BOARD OF EDUCATION

by \_\_\_\_\_  
President

by \_\_\_\_\_  
President

by \_\_\_\_\_  
Secretary

by \_\_\_\_\_  
Secretary

ARTICLE 28

APPENDIX

- A. TEACHERS' SALARY GUIDE
- B. DEPARTMENT CHAIRMEN SALARY LIST
- C. GUIDANCE PERSONNEL SALARY GUIDE
- D. ATHLETIC DEPARTMENT PERSONNEL SALARY GUIDE
- E. EXTRA PAY FOR EXTRA SERVICES
- F. CUSTODIAL SALARY GUIDE
- G. PUPIL PERSONNEL SALARY GUIDE
- H. CERTIFIED PART TIME HOURLY EMPLOYEES
- I. SECRETARIAL SALARY GUIDE

I QUALIFICATIONS FOR ADVANCEMENT ON SCALE

A. Advancement from one level of the salary guide to next shall be within the field of employment unless exempted by the Superintendent of Schools. It is recommended that employees secure the approval of courses by the Superintendent prior to registration if they expect to use them for advancement on the salary guide.

Advancement may take place under one of the following conditions:

1. Presentation of an official transcript indicating receipt of the next higher degree may qualify the employee to full advancement to the next level.
2. Presentation of an official transcript indicating completion of 32 graduate credits, approved by Superintendent of Schools will qualify the employee to full advancement to the next higher level. Employees may advance only once on the basis unless the degree is obtained in the interim.
3. Presentation of an official transcript indicating completion of 16 graduate credits approved by the Superintendent of Schools will qualify the employee for advancement to half way between the

fine arts, valuable travel experience, professional service or research in a related field may be construed as the equivalent of college credit.

- C. More than nine credits, exclusive of summer school, may be taken in any semester in which the teacher is in full time employment only upon the recommendation of the Principal and the approval of the Superintendent of Schools.
- D. Salary advances shall be made at the usual contract time; a teacher who qualifies for an advancement during the year shall receive a revised contract upon presentation of an official transcript, provided such intention was conveyed to the Superintendent of Schools, in writing by September 30 of the preceding school year.
- E. A maximum of twelve (12) credits may be granted for approved Institutes, In-Service Programs or Work-shops not taken under the sponsorship of a college or university. Approval for salary advancement must be secured from the Superintendent of Schools.

## II INCREMENTS:

- A. Increments will not be automatic but will be granted for satisfactory service upon the recommendation of the Superintendent of Schools, subject to the approval of the Board of Education, Failure in any given year to grant an increment does not create any future obligation to restore the increment.

- B. In any year a teacher whose work is deemed unsatisfactory may, upon the recommendation of the Superintendent of Schools, have his increment withheld and thereby lose a step on the guide. Before making such recommendation to the Board, the Superintendent of Schools shall send the teacher written notice of such intention and give him an opportunity to discuss the reason for such action with the Superintendent.
- C. Additional increments may be granted within the guide upon the recommendation of the Superintendent of Schools, and the best interest of the school system warrants such action.
- D. Additional amounts above maximum may also be granted, upon the recommendation of the Superintendent of Schools, and approved by the Board, when in the judgment of the Board, the best interests of the school system are served by such action.

### III ADJUSTMENTS:

In any year in which there is an upward revision of the salary guide, adjustments to the proper place on the guide may be withheld in whole or in part. Before making such recommendation to the Board, the Superintendent of Schools shall send the teacher written notice of such intention and give him an opportunity to discuss the reason for such action with the Superintendent. Future increases after withholding an adjustment will depend entirely upon the recommendation of the Superintendent and the approval of the Board of Education.

