

988

HAWTHORNE PUBLIC SCHOOLS  
HAWTHORNE, NEW JERSEY

AGREEMENT  
BETWEEN  
HAWTHORNE EDUCATIONAL SECRETARIES' ASSOCIATION  
AND  
HAWTHORNE BOARD OF EDUCATION  
FOR THE  
SCHOOL YEARS 1989-90, 1990-91 AND 1991-92

NEGOTIATIONS COMMITTEE:

REPRESENTING BOARD OF EDUCATION:

Mr. Robert C. Combs, Chairperson  
Mrs. Barbara Dykes  
Mr. Edward D. McGuirk  
  
Mr. John C. Passano, President

REPRESENTING HAWTHORNE EDUCATIONAL SECRETARIES' ASSOCIATION:

Mrs. Elaine Addice, Chairperson  
Mrs. Dolores Miniaci  
Mrs. Dolores Weiss  
  
Mrs. Linda B. Gorun, President

SUPERINTENDENT OF SCHOOLS:

Dr. Frank P. Chiofalo, Jr.

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ARTICLE I

RECOGNITION

The Hawthorne Board of Education does hereby recognize the Hawthorne Educational Secretaries' Association, for and during the term of this Agreement, as the exclusive bargaining representative of the Public Employees Membership lawfully upon the Association rolls, all as defined and in accordance with Chapter 123, Laws of 1974, and further known as NJRS 34:13A-1, the Acts Amendatory thereof and Supplementary thereto, but excluding here from the Superintendent of Schools, Principals, Teachers, Supervisors, Administrative Personnel, Custodians, Maintenance employees and Bus Drivers, inclusive, however of Office and Clerical personnel.



ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The Board and the Association agree to enter into collective negotiation over a Successor Agreement in accordance with Chapter 123, Laws of 1974, in a good faith effort to reach agreement on matters concerning the terms and conditions of employment. Such negotiations shall begin not later than December 1, 1991.

Any Agreement so negotiated applying to members of unit aforesaid, shall be reduced to writing and be signed by the Board and the Association.

- B. This Agreement contains the full and complete Agreement on all bargaining issued between the parties and both parties waive the right to bring up for negotiations or bargaining during the contract term any items, subjects or matters, whether included herein or not.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representative of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. Introduction:

1. Persons in the employ of the Board of Education and the School District of the Borough of Hawthorne, Passaic County, New Jersey, shall have the right to make known their individual grievances through the administrative channels of the said school system, individuals or the Association presenting personal or unit grievances respectively, shall be assured at all times of freedom from restraint, interference, coercion, discrimination, intimidation, or reprisal in presenting the appeal. The individual or the Association shall have the right to present the appeal or to designate a representative of the Association, Attorney-at-Law, or other person of his or the unit's own choosing to appear with him or the Association at any formal step in the appeal procedure.
2. A grievance is an appeal of an interpretation, application, or violation in the agreement, policy or administrative decisions of matters that affect terms and conditions of employment.

#### B. Procedure:

##### Step 1: (Informal)

An employee or the unit who has a grievance shall present it to the immediate superior for consideration, discussion and determination of the matter. The entire procedure shall be informal and shall be resolved forthwith by the person before whom and to whom it has been presented.

##### Step 2: (Formal)

In the event that the matter is not resolved to the satisfaction of the employee or the unit within seven (7) school days from the date of the determination of said grievance, the employee, or his designated representative, or the unit shall set forth the grievance in writing on the approved grievance form in duplicate to the principal, supervisor of the department and the Superintendent of Schools.



Step 3:

It shall be the duty of the principal, department supervisor, or the Superintendent of Schools, as the case may be, to render a decision in the matter, in writing, in triplicate, within three (3) school days from receipt of said grievance, delivering a copy of the decision to the employee and/or Association.

Step 4:

The employee or Association, within three (3) school days from the receipt of the said decision shall have the right of appeal to the Superintendent of Schools. The appeal shall be in writing on the approved grievance form.

