

AGREEMENT FOR CONTRACT YEARS

2005-2006

2006-2007

2007-2008

CEDAR GROVE BOARD OF EDUCATION

AND

CEDAR GROVE EDUCATIONAL SECRETARIES ASSOCIATION

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**AGREEMENT BETWEEN CEDAR GROVE BOARD OF EDUCATION
AND
CEDAR GROVE EDUCATIONAL SECRETARIES ASSOCIATION**

PREAMBLE

This Agreement is entered into this first day of July 1, 2005 by and between the Board of Education of Cedar Grove, New Jersey, hereinafter-called the “Board” and the Cedar Grove Educational Secretaries Association, hereinafter called the “Association.”

The Board has an obligation, pursuant to Law and Regulation, to negotiate with the Association as the representative of secretaries hereinafter designated with respect to the terms and conditions of employment.

The parties have reached certain understandings, which they desire to confirm in this Agreement.

The Board and the Association are mutually pleased with the years of cooperation and non-interruption of the academic life of the schools and agree that, during the validity of this contract, there will be every effort on both sides to maintain that continuity even when matters of dispute arise.

The Board and the Association agree as follows:

ARTICLE I TERM OF THE AGREEMENT

This agreement shall take effect on July 1, 2005 and end on June 30, 2008 but with the approval of both parties hereto may be renewed for successive terms of one year each, subject to such modifications as may be mutually agreed upon for any such year.

ARTICLE II RECOGNITION

The Board hereby recognizes the Association as the exclusive and sole representative for negotiations as required by law for the following secretaries:

Full-time twelve month secretaries
Full-time ten month secretaries
Part-time permanent secretaries under contract

but excluding:

Cedar Grove School
Secretaries Association

Contract Years
7/1/05 ~ 6/30/08

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Part-time hourly secretaries

When referring to individual(s) in the above categories, the term “secretary” will be used.

ARTICLE III SELECTED EMPLOYMENT PRACTICES

1. All secretaries must be eligible to join the pension system before employment.
2. Prior to commencing work, all secretaries must be examined by the School Medical Director or by someone approved by the Medical Director.
3. Two weeks minimum notice shall be given to terminate services. A shorter period of time may be mutually agreed upon.
4. Posting of positions
 - A. All secretarial vacancies and newly created positions (10 or 12 month) shall be posted in all buildings/offices for a period of 10 working days (copy of posting to be sent to Association president). Interested secretaries shall submit their application, in writing, to the Superintendent within time limit specified in the notice. Superintendent shall acknowledge promptly, in writing, receipt of all such applications.
 - B. Permanent secretaries who apply for job openings shall be granted an interview.
 - C. Vacancies and newly created positions available during the summer shall be publicized in writing through the Cedar Grove Educational Secretaries Association, in addition to being posted by the Superintendent's office.
5. In the event of a reduction in force, selection criteria shall consider both seniority and past performance.
 - a. Seniority is defined as uninterrupted service in the Cedar Grove school district.
 - b. In no case shall a tenured secretary be reduced in force while a non-tenured secretary remains in force.
 - c. Each secretary laid off in a reduction in force shall remain on a preferred eligibility list should a vacancy occur. Secretaries shall be recalled in inverse order of layoff within a period of three (3) years.
 - d. Should two individuals be deemed equal based on past performance, seniority shall be the determining factor.

ARTICLE IV WORK YEAR

1. All secretaries shall follow a work calendar recommended by the Superintendent of Schools and approved by the Board.
2. All ten month secretaries shall begin their work year September 1 and end their work year on June 30. After school starts for teachers, they shall follow the teacher calendar until school closes.
3. All 10-month secretaries shall work up to a total of 5 days during July and August as requested by their building principal or department supervisor. Such workdays will be confined to within one week beyond June 30 and one week before Sept. 1. Exceptions to the timeline may be agreed to at the secretary's discretion. Principals will establish this work schedule no later than June 1st.

A 10-month secretary shall have the choice of compensatory time or pay at his/her regular rate for the adjusted timeline.

