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1974-75 NEGOTIATIONS

Wall Township Board of Education  
and  
Wall Twp. Secretarial & Clerical Employees  
Local 2474, A.F.S.C.M.E.

Revisions &  
Amendments

Page

1. PROBATIONARY PERIOD: (Amend Agreement - New Article)

A. All newly hired non-certified personnel shall serve a six-month probationary period. This probationary period may be extended an additional six months upon notification to the Union by the Board during the first five months of employment. Upon notification, joint review will be made by the Board and the Union.

B. No employee, other than those on probationary status, shall be discharged or disciplined without just cause, subject to the grievance procedure.

2. GRIEVANCE PROCEDURE: (Revise Article IV Section B)

4

Shorten the total length of time of the grievance procedure by substituting "five (5) work days" for "ten (10) work days" in the following paragraphs:

Paragraph 4, 5, 6, 7, 8 & 10

and by substituting "five (5) work days" for "ten (10) calendar days" in the following paragraph:

Paragraph 2 (occurs twice in Paragraph 2)

3. PERSONAL DAYS: (Revise Article 5 Section E Paragraph 3)

7

Re-write Paragraph 3 to read as follows:

Employees may be granted up to three days of absence during any one school year without deduction of salary.

Personal Days shall be provided for the sole purpose of permitting an employee of the Board of Education an opportunity to transact matters of personal affairs and to meet emergency situations which cannot be performed at a time other than school or business hours without loss of pay. Personal business leave is not to be construed as vacation time to be taken at the will of the individual employee.

Requests for personal days which precede or follow school holidays, or vacation periods, shall be honored only under extreme circumstances.

Personal days are to be taken with internal control by both the Administration and the Union.

Unused portions of personal leave under this paragraph shall not be accumulative from year to year.

4. VACATION DAYS: (Amend Article V Section E Paragraph 6)

8

If an employee has less than 1 year of service, he shall accrue 1 day vacation per month, not to exceed 10 vacation days.

5. VACATION DAYS: (Amend Article V Section E Paragraph 6)

In the case of an employee who has 15 vacation days: If unusual circumstances necessitates her to take her vacation in 15 consecutive working days, the Board may grant permission for her to do so. The employee must first apply to her building principal or supervisor for permission. If the building principal or supervisor agrees to arrange the office work load to accomodate the request, without creating an undue hardship, the employee may then apply to the Supt. of Schools for permission. The Union agrees to abide by the decision of the Supt.

In the case of an employee who has 10 vacation days: In unusual circumstances (as described in paragraph above), the Board may grant permission for an employee to take an extra week or more without pay, following the procedure described in paragraph above.

6. COMPUTATION OF OVERTIME PAY: (Amend Article V Section F)

8

Overtime pay during the school year shall be computed as follows: Beyond 37-1/2 hours, pay at straight rate until 40 hours; time and one-half beyond 40 hours.

Overtime pay during summer hours shall be computed as follows: Beyond 25 hours, pay at straight rate until 40 hours; time and one-half beyond 40 hours.

Employees working on Saturday or Sunday shall be paid for those hours at the rate of time and one-half.

7. TERMINATION OF EMPLOYMENT: (Revise Article V Section H)

9

Reduce the required notice for the termination of all contracts by substituting "fifteen days notice" for "thirty days notice".

8. HOLIDAYS: (Article V Section N Paragraph 2)

10

See attached schedules for 1974-75 Holidays:

(1) 12-Month Secretarial-Clerical Personnel

(2) 10-Month Secretarial-Clerical Personnel

9. UNION REPRESENTATIVES: (Amend Article VI)

15

The Board agrees to permit Union delegates to take time off without loss of pay for the purpose of attending Union conventions, conferences, or educational classes. During the duration of this contract, the total number of days available to Union delegates, collectively, no matter how distributed among delegates, shall not exceed an aggregate of ten (10) days per year, with a limit of 5 delegates off on any given day.

10. UNION REPRESENTATIVES: (Amend Article VI)

15

The Board agrees to recognize a minimum of three (3) Shop Stewards selected by the Union. A Steward shall be granted a reasonable amount of time during his regular working hours, without loss of pay, to interview an employee who has a grievance and to discuss the grievance with the employee's immediate supervisor. The Union President shall be granted a reasonable amount of time during his regular work hours, without loss of pay, to present, discuss, and adjust grievances with the Supt. of Schools or his representatives. Neither a Steward nor a Union officer shall leave his work without first obtaining permission of his immediate supervisor, which permission shall not be unreasonably withheld.

11. UNION REPRESENTATIVES: (Amend Article VI)

15

The Union agrees to provide a listing of the current Shop Stewards and Officers for the Board after the bi-yearly October election, and also to notify the Board of any interim changes. The Union agrees to provide a listing of its membership's names & addresses each fall.

12. DUES: (Amend Article VI)

15

The Board agrees to honor each properly completed and signed AFSCME membership card, and to make a dues deduction from each individual member's gross semi-monthly pay period. The Secretary-Treasurer of the Union shall notify the Board of any change in the amount of dues to be deducted thirty (30) days prior to the intended effective date of such change.

All dues collected by payroll deduction in the preceding month will be transmitted by Board check to the area AFSCME Council office. The Board agrees to be wholly responsible for the security of all funds withheld as dues deductions during any month until the monies have been transmitted to the area AFSCME Council office.