It shall be signed by the employee or the unit representative submitting the appeal and shall be dated. It shall be the duty of the Superintendent of Schools to:

- a. Confer with the principal or department supervisor relative to the matter;
- b. Confer with the aggrieved relative to the matter and,
- c. Confer with both relative to the matter.

The Superintendent shall set forthwith, examine, and consider all of the evidence presented and shall within a period of seven (7) days from the date of conference with all parties in interest, submit his decision in writing. A copy of the decision shall be forwarded to the principal or supervisor involved. A copy shall be filed with the District Secretary of the Board.

Step 5:

Should the grievance be not settled after presentment to the Superintendent of Schools, the entire matter, including the written appeal, items of evidence presented and any and all documents and proceedings related to the cause, shall be transmitted to the District Secretary, who shall forthwith advise the President of the Board of the receipt of same. The District Secretary shall make a separate complete file thereof. The President of the Board shall issue a call for a closed hearing of the Board of Education as a whole

within seven (7) days from the receipt of the notification by the District Secretary that the file has reached his office and direct that the aggrieved, the school principal, the Superintendent, and any and all witnesses and parties in interest in the matter be summoned and/or subpoenaed to appear before the Board. The call for said special hearing shall be in writing and all summons and/or subpoenas shall also be in writing, attested to under the signature of the District Secretary and the seal of the Board.

Step 6:

The Board of Education, en banc, shall hear the entire matter, de novo, and at the conclusion thereof, shall render a written decision thereon. The said decision, in writing, shall be rendered under the signature of the President, sealed and attested by the Secretary, of said Board, within ten (10) days from the conclusion of the hearing. A copy of the decision shall be forwarded personally or by certified mail upon:

- a. The aggrieved,
- b. The school principal or department supervisor,
- c. The Superintendent of Schools and
- d. The original to be filed in the office of the District Secretary of the Board of Education.

It shall be the duty of the District Secretary to file the same and record the said decision in its entirety in the files of the Board of Education.

Step 7:

Should the grievance not be then resolved to the satisfaction of the aggrieved and the grievance directly deals with terms and conditions of employment which intimately and directly affect the work and welfare of the unit of members, then in that event the matter shall be submitted to arbitration, to wit: The Public Employees Relations Commission for the assignment of the arbitrator. Should the services of the aforesaid Commission not be available, then in such event the services of the American Arbitration Association shall be used.



The said grievant may within ten (10) school days from the receipt of the aforesaid decision, file the grievance to arbitration. Such notice of intent may be filed with the District Secretary of the Board of Education at the Board office.

C. Class Grievances:

1. All matters specifically contained in the written contract between the parties shall be considered proper subject matters for advisory arbitration.
2. Any contract matter having specific document reference shall be subject to advisory arbitration.

D. Individual Grievances:

1. Any member of the recognized unit may submit his personal grievance to final and binding arbitration provided said grievance is a term and condition of employment that directly affects the work or welfare of the unit member.
2. Said grievance shall be initiated by the individual affected.
3. Such matters that have a basis for interpretation, application, or violation of the existing contract as shall affect an individual member shall be considered proper subject matter for final and binding arbitration.
4. In the event a grievance, initiated by an individual, results in a determination that could affect more than one member of the unit, then in such event, the said determination shall henceforth apply to all cases having the same issue and the same claim for relief.
5. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary costs of travel, subsistence expenses and the cost of a hearing room, if any, shall be borne equally by the Board and the individual grievant and/or Association as the case may then be. Any other expenses incurred shall be paid by the party incurring the same.

E. General Provisions as to Grievances and Arbitration:

1. No reprisals shall be taken by the Board or by any member of the school administration against any



party in interest, school representative, association member or any other participant in the grievance procedure by reason of such participation. Nor shall the grievant take any action of reprisal against the Board or its representatives for such participation.

2. The filing or pending of a grievance shall in no way operate to impede or delay or interfere with the right of the Board to take any action complained of.