ARTICLE V WORK WEEK

1. Office hours are established by the Superintendent of Schools with the approval of the Board.
2. Full-time secretaries will work a thirty-five (35) hour week exclusive of daily lunch. The lunch shall be one (1) continuous hour, duty free. Coffee break time shall be either fifteen (15) minutes in both the morning and afternoon or thirty (30) minutes in either the morning or afternoon.
3. For all secretaries under this contract, the building principal or department supervisor maintains the prerogative to make changes in the beginning and ending times of a work shift. Work shift changes, including time and rationale, must be submitted to the Superintendent for approval.
4. Personal days or Compensatory time cannot be taken immediately prior to or after a holiday.
5. Hours worked in excess of thirty-five per week, with prior approval of the Principal, Board Secretary, or Superintendent will be rounded off to the nearest half hour and the secretary will be given compensatory time on the basis of a one-for-one ratio.

All hourly compensatory time (except as noted below) must be taken by June 30 of the school year in which the time was earned. An exception to this will be compensatory time earned during the last two weeks of June, which must be taken by December 31st of the same calendar year or forfeited.

6. All twelve-month secretaries will work summer hours of 8 AM to 3 PM during July and August.

ARTICLE VI VACATIONS

1. Full-time twelve-month secretaries will earn ten (10) workdays vacation per year for the first three years of employment. During the first year (July 1 - June 30) of employment, a secretary will earn vacation pro-rated, not to exceed ten (10) days.

Example: A twelve-month secretary beginning employment on January 1, would have worked six months by June 30. This would entitle him/her to half of the vacation time for one year. This would be five days.

2. In the fourth year of employment, a secretary earns fifteen (15) work days of vacation to be taken in the fifth year; sixteen (16) work days in the eleventh year to be taken in the twelfth year; seventeen (17) work days in the twelfth year to be taken in the thirteenth year; twenty (20) work days in the thirteenth year to be taken in the fourteenth year. In the fourteenth and each subsequent year of employment, the secretary will earn twenty (20) workdays to be taken in the following district year (July 1 - June 30).

Vacations: 12-month Secretaries

Employment Year	Earning	Taking
1	10	0
2	10	10
3	10	10
4	15	10
5-10	15	15
11	16	15
12	17	16
13	20	17
14	20	20
15 and beyond	20	20

3. Vacations will be granted and must be taken only in the contract year following the year in which they were earned.
4. Due to unforeseen circumstances that prohibit use of all vacation days, the secretary, at the discretion of the Superintendent, may carry over two (2) vacation days to be used by October 31st of the ensuing district year (July 1-June 30).
5. A secretary leaving the school system shall be paid for vacation time earned but not received. The rate amount will be calculated using the salary of the year in which the vacation was earned.
6. All vacations must be cleared with the secretary's immediate superior and

submitted to the Superintendent of Schools for approval.

7. If the Board of Education closes the offices during the week between Christmas and New Year's Day, secretaries must use two (2) vacation days during this time period.
8. All twelve-month secretaries shall be entitled to thirteen paid holidays per contract year as established by the Board. In the event any holiday falls within a secretary's scheduled vacation time, an equivalent day will be granted. Should a secretary be required to work on a scheduled holiday, an equivalent day will be granted.

ARTICLE VII EXTENDED LEAVE OF ABSENCE

A. **Types of Extended Leaves.** A secretary may apply for a variety of extended leaves of absence. Such leaves may be taken individually or in combination with each other.

1. **District extended leave** allows a secretary to be absent for an extended period of time without pay and without benefits. The three types of district extended leave are:
 - a. **General Extended Leave** may be granted at the Board's discretion for any viable reason documented by the secretary.
 - b. **Maternity Leave** may be granted for the secretary's preparation for delivery, delivery, and recovery from delivery. Within such a leave, a secretary may utilize up to a maximum of forty (40) days of accumulated sick leave and receive pay and benefits for those days.
 - c. **Child Care Leave** may be granted for child care following the delivery of or adoption of a child.
2. **Federal Family Leave** allows a secretary to be absent for specified reasons for 12 weeks within a 12-month period. Federal Family Leave is without pay but with benefits.
3. **New Jersey Family Leave** allows a secretary to be absent for specified reasons for 12 weeks within a 24-month period. New Jersey Family Leave is without pay but with benefits.