BERGENFIELD PUBLIC SCHOOLS  
Bergenfield, New Jersey

A - PROFESSIONAL SALARY GUIDE 1981-1982

Bachelor's Degree	Bachelor's + 16	Bachelor's + 32 or Master's Degree	Master's + 16	Master's + 32	Professional Diploma and/or Doctorate
\$13,500	\$14,325	\$15,140	\$15,955	\$16,770	A person may advance \$400 upon receipt of a Professional Dipl
14,140	15,470	16,210	16,950	17,690	A person matriculated for the
15,370	16,140	16,890	17,605	18,295	Doctoral Degree may advance \$1
16,110	16,890	17,735	18,445	19,165	upon notification that the the
16,835	17,720	18,710	19,335	20,070	outline has been approved. U
17,570	18,520	19,465	20,200	20,930	receipt of the Degree, the em
18,340	19,335	20,350	21,075	21,815	then advances another \$300.
18,975	20,130	21,240	22,035	22,850	A person may advance on either
19,760	20,930	22,120	22,995	23,870	Professional Diploma or the
20,500	21,755	22,995	23,955	24,905	Doctoral Degree but not both.
21,240	22,555	23,870	24,905	25,940	a person obtains the Diploma.
21,965	23,365	24,760	25,850	26,945	then the Doctoral Degree, the
22,700	24,165	25,645	26,800	27,990	maximum increase shall be \$70
24,035	25,080	26,500	27,830	29,000	
	25,555	27,640	29,245	29,815	
				30,600	

BERGENFIELD PUBLIC SCHOOLS  
Bergenfield, New Jersey

A - PROFESSIONAL SALARY GUIDE 1982-1983

Bachelor's Degree	Bachelor's + 16	Bachelor's + 32 or Master's Degree	Master's + 16	Master's + 32	Professional Diploma and/or Doctorate
\$14,600	\$15,595	\$16,480	\$17,365	\$18,250	A person may advance \$400 if receipt of a Professional Diploma.
15,395	16,840	17,640	18,445	19,250	A person matriculated for the Doctoral Degree may advance upon notification that the outline has been approved. receipt of the Degree, the maximum advances another \$300.
16,730	17,565	18,380	19,155	19,905	A person may advance on either Professional Diploma or the Doctoral Degree but not both a person obtains the Diploma then the Doctoral Degree, the maximum increase shall be \$
17,535	18,380	19,295	20,065	20,850	
18,320	19,280	20,355	21,035	21,830	
19,120	20,150	21,175	21,970	22,765	
19,930	21,035	22,135	22,920	23,725	
20,705	21,895	23,100	23,860	24,845	
21,495	22,765	24,055	25,005	25,955	
22,295	23,655	25,005	26,045	27,075	
23,100	24,525	25,955	27,075	28,200	
23,885	25,405	26,920	28,100	29,290	
24,685	26,275	27,880	29,130	30,425	
26,255	27,265	28,805	30,250	31,520	
	27,910	30,160	31,930	32,405	
				33,410	

BERGENFIELD HIGH SCHOOL

Science	\$ 3000
Mathematics	2800
English	2500
Social Studies	2250
Industrial Arts	2250
Foreign Language	2000
Business Education	2000
Media	1250
Home Economics	1000
Assistant English	750
Assistant Science	750

ROY W. EROWN MIDDLE SCHOOL

English/Social Studies	2400
Mathematics/Science	2400
Industrial Arts	1000
Home Economics	900

Bergenfield High School

Roy W. Brown Middle School

Base	\$800
1	1000
2	1200
3	1400
4	1600
5	1800
6	2000

\$400
650
850
1100

1. All positions are to be established by the Board of Education upon the recommendation of the Superintendent of Schools.
2. All positions are one year appointments and do not acquire tenure status.
3. The number of assistants and positions are to be determined by the Superintendent of Schools depending upon the needs of the school district; positions may be added or deleted.

A.	Athletic Director		2300	2600	2900	3200
	Asst. Athletic Director		950	1000	1050	1100
B.	Football/Athletic Trainer	Head Coach	2200	2400	2600	2800
		Assistants	1150	1350	1550	1700
C.	Wrestling/Basketball	Head Coach	1950	2150	2250	2350
		Assistants	1200	1300	1400	1500
D.	Baseball/Softball/Soccer	Head Coach	1600	1700	1900	2100
	Field Hockey/Track	Assistants	900	1000	1100	1375
	Cheerleading					
E.	Golf/Bowling/Tennis	Head Coach	1400	1500	1600	1800
	Winter Track/Cross Country	Assistants	750	800	850	900
	Gymnastics/Volleyball					