The grievant shall continue under the direction of the Superintendent and administrators, regardless of the pendency of any grievance, until such grievance is properly determined.

3. The party in interest may be represented at all stages of the grievance procedure by a person of his own choosing. However, the grievant shall not be represented by a representative or officer of any competing organization. If a grievant is not represented by the Association, the Association reserves the right to be present and submit its views and comments at all of the stages of procedure, except level one (1) of the said grievance procedure.
4. With the exception of one of the steps of procedure, failure to communicate the decision in writing relative to a grievance, within the stated time limit, shall permit the grievant to proceed to the next step. Failure at any step to act by the grievant within the time limit stated shall preclude the grievant from continuing his action.
5. Specified time limits in the procedural steps shall only be changed by mutual agreement, signed by the Superintendent of Schools, the Board President, and the President of the Association.
6. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate file and not made part of the personnel file of the participants.
7. The Association agrees that it will not bring or continue nor will not represent any employee in any grievance which is similar to a grievance denied by the decision rendered by and as a result of arbitration, and the Board agrees that it will apply to all like situations, the decision rendered as the result of arbitration sustaining a grievance.



8. In the course of investigating any grievance, representatives of the Association will report to the principal or representative in charge of the building visited, immediately upon their arrival and will orally state the purpose of their visit.
9. The parties shall avoid any interruption of school activities and further avoid the involvement of students in all phases of the grievance procedure, unless such students be required as witnesses.
10. Each grievance shall be initiated within five (5) school days from the occurrence of the cause for complaint. However, if neither the aggrieved nor/or the Association had knowledge of said occurrence at the time of happening, then the said grievance shall be initiated within five (5) school days of the first such knowledge by either the aggrieved or the Association. In no event, however, shall action be taken by any party as aforesaid later than six (6) months from the date of the occurrence. Board notices shall be considered as binding the Association and all members of the Negotiating unit with knowledge of the subject matter related in said notices after such notices have been appropriately dated and posted.
11. A member of the association who is a party in interest in any grievance shall not serve as the Association representative in the processing of such grievance.
12. The parties in interest shall process grievances after the regular work day or at such other times which do not interfere with assigned duties; provided, however, upon the mutual agreement between the aggrieved, the Association and the Board, proceeding may be held during regular working hours. In such cases, the aggrieved, the Association representatives and other necessary to the hearing shall be released from assigned duties without loss of salary.
13. The Association covenants and agrees that during the life of this agreement, it will not engage in any illegal strike, or walkout, nor shall it engage in any illegal sanctions against the Board.
14. It is understood by all parties that under the rulings of the Courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights or powers as granted by law.



#### ARTICLE IV

##### SCHOOL BOARD RIGHTS

The Association and the Board agree that the provisions of this Agreement are limited to hours, wages and working conditions of the employees covered and that no provision of this Agreement shall be construed or interpreted to restrain the Board's full and absolute right to the operation and management of the school district and to the determination of educational policy.

#### ARTICLE V

##### ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees that every employee shall enjoy all of the rights, privileges, immunities, benefits and protections as guaranteed and provided under and by virtue of the Constitution of the United States of America, the Constitution of the State of New Jersey, the Public Laws of the State of New Jersey, including, but not limited to, Chapter 303, Public Laws of 1968, cited NJRS 34:13.1-11 et. seq., Title 18A, Education Law, State of New Jersey, the New Jersey Revised Statutes.
- B. The Board agrees to furnish to the Association in response to written requests to the District Secretary, all available public information concerning the financial resources of the District, including, but not limited to, annual financial reports and audits, register of secretarial personnel, tentative budgetary requirements and allocations, agendas and minutes of all Public Board meetings and census data.
- C. Whenever any representative of the Association or any secretary is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, they shall suffer no loss in pay.
- D. Representatives of the Association, the New Jersey Education Association and the National Education Association, shall be permitted to transact official Association business on school property at all reasonable times as determined by the school building principal, provided that this shall not interfere with nor interrupt normal school operations.