B. **Length of Extended Leaves.**

1. **District Extended Leaves: Tenured Staff**
 - a. A secretary on tenure shall be granted a **General Leave** of absence at the Board's discretion without pay for up to one (1) year, inclusive of pertinent Federal and/or New Jersey Family Leave. The portion of such leave

extending beyond that allowed by Federal and/or New Jersey Family Leave shall not include benefits.

- b. A secretary on tenure shall be granted a **Maternity** Leave of absence at the Board's discretion without pay and without benefits for up to 40 days. If the secretary elects to use accumulated sick days during this timeframe, such leave will be with pay and benefits. The secretary may use up to 40 days of accumulated sick leave for this purpose.
- c. A secretary on tenure shall be granted a **Child Care** Leave of absence at the Board's discretion according to the following stipulations:

(1) For a natural born child

(a) If the child is born on or after September 1, the secretary may request leave not to exceed the following school year.

(b) The request for such leave shall be made for an infant no older than two months.

(2) For an adopted child

If the child is pre-kindergarten age by Cedar Grove entrance age requirements on the date of adoption, a secretary may request a leave not to extend beyond the end of the academic year in which the child is adopted. . It is understood that the secretary will return at the start of the next fall term.

2. **Federal and/or New Jersey Family Leave: Tenured Staff**

A secretary on tenure may be granted a Federal and/or New Jersey Family Leave in accordance with the terms and timeframes provided by law.

3. **District Extended Leaves: Nontenured Staff**

- a. A secretary who is nontenured is not eligible to request a District **General** Extended Leave.
- b. A secretary who is nontenured shall be granted a District **Maternity** Leave of absence at the Board's discretion without pay and without benefits for up to 40 days. If the secretary elects to use accumulated sick days during this timeframe, such leave will be with pay and benefits. The secretary may use up to 40 days of accumulated sick leave for this purpose.
- c. A secretary who is nontenured shall be granted a District **Child Care** Leave of absence at the Board's discretion according to the following stipulations:

(1) For a natural born child

(a) The Child Care Leave may not extend beyond the end of the academic year in which the child is born.

(b) The request for such leave shall be made for an infant no older than two months.

(2) For an adopted child

If the child is pre-kindergarten age by Cedar Grove entrance age requirements on the date of adoption, a secretary may request a leave not to extend beyond the end of the academic year in which the child is adopted. It is understood that the staff member will return at the start of the next fall term.

4. **Federal and/or New Jersey Family Leaves: Nontenured Staff**

A secretary who is nontenured may be granted a **Federal and/or NJ Family Leave** in accordance with the terms and timeframes provided by law.

5. Where a leave of absence is granted for a full school year, all extensions or renewals of such leave shall be applied for, in writing, by March 1 of the calendar year in which the extension is requested and may be granted at the Board's discretion.

6. A secretary's unused accumulated sick leave, position on the salary guide, and the longevity status to which he/she was entitled at the time his/her leave of absence commenced shall be restored to him/her upon his/her return.

C. **Procedures**

1. All requests for extended leaves of absence must be submitted in writing to the Chief School Administrator and must specify the following:

a. The type(s) of leave(s) that is (are) being requested (Federal Family Leave, NJ Family Leave, District General Leave, District Maternity Leave, District Child Care Leave)

b. The dates of the requested leave(s)

c. The purpose for the requested leave(s).

2. Request for leaves that are foreseeable shall be submitted at least 60 days in advance of the beginning of the leave.

3. **District Maternity Leave**

a. A secretary shall notify the Chief School Administrator of her pregnancy as soon as possible so that a suitable replacement may be secured.

b. The secretary shall notify the Chief School Administrator of her intention to utilize accumulated sick leave up to a maximum of forty (40) days during the period of disability.

- c. The secretary shall submit a physician's statement attesting to her general health, how long she may continue normal secretarial duties, the expected date of birth, and the expected date of return.
- d. Prior to returning to work, the secretary shall submit a physician's statement certifying the secretary's ability to resume normal duties.
- e. A statement of intent to return to normal secretarial duties shall be submitted to the Chief School Administrator no later than March 1 of the leave year.

