

AGREEMENT

Between

HIGH POINT REGIONAL BOARD OF EDUCATION

-and-

HIGH POINT REGIONAL STAFF ASSOCIATION

~~X~~ July 1, 1981 - June 30, 1983

(See attached documents)

LIBRARY
Institute of Management and
Labor Relations

1981

RUTGERS UNIVERSITY

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

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ARTICLE I

RECOGNITION

The Board hereby recognizes the High Point Regional Staff Association as the sole and exclusive representative for collective negotiations concerning grievances and terms and conditions of employment for office personnel, including full and part-time, whether under contract or on paid leave, but excluding the Superintendent's Secretary and the Secretary to the Business Administrator.

Administrative Secretary to
the Principal

Vice Principal's Secretary

Administrative Secretary to
the Guidance Office

Special Services Secretary

Computer/Data Processing
Technician

Vocational Career Guidance
Center Technician

Library Aid

ARTICLE II

GRIEVANCE PROCEDURE

Any employee or the Association who has suffered a loss due to an alleged misinterpretation, misapplication or violation of the terms of this Agreement, or Board policies and administrative decisions which involve terms and conditions of employment shall have a right to file a grievance, in writing, with their immediate supervisor within twenty (20) days of the alleged occurrence. Any grievance so filed shall be on a form containing a statement of the contract or the policy provision alleged to have been violated, the nature of the loss to the employee or the Association and a statement of the remedy being sought. After an investigation of the alleged grievance, the immediate supervisor shall provide a response to the grievance in writing within seven (7) days.

If the grievant is dissatisfied with the decision of the immediate supervisor, he/she may proceed with the grievance by filing it in writing to the Building Principal, if the Principal was not the immediate supervisor in the first step, within seven (7) days of the response by the immediate supervisor. The Building Principal shall then investigate the grievance and respond to the grievant in writing within seven (7) days.

ARTICLE II - cont'd

GRIEVANCE PROCEDURE

If the grievant is not satisfied with the decision of the Building Principal, then within seven (7) days of the decision of the Building Principal, the grievant may appeal to the Superintendent of Schools. The Superintendent of Schools shall investigate the grievance and respond to the grievant in writing within fourteen (14) days. If the grievant is not satisfied with the decision of the Superintendent of Schools, then within ten (10) days of the decision of the Superintendent, the Association may appeal this matter to advisory arbitration. If the parties are unable to agree upon an arbitrator, within ten (10) days of the demand for advisory arbitration, the Association shall request a list of arbitrators from the Public Employment Relations Commission. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission in the selection of an arbitrator. The arbitrator's recommendations are advisory in nature and not binding upon the Board.

Any grievance which is not pursued within the prescribed time limits, shall be deemed waived and a decision at the prior level shall be final. Any failure to respond to a grievance within the prescribed time limits shall automatically

ARTICLE II - cont'd

GRIEVANCE PROCEDURE

move the grievance to the next level.

All forms utilized in the grievance process shall be mutually developed by the Superintendent of Schools and a representative of the Association.

ARTICLE III

WORK SCHEDULE

A. Daily Work Hours

1. Work hours for all secretaries shall be seven (7) hours per day excluding a one-half (1/2) hour lunch and two fifteen (15) minute breaks, one in the morning and one in the afternoon. Such hours shall be scheduled by the administration between 7:30 a.m. and 4:00 p.m.

2. Secretaries shall not be required to report to work on inclement weather days when school is cancelled for pupils and teachers.

3. From July 1st through August 31st and during regularly scheduled school year vacations when students are not in session, shortened work hours shall be in effect. They shall be from 8:30 a.m. to 3:00 p.m. with one (1) hour for lunch. Each employee shall receive a fifteen (15) minute coffee break in the morning period.

4. Night hours for the vocational/guidance secretary shall be remunerated at straight compensatory time upon mutual agreement with the secretary and her immediate supervisor. In the event any secretary works additional hours and thereby earns compensatory time, such time may be taken off at a time to be mutually agreed upon between the secretary and her supervisor.

B. Vacations

1. Vacation will be taken during the month of July and August. Upon special request, a secretary may apply for use of vacation time outside of July and August. The decision of such a request shall be within the sole discretion of the Superintendent of Schools.

2. Vacations shall be earned as follows:

After one (1) full year's service - 10 working days
After five (5) full years' service - 15 working days
After ten (10) full years' service - 1 additional working day's vacation for each year of service in excess of ten (10), the total not to exceed twenty (20) working days.

If employee is hired 2 mos after July 1 will be eligible for above policy - all other hired after 2 mos will have to wait full contractual year.

C. Holidays

1. Secretaries shall be entitled to the following ten (10) paid Holidays:

1. July 4th
2. Labor Day
3. Veterans' Day
4. Thanksgiving Day
5. Day After Thanksgiving
6. Christmas
7. New Year's Day
8. Washington's Birthday
9. Good Friday
10. Memorial Day

2. Secretaries shall be entitled to two (2) days off

ARTICLE III - cont'd

WORK SCHEDULE

with pay for the New Jersey Education Association Convention. No proof of attendance at the Convention shall be required.

3. Secretaries shall be entitled to one (1) day off with pay during the Winter Vacation, Christmas Vacation and Spring Vacation (total of 3) to be mutually scheduled by the Association and the Superintendent of Schools.