1982 - 1983

A.	Athletic Director		2600	2900	3200	3500
	Asst. Athletic Director		950	1050	1150	1250
B.	Football/Athletic Trainer	Head Coach	2400	2600	2800	3000
		Assistants	1350	1450	1650	1850
C.	Wrestling/Basketball	Head Coach	2000	2200	2400	2600
		Assistants	1250	1350	1450	1650
D.	Baseball/Softball/Soccer	Head Coach	1800	1900	2000	2250
	Field Hockey/Track	Assistants	1000	1100	1200	1450
	Cheerleading					
E.	Golf/Bowling/Tennis	Head Coach	1500	1700	1900	2000
	Winter Track/Cross Country	Assistants	800	900	1000	1200
	Gymnastics/Volleyball					

<u>Positions</u>	<u>Remuneration</u>	<u>Periods for Activity</u>
H. S. Paper	\$500	2
Work Study Coordinators	\$1400-\$1600-\$1800	2
Band Coach, H. S.	\$1800-\$1950-\$2100	0
Asst. Band Maj. Coach, H. S.	\$ 800-\$1000-\$1200	0
Coordinator AVA	Middle \$ 400	1
	Lincoln \$ 375	0
	Franklin \$ 350	0
	Washington \$ 300	0
	Jefferson \$ 300	0
	Hoover \$ 300	0
Senior Class Adviser	\$750	1
Junior Class Adviser	\$550	1
Sophomore Class Adviser	\$500	1
Freshman Class Adviser	\$400	1
Yearbook, H. S.	\$ 500--\$650--\$800	1
Booster Club, H. S.	\$ 500--\$650--\$800	0
Stage Director, H. S.	\$1800-\$2000-\$2200	0
Dramatics Director, H. S.	\$1800-\$2000-\$2200	1
+ Director of Activities, H.S.	\$1200	3
Sponsor of Student Congress, H.S.	\$ 300--\$400--\$500	1
Librarian, Middle School	\$700	0
Director of Activities, M. S.	\$ 300--\$400--\$500	1
Literary Magazine, H.S.	\$500	0
+ Asst. Director of Music	\$1200-\$1400-\$1600	2
Coordinator of Nurses	\$800	0
+ Administrative Reps.	\$2000-\$2200-\$2400	2
Safety Patrol	\$300	0
Competition Guard	\$ 800--\$900-\$1000	0
Spring Concert Production	\$ 800--\$900-\$1000	0

+ These positions are September 1 - June 30 positions and acceptance of said position indicates a requirement to be present during that time. These positions also include night supervision as assigned by the immediate superior on a fair and equitable basis.

BERGENFIELD PUBLIC SCHOOLS  
Bergenfield, New Jersey

P - CUSTODIAL SALARY GUIDE 1981 - 1982

	1	2	3	4	5	6	7	8	2
\$	13,020	13,400	13,780	14,430	15,190	16,005	16,815	17,360	17,990
	12,475	13,100	13,560	14,075	14,595	15,190	15,840	16,490	17,305
	11,935	12,425	12,990	13,345	13,915	14,445	15,080	15,810	16,870
	11,390	11,905	12,285	12,720	13,155	13,510	14,105	14,810	15,650
	10,850	11,285	11,635	11,990	12,315	12,720	13,235	13,890	14,645

Head Custodian, H.S., M.S., Grounds & Maintenance Supervisor  
 Head Custodians, Elem. Schools & Maintenance  
 Grounds  
 Last, Head Custodians, H.S., M.S.  
 Custodians

An additional increment of \$300.00 may be granted after twelve years of good and consecutive service of continuous employment in the Bergenfield School System. This is only applicable to those employed prior to July 1, 15

BERGENFIELD PUBLIC SCHOOLS  
Bergenfield, New Jersey

F - CUSTODIAL SALARY GUIDE 1982 - 1983

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
A. \$	14,125	14,540	14,950	15,655	16,480	17,365	18,245	18,835
B.	13,535	14,215	14,715	15,275	15,835	16,480	17,185	17,895
C.	12,950	13,480	14,095	14,480	15,095	15,685	16,360	17,150
D.	12,360	12,920	13,330	13,800	14,270	14,655	15,305	16,070
E.	11,770	12,245	12,625	13,005	13,360	13,800	14,360	15,070