4. District Child Care Leave

- a. Notice of the commencement of child care leave shall be submitted to the Chief School Administrator no less than sixty (60) days prior to the start of the leave and shall include commencement and termination dates of such leave.
- b. Application for child care leave may be included in the request submitted for maternity leave.
- c. A statement of intent to return to normal secretarial duties shall be submitted to the Chief School Administrator no later than March 1 of the leave year.

D. Benefits and Salary

- 1. Leaves granted under this article are without salary, except as provided in District Maternity Leave through the use of accumulated sick leave.
- 2. Secretaries on District General Leave shall be entitled to no benefits.
- 3. Secretaries on District Maternity Leave shall be entitled to no benefits if accumulated sick leave is not utilized. If accumulated sick leave is utilized, benefits will continue for the duration of such use.
- 4. Secretaries on District Child Care Leave shall be entitled to no benefits.
- 5. Secretaries on Federal and/or New Jersey Family Leave shall be entitled to benefits as provided by law.
- 6. When a secretary combines District Maternity Leave and/or District Child Care Leave with Federal and/or New Jersey Family Leave, benefits shall be provided as per the Federal and/or New Jersey Family Leave rules.
- 7. A secretary desiring to continue health insurance coverage during a leave may purchase any or all available coverage as permitted by the carrier by paying in advance to the Board the premium rates charged to the Board by its insurance carrier.

ARTICLE VIII SICK LEAVE

1. All twelve-month secretaries shall be entitled to twelve (12) sick leave days each year. Unused sick leave days shall be accumulative without limit.
2. All ten-month secretaries shall be entitled to ten (10) sick leave days each school year. Unused sick leave days shall be accumulative without limit.
3. Secretaries shall be given a written accounting of accumulated sick leave days no later than September 30 of each school year.
4. A doctor's certificate stating the illness, the inability of the secretary to report for work, and the period of sick disability may be required.

ARTICLE IX ABSENCES

1. ABSENCES FOR BUSINESS THAT CANNOT BE HANDLED OUTSIDE OF SCHOOL HOURS.

It is understood that attendance at work is a contractual obligation, which must be taken seriously. This being the case, personal days are not to be taken except to handle business, which cannot be scheduled outside of school hours. A secretary shall submit the personal day request with the reason for the request stated to his/her supervisor as far in advance as possible when he/she expects to be absent for personal business. It shall be understood that when an absence will create problems in the normal operation of the school, the supervisor may ask the secretary to request a different day, if possible, for the conduct of his/her personal business.

Reasons for such leave include but are not limited to:

- | | |
|--------------------------|-----------------------|
| 1. Marriage | 2. Religious holidays |
| 3. Court appearance | 4. Accident, fire |
| 5. Academic examinations | 6. Personal business |
| 7. Graduation exercises | 8. Legal proceedings |

In those cases where an emergency personal day has been taken, without prior approval, the secretary will document the absence by submitting the appropriate form to his/her supervisor within 2 days of his/her return to work. Failure to follow this procedure will result in a salary deduction of 1/200 (in the case of 10-month secretaries) or 1/240 (in the case of 12-month secretaries) for the emergency personal day.

A ten-month secretary may be granted four (4) such personal days per year. A twelve-month secretary may be granted five (5) such personal days per year. Up to two (2) unused personal days may be accumulated annually as sick leave entitlement applicable during the following years for personal illness or retained for reimbursement at retirement in accordance with Article XII Salary, Separation Pay.

2. Bereavement
Five (5) days absence will be permitted for the secretary when death occurs in the immediate family. Immediate family is generally considered to be husband, wife, son, daughter, mother, mother-in-law, father, father-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild, and domestic partner as defined by the NJ Domestic Partnership Act. One (1) day's absence will be permitted, if necessary, to attend the funeral of an uncle, aunt, niece, nephew, or cousin. Any modification or extension of this leave may be granted for just cause on recommendation of the Chief School Administrator.
3. The above days shall not be accumulative.
4. Salary Deduction
A salary deduction on the basis of 1/240 for twelve-month secretaries and 1/200 for ten-month secretaries will be made for time in excess of that permitted. The Superintendent shall report to the Board those people who have exceeded the allowable number of days. Adjustments in salary will be made within a two-month period. Each case will be handled on its own merit by the Superintendent for recommendation for the Board. Final salary adjustments, if necessary, will be made in June.