- E. The Association and its representatives shall have the privilege to use school buildings for Association meetings with prior approval of the Superintendent of Schools. The principal of the school building in question shall be notified by the Association in advance of the time and place of all such meetings.
- F. The Association may have the privilege of using the interschool mail facilities and school mail boxes.

ARTICLE VI

SALARIES

A. Salary Guide

Salary for 1989-90, 1990-91 and 1991-92, will be increased respectively by 9%, 9% and 9%.

Both parties agree mutually to develop salary guides that reflect the above increases.

These Salary Guides shall serve as the basis for determining the salary of individual secretarial personnel in each of the three (3) school years as designated by the respective Salary Guides.

Individual secretarial personnel are not entitled to an automatic annual salary increment. Said increment shall be paid subject to the recommendation of the Superintendent of Schools and approval of the Board of Education.

B. Substitute Secretarial Services

Substitute secretarial services shall be provided on a daily basis as determined by the principal or department supervisor, with the approval of the Superintendent of Schools.

C. Salary Payments

Members employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments. When a pay day falls on or during a school holiday, vacation, or weekend, members shall receive their paychecks on the last previous working day.

D. Notification of Employment

Notification of employment to secretaries for the ensuing school year shall be given by June 1st.

ARTICLE VII

DAILY WORK SCHEDULE

A. Work Schedule - September through June\*

<u>Staff</u>	<u>Days</u>	<u>Lunch</u>	<u>Hours Worked</u>
*Central Office	M-Th	1 Hour	8:30 am-4:30 pm
Buildings & Grounds	M-Th	1 Hour	7:30 am-3:30 pm
High School	M-Th	1 Hour	8:00 am-4:00 pm
Middle School	M-Th	1 Hour	8:00 am-4:00 pm
Elementary Schools	M-Th	1 Hour	8:00 am-4:00 pm
Sp.Programs in Elem.	M-Th	1 Hour	8:00 am-4:00 pm

\*Phones will be covered by a member of the Central Office Staff from 7:30-8:30 a.m.

Friday shall be interpreted to mean the last day of the work week, i.e., if the week ends on Thursday, Thursday will be interpreted as the last day of the work week.

All secretaries housed in an elementary, middle or high school shall have a one hour lunch Monday through Thursday. On Friday, lunch will be 45 minutes and dismissal will be 15 minutes earlier, with the permission of the immediate supervisor.

Central Office personnel to be dismissed 15 minutes earlier on Fridays with a 45 minute lunch. Rotation by secretarial staff to cover telephones until 4:30 p.m., with the permission of the immediate supervisor.

B. Work Schedule - Recess Periods and Summer Months\*  
(July 1st through August 31st)

The work schedule during recess periods and summer months, shall consist of a six (6) hour workday schedule from 9:00 a.m. - 4:00 p.m.

If required, and approved by the Superintendent of Schools, summer hours may be changed from 9-4 to 8-3 to provide custodial coverage for secretaries.



C. Personal Illness on the Job

If a secretary works one hour into the a.m. session, she/he gets credit for a half day. If a secretary works one hour into the p.m. session, she/he gets credit for a full day, providing said secretary worked in the a.m. session as well.

D. Snow Day Schedule

Central Office Personnel: On call until 9:00 a.m. If unable to report because of weather conditions, personal day deduction.

All secretarial staff housed in school buildings are not required to report for duty.

E. Contract Year

The contract year for 12 month secretarial staff shall begin July 1 and end June 30.

The contract year for 10 month secretarial staff shall begin five working days prior to the students' arrival in September and shall end five working days after the students' last day in June providing the total days for student attendance does not exceed 183 days nor does it begin prior to August 26th nor end later than June 30th of each year. The Association does agree to work later than June 30th if extreme weather conditions occur during the year and all emergency days are used.