13. MEMBERSHIP PACKETS: (Amend Article VI)

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The Union may supply membership packets which contain certain information for distribution to new employees, including the role of the Union, the membership application, and a copy of this Agreement, as well as other material mutually agreed to by the Board and the Union.'

The Board Secretary will notify the Union Recording Secretary of new employees, via the monthly Board report.

14. JOB STANDARDS: (Amend Agreement - New Article)

The Board and the Union will collaborate on a definition of the job standards necessary to qualify for each of the various job titles. These written definitions will be included as part of the Agreement.

15. LABOR/MANAGEMENT REVIEW BOARD: (Amend Article VI)

15

Creation of a Review Board to consist of the Union's Shop Stewards and Officers, as well as representatives of the Board of Education. This Review Board to meet upon request of either party, for the purpose of settling differences and better understanding of each other.

Nov. 27, 1973

Ratification Certification

Wall Township Secretarial & Clerical Employees, Local 2474, American Federation of State, County, & Municipal Employees, AFL-CIO

Marilyn J. Malanga President, Local 2474

Marianne McLowery Negotiating Committee Chairman

Wall Township Board of Education

[Signature] President

[Signature] Negotiating Committee Chairman

Date: March 5, 1974.

## Holiday Schedule 1974-75

### 12-Month Secretarial-Clerical Personnel

1.	Thursday	July 4, 1974	Independence Day
2.	Monday	Sept. 2	Labor Day
3.	Monday	Oct. 14	Columbus Day
4.	Monday	Oct. 28	Veteran's Day
5.	Thursday	Nov. 28	Thanksgiving
6.	Friday	Nov. 29	Instead of Election Day
7.	Wednesday	Dec. 25	Xmas
8.	Thursday	Dec. 26	Xmas Recess
9.	Friday	Dec. 27	Xmas Recess
10.	Wednesday	Jan. 1, 1975	New Year's Day
11.	Wednesday	Feb. 12	Lincoln's Birthday
12.	Monday	Feb. 17	Washington's Birthday
13.	Thursday	Mar. 27	Holy Thursday
14.	Friday	Mar. 28	Good Friday
15.	Monday	Mar. 31	Easter Monday
16.	Monday	May 26	Memorial Day

## Holiday Schedule 1974-75

### 10-Month Secretarial-Clerical Personnel

1.	Monday	Sept. 2, 1974	Labor Day
2.	Monday	Oct. 14	Columbus Day
3.	Monday	Oct. 28	Veterans Day
4.	Thursday	Nov. 28	Thanksgiving
5.	Friday	Nov. 29	Thanksgiving Recess
6.	Monday	Dec. 23	Xmas Recess
7.	Tuesday	Dec. 24	Xmas Recess
8.	Wednesday	Dec. 25	Xmas
9.	Thursday	Dec. 26	Xmas Recess
10.	Friday	Dec. 27	Xmas Recess
11.	Monday	Dec. 30	Xmas Recess
12.	Tuesday	Dec. 31	Xmas Recess
13.	Wednesday	Jan. 1, 1975	New Year's Day
14.	Wednesday	Feb. 12	Lincoln's Birthday
15.	Monday	Feb. 17	Washington's Birthday
16.	Thursday	Mar. 27	Holy Thursday
17.	Friday	Mar. 28	Good Friday
18.	Monday	Mar. 31	Easter Recess
19.	Tuesday	Apr. 1	Easter Recess
20.	Wednesday	Apr. 2	Easter Recess
21.	Thursday	Apr. 3	Easter Recess
22.	Friday	Apr. 4	Easter Recess
23.	Monday	May 26	Memorial Day

**WALL TOWNSHIP PUBLIC SCHOOLS**

**SECRETARY**

**SEVENTEENTH AVENUE NEXT TO HIGH SCHOOL**

**WALL, N. J. 07719**

**TEL. (609) 881-7800**

Dec. 13, 1973

Mrs. Marilyn Malanga, President  
Wall Twp. Secretarial & Clerical Employees  
AFSCMA Local No. 2474

Dear Mrs. Malanga:

I am please to inform you that the Board  
of Education officially ratified the negotiated  
1974-1975 Agreement with your Association at its  
regular Board meeting held on Tuesday evening,  
Dec. 11, 1973.

Very truly yours,

PAUL W. BENNETT, R.S.B.A.

PWB:hb

*Copy to Paul Bennett*  
American Federation of

# STATE, COUNTY and MUNICIPAL

*Employees*



LOCAL UNION NAME Wall Twp. Board of Education Secretarial & Clerical No. 2474  
Employees

~~XXXXXXXX~~ Marilyn J. Malanga, Pres.

ADDRESS: 1110 Narrumson Rd.  
(STREET)

Manasquan, N.J. 08736  
(CITY, ZONE AND STATE)

DATE: March 1, 1974

Mr. Herbert C. Köffler, Jr.  
President  
Wall Township Board of Education  
P. O. Box 1199  
Wall, N.J. 07719

Dear Mr. Koffler:

I am pleased to inform you that our membership has today ratified the negotiated 1974-75 Agreement with the Wall Township Board of Education.

We will be available for signatures at your earliest possible convenience.

Very truly yours,

*Marilyn J. Malanga*  
Marilyn J. Malanga, PRES.  
Local 2474, A.F.S.C.M.E.

Copies: Mr. Paul Bennett  
Mr. Jack Merkel