ARTICLE X GRIEVANCES

- A. Definition
 1. A grievance is a claim by a secretary (group of secretaries) or his/her representative, that he/she has suffered harm by the interpretation, application of violation of policies, agreements and administrative decisions affecting him/her.
 2. A grievance to be considered under this procedure must be initiated in writing within thirty (30) workdays from the time the grievant knew or should have known of its occurrence.
- B. Representation
 1. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, by the Association, or by a representative selected or approved by the Association.
 2. When a secretary is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent and at any later level, be notified by the Superintendent as to the nature of the grievance, when the hearing will be held and the result.
- C. Procedure

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within limits shall be deemed to be a waiver of further appeal of the decision.
2. It is understood that any secretary grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.
3. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

D. Grievance Steps

Step 1: Any secretary grievant who has a grievance shall, in an attempt to resolve the matter informally at that level, discuss it first with his/her principal or immediate administrative officer who shall give his decision within five (5) work days.

Step 2: No later than six (6) workdays after receipt of the decision of his/her principal or immediate superior the secretary grievant may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing specifying:

- a. The nature of the grievance
- b. The nature and extent of the injury, loss or inconvenience
- c. The results of previous discussions
- d. His/Her dissatisfaction with decisions previously rendered

The Superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed seven (7) work days from the receipt of the appeal. The Superintendent shall communicate his/her decision in writing to the secretary grievant, to the Association and to the principal or other immediate superior.

Step 3A: Any time within six (6) work days a secretary may request, in writing, a Review Panel to further explore the grievance. In the written request the secretary must name his/her representative.

Within two (2) workdays the Superintendent shall name a second member of the Review Panel.

Within two (2) additional workdays the two members so named shall name a third member. These people shall constitute the Review Panel.

The members of the Panel must be secretaries of the Board included in job classifications represented by the Association for purposes of negotiations.

Within three (3) workdays the Panel will meet with the dissatisfied secretary to review his/her grievance.

The Review Panel may also accept such oral or written statements of other persons, as it may deem appropriate.

Step 3B: If at least two members of the Review Panel agree in whole or in part with the secretary's position, the Panel, at its option, may request a conference to be held within the next twenty (20) work days or at such other date as may be mutually agreeable. At such conference the Review Panel and the secretary will be given a reasonable opportunity to present the facts related to the complaint and their position relating thereto including such voluntary oral or written statements of other persons as they deem important. The Board may also consider such oral or written statements of other persons, as it may deem appropriate.

Within ten (10) work days after such conference(s) the Board will prepare a written decision on the complaint, copies of which will be delivered to the secretary and each member of the Panel by the Superintendent.

Step 4: If the secretary so chooses, he/she may eliminate steps 3A and 3B and no later than five (5) work days after receipt of the Superintendent's decision may request a hearing with the Board. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward the request to the Board.

Within fifteen (15) work days after receipt of the request the Board, or a committee thereof, shall hold a hearing with the secretary grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within ten (10) work days of the completion of the hearing.

Step 5: If the decision of the Board does not resolve the grievance to the satisfaction of the Association and the Association wishes review by a third party, it shall notify the Board in writing within ten (10) work days of receipt of the Board's decision.

Within ten (10) workdays after receipt of arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator.

If the parties are unable to agree, a request for a list of arbitrators shall be

made jointly to 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 shall limit him/herself to the issues submitted to him/her and shall not add to nor subtract anything from the Agreement between the parties. The arbitrator's decision shall be advisory on the parties. The parties shall be responsible for all costs incurred by each and only the fees and expenses, if any, of the arbitrator shall be shared by each party paying one half.

E. Binding Arbitration

Pursuant to N.J.S.A. 34:13A et seq., disputes involving the withholding of a secretary's increment for predominantly disciplinary reasons, the transfer of secretary for disciplinary reasons, reprimands, or discipline as that term is defined by N.J.S.A. 34:13A-22 shall be deemed to require binding arbitration as the terminal step in the grievance procedure.