ARTICLE VIII

OVERTIME

Assignments for secretarial personnel in excess of the normal seven hour work shift shall be paid at the rate of one and one-half times the individual's regular rate of pay for any time beyond seven hours per day.

ARTICLE IX

EMPLOYEE ABSENCE

A. Annual Sick Leave:

1. Each full-time, 12 month employee shall be allowed 12 days each year due to personal illness; 10 month employees shall be allowed 10 days each year due to personal illness. Any unused days shall accumulate from year to year with no maximum limit to be used for additional sick leave as needed in subsequent years.
2. Members shall be given a written accounting of accumulated leave days no later than September 15th of each school year.
3. When sick leave exceeds such accumulated leave as said employee may have accrued, the employee shall receive his salary less the established substitute pay for a period equivalent to one week for each year said employee shall have been regularly employed in the public schools of Hawthorne. It is further provided that said employee shall, when absent for ten consecutive days, obtain a medical certificate from the attending physician stating that the employee is still under medical care and estimate the earliest possible date on which return to the position may be expected. When sick leave exceeds such accumulated leave as said employee may have accrued, the Board shall make disposition of individual cases according to the merits of the case.

B. Accumulated Unused Sick Leave at Retirement:

Members, upon retirement, shall receive compensation for unused accumulated sick leave computed on the basis of \$12.50 per each unused sick day.

A secretarial or clerical employee shall be considered retired when he/she submits an application for retirement to the Pension Fund of which he/she is a member and the application is approved by the Pension Fund, thereby placing the individual on its rolls.

C. Approved Employee Absence:

1. Death in the Immediate Family - Upon the death of a member of the immediate family of the employee, said employee may be granted up to five (5) consecutive school days leave without deduction of pay; if more is required, two days absence with deduction of



substitute pay shall be allowed. Immediate family shall be interpreted as meaning husband, wife, children, mother, father, mother-in-law, father-in-law, sister, brother, grandmother, grandfather or others residing in the same domicile at the time of death or illness.

2. Each employee shall be granted up to six (6) days each year for the purpose of attending to and specified as: Medical, Legal, Family Business, Reception of Academic Degree, Death of a Close Friend, Death of Relative Other Than Immediate Family, Personal Emergency.

Notice of intent to use said absence shall be made in writing and given to the immediate supervisor at least three (3) days in advance, except in emergency. If more time is required, it shall be with the deduction of the recognized substitute pay and with the approval of the Board.

Personal leave is not intended for vacation, personal convenience or pleasure. If the use of a personal day is proven abused, the employee's salary for that day shall be returned to the Board of Education.

Up to three (3) days not used shall accumulate as sick days and shall be so recorded in the district records.

The Superintendent of Schools will give the necessary approval for leave that meets with conditions set forth in this policy.

3. Government Mandates:

There shall be no deduction of pay for absences due to recognized government mandates over which employee has no control except if drafted.

4. Maternity or Child Rearing Leave:

Maternity or child rearing leave shall be granted secretarial personnel for a period not exceeding two years, upon application to the Board. Request for maternity leave shall be submitted to the Superintendent of Schools a minimum of sixty days prior to its effective date.



5. Child Adoption:

Anyone adopting a child shall receive leave similar to Section "H" which shall commence upon her receiving defacto custody of said child or earlier if necessary to fulfill the requirements for adoption.

6. A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of the secretary's immediate family, additional leave may be granted for the purpose of caring for a sick member of the secretary's immediate family. Additional leave may be granted at the discretion of the Board. A sixty (60) day notice shall be given when feasible.
7. Other leaves of absence without pay may be granted by the Board for good reason.

ARTICLE X

JOB OPENINGS

All vacancies in positions caused by death, retirement, discharge, resignation, or by the creation of new positions, shall be posted internally for a minimum of two working weeks, provided that the employee who has created the vacancy has also given at least two weeks notice and equal opportunity given secretarial staff employed in the district.

