

SECRETARIAL SUPERVISORS

LODI BOARD OF EDUCATION
LODI, NEW JERSEY

AGREEMENT 2006-2007 through 2008-2009

BETWEEN the **Secretarial Supervisors** and the **Lodi Board of Education**:

The following articles of negotiation have been mutually agreed upon by the Lodi Board of Education, Lodi, New Jersey, and the Secretarial Supervisors:

I. **LENGTH OF AGREEMENT** - A three-year Contract commencing July 1, 2006 and ending June 30, 2009.

Listed below is the salary that shall be paid above that of a maximum twelve-month Clerk-Typist's salary for the Lodi High School supervisor and any other newly appointed secretarial supervisor.

<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
\$3,621.00	\$3,803.00	\$3,993.00

III. **LONGEVITY** - In addition to their salary, employees shall receive the following:

\$900.00 for Longevity in July following the employee's 14th year anniversary date;

An additional \$900.00 for Longevity shall be received in July following the employee's 16th year anniversary date;

An additional \$900.00 for Longevity shall be received in July following the employee's 23rd anniversary date.

IV. **SICK LEAVE**

A. Employees with one or more years employment shall be entitled to fourteen (14) sick days at the beginning of each contract year without loss of pay. Employees with less than one year shall be entitled to one and one-quarter (1¼) sick leave days with pay for each month of employment. Unused sick leave days shall be accumulated from year to year.

B. Employees requiring sick leave in excess of that provided for above shall be granted a leave without pay for at least one (1) year.

C. **SICK LEAVE REIMBURSEMENT**

Upon the retirement or death of an employee, the Lodi Board of Education shall pay said employee for all unused sick days. Any employee who retires on or prior to July 1, 2007 shall receive the said 240 day reimbursement. Any employee who retires between July 2, 2007 through July 1, 2008 shall receive a maximum of 225 days. Any employee who retires between July 1, 2008 through July 1, 2009 shall receive up to a maximum of 215 days. Per diem is defined as 1/20 of the gross monthly salary at the then prevailing rate at the time of retirement or death. In the event of the death of an employee, said monies shall be made payable to his/her estate.

Said monies may be paid by the Board Secretary in the month of July following the employee's retirement or death.

Employees who are employed by the Lodi School District for a period of less than 120 months shall not be entitled to the above retirement or death benefit.

V. **ASSIGNMENT OF SUBSTITUTE TEACHERS**

Stipend for personnel placing substitute teachers:

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
Elementary	\$5,250.00	\$5,500.00	\$5,500.00
High School	\$3,750.00	\$4,000.00	\$4,000.00

VI. **PERSONAL DAYS**

After completion of one year of service with the Lodi Board of Education, two (2) personal days shall be granted.

VII. **FUNERAL DAYS**

Up to four (4) days at any one time in the event of death of any employee's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandmother, grandfather, stepchild, stepmother, stepfather, stepbrother, stepsister, alternative lifestyle partner, or any other member of the immediate household. One (1) funeral day will be granted for aunt, uncle and grandparents-in-law. In the event of the death of an employee or student in the Lodi School District, the principal or immediate superior of said employee or student shall grant to an appropriate number of employees sufficient time off to attend the funeral at the discretion of the Superintendent.

The parties agree in principle that those days defined as funeral days shall be granted only on those days when school is in session.

Funeral days shall be granted on work days only, and further shall be granted as follows:

- a. Two days prior to the funeral
- b. The day of the funeral
- c. The fourth funeral day will be a floating day to be taken at the discretion of the employee, up to thirty (30) days after the funeral.

VIII. **FRINGE BENEFITS**

All other fringe benefits shall be as per the Lodi Secretarial Association's Contract.

Employees shall be entitled to one-half ($\frac{1}{2}$) day before the Thanksgiving and Christmas recesses, after working four (4) consecutive hours.

IX. **LIFE INSURANCE POLICY**

Effective July 1, 2006, Fort Dearborn life insurance policy in the amount of \$2,500 shall be eliminated.

X. **VACATION**

- A. Less than one year - one day for each month of service up to a maximum of twelve (12) working days.
- B. One (1) year, but less than ten (10) years - twelve (12) working days.
- C. Five (5) years, but less than fifteen (15) years - fifteen (15) working days.
- D. Fifteen (15) years, but less than thirty (30) years - twenty (20) working days.
- E. Thirty (30) years and over - twenty-five (25) working days.
- F. For the summer months beginning July 1 to August 30, all twelve-month employees shall be released from work at 1:00 p.m. every Friday after working four (4) consecutive hours, effective July 1, 1993.

X. **DAILY WORK HOURS - SECRETARIES**

Six and one-half ($6\frac{1}{2}$) Hours of work, exclusive of a sixty (60) minute duty-free lunch period, shall constitute a work shift. Hours of work shall be determined by the Superintendent of the Board Secretary/Business Administrator.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective representatives, all on the day and year designated below:

SECRETARIAL SUPERVISOR(S)

LODI BOARD OF EDUCATION

Agnes Santarpia

Frank Quatrone, Superintendent

Carmine De Rosa, Board President

DATED: _____