4. If school is open for students on any of the holidays listed in paragraph C-1, secretaries shall work and receive the equivalent of straight compensatory time. Such time shall be mutually scheduled between the Association and the Superintendent of Schools.

If school is not open for students on a holiday listed in paragraph C-1, compensatory time shall be at the rate of time and one half.

ARTICLE IV

TEMPORARY LEAVES OF ABSENCE

A. Sick Days

Secretaries shall be entitled to twelve (12) accumulative sick days per year.

B. Personal Days

Secretaries shall be entitled to personal leave up to a total of five (5) days. This absence is not chargeable to sick leave nor is it accumulative.

Personal leave may be granted for the following reasons:

- (1) Death in the immediate family. (Immediate family to include: mother, father, husband, wife, sister, brother, son or daughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.
- (2) Serious illness in the immediate family. Leave will be granted for serious illness within the immediate family. Supportive testimony by a physician may be required by the administration.
- (3) Court Subpoena.
- (4) Personal business which cannot be handled outside of school hours.
- (5) Time necessary for persons called into temporary active duty of any unit of United States Reserve or State National Guard. A secretary shall be paid his/her regular pay in addition to any pay which he/she receives from the State or Federal Government, provided such obligations cannot be fulfilled on days when school is not in a session.

ARTICLE IV - cont'd

TEMPORARY LEAVES OF ABSENCE

All requests for personal leave are subject to approval by the superintendent and must be made in writing at least one (1) week prior to intended absence. In the case of an emergency, the superintendent should be notified as soon as possible. Additional personal days may be granted by the superintendent in emergency situations.

ARTICLE V

TUITION REIMBURSEMENT

Secretaries may request and receive approval from the Superintendent of Schools for reimbursement for the cost of tuition. Such approval shall only be granted where the course requested is of specific benefit to the School System in that it upgrades or expands the skills of the secretary in the position in which he/she currently serves. No individual shall receive more than one hundred seventy-five (\$175.00) dollars per year from July 1st to June 30th.

ARTICLE VI

INSURANCE PROTECTION

- A. The Board of Education shall provide a hospitalization plan for the employees on a single coverage basis. The Board shall also provide one hundred (100%) per cent of the insurance premium for the employee and his/her dependents.
- B. The Board of Education shall pay one hundred (100%) per cent of the premium during the life of this Agreement for the same dental insurance plan in effect during school year 1980-81.
- C. The Board of Education shall provide up to six hundred sixty (\$660.00) dollars toward the premium cost of a prescription drug program in school years 1981 - 1982 and 1982-1983.

ARTICLE VII

MISCELLANEOUS PROVISIONS

A. Nondiscrimination

The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the administration of this Agreement.

B. Board Policy

This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitment contained herein and give them full force and effect as Board policy.

C. Separability

If any provision of this Agreement or any application of this Agreement to any employee or groups 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.

D. Copying Agreement

Multiples of this Agreement shall be copied with the costs of such copies shared equally by the parties. The format of the Agreement shall mutually be determined by the parties within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all current and future employees.

SECRETARIAL SALARY GUIDE - 1981-1982

STEP	CLERK	TECHNICIAN SECRETARY	ADMINISTRATIVE SECRETARY
1	6,500	8,550	8,600
2	6,700	8,850	9,000
3	6,900	9,150	9,300
4	7,100	9,450	9,600
5	7,300	9,750	9,900
6	7,500	10,100	10,200
7	7,700	10,400	10,500
8	7,900	10,700	10,800
9	8,100	11,000	11,100
10	8,300	11,300	11,400
11	8,500	11,700	11,800
12	8,700	12,100	12,350
13	8,900	12,400	12,750
14	9,100	12,800	13,150

A. Secretaries beyond step 14 shall receive an additional stipend of two hundred fifty (\$250.00) dollars. The number 14 shall increase correspondingly with each step that the parties may add to the salary guide.

B. In addition to the salaries provided hereunder, a stipend of Two hundred fifty (\$250.00) dollars per year shall be paid to the Principal's secretary.

ARON.

TILL & SALSBERG

COUNSELLORS AT LAW

591 SUMMIT AVENUE

NEW JERSEY CITY, NEW JERSEY 07306

SECRETARIAL SALARY GUIDE - 1982-1983

STEP	CLERK	TECHNICIAN SECRETARY	ADMINISTRATIVE SECRETARY
1	6,900	9,100	9,300
2	7,100	9,550	9,700
3	7,300	9,950	10,100
4	7,500	10,250	10,400
5	7,700	10,550	10,700
6	7,900	10,850	11,000
7	8,100	11,200	11,300
8	8,300	11,500	11,600
9	8,500	11,800	11,900
10	8,700	12,100	12,200
11	8,900	12,500	12,600
12	9,100	12,800	12,900
13	9,300	13,200	13,450
14	9,500	13,500	13,850
15	9,700	13,900	14,250

A. Secretaries beyond Step 15 shall receive an additional stipend of two hundred fifty (\$250.00) dollars. The number 15 shall increase correspondingly with each step that the parties may add to the salary guide.

B. In addition to the salaries provided hereunder, a stipend of two hundred fifty (\$250.00) dollars per year shall be paid to the Principal's secretary.

C. In addition to the salaries provided hereunder, a longevity payment of Two hundred fifty (\$250.00) dollars shall be provided to each employee who has completed fifteen (15) years of service in the district.