ARTICLE XI

EVALUATION

An evaluation report of each member of the secretarial staff shall be prepared and submitted to the Superintendent of Schools for his review and recommendations. Board and the Association recognizes that evaluation can be useful in the retention, guidance and promotion of staff members and is a guide to each member in the area of self-improvement.

1. Each employee shall be shown a copy of their ratings or any other written evaluation of their work, prepared by their immediate supervisor and shall be given the opportunity to discuss the rating with the evaluator and append their comments before it is submitted to the Superintendent of Schools.

2. All such written evaluations must bear the signatures of both the evaluator and the employee and shall be placed in the personnel file of the employee.
3. The evaluation report shall be used as a guide of the employee's competency and the basis of the Superintendent's recommendation for advancement to the next step of the Salary Guide. Advancement is not automatic and is dependent upon performance as indicated in the evaluator's report.
4. Each employee shall receive a copy of the written evaluation, which is on file with the Superintendent of Schools, for his or her personal record.



ARTICLE XII

FRINGE BENEFITS

All fringe benefits and services shall be provided and paid for by the Board of Education, included, but not limited to New Jersey Dental Plan, Optical Plan, Prescription and Complete Family Coverage - State Plan, Blue Cross, Blue Shield, rider J and Major Medical. Board agrees with caps as follows:

Dental:	1989-90 - \$47.86
	1990-91 - 57.43
	1991-92 - 68.91
Prescription:	1989-90 - \$25.67
	1990-91 - 32.08
	1991-92 - 40.10
Optical:	1989-90 - \$12.08
	1990-91 - 14.49
	1991-92 - 17.38

Each secretary shall have the total Board contribution as outlined above per month to be taken as either salary or be applied to another benefit.

Part-time employees commencing employment after June 30, 1986, will receive partial benefits, calculated on a basis of their FTE, with the employee assuming the balance of the premium. For example, .4 FTE employee may elect to receive allowable full benefits by paying .6 of the premiums. If the employee elects not to receive benefits, the Board contribution cannot be taken in salary. All part-time employees presently under this contract and full time employees who after June 30, 1986, are reduced to part-time employees, will be grandfathered, as prescribed by law.

ARTICLE XIII

VACATION AND RECESS POLICY

A. Vacation Time:

The existing policy which governs the vacation program of secretarial and clerical personnel shall be continued without change during the 1989-90, 1990-91 and 1991-92 school years.

Two weeks vacation after completing one full year of employment in the district.

Three weeks vacation after completing five full years of employment in the district.

After ten full years of employment, the individual shall receive one additional day of vacation for each year of the succeeding five years of employment.

Four weeks vacation after completing fifteen full years of employment.

NOTE: In computing credit for a full year of service, the year must be completed prior to July 1st of the given year.

Years of service shall be a primary consideration in determining the vacation schedule.

The vacation schedule is subject to the approval of the principal and the Superintendent of Schools.

B. Recess Time:

On all workdays during a school recess period, the twelve month office staff will work on alternate days so as to have the office served each day by one-half of the number of its total staff. Ten month office staff shall follow the school calendar.

Under emergency conditions, if necessary, Central Office staff will work overtime one week before and one week after scheduled recess period at overtime rate of pay of one and one-half times the individual's regular hourly rate.

If extreme emergency conditions make it necessary to work during the recess period, advance notice must be given. Compensatory time shall be granted at a mutually agreed upon future date.

Any employee hired after June 30, 1986, will work the entire recess period, exclusive of holidays. Any employee hired prior to June 30, 1986, will be covered (grandfathered) and will continue working only half of the recess time.



## ARTICLE XIV

### HOLIDAYS

Legal holidays as listed below which coincide with the school calendar shall be paid holidays for secretarial and clerical personnel, but in any case the Board guarantees fifteen (15) paid holidays per year for secretarial/clerical personnel.

When the school calendar provides for school closing on Friday or Monday in celebration of a legal holiday occurring on Saturday or Sunday, the holiday entitlement shall apply to secretarial and clerical personnel.