ARTICLE XI - DISTRICT INFORMATION

1. Association Rights and Privileges

The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, directory of all personnel in the unit and all changes that may arise, tentative budgetary requirements and allocations, agendas, and minutes of all Board meetings, census data, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the secretaries together with information which may be necessary for the Association to process any grievance or complaint.

2. Scheduled Meetings - Association Rights

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, he/she shall suffer no loss in pay.

3. Association Business

Representatives of the Association, shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

4. Use of Buildings

The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings.

5. Exclusive Rights

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 secretaries, and to no other organization(s) representing any portion of the unit or potential member of the unit.

Nothing herein is intended as an infringement upon or limitation of any rights under law, of a secretary of the Board.

ARTICLE XII SALARY

1. Salary schedules for the agreement years are attached.
2. Longevity will be included in the base salary for pension purposes.
3. Each secretary will move one step, as designated by numbers on the guide, for each year of satisfactory service.
4. Notwithstanding item 3, which describes normal movement on the salary guide, during the contract years 2005-2006, 2006-2007, and 2007-2008, each secretary shall remain (“freeze”) on the same step of the guide as that to which he/she was assigned in 2004-2005.
 - a. Any secretary hired during the term of this contract will remain on the same step of the guide (“freeze”) for the term of the contract.
 - b. “Freezing” each secretary’s place on the guide shall not affect the number of years of employment, ability to move to tenure status, seniority, or longevity.
5. For initial placement on the salary guide, one step credit may be granted for each year of experience applicable to the position available, maximum not to exceed Step 8 of the salary guide.
6. Payment will be made by direct deposit into the bank account of the secretary’s choice.

SEPARATION PAY:

A. **Formula A:** After seven (7) years of service to the district, a secretary shall be entitled at retirement to separation pay for a maximum of 150 accumulated sick days compensated at the rate of \$50 per day. In the event of a secretary’s death, this benefit shall be paid to the estate.

B. As an exception to the above, any member whose accumulated sick days exceed 150 days on July 1, 2005 will be compensated at retirement according to his/her choice of Formula A above or Formula B below:

Formula B: Upon a secretary's retirement after seven (7) years of service in Cedar Grove, 90% of his accumulated sick days shall be compensated at the rate of \$40 per day.

C. If total separation pay exceeds \$1000, payment shall be in two parts. The first of two equal payments shall be made in January of the school year following retirement. The second payment shall be made in January of the second school year following retirement. For separation pay totaling \$1000 or less, payment shall be made in January of the school year following retirement.

SALARY GUIDES

2005-2006

STEP	<u>sec/bkp</u>	<u>sec/bkp</u>	<u>prin/adm</u>	<u>prin/adm</u>	<u>hd bkkpr</u>
	<u>10 mo</u>	<u>12 mo</u>	<u>10 mo</u>	<u>12 mo</u>	
1	27,330	35,540	28,700	37,320	40,860
2	28,000	36,410	29,400	38,240	41,800
3	28,660	37,280	30,100	39,150	42,750
4	29,330	38,150	30,790	40,070	43,690
5	29,990	39,030	31,490	40,980	44,640
6	30,660	39,900	32,180	41,890	45,580
7	31,320	40,770	32,880	42,810	46,530
8	31,990	41,640	33,580	43,720	47,470
9	32,650	42,520	34,270	44,640	48,420
10	33,320	43,390	34,970	45,550	49,360

Longevity

In the 10th - 12th year = 755

In the 13th - 14th year = 970

In the 15th year and beyond = 1,260

2006-2007

STEP	<u>sec/bkp</u>	<u>sec/bkp</u>	<u>prin/adm</u>	<u>prin/adm</u>	<u>hd bkkpr</u>
	<u>10 mo</u>	<u>12 mo</u>	<u>10 mo</u>	<u>12 mo</u>	
1	28,390	36,910	29,810	38,760	42,430
2	29,080	37,810	30,530	39,710	43,410
3	29,770	38,720	31,250	40,660	44,390
4	30,460	39,620	31,980	41,610	45,370
5	31,150	40,530	32,700	42,560	46,350
6	31,840	41,440	33,420	43,510	47,340
7	32,530	42,340	34,150	44,460	48,320
8	33,220	43,250	34,870	45,400	49,300
9	33,910	44,150	35,590	46,350	50,280
10	34,600	45,060	36,310	47,300	51,260