A. Head Custodian, H.S., M.S., Grounds & Maintenance Supervisor

B. Head Custodians, Elem. Schools & Maintenance

C. Grounds

D. Asst. Head Custodians, H.S., M.S.

E. Custodians

An additional increment of \$300. may be granted after twelve year good and consecutive service of continuous employment in the Bergen School System. This is only app to those employed prior to July

	<u>1981-1982</u>	<u>1982-1983</u>
1	\$ 17,000	\$ 18,000
2	18,000	19,000
3	19,000	20,000
4	20,000	21,250
5	21,250	22,500
6	22,500	23,750
7	23,750	25,250
8	25,250	27,250
9	27,250	28,750
10	28,750	31,050
11	31,050	33,700
12	33,700	36,700

General Provisions

- Twelve (12 month contract)
- A person may advance \$400 upon receipt of a Professional Diploma.  

A person matriculated for the Doctoral Degree may advance \$400 upon notification that the Thesis outline has been approved. Upon receipt of the Degree, the employee then advances another \$300.

A person may advance on either the Professional Diploma or the Doctoral Degree but not both. If a person obtains the Diploma and then the Doctoral, the maximum increase shall be \$700.
- Payment for use of automobile shall be provided at the rate of 18¢ per mile for travel related to case coverage inside Bergenfield. The total cost shall not exceed \$150.00 per person per contract year. Travel time is to be documented by the Special Services Director.

Certified part time hourly employees are hired at an hourly rate of pay.

	<u>1981-1982</u>	<u>1982-1983</u>
1	\$ 9.50	\$ 10.00
2	10.00	11.00
3	10.50	11.50
4	11.00	12.00
5	11.50	12.50
6	12.00	13.00
7	12.50	13.50

I - BERGENFIELD SECRETARIAL SALARY GUIDE

1981 - 1982

CATEGORIES	STEPS								
	1	2	3	4	5	6	7	8	9
.	9,765	10,305	10,550	10,795	11,120	11,420	11,800	12,390	12,910
II	9,220	9,685	9,925	10,255	10,550	10,930	11,310	11,665	12,045
III	9,005	9,440	9,710	9,980	10,300	10,635	10,930	11,230	11,555
IV	8,135	8,515	8,760	9,005	9,250	9,495	9,765	10,035	10,415

Career step - \$300 upon completion of 10 years service. This is only applicable to those employed prior to July 1, 1981.

Plus step - \$300 each 3 years after 10 years service up to maximum of \$1200. This is only applicable to those employed prior to July 1, 1981

POSITIONS

- Category I Secretaries to Supervisors and Administrative Assistant, Accounting Manager, Data Processing (and Payroll). (12 mos.)
- Category II Secretaries to Principals and Directors. (12 mos.)
- Category III All other 12 month secretaries and clerks.
- Category IV All 10 month secretaries and clerks.

I - BERGENFIELD SECRETARIAL SALARY GUIDE

1982 - 1983

CATEGORIES	STEPS								
	1	2	3	4	5	6	7	8	9
I	10,595	11,185	11,450	11,715	12,065	12,390	12,800	13,420	14,010
II	10,005	10,505	10,770	11,125	11,450	11,860	12,270	12,655	13,065
III	9,770	10,240	10,535	10,830	11,185	11,535	11,860	12,184	12,535
IV	8,830	9,240	9,505	9,770	10,035	10,300	10,595	10,890	11,300

career step - \$300 upon completion of 10 years service. This is only applicable to those employed prior to July 1, 1981.

career step - \$300 each 3 years after 10 years service up to maximum of \$1200. This is only applicable to those employed prior to July 1, 1981.

POSITIONS

- Category I Secretaries to Supervisors and Administrative Assistant, Accounting Manager, Date Processing Clerk and Payroll. (12 mos.)
- Category II Secretaries to Principals and Directors. (12 mos.)
- Category III All other 12 month secretaries and clerks.
- Category IV All 10 month secretaries and clerks.