The following are to be considered as holidays, following the policy mentioned above:

New Year's Day (Day following if New Year's Day falls on Thursday when designated as a holiday on school calendar.)

Martin Luther King's Birthday

Lincoln's Birthday

Washington's Birthday

Good Friday

Memorial Day

July 4th

Labor Day

Columbus Day

Election Day (Presidential)

Teachers' Convention - One day (Two days off requires documentation of two days attendance at convention.)

Veterans' Day

Thanksgiving Day and Friday following

Christmas Eve Day (When designated as a holiday on School Calendar)

\*Christmas Day

\*When Christmas falls on Thursday, the following Friday may be allowed as an additional holiday with the approval of the Board of Education.

Holiday/recess schedules shall be determined by the Superintendent of Schools at the beginning of the school year and shall be submitted to the president of the HESA prior to June 1st.

ARTICLE XVI

MISCELLANEOUS PROVISIONS

- A. The Association agrees to furnish the School Board with a complete list of the names of all its officers and trustees not later than the 1st of October of the contract year.
- B. Benefits granted to the public employee by virtue of prior agreement, not repealed, amended, or supplemented by this agreement, shall remain in full force and effect as previously given.
- C. The Board will provide reimbursement for expenses incurred for professional days and for attendance at courses geared to the secretary and/or office management subject to the approval of the Superintendent of Schools whose decision shall be final.
- D. Staff Children:

Secretarial and clerical employees of the Hawthorne Board of Education may enroll their child into the Hawthorne School System as a regular day student (regular day is to be interpreted as a student who comes to school and participates in regular school activities) so long as the following is in effect:

- 1. The maximum number of children does not exceed two (2) students enrolled in the district at any one time.
- 2. The student does not become classified. If such should occur, the child will be required to return to his/her district at the discretion of the Superintendent.
- 3. Placement of a student into a program, other than a regular school program, would be permissible as long as no additional cost is incurred by the Board of Education.
- 4. Transportation of non-resident students attending the Hawthorne Public Schools shall be the responsibility of the parent(s).
- 5. School assignment for non-resident students shall be determined by the Superintendent.
- 6. This section of the agreement terminates at the end of this negotiated contract and will not be part of successor agreements.




ARTICLE XVI

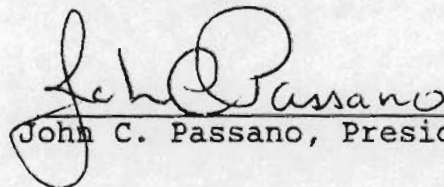
DURATION OF AGREEMENT

- A. This agreement shall be effective as of July 1, 1989, and shall continue in effect until June 30, 1992, subject to the Association's right to negotiate over a successful agreement as provided in Article II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated unless extended in writing.
- B. In witness whereof the parties hereto have caused this agreement to be signed by their respective corporate officers, attested by their respective secretaries and the corporate seals to be placed hereon, all on the day and year first above written.

HAWTHORNE EDUCATIONAL  
SECRETARIES' ASSOCIATION

  
Linda B. Gorun, President

HAWTHORNE  
BOARD OF EDUCATION

  
John C. Passano, President

  
Dolores Miniaci, Secretary

  
Arthur M. Holmes, Secretary

STATE OF TEXAS

OFFICE OF THE ATTORNEY GENERAL

This agreement shall be effective as of July 1, 1977, and shall terminate in effect on July 31, 1977, unless the parties agree to extend the term of this agreement. The agreement shall be subject to the terms and conditions set forth in the attached exhibits which are incorporated herein by reference.

The parties agree that the provisions hereof shall be binding on the parties and their successors and assigns. All disputes arising out of or under this agreement shall be resolved by arbitration in accordance with the rules of the American Arbitration Association.