Longevity

In the 10th - 12th year = 805

In the 13th - 14th year = 980

In the 15th year and beyond = 1,305

SALARY GUIDES (continued)

2007-2008

STEP	<u>sec/bkp</u>	<u>sec/bkp</u>	<u>prin/adm</u>	<u>prin/adm</u>	<u>hd bkkpr</u>
	<u>10 mo</u>	<u>12 mo</u>	<u>10 mo</u>	<u>12 mo</u>	
1	29,480	38,330	30,960	40,250	44,060
2	30,200	39,270	31,710	41,240	45,080
3	30,910	40,210	32,460	42,220	46,100
4	31,630	41,150	33,210	43,210	47,120
5	32,350	42,090	33,960	44,200	48,140
6	33,060	43,030	34,710	45,180	49,160
7	33,780	43,970	35,460	46,170	50,180
8	34,500	44,910	36,210	47,150	51,200
9	35,210	45,850	36,960	48,140	52,220
10	35,930	46,790	37,710	49,120	53,230

Longevity

In the 10th - 12th year = 850

In the 13th - 14th year = 1000

In the 15th year and beyond = 1,350

EDUCATIONAL REIMBURSEMENT FUND

The Board shall provide \$600 each year for a fund to reimburse secretaries for courses or workshops that are designed to assist secretaries in the advancement of their professional skills.

Courses or workshops for reimbursement must have prior approval of the secretary's supervisor and the Superintendent. Courses that do not pertain to the secretary's individual job shall not be approved for reimbursement.

Reimbursement will be made upon proof of payment and proof of the successful completion of the course or workshop. Successful completion of a college course is at a level of B or better. Proof of completion must be presented by the first working day of a month in order to receive payment in the following month.

Distribution of the fund shall be on a first-come, first-served basis for approved courses/workshops. The maximum reimbursement for any one secretary in any year shall be \$100. If funds permit, a secretary may receive additional reimbursement on a first come, first-served basis.

By consensus of the bargaining unit (i.e., majority vote), monies from this reimbursement fund may be devoted to in-service programming for the entire unit. Such programming must be planned in collaboration with and approved by the Superintendent.

MERIT STIPEND

The Cedar Grove Board of Education recognizes the importance of ongoing professional growth both through college coursework and through tailored, extended district opportunities. Pursuit of additional knowledge, refinement of skills and understandings, and sharing of professional knowledge through turnkey training are recognized as meritorious activities. Accordingly, clock hours shall be given to secretaries for college courses, in-service hours, professional development, workshops, and sharing of professional knowledge through turnkey training. All such activities must be approved in advance by the principal/supervisor and must pertain to refinement of secretarial skills, enhancement of present secretarial skills, and/or the development of new secretarial skills.

Clock hours shall be granted by the Superintendent for the sharing of professional knowledge through turnkey training. Time for preparation and presentation shall be considered.

Clock hours may not be accrued during work hours. Where required in-service activities include time outside the work day, clock hours (not compensatory time) will be accrued for the time outside the work day.

A secretary who completes 25 clock-hours of approved professional growth activities (college courses, district in-service courses, or workshops) shall be entitled to merit pay of \$500 added to his/her base pay.

The secretary is responsible for obtaining documentation of clock hours earned and submitting them to the Superintendent prior to June 1st of the current year to be evaluated and recorded for adjustments to the secretary's salary as of July 1 of the new school year.

ARTICLE XIII INSURANCE PROTECTION

A. Medical Coverage:

1. For secretaries covered by this agreement and working half (1/2) time or more, the Board shall pay the full premium for Managed Care health insurance coverage (currently Horizon Direct Access) for the employee and his/her immediate family (spouse and eligible children).