STATE OF TEXAS  
OFFICE OF THE ATTORNEY GENERAL

AMERICAN ARBITRATION ASSOCIATION

  
[Name]  
Attorney General

  
[Name]  
President

  
[Name]  
Attorney General

  
[Name]  
President



HAWTHORNE EDUCATIONAL SECRETARIES' ASSOC.  
SALARY GUIDE 1989-1992

1	12092	14510	14716	15270	15475	
2	12585	15102	15316	15895	16610	
3	12930	15516	15736	16330	17100	
4	14322	17186	17426	18089	18332	
5	14922	17906	18149	18840	19100	+9%
6	15557	18668	18933	19648	19913	1989-90
7	16024	19229	19800	20540	20833	
8	17011	20413	20715	21246	21785	
9	18140	21770	22230	22910	23219	
10	19355	23226	23555	24445	24774	
11	21040	25248	25606	26490	26931	
12	22742	27290	27677	28463	28914	
1	13180	15816	16040	16644	16868	
2	13718	16461	16694	17326	18105	
3	14094	16912	17152	17800	18639	
4	15611	18733	18994	19717	19982	
5	16265	19518	19782	20536	20819	+9%
6	16957	20348	20637	21416	21705	* 1990-91
7	17466	20960	21582	22389	22708	
8	18542	22250	22579	23158	23746	
9	19773	23729	24231	24972	25309	
10	21097	25316	25675	26645	27004	
11	22934	27520	27911	28874	29355	
12	24789	29746	30168	31025	31516	
1	14367	17239	17484	18142	18386	
2	14952	17943	18197	18885	19734	
3	15362	18435	18696	19402	20317	
4	17016	20419	20704	21492	21780	
5	17729	21274	21563	22384	22693	+9%
6	18483	22179	22494	23344	23659	* 1991-92
7	19038	22846	23524	24404	24752	
8	20211	24253	24611	25242	25883	
9	21552	25865	26411	27219	27586	
10	22996	27595	27986	29043	29434	
11	24998	29997	30422	31473	31997	
12	27020	32423	32883	33817	34353	
	1	2	3	4	5	

\* STEP FREEZE FOR YEARS 2 & 3

Column

1. 10 Month Elem Secretary
2. 12 Month Gen Office Secretary
3. 12 Month Gen Office Secretary - Central Office
4. 12 Month Senior Secretary & Machine Operator
5. 12 Month Senior Secretary, & Payroll Clerk - C-O

HARTFORD EDUCATIONAL RESEARCH CENTER  
 BIRTH DATE INDEX

Year	1	2	3	4	5	6	7	8	9	10	11	12
1987-88	18170	18171	18172	18173	18174	18175	18176	18177	18178	18179	18180	18181
1988-89	18182	18183	18184	18185	18186	18187	18188	18189	18190	18191	18192	18193
1989-90	18194	18195	18196	18197	18198	18199	18200	18201	18202	18203	18204	18205
1990-91	18206	18207	18208	18209	18210	18211	18212	18213	18214	18215	18216	18217
1991-92	18218	18219	18220	18221	18222	18223	18224	18225	18226	18227	18228	18229
1992-93	18230	18231	18232	18233	18234	18235	18236	18237	18238	18239	18240	18241
1993-94	18242	18243	18244	18245	18246	18247	18248	18249	18250	18251	18252	18253
1994-95	18254	18255	18256	18257	18258	18259	18260	18261	18262	18263	18264	18265
1995-96	18266	18267	18268	18269	18270	18271	18272	18273	18274	18275	18276	18277
1996-97	18278	18279	18280	18281	18282	18283	18284	18285	18286	18287	18288	18289
1997-98	18290	18291	18292	18293	18294	18295	18296	18297	18298	18299	18300	18301

\* PREP WORK FOR YEARS 1 & 2

1. If your name is on this list, please contact the office immediately.  
 2. If you are not on this list, please contact the office immediately.  
 3. If you are on this list, please contact the office immediately.  
 4. If you are on this list, please contact the office immediately.  
 5. If you are on this list, please contact the office immediately.