2. Secretaries covered by this agreement, working half (1/2) time or more, and hired before July 1, 2005 may select Traditional health insurance coverage for the secretary and his/her immediate family (spouse and eligible children) under the following terms:
 - 1) during the 2005-2006 school year, the Board will pay the full premium.
 - 2) during the 2006-2007 school year, the secretary who elects to stay in the Traditional plan will contribute 10% of the difference between the cost of Traditional and managed care coverage. Deductions will be made each pay period.
 - 3) during the 2007-2008 school year, the secretary who elects to stay in the Traditional plan will contribute 20% of the difference between the cost of Traditional and managed care coverage. Deductions will be made each pay period.

- c. Secretaries hired on or after July 1, 2005 shall be enrolled in the Managed Care plan.

- d. In 2006-2007, the deductible for Traditional will increase to \$200/\$400 and continue at that rate for the term of the contract.

- e. In 2006-2007, the copay for Managed Care will increase to \$10 and continue for the term of the contract.

- f. A secretary may choose to "opt out" of medical benefits and be reimbursed according to the following schedule:

Opt out for Single	\$1400
Opt out for Parent/Child	\$2000
Opt out for Husband/Wife	\$3000
Opt out for Family	\$3500

- a. The secretary must notify the Business Administrator of his/her desire to

“opt out” in writing, complete the required forms provided by the Business Administrator, and provide proof of health insurance from another source.

b. Payment of the “opt out” incentive will be made in two installments, one in January of the school year and one at the end of the school year in June.

2. Prescription Coverage: The Board shall provide and administer a prescription drug plan for the secretary and eligible dependents based on a \$5-\$10 co-pay plan during the first and second years of the contract. In the third year of the contract, prescription benefits change to a \$5-\$10-\$25 co-pay plan.

The carrier may be changed from time to time at the discretion of the Board after consultation with the Association.

3. Dental Coverage: The Board agrees to pay the cost of full family dental coverage for each secretary.
4. The individual staff member shall be responsible for completion and filing of application forms with the Business Administrator. Coverage will become effective in accord with the terms of the insurance contracts held by the Board.
5. The Board and the Association are greatly concerned with the ever increasing cost of employees’ and their dependents’ hospitalization and the unnecessary waste of insurance premium dollars due to the failure of employees to notify the Business Administrator’s office of a change in status. Therefore, in an effort to avoid the unnecessary waste of insurance premium dollars, each staff member shall be required to list annually on a form distributed by the Business Administrator his/her eligible dependents with their birth dates and file said list in the Business Administrator’s office by May 15 for the following year.

ARTICLE XIV CHANGE OF ASSIGNMENT

1. Secretaries desirous of a change of assignment may request such consideration by writing a letter to the Superintendent of Schools with a copy to the building principal or immediate administrative officer.
2. Secretaries may be transferred within their job category. Notice of such changes shall be given to the individual as soon as possible. The secretary shall have the right to meet with his/her Association representative and the Superintendent to discuss the proposed assignment
3. A full-time ten-month secretary transferring to twelve-month positions shall be given full credit on the salary guide, vacation schedule and sick leave benefits for time in district.
4. A part-time secretary who works .5 or more, when transferring to full-time position shall be given full credit on the salary guide and for all other benefits.

5. In the event a contract secretary is asked to work in a position of greater responsibility and higher salary as indicated in this Agreement, that secretary will receive additional compensation after 20 working days. Such compensation shall be paid for those twenty days as well as future workdays in the position. The compensation will be based on .75 of the difference between the daily rates of pay for the two positions at the secretary's guide step. The daily rate to be calculated at 1/200 of each salary for 10 month positions and 1/240 for 12 month positions.

ARTICLE XV CONDITIONS OF THE AGREEMENT

A. Modification

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.

B. Waiver

The failure of either party to exercise any right it may have under this agreement shall not constitute a waiver of that right.

C. Duration.

This agreement shall take effect on July 1, 2005 and end on June 30, 2008.

IN WITNESS WHEREOF, the Board and the Association have caused this agreement to be signed as of the date first above mentioned.

CEDAR GROVE BOARD OF EDUCATION

_____ BY _____
Date President

CEDAR GROVE EDUCATIONAL SECRETARIES ASSOCIATION

_____ BY _____